

Student Handbook

Metro Christian Academy

322 East Cedar Street
Goodlettsville, TN. 37072

A Ministry of Metro Baptist Church

Revisions: 07/2016

WELCOME TO THE METRO FAMILY

On behalf of the Metro Christian Academy staff and faculty, I would like to take this opportunity to welcome you to our school family. We appreciate your interest in our school and hope that we may be of help to you in the education of your children. It is our desire to provide a Christ-centered and Bible-based program of instruction which addresses the spiritual, academic, and social needs of each student. Our prayer is that your experiences here will be among the finest you can recall, and that together we can serve Christ and glorify His name.

Our goal spiritually is to help every student develop moral character which results from a personal relationship with Jesus Christ. Academically, we provide a college preparatory course of instruction which is Biblical in perspective and broad in scope. Socially, our desire is to assist in the training of young people to be courteous, responsible, and hardworking adults. It is essential that social training begin at home and then be reinforced in school. Toward this end, we seek to enroll students from families who know the importance of character training.

The faculty and staff at Metro Christian Academy are dedicated Christians who are here to help in the training of your children. Our goal is to produce happy, well-educated, and godly young people. We look forward to having an opportunity to serve you as we serve our Lord.

In His Service,

Pastor Phil Martin, President

MESSAGE FROM

THE PRINCIPAL

The staff of Metro Christian Academy welcomes the opportunity of working with you and your children this year. We will endeavor to uphold the highest spiritual and academic standards possible. Metro Christian Academy was founded in 1980 to be an instrument of God that helps parents carry out the Scriptural command to “train up a child in the way he should go” (Proverbs 22:6).

We are looking to the Lord for another fruitful year as we endeavor to obey this command. Please remember, however, that the Christian school is but an extension of the Christian home, and that the primary responsibility of the spiritual and character training is yours. “And thou shalt teach them diligently unto thy children, and thou shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou riseth up.” (Deut. 6:7)

To summarize, Christian education is a joint venture. When the Christian home works together with the Christian school and the church, the child is most likely to receive a Christian education.

The purpose of the student handbook is to help you better understand the workings of the school, its philosophy, and its requirements. Please read the handbook carefully, keeping it handy for future reference since it will answer most questions concerning school policies.

In His Service Together,

Mrs. Cyndi Augustin, Principal

MISSION STATEMENT

Metro Christian Academy, a ministry of Metro Baptist Church, exists to co-labor with parents to provide a balanced educational experience with a Christian worldview.

STATEMENT OF FAITH

Metro Christian Academy is a ministry of Metro Baptist Church and, therefore, must reflect the Biblical values, doctrines, and standards that characterize it. We believe in the verbal inspiration and authority of the Scriptures. We believe that the Bible reveals God, the fall of man, the way of salvation, and God's plan and purpose in the ages.

- We believe that the Bible is God's inerrant, inspired Word. (II Tim. 3:16)
- We believe in God's creation and revelation. (John 14:6; 1:1; Col. 1:16,17)
- We believe in the deity of Christ, God the Father, God the Son, and God the Holy Spirit. (Matt. 26:63-67; John 1:14-18; 3:16,18)
- We believe in the virgin birth of Christ. (Matt. 1:18)
- We believe in the bodily resurrection of Jesus Christ. (Luke 24:40-46)
- We believe in a literal heaven and hell. (John 14:2-3; Mark 9:43-44; Luke 16:23)
- We believe in salvation by grace through faith alone. (Eph. 2:8, Rom. 5:1)
- We believe in the blood atonement for sin, Jesus Christ. (Rev. 1:5, Eph. 2:13)
- We believe in the eternal security of the believer. (Heb. 7:25, I Peter 1:5)
- We believe in the visible, personal, and imminent return of the Lord Jesus Christ for His saints called the "Rapture". (I Thess. 4:15-17)
- We believe in the separation of the believers from worldliness. (I Thess. 4:3)

STATEMENT OF PHILOSOPHY

*"And ye shall know the truth, and the
truth shall set you free."*

John 3:32

Metro Christian Academy seeks to embrace a philosophy of education which is firmly based upon the principles derived from God's Word. There are several principles in particular which have shaped the development of our school. These are not exhaustive, but they are foundational. We believe the following:

- Metro Christian Academy recognizes that God gave parents the responsibility of educating their children (Prov. 22:6; Eph. 6:14). We also recognize that when parents choose an educational institution, the institution is chosen, in part, to act in their stead in the educational process.
- Metro Baptist Church, as an assembly of believers, has established Metro Christian Academy as an extension of the educational processes of our church families, providing a supportive basis of encouragement as they seek to fulfill their God-given responsibilities (Prov. 19:27; Isaiah 54:13; Jer. 10:2). As a congregation, we further open our ministry to other families in our community who are seeking a similar Christ-centered institution that presents an education which academically and spiritually challenges their children.
- The education that students receive at Metro Christian Academy must be based on the authority, authenticity, and reliability of the Bible as the complete and final revelation of God concerning all matters of truth, faith, and practice (John 17:17; II Timothy 3:16-17; Jude 3). We desire that students learn to view everything through the eyes of God as revealed in the Scripture; therefore, a truly Christian education must be Christ-centered rather than student-centered. Jesus Christ must be at the center of all that is believed, said, and done. He is the source of all wisdom and knowledge (John 14:6; Col. 2:3, 8-10).
- We have a responsibility to reach out to our community and influence young people for Christ. We are, therefore, evangelistic in our approach to Christian education (Matt. 28:19-20; Mark 16:15; Mark 10:14).
- We must also seek to edify young people and build them up in the faith. Character training and understanding of doctrine are important aspects of a Christian education (Eph. 6:4; Col. 1:28-29; Eph. 4:11-16). It is our desire that our students both know the truth and apply the truth wisely in their own lives (John 8:32; John 16:13).

- Metro Christian Academy has the responsibility to provide the highest quality academic training. We must thoroughly educate young people, preparing them with the skills they need to serve the Lord in any vocation into which He may lead them (II Peter 1:5).

We must additionally provide a broad range of experiences for our students, knowing that these are important in the overall development of young people. Therefore, Christ-honoring programs in music, drama, and athletics are an important part of the education provided at Metro Christian Academy (Luke 2:52; Ps. 96:1; I Chron. 15:16; Ps. 150:3-5).

STATEMENT OF OBJECTIVES

SPIRITUAL OBJECTIVES:

- To teach that the Bible is the inerrant, inspired Word of God. (II Tim. 3:16)
- To teach that God is the sovereign Creator and Sustainer of all that is. (Col. 1:15-17)
- To teach that man is born a sinner, and in this natural condition is unable to please God. (Rom. 3:10, 23)
- To teach that Jesus Christ is the Son of God Who came to this earth to die for sinners. (John 3:16)
- To teach and disciple students to become productive, Godly students in society. (Matt. 28:19-20)

PHYSICAL OBJECTIVES:

- To emphasize that the body is the temple of the Holy Spirit. (I Cor. 3:17)
- To stress purity. (I Cor. 6:13,20)
- To teach cooperation and good conduct through extra-curricular activities. (Eph. 4:29-32)
- To teach that the physical area is not the most important area in life. (I Tim. 4:8)

SOCIAL OBJECTIVES:

- To develop a balanced personality based on the full utilization of the individual's God-given capacities and talents. (Rom.12: 4-6)
- To stress that the body is the temple of God and is to be maintained as such. (I Cor. 6: 19-20)
- To teach social progress and encourage the social graces expected of a Christian. (I Cor. 10:31)
- To prepare a student to properly relate to non-Christians and Christians who differ in doctrine or practice. (Rom. 12:14-21)
- To develop logical thinking and strong convictions. (Rom. 12:1-2)

ACADEMIC OBJECTIVES:

- To maintain excellence as the only academic standard. (Col. 3:23)
- To teach the student to work independently and cooperatively.
- To develop effective communication skills.
- To develop creative skills.
- To develop an appreciation of the fine arts.
- To teach the basic concepts of scientific investigation and to show that all scientific fact is in agreement with God's Word.
- To teach and develop an appreciation of our American heritage.
- To present current affairs in all areas and to relate them to God's plan for man.
- To teach all subjects in their correct perspective in relation to God's Word.

AFFILIATION

Metro Christian Academy is a ministry of Metro Baptist Church located in Goodlettsville, Tennessee, pastored by Dr. Phil Martin. Christian teaching in the school is from a Biblical approach. Standards, doctrines, and philosophy will be fundamentally Baptist and in accordance with Metro Baptist Church.

Every family connected with MCA is strongly encouraged to become part of a local church and attend regularly. We will be teaching your children the importance of God in their lives and encouraging them to be active in a Bible-believing church. We would be delighted to see you become part of Metro Baptist Church if you are not already active in another church.

ACCREDITATION

Metro Christian Academy is accredited by the Tennessee Association of Christian Schools (TACS) and approved as a Category II school by the Tennessee State Department of Education. We offer a program of academic excellence for children in grades K5 through twelve in addition to meeting the rigorous academic requirements and teaching standards necessary to maintain our accreditation.

ADMISSION INFORMATION

“Let this mind be in you, which was also in Christ Jesus.”
Philippians 2:5

~NONDISCRIMINATORY POLICY~

Metro Christian Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally made available to students at Metro Christian Academy who meet the criteria for admission. Metro Christian Academy does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, admission policies, athletics, and other school-controlled programs.

~SELECTION OF STUDENTS~

Selection of students is based upon openings in their particular grade levels and an interview with the principal. Family life, church status, and general behavior are considered. MCA is not a reform school. Upon applying for admission, it is necessary to disclose any academic or behavioral difficulties encountered in your child’s previous school experience.

Metro Christian Academy reserves the right to deny re-admission, admission, or continued enrollment to any student and/or the parents/guardians of any student whose actions demonstrate that it is not in the school’s best interest to allow admission, re-admission, or continued enrollment.

~ADMISSION POLICY PROCEDURES~

Students are admitted to Metro Christian Academy following a favorable review of former records and a satisfactory score on our entrance test. Included in this review are past academic achievements (report card grades), past standardized test scores, past citizenship, interviews with the principal, and available class openings. Acceptance in any grade does not guarantee automatic acceptance into the next grade the following year. Each student’s academic and behavioral records are reviewed each year for re-enrollment.

Please note the following:

1. All students should desire to attend Metro Christian Academy.
2. Any student expelled from Metro Christian Academy or any other school cannot attend Metro Christian Academy for two consecutive, complete semesters.
3. **Age Requirements:** Students must be four years old before October 1 to enter K4, five years old before October 1 to enter K5, and six years old before October 1 to enter first grade. No student will be allowed to graduate from MCA who is 20 years old or older. **NOTE: As passed by the State of Tennessee in May of 2012, the age requirements are to be as follows in the coming years: Fall of 2012-Students must be five years old by September 30 to enter kindergarten. Fall of 2013-Students must be five years old by August 31 to enter kindergarten. Fall of 2014 and following-Students must be five years old by August 15 to enter kindergarten.**
4. No student may enroll who is two years above the chronological age for the grade level the student will be entering.
5. An application and accompanying forms must be completed and returned to the school office along with the registration fee. A birth certificate is a prerequisite for all students enrolling at Metro Christian Academy. Kindergarten students are required to submit a birth certificate and proof of a physical examination prior to enrollment.
6. A discipline report, transcripts, last report card, and last achievement test report must be obtained from the last school attended.
7. New students will be given a placement test before grade placement is finalized and acceptance determined. A testing fee set by the school office must be paid prior to the time of testing. The testing fee includes the cost of the test materials, the administration of the test, and evaluation of the test answers. The principal will notify the parents as to test results and acceptance or denial of admission. (Parent copies of a last report card and any other information needed should be presented before the evaluator administers the test.)
8. After the above information has been received in the school office, all new students and at least one parent/guardian must be interviewed by the principal. (Appointments may be made in the school office.)

9. An **MCA Statement of Cooperation** (located in the back of the MCA Student Handbook) must be signed by the student and a parent, and returned no later than the last Monday of August.
10. Students in grades 7-12 will be admitted on the basis of an official transcript showing course work taken and credits received. Testing, retaking of courses, and/or summer school may be required of students with low passing or failing grades. Behavior must comply with the guidelines listed in the current *MCA Student Handbook*.
11. No student is considered registered until the required forms have been completed and returned, admission testing is completed and scored, an interview has been conducted, and fees have been paid in full. (The admission test fee is non-refundable.)
12. All students are required to have an Emergency Medical Release Form on file in the school office prior to the opening of each school year.
13. All students must be properly immunized before entering class. Local physicians or health department authorities can give immunizations. The school must have the **immunization certificate** on file in the school office before any child will be permitted to attend classes, as this is required by law.
14. A student must live with a parent or legal guardian to attend MCA.
15. **Morality Clause:** Students are to conduct themselves in an open and friendly manner with those of the opposite sex. Demonstrations of romantic involvement between students on school property or at any school functions off of school property are not permitted. Hand holding, embracing, kissing, or any other contact that would contribute to undue familiarity will not be permitted.

A statement that a student is a homosexual, bisexual, or otherwise immoral, or words to that effect or language or behavior that a reasonable person would believe is intended to convey the statement that a student engages in or has a propensity or intent to engage in immoral and/or homosexual acts is not permitted.

A prospective student who is pregnant, married, a parent, or former parent (male or female) will not be permitted to attend Metro Christian Academy. A student who has been admitted to MCA and is found during

the school year in such status will be dismissed from MCA immediately and not permitted to re-enroll.

Definition of "immoral act": Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act.

16. For a student to be considered for enrollment at MCA, full cooperation is expected from both the student and parents in the education of the student. If a parent/guardian threatens to sue and/or has papers served to the school regarding a lawsuit, the student will automatically be dismissed from school. Also, if the student's and/or parents' behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the Statement of Faith, the spirit, and/or the policies and standards of Metro Christian Academy, whether or not there is a definite breach of conduct, the administration reserves the right to deny the student continued enrollment in the school or to ask the student not to return the following year. Metro Christian Academy reserves the right to dismiss or expel any student at any time due to an uncooperative spirit displayed by the student as well as the parent.
17. **Transfer students:** Students in high school will be accepted with the stipulations listed under the **Admission Policy Procedure (p. 15)**. If a student transfers to MCA and the course offerings are insufficient for graduation, it is the responsibility of the parent and/or student to obtain credits by other means (i.e.: summer school). Transfer students entering 11th or 12th grades must have a 2.5 GPA. (Extenuating circumstances may be considered by the administration.)

Students transferring from another private school must produce a favorable financial report from the previous private school. A student who has an outstanding account with another educational institution will not be accepted for enrollment at MCA until the account is satisfied.

18. Students and parents are expected to uphold and cooperate with the philosophy, rules, purpose, and program of Metro Christian Academy. All new students are accepted on a nine-week probationary basis. At any time during this nine-week probationary period, the administration may ask a student to withdraw from MCA without giving specific reasons.

It is a privilege, not a right, to attend Metro Christian Academy.

~WITHDRAWAL INFORMATION~

Withdrawals from Metro Christian Academy must be made by a parent through the main office. A **Withdrawal Form** must be filled out completely and signed by a parent in order for the withdrawal to be considered official. The student's rental books and locker locks must be turned in to the school office at this time. All accounts must be paid in full. Parents are to notify the school office, if possible, one month prior to the date of withdrawal. In case of early withdrawal from school, all payments must be made through the current monthly period. **Cumulative records will not be sent until all balances are paid in full.**

Accounts must be paid in full before any school records and/or transcripts will be forwarded or any diplomas issued. Unpaid bills, library fines, lunch charges, unreturned athletic uniforms and/or equipment, unreturned merchandise from fundraising campaigns by the stated closing date of sale, and/or unreturned rental books will result in withheld records and grades.

According to the Tennessee Department of Education, "During the period of its existence, a private school retains complete and unlimited control over student (academic) records in its custody".

~RE-ENROLLMENT~

Re-enrollment for present students will be one month prior to open enrollment. Parents will be notified and asked to pick-up a **Re-enrollment Packet** from the school. Parents are encouraged to complete re-enrollment as early as possible. All classes will be filled according to registration payment dates.

~CHANGE OF ADDRESS~

Parents are responsible for immediately notifying the school office of any change of address or telephone numbers (home, business, and/or cell). It is imperative to have this information in order to contact parents in case of an emergency.

~INSURANCE~

Metro Christian Academy carries property damage and liability insurance.

The school insurance acts as a secondary insurance should an injury occur on school property. **The child's parents must supply the primary medical insurance.** Parents must have a copy of their insurance information for their child on file in the school office. If parents do not have accidental insurance coverage for their child, student insurance may be purchased through the school

office. An insurance application may be picked up in the school office. Special insurance is carried for any trip lasting longer than 72 hours. The cost of this insurance is paid by the student and included in the cost of the event.

The parents of each student who participates in athletics must be sure that their child is covered for competition in sports.

ACADEMIC INFORMATION

*“And beside this, giving all diligence, add
to your faith virtue; and to virtue knowledge.”*

II Peter 1:5

~GRADING SCALE~

| <i>Grade</i> | | <i>Percent</i> | <i>Quality Pts.</i> | | <i>Description</i> |
|--------------|---|----------------|---------------------|----|----------------------|
| A+ | = | 98-100 | (4.333) | WP | = Withdrawn Passing |
| A | = | 94-97 | (4.000) | WF | = Withdrawn Failing |
| A- | = | 90-93 | (4.000) | P | = Passing |
| B+ | = | 88-89 | (3.333) | H | = Honors |
| B | = | 84-87 | (3.000) | AP | = Advanced Placement |
| B- | = | 80-83 | (3.000) | AU | = Audit (no grade) |
| C+ | = | 78-79 | (2.333) | I | = Incomplete |
| C | = | 74-77 | (2.000) | E | = Excellent |
| C- | = | 70-73 | (2.000) | G | = Good |
| D+ | = | 68-69 | (1.333) | S | = Satisfactory |
| D | = | 65-67 | (1.000) | N | = Needs Improvement |
| F | = | 00- 64 | (0.000) | U | = Unsatisfactory |

~PROMOTION GUIDELINES~

Each student will be promoted to the next higher grade upon satisfactory completion of requirements for the current grade. A student who has a low grade point average or is failing may be required to go to summer school.

The following are the guidelines and requirements concerning promotion, retention, and credit classification:

- **KINDERGARTEN:** The student must have a year-end average of 70 or better to be promoted. The student must have demonstrated both social and emotional capability with his peers. If questionable, determination of promotion will be jointly decided by the teacher, parents, and the administration.

GRADES 1 – 8:

1. In order to qualify for promotion in grades 1 – 8, a student must have a year-end average of 70 or better and have successfully completed a minimum of five of the six core subjects (language, reading, math, history, science, and Bible).
2. If a student fails two (2) cores, or math OR language, he will need to attend summer school. The student will be promoted on probation and may be moved back to the previous grade during the following school year.
3. If the student fails math AND language, he will not be promoted to the next grade level.
4. No student will be promoted to the next grade level who has missed more than (10) days of school (excused or unexcused) per semester.
5. The student who passes with a year-end average of 65 through 69 may be required to take summer school or show proof of summer tutoring before promotion to the next grade level.

➤ **GRADES 9 - 12:**

1. The high school student must attain a minimum number of credits before moving to the next grade. The following is a description of the yearly credit totals that must be earned to move to the next grade level:
 - Sophomore:** must have passed freshman English and earned no fewer than six (6) credits
 - Juniors:** must have passed sophomore English and earned no fewer than twelve (12) credits
 - Senior:** must have passed junior English and earned no fewer than nineteen (19) credits

NOTE: Students in their senior year must take a minimum of 5 credits.
2. If a student has MORE than one (1) credit deficiency, he will be retained at his current grade level for the upcoming year.

3. A student who fails to meet promotion standards may attend summer school and, upon completion, be promoted to the next grade level. No more than 2 credit hours may be earned in summer school per year (1 credit hour per session).
4. A student missing more than 10 days (excused or unexcused) in any given class in one semester will experience a loss of credit in that subject for that semester. The student will receive no credit and will have an "AU" (audit - no grade) marked on the student transcript and scholastic record card for failing to meet the minimum attendance requirement.
5. No student will be promoted to the next grade level who has missed more than (10) days of school (excused or unexcused) per semester.

~COURSE CREDITS and GRADUATION REQUIREMENTS~

COLLEGE PREPARATORY REQUIREMENTS: Credit Requirements - 26

- | | |
|-------------------------|---|
| ■ Bible | (4 credits) |
| ■ English | (4 credits) |
| ■ History | (4 credits) |
| ■ Math | (4 credits: Alg. I, Geometry, Alg. II, Adv. Math or Calculus or Business Math) |
| ■ Science | (4 credits: Phy. Sci., Biology, Chemistry, Anatomy/Physiology or Physics) |
| ■ Foreign Language | (2 credits) |
| ■ Computer Applications | (1 credit) |
| ■ Fine Arts | (1 credit) (May be waived for students not going to a University to expand and enhance the elective focus. Substitute an elective.) |
| ■ PE | (1/2 credit) |
| ■ Wellness | (1 credit) |
| ■ Personal Finance | (1/2 credit) |
| ■ Elective | (1 credit **only if Fine Arts is waived.) |

*26 credits come from required courses. (**1 credit comes from elective courses if Fine Arts is waived.)

1. Students must earn 26 credits in the specified course of study including four (4) in Bible (or one [1] credit in Bible per year) while attending Metro Christian Academy
2. **Students must make a minimum score of 16 on the ACT.**
3. Electives may include accounting, drama, choir, band, physical education, yearbook, journalism, teacher's aid*, and office assistant*.

~DROPPING / ADDING CLASSES~

A student may add or drop a class up to the first 4½-week grading period.

Dropping or adding courses must always be done at the discretion of the student's parents and the administration. The withdrawal will be recorded as WP (withdrew passing) if dropped before the cut-off date for dropping or adding courses or WF (withdrew failing) if dropped after the cut-off date.

~ACHIEVEMENT and COMPETENCY TESTS~

During the second semester of each school year, all students in grades K5 through 12 take the IOWA Assessment in order to assess progress and deficiencies in scholastic achievement.

~ACT / SAT / OTHER TESTS~

In preparation for college and the ACT (American College Test) and SAT (Standardized Aptitude Test) that are required for entrance into most major colleges and universities, the following testing program will be required by all students in the stated grades:

GRADE 10: The PLAN Test*

GRADE 11: The PSAT *

GRADE 12: The ACT** and SAT (Information on testing dates, locations, and cost is easily found on the web.)

*These tests are taken at Metro Christian Academy.

****The ACT is a graduation requirement and is administered off-campus.**

~HOMEWORK PROCEDURES and POLICIES~

Homework is a vital part of MCA's academic emphasis. It should always be done neatly, accurately, and promptly. Teachers give homework for specific purposes. The student is expected to complete the assigned homework. In order to encourage church attendance, teachers will not give homework on Wednesdays and only performance-based tests will be given on Thursdays (e.g.: penmanship, creative writing, oral reading evaluation, and math).

Homework Purposes:

1. **For drill** - Most students require solid drilling to master material essential to their educational progress.
2. **For practice** - This type of homework is given following classroom explanation, illustration, and drill on new work so that the material will be mastered.
3. **For remedial activity** - As instruction progresses, various weak points in a student's grasp of the subject become evident. Homework following instruction is given to overcome such difficulties.
4. **For special reports** - Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

With these purposes in mind, each teacher at MCA has developed a specific homework policy for his/her classroom. These policies have been carefully developed to coordinate with the maturity level for each grade level. Any questions concerning homework should be addressed to the specific teacher responsible for the assignments.

Homework Policies:

1. Homework is to be completed neatly and turned in on the due date required.
2. Late work will receive a reduced grade. (One [1] day late - highest grade possible is 90%; two [2] days late - highest grade possible is 64%; three [3] or more days late - grade received is zero)

NOTE: Once a 4½-week report slip is issued, homework due during that 4½-week period will not be able to be made up and will receive a zero unless due to an excused absence, in which case procedures # 5 - # 7 will be followed.

3. The student is encouraged to have an assignment pad in which to keep a record of class assignments. (It should be a notepad separate from classroom notebooks.)
4. When the student is absent from school, it is **his own responsibility** to obtain any missed assignments and work before leaving or upon returning to school.
5. If an assignment is given prior to and due on days the student is absent, the assignments will be due **on the day the student returns to class.**
6. Students are given one (1) day for each day missed to make-up assignments and tests missed during their absence.
7. Failure to make-up assignments within the allotted time will result in a loss of full or partial credit, although work must be completed regardless.
8. The student who is absent from any class for an **UNEXCUSED REASON** is required to make-up all quizzes and tests immediately upon returning to school. Homework must be turned in and class assignments must be made up immediately. The highest possible grade given for homework and class work is a 64% (F).

Homework Penalties:

First Offense: Warning (grace)

Second Offense: One detention

Third Offense: One detention

Fourth Offense: One detention, telephone call to parents by teacher

Fifth Offense*: One detention, telephone call to parents by principal

***The student will be sent to the principal's office and cannot return to that class until all incomplete assignments for that class are completed. (Each day a student misses class will result in an unexcused absence.)**

NOTE: The fifth offense policy will also be applied to every homework offense following it. Students will be given one (1) "grace" per nine-week grading period. ("Graces" are not cumulative.) **Penalties for homework offenses start over every nine weeks.**

~INCOMPLETE GRADES~

The student who has class or home work that has not been turned in at the end of the 4½ or 9-week period due to absences will have zeros averaged in until all incomplete work has been received for that grading period. Work not turned in by deadline dates will be recorded and averaged as zeros. Any special arrangements due to long-term illness will be made through the administration.

~SEMESTER AND FINAL EXAMINATIONS~

Students in grades 6-12 will take exams at the end of each semester. These exams will count as 20% of the final semester grade. The student must remain in the classroom for the entire examination period. In most cases, examinations are announced prior to the examination date; therefore, the student who is absent on the day of the examination must take it the day that he returns to school.

Missing an exam (whether it is an excused or unexcused absence) will carry a fee (\$15 per exam), and the exam will need to be made up when it is convenient for the teacher.

~EXAMINATION EXEMPTION POLICY~

Exemption status for semester and final exams will be extended to seniors with an "A" (90-100) average who meet the following criteria per semester:

- Three (3) or less absences to school/class (all of which must be excused)
- Three (3) or less tardies to school/class
- Two (2) or less accumulated detentions

~PROGRESS REPORTS~

Quarterly reports will be issued every 4½ weeks during a nine-week grading period for academic grades. The reports are to be signed by a parent and returned the following school day.

~REPORT CARDS~

Report cards will be issued every nine weeks to students whose school accounts are current. They will be handed out the Thursday before Parent-Teacher Conference Day. The final report card will be available for students whose accounts are clear one week after school dismisses for summer break.

~HONOR ROLL~

Our Honor Roll Program is one way we reward those students who strive to achieve outstanding academic marks. There are two levels of Honor Roll students:

- **The Principal's List:**
Grades K5 - 12: Students who have maintained all A's at the end of each quarter will receive an Honor Roll Certificate.
- **A/B Honor Roll:**
Grades K5 - 12: Students who maintain A's and B's at the end of each quarter will receive an Honor Roll Certificate.

~ELIGIBILITY for VALEDICTORIAN and SALUTATORIAN~

Valedictorian and salutatorian designation will be awarded only to students meeting the following criteria:

- There must be a minimum of three graduates to award these distinctions.
- The Valedictorian must have a cumulative weighted GPA of 3.85 or higher.
- The Salutatorian must have a cumulative weighted GPA of 3.75 or higher.
- The ACT score of English 18 or above, Math 22 or above, Reading 22 or above, Science 23 or above is required.
- If a junior or senior transfers, the ACT score will be the deciding factor

~SUMMER SCHOOL~

Students in grades nine (9) through twelve (12) who have failed any semester course that is required for graduation will be required to repeat the course. Students in grades six (6) through eight (8) who have a year-end failing average in a core course (math, language, history, or science) will need to repeat that

course. If the student is returning to MCA, the course must be completed in summer school at MCA.

MCA students must attend summer school at MCA for classes we offer in summer school. If an MCA student attends another school's summer session for a course MCA does not offer in summer school, the grade he/she receives for that course will be averaged together with the grade earned at MCA during the school year with no student earning higher than 80%.

Each summer school session will be composed of four (4) hours a day for a period of four (4) weeks. There will be a fee per session of summer school, plus the cost of books. All summer school fees are due on or before the first day of each session.

The student must be enrolled in MCA and have paid the registration fee for the next year before he/she will be permitted to attend summer school at MCA.

Private instruction may be accepted with prior approval from the MCA administration and will be taught by supervisors approved by Metro Christian Academy. The minimum number of hours that is acceptable will be 20 hours of private instruction per student.

All payments for summer school (whether done in the group session or by private instruction) are to be made payable to Metro Christian Academy.

No student may earn a summer school grade higher than 80%.

If a student fails three (3) or more courses for the year, he/she will be retained and be required to repeat all the courses in that grade regardless if the courses were passed the previous year.

~TUTORING~

Individual teachers will consider extra-curricular tutoring requested by a parent at a standard hourly rate.

ATTENDANCE

*“Moreover it is required in stewards that
a man be found faithful.”
I Corinthians 4:2*

~DAILY SCHEDULE~

| | |
|-------------------------------------|------------------|
| Early Extended Care (K5-12): | 7:00 – 7:45 a.m. |
| Homeroom (Grades 5-12): | 7:45 a.m. |
| Escort to Classrooms (Grades K5-4): | 7:40 a.m. |
| JH/SH Tardy (Grades 5-12): | 7:45 a.m. |
| Elem. Tardy (Grades K5-4): | 8:00 a.m. |

Dismissal

| | |
|-------------------------|---------------------|
| Grades 5-12: | 2:45 p.m. |
| Grades K5-4: | 3:00 p.m. |
| Late Stay Care (K5-12): | 3:15 p.m.-6:00 p.m. |

~ABSENCES~

Consistent attendance is vital to academic success and cannot be overstressed. Missing class for any reason puts the student at a disadvantage. Parents, therefore, should attempt to minimize absences. In order to prevent problem absenteeism, the principal and/or faculty member will schedule a conference with the family when total and partial absences reach a level that threatens the student's progress.

The first day a child returns to school after an absence, he must bring a signed and dated statement of explanation from the parent stating the reason for the absence. The student is to present the note to the school secretary (NOT THE HOMEROOM TEACHER) the hour the student returns. An ***Admit To Class Pass*** stating whether the absence is excused or unexcused will be given to the student to be taken to each teacher. If a parent's or guardian's written note is not received, the parent or guardian will be called. **Failure to present a written excuse within three (3) days of the last day absent will result in an unexcused absence for the days missed.**

ABSENTEEISM / PARTICIPATION IN EXTRACURRICULAR ACTIVITIES:

1. Any student involved in interscholastic sports and/or other events may not participate in those activities if they were absent the day of the practice or event. (See *Partial Attendance*, p. 28)
2. A copy of our athletic policy is available from the athletic director or principal.

~EXCUSED ABSENCE from SCHOOL/CLASS~

- **Advance notification from parents or a legal guardian is NOT REQUIRED for the following reasons:**
 1. Sickness (with a note from the doctor after three or more days)
 2. Death in the immediate family
 3. Participation in school-sponsored activities
- **Advance written notification from the parents or legal guardian IS REQUIRED for the following reasons:**
 1. Marriage in the immediate family
 2. Doctor or dental appointments which cannot possibly be made outside of school hours (this refers specifically to orthodontist appointments or treatment for physical or dental problems)
 3. College Visitation:
Juniors - may take three days during their junior year.
Seniors - may take three days during their senior year.
 4. Driver's License/Learner's Permit:
Students may be excused from school for the day in order to obtain their driver's license. An excused absence is granted provided the student has no test scheduled during the period of the absence.

NOTE: Failure to provide written notification at least three (3) days in advance may result in the absence being recorded as unexcused.

~PARTIAL ATTENDANCE~

The student must be in class for a minimum of four (4) hours for grades K5 through 12th (any absence must be excused) on any given day in order to be counted present for that day and to participate in sports or other extra-curricular activities. The student not fulfilling the above guidelines on any given day will be considered absent for the entire day and will not be permitted to participate in extra-curricular activities that day.

~UNEXCUSED ABSENCE from SCHOOL/CLASS~

- **Absences will be recorded as UNEXCUSED for the following reasons:**
 1. Any excuse not listed previously or that has not been approved
 2. Failure to send written notice of absence within three (3) days of absence
 3. Hairdresser appointments, shopping excursions, automobile repairs, suspension from school, truancy, tardiness, parent notes without either explanation or excusable reasons (as defined previously), and not providing advanced written notification (as defined previously)
 4. Absent for more than three (3) hours on any given school day
 5. Early dismissal prior to school vacations and holidays
 6. Travel/vacations **NOT** pre-approved by the principal

Penalties for unexcused absences to school/class (per semester) are as follows:

- **Four (4) unexcused absences:** One (1) after-school detention,
Loss of exam exemption
- **Six (6) unexcused absences:** One (1) after-school detention,
Telephone call to parents by principal
- **Eight (8) unexcused absences:** One (1) in-school suspension (ISS),
Student/parent/principal conference,
- **Ten (10) unexcused absences:** Two (2) in-school suspension (ISS),
Student/parent/principal conference,
Placed on behavioral probation*
- **Eleven (11) unexcused absences:** Grade retention, loss of credit, or
dismissal from MCA

~ACCUMULATED ABSENCES~

Students missing more than 10 days (excused or unexcused) in any given class in one semester will experience a loss of credit for that subject for that semester. The student will receive no credit and will have an "AU" (audit – no grade) marked on the student transcript and/or scholastic record card for failing to meet the minimum attendance requirement.

If the student misses **more than 10 full days** (excused or unexcused) per semester, the student will fail to earn credit in all subjects and be required to repeat that grade.

Exceptions to this rule may be made in special cases of documented, extended illnesses that are verified by a physician. Still, in order to receive credit, the student may need to attend one or two sessions of summer school.

~MAKE-UP WORK~

The student who is absent must check with the classroom teacher upon returning to school to receive assignments missed. This is the student's responsibility. The student is allowed one day for each school day missed to make up any work. Work not completed by that period of time will be recorded as a zero.

Note: *Tests and quizzes that are missed due to absences must be made up within the same number of days as the absence. (For example, if the student misses two days, he has two days to make up tests and quizzes).*

If the student is absent and a test has been assigned in advance, the student will be required to take the test. (Example: a test was assigned on Friday to be taken on Tuesday. If the student is absent on Monday, he/she will be required to take the test on Tuesday). We realize that many times a teacher reviews the test the day before, which benefits the student. Therefore, it is imperative that the student is in class.

Homework assigned to the student before the absence will be required to be handed in on the date of his return to school.

Elementary teachers will work with the parents concerning their child's make-up work due to absences; however, the guidelines above will be followed unless approval from administration is gained.

~TARDINESS TO SCHOOL/CLASS~

The student (in grades 5-12) is tardy when he is not in his assigned seat or station for homeroom at 7:45 a.m. The elementary student (grades K5-4) is considered tardy if he is not in his assigned seat in his class by 8:00 a.m.

EXCUSED TARDINESS

The student's tardiness is excused when the reason given is acceptable to the principal or designee. (Examples of acceptable reasons for tardiness are the same as the acceptable reasons for excused absences.)

UNEXCUSED TARDINESS

The student should make every effort to be to class on time. (Examples of unacceptable reasons for tardiness are the same as the acceptable reasons for unexcused absences.)

(Grades 5-12) Penalties for unexcused tardiness to homeroom/class (per term) are as follows:

- **Four (4) unexcused tardies:** One (1) after-school detention
- **Six (6) unexcused tardies:** One (1) after-school detention,
Telephone call to parents by principal
- **Eight (8) unexcused tardies:** **One (1) Saturday work detention,**
Loss of driving privilege for 2 weeks,
Student/parent/principal conference,
- **Ten (10) unexcused tardies:** **One (1) day in-school suspension (ISS),**
Loss of driving privilege for 2 weeks,
Student/parent/principal conference
Placed on behavioral probation
- **Fifteen (15) unexcused tardies:** One (1) day out-school suspension (OSS),
Loss of driving privilege for 2 weeks,
Student/parent/principal conference

NOTE: Penalties for unexcused tardiness to homeroom/class are per term (9 weeks). **Twenty (20) minutes tardy to any class will be recorded as an unexcused absence to that class.**

~EARLY DISMISSAL~

Parents should send a note to the school office the morning that they will be picking up their child early. Parents are encouraged to make medical appointments after school hours.

Parents wishing to take their child from school during the school day must send a signed note to the office stating the date, time of dismissal, reason for dismissal, and whether or not the student is returning to school.

The student should come to the office upon arrival and request an **Early Dismissal Slip**. JH/SH students are to take the **Early Dismissal Slip** to each class he will not be attending to be assigned by the teacher. Homework assignments are to be turned in at this time.

The teacher will then send the child to the office at the stated time, and the student will return the **Early Dismissal Slip** to the school office before leaving.

Parents need to come to the school office and sign the child out. Please understand that, for security reasons, we may request identification. Student drivers must sign out in the school before departing.

Parents must notify the school office if they have any concerns or restrictions about people picking up their child. Repeated early dismissals are strongly discouraged.

STUDENT MOBILITY

*“For the Lord knoweth the way of the righteous:
but the way of the ungodly shall perish.”*

Psalms 1:6

~EARLY and LATE STAY~

Early (before-school) care is available to MCA students from 7:00 a.m. until class begins for an extra fee. After-school care is available to enrolled students from the end of the school day until 6:00 p.m. for an extra fee. A statement will be sent from the business office for these charges. Payment is due on or before the 10th of each month.

Any student on campus between 7:00 a.m. and 6:00 p.m. who is not participating in a supervised MCA sponsored activity must go to the supervised extended care program and be signed out by an authorized person on the transportation sheet before leaving campus. Early care is from 7:00 – 7:45 a.m. Late Stay runs from 3:00 – 6:00 p.m. The Late Stay Program for each grade starts 15 minutes after the school dismissal time. If a child is picked up prior to spending 15 minutes in Late Stay, there is no charge. Safety and state law requires that all parents and students adhere to these procedures. **Students who are on our campus must be supervised by an authorized adult at all times.**

LATE STAY GUIDELINES (Grades 5-12):

1. All students who are not under the direct supervision of an adult will be checked into late stay at 3:15 p.m. (Charging begins at 3:00 p.m.)
2. Students are to talk to and treat other students and the teacher respectfully. Students are to treat the late stay teacher as they would any other teacher. The late stay teacher will communicate discipline issues to the principal daily and consequences will be communicated to students and parents when needed.
3. Cell phones may be used from 2:45 – 3:15 p.m. In general, **a ride home should be arranged before arriving to school each day.** Rides home must be with someone on the student’s transportation sheet. Cell phones should only be used with the permission of the late stay supervisor after 3:15 p.m. If a student receives a call (or text) from a parent, they need to get permission from the late stay supervisor to take the call (or text).

LATE STAY STUDY SCHEDULE (Grades 6-12):

- 3:15 p.m. All students who have not been picked up will be checked into late stay in the gym.

| | |
|----------------|---|
| 3:15-4:15 p.m. | Students will be in the gym for homework and activity time until 4:30 p.m. daily. |
| 4:15-4:30 p.m. | Clean up gym, finish snack, and restroom break |
| 4:30-6:00 p.m. | Any remaining students go to the outdoor playground or preschool area. |

~STUDENT ILLNESS~

The student who leaves school due to illness is required to turn in homework that was due that day to each teacher whose class will be missed. The student will be responsible for any class and/or homework missed in each class that day.

Students leaving with a fever of 100 degrees or higher must be fever free without medication for 24 hours before returning to class.

~AFTER-SCHOOL DETENTION ~

After-school detention is held on Tuesdays and Thursdays. The student who is assigned detention will report to the specified classroom and be in attendance from 3:00 - 3:45 p.m. Detention students will be charged the same as those in Late Stay. The student who is not picked up by 4:00 p.m. from detention will report to Late Stay until the student is picked up.

~STUDENT DRIVERS~

Students who hold a valid Tennessee driver's license may operate and/or park vehicles on campus with permission from their parents. Any student who fails to show proper driving safety or endangers the campus will be denied the privilege of driving on campus. **CAMPUS SPEED LIMIT IS 10 MPH.**

The student must have proof of liability insurance coverage along with a copy of a valid driver's license on file in the school office. The student and parent(s) /guardian(s) must sign a copy of and comply with the required driving forms for the school. These forms must be signed on the first day of school. The student will not be permitted to drive on campus until all requirements are met.

Students who drive to school must turn their car keys in at the school office immediately upon arrival to school. Students will park in their designated areas.

There is to be no loitering in the parking lot and/or sitting in a car once the student has arrived on campus. The car becomes off-limits until school is dismissed. To go to a vehicle or the parking area during the school day, a student must obtain permission from the school office. The keys are to be signed for and picked up by the driver. Only the driver can pick up his/her own keys. During school hours, student drivers are not permitted to leave campus without permission from the principal and their parents.

The student driver is not permitted to transport any other students to or from school, other than the student driver's siblings, without proper permission. The school office must have written permission on file in the office from both the student driver's parents and the student passenger's parents before any student driver may transport any other student to and/or from school. This rule is for the protection of the school, all of our students, and their parents.

The student driver must use the transportation provided by the school for all student-related activities.

Students may lose their driving privileges on campus if they are repeatedly offending student driver guidelines and/or excessively tardy to school. Vehicles parked on campus are subject to search and inspection by school officials and authorities according to provisions of the law.

~FIELD TRIPS~

1. Any parent who attends a field trip is a chaperone for the group. Parents interested in going on the field trip must let the teacher know of their intentions well in advance of the trip.
2. All persons going on the field trip must ride school transportation unless administrative permission has been granted.
3. A chaperone accepts responsibility for the children in his care at all times. He will handle his group and not wait for someone else to speak to him.
4. A chaperone will not allow any child to go off by himself at any time.
5. The teacher will assign students to a group and a chaperone prior to the trip. Group assignments are given merely to see that everyone is supervised. Changing group assignments requires permission from the

teacher in charge. Everyone MUST stay in the assigned group unless told to do otherwise by the teacher.

6. A chaperone will not permit ANY child to do something that is forbidden by school policies or the policies of the trip site. This includes the child of the chaperone. Chaperones are expected to know and abide by the policies of the school.
7. All driving chaperones (should there be a need) must be accident-free for three (3) years, have a valid Tennessee driver's license, and be under the age of 65.
8. Any student leaving an away sporting event must give prior written permission to the coach explaining that he will not be riding the bus.

STUDENT CONDUCT

*"He that hath no rule over his own spirit is
like a city that is broken down, and without walls."
Proverbs 25:28*

~CONDUCT~

Metro Christian Academy is dedicated to the training of boys and girls through a Christ-centered program. Attendance at MCA is a privilege, not a right. Therefore, students of MCA are expected to conduct themselves at all times so as to bring honor and respect to their Lord, themselves, their families, and their school.

Metro Christian Academy expects full cooperation from both students and parents in the education of the students and in adherence to all school policies and procedures. Any parent or student making a suggestion or complaint is expected to follow the proper chain of authority in a respectful manner. **All parents and students are required to sign a Statement of Cooperation Form that is to be on file in the school office.** (This form is found in the back of the *Student Handbook* or in the school office.)

Any student and/or parent who does not conform to and support the standards and regulations of the school may forfeit the privilege to attend MCA. If a parent/guardian threatens to sue and/or has papers served to the school regarding a lawsuit, the student will automatically be dismissed from school. The administration may at any time request the withdrawal of any student who, in the opinion of MCA, does not fit into the spirit of the school, regardless of whether or not he/she conforms to the specific rules and regulations of Metro Christian Academy.

The following guidelines have been established to provide for student safety and an orderly environment:

1. Prompt obedience and respect to all faculty and staff and a willingness to adhere to the rules of the school are expected at all times.
2. Prompt and courteous speech is stressed and expected at all times.
3. Students are required to use "yes ma'am/sir" and "no ma'am/sir" when answering adults.
4. Quiet and mannered voices should be used in classrooms, restrooms, and lunch areas.

5. Lying, cheating, and stealing will not be tolerated.
6. There is to be no pushing, shoving, taunting, ridiculing, or other abuse of fellow students.
7. **Morality Clause:** Students are to conduct themselves in an open and friendly manner with those of the opposite sex. Demonstrations of romantic involvement between students on school property or at any school functions off of school property are not permitted. Hand holding, embracing, kissing, or any other contact that would contribute to undue familiarity will not be permitted.

A statement that a student is a homosexual, bisexual, or otherwise immoral, or words to that effect or language or behavior that a reasonable person would believe is intended to convey the statement that a student engages in or has a propensity or intent to engage in immoral and/or homosexual acts is not permitted.

A prospective student, who is pregnant, married, a parent, or former parent (male or female) will not be permitted to attend Metro Christian Academy. A student who has been admitted to MCA and is found during the school year in such status will be dismissed from MCA immediately and not permitted to re-enroll.

Definition of "immoral act": Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act.

8. For a student to be considered for enrollment at MCA, full cooperation is expected from both the student and parents in the education of the student. If a parent/guardian threatens to sue and/or has papers served to the school regarding a lawsuit, the student will automatically be dismissed from school. Also, if the student's and/or parents' behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the Statement of Faith, the spirit, and/or the policies and standards of Metro Christian Academy, whether or not there is a definite breach of conduct, the administration reserves the right to deny the student continued enrollment in the school or to ask the student not to return the following year. Metro Christian Academy reserves the right to dismiss or expel any student at any time due to an uncooperative spirit displayed by the student as well as the parent.
9. Students are not to be in rooms or areas of the campus (including the gymnasium) that do not have teacher/adult supervision.
10. Permission to go to the office or library must be obtained from the teacher.

11. Loitering in restrooms, hallways, or elsewhere on campus is not permitted.
12. Chewing gum at school is prohibited.
13. All electronic equipment (including cell phones) and/or items that may be a distraction in the classroom may not be brought out in the classroom. Toys from home and card games may be used in after-school care. A teacher may use his discretion and allow toys from home or card games during an "indoor" recess or unscheduled study hall. Trading cards of any kind are prohibited.
14. Students who abuse or damage school property (including graffiti) or another person's personal property, whether willfully or accidentally, will be required to pay for the damage.
15. Students must refrain from swearing, using indecent language, using the Lord's name in vain, using tobacco (any form), drinking alcoholic beverages, the abuse of drugs, gambling, dancing, and immorality of any kind.
16. Pornographic literature, PlayStation/video games (that are not age appropriate), rock music, magazines, or any other form of inappropriate literature or inappropriate conversation concerning the above is not permitted at MCA.
17. Students are not permitted to bring guns, knives, or any other forms of weapons on school property at any time.

~DISCIPLINE POLICIES AND PROCEDURES~

DETENTION:

AFTER-SCHOOL DETENTION:

AFTER-SCHOOL DETENTION will be conducted on Tuesdays and Thursdays from 3:00 - 3:45 p.m. A student assigned to after-school detention will be required to sit quietly in a designated classroom while being supervised by adult personnel. An assigned detention will take precedence over any scheduled sports or extra-curricular activities. The student will have to deal with the consequences for missing these activities. **Students in detention will be charged from 3:00 - 3:45 p.m., the same fee as those in Late Stay for one (1) hour.**

A. After-school detention will be assigned for the following reasons:

1. Students who do not respond positively to prior consequences.
2. Students who are engaged in severe disruptive behavior in school.
3. Students who accumulate homework offenses.
4. Students who accumulate unexcused tardies.
5. Students who accumulate unexcused absences.

6. Students who offend the dress code policies.
- B. Parents will be notified at least one day in advance by a **Detention Slip** sent home with the student when he has been assigned to **After-School Detention**.
 - C. **PARENTS ARE TO SIGN THE DETENTION SLIP AND THE STUDENT IS TO RETURN IT TO THE TEACHER WHO ASSIGNED IT TO HIM THE FOLLOWING DAY. (Failure to have the Detention Slip signed and returned the next day will result in the student calling his parents from the office and the detention will still be served.)**
 - D. **Students will be expected to serve the detention assigned to them on the given date regardless if their parents have signed the Detention Slip. Failure to serve a detention will result in an In-School Suspension (ISS) to be served the next school day.**
 - E. **PARENTS WILL BE RESPONSIBLE FOR PICKING UP THEIR CHILD AT 3:45 P.M. PLEASE NOTIFY THE OFFICE IF SPECIAL ARRANGEMENTS MUST BE MADE. STUDENTS NOT PICKED UP BY 4:00 P.M. WILL BE PLACED IN LATE STAY AND WILL BE CHARGED FROM 4:00 P.M. UNTIL THEY ARE PICKED UP.**

PROBATION:

The student is placed on probation when he has a serious problem, in order to give him an opportunity to correct that problem. If the student does not improve to a satisfactory level, he may be asked to withdraw or may be expelled from MCA.

THE FOLLOWING ARE REASONS FOR PROBATION:

ACADEMIC PROBATION:

- A. Unsatisfactory progress or work (GPA 1.5 or lower)
- B. Failure of any academic core classes per semester (excludes elective classes)
- C. Accumulated homework offences per semester (seven [7] or more per nine [9] week term)

BEHAVIORAL PROBATION:

- A. Accumulated unexcused class or school tardies (8 or more per semester)
- B. Accumulated unexcused class or school absences (8 or more per semester)
- C. Accumulated detentions (10 or more per semester)
- D. Accumulated Dress Code Offenses (6 or more per semester)
- E. A rebellious spirit
- F. A continued negative attitude or bad influence on others
- G. Continued disobedience or disrespect toward authority
- H. Committing a serious breach of conduct (inside or outside the school ministry) which has an adverse effect upon the testimony of MCA

The student on behavioral probation will not be permitted to participate in extra-curricular activities or hold class or student leadership positions. **The student who is placed on behavioral probation during any quarter of the school year will remain on probation for part or all of the following quarter at the discretion of the Administrative Disciplinary Committee.**

SUSPENSION:

Students may be suspended for the following reasons:

- Accumulated detentions (15 or more per semester)
 - Accumulated unexcused tardies to class/school (10 or more per semester)
 - Accumulated Dress Code Offenses (10 or more per semester)
 - Violation of certain rules as stated in the Student Handbook
 - Repeated violations of school rules
 - Any blatant disregard for the school's standards of conduct and/or any inappropriate behavior which becomes a matter of public knowledge and reflects adversely on MCA
 - As deemed necessary by the Administrative Disciplinary Committee
- Unless otherwise stated, all suspensions are Out-of-School Suspensions (OSS).
 - Suspensions may last up to five days and are assigned at the discretion of the Administrative Disciplinary Committee
 - Homework and tests must be made-up; however, the highest possible grade that may be earned for daily work will be 64% (F).

Suspended students are to be restricted to their house during school hours and will not be permitted to attend any school functions during or after school hours on the day(s) of the suspension. Suspended students are not permitted to be on school property unless the principal has previously granted permission, and then the student must be accompanied by a parent or guardian. Failure to follow these restrictions may result in expulsion from MCA.

TESTING GUIDELINES for DRUGS/ALCOHOL/TOBACCO:

➤ **Testing**

Any student of MCA about whom a staff or faculty member of MCA has reasonable suspicion of violation of this policy shall be subject to testing.

The costs associated with the tests shall be the responsibility of Metro Christian Academy; however, in the event of a positive test (or any other violation of this policy), the parents or guardians of the student shall be responsible for the costs associated with any such test. Furthermore, in the event of a positive test (or any other violation of this policy), the parents or guardians shall be responsible for the costs associated with any future tests of said student.

➤ **Testing Procedure**

Metro Christian Academy shall contract with such third parties as are deemed necessary by the administration to facilitate this policy. Said third parties shall include a collection company and a testing facility. Collection of samples shall be conducted either on or off campus as determined by MCA in each instance. In the event that collection of samples is to occur off campus, MCA shall transport the student or students to and from the collection venue. Metro Christian Academy will attempt to contact the parent(s) or guardian(s) of the student or students being tested due to reasonable suspicion of violation of this policy.

➤ **Procedures for Dealing with Violations Involving Reasonable Suspicion**

1. The faculty or staff member having reasonable suspicion of the violation shall notify the principal and/or appropriate administrative staff person immediately.
2. In cases where ingestion is suspected or obvious, or when a student is in distress, medical attention will be sought immediately at the parents' or guardians' expenses.
3. In cases where possession (on one's person, in locker, car, or personal belongings) is suspected or obvious, the student[s] shall submit to an immediate search by a faculty or staff member of said student[s] person[s], locker[s], car[s], and/or personal belongings and shall

immediately surrender any contraband found to the faculty or staff member conducting the search.

4. The student shall be isolated from other students and kept under observation by a staff member, all items of contraband shall be seized, and, if applicable, immediate testing of the student and/or contraband shall be coordinated by MCA.
5. The parent[s] or guardian[s] of the student[s] shall be notified and apprised of the actions taken by the school.
6. In cases involving illegal substances or illegal activities, the Goodlettsville Police Department will be notified and any evidence preserved.
7. Refusal of the student[s] who is/are the subject of the reasonable suspicion to cooperate fully and completely with the above actions shall constitute a violation of the policy and possible expulsion from MCA.

➤ **Total MCA Family Commitment**

In order for Metro Christian Academy to be able to provide a drug, alcohol, and tobacco-free environment in which students can concentrate on mental, spiritual, and physical advancement, all members of the Metro Christian Academy family must be committed to these policies. In respect, school board, administration, faculty, and staff of MCA pledge to uphold and administer these policies.

By signing the Student Handbook **Statement of Cooperation**, the students and parents or guardians of MCA students commit to upholding and supporting all actions and procedures (i.e., testing, searching, etc.) set forth by Metro Christian Academy. Students will be required to commit themselves to adherence to these policies and abstain from any involvement with drugs, alcohol, and/or tobacco in violation of said policies (on-campus or off-campus) as long as they are students with Metro Christian Academy.

EXPULSION:

It is the policy of MCA not to accept students who are expelled from other schools. Special administrative approval may override this policy in extenuating circumstances, depending on the reason for the expulsion.

➤ **A STUDENT WILL AUTOMATICALLY BE EXPELLED FOR THE FOLLOWING REASONS:**

1. Pornography (use and/or possession of any form at or away from school)
2. Drugs/alcohol (possession [on one's person, in locker, car, or personal belongings] use, exchange [giver-receiver, seller-buyer] or otherwise handling of drugs [or drug paraphernalia] and/or alcohol of any form whether on campus or not. Involvement in off-campus [whether at a school-related activity or not] violations supported by verifiable evidence are subject to the same consequences as for on-campus violations)
3. Immoral act*/pregnancy (whether at or away from school)
4. A student becomes a parent (male or female)
5. Bringing weapons/firearms/explosives to school
6. Threats made to a teacher/school employee/student

A student may also be expelled for the following reasons:

1. Actively participating in the vandalism or destruction of school property or property away from school,
2. Being involved in criminal activity,
3. Tobacco (possession [on one's person, in locker, car, or personal belongings] use, exchange [giver-receiver, seller-buyer] or otherwise handling of tobacco [or tobacco paraphernalia] of any form whether on campus or not. Involvement in off-campus [whether at a school-related activity or not] violations supported by verifiable evidence are subject to the same consequences as for on-campus violations),
4. Attitude, dress, or behavior giving evidence of not wanting to uphold the testimony of the school, bringing rock music to school, promoting rock stars in any way, or attending rock concerts which violate the philosophy and purpose of Metro Christian Academy,
5. Bragging or talking about being involved in and/or giving the appearance of drugs, immorality, or anything which violates the philosophy and purpose of Metro Christian Academy,
6. If a parent/guardian unjustly threatens to sue and/or has papers served to the school regarding an unreasonable lawsuit,
7. Failure in satisfying the financial agreement for tuition and fees; NON-PAYMENT OF ACCOUNT.

SPECIAL REGULATIONS for EXPELLED STUDENTS:

The following special regulations apply to any student who is expelled from Metro Christian Academy:

1. Any student expelled from Metro Christian Academy or any other school cannot attend Metro Christian Academy for two consecutive, complete semesters.

The expelled student will not be permitted to return to MCA for a period of one (1) complete year. If the probationary year ends in the middle of a semester or at the end of the fall semester, the student may not be

considered for re-enrollment until the beginning of the next semester. Proper restitution must be made in writing, and true repentance has to be evident to the administration. All requirements stated by the administration must be fulfilled before the expelled student will be considered for re-enrollment. The decision to re-admit is made by the Administrative Disciplinary Committee

2. The expelled student will not be permitted to attend any school-related functions on or off campus.
3. The expelled student will not be permitted on the school grounds unless he has official business and permission from the administration. A parent or guardian must accompany the student, and then he may only be admitted into the administrative offices.

Full cooperation is expected from both the student and parents in the education of the student. If at any time the school feels that this cooperation is lacking, the student will be requested to withdraw from MCA. If a parent/guardian threatens to sue and/or has papers served to the school regarding a lawsuit, the student will automatically be dismissed from school. Also, if the student's and/or parents' behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of Metro Christian Academy, whether or not there is a definite breach of conduct, the student will be requested to withdraw from MCA. Metro Christian Academy reserves the right to expel any student at any time due to an uncooperative spirit displayed by the parent as well as the student.

Attendance at Metro Christian Academy is a privilege, not a right. Students forfeit the privilege to attend Metro Christian Academy if the student and/or the parents of the student do not conform to the standards and ideals of work and life at Metro Christian Academy.

DRESS CODE

*“Let your light so shine before all men,
that they may see your good works, and
glorify your Father which is in heaven.”*

Matthew 5:16

Believing that our outward appearance is a reflection of our hearts and minds, Metro Christian Academy expects all parents to exercise good taste and judgment in the dress of students at all times. Through our clothing, make-up, and hairstyles, we either draw attention to ourselves or magnify the Lord Jesus Christ.

The intent of the dress code at Metro Christian Academy is to train children to realize that although many types of clothing are acceptable to wear, some are more appropriate for specific activities than others. The underlying principles of the following dress code are **MODESTY** (I Tim. 2:9; II Tim. 2:22), **APPROPRIATENESS** (Phil. 4:5), and **IDENTIFICATION** (Col. 3:16-17; I John 2:15-16).

Because the type of clothing worn can influence attitude and behavior, the following dress code represents the acceptable model of dress for the school and its activities.

| |
|---|
| GENERAL DRESS CODE POLICIES FOR ALL: |
|---|

1. The student should always be neat in dress, clean in daily grooming, and wholesome in appearance. The student is asked to dress in a conservative manner and not to dress or adorn himself in a way that identifies him with anti-Christian or rebellious groups.
2. School dress is to be worn at all school functions on or off campus (including athletic events) unless otherwise instructed.
3. Clothing should not be tight-fitting or otherwise immodest. (This includes low or plunging necklines in front or in back, clothing that exposes the midriff area, and clothing that contains large amounts of spandex.)
4. **Unacceptable regular school attire:** Shorts (K3-K5 *only* may wear shorts daily); faded, frayed or torn clothing; spandex or stretch pants; pull-over

hooded sweatshirts; pull-over jackets; warm-up suit,, sweat pants; and/or wind suits.

5. Shirts are not to be used as jackets. Jackets and sweatshirts worn to class must be able to be buttoned or zipped up the front. (No pullovers.)
6. Clothing that promotes inappropriate television programs, movies, worldly music, or has objectionable words, pictures, or advertising is not permitted.
7. Extremes are to be avoided in all areas. "Fad" clothing, jewelry, and make-up are not permitted. Facial, body, and/or tongue jewelry, and tattoos are not permitted. Jewelry that the administration deems is associated with the occult or eastern/mystical religions will not be permitted. Black lipstick is not permitted.
8. Shoes are to be worn at all times. Bare feet, flip-flops, and sport-style sandals are not to be worn at school by boys or girls. Shoes laces must be worn tucked or tied. Elementary boys or girls are not permitted to wear any type of backless shoe. The toes must be protected at all times. (No open-toed shoes. This is a safety issue.)
9. Hats, caps, sunglasses, head scarves, and/or sweatbands are not to be worn in the school buildings. (The administration will make allowances for medical reasons. Prior approval of a principal is required.)
10. **The parent is responsible for checking the child's attire before leaving for school each morning.**
11. Final decisions on questionable clothing will be made by the administration.

ELEMENTARY GUIDELINES:

GIRLS:

- **Shirts:** MCA polos are to be worn during school hours. Shirts should not expose the midriff area. **Shirts must be the correct size.** Long-sleeved crewneck, mock turtleneck, or turtleneck shirts may be worn under an MCA polo during the winter months (October through February).
- **Skirts and jumpers** should be no shorter than the top of the knee when the student is sitting or standing. A slit in any skirt or jumper follows the same rule. (Shorts need to be worn under skirts and jumpers in the elementary for modesty on the playground.)

- **Pants**, jeans, and capris are not to be faded, patched, or contain holes, not too tight, wide-legged, or sagging. Jeans can be worn up to 5th grade. Jeans, loose-fitting capris, and walking shorts may be worn on field trips, Jog-a-Thon days, and field days. No “Skinny jeans” at any time.
- **Shorts:** Walking shorts may be worn on field trips, Jog-a-Thon days, and field days. (K5 students may wear shorts every day.)
Shorts should be no shorter than two inches above the knee.
- **Make-up** is not permitted in elementary school.
- **Earrings** for girls are not to exceed two per ear. For safety purposes, monitor the length of all earrings worn to school.
- **Shoes** must be worn at all times. Shoes must be close-toed and enclosed in the back or have straps around the heels. Tennis shoes are to be worn on PE days.
- **Hair** must be neatly groomed and maintained. **No extreme looks or fads are permitted.** When choosing to color your hair, students must adhere to the following guidelines:
 1. Hair coloring is permitted **ONLY when it is done in traditional, natural colors, (i.e.: blonde, brunette, black, or natural red).**
 2. Natural highlighting is acceptable. **NOTE: If a student chooses to color her hair, then she must maintain the color properly.**
- **(K5 ONLY) Kindergarten students** may wear modest, neat fitting shorts. **NO SPANDEX OR TIGHT SHORTS.** Kindergarten students may wear modest, loose fitting sweat pants. **NO WIND PANTS** (These make a distracting noise in the classroom.)

BOYS:

- **Pants and jeans** are not to be faded, patched, or contain holes, and not be too tight (no “skinny jeans” at all), wide-legged, or sagging. Jeans can be worn up through 6th grade.
- **Shirts:** MCA polos are to be worn during school hours. **Shirts must be the correct size.** Long-sleeved crewneck, mock turtleneck, or turtleneck shirts may be worn under an MCA polo during the winter months (October through February).
- **Shoes** must be worn at all times. Shoes must be close-toed and enclosed the back or have straps around the heel. Tennis shoes are to be worn on PE days.
- Boys may not wear jewelry other than a watch and rings; no more than one (1) ring per hand. **No necklaces or earrings.**

- **Hair** must be neatly groomed and maintained. **No extreme looks or fads are permitted.** .

Hair may NOT be worn the following ways:

1. Over the ears
2. Over the eyebrows (when combed straight)
3. Over the collar of a standard shirt
4. In dreadlocks, braids, ponytails, or afros where the hair does not meet the above stated standard

FACIAL HAIR: Boys' faces are to be clean-shaven at all times. No beards, mustaches, or wide sideburns below the bottom of the earlobes are permitted.

RULE TO REMEMBER: WHEN IN DOUBT ABOUT AN ARTICLE OF CLOTHING, DON'T WEAR IT.

DRESS CODE VIOLATIONS:

The school dress code and/or school modesty standards stated above are in effect at every school-related function. This includes but is not limited to sporting events, homecoming, graduation, Christmas/Spring Programs, field trips, senior missions trips, and any other school function.

The student attending any school function (at or away from campus) with clothing that is not within school guidelines will be asked to change the clothing or leave the function. No student will be permitted to attend classes while in violation of the dress code, and resulting absences to classes are recorded as unexcused.

Students will immediately be sent to the office if suspected of being in dress code violation. The principal will make the final decision.

Dress code violations will be handled in the following manner:

First offense: The teacher will send a note home to the parent, and the student will receive a warning.

Second offense: The student will be sent to the office, and administrative personnel will send a note or call parents and give a second warning.

Third offense: Administrative personnel will call parents to bring an immediate change of clothes.

The MCA dress code is presented in detail so that families will have a clear understanding of the standards agreed upon when students are enrolled in MCA. The intent of the dress standards is to present a school/business atmosphere. The standards are not meant to be divisive or to dictate a pseudo-righteousness.

The school does not impose dress codes for students outside school-related functions. The school recognizes parental authority and depends on parents to support the dress code by checking the child's attire before school each day. It is never the desire of MCA staff to hurt a student's feelings, so please avoid sending the child to school improperly dressed.

If there are questions about the suitability of certain clothes, please ask administrative personnel for assistance. All faculty and staff are responsible for enforcing the dress code. Dress code offenses start over at the start of each semester.

The administration of MCA reserves the right to be the final judge of any clothing, shoes, or jewelry which is considered "extreme" in regards to fad or fashion trends. Any article of dress or hairstyle that the administration feels is inappropriate to the occasion will not be permitted.

If the dress code is repeatedly violated, the student will be asked to withdraw from Metro Christian Academy.

JUNIOR/SENIOR HIGH REGULAR SCHOOL DRESS:

GIRLS:

■ SHIRT:

1. The official MCA polo purchased from the school is to be worn during school hours. **No other polo shirt will be approved for school use. MCA polos are not be altered in any way.** Shirts should not at any time expose the midriff area.
2. The MCA polo must be buttoned to a modest neckline.

■ PANTS/SKIRTS:

1. Pants/skirts should be cotton or twill fabric. (NOTE: Be sure to check the fabric labels on the pants before purchasing them.)

2. Pants may not be tight (no “skinny” cut at all), low-riding, oversized, or wide-legged.
3. Color choices are khaki, navy, black, hunter green, tan, gray, and brown (solid colors).
4. Cargo, corduroy, and carpenter pants/skirts are permitted.
5. Jeans may be worn up through sixth grade.

BOYS

■ SHIRTS:

1. The official MCA polo purchased from the school is to be worn during school hours. **No other polo shirt will be approved for school use. MCA polos are not be altered in any way.**
2. Polos must be of the proper size. (Not excessively baggy.)

■ PANTS:

1. Pants should be cotton or twill fabric. (NOTE: Be sure to check the fabric labels on the pants before purchasing them.)
2. Pants may not be tight (no “skinny” cut at all), low-riding, oversized, or wide-legged.
3. Color choices are khaki, navy, black, hunter green, tan, gray, and brown (solid colors).
4. Cargo, corduroy, and carpenter pants are permitted.
5. Jeans may be worn up through sixth grade.

SCHOOL ATHLETIC/RECREATIONAL ACTIVITIES:

- Jeans, loose-fitting capri pants, and shorts no shorter than two (2) inches above the knee may be worn to athletic and recreational school-related activities.
- T-shirts may be worn to school recreational events.
- Hats and sunglasses may be worn when outside.
- **Unacceptable attire:** clothing that is too tight (no “skinny” cut at all), too short, bare at the midriff when standing, sitting, and/or bending; sundresses, spaghetti straps, tank tops, off-the-shoulder tops, low or plunging necklines in the front or in the back; sheer or see-through clothing, yoga or stretch pants; T-shirts that are extremely long and/or bear “gang”, wrestling, rock, skateboard, occult-related, and/or any offensive, suggestive, and/or obscene type slogans and/or sayings

FORMAL WEAR FOR SCHOOL-RELATED ACTIVITIES:

The same dress code regulations relating to length and fit apply to school related activities such as Jr/Sr Banquet, graduation, etc. Formal wear may need to be approved by a designated staff member two weeks prior to the planned event. Failure by the student to obtain approval will result in forfeiting the privilege to attend the event.

At times, the student may be required to dress according to a special standard due to certain activities such as TACS competition and special programs.

For TACS events observe the following guidelines:

YOUNG LADIES:

1. Modest knee-length dresses or skirts with blouses tucked in and belts
2. No low necklines in the front or back
3. Appropriate dress shoes with hose (optional)
4. One-inch straps on formal dresses
5. Jewelry and make-up worn in moderation.

YOUNG MEN:

1. Dress slacks with belts (when slacks have belt loops)
2. Buttoned shirts with pointed collars ironed and tucked in so the belt can be seen all the way around the waist
3. Dress or casual shoes with socks
4. Sweaters over pointed collar shirts
5. Tuxedos or suits and ties (No leather of any kind is permitted.)
6. Young men's hair may not touch the collar, ears, or eyebrows

FINANCIAL INFORMATION

"If, therefore, ye have not been faithful in the unrighteous mammon, who will commit to your trust the true riches."

Luke 16:11

~FINANCIAL POLICIES~

Metro Christian Academy seeks to provide a quality education at a reasonable cost. Because of the low tuition rate, it is absolutely necessary to make prompt payment a priority.

The tuition fee is divided into ten equal payments with the first payment due on August 10th and the last payment due on May 10th.

PLEASE NOTE: THIS IS A PAYMENT PLAN FOR YOUR CONVENIENCE. IT IS NOT A MONTHLY RATE BASED UPON EACH MONTH A STUDENT IS IN SCHOOL. (School is not in session for the full ten months of payment). The annual tuition is divided into ten (10) equal increments to determine the monthly period.

The registration fee is an annual fee charged to all students. It is **NON-REFUNDABLE and NON-TRANSFERABLE**. (**Exception:** If a prospective student does not pass the entrance testing and is not accepted into MCA, the registration fee will be refunded.)

All other student fees are **NON-REFUNDABLE AFTER THE LAST DAY OF JULY**.

~PAYMENT POLICIES~

- All financial payments are to be made through the mail or in person at the financial office. MasterCard or Visa debit/credit card payments are accepted between the hours of 8:00 a.m. – 3:00 p.m. by telephone or in person. Tuition/other payments can be put in one of the three (3) drop slots located on campus in (1) the school office and (2) billing office during school office hours (8:00 a.m. – 4:00 p.m.) and (3) the preschool hallway drop slot until 5:30 p.m.
- The tuition payment is always **due by the tenth (10th) of each month**.

- Statements are generally mailed on the first (1st) of each month.
- Make all checks payable to: Metro Christian Academy or MCA.
- Students attending one or more days of any month will be responsible for the full tuition payment for that month.
- All payments and/or questions need to be directed to business office personnel.
- All tuition, extended care, and lunch payments need to be kept separate from other payments (such as field trips, athletic trips/equipment, book orders, etc.).
- Participation in sports and/or extra-curricular activities is not permitted until the school bill is 100% current. (This would include field trips, sporting events, senior trips, honor society trips, retreat, graduation, or any other school-related events.)
- Accounts must be paid in full before any school records and/or transcripts will be forwarded or any diplomas issued. Unpaid bills, library fines, lunch charges, unreturned athletic uniforms and/or equipment, unreturned merchandise from fund raising campaigns by the stated closing date of sale, and/or unreturned rental books will result in grades and records withheld. (This includes, but is not limited to, transcripts, progress reports, and report cards.)

According to the Tennessee Department of Education, "During periods of its existence, a private school retains complete and unlimited control over student (academic) records in its custody."

- A student will not be permitted to re-enroll until all unpaid balances have been paid.
- Any and all collection fees from Metro Christian Academy and/or Metro Baptist Church which may accumulate due to the failure to pay the student's account will be the responsibility of the parent or guardian.

~AUTOMATIC PAYMENT WITHDRAWAL PROGRAM (ACH)~

- Forms are available in the billing office to sign-up to have your monthly tuition payment automatically withdrawn from your bank account.
- This program operates from August to May.
- There are two date options available as follows:

OPTION 1: Withdraw on the 10th of the month and become eligible for ACH discount.

OPTION 2: Withdraw on the fifteenth (15th) of the month.

- If your ACH withdrawal date falls on a Saturday or Sunday, the payment will be processed on the upcoming Monday.
- If an ACH payment is declined, the cash equivalent will need to be brought into the billing office within three (3) days. Please refer to our *Returned Check Policy* for applicable fees and limitations. Any discounts for auto payments would be cancelled.

~LATE PAYMENT POLICY~

- Payments are due on or before the tenth (10th) of the month and are **delinquent by the eleventh (11th) of the month**. A late fee of \$20.00 will be charged to the unpaid balance after the tenth (10th) day of the month.
- In the event that the account becomes ten (10) days past due and no arrangements have been made in writing with the bookkeeper, the student[s] will be withdrawn from school and all school-related activities until the account balance is current.

NOTE: The teacher will be glad to send assignments home so the student does not get too far behind. As soon as the tuition and late charges have been paid, we will gladly allow the student to return to class.

- Students will not receive progress reports and/or report cards nor be permitted to take semester or final exams until their accounts are made current.

~RETURNED CHECK POLICY~

- A \$25 returned check fee will be applied to any school account for all returned checks regardless of the purpose of the check (i.e., tuition, lunches, registration, student fees, field trips, etc.).
- Two returned checks are allowed. Thereafter, all payments must be made with cash, money order, Visa/MasterCard debit/credit payment, or cashier's check for the remainder of the school year.
- If the student's account is current, the check will automatically be re-deposited. If the account is not current and the check is returned, there will be three (3) days from the notification by MCA's bank to replace the check with cash, money order, or cashier's check. The student will not be permitted to attend classes until the check is cleared and/or the account is made current.

~REFUNDS~

- Registration fees are **NON-REFUNDABLE and NON-TRANSFERABLE**. (**Exception:** If a prospective student does not pass the entrance testing and is not accepted into MCA, the registration fee will be refunded.)
- Student fees are non-refundable after the last day of July.

~APPLICATION FOR EXCEPTION~

If for some reason there is going to be a problem with paying the school bill by the tenth (10th) of the month, the parent may come to the business office and pick up an *Application for Exception*.

This is to be filled out and returned to the business office. The School Finance Committee will review the application, and the parent will be told within five (5) school days what the committee has decided. The *Application for Exception* must be filled out and returned to the business office on or before the tenth (10th) of the month to receive consideration.

If any account is not paid by the twentieth (20th) of the month and a written exception has not been approved, the student will not be permitted to attend class and will not be able to return to school until the matter is resolved.

PARENTAL SUPPORT

*"And, ye fathers, provoke not your children to wrath;
but bring them up in the nurture and admonition of the Lord."*

Ephesians 6:4

At Metro Christian Academy, we know that parental support and participation are crucial for the educational success of the student. We know that, ultimately, parents are the ones who are Biblically responsible for their children's education (Deuteronomy 6:6-9); therefore, we are thankful for the trust and confidence parents place in us by giving us part of the responsibility in the training of their children. The home, church, and school all need to be working together in harmony for the most effective training to take place.

For this reason, we have attempted to lay out clearly our philosophy and direction in this handbook. In this way, parents can see the extent to which our goals and methods match their own.

Once our parents decide that Metro Christian Academy is the place where they want their children to be educated, we ask that there be a spirit of cooperation regarding the policies and procedures of the school.

~VISITORS/VOLUNTEERS~

All visitors, including parents and relatives of students, must first come to the school office upon arrival on campus and sign in on the *Visitor's Sign-In Sheet*. This is to be done whether a parent is coming to bring lunch, to bring a forgotten book, to pick up a child, or to observe the classroom. **Parents should not go directly to the classroom during school hours.** This prevents needless distractions that waste valuable learning time. You will receive a **Visitor's Pass** that is to be worn at all times while on campus during school hours.

Friends of a student who may be interested in attending MCA are welcome to visit classes. **Arrangements are to be made at least one week in advance through the school office.** No visitor is to be brought to school without making proper arrangements with the administration.

Visitors and volunteers helping with school functions must observe all school policies. They should refrain from smoking in the building, on the school

property, or at any school functions, and should abide by the same dress code required of our high school students.

Only parents, grandparents, guardians, or pastors/youth pastors are permitted to visit students for lunch. Due to limited space in the lunchroom, we ask that you keep your lunch visits to no more than twice a month. Please inform the homeroom teacher and the school office of your intentions prior to the lunch visit.

Adults visiting a classroom can be very distracting to the daily learning process. Therefore, we reserve the right to limit parent observation times for this reason.

Observation times must be scheduled with the principal 48 hours in advance and limited to no more than 30 minutes. (This does not include field trips, class parties, or lunch visits.)

Academic observations, such as described above, may be scheduled one time per semester by a parent or legal guardian of a currently enrolled MCA student. Parents may make an appointment to only observe their own child.

COMMUNICATION

*"Let the words of my mouth, and the meditation of my heart,
be acceptable in Thy sight, O, Lord, my Strength and my Redeemer."*

Psalms 19:14

~PARENT/TEACHER CONFERENCES~

It is the goal of Metro Christian Academy's administration and faculty to insure that the parents are kept aware of the academic performance of their children. Your involvement contributes to your child's success. There are several methods through which this is accomplished.

Parents may call and schedule a conference with individual teachers at any time. Regularly scheduled conferences are scheduled after the first, second, and third quarter grading periods.

Questions and complaints inevitably arise even in well-run schools. It is important that meetings between parents and teachers be handled courteously, politely, and promptly. If a problem arises, please discuss it first with the teacher before bringing it to the principal. The principle underlying this procedure is clear; solve each complaint with the persons directly involved at the lowest level possible, moving up the chain of authority only as is necessary (Matthew 18:15-16).

Please do not try to talk to teachers during times when they are supervising children. Please make an appointment so that the teacher can give you his or her undivided attention. Also, please use discretion when calling teachers at home or approaching teachers at church regarding school business.

~SCHOOL COMMUNICATION~

➤ Progress Reports:

Progress reports are sent home every 4½ weeks for our parents' considerations. Progress reports are the cumulative average of grades taken during the 4½-week period. Students will not receive progress reports until their financial accounts are made current. They are to be signed by the parent and returned the following day. Should there be any questions or concerns, please feel free to set up a conference with your child's teacher. Open communication is paramount to a successful experience for your child.

➤ **Report Cards:**

Report cards will be issued every nine weeks. Two copies are sent home; one must be signed by the parent and returned to school, and other is for the parents to keep for their own records.

➤ **Thinkwave:**

Parents will be able to access their student's grades online through the Thinkwave program. Each family will receive a password to access their student's grades.

➤ **Thursday Packets:**

All elementary students receive a packet every Thursday. These packets contain graded work completed during the previous week of school. Papers receiving a grade of "F" are to be signed and returned the following day. The entire packet is also to be signed and the folder returned the following day.

➤ **W.H.A.M. – What's Happening At Metro:**

Each month, news and information letters are sent out with the school billing. This monthly update is available on our website for all MCA alumni and prospective families.

~MESSAGES FOR TEACHERS~

If you need to get a message to a teacher, call 859-1184 ext. 20 or 21 and Mrs. Augustin or Mrs. April Martin will see that the teacher receives the message at the end of the current class period. Teachers may not have free time until the close of school, so leave the best time and number to use to contact you with office staff.

~SCHOOL WEBSITE~

The school has a website that contains information concerning the school's schedules and programs. There is a lot of information available to you on our site. The website address is **mcaeagles.com**.

~SCHOOL COMPUTER/INTERNET POLICIES~

Acceptable Use Policy Guidelines:

The following policies are related to the use of computers, network, and the internet:

- Use of school technology resources including the internet is for academic purposes only.
- Students may not install software on any computers owned by Metro Christian Academy. Downloading of any files is strictly prohibited unless given express permission by a classroom teacher, technology staff, or media specialist.
- Student materials (Zip drive, etc.) may contain data only and may not be independently bootable or contain programs.
- Under no circumstances are programs on MCA computers to be copied.
- Under no circumstances are students to reconfigure the hardware or software on any MCA computer.
- Students are to follow rules of proper care for all computer equipment. They will be responsible for damages caused by misuse or abuse of equipment. No food or drinks are to be taken into the library or computer labs. Food and drinks are not to be consumed around classroom computers.
- Students may have access to the internet only with specific teacher permission and constant adherence to Acceptable Use Policy guidelines.
- Students may not use electronic devices in the classroom unless teacher permission is given. Electronic devices include, but are not limited to laptop computers, PDAs, laser pointers, MP3 players, iPods, iPads, electronic games, etc.
- Students may not attempt to use the network for financial gain (such as e-bay, shopping, etc.), for commercial activity, for product advertisement, or for political lobbying.
- Student use of online games is strictly prohibited.
- Students may not use the network in such a way that would disrupt the use of the network by other users.
- Students may not make use of materials or attempt to locate material that would not be acceptable in a school setting. The criteria for acceptability is demonstrated by the types of material made available to students by administration, teachers, and the school library.
- Students may not use the internet for any illegal purpose.
- Students may not use profanity, obscenity, or threatening or abusive language. Students may not engage in cyber bullying. (Cyber bullying is sending or posting harmful or cruel text or images using the internet or other digital communication devices.)

- Students may not send or receive copyrighted materials without permission.
- Students may not attempt to harm or destroy data of another user, the internet, or any networks. This includes the creation of or the uploading of computer viruses on the internet or host site.
- Students may not destroy or abuse hardware or software in any way.
- Students may not give out any personal information about themselves or anyone else over the internet.
- Students may not give out passwords to anyone or attempt to discover passwords or other measures the school uses to control access to the internet. (Should you inadvertently discover passwords or other measures used to control access to this resource, you must report this to whoever may be in charge at the time.)
- If the student is uncertain how to do something on the computer, he/she should ask a teacher.
- All students of Metro Christian Academy will abide by the computer-related policies established by this school. Failure to adhere to policies regarding computers, software, and the internet is considered a major disciplinary issue and can be a violation of the Metro Christian Academy's Statement of Cooperation.

Consequences for Violating Rules of Appropriate Internet Use:

After careful review of incidences of misuse or violations, the administration will impose appropriate consequences that may include but are not limited to the following:

- The student will be reprimanded followed by counsel.
- Student access privilege to the internet may be temporarily or permanently suspended.
- Illegal activities or violations of school policies associated with the use of the internet will result in appropriate disciplinary action or legal action that may include suspension or expulsion from school.
- Some infractions such as unauthorized use of the network, intentional deletion or damage to files and data belonging to other users and copyright violations may be considered theft in which case they will be subject to penalties as prescribed in the MCA discipline policies.
- In all cases where technology equipment is damaged or destroyed by abuse or misuse, the user will make full restitution for replacement and/or repair of damaged equipment.

The signatures on the **Statement of Cooperation** form indicate that the student and parents have read the above terms and conditions carefully, understand their significance, and will comply with them.

GENERAL INFORMATION

“Let all things be done decently and in order.”
I Corinthians 14:40

~ASSERTIVE DISCIPLINE~

The entire staff of MCA strives to provide the positive support students need to feel safe, secure, happy, and, in addition, have a maximum opportunity to learn. In an effort to accomplish this goal, we have established an assertive discipline plan for grades K5 through 12. Assertive discipline is defined as clearly communicating expectations and consequences for not abiding by the expectations to a group before activity begins thereby giving the group the tools with which to make informed decisions regarding conduct. To promote disciplinary consistency among faculty and to help students develop self-discipline, school-wide guidelines and consequences have been developed and established to promote consistency in this area.

~ASBESTOS -FREE~

It is required by state law to notify you that MCA is an asbestos-free school. An **AHERA Management Plan** is on file in the school office.

~BIBLE~

A copy of the original King James Version of the Bible is required for all Bible classes and chapel.

~BUILDINGS AND GROUNDS~

- Place all trash in the wastebaskets.
- Do not sit on desktops or folding tables.
- Do not write or carve on walls, desks, bulletin boards, or other equipment.
- Open doors by means of the door handle rather than kicking them.
- Turn off faucets when finished.
- Use care in moving any equipment.
- Return all balls and sports equipment to the appropriate areas.
- Equipment broken or damaged due to negligence, horseplay, or disobedience to rules will be assessed and added to the student's financial account.

~CHAPEL~

Chapel will be held once a week for grades K3-4. Students are expected to be on time for chapel and to bring their Bibles. As the junior/senior high grows, we will re-introduce chapel to them. Grades 5-12 currently have Bible class five days a week.

~CELL PHONE POLICY~

- Student cell phone use is not permitted at any time during the school day (7:45 am-2:45 pm).
- Students' cell phone numbers must be on file in the school office.
- Student cell phones are to be turned off and kept concealed at all times during school hours (7:35 a.m. – 2:45 p.m.).
- On the first offense of cell phone misuse (text messaging, using at improper times, etc.), the student's phone will be taken and placed in the office for the remainder of the day. On the second offense, the student will drop his phone in the office upon arrival to school and pick it up upon dismissal from school. Cell phone offense is one warning **per school year**.

~COMMUNICABLE DISEASES~

While it is not the desire of Metro Christian Academy to discriminate against any student, the need for protection of the entire student body is crucial. Therefore, any student at Metro Christian Academy or any student who seeks to enroll at Metro Christian Academy who is diagnosed as carrying any communicable or potentially lethal disease will not be accorded the opportunity to remain or become a student. The concern is twofold: (1) that other students are not infected, and (2) that the ill student does not become infected with other diseases transmitted by fellow students or others within the school family. Parents or guardians of infected students shall inform the teacher or school office of the infection so that proper precautions can be taken.

If the student is later medically diagnosed as no longer carrying the communicable disease, the student will have another opportunity to enroll at Metro Christian Academy. After the student has been readmitted to school, the principal may request periodic examinations by a physician as to the student's condition.

This policy is to apply to diseases such as, but not limited to, and including syphilis, gonorrhea, acquired immune-deficiency syndrome (AIDS), etc. [Current medical information published by the U. S. Centers for Disease Control indicates that the human T-Lymph tropic virus type III/lymphadenopathy-associated viruses (HTLV III/LAV) is believed to be the agent causing the Acquired Immune-Deficiency Syndrome (AIDS) in humans.] The policies herein also apply to students known to be infected with HTLV-III/LAV or testing positive for the presence of antibodies to the AIDS virus.

~CRISIS PLAN~

In its commitment to the safety of its constituents and to the reputation of the institution, Metro Christian Academy has established a crisis plan. The plan will be implemented in any crisis and/or emergency situation that may involve members of the school family. The plan's objectives are assistance, communication, and control in crisis/emergency situations. Detailed information about the crisis plan will be shared with the school family as circumstances may warrant.

~FINE ARTS PHILOSOPHY~

As creative people made in the image of a creative God, we believe that participation and study of the arts is an important part of a balanced life. Furthermore, our God has gifted each individual with talents and abilities to equip the saints in order to accomplish His purposes in the world in which we live. For those students specifically gifted, we seek to provide the means to develop these gifts that they might be salt and light in the world.

~FUNDRAISING~

School-wide fundraisers are held each year. All families are encouraged to participate since this is an important way to keep tuition as low as possible and still provide a quality educational program.

All fundraising activities must be approved by the administration. No fundraising or sales by outside groups and/or individual students are permitted, and no handbills or literature of any kind is to be passed out without approval by the administration.

~HANDBILLS / SALES~

No handbills or literature of any kind is to be passed out in school unless approved by the administration. There will be no sale of items such as greeting cards, seeds, cookies, etc., without administrative approval.

~HANDLING COMPLAINTS~

Questions and complaints inevitably arise even in well-run schools. It is important that these be handled courteously, politely, and promptly. The following steps are an application of Biblical instruction recorded in Matthew 18 for the resolution of a problem between believers.

The above stated principle is what we ask to be followed when a conflict arises:

1. The teacher and parent meet privately to seek the resolution, with a spirit of reconciliation. Both desire what is best for the child and are not in an adversarial position.
2. If unresolved, the teacher and the parent meet with a third party, the respective principal. Any subsequent meetings would involve the principal.
3. If still unresolved, the problem is to be brought before the entire administrative committee. The committee will call upon the parties involved as deemed warranted, still in the spirit of reconciliation. If reconciliation still does not occur, the committee will make the judgment and take appropriate action.

The underlying principle of this procedure is clear – solve each complaint with the person[s] directly involved at the lowest level possible, moving the matter up the chain of authority only as is necessary.

~HEALTH CARE INFORMATION~

For students who become ill at school, the office attendant will take their temperature and call home if necessary. Students with a temperature of 100 degrees or more are not permitted to remain at school. They should be without a fever for a minimum of 24 hours without medication for fever before returning to school.

Students are not to carry medicine. All medicine is to be kept in the school office and should be in the **original prescription bottle**. The office attendant will be happy to give a student medicine, but we must be given the following instructions in writing, signed by the parent:

1. Student's name
2. Time medication is to be given
3. Dosage amount
4. Teacher's name
5. Side effects we may encounter
6. Phone number to reach parent or contact person

~LUNCH PROGRAM~

1. Students may bring their own lunches or purchase a hot lunch in the school cafeteria. The total charge for purchased lunches will be billed on a monthly basis with your tuition statement.
2. Lunch menus will be sent home at the beginning of each month.
3. All eating is to be done in the cafeteria or designated areas unless arrangements have been made previously to eat elsewhere.
4. Students who arrive late to school and plan to purchase a hot lunch that day need to have their order placed no later than 9:00 a.m. Call the school office between 8:00 – 9:00 a.m. so your child's lunch may be ordered before his arrival.
5. The lunch menu may change without notice.

~MUSIC POLICY~

Music appreciation is taught in elementary under the direction of the classroom teacher. Private piano lessons are available with outside parties at an additional cost. (Enrollment is limited.)

All music must be approved by the music staff and administration.

~NILD EDUCATIONAL THERAPY PROGRAM~

Individuals with average-to-superior intelligence who have specific weaknesses in perception and/or cognition are said to be learning disabled. As students, they do not always learn by traditional instruction methods.

NILD is a program helping students with learning problems discover ways to succeed. The Educational Therapy Program was developed by the *National*

Institute for Learning Disabilities (NILD) and focuses on stimulating areas of weaknesses in perception and cognition. Our program is not tutorial, and compensatory techniques are avoided. Intensive educational therapy is provided individually to each student in private sessions each week. Therapy techniques are especially designed to strengthen deficit areas specific to each student, thus improving classroom performance.

Potential students for this program are those experiencing obvious frustration in areas related to school performance. Students with poor spelling, illegible handwriting, inability to express thoughts in writing, or difficulty with reading or math are candidates for educational therapy.

Independent professional testing is required before entering this program. We have an educational therapist who contracts with student's families independently above regular tuition and fees. MCA gladly partners with the therapist to insure optimum services that complement each other.

NILD POLICIES:

1. If a student has a diagnosed learning disability and wishes to enroll in Metro Christian Academy, the NILD program is required.
2. NILD homework policies are the same as the classroom policies.
3. All NILD students must write their class homework in a spiral notebook.
4. A parent must sign the class homework pad.
5. Rhythmic writing must be done six (6) days a week. Failing to do so will result in dismissal from the program.
7. Rhythmic writing must be marked on the homework sheet.
8. Modifications and accommodations are given only to students enrolled in the NILD program.
9. Any K5 student who academically fails and needs to repeat K5 will be encouraged to enroll in the *Teach Program*.
10. Any K5 student who scores a 1, 2, or 3 on the *Search Test* will be highly recommended to enroll in the *Teach Program*.
11. K5 students who score 4 or 5 on the *Search Test* are encouraged to enroll in the *Teach Program*.

~PERSONAL PROPERTY~

No student should handle any property of any other student without permission. Students are asked to mark all property, which includes but is not limited to clothing, books, and sporting equipment.

Students are not permitted to write in or on school rental books. All student books are required to have book covers. Encourage your child not to write in books that are not workbooks since they will be re-used in following years.

Book covers, notebooks, book bags, and lunch boxes with objectionable pictures and/or sayings will not be permitted. The student must keep notebooks and book covers in neat condition, or he will be required to replace the book cover and/or book if it is damaged.

~RIGHTS and RESPONSIBILITIES of PARENTS when CUSTODY of STUDENTS is CONTESTED~

Matriculation and attendance at Metro Christian Academy is by contract, not by right as in public school.

Students may be released to the care of only parents or guardians who have a contractual relationship with the school and who have legal custody of the student or to their official representative.

It is the responsibility of parents or guardians to advise Metro Christian Academy in writing of any custodial relationship other than both parents at the beginning of each school year. All copies of legal documents must have the signature of the presiding court officer, are to be furnished to the school at time of enrollment, and must be updated at the beginning of each new school year.

Unsigned legal documents or notes are not acceptable. The documents must be presented to the principal.

~SCHOOL CANCELLATIONS (INCLEMENT WEATHER)~

Due to inclement weather, the school will close for the safety of the students and faculty. Stay tuned to WTVF Channel 5 or see our Facebook page or website mcaeagles.com, Our school announcements on TV will be listed under private schools in Davidson County. Stations refer to us as "Metro Christian". If we do open and it does not appear to be safe for you, please do not endanger the safety of your family. An absence for this circumstance will be excused. If we are not announced television, Facebook, or our website, we will be having school. Please do not tie up the phone lines at school or the principal's telephone. They are needed to get information to the appropriate people.

~SCHOOL OFFICE ~

Students who need to pay bills should do so before or after school. **The school office will be open from 7:30 a.m. to 4:00 p.m., Monday through Friday.**

The business office will be open from 8:00 - 4:00 p.m. Payments may be deposited in the school office or in the pre-school designated area any time between 7:00 a.m. and 4:00 p.m. For assistance at another time, please call the business office for instructions.

~SCHOOL PICTURES~

Individual pictures are taken of all students in the fall and spring of each school year. The fall pictures will appear in the school yearbook. Class pictures are also taken in the spring. Parents have the option to purchase pictures if they so desire.

~SCHOOL RECORDS ~

The official cumulative record of a student's progress, attendance, and discipline is maintained by Metro Christian Academy and cannot be released to students or parents/guardians. Upon the transfer of the student to another school and with full payment of any outstanding account balance, the record is forwarded directly to the new school officially requesting such records.

Metro Christian Academy will send student information including but not limited to GPA, class rank, address and telephone numbers, club memberships, awards, and transcripts to colleges that request such information of our guidance office.

Parents or guardians who do not wish for such information to be distributed to colleges should contact the guidance office in writing.

Official transcripts, likewise, must be sent directly to the school or agency making the request. Parents may, however, view and/or obtain unofficial copies of the contents of their child's cumulative record.

Each graduating seniors transcripts will be sent to as many colleges as is needed. Once one year has passed since graduating, all transcript requests may be made through our website with a \$4.00 charge for each request.

~SEXUAL HARRASSMENT POLICY OF MCA ~

Sexual harassment of any kind will not be tolerated. Any suspected incident of sexual harassment should be reported immediately to a school official. Details of Metro Christian Academy's sexual harassment policy will be provided as the need may arise.

~TELEPHONE POLICY~

Please do not telephone your children during school hours except in an emergency. Students will not be allowed to use the telephone during class time except in cases of an emergency.

METRO CHRISTIAN ACADEMY

STATEMENT OF COOPERATION

We, the parent[s]/guardian[s] and students attending MCA, have completely read and understand this entire *Metro Christian Academy Student Handbook* and agree to abide by and support all of the rules, regulations, and procedures stated herein. We also understand that the administration and school board of Metro Christian Academy reserve the right to alter any of the regulations and procedures in this handbook at any time if deemed necessary.

Parent /Guardian Signature

Date: ____ \ ____ \ ____

Parent /Guardian Signature

Date: ____ \ ____ \ ____

Please have all the children in your household that attend MCA sign and date below.

| <u>Student's Signature:</u> | <u>Grade:</u> | <u>Date:</u> |
|-----------------------------|---------------|--------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

We ask that the above stated parties please sign, date, and return this page to the oldest child's homeroom/classroom teacher no later than **SEPTEMBER 23rd**. Your support and cooperation is greatly appreciated.