



MERCY CULTURE

PREPARATORY

2026-2027

STUDENT AND PARENT

HANDBOOK

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A LETTER TO THE PARENTS

It is a pleasure to welcome you to Mercy Culture Preparatory (MC Prep). We are so glad we have the opportunity to partner with you in the greatest endeavor of our lives: raising our children! We are grateful for the trust you have placed in us to raise kingdom-driven, world-changing leaders.

Please read this handbook carefully and thoroughly, as it provides specific information about our policies and procedures as a school.

We, as a staff, look forward to getting to know each of you better. Please join us in daily prayer for our school. We pray that children will grow in wisdom, knowledge, and favor with God and man. And as we work together on this assignment, we are certain our students can become all that God has destined them to be.

You may contact us in the school office between the hours of 8:00 A.M. and 4:00 P.M. if you have any questions.

Together for our children!

Sincerely in Christ,

The Administration, Teachers, Staff, and Board of Directors

"If you are pleased with me, teach me your ways so I may know you and continue to find favor with you." Exodus 33:13

ABOUT THE SCHOOL

Organization - Mercy Culture Preparatory (MC Prep) in Fort Worth, TX, operates within the structure of the Constitution and by-laws of Mercy Culture Church.

Our Vision is to take students from corporate encounters with God to daily personal encounters with God.

Our Mission is to partner with families to develop Kingdom leaders by equipping the whole student, mind, body, and spirit through presence-driven discipleship.

ELEMENTS OF CULTURE

Our Values *are the core beliefs and principles guiding our personal and professional lives.*

1. **Health | LEADERS GO FIRST** – We remain healthy by prioritizing personal encounters with God, pursuing purity, putting family first, and protecting our sabbath so we can lead others in health. Matthew 6:33, Proverbs 3:5-8
2. **Forgiveness | IT’S NOT OPTIONAL** – We love mercy, so we show mercy. Forgiveness is for you, not for them. There is no spiritual growth without forgiveness. Ephesians 4:32, Matthew 6:14-15, Colossians 3:13
3. **Authenticity | WE DON’T DO FAKE** – We disciple through real relationships. We create an atmosphere for people to be open and honest by leading in vulnerability and transparency. 2 Corinthians 11:27-30, 2 Corinthians 12:9
4. **Trust | LEAN INTO AWKWARD** – We build the trust, character, and relationships of tomorrow by engaging in tough conversations today. Matthew 18:15-20, Matthew 5:24
5. **Excellence | GIVE YOUR ALL** – We represent the Lord by doing the best we can with what we have. Colossians 3:23-24, Daniel 6: 3, Exodus 31:1-11
6. **Generosity | NO STRINGS ATTACHED** – We don’t give to get. We give our time, treasure, and talents from a heart of love with pure motives. Acts 20:35, 1 Timothy 6:18-19, 2 Corinthians 9:7, Romans 13:8
7. **Communication | DOWNSHIFT** – We choose to slow down and communicate clearly today, so that we can move forward faster tomorrow. Romans 14:19, James 1:19
8. **Empowerment | OUR HEART, YOUR MIND** – We empower those with our heart to lead with their mind. We trade empowerment for teachability and humility. Exodus 18:13-26, James 4:10, Psalm 25:9
9. **Feedback | HEAR, HEAR** – We believe healthy feedback is a 2-way street. We welcome opportunities to hear what is in your heart, and we commit to clarifying what is in ours. Proverbs 1:5, Proverbs, 19:20, James 1:19
10. **Holiness | COME IN** – We simply want to be like Jesus – holy set apart unto God and fully surrendered to the Refiners fire. We know the closer we get to Him, the closer we become to like him. Holiness is found in the presence of God. Our hearts cry us this: “Make me like you, Jesus! Make me holy!” Romans 6:19, 1 Peter 1:15-16, Hebrews 12:14, Revelations 4:8
11. **Celebration | PUT IT ON THE BOARD** – If you’re not having fun, you’re doing it wrong! We make time to celebrate the little wins that create a big victory. Romans 15:5-7, 1 Thessalonians 5:16, Hebrews 10:24-25
12. **Honor | GOVERNED BY HONOR** – Honor reflects Heaven's value. Honor protects freedom, creates safe places, and reflects a Kingdom identity. Honor is about self-control, not control. 1 Samuel 2:30, Romans 12:10, 1 Peter 2:17, Matthew 4:1-11, Isaiah 29:13, Mark 6:1-6, Proverbs 3:9-10
13. **Stewardship | THE THIRD OPTION** – We manage Heaven’s resources for the Father’s business. The heart’s cry of a good steward is, “It will never be mine; it will always be Yours!” When given the choice between an

ownership or employment mentality, we choose the third option—stewardship. Matthew 25:14-30, 1 Kings 3:16-28, Psalms 24:1

14. **Gratitude | IT'S A LIFESTYLE** – Gratitude pleases the Lord. No matter what we face – valleys or mountaintops – gratitude is the answer. Gratitude is the heart posture that seeks in all things to be thankful and glorify the Lord, because it brings you and keeps you in the presence and favor of the Lord. Because He first loved us, we will forever be grateful! Hebrews 12:25-29, Romans 1:21-25, 2 Timothy 3:1-9, Psalm 30:1-12, Psalm 5:11-12, Psalm 28:7, Luke 17:11-19, Colossians 2:6-7, Psalm 100:1-5

Our Unique Characteristics give perspective to what we focus on as a school. If “it” doesn’t line up with our focus, we don’t do it.

1. **We Are a Presence Driven School** – We are not built around people or performance; we are built around the presence of God. We consistently ask God for His heart and His mind for His school. 2 Timothy 1:7, 2 Corinthians 10:5, Romans 8:14, 1 Corinthians 2:16
2. **Biblical Worldview** – The bible is the highest authority. We are uncompromising in our commitment to filter our views, actions, and curriculum through the lens of God’s word. 1 Corinthians 2:16, 2 Timothy 3:16-17, Isaiah 55:9, Ephesians 4:14-15
3. **Consecration** – We choose to be set apart. Our desire is to be transformed into the likeness of Christ, not conformed to the world. While the world chooses and promotes sin, satisfaction, and the worship of self, we choose to live above reproach: set apart for his purposes, A consecrated heart asks, “Lord does this please you?” Romans 12:1-2, 1 Peter 1:15-17, Romans 6:13, Psalms 51:10
4. **Spiritual Covering** – We are submitted to God under the authority of Mercy Culture Church. We know that protection, blessing, and impartation are benefits of being fully submitted to our spiritual covering. Proverbs 24:3-6, Hebrews 13:17, Romans,13:1, 1 Peter 2:13, Titus 3:1
5. **We partner with families** – We are in this together. Healthy partnership requires families and the school to seek God’s heart, for the growth of each student. While spiritual leadership begins at home, we commit to supporting and equipping parents through the process. Proverbs 22:6, Ecclesiastes 4:12, Ephesians 6:4

Our Standards of Leadership are how we develop healthy leaders; these are standards every leader must commit to if they want to be a leader in our school.

1. **Daily Encounters** | We engage the Lord through daily personal encounters by welcoming the Holy Spirit, asking the Lord to speak to us, praying the Lord’s Prayer and listening to His response. Matthew 6:7-15, Proverbs 8:34, John 15:4, 1 Samuel 3:10
2. **Sound Mind** | We are all led by something, we choose to be led by the Holy Spirit. We have the mind of Christ by submitting our thoughts, will, and emotions daily to the Lord. 2 Timothy 1:7, 2 Corinthians 10:5, Romans 8:14, Romans 12:2, 1 Corinthians 2:16
3. **Servanthood** | We come to serve, not to be served. With zeal we minister to the Lord by serving His people and His school both in the seen and unseen. We believe that serving is the highest form of leadership. Romans 12:11, Mark 10:45, Matthew 25:36-40, Philippians 2: 3-8, Colossians 3:17
4. **Unity** | We protect the unity of our school by acting in love toward others, refusing to gossip, and by submitting to leadership. Psalm 133, Ephesians 4:2-6
5. **Joy** | We choose joy; regardless of our circumstances. In adversity, we know the joy of the Lord is our strength. Hebrews 12:2, Psalms 2:4, Nehemiah 8:10, Philippians 4:4

PHILOSOPHY

Mercy Culture Preparatory believes the Bible is to be the infallible word of God, and we teach our students from a Biblical worldview. In Luke 2, the Bible says Jesus grew in wisdom (intellectually), stature (physically), and in favor with God (spiritually) and Man (socially). At Mercy Culture Preparatory, our priority is to teach the whole child - spiritual, intellectual, social, and physical. We believe educating children is a cord of three strands - God, school faculty, and parents. Scripture charges parents with the Biblical duty of educating their children. MC Prep partners with parents to show children the way they should go, so even when they are old, they should not depart from God's way. [Proverbs 22:6, Deuteronomy 6:4-9]

STATEMENT OF FAITH

Mercy Culture Preparatory bases its existence and operating policies upon principles found in God's Word.

MERCY CULTURE PREPARATORY BELIEVES:

WE BELIEVE JESUS IS THE SON OF GOD.

Jesus Christ is eternally God. He was together with the Father and the Holy Spirit from the beginning, and through Him all things were made. For man's redemption, He left heaven and became incarnate by the Holy Spirit through the Virgin Mary; henceforth, He is forever one Christ with two natures—God and man—in one person.

WE BELIEVE THE BIBLE IS THE WORD OF GOD.

We affirm that the Bible, containing the Old and New Testaments, is alone the only infallible, inspired Word of God, and that its authority is ultimate, final, and eternal. It cannot be added to, subtracted from, or superseded in any regard. The Bible is the source of all doctrine, instruction, correction, and reproof. It contains all that is needed for guidance in godliness and practical Christian conduct. (Display on screen: II Timothy 3: 16-17).

WE BELIEVE IN THE TRINITY.

It is the testimony of both the Old and New Testaments and of the Christian Church that God is both One and Triune. The biblical revelation testifies that there is only one God and that He is eternally existent in three persons—Father, Son, and Holy Spirit. There is one God manifested in three persons: The Father, Son, and Holy Spirit (Display on screen: I John 5:4-7).

WE BELIEVE IN THE PERSON, GIFTS AND MOVE OF THE HOLY SPIRIT.

The Holy Spirit is God, the Lord and giver of life, who was active in the Old Testament and given to the Church in fullness at Pentecost. He empowers the saints for service and witness, cleanses man from the old nature and conforms us to the image of Christ. The baptism in the Holy Spirit, subsequent to conversion, releases the fullness of the Spirit and is evidenced by the fruits and gifts of the Holy Spirit. The Holy Spirit is the Spirit of God that leads and guides us into all truths, and that His gifts are in operation today (Display on screen John 16:23 and I Corinthians 2:12)

WE BELIEVE IN BIBLICAL MARRIAGE.

We believe in unconditional love for everyone while remaining unwavering in our loyalty to God's Holy word. We believe that because God our Creator established marriage as a sacred institution between one man and one woman, the idea that marriage is a covenant only between one man and one woman has been the traditional definition of marriage for all of human history. (Display on screen Matthew 19:4-6)

IN ADDITION TO OUR FOUNDATIONAL BELIEFS:

- We believe that man, in his natural state, is a sinner- lost, undone, without hope, and without God. As God's most precious creation, God gave his very best for each and every human to ever be born, but it is up

to each individual to receive Him. Dying to our old sinful nature and being born again in Christ is necessary. (Display on screen ROMANS 3:19-25 | GALATIANS 3:22 | EPHESIANS 2:1, 2,1)

- We believe the baptism in the Holy Spirit, with the primary evidence of speaking in other tongues as the Spirit gives utterance, is for all believers as promised by John the Baptist, Jesus, and Peter. The fulfillment of this promise was witnessed by early Disciples of Christ and operates in many present-day disciples of Jesus Christ. (Display on screen: 1 CORINTHIANS 14 | MATTHEW 3:11 | ACTS 1:4-8 | ACTS 2:38-41 | ACTS 2:4, 10:44-47, 19:1-6)
- The local church is necessary for the maturity of the believer, and we require our families to be active members at a bible believing church. (Display Hebrews 10:25).
- We believe in heaven and hell. There is a resurrection of believers into everlasting life and an everlasting punishment for those who do not believe (Display John 3:16).
- We believe in Baptism & Communion. The Word of God urges the Church two perpetual ordinances of the Lord Jesus Christ. The first, baptism, is the outward sign of what God has already done in the individual's life and is a testimony to all that the person now belongs to Jesus. Secondly, the Lord's Supper is a commemoration of the death of the Lord and is done in remembrance of Him until He comes again; it is a sign of our participation in Him. Both institutions are restricted to those who are believers. (Display; MATTHEW 28:19 and 1 CORINTHIANS 11:24-26)

ADMISSIONS POLICIES

1. Parents who enroll their children in Mercy Culture Preparatory should have conviction that a Christian education is proper for their child.
2. Parents wanting their children to be MC Prep students, agree that their child will engage in worship, prayer, and bible teachings conducted by the school and church (Mercy Culture).
3. Families seeking to partner with MC Prep staff to develop their children must be actively involved in a church.
4. Acceptance of a student is based upon a good standing with the institution in which they are presently or were previously enrolled.
5. The principal/administrator personally interviews parents and students prior to admission to determine agreement with the philosophy, mission, policies, and standards of Mercy Culture Preparatory. Interviews are conducted by appointment after the student application has been completed and turned into the school administrator. An assessment to determine grade level performance in reading and math will be administered by MC Prep.
6. In addition to a student application, evaluation forms will be sent to the student's most recent administrator and a teacher.

ACCREDITATION

The International Christian Accrediting Association (ICAA) which is approved by the Texas Private School Accrediting Commission (TEPSAC) accredits Mercy Culture Preparatory. Mercy Culture Preparatory is also accredited by Cognia, an international secondary and post-secondary accrediting agency.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

Mercy Culture Preparatory admits students of any race, color, national and ethnic origin to all rights and privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other school administered programs.

POLICY IF AN ISSUE ARISES

Parents and students are asked by the Head of School and Board of Mercy Culture Preparatory to pursue in good faith the purposes of the school and to specifically remain loyal and supportive of its Pastor and pastoral staff, administration, teachers and support staff in their policies and decisions. Parents and students are asked to approach the school administrator at any time that there are concerns about procedures or activities at MC Prep. We lead trust building conversations through our values. When issues arise, we follow the Matthew 18:15-17 model for dealing with conflict. It is never appropriate to discuss the school's faculty, student body or pastoral staff negatively. Families shall comply with and abide by all rules and regulations written by MC Prep. All such rules and regulations are incorporated and written in the student and parent handbooks.

CHRISTIAN CONCILIATION AND ARBITRATION

The Parent/Guardian and MC Prep agree that any dispute, claim, or controversy arising out of or relating to this Agreement, the student's enrollment, or any aspect of the relationship between the parties shall be resolved according to biblical principles.

In accordance with 1 Corinthians 6:1-8, the parties agree to pursue resolution through the following steps:

1. **Biblical Reconciliation** – The parties will first attempt to resolve the matter through direct, prayerful discussion and good-faith mediation within the MC Prep leadership.
2. **Christian Mediation** – If the matter is not resolved, the parties agree to submit the dispute to mediation by a mutually agreed-upon Christian mediator.
3. **Christian Arbitration** – If mediation is unsuccessful, the dispute shall be resolved by legally binding Christian arbitration in accordance with the Rules of Procedure for Christian Conciliation of a Christian arbitration organization.

The decision of the arbitrator(s) shall be final and binding and may be entered as a judgment in any court of competent jurisdiction.

Both parties expressly waive the right to file a lawsuit in civil court or to have a trial by jury for such disputes, except as required to enforce an arbitration decision.

ATTENDANCE

In order to adequately complete the educational process, students must have good attendance in school. Mercy Culture Preparatory understands and makes provision for unavoidable absences, such as personal illness, the death of family members, and other emergencies. It is, however, necessary for MC Prep to enforce strict policies regarding unexcused absenteeism.

A student **must be present for a minimum of four (4) hours of the school day in order to be counted present, unless the absence is due to a documented doctor's appointment or a verified family emergency**. Students who attend fewer than four hours for reasons outside of these exceptions will be counted absent for the day.

No absence will be excused without a note from a parent explaining the absence. Consistent excuses, such as car trouble, traffic, caring for younger siblings, or personal issues cannot be accepted indefinitely, even with parent notes. Make-up work is accepted when the absence is excused.

UNEXCUSED ABSENCES

Unexcused absences include, but are not limited to: any voluntary absence, suspension, MC Prep athletic events where the student missing school is not participating on the team, mental health days, entertaining family from out of town, etc.

For unexcused absences, students will have one day for every day they missed to turn in make-up work, and 20% will be deducted from their grade. Any day beyond the allotted time to turn in unexcused make-up work will result in a zero.

Any student who exceeds 10 absences per semester, excused or unexcused, may be placed on academic probation. A warning letter will be sent home when the student reaches 9 absences.

SCHOOL HOURS:

The first bell rings at 8:25 A.M. and class promptly begins at 8:30 A.M. Dismissal is at 3:15 P.M. for all Elementary grades. For secondary students, dismissal begins at 3:30 P.M.

Students in Kindergarten through Grade 5 remaining in school after 3:45 PM are **required** to go to the Royals Club (additional fee applies).

6th-12th dismissal is from 3:30 PM-3:45 PM. Any remaining students after 3:45 PM are **required** to go to the Royals Club (additional fees apply) if they do not have extracurricular activities.

TARDY POLICY

Students at Mercy Culture Preparatory are expected to be in class on time. **A student is considered tardy if he/she is not seated in his/her class by 8:30 A.M.** All students that are tardy for first hour or come to school any time after 8:30 A.M. **must report to the office accompanied by their parent/guardian to receive an admission slip before going to class.** If a student drives themselves to school and arrives late, they will need their parent/guardian to speak with one of our office staff members in order to be admitted.

We acknowledge unexpected things happen every morning, our office staff may excuse tardies for the following reasons: medical appointments, illness, car trouble/car accidents, slow traffic due to extreme weather.

Unexcused tardies will include, but are not limited to the following: overslept, running errands or doing work for parents, lack of proper clothing or shoes, hair appointments, forgetting items needed for school, delays due to ongoing road construction or similar reasons for delay.

Three unexcused tardies results in a zero on a daily grade.

The reason for each tardy will be recorded under the student's profile by our office staff. A warning letter will be sent home once a student reaches 9 unexcused tardies.

Chronic tardiness may result in academic probation, suspension, or expulsion.

PLANNED ABSENCES

At MC Prep we have plenty of extended days off throughout the academic school year (such as Fall Break. Thanksgiving Break. Winter Break. Spring Break, and of course the whole summer). We recommend that trips be scheduled during school holidays. When a family chooses to take time off school outside of *emergency/illness*, we consider this as a *voluntary absence*. Examples of voluntary absences include but are not limited to vacations, ministry related trips, mission trips, college visits, church conferences, etc.)

For such absences, a Planned Extended Absence form must be completed, signed, and submitted to the principal administration for approval at least two weeks in advance.

Once approved, the next step would be to reach out to the teacher(s) at least 7 days in advance for schoolwork (please recognize it takes time for a teacher to prepare work in advance for one student). Make-up work should be done before leaving or brought back with the student by the second day the student returns to school. Voluntarily absences do not to exceed 5 school days (No make-up work will be provided beyond that - this will result in zeros if

the family chooses to be out more than the timeframe mentioned above.) Planned Extended Absence forms can be obtained in the school office.

ACADEMIC PROBATION

Academic probation is a serious status that occurs when a student's academic performance or attendance falls below the school's established standards. During this time, the school administration partners with the student and family to create an individualized plan for improvement. The goal of academic probation is to provide accountability, helping the student return to good standing through consistent effort and engagement.

A student can be placed on academic probation for the following reasons:

- Failing one or more subjects during a semester
- Excessive absences, 10 or more in one semester
- Other reasons that the administration deems fit for this status

Students placed on academic probation for failing one or more classes will generally be required to show significant grade improvement the following semester in the subject for which they were placed on probation. The specifics will be determined by the administration during the development of the student's individualized plan for improvement.

Students placed on academic probation for excessive absences or tardiness will generally be required to show significant improvement in attendance and promptness. The specifics will be determined by the administration during the development of the student's individualized plan for improvement.

If the conditions of academic probation are not met, the student's admission status will be reviewed by the administration and, in most instances, it will be recommended that the student be dismissed from Mercy Culture Preparatory.

There are certain extenuating circumstances where an administrator may choose not to place a student on academic probation. Some examples might be extreme medical conditions or emergencies, extreme family emergencies, etc.

WITHDRAWAL POLICY

Mercy Culture Preparatory requires a 30-calendar day notification of withdrawal in writing to the Head of School, along with a signed withdrawal form. The official release date will be 30 calendar days from the date of notification. Withdrawals are subject to the following schedule:

- Students still enrolled on August 1, 2026, are required to pay 25% of full annual tuition.
- Students still enrolled on November 1, 2026, are required to pay 50% of full annual tuition.
- Students still enrolled on January 1, 2027, are required to pay 75% of full annual tuition.
- Students still enrolled on March 1, 2027, are required to pay 100% of full annual tuition.

OUTSTANDING BALANCES POLICY

Following a withdrawal or forced un-enrollment, if there is an outstanding balance, grades and all records/transcripts will be held until your account is made current. Within five (5) working days after withdrawal and/or accounts are made current, we will prepare a withdrawal slip with all current records/transcripts to be sent to the new school. We will NOT release records or transcripts with outstanding balances still due, non-negotiable.

Cafe Account: Students who choose to purchase from our cafeteria have the option of ordering a hot lunch or purchasing from the snack bar. Hot lunch cost is \$6.50 and snack bar items vary in cost. Café accounts are managed

per family. MC Prep always requires a \$25 positive balance on this account. If your account falls below the \$25 minimum, your student(s) will only be allowed a cold lunch option for a fee of \$4.00.

Lunch from Home: Students are to bring lunch items from home. K-2nd grade will need to bring cold lunches as they are not allowed to use the microwave or have a teacher warm up their lunch. Students' 3rd through 12th grade can use the microwaves in the cafeteria.

MC PREP DRESS CODE AND UNIFORM GUIDELINES

Mercy Culture Preparatory partners with Land's End for all our uniform, and spirit wear. All students are required to be in uniform Monday through Friday. On Fridays, however, students may wear spirit wear and appropriate jeans, pants, and uniform shorts. If a student is out of dress code, they will be sent to the office, and the parent will be called. Students will not be allowed to return to class until they are in the appropriate uniform attire.

To ensure uniformity, both uniform tops and bottoms are **required** to be purchased from Land's End.

Please refer to the uniform guidelines below to ensure your child is compliant with our dress code policy.

UNIFORM ITEMS FOR BOYS:

- Polo shirt or Oxford shirt with the school logo embroidered by Land's End (color and fabric of your choice)
- Black or khaki chino pants from Land's End
- Black or khaki chino shorts from Land's End
- Elastic waistband chino pants are only allowed for elementary students only
- Belt (black or khaki) – If uniform pants or shorts have bell loops, students must wear a belt (Grades 3rd – 12th only)
- Shoes: tennis shoes or dress shoes. They are to coordinate appropriately with the uniform, maintain a clean appearance, and not be a distraction
- Only MC Prep issued outerwear may be worn, this includes, sweaters, cardigans, pull-over sweaters, vests, jackets, blazers (optional), letter jackets, etc.
- No show socks are not to be worn. (Secondary) Students must wear ankle socks or socks that are shown. Students are only permitted to wear white and black socks.
- All students must come dressed in their school uniform unless a student has athletics or practice first period. (Grades 6th - 12th)
- Backpacks and bookbags may not have writing or logos on them that do not reflect the values of a MC Prep
- Note: a MC Prep uniform shirt must be always worn under these items
- Shirts must be tucked in at all times

UNIFORM ITEMS FOR GIRLS:

- Polo shirt or Oxford shirt with the school logo embroidered by Land's End (color, fit, and fabric of your choice)
- Black polo dress with the school logo embroidered by Land's End (K-5th only)
- Black or khaki skort by Land's End
- Black or khaki skirt by Land's End
- Black or khaki chino pants by Land's End
- Black or khaki chino shorts by Land's End
- Shirts must be tucked in at all times

Any uniform item that is considered a skirt/short must be at an appropriate length (**no shorter than 3 inches above the knee**)

- Modesty shorts or leggings **must** be worn under all skirts/dresses (black, white, or gray only)
- Belt (black or brown) – If uniform pants or shorts have belt loops, students must wear a belt

- Shoes: tennis shoes, dress shoes, or dress sandals may be worn. They are to coordinate appropriately with the uniform, maintain a clean appearance, and not be a distraction. Not sandals or flip flops should be worn.
- No show socks are not to be worn. (Secondary) Students must wear ankle socks or socks that are shown. Students are only permitted to wear white and black socks.
- Only MC Prep issued outerwear may be worn, this includes, sweaters, cardigans, pull-over sweaters, vests, jackets, blazers (optional), letter jackets, etc.
- All students must come dressed in their school uniform unless a student has athletics or practice first period. (Grades 6th - 12th)
- Backpacks and bookbags may not have writing or logos on them that do not reflect the values of a MC Prep
- **NOTE: MC Prep uniform shirt must be always worn under these items**

NEVER PERMITTED

- Attire that is revealing or immodest
- Attire that is not clean or is frayed or torn
- Attire judged by the administrator or principal as inappropriate
- Joggers or black jeans to be used as uniform pants
- Crocs, slides, Birkenstocks, and UGGs or any kind.

REQUIRED UNIFORM FOR P.E. (6TH – 12TH)

Students (6th-12th) are required to wear the designated athletic uniform during their athletic period. Elementary students will remain in their uniform during P.E. Athletic shoes may be brought from home for P.E. classes.

[Link to Athletic Uniform Store](#)

SPIRIT WEAR FRIDAYS:

Every Friday, students may wear a Spirit T-shirt, and conservative jeans. If the jeans have holes, they must be below the knee, and it must not be too revealing. Students must not have any frays in jeans. Shirts do not have to be tucked in. If any student fails to adhere to these simple guidelines, parents will be called to bring a change of clothes, and the student will remain in the front office until they are in dress code.

[Link to the Spirit Wear Store](#)

PERSONAL HYGIENE GUIDELINES FOR BOYS:

- Hair should be trimmed evenly across the neck, and it should be no longer than the top of the shirt collar. Hair should be neatly combed and clean. Any hairstyle that is considered inappropriate or a distraction to the learning process by the head of school will be dealt with as a grooming violation. A flagrant violation can result in suspension for the student.
- Boys may never wear earrings or body piercings (this includes all school-sponsored activities on or off campus)
- Pants must be worn at the waist
- Boys must be clean shaven
- Fingernail polish on boys is strictly prohibited.

PERSONAL HYGIENE GUIDELINES FOR GIRLS:

- Girls' hair should be conservatively styled. Hair color that is too far off a student's natural hair color is not allowed. Hair should not hang down in the face. Hair bows and headbands that coordinate with the uniforms are permissible.
- Jewelry cannot be excessive. Small earrings and simple rings are permitted with the uniforms. Facial piercings are not allowed except for small nose studs for High School girls.
- Elementary girls may not wear make-up in school. Secondary girls are allowed wear understated makeup and nail polish.

SPECIAL EVENT DRESS CODE:

Ladies

- Modest Sweetheart Necklines Allowed
- Dresses may be strapless (if they fit properly) or include spaghetti straps.
- Dresses may be backless, as long as they are not cut below the naval.
- No 2-piece dresses allowed.
- Midriffs will not be exposed. This includes both front and side.
- With arms down at your side, if flesh touches flesh, the dress is inappropriate.
- Dresses may not have a slit that exceeds mid-thigh (this is fingertip length).
- Dresses may not be cut below the bust line.
- Undergarments should not be visible.
- See-through apparel is not permitted.
- Garments that are tight or low-cut are also unacceptable.

Gentlemen

- Formal attire is required - this includes tuxedos and suits (sports jacket, tie, dress shirt and slacks).
- Nice sneakers were approved by the Junior Prom committee.
- No baseball caps, no sunglasses.
- No T-shirts allowed.

IMPORTANT: *If any student fails to adhere to these guidelines, parents will be called to bring a change of clothes. Student will remain in office or ISS until parent arrives with appropriate outfit.*

Tattoo Policy

At Mercy Culture Preparatory we believe it is important to protect the atmosphere of learning making it conducive to the standards that we have set. We desire to limit distractions thereby increasing the ability of our students to learn and comprehend the material presented. We believe tattoos are a distraction for the student body and therefore we will not allow enrolled students to obtain a tattoo. We believe this practice can and should be delayed until after graduation, at which time, an older, more mature person will be better equipped to make a permanent decision.

- Potential new students that already possess tattoos will be subject to MC leadership review before enrollment.
- Existing students with visible tattoos will be subject to review by the MC Prep Leadership Team. All existing tattoos must be covered up while on campus (Including athletics events and practices).

*** The head of school/principal reserves the right to make certain judgments concerning dress code that may not be covered in the handbook.**

STUDENT CONDUCT

We are the Royals, God's chosen people, we are Sons and Daughters of a mighty King. We are called to be a royal priesthood, as such, the standard of how a MC Prep Student ought to conduct themselves and lead has been raised.

Colossians 3:12-17 says: Since God chose you to be the holy people he loves, you must clothe yourselves with tenderhearted mercy, kindness, humility, gentleness, and patience. **13** Make allowance for each other's faults, and forgive anyone who offends you. Remember, the Lord forgave you, so you must forgive others. **14** Above all, clothe yourselves with love, which binds us all together in perfect harmony. **15** And let the peace that comes from Christ rule in your hearts. For as members of one body you are called to live in peace. And always be thankful. **16** Let the message about Christ, in all its richness, fill your lives. Teach and counsel each other with all the wisdom he gives.

Sing psalms and hymns and spiritual songs to God with thankful hearts.**17** And whatever you do or say, do it as a representative of the Lord Jesus, giving thanks through him to God the Father.

MC Prep Students will be characterized by their kindness, compassion, soft heart, desire to seek the Lord, love, selflessness, humility, gratefulness, longing to live a righteous life, and their boldness to stand up for truth and what is right.

- All students are expected to honor the teaching faculty, staff, each other and this campus. Insubordination and disrespect will not be tolerated.
- Students are to speak life and not death - foul or unwholesome language will be addressed
- All students are expected to operate with self-control and excellence.
- We are called to build each other up - There will be zero tolerance for Bullying. Language or actions that tear each other down is unacceptable.
- To ensure an equitable learning environment for all students, chronic misbehavior, constant disruptions, and lack of self-control will be addressed by school leadership.

DISCIPLINE POLICY

MC Prep students are expected to conduct themselves according to the highest standard of honor, integrity, purity, responsibility, and love towards his and her fellow Christians.

To operate in excellence the following behavior will not be tolerated:

- No student will be allowed to be disrespectful to a pastor, MC Prep faculty, administrator, cafeteria worker, or custodian. This is a hard and fast rule! The student has rights, but the student must allow his or her parent to question anything that he or she feels is unfair. Students can be expelled for insubordination.
- Students will not disrespect others and their property.
- Students can be expelled if they are known to vape or use alcohol, tobacco, or drugs. A drug or alcohol test can be requested of a student before being readmitted into the school.
- Loose talk, gestures that are profane, unwholesome websites, magazines, books, video games and comic books are not allowed in school or at school sponsored events.
- Students will comply with all classroom rules set by the teacher.
- It is a serious offense to cheat at Mercy Culture Preparatory. God expects honesty, and so do we. Plagiarism or cheating is never acceptable, if a student chooses this option, he or she will receive a zero, may be suspended and the offense is noted on the student record. Parents will be notified.
- Students are not allowed to use their phone or apple watch during school hours. These items must be in the student's backpack. If a student needs to call a parent, they must come to the front office. Using the classroom phones is off limit. **An emergency or urgent need is defined as an urgent family problem, illness, or game cancellations.**
- No student should sit at a teacher's desk or enter grades into Renweb (Facts), use classroom phone, teacher's cell phone, computer or personal belongings.
- Students should not sit on tabletops, desktops or lean back in chairs.
- Rowdy behavior and fighting (or physical assault) at school or school sponsored events will result in a minimum 3-day suspension or more and can lead to expulsion.
- Defacing or destroying school property is a serious offense. Disciplinary action will be taken and restitution by the student will be made. Restitution could be in the form of work detail, payment for damaged property, or when severe enough, suspension or expulsion.
- The selling of any items is not permitted without first getting the permission of the school administrator.
- Visitors are not allowed in the school building during school hours, unless permission and a visitor badge has been obtained from the school office.

- No firearms, weapons, or knives of any type are permitted on school property or at school-sponsored events.
- **Video games played on any device (phone, tablet, laptop, Chromebook) cannot be played during school hours 7:30AM-3:45PM. Headphones or Air pods of any type or not permitted during school hours, this includes carpool pick up. School personnel will confiscate the item or items and submit them to the head of school/principal. The student must see the head of the school /principal at the end of the day for the item to be returned. A charge of \$35 per item will be required for any electronic items to be returned.**

DISCIPLINE CATEGORIES AND CONSEQUENCES

The Mark (Demerit) System

Here at MC Prep, we recognize that students will make mistakes. The mark system establishes procedures to curb inappropriate behavior and to avoid undue punishment of MC Prep. Additionally, the mark system is the basis for assigning citizenship/conduct grades for each 6-week grading period. Serious or chronic behavioral infractions are punishable by immediate consequences, such as suspensions, and thus are not subject to the mark system. Students found to be in violation of certain school rules will be assigned marks for their misbehavior. From an administrative standpoint, marks are cumulative. However, because marks determine citizenship grades, teachers are to reset marks at the end of each grading period. Parents will be notified if their child receives a mark through the school's FACTS Management system. MC Prep's policy regarding marks is as follows:

- 1 mark – warning
- 2 marks – warning
- 3 marks – detention
- 4 marks – detention
- 5 marks – detention
- 6 marks – ISS (In School Suspension)

In every classroom, the teacher has the authority for instituting and enforcing his or her own class rules in addition to those unique to MC Prep.

The following school wide infractions will earn a citizenship mark:

- Being a participant in any action that will distract from a learning atmosphere (e.g., unnecessary noises, talking without permission)
- Sleeping in class
- Being out of dress code
- Refusing to keep his/her head up off the desktop
- Keeping others from doing assigned class work
- Refusing to pay proper attention to the teacher
- Not having the materials needed for class (including the proper textbook, laptop if applicable, paper, pencil, and other required items)
 - No eating, drinking (other than water) in class / chewing gum

The following guidelines will determine citizenship/conduct grades for each 6 weeks:

A+	No Marks	B+	6 Marks	C (11 + marks)
A	1-3 Marks	B	7-8 Marks	
A-	4-5 Marks	B-	9-10 Marks	

B's reflect unacceptable conduct at MC Prep and will require a meeting with the parents and student. A "C" in conduct places a student on "school probation." Students may be "dismissed" from MC PREP due to excessive violations.

The following misconduct will automatically result in office referral:

- Profanity
- Racially insensitive talk
- Improper/unwholesome use of technology
- Fighting
- Insubordination to a teacher or other adult
- Cheating
- Bullying
- Vandalism/stealing
- Misconduct at school-sponsored events

Consequences can be generally defined as follows:

EXPLANATION OF CONSEQUENCES

- **Additional Work** - Work assignments done, before, after school, and during lunch.
- **Loss of Privileges** - Students may be asked to leave positions of responsibility and leadership if responsibility and leadership is not demonstrated.
- **Note Home** - A report of misconduct to be signed by a parent and returned the next day.
- **In-School Suspension** - Student will be required to do all of their class assignments and eat lunch in the principal's office.
- **Suspension** - A student can be suspended for a maximum of five days and the minimum of one. Zeros will be given in all classes when a student is out on suspension. A parent-administrator conference will be required in order for a student to return to class.
- **Expulsion** - A student may be subject to expulsion for, but not limited to, the following:
 - Serious or repeated violations of the Student Code of Conduct
 - Behavior that endangers the physical, emotional, or spiritual safety of others
 - Distribution, possession, or sharing of inappropriate, obscene, or explicit material
 - Bullying, harassment, or intimidation (including cyber behavior)
 - Threats, violence, or possession of weapons
 - Substance abuse, possession, or distribution
 - Sexual misconduct or behavior inconsistent with biblical standards
 - Chronic defiance, dishonesty, or disrespect toward staff
 - Continued misconduct following disciplinary intervention
 - Parental behavior that undermines school authority or policies

- Failure of the family to support the school's Statement of Faith
- Any other offense that the MC Prep administration may deem sufficiently detrimental or offensive to the school environment. See "Guidelines for Possible Disciplinary Actions" for a more detailed explanation.

EXPULSION REVIEW PROCESS

Prior to expulsion, the following steps may occur:

1. **Incident Review**
Administration conducts an investigation and gathers documentation.
2. **Administrative Conference**
A meeting with parents/guardians and the student may be held to review concerns.
3. **Prayerful Determination**
School leadership reviews all information and seeks wisdom and discernment.
4. **Final Decision**
The Head of School (or designated administrator) makes the final determination.

The decision of the administration is final.

- **Detention** - Detention is kept during lunch.. When an infraction of a rule occurs, a student will receive a written detention slip from a teacher to take home for a parent signature. If a student fails to have the detention notice signed by a parent and brought back the next day, an additional day will be added for each day the notice is not signed. The detention will be served on the following day that the slip was issued.

GUIDELINES FOR POSSIBLE DISCIPLINARY ACTIONS

The faculty and staff at MC Prep will lead the integration of Christian beliefs and principles into all areas of life, training students to base their conduct on faith in God and Biblical principles. Listing all examples of misconduct that may result in student disciplinary action is impossible. Many of the behaviors listed below have never occurred at MC Prep, but the experiences of other schools make these warnings necessary. These disciplinary actions are examples and may be modified at the discretion of teachers and administrators for specific situations.

LEVEL 1 OFFENSES:

1. Classroom or corporate encounter disruptions
2. Failure to bring supplies to class – computer, textbooks, paper, pen, etc.
3. Horseplay
4. General non-compliance
5. Dress code violations
6. Any other offense which the MC Prep administration may deem sufficiently detrimental or offensive and would reasonably fall in this section of misconduct.

Teachers should attempt to resolve Level 1 Offenses when appropriate before referral to the Administrator for official disciplinary action. A series of discipline reports for these offenses may lead to suspension or expulsion.

Level 1 Disciplinary Action:

- 1st offense – Teacher redirect
- 2nd offense – Teacher redirect and parent contact
- 3rd offense – Teacher redirect, parent contact, and office referral

LEVEL 2 OFFENSES:

1. Repeated Level 1 offenses
2. Careless driving on campus

3. Inappropriate attire (other than out of uniform offenses)
4. Disrespect during Corporate Encounters
5. Disrespect for teachers
6. Dishonesty/Deceit
7. Use of abusive or obscene language (written, spoken, or gestures)
8. Cheating/plagiarism (homework, quizzes, or minor assignment) *Teachers will give a zero on assignment.
9. Horseplay with injury
10. Public display of affection
11. Out of class or leaving class without permission
12. Destruction of or damage to property of others
13. Possession of prohibited items
14. Leaving campus without permission
15. Misuse or abuse of technology
16. Failure to comply with the lawful directions of any school employee
17. Minor occurrences of teasing or taunting
18. Truancy
19. Inappropriate physical response to a peer
20. Any other offense which the MC Prep administration may deem sufficiently detrimental or offensive and would reasonably fall in this section of misconduct.

Level 2 Disciplinary Action:

- 1st Offense – Loss of recess, Lunch Detention - ISS (½ - 1 day)
2nd Offense – ISS/OSS (1-2 days)
3rd and any subsequent offense – Level 3 offense

LEVEL 3 OFFENSES:

1. Repeated Level 2 Offenses
2. Major classroom disruption or disrespect
3. Fighting
4. Use of abusive or obscene language (written, spoken or gestures)
5. Vandalism
6. Defacing school property
7. Improper conduct with the opposite or same sex that does not fall into the category of sexual harassment or sexual misconduct as outlined in Level 2 or 4
8. Significant misuse or abuse of technology
9. Bullying or cyber-bullying
10. Any other offense which the administration may deem sufficiently detrimental or offensive and would reasonably fall in this section of misconduct.

Level 3 Disciplinary Action:

- 1st offense – ISS/OSS (3 days)
2nd offense – ISS/OSS (5 days)
3rd and any subsequent offense – Level 4 Offense (may notify appropriate law enforcement officials)

LEVEL 4 OFFENSES:

1. Repeated Level 3 Offenses

2. Misuse, abuse or distribution of medicine or substances
3. Possession of prohibited items
4. Theft of property
5. Sexual misconduct (including, but not limited to, lewd and obscene behavior; exposing ones private parts; intercourse; or homosexual behavior)
6. Harassment (including, but not limited to, sexual harassment or abusive comments and physical assault or threats of physical harm)
7. Trespassing
8. Disorderly conduct
9. Inappropriate use or exhibition of pepper spray, mace, or another chemical weapon
10. Any other offense which the MC Prep administration may deem sufficiently detrimental or offensive and would reasonably fall under this section of misconduct.

These are the most serious offenses and pertain to behavior anytime and anyplace. Students will automatically be referred to the office for a parent conference, and major disciplinary action may be taken.

Level 4 Disciplinary Action:

1st Offense

Minimum: Out of School Suspension (3 days)

Maximum: Suspension from school long term (May recommend expulsion; may notify appropriate law enforcement officials)

2nd & Subsequent Offense

Minimum: Out of School Suspension (5 days)

Maximum: Suspension from school long term Offenses (May recommend expulsion; may notify appropriate law enforcement officials)

Disciplinary Consequences

When administering discipline, students will be treated fairly and equitably. Discipline will be based on careful assessment of the circumstances of each case, reviewing factors such as:

1. The seriousness of the offense.
2. The student's age.
3. Intent or lack of intent at the time the student engaged in the conduct.
4. The frequency of the conduct.
5. The student's disciplinary history.
6. The potential effect of the misconduct on the school environment.
7. Whether the student was acting in self-defense.

Mercy Culture Preparatory Administration reserves the right to expel students immediately, should the nature of any disciplinary offense be of such a degree to warrant it. Academic and behavioral records of a student expelled for disciplinary reasons, upon customary inquiry, will be provided to the appropriate personnel of the new school for which the student applies for enrollment, when all fees and tuition are paid in accordance with the withdrawal policy.

If a student is expelled, reapplication may be made after one full semester. Such a reapplication must be made in accordance with existing application procedures and policies. Readmission is subject to review by the Mercy Culture Preparatory Leadership Team and/or the School Board.

DISCIPLINARY PROBATION AND DISCIPLINARY INELIGIBILITY

Disciplinary probation is initiated following the occurrence of a single incident which is deemed by the administration as warranting immediate probation. This probation is subject to the conditions determined and stated at its inception.

Disciplinary ineligibility results from repeated misbehavior related to daily classroom and school functions. When a student is sent to the office for misbehavior, they will be dealt with individually according to the situation. Disciplinary ineligibility offers opportunity for changes of behavior and restoration of privileges. Disciplinary probation is not a prerequisite to expulsion.

CELL PHONE POLICY

Secondary Students (Grades 6–12)

Mercy Culture Preparatory is committed to maintaining an environment that supports academic excellence, spiritual growth, disciplined self-control, and focused learning. To minimize distractions and promote student engagement, the following cell phone policy applies to all secondary students.

In alignment with the intent of Texas House Bill (HB) 1481, which restricts the use of personal communication devices during the instructional school day, Mercy Culture Preparatory requires all secondary students to securely store their cell phones during school hours to foster a focused, distraction-free learning environment.

General Policy

- Cell phones and personal electronic devices are not permitted for use during the instructional school day unless explicitly authorized by a teacher or administrator.
- Secondary students are required to turn in their cell phones at the beginning of each school day.
- If a secondary student does not own or carry a cell phone, a parent or guardian must notify the school office by emailing office@mcprep.org before the start of the school year or as soon as this changes.

PHONE BOX PROCEDURE

Designated Phone Boxes will be located in the gymnasium and will be used for daily phone collection.

- Each student will be assigned a specific numbered slot within the Phone Box.
- Upon arrival each morning, students must place their phone, powered off or silenced, into their assigned numbered slot.
- The Phone Boxes will remain unlocked during morning arrival to allow students to deposit their phones.
- The Phone Boxes will be locked starting at 8:30AM and remain securely locked throughout the school day.
- At secondary dismissal, which is 3:30PM, the Phone Boxes will be unlocked, and students will retrieve their phones before leaving campus.

Students who leave campus early for appointments or school-sponsored activities will retrieve their phones from the Phone Box with the assistance of front office staff member.

Students are responsible for retrieving only their own device. Students may not retrieve, handle, or transport another student's phone for any reason. Any exception must be approved and supervised by a school administrator or front office staff member.

Accountability

Phone Boxes will be audited daily by staff to ensure all assigned phones are properly turned in and accounted for.

- Students are responsible for complying with this procedure each school day.
- Students are solely responsible for ensuring their phone is placed in their assigned numbered slot each morning. Phones placed in an incorrect slot may be treated as a policy violation.

Mercy Culture Preparatory is not responsible for phones left unattended, carried by students in violation of this policy, or removed from the Phone Box by anyone other than the assigned student or authorized school personnel.

Exceptions

Temporary access to a phone may be granted by an administrator for instructional purposes, health or safety concerns, or other approved circumstances.

- Students who need to communicate with a parent or guardian during the school day may do so through the student phone in the school office.
- Parents or guardians who need to reach their students during the school day should contact the school office.

Non-Compliance

Failure to comply with the cell phone policy, including not turning in a phone, placing a phone in an incorrect slot, retaining a phone or other personal communication device during the instructional school day, or using an undisclosed device, will result in progressive disciplinary action in accordance with Mercy Culture Preparatory's conduct and discipline policies.

Personal Property

Students should bring to school only those items necessary for normal school activities. Although the school cannot be responsible for lost items, the school office staff will attempt to maintain an up-to-date lost and found.

HOMEWORK POLICY

The purpose of homework is to reinforce classroom learning through practice and review. All assigned homework must be completed and submitted on time.

If a student has an excused absence, they will be given one day for each day missed to complete and turn in any makeup work. It is the student's responsibility to coordinate with their teachers to arrange and complete this work.

To support student involvement in MC Students, local church youth groups, or other church-related activities, MC Prep teachers will not assign homework on Wednesdays. However, students are still expected to prepare for any tests or quizzes scheduled for Thursday, as studying is considered separate from homework.

To allow ample time for staff to get the necessary work together, parents should call the school office by 9:00am before coming to pick up homework at 3:30pm.

Most teachers make all class assignments available on their assigned BAND App. It's important for parents to make sure they are added to all the correct BAND Apps. At the beginning of the year you will receive an invite from your students' teacher to join BAND.

MAKEUP WORK:

Makeup work applies to students who have an excused absence from school. MC Prep's policy states students with an excused absence will be allowed time equal to that of the absence, (one school day for each day absent) to complete daily assignments. For prolonged or chronic illness or injury, special arrangements may be made with the students' teacher and principal. Any written assignment or test not completed within the prescribed period of time will count as a zero in the student's grade record. Students must take the initiative in making up and turning

in missed class work. If a student has an un-excused absence, the student may make up their schoolwork, however, they must follow the late work policy which is stated below.

LATE WORK POLICY:

The expectation is for students to turn in work by the assigned due date to receive full credit. When that is not possible, late work will be accepted under the following conditions:

- Work turned in the class period after the due date will result in a **20 percent loss** of credit. Except in extenuating circumstances, work will not be accepted after this point.
- At the teachers' discretion, work graded in class may or may not be accepted late, as the answers were given to students.
- Students with unexcused absences must follow this policy.

Drop Grades:

- In each course one "Drop Grade" will be given each term; it will take the place of the students' lowest homework grade or zero.
- The teacher will do this at the end of each term before final grades are submitted.
- Major assignments, such as test, exams, projects or essay writings are exempt from the "Drop Grade."

WEEKLY ASSIGNMENTS:

At MC Prep, we are striving for academic excellence. Student grades should be based on a variety of enrichment activities and assessments (both formative and summative) that can be evaluated from a fair population of assignments.

Elementary Grading (K-5)

Core subjects (reading, language, math) require at least two grades per week; science and social studies require one. Specials need one grade weekly.

Each core class must include three assessments per six weeks (formative or summative). Assessments count toward required assignments.

Grades may come from classwork, homework, quizzes, projects, vocabulary, binder checks, and more.

For Secondary Grades (6-12)

Core subjects (English, History, Math, Science, Spanish) require at least three grades per week.

Elective teachers (e.g., Art, Music, Yearbook) will set assignment requirements with the secondary principal, aiming for 15–18 grades per six weeks

Exams:

Each core subject (English, History, Math, Science, Spanish) must include three formal assessments per six-week grading period, including exams.

Elective teachers (e.g., Art, Music, Yearbook) will coordinate with the secondary principal to determine appropriate exam requirements.

Six-week exams are mandatory and must follow the testing schedule. Cumulative exams are allowed where appropriate (e.g., Math).

Projects:

Minor projects (e.g., book reports, poster boards, crafts, etc.) may be weighted differently but generally cannot replace a content exam. However, rigorous, multi-part Project-Based Learning (PBL) projects or formal essays/research assignments may be approved as exam alternatives with administrator or principal approval. Quizzes are not considered formal exams.

Midterm Progress Reports

At the end of each third Friday of the grading period, a progress report will be sent (by administration) to all parents/guardians detailing their children's progress in all subject areas. The email will be sent from a generic "do

not reply” FACTS email address. In the email, parents/guardians are encouraged to contact their children’s teachers about information or questions related to the progress report.

3rd Week Intervention Program

At the end of the third week of each grading period, teachers are required to contact any parent whose child has a failing grade (below 70) and/or is experiencing significant struggles in a particular class.

RENWEB (FACTS) / PARENTS WEB

Parents have access to their child’s grades, status of assignments, and the teacher’s lesson plans via the internet, through Renweb. A password will be assigned to each family upon receiving parent’s e-mail address. This gives parents access to their child’s (children’s) information. Parents are encouraged to check their child’s daily progress and contact the school to request a conference with the teacher when any questions arise concerning grades or conduct. Each teacher has a conference hour for scheduling appointments. Parent conferences can be scheduled via email or telephone. ***Students have individual access to all classroom information through their own Renweb account.*** We encourage all students to utilize this. It is wise to not give your student(s) access to your Parent account since this makes information such as sibling grades and financial data available as well as access to change demographic data.

ARRIVAL

All students arriving before 8:00 AM are **required** to go to the cafeteria for Before-School Care and will be charged an additional fee.

K-5th grade students arriving between 8:00 – 8:20 AM must still report to the cafeteria to wait for their teacher to come pick them up at 8:20AM (no fee after 8:00 AM).

6th - 12th grade students arriving after 8:00 AM must report to the gym to wait for the initial bell. Students will not have access to the gym between 7:30 – 8:00 AM unless they have practice during that time.

The tardy bell rings at 8:30 AM. Any student entering campus after 8:30AM must be accompanied by a parent to the office for a tardy pass.

DISMISSAL

K-5th Dismissal is from 3:15 PM-3:30 PM.

Students in Kindergarten through Grade 5 remaining in school after 3:45 PM are **required** to go to the Royals Club (additional fee applies).

6th-12th dismissal is from 3:30 PM-3:45 PM. Any remaining students after 3:45 PM are **required** to go to the Royals Club (additional fees apply) if they do not have extracurricular activities.

Registration forms are **required** before a child can attend. These forms may be obtained from the school office and returned to the pre-school director.

We acknowledge certain families have a combination of students that are dismissed at different times. In these cases, elementary students that have secondary siblings can report to the cafeteria after 3:30 to sit with their sibling for dismissal.

NOTE: Students must always remain in the building, unless they are dismissed.

RELEASE OF STUDENTS

Only a child's parents or those persons whose names are on regulation forms in the school office will be allowed to pick up a child. Identification will be required when the Royals Club director does not know a parent or an authorized person. If a parent, a relative, or a friend other than the custodial parent picks up a child either at the end of the day or during the day, please let the school office or the child's teacher know in writing who that person will be. This person should be on our approved list in the office. **ANYONE OTHER THAN THE CUSTODIAL PARENT MUST SHOW IDENTIFICATION.** Anyone picking up a student, whether custodial parent or substitute, must come to the school office and ask the office staff to get the child. If it is after hours the student will be released by the Royals Club director if the appropriate steps have been taken previously for the child's release. If a parent is taking a child out of school early, he/she is to come to the office and sign the student out. It will be necessary if the student returns the same day for a parent to sign him or her back into the school.

CLOSED CAMPUS POLICY

The safety and security of students and staff is a primary concern. To assist in providing such conditions, Mercy Culture Preparatory must operate on a closed campus. Students shall remain on the school grounds from their time of arrival until classes are dismissed at the end of the school day unless otherwise stipulated in this policy. Closed campus procedures are developed to ensure a safe environment for students. Such procedures must minimally include the following:

Students are to remain on campus throughout the school day with the following exceptions:

- A parent or legal guardian has provided written permission for a student to leave school for a specific need (i.e. doctor appointment, bereavement) and this request has been approved by the principal; or
- A student has a school-approved work or study release privilege; or
- A student meets the criteria established by Mercy Culture Preparatory administration and is eligible for off campus privileges. (i.e.: senior lunch)

A student who leaves the school grounds without authorized permission shall be considered truant, and consequences will be administrated.

VISITORS

Only current parents, legal guardians, grandparents, alumni, guest speakers, potential families/students, former students, Mercy Culture staff, and approved vendors and contractors are allowed on the campus as guests.

Visitors are required by policy to check in at the school office and secure permission to be on campus. Visitors must wear an identification badge that allows staff and students to know that the visitor is approved to be on campus. Visitors are required to check out at the school office upon departure.

Other appropriate procedures may be encouraged and implemented by the Administration of Mercy Culture Preparatory to assist in the enforcement of a closed campus policy to provide security and safety for all students and staff.

FINANCIAL POLICY

- Tuition payments are due on the 15th of each month, starting August 15th for the 10-month plan and June 15th for the 12-month plan.
- Students receiving TEFA funding or any third-party funding are held to the same financial and withdrawal policies.
- If a payment is returned, you will receive a notification letter informing you of the returned payment. Should the account become two payments overdue, a meeting will be scheduled with Mc Prep administration.

- If the outstanding balance is paid in full before the scheduled meeting, the meeting will be canceled.
- If the account remains two payments behind, a withdrawal meeting will be held, and the student's withdrawal date will be set for the following Monday.
- Please note that transcripts and records will **NOT** be released until the account balance is fully paid.

HEALTH AND IMMUNIZATION RECORDS

All students should have current immunization records on file. If a family decides to abstain from vaccinations, a state official affidavit must be notarized and submitted. Parents should bring the immunization records or affidavit to school for placement in the student's file before the first day of classes each year (or every two for an exemption affidavit). Students will not be allowed to attend classes if immunizations are not current.

The school office should be notified of any unusual health problems or any medication a student is taking.

ILLNESS

For the welfare of your children and the benefit of others, please keep your child at home when the following conditions exist: vomiting or diarrhea and temperature of 100.4 or higher. Students must be fever and symptom free for 24 hours before returning to school.

Please note: Students diagnosed with strep throat or any other contagious illness (see page 24 for list of communicable diseases) must have a physician's note before they can return to school; students on antibiotic for flu or any other symptoms must be on the antibiotic for 24-hours before they can return to school.

HEARING, VISION TESTING, AND SPINAL SCREENING

Routine vision, hearing, and spinal screenings are done each year on selected grades. Results on these tests will be sent to you if any problems are indicated.

INFECTIOUS DISEASES

I. Admission of Continued Enrollment of Students with Infectious Diseases

God deals with us individually (I Corinthians 15:10); therefore, each admitting case will be on an individual basis. The decision about admitting or continuing to enroll an infected student will be based upon evaluation of contagion, the behavior, neurological development, and physical condition of the student. Because we have a responsibility to protect all our children the expected type of interaction with others in the school environment and the possibility of contagion will be considered in making this decision. A student known to be infected shall not be admitted or permitted continued enrollment to the school without the unanimous approval of a screening committee composed of at least the student's physician, a public health expert or consultant chosen by the leadership of the school. The decision of the screening committee will be final.

For those infectious diseases for which there is no cure the parents or guardians of the student who has been permitted to attend school are responsible for securing quarterly medical examinations as determined by the school administration as to permit a reliable assessment of any change in the child's condition which might affect contagion. Parents or guardians must release the results of these evaluations to the administrator. Their failure to authorize the release of these results will jeopardize the child's continued enrollment. A student excluded from school may be admitted or readmitted, pursuant to reevaluation under the admission procedures specified above if there is sufficient improvement to warrant admission.

II. Placement

First consideration should be given to placing the infected student in the regular educational setting consistent with the appropriate precautions needed to avoid infecting others. An infected student unable to attend classes as determined by screening committee, supported by appropriate facts and rationale, shall be recommended by the school administrator to secure alternative instruction. Absenteeism or withdrawal from attendance at school shall be reported to the proper public authorities in accordance with any applicable provisions of state law. All persons with infectious diseases deserve our compassion.

III. Communicable Childhood Diseases

Upon having the following diseases, a child must have written consent from either a physician or the Health Department to return to school:

- | | |
|----------------|-------------------|
| 1. Chicken Pox | 6. Ringworm |
| 2. Pinworms | 7. Pneumonia |
| 3. Measles | 8. Impetigo |
| 4. Scabies | 9. Whooping Cough |
| 5. Mumps | 10. Pink Eye |

MEDICATION POLICY FOR PRESCRIBED AND NON-PRESCRIBED DRUGS

- A medication dispensation form must be submitted by parents along with the prescribed or non-prescribed drug, before any medication can be dispensed during school hours.
- All medication is to be dispensed by the office staff. Students must be responsible for coming at the appropriate time.
- No student is to sell or give another student medication. If a student does sell or give a prescription medication to another student, all rights and privileges to take medication on the school campus will be suspended for all parties concerned plus further disciplinary action will be taken.

WEATHER

In the event of inclement weather, tune in to the television station Channel 5 by 6:30 A.M. for school-closing or delay announcements. Also, the school will publish this information on its various social media outlets and will send out a RenWeb parent alert via text message. Mercy Culture Preparatory will generally follow the Fort Worth ISD weather closing policies.

PARENT PARTICIPATION

At Mercy Culture Preparatory, we believe education is a partnership between the school and the home. We ask every family to actively invest in our school community by serving alongside our faculty and staff throughout the school year.

Each family is expected to participate in school service opportunities by volunteering at events, assisting with campus activities, supporting classrooms, or serving in other approved capacities as communicated by the school.

Our goal is not simply to fill volunteer positions, but to build a strong Christ-centered community where families serve one another and invest in the success of every student.

MC PREP SERVE TEAM

The mission of the Serve Team is to provide an avenue for parents to support and share in the ministry of Mercy Culture Preparatory. The Serve Team serves the students, faculty, and staff of Mercy Culture Preparatory under the direction of MC Prep's leadership, prayerfully seeking God's will in all endeavors. Parents who are interested in working with the Serve Team may contact the school office for more information, or they can be added to the parent serve team BAND App.

POLICY ON DATING

At MC Prep, our desire is to cultivate an environment where students can pursue purity without unnecessary distractions. For this reason, we do not endorse casual dating. Instead, we encourage the intentional and Christ-centered pursuit of courtship with the goal of marriage. Our faculty is committed to partnering with both students and parents to help foster healthy, God-honoring relationships.

Dating itself is not inherently wrong—but it often carries emotional complexity and, when approached casually, can lead to heartache and compromise. In today's culture, dating is frequently treated as recreational and disconnected from the sacredness of marriage. However, Scripture presents the union of a man and woman in marriage as a purposeful and holy pursuit.

While enrolled at MC Prep, we believe it is wise for students to refrain from dating relationships. This does not mean students cannot seek the Lord about their future spouse—it simply means we are calling each student to a higher standard: to prioritize purity and spiritual growth during this formative season.

We believe that dating without clear intention is unwise. Casual dating and breakups can become a pattern that mirrors the emotional cycles of divorce. Instead, we invite students to trust that God is sufficient for every relational and emotional need. When He is enough for you in singleness, He will be more than enough in marriage.

POLICY ON HALLOWEEN

While October 31st is widely recognized as Halloween, MC Prep chooses not to participate in or acknowledge this holiday in any form. This includes decorations, classroom activities, art projects, or celebrations in the days leading up to it.

Our decision is rooted in the belief that Halloween has origins and traditions that do not align with the values and spiritual convictions of our school community. As such, MC Prep remains committed to fostering an environment that reflects our dedication to Christ-centered living and learning.

POLICY ON EASTER

Mercy Culture Preparatory observes the resurrection day of Jesus Christ.

FIELD TRIPS

Teachers may schedule field trips to coordinate with a unit of study. Parents are required to complete and sign the Permission Form for their child to participate. Without this form, the student will not be eligible to participate.

CHILD ABUSE REPORTING POLICY

In accordance with Texas law, the staff and administration of Mercy Culture Preparatory are mandated to report any suspected cases of child abuse or neglect within 24 hours. The law states:

A person who has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect must make a report.

Mercy Culture Preparatory is fully committed to complying with this legal obligation. All staff members are required to report any known or suspected instances of child abuse or neglect immediately to an administrator. The administrator will then take the appropriate steps in line with state reporting procedures.

In cases where a report to the authorities is necessary, it is the policy of Mercy Culture Preparatory to do so without prior notification to the child's parents. Parents will be contacted only after all legally required reports have been made.

POLICY ON REPORTING MISCONDUCT

Reports of misconduct by education personnel must be reported to TEA within 48 hours. This reporting must be done through the online account that is registered to the school, so confirming that access is very important to do before an incident happens it needs reporting in the short timeline.

POLICY ON SEXUAL ABUSE/HARASSMENT

Sexual abuse or sexual molestation

Mercy Culture Preparatory will not tolerate sexual abuse or sexual molestation of any person, including but not limited to, any sexual involvement or sexual contact with a person who is a minor or who is legally incompetent. Any valid complaint of sexual abuse or sexual molestation will be reported immediately to the Head of School who shall report the same to the authorities and Mercy Culture Preparatory will fully cooperate with law enforcement authorities in investigating allegations that may lead to criminal prosecution of such criminal activity.

SEXUAL HARASSMENT

Mercy Culture Preparatory will not tolerate sexual harassment of employees, students, or parents. A valid complaint of sexual harassment may lead to appropriate and strict disciplinary action, including termination. Sexual harassment involves not only unwelcome touching and demands for sexual favors, but also any unwelcome sexually oriented behavior or comments, which create a hostile or offensive work, study or learning environment. Sexual harassment from teachers, students, supervisors, co-workers or others who visit the school should be reported immediately to the Head of School.

SEXUAL EXPLOITATION

Mercy Culture Preparatory will not tolerate sexual exploitation of employees, students, or parents. A valid complaint of sexual exploitation may lead to appropriate and strict disciplinary action, including termination. Sexual exploitation involves any attempt to develop a sexual or romantic relationship between teacher/student, teacher/teacher, teacher/parent, teacher/employee or teacher volunteer with which the teacher has a Supervisory Relationship. Sexual exploitation from teachers, students, supervisors, co-workers or others who visit the school should be reported immediately to the Head of School.

STUDENT PREGNANCY

Each pregnant student will be dealt with on an individual basis. It is difficult to make a general policy that would pertain to such a sensitive situation, but in the event that this occurs the following guidelines will be followed:

- Students who become pregnant or who have fathered a child will not be permitted to enroll or remain enrolled at Mercy Culture Preparatory.
- If a currently enrolled female student becomes pregnant, she will be required to withdraw from the school.
- If a currently enrolled male student is identified as the father of a child, he will also be required to withdraw.
- In all situations, we will extend grace and support and will encourage the student to choose life and carry the pregnancy to term.
- Each case will be handled individually, with respect, care, and in alignment with our commitment to Biblical values and student well-being.

DEFINITION (BULLYING)

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. (Stopbullying.gov)

The following actions in an ongoing form may be forms of bullying:

- Physical aggression-including hitting, punching, kicking
- Teasing or verbal abuse-including putdowns, insults, name calling or racial/sexual remarks
- Intentional exclusion from activities or friendship groups
- The setting up of humiliating experiences.
- Damaging a person's property/possessions or taking them without permission

- Threatening gestures, actions or words
- Written/verbal/ electronic messages that contain threats, putdowns, gossip or slander
- Cyber bullying through Facebook, Twitter, Instagram or other electronic means

POLICY STATEMENT (BULLYING)

Mercy Culture is committed to fostering a safe, respectful environment. While conflict may arise, bullying is never acceptable. Our response is guided by biblical principles recognizing each person's value as made in the image of God and promoting respectful relationships.

Note: Not all negative behavior qualifies as bullying or willful violation of this policy. Each situation will be carefully assessed by staff and administration to determine the appropriate response.

PROCEDURES (BULLYING)

1. Investigation

- Speak with the victim, alleged bully, and relevant witnesses.
- Document all incidents and maintain written reports.
- Ensure staff are informed of ongoing issues.
- Investigate promptly to prevent escalation.

2. Communication

- Keep Parents of all involved parties informed.
- Provide written follow-up to parents of the victim and bully.
- Invite parents to participate in discussions when appropriate.

3. Follow-Up

- Monitor students to ensure resolution.
- Enforce serious consequences for retaliation.
- Apply discipline according to the school's policy.

STUDENT RESPONSIBILITIES (BULLYING)

- Student should ask the offending student to stop.
- Students being bullied should report it to staff, parents or another adult.
- Students who are aware of bullying should report it to the teacher.
- Students should take appropriate steps to discourage or prevent bullying.
- Students should be willing to resolve bullying situations, employing forgiveness and some changes in behavior.

PARENT RESPONSIBILITIES (BULLYING)

- Parents are encouraged to take what their children say seriously and to report bullying concerns to the teacher first.
- Parents need to accept that the whole story may be quite complex and trust the school to resolve bullying matters.
- Parents not satisfied with the action may refer to administrators if the need arises

STAFF RESPONSIBILITIES (BULLYING)

Non-teaching

- Report all bullying concerns to the teacher, then the principal.

Teaching Staff

- Determine if the behavior is isolated or part of a pattern.
- Report bullying incidents to the principal within one school day.
- Monitor students to ensure resolution and prevent retaliation.
- Follow disciplinary procedures as outlined in the school policy.

POLICY ON ATHLETIC TEAMS AND EXTRACURRICULAR GROUPS

Athletic Teams and Extracurricular Groups should be used as a witness. Students are being trained to interrelate with others in a Godly manner; therefore, if a student is participating in athletic teams or extracurricular groups, he or she should be aware of the following:

ATHLETIC ELIGIBILITY RULES FOR HIGH SCHOOL

To be academically eligible to participate in extracurricular events, students must be enrolled full-time at Mercy Culture Preparatory. In most circumstances, students must be in attendance a minimum of four (4) class periods on the day of an event in order to participate. Eligibility rules for high school student athletes are based upon guidelines set by MC Prep and the Texas Association of Parochial and Private Schools (TAPPS). (Homeschool program is the exception)

REPORT CARD POLICY – JUNIOR HIGH AND HIGH SCHOOL

- Athletes with one failing grade on the report card will sit a mandatory 2 weeks. They will attend practices and games during the 2 weeks. At games they will be required to wear their school uniform and help the coaches. At the end of the 2 weeks period, athletic administration will check grades, if all classes are passing the players will be allowed to participate. If a student is still failing a class they will have to sit an additional week of games. After 3 weeks they will be allowed to fully participate in games and practices.
- Athletes with 2 failing grades on the report card will sit a mandatory 3 weeks. They will NOT attend practices or games. They will have study hall during athletic period. They will need to be picked up or go to after school care at 3:30pm for the 3 weeks. At the end of the 3 week period athletic administration will check grades, if all classes are passing they will have full reinstatement to the team. If any class is failing they will be removed from the team.
- Athletes with 3 or more failing grades on the report card will be removed from all sports teams, for the remainder of the season. They will be allowed to try out for the next season's sports after the current season is over.

PROGRESS REPORT – JUNIOR HIGH AND HIGH SCHOOL

Athlete progress reports will be checked on Monday in the 4th, 5th and 6th week of the reporting cycle. Anyone failing a class will have to complete a Royals Leadership Training Day at 7:30am each week they are failing. Athletes failing 3 or more classes will have to complete 2 Royals Leadership Training Days at 7:30am each week they are failing. This is for In-Season and Off-Season athletes. Royal Leadership Training Days are on Wednesday and Friday each week of the 4th, 5th and 6th week. Failure to complete RLTD will result in suspension from the in-season team until they are completed. Off season athletes will not be allowed to tryout for a team if their RLTD is not up to date.

REPORT CARD POLICY – ELEMENTARY STUDENTS (5TH & 6TH GRADE)

Elementary students who fail a class on their report card will miss one game of their current sport schedule. Elementary students who fail multiple classes on their report card will miss 2 games of their current sport schedule.

POLICY ON HAZING

Mercy Culture Preparatory strictly prohibits hazing in any form. No school-affiliated group, club, organization, or sports team may engage in hazing as a condition for membership, participation, or initiation. Individuals found guilty in participation in any way will be punished by suspension followed by probation or expulsion from Mercy Culture Preparatory.

RESPONSIBLE COMPUTER USE POLICY

Computer network resources shall be consistent with the purpose, mission, and goals of Mercy Culture Preparatory and used for educational and professional purposes. The purpose in providing these services is to facilitate access to information and resources, promote educational excellence, and enhance communication between schools and the community.

The Internet is a network connecting thousands of computers throughout the world. The Internet can bring a wealth of educational material to the classroom, but may also contain material that is objectionable. Mercy Culture Preparatory filters web sites believed to be inappropriate for students. However, no filtering system is perfect. Mercy Culture Preparatory cannot and does not represent that inappropriate or objectionable material can be completely filtered. Parent(s) and guardian (s) must consider this in deciding whether to permit their children access to MC Prep's computer network resources.

This Responsible Computer Use Policy {RCUP} is provided so that staff, students, and members of the community using MC Prep's computer network resources are aware of their responsibilities. The use of these network resources is a privilege, not a right.

TERMS AND CONDITIONS

A. Access to Mercy Culture Preparatory Network Resources

1. Staff, students, and members of the community may be given access to the Mercy Culture Preparatory (MC Prep's) computer network resources. This access, including account and password, must not be shared, assigned or transferred to another individual.
2. MC Prep will periodically require new registration and account information from school, staff, and community members. Adult users must notify the system administrators of any changes in account information (address, phone, name, etc.) within fifteen (15) business days.
3. Access to MC Prep's computer network resources may be suspended or terminated if terms and conditions of this RCUP are violated. Prior to a termination of access to MC Prep's computer network resources, the user will be informed of the suspected violation and given an opportunity to present an explanation. The user may request a review hearing with their administrator within seven (7) days of notification if the user feels that such action is unjust. After the review, access may be terminated if the hearing officer denies the appeal.
4. Each student must have a signed Parent/Guardian Permission Agreement before access is granted to MC Prep's computer network resources. A signed agreement must be renewed on an annual basis. The parent(s) or legal guardian(s) can withdraw their approval at any time, upon written request.

B. System Security

1. Computer users may not run applications or files that create a security risk to MC Prep's computer network resources. If users identify a security problem, they must notify appropriate administrators immediately.
2. Any user reasonably deemed to be a security risk, or discovered to have a proven history of problems with other computer networks, may be denied access to MC Prep's computer network resources.
3. Users should immediately notify the system administrators if they believe that someone has obtained unauthorized access to their private account.

C. Respecting Resource Limits

1. Staff, students, and community members will not post chain letters or engage in spamming. Spamming is sending messages to a large number of people, or sending a large number of messages to a single person, with the intent of annoying users or to interrupt the system.
2. The system administrators reserve the right to set a limit on disk storage for network users.
3. Unless previously approved, users are responsible for any phone charges including, but not limited to, long distance charges, per minute (unit) surcharges and/or equipment or line costs, incurred by user while accessing computer network resources.

D. Illegal Activities

1. Mercy Culture Preparatory will cooperate fully with local, state, or federal officials in any investigation related to illegal activities.
2. It is prohibited to sell or purchase goods and services without prior approval of the appropriate administrator.
3. Attempting to gain unauthorized access to MC Prep's network resources or go beyond authorized access is prohibited. This includes attempting to log in through another person's account or accessing another person's files.
4. Vandalism will result in cancellation of privileges to MC Prep's computer network resources. Vandalism is defined as any malicious attempt to harm or destroy data or equipment on any computer network.
5. It is prohibited to use MC Prep's computer network resources with the intent of denying others access to the system.
6. Advertising will be permitted on MC Prep's computer network resources with the prior approval of the appropriate administrator.

E. Intellectual Property (Copyright)

1. No copyrighted material is to be placed on MC Prep's computer network resources without written permission from the copyright owner.
2. All users of MC Prep's network resources must agree not to submit, publish, or display any type of material that violates this RCUP.

F. Software

1. Only public domain files, and files that the author has given written consent for online distribution, may be uploaded to MC Prep's software libraries.
2. Software having the purpose of damaging MC Prep's network resources or other systems is prohibited.
3. Users may be required to use a MC Prep approved Internet browser or other software to access the computer network resources.

G. Language

1. Polite and appropriate language is expected at all times.
2. Abusive messages are prohibited.
3. Harassment is prohibited. Harassment is conduct which is sufficiently severe, persistent, or pervasive that it adversely affects, or has the purpose or logical consequence of interfering with a user's educational program, or creates an intimidating, hostile, or offensive environment. Behavior that continues after an individual is informed of its offensiveness may constitute evidence of an intent to harass. If told by a person to stop sending messages, the sender must stop.

H. Liability

1. Mercy Culture Preparatory does not warrant the functions or services performed by its computer network resources. Resources are provided on an "as is, as available" basis.
2. Opinions, advice, services and all other information supplied by third parties is for informational purposes only. It is not guaranteed to be correct. Users are urged to seek professional advice for specific individual situations.
3. Any software available from MC Prep's network resources is not guaranteed as to suitability, legality, or performance by Mercy Culture Preparatory.
4. Staff, students, and community members agree to indemnify and hold harmless Mercy Culture Preparatory for any liability arising out of any violation of this AUP.

I. Electronic Mail and Real-Time Conferencing

Mercy Culture Preparatory provides email and real-time communication tools (e.g., video conferencing) for educational use. While system administrators do not routinely monitor messages, users should understand that email is not private and may be accessed if required by law or school policy.

- No Expectation of Privacy: Treat email like any written communication-visible if necessary.
- Timely Cleanup: Users should regularly delete old messages.
- Reporting: Inappropriate messages must be reported to a teacher, supervisor, or system administrator.
- Protect Personal Information: Do not share personal details (e.g., address, phone number, passwords, financial info). Do not post private information about others.
- Account Termination: Deleted accounts will not retain email data.

POLICY ENFORCEMENT

Violations of this Responsible Computer Use Policy (RCUP), including misuse of realtime chat or video conferencing, may result in loss of access to school network resources.

SOCIAL MEDIA POLICY:

Social media is a powerful tool for connection and communication. As a Christ-centered school, we expect all students, staff, and faculty to use social media in a way that reflects Biblical values, promotes unity, and represents Mercy Culture Preparatory with integrity—whether online personally or professionally.

GENERAL EXPECTATIONS

- Represent Christ and the school in all online interactions (2 Corinthians 5:20).
- Use good judgment; assume anything posted is public.
- Speak truthfully, kindly, and respectfully (Ephesians 4:29).
- Avoid gossip, arguments, or inappropriate content.
- Follow the school's **Responsible Technology Use Policy**.

PRIVACY & SAFETY

- Never post private or confidential information about students, staff, or families.
- Use only first names for students unless given permission.
- Do not post images of students without proper approval.
- Avoid sharing personal schedules, addresses, or contact information.

DURING SCHOOL HOURS

- **Students may not use personal cell phones** or post to social media during school hours. This will result in the phone being confiscated in alignment with our cell phone policy.
- **No recordings (photos, videos, audio)** are allowed during school hours without permission.

RESPONSIBILITY & ACCOUNTABILITY

- Correct mistakes quickly and humbly.
- Be open to feedback and guidance.
- Use social media to uplift others and point them to Christ (Philippians 4:8).

If in doubt, ask a teacher or administrator before posting. In all things—online and offline—let us glorify God (1 Corinthians 10:31).

POLICIES SPECIFIC TO ELEMENTARY (K-5)

TESTING

Each student, Kindergarten through sixth grade, will be required to take standardized tests each spring. The results of these tests will be placed on the student's permanent file and a copy sent home to the parents.

KINDERGARTEN PROMOTION

Mercy Culture Preparatory holds promotion celebrations for Kindergarten students.

HONOR ROLL

The following criteria are established for the elementary honor roll:

Students who make all A's in all subjects for the six week period with all A's in citizenship for the same six week period will qualify for the A honor roll.

Students who make A's and B's in all subjects for a six week period with all A's in citizenship will qualify for the A-B honor roll. Students who qualify for an entire semester will receive a certificate at the end of the semester.

Interpretation of Grades

A – Excellent B – Good C – Average F – Failing I – Incomplete	Below 70% is failing	100 – 98 . . . A+ 97 – 94 . . . A 93 – 90 . . . A- 89 – 88 . . . B+ 87 – 84 . . . B 83 – 80 . . . B- 79 – 78 . . . C+ 77 – 74 . . . C 73 – 70 . . . C-
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POLICIES SPECIFIC TO SECONDARY

MERCY CULTURE PREPARATORY CODE OF HONOR PLEDGE

All students (6th grade - 12th grade) are required to sign the honor code. The Mercy Culture Preparatory honor code will be respected at school and all school activities. In signing the Code of Honor, I fully recognize that Mercy Culture Preparatory was founded to be and is committed to being a Christian institution. Mercy Culture Preparatory espouses living a Christian life in and out of school; therefore, we ask that all students pledge to agree to the following:

- I pledge to give myself to intellectual pursuits and to use the full powers of my mind for the glory of God.
- I pledge to do individual work without assistance on all tests and assignments requiring individual preparation. I will not cheat or plagiarize.
- I pledge to be truthful in all dealings with faculty and administration.
- I pledge not to curse or use crude or offensive language.
- I pledge not to steal, lie, or be a talebearer.
- I pledge to use technology for academic and legitimate school purposes only.
- I pledge to remain sexually pure realizing that sex outside of marriage is a sin.
- I pledge to dress modestly and honor God in my dress at school and school sponsored activities.
- I pledge to refrain from the use of alcohol, drugs, vaping and tobacco.
- I pledge to obey the administration, faculty and support staff of Mercy Culture Preparatory
- I pledge to remain open to God and allow Him to work in my life.
- I pledge to abide by the rules and regulations that are set before me in the student handbook.

HONOR ROLL 6TH GRADE - 12TH GRADE

The following criteria are established for the junior high and high school honor roll:

- Students who make all A's in all subjects for the term with all A's in citizenship for the same term will qualify for the A honor roll.
- Students who make A's and B's in all subjects for the term with all A's in citizenship will qualify for the A-B honor roll.

The following criteria are established for membership into the National Honor Society (grades 6th, 7th, 8th, 10th, 11th, 12th)

As of the 2021-2022 school year, students who have maintained a grade point average of 3.75 on a 4.0 scale, appropriate conduct grades, and a nomination by a board of faculty members will be eligible to participate in the National Honor Society. Students will participate in service projects that will require a high level of commitment. There will be a special induction ceremony to recognize all Honor Society students. Students are required to complete 20 service hours. Students will be dropped from the NJHS/NHS if at any time a semester grade average falls below a 3.75 or if conduct deems it necessary.

NJHS/NHS FEES

Typically there is a Standing Member Fee of \$20 annually and a New Member Fee - \$30 one time for NJHS and/or NHS. NJHS/NHS Fees are determined by the number of members for each year and could be higher.

Minimum Graduation Requirements / Student Classification

Grade 9	0 - 8 credits
Grade 10.	8 - 16 credits
Grade 11.	16 - 23 credits
Grade 12.	23 - 34 credits

English	4 credits
Math	4 credits ¹
Science	4 credits ²
U. S. History	1 credit
Government/Economics	1 credit
World Geography	1 credit
World history	1 credit
Technology	1 - 4 credits ³
Bible	4 credits ⁴
Physical Education	1 credit
Electives	4 credits ⁵
Foreign Language	3 credits ⁶
Speech	½ credit
Total	30 - 34 credits

1. It is strongly recommended that students take five years of math, beginning with Algebra I in 8th grade. (Students must maintain an 80 avg. For each semester)
2. Bible/Connect with God is required for each year of attendance at MC Prep.
3. It is mandatory that one elective credit be taken in the fine arts.
4. Many colleges require 2 years of foreign language. Some colleges require three years. It is strongly recommended that students satisfy the 3 year requirement.

INTERPRETATION OF GRADES

A – Excellent B – Good C – Average F – Failing I – Incomplete	Below 70% is failing	100 – 98 . . . A+ 97 – 94 . . . A 93 – 90 . . . A- 89 – 88 . . . B+ 87 – 84 . . . B 83 – 80 . . . B- 79 – 78 . . . C+ 77 – 74 . . . C 73 – 70 . . . C-
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COMMUNITY SERVICE

All students are encouraged to participate in community service outreaches. For a student to receive community service hours credit on his or her transcript, a form signed by the supervisor of the community service activity must be submitted to the school office.

IMPORTANT CONSIDERATIONS FOR FUTURE COLLEGE ENROLLMENT

In order to ensure that necessary academic requirements are being met, students should investigate at the beginning of the freshman year, the admission requirements of the college they plan to attend.

VALEDICTORIAN AND SALUTATORIAN

The senior with the highest cumulative weighted average upon completion of the first semester of the senior year will be recognized as the class valedictorian for graduation purposes. The senior with the second highest cumulative weighted average will be designated as the class salutatorian. Valedictorian and Salutatorian awards are based on the first seven semesters, five of which must have been attended at MC Prep, including the senior year, by the time the awards are announced.

Academic Criteria:

1. Grade Point Average (GPA) Calculation:

- The GPA for each senior student will be calculated using the following components:
 - Average of first and second semester grades from grades 9 through 11.
 - First semester grade of grade 12.
 - Average of the fourth and fifth six-week grading periods of grade 12.
- Advanced coursework will be weighted on a 5-point scale to reflect increased academic rigor.

Honors Credit

To receive high school credit for those honors courses offered in Junior High (8th grade), a student must have an **80% or higher for both semesters of the course** (not an average of the two semesters). Currently, Algebra I and Spanish I are offered in the 8th grade for honors courses.

Testing for Grades 6-12

Each spring, students in grades 6th through 12th will take a standardized test:

- **Grades 6-9:** Achievement Test
- **Grades 10-11:** PSAT
- **Grade 12:** Encouraged to take the SAT or ACT

Test Results:

- **Achievement and PSAT:**
Scores will be added to the student's school record and sent home to parents.
- **SAT/ACT:**
Scores are sent directly to the student by the College Board

PSAT

The PSAT will be administered to sophomores and juniors in October. This test is the prerequisite to the SAT, and scores are used to determine National Merit Finalists. This test is administered at Mercy Culture Preparatory.

SAT/ACT (College Board)

All students are strongly advised to take the SAT and ACT tests by the end of the junior year. The tests may be taken again in the senior year if the student would like to elevate the score. All students must take the SAT and/or the ACT exam at least once before the end of the senior year even if the student does not plan to attend college. These tests may be taken at different testing centers in the area. Registration bulletins may be obtained at the school or a student may register online for the SAT at **www.collegeboard.org**.

DUAL CREDIT

Mercy Culture Preparatory allows qualified students to obtain high school and college credit by taking classes designated as "dual credit" from participating college/university programs. Students who register for dual credit classes are officially registered as students at the college or university in which they are taking a class from as well as MC Prep.

There are many benefits to taking dual credit courses. They include:

- Gaining first-hand experience with college-level work while attending high school.
- Transition more smoothly between high school and college.
- Transfer credits earned in high school to Texas public colleges and universities.
- Complete a postsecondary degree faster.
- Save money on college tuition.

Disclaimer: Dual credit courses taught at MC Prep will always be presented from a Biblical Worldview. Courses taken from secular institutions will not be Biblically integrated. Please keep this in mind as you consider which courses you will be selecting.

MC Prep does not register students in dual credit programs. The responsibility for registering students at outside institutions (including tuition, textbooks, and fees) that offer dual credit courses falls upon the student and her/his family. Additionally, students must meet the testing (TSI) requirements from each college/university before

registering. In some cases, students can skip the TSI requirement altogether. Please check with the institution you are considering for their requirements.

*******At some Texas institutions, dual credit is free*******

Texas Community College (TCC)

Classes at TCC are currently free to dual- credit high school student (as of Spring 2025).

The offering of free classes is subject to the decisions of TCC and the state of Texas and can change upon their current policy. Always refer to TCC's regulations before registration to ensure there have been no changes to the policy.

Important Information to Consider Before Registering in a Dual Credit Course.

- MC Prep allows students to register for two dual credit courses outside of MC Prep per semester.
- Students who meet the dual credit requirements can earn college credits for each “equivalent” class while meeting the high school requirements for graduation. For example, students are required to take Economics and US Government in high school to satisfy the states graduation requirement. Students can take the equivalent course for dual credit and receive credit for both college and high school.
- Please note that MC Prep does not substitute non-equivalent dual credit courses for courses required for graduation. Example: A popular choice for dual credit is Composition I and II. While these courses can be added to a high school transcript as electives, they are not equivalent to any of our English courses offered at MC Prep. Our courses are literature based. Comp I and II are not and thus, students must take the English course offered at MC Prep. Example 2: MC Prep’s US History class is a year-long course. Students can register for US History for dual credit. However, they will need to take US History I and II to receive equivalent credit at MC Prep as that course is divided into two sections at most colleges or universities.
- All dual credit courses must have a passing grade of 70 in order to receive high school credit at MC Prep. For any course that falls below a 70 or that are “dropped,” they must be re-taken in order to receive graduation credits. This could delay a student’s graduation.
- A quality point will be added to the GPA for all dual credit courses.
- In order to satisfy TAPPS requirements for students to play sports at MC Prep, they must be registered for four “graded” classes.
- It is important to remember that MC Prep does not allow for gaps in a student’s schedule. We offer a dual credit study hall’s to accommodate students that have enrolled in dual credit classes (Two dual credit study halls will be offered if the schedule will allow it).
- All students wishing to pursue dual credit courses must **receive counseling** and **permission** from MC Prep administration.

It is the desire of MC Prep to offer dual credit courses on site for our students. For the 2026-2027 school year, Mercy Culture Preparatory is proud to be partnering again with the University of Texas at Austin’s OnRamp Dual Credit Program. OnRamps’ dual enrollment courses are designed by The University of Texas at Austin faculty to meet postsecondary standards of quality, depth, and complexity for our students. The course’s offered at MC Prep for the 2026/2027 school year will be College Algebra, and College Pre-calculus. Additional courses will be offered in the future. For more information, please contact MC Prep.

Oral Roberts University

Mercy Culture Preparatory is excited to partner with Oral Roberts University through its Advantage Dual Credit Program. This partnership provides MC Prep students with the opportunity to earn college credit while taking courses on our campus.

Courses offered during the 2026–2027 school year include:

- College Readiness (9th Grade)
- Personal Financial Planning (10th Grade)

In addition, Macroeconomics is tentatively planned for Spring 2027. For more information about dual credit opportunities through the Advantage Program, please contact MC Prep.

ADVANCED PLACEMENT TESTING

High school students may be allowed to take selected Advanced Placement tests at the end of the school year for AP classes in which they are enrolled. Testing is done on campus.

COLLEGE SCHOLARSHIPS AND AWARDS

Mercy Culture Preparatory notifies students of financial aid, college scholarship opportunities and college nights. Scholarships are awarded according to grades and standardized test scores, needs, ethnic background, and other factors. If students and parents do not participate in the counseling opportunities or fill out forms in a timely manner, it will preclude any opportunity that might be afforded to a worthy student.

ACADEMIC PROBATION:

A student who receives two or more failing grades at the end of the semester is placed on academic probation. Parents will receive notification, and a conference with the classroom teachers will be scheduled. Continued failure will result in a review by administration, teachers, and parents to determine the next steps and interventions.

MIDDLE SCHOOL PROMOTION

- Mercy Culture Preparatory has two semesters: One for the fall and one for the spring. Each semester consist of three-six-week grading periods. Students must pass *each* semester with an average grade of 70 or better.
- A student will not be promoted if he or she fails two (2) core subjects OR if he or she fails one (1) core subject and two (2) elective subjects in a given semester.
- The administrator, principal, and the teacher(s) concerned will review all failures.
- It is not always possible to determine retention for a subject in grades seven and eight until the final grades are calculated.
- A middle school student who fails any core subject may be required to make up the subject in summer school.

SUMMER SCHOOL (SECONDARY)

- MC PREP may or may not offer select courses during summer school for the purpose of credit recovery.
- Middle and high school students may attend summer school at an *approved institution* for credit recovery.
- Classes must be taken and passed prior to the beginning of the next school year.
- It is institutions for their children. Many options are available for in person and on-line learning (Keystone School).
- Students may not take courses through summer school to advance their academic record.

****Note:** A student's credit recovery grade will be averaged with the semester grade the student failed.

GRADUATION POLICY

To participate in the graduation ceremony, students must meet all **graduation requirements**. This includes completing required coursework, earning the necessary credits, and fulfilling any addition school-specific criteria.

If a student has not met these requirements by the end of the school year, they **will not be allowed to participate in the graduation ceremony**.

In cases where a student needs to make up credits, it is the **responsibility of the parent or guardian** to enroll the student in an approved summer program to complete the necessary coursework.

TRANSCRIPT REVIEW

Students or parents who would like an unofficial copy of a transcript for review purposes must make a written request 24 hours in advance of the receipt of the document.

DROPPING A CLASS

Students must be in a class for three consecutive six weeks to receive academic credit for a semester class. Students may not drop a class or make any schedule changes after the 1st week of the semester.

MC PREP STUDENT DRIVERS

All Mercy Culture Preparatory students who wish to drive their cars on campus must register their car with the Mercy Culture Preparatory Security Department. A valid Texas driver license and proof of insurance is required. Once the student has registered their car, they will be issued a student driver parking permit, this permit must be displayed on the front driver side of the windshield at all times. The student will then be assigned a numbered student parking spot, if all students parking spots are assigned the student will then be added to a waiting list. All assigned student drivers will park in the student parking lot next to the athletic field on the north end of the campus. All student drivers on the waiting list will be asked to park on the south church parking lot until an assigned student parking space becomes available.

[Link to Student Driver Permissions Form](#)

VERIFICATION OF ENROLLMENT AND ATTENDANCE FORM

The school can provide documentation of enrollment status and attendance to meet the Texas Education Agency requirements for a student to be eligible to receive an instruction permit and/or Texas driver's license. To obtain a form, a student or parent must make a request in person or writing in the school office two days prior to the need.

STUDENT DRIVER VIOLATIONS

Parking in wrong spot, improper parking, or parking in a visitors space:

- *1st infraction* – A verbal warning will be given and the student driver will be directed to move their car.
- *2nd infraction* – A written citation will be issued. A copy of the citation will be placed in the driver's registration file.
- *3rd infraction* – A written citation will be issued and a meeting with the Head of School will be required.
- *4th infraction* – A meeting with the Head of School will be required, and Security will recommend suspension of driving privilege.

RECKLESS DRIVING OR SPEEDING

At no time will reckless driving or speeding be tolerated on campus. This as a very serious infraction and will be dealt with appropriately.

- *1st infraction* - A verbal warning will be given, a written citation will be issued, or both. A copy of the citation will be placed in the driver's registration file. The Head of School will be notified.
- *2nd infraction* – The student driver will meet with the MC Prep administrator. Security will recommend suspension of driving privilege.

REVOKED OR SUSPENDED STUDENT DRIVER

Any MC Prep student driver that has their driving privileges either revoked or suspended will not be allowed to drive on the MC Prep campus or Mercy Culture church property. Any student with suspended driving privilege found driving on campus will be reported to the school administrator. Such a violation may result in increased suspension time, complete loss of campus driving privileges, or other disciplinary actions.

VEHICLE VANDALISM

Immediately report to security or the MC Prep front office if your vehicle has been broken into, damaged, or has been vandalized.

WRECKER SERVICE AND CAR REPAIRS

As a courtesy please advise security or the front office when a wrecker or any other car service has been called.

POLICY ON LOCKER SEARCH AND LOCKER CONTENTS

LOCKERS ARE SCHOOL PROPERTY

All lockers assigned to pupils are the property of Mercy Culture Preparatory. At no time does the school relinquish its exclusive control of its lockers. Mercy Culture Preparatory administrator, principal or the administrator's designee shall have custody of all combinations to all lockers or locks. Pupils must use only school issued locks.

LEGITIMATE USE OF SCHOOL LOCKERS

The school assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids or lunch. Pupils shall not use the lockers for any other purpose, unless specifically authorized by school board policy or Mercy Culture Preparatory administrator or the administrator's designee, in advance of pupils bringing the items to school. Pupils are solely responsible for the contents of their lockers and should not share their lockers with other pupils unless specifically told to do so by the administrator or his/her designee. Students should never divulge locker combinations to other pupils.

SEARCH OF LOCKER CONTENTS

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly, the board authorizes Mercy Culture Preparatory administrator or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or pupil consent.

Mercy Culture Preparatory principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. Mercy Culture Preparatory administrator or his/her designee shall supervise the search. In the course of a locker search, Mercy Culture Preparatory administrator or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

SEIZURE

When conducting locker searches, Mercy Culture Preparatory principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following:

- Firearms, dangerous weapons
- Explosives, flammable material
- Illegal controlled substances
- Controlled substance analogues or other intoxicants
- Contraband
- Poisons
- Stolen property

Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the state law.yes

Any items seized by Mercy Culture Preparatory principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil, or a pupil eighteen (18) years of age or older shall be notified by Mercy Culture Preparatory principal or his/her designee of items removed from the locker.

ASBESTOS PLAN/DESIGNATED PERSON

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's Asbestos Management Plan is available in the Facilities Directors office. If you have any questions or would like to examine the district's plan in more detail, please contact Charles Devecki the district's designated asbestos coordinator, at 817-332 3351.

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