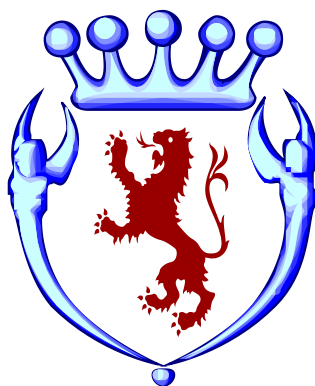


MATANZAS CHRISTIAN ACADEMY PRIVATE SCHOOL SYSTEM, INC.

A Better Education for A Better Future



PARENT AND STUDENT HANDBOOK

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MATANZAS CHRISTIAN ACADEMY

1.1 WELCOME

Welcome to Matanzas Christian Academy. This year should be an exciting year for novice and experienced students. We have added more Core and Vocational courses to expand your knowledge and interest. Matanzas offers a broad range of classes which allows you to explore and learn multiple topics. K to 12 school hours are 8:00 to 2 p.m.

Matanzas is a College Preparatory school. You may not think NOW about going to college but in a few years you may change your mind and it is better to be prepared than to have to do remedial college courses in the future. You do not want to limit your options for the future. Matanzas helps you prepare for your future by allowing you to choose areas of interest to you to explore while working within the framework of our curriculum.

Make sure that you watch the Student Orientation after logging in to your Ignitia site. You can find lots of other information on www.matanzasacademy.com. Your on line class are set up on a schedule. You need to do all the lessons assigned for that day. Any that you don't do, will be moved to the Overdue Work block. As you do lessons in the School Work Block, lessons continue to move into that block. Watch the date to know when you are done with the day's assignments. If you have overdue assignments you will be doing those first. As they are done they will delete out of the Overdue block.

As you read through this manual, pay close attention to items on TRUANCY, Required Courses, and Graduation. If you are transferring from another high school, simply mark off the courses you have already taken.

1.2 WHERE TO GO FOR ASSISTANCE

Admissions –Virtual students www.matanzasacademy.com enrollment
 Bright Futures Scholarships- Matanzas Christian Academy Guidance Office
 Career Information- Matanzas Christian Academy Guidance Office
 College Scholarships - Matanzas Christian Academy Guidance Office
 Financial Aid (Step Up & McKay Scholarships)- N/A at this time
 Fingerprinting-Main Office
 Pre-Registration -April 1 each year
 Standardized Test Information- main office
 Student Progress – Student Ignitia site
 Transcripts Matanzas Christian Academy Guidance Office Fax 904-395-9026
 Withdraw from School- main office

1.3 CONTACT NUMBERS

Matanzas Christian Academy 904-794-1623
 Mrs. Leewe's direct line: 904-234-5499
 FAX 904-395-9026

2.1 HISTORY & PURPOSE

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Matanzas Christian Academy Private School System was originally established in 1996 as Matanzas Academy and reorganized in 2011 to fill a need many students have for small-school settings that provide a nurturing academic environment, personalized instructional plans, and flexible individual scheduling. We have been fully accredited through the NPSAG since 1996 and the FCCPSA 2013-16. Matanzas started out using a computer based curriculum from The Jostin Corporation. In the early 2000's we began using the Alpha Omega computer curriculum. Today, students find interesting and challenging lessons using our *Ignitia* on line program.

Students are assured an educational experience tailored to meet their particular abilities and learning styles. Our goal is to have each student establish a life-long love of learning, along with strong spiritual and moral standards. We are committed to preparing our students for the challenges they face today and skills they can take into the future.

2.2 VISION STATEMENT

Matanzas Christian Academy graduates will be morally responsible persons with a well-developed commitment to social justice and an enhanced faith in Jesus Christ. They will be ready to face the 21st century historically grounded by a rigorous educational experience.

2.3 MISSION STATEMENT

As a Christian high school, we seek to provide an equal opportunity for each student, in a challenging academic environment, to become a knowledgeable, self-directed, compassionate Christian, able to face the challenges of the future with faith, hope, and love.

2.4 PHILOSOPHY OF EDUCATION

Our Educational Philosophy is:

1. Jesus Christ is the chief teacher and model of our school.
2. The community of Matanzas Christian Academy is open to any qualified student who desires to pursue a challenging high school career that prepares him/her for higher education and who has shown a willingness to live by Christian values and conduct.
3. Each student is a valued individual with unique spiritual, physical, social, emotional, and intellectual talents and needs.
4. Students are responsible and accountable for the decisions they make.
5. Students learn in different ways and are to be provided with a variety of instructional approaches to support their learning.
6. Positive reinforcement builds students' self-respect and respect for others. A safe and physically comfortable environment promotes learning.

2.5 STATEMENT OF FAITH

We believe that Jesus Christ is God's only son; who died on the cross for the atonement of our sins. There is no other means of salvation but through him. We believe that the Bible is the infallible Word of God and use it's principals for instruction and correction.

2.6 MOTTO

By wisdom a house is built; and by understanding it is established; by knowledge the rooms are filled with all precious and pleasant riches.

Proverbs 24:3-4

3.1 ADMINISTRATION

MCA is governed by a Board of Directors. All disputes are handled by the Board. The Board reserves the right to operate this academy in a manner that they see fitting as Godly men and women. The Board sets student qualifications, fees, and graduation requirements annually to stay in alignment with Florida State Standards. Each school and learning center has a principal/director and is supervised by the Board of Directors.

3.2 HANDBOOK AMENDMENT

The Administration reserves the right to amend this handbook at any time during the school year.

3.3 ACCREDITATION AND AFFILIATIONS

MCA is registered with the *Florida Department of Education* (school number 6334) and is accredited by NPSAG. Matanzas holds membership of the FCCPSA to assure a quality education to all of our students. We are also registered with the NCAA, *College Board* and is listed in their National Secondary School List for SAT, PSAT / NMSQT, PLAN, & ACT (school code 101476) which are standardized assessments required for applying to most universities and scholarships. Each year many of our graduating students receive Bright Futures Scholarships that are awarded to outstanding high school students in the State of Florida.

We hold Articulation Agreements with numerous high schools and colleges throughout the state of Florida, enabling our student to Dual Enroll with them.

3.4 PARENT AND STUDENT OBLIGATIONS

Parent:

1. You will receive an e-mail with your child's *Log-in* and *Password*
2. Log in at matanzasfl.ignitiaschools.com (no www.)
3. Accept the License Agreement
4. You will then see your child's home page. Just click on the subject and away they go.
5. Progress/grades can be checked anytime by choosing the *Courses* Button from the student's home page tabs.
6. Official Report Card will be e-mailed quarterly
7. Provide for Supervision during the hours of 8:30 a.m. to 2 p.m.
8. Purchase any additional science lab equipment needed for courses such as a microscope, chemistry set.

Student:

1. Watch the Student Orientation at the beginning of the Ignitia course program
2. Log in each day and do the assignments for that day 8:00 to 2 p.m.
3. You may work ahead in subjects but you must do each subject every day.
4. Your on-line mentor will check your grades several times a day. Any grade that you have made lower than mastery, will be re-assigned.
5. You can contact your mentor by using the on-site Message Center.
6. You must click on your mentor's name and push the arrow key to put that person under recipient.
7. When you see a number in the Message Center double click to see the message.
8. If you have a question while in the lesson, click the HELP button at that question, write your remarks, and then SAVE.
9. Your mentor will get your message and answer your remarks right at the question.
10. K-8th grades will take 5 Subjects: English, Math, Science, History, Bible
11. High School will take a minimum 6 course credits per year to include: English, Math, Science, History, Bible, Electives, 2 yrs of the same foreign language. See Suggested Course Schedule.

4.1 ADMISSIONS POLICY- Non Discrimination 4

Matanzas Christian Academy admits students of any race, religion, color, national or ethnic origin. They are afforded all the rights, privileges, programs and activities generally made available to students at the school. We are a Christian school and all our programs have a world Christ view. By enrolling in Matanzas Christian Academy you are agreeing to our Vision, Mission and Philosophy of Education statements. Matanzas Christian academy does not discriminate on the basis of race, religion, color, national, or ethnic origin, administration of educational and admission policies, scholarship and loan programs, athletic and other school-administered programs. Typically, no students will be accepted for their senior year from local high schools.

4.2 K-12 REQUIRED COURSES

Elementary K-8 students are to take: English, Math, Science, History, Bible, Penmanship, Reading, P.E. High School must take 4 core courses of English, Math, Science, History each year plus a minimum of 2 electives. Students must have 24 credits for a Standard Diploma, 28 credits with Advanced/Honors courses for a College Prep Diploma.

4.3 ATTENDANCE POLICIES

Compulsory education laws mandated by the State of Florida require regular attendance. Each parent of a child of compulsory attendance age is responsible for the child's attendance as required by law. For more information, access www.leg.state.fl.us. Just because you are doing your work on line does not mean that Daily Attendance is not taken.

Virtual School Hours are from 8:00 a.m. to 2:00 p.m.

You MUST be logged in and work assigned done for that date in order to be in attendance for the day. Truancy is classified for Virtual students as Not logging in a doing assignments assigned for 5 consecutive days during a quarter or 15 days per semester. Parents will be notified by e-mail, phone, or Skype after 5 days. Students who have 15 unexcused absences will: If 15 or older will be turned into the state DMV, to have license suspended. In order to have license restored, student must complete 30 days of uninterrupted attendance. Students missing 15 days or more per semester will be expelled from MCA. To re-instate Enrollment Fee will have to be REPAID. Student with only be able to re-enroll once due to Truancy.

4.4 PERIOD ATTENDANCE Period attendance will be taken at the beginning of each period. Please note that the student will receive an administrative "F" in any subject if he/she is absent 6 or more days per class per quarter. If a student reports to class 20 minutes or more after the beginning of each session, he/she will be considered absent from that class.

4.5 ABSENCES

All student absences will be recorded as either an excused absence or an unexcused absence. Excused absences will be granted for the following reasons:

1. illness or medical appointment with documentation from doctor/dentist,
2. death in the family,
3. court appearance,
4. religious observance,
5. pre-arranged absences with prior approval of both the administration and parent/guardian.

4.6 EXCESSIVE ABSENCES

Parents will receive written notification after a student's third absence from each class. Students will receive an "F" (numerical equivalent is 59 percent) for the quarter on their sixth absence from each class. Excused absences due to bereavement and those that are documented by a doctor's or dentist's note are exempt this policy. **The Florida Legislature** has enacted requirements that schools report to the Department of Highway Safety and Motor Vehicles the names, dates of birth, sex, and social security numbers of minors who accumulate 15 unexcused absences in a period of 90 calendar days. The legislation further provides that those minors who fail to satisfy attendance requirements will be ineligible for driving privileges.

5.

5.1 PRE-ARRANGED ABSENCES AND APPOINTMENTS

Parents should make every effort to schedule vacations and appointments during school vacations and after school hours. A student who wishes to be excused for medical, dental, and legal appointments should report to the main office by 7:50 a.m. on the day of the appointment with a note from the parent/guardian containing the reason for the early dismissal, a verification phone number, the time they are to be dismissed, and the time they will be returning to school. Students who are granted early dismissal must sign out in the main office before departing the school campus.

Students returning to school before the end of classes must sign in and present documentation from their doctor, dentist or attorney. An excused absence for each period absent will be recorded. The school reserves the right to deny early dismissal if proper documentation is not provided.

Any student requesting a pre-arranged absence from school must submit a letter written by a parent or guardian to the main office explaining the reason for the proposed absence. The letter must be submitted five (5) school days in advance of the proposed absence. **WE WILL NOT CONSIDER ANY REQUEST THAT DOES NOT MEET THIS REQUIREMENT.** Pre-arranged absences are not encouraged and should be of limited duration. Family holidays/vacations should always be planned with the school calendar in mind.

5.2 TARDINESS

Regular and timely attendance is essential for student learning and for creating a learning atmosphere. Tardy students cause disruption in the classroom and impede the learning process. There is a direct relationship between student achievement and tardiness.

In addition, on time performance and tardiness are two elements that remain part of a student's record. All tardiness is unexcused with the exception of those documented as court dates, medical appointments, and bereavement.

5.3 TRUANCY NONCOMPLIANCE OF ON-LINE REGULATIONS

VIRTUAL Students must log in and do classes at required time to be in compliance with our Truancy policies. Truancy is defined as: student absence from school when a parent has the expectation that the student is in attendance. Schoolwork and tests that are missed may not be made up and the student will receive a zero for all assignments/tests

6.1 MISSED SCHOOL WORK

It is the responsibility of a student who has an excused absence to make up any missed class work, homework, or written assignments. He/she must make arrangements to make up tests with the appropriate teachers. The teacher will determine a time for rescheduling tests and may do so before, during and after school. Make-up work is not to be done during a different teacher's class time. A student is expected, under normal conditions, to have all required make-up work completed within three days of the absence from a class.

A student who misses class due to sports or school-related activities must turn in assignments that are due prior to departure and make up the day's missed work by the next day. The student also has the opportunity to make the work/test up the day of the missed class after school. Any student who is absent the day before or after a holiday and has not received special permission from the dean of students will not be allowed to make up the work and will receive a permanent zero for any test or work due. Work may NOT be made up for a grade if the absence was unexcused.

6.2 RESIDENCE AND CUSTODY REQUIREMENTS

Students must live with their parent(s) or legal guardian(s). Students who live independently or with others or who are married may not remain enrolled at Matanzas Christian Academy. Students who live with legal guardians must have an "*in loco parentis*" on file. International students must live with assigned host families.

International students must reside with the family of a host family assigned by the placement company. It is the responsibility of foreign citizens to remain abreast of all current immigration laws in order to maintain residence in the United States. Matanzas Christian Academy does not give advice to students in this regard.

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree, with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

6.3 IMMUNIZATION POLICY

A Florida Certificate of Immunization (HRS 680) will be required at the time of registration for all incoming freshmen and new students. State Law mandates that student(s) will not be permitted to attend Matanzas Christian Academy until form HRS 680, provided by the Health Department, has been presented to the school.

6.4 EIGHTH GRADE CREDIT POLICY

Students entering the ninth grade who have attended middle/grade schools offering high school credit in Algebra I and/or first year of a foreign language have the option of having these credits accepted. This option is exercised at the time of ninth grade scheduling and cannot be rescinded at a later date.

Documentation of the successful completion of each course is the responsibility of the student. An official transcript showing credit earned and grade assigned must be presented to the Guidance Department of Matanzas Christian Academy no later than the first of August. Students who do not produce official documentation by this date will be expected to repeat said course(s) at Matanzas Christian Academy

7.1 FINGERPRINTING, VOLUNTEER APPLICATION & REFERENCES

Matanzas Christian Academy policy requires that ALL volunteers working with students be fingerprinted, complete a volunteer application, submit three reference forms, submit driver license information, and proof of insurance if transporting students, and complete safe environment training/Protecting God's Children. Forms are available in the main office and are to be completed and cleared before volunteering.

7.2 COMMUNICATION WITH PARENTS

As the primary educators of their children, parents are encouraged to attend the evening programs designed to provide vital information for student success in high school and in preparation for college. These programs include: parent/teacher meetings and programs presented by the Office of Guidance Services. Parents may communicate with teachers by phone or via email/appointment. Teachers will respond to voice mail or email within 24 hours.

7.3 EMAIL COMMUNICATION BETWEEN STAFF AND FAMILIES

1. External email will be used as a tool for communication between teachers and parents but does not replace any necessary communication by phone or in person.
2. Parents should expect an email response within 24 hours.
3. Teachers are not expected to respond to parent email outside of normal duty hours.
4. Teachers are not expected to discuss extracurricular activities or athletics via email unless they are moderators of the activity.
5. Email requests do not replace students' responsibility to know assignments and upcoming due dates.
6. Email of unknown origin will not receive a response.

Each family is required to provide the school with an email address. It should be checked regularly by a parent so the school can send electronic communications.

8.1 TUITION AND FEES

Tuition and fees are paid in accordance with the published Tuition/Fee Schedule Plan. Monthly payments are to be made through the 10, 11, 12 month payment plan. ALL PAYMENTS ARE NON-REFUNDABLE. TUITION IS CONSIDERED DELINQUENT IF NOT PAID BY THE END OF EACH MONTH. If an account becomes delinquent the family needs to contact the Business Manager to make payment arrangements. The school may withhold permission for the student to return school or log-in to if an account is not in current status or arrangements have been agreed to.

All financial obligations for students graduating from Matanzas Christian Academy must be paid in full in order for students to participate in graduation ceremonies. Parents will be notified by the business office in advance, giving them sufficient time to clear any outstanding balances.

All financial obligations for returning students must be paid in full prior to the beginning of the next school year. If necessary, a payment plan must be arranged with the Business Manager and adhered to.

Final transcripts will NOT be released until all school property has been returned and all financial obligations have been met.

A \$25.00 fee will be charged for all returned checks. Families with multiple returned checks will be required to make all future payments in cash, certified check or money order.

8.2 FINANCIAL AID

Matanzas Christian Academy may grant financial assistance to students of families who demonstrate a need, have an earnest desire to attend Matanzas Christian Academy and make a contribution to its future through their academic, spiritual and/or student leadership endeavors. Failure to meet the financial aid deadline outlined in the award letter will result in forfeiture of the financial aid.

Families who receive financial aid must keep their account in good standing or they may lose that benefit and may not be considered for future aid. Families receiving financial aid are encouraged to provide additional service to the Academy, to help defray the cost of their reduced tuition.

8.3 ADVANCED PLACEMENT EXAM FEE

All students enrolled in advanced placement classes are required to pay the exam fee set by the testing company. This fee is invoiced mid-year per the fee schedule set by the Advance Placement program.

8.4 INTERNET ACCEPTABLE USE POLICY

By virtue of the values professed in Christian schools, appropriate use of the internet available to students and teachers on our school site is assumed. We are very pleased to bring this access to our school community and believe the internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovations and communication.

The most important prerequisite for someone to receive an internet access privilege is that he or she takes full responsibility for his or her own actions and observes the moral teachings of the Bible. Although our faculty will provide appropriate guidance and supervision of Internet use, our school and the sponsor of this Internet connection will not be liable for the actions of anyone connecting to the Internet through this hook-up. All users and/or their parents or legal guardians shall assume full liability, legal, financial, or otherwise, for their actions.

9.1 EMAIL AND MESSAGE BOARD USE

The school provides an Ignitia site message board to each student for use in internal communications between students and faculty. Use of these accounts is limited to school and academic-related matters...

Prohibited Email activities include: (on and off campus)

1. Cyberbullying or other forms of Internet harassment of users or entities inside or outside the network.
2. Bringing discredit to the school through false representation.
3. Conducting business transactions outside of those specifically related to student guidance.
4. Using the account as a delivery method for malicious software.
5. Using someone else's account, and allowing others to use your account for any reason.
6. Sharing account passwords is prohibited and passwords must be changed when prompted by network administrators.
7. Accessing or attempting to access the files of other students, faculty, or staff.

9.2 INTERNET SAFETY GUIDELINES

1. Never give your last name to anyone on the internet.
2. Never give your phone number or mailing address to anyone over the internet.
3. Never reveal information about other people over the internet.
4. Never agree to a face-to-face meeting with someone you have "met" online without your parents' consent.
5. If you receive any email or other communication with someone over the internet that makes you feel uncomfortable, tell your parents or a teacher immediately.
6. Students should avoid posting photographs or making remarks pertaining to drugs, alcohol, racism or reference to sex on social networking websites as these postings may be permanent.

9.3 INTERNET TERMS AND CONDITIONS OF USE

All activity on school computers and networks is subject to monitoring. Any unacceptable practices will be reported to the Office for further action.

1. All Internet access must be in support of education and research and consistent with the educational objectives of Matanzas Christian Academy.
2. The use of the Internet is a privilege, not a right, and inappropriate use will result in suspension or cancellation of that privilege.
3. Do not post personal contact information about yourself or other people. Personal contact information includes your complete name, home address, telephone number, school address and credit card number. Do not agree to meet with someone you have met online. Report the incident to your teacher immediately.
4. Be polite and use appropriate language. Do not be abusive in your messages to others. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Promptly report any message you receive that is inappropriate. Remember that electronic mail (email) is not private.
5. Do not attempt to access information that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other persons. Messages relating to or in support of illegal activities may be reported to the authorities. Do not show the information to other users. This will protect you against a claim that you have intentionally violated this policy.
6. Do not download any software without the prior consent of your teacher. Do not make any deliberate attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
7. The school specifically denies any responsibilities for the accuracy or quality of information obtained through internet services. Do not use information in reports, etc., without citing the source. Use of another's work without a citation is plagiarism. Students taking online classes are subject to the rules pertaining to the assigned coursework.

10.1 SEVERE ALLERGIES

All students with severe allergies must have on file an Authorization for Treatment Form and a Release and Waiver of Liability Form. Forms should be received no later than July 1

10.2 CONJUNCTIVITIS POLICY

A student with suspected conjunctivitis (pink eye) will be sent to the main office for confirmation of suspicion. If affirmed, the main office will call the parent(s) to pick the student up from school, or get permission to drive home.

To be re-admitted to school, the student must bring a note from the doctor stating that he/she is cleared to attend school and that medication has been prescribed. At least two doses of the medication need to be administered before returning to school.

10.3 CONTAGEOUS DISEASE

Even though we are a Virtual School, students need to be mindful of diseases that are communicable. Students have a duty and obligation to society to not knowingly spread diseases. Students with communicable diseases need to stay home to rest and prevent the spread of said diseases. Diseases included but are not limited to: Influenza, Mumps, Measles, Diphtheria, Meningitis, Chicken Pox, Salmonellosis, Polio, Impetigo, Tetanus, HIV, stomach viruses, and Pink eye. These are some of the diseases that are frequently found in our areas.

10.4 STUDENT WELFARE

Any student who is determined by the Administration to be a danger to himself/herself or others may not return to Matanzas Christian Academy until or unless the school receives a written statement from a licensed mental health professional stating that the student does not pose a threat to himself/herself or to others, is receiving appropriate treatment, and until an appropriate school official has the opportunity to consult with the professional who makes such a statement. In addition, Matanzas Christian Academy guidance counselor will be given written permission by the parent/guardian to consult with that health care professional.

10.5 INJURIES AND PHYSICAL LIMITATIONS FOR PE AND SPORTS

When a student is unable to participate in PE or sports, the parent must provide a note to the office describing the issue. An alternate Physical education course may be assigned to fulfill the Physical Education Credit for high school students.

10.6 FUNDRAISERS

From time to time student fundraisers are held at Matanzas Christian Academy and centers. Monies, products, and other materials used in fundraising become the responsibility of the student. If monies or products are lost or stolen, the student is responsible to replace or make reparation for what is lost or stolen. All fundraisers must be approved and cleared by the Director of Student Services.

11.1 CONFLICT RESOLUTION

Matthew 18:15-20 "Moreover, if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that by the mouth of two or three witnesses every word may be established." Unfortunately, personality conflicts and misunderstandings can happen. Though rare, it is important that we agree on how to deal with these situations, should they arise.

1. Parent/ Guardian first will make conflict known to the Principal.
2. If resolution cannot be made, the conflict will be presented to the MCA School Board. All decisions by the board are final.
3. If parent is not in agreement, they may withdraw the student; but the Financial Contract is still binding. No fees will be returned.

11.2 PARENT/GUARDIAN RESPONSIBILITIES

1. Frequently check the school website for updates at matanzasacademy.com
2. Pay all fees when due. Student will not have access if there are out-standing fees. No records or transcripts will be released if there are outstanding fees.
3. Arrange for supervision of all students under the age of 16.
4. Check student progress at matanzasfl.ignitiaschools.com using your child's log in data or the Parent Portal you were provided with at the beginning of the school year.

11.3 CHEATING

Students accused of Cheating will be put on Academic Probation AND will be required to retake quizzes and tests with a Proctor of Matanzas Christian School's discretion such as: a certified teacher, pastor, or youth director, or a person the school deems appropriate.

11.4 WITHDRAW POLICY

Parents wishing to withdraw their child from the academy must fill out a Withdraw Form. All records will be sent to the student's new school. **Fees are non-refundable and any outstanding balances are due before records will be released.**

11.5 ANNUAL TESTING

ALL students, grades K - 12, are required by state law to take an annual achievement test. Special needs students have the option of being tested individually. Matanzas presently is using an online testing service approved by the State of Florida.

Every Matanzas student must be tested through our academy. Testing can be either group or private depending on the needs of the student. Tests are used as a diagnostic tool to determine the student's progress. Tests are Not used for passing or failing a grade level.

Failure to be tested will result in dismissal from Matanzas or ineligibility to enroll the following year.

12.1 WEIGHTED GRADING SYSTEM

All honors, advanced placement and dual enrollment courses are weighted one additional point for a passing grade.

Letter Grade	Numeric Grade	Point Scale	H, AP & DE
A	90-100	4.0	5.0
B	80-89	3.0	4.0
C	70-79	2.0	3.0
D	60-69	1.0	1.0
F	0-59	0.0	0.0

ANY GRADE BELOW A 70% IS NOT ACCEPTED AND COURSE HAS TO BE RETAKEN

12.2 CREDITS

Credits are given on **completion of a course** not completion of a physical school year. And I- incomplete will be on the report card for the fourth quarter if a subject is not completed.

*****If you transfer from MCA before the end of a Semester you will receive no credits*****

We hold all of our students to the same standards do not ask us to make an exception for you.

1. You must maintain an 80% mastery in lessons to receive credit.
2. Pass the Final Test with a 70%.
3. For Physical Ed. Credit, turn in Course Outline Sheet with your Instructors signature.
4. For Occupational Ed. Credit, turn in Occupational Ed. verification form with supervisor's signature.
5. For Community Service Credit, turn in Community Service verification form with supervisor's signature.
6. Credits are received per Semester. The First Semester ends Dec. 31 and the Second Semester ends May 31.
7. If the student does not complete the course during the traditional school year, they have the opportunity to finish it during summer school.

That grade will replace the "I" incomplete. If they do not finish the course in summer school, the "I" is replaced with an F for that semester. The course must then be RETAKEN the next that semester the following school year in order to remove the F from their records. If an "I" (incomplete) is received during the first 3 grading periods, the student has 3 weeks to complete that semester's work. After 3 weeks, the student will receive an F if the work is not turned in.

12.3 CREDITS REQUIRED FOR GRADUATION

24 Credits are required for a High School Diploma. 28 Credits required for a College Prep Diploma. Honors and AP courses are available.

Theology 4 credits

English 4 credits

Mathematics 4 credits

Science 4 credits

World History 1 credit

American History 1 credit

American Government ½ credit

Economics ½ credit

Foreign Language 2 credits

Fine Arts 1 credit

Health Opportunities through PE (HOPE) 1 credit

Electives 5 credits

Seventy-five or One hundred hours of community service are required Bright Futures Scholarships

13.1 SENIORS

13

Seniors are required to pass both semesters of all subjects taken during their senior year in order to participate in graduation ceremonies.

Seniors who graduate with honors will be designated:

Summa Cum Laude 4.0+ overall weighted GPA

Magna Cum Laude 3.5-3.99 overall weighted GPA

Cum Laude 3.0-3.49 overall weighted GPA

13.2 REQUIREMENTS FOR GRADUATION

Twenty-eight (24) credits, as well as a 2.0 unweighted cumulative grade point average, are required for graduation from Matanzas Christian Academy. Students who transfer from another school must meet course requirements; however, credit requirements may be adjusted if the school in which the student previously resided has fewer credit requirements, and a full six course schedule, plus summer school would not allow the student to make up the deficit and required courses. This adjustment would be agreed to in writing by the school administration at the time of the student's acceptance. It is the policy of Matanzas Christian Academy that a student must successfully complete all courses attempted during his/her secondary program in order to graduate.

13.3 DIPLOMA

To earn a general high school diploma, the State of Florida requires students to attain an unweighted cumulative GPA of 2.0 in addition to fulfilling all state and local requirements.

Students not attaining a 2.0 at the end of each semester will be placed on academic probation. Juniors not attaining a cumulative 2.0 at the end of their junior year will be reviewed before receiving an offer of continuing admission for their senior year.

13.4 CLASS RANKINGS

All courses taken at Matanzas Christian Academy are used to determine class rank using the weighted grading system. Class rank is calculated at the end of each semester beginning with the first semester of grade nine. Final class rank is calculated at the end of the second semester of grade twelve. Any course taken in addition to the course load scheduled by Matanzas Christian Academy will be assigned credit but will not be included in the GPA calculations.

High school courses taken prior to 9th grade will be assigned credit but will not be included in the GPA calculations.

In order for a student to be considered for valedictorian and salutatorian honors, he/she must have attended Matanzas Christian Academy for their entire junior and senior year (4 semesters). Determination of valedictorian and salutatorian is made based on a cumulative weighted GPA including all eight semesters of high school. Fill out the Senior Check list on www.matanzasacademy.com

13.5 ALL SENIORS MUST

1. Fill out the Senior Graduation Application (matanzasacademy.com under SENIOR tab)
2. Make sure that all of the required courses for Graduation will be completed by May.
3. Sign up on the Bright Futures Web site—IF YOU QUALIFY
WWW.FLORIDASTUDENTFINANCIALAID.ORG
4. Attend with a parent the Senior meetings
5. Turn in Cap and Gown order when requested
6. Have Senior Picture taken order Senior Ring
7. Attend Graduation Ceremony in May. ***This is a requirement for a diploma.***
8. Take the SAT or ACT college board test in September. These Tests may/should be taken more than once. Scholarships depend on these scores.
9. Order Transcripts by submitting the Transcript request form found on matanzasacademy.com

14.1 COLLEGE BOARD TESTS

Junior and Seniors need to register to take these tests at ACT.org or SAT.org Students can register on-line. **Seniors must take the college board tests during their senior year.**

MATANZAS ACADEMY CODE 101-476

14.2 DUAL ENROLLMENT AT THE COMMUNITY COLLEGE

Many students like to begin taking dual enrollment courses in the 11th and 12th grades. Only top student are allowed to dual enroll. The criteria for enrollment is: attendance, ACT, SAT, OR CPT test scores, GPA, motivation. Classes are to be scheduled for the afternoon sessions. There are many steps that need to be taken in order to Dual Enroll. **DO NOT WAIT TO THE LAST MINUTE.**

Enrollment forms must be into the college at least 9 weeks before classes begin.

Dual enrollment courses count as high school credits as well as college credits. Grades earned are part of their permanent College Transcript. Students must receive no lower grade than a C to continue to participate in this program.

1. Inform our Office of your desire to dual enroll and enrollment forms will be e-mailed to you.
2. Be a Junior or Senior.
3. Completed courses for Freshmen and Sophomore years
3. Must have an overall GPA of 3.0
4. Must have the following minimum check with MCA for scores needed.

These Requirements are subject to change without prior notice and are set by the state. Please contact the office to get update on requirements.

14.3 SUMMER SCHOOL

Summer School is available for all students needing remedial or Grade Forgiveness and those wishing to “get ahead.”

High School students may use Summer School:

1. to complete courses not finished during the regular school year.
2. make up missing credits
3. to earn more credits towards graduation

14.4 SUMMER SCHOOL DEADLINES

Students who need a half credit must complete the course prior to ***June 30.***

Students who need a complete credit must complete the work prior to ***July 31.***

Credits are given at the completion of the course.

Summer classes may begin prior to the end of the Fourth Quarter

FRESHMEN YEAR CHECK LIST

You are embarking on your FUTURE. There is the old adage: “You don’t plan to Fail. You fail to Plan.” This means that if you don’t set goals, you will never succeed. There are many steps to getting to where you want to be and this is your first year in that plan. Ok, so you don’t know exactly what you want to be when you grow up but there are steps you have to take no matter what that career is going to be.

Check List:

- _____ Pass with 75% or higher College Prep Classes in Eng. I, Science, World His, Algebra I, HOPE + 1 elective.
- _____ Apply yourself to keep your GPA at a 3.0
- _____ Learn and practice time management skills and good study habits.
- _____ **Make sure that you take and pass a MINIMUM of 6 credits per year.**
- _____ Review the Requirements for the Florida Bright Futures Scholarships.
- _____ Get involved in community (PALS), Sports, and church activities.
- _____ Maintain a strong moral and behavioral attitudes.

NOTES:

SOPHOMORE YEAR CHECK LIST

You have one year down. You have to review your plan and make sure that you aren't missing any key points. Part of being a good planner is learning how to readjust the plan to meet your continuing changing needs, likes, and dislikes.

Check List:

_____ Check your GPA from last year. Is it where you want it to be? Did you make your goal of a 3.0?

_____ Work hard to keep your GPA as a 3.0

_____ **Make sure that you take a MINIMUM of 6 credits this year.**

_____ Continue learning good management skills and study habits.

_____ Review the requirements for the Florida Bright Futures Scholarships

_____ Consider whether or not you will be taking Dual Enrollment courses in your Junior year. Plan now and register to take the CPT test at your local State College.

_____ Purchase an ACT/SAT prep course (you can find these at Walmart, Staples, etc.) or the online one on the ACT and SAT sites. ACT.org, SAT.org

_____ Continue to be involved in community and church activities.

NOTES:

JUNIOR YEAR CHECK LIST

You are half way there! Hurray! The first 2 years have gone quickly and the last will too. Make sure that you review what you want out of life and how you are going to achieve those things. Remember that they will not just magically happen. It takes planning, hard work, and diligence. Review your plan, tweak those individual wants and desires, adjust to make it happen.

Check list:

_____ Check your GPA from last year.

_____ **Make sure that you are scheduled to take a minimum of 6 credits.**

_____ Apply on line to take the SAT or ACT in the Spring. ACT.org and SAT.org our School code is 101-476

_____ Continue to practice good time management and study habits.

_____ Create a wish list of approximately 5 possible college or post secondary schools.

_____ Create a checklist of admissions requirements for those colleges and make sure that you qualify.

_____ Buy a class ring at Wal-Mart or other jewelry Store

_____ During Spring Break and Summer Vacation to:

_____ Visit as many of your colleges as possible

_____ Sign up to re take the SAT or ACT in September

Athletes:

_____ **Make a short video or CD of your best games(s) from Junior year to send to coaches**

_____ **Fill out the NCAA Clearinghouse form available online at www.ncaa.org**

NOTES:

SENIOR YEAR CHECK LIST

You have almost made it! Yes, I said *almost*. This is not the year to slack off. This is the year of planning so that your future is secured. There is a lot for you to do and it starts at the beginning of the year, not after you graduate. Check your plan, adding the college or school you plan to attend next year.

Check List:

_____ Fill out the Graduation Application on line at matanzasacademy.com

_____ Check your GPA and plan what you need to do to pull it up if necessary.

_____ **Take 4 to 6 credits this year depending on previous credits.**

_____ Apply for admission to all colleges by OCTOBER 31

1. Application forms, most are online
2. Application fees, usually paid by credit card
3. Transcript request form on Matanzasacademy.com
4. Letters of recommendation
5. Essays if required

_____ Set up a file system for tracking your applications and responses from colleges

_____ Open a Financial Aid account with floridafinancialaid.edu

_____ Fill out form (matanzasacademy.com) for final transcripts to be sent from MCA to your college of choice after graduation.

_____ Evaluate the complete package from each school where you have been accepted, including all financial aid, and make your final decision by the schools' deadline, usually mid-March.

_____ Buy a class ring at Wal-Mart or other jewelry Store

_____ Attend required Senior Graduation Events

- a. Graduation practice
- b. Commencement (Graduation)

_____ Graduate!!! Get ready to start on your next step of life!

NOTES:

