

Macon Christian Academy Policy Book 2026-2027



Phone: 615-688-8131 Email: mca@nctc.com

707 Warrior Lane, Lafayette, TN 37083

Under the Authority of
Macon Missionary Baptist Church

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MCA Staff:

Terra Solomon - Principal

Tammy Britt - PreK Director & Teacher

Ann Jones - Secretary/Assistant Director

Michelle Qualls - PreK Teacher

Kim Horton - Kindergarten

Brookie Vinson - 1st Grade

Kristi Byrne - 2nd Grade

Brittany Thomas - 3rd/4th Grade

Karetha Brawner - 5th/6th Grade

Shena Wilder - 7th-12th Grade

Mark Pedigo - 7th-12th Grade

Lillie Jones - 7th-12th Grade

Teacher Assistants

Cindy Chambliss, JoAnn Shipley, AnnieBeth Coley,
Austin Woodard, & Tiffany Johnson

Kathy Ashworth - Piano Teacher
Call 615-633-2189 to set up lessons.

Macon Christian Academy History: In 2008, the members of Days Cross Roads Missionary Baptist Church appointed a committee to study the possibilities of starting a private Christian school. The goal was to have a school that our children could attend, to learn about the Lord, as well as excel academically.

In 2010, members of the Church purchased the building at 518 Church Street, formerly The Learning Express Pre-School, to be the home of Macon Christian Academy. Through and by the Lord's will, the school became a reality.

With an extending arm from Days Cross Roads Missionary Baptist Church, Macon Missionary Baptist Church was organized June 2, 2012. MCA is now under the authority of Macon Missionary Baptist Church.

In 2014 MCA K-12 moved to a new location. Now both Pre-K and K-12 are located at the new location: 707 Warrior Lane (formally Music Row Road), Lafayette, Tennessee.

The pavilion at MCA was converted into a building and is now the home of Macon Missionary Baptist Church. We are so blessed to have the school and Church on one property finally!

CHAPEL

Macon Christian Academy is run under the authority of Macon Missionary Baptist Church. We follow their beliefs in all of our classrooms and lessons. Macon Missionary Baptist Church has a Facebook page where sermon videos are posted.

Providing an excellent education for the children is very important; but exposing the children to the Gospel is of the utmost importance. Along with the daily Bible lessons, K-12th Students will attend our weekly Church services (chapel).

A Missionary Baptist preacher is invited each Friday at 11:00am to preach or teach to the school at our Chapel Service. We will also have gospel singing. Everyone is invited to attend these services. Two revivals for Macon Missionary Baptist Church are held during the school year (spring/fall). All K-12th grade students will attend the daytime services.

What we believe: "For by grace are ye saved through faith; and that not of yourselves; it is the gift of God: Not of works lest any man should boast." (Ephesians 2:8-9).

Macon Christian Academy is approved/recognized by the Tennessee State Department of Education as a Category IV, Church Related Private School. We are affiliated and members of A.C.E. schools. 2026/2027 will be our 16th school year approved by the Tennessee Department of Education.

- *Tennessee Code 1-3-118 Recognition of high school diplomas from church-related schools and home schools. (a) Notwithstanding any rule, regulation or other law to the contrary, a high school diploma awarded by a school as defined by § 49-50-801 or § 49-6-3050 in recognition of completion of secondary educational requirements shall be considered by all departments, agencies, commissions, or other such entities of state and local government as having all rights and privileges or a high school diploma awarded by a public school system.*

Accreditation:

MCA is not accredited by any organization. Not being accredited we have a wider range of curriculum options & less ties between Church & state. If a student transfers to a public school, especially at the high school level, the student may be required to complete testing provided by the public school to verify grade level or credits earned.

Curriculum:

Lower grades use the Abeka curriculum. Higher grades use the “Accelerated Christian Education (A. C. E.)” curriculum, with the exception of a few high school credits. Visit www.abeka.com or www.aceministies.com for more information. Teachers will supplement these as needed.

GRADES There are four 9-week grading periods. Progress reports can be made available, and 2 scheduled Parent/ Teacher Conferences will be scheduled during the year. Meetings are also available upon request.

Grading Scale: A 90-100, B 80-89, C 70-79, D 60-69; F 0-59.

ADMISSIONS POLICY AND PROCEDURES

Upon receipt of the application and fees, MCA will review all pertinent information for admission. Upon admission, the student will be placed in the appropriate class. To be eligible for Pre-K, a student must be at least 4 years old by August 15th. To be eligible for Kindergarten, a student must be five years of age by August 15th.

PHYSICALS AND IMMUNIZATIONS

All students are required to have, and submit to MCA, the proper immunization records before entering school. Kindergarten students are required to have a physical. We request a copy of the latest physical for Pre-K students. Students entering 7th grade must provide immunization records showing their updated boosters.

FINANCIAL INFORMATION

MCA charges a **school year** tuition, **NOT** a weekly or monthly fee. Those who choose a payment option have chosen to pay this tuition rate by dividing the yearly tuition into a weekly, monthly, etc., payment. Payment is due each week, each month, twice a month, etc., if the child is in attendance, or if MCA is open or closed, etc.

There is also an option to pay tuition for the entire year and receive a 5% discount or by semester for a 2% discount.

***Payments must be set-up to be drafted automatically from your bank account.** If payment is declined, there will be a \$25 re-set up charge.

- Any expense that Macon Christian Academy may incur on collecting the tuition or any fees will be the parent's responsibility to pay. Non-payment of tuition/fees will result in the student's dismissal.
- MCA is a "**school**" that also offers child care. Before and after school child care is included in the tuition for current MCA students. If you need Summer childcare, that is separate from the school year payments.

*** All Book Fees for the upcoming school year must be paid by July 1st. These are listed online & on registration forms.**

STUDENT CODE OF CONDUCT MCA is under the authority of Macon Missionary Baptist Church. While education is so very important, at MCA, teaching the Gospel, true Salvation, and Christian values is our priority. Therefore, the school expects **honorable and respectful conduct from our students at all times**. We base our expectations on their Church Covenant. The moral standards of MCA are in agreement with those in the Bible. MCA recognizes that a high degree of respect must exist between students, teachers, parents, and administrators.

MCA demands a **positive and respectful learning/teaching environment** for everyone. Anything creating a hostile environment will not be tolerated: Discriminatory remarks or jokes; Intimidation or threats; Social exclusion or isolation; Physical or sexual harassment; and Cyberbullying. Retaliation against anyone who reports harassment/behaviors or participates in an investigation is explicitly prohibited. We will not tolerate verbal, written, or physical mistreatment of any child or adult.

Negative student actions **outside** of school, in public, on cell phones, the internet, social media, apps, video game chats, etc. may still result in school discipline. Misbehavior at any events/properties associated with our sports' co-op with Red Boiling Springs Schools WILL result in school punishment as if it occurred here at MCA.

Protecting School Property: The Lord has blessed MCA with so much and we must diligently care for it all. Students causing damage to or defacing any property or committing any misbehaviors that unintentionally damages any property will be punished according to administration & Church School Board discretion. This includes School, Church, Lafayette City Park, RBS School, or any sport co-op related property.

DISCIPLINE Students not adhering to MCA's expectations will be dealt with on an individual basis, depending on the circumstances and seriousness of the incident. Disciplining a child is scriptural. We understand that at certain times a child will need to be disciplined. Discipline will be administered in love, and in the best interest of the child. While parents may be consulted, MCA and Macon MBC will have the final authority in discipline matters at school.

In extreme cases, suspension or expulsion is an option!

PARENT HONOR CODES Macon Christian Academy expects honorable conduct from the parents, guardians, & families of our students as well. The parents acknowledge in order for a child to excel, one must live and raise their families by the teaching of the scriptures.

I, the parent, agree to the following scriptures (Matthew 18: 15-17) in cases of disagreements, grievances, or concerns.

Student dismissal may result from any action by the parent, guardian, family member, etc., which seriously interferes with the school's ability to accomplish its Christian, moral, or educational purpose; or anything that may be detrimental to the operation, good order, and safety of the school.

Student Personal Appearance (Dress Code)

- Students are expected to be decently dressed at all times.
- **Pajamas**/house shoes are **not** school appropriate
 - (besides specified PreK-4th grade pajama days).
- Un-Natural hair colors or distracting appearances are not allowed.
- **Clothing for ALL ages must be MODEST, covering all mid-drifts, chests, and mid/upper thighs at all times.** Hands to your side, fingertip length is a proper guideline. There may be NO short-shorts or skirts, crop-tops, sagging pants, or low cut/ripped arm or chest openings on shirts. Ripped jeans must not show skin in upper thigh areas. No under-garments may be visible at any time. This includes bra straps.
- Clothing themes/content may not display items that would be out of place at a school, especially one run by a Church. No displays of alcohol, drugs, cigarettes/vapes will be allowed. Students should not have scary murderous/horror movie themes on their clothing.

Personal Hygiene is essential in creating a comfortable environment for all students/teachers. This includes proper bathing, dental care, and deodorant.

****Parents, please be sure your child's appearance follows these rules before they arrive at school. You will be required to immediately pick up a student or deliver items to remedy the above situations.****

Prohibited Items

Students are prohibited from the possession or use of any smoking, vaping, nicotine, alcohol, drug, etc. related items. Absolutely no weapons are permitted. This includes all of MCA property, Warrior Lane, and City Park property as well as student vehicles, bags, & persons, including sport events.

CELL PHONES & DEVICES

Cell Phone possession or use while at school is not allowed! If any student brings a cell phone or communication capable watch/device to school, it **MUST** remain OFF (not just silent/vibrate mode), **AND** it **MUST** be placed in and remain in an assigned pocket in their 1st classroom of the school day.

Teachers will NOT allow students to have/check their phones/devices during the school day. This includes all parts/times at MCA including PE/Recess, walking outside to/from classes & Parking Lot.

Student-drivers will retrieve their devices only as they walk out at 2:15. All other students will retrieve their devices as their name is called over the radio for dismissals, not any sooner.

If any mobile device such as a smart watch is capable of text/call communications, these must also be placed in the student's assigned pocket as well as any ear buds or headphones.

- At the 1st violation of this, even if they have the device with them but turned off, the phone is to be turned in to the office. Parents will be notified, and the student may retrieve the device as they leave school that day.
- If violated a 2nd time, a parent will be required to come to school to retrieve the device even if the student drives to school.
- If violations repeatedly occur, administration may hold devices longer than 1-day before pick-up is permitted.
- In addition to these consequences, individual teachers may have classroom punishments for breaking phone policies in their room. Also, depending on the student's cooperation and honesty, or lack of, punishments could be modified per administrator discretion, such as write-offs, lunch detention and/or not being dismissed until 3:00pm or later (detention).

Public Displays of Affection (PDA)

Public Displays of Affection (PDA) or physical intimacy between students is not permitted at Macon Christian Academy. This includes PE/Recess times (at park or not), parking lots, Chapel services, or any functions associated with MCA.

There are many reasons for this including: Participating in and being in close proximity to public displays of affection are of course very distracting from what students should be attentive to during the school day. A relationship between youths should not be treated like a marriage. Hopefully students will reserve their affections and will guard their hearts and bodies to give themselves fully to a spouse someday. Although some will argue that a little PDA is harmless, and we don't completely disagree, it too often leads to more.

We will not compile a list of what is considered inappropriate, and there will not be a "PDA Patrol", but with common sense from the adults here, public displays of affection will not be permitted. This will be enforced by all employees, and consequences can include loss of PE/Recess times, lunch/afterschool detention, parental contact, and if the behavior continues suspension or expulsion are possible.

CHEATING

Cheating or dishonesty of any kind on school assignments is dealt with and disciplined on a case by case basis. Cheating is unethical and undermines the learning process. This applies to students (or parents/adults) helping other students gain access to answers as well as any use of technology or mis-use of score keys to dishonestly complete school work. As stated in our student honor code above, MCA expects honorable & respectable conduct from our students at all times.

Student Attendance: Attendance is a key factor in student achievement; therefore, students are expected to be present and on time each day school is in session.

Absences shall be classified as either **excused or unexcused** as determined by school administration. Excused absences include:

1. Personal illness/injury;
2. Illness of an immediate family member that would prevent drop-off/pick-up.
3. Death in the family;
4. Extreme weather conditions;
5. College visits with documentation;
6. Circumstances which in the judgement of the administration create emergencies over which the student has no control;
7. Activities endorsed or sponsored by MCA or, with written prior notice given to administration & teacher(s), scheduled team/club events that an MCA student is a member of such as public-school, recreational league, or travel-team sports, 4-H activities, etc.

Truancy:

If a student acquires an excessive amount of absences (especially unexcused), and if student/parent contact and correspondences do not improve their attendance, the student's attendance records could be turned over to Macon County's truancy court.

Driver's License Revocation:

A student who has more than 15 unexcused absences during any semester may be ineligible to retain a driver's permit or license. In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least 3 academic subjects at the end of the subsequent grading period.

*** Please let teachers know as soon as possible if your child will be missing any classtime, absent, tardy, or leaving early. Students must get assignments from the teacher **before** any pre-planned absence.

Make-Up Work: Students are expected to make-up all assignments that were missed while they were absent. Students will be given 3 school days from the date of each absence to completely catch up with their classmates. If a test/quiz was missed, it would be taken as soon as possible after return. Any assignments submitted after having 3 days to catch up, may not receive full credit, in accordance with each individual teacher's policy on late assignments.

Tardies: All grades begin class at 8:00am each day. All students from Kindergarten-12th grade must be in their assigned classroom, settled, and **ready to begin class by 8:00** at the latest each morning. **This includes visiting the restrooms, water fountains, & vending machines before 8:00am.**

Students who are dropped off after 8:00am **must be signed-in** by their parent/driver in the office.

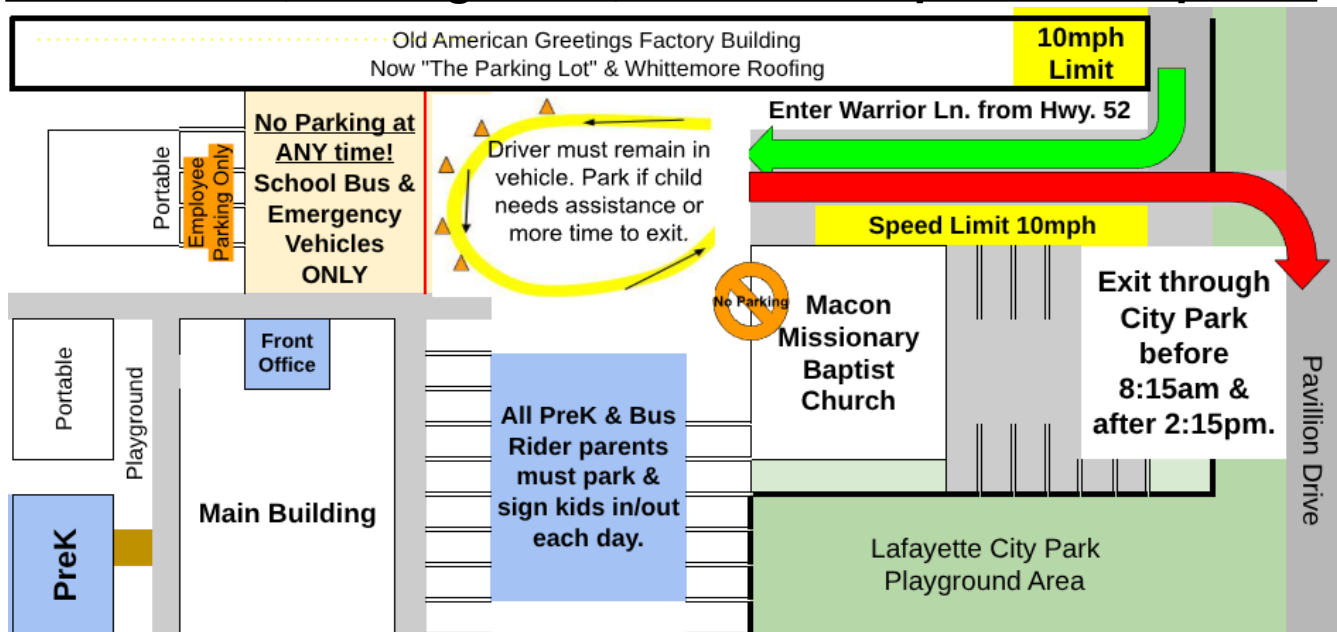
Student-drivers who arrive IN their classroom after 8:00am must sign-in at the office to be admitted to class. **Every 5th tardy equals 1 day of Lunch-Detention for student-drivers.**

Early Dismissals:

Student-Drivers are dismissed each day at 2:15pm, no earlier. This is a privilege and only allowed if approved by their parents, teachers, & administration. To leave before 2:15 the parent must contact the school to give permission for their child to sign themselves out. If the reason for leaving is not considered "excused," it will count as a "tardy."

Student "Pick-ups" for Kindergarten-12th grade students begin at **2:40pm each day (no earlier)**. Any student being picked-up before 2:40pm must be signed out by a guardian in the office.

Warrior Lane, Parking Areas, & Coned Drop-Off/Pick-Up Area



***The Maximum Speed Limit on ALL of Warrior Lane, from Hwy 52 all the way to the MCA school building, is 10mph.**

- **Do not park** in the round coned area, at the front doors, or in front of Church. Only employees, the buses, or delivery vehicles may pass the coned loop.
- **Do not block** the road/driveway. This is a narrow drive, but you must maintain 2 lanes of traffic driving in/out with a 10mph Speed Limit.
- The public **school bus** (somedays 2 buses) **MUST** have room to enter, park, turn around, and exit without hindrance. **The bus has the right of way, and all bus road rules apply.** There is no parking allowed in front of the Church building to allow plenty of pivot room for the bus and for parents circling in the pick-up/drop-off area to have room to pull out.

Arrivals/Dismissals: Students may arrive as early as 6:30am. ALL children must be picked up **NO later** than 5:30pm. **\$1.00 per each minute late for each child being picked up must be paid at time of pickup.**

- **PreK parents** **MUST** park along the sidewalk or City Park fence for drop-offs and pick-ups. You must go to the PreK classroom to sign your child in/out.
- Public School Bus Rider parents must also park along the sidewalk or City Park fence for drop-offs and pick-ups & always sign children in/out.

- **K-12th Arrival Procedures:**

- The round coned area is a drop-off loop for parents who will not be getting out dropping off K-12th students who are ready to get out. **You must park at the fence or sidewalk if your child is unprepared to exit/enter your vehicle immediately and without your assistance.**
- K-12th Students will enter the main building upon arrival from 6:30-8:00am. Please allow your child to exit your vehicle and walk into school alone. Adults will be waiting to greet them at/near the front door. Entering unattended by parents will help build your child's independence as well as cut down on hallway traffic.
- K-12th students must be signed in by a parent at the front office if arriving late. (after 8:00am) Student-drivers must sign themselves and any siblings in, but parents will be notified.

- **K-12 Pick-Up Procedures:**

- At 2:30, parents of K-12th students may begin lining up in the round coned area for pick-ups.
 - From **2:40-3:30pm K-12th students will be called outside by radio** as soon as an employee confirms parent identity. Remain in your vehicle in the pick-up line, and your child will be out shortly.
 - If your child cannot buckle themselves, or requires extra time/ assistance, you **must** park at the sidewalk or fence instead of in the loop. Walk up, and we will call for your child to come outside to you.
 - At 3:30, all remaining K-12th Grade students will be in After-School Childcare in the the portable classroom out front (#3). Parents must park at the sidewalk or the park fence and walk inside to get their child. Do not park at the main front entrance.
- **ALL children must be picked up NO later than 5:30pm.**
 - **\$1.00 per each minute late for each child being picked up must be paid at time of pickup.**

***Be prepared to have your Identification verified at pick-ups. No child will be released without that person being listed on their registration form.**

MCA student-drivers must:

- Have standing written permission from parents turned in to the office (as well as teacher approval) to leave at 2:15 each day.
*Teachers can keep students in class later if needed for disciplinary action.
 - Form must list all sibling names that they are responsible for transporting to/from MCA.
 - To transport non-sibling students, MCA must have written permission note (or text to office staff/teacher) from the parents of all students involved (Each time). In the case of an emergency, a phone call from each involved parent is adequate in place of written permission.
- Maintain a 10mph speed **limit** on all of Warrior Lane/MCA property.
- Park their vehicle in neat rows in the designated parking area behind the church building.
- Immediately exit vehicles and enter the school building upon arrival.
- Leave the parking area immediately upon dismissal from class at 2:15. *No loitering will be allowed in the student parking area.
- Be in their 1st classroom NO later than 8:00am. Students who are late must first sign in at the front upon arrival. 5 Tardies earn 1 day of lunch detention.
- Keep valid license, registration, tags, & insurance on any vehicle driven to school.
- Understand that their vehicle can be searched without warning or consent at any time. (as well as their possessions/bags/purses)
- Have written parent permission to leave Macon Christian Academy property before their designated dismissal time (2:15pm). They must sign out in the front office before leaving if before 2:15.
- Exit each afternoon through the Lafayette City Park.

LUNCH, DRINKS, & SNACKS

*** Students must bring lunch, 3 drinks, and 2 snacks or money for these things **each day**. They likely need a lunch box with an ice pack.

Lunches from home may be microwaved at school if needed. If packing Ramen noodles or oatmeal packets, you must send a **microwave safe** bowl to heat them in. We only have styrofoam/paper plates. Only send ramen/macaroni bowls if your child is mature enough to not spill/burn themselves.

Students may purchase a hot lunch listed below for **\$4 per day**.

Lunch money should be given to your child's teacher **each morning** if the student is buying. We **MUST** know who is buying lunch before **8:30am** each day to get them ordered on time. If your child is coming in late, you must contact their teacher before 8:30 to order! These lunches **DO NOT** come with a drink.

Lunch Menu: \$4 per day if ordering

*The pizza is Pep-a-Roni's & other meals are from Hardee's.

Monday: 3 slices of Pizza (Cheese or Pepperoni)

Tuesday: Cheeseburger, Apple Sauce, & Fries

Wednesday: Grilled Cheese, Apple Sauce, & Fries

Thursday: Chicken Strips, Apple Sauce, & Fries

Friday: 3 slices of Pizza (Cheese or Pepperoni)

Vending Machines are available for drinks & snacks.

- Canned and bottled **drinks** range \$1.25-\$2.00 each.
- **Snacks** range from \$1.00-\$2.00 each.

* Teachers will not control what students purchase. If parents only want their child to buy certain things, it is the student's responsibility to comply with those wishes.

Tuesday, September 9th, 2025

Dear Parents,

The American Academy of Pediatrics advises against caffeine for children under the age of 12 and recommends that children between the ages of 12 and 18 should not consume more than 100mg of caffeine in one day.

In a scary trend among local schools as well as children here at MCA, students as young as 3rd grade have brought in “Monster” and other brand energy drinks when they arrive. **No student in 6th grade or younger will be permitted to bring any type of energy drink to school at MCA. These drinks will be immediately disposed of if brought into the school.**

Parents, please monitor how much caffeine your children, including middle & high schoolers, intake daily, and research the side effects on their physical & mental health.

Sincerely,
Mrs. Terra Solomon
MCA Principal

MEDIA AND PHOTOGRAPHS

During the school year your child may have the opportunity to have their picture taken and their name put in the paper or media for school. If you do not wish for your child to participate, you must **provide us with a written statement** of your disapproval.

SCHOOL SUPPLIES - Please bring to Open House!

Each teacher makes their own supply list. These are available from the front office or on the school website. Other supplies as well as a craft fee may be listed on your child's list or requested at a later time if needed.

OUTSIDE PLAY - P.E. & Recess

With weather & temperature permitting, we will take the children outside to play every day. Be sure your child is **dressed appropriately for the weather** forecast. If your child requires sunscreen, apply at home & send a name-labeled bottle with them if it needs to be reapplied.

Cold weather does not cause sickness. Germs, bacteria, & viruses do. These causes are even more likely to cause sickness if children are constantly cooped up together in the classroom sharing germs more easily. The best way to prevent sickness is proper & frequent hand washing.

Outside play is only permitted when the "feels like" temperature is from 32 degrees to 92 degrees. At the lowest & highest ends of this range, the time spent outside will be very short.

SICKNESS For the health and safety of all children in our care it is the policy of Macon Christian Academy that: **A student is to be removed from attendance for a minimum of 24 hours, (cannot return the following day), when there is any illness, sickness, or symptoms requiring the child to be sent home, such as:**

- **Fever: (100.0 degrees or above)** When a child is sent home due to a fever, or develops a fever they must be fever free **without** taking any fever-reducing medication for **24 hours** before returning to MCA.
- **Vomiting/Diarrhea/Stomach Virus:** A child must go home if they vomit(1x) or have diarrhea(2x). Any child with symptoms at school or home may not attend MCA without being 24 hours symptom free & unmedicated.
- **Other Symptoms:** Such as, but **not** limited to; body rash, sore throat or swollen glands, severe coughing, eye discharge, pink eye, yellowish skin or eyes, etc. Students must be without the symptoms for a minimum of 24 hours before returning to MCA.

Absolutely no medications, prescription or OTC, whether they be pills, chewables, liquids, creams, or sprays may be in the possession of any student at any time. A form must be filled out and signed by the parent before any medication can be left with the office staff.

We keep OTC Tylenol (acetaminophen) &/or Motrin (ibuprofen) securely locked up for students who need it. A teacher or administration must receive permission by phone EVERY time that a student requests these medications before they can be given. The parent must verify which type of medication may be given as well as what dose their child needs.

Lice Policy There is a NO-NIT policy when lice/eggs are found. Students must be treated along with their home, and if after 24 hours, there is nothing found upon recheck, the child may stay at school that day. **Do not drop off a student (even after treatment & 24 hours) without waiting for them to be rechecked & approved.**

**** By enrolling your child at MCA & signing registration forms, you are giving MCA permission to administer First Aid at our discretion. ****

Train up
a child
in the way
he should go;
Even when
he is old
he will not
depart from it.

- Proverbs 22:6