



Metro Christian Academy Student Handbook

Metro Christian Academy
322 East Cedar Street
Goodlettsville, TN 37072

A Ministry of Metro Baptist Church

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Welcome to the Metro Family

On behalf of Metro Baptist Church and 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 the 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 an opportunity to serve you as we serve our Lord.

In His Service,

Pastor Ryan Hill, President

Message from the Principal

The staff at Metro Christian Academy welcomes the opportunity of working with your family this year. Our goal is to maintain the highest spiritual and academic standards possible. Metro Christian Academy was founded in 1980 to help parents carry out the Scriptural command to “train up a child in the way he should go” (Proverbs 22:6).

We are excited to see what God will do as we endeavor to obey this command. 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 solid and balanced 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

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Affiliation

Metro Christian Academy is a ministry of Metro Baptist Church located in Goodlettsville, Tennessee, pastored by Ryan Hill. All teaching, including but not limited to academic, character, morality, spiritual, and social life application 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 a 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 is Agency Approved as a Category II school by the Tennessee State Department of Education. We offer a program of excellence for children in grades K5 through twelve in addition to meeting the rigorous academic requirements and teaching standards necessary to maintain our accreditation.

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. All employees of Metro Baptist Church and Metro Christian Academy are considered ministers and operate in a ministerial capacity and are performing ministerial functions.

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 Jesus' substitutionary atoning sacrifice for sin. (Rev 1:5; Eph. 2:13, 1 Peter 2:24)
- ★ We believe in the eternal security of the believer. (Heb. 7:25; I Pet. 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)
- ★ We believe that the term “marriage” has only one, legitimate meaning, and that is marriage sanctioned by God, which joins one man and one woman in a single, covenantal union, as delineated by Scripture. Marriage ceremonies performed in any facility or space owned, leased or rented by this church will be only those ceremonies sanctioned by God, joining one man with one woman as their genders were determined by anatomy at birth (and not subject to change). Whenever there is a conflict between the church’s position and any new legal standard for marriage, the church’s state of faith, doctrines, and biblical positions will govern. (Gen. 2:24; Eph. 5:22-23; Mark 10:6-9; I Cor. 7:1-9)
- ★ We believe that God has commanded that no intimate sexual activity be engaged outside of the marriage as defined in (a) above. We believe that any other type of sexual activity, identity, or expression that lies outside of this definition of marriage, including those that are becoming more accepted in the culture and the courts, are contradictory to God’s natural design and purpose for sexual activity. (Gen. 2:24; Gen. 19:5, Lev. 18:1-30; Rom. 1: 26-29; I Cor. 5:1, 6:9-10; I Thess. 4:1-8; Heb. 13:4)
- ★ We believe that God creates each person as male or female. These two distinct, unchangeable genders together reflect the image and nature of God, and the rejection of one’s biological gender is a rejection of the image of God within that person (Gen. 1:26-27)
- ★ We believe that men and women are spiritually in position before God but that God has ordained distinct and separate spiritual functions for men and women in the home and the church. The husband is to be the leader of the home, and men are to be the leaders (pastor and elders) of the church. (Gal. 3:28, Col. 3:18; I Tim. 2:8-15, 3:4-5, 12)
- ★ We believe that God has ordained the family as the foundational institution of human society. The husband is to love his wife as Christ loves the church. The wife is to submit herself to the spiritual leadership of her husband as the church submits to the headship of Christ. (Gen. 1:26-28; Mark 10:6-12; I Cor. 7:1-16; Eph. 5:21-23; Col. 3:18-19; I Peter 3:1-7)
- ★ In the Bible, God entrusts parents with responsibility for their children, and the Christian school by design operates on behalf of the parents. The responsibility includes decisions about church attendance, education, discipline, healthcare, and a variety of other life choices. God instructs parents to train their children consistent with their faith. (Ex. 20:12; Deut. 4:6, 6:6-9; Ps. 127:3-5; Eph. 6:4; Prov. 4:20-23, 19:18, 22:6)
- ★ Divorce and Remarriage. We believe that God disapproves of and forbids divorce except in the case of adultery or desertion. Although divorced and remarried persons or divorced persons may hold positions of service in the church and be greatly used of God for Christian service, they may not be considered for the offices of pastor or board member. (Mal. 2:14-17; Matt. 19:3-12; Mark 10:11-12; Rom. 7:1-3; I Tim. 3:2, 12; Titus 1:6; I Cor. 7:10-16)
- ★ We believe that human life begins at conception and that the unborn child is a living human being. Abortion is murder and constitutes the unjustified, unexcused taking of unborn human life. (Job 3:16; Ps. 51:5, 139:13-16; Is. 44:24, 49:1, 5; Jer. 1:5, 20:15-18; Luke 1:36, 44)
- ★ We believe that an intentional act or omission that facilitates premature death, is assuming a decision that is to be reserved for God. We do not believe that discontinuing medical procedures that are extraordinary or disproportionate to the expected outcome is euthanasia. (Ex. 20:13, 23:7; Matt 5:21; Acts 17:28)

- ★ We believe that we should demonstrate love for others, not only toward fellow believers, but also toward those who are not believers, those who oppose us, and those who engage in sinful actions. We are to deal graciously, humbly, gently, and patiently with those who oppose us. God forbids the stirring up of strife, the taking of revenge, or the threat of use of violence as a means of resolving personal conflict or obtaining personal justice. Although God commands us to abhor sinful actions, we are to love and pray for any person who engages in such actions. (Lev. 19:18; Matt. 5:44-48; Luke 6:31; John 13:34-35; Rom. 12:9-10. 17-21. 13:8-10; Phil. 2:2-4; II Tim. 2:24-26; Titus 3:2; I Peter 3:8-9; I John 3:17-18)
- ★ We believe that Christians are prohibited from bringing civil lawsuits within the church. We do believe, however, that a Christian may seek compensation for injuries from another Christian's insurance company as long as the claim is pursued without malice or slander. (I Cor. 6:1-8; Eph. 4:31-32)
- ★ We believe that children are from the Lord and must be absolutely protected within the church from any form of abuse or molestation. The church has a zero tolerance for any person, whether paid staff, volunteer, member, or visitor who abuses or molests a child. (Ps. 127:3-5; Matt 18:6. 19:14; Mark 10:14)

Statement of Philosophy

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 to provide parents a supportive basis of encouragement as they seek to fulfill their God-given responsibilities (Prov. 19:27; Is. 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 Tim. 3:16-17; Jude 3). We desire that students learn to view everything through the eyes of God as revealed in 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 10:14, 16:15)

- ★ 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, 16:13)
- ★ Metro Christian Academy has the responsibility to provide the highest quality academic training. We must thoroughly educate your people, preparing them with the skills they need to serve the Lord in any vocation into which He may lead them (II Pet. 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

- ★ 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 the family is the first institution created by God and by God's perfect design it begins with one man and one woman for life. (Gen 1:26-28; Gen. 2:20-24; Gen 4:1-2)
- ★ To teach that man is born a sinner, and in this fallen state is unable to please God. (Rom. 3:10, 23)
- ★ To teach that Jesus Christ is the Son of God who came to earth to die for sinners. (John 3:16)
- ★ To 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 emphasize that we are created in the image of God and we are made as He wants us to be, male and female best reflect that image. (Not for us to choose a gender.) (Gen. 1:26-28)
- ★ To stress purity. (I Cor. 6:13,20)
- ★ To teach cooperation and good conduct through extracurricular 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 person based on the full utilization of the individual's God-given gifts and talents. (Rom. 12:4-6)
- ★ To stress that the body is the temple of the Holy Spirit and is to be maintained as such. (I Cor. 6:19-20)
- ★ To teach 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 teach the Biblical model of a family and the fact that OUR family model may change, but God's perfect choice of a traditional family has never changed. (Gen. 1, Gen. 2)
- ★ To teach that we always love others as God loves us, (Eph 4:32) and when others sin, we love the sinner, but not the sin.
- ★ 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 and an appreciation for 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.

Admission Information

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. **However, as a religious institution, Metro Christian Academy reserves the right to deny admission or to terminate the enrollment of persons whose lifestyle, words, actions or otherwise do not align with the Ministry's statement of faith, code of conduct, or other policies.**

Metro Christian Academy (MCA) does not discriminate on the basis of race, color, national origin, and ethnic origin in the administration of its educational policies, admission policies, scholarship programs, athletic and other school-administered programs, or any other privileges or activities generally accorded or made available to MCA students. However, as a religious institution MCA reserves the right to deny admission or to terminate the enrollment of persons whose lifestyle, words, actions, or otherwise do not align with MCA statement of faith, handbook, or other policies.

Special Learning Needs:

The Administration reserves the right to determine whether the school has adequate and appropriate resources to enroll children with special needs. While Metro Christian Academy does accept some students with [special learning needs, physical or other disabilities], MCA does not have a [dedicated nurse, special education teacher] to [work exclusively with or provide care to] such students. While our teachers and staff do what they can to help such students where it is appropriate to do so, some students are better served in schools that have personnel trained to meet the student's specific needs.

Selection of Students

Selection of students is based upon openings in their particular grade levels, academic entrance testing, and an interview with the principal. Family life, church status, willingness to abide by MCA's statement of faith/philosophy/objectives, and general behavior are considered. Upon applying for admission, it is necessary to disclose any academic or behavioral difficulties encountered in your child's previous school experiences.

Metro Christian Academy (MCA) does not discriminate on the basis of race, color, national origin, and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, athletic and other school-administered programs, or any other privileges or activities generally accorded or made available to MCA students. However, as a religious institution MCA reserves the right to deny admission or to terminate the enrollment of persons whose lifestyle, words, actions, or otherwise do not align with MCA statement of faith, code of conduct, or other policies.

Enrollment at Metro Christian Academy is a privilege and not a right and may be revoked at any time at the sole discretion of the school's administration. The school reserves the right to deny readmission, 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, readmission, 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 MCA for two consecutive, complete semesters.
3. **Age requirements:** Students must be four years old by August 15 to enter K4, five years old by August 15 to enter K5, and six years old by August 15 to enter first grade.
4. No student may enroll who is two years above the chronological age for the grade level the student will be entering. No student will be allowed to graduate from MCA who is 20 years old or older.
5. An application and accompanying forms must be completed and returned to the school office along with the registration fee. Submission of a birth certificate, current immunization record, and a current school physical are prerequisite for all students enrolling at Metro Christian Academy. Kindergarten students are required to submit a birth certificate and a 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 principal will notify the parents as to the test results and acceptance or denial of admission. (Parent copies of a last report card and any other information needed must be presented before the evaluator administers the test.)

8. After the above information has been reviewed 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. Students in grades 6-12 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*.
10. 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.*)
11. 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.
12. All students must have current immunization forms or exemptions in the office before entering class. ***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.***
13. All students must live with a parent or legal guardian to attend MCA.
14. For a student to be considered for enrollment at MCA, full cooperation is expected from both students and parents in the education of the student. As a condition of enrollment, parents and students are prohibited from making demands, threatening to sue, or actually litigating any matter whatsoever relating to or resulting from the student's enrollment at the school.
15. **Transfer Students:** Students in high school will be accepted with the stipulations listed under the *Admission Policy Procedure*. 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.
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.
16. 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 a specific reason.

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

Academic Information

High School Grading Scale With Quality Points

<i>Grade</i>		<i>Percent Quality Pts.</i>		<i>Description</i>	
A+	=	99-100	(4.333)	WP	= Withdrawn Passing
A	=	93-98	(4.000)	WF	= Withdrawn Failing
A-	=	90-92	(4.000)	P	= Passing
B+	=	88-89	(3.333)	H	= Honors
B	=	83-87	(3.000)	AU	= Audit (no grade)
B-	=	80-82	(3.000)	I	= Incomplete
C+	=	78-79	(2.333)	E	= Excellent
C	=	73-77	(2.000)	G	= Good
C-	=	70-72	(2.000)	S	= Satisfactory
D+	=	68-69	(1.333)	N	= Needs Improvement
D	=	66-67	(1.000)	U	= Unsatisfactory
D-	=	65	(1.000)		
F	=	00-64	(0.000)		

K-5 Grading Scale

<i>Grades</i>		
A	=	93-100
B	=	85-92
C	=	75-84
D	=	70-74
F	=	69 and below

6-12 Grading Scale

<i>Grades</i>		
A	=	90-100
B	=	80-89
C	=	70-79
D	=	65-69
F	=	64 and below

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 or repeat a grade.

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

- ★ **Kindergarten:** The student must have a year-end average of 80 or better to be promoted, and must earn a minimum of 80% in math and phonics. 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:**

- In order to qualify for promotion in grades 1-8, a student must have a year-end average of 75 or better and have successfully completed a minimum of five of the six core subjects (language, reading, math, history, science, and Bible).
- If a student fails two cores, or math OR language, he/she will need to attend summer school or secure tutoring for the summer. The student will be promoted on probation and may be moved back to the previous grade during the following school year.
- If the student fails math AND language, he/she will not be promoted to the next grade level.
- No student will be promoted to the next grade level who has missed more than 10 days of school (**excused or unexcused**) per semester, or a total of 20 for the year. (For documented sickness, an exception may be made.)

★ **Grades 9-12:**

- 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 math and earned no fewer than six credits.*

Junior: *Must have passed sophomore English and math and earned no fewer than 12 credits.*

Senior: *Must have passed junior English and math and earned no fewer than 19 credits.*

Note: *Students in their senior year must take a minimum of 5 credit hours of classes.*

- 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 requirement.

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. Current students of Metro Christian Academy are not guaranteed the right to re-enroll, and all re-enrollment applications will be considered at the school’s sole discretion.

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.**

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

Change of Address

Parents are responsible for immediately notifying the school office of any changes 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 emergency.

Insurance

Metro Christian Academy carries property damage and liability insurance on all property and vehicles.

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, a stipulation must be signed in the office. This form states a maximum payment MCA would pay for a student who has no insurance. 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. No student will be permitted to play MCA sports if they are not covered by parental insurance. Sports physicals are also required to participate in the MCA Athletic Program.

Dropping/Adding Classes

A student may add or drop a class up to the first 4 ½ 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 Testing

In preparation for potential college pathways and their entrance exams, students are required to take the ACT (American College Test) before graduation. The ACT is administered off campus and is the responsibility of students and/or their families to register for and complete the ACT at least once after completing their 10th grade year and before graduating from the 12th grade.

*** 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 must always be done neatly, accurately, and promptly. Teachers give homework for a specific purpose. The student is expected to complete the assigned homework. Each student is required to have an assignment planner in which to record assignments. In order to encourage church attendance and family time, teachers will not give homework on Wednesdays or Fridays and only performance based tests will be given on Thursdays (e.g.: penmanship, creative writing, oral reading evaluation, and in the elementary, 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 of ten points per day. The policy for absent work is detailed on pg.19-20.

NOTE: Once a progress report is issued, late homework due during that period will not be able to be made up and will receive a zero.

Course Credits and Graduation Requirements

All diplomas as of 2012 are College Preparatory

College preparatory requirements: Credit Requirements - 26

- | | |
|-----------|--|
| ★ Bible | (4 Credits) |
| ★ English | (4 Credits) |
| ★ History | (3 Credits: Am/US History & Geography, World History & Geography, Government/Economics) |
| ★ Math | (4 Credits: Alg. I, Alg. II, Geometry and one more credit that is higher than Algebra like Integrated Math 2, Adv. Math or Calculus) |

- ★ Science (3 Credits: Biology, Chemistry and a lab, Anatomy/Physiology or Physics)
- ★ Foreign Language (2 Credits: Spanish I & II or Sign Language I & II)
- ★ Computer Science (1 Credit)
- ★ Fine Arts (1 Credit) (May be waived for students not going to University to expand and enhance the elective focus. Substitute an elective.)
- ★ PE (½ Credit)
- ★ Wellness (1 Credit)
- ★ Personal Finance (1 Credit) at MCA we require a full credit while the state requires ½ Credit
- ★ Elective (1½ Credit)

*23 ½ credits come from required courses. (**1 ½ credits come from elective courses and 1 Fine Arts)

1. Students must earn 26 credits in the specified course of study including four in Bible (or one credit in Bible per year) while attending Metro Christian Academy.
2. **The Department of Education in Tennessee requires every student to take the ACT prior to receiving a diploma. The goal is for MCA students to make a minimum score of 20 on the ACT.**
3. Electives may include drama, choir, band, yearbook, journalism, speech, teacher's aide, and office assistant. *These electives must be pre-approved by the principal.*
4. A delinquent financial account will prohibit a student from attending graduation ceremonies.
5. Transcripts will reflect the student's legal name at the time of enrollment and may not be changed except with a court order reflecting a minor's name has been changed pursuant to an adoption decree.

Semester and Final Exams

Students in grades 9-12 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. Examinations are announced prior to the examination date; therefore, the student who is absent on the day of the examination must make arrangements to take his/her exam when it is convenient for the teacher.

Missing an exam (whether it is an excused or unexcused absence) will carry a fee (\$15 per exam).

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 or less absences to school/class per semester (**all of which must be excused**)
- ★ Six or less tardies to homeroom/school per semester
- ★ One or less accumulated detentions

Progress Reports

Quarterly reports will be issued every 4 ½ weeks during a nine week grading period for academic grades. Progress Reports are emailed if accounts are current. (Once an account is brought current, it will be unfrozen.)

Report Cards

Report cards will be issued every nine week grading period for academic grades. Report cards are posted to the student profile on Sycamore and can be accessed under “documents” for all current accounts. . (Once an account is brought current, it will be unfrozen.) 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 - All A’s:**

Grades K5-12: Students who have maintained *all A’s all year* will receive an Honor Roll Certificate at the end of the year.

★ **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 at the end of the year.

★ An award is given at the end of the year to those who maintained their Honor Roll status all four quarters.

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 four 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.
- ★ If a junior or senior transfers, the ACT score will be the deciding factor.

Summer School/Course Recovery

Students in grades 9 through 12 who have failed any semester course that is required for graduation will be required to repeat the course. *No more than 2 credit hours may be earned in summer school per year (1 credit hour per session).*

Students in grades 6 through 8 who have a year end failing average in a core course (math, language, history or science) may need to repeat that course. If the student is returning to MCA, the course must be completed under the direction of MCA.

Each summer school session will be composed of 4 hours a day for a period of 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. (.5 credits awarded)

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 must be taught by supervisors approved by Metro Christian Academy. The minimum number of hours that is acceptable will be 40 hours of private instruction per student.

The failing grade remains on the student transcript, and the summer school/course recovery grade is added to the transcript upon satisfactory completion.

Tutoring

Individual teachers will consider extracurricular tutoring requested by the parent at a standard hourly rate.

Attendance

Daily Schedule

Early Extended Care (K5-12)	7:00 - 7:30 a.m.
Homeroom (Grades 6-12)	7:45 a.m.
Escort to Classrooms (Grades K5-5)	7:30 a.m.
JH/SH Tardy (Grades 6-12)	7:45 a.m.
Elem. Tardy (Grades K5-5)	8:00 a.m.

Dismissal

Grades 6-12	2:45 p.m.
Grades K5-5	3:00 p.m.
Late Stay Care (K5-12)	3:00 - 6:00 p.m.
(All students are supervised and walked to Late Stay at 3:15 p.m. and signed in.)	

Absences

Absences will be considered unexcused until written communication is received by the office. When a child returns to school after an absence, he/she must bring a signed and dated statement of explanation from the parent or doctor stating the reason for the absence. Failure to present a written excuse within 3 days of the last day absent will result in an unexcused absence for the days missed.

Make-Up Work

When the student is absent from school, it is **his/her own responsibility** to obtain any missed assignments and work before leaving or upon returning to school. Students are given one day for each day missed to make up assignments and tests missed during their absence.

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

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.

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 the administration is granted.

Absenteeism/Participation in Extracurricular Activities

- ★ Any student involved in interscholastic sports and/or other events may not participate in those activities if they were absent the day of the event. (Must be present for at least 4 hours to participate.)
- ★ A copy of our athletic policy is available from the principal or in the athletic handbook.

Excused Absences from School/Class

Advanced notification from parents or legal guardian **is not required** for the following reasons:

1. Sickness (a doctor's note after 3 or more consecutive days is **required**)
2. Death in the immediate family
3. Participation in school-sponsored activities

Advanced **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 appointment or treatment for physical or dental problems).
3. College visitation: (With written notice, these absences do not count against the student's attendance record.)
 - Juniors - may take 3 days during their junior year
 - Seniors - may take 3 days during their senior year
4. Driver's license/Learners permit/Passport: 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 tests scheduled the day of the absence or the student has made arrangements with his/her teacher(s) in advance regarding tests.*
5. Travel/vacation.

Note: Failure to provide written notification at least 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 4 hours for grades K5 through 12 (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 extracurricular 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 extracurricular activities that day.

Accumulated Absences

High School 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 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 semester/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.

Tardiness to School/Class

The student (in grades 6-12) is tardy when he is not in homeroom by 7:45 a.m. The elementary student (grades K5-5) is considered tardy if he/she is not in their assigned seat in their class by 8:00 a.m.

The student's tardiness is excused when the reason given is acceptable to the principal or designee.

The student must make every effort to be in class on time.

Tardiness to class in grades 6-12 will result in 1 demerit.

Note: Penalties for unexcused tardiness to homeroom/class are per semester. **Twenty minutes or more tardy to any class will be recorded as an unexcused absence to that class.**

Early Dismissal

Parents are encouraged to make medical appointments after school hours as much as possible.

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 MS/HS student leaving early must speak to each teacher whose class he/she will not be attending and get any work he/she will be missing. Homework assignments must be turned in at this time.

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 may sign themselves out in the school office or designated area before leaving if early dismissal has been pre-approved.

Parents must notify the school office if they have concerns or restrictions about people picking up their child.

Absences will be accumulated for any classes missed due to students leaving early for any reason.

Repeated early dismissals are strongly discouraged.

Student Mobility

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 3:00 p.m. until 6:00 p.m. for an extra fee. These charges are added to your account and 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 supervised MCA sponsored activities must go to the supervised extended care program and be signed out by an authorized person on the transportation sheet before leaving campus. There is a charge for any part of a half hour; however, there is no charge in the morning after 7:30 a.m. Safety and state law requires that all parents and students adhere to these procedures. **Students who are on campus must be supervised by an authorized adult at all times.**

Late stay guidelines for grades 6-12

- ★ 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 3:00p.m.)
- ★ 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.
- ★ Cell phones may be used before 7:45 a.m. and after 3:15 p.m.. In general, **a ride home should be arranged before arriving at school each day.** Rides home must be with someone on the student's transportation sheet. Cell phones may only be used by the person whose parents gave them the phone. (older students must not play games with younger students as you don't know what that student's parent allows their child to play.)

Late stay schedule for grades K-12

3:15 p.m	All students who have not been picked up will be checked into late stay in the gym or elementary building. (They will be checked in at 3:00 p.m.)
3:15-3:30 p.m.	Students may bring snacks from home. (Grades 6-12 may use electronics.)
3:30-4:15 p.m.	Students will be in the gym or elementary building for homework and Activity time. (Elementary students may use electronics at 4:00 p.m.)
4:15-4:50 p.m.	Play, clean up gym, pack for transition, and restroom break.
4:55-6:00 p.m.	Students go to the playground or preschool.

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

those on 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 by the first day of school the student is driving. The students will not be permitted to drive on campus until all requirements are met.

Students who drive to school must turn in their car keys to the school office or to a designated person immediately upon arrival to school. Students will park in their designated areas. (Parking lot near the elementary school building.) 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 or the designated person with their keys. 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 must use the transportation provided by the school for all student-related activities unless prior permission has been given by parent and administration.

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, at any time.

Field Trips

- ★ Any parent who attends a field trip is considered 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.
- ★ A chaperone accepts responsibility for the children in his/her care at all times. He will supervise his/her group and not wait for someone else to speak to him/her.
- ★ A chaperone will not allow any child to go off by himself at any time.
- ★ 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.
- ★ 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.
- ★ All driving chaperones (should there be a need) must be accident free for 3 years, have a valid TN driver's license, and be under the age of 65.
- ★ Any student leaving an away sporting event must give prior written permission to the coach that he will not be riding the bus.

Student Conduct

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.

The following code of conduct is based on the Ministry's statement of faith, which has its authority in the Bible, as well as policies determined by the administration designed to facilitate and foster a Bible-based educational environment. A student may be disciplined, up to and including expulsion, or asked not to return the following year if he/she is out of harmony with or disruptive to the ministry's code of conduct or other policies of the school, whether on or off the property, as determined in the sole discretion of the administration. Re-admission considerations following dismissal will be determined on a case-by-case basis.

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

1. Prompt obedience and respectful speech to all faculty, staff, and students, and a willingness to adhere to the rules of the school are expected at all times.
2. Students must refrain from swearing, using indecent language, and using the Lord's name in vain.
3. Lying, cheating, and stealing will not be tolerated. (See Academic Honesty Section on pg. 31)
4. There is to be no pushing, taunting, ridiculing, or other abuse (verbal or non-verbal) of fellow students.
5. Demonstration of romantic involvement by inappropriate displays of affection between students on school property, or at school-sponsored events, is not permitted.
6. Students are not to be in rooms or areas of the campus (including the gymnasium) without teacher/adult supervision.
7. Permission to go to the office must be obtained from the teacher.
8. Loitering in restrooms, hallways, or elsewhere on campus is not permitted.
9. Chewing gum at school is prohibited for grades k-5.
10. All electronic equipment (including cell phones, earbuds, and headphones) and/or items that may be a distraction in the classroom may not be brought out in the classroom.
11. Teacher discretion may be used on allowing toys from home or card games during an "indoor" recess or unscheduled study hall. Trading cards are prohibited.
12. 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.
13. Using tobacco (of any form, including e-cigarettes and vapes), drinking alcoholic beverages, the abuse of drugs is expressly prohibited.

14. Students are not permitted to bring guns, knives, or any other forms of weapons on school property at any time. Discussions regarding bringing weapons to school will be treated severely and at the discretion of the administration.
15. Attitude, dress or behavior giving evidence of not wanting to uphold the testimony of Metro Baptist Church/Metro Christian Academy whether in person or an online platform is not tolerated.
16. 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 is not tolerated.
17. Inappropriate communication with staff members/teachers such as initiating or responding to messages on any media platform other than through school-authorized communication methods is absolutely prohibited.
18. A prospective or current student who is 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.
19. **Morality Clause:** Students must remain above reproach in their conduct with each other and should seek to bring honor to God in their relationships. In keeping with the ministry's statement of faith, immoral conduct, either on or off campus, will not be tolerated. The Bible strictly forbids such conduct, which includes immoral actions as well as advocating for such behavior. Any immoral acts or statements of immoral acts will not be tolerated in any form and will constitute grounds for expulsion. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8–9; Lev. 18:1–30; Rom. 1:26–29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1–8; Heb. 13:4).

The term “immoral act” is defined as 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 to, intent to, or approval of engaging in immoral acts. This includes viewing pornographic material on or away from the school campus.

The term “statements of immoral acts” is one in which a student or employee does any of the following: engages in speech regarding sexual immorality; claims to be or actually is sexually active outside of marriage; claims to be or actually is homosexual, bisexual, transgender, or otherwise identifies as being sexually immoral under Biblical Christian standards; or uses words, language, or behavior, including by dress or other appearance or online activity, that, in the discretion of the school, would indicate an intention to convey the impression that the person engages in, advocates for, or approves of behavior or identity that is immoral under biblical Christian standards.

Homosexual or transgender conduct, defined as acts or identifying statements, is incompatible with enrollment at Metro Christian Academy and is a basis for dismissal. *All students, however, must be treated with dignity and respect, free of threats or harassment.*

20. Bullying and cyberbullying of any kind will not be permitted.

Metro Christian Academy is committed to maintaining an environment free from any form of harassment. As a part of a social environment, it is important that all faculty, staff, and students treat one another with respect. Any witnessed or reported incidents of bullying or harassment will be addressed appropriately, which may include conferences with students and parents, conducting an investigation, the requirement of outside counseling, and taking disciplinary action as warranted by the severity of the situation.

Bullying is characterized by 1) repeated acts 2) taken with intention to 3) create an imbalance of power between students.

Harassment. Harassment includes a pattern of derogatory comments, jokes, slurs, off-color language or innuendos; using belligerent or threatening words towards another student or employee; or a pattern of name-calling, gossiping, sarcasm and put-downs, mocking, belittling, hurtful teasing, or taunting.

Cyberbullying is the use of electronic information and communication devices, whether personal or school-owned, to willfully and repeatedly harm a person(s) through electronic mediums, create a hostile environment for the victim, or materially or substantially disrupt the educational process or orderly operation of the school, as determined by the administration. Examples of this behavior include but are not limited to:

- i. Sending false, cruel, vicious messages, including name calling messages, or spreading rumors electronically
- ii. Sending inappropriate (violent or suggested violence, sexually explicit, harassing, etc.) messages, pictures, or texts
- iii. Creating websites that have stories, cartoons, pictures, and jokes ridiculing others
- iv. Breaking into an email account and sending vicious or embarrassing materials to others
- v. Engaging someone in electronic communication, tricking that person into revealing sensitive personal information, and providing that information to others
- vi. Posting student pictures without their permission

Violations of these standards are determined solely at the discretion of the administration.

Any student who feels that he or she has been subject to bullying or harassment should immediately report the matter to a faculty member or administrator. Any student who believes he or she has witnessed some form of bullying or harassment should immediately report the matter to a faculty member or administrator.

Discipline Policies and Procedures

Elementary

Assertive discipline is utilized in elementary classrooms. Assertive discipline is defined as clearly stated expectations and consequences when these expectations are not met. Each teacher will

clearly communicate their discipline plan at open house and in their welcome packet for parents and students, and will clearly explain this plan to students during the first weeks of school.

In School Suspension: Reasons for in-school suspensions may include but are not limited to

- repeated violation of school rules
- a rebellious spirit, continued negative attitude or bad influence on others
- continued disobedience or disrespect toward authority
- committing a serious breach of conduct (inside or outside the school ministry) which has an adverse effect upon the testimony of MCA.

During in school suspensions, students will complete all of their work for the day separate from the classroom and do not attend any specials or recess with their class. Full credit may be given for the work that is completed during in-school suspension.

Expulsion may occur in the case of more than two instances of in school suspension, or at the administration's discretion for serious breaches of conduct.

Middle School/ High School

Demerits: (These are called 'points' in our Sycamore system.) In order for faculty and parents to work together for the good of your students both academically and spiritually and to keep open lines of communication regarding discipline, MCA practices the following procedures for grades 6-12. Behavioral problems result in the student receiving demerits. Parents can view demerits in your Sycamore App and on your browser. The student will be notified verbally when they receive demerits or a detention.

Below is a list of some classroom offenses which result in demerits. The administration has discretion to lower or increase the number of demerits based on the student's response to being confronted with his/her behavior and any external factors that may have impacted the student's behavior:

Classroom Procedures - 1 Demerit

Description: *Examples of but not limited to speaking out of turn, disrupting, moving about the classroom without permission, tardies, not turning in homework, not being prepared for class.*

Designated Area - 3 Demerits

Description: *Examples of but not limited to excessive tardiness, being in the hallways without permission, in an area that is not permissible IE: Lobby Stairs, preschool, closets, etc.*

Personal Electronic Usage - 3 Demerits

Description: *Examples of but not limited to cell phone, watch, glasses, earbuds, headphone usage without permission or outside of designated time.*

Disrespect - 5 Demerits

Description: *Examples of but not limited to disrespectful speech, gestures, mannerism, tone, slander of authority or students.*

Inappropriate Conduct - 10 Demerits

Description: *Examples of but not limited to profane communication on or off campus, verbal bullying, horseplay, stealing, going through a teachers or students private belongings (locker, desk, cabinet, personal electronic device cabinet).*

Integrity- 15 Demerits

Description: *Examples of but not limited to statements that are misleading and do not represent the truth, obtaining/assisting others in obtaining credit for work which is not their own, forgery of parents signature, skipping class or chapel, etc.*

Damage to School Property - 20 Demerits

Description: *Examples of but not limited to defacing, destruction or damage of school property on or away from school, tampering with technology.*

Inappropriate Physical Touch - 25 Demerits

Description: *Examples of but not limited to violence or aggression to another student, sexually touching or sexual behavior.*

Leaving Campus - 25 Demerits

Description: *Leaving campus without faculty or parents permission.*

Violation of the above offenses will be dealt with on an individual basis depending on the circumstances and seriousness of the offense. Each offense may receive an increasingly greater penalty each time committed. Demerits may also be given for breaking school rules not listed above, if deemed necessary by the administration.

Penalties for Accumulated Demerits

Lunch Detention: 10 Demerits

During the assigned lunchtime in the gym. No talking or sleeping is allowed during lunch detention. Students serving a lunch detention will sit alone and not be permitted to talk or communicate with other students. They will also not be permitted to use any electronic devices during the detention. If students are more than five minutes late or fail to attend on their assigned day, they will be referred to the principal and will serve lunch detention the following day.

After School Detention: 20 Demerits

After school detention will be conducted on Tuesdays or 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 and follow the instructions of the detention supervisor. An assigned detention will take precedence over any scheduled sports or extracurricular activities. The student will have to deal with the consequences of missing these activities. **Students in detention will pay \$5.00 cash to the detention supervisor. (Cheating detentions will cost more money, see academic honesty section)**

1. The student will be notified verbally when they receive a detention. Sycamore will send a pass-a-note to the parents informing them of the detention.
2. Students will be expected to serve the detention assigned to them on the given date. Failure to serve a detention will result in a Morning Detention to be served in its place.
3. 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.

Morning Detention: 30 Demerits

Morning Detentions may be conducted on Tuesdays or Thursdays from 7:00-7:45 a.m. A student assigned to morning detention will be required to sit quietly in a designated classroom and follow the instructions of the detention supervisor. An assigned detention will take precedence over any scheduled sports or extracurricular activities. The student will have to deal with the consequences of missing these activities. **Students in detention will pay \$10.00 cash to the detention supervisor.**

1. Parents will be notified at least one day in advance by a detention email sent to the email listed on Sycamore.
2. Students will be expected to serve the detention assigned to them on the given date. Failure to serve a detention will result in a Morning Detention to be served in its place.
3. Parents will be responsible for dropping their child off by 7:00 a.m. Students not dropped off by 7:00 a.m. will be required to reschedule their detention.

In School Suspension: 40 Demerits

Students serving In-school Suspension (ISS) will be isolated from the student body and will perform academic work during the entire school day. Any student assigned ISS will not be allowed to participate in extracurricular activities at the discretion of the Administrative Disciplinary Committee.

Out of School Suspension: 50 Demerits

If a student is removed from school for a disciplinary reason (OSS), the suspended student is not permitted to be on school property or to participate in any school activity. Before a suspended student

is permitted to return to school, the student and his/her parents must give assurance that the student will be able to follow the school's standards of conduct. The student and their parents will be required to meet with the administration before they may return to school.

Expulsion will be considered by the Administrative Disciplinary Committee at 60 demerits. Students may be expelled for less than 60 demerits if the Administrative Disciplinary Committee deems fit.

Students suspended for serious violations of school standards (if they are allowed to remain in school) will typically be removed from a team or activity for the season or the semester.

Demerit totals will reset at the beginning of each semester with the exception of any demerits received the last two weeks of first semester which may carry over to the next semester. Any demerits received in the last two weeks of the second semester will be double the total point value of the offense.

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:**

- **Immoral act/pregnancy (whether at or away from school)**
- **A student becomes a parent (male or female)**
- **Bringing weapons/firearms/explosives to school**
- **Threats made to a teacher/school employee/student**

A student may also be expelled for the following reasons:

- A. Actively participating in vandalism or destruction of school property or property away from school
- B. Being involved in criminal activity
- C. Pornography (use and/or possession of any form at or away from school)
- D. 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 off 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)
- E. Tobacco, Tobacco products including but not limited to, cigarettes, cigars, pipe tobacco, chewing tobacco, snuff and snus. It should also include electronic smoking devices and substances used in those devices, whether or not they contain nicotine. (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)
- F. Attitude, dress or behavior giving evidence of not wanting to uphold the testimony of Metro Baptist Church/Metro Christian Academy

- G. 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
- H. If a parent/guardian unjustly threatens to sue and/or has papers served to the school regarding a lawsuit
- I. Failure in satisfying the financial agreement for tuition and fees; NON-PAYMENT OF ACCOUNT
- J. Any inappropriate behavior which becomes a matter of public knowledge and reflects adversely on Metro Christian Academy.

Special regulations for expelled students:

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

- A. Any student expelled from Metro Christian Academy cannot attend Metro Christian Academy for 2 consecutive, complete semesters.

The expelled student will not be permitted to return to MCA for a period of 1 complete year. 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 and the School Board.

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

Academic Honesty

Because we believe in the importance of truth and integrity, it is critical that we hold students to a high standard related to their work in the classroom. All work submitted for credit is expected to be the student's own work.

Honesty is defined as being free of deceit and untruthfulness, sincere.

Cheating is defined as the giving and/or receiving outside help on anything (including homework) that has been intended by the teacher to be an individual effort.

Plagiarism is defined as the practice of taking someone else's work or ideas and passing them off as one's own. Types of plagiarism include word-for-word (which includes cutting and pasting material from other sources), mosaic (rearrangement or rewording without documentation), and indirect (paraphrasing of a passage without documentation). **Use of AI** (artificial intelligence) resources of any kind to generate writing or work which is assigned to the student to complete is not acceptable.

1. Assignment collaboration is considered academic dishonesty unless explicitly stated by the teacher. Teachers will guide students in understanding why collaborative efforts are not appropriate. However, students should realize the distinction between collaboration and copying another student's work.
2. Students who have a question about whether an action constitutes academic dishonesty, he/she should ask their teachers and/or advisor. Teachers will inform students of procedures and practices relating to homework and classwork.
3. Students should assume all quizzes, tests, and exams should be done independently unless they are specifically informed by their teacher.

Should students be found guilty of cheating or plagiarism of any time, the following consequences can be implemented:

- First offense: parents informed, the student will be required to complete the assignment/project again or complete an alternative assignment for 50% credit at best, and the student will serve a \$5 detention due to receiving 15 demerits.
- Second offense: parents and administration informed, the student will be required to complete the assignment/project again or complete an alternative assignment for 25% credit at best, and the student will serve a \$25 detention due to receiving 15 demerits.
- Subsequent offenses: parents and administration informed, the student will be required to complete the assignment/project again or complete an alternative assignment for 0% credit for the assignment, student will serve a \$50 detention due to receiving 15 demerits, and a meeting with teacher, principal, and student is required to create an academic plan of action.

Testing Guidelines for Drugs/Alcohol/Tobacco

★ Testing

Metro Christian Academy prohibits the use of all drugs (except over the counter drugs, used as prescribed), tobacco use (including e-cigarettes and vapes), and alcohol. 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 of 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 cost 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.

★ Procedures for dealing with violations involving reasonable suspicion

- The faculty or staff member having reasonable suspicion of the violation shall notify the principal and/or appropriate administrative staff person immediately.
- 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.
- 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 or said student[s] person[s], lockers[s], car[s], and/or personal belongings and shall immediately surrender any contraband found to the faculty or staff member conducting the search.
- 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.
- The parent[s] or guardian[s] of the student[s] shall be notified of the actions taken by the school.
- In cases involving illegal substances or illegal activities, the Goodlettsville Police Department will be notified and any evidence preserved. Prosecution will follow.
- 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.

Search Policy

All school owned or school provided computers, networks, online academic services or platforms, electronic devices, physical or electronic mail or storage files, parking areas, desks and lockers are the property of the church/school, and students have no expectation of privacy in these items or areas. School authorities reserve the right to conduct random inspections of any of these to protect the health, safety, and welfare of our students.

In addition, in the event the school suspects a student possesses an unapproved item or has used a school owned item in a manner that violates school policy, the school reserves the right to conduct a search of the student's pockets, vehicle, locker, desk, backpack, outerwear, shoes, any other item belonging to or in the possession of the student, or any online platform, account or otherwise the student may have accessed.

Social Media Policy

The administration has discretion to monitor students' public social media activity, as well as students' online activities at and away from school. These activities must adhere to the code of conduct and the ministry's statement of faith. A student may be disciplined, up to and including expulsion, for online activity that is disruptive to the spiritual or educational environment of the school or that in any other way violates the letter or spirit of the school's policies or statement of faith.

Any online activities that the administration becomes aware of that potentially constitutes or involves past or potential criminal activity will be reported to appropriate law enforcement.

Students are prohibited from 'friending' or accepting social media invites from teachers and staff.

Students who choose to participate in any form of online social media interaction should be cautious in how their posts reflect on Metro Christian Academy. The content of online material/communication posted by MCA students is subject to the same behavioral and disciplinary standards set forth in the Student Handbook.

Social media is any form of online publication or presence that allows interactive communication, including social networks, blogs, and photo sharing platforms, Internet websites, Internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, Snapchat, TikTok, Instagram, YouTube, and Flickr.

A digital footprint is the reputation you leave online and can include material posted on blogs, and mentions on websites and videos that are uploaded onto sharing sites. Online actions leave a permanent record and remain online, even if you click “delete.” Be thoughtful about what you share online and consider how it would appear to family, friends, colleges, and future employers.

You should always take responsibility for the content you post in all social media environments. While you may think that using a fake name may prevent posts from becoming part of your footprint, there are still ways to link that information to the person who posted it. As a student at MCA, you are to represent MCA in accordance with your agreement to the conduct code and Student Handbook. MCA students may not use social media to publish disrespectful, disparaging, or harassing remarks or music about MCA staff, faculty, students, parents, relatives, or athletic and academic contest rivals. Failure to abide by this policy will result in disciplinary action as determined by the Administration.

Law enforcement

The administration and staff reserve the right to contact law enforcement if they determine that students’ actions warrant it.

Parents must inform the school if a child attending the school has been arrested by law enforcement. The school reserves the right to assess the situation and assign consequences independent of any finding by law enforcement.

Child Abuse Policy

Everyone in Tennessee is a mandatory reporter of physical and sexual abuse. Metro Baptist Church and Metro Christian Academy have a zero tolerance policy for abuse. If at any time a teacher or staff member is made aware of suspected abuse, local authorities will be contacted and the abuse reported immediately.

Dress Code

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, makeup, 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** (Applies to *all* MCA students):

- School polos must be worn daily Monday through Thursday in the approved colors (royal blue, light blue, navy, black, or purple.) The polos must be purchased through the school office. An MCA/Metro t-shirt is permitted on Fridays.
- Long sleeves, crewneck, mock turtleneck, or turtleneck shirts may be worn under an MCA polo.
- MCA gear (hoodies, pullovers, etc.) purchased through the school are allowed every day of the week, but a polo must be worn underneath.
- Pants and jeans are not to be ripped or contain holes, and should not be too tight or sagging.
 - **Elementary:** Jeans can be worn daily for elementary students **ONLY**.
 - **Middle/High School:** The permitted pant colors for 6th-12th grade students are khaki, black, navy, brown, grey, or dark green. 6th-12th grade may wear jeans on Fridays only.
- During the months of August- October, and April-May, students may wear knee length Docker type (school uniform type, not basketball shorts) shorts with their school polo. **Shorts must be to the knee.**
- Clothing will 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 form fitting clothing)
- Students are expected to adhere to school modesty guidelines at all school functions on or off campus (including athletic events).
- Unacceptable regular school attire: frayed or torn clothing, athletic/yoga leggings, pullover hooded/non-hooded sweatshirts not purchased through MCA; warm-up suits; sweat pants; and/or wind suits not purchased through MCA.
- Extremes are to be avoided in all areas. “Fad” clothing, jewelry, and makeup are not permitted. Distracting body piercings (ie: bullring, eyebrow, tongue, etc.) and prominent tattoos are not permitted.
- Shoes are to be worn at all times. Bare feet, flip flops, and sport style sandals are not allowed for any students. Shoe laces must be worn tied or tucked in.
 - **Elementary:** Shoes must be closed-toed and enclosed in the back or have straps around the heels. Tennis shoes are to be worn on PE days.
 - **Middle/High School:** Sandals and slip-ons are permitted for girls (no flip flops/beach shoes). Boys shoes must be closed-toed. Tennis shoes are necessary for PE.

- Hats, caps, sunglasses, hoods and/or sweatbands are not to be worn inside the building. (The administration will make allowances for medical reasons. Prior approval from the principal is required).
- **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:
 - Hair coloring is permitted **ONLY when it is done in traditional, natural colors (ie: blonde, brunette, black or natural red).**
 - Natural highlighting is acceptable. **NOTE: If a student chooses to color her hair, then she must maintain the color properly.**
- The parent is responsible for checking the child's attire before leaving for school each morning. However, final decisions on questionable clothing will be made by the administration.

When in doubt, ask!!

GIRLS

- ★ **Skirts and Jumpers:** Must 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 should be worn under skirts and jumpers for modesty.) Skirts must be solid-colored or uniform plaid in 6th-12th grade.
- ★ **Earrings/Piercings:** Girls are not to exceed 4 per ear. For safety purposes, monitor the length of all earring worn to school by girls that play or have PE. Small, tasteful nose stud or thin ring on the side are ok; however, they must be removed for sports.

BOYS

- ★ Boys may not wear earrings, but a masculine necklace is fine.
- ★ **Hair:** must be neatly groomed and maintained. **Hair may NOT be worn the following ways:**
 - Past the middle of the ears
 - Past the eyebrow (when combed straight)
 - Over the collar of a standard shirt
- ★ In dreadlocks or braids hanging longer than 2 inches, ponytails/man buns, or afros where hair does not meet the above stated guidelines.
- ★ **Facial Hair:** Boys' faces are to be clean shaven at all times. Beards, mustaches, or wide sideburns below the bottom of the earlobes are NOT permitted.

Dress code violations:

Teachers will monitor students' dress code daily. Final decisions about questionable clothing will be made by administration. In certain circumstances of egregious dress code violations, parents may be asked to immediately bring a change of clothing.

- First offense: Verbal warning
- Second offense: Dress code violation form/demerits (MS & HS)
- Repeated offenses: Parent contact, increased demerit values (MS & HS)

It is never the desire of MCA staff to hurt a student's feelings, so please avoid sending your child to school improperly dressed. Dress code offenses start over at the start of each semester.

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

Special Events Dress Code Policies

★ Formal Wear for School Related Activities:

The same dress code regulations relating to length and fit apply to school related activities such as the Spring Formal, Graduation, etc. Formal wear will need to be approved by a designated staff member 2 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.

Ladies Dress Guidelines:

- Modest neckline (no cleavage showing)
- Modest back (opening no lower than a regular bra strap/bottom of the shoulder blade)
- If the dress is strapless, the dress must be tight enough for no cleavage to show (Stay classy by not tugging your dress up all night)
- Dress slits must be no higher than the top of the knee when standing (when seated, the slit will rise)
- Be mindful on the tightness of the dress around the midriff and hips
- High School Girls must wear a formal dress (a long dress)

Dress checks will need to be approved two weeks prior to the event. The dress must be modeled in person to be approved.

Young Men Dress Guidelines:

- Dress slacks with belts (only if the slacks have belt loops)
- Buttoned-shirts with a collar and tie
- Sports/suit jacket required

Financial Information

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. Comprehensive fees will be due in June and July.

Please note: THIS PAYMENT PLAN IS 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 tuition is divided into 10 equal increments to determine the monthly billing period.

The registration fee is an annual fee charged to all students. It is **NON-REFUNDABLE and NON-TRANSFERABLE**. (Refund Exception: If a student is not fully accepted into our program due to testing or classroom availability, we will refund \$100 of the registration fee.)

All other student fees are **NON-REFUNDABLE**. If fees are not paid by the due date, your child's spot can be forfeited and given to someone on the waiting list.

If there are recurring payment issues and the account is not consistently up-to-date, your student could be asked **not to re-enroll** for the following school year.

Payment Policies

- ★ The tuition payment is always due by the 10th of each month. Parents will see the tuition charge on their account the 1st of each month. (Since you have 24-hour access with the Sycamore system, we are not mailing statements unless you miss a payment deadline.)
- ★ ALL FAMILIES, excluding families who choose to prepay, are REQUIRED to sign up for auto draft. Payments not auto drafted are to be made through the mail, by phone, or in person at the financial office. MasterCard or Visa debit/credit card payments are accepted between the hours of 8:00 a.m. and 4:00 p.m. by telephone or in person. All card payments incur a 3% processing fee.
- ★ Make all checks payable to: **Metro Christian Academy or MCA.**
- ★ Students attending one or more days of any monthly billing period will be responsible for the full tuition payment for that monthly billing period.
- ★ 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 extracurricular activities is not permitted until the school bill is 100% current. (This would include field trips, sporting events, senior trips, 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, 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 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 MCA and/or Metro Baptist Church which may accumulate due to failure to pay the student's account will be the responsibility of the parent or guardian.

Automatic Payment Withdrawal Program (ACH)

- ★ A new Auto Pay form must be submitted each year. ALL FAMILIES are REQUIRED to sign up for auto draft. Please submit completed authorization form 10 days prior to the first requested bank draft date.
- ★ This program operates year round.
- ★ The balance as of the 1st of the month is the amount to be settled monthly on the 10th with an initiation date up to two business days prior. Payment cannot be stopped once the draft is initiated. In May, we will do an additional draft on the last day of school to include any final charges on your account incurred in May. (ex. childcare, cafeteria, etc.)
- ★ If the ACH withdrawal date falls on a Saturday or Sunday, the payment will be settled on the upcoming Monday, with an initiation date up to two business days prior.
- ★ Auto payments are subject to a \$35 return fee if they are declined by your bank. If your auto payment was returned from the 10th, we will offer a second draft on the 20th of the month which will include the \$35 return fee.
- ★ In the event that an account becomes 10 days past due and no arrangements have been made in writing with the financial office, the student(s) will be withdrawn. Tuition cannot roll over to the next month.
- ★ You can cancel your Auto Pay option by making a written request submitted 10 days before the next scheduled draw date.

Late Payment Policy

- ★ All tuition payments are due on or before the tenth of each month, and are delinquent after the 10th. Late payments will incur a \$35.00 fee.
- ★ In the event that an account becomes 10 days past due and no arrangements have been made in writing with the financial office, the student(s) will be withdrawn from class. Tuition cannot roll over to the next month.

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; however, the student may not exceed 10 absences for the semester.

- ★ 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 or Draft Policy

- ★ A \$35.00 returned service fee will be applied to any school account for checks or drafts that are returned or declined by your bank.
- ★ In the event that your check or draft did not clear on the 10th, a second draft will be initiated on the 20th of the month and include the \$35 returned service fee. The student(s) will be withdrawn from class if the 20th draft is also returned. Tuition cannot roll over to the next month's draft.

Refunds

- ★ Registration fees are **NON-REFUNDABLE** and **NON-TRANSFERABLE**. (Refund Exception: If a student is not fully accepted into our program due to testing or classroom availability, we will refund \$100 of the registration fee.)
- ★ Comprehensive fees are non-refundable.

Application for Exception

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

This is to be completed and returned to the business office. The School Finance Committee will review the application, and the parent will be notified within 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 10th of the month to receive consideration.

If any account is not paid by the 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

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 the 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 must be accompanied by a parent, grandparent, or guardian of the MCA student, an exception will be made for Pastors and Youth Pastors. All visitors must first come to the school office upon arrival on campus and sign in on the *Visitor's Log*. **Visitors must not go directly to the classroom or lunchroom during school hours.** You will receive a Visitor's Pass that is to be worn at all times while on campus during school hours. 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.

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 must refrain from smoking in the building, on the school property, or at any school functions, and must abide by the same modesty dress code requirements.

Communication

Parent/Teacher Conferences

It is the goal of Metro Christian Academy's administration and faculty to ensure 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 each quarterly progress report.

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/her undivided attention. Many teachers come to school early to prepare for the day. Please do not take their preparation time unless you have pre-planned this with the teacher. Also, please use discretion when calling teachers at home or approaching teachers at church regarding school business.

School Communication

★ *Progress Reports:*

Progress reports are emailed every 4 ½ weeks for our parents' consideration. Progress reports are the cumulative average of grades taken during the 4 ½ week period.

★ *Report Cards:*

Report cards will be posted to Sycamore every 9 weeks. . Should there be any questions or concerns, please feel free to set up a conference with your child's teacher.

★ *Sycamore:*

Parents will be able to access their student's grades online through the Sycamore 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. All other work may be kept at home. The entire packet is to be signed and the folder returned the following day.

★ *W.H.A.M. - What's Happening At Metro:*

At the beginning of each month, news, and information letters are emailed out along with the

lunch menu. This will also be posted on the school website.

★ ***This Week at MCA Emails:***

Parents will receive a “This Week at MCA” email from metro@mcaeagles.com every Monday reminding them of events for the week.

★ ***Class Dojo/Group Messaging:***

Elementary teachers will use a group messaging platform such as Class Dojo to regularly communicate with parents.

★ **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 www.mcaeagles.com.

School Computer/Internet Policies

Acceptable Use Policy Guidelines

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

- ★ The 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.
- ★ Student materials 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/destroy/modify 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. 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 the teacher's permission is given.
- ★ 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. .
- ★ **Students may not use profanity, obscenity, or threatening or abusive language. Students may not engage in cyberbullying. (Cyberbullying 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, may not attempt to use the network for financial gains (such as ebay, shopping, etc.) for commercial activity, for product advertisement, for political lobbying, and may not use the internet for any illegal purpose.
- ★ 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 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.)
- ★ Students may not use phones to take pictures or send images without specific permission from a staff member and the persons being photographed (i.e. for the yearbook).
- ★ Parents/guardians and school personnel may revoke internet access privileges at any time.
- ★ Students are required to provide current login information for all school provided student accounts, storage files, email, etc. and are prohibited from changing any school account passwords.
- ★ Students are not permitted to access or post to social media accounts, blogs, or chat sites on school computers.
- ★ School officials are permitted to access network storage of student files or any school provided portable storage files.
- ★ **Students are prohibited from accessing pornographic websites or pornographic materials at any time. If such sites are inadvertently accessed, contact your teacher immediately.**
- ★ 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 initials and 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

Asbestos Statement

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, in order to be consistent with curriculum and memorization.

Building and Grounds

- ★ Place all trash in the wastebaskets.
- ★ Do not sit on desktops or 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.
- ★ 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 is held regularly for all students. Students are expected to be on time for chapel and (grades 2nd-12th) bring their Bibles.

Communicable Diseases

While it is not the desire of MCA to discriminate against any student, the need for protection of the entire student body is crucial. Therefore, any student at MCA or any student who seeks to enroll at MCA 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 infections/diseases transmitted by fellow students or others within the school family. Parents or guardians of infected students shall inform the teacher or the 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 MCA. After the student has been readmitted to school, the principal may request periodic examinations by a physician regarding the student's condition.

This policy is to apply to diseases such as, but not limited to, and including syphilis, gonorrhea, acquired immunodeficiency syndrome (AIDS), etc. (Current medical information published by the

U.S. Centers for Disease Control indicates that the human T-Lymphotropic virus type III/lymphadenopathy associated virus (HTLV III/LAV) is believed to be the agent causing the acquired immunodeficiency 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.

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 fliers or literature of any kind is to be passed out without approval by the administration.

Handling Complaints

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

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 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 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/Medication at School

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

Students are not to carry medicine with them. All medicine is to be kept in the school office and must 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 and signed by the parent:

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

A special modification to this policy will be handled on a case-by-case basis for students who are required to keep medicine with them.

Note that while members of the school staff have been familiarized with allergies, anaphylaxis, epinephrine, and over the counter medication administration, these individuals are not medically trained personnel and do not have professional training or experience in meeting the acute or ongoing medical needs of children. Parents requesting the school to administer medication to their children do so at their own risk.

Lockers

Students are assigned lockers and locks to keep their belongings secure on campus. Combinations should not be shared. **Personal locks may not be used.** Administration can and will search lockers at any time as the locks and lockers are provided by the church/school. Lost locks will be replaced at a charge of \$25.00

Lunch Program

- ★ Students may bring their own lunches or purchase a hot lunch in the school cafeteria. The lunch charge for purchased lunches is added to your account daily as your child receives his/her lunch. You will see this charge on your statement and must pay it monthly with tuition.
- ★ Lunch menus will be sent home at the end of each month for the upcoming month.
- ★ 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 8-9:00 a.m. so your child's lunch may be ordered before their arrival.

National Institute for Learning Differences (Discovery Program)

Individuals with average to above average intelligence who have a specific weakness in perception and/or cognition are said to have a learning difference. As students, they do not always learn by traditional instructional methods.

The Discovery program is designed to help students with learning differences discover ways to succeed. The Educational Therapy Program was developed by the *National Institute for Learning Differences* (NILD) and focuses on stimulating areas of weaknesses in perception and cognition. Intensive educational therapy is provided individually to each student in private sessions each week. Therapy techniques 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 the student's families independently above regular tuition and fees. MCA gladly partners with the therapist to insure optimum services that complement each other.

MCA and Discovery Program Policies:

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

Personal Electronic Devices

1. Students may bring their own laptop devices or tablets to school to be used *only* for assigned coursework. MCA does not assume liability for any damage to students' personal laptop devices. Students may bring their personal computer, laptop, or tablet to school to work on school assignments only, including schoolwork, reading, or taking notes in class. Students may not use their computers, tablets, or any other devices for any other activities, including searching the internet, playing computer games, etc.
2. Personal Electronic Devices - Cell phones and other devices (IE: phones, watches, glasses, tablets) may only be visible during the school day during the following times or conditions:
 - a. A Teacher has given express permission.
 - b. During lunch, or between classes for 6th-12th grade students.
 - c. Cellular devices should never be used in the restrooms.
 - d. "Outside of appropriate usage times," the communication device should be turned into teacher cubby with alerts turned off until an appropriate usage time so as not to distract from the educational process. All classroom teachers may collect all student phones during class and return them at the end of class. Inappropriate phone use will result in confiscation of the device.

- e. Use of a personal electronic device is a privilege. That privilege can be revoked individually or corporately at any time deemed appropriate by the administration.
- f. Students will not be permitted to use or wear earphones or headphones at any time, unless explicitly given permission by the teacher.
- g. No photos or videos are to be taken on campus during school hours, unless it is under the explicit direction from staff (such as yearbook or social media purposes).

Personal Property

No student may handle any property of any other student without permission; this includes touching other student's devices that are turned into device cubby. Students are asked to label all property, which includes but is not limited to clothing, books, and sporting equipment.

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/she will be required to replace the book cover and/or book if it's damaged.

Students may not tamper with or destroy another student's lunch or snack at any time.

Responsibility of Parental Custody

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

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 and are to be furnished to the school office at the time of enrollment. These documents 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 Cancellation (Due to Inclement Weather)

Due to inclement weather, the school will close for the safety of the students and faculty. Television station WTVF Channel 5 is the only station on which our school closing will be announced. Our school announcements will be listed under private schools in Davidson County. Stations refer to us as "Metro Christian." We will also post school closings on our Facebook page and Sycamore. 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 on television, we will be having school. ***Just because Davidson County schools are closed does not mean we will be!!***

(Example: They close for extreme cold because they have buses to warm up and students stand at the bus stop. We don't.)

School Office

The school office will be open from 8:00 a.m. to 4:00 p.m. Monday through Friday.

The business office will be open from 8:00 a.m. to 4:00 p.m. Payments may be deposited in the school office between these hours.

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 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, and transcripts to colleges that request such information from our guidance/administrative office.

Transcripts will reflect the student's legal name at the time of enrollment and may not be changed except with a court order reflecting the minor's name has been changed pursuant to an adoption decree.

Parents or guardians who do not wish for such information to be distributed to colleges must notify the administrative 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 1 year has passed since graduating, all transcript requests will be made through our website with a \$4.00 charge for each request. (Go to the admissions tab and there is a choice to "request a transcript.")

Sexual Harassment Policy of MCA

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

2026-2027 Statement of Cooperation - Complete & Return

We require all students and their parents/guardians to sign a "Statement of Cooperation" regarding intent to abide by the rules and guidelines stated in this Student Handbook before each school year begins. A sample of the "Statement of Cooperation" is below.

I have viewed a copy of the parent-student handbook and a copy of the Ministry's statement of faith. I understand that it is my responsibility to read and understand these documents and to explain them to my child. I agree to abide by the provisions in the handbook applicable to parents and that my child and I will be held accountable for the policies and procedures contained therein, including the parental support statement, the dispute resolution provisions, and the standards of conduct, all of which are based on the statement of faith, as well as the tuition policies, search policies, internet use policies, and all other policies and procedures. I agree that if, at any time during or away from school, my child violates any provisions of the standards of conduct or any other provisions of the handbook, he or she will be subject to the discipline described in the handbook, up to and including suspension or expulsion from school. However, I also understand that enrollment in the school is a privilege and not a right and that my child's enrollment may be terminated at any time if, in the sole discretion of the administration, I or my child's actions or attitudes are not compatible with or are disruptive to the ministry's objective, policies, philosophies, or otherwise, as determined in the sole discretion of the administration. I understand that I am responsible for making all tuition payments and that my child's school records and transcript may be withheld until such payments are complete.

Student Signature: _____

Student Acknowledgement: I have received a copy of the student handbook and a copy of the Ministry's statement of faith. I understand that it is my responsibility to read and understand these documents. I agree to abide by the provisions in the handbook and to be held accountable for the policies and procedures therein, including the code of conduct, all of which are based on the statement of faith. I understand that if, at any time during or away from school, I violate any provisions of the code of conduct, any other provisions of the handbook, or any other school policies, I will be subject to the discipline described in the handbook, up to and including suspension or expulsion from school. However, I also understand that enrollment in the school is a privilege and not a right and that my enrollment may be terminated at any time if, in the sole discretion of the administration, my actions or attitudes are disruptive to or are not compatible with the ministry's objectives, policies, philosophies, or otherwise.

Parent Signature: _____

Parent Acknowledgement: I have received a copy of the student handbook and a copy of the Ministry's statement of faith. I understand that it is my responsibility to read and understand these documents and to explain them to my child. I agree to abide by the provisions in the handbook applicable to parents and that my child and I will be held accountable for the policies and procedures contained therein, including the parental support statement, binding arbitration, and the code of conduct, all of which are based on the statement of faith. I agree that if, at any time during or away from school, my child violates any provisions of the code of conduct or any other provisions of the handbook, he or she will be subject to the discipline described in the handbook, up to and including suspension or expulsion from school. However, I also understand that enrollment in the school is a privilege and not a right and that my child's enrollment may be terminated at any time if, in the sole discretion of the administration, my (as parent or legal guardian) or my child's actions or attitudes are disruptive to or not compatible with the ministry's objectives, policies, philosophies, or otherwise. I understand that I am responsible for making all tuition payments and that my child's school records and transcript may be withheld until such payments are complete.