Metro Christian Academy

Secondary Student/Parent Handbook

2015–2016

The Pursuit of Excellence Through Christ

"Train up a child in the way he should go, and when he is old he will not depart from it." —Proverbs 22:6

Roger Gerstenberger – Headmaster
Gerald Burrow – High School Principal
David Jackson – Middle School Principal

Home of the Patriots

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MISSION STATEMENT

Metro Christian Academy (MCA), in partnership with involved parents, provides an accredited college preparatory education founded on biblical principles, cultivates Christian character, and equips students to excel academically, spiritually, physically, and socially.

PHILOSOPHY OF EDUCATION—WHOLE-PERSON DEVELOPMENT

MCA strives to develop the whole person—body, heart, mind, and spirit—recognizing the God-given talents and capacities of each student. High school is a pivotal phase in teens' preparation for adulthood, not merely a time for earning credits to attend college. Thus, we advocate full involvement in the secondary experience. Each student is challenged to achieve a balanced blend:

- Involvement in school activities to foster community & personal expression.
- Enrollment in rigorous academics that challenge a student's aptitude.
- Immersion in a Biblically based environment that strives to model God's sovereignty and preeminence in every facet of life.

The best way to achieve this balance is for students to become invested in the Metro Christian community, engaged in a full schedule of stimulating classes and involved in extracurricular activities that build the body and foster servant leadership as we glorify God.

RESPONSIBILITY OF PARENTS, SCHOOL, & STUDENT

God gives parents authority and responsibility for their child's education. MCA assists parents in this duty; however, it does not assume parental authority. Parental support and involvement in educational and disciplinary efforts are vital for effective classroom learning.

Although responsibility for a child's education begins with parents and is assisted by the school, ultimate learning rests with the student. Metro endeavors to help students assume greater responsibility for their successes and failures, instilling the value of a life-long educational process. To this end, teachers, coaches, sponsors, administrators, and parents should strive to walk alongside our students rather than clear paths, providing loving guidance, support with Kingdom development, and honest feedback.

CHRISTIAN-WORLDVIEW CURRICULUM

With the Bible as its foundation and standard of truth, MCA faculty members familiarize students with widely acknowledged ideas and theories within the arts and sciences, incorporating a clear Christian perspective.

GENERAL INFORMATION

In general, secondary classes begin at 7:55 a.m. and are dismissed at 2:50 p.m. Metro Christian Academy cannot be responsible for students on campus after 3:15 p.m. unless the student is participating in a scheduled/supervised school activity. Parents are asked to pick up students promptly.

BELL SCHEDULE—REGULAR DAYS

High School	
Hour	**Time**
1	7:55–8:45
2	8:50–9:45
3	9:50–10:40
4	10:45–11:35
5	11:40-12:30
Lunch	12:30-1:00
6	1:05–1:55
7	2:00–2:50

Middle School	
Hour	**Time**
1	7:55–8:45
2	8:50–9:45
3	9:50–10:40
4	10:45–11:35
Lunch	11:35-12:05
5	12:10-1:00
6	1:05–1:55
7	2:00–2:50

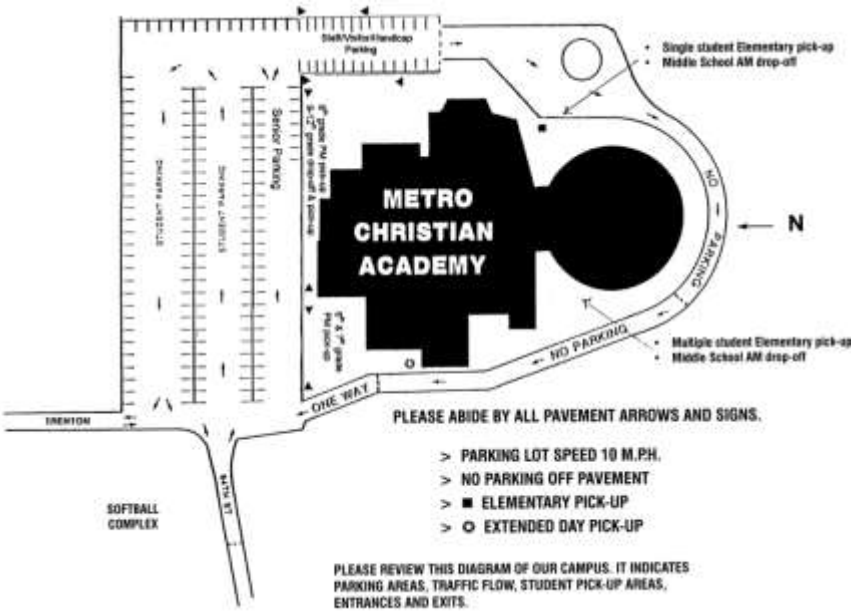
BELL SCHEDULE—CHAPEL DAYS (THURSDAY)

High School	
Hour	**Time**
1	7:55–8:35
2	8:40–9:20
3	9:25–10:05
4	10:10–10:50
5	10:55–11:35
6	11:40–12:20
Lunch	12:25–12:55
Advisory	1:00-1:20
Chapel	1:20–2:05
7	2:10–2:50

Middle School	
Hour	**Time**
1	7:55–8:35
2	8:40–9:20
3	9:25–10:05
4	10:10–10:50
5	10:55–11:35
Lunch	11:35–12:05
6	12:10–12:50
Chapel	12:55-1:40
Advisory	1:40-2:05
7	2:10–2:50

TRAFFIC DROP-OFF & PICKUP AREA

The afternoon pickup system allows for two lanes of moving traffic. Cars at the curbside are available to pick up students. Cars in the outer lane are moving to the next site or exiting the campus. No other student-pickup areas are acceptable.



STUDENT PARKING

All students must be licensed and covered by insurance in order to drive to school and park on campus. The school is not responsible for vehicles or their contents.

Student vehicles must exhibit a current parking permit on the inside lower-left corner of the front windshield. If this permit is lost, the student must purchase a new permit.

A 10-mph speed limit is strictly enforced on campus. Unsafe operation of any vehicle on campus, speeding, squealing of tires, racing of engine, or improper parking in parking spaces, or anything that is determined to be unsafe or dangerous, may result in suspension of parking and driving privileges.

Parking is permitted only in designated parking spaces (see map). Driving on the grass is only permitted under special circumstances and only with prior approval (i.e., special events).

Students are instructed to leave their vehicles immediately after parking correctly. During the day, the parking lot is off limits. At the end of the school day, students are to leave the parking lot immediately unless detained by school business.
School administration may tow vehicles at the owner's expense and/or revoke driving privileges for violation of any of these regulations.

CLOSED CAMPUS

MCA is a closed campus. Once a student arrives at school, he/she may not leave the school grounds prior to the regular dismissal time of 2:50 p.m. unless granted permission to do so by the student's parent and approved by the attendance office with an accompanying pass. A student may only leave the campus for lunch with his/her parent/guardian.

VISITORS

Parents, legal guardians, grandparents, and siblings are welcome to eat lunch with their child/sibling. Alumni are always welcome to visit MCA, but must sign in and receive a visitor tag. Other welcomed visitors include prospective students who have permission from the counselor's or principal's office. Students who are not siblings of MCA, are not currently attending MCA, and are not prospective students are not allowed to visit during the lunch hour or during any other part of the academic day without specific prior approval from an MCA administrator.

All visitors must present proper identification before access to the building will be granted. A visitor tag will be issued which must be worn at all times while on the school premises for the safety and security of the students and staff. MCA administration reserves the right to regulate visitations on campus. Unauthorized visitors will be asked to leave campus.

EMERGENCY PROCEDURES

To acquaint students with proper safety procedures in the event of an emergency, drills are scheduled on a regular basis. A drill may be initiated without explanation or introduction. Students and visitors are not to leave the school during a drill or an actual emergency; they will be sheltered in designated safety areas. For details regarding emergency situations, including alternative pickup sites and communications, refer to PCR, MCA's communication resource.

RESTROOMS

Restrooms are available across from the front office, in the basement (middle school) level, and at the top of the staircase for secondary students. All restrooms in the building that do not have doors are reserved for elementary use and are off limits to secondary students and adults.

SNACKS/VENDING MACHINES

Students may purchase snacks from vending machines between classes and before/after school. All snacks must be eaten between classes unless prior permission has been obtained from a teacher. Students who do not dispose of their trash properly will lose the

privilege of purchasing snacks during the school day. Water bottles must have a top that can be sealed. No glass containers or cans are permitted in classrooms.

LIBRARY/MEDIA CENTER

The Library/Media Center (LMC) provides materials and online resources to support MCA curriculum and to assist all students in becoming active and creative locators, evaluators, and users of information so they become independent, and ethical lifelong learners who achieve personal satisfaction and fulfill God's purpose for their lives.

Materials include reference, non-fiction, biographies, and Christian biographies, fiction, and Christian fiction books from pre-K through young adult, as well as Bookflix, Follettshelf ebooks, JSTOR, and EBSCO databases. The library catalog, ebooks, and databases may be accessed using passwords provided on the Library page through the parent/student portal of MCA student information system.

Books are checked out to secondary students for 2 weeks without overdue fines, however, lost or damaged books will be charged against a student's account at full replacement costs.

The LMC is open from 7:30 a.m. to 4:00 p.m. on school days, unless otherwise posted.

OFFSITE TRIPS

When students must leave campus for field trips or retreats, permission slips that include dates, times, destination, and method of transportation are sent home in advance for parent signature. Signed slips must be returned before a student may participate. Verbal permission by phone is not accepted. If students drive themselves or friends, proper release forms must be signed and on file in the office.

LOCKERS

At enrollment, students purchase a lock from the school. Only school-issued locks are allowed. Throughout the year, students must go through the principal's secretary to check out/in a school lock.

Students must keep the locker they are assigned. If they wish to move, they must request permission from the principal's secretary.

No adhesives, markers, pens, or metal can be used on lockers. Locker decorations must be secured by magnets only. Periodically, decorations must be removed, pending proper notification.

BACKPACKS

Backpacks (including gym bags and other carrying cases large enough to carry a textbook) may be carried to and from school but must be stored in a locker or designated area while on campus, not carried to the classroom or left in public areas.

MIDDLE SCHOOL AGENDAS

Students must carry their personal agendas with them at all times while in the building. The agenda is a student's personal planner, resource, and hall pass.

LOST & FOUND, LOST TEXTBOOKS

The lost & found for clothing and books is located in the elementary school reception area. Jewelry, cameras, and phones, logged by the Health Station, are placed in the case across from the Health Station door. Students' articles should be labeled so they can be returned to the owner. Unclaimed articles may be donated.

Lost textbooks must be reported to the appropriate teacher and paid for through the respective office. A receipt is issued for any fees collected. If you find your lost textbook, take it to the office for a refund.

CELL PHONES AND ELECTRONIC DEVICES

Cell phones can be used during non-instructional times before and after school, in the hallways during passing periods, and during lunch. During class time, which includes restroom breaks and other reasons you may be outside of the classroom, cell phones/electronic devices *are not to be in use*. No exceptions. Their use would only be permitted during class with teacher's permission for a specific academic purpose. Cell phones must not be visible as you enter any classroom, office, library, or auditorium (except for Bible use during chapel), and must remain in silent mode while on campus. Earphones, earbuds, or headphones are not to be used during the school day unless with permission from classroom teacher.

Electronic devices of any kind should not cause a disruption to the educational process. Electronic games, or game apps, not used as part of the classroom learning environment, are prohibited, and should not be part of the school day. If a student is found to be inappropriately using their cell phone or electronic devices (including but not limited to iPods, iPads, tablets, and laptop computers) during the school day for non-instructional purposes, the phone will be confiscated, a referral will be written, and turned into the Dean of Students. The first offense will result in a warning, and the device will be returned to the student at the end of the school day. The second offense will result in an automatic Saturday school and the phone may only be picked up by a parent. Any subsequent violations of this policy, students will be subject to stiffer penalties which may include, but not limited to, the device being held in the main office for a period of time, detention or possible suspension.

Students bringing cell phones or electronic devices to school do so at their own risk. MCA is not responsible for the theft, loss, or damage of cell phones, and/or other electronic devices either in school or in their possession.

Administration reserves the right to review voice and text messages of confiscated cell phones.

FEES AND FUNDRAISING

Class activity fees (required for grades 6–11) help defray costs that apply to an entire grade level, e.g., field trips, events, transportation. In high school, activity fees also contribute to costs for prom and graduation.

Retreat fees (required) help defray costs for retreat facility use, lunch, and transportation. **Retreats are considered a school day and are required for all students**.

Fundraisers (optional) give students an opportunity to raise money for designated MCA activities, e.g., Washington, D.C. trip, choir trips, band trips, or foreign language trips. Fundraising profits accrue in a student's individual account. If a student withdraws from Metro or from a class that sponsors a trip, all individual fundraising monies are forfeited to the appropriate class or club.

DRESS CODE

Metro's dress code reflects a look that upholds the image of MCA:

- Is pressed, tailored, neat, respectful, and modest
- Does not draw attention to one's appearance
- Eliminates competition for clothing items and status symbols
- Creates a standard that can be enforced equitably among all students

Dress-code guidelines apply from the time students enter the building until school dismissal. When it is determined a student's clothing does not comply with the dress code, a parent/guardian may be asked to bring an appropriate change of clothes. If the violation of dress code cannot be rectified the student will be sent to in-school suspension. The student may also receive a disciplinary consequence for violating school's dress code policy. Casual-dress guidelines apply at school-sponsored activities where students represent MCA, including but not limited to sporting events (home or away), field trips, fine-art competitions, and social events. Students who do not comply will be asked to address the infraction immediately.

The principals and Dean of Students determine compliance with all dress-code guidelines. Dress-code guidelines will be enforced as written.

UNIFORM DRESS

Lower Body

Skirts

Optional for chapel dress for girls.

Colors	Uniform plaid, navy, or tan (C&J Uniform style)
Length	Must fall no more than 2" from the top of the kneecap bone while standing in a straight, upright posture. Please plan to lengthen skirts as necessary as students grow over the years. Repeated non-compliance with this guideline will result in a "skirt ban" for the remainder of the semester.

Slacks

Required for chapel for boys. No sagging or baggy slacks. No skintight or close/form-fitting shorts are allowed.

Colors	True navy and tan, no shades of green, brown, white
Style	Polyester/cotton twill, plain cotton, or corduroy (no jean style or brads); tailored; neatly hemmed; straight or tapered legs; cuffed or plain hem. Cargo style does not meet requirements; no obtrusive labels.
Pockets	No patch or oversized pockets
Length	Above floor

Shorts

May not be worn on chapel days. No sagging or baggy shorts. No skintight or close/form-fitting shorts are allowed.

Colors	True navy and tan, no shades of green, brown, white
Style	Polyester/cotton twill, plain cotton, or corduroy (no jean style or brads); tailored; neatly hemmed; straight or tapered legs; cuffed or plain hem. Cargo style does not meet requirements; no obtrusive labels.
Pockets	No patch or oversized pockets
Length	No more than 5 inches from floor when kneeling

Upper Body

Dress Shirts

Neat and tucked in at all times. No insignias, emblems, or printing.

Fabric	Oxford; no chambray or denim
Color	Solid white or light blue
Sleeves	Short or long; if long, buttoned at cuff or rolled up
Collar	Button-down, with both buttons buttoned
Pockets	Single; no flaps or buttons
Buttons	No more than top 2 buttons unbuttoned
Style	Modest cut; not fitted

Knit Polo Shirts

Neat and tucked in at all times. No insignias, emblems, or printing except for MCA crest. May not be worn on chapel days.

Color – boys	White or navy
Color – girls	Navy or red; C&J Uniform pique style
Buttons	No more than 3
Style	Not fitted; long enough to stay tucked in

Turtleneck Shirts

Worn only under sweater, vest, sweatshirt, or long-sleeved dress shirt.

Color	White or navy
Style	Full or mock

Undershirts

T-shirts or camisoles. May be worn under uniform shirts.

Color	Plain white; no printing
Sleeves	Length may not exceed outer shirtsleeve length

Sweaters

School uniform style (lies flat, minimal ribbing) or micro fleece. Uniform shirt or turtleneck must be worn underneath. No emblems except MCA logo.

Colors	Solid navy, gray, black
Style	Pullover (crew or V-neck), cardigan, or vest. Hoodie sweaters are not allowed for uniform dress.

Sweatshirts

Metro Mart or MCA crest brand only. Uniform shirt or turtleneck must be worn underneath.

Colors	Navy, gray, white
Style	No hood; finished neck, sleeves, hem

Jackets/Outerwear

Only tailored blazers or micro fleece jackets are allowed for everyday wear. No other jackets or vest jackets are permitted. No logos permitted. A gray Metro jacket with athletic logo, sold only through the Metro Mart, is permitted for everyday wear. Uniform shirt or turtleneck must be worn underneath. All other athletic jackets/outerwear is reserved for spirit and/or casual dress days. Blankets are not considered outerwear, and are not permitted in classrooms, nor are they to be carried throughout the school day.

Color	Navy or black blazer; solid navy, gray, black micro fleece
Blazer style	Tailored, worn with uniform shirt

Footwear

Shoes

Appropriate footwear must be worn at all times. Dress shoe for middle school or high school

Colors	Solid navy, black, brown, tan or gray
Style	Leather, canvas or suede dress loafer or laced dress shoe; fully enclosed heel and toe; a non-marking sole and heel; 2-inch maximum heel. Students may not wear house shoes, shoes that are fur-lined, clogs, flip flops, slippers, platform shoes, athletic slides, or heelies (shoes with retractable wheels).

Tennis shoes are not be acceptable footwear except for spirit dress and/or casual dress days.

Boots

Dress or cowboy boots only, worn only UNDER slacks, pants, jeans, and/or leggings. Cowboy boots are not allowed with skirts or dresses.

Fasteners	No more than 6 eyelets or zipper
Style	No work boots, hiking boots, combat boots, or snow boots

Sandals

Restricted to casual dress days or events. Flip-flops are not allowed during school hours.

Socks

Colors	If worn, must be plain, solid navy, white, black, gray, or tan. No patterns, embellishments, visible trim, stripes or bands. Minimum emblem allowed.
Hose/Tights/ Leggings	Plain, solid colors, color coordinated with uniform or in a neutral shade. Tights or leggings worn with socks must be the same color. Tights worn alone must cover entire foot. No ankle or capri leggings are permitted.

Accessories

Belts

Pants with loops require a belt. Belts are prohibited if pants do not have loops. Must have traditional size and style buckle.

Colors	Solid navy, black, or brown

Suspenders

For boys only. Conservative colors and style, coordinating with uniform.

Ties

Optional for boys on chapel days. May be required for special events and/or dress days.

Hats/Scarves/Headbands/Sunglasses

Hats, sunglasses, or scarves are not allowed in the building from the time students enter the building until school is dismissed. No bandanas. Headbands should be simple in style, color coordinated with uniform, and must be worn in the hair. No headbands are to be worn across the forehead.

Accessories (cont'd)

Jewelry

Modest in color and style; nothing outlandish.

Earrings	Girls only; simple style; maximum 2 pair at one time
Necklaces	Simple style
Bracelets	Limit 2 per arm, including watch
Rings	Limit 2 per hand

SPIRIT DRESS

Spirit Dress may be worn each Friday during the month, unless otherwise notified.

Bottoms	Solid-color slacks, jeans, shorts (no more than 5" from the floor when kneeling), or skirts (must fall no more than 2" from the top of the kneecap bone while standing in a straight, upright posture. No pajama pants, sweatpants, yoga pants, leggings/jeggings, athletic pants, and/or athletic type gym shorts. No torn clothing or clothing with holes. Running style shorts or pants/tights are not allowed.
Tops*	**Approved** short or long-sleeved t-shirts, crew or hooded sweatshirts, jackets, pullovers. Must be red, white, navy blue, or gray in color. **Uniform approved sweaters** in solid navy, gray or black may be worn.
Shoes	Uniform, canvas, athletic, or leather shoes with mid- to low-cut top. Shoes laced and tied at all times. No sandals. Flip flops, house shoes/slippers, or sliders are not allowable footwear.

* Any item and/or its design(s) may ONLY be approved for Spirit Dress wear by MCA Administration or the Athletic Director, and must include Metro Christian, or Metro Christian Academy, the athletic "M" Patriot head brand, or the MCA crest. All other apparel or designs sold or made available are limited to Casual Dress days only! This includes any club, team, or organization associated with MCA. Camp t-shirts, or shirts with visible advertising are NOT approved Spirit Dress wear.

CASUAL DRESS

When allowed, casual dress is almost complete free choice as long as clothes are modest and not torn or ragged. Shorts must be no more than 5" from the floor when kneeling. Clothes may not bear inappropriate messages or logos. Halter tops, tank tops, sundresses, strapless tops, spaghetti straps, sagging clothing, and excessive jewelry are not allowed. Length of dresses and skirts may not be more than 2 inches from the top of the kneecap bone while standing in a straight, upright posture. Slits may not extend higher than 5 inches from the floor, front and back. Flip-flops are not allowed during school hours. Leggings are not viewed in the same way as pants. If worn, must be under dresses or skirts of proper length. May not be worn with shorts of any length. No pajama pants/shorts or yoga pants are allowed.

HAIR STYLES/FACIAL HAIR/PIERCINGS/TATTOOS

Hair must be clean and neat, out of the eyes, and non-distracting. No unnatural hair colors or outlandish/faddish styles. Boys' hair must be conservative; no ponytails. Back of boys' hair must be above the collar, sides must be above the centerline of the ear, and front must be above the eyebrows. Young men not in compliance will not be allowed to attend classes.

Boys must be clean-shaven at all times. Sideburns must be neatly trimmed, no longer than the bottom of the ear.

Body piercing is discouraged. Pierced jewelry worn anywhere other than the ear is prohibited during school hours or at school-related activities. Visible tattoos and markings are not permissible at school or school-related activities.

Violation of the MCA dress code will result in a written referral, and the following disciplinary action(s):

1st Offense: parent contact, written warning
2nd Offense: parent contact, After-School detention
3rd Offense: parent contact, Saturday School
4th and additional Offenses: parent contact, In-house Suspension

COMMUNICATION

Several methods are available to encourage prompt and productive communication between MCA faculty/administration and families.

PCR

All parents and students should sign up to access PCR, MCA's communication resource. Grades and assignments are posted weekly for each class. The program also links directly to the teacher's school e-mail address.

ANNOUNCEMENTS/DAILY BULLETIN

Announcements are read to students daily. The bulletin is posted on PCR.

BACK-TO-SCHOOL NIGHT

Early in the school year, MCA hosts a back-to-school night for parents to meet each of their students' teachers, begin to establish a rapport between faculty and family, and sign up for conferences.

PARENT/TEACHER CONFERENCES

Conferences are welcomed at any time. Parents are encouraged to make an appointment to ensure plenty of time and privacy are provided for the conversation.

NOTIFICATIONS OF CHANGE IN WORK

Parents are notified any time a student (1) receives three zeros in a row, (2) the student's average in the class drops below a C, or (3) the student's work exhibits a marked deviation from the norm, either in quality, content, or timeliness.

ADDRESSING CONCERNS

MCA recommends the Biblical model for addressing concerns, outlined in Matthew 18. When a misunderstanding arises, parties should attempt to follow the steps listed below, progressing in order until the issue is resolved:

1. The concerned party should talk with the individual.
2. The student and an adult should talk with the individual.
3. Unresolved concern(s) should be taken to the appropriate supervisor.

E-MAIL COMMUNICATIONS ARE HELPFUL WHEN SETTING APPOINTMENTS AND CONFIRMING DECISIONS. TO FACILITATE RESOLUTION, FACE-TO-FACE DISCUSSIONS SOLVE ISSUES EXPEDIENTLY AND IN A MANNER HONORING THE LORD.

ADMISSION

MCA serves students from pre-kindergarten through grade 12, providing a comfortable transition between elementary school (PK–5), middle school (6–8), and high school (9–12). Opportunities for interaction between all grades reinforce harmony and caring throughout the student body.

MCA is available to all students but does not accept students strictly on the basis of special abilities or talents (i.e., athletics, art, music). Each student must qualify according to regular guidelines, promoting equal opportunity and fairness.

STATEMENT OF FAITH, CONDUCT CONTRACT

Each parent and student is required to acknowledge the Statement of Faith, understanding that MCA is governed according to the statement's provisions and to Scripture. In addition, students sign a contract that prohibits premarital sex and drug, alcohol, and tobacco use on *and* off campus. Students who violate the contract are subject to immediate disciplinary action, up to and including expulsion.

Statement of Faith

We believe in one God eternally existent in three persons, Father, Son, and Holy Spirit (I John 5:4-8). All of God's works from creating to eternity display the wonder and majesty of His divine nature. 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, and in His person returning in power and glory (I Corinthians 15:3, I Peter 2:21-24, John 3:16). We further believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. (Galatians 5:22-23)

We believe the Bible to be the inspired, infallible Word of God and to be the only authoritative rule of Christian faith and practice (II Timothy 3:16-17).

We believe that man was created in the image of God for a unique relationship. However, due to Adam's sin, all are born with a sinful nature. Only through repentance and acceptance of Jesus Christ as their personal Savior can they be restored to a relationship with God, be saved from judgment of death, and receive God's promise of eternal life with Him (Romans 3:23, John 1:12, John 5:24).

We believe that the true, universal Church includes all believers in Christ and is the body and bride of Christ, of which He is the Head. We encourage each Christian to participate in the local body of believers to which he/she feels God has directed. We urge unity among all Christians for the promotion of the faith in Christ. We do not endorse any particular denomination but encourage all parents, students, and staff to faithfully participate in their Church body (John 17:21, Ephesians 1:22, Hebrews 10:24-25).

We believe marriage is the original and foundational institution of human society, established by God as a faithful union between one man and one woman, which reflects the relationship between Christ and the Church (Ephesians 5:25-29).

We believe that we are commissioned by Jesus to take the message of the Gospel to the world through witness and service to the needs of those around us (Matthew 28:19-20).

We believe that teaching and learning should be accomplished through the cooperative effort of teachers and parents, for the Bible places primary responsibility for this total education of the child upon the parents (Job 8:10, Proverbs 22:6).

We believe these statements and will gladly receive religious instruction that is consistent with this Statement of Faith.

REGISTRATION FEE & TRANSFER DOCUMENTATION

Once a student is accepted for enrollment at Metro Christian Academy, the parent/guardian must render the registration fee. Delay in paying this fee may postpone the enrollment process. Also, an official withdrawal form from the student's previous school must be provided.

WAITING LIST

If class-size restrictions prevent a student from enrolling, the student is placed on a waiting list for that grade and contacted as suitable openings become available.

PROBATIONARY ADMISSION

In general, a student can be admitted on academic probation with formal approval of the principal. Prospective students demonstrating documented academic, discipline, and/or attendance issues at a former school must provide satisfactory evidence regarding the circumstances and resolution of the former issues. These situations, considered during admission, may prevent a student from admission. Students admitted on probation must sign a comprehensive contract with MCA. *See* Student Conduct Contract.

READMISSION

Students who have been expelled, placed in the alternative program, or withdrawn because of discipline, behavior, or academics are ensured the opportunity to apply for readmission, following the Probationary Admission process.

WITHDRAWAL

To withdraw a student, the parent must contact the Registrar's office for a withdrawal form, to be signed and submitted on the morning of the last full day of attendance; then the principal can approve the withdrawal. A copy of the completed withdrawal form and immunization records will be provided to the officials at the new school.

All fines, fees, and debts to the school must be paid, textbooks and school-owned equipment must be checked in, and locker must be cleaned out before withdrawal procedures can be finalized.

Students who withdraw from MCA before the end of the semester shall not have a grade recorded for the semester.

ATTENDANCE

Regular attendance is a necessary part of the learning process and a key to obtaining a good education and graduating with a class. State Law requires that a student must attend at least 90% of the time to receive a passing grade in a course. A student is allowed **10 absences per semester, including both excused and unexcused absences**. Absences exceeding that number fall into the Excessive Absence category. Absences are classified as excused or unexcused for the purpose of accepting homework and/or making up test.

EXCUSED ABSENCES (AE)

An excused absence is issued when a parent notifies the Attendance Office of the student's absence. An excused absence cannot be given to a student who misses a class and is at school or on campus during that class.

Note: the following do not count against the 90% attendance requirement:

- Emergencies deemed unavoidable by the school principal, e.g., death in the immediate family
- Illness or hospitalization, substantiated by a doctor's statement/note. Note must be turned in and filed in the Attendance Office.

UNEXCUSED ABSENCE (AU)

An unexcused absence is recognized when

- A parent fails to notify the attendance office of the student's absence **by 3:30 pm on the day of student's absence**.
- A student is absent and neither the parent nor school officials have knowledge of his/her whereabouts.
- A student leaves school without permission and fails to sign out in the office.

50% credit will be given for work missed by a student with an unexcused absence.

Students visiting colleges should make every effort to visit colleges on days when school is not in session: summer, fall/spring breaks, Christmas vacations, long weekends, etc. Students who visit colleges on school days are subject to the Attendance Policy above. The Attendance Office must be notified prior to the college visit, and documentation from the college admission office must be provided to the Attendance Office upon returning to school.

Senior Skip Day is <u>always</u> listed as an **UNEXCUSED ABSENCE**. The only exception is a <u>doctor's note or appropriate documentation for extenuating circumstances.</u> "Skip Day" for any class is a non-sanctioned event and will count against the 10 absences allowed per semester.

EXTENDED ILLNESS/INJURY

After 3 days of absences that have been called in as an illness, a doctor's note is required. For chronic or recurring illness, a new doctor's note is requested by the Attendance Office. **Blanket statements will not be accepted** and dates of absences need to be on the note. Parents are to communicate with the school Counselor, Principal and Attendance Office for procedures concerning the chronic/recurring illnesses that may cause excessive absences.

EXCESSIVE ABSENCES

Doctor's notes are needed for an illness lasting more than 3 days. **Blanket statements** from the doctor **will not** be allowed. After 10 absences during the semester the student may be brought before the Attendance Review Committee (made up of school Principal, grade level Counselor, school Teacher, Registrar, and Dean of Students) to determine the course of action due to the absences. Grades, attendance explanations, student activities and discipline issues are some of the factors that will be considered when the review board meets. The parent/guardian must contact the principal to request an attendance policy waiver if the student has fallen under the Excessive Absence category (past the 10 absences a semester). Please contact the Attendance Office for information concerning required documentation.

Course credit may be denied after missing 10 class meetings per semester.

For those students who fail to meet or appear to be on track to meet the attendance requirements, notification letters will be mailed out every quarter to provide the parents/guardians with the current number of absences.

NOTIFICATION OF ABSENCES

Parents must notify the attendance office on the morning of a student's absence. Office hours are 7:30 a.m. to 4:00 p.m., and voicemail is available 24/7 (918-745-9868 ext. 160) Please leave a message. **Failure to call by 3:30 on the day of student's absence will result in absence being recorded as unexcused**.

TARDY POLICY

Being tardy to class is disruptive and is taken seriously. A student is tardy if he/she is not seated in the classroom when the bell rings. A student who is more than 20 minutes late for a class is counted absent for the class. Tardies accumulate by semester in each class.

3 Excused tardies allowed first hour per semester only. Documentation and/or a parent call is required for an excused tardy.

After 3 Unexcused tardies per semester to any class hour a referral is written. For attendance purposes 3 unexcused tardies count as 1 unexcused absence for that class period.

After first hour if a student is late he/she is considered a "Late Arrival". A parent call or documentation is required for a Late Arrival to be excused. After 3 unexcused Late Arrivals, a referral is written and the above excused and unexcused tardy policies apply.

SCHOOL ACTIVITY ABSENCE (SA)

Students are considered in school when attending a school sponsored event on or off campus. **A student cannot miss a CLASS more than 10 times per semester**. Beyond that amount, prior approval from the principal will be needed. A student must attend school at least one-half day to participate in a student activity that day.

CHECK-IN/CHECK-OUT

Parents must phone ahead or be present to sign a student out of school during the day. Students cannot leave campus without a school issued permission slip. See PCR for current security procedure regarding pickup.

When a student returns to school, he/she must sign in at the attendance office. Failure to check in or out will result in the absences being unexcused. The student should bring appropriate documentation to confirm the reason for the absence, e.g., statement from a medical office on stationery with date and time, documentation from a college visit, or the program from a leadership conference.

SCHOOL CLOSINGS—NOTIFICATION AND HOMEWORK

When inclement weather conditions exist, consult PCR or the local TV/radio stations for school-closing information. When an emergency closes MCA for two or more consecutive school days and the Internet is available, students are expected to check PCR for homework assignments.

CLASS SELECTION

In early spring, after a thorough explanation of recommended courses and graduation requirements, students and their parents discuss and select subjects for the following school year. Parent approval and signature are required.

DROP/ADD (CHANGING A CLASS)

Classes may be changed during the first 10 school days of a semester if class sizes and students course selections allow. Only under special circumstances, approved by school Principal, will teacher changes occur. If unusual circumstances indicate a change of schedule after the first or third quarters, the resulting semester grade will be a combination of grades from the original class and the new class. If a year-long class is dropped after the third quarter, a W will be recorded on the transcript if the student is passing; a WF is recorded if the student is failing.

HONORS/AP CLASSES

Honors classes cover the foundations of a subject at a faster pace to allow for more in-depth and critical analysis. Eighth-graders may advance to high school classes such as Algebra 1, physical science, Spanish 1, or French 1. Eighth-graders must still complete all credits required for graduation while actually attending high school.

Students are placed in an accelerated program based on two of the following criteria:

1. Standardized test scores in the upper percentile (90^{th} MS, 85^{th} HS)
2. High quality of work reflected in student grades
3. Teacher recommendation

Parents or students who wish to appeal the selection process may take their request to the Counselor. A meeting will then be set up through the Counselor's office to discuss appropriate placement for the student. Parents must sign a waiver to place a student in an honors class that he/she has not been recommended.

*A writing test is required before moving a student from on-level to Honors/AP English courses.

GRADING, TESTING, & STANDARDS OF WORK

Students are responsible for all notes, homework, and materials presented in class. Assignments are revised weekly on PCR. Parents who have questions concerning their child's progress should confer initially with the subject teacher. If questions remain, the counselor and/or principal should be contacted.

GRADING SCALE

Metro Christian Academy's grading scale is based upon the average of all points according to the following percentage scale:

A	= 100–90	D	= 69–60
B	= 89–80	F	= 59 and below
C	= 79–70	I	= Incomplete

GRADES AND MAKEUP WORK—EXCUSED ABSENCES

A student who has an excused absence may make up missing work with no loss of credit if the work is submitted within the allotted time. For unexpected absences, such as illness, one day of extended submission time is allowed for each day out of the building on an excused pass. Note: For nonemergency (planned) absences and when assignment deadlines have been posted at least 5 days prior, the assignment is due on the day the student returns to campus.

If a student is on campus (other classes, activities, sports), work is due that day – even if the student is not in the class for which work was due. (The teacher has the discretion to work with the student in unusual circumstances.)

GRADES AND MAKEUP WORK—UNEXCUSED ABSENCES

Work that is submitted with an unexcused absence is deducted by 50% for the first day. No credit is awarded thereafter.

GRADES AND MAKEUP WORK—TRUANCIES

A student who is absent due to truancy shall not have the opportunity to make up missing work. A grade of zero, indicating No Credit, shall be recorded in the grade book for that day. This policy is also in effect on cumulative exam days.

For explanation purposes, it is truancy when:

A student is absent and neither the parent nor school officials have knowledge of his/her whereabouts; or

A student leaves school without permission and fails to sign out in the Office.

GRADES AND MAKEUP WORK—SUSPENSIONS

Assignments missed due to a suspension maybe made up. The absence is considered unexcused.

INCOMPLETE GRADES

If a student has an incomplete grade at the close of a grading period, a grade of "incomplete" or (*I*) will be entered. Incomplete work must be completed within 2 weeks after the close of the grading period. An "*I"* cannot be recorded on a student's permanent grade record. The student is responsible for completing all *I* grades. If the work is not completed during the time frame or satisfactory arrangements made, incomplete work will become zeroes. Extenuating circumstances must be approved by the principal.

STANDARDS FOR WRITTEN WORK

Students are expected to submit written work according to these standards:

- On plain, white ruled notebook paper or on white typing paper. Ragged-edged (i.e., spiral) pages are unacceptable.
- Paper must not be folded, wrinkled, or torn.
- Work should be written in blue or black ink on one side of the paper.
- Papers should be free of scribbles and scratch-outs. Mistakes should be corrected by a single cross-out line or with white-out, only a few per page.
- Left margin should be even, with the first line of paragraphs indented.
- Words must be spelled correctly.
- Handwriting must be legible.
- Profanity, vulgar language or symbols, and sexual innuendoes are unacceptable, at the teacher's discretion.
- All papers must be headed in MLA format:

First and last name	Last name and page no.
Teacher name	
Class and hour	
Date	
Assignment title	

HOMEWORK

Homework is an important part of academic training and education. Reviewing material covered in class and/or completing outside assignments reinforces good study habits, increases retention levels, and equips a student to be successful at an institution of higher learning and in the workplace.

Some classes naturally provide more homework than others. Core classes collectively average 1–2 hours of homework per night. Electives average 10–30 minutes per night per class. Advanced Placement/honors courses are more rigorous and more study/homework time.

Everyone has differences in study styles and techniques; therefore, a 30-minute assignment for one student may be a 1-hour task for another. Additionally, many assignments are given several nights in advance; thus, students need to organize their time to avoid a last-minute crisis.

TESTS

Tests provide an assessment of how much information a student or class has mastered. Any class may offer a test on any day of the week. Due dates for tests and major papers should be announced several days in advance so that students can begin to study. Thursday testing should take into account families' possible Wednesday-night activities at church.

In middle school, no more than two solid core classes (science, math, social studies, English) may give a test on the same day. In high school, multiple tests may be scheduled on the same day or on a Thursday. Students are free to communicate with teachers when this situation occurs.

Cramming for tests is not recommended. A student should spend some time each night reviewing material covered, even if no written homework is assigned.

COMPREHENSIVE EXAMS

All students are required to take comprehensive exams, given on the last days of each semester. Exams will not be given early. If absent on an exam day, the student must take the exam(s) on the day he/she returns to school, making arrangements with the classroom teacher. **No exemptions are granted unless authorized by the administration.**

SENIOR EXEMPTION FOR SECOND-SEMESTER FINALS

Each teacher has the option of allowing seniors an exemption from finals for second semester, although seniors are encouraged to take finals. If exemptions are allowed, the following minimum conditions are required, as applied to the entire second semester:

- A minimum number of absences corresponding with class grades:
  - A 4 excused absences
  - B 3 excused absences
  - C 2 excused absences
- No unexcused absences
- A maximum of three unexcused tardies
- Appropriate class behavior as defined by the teacher offering the exemption

GRADE REPORTS

Teachers issue mid-quarter grade reports on PCR at the end of each 9-week grading period. Second-semester report cards are mailed to students with the exception of seniors, who must pick up report cards and diplomas at school.

HOLD POLICY

At the end of each semester, grades and transcripts are held until the following are reconciled:

1. Tuition payment or fees
2. Lost or damaged textbooks, library books, or equipment
3. Money due from fundraisers the student participated in

The student may not be allowed to attend class until all holds are released.

GRADE-POINT AVERAGE

Beginning in grade 9, all students maintain a grade-point average (GPA) as part of their permanent record. GPA is based upon semester grades received in each class and is calculated upon completion of each semester the student attends. Credits from a previous high school are used to compute transfer students' GPAs.

GPA is determined by dividing total grade points earned by total credits attempted. Full-year classes have point values of A = 4, B = 3, C = 2, D = 1, and F = 0. Semester classes have half those values. Weighted classes (Honors, Pre-AP, and AP courses) have point values of A = 5, B = 4, C = 3, D = 1, and F = 0.

Example—No weighted classes, single semester

Course	Grade	Points	Credits attempted
English	A	2.0	0.5
Geometry	B	1.5	0.5
Biology	C	1.0	0.5
History	D	0.5	0.5
French	F	0	0.5
Bible	B	1.5	0.5
Art	A	2.0	0.5

GPA = 8.5 (points earned) divided by 3.5 (credits attempted) = 2.428

Example—With a weighted class, single semester

Course	Grade	Points	Credits attempted
Algebra I	B	1.5	0.5
Spanish I	A	2.0	0.5
Chemistry	A	2.0	0.5
Computer I	B	1.5	0.5
Band	A	2.0	0.5
History	B	1.5	0.5
AP English (weighted)	A	2.5	0.5

GPA = 13 (points earned) divided by 3.5 (credits attempted) = 3.714

GRADUATION REQUIREMENTS—HIGH SCHOOL

For graduation from high school, students must earn 26 of a possible 28 credits. Students entering from another school may have adjustments made to graduation requirements, based on individual needs, state requirements, and principal/counselor approval. In two of the high school years, students must carry six academic courses and in the remaining two years take at least five academic courses, for a minimum of 17 of the required academic credits. Vocational-technical school is an option during the junior and senior years.

Class	Req'd credits	Class	Req'd credits
English	4	Science	3
Mathematics	~~3~~4	Foreign language	2*
Social studies		Physical education	1#
Okla. history	½	Bible	2
U.S. history	1	Computer science	1+
World history	1	Fine arts	2
Political science	½	Electives	5–6

* Must be consecutive years

Or 3 school activities; see details below

This course of study meets the requirements of admission to Oklahoma state colleges and universities. For additional details, contact the counselors.

Students may opt to be involved in three activities to replace a PE requirement. The student must be considered an active member of that club or sport. This is a pass/fail option; no points are earned toward a student's GPA. Approved activities are Key Club, Debate, any sport, Spanish Club, French Club, National Honor Society, National Spanish Honor Society, National French Honor Society, Student Council, One-Act Play Competition, fall or spring play, Jazz Band, Band, Choir, Pom Squad, Missions & Evangelism, Praise & Worship, Book Club, and Fellowship of Christians Athletes.

SERVICE-HOUR REQUIREMENTS FOR GRADUATION

Students must accrue 100 service hours, with 30 of those classified as "needy."

GRADUATION CEREMONY

The graduation ceremony is held on or after the last day of school.

CONDUCT & COOPERATION

A loving yet disciplined and orderly environment is essential for the development of personal excellence—spiritually, academically, physically, and socially. Metro recognizes that the school environment is a reflection of the behavior of students, teachers, parents, and administrators.

CHRISTLIKE LIFESTYLE—THE FOUR R'S OF CONDUCT

The foundation for good conduct is developed in the home, where parents, by teaching and by example, help a child develop habits of appropriate Christlike behavior and proper attitudes toward school and those in authority. To nurture each student, Metro promotes four Biblical principles for personal conduct.

Reverence for God is humbly submitting one's life to God. As reverence for God increases, one knows and experiences God more. Metro students attend Bible classes and weekly chapel, and they are encouraged to increase their knowledge through personal Bible study, prayer, and regular church attendance.

Respect for authority is crucial. God has placed parents, teachers, and school administrators in authority over students to teach obedience so that order is maintained in the classroom and the student ultimately will learn to obey God.

Regard for others is stated in Christ's commandment to love your neighbor as yourself. Students are commended for demonstrating Christlike behaviors such as **C**ourtesy, **H**onesty, **R**espect, **I**nvolvement, **S**elf-discipline, **T**rustworthiness, **L**ove, **I**ntelligence, **K**indness, and **E**ncouragement.

Responsibility for one's own actions calls each student to be accountable for choices made, including appropriate dress, promptness, completion of assignments, respect for school property, and demonstration of a teachable spirit. Students will have consequences for choosing not to submit to those in authority.

STUDENT CONDUCT CONTRACT

Each student signs a conduct contract during annual enrollment. Students may be dismissed from Metro for violating the conduct contract. The contract applies to all discipline policies at MCA, including avoiding illegal drugs, alcohol, and tobacco while the student is enrolled, whether on or off campus.

PARENT COOPERATION AGREEMENT

The home and school are teams when it comes to helping students gain an education. Parents play a vital role as they support the school. Parents sign the Parent Cooperation Agreement on the annual enrollment packet, agreeing to support the school in matters of discipline and enforcement of school policies.

CLASSROOM CONDUCT

Students are expected to exhibit appropriate classroom behavior and to conduct themselves at all times in a manner that is conducive to learning and demonstrates regard for fellow students and those in authority. Expectations are...

- Answer all adults respectfully, using Mr., Mrs., Ms., or Miss for school personnel. **No first names.**
- Listen when others are speaking; raise hand for permission to speak.
- When talking is permitted, avoid becoming loud and boisterous.
- Be courteous and considerate of fellow students by refraining from writing or passing notes, tossing objects, or playing with irrelevant objects.
- Come to class on time with all materials and necessary supplies. Students will NOT return to lockers for forgotten materials after the tardy bell rings.
- Help keep the classroom clean by picking up paper and debris from the floor and from the desk before class dismissal.

CAFETERIA CONDUCT

Students are expected to exhibit appropriate behavior in the cafeteria area where stricter Health Department codes must be enforced. Additional safety is needed in this area. Therefore, students should comply with the following rules:

- Walk to the cafeteria.
- Do not cut in line or save places in line for other students.
- Leave all food, drinks, and eating utensils in the cafeteria.
- When finished eating, clean eating areas and place all trash in receptacles.

Students may go to their lockers before and after the lunch period. Except for going to the restroom, students should remain in the cafeteria, the foyer outside the cafeteria, or the west lawn after lunch until the passing bell rings.

CHAPEL CONDUCT

All students are expected to exhibit respect, reverence, and self-control during Chapel to ensure a successful experience for all who attend. Students will respect the speaker, worship leader, or presenter, and students are expected to participate.

Expected behavior during Chapel includes the following:

- Stand for prayer, Bible reading, or instruction if requested.
- Refrain from talking, laughing, speaking out, or calling attention to oneself.
- Be attentive.

CONDUCT OF GUESTS AT MCA EVENTS

Guests of MCA students at MCA-sponsored events must abide by the rules of conduct established for MCA students. Failure to obey such rules will result in removal of the MCA student and his/her guest.

OFF-CAMPUS CONDUCT

In accordance with the Student Conduct Contract on the enrollment packet, MCA students must conduct themselves "in or out of school in a manner glorifying to God and in a way that will represent Metro as a Christian Academy of the highest calling of excellence." The policy encourages students to abide by the law whether they are at school or elsewhere. It is not the administration's intent to investigate or provide accountability for off-campus activities, but certain negative behaviors are periodically brought to the attention of school administration and demand a corresponding action. In addition, there exists the clear expectation that students will refrain from illegal activities and not maintain a "presence" where the law is being broken. The school administration may investigate and discipline students as necessary to uphold the integrity of the Student Conduct Agreement and, when needed, mete out disciplinary action.

SEARCHES

Metro personnel are authorized to search a student or a student's personal property (bags, purse, backpack, car, etc.) if there is reasonable suspicion that the student has contraband (something the student is not entitled to have). Students do not have a reasonable expectation of privacy on school property (e.g., lockers, desks, e-mail). The authority to conduct a search applies to students (a) on school premises, (b) transported to or from a school event, or (c) attending a school-sponsored function.

DISCIPLINE & ACTIONS

Clear expectations and consistent applications of Metro's discipline policy are necessary. Individual needs of students and particular circumstances must also be considered. Teachers and administrators will use their discretion to enforce discipline based upon all available information, making every effort to be fair and consistent.

CLASSIFICATIONS OF MISCONDUCT

The following behaviors at school, while in school vehicles, or going to/from or attending school events will result in disciplinary action. Because the list is not exhaustive, the administration reserves the right to label any behavior that does not model the four R's of conduct as inappropriate and to assign relative consequences to maintain a disciplined and orderly environment. Patterns of misconduct are particularly egregious; thus, repeated violations carry stiffer penalties.

Level 1 Misconduct—*minimum, conference; maximum, Saturday school*
No direct harm; if unaddressed, adversely affects learning environment

- Cafeteria misconduct
- Dress-code violations
- Electronic devices (cell phones, iPods, etc.)
- Tardies (more than 3)
- Inappropriate display of public affection
- Harassment (sexual or other) of individuals
- Chapel misconduct
- Parking lot violation

Level 2 Misconduct—*minimum, Saturday school; maximum, suspension*

- Assault against a student (verbal)
- Cheating and plagiarism*
- Clothing or accessories with profane, vulgar, or repulsive words and/or pictures, or unacceptable attire dealing with beer, alcohol, drugs, or tobacco
- Cutting class/truancy
- Disruption of the educational process or operation of the school
- Failure to attend assigned detention
- Failure to respect authority
- Forgery
- Gambling
- Inappropriate behavior or gestures
- Inappropriate public behavior
- Lying
- Obscene language and profanity
- Violation of Internet contract or Social Media Policy
- Harassment (sexual or other) of individuals

- Refusing to work in class
- Refusal to follow instructions

*Cheating, including plagiarism, is contrary to the mission and philosophy of Metro Christian Academy. Cheating, whether on an assignment, a test, a quiz, or on a project or paper, violates the academic and spiritual ideals of our school community. Efforts to assist a student to the point that someone else is doing the work, although sometimes kindly motivated, are in fact equally objectionable and are also treated as cheating. Disciplinary action will be appropriately serious. If a student is caught cheating, the test/assignment cannot be made up and will receive a zero. Additional disciplinary action may/can include detention, suspension, and parent notification. Repeat offenders will face possible expulsion. Plagiarism is the submission of someone else's ideas or words as one's own. This refers to oral and printed material as well as **anything found on the Internet**. Students are taught how to properly quote and/or cite/footnote another's ideas or words. Failure to use proper form, either in electronic work, or on written work, will be treated seriously. See "cheating" above for consequences.

Level 3 Misconduct—*minimum, suspension + contract; maximum, expulsion*

- Arson
- Conduct that threatens or jeopardizes the safety of others
- Extortion
- Failure to comply with state immunization records
- False reports or false calls
- Fighting
- Hazing
- Immorality
- Indecent exposure
- Physical or verbal abuse
- Possession of caustic substance
- Possession of obscene materials
- Possession, without prior authorization, of school keys
- Possession or use of fireworks, stink bombs, etc.
- Harassment (sexual or other) of individuals
- Sexual offenses
- Theft (requires restitution)
- Threatening behavior
- Use or possession of tobacco or tobacco derived products, including electronic cigarettes
- Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, school employee, and/or school
- Violation of Internet contract or Social Media Policy
- Violation of Locker Room Privacy Policy
- Willful damage to school, staff, or student property

Level 4 Misconduct—*mandatory expulsion; possible contact with Tulsa police*

- Assault and/or battery against any student and/or employee
- Possession, threat, or use of a dangerous weapon and related item (i.e., bullets, shells, gun powder, pellets)

- Bringing onto school property any item ordinarily/generally considered to be a weapon, i.e., knife, gun, chains, metal knuckles, fireworks, explosives
- Possession, distribution, sale, conspiracy to sell or possess, being in the chain of sale or distribution, or being under the influence of alcohol and/or controlled substances/illegal drugs. Look-alikes or substances used or sold as illegal drugs can be included at the discretion of the administration.
- Causing or attempting to cause injury to another student and/or school employee, intentionally placing another in apprehension or imminent physical injury.
- Harassment (sexual or other) of individuals
- Violation of Internet contract or Social Media Policy

BULLYING/HARASSMENT PREVENTION AND INTERVENTION

Metro Christian Academy is committed to creating and maintaining an educational environment free from bullying, discrimination, sexual harassment and intimidation. In accordance with state law, MCA expressly prohibits any form of bullying and/or harassing behavior on school grounds; or

- at a school-sponsored or school-related activity, function or program, whether on or off school grounds; or
- on a school bus or other vehicle owned, leased, or used by MCA.
- MCA also prohibits any form of bullying and/or harassing behavior outside of the school setting.

For purposes of this policy, "Bullying" means the **repeated** use by one or more students of a written, verbal or electronic communication directed at or referring to another student, or a physical act or gesture by one or more students **repeatedly** directed at another student if such bullying and/or harassment (i) creates a hostile environment at school for the student against whom such bullying and/or harassment was directed, (ii) infringes on the rights of the student against whom such bullying and/or harassment was directed at school, (iii) substantially disrupts the education process or the orderly operation of school, (iv) causes physical or emotional harm to such student, or damage to such student's property, or (v) places such student in reasonable fear of harm to him or herself, or of damage to his or her property.

Students who engage in bullying and/or harassment behavior shall be subject to school discipline, up to and including expulsion, in accordance with MCA policies on student discipline, suspension, and expulsion, and consistent with state and federal law.

Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying and/or harassment is likewise prohibited.

Bullying shall include, but not be limited to, a written, verbal, or electronic communication (*cyberbullying) or a physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socio-economic status, academic status, physical appearance, or mental, physical, developmental, or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

*Cyber-bullying is defined as "the use of information and communication technologies such as email, cell phone, text messages, instant messaging, defamatory personal Web sites (i.e., blogs), and any communication apps to support deliberate, hostile behavior by an individual or group, which is intended to harm others (see Acceptable Use Policy for further description of cyberbullying).

Harassment includes conduct as defined above, and may also constitute one or more of the following:

- Sexual harassment of, or by any board member, parent, administrator, faculty member, staff member, volunteer, student, or guest is strictly prohibited. Sexual harassment is defined as unwanted and unwelcome sexual advances, requests for sexual favors and other verbal, written, visual, or physical conduct of a sexual nature that interferes with a student's ability to learn, study, work or participate in school activities. Harassment can include, but is not limited to the following:
  - An unwanted physical advance or verbal approach of a sexual nature.
  - Subtle or overt pressure for sexual involvement.
  - Unwanted reference to one's physical appearance, sexuality or to sexual activities.
  - Unwanted physical contact.
  - The demand for sexual favors accompanied by implicit or explicit threats against one's academic security or success.
  - Unsolicited sexual gestures or comments or the display of offensive, sexually graphic materials.
- Racial harassment which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and negative references to cultural customs.

Students and their parents and guardians must understand that conduct, communication or actions may be construed as bullying and/or harassment and thus violation of school policy, *even if done or intended in jest.* Individuals bring different levels of sensitivity to interaction. What may seem harmless, trivial, or "all in good fun" to one person may be extremely offensive to the person to whom the comments or actions are directed.

In addition, MCA prohibits any person from falsely accusing another as a means of bullying and/or harassment. Accordingly, false charges of harassment and/or bullying or cyber-bullying are prohibited, and may also be regarded as a serious offense resulting in disciplinary action or other appropriate sanctions.

Any student of MCA to whom comments, communication or action prohibited by this policy are directed, is encouraged to report such actions directly to school counselor or principal. Disciplinary action will be based on individual circumstances. Counseling may be required with other possible disciplinary action or sanctions including suspension and/or disciplinary probation, or expulsion.

DOCUMENTATION OF MISCONDUCT

Discipline referrals are issued for misconduct, leading to an appropriate action. Referrals do not carry over to the following school year for disciplinary purposes.

DETENTIONS

For **Thursday after-school detention**, students must report in uniform dress to the assigned location by 3:00 p.m. and remain until 3:45 p.m. Students who fail to wear the required attire or are late cannot serve the detention that day. Missing Thursday detention typically escalates to receiving two Thursday detentions or one Saturday school.

For **lunch detention,** students eat at a designated location in the cafeteria and are required to assist the custodians in cleaning the cafeteria toward the end of the lunch period. Students are dismissed to class when the passing bell rings. Students who fail to serve lunch detention will have their term extended or be assigned a more severe consequence.

SATURDAY SCHOOL

Saturday School is an alternative to suspension, intended to increase students' success in an alternative learning environment. It is aimed primarily at students who are truant or skip classes, have excessive tardies in a semester, do not attend required detention, or receive a referral for misbehavior. **Failure to attend Saturday School may result in a suspension.** Non-attendance for illness is excused when verified by a doctor. The parent will be informed of each Saturday school assignment. On the third Saturday school, an intervention conference between the counselor and parent is required. The fourth Saturday school results in a mandatory suspension.

- Saturday, 9:00 a.m.–12:00 noon in the cafeteria.
- Appropriate study materials, books, and supplies must be brought or the session will not count.
- A certified teacher is present; an administrator is on call.
- Uniform dress is required or the student is dismissed; suspension may result

- No cell phone or electronic devices are allowed
- No food or drink.

SUSPENSIONS

This measure of discipline will be administered for offenses which the school considers to be very serious. On matters of this nature, students will be notified of the offense and given the opportunity to explain their actions. When a suspension becomes necessary, the parents will be contacted by phone followed by a notice in writing.

In-School Suspension (ISS)
When an ISS is assigned, student will report immediately to the office and will be given class work that must be completed in isolation. Class work assigned or tests given on days a students is suspended are to be completed for full credit.

Out-of-School Suspension (OSS)
Students who are removed from school for a period of time should realize they are one step away from expulsion. The same academic penalty will result as in the ISS, except that all work will have to be made up once they return.

When suspended, the student immediately forfeits the privilege of participation and attendance in all school activities

PROBATION/CONTRACT

Any student who

- falls below the required 2.0 GPA for any grading period,
- has disciplinary issues, and/or
- is admitted on academic probation

is placed on a contract. During the contract period, students receive intervention help and oversight from faculty, staff, and administration.

After completing the contract period, the student participates in an in-depth review with the Dean of Students, principal, and/or counselor, who decide whether the student should be released from contract, continue on contract, or withdraw. The Principal has final authority, considering input from faculty.

WITHDRAWAL AND EXPULSION

In the event Administration determines that it would be best for a student not to continue at MCA, the parent(s)/guardian(s) will be asked to withdraw the student. A withdrawal is shown as voluntary on school records.

If parent(s)/guardian(s) or the student is uncooperative in the dismissal process, the student will be expelled and his permanent record will be noted as such. In some cases, at

the sole discretion of the Administration, given changes and growth on the part of the student, the student may re-apply for admission in a future year.

ALTERNATIVE SCHOOL

At the discretion of the principal, working under the supervision of the headmaster, alternative school may be offered to senior students who are expelled during the second semester of their senior year. The program may be used at other grades as an alternative to a suspension of more than 5 days. The length of placement varies, depending on the discipline issue, but typically does not exceed 4 weeks. The following must be considered:

- Availability of staff and resources to offer an appropriate course of study.
- Parent's willingness to pay an additional fee for the program, above tuition.
- Student's full disclosure of information and details relating to the discipline issue to the administration and his/her parents.
- Student's willingness to assume responsibility for his/her actions.
- Student's willingness to submit to the authority of the school, his/her parents, and the conditions of the alternative program contract.

A student who accepts alternative school waives all rights to an appeal. If a student withdraws from MCA while in the alternative program, he/she is considered expelled.

DUE PROCESS

Students charged with misconduct are accorded due process: (1) an oral or written explanation of the charges, (2) an opportunity to present the student's side of the case, and (3) an opportunity to appeal to the next higher authority as permitted by school policy.

SUSPENSION/EXPULSION APPEALS

All suspensions longer than 3 days and expulsions may be appealed.

an appeal for suspensions longer than 3 days may be appealed to an Appeals Committee, comprised of a school administrator not associated with the issue, a teacher appointed by school principal not currently teaching the student, a teacher of student's choice, the Dean of Students, and grade level counselor. The committee recommends to sustain, rescind, or modify the suspension. The process for appeals of suspensions longer than 3 days will follow the same guidelines set forth below for expulsions. The decision of the Appeals Committee will be final.

Expulsions are typically recommended by the Principal to the Headmaster. The Headmaster confers with the Principal regarding the details of the incident and ultimately decides to accept the recommendation or deny the recommendation and provide an alternative response to the incident or behavior.

If the Headmaster supports a recommendation for expulsion, the student and his/her legal guardian(s) may appeal (in writing to the Headmaster) within 5 days that decision to the Appeals Committee comprised of a school administrator not associated with the issue, a teacher appointed by school principal not currently teaching the student, a teacher of student's choice, the Dean of Students, and grade level counselor. The student and his/her legal guardian(s) are notified in writing of the time and place for the appeal. The Headmaster will provide to the Committee a written explanation of the facts of the incident in addition to the selected rationale for the ultimate decision. After reviewing this information, the Committee will hear the appeal first from the legal guardian(s) and student and then from the Headmaster and the Principal. After hearing the appeal, the Committee may support the recommendation, deny the recommendation, or recommend other responses. In any case in which an Appeals Committee is formed and recommends an expulsion of a student or overturns the recommendation for expulsion, the Headmaster will notify the Board President of their decision.. The Appeals Committee's decision will be final.

Once a student decides to appeal a long-term suspension or expulsion, (1) he/she may not withdraw from school and (2) he/she waives the option of entering alternative school.

STUDENT RIGHTS PENDING EXPULSION/SUSPENSION APPEAL HEARING

Pending the appeal hearing of suspension longer than 3 days, or an expulsion, the student has the right to attend school under such in-house restrictions as the principal deems proper. At the discretion of the principal, the student may be prohibited from attending school or participating in activities pending any appeal hearing if, in the judgment of the principal, the student's attendance (1) would pose a danger to other students, staff, or school property or (2) would substantially interfere with the educational process at the school.

STUDENT DRUG & ALCOHOL TESTING PROGRAM

Metro Christian Academy is committed to the health, safety and welfare of its students and families. It is clear that the effects of drug and alcohol abuse are absolutely devastating to the lives of individuals and to the community at large. As a school, we have the responsibility to maintain a safe and secure learning environment. The accomplishment of this responsibility requires a clear policy regarding the prevention, detection and treatment of substance abuse. We believe that drug testing is an appropriate way of diminishing and deterring drug and alcohol abuse and protecting the health of our student body.

Metro students are respected throughout the community. As Christians, Metro students are expected to conduct themselves in an exemplary manner, acting with character integrity and as law-abiding citizens. Metro students have the responsibility to represent Christ, themselves, their families, and the Metro community in the highest way possible. This includes refraining from the illegal use, or possession of, alcohol and drugs.

Therefore, the purpose of this policy is to establish an environment that maintains discipline, enhances student safety and establishes a deterrent to illegal activity. Metro's desire through this policy is to provide boundaries that encourage good decisions, enable students who make mistakes to take corrective and restorative actions and to discipline students who ignore the policies established to protect them. Through a combined effort of vigilance, education and accountability, we strive to create a culture that honors others and is free from the negative effects of drug and alcohol abuse.

EDUCATION

Each student and parent/guardian shall be informed of this policy prior to enrollment at Metro Christian Academy. As a requisite for annual enrollment, each student and parent/guardian must sign and date the Metro Christian Academy Enrollment Packet signifying their compliance with this and all other policies of the school. Students will be informed about the policy at the beginning of each school year during a school assembly.

DRUG & ALCOHOL POLICY

The possession, use, giving, selling, or otherwise transferring or being under the influence of a substance that has the potential to be mind altering is not permitted by students enrolled at MCA. Prohibited activities under this Policy also include the storing of any alcohol or illegal drugs and/or mind-altering substances in a desk, locker, file cabinet, vehicle, or other repository on MCA's premises. Discipline of students regarding drug or alcohol abuse is not restricted to on-campus or school-sponsored events.

Substances within this Policy include but are not limited to:

- Alcohol—any intoxicating or non-intoxicating beverage as defined by the statutes of the State of Oklahoma
- Performance-enhancing drugs—anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability; does not include dietary or nutritional supplements such as vitamins, minerals, and proteins that can be purchased lawfully over the counter
- Illegal drugs—any substance that an individual may not sell, possess, use, distribute, or purchase under federal or Oklahoma law, including but not limited to scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, prescription drugs obtained without authorization, and prescribed drugs used for abusive purposes
- Paraphernalia and equipment associated with the use of these substances
- Any substance that is known to be mind-altering including higher than normal doses of over the counter medications and synthetic type drugs such as "bath salts", K2, etc.

Consequences for substance abuse may include but are not limited to the removal from: 1) enrollment at MCA, 2) participation in school-sponsored activities, 3) club/society memberships, and/or 4) leadership roles. Violations are cumulative over the entire tenure of a student's enrollment.

SELF-REPORTING

Self-reporting is a confidential opportunity for a student and parent to approach the administration to discuss a violation of an MCA policy and to seek assistance through positive intervention. The intent is to help a student correct a mistake. Self-reporting allows the student, parent, and school to partner in developing a plan to intervene before the behavior becomes so problematic that the solutions will result in dire consequences.

Self-reporting is only considered as such when reported to an administrator, such as the Headmaster, school Principal, Dean of Students, or school counselor. Furthermore, self-reporting may not be invoked once a parent and/or student have been notified of selection for drug testing.

The self-reporting process is confidential and is confined to the student who is self-reporting. Though demand for information or other students' identities is not a required part of this process, self-reporting may necessitate that the administration take further action. Such action may include but not be limited to additional research and may result in disciplinary consequences for other students and/or contacting proper authorities. The administration is obliged to inform the parents of other identified students of

information relevant to their child. Every effort will be made to keep each student's individual information confidential.
Initiation of self-reporting will result in meetings with administration to develop a Restoration Plan. This Plan will be written in the form of a contract and will focus on education and counseling for the student and family, and may include any or all of the following components:

- **Suspension from MCA**—the length of suspension is based on the situation and the specific violation as outlined in the discipline policy. In cases of expulsion, the student may have the opportunity for readmission to Metro one time, contingent upon fulfilling the student's restoration plan.

- **Suspension from Arts, Athletics, Leadership, and Extracurricular Activities—**the length of suspension is based on the situation, the misbehavior, the age of the student, and anything the Referral Committee considers relevant and important. Suspension will not carry an academic penalty.

- **Assessment and Evaluation—**the student voluntarily enters a course of counseling appropriate to the findings of the evaluation. The appropriate course is determined by the student, parents, and Referral Committee. It may include but is not limited to continued drug testing at the parent's expense. Confidential information from the evaluation will not be sent to the Referral Committee—only the evaluator's recommendations.

- **Counseling—**the student voluntarily enters an appropriate course of counseling, as determined by the student, parents, and Referral Committee. The counselor sends the Referral Committee regular confidential reports of the progress of counseling. The school is interested in regular attendance and good-faith efforts on the part of the student and the family.

- **Research Project**—the student conducts an age-appropriate project to research the effects of illegal drugs or alcohol abuse. Components may include visiting courthouses or other appropriate sites and/or agencies.

- **Physical and Personal Challenge**—the student accepts an age-appropriate challenge that will provide experience with risk, effort, accomplishment, and personal fulfillment without illegal substances, e.g., ropes courses, karate.

- **Community Service**—the student participates in a project or organization (John 3:16 Mission, Community Food Bank, Habitat for Humanity) over a period of time to experience how a person can be affected by helping others.

- **Missions Activity**—the student participates in an age-appropriate mission activity to learn how to meet specific needs of a group or culture through travel.

- **Church attendance and/or youth group involvement**

TESTING

All new high school students in grades 9-12 are required to submit to a drug test. Additionally, high school students are randomly (through a computerized selection process) drug tested for the presence of illegal drugs or performance-enhancing drugs throughout the school year.

INITIAL TESTING FOR FRESHMEN, NEW, OR TRANSFER STUDENTS

Incoming freshmen and new or transferring high school students must submit to a drug and alcohol test within a period of time specified by school. Metro will make every effort to accommodate testing on site for the convenience of our families.

RANDOM TESTING

When a student is selected for the random drug test, the school's Health Station notifies the student. If the parent and/or student refuse to submit for testing within the requested time period, the student will be expelled from MCA.

Students who test negative in the initial random test may be selected randomly for additional testing at any time during the remainder of the school year at no expense to the parent. Ongoing random testing of students will take place throughout the year.

SUSPICION TESTING

At any time, and at the school's expense, the administration may ask a student to submit to a substance-use test if reasonable suspicion exists. The following are examples of the kinds of circumstances that may give rise to reasonable suspicion:

1) Specific observations concerning the appearance, speech, or behavior of a student and reasonable inference drawn from those observations in the light of experience.
2) Information provided by a reliable source, if based on personal knowledge.
3) Evidence that a student has tampered with a drug or alcohol test.
4) Detection of an illegal substance in the area where the student has been.
5) Questionable accidents or injuries, excessive absenteeism and/or deteriorating school work performance.
6) In the context of performance-enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight, or other athletic abilities. All suspicions should be reported to the administration.

Regardless of the reason for testing, the student and his/her parents or guardians must cooperate to produce a sample capable of being tested and evaluated for drugs and alcohol. The testing facility will determine if a sample is adequate for evaluation. Parents/guardians are notified of the results of the drug and alcohol test within two weeks of the adequate submission of the student's sample at the testing facility.

POSITIVE TEST RESULTS—CONSEQUENCES

A drug test is considered "positive" if the results demonstrate the presence of an illegal drug or a performance-enhancing drug, or the metabolites, using a standard customarily established by the testing laboratory. Students who test positive will be asked to do one of the following: withdraw from MCA, maintain their enrollment at Metro Christian Academy on a restoration plan or face expulsion, all at the sole discretion of the school's administration.

The parent of a student who tests positive for the first time may request a meeting with the Referral Committee, comprised of the student's principal, grade counselor, and a non-respective grade administrator, to consider a restoration plan for readmission following a withdrawal or expulsion decision. The decision of the Referral Committee on a readmission/restoration plan is final. A student who tests positive a second time must immediately withdraw from MCA. Refusal to withdraw will result in expulsion.

If the parent/guardian and/or student assert that the positive test results are caused by other than consumption of an illegal drug or performance-enhancing substance by the student, the party has the right to present evidence to the Referral Committee

TESTING METHODS

An FDA-approved hair analysis method will typically be utilized for drug testing. At the school's discretion an alternative method of collection may be used including saliva, urine and/or blood testing. Alcohol tests may also be conducted on breath. The collection of samples will be performed under reasonable and sanitary conditions and with due regard to the privacy of the individual being tested. All samples will be collected and tested using scientific, validated toxicological methods that ensure chain of custody of specimens and proper laboratory testing.

ACTIVITIES—MIDDLE SCHOOL

Students are encouraged to join and support MCA's clubs, organizations, and activities. Students who participate in school activities or related events represent Metro; therefore, students must abide by all school rules at these activities. Failure to behave according to MCA policies may disqualify a student from being eligible to receive organizational membership or school honor.

During any one calendar year, a student may hold only one major position: the president of any organization **or** any Student Council office.

ART CLUB

To develop a greater understanding, growth, and awareness of art. All middle school students are eligible. Members must be enrolled in art for one semester. Officers must have had one semester of art or currently take art and comply with the club's GPA and attendance requirements.

BAND

Instructor approval is required. Band members may perform at school functions such as sporting events, Christmas programs, and concerts. Members may also compete in band contests.

CHEERLEADING

Cheerleaders promote school spirit. Any student can become a cheerleader within academic and disciplinary guidelines. A cheer clinic is conducted prior to mock tryouts.

NATIONAL JUNIOR HONOR SOCIETY (NJHS) — GRADES 7 & 8

Invitees must have attended Metro the equivalent of one semester and must turn in an information form by the stated deadline. Members are selected by a Faculty Council using a process consistent with the rules and regulations of NJHS national. Candidates are evaluated on the basis of outstanding scholarship (3.7 cumulative GPA), service, leadership, character, and citizenship. Members are expected to continue demonstrating these qualities.

STUDENT COUNCIL

Student Council serves the student body by planning social events and leading school wide activities. Any student can participate in the monthly general meetings.

ACTIVITIES—HIGH SCHOOL

Students are encouraged to join and support MCA's clubs, organizations, and activities. During any one school year, a student may hold only one major office.

Students who participate in school activities or related events represent Metro; therefore, students must abide by all school rules at these activities. Failure to behave according to MCA policies may disqualify a student from being eligible to receive organizational membership or school honor.

BOOK CLUB

To encourage reading and sharing of quality books; to enhance understanding and love of literature. Any student may join.

CHINESE CLUB

Present or former Chinese students are eligible. Club activities further awareness and appreciation of the Chinese language and culture.

CLASS OFFICERS

Class office candidates must be in the appropriate grade level. They meet periodically with the class advisor to discuss and plan class activities.

DRAMA CLUB

Students active in the performing arts are encouraged to participate in drama activities such as contests, productions, short improvisations, and musicals.

FELLOWSHIP OF CHRISTIAN ATHLETES

Students involved or interested in sports meet for inspiring speakers/programs.

FRENCH CLUB

Present or former French students are eligible. Club activities further awareness and appreciation of the French language and culture.

KEY CLUB

To encourage service to humanity. Any student is eligible to join.

NATIONAL ART HONOR SOCIETY

Students enrolled in upper-level art classes are invited to apply. Acceptance is based on excellence in art-making, scholarship, character, and service. Applicants must receive teacher recommendations, maintain 2.5 cumulative GPA (3.0 in art), and have no level 2–4 referrals during the current or preceding semester.

NATIONAL FRENCH HONOR SOCIETY

To stimulate interest in the study of French, promote high standards of scholarship, and further solidarity in the French-speaking world.

NATIONAL HONOR SOCIETY (NHS)—GRADES 10–12

NHS honors students who exhibit outstanding scholarship, character, leadership, and service. To qualify for invitation, candidates must have attended Metro for at least one semester and have a cumulative weighted GPA of 3.75. They cannot have received a level 3 or 4 referral, have no level 2 referrals within the past 3 quarters, and have no more than 3 level-1 referrals for the prior or current semester. Invitees must submit an information form to the sponsor by the deadline.

Members are selected by a Faculty Advisory Council using a process consistent with national NHS rules. Evaluation rubrics are available on the NHS site on PCR. Appeals may be made to the principal only when there is a technical or procedural error. Inducted members must maintain the standards and GPA by which they were selected; failure to do so results in probation or dismissal.

NATIONAL SPANISH HONOR SOCIETY (NSHS)

NSHS is open to students currently taking Spanish III, IV, or AP. Candidates for membership must have a 3.5 GPA overall and a 3.75 GPA in Spanish. Students must exemplify outstanding leadership qualities, Christian character, a commitment to serve others, and an eagerness to pursue the Spanish language.

SIGN LANGUAGE CLUB

Current ASL students are eligible. Club activities are designed to help students understand and appreciate American deaf culture.

SPANISH CLUB

Present or former Spanish students are eligible. Club activities further awareness and appreciation of the Hispanic language and culture.

STUDENT COUNCIL

Student Council provides leadership to the student body, coordinates student activities, promotes student/faculty relationships, and serves the community. Any student can participate in the monthly general meetings.

ELECTION/SELECTION PROCEDURES

Leading/representing MCA is an honor and privilege. Candidates for class, Student Council, or club/honor society offices must comply with the requirements set out for the respective organization. In addition, candidates must be enrolled for the school year for which they will serve and have paid all necessary deposits in the business office.

Applications are available at least 2 school days before the deadline. Applications will not be accepted after the published deadline. If a student is absent, he/she is responsible for filing the form with the sponsor.

HONOR SOCIETIES

Members of honor societies such as National Honor Society, National Junior Honor Society, language honor societies, and National Art Honor Society are invited or selected, not elected. Specific selection criteria exist for each society in their bylaws (*see* Activities).

OFFICER REQUIREMENTS

Activity	Level[#]	Grade	Other
Student Council – MS President	7, 8 8	2.5 *	• Attend 2 Student Council meetings prior to running • Help with 1 Student Council activity prior to running • No referrals for defiance; no Saturday school
Student Council – HS President	10, 11 11	2.5 *	• Attend 2 Student Council meetings prior to running • Help with 2 Student Council activities prior to running • Attend OASC summer workshop and Leadership retreat & class • No more than 2 level-1 and 2 dress-code referrals, current semester • No levels 2–4 referrals, current year
Class Officers Soph/Jr/Sr Freshman	 10-12 9	2.5*	• Presidents and Vice Presidents must enroll in Leadership and attend OASC summer workshop • All attend Leadership retreat • Elected in in Fall
NHS President	10-11 11	3.75**	• President & VP may enroll in Leadership & attend OASC workshop
Clubs	9-12	varies	• See Club sponsor for requirements

[#]Grade level when elections occur. *Cumulative **Cumulative weighted
[##]Refer to specific organization's bylaws for restrictions and requirements.
If an officer in STUCO, Class, or NHS, student may not be President, Vice-President, Secretary, or Treasurer of another organization. Refer to application for more details.

CAMPAIGN GUIDELINES

Candidates must follow all campaign and speech guidelines, stated on the application form. Campaign activity should never interfere with class time.

HOMECOMING ELECTIONS

Miss MCA, Mr. Patriot, and their Homecoming Court are given the honor of representing their respective grades at Homecoming festivities. All Homecoming candidates must be enrolled at MCA and have a minimum cumulative unweighted GPA of 2.5. In addition, they must have no more than two level-1 misconduct referrals and no more than two dress code referrals for the current semester. Candidates may have no level 2–4 referrals for the current and previous semesters. A student who formerly received a level 2–4 violation may be considered for candidacy after having a period of one calendar year with no more than two level-1 violations or two dress-code violations.

The preliminary ballot of all students in grades 9–12 is compiled and submitted to the respective classes. Each student votes for two girls and two boys. After voting, the tallied ballots are checked for candidacy qualifications. Qualified students are notified that they have been nominated to represent their class on the final ballot. The top four girls and boys from grades 9-11 and the top five girls and boys from grade 12 are selected for the final voting ballot. If there is a tie, more students will be on the final ballot.

Final senior ballot candidates must present a 2-minute speech to all high-school students; candidates for grades 9–11 must present 1-minute speeches to their respective grades. The speech topics focus on God, as detailed in the guidelines. Students vote for Miss MCA, Mr. Patriot, and their grade's attendants. There is no absentee voting for any ballot/nomination.

Teachers evaluate each final candidate in seven areas: overall personality, school spirit, Christ like attitude, cooperation with faculty, positive attitude toward peers, leadership, and contribution to school. These evaluations are strictly confidential.

The final ballot selection is based on the following criteria and percentages:

- 50% of total score is popular vote
- 30% of total score is teacher evaluation
- 20% of total score is cumulative GPA

The top-scoring senior girl and boy, voted by grades 9–12, become Miss MCA and Mr. Patriot. The next highest scores for girls and boys, broken out by class, become the class attendants and statesmen.

ATHLETICS/ACTIVITIES AND OSSAA RULES

Metro welcomes all students to participate in athletics and co-curricular activities (band, drama, choir, speech/debate). The goal is to provide positive experiences for each student that will improve student performance and lead to successful competition as individuals and as a team. Whether in academics or activities, we want our students to grow and mature in their areas of interest.

PHYSICAL AND INSURANCE FORMS

To participate in athletics, a student must have a physical and insurance release form on file in the athletic office. Forms may be obtained from PCR.

SCHOLASTIC ELIGIBILITY—SEMESTER GRADES

OSSAA scholastic eligibility standards are required of all students engaged in competitive co-curricular activity programs.

A student must have received a passing grade in any five subjects to be counted for graduation that he/she was enrolled in during the last semester he/she attended 15 or more days. (This requirement is five school subjects for 7th- and 8th-grade students.)

If a student does not meet the minimum scholastic standard, he/she is not eligible to participate during the first 6 weeks of the next 18-week grading period they attend.

A student who does not meet the minimum scholastic standard may regain eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.

Pupils enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding 18-week grading period should be obtained from the records in the school last attended.

SCHOLASTIC ELIGIBILITY — DURING A SEMESTER

Scholastic eligibility for students will be checked after 3 weeks (during the fourth week) of a semester and each succeeding week thereafter. MCA runs eligibility checks on the same day of the week. The period of probation and ineligibility always begins the Monday following the day eligibility is checked. The weekly grades of students enrolled in Vo-Tech are also checked.

A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she is placed on probation for the next one-week period. If a student is still failing one or

more classes during the next week on the grade-check day, he/she is ineligible to participate during the next one-week period. The ineligibility periods begin on Monday and ends on Sunday.

A student who has lost eligibility under this provision must be passing all subjects to regain eligibility. A student regains eligibility under OSSAA rule 3 with the first class of the new one-week period (Monday through Sunday).

"Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

SCHOLASTIC ELIGIBILITY—SPECIAL PROVISIONS

A senior student may maintain eligibility if he/she is passing the classes required for graduation. The number of classes that a student is enrolled in can be no less than four. A junior or senior student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of subjects needed to maintain eligibility. These may be a combination of high school and college subjects equivalent to four high school units accepted by the Oklahoma State Department of Education.

An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain eligibility by achieving the scholastic standard in OSSAA rule 3, section 2b, at the end of a three-week period. (Any part of a week is considered a full week.)

Incomplete grades will be considered the same as failing grades in determining scholastic eligibility. The Administration is authorized to make an exception to this provision if the incomplete grade was caused by an unavoidable hardship (e.g., illness, injury, death in family, natural disaster). A maximum of two weeks is allowed for makeup work at the end of the semester.

One summer school credit (1/2 unit or one subject) earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of OSSAA rule 3, section 1a, for the end of the spring semester.

SCHOLASTIC ELIGIBILITY—SPECIAL EDUCATION STUDENTS

Students who are enrolled in special education classes, have an Individual Educational Plan, and are certified by the principal as doing a quality of work may, with the approval of the OSSAA Board, be accepted as eligible under this rule.

PRACTICES AND EVENTS

Students participating in any activity are expected to attend practices. Each responsible teacher, sponsor, or coach will have specific guidelines and penalties established for attendance. These guidelines will be in writing and will be communicated to the students and parent(s).

As a general rule, practices or events are not scheduled on Wednesday nights or Sundays. Deviation from this schedule must be cleared with the principal and, if sports, the athletic director at least one week in advance.

In general, a student who is absent from school for more than ½ day should not practice or participate in an event. Any deviation from this rule must be cleared with the principal and athletic director.

It is the student's responsibility to notify a sponsor or coach if he/she is unable to attend a practice or event. Notification should always be given as soon as the student learns he/she cannot attend. It is neither appropriate nor acceptable to be absent from an event or practice without prior notification.

PARTICIPATION CONFLICTS

Student must notify each teacher, coach, or sponsor promptly when a conflict of schedule first occurs. Pertinent teachers, coaches, or sponsors will meet to resolve the conflict based on the following guidelines.

- If two competitions are deemed of equal status by the principal, the student may choose where he/she would like to participate. Example: basketball game the same night as a debate contest, drama practice conflicting with an athletic practice. In this case, the sponsor/coach of the unchosen activity should act professionally; the sponsor/coach cannot assign a penalty or consequence for the student.
- Field trips of an academic nature supersede practice but are considered equal with athletic competition. Example: a school-sanctioned field trip takes precedence over football practice but is equal to a football game.
- If the scheduling conflict occurs between two athletic teams and an agreement cannot be reached, the athletic director will be consulted.
- State, division, conference, or playoff events take precedence over regular practice or competition. Example: state chorus competition supersedes a basketball game.
- Competition always supersedes practice. Example: basketball game takes precedence over choir practice.
- Actual tryouts supersede practice. Example: tryouts for the school play supersede basketball practice.

- A fine arts technical rehearsal (practice) takes precedence over an athletic practice. Example: a dress rehearsal for a play takes precedence over a regular athletic practice for a regular-season game.
- Conflicts with events that are not part of the Metro curriculum do not have precedence over Metro-sponsored events. If the conflict cannot be resolved with the sponsor, consult the principal. Notification that a conflict exists should be made at the earliest date to facilitate an agreeable resolution.

Students will not be placed in a position of rushing from one activity to another in a limited window of time. This situation promotes unsafe driving.

LOCKER ROOM PRIVACY POLICY

Metro Christian Academy (MCA) shall observe measures intended to protect the privacy rights, of individuals using school locker and/or restrooms. The following provisions outline the extent to which that protection can and will be provided:

1. Locker rooms are provided for the use of physical education students, athletes and other activity groups and individuals authorized by the MCA Administration. No one will be permitted to enter the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room consistent with applicable school policies and/or school rules.
2. No cameras, video recorders, cell phones, or other devices that can be used to record or transfer images are allowed, are to be seen, or are to be used, in the locker rooms at any time.
3. Under no circumstances can a person use a camera, video recorder, cell phone, or other recording device to capture, record, or transfer a representation of a nude or partially nude person in a locker room or restroom.

Anyone who violates this policy shall be subject to school disciplinary action and/or penalties under federal, state, or local law and/or ordinance. The Headmaster or his/her designee, as applicable, shall be responsible for enforcing this policy.

This policy shall be posted in every school locker room.

MCA shall not discriminate in the methods, practices, and materials used for ensuring locker and/or restroom privacy on the basis of sex, race, national origin, ancestry, sexual orientation, or physical, mental, emotional, or learning disability.

WEIGHTLIFTING POLICY FOR OFF-SEASON ATHLETES

A student may weight lift if he/she is enrolled in athletics and is involved in a supervised program. Coaches are the only staff members with the authority to prescribe weightlifting programs. The student must have a current physical on file before they can lift. No after-school, unsupervised lifting is allowed.

HONORS & TITLES

Metro Christian honors students in various ways throughout the year.

HONOR ROLLS

Headmaster's Honor Roll—student earns *A*'s in all classes for the semester.
Principal's Honor Roll—student earns *A*'s and *B*'s in all classes for the semester

VALEDICTORIAN/SALUTATORIAN

Any senior with a 4.0 or higher weighted GPA at the middle of the fourth quarter is classified as a valedictorian for college entrance purposes. To be considered for valedictorian or salutatorian honors at graduation, a student must be enrolled at MCA his/her junior and senior years and have the highest GPA at the end of the final midquarter. Transfer students can only count as honors credits those classes that are also offered at Metro. An equalizing formula ensures parity.

EXTRA MILE PROGRAM/DR. WANDA HARTMAN SERVICE AWARD

Extra Mile recognizes all student volunteers who exceed the 100 required service hours for graduation, as verified by the Student Activities director. Students who meet these criteria are recognized at the annual awards ceremony. The graduating senior who documents the highest number of service hours is honored with the Dr. Wanda Hartman Distinguished Service Award.

BOY/GIRL OF THE YEAR

The senior Boy and Girl of the Year are Metro's highest honor. Candidates consistently display characteristics of a committed Christian, a strong and growing relationship with God, a consistent above-average (2.5) GPA, positive conduct in the classroom, and participation/attendance in various extracurricular activities. Teachers select these students by secret ballot.

ACADEMIC EXCELLENCE AWARDS

Academic Excellence Awards are given to students who excel in individual academic disciplines. Criteria are established by each department, and selection is by the faculty members within that department.

MISS MCA, MR. PATRIOT, & HOMECOMING COURT

Miss MCA, Mr. Patriot, and their Homecoming Court are given the honor of representing their respective grades at Homecoming festivities.

CHRISTIAN SERVICE PROGRAM

MCA strives to develop individual hearts and minds committed to the service of others. The Christian Service Program is an attempt to follow Jesus' call to "Love one another," emphasizing a personal encounter with those served and promoting service as a way of life for MCA students.

Service opportunities are posted in the daily bulletin and on PCR; classification information is also posted on PCR. All service opportunities must meet the service criteria or be preapproved by the Student Activities Director.

Freshmen receive a specific service-hour orientation. They may log service hours beginning June 1, after completing the 8th grade.

HOURS REQUIRED

Students must log 100 hours of service before graduation, with at least 30 of those hours serving the needy and 70 hours serving church, school, or community. Service hours must be completed throughout the student's high school years (including summers) at MCA, with a suggested minimum of 25 hours of service each year. Excess hours for the needy are applied to the total requirement.

Transfer students' hours are prorated according to the following schedule:

Class	Semester	Regular	Needy	Total
Freshman	1	70	30	100
	2	61	26	87
Sophomore	1	53	22	75
	2	44	18	62
Junior	1	36	14	50
	2	27	10	37
Senior	1	19	6	25
	2	10	3	13

A student's diploma and final transcript will not be released until the required number of service hours is met.

SERVICE CRITERIA

The following criteria explain permissible service hours:

- The action should extend beyond family expectations and obligations. No credit is given for service hours done for family members (parents, grandparents, uncles, aunts, etc.).
- Students may not receive any payment for service hours.

- Service performed as a result of disciplinary action cannot be counted as Christian service.
- Students involved in service organizations may include only the actual hours of service, not required meetings, travel, and miscellaneous time spent with an organization.
- Service to sick or elderly neighbors or to individuals facing a temporary crisis is acceptable.
- Service hours must be performed outside the normal school day. Students may not be excused from school for the specific reason of receiving service hours (e.g., playing in a benefit golf tournament). Service performed during school hours does not count.
- Individual donations of clothing, household goods, and canned food are not accepted for service hours. However, organized collection, sorting, and delivery of articles by individuals is acceptable.
- Any activity that benefits a club, class, or individual student cannot be used for service hours (i.e., float building, garage sales, fundraising).
- Mission trips and summer camps (if volunteering, not attending as a camper) count as 50 hours per week or a maximum of 8 hours per day if less than 1 week. Travel time is excluded.

DOCUMENTING SERVICE

To confirm hours of service, the supervising adult at the service site must sign the service form, located on PCR, and submit them to the ~~SA~~ Director of Student Activities.

Service hours are due by announced deadlines, posted on PCR, and in the daily bulletins.

Students will receive a report of completed hours at the end of each semester.

SOCIALS & DANCES

Social gatherings and dances provide an opportunity for students to gather in a nonacademic setting for wholesome fun and interaction that honors the Lord.

MUSIC

Music played at any school function should honor Christ. Lyrics should not contain sexual connotations or explicit profanity, promotes or incites violence, or encourages drugs and/or alcohol.

BACK-TO-SCHOOL SOCIALS

A parent-sponsored back-to-school social may be scheduled for parents and students of a grade level. Socials must be kept simple and not include dancing. If swimming is involved, girls must wear modest swimsuits (two-piece suits only with a colored T-shirt worn over them). The principal must approve all details.

SOCIALS GUIDELINES—MIDDLE SCHOOL

- Dress must conform to casual dress guidelines.
- Parties are meant to be simple, fun group activities; therefore, dating is strongly discouraged and limousines are prohibited.
- Inappropriate behavior will receive a warning. The second offense will result in the parent being called to pick up the child. Public display of affection or extremely inappropriate behavior will receive greater consequences.
- Guests typically are not allowed. Students should seek permission from the principal at least one week prior to the event.

SOCIALS/DANCE POLICY—HIGH SCHOOL

High school social activities and dances are sponsored by a class or the Student Council. Attendees must follow all MCA guidelines for appropriate behavior and dress code. Students may not be allowed entrance or may be asked to leave if guidelines are not followed.

Metro students may invite a guest from MCA or from another high school to high school dances. All student attendees must be in high school, 9^{th} – 12^{th} grade, and younger than age 21. Students inviting guests from other schools must submit an outside guest request form by the deadline. **Submission does not guarantee approval**. Notification will be given to those approved.

Homecoming is a casual dance sponsored by the freshman ~~sophomore~~ class. **Winterball** is a semi-formal dance sponsored by the ~~senior~~ sophomore class. **Prom** is a formal dance sponsored by the junior class. For prom, all MCA juniors and seniors receive invitations; guests/invitees must be classified at least as a sophomore, and not older than 20 years of age.

HEALTHCARE SERVICES, MEDICATIONS, & EDUCATION

At the Health Station (x190), students can obtain basic nursing care for illnesses, injuries, and/or chronic conditions that may require attention during school hours. Health forms can be downloaded on PCR.

ILLNESS AT SCHOOL

A student who becomes ill during the day must obtain a pass from the teacher and report to the Health Station. If the student must go home, the Health Station will inform the parent and provide a pass; the student must check out through the attendance office. Leaving class or school due to illness without first checking out through the attendance office will be considered an unexcused absence.

MEDICATIONS AT SCHOOL

Parents should take care of medication needs at home as much as possible. Students cannot carry and or self-administer prescribed or over-the-counter medications (except cough drops) unless written authorization by the primary-care provider is on file in the Health Station; for example, students with asthma may carry an inhaler, provided written authorization by doctor and parent is on file.

Controlled substances for conditions such as attention deficit disorder must comply with specific written guidelines. A parent or responsible adult must transport to the school all medication listed as Scheduled by the Federal Government (i.e., Ritalin, codeine). **Do not send any medication of this type to school with your child.** Appropriate forms to be signed by doctor and parent are available from the Heath Station and are on PCR.

Prior arrangements with the nurse must be made when a student must bring a **nonnarcotic** medication to school. Prescribed medications must be in a prescription container before they can be given during school. A pharmacist can provide a "school bottle" for any part of the medication that will be given at school. The first dose of any new prescription must be administered by the parent/guardian at home, prior to being given at school.

WELLNESS EDUCATION

Education on AIDS prevention, drug/alcohol awareness, and abstinence is taught at appropriate levels. The topics may also be discussed as social issues, devoid of prevention education.

Details are provided in the curriculum guide and are available on PCR for review. No student is required to participate in wellness education if the parent objects in writing to such participation.

STUDENT INTERNET/COMPUTER/SOCIAL NETWORKING ACCEPTABLE USE POLICY

Internet access is available to promote educational excellence. We embrace and affirm social media's role in helping students socialize, evangelize, encourage, and maintain friendships. Students are expected to use this Acceptable Use Policy for resource sharing, innovation, and communication consistent with the educational objectives of MCA. MCA expects that members of its students, faculty, and staff will use this Acceptable Use Policy in an ethical, moral, and legal manner in accordance with the mission, values, understandings, and policies and procedures of Metro Christian Academy.

Students are responsible for efficient, ethical, and legal use of network resources at and away from school. They cannot use the network (via computer, phone, iPad, etc.) to...

- Violate the security of other computers or the network use of other users.
- Transmit material violating U.S. or state regulation, including copyrighted, threatening, harassing, obscene, or protected material.
- Engage in commercial activities, product advertising, or political lobbying.
- Reveal personal information of the MCA community, including passwords.
- Sign on to services that charge MCA or anyone else.
- Maliciously attempt to harm or destroy data of another user, including but not limited to uploading or creating malicious software (malware) or attempting to enter, review, copy, or change restricted databases.

Social Media is defined as any web-based or mobile technologies that turn communication into a dialogue. Social media takes on many different forms and uses a variety of technologies including blogs, internet forums, wall postings, wikis, podcasts, picture-sharing, email, instant messaging, and music-sharing to name a few.

Students are reminded that regardless of where their posting originates, any text, photograph or video they put on these sites, or similar sites, which would be derogatory to the school or the school community, or threaten, demean, or bully students or faculty is prohibited.

Unacceptable communication is forbidden at all times and includes:

- *Cyber bullying
- Use of anonymous apps
- Profane, lewd, obscene, vulgar, rude language
- Sexually provocative pictures
- Statements to or about other MCA community members, athletic or academic contest rivals, etc., that may be interpreted as harassing (persistently acting in a manner that distress or annoys another person), sexually provocative, threatening, or disrespectful

- Knowingly posting false or defamatory information about a person or organization.
- Posting inappropriate or threatening messages about or to another student, faculty member, or administrator.
- Posting explicit photographs or videos of any student. Explicit online photographs or videos of another student can constitute a criminal act.
- Using social media to share homework, quiz, or test answers.

*Cyber-bullying is defined as "the use of information and communication technologies such as email, cell phone, text messages, instant messaging, defamatory personal Web sites (i.e., blogs), and any communication apps to support deliberate, hostile behavior by an individual or group, which is intended to harm others".

Examples of cyberbullying may include, but are not limited to

- Online fights using electronic messages with angry and/or vulgar language
- Repeatedly sending nasty, mean, and insulting messages
- Sending or posting gossip or rumors about a person to damage his or her reputation or friendships
- Pretending to be someone else and sending or posting material to get that person in trouble or in danger, or to damage the person's reputation or friendships
- Sharing someone's secrets, private messages or embarrassing information or images online
- Talking someone into revealing secrets or embarrassing information, then sharing it online
- Intentionally and cruelly excluding someone from an online group
- Repeated, intense harassment and denigration (to speak damagingly of, criticize in a derogatory manner, sully, or defame) that includes threats or creates significant fear.

Students will be held accountable for the content of their electronic communications that have a negative effect on a safe learning environment, regardless of where or when, as determined by MCA administration. Students who engage in cyberbullying also risk civil and/or criminal charges and/or lawsuits that may be filed against them by their victim(s) or the victim(s) family. Whenever necessary MCA will cooperate with the Cyber Crimes Units of local law enforcement agencies.

INAPPROPRIATE USE OF INTERNET/COMPUTERS

Inappropriate use of the Internet will result in termination of privileges. The system administrator (SA) determines inappropriate use; the SA's decision is final. The administration, faculty, and staff can request the SA to deny, revoke, or suspend a user's access, and the SA may close access any time as required.

A student who identifies an Internet security problem or a message relating to or supporting illegal activities must notify the SA and not demonstrate the problem to other users. **Note:** E-mail is not private.

Attempts to log on as an SA will result in cancellation of user privileges, and the offender will receive a referral for disciplinary action. Any user identified as a security risk may be denied access.

Appropriate consequences shall be imposed for students who violate our Acceptable Use Policy. Student Internet/Computer/Social Networking violations may result in Level 1, 2, 3, or 4 violations depending upon the number of violations, or the circumstances of an individual violation. Severity of punishment will be determined by MCA Administration.

INDEMNIFICATION

Although Metro takes precautions to restrict access to controversial materials, it is impossible to control all materials. Nevertheless, the valuable information and interaction available on the Web far outweigh the possibility that users may procure material that is inconsistent with the educational goals of Metro. Metro makes no warranties of any kind, expressed or implied, for the service it provides. The school and its directors, officers, employees, representatives, and agents are not responsible for damages suffered; this includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet is at the student's risk. Metro specifically denies any responsibility for the accuracy or quality of information obtained through its service.

FERPA RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over age 18 ("eligible students") certain rights with respect to a student's educational records.

1) The right to inspect and review the student's education records within 45 days of when Metro receives a request for access.

   Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect.

The principal will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or in violation of student rights.

   Parents or eligible students may ask Metro to amend a record they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify what is inaccurate, misleading, or in violation of student rights. If Metro decides not to amend the record as requested by the parent or eligible student, Metro will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in a student's education records, except to the extent FERPA authorizes disclosure without consent. The following information about the student can be disclosed without prior written consent:
   - Name
   - Parents' names
   - Address
   - Telephone number
   - Date of birth
   - Class designation (i.e., first grade, ninth grade, etc.)
   - Extracurricular participation
   - Achievement awards or honors
   - Weight and height, if a member of an athletic team
   - Photograph
   - School attended prior to Metro

   No consent is needed for Metro officials with legitimate educational interests to review an education record to fulfill a professional responsibility. A school official is a person employed by Metro as an administrator, supervisor, instructor, or support staff member; a person serving on the Board of Trustees; a person or company with whom Metro contracts to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student participating in a school service program or serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

   Upon request, Metro discloses education records without consent to officials of another school in which a student seeks or intends to enroll. Disclosures may also be

made related to some judicial orders or lawfully issues subpoenas. (FERPA requires a school to make a reasonable attempt to notify the student of records request unless it states in its annual notification that it intends to forward a request.)

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Metro to comply with the requirements of FERPA. The address of the office that administers FERPA is

Family Policy Compliance
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605