Marshall Christian Academy



Parent/Student/Academic Handbook

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Table of Contents

Word from the Administration	1
School Contact Information	2
MCA'S Statement of Marriage, Gender and Sexuality	3
MCA'S Statement of Sanctity of Human Life	3
MCA'S Physical Privacy and Sexuality Policy	4
MCA’S Statement of Faith	5
MCA’S Mission Statement	5
MCA’S Vision Statement	5
MCA'S Statement of Philosophy	6
MCA'S Philosophy of Education	6
MCA'S Statement of Core Values: Expected Student Outcomes	8
School Policies and Procedures	10
Academic Dishonesty	10
Admissions	10
Continuous Enrollment	11
Arrival and Dismissal	11
Athletics (5th-12th grade)	12
Attendance	12
Before and After School Supervision	14
Bible Class	14
Carpool Line For Drop-off and Pickup	14
Cell Phones and other Electronic Devices	14
Checkout	15
Child Abuse	15
Child Custody	15
Classroom Observations and Visits	15
Communication	16
Conduct (also see discipline section)	16

Code of Conduct Expectations Include, But Are Not Limited to: 17
Curriculum 19
Damage to School Property 20
Disaster and Lockdown Drills 20
Discipline 21
Disciplinary Philosophy 21
Disciplinary Action - Elementary Grades 23
Disciplinary Action - Junior High and High School 23
Probation and Non-Invite 23
Suspension 24
Expulsion 24
Student Misconduct/Discipline Guidelines 25
When and where these rules apply 25
General Discipline Guidelines 25
Assessing Discipline 25
Level I – Violation of classroom or transportation rules 26
Level II – Administrator/Head of School Intervention 27
Probation and Non-invite 28
Level III – Expulsion 28
Appeal of Administrators Expulsion 30
Dress Code - Raising the Standard 31
General dress code guidelines 31
Boys Guidelines 32
Girls Guidelines 32
Spirit Day Dress Code 33
Drug and Substance Abuse 33
Smoking and Vaping Policy 34
Dual Credit 34

Emergencies/Accidents/Illnesses 34
Extra Curricular Participation 35
Field and Educational Trips 35
Financing Your Child 35
Tuition and Fees Summary 36
Payment 36
Opt-Out 36
Fundraising 36
Grading 37
Graduation Requirements 37
Grievance/Conflict Resolution 38
Harassment: including bullying, harassment or intimidation 38
Head Lice 39
Health Policy 39
Immunizations 39
Dispensing Medications 40
Allergies and Health-Related Conditions 41
Illness Guidelines 41
Communicable Disease/Conditions Exclusion From School 41
Stay at Home/Exclusion from School 42
Homework 43
Honor Code 43
Inclement Weather 43
Injuries 43
Lost and Found 44
Lunch/Snacks 44
Parent Conferences and Communication with Faculty 44
Parent Interaction 45

Parties 45
Photographing Students 46
Plagiarism 46
Promotion Policies 46
Request of Records 47
Report Cards 48
School Hours 48
School Supplies 48
Search and Seizure 48
Social Media – Acceptable use Policy 48
Student Drivers 49
Testing 50
Transportation 50
Truancy 50
Verbal Threats 50
Visitors 50
Volunteers 50
Withdrawals 51
Appendix A:Sexual and other Unlawful Harassment Policy 52
Statement of Cooperation 54
Statement of Honor Code 55
Grievance/Conflict Resolution 56
Appropriate Computer/Internet Use Policy 58
Parent/Student/Academic Handbook Agreement 59

Word from the Administration

Dear parents:

Welcome to MCA and the 2025-2026 academic year. Here at MCA, we are building and discipling the next generation. As a result, we have adopted an admissions policy that opens the door of admissions to our school to families who are like-minded spiritually, who are supportive of our faith, philosophy, objectives, and standards of education, and whose children meet our enrollment standards. We seek to serve families who seek more than a private education, but a distinctively Christian education for their children.

Although you have already read this Parent/Student/Academic Handbook during the admissions process, we ask you to take time and reread the Handbook. Please cover the important items found inside with your children. TheParent/Student/Academic Handbook will introduce you to many of the school's policies, procedures, and expectations for both parents and students.

The first several pages of the Parent/Student/Academic Handbook explain our purpose, mission, and beliefs. MCA unashamedly believes, teaches, and practices a literal interpretation of the Word of God. If you do not agree with our religious mission and beliefs, enrolling your child in our school will likely cause him or her confusion and create division between your family and the school. For example, if a question regarding biblical lifestyles arises in corporate Bible/prayer or your child's classroom, the teacher will answer from a biblical viewpoint, consistent with our mission and belief statement. If your beliefs in lifestyle choices are not in agreement with our doctoral stance, that answer will likely create conflict in your child's heart and mind. This internal conflict would drive a wedge between you and your child, cause your child to negatively judge you as a parent, or force your child to choose between our teaching and what he or she learns at home. We respect your desire to place your child in the best possible learning environment, but if you are not in full agreement, with our doctrinal positions, it will be best for all concerned if you do not enroll your child at our school.

Biblical principles are integrated into every subject taught at our school. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God's Word to every aspect of life. If you are in agreement with the teachings of God's Word, then MCA will complement the beliefs and ideas your child is taught at home. Additionally, if your family can support the policies, procedures, staff and administration of MCA, and do so without making negative comments that would possibly destroy the ministry and unity of MCA, (including utilization of social media) we would be honored to partner with you as we prepare the next generation to be leaders in God's Kingdom!

We look forward to partnering with you to educate your child consistent with God's Truth.

Yours in Christian education,

Duane Schultz

(Head of school)

School Contact Information

Marshall Christian Academy School Office: Phone 903-935-1060
Secretary/Registrar

Website: www.marshallca.com

MySchoolWorx: Every enrolled family has an account set up using the parent's primary email on file. This account will give access to grades, assignments, attendance, school announcements, as well as access to communicate with teachers. It can be accessed through the app or online. Contact the school office for more information.

Administrators

• **Duane Schultz**	**- Head of School/High School Administrator** All grades/9-12th Grade
• **Ray Bade**	**- Junior High School Administrator** 7-8th grade
• **Guy Barr III**	**- Elementary Administrator** K4-6th grade

Teachers/Staff

All teachers/Staff can be reached through MySchoolWorx or by leaving a message with the school office.

Accreditation/Memberships/Associations

Foundational Accreditation with ACSI - Association of Christian Schools International
Texas Christian Athletic League

Statement of Nondiscrimination

Marshall Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. MCA does not discriminate on the basis of race, color, national and ethnic origin

in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

MCA'S Statement of Marriage, Gender and Sexuality

- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together, reflect the image and nature of God. (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.
- We believe that the term 'marriage' has only one meaning: the unifying of one man and one woman in a single, exclusive union, as delineated in scripture. (Genesis 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18; 7:2-5; Hebrews 13:4).) We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman.
- We believe that any form of sexual immorality, including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography is sinful and offensive to God. (Matthew 15:18-20 and 1 Corinthian 6:9-10).
- We believe that in order to preserve the function and integrity of Marshall Christian Academy, as a local body of Christ, and to provide a biblical role model to Marshall Christian Academy members, and the community, it is imperative that all persons employed by Marshall Christian Academy in any capacity, or who serve as volunteers, agree to, and abide by this statement of marriage, gender, and sexuality. (Matthew 5:18; Philippians 2:14-16; 1 Thessalonians 5:22).
- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking his mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; 1 Corinthian 6:9-12).
- We believe every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in record with scripture nor the doctrines of Marshall Christian Academy.

MCA'S Statement of Sanctity of Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139)

MCA'S Physical Privacy and Sexuality Policy

I. Purpose

In light of Marshall Christian Academy's Statement of Faith, Statement on Marriage and Sexuality, and in recognition of personal physical privacy rights and the need to ensure individual safety and maintain school discipline, this policy is enacted to advise members of the MCA community of their duties with regard to use of restrooms and any other MCA facilities.

II. Definitions

Sex means the biological condition of being male or female as determined at birth.

Member of the MCA community means any MCA employee, volunteer, student, parent, or visitor.

III. Sincerely Held Religious Belief of Sexuality

MCA's sincerely held religious belief is that God wonderfully and immutably creates each person as male or female, and that these two distinct, complementary sexes together reflect the image and nature of God. (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

IV. Policy

Notwithstanding any other policy, MCA restrooms designated for one sex shall only be used by members of that sex. In any other MCA facilities or setting, MCA shall provide separate, private areas designated for use by members of the MCA community based on their sex.

MCA recognizes there may be instances where members of the MCA community experience disparity between their sex and their feelings about their sex. This disparity can motivate them to behave in ways contrary to God's Word and His plan for their lives.

MCA encourages members of the MCA community who are struggling with their sexual identity to seek help from their pastor and other trained professionals who might best assist them in clarifying and defining their sexual identity in accordance with God's Word.

MCA will always interact with members of the MCA community according to their sex. A member of the school community who wishes to express a gender other than his other sex is understood to be rejecting the truth and the image of God within that person. Biblical Christianity requires the body of Christ to compassionately dwell in the truth and assist those we love in doing the same (Ephesians 4:15).

A member of MCA community who openly and unrepentantly rejects his/her sex, either in or out of school, is rejecting the image of God within that person-behavior that dishonors the Holy Trinity and the

Word of God. Such behavior constitutes a person's failure to adhere to his/her commitment to abide by the behavioral standards established by MCA, which is cause for terminating his/her privilege of enrollment at MCA.

MCA'S Statement of Faith

- We believe that only the Bible is the inspired, infallible, authoritative Word of God. (II Timothy 3:16; 1 Peter 1:21)
- We believe there is only one God, existing eternally in three co-equal persons: Father, Son, and Holy Spirit. (Matthew 28:19; I Peter 1:2; II Corinthians 13:14)
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father in heaven, and in His personal return in power and glory. (John 1:1; Titus 2:13; John 10:30; 1 Corinthians 15:3-4; Acts 1;11)
- We believe in the deity of the Holy Spirit, in His present ministry, and that He indwells all who receive Jesus Christ as personal Savior and Lord and enables them to live a godly life. (Acts 5:3-4; Romans 8:9; Galatians 5:22-25)
- We believe that mankind was created by a direct act of God in His image and likeness, that all have sinned and fallen short of the glory of God, and that salvation is a gift of God which cannot be received apart from a personal faith in Jesus Christ alone. (John 14:6; Ephesians 2:8-9; Acts 16:30; Romans 3;23, 6:23)
- We believe in that regeneration by the Holy Spirit is absolutely necessary for the salvation of lost and sinful mankind. (John 3:5-6; Titus 3:5)
- We believe in the resurrection of both the saved and the lost: those who have received Jesus Christ as personal Savior and Lord unto the resurrection of life and the everlasting punishment of the lost. (John 11:25-26; John 3:16-18)
- We believe in the spiritual unity of all who know Jesus Christ as their personal Savior and Lord. (1 Corinthians 12:12-13; Galatians 3:26-28; Romans 12:4-5)

MCA'S Mission Statement

Marshall Christian Academy is a discipleship training school designated for students K4-12th grade to excel in their relationship with Jesus Christ. In partnership with its parents, MCA seeks to instill in its students - high standards of academic scholarship, integrity, leadership, and responsible citizenship.

MCA'S Vision Statement

Marshall Christian Academy strives to prepare the next generation to live biblically, become mature in Christian character, and be leaders in God's Kingdom through spiritual, academic, and physical training, in order to fulfill their God given calling and election.

MCA'S Statement of Philosophy

Marshall Christian Academy embraces a Christian philosophy of education that is built on a biblical foundation, which views knowledge and truth as having their source in God. MCA focuses on building and discipling the next generation in the areas of academics, behavior, integrity, leadership, and responsible citizenship that will enable students to live biblically for the honor and glory of God.

At MCA, the curriculum and programming are guided by our Christian philosophy. A quality education nurtures each student's spirit, soul, and body. All curricular and co-curricular activities are taught through the lens of God's existence and Truth, helping students grow spiritually, academically, socially, and physically.

Under the authority of Christ, and with the intent of serving and glorifying Him in all things, Marshall Christian Academy exists to:

- Create an environment of comprehensive discipleship through the teaching and modeling of genuine faith by Christian staff that prepares the next generation to live biblically, become mature in Christian character, and be leaders in God's Kingdom.
- Cultivate critical thinking in students to help them become skilled in discerning absolute truth, developing contextual application in all academic disciplines, and applying a biblical worldview to every area of their lives.
- Strive to collaborate with Christian and community families, working together to support their child's learning and development, recognizing and valuing their essential role in the educational process.

Jesus said, "*You shall love the Lord your God with all your heart, and with all your soul, and with all your mind, and with all your strength..."* Mark 12:30

MCA'S Philosophy of Education

The fear of the LORD is the beginning of knowledge (its starting point & its essence).. Prov. 1:7

Whether we are totally aware of it or not, each of us lives out his daily life based upon a set of beliefs or convictions. We do not operate out of a void or emptiness. Those beliefs may or may not have been consciously determined; nevertheless, they affect every aspect of our lives. For the Christian, that set of beliefs has been touched by God through revelation of Himself in creation, in His Son Jesus Christ, and through His written Word. Man has a source from which to determine what he believes and upon what convictions he will act. As man chooses to see things from God's perspective and attempts to follow Christ's example for living in accordance with the Scripture, he is developing a philosophy and life view that is distinctively Christian.

For as he thinketh in his heart, so is he. Proverbs 23:7

Marshall Christian Academy’s Christian Philosophy includes the following beliefs:

1. God is Creator and Sustainer of all and chose to reveal Himself to mankind (Rom. 11:36). God is the Source of all knowledge and ultimate reality. He is sovereign, all powerful, merciful and loving.

2. Jesus Christ is the Son of God, the anointed One, sent in human form to bring about reconciliation between God and man (John 1:44; II Cor. 5:18). He is co-Creator with God, eternal, the head of the church, first in resurrection, in Whom all of God's fullness dwells (Col. 1:25-29). As a teacher, He gave us an example of how to live. He is the source of wisdom, knowledge, and truth.

3. The Holy Spirit is sent by God to empower, instruct, enable, reveal truth, comfort, guide, testify of Christ and to convict men of sin (John 16:7,8,13; Acts 1:8; John 15:26).

4. The Bible is the inspired and only infallible, authoritative Word of God. It is eternal, divinely inspired, a light, trustworthy and profitable for teaching (Ps. 119:89,105; II Tim. 3:15).

5.Man, contrary to the Humanistic view, is not the center of the universe nor is he the "measure of all things." Man was created by God, for God, and in the image of God. Man was freed to make a choice and chose to disobey God's command, thus allowing sin into the world. His fallen nature separated him from God. Reconciliation is only possible through Jesus Christ (Rom. 3:23; II Cor. 5:18).

6. God's goal and aim for man is redemptive, to restore in him the image of God and to thus change him unto the likeness of Christ. Man was created to bring glory to God (Rom. 8:29; Is. 43:7).

“Let the Word of Christ dwell in you richly as you teach...” Colossians 3:16

As the Christian Philosophy is applied more directly to the realm of education, it is imperative that the above mentioned beliefs are acknowledged, maintained, and reinforced. The value of education is made clear as we are admonished in Scripture to teach, train, instruct, and grow in wisdom as did Christ. How does this translate for Christian Education? The first necessity is a committed Christian faculty, administration, and Board.

In 2013, during a summer workshop given by a master teacher, the Lord challenged our teaching team to embrace this fact - we are teachers sent by Him into the classroom to impact the lives of the students we are given (John 3:2) and to be nurturing the characteristics of Jesus Christ into the next generation.

In Matthew 19:14 NLT, Jesus said, “Let the children come to me. Don’t stop them! For the Kingdom of Heaven belongs to those who are like these children.” One of the goals of a ‘teacher come from God’ is to allow Christ access to each child that attends MCA. Christ desires to personally touch, bless and change each child’s life. In order to fulfill this, prayer and the Bible are daily essentials for each classroom. “All your children shall be taught by the LORD, and great shall be the peace of your children.” Isaiah 54:13 ESV

At MCA, the curriculum and programming are guided by our Christian philosophy. A quality education nurtures each student's spirit, soul, and body. All curricular and co-curricular activities are taught through the lens of God's existence and Truth, helping students grow spiritually, academically, socially, and physically. MCA focuses on building and discipling the next generation in the areas of academics,

behavior, integrity, leadership, and responsible citizenship that will enable students to live biblically for the honor and glory of God.

Another distinctive aspect of Marshall Christian Academy is how we treat one another. Christ made clear his desire and command that there be a difference in how Christians treat others. At Marshall Christian Academy, we view others as God created them - in His image! Each one is invited to become a child of God because God does not wish that any perish. (John 3:16-17)

And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him. Colossians 3:17

MCA'S Statement of Core Values: Expected Student Outcomes

For the Spiritual and Moral Development of the Student, the School aims to:

1. Teach that the Bible is the inspired and the only infallible authoritative Word of God, thus developing attitudes of love and respect toward it (II Timothy 3:15-17; II Peter 1:20, 21).

2. Provide opportunities for the student to come to a personal relationship with Jesus Christ as Savior and Lord. (Romans 10:9-10; John 3:3-5, Philippians 2:11).

3. Help the student develop his identity in Christ as a unique son or daughter created in the image of God and to attain his fullest potential. (Genesis 1:27; Psalms 139:13-16, Jeremiah 29:11).

4. Train children in all aspects of the Christian faith and help them develop a genuine, deep love for our Lord (Deuteronomy 6:5, Mark 12:30)

5. Teach the student to hide God's Word in his or her heart through memorization and meditation. (Psalms 119:11; Psalms 1:2).

6. Teach Biblical character qualities and provide opportunities for the student to demonstrate these qualities (I Samuel 16:7; Galatians 5:22, 23).

7. Encourage the development of self-discipline and responsibility in the student based on respect for and submission to God and all other authorities. (I Timothy 4:7; I Corinthians 9:24-27, Romans 13:1-7; Hebrews 13:17; Ephesians 6:1-3).

For the Academic Development of the student, the school endeavors to:

1. Promote high academic standards and provide help to the student in realizing full personal potential. (Daniel 1:20, Jeremiah 29:11).

2. Train students in the development of knowledge, learning skills, and the contextual application of all academic disciplines. (Daniel 1:17).

3. Teach all disciplines from a Christian worldview with a natural integration of Biblical absolutes in all areas (II Timothy 3:16; II Peter 1:3).

4. Teach and encourage the student to use good study skills and habits (II Timothy 2:3-7).

5. Teach the student good citizenship through an understanding and appreciation of our Christian and American heritage such as home, church, and nation (I Corinthians 10:11; Romans 13:1-7).

For the Personal and Social Development of the student, the school aims to:

1.Teach the student to treat everyone with respect as unique individuals created in God's image (Philippians 2:1-5, Ephesians 5:21).

2. Aid students in understanding the importance of fellowship, selflessness, and serving others (Mark 10:45; Philippians 2:7; Galatians 5:13)

3. Develop in students a sense of personal responsibility to God and His creation, including school, church, family, community, country, and the world. (Romans 14:12; Hebrews 4:13 TPT version)

4. Assist students with development of social skills regarding how they actively relate to others and to the world around them. (John 13:34; I Peter 3:8; James 1:19-20; Proverbs 18:21).

5. Instruct the student in the Biblical principles for relational conflict resolution (Matthew 5:24; 18:15-17).

For the Physical Development of the student, the school endeavors to:

1. Encourage an understanding that God has fearfully and wonderfully made us, with divine purpose and blessing in fulfilling His Will. (Psalms 139:14; Psalms 40:8)

2. Promote physical fitness, good healthy habits, and wise use of the body as the Temple of God. (I Corinthians 6:19-20).

3. Create an environment of opportunity and safety in every physical aspect, so that students may learn and grow in security and confidence. (Proverbs 21:31; Psalms 91:1-16)

4. Teach the student Biblical attitudes toward material things and his responsibility for using them to God's glory. (I Timothy 6:17-19; Matthew 6:19-20; 1 Corinthians 10:31).

Next Generation Characteristics

Our Goal is to build the next generation to be like:

- J**oshua - leaders**- courage to stand for righteousness and are not afraid. (Joshua 1:9)
- **Hannah & Samuel - praying with passion -** knowing how to touch the heart of God. (1 Samuel 1:20)
- **Elisha - Christ seekers** - seek first the Lord, walk in the double portion. (1 Kings 19:20. 2 Kings 2:9)
- **David - worshippers**- hearts after God to do His will. (Acts 13:22)
- **Solomon - wisdom filled** - youth of peace, building the true house of God. (1 Kings 6:14)
- **Daniel - of excellent spirit** - spirit of excellence/ten times better than the wise of the world (Dan 5:12)

"This is the generation that will seek Him, who seek Your face, O God of Jacob" Psalms 24:6 BSB

SCHOOL POLICIES AND PROCEDURES

Ordinances of God's House

The Bible shows the house of God not as a physical building or organization built by man, but as a house built by God with living stones. When a person receives Jesus Christ as Lord and Savior, he or she is born again, a living stone. The process of growing in the grace of Jesus Christ begins. In Christ, he or she along with the other sons and daughters of God are built into a spiritual temple. (Eph 2:21-22)

God told the prophet Ezekiel to show the house of God to His people; to show them the pattern of God's house along with its forms, its fashions, its laws, its ordinance, and how to come in and go out. (See Ezekiel 43:10-12). "Ordinance" is a Hebrew word meaning an appointed custom or manner.

The following are the ordinances or policies and procedures that MCA operates by to maintain a safe, effective, and collaborative learning environment.

"And all thy children shall be taught of the Lord and great shall be the peace of thy children..." (Isa. 54:13)

Academic Dishonesty

Marshall Christian Academy will not tolerate academic dishonesty. This violation, in the form of cheating and plagiarism, is a grave breach of trust that must be present between a student and teacher. Administration, faculty, students, and parents should never take an occurrence of academic dishonesty lightly. Therefore, it is the intent of MCA to enforce this policy with justice and objectivity, working with parents to teach students the value of honor and integrity, and the natural consequences of inappropriate choices.

Admissions

In keeping with Marshall Christian Academy's Mission Statement, the MCA admissions process considers the following:

- Parents and students who are in agreement with and support our faith, philosophy, objectives, and standards of education.
- Students whose previous school records show a behavioral history that is in harmony with the behavioral expectations of Marshall Christian Academy.
- Students whose academic records demonstrate proven capability to succeed in our program. Therefore, students' records are carefully evaluated prior to acceptance.
- **All new students enter Marshall Christian Academy on academic and behavior probationary status for the first 9 week grading period.**

Parent interviews are a significant part of the process and student interviews are required for students applying for Grade 5 - Grade 12. Priority is given to siblings, returning students, and students of employees. Specific guidelines and requirements for admissions are detailed in our Admissions Packet.

Because Marshall Christian Academy does not offer English as a second language, we cannot accept students who are unable to demonstrate English-speaking skills commensurate with their age level as determined by the administration.

Marshall Christian Academy is not equipped to meet the needs of students with severe learning disabilities, behavior disabilities, and/or psychological problems that require a special education setting.

Admission to MCA is a family commitment. Students must reside with a parent or legal guardian who meets school admission policies. Each family must agree to support school standards. Regular attendance at MCA meetings and parent-teacher conferences are examples of family support and cooperation. Enrollment at MCA, as in any private school, is a privilege that involves mutual responsibilities and cooperation.

To continue to be enrolled, a student must exhibit academic ability, satisfactory academic achievement, emotional stability, positive social behavior, good moral character, and cooperation with teachers and administration.

Continuous Enrollment

Marshall Christian Academy enrollment contract is a continuous enrollment contract, which indicates that once enrolled, families will continue in their partnership and enrollment at our school through graduation. A family can opt-out of the Continuous Enrollment program prior to February 1 for the upcoming school year. On February 1st, student(s) will automatically be re-enrolled for the upcoming school year, unless the Admissions Office is notified in writing by Jan. 31st. Remember, the Continuous Enrollment Contract is financially binding.

Parents are responsible for keeping the school informed with changes in their status, such as but not limited to address, email, phone number, medical, and marital/divorce.

Enrollment is reviewed yearly; the school administration reserves the right to deny continued enrollment due to behavior, academic performance, or outstanding balances.

Arrival and Dismissal

- School office hours: 7:15-3:15
- K4 -12th grade students are not to arrive prior to 7:20 a.m.
- Students report to the cafeteria or gazebo prior to 7:30 a.m.
- In case of absence, all students need to go to office to receive a permission slip before entering the class.
- Student driving is a privilege for licensed students. The privilege may be revoked if found at the car during school hours or for reckless driving on school property.

Dismissal/Pickup

- Parents must make necessary arrangements for their children to be picked up no later than 3:15 p.m. A **charge of $15** will be applied for every 5 minute increment after 3:15 p.m.
- Students may not leave campus property during school hours unless checked out by parent or legal guardian. The parent or guardian must come to the school office to sign the form releasing the student into their care.

Athletics (5th-12th grade)

All students participating in athletics are required to have on file, proof of insurance and a current medical release form. Student fees related to athletics must be paid before a student can participate in a sport. All athletic fees are billed by the business office and report cards may be withheld for unpaid athletic fees or athletic items that are not returned.

Attendance

Marshall Christian Academy operates under the State of Texas Educational Code, which states that school attendance is required. Consistent attendance is essential if a student is to successfully acquire the necessary skills, concepts, strategies, and content for his/her grade level. Please notify the school office and your student's respective teacher first thing in the morning should your student be absent for the day.

Absences

In the event of a student absence, the parent is required to send a dated and signed note to the school explaining the reason for the absence.

Planned Absence

The Planned Absence Form must be submitted at least **a week in advance** for approval purposes.

- Planned absences may include family travel, non school related or out of town activities, college visits, or personal mission opportunities.
- **The maximum number of allowances, planned or unplanned, excused or unexcused is 9 per semester.** Maximum absences for the year is **18 days.**
- Students asking for a planned absence approval must be passing all their classes and not be subject to any disciplinary action.
- Administration will notify student when absence is approved. The student and/or parent are responsible for making arrangements for missed work with the teacher(s) prior to the absence.
- **A parent's permission to miss class does not equate to an excused absence.**

Excused absences are as follows:

- death in the immediate family

- Illness of student (doctor's note is required to be excused.)
- doctor or dentist appointment with an official document from the doctor or dentist
- court appearance
- unavoidable family emergency

Absences Considered Unexcused are as follows:

- an absence not reported to the office by a parent the day of the absence
- any absence that does not fall under one of the above excused reasons
- receiving 3 unexcused tardies in one class in the same quarter
- absent 3 consecutive days without a doctor's note
- personal reasons
- running errands

- **Maximum number of absences is 18 for the year** (4 1/2 per 9 weeks- 10% of total classes.) More absences my affect course credit and **any student with 18 or more total absences for the year** will be required to repeat the grade unless approved by the Head of School.
- If a student finds an unexcused absence is unavoidable, he/she should see an administrator several school days in advance for a permission slip to make up work prior to the absence.

Returning to school after an absence your child must:

- Report to school office with a dated/signed note from parents acknowledging absence and reason for said absence.
- Obtain a class admission slip and present it to the teacher in order to return to class.
- Speak to each teacher for school work missed, if not arranged before the absence. It is better to get assignments before an absence, if possible.

Tardies/Late to school

- A signed note from parents must accompany your child if he/she arrives after 7:30 a.m.
- The child must take the note to the office and receive an entrance slip.
- **Three tardies will be counted as one day's absence.**

Absence is defined as either

● Not present in the classroom during the assigned class period for any reason not initiated & approved in advance by the school

● Not present in the classroom for 20 minutes of a 55-minute class. (e.g., excessively tardy, dismissing early, being in another location on campus)

Tardy is defined as

● Not seated in the scheduled class with necessary materials when the beginning bell rings

All absences and tardies, including excused or unexcused, are recorded daily in each class and are reported on the student's permanent academic records (report cards & transcripts). Attendance records are visible in MySchoolWorx app.

Before and After School Supervision

A designated area will be available for ten (10) minutes before and fifteen (15) minutes after school where children will be safe with minimal supervision. Students are not to arrive before or remain after that time. (7:20-7:30 a.m.) (3:00-3:15 p.m.)

Bible Class

Bible Class is the most important class at MCA. It is a time of praise, worship and ministry of the Spirit. It is a time of thorough study of the Word of God, which includes memorization of numerous Bible verses. **Every student is required to attend,** and it is a required class for graduation. Parents may attend at times with prior approval from an administrator or Head of School. Please check in at the school office to get a visitor pass, when you come.

Excessive tardiness and/or unexcused absences to Bible class will result in loss of academic credit.

Carpool Line For Drop-off and Pickup

Please, no cell phone use while the carpool line is moving.

Arrival and dismissal times are generally busy with a lot of vehicles and students moving in and about the parking lot areas.

All parents and student drivers are expected to **SLOW DOWN,** follow the traffic flow patterns and the direction of MCA staff who will be monitoring and directing traffic in the parking lot during peak times.

To ease congestion, maximize traffic flow and minimize the risk of injury, MCA requires that students, parents, and visitors always follow these guidelines and courtesies:

- Cars must line up and move in an orderly fashion in the carpool line.
- No one may pass other cars in the carpool line, unless directed to do so.
- Never leave your vehicle unattended in the carpool line. If you must leave your vehicle, park in one of the designated parking spaces.
- Drivers are expected to re-enter the carpool line if their riders are not ready for pick up. Do not hold up others who are behind you.

Cell Phones and other Electronic Devices

Cell phones, computers, AirPods/earbuds, wireless headphones, and Smartwatches are allowed for 7th through 12th grade. However, **cell phones and all electronic devices must be turned off and remain in the student's backpack**.

If a student needs to make a call, they may go to the school office to use the phone with permission.

At no time are students permitted to take pictures/photos or videos of other students, faculty, or staff on campus.

Electronic devices are not permitted in MCA restrooms.

If a student is found using a cell phone, computer, AirPods/earbuds, wireless headphones, or Smartwatch, the device will be confiscated, turned in to the school office, and may not be reclaimed until the end of the day. After the 2nd offense, there will be a $15 fine for each offense.

Marshall Christian Academy does not assume responsibility for loss, damage or theft of any device brought to school.

Checkout

During regular school hours a parent must sign their student out at the school office before taking the student off campus. **Please do not go directly to your students classroom.**

As we are responsible for the safety and care of your child while they are on our campus, when the student is leaving school early (before 3:00 pm), the parent/guardian must come to the office to sign the child out. Someone from within the office must sign the student out. Though it may be an inconvenient, this is for your child's protection and for the school's protection. The signed form is kept for our records as evidence as to who checked the student out. (on a day to day basis)

Child Abuse

MCA personnel are mandated by Texas law to report any observed or suspected instances of child abuse to the appropriate public authorities within 36 hours. Marshall Christian Academy will cooperate with local authorities during child abuse and/or neglect investigations. When interviews are conducted with any Marshall Christian Academy student, a member of the faculty or staff may be present for the questioning.

Child Custody

If legal custody stipulations apply to your child, it is required that copies of this information be provided to the school's office to be enrolled and in attendance at MCA. Additionally, we will need copies of any custody changes. Both parents have equal rights unless we have signed legal documents on file to state otherwise.

Classroom Observations and Visits

As an educational institution committed to providing our students with the best educational environment, we strive to minimize interruptions and distractions. In addition, the school is sensitive to the issue of security and supervision of classes.

Parents and visitors are not permitted to go directly to a classroom to deliver lunches, messages, a forgotten assignment, an article of clothing or any other reason. Parents and visitors are required to drop off any deliveries at the school office, and the office will make all deliveries to students.

Communication

MCA is committed to keeping open lines of communication with its families. Many instruments are in place to enable parents to know what is going on at MCA and they are as follows:

- MySchoolWorx app: All parents will need to download our school communication app. Through this application, the school office and teachers will be able to keep parents informed of their student's grades, report cards, and the school calendar. Messages coming from the school office are sent to parents via this application. This app is available for iPhone users, as well as Android users and is available in the appropriate app store.
- Web Site – www.marshallca.com
- MCA Facebook page
- Orientations
- Handbook – is available through MySchoolWorx via email.
- E-mail for each faculty and staff member
- Parent Teacher Conferences
- Classroom Communication - any fliers, notices, or other communication to be sent home with the students or given out to parents or the public must be approved by the Head of School.

Conduct (also see discipline section)

Only conduct yourselves in a manner worthy of the gospel of Christ… (Philippians 1:27)

At Marshall Christian Academy we believe the Bible is the infallible divine Word of God, and that salvation by faith in Christ is the initial step in the Christian life. There is a Biblical basis for the idea of spiritual growth into the image of Christ which is the work of the Spirit. (Rom. 8:29 and 2 Co. 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the Biblical demands for a holy life which fulfills both God's moral law and high law of love. (Mt. 22:37-39; Rom. 13:8-10; Gal. 5:14). The result is a life consecrated unto God and separated from worldly activities.

Therefore, Marshall Christian Academy must provide an environment conducive to the spiritual growth and development of all our students. A standard of conduct based on the following Biblical imperatives is necessary to provide such an environment. All student activities and conduct must be subordinated to biblical standards.

Both discipline and learning go hand-in-hand to build character and to allow the student to best develop in the dimension of the whole person. Christian love requires us to protect and seek God's best for

others. When self-discipline breaks down, peer discipline becomes important. The purpose of discipline is for growth (Hebrews 12:11). It can also serve as a deterrent for others. Each student needs to realize his/her behavior affects not only himself but also many others.

The effective enforcement of the **Student Code of Conduct** and the General Discipline Guidelines are essential in keeping the school and/or school-related activities free of disruption. Enrollment at Marshall Christian Academy is a privilege, not a right, and each student is expected to behave in an orderly and respectful manner, maintaining Christian standards in courtesy, language, morality, and honesty.

A sense of the need for spiritual growth in our students has led Marshall Christian Academy to adopt the following standards which are conducive to the environment that will promote the spiritual welfare of all students. Students are expected to abide by the following rules, policies, procedures, guidelines, standards, and code of conduct at all times.

Please review these carefully with your student:

Code of Conduct Expectations Include, But Are Not Limited to:

Students are expected to:

● Be prompt and demonstrate courteous obedience to all school personnel, staff members, and campus guests.
● Remain out of any unauthorized areas unless accompanied by a teacher or with special permission. *Students are not allowed in a classroom without a teacher present or without express permission.
● Arrive to each class on time and come prepared with books, assignments, pencils, pens, and any other material that may be necessary for the daily class work.
● Listen attentively to teachers as well as other students when appropriate.
● Respect the property of others. Students are not to deface, damage, or remove any school property or the personal property of another person. Parents will assume full financial liability for all damages incurred at school or at school sponsored functions and activities because of their child's actions. Destruction of property, maliciously or purposefully, will be cause for suspension until restitution is made by parents or student. (Luke 16:10-12; Proverbs 6:30-31; Exodus 22:1)
● Assume personal responsibility for doing their part to keep the campus looking neat and clean. This means that students are expected to keep personal property in its proper place, to place their trash in the appropriate receptacles, and to keep their locker/cubby tidy.
● Behave and conduct themselves in a manner that is reflective of Christ, showing respect and courtesy to fellow students at all times. Students are never permitted to violate another person's character either verbally or physically, either overtly or secretively.
● Maintain appropriate self-control in their classroom conduct. Passing notes, tossing or playing with irrelevant objects, or other activities which are disruptive in nature are not allowed in the classroom.
● Use the restrooms for their intended purpose only. Restrooms may not be used for loitering, eating, or as a group hang-out or any non-sanctioned activities.

● **Keep cell phones and all electronic devices turned off and in the student's backpack at all times. Cell phone use IS NOT PERMITTED in any school restroom or on campus at any time!** (Cell phones are only allowed on campus for 7th-12th grade students.)

● **DO NOT use their cell phones in the restroom. Cell phone use IS NOT PERMITTED in any school restroom or on campus at any time!**

● Not chew gum on campus at any time.

● Not to enter building 1, 5 or 6 except at designated times and only when a teacher is present.

● Not to eat or drink (except water) between or in class. Lunch will be in the cafeteria/patio.

● Not discuss in a favorable way the use or possession of tobacco, drugs, alcohol, or pornography. (Ephesians 4:17-32; 5:1-2; 1 Thessalonians 5:22)

● Refrain from participating in worldly activities such as swearing or indecent language; body piercing or tattoos; smoking, possession or use of alcoholic beverages, drugs or tobacco; involvement in the occult; gambling; stealing.

● To refrain from harassment, fighting, violence, or threats of any kind regardless of provocation, public disruptions or exhibitionism in any form; promoting, division or a divisive spirit through symbols, pictures, writing, flags, banners, slogans, gang-related items or any divisive activity.

● Maintain Christian standards in courtesy, kindness, honesty, morality, and dress

● Remain in assigned areas only. Property surrounding the school property is off-limits and should be treated as private property.

● Dress appropriately and follow the modesty guidelines, showing a demonstrative willingness and cooperative spirit in adhering to the MCA dress code policy at all times while on campus. This also encompasses field trips, awards assemblies, sports programs, and any other special MCA sponsored off-campus functions.

● Not sell products or solicit sponsors for any fund-raising activities while on campus unless approval has been obtained from the Head of School in advance.

● Refrain from any public displays of affection (holding of hands, hugging, etc.) while on campus or at any school-sponsored function or activity. We believe that God determines the seasons for such relationships and it will not be during their time in this school. (Genesis 24:1-9)

● Commit to the Honor Code. Students are expected to commit to honor and integrity by never allowing theft, cheating, gossip, or other wrong behavior to occur, first in their own lives, and secondly, by those persons around them. Students are exhorted to follow the precepts of Matthew 18 in all interpersonal areas, humbly submit to God and voluntarily seek counsel from others in leadership if they experience personal problems

● Cooperating with staff members in the investigation of disciplinary matters.

● Seeking changes in school policies and regulation in an orderly and responsible manner, through appropriate channels.

● Reporting threats to the safety of students and staff members as well as misconduct on the part of any other students or staff members to the administration, a teacher, or another adult.

● Using MCA technology systems for school business purposes only and using school computers and related equipment appropriately.

● Abiding by the technology security and use procedures developed by MCA.
● Reporting all observed or suspected technology security problems immediately to a teacher, administrator, or the Head of School. Knowing that the use, possession, and/or sale of illegal or unauthorized drugs, alcohol, and weapons are unlawful and prohibited and the students may be subject to random searches in accordance with school policy, state and federal laws in order to assure a safe school environment.

The MCA rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or school rules shall be subject to disciplinary action in accordance with established school policies and procedures.

All students are expected to maintain the highest level of discipline and decorum at all school functions. Failure to comply with administrative directives promoting order and respect including inappropriate dress will result in the students being removed from participating in school functions.

Marshall Christian Academy has open enrollment and therefore some of our students may not be Christians; however, our desire is to see all of our students become Christian. Whether or not a student has made a personal decision to be a Christian, each student will be expected to abide by the Student Code of Conduct, and established school policies and procedures.

Curriculum

At MCA, we believe introducing children to God's Word is essential to a good education. Bible class, scripture, memorization, and prayer are an integral part of the planned curriculum at all grade levels. For Bible classes, MCA predominantly uses King James translation.

A Christian broad-based curriculum, lays a foundation that includes a verbal, written, and literary approach. ABeka curriculum is used to teach many of the academic subjects. Skills, strategies, and concepts are taught in a structured manner and viewed as tools for learning, not as ends in themselves. Students are taught to think and not just to "parrot" answers.

A developmental philosophy forms the basis for implementing the skills, concepts, strategies, and content. All areas of the arts, manipulatives, and active involvement in learning are utilized. The use of Abeka curriculum provides for the natural integration of Biblical absolutes and principles into the academic, social, physical, and emotional areas of the curriculum. The development of a Biblical worldview and mind are an integral part of the program.

Curriculum is viewed as all that transpires while the student is at the school. The planned curriculum is based on the skills, concepts, strategies, and content that a student needs at a given level to be prepared for the succeeding level. Quality textbooks are one of the several tools used to ensure that these areas are acquired. Textbooks are selected based on several criteria. A chief criterion is that of permitting the learning process to proceed from a Biblical worldview with the natural integration of Biblical absolute and principles.

Student's learning styles are addressed through a multi-sensory approach.

• MCA's K-4 and kindergarten programs start with Bible time where students learn about God's truth by listening to Bible stories. These truths are then reinforced through the use of drama, puppets and singing songs of praise. Learning to read and write are also necessary skills for building a solid education. With that in mind, learning to read begins with our K-4 students. The developmental readiness programs include pre-reading and beginning reading skills, literature, oral language development, listening skill development, cursive handwriting, science, and social studies. In addition to these core areas, students attend music and art.

• First through sixth grade at MCA start with Bible/prayer time. The curriculum includes oral language development, creative and formal writing, cursive handwriting, spelling, math, science, history, a reading program that stresses all the comprehension and decoding skills with an emphasis on phonetic decoding and literature, and the integration of music and art.

• Art, music, and corporate Bible/prayer are offered for all elementary grades.

• The Junior High School delivers a comprehensive academic program comprised of English, mathematics, science, history, study skills, Bible, physical education/athletics, fine arts, and corporate Bible/prayer.

• The High School provides a complete program that is composed of English, mathematics, science, history, foreign language, finance class, Bible, fine arts, career and technical education elective, athletic/physical education through sports, and corporate Bible/prayer.

• Dual credit courses are available for high school students in 10-12th grade, who qualify, through a partnership with LeTourneau University.

Damage to School Property

Parents are responsible for the cost of replacing or repairing school property, including computer equipment, damaged by their children. This includes classroom items, furniture, textbooks, playground equipment, P.E. equipment, and school buildings. Report cards will be held until all fees are paid. Under no circumstances will the administration tolerate any type of student pranks on campus. This is applicable to all property, buildings, furnishings, etc. of MCA, as well as the property of faculty, staff, and other students.

Disaster and Lockdown Drills

Fire, lockdown, and tornado drills will be held regularly during the school year. Instructions will be given at the beginning of the school year, and instructions will also be posted in each room. Students should recognize the seriousness of the drills and refrain from disorderly behavior.

In case of a disaster or an emergency lockdown occurs during a regular school day, students will shelter in place.

It is impossible in a time of disaster to verify phone request, or parents written consent given to a friend, neighbor, or relative to pick up the student. School personnel cannot undertake the responsibility of

releasing students to any adults other than the custodial parents are those listed as emergency contacts in the MySchoolworx Portal. Please have a planned procedure established. If you're out of town, notify the office in writing stating who is authorized to act in your place. The fact that parents will know where their children are, that they are under supervision, and that all precautions for their safety are being observed, should help to prevent panic and confusion.

Activation of the fire alarm will immediately notify the fire department. Careless or malicious initiation of a false alarm is an illegal action that could lead to serious injury when evacuating the building. Deliberate activation will be handled with utmost severity. The student and his/her family will become financially responsible for fees, resulting from a false alarm as well as subjection to possible disciplinary action, which may include suspension or expulsion.

Discipline

Please see Student Misconduct/Discipline Policies Section for specific guidelines & disciplinary actions

Disciplinary Philosophy

For the Lord disciplines the one he loves… (Heb.12:6)

The philosophies and programs of Marshall Christian Academy are built upon the principles of God's Word and we strive to provide an environment that is conducive to the spiritual growth and development of all our students. One of the prerequisites for success in life is self-discipline. Christian discipline is learned by submitting to the authority of the home, church and school.

Marshall Christian Academy places a crucial emphasis on the ABC's of behavior: Attitude, Behavior, and Conduct. A student is expected to conduct himself/herself in a manner that is consistent with the Christian faith and should have a good attitude toward learning, discipline, and spiritual growth. Discipline is administered in a loving positive manner and students are guided in changing attitudes and behavior and in becoming self- disciplined individuals. Students are held accountable for their actions.

Marshall Christian Academy staff exhort, encourage, and speak words that build up the students daily. 1 Thessalonians 5:11 says "*Therefore comfort one another, and edify one another, even as you also do.*" Students are also noted for their good manners, good citizenship, and responsible lifestyles.

Both discipline and learning go hand-in-hand to build character and to allow the student to best develop in the dimension of the whole person. The process of discipline at Marshall Christian Academy follows a definite pattern and is primarily in the hands of the classroom teacher; however, the administration maintains the final responsibility for all disciplinary decisions.

Clear and concise guidelines will be presented to the student by the faculty and administration. Teachers will establish classroom procedures and school policies with students at the beginning of the school year. The goals of helping students conform to classroom and school requirements and of guiding them in the development of self-discipline are always kept in mind. A student who does not comply with school or class rules or the teacher's verbal instructions will be subject to disciplinary action as deemed appropriate by the individual teacher and/or Administration.

Biblical principles used by MCA for guiding children to predetermined discipline goals include 1. Instruction, 2. Correction, 3. Exhortation, 4. Referral to Administrator/Head of School, 5. Parent contact, 6. Suspension and expulsion. Corporal punishment is not practiced. Our goal is self-discipline.

Marshall Christian Academy has open enrollment and therefore some of our students may not be Christians; however, our desire is to see all of our students become a Christian. Whether or not a student has made a personal decision to be a Christian, students are expected to abide by all rules, policies, procedures, guidelines, standards, and expectations for behavior at all times.

Overall Expectations of Behavior

1. Students at Marshall Christian Academy are expected to **seek to live a holy and pure life at all times**. They should refrain from activities that defile the spirit. Galatians 5:16-23 states, "*So I say, live by the Spirit and you will not gratify the desires of the sinful nature. For the sinful nature desires what is contrary to the Spirit and the Spirit what is contrary to the sinful nature. They are in conflict with each other, so that you do not do what you want. But if you are led by the Spirit, you are not under the law. The acts of the sinful nature are obvious: sexual immorality, impurity and debauchery; idolatry and witchcraft; hatred, discord, jealousy, fits of rage, selfish ambition, dissension, factions and envy; drunkenness orgies and the like. I warn you, as I did before, that those who live like this will not inherit the kingdom of God. But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law*."

2. **Students should demonstrate a teachable, submissive spirit towards adults in authority over them.** Students are expected to behave courteously and respectfully toward ALL members of MCA faculty and staff. Hebrews 13:17 states, "*Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you*."

3. **Students will not lie, cheat or steal nor tolerate this behavior in others.** Students are not only expected to obey this policy, but also to promote and encourage their fellow students to follow it. Psalms 15:1-3 teaches us, "Lord, who may dwell in your sanctuary? Who may live on your holy hill? He whose walk is blameless and who does what is righteous, who speaks the truth from his heart and has no slander on his tongue, who does his neighbor no wrong and casts no slur on his fellowman."

4. **Students will acknowledge the need to use language or words that uplift and encourage the peers and adults in their life.** Psalms 19:14 declares, "*May the words of my mouth and the meditation of my heart be pleasing in your sight, O Lord, my Rock and my Redeemer*."

5. **Courtesy and Respect -True courtesy is from the inner spirit that gradually becomes a learned etiquette.** It is expected that all MCA students will show proper courtesy and respect to all adults on campus as well as to their classmates. The school needs the help of parents in training their children in this area.

Respect is an attribute of Christian character that reflects moral restraint of inward and outward behavior. The presence or absence of respect is the best way to evaluate the quality of character. In the

New International Version, it says, "*Show proper respect for everyone: Love the brotherhood...fear God, honor the King.*" God calls His people to a divine standard. This higher standard requires action on the part of the individual.

Courtesy and respect to all adults should include the following:

- Using “Mr.,” “Mrs.,” “Miss” or “Brother” when speaking with adults.
- Using “Sir” and “Ma’am” in response.
- Using “excuse me,” “please” or “thank you”.

Students, staff, and parents at Marshall Christian Academy are expected to guard their words. We know that the words we speak are a powerful force. Proverbs 18:21 warns, "*Death and life are in the power of the tongue, and those who love it will eat its fruit.*" Jesus said, "*For by your words you will be justified, and by your words, you will be condemned*" (Matthew 12:37).

Disciplinary Action - Elementary Grades

In order to effectively live in the classroom “society,” certain rules must exist. Standards for classroom behavior will be established by each teacher of each grade level. These guidelines will be communicated clearly to the students as well as their parents.

Instruction, correction, exhortation, writing of rules, and time-outs during recess will be used to encourage students to follow classroom rules and school policy. The classroom teacher will handle most discipline. Persistent discipline problems are handled by Administration and/or the Head of School. When serious or persistent problems require it, the administration will request a conference with the parents.The student may also be required to be present. Standards established through the Code of Conduct with parental support will be used to achieve desired compliance.

Disciplinary Action - Junior High and High School

Instruction, correction, exhortation, writing of rules, and loss of privileges will be used to encourage students to follow classroom rules and school policy. Persistent discipline problems are handled by Administration and/or the Head of School. When serious or persistent problems require it, the administration will request a conference with the parents.The student may also be required to be present. Appropriate action will then be administered. Standards established through the Code of Conduct in conjunction with parental support will be used to achieve desired compliance.

Probation and Non-Invite

A student may be placed on disciplinary probation after repeated Level 1 behaviors or a Level II behavior listed on the MCA General Discipline Guidelines. The student will be given a specified period of time for improvement. If the improvement plan is honored, the student will no longer be on probation. However, students who do not honor the improvement plan with improved conduct and behavior will be asked to withdraw from school.

Both faculty and administrators will provide input and have significant discussion before placing any student on probation and withholding enrollment.

Students placed on probation will be required to attend a parent conference and will subsequently have periodic meetings to measure progress with teachers and administrators.

Students placed on disciplinary probation will not be invited to re enroll unless satisfactory behavioral improvement has been made, providing there is space available in that grade at that time.

Suspension

Suspension from school is a result of repeated Level I behaviors or a Level II behavior listed on the MCA General Discipline Guidelines.

- Administration has the authority to suspend a student.
- All suspensions occur out of school.
- The length of suspension will be one to five days as determined by the administration.
- School work during a suspension will be required to be made up.

Very specific changes in attitudes and actions will be expected prior to being permitted to return to MCA. Disciplinary probation may be invoked when a student is suspended from school. Students are not permitted to participate in co-curricular activities while on suspension.

Expulsion

Any student whose conduct or attitude in or out of school shows him/her to be in opposition to the principles and purposes of the school will be dismissed or asked to withdraw. A student may be expelled from school for a Level III behavior, and/or repeated Level I or Level II behaviors. Expulsion will be recommended if the student's behavior is preventing a conducive academic environment or conflicts with the philosophy and objectives of MCA. Expulsion may also be recommended for unresolved disciplinary probation. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed. The expulsion date may be immediate.

Expulsion may result from severe misconduct such as, but not limited to:

- Propagation of pornographic literature
- Sexual harassment or acts of immoral behavior
- Possession or use of alcoholic beverages, tobacco or illegal drugs on campus or at school-related events. None of these items are to be in vehicles brought to school (Medication taken during school hours must be kept in the school office.).
- Carrying or possessing weapons of any kind on campus
- Verbal or physical threats or assaults toward a member of the faculty, staff or student body
- Any behavior that is considered to be criminal activity

Students expelled from school may not return to campus for any reason or attend MCA school events.

Student Misconduct/Discipline Guidelines

General Discipline Guidelines provide a description of a broad range of behavior considered to be student misconduct. The behavior described should be viewed as representative of the misconduct that most frequently causes a disruption to the orderly educational process. The acts of misconduct listed in Levels I, II, III, are not inclusive. The student who commits an act of misconduct that may be classified into any of the three levels will be subject to disciplinary action by the classroom teacher, administrator, or Head of School. Violations of the Student Code of Conduct and behaviors listed in the General Discipline Guidelines could result in disciplinary sanctions, including but not limited to disciplinary probation, disciplinary suspension, and expulsion.

When and where these rules apply

The policies and administrative procedures concerning student conduct apply to actions of students on school property, school vans and in some cases, for conduct occurring off school property or within 300 feet of school property.

Additionally, the rules apply to actions of students at all school-sponsored or school-related activities or events, such as field trips, sporting events, school assemblies and fairs or evening school-related activities.

Finally, students should be aware that administrators who are made aware of inappropriate activity/ conduct or criminal activity either on or off of campus, will make a report to appropriate law enforcement agencies. In addition to these administrative rules, students may be subject to criminal charges for violations of the law.

General Discipline Guidelines

Assessing Discipline

When administering discipline, personnel shall adhere to the following general guidelines:

- Discipline shall be administered when necessary to protect school students, property, and to maintain essential order and discipline.
- Students shall be treated fairly and equitably.

Discipline shall be based on a careful assessment of the circumstances of each case and may include such factors as:

- Seriousness of the offense
- Student's age
- Frequency of misconduct
- Student's attitude
- Potential effect of the misconduct on the school environment
- State law requirements for certain disciplinary consequences

Acts of misconduct are categorized into the following three levels of offenses:

● LEVEL I – Violation of Classroom or Transportation Rules: Offenses that generally occur in the classroom and can be corrected by the teacher,

● LEVEL II – Administrative Intervention: Offenses that are serious in nature or a continuance of Level I misconduct. Suspension can be considered.

● LEVEL III – Expulsion: Offenses that seriously disrupt the educational process in the classroom, in the school, and/or at school-related activities, or a continuance of repeated Level I or II misconduct.

Level I – Violation of classroom or transportation rules

Each teacher or staff member establishes the rules for the classroom and for the school-related activities. Much behavior is managed by the classroom teacher. The teacher may use any of the disciplinary options listed below in maintaining classroom discipline.

Acts of misconduct may include such behavior as:

● Violations of rules or procedures established by the teacher.
● Refusal to participate in classroom activities.
● Repeated unexcused tardiness to class.
● Failure to bring required classroom materials or assigned work to class.
● General misbehavior, such as eating or chewing gum in class, horseplay, making excessive noise, or violating campus dress codes. Selling or soliciting for sale any merchandise on school campus without the authorization of the administration.
● Disruptive or non-compliant behavior on a school van.
● Posting or distributing unauthorized materials on school grounds.
● Any other act that disrupts the classroom or interrupts the operation of the class/activity.
● Pranks: Under no circumstances will the administration tolerate any type of student pranks on campus. This is applicable to all property, buildings, furnishings etc. of MCA, as well as the property of faculty, staff, and other students.
● Failure to deliver or return written communications between home and school. Failure to abide by rules, regulations, and dress code at extracurricular activities or at co-curricular activities such as field trips (including dress code).
● Loitering in unauthorized areas.

Disciplinary Options/Responses for LEVEL I

● Oral Correction
● Other appropriate in-class disciplinary actions
● Writing of rules
●Time out during recess/Loss of Privileges
●Referral to Administrator

Procedure for Level I:

1. Any staff member who observes a student violating classroom rules may correct the student(s).
2. The teacher should discuss the misbehavior with an administrator if the behavior does not change.
3. Level I behavior violations and Discipline Options/Responses are not limited to those provided. Serious or repeated violations may result in a referral to Level II.

Level II – Administrator/Head of School Intervention

Some infractions will result in a referral to an administrator or Head of School. The disciplinary response depends on the offense, previous actions, and the seriousness of the misbehavior. Suspension can be considered. Level II acts of misconduct include those student acts that interfere with the orderly educational process in the classroom or in the school.

A teacher who observes a student engaged in Level II or higher misconduct will fill out a discipline/ referral form for administration or Head of School.

Acts of misconduct include such behavior as:

● Repeated violation of classroom or transportation rules under Level I.
● Leaving the classroom or school grounds without permission of school personnel.
● Violations of fire regulations - include tampering with fire alarms, using or possession of matches, lighters, or other flammable materials.
● Inappropriate display of affection.
● Any verbal abuse of others, including name-calling or derogatory statements. Bullying, Harassment, and or Intimidation
● Changing school records or documents or signing parents' names on school documents.
● Cafeteria disturbance. (Junior High and High School)
● Cheating or copying the work of others
● Plagiarism
● Destruction of property, maliciously or purposefully, will be cause for suspension until restitution is made by parents or student.
● Profane language or gestures
● Gambling
● Failure to comply with reasonable requests of school personnel and/or defiance of the authority of school personnel.
● Display of disrespect toward school personnel or campus visitors.
● Wearing dress or attire signifying gang affiliations, profanity, vulgar language, or obscene gestures.
● Any ethnic or racial slurs that seriously disrupt the educational process.
● Accessing materials and sites on the internet that are deemed to be inappropriate by MCA.
● Logging on to a computer, sending email, or accessing the internet using a name or password other than the student's own.
● Posting unauthorized web pages, graphic images, or offensive language or comments on a school web page, internet, Facebook, Instagram, SnapChat, or any social media site.

Disciplinary Options/Responses for Level II:

● Referral to Administration or Head of School
● When serious or persistent problems require it, the administration will request a conference with the parents. The student may also be required to be present.
● Probation and/or Suspension will be considered for serious or persistent behaviors
● Any other appropriate disciplinary actions determined by the administration.

Procedure for Level II:

1. Referral to administrator by way of a Discipline Referral Form.
2. Administrator confers with student and/or teacher to establish appropriate action.
3. When serious or persistent behaviors require it, the administration will request a conference with the parents.
4. Notification is sent to the teacher indicating action taken.
5. Discipline Referral Form is retained by the administrator and documented on Student Discipline Tracking Form.
6. Level II behavior violations and Discipline Options/Responses are not limited to those provided.
7. Repeated violations shall result in Probation, Suspension, or Expulsion.

Probation and Non-invite

A student may be placed on disciplinary probation after repeated Level 1 behaviors or a Level 2 behavior of the school discipline policy. The student will be given a specified period of time for improvement. If the improvement plan is honored, the student will no longer be on probation. However, students who do not honor the improvement plan with improved conduct and behavior will be asked to withdraw from the school.

Both faculty and administrators will provide input and have significant discussion before placing any student on probation and withholding enrollment.

Students placed on probation will be required to attend a parent conference and will subsequently have periodic meetings to measure progress with teachers and administrators.

Students placed on disciplinary probation will not be invited to re enroll unless satisfactory behavioral improvement has been made, providing there is space available in that grade at that time.

Level III – Expulsion

Acts include conduct for which an administrator or Head of School will require the withdrawal of the student. A decision to require a student to be withdrawn is final and may not be appealed.
Acts of misconduct include such behavior as:
● Chronic or repeated disciplinary infractions of Level I and Level II offenses. Not honoring the disciplinary probation improvement plan with improved conduct and behavior.

● Fighting
● Misdemeanor stealing/theft of property; including computers and related equipment, in an amount under $750.00. (Parents will assume full financial liability for all theft of school property because of their child's actions.)
● More than one instance of cutting class or other forms of truancy.
● Discharging or calling in a false alarm will result in police being called and is a felony offense.
● Possession of a knife.
● Smoking, vaping, using or possessing tobacco products.
● Aggressive, disruptive action or group demonstration that substantially disrupts or materially interferes with school activities. (This includes such acts as boycotts, sit-ins, trespassing, and walkouts).
● Indecent/unsolicited sexual proposal/sexual harassment.
● Participation in activities by groups such as gangs and cults.
● Possession or use of fireworks, "poppers", smoke or stink bombs, or any other pyrotechnic device that may be used to disrupt the educational process.
● Possession of live ammunition or bullets.
● Engaging in threats of other acts of intimidation that interfere with another student's desire or willingness to participate in the educational process.
● Misdemeanor criminal mischief (vandalism) resulting in the destruction or defacing of any property, including computers and related equipment, in an amount greater than $20.00 but less than $1,500.00. This includes rendering computers or related equipment inoperable or damaging them; intentionally introducing viruses, worms, or tampering with programs or other data without authority.
● "Hacking" or other use of computers to gain unauthorized access to school or other databases, including student, faculty, or district data files, without permission. In addition to any criminal penalties, students may have their computer privileges suspended.
● Use of school computers, facsimile equipment, cell phones or other electronic devices to transmit, review, view, or display obscene, vulgar, sexually explicit, or racist media or to display information that advocates unlawful activities or provides guidance on the construction or production of weapons, illegal devices, or controlled substances.
● Use of the school computer network, equipment or cell phones, or translator, with the intent to incite violence or aggressive and/or disruptive action on the part of the student body, use of slanderous language, or use of language that promotes racial disorder or sexual harassment and is disruptive to the school environment.
● Use of the school computer network or cell phones for soliciting or purchasing commercial materials and/or services of any kind.
● Use of the school computer network, cell phones to engage in participation in hate groups.
● Misdemeanor extortion, which is defined as obtaining money or information from another by coercion or intimidation of a value less than $1,500.00.
● Hazing, which means any intentional, knowing, or reckless act directed against a student by one person alone or acting with others that endangers the mental or physical health or the safety of a

student (for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization or general classification of students whose members are or includes other students).

● Students should be aware that the conviction of any felony offense whether at school or away from school will result in expulsion.

● Any other acts of serious misconduct that disrupts the school environment in the classroom and/or school.

● Assisting (directly or indirectly) with the promotion of any behavior prohibited by this Student Code of Conduct.

Disciplinary Options/Responses for Level III

● Required administrator, student, and parental conference.

● Restitution or restoration, as applicable, for vandalism to property.

● For fighting, Class C Misdemeanor, the police will be called.

● Student will be withdrawn from school.

Procedure for Level III

1. Referral to administrator by way of Discipline Referral Form.
2. Administrator confers with the student and parent about the misconduct. The student is given an opportunity to explain the incident. The administrator determines misconduct.
3. Administrator decides whether the student will be expelled. Written notice of the offense/s and the action taken are given to the parent and teacher.
4. Any “activity” within 300 feet of the school is considered on school premises and is under the authority of the school administrator.

Appeal of Administrators Expulsion

Level I appeal – the student’s parents or legal guardian may appeal the expulsion to the campus Administrator. The request for appeal must be in writing and must be on an MCA Appeal form, which may be obtained from the campus Administrator. The request for an appeal must be received in the school office within three (3) days. Parent should put this in writing to ensure proper timelines of the date of the administrator removing the student. A conference with the student and parents will be held within five (5) days, after which a decision will be issued.

Level II appeal - if the parent or legal guardian is dissatisfied with the decision of the campus administrator, the parent or legal guardian may appeal the expulsion. The request for appeal must be in writing and must be on an MCA Appeal form, which may be obtained from the school office. The request must be received in the Head of School‘s office within three (3) days of the date of notification of the Level I decision. A conference with the student and parents or legal guardian will be held within five (5) days after which a decision will be issued.

Level III appeal - if the parent or legal guardian is dissatisfied with the decision of the Level II appeal the parent or guardian may appeal to the Board of Trustees. The request for appeal must be in writing and must be on an MCA Appeal form, which may be obtained from the Head of School's office. The request must be received in the Head of School‘s office within three (3) days of the date of notification of the Level II decision. The appeal will be heard at the next regularly scheduled board meeting.

Dress Code - Raising the Standard

Our goal in life is to glorify the Lord Jesus Christ and draw attention to Him, not ourselves. Our clothing, hairstyles, and conduct should always be pleasing to Him. In order to live up to this standard, a school uniform is required as follows. If a student is not in compliance with this uniform code, the parents will be called and the student will be asked to go home and change.

Marshall Christian Academy dress code is established to teach hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority.

Basic assumptions concerning appearance

• A students appearance reflect their values. We do not want your child’s appearance to conflict with the values espoused by MCA.

• The students appearance affects his/her behavior and that of his/her peers. If a student's appearance is excessive or draws attention to itself in someway, then it is a distraction to the task at hand, which are education and maturity.

• The students appearance sets the tone of the environment. That which is visible, often reflects and represents that which is not visible.

• Community interest must take precedence over personal preferences. Our dress must reflect the distinct mission of our school and encourage the personal growth of each student.

General dress code guidelines

• No hoodies are to be worn in the classroom.

• All belts must be a solid color with a traditional buckle.

• Hats may not be worn at any time in the classroom or in any building on campus.

• All clothing should be in good condition and not in need of repair.

• All body piercing, except for the earlobe for girls,is prohibited.

• Tattoos, temporary or permanent, are prohibited.

• All school uniform bottoms must be navy, khaki or black uniforms.

• Quality athletic shoes or shoes designed for outdoor play. All shoes must be closed toe and closed heal. No crocks. No boots, except on Fridays.

• Undershirts worn under uniform shirts must be solid colors without any logo.

Boys Guidelines

• Hair should be neat, clean, moderate, and a natural hair color. Hair length should conform to the following guidelines: above the eyes and not lower than the bottom of the collar of a dress shirt.

• Be clean shaven. No mustaches or beards.

• Hairstyle should not be a distraction to the individual or those around him. This includes drastic changes in hair, color or style.

• No extreme hairstyles allowed (e.g. man-buns, Mohawks, no design shaved in head, etc.) and this will be left up to the discretion of the administration.

• Uniform slacks or shorts (khaki, black or navy).

• Polo style shirts with collars (any color).

• Dress shirts, such as worn with a suit or sport jacket, may be worn with slacks.

• Shirts are to be tucked in at all time with a belt.

• **Friday (Spirit day) must be Guardian t-shirt or school shirt with blue jeans.** This is not a free dress day where your child chooses what they want to wear.

• Closed toes shoes (no sandals, flip-flops, crocks, or shoes with wheels).

• Staff members may ask a student to remove jewelry and/or accessories which draw excessive attention, distract the student, and/or prohibit normal student activity.

Girls Guidelines

• Hair should be neat, clean, modest, and a natural hair color.

• Hairstyle should not be distracting to the individual are those around her. This includes drastic changes in hair, color or style. Hair color and highlights should be in natural tones.

• No extreme hairstyles are allowed, and this will be left up to the discretion of the administration.

• No extreme hair accessories will be allowed.

• Girls are expected to maintain a standard of modesty in all clothing. No clothing should be form fitting. Yoga pants are not permitted in school, at practice, or at games.

• Pants or shorts (khaki, black or navy) with a belt. Skinny jean uniform pants, skinny jeans or jeans with holes are not acceptable.

• Skirt length is not permitted to be shorter than 4 inches from the crease in the back of the knee.

• Polo style shirts with collar (any color) must be tucked in at all times.

• All skirts, shorts and skorts must be a modest length. Modesty shorts must be worn under all jumpers and skirts.

• Tights or leggings are **only** allowed to be worn under skorts and skirts.

• Jewelry and/or accessories should be modest, understated, subtle and tasteful. Dangling earrings are not permitted.

• Closed toed shoes (no sandals, flip-flops, or crocks)

• Friday (Spirit day) should be Guardian t-shirt with jeans. Blue jeans worn on Friday must not be skinny jeans or have holes in them. This is not a free dress day where your child chooses what they want to wear.

• Girls may dress up and wear modest skirts or dresses if they cover the knees while seated.

• Staff members may ask a student to remove jewelry and/or accessories which draw excessive attention, distract the student, and/or prohibit normal student activity.

Spirit Day Dress Code

Spirit Guardian t-shirts or uniform shirts with full-length blue jeans (in good condition and with no holes), capris, or any uniform bottom may be worn on Fridays. Colored denim jeans or leggings are not allowed. This is not a free dress day where your child chooses what they want to wear. Boots can be worn on Fridays.

Drug and Substance Abuse

Because we believe that our bodies are the temple of the Holy Spirit, the possession, use, or distribution of drugs, alcohol, and tobacco products is prohibited. This also includes the use of electronic nicotine delivery systems also known as e-cigarette, e-cigars, e-hookahs, and e-pipes. Any situation where a student is suspected of engaging in such activities will be thoroughly investigated by the administration, and the parents will be notified. The administration of Marshall Christian Academy reserves the exclusive right to have Marshall Police Department or a third-party entity conduct routine and random checks for illegal drugs, anywhere on campus.

Students connected to any drug related persons or suspected events, or activities may be required to submit to drug testing and be subject to expulsion. Violation of this policy will be dealt with by the administration, whether the events occur **on or off** campus, and whether the parents have knowledge of the activity or not. The MCA administration has taken the following proactive steps to educate faculty, parents, and students on drug and substance abuse:

• Teacher in-service education for faculty and staff

• Positive student peer accountability with anonymity

Marshall Christian Academy will not tolerate substance abuse. A student is subject to expulsion based upon the following guidelines:

1. A student will be expelled if the student while on or within 300 feet of school property—as measured from any point on the school's real property boundary line—or while attending a school-sponsored or school-related activity on or off school property:

a. Sells, gives or delivers to another person or possesses, uses or is under the influence of marijuana, a controlled substance in an amount not constituting a felony offense or a simulated controlled substance constituting a felony offense.

b. Sells, gives or delivers to another person or possesses, uses or is under the influence of any amount of a dangerous drug in an amount not punishable as a felony offense.

c. Sells, gives or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses or is under the influence of alcohol, if punishable as less than that of a felony.

d. Engages in conduct that contains the elements of deadly conduct under Section 22.05 of the Penal Code.

2. If there is an indication that drugs are being concealed on the person of the student, the administrator is permitted to have the student searched in the presence of another witness. Suspected students may be required to have drug testing.

Smoking and Vaping Policy

● **This Smoke Free Policy includes the use of electronic nicotine delivery systems – known as e-cigarettes, e-cigars, e-hookahs, and e-pipes. To protect and enhance indoor air quality and contribute to the health and well-being of all students, employees and visitors, Marshall Christian Academy shall be entirely smoke free and vape free. This policy is effective immediately. Smoking and vaping are prohibited in all areas within the campus or on campus grounds without exception. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, hallways, cafeteria, teacher lounge, stairs, restrooms, employer owned or leased vehicles and all other enclosed facilities.**

● Definitions: Smoking refers to the use of traditional tobacco products. Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices. These are commonly called e-cigarettes, e-pipes, e-hookahs, and e-cigars.

Dual Credit

Dual Credit courses are available for high school students in 10-12th grade, who qualify, through a partnership with LeTourneau University. Grades in previous classes must reflect the maturity and dedication to academic excellence needed to take college level classes.

Emergencies/Accidents/Illnesses

When students are ill or injured, their parents will be notified as soon as possible. If the school is unable to reasonably contact one of the parents or legal guardians, a school representative will call 911 or take the child to a doctor or hospital and authorize medical treatment, including but not limited to emergency surgery or other medical treatment, when such treatment is deemed reasonable necessary by one or more of the treating or acting physicians at the time of such emergency. A liability release form and medical treatment authorization signed by the parent or legal guardian are on file at Marshall Christian Academy as part of the enrollment application. Minor scratches and bruises will be treated with ice and/or bandaids.

If a student becomes ill during the school day, his/her parent will be notified, and the child will be cared for until the parent is able to pick him/her up.

Extra Curricular Participation

Extracurricular participation is defined at MCA as participation in any competitions representing MCA. Examples include athletic team competitions, fine arts competitions, and TCAL or ACSI academic competitions. Eligibility guidelines apply to all extracurricular participation.

Eligibility Guidelines

Full Eligibility: Student earns a 70 or above in all classes. No change to current policy.

Conditional Eligibility: Student earns a class average below 70 in one class. In this scenario, a student retains eligibility. However, they must attend a minimum of two academic tutoring sessions per week in the class they earned a D. Failure to attend the required minimum of two would move the student to status of "Ineligible" until the next grade check. Full eligibility may be restored at the next assigned grade check if they are passing all classes. If at the next grade check a student is still failing any one class, their status remains at "Conditional Eligibility."

Ineligible: MCA's current policy with the change being if a student's class average is below a 70 in two or more classes. Mandatory academic tutoring sessions minimum of two per week would be required.

Field and Educational Trips

Field trips are a vital part of the educational program. They are considered part of the regular school day. Only parents authorized, in advance, may attend a school sponsored field trip. Other children and/or siblings **may not** attend the field trip. Students may be required to wear special uniforms or dress for the field trip.

Parents will be notified in advance by the teacher of an upcoming field trip; students are not permitted to attend field trips without parent permission form being signed and returned.

Financing Your Child

For each one will bear his own load. (Ga. 6:5)

The education of your children is not ‘cost free’. MCA understands the economic challenges many families encounter and has sought to assist families by maintaining its educational costs as affordable as possible. However, MCA relies on the faithfulness of its parents to bear their portion of the responsibility toward the education of their children.

Tuition and Fees Summary

Tuition Rate

Base Tuition Rate (annual)

- K4 - 12th $4,500 per student; annual fee

Non-refundable Fees **All Students**

- Application Fee $ 50.00 per student; one-time fee to be paid for submitting the application
- Testing Fee $ 100.00 per student

All Students

- Register/Enroll $ 150.00 per student; annual fee
- Curriculum Fee $ 500.00 per student; annual fee
- Technology Fee $ 300.00 per student; annual fee

Guardian GOLD Program

A program where faith meets proven strategies to unlock your child's potential.

Specialized support for dyslexia and other learning differences.

- $ 300.00 per month per student, or $3,000.00 annually

Payment

- Tuition payments are invoiced by email which provides a link to make the payment.
- Cash or check payment may be made in the school office between the hours of 7:30 - 3:00
- Automatic withdrawal may be arranged as well

Please call the school office to discuss any financial question. 903-935-1060

Opt-Out

- Our school operates on continuous re-enrollment. Students are considered re-enrolled automatically unless or until the parent or guardian signs an Opt-out form obtained from the school office by February 1.
- Tuition must be paid up to date in order to receive transcripts or have the student files forwarded to the next school.

Fundraising

MCA maintains three primary fundraiser each year to offset the costs of maintaining the school. Each family is asked to provide its participation in the following ways:

- Summer fundraiser: MCA school sponsors - request someone you know, either a person or business to partner with your child's school. Minimum of $300.00.
- November Fundraiser - this past year we asked the families to sell At Your Service Cinnamon Rolls
- Spring Fundraiser - this past year we repeated the sale of At Your Service Cinnamon Rolls

As is the nature of any privately funded educational institution, all money needed to provide a quality program cannot come from tuition alone. Various financial programs are needed to aid the school in different and distinctive ways. This means that families and school groups should not commence their own fundraising efforts as this will hinder MCA's fund-raising efforts.

Grading

A grading scale is not used for K-4 and Kindergarten. During these years, children are acquiring basic skills that will enable them to become independent, lifelong learners. Parents will be provided with valuable evaluation information that will enable them to follow their child's academic growth and development during these important foundational years.

Grading Scale is for 1st-12th grade, based on tests, quizzes, and a variety of other academic criteria.

Grading Scale:

A 90-100
B 80-89
C 70-79
D 60-69
F Below 60 is failing

Graduation Requirements

Twenty-four (24) credits are required for graduation:

4 Bible credits
4 English credits
3 Math credits
3 Science credits
4 History credits
1 Foreign Language credit
5 Elective credits
24 Credits Total

Grievance/Conflict Resolution

NOTE: For sexual harassment resolution please use the procedures in Appendix A

Open Door Policy: If a problem or complaint is so delicate a matter that you feel compelled to obtain advice from a Principle/Administrator, the administration encourages the parent to do so. Administration has been trained to work with parents determining the most appropriate means by which conflict resolution can be achieved in accordance with the Matthew 18 Principle. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. Informal resolution is encouraged but does not extend any deadlines set forth in this or any other relevant MCA policies.

Conflict Resolution Procedures: If a situation occurs where a parent or student believes is unjust or inequitable, they are encouraged to make use of the Matthew 18 Principle and Conflict Resolution procedures. The grievant may discontinue the procedure at any point if the problem is resolved.

- **Step One:** The grievant should present any problem privately to whomever caused the problem or whoever is involved in the conflict, in a positive and constructive manner, immediately, or within a reasonable timeframe.
- **Step Two:** The grievant should advise the appropriate Principal/Administrator of the problem within ten calendar days of the incident or within reason. The Principal/Administrator should document the discussion and attempt to help resolve the problem. If the problem remains unresolved, the grievant may proceed to step three within ten calendar days of bringing the conflict before the Principal/ Administrator.
- **Step Three:** The grievant presents their conflict to the Head of School in writing. The Head of School reviews and considers the conflict. The Head of School will inform the grievant of his or her decision within thirty calendar days, and a copy of the written response will be retained in the student's file.
- **Step Four:** Should the grievant feel that the Head of School has not followed the school policy and procedures for conflict resolution or not be satisfied with the decision, they may submit a written appeal to the Board of Trustees for review within ten calendar days of the decision of the Head of School.
- **Final Determination**: The Board of Directors will make the final determination and will inform the grievant of the decision within thirty days.

Not every problem can be resolved to everyone's total satisfaction. Only through understanding and discussion of mutual problems can parents, and student develop confidence in each other. This confidence is important to the operation of an efficient and harmonious school environment.

Harassment: including bullying, harassment or intimidation

(See Appendix A for School Policy and Reporting Procedures for Sexual Harassment)

MCA is committed to maintaining an academic environment in which all individuals treat each other with

dignity and respect, and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. The school is prepared to act to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including expulsion.

Bullying behavior is a specific type of harassment defined as the repeated and intentional behavior purposefully done to hurt or harm another person who has a hard time defending himself/herself. The harassment may be in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or related activity, or in a school operated vehicle. As the definition suggests, bullying behavior involves three key components which distinguish it from rough-and-tumble play and real fighting:

- Intentional, aggressive behavior that results in harm to the student or student's property.
- A pattern of this behavior over a period that creates an intimidating, threatening, or abusive educational environment.
- An imbalance of power or strength that places a student in reasonable fear of physical harm or of damage to the student's property and if it interferes with a student's education or substantially disrupts the operation of the school.

A person is harassed when he or she perceives or actually experiences discomfort with identity issues in regards to race, color, national origin, gender, disability, religion, or other identifying characteristics, and his or her ability to participate or benefit from the school's educational programs or activities is adversely affected.

A person is intimidated when he or she is subjected to intentional action that seriously threatens and induces a sense of fear and/or inferiority, and his or her ability to participate in or benefit from the school's educational programs or activities is adversely affected.

Students who believe that they are victims of bullying, harassment, or intimidation should report any such incidences promptly. Students may report bullying, harassment, or intimidation without fear of harmful consequences.

Head Lice

Marshall Christian Academy has a Nit-free policy. If your child is sent home with head lice, the student must be checked in the office prior to readmission. Readmission is at the discretion of the Administration.

Health Policy

Immunizations

All students enrolled a MCA are required to have up-to-date immunization records on file at the beginning of each school year and a Medical Authorization form must be completed and updated as needed.

State law requires that any child entering school must have immunizations against certain diseases. You will need to provide MCA with a copy of health, shot and/or immunization records. Any health records concerning your students(s) may be submitted to the school office.

All new admissions will have immunizations up to date prior to attending the first day of school. Follow-up emails and phone calls will be made, if necessary. It is the parent's responsibility, not your child's responsibility, to deliver an updated immunization record to the school office. Students who are delinquent in obtaining their immunizations, after the first 30 days of school, will not be allowed to attend classes.

Exemptions from immunizations are allowed for reasons of conscience in the state of Texas. You may elect not to immunize your child/children via the following ways -

• An affidavit, available from the Texas Department of Health, must be submitted to the school office. This is valid for two years.

• Medical exemptions from obtaining immunizations are allowed. To claim an exemption for medical reasons, a student must have a statement signed by their physician who has examined the student and states that the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household. This exemption statement is valid for one year from the date signed by the physician.

• MCA adheres to Texas state law, which requires that immunizations are up-to-date.

Any student participation in sports must have an annual physical and turn in a signed physical form.

Dispensing Medications

Student Medications are considered to be any pills, liquids, injectables, inhalants, sprays, eye drops, ear drops, cough drops/lozenges, or topically applied creams and ointments that are expected to relieve symptoms.

Marshall Christian Academy does not keep a supply of medicines to be administered to students. If a parent wishes for their child to receive fever reducing or pain reliever medication during the school day, the medication must be supplied by the parent and accompanied by a signed Medication Authorization Form. In the case of Epinephrine auto-injectors or quick-relief inhalers, specific forms are required for these medications. Please contact the school office. All medication forms must be renewed annually.

All medications must be dropped off by a parent or guardian. At no time should any student carry any medication, whether provided via prescription or purchased over the counter, on their person in a backpack, in their locker, etc. unless allowed by law for self-administration and prior authorization has been granted after submitting the required paperwork. Any student that is not following this policy could be subject to disciplinary action.

Marshall Christian Academy staff will not be responsible for the exchange of student medications between a student's parents/guardians unless the medication is for medical emergencies such as Epinephrine, or Glucagon.

Should the student require medication at multiple households, it is the responsibility of the parent/ guardian to facilitate the provision of medication to necessary caregivers outside of the school setting. The first dose of any new medication must be given at home where the parent can monitor the effects. Only fever reducing and pain reliever medication provided by the parent will be dispensed at school after receiving parental consent.

All prescription medication must be administered by the parent. No school staff will administer prescription medication.

Allergies and Health-Related Conditions

The parent or guardian of a student with a food allergy, life-threatening allergy, or any other type of serious or life-threatening health-related condition is fully responsible for notifying the school of said allergy or condition. The information should be included in the appropriate spaces on the enrollment and registration forms and then discussed with the student's primary teacher and any other necessary personnel at the beginning of each school year.

Illness Guidelines

Please read and comply with the guidelines listed below regarding sending your child to school after an illness. Students have been returning to school too soon after an illness-related absence, which then perpetuates the cycle of contagious illnesses among our students. We appreciate your understanding and cooperation in protecting all of our students from communicable or contagious diseases. Students need to be an optimal health for optimal learning.

Communicable Disease/Conditions Exclusion From School

To protect students from communicable illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his/her child has a communicable or contagious disease, the parent should contact the school office so that other students who might have been exposed to the disease may be alerted according to the Department of State Health Services. Student should be symptom-free for **24 hours** before returning to school. The guidelines below have been developed for the exclusion of students who have communicable or contagious disease.

Exclusion: The Head of School shall exclude from attendance any student suffering from a reportable disease, as defined by the Texas Board of Health until the criteria for re-admittance is fulfilled. The Head of School may exclude at his discretion a student suffering from scabies, impetigo contagiosa, ringworm of the scalp, common cold, infectious forms of conjunctivitis, pediculosis (lice), severe coughing, and undiagnosed skin rash.

A student with any infectious disease that requires hospitalization needs a written doctor's statement to return to school. Included in this group of illnesses are: diphtheria, measles, bacteria and viral meningitis, poliomyelitis, and pulmonary tuberculosis.

Re-admittance: Students excluded for the reason of communicable disease shall be re-admitted by one or more of the following methods: 1. Certificate of the attending physician attesting to the recovery and noninfectious state 2. permit for re-admission issued by the local health authority; or 3. after a period of time corresponding to the duration of the communicability of the disease as established by the Commissioner of Health.

Stay at Home/Exclusion from School

MCA's guidelines regarding illness and when to stay home from school. This is not an exhaustive list, but these are the more common diseases that require medical treatment and exclusion from school.

A student with any of the following symptoms must not attend school until the student is free from symptoms listed below:

• Difficulty breathing including uncontrolled coughing and/or requiring breathing treatments every 2 hours or more frequently.

• Diarrhea (3 or more episodes of loose stools in 24 hours), An individual must be diarrhea free for 24 hours without the use of diarrhea suppressing medications prior to returning to school.

- Vomiting, unless a physician feels the cause of vomiting is not an infectious disease and the individual is in no danger of becoming dehydrated, **this must be accompanied with a physician note**. Students must be **symptom free for 24 hours** without medication before returning to school.
- Temperature of 100 degrees or above. An individual must have a temperature below 100 degrees for 24 hours before returning to school **without** taking a fever reducing medication i.e. Tylenol, Motrin....
- Questionable rash until a physician has determined the rash is not caused by an infectious disease.

• "Pink eye" - Red or pink eye with thick discharge or draining eyes, intense itching with signs and symptoms of secondary infection.

• Open, draining lesions or wounds.

• Head Lice or nits on the shaft of the hair. until after the 1st treatment. Must be checked in office before readmitted into classroom.

- Strep throat or other streptococcal infection, until 24 hours after starting antibiotics and fever free for 24 hours.
- Known communicable disease must be treated for the appropriate amount of time as directed by a physician.
- Recommendation of a physician or nurse.

• For any infection, antibiotics must be taken for a minimum of 24 hours prior to re-admittance to the school.

- Students who have tested positive for COVID-19 will be excluded from school until at least 5 days have passed since their symptom onset.

If a student or a staff member test positive for Covid then it is a five-day quarantine. Meaning, if they are fever free and without any fever reducing medication such as Tylenol and or Ibuprofen, then they may return to school on day six. This is for five consecutive days. Having a negative Covid test to return

to school is not a requirement, as well as, masking remains an optional personal preference. MCA recommends that all junior high and high school athletes returning from the five day quarantine period and dealing with continued respiratory symptoms visit their pediatrician prior to returning to full athletic participation. A certificate of the attending physician testing that the child does not currently have signs or symptoms of a communicable disease or that the disease is not communicability in a school setting may be necessary for reentry to school.

Homework

It is not uncommon to find discrepancies within any classroom regarding how much time is necessary to complete a homework assignment.

Any concerns regarding homework should be discussed in a conference with your child's teacher.

Parents can assist their children with homework by providing an atmosphere which is conducive to studying in the evenings. It is also important that a student develop a teachable spirit and a desire to learn. Each student needs to cultivate a sense of 'calling' concerning the learning process, doing all his/her work as 'unto the Lord'. Self-motivation, self-discipline and responsibility are essential ingredients in the learning process. Homework also serves as the focal point to unite the students, parents, and teacher to affirm the learning process. The process is often more important than the product.

Honor Code

Students are expected to commit to the Honor Code which states:

"I pledge that all course work that I submit at MCA is a representation of my own ability and effort and has been completed honorably. I also understand that assisting other students, by sharing academic information on graded coursework, is dishonorable. I will strive to act, in all situations, with honesty, integrity, and respect for the rights and property of others and to help others behave in a similar fashion. I will strive to apply Philippians 4:8 to all of my endeavors while at MCA: 'Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable--if anything is excellent or praiseworthy--think about such things.'"

Inclement Weather

In the event of a school closure, an announcement will be made via MySchoolWorx app, as well as Facebook. If the opening of school is delayed, classes will generally begin at 10 AM. Every effort will be made to make this decision early enough to avoid any confusion. Please stay tuned to the previously listed communication methods. When the outside temperature is 40° or above, Primary/Elementary School, children will have regularly scheduled recesses. Please dress them accordingly and provide the proper outerwear for outside activities.

Injuries

Minor injuries will be given appropriate first-aid treatment by the school authorized staff member. Treatment will be limited to cleaning a wound and or providing Band-Aids and or applying ice packs. In

the case of serious injuries or other emergencies, paramedics will be called, and parents notified. If a parent cannot be reached, someone listed on the child's emergency contact list will be notified. Authorization to provide emergency medical care is given or declined on Medical Release Form.

Lost and Found

All lost and found articles will be collected daily and turned into the school office. Articles will be held for one week before being donated to Goodwill.

Lunch/Snacks

• MCA does not provide meals on a daily basis. Students must bring their own 'brown bag' lunches. It is very important that students eat an ample and nutritious breakfast and hand pack a lunch that properly fuels their minds and bodies for a productive school day.

• We do not provide the microwave use for meals brought from home. Students are not to ask the snack bar help to do it for them or use the microwave without permission.

• Younger children should be provided lunches with easy to open food packages.

• In order to ensure student safety, MCA does not currently provide microwave ovens for student use.

• Elementary students eat lunch in their classroom with teachers providing oversight. Junior High and High School students eat lunch in the cafeteria or other designated areas.

• K4-6th grade students are allowed snacks only at designated times. Secondary students are not permitted any food within a classroom or between classes.

• Junior High and High School students will be provided access to a limited selection of quick heat lunch items and small snack items, during their designated lunch period only.

Parent Conferences and Communication with Faculty

MCA faculty and staff welcome constructive communication from parents at any time. The following guidelines will help to direct communication in the most productive way:

● If you have a brief question about schoolwork or class procedures, contact the teacher via their MCA email in MySchoolWorx or leave a message at the school office. You may also write a note to the teacher and have your child deliver it. The teacher will respond with an e-mail, or a phone call. Teachers will attempt to return calls within 24 hours.

● Concerns involving students and classroom procedures are most appropriately directed to the teacher. Questions concerning school policy should be directed to the Administrators.

● If a conference is necessary, you may make your request through an e-mail, a written note, or a phone call to the teacher so that a mutually acceptable time may be scheduled. If a conference with the teacher is not satisfactory, a conference may be requested with the Administrator but only after the matter has been first addressed in a teacher conference.

● "Drop in" conferences before or after school are not workable at any time. Teachers and administrators schedule their use of time carefully and have duties that are particularly heavy at both the beginning and end of the day.

Parent Interaction

Parents are viewed as ultimately being responsible for the education and spiritual development of their children. By placing their children in MCA, they agreed to accept and abide by the policies and procedures established by the school. If you have any questions regarding any aspect of the school, please contact your child's teacher or administrator. Unanswered ambiguities or questions can lead to misunderstandings, rumors, or erroneous conclusions. It is in everyone's best interest not to leave questions or issues unanswered. Parents who show themselves to be an opposition to the philosophy and basic principles of the school may be asked to withdraw from MCA is stipulated in the enrollment contract.

Additional Parental Responsibility and Support

MCA seeks not to replace each parent's primary role. To more efficiently partner together in the equipping and building up of your children's lives we have provided additional ways you, the parents or guardians, can provide additional support.

- Attend the Parent-Teacher Conferences. Notification of dates will come in advance of each conference. A parent may also request a conference at any time by contacting their child's teacher.
- Attend a 30 minute Parent-Class Day to observe your child. Please schedule with the teacher.
- Support the school administration and your child's teacher in prayer.
- Arrange to volunteer for your child's teacher. Areas to volunteer are the following: lunch duty, recess duty, prep-work (i.e. cutting, gluing, etc./making copies in the office, Thanksgiving, cooking class)
- Support the ideals, rules, decisions and actions of school staff when there is conflict with your children, and call for information when in doubt yourself.
- Maintain open channels of communications by participating regularly in school functions and festivities

Parties

Holiday and Other Scheduled Parties

Scheduled parties are Christmas and Valentine's Day. There is no observance of Halloween at MCA.

All scheduled parties will be held on campus during school day

Children will not exchange gifts at the Christmas party. On Valentine's Day the children may exchange valentines providing every member of the class receives one. No other items can be exchanged at school (boxes of candy, jewelry, stuffed animals, etc.).

Parents, who help with a class party, are not to bring any other children or siblings with them.

Birthday Parties

Children may celebrate their birthdays by bringing refreshments to school. Refreshments should be limited to simple snacks. Arrangements need to be made in advance with the classroom teacher.

Invitations for any party to be held out-of-school may not be distributed at school unless the entire class is included, or all of a particular gender.

Early dismissal for parties is not granted.

Photographing Students

Students may be photographed or videotaped by the school during school activities. Parents may choose to allow their student's likeness to be used in promotional and/or advertising materials or to opt out. The opt out form can be obtained in the office.

Plagiarism

Plagiarism is defined as a "presentation of another person's words or ideas as your own and not properly giving credit to the author of those words." A plagiarist is a student who leads the reader to believe that what is being read is the original work of the student, when is fact, this is not true.

Examples of plagiarism include, but are not limited to:

- word for word copying of another' person's writing without enclosing the copied passage in quotation marks and identifying the passage with a footnote, both of which are necessary. This would include magazine articles, newspaper articles, book material, another student's work, or any written ideas and words that are not your own. Any verbatim use of someone else's work must be acknowledged by (1) appropriate indentation or enclosing all such copied portions in quotation marks and by (2) giving the original source in a footnote.
- a mosaic which is a random patchwork of readings and phrases that are woven into the paper resulting in a collage of other people's words, ideas, and thoughts, with the student's sole contribution being that of working the pieces together.
- paraphrasing which is an abbreviated (and often skillfully prepared) restatement of another person's language, structure, analysis and/or conclusion without credit being given to the person who prepared the original text or writing.
- purchasing a prepared paper from a third party and submitting it as your own original work, including all work created with AI programs.

Marshall Christian Academy cannot prevent students from plagiarizing, but we can make sure that students know what plagiarism is, what the penalties for it are, and the jeopardy it places them in.

Any student who may have questions or doubts about the originality of the work they are preparing to turn in as their own or needs **CLARIFICATION SHOULD** consult with their teacher.

Promotion Policies

A strong foundation in beginning reading and math skills is crucial to later academic success. For most students, the acquisition of these skills is an exciting and enjoyable process. However, for some students this process can be difficult and trying. For these students, a lack of academic success can be

attributed to a variety of factors such as poor grade-level placement, lack of maturation and development, as well as learning disabilities.

During the year, the elementary school uses a variety of standardized test, developmental screenings, and diagnostic tools to determine why a student may be experiencing academic difficulties. Using the test results, parent conferences and teacher recommendations, it may be determined that retention is necessary and in the best interest of the student. Most retention will take place at the kindergarten to second grade level, with a very few, if any, in the grades 3-5 level. When retention is necessary, the decision to do so have both negative and positive aspects, but the long-term benefit for the student generally outweighs any negative short-term concerns. Because MCA wants students to make academic progress, it is important that parents and students know what is needed to be promoted to the next grade level and the elementary grades.

The following information describes the academic measures used by MCA elementary staff to determine whether students are promoted. Parents are key partners and ensuring academic achievement; therefore, MCA strongly encourage parents to be familiar with the promotion standards.

• **Pre-kindergarten**

A decision to retain a student in the pre-kindergarten program shall be based upon the progress of the child, especially regarding the level of maturity attained and the ability to handle the academic rigors of kindergarten.

• **Kindergarten**

A decision to retain a student in the kindergarten program shall be based upon the progress of the child, especially with regards to the level of maturity attained and the ability to handle academic rigors of the first grade.

• **Grades 1-2**

Retention in 1-2 grades will be due primarily to the lack of achievement in language arts. Failure to read well will be a deterrent to achievement throughout the child's school career.

• **Grades 3-5**

Promotion in grades 3-5 will be determined by the average of the grades a student receives in all academic areas. The student must have at least an overall cumulative year average of 60% to be promoted to the next grade.

Request of Records

All student records are private and kept in a locked, secure fire proof file cabinet. Parents can request to see their student's records by coming to the school office during office hours. The file will be retrieved by the secretary and can not be taken out of the office. Request for copies of the student records will incur a copy fee.

Report Cards

Report Cards will be emailed via MySchoolWorx app to the email address we have on file for the parent/guardian of each student. A text will be sent on the date the report is added to an email that is sent to you. The text is to alert you to look into the email for the report card. If you don't receive the email call the office right away and let us know. Please make sure your email address is current and correct in the school office. If you don't have an email address, please consider getting one. Emailing reports to parents is one way of getting your student's grades quickly.

School Hours

Monday through Friday, from 7:30 a.m. - 3:00 p.m.Occasional field trips taken on any day may run past 3:00 p.m. in which the school will inform parents before the trip.

School Supplies

Grade level classroom teachers have created a supply list for their individual classes. They are sent via email to the addresses we have on file at the school office.

Search and Seizure

Authorized school personnel may conduct a reasonable search of a student or his/her locker, and/or belongings when they have reasonable cause to believe that the student has an item in his/her possession which may constitute a criminal offense under the laws of this state, or other items prohibited by school rules. Students also understand and agree that MCA shall have the right to monitor or examine any electronic device at the school or any MCA activity. Additionally, MCA may monitor or examine any postings on the Internet or other electronic medium which includes but is not limited to text messages and postings on personal web sites, social networking sites, for example "Facebook, Instagram", or other private or public domains. Such monitoring includes but is not limited to all verbiage, pictures, depictions, graphics, and videos. Students understand and agree that they are responsible for and may be subject to disciplinary action for inappropriate material sent, posted, made available, shown to others, or possessed by the student themselves. Students are to behave in a manner that is pleasing and honoring to God and themselves. We are representing God, our families, ourselves, and Marshall Christian Academy.

Social Media – Acceptable use Policy

Students are responsible for using common sense, ethical & biblical standards, and good manners when online or texting. "Online" includes email, instant messaging, social networks, blogs, personal web pages, and other similar sites accessed through the Internet. Do not assume anything sent through these methods is private communications. Social Networking even sites marked as private are not always private. Students who post or send inappropriate material will face disciplinary actions as outlined in the Student Handbook including probation, suspension, or expulsion.

Unacceptable communication is always forbidden and includes:

- Alcohol or drug related pictures and/or involvement
- Profane, lewd, obscene, vulgar, rude language
- Cyber bullying
- Sexually provocative pictures
- Smoking or vaping pictures and/or involvement

Statements to or about another student that may be interpreted as

- Involving the usage of drugs or alcohol
- Harassing (persistently acting in a manner that distresses or annoys another person)
- Sexually provocative
- Threatening or disrespectful
- Bullying
- Knowingly post false or defamatory information about a person or organization

If you are asked by another person to stop sending messages, you must stop. Students should report all such incidents of misconduct to a parent, teacher, or administrator immediately.

Student Drivers

Students who drive to school and park their vehicle in the MCA parking lot are required to register their vehicle with the school office. Proof of insurance, a valid Texas driver's license, and vehicle tag information is required. Students are responsible for keeping this information up-to-date by notifying the office of any changes in their insurance and/or vehicle within five (5) working days of the change.

MCA Guidelines for Driving and Parking on School Campus

- Speed limit is 10 mph.
- Reckless behavior and/or careless driving will not be tolerated on campus at any time.
- No student can go to their vehicle during school hours without permission from office.
- Student drivers can not transport other students to school functions.
- Students holding a temporary driving permit or no permit are not allowed to be behind the wheel of a vehicle unless accompanied by their parent(s).
- Students must be courteous, attentive and compliant to any instruction, request or limits given them by the carpool monitors.
- Writing, pictures, or symbols displayed on any vehicle which promotes a philosophy contrary to the philosophy of MCA is not permitted.
- Loud music is not permitted to be played in the vehicles while on school property or at school activities.

Violation of any of the above regulations may result in being denied the approval to drive on school property for a specified period, or other disciplinary action.

Any students who drive on campus without a valid driver's license will have their keys confiscated and immediate contact will be made with the parents. This violation will result in further disciplinary action.

Testing

Students in Kindergarten through 11th grade are given the Stanford Achievement Test every year in the spring. Seniors that are planning to go to college are encouraged to take the ACT and/or SAT in their junior and/or senior year.

Transportation

Transportation services will not be offered or made available through the school. Parents are encouraged to carpool, especially those from out of town. For information on out of town students, contact the office.

Truancy

Missing school without parent's permission or leaving school property without permission from the school office, is skipping school. The penalty for skipping is an unexcused absence for all work missed, plus possible suspension from the school. Students must obtain permission before leaving a classroom. Students who miss more than 20 minutes of class without permission will be considered truant.

Verbal Threats

Verbal threats are considered a very serious conduct offense and will result in an immediate out-of-school suspension and may result in expulsion upon investigation.

Visitors

Parents, volunteers, and visitors are not permitted to go directly to a classroom to deliver lunches, message, a forgotten assignment, an article of clothing or any other reason. Parents and visitors are required to drop off any deliveries at the school office and arrangements will be made for delivery to students. Additionally, pets are not allowed on school grounds, during school hours, except on designated days such as show-and-tell or with the teacher's permission.

Volunteers

Volunteers and parents are encouraged to help organize and provide assistance to their student's teacher. We will provide a volunteer sheet at the Orientation/Open House for you to sign up for various opportunities to help with your child's class.

- Special activities
- Field trips
- Independent non-academic classroom subjects
- Supervising students during lunch or during the day giving the teacher a free work period
- Clerical help in the school office

Withdrawals

● To withdraw a student, the parent or guardian must notify the school office and complete a withdrawal form. Withdrawal forms are to be submitted to the Registrar's Office.

● The student needs to turn in all school property to the school office. The withdrawal form will be processed internally at MCA through the office, athletic department, and business office.

● Records will not be released until all forms are completed and financial matters are resolved. Please allow 5 working days after all forms are completed and all financial matters are resolved for records to be released. End of year records require more time for processing.

● Students may be asked to withdraw from school if it is concluded that MCA's program is unable to meet a student's educational needs.

Marshall Christian Academy

Appendix A:Sexual and other Unlawful Harassment Policy

Marshall Christian Academy is committed to providing a learning environment that is free of discrimination and unlawful sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, national origin, or any other protected category will not be tolerated. As an example, sexual and other unlawful harassment (both overt and subtle) is a form of student misconduct that is demeaning to another person, undermines the integrity of the student and school community relationship, and is strictly prohibited. This includes harassment of a staff member, student, parent, or any other MCA constituent.

It shall also be a violation of school policy for any teacher, administrator or other school personnel of this school to tolerate sexual harassment as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are otherwise engaged in activities, including sporting events and other extra curricular activities, under the auspices of the school.

The school will act to promptly investigate all complaints, either formal or informal, verbal or written, of harassment because of sex, race, or other protected category; to promptly take appropriate action to protect individuals from further harassment; and, if it determines that unlawful harassment occurred, to promptly and appropriately discipline any student, teacher, administrator or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment.

Any student/parent who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to the Head of School's Office. The Parents/students can raise concerns and make reports without fear of reprisal. The school encourages the reporting party or complainant to use the report form available in the school office, but oral reports shall be considered complaints as well.

Any school personnel who become aware of possible sexual or other unlawful harassment should promptly advise the Head of School's Office. Should the Head of School's Office be unavailable or involved in the sexual or other unlawful harassment charge, the Board of Trustees should be advised.

Any person with knowledge of sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sexual harassment), should immediately report such actions in accordance with the following procedure. All complaints will be promptly and thoroughly investigated.

i. Any student who believes that he or she is a victim of sexual or other unlawful harassment should report the act immediately to their teacher or administrator who will report it to the Head of School. The matter will be handled in a timely and confidential manner.

ii. The school will investigate every reported incident immediately. Any student or employee found to have sexually harassed a student, will be subjected to appropriate disciplinary action, up to and including immediate expulsion or discharge.

iii. The school will conduct all investigations in a discreet manner. The school recognizes that every investigation requires a determination based on all the facts in the matter. We also recognize the serious impact a false accusation can have. We trust that all students and employees will continue to act responsibly.

iv. The reporting parent/student and any employee participating in any investigation under this policy have the school's assurance that no reprisals will be taken as a result of a sexual harassment (or other harassment) complaint or testimony given in regard to a complaint. It is our policy to encourage discussion of the matter, to help protect others from being subjected to similar inappropriate behavior.

Statement of Cooperation

Parents: Please read the following statements carefully and sign below to indicate your agreement.

Marshall Christian Academy believes that a positive and constructive working relationship between the school and a student's parents or guardians and the student is essential to the accomplishment of the school‘s mission.

~ We/I hereby affirm that We/I have read the Parent/Student/Academic Handbook and discussed policies with my student.

~ We/I certify that we consent to and will submit to all governing policies of the school, including all applicable policies in the Parent/Student/Academic Handbook. **As such, we/I will not take to social media or encourage other families to do so should conflict arise with the school faculty or administrators. We/I will pledge to follow the Matthew 18 principle.**

~ We/I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

~ We/I understand that the services of the school are engaged by mutual consent, and that either the school or We/I reserve the right to terminate any or all services at any time.

~ We/I understand that this handbook does not contractually bind Marshall Christian Academy, and is subject to change without notice by decision of Marshall Christian Academy‘s governing body.

Admission to the school is a privilege not a right, and admission for one school year does not guarantee automatic admission for future school years.

Parent/Guardian name: (print): _____

Parent/Guardian signature: _____ **Date:** _____
(both parents must sign.)

Parent/guardians name: (print): _____

Parent/Guardian signature: _____ **Date:** _____
(both parents must sign.)

Statement of Honor Code

Additionally, students are expected to commit to the Honor Code, which states:

"I pledge that all course work that I submit at MCA is a representation of my own ability and effort and has been completed honorably. I also understand that assisting other students, by sharing academic information on graded coursework, is dishonorable. I will strive to act, in all situations, with honesty, integrity, and respect for the rights and property of others and to help others behave in a similar fashion. I will strive to apply Philippians 4:8 to all of my endeavors while at MCA: 'Finally, brother's whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable-- if anythings is excellent or praiseworthy-- think about such things."'

I hereby affirm that I have read the Parent/Student/Academic Handbook. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Parent/Student/Academic Handbook.

I understand that this Handbook does not contractually bind Marshall Christian Academy and is subject to change without notice by decision of Marshall Christian Academy's governing body.

I understand that admission to the school is a privilege, not a right, and that my behavior, either on or off campus, which is not consistent with the school's standards could result in the loss of that privilege.

Student's name: (print): _____

Student's signature: _____**Date:** _____

Student's Classroom/Homeroom Teacher:

Student signature is only required for seventh through twelfth grade students. Please read the above statements carefully and sign below to indicate your agreement.

Grievance/Conflict Resolution

NOTE: For sexual harassment resolution please use the steps in Appendix A.

Open Door Policy: If a problem or complaint is so delicate a matter that you feel compelled to obtain advice from an Administrator, the administration encourages the parent to do so. Administration has been trained to work with parents determining the most appropriate means by which conflict resolution can be achieved in accordance with the Matthew 18 Principle. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. Informal resolution is encouraged but does not extend any deadlines set forth in this or any other relevant MCA policies.

Conflict Resolution Procedures: If a situation occurs where a parent or student believes is unjust or inequitable, they are encouraged to make us of the Matthew 18 Principle and Conflict Resolution procedures. The grievant may discontinue the procedure at any point if the problem is resolved.

• **Step One**: The grievant should present any problem privately to whomever caused the problem or whoever is involved in the conflict, in a positive and constructive manner, immediately, or within a reasonable timeframe.

• **Step Two**: The grievant should advise the appropriate Administrator of the problem within ten calendar days of the incident or within reason. The Administrator should document the discussion and attempt to help resolve the problem. If the problem remains unresolved, the grievant may proceed to step three within ten calendar days of bringing the conflict before the Head of School.

• **Step Three**: The grievant presents their conflict to the Head of School in writing. The Head of School reviews and considers the conflict. The Head of School will inform the grievant of his or her decision within thirty calendar days, and a copy of the written response will be retained in the student's file.

• **Step Four**: Should the grievant feel that the Head of School has not followed the school policy and procedures for conflict resolution or not be satisfied with the decision, they may submit a written appeal to the Board of Directors for review within ten calendar days of the decision of the Head of School.

• **Final Determination**: The Board of Directors will make the final determination and will inform the grievant of the decision within thirty days.

Not every problem can be resolved to everyone's total satisfaction. Only through understanding and discussion of mutual problems can parents and student develop confidence in each other. This confidence is important to the operation of an efficient and harmonious school environment.

Parent/Guardian name: (print): _____

Parent/Guardian signature: _____ Date:_____

(both parents must sign.)

Parent/guardians name: (print): _____

Parent/Guardian signature: _____ Date: _____

(both parents must sign.)

Student's name: (print): _____

Student's signature: _____ Date: _____

Student's Classroom/Homeroom Teacher:

Student signature is only required for seventh through twelfth grade students. Please read the above statements carefully and sign below to indicate your agreement.

Appropriate Computer/Internet Use Policy

Marshall Christian Academy's computers and Internet are made available to staff and students. With these resources, we are able to communicate with our students, parents, provide digital copies of records, email and transcripts. Students are able to search and research for important information for their class reports and such. Activity and use of MCA's computer system requires agreement with the following conditions of this policy.

General Policy Provisions:

Our computer system is for educational purposes only. Everyone should handle the system with respect and recognize that access to the Internet is a privilege not a right. No illegal activity is permitted.

- Be courteous at all times.
- There will be "Zero Tolerance" with any user who chooses to use the system or the Internet improperly.

User Responsibilities:

- Understand that the use of our computer systems is a privilege, not a right.
- Users must cooperate with all staff members who are present to monitor the use of online resources.
- Follow all local, state, national, and international copyright, intellectual property rights, and adhering to acceptable network use.
- Work in a moral and ethical fashion in support of MCA's standards.
- User will be required to adhere to the policies of other networks accessed.
- User will not violate the integrity of a network or computer system, change its performance or intentionally make it malfunction, or add or delete programs or information resources unless acting upon approved authorization to transfer programs to or from the district's local area network.
- User's privilege of access to remote electronic information resources shall be temporarily or permanently revoked for inappropriate use or violation of MCA's policy. In each case, such action must be initiated by the staff monitoring such activities. Violations shall be documented. Documented violations and repeated violations by any user shall be presented to the school administrator for appropriate action

As the parent/guardian of _____, I have read the Appropriate Computer/Internet Use Policy. I understand that access to and use of the computer network resources is designed for educational purposes. I understand it is impossible for MCA to restrict access to all controversial materials and I will not hold MCA responsible for material acquired on the network. I give my permission for my child to use the computer system/Internet.

_____ Date: _____

Parent/Guardian Signature..

Parent/Student/Academic Handbook Agreement

As a student of Marshall Christian Academy, I realize that I am a representative of Christ on and off Campus. Therefore, I pledge to make my conduct, dress, and manor of life a testimony to Christ's presence in my life. I will not knowingly do anything to dishonor His name while a student of Marshall Christian Academy and I will do everything in my power to fulfill Christ's commission to lead others to know Him. I hereby pledge that I will not use tobacco, alcohol, or drugs while a student of Marshall Christian Academy, and I pledge to keep myself morally and sexually pure until the time of my marriage. I have read Marshall Christian Academy's handbook for the 2025/2026 school year and while enrolled in MCA agree to cooperate with and abide by the handbook.

_____ Date: _____

Student Signature.