



**2025-2026**

**Mount Pisgah Academy**

**Student Handbook**

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# **ACADEMIC REQUIREMENTS**

## **Academic Probation**

Students who must repeat a grade level will be placed on an academic probation plan that details school-facilitated interventions as well as student and family responsibilities to support student success. Continued enrollment at MPA and financial assistance are dependent on students and families fulfilling the responsibilities outlined on the academic probation plan. Students with a quarterly GPA less than 1.75 (non-cumulative) will be placed on an academic probation plan.

## **Academic Requirements For Graduation**

To receive a diploma from Mount Pisgah Academy (MPA), a student must be in attendance throughout at least the last semester of their Senior year, taking no less than four credits from this school. A minimum of twenty one credits are required for graduation. All course work must be completed before students are permitted to receive a diploma. Students who meet criteria for “summer graduate” status may be allowed to march upon approval by the Academic Standards Committee. Summer graduate candidates may take up to a maximum of two transfer credits through an MPA-approved school program to fulfill graduation requirements. Transfer credits must be completed and MPA must be provided with transcripts of these credits within six months of the graduation date. Credits taken from educational institutions other than MPA must be approved in advance by the Academic Standards Committee. Credits not approved in advance may not be accepted by MPA. Please see [Correspondence, Online, and Independent Study](#) section for grade requirements for credit recovery courses.

A student who has a cumulative grade point average of 3.0 or above will be graduated with recognition; those who have a grade point average of 3.5 or above will be graduated with honors; those maintaining a grade point average of 3.75 or above will be graduated with high honors.

## **Types of Diplomas**

### **General Diploma**

- 1 unit of Bible for each year in academy
- 1 unit of American History
- 1/2 unit of Economics
- 1/2 unit of Government
- 1/2 unit of Personal Finance
- 1 additional unit of Social Studies
- 4 units of English
- 4 units of Math, must include Algebra I
- 3 units of Science, must include Biology
- 1/2 unit of Computer Literacy/Keyboarding
- 1 unit of Physical Education\*
- 1/2 unit of Health Education
- 1 units of Fine and/or Practical Arts  
(0.5 credit must be Fine Arts)\*\*

### **College Prep Diploma**

- 1 unit of Bible for each year in academy
- 1 unit of American History
- 1/2 unit of Economics
- 1/2 unit of Government
- 1/2 unit of Personal Finance
- 1 additional unit of Social Studies
- 4 units of English
- 4 units of Math, must include:  
Algebra I, Algebra II, Geometry\*\*\*
- 3 units of Science, must include:  
Biology and Chemistry or Physics
- 1/2 unit of Computer Literacy/Keyboarding
- 1 unit of Physical Education\*
- 1/2 unit of Health Education
- 2 units of one Foreign Language
- 2 units of Fine and/or Practical Arts  
(1 credit must be Fine Arts)\*\*

## Honors Diploma

- 1 unit of Bible for each year in academy
- 1 unit of American History
- 1/2 unit of Economics
- 1/2 unit of Government
- 1/2 unit of Personal Finance
- 1 additional unit of Social Studies
- 4 units of English
- 4 units of Math, must include: Algebra I, Algebra II, Geometry\*\*\*
- 3 units of Science, must include: Biology and Chemistry or Physics
- 1/2 unit of Computer Literacy/Keyboarding
- 1 unit of Physical Education\*
- 1/2 unit of Health Education
- 2 units of one Foreign Language
- 2 units of Fine and/or Practical Arts (1 credit must be Fine Arts)\*\*
- At least 1 Dual Credit course\*\*\*\*
- Maintain minimum GPA of 3.50

**\*Physical Education** (PE) credit may be obtained from any of the following courses/programs offered: PE course - one credit, Acro - one credit, Varsity Sport (per sport) - 0.25 credit. One Physical Education credit must be earned by taking MPA's PE course. Students with documented medical needs may request a Personal Fitness course in place of the traditional PE course.

**\*\*Fine arts** credit may be obtained from any of the following courses offered: Choir - one credit, Symphony - one credit, Creative Ministries - 0.50 credit, Praise Team - 0.25 credit, and Yearbook - 0.50 credit. **Practical arts** credit may be obtained from the following courses/programs offered: Life Skills - 0.50 credit, FTC - 0.50 credit. At minimum, one fine or practical arts credit must be completed by the end of students' Sophomore year, and the second/third credit must be completed by the end of students' Senior year.

\*\*\*State Universities in North Carolina require a fourth math more advanced than Algebra II.

\*\*\*\*Dual Credit Courses offered:

- Bible – RELB160 Jesus and the Gospels
- English – ENGL 101 First Year Composition, ENGL 102 Research & Literature
- Science – PSYC 105 General Psychology
- Social Studies – ECON 213 Survey of Economics, HIST 275 US History: Founding to Reconstruction, HIST 276 US History: Gilded Age to Globalization

## Typical Course Completion Schedule

| Freshman                                                                                                                                                                        | Sophomore                                                                                                                                                               | Junior                                                                                                                                                                                                | Senior                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Alg I/Geometry</li><li>• Bible I</li><li>• Environmental Science</li><li>• English I</li><li>• Computer Literacy</li><li>• PE</li></ul> | <ul style="list-style-type: none"><li>• Geometry/Alg II</li><li>• Bible II</li><li>• Biology</li><li>• English II</li><li>• World History</li><li>• Spanish I</li></ul> | <ul style="list-style-type: none"><li>• Alg II/Int</li><li>• Alg/PreCal/Stats</li><li>• Bible III</li><li>• Chemistry</li><li>• English III</li><li>• American History</li><li>• Spanish II</li></ul> | <ul style="list-style-type: none"><li>• Alg II/Stats/PreCal</li><li>• Bible IV</li><li>• Health</li><li>• English IV</li><li>• Government</li><li>• Economics</li><li>• Personal Finance</li></ul> |

## **Acceleration**

Graduation at the secondary level requires completion of a list of courses prescribed by the Southern Union. The standard schedule to complete required courses generally takes four years. Students who exhibit exceptional academic ability as well as social and spiritual maturity may submit a request to the Academic Standards Committee to complete the required courses at an accelerated pace. Criteria for acceleration is listed below:

1. A request to apply for an accelerated program must be made in writing before the beginning of the student's Sophomore year in order for the school to outline the acceleration schedule.
2. A student who wishes to accelerate and graduate in three years must meet all the four-year graduation requirements.
3. Diplomas will be granted to students only when full graduation and curriculum requirements are met. The last two semester periods must be taken face-to-face on MPA's campus.
4. A GPA of 3.50 and a score in the 85th percentile in the Reading and Math sections of the MAP tests must be met before entrance into the acceleration program. A student must maintain a GPA of 3.25 each semester to remain in the accelerated program.

## **Changes In Course Schedule**

The first two weeks of each semester are the drop/add period for courses. After the first two weeks of each semester, a student must have approval from the Academic Standards Committee as well as their parent(s) to withdraw from any courses required for graduation. If approval is granted, a grade of Withdraw Pass or Withdraw Fail will be recorded on the student's transcript. \*All organizational courses are a year-long commitment and may not be dropped during the second semester.

## **Class Standing**

Before a student's class standing can be finalized, official transcripts from school(s) previously attended must be provided to the registrar's office. To be promoted to the next grade level at the end of the school year, students must not have failing grades in the following categories:

1. A failing grade in two or more core courses (Math, Science, History, English, or Bible) for the current school year.
2. A failing grade in three or more non-core academic courses during any previous or current high school years.

Students are expected to complete the failed courses over the summer. Students who do not successfully retake the failed courses will not be promoted to the next grade level. The course retake requirement can be met by either retaking the regular version or the credit recovery version of the failed courses. Credit for the the courses will only be recognized, and students will only be permitted to move on to the next grade level, if they meet the following criteria:

1. They communicate their plan to retake courses with MPA's registrar.
2. They pass the regular version of the course according to the standards of the program the course is taken through, or they pass the credit recovery version of the course with a grade of 75% or higher.
3. The recovery course is taken from an MPA-approved academic program: Ignite Christian Academy, Griggs Academy, or the student's local public school.
4. The course is completed and transcripts of grades are provided to the registrar's office before registration for the next school year.

## Code Of Academic Integrity

As a Christian institution, MPA is dedicated to helping our students develop a character grounded in honest and ethical behavior. As an academic institution, MPA is dedicated to a program that increases student knowledge, develops critical thinking skills, and ensures mastery of essential learning goals based on high school standards. With new technologies and Artificial Intelligence (AI) advancements readily available in this digital age, students can easily misuse these resources. While MPA acknowledges the potential value of these tools, our desire is for our students to be able to naturally develop their critical thinking, writing, and research skills. The use of generative AI hinders this developmental process; additionally, AI may generate inaccurate or false information. Therefore, generative AI is not permitted for use on assignments at MPA.

Because academic dishonesty can threaten the purpose of our academic community, **enrollment as a student in MPA automatically acknowledges an obligation to abide by this Code of Academic Integrity. By submitting any assignment or assessment, students acknowledge that the items submitted are their original work as well as their original ideas.** To help hold our students accountable, students will be required to submit written assignments to turnitin.com, an online tool that checks writing for plagiarism and AI use. Academic integrity violations include all forms of academic dishonesty, including but not limited to the following:

### Cheating

- Submitting work copied from another individual, even if only a portion of the work was copied.
- Submitting work completed by another individual, even if only a portion of the work was completed by another individual.
- Providing answers or completing work for another student, even if only a portion of the work is provided.
- Looking up answers or ideas for answers online or in printed materials.
- Summarizing readings/assignment information to help other students pass a test/quiz.
- Sharing test/quiz content with other students.
- Communicating with other students in any way during a test/quiz.
- Possessing or using unauthorized notes/materials/technology during a test/quiz.
- Possessing or using a teacher's edition or answer key.

### Plagiarism

- Claiming another person's/source's ideas as one's own, even if the wording has been changed (If you were not the first person to come up with an idea/information, you must give credit to where the information came from!).
- Not providing source information when using another person's or source's ideas.
- Not putting quotation marks around information that is worded identical to another source, even if source information is provided.
- Submitting the same assignment in multiple courses without teacher permission (considered self-plagiarism).
- Not submitting an assignment to turnitin.com when required to do so (treated as plagiarism).

### Artificial Intelligence (AI) Use

- Using AI tools to check for spelling, punctuation, and minor grammatical errors is acceptable. Using AI suggestions for replacing single words with a synonym is also acceptable. \*Please be aware many AI tools that check for spelling and grammar (Grammarly, Google Docs checkers, Microsoft Word checkers, ChatGPT, etc.) also include the option to use *generative AI* (which creates wording for the user instead of simply correcting errors), so students must be careful using these tools.
- Using AI to reword/replace groups of words or entire sentences is considered cheating.
- Using AI to generate written answers or writing assignments and submitting them as a student's own work is considered cheating.



## **Correspondence, Online, & Independent Study Courses**

Any student desiring to take online or summer school courses must submit a written request to the Academic Standards Committee prior to enrolling in these courses. Except under unusual circumstances, or to retake a failed course, students will not be given permission to take courses elsewhere if they are offered at MPA.

In the rare circumstance when taking an MPA-offered course elsewhere is permitted, students must meet the following criteria:

1. The Academic Standards Committee must approve all courses before enrollment in the course. Courses taken without prior permission from the Academic Standards Committee may not be accepted for credit.
2. Courses taken during the summer should be completed before registration at the beginning of the next school year. The student's grade level will be determined by the courses completed and transcript information available at the registrar's office at the start of the school year.
3. Under normal circumstances, up to three courses taken elsewhere may be credited toward graduation requirements. Additional courses may be taken for enrichment purposes but will not receive credit toward graduation requirements.
4. Tests for these courses can be proctored at MPA. If the tests are not proctored at MPA, they must be proctored by a non-relative from the student's church, local SDA church school, or a proctoring center that meets the requirements of the educational institution providing the course credit.
5. When a course is approved due to unavoidable conflicts in a student's schedule, it will count as a part of the student's regular course load.

## **Credit By Examination**

A student may, at the discretion of the Academic Standards Committee, take a proficiency examination in selected subjects. However, course credit will be recorded as a Pass instead of the traditional ten-point grade scale, and the grade for this course will not be calculated into the student's GPA. Academic credit will be given if the examination scores are 85% or higher. An examination fee may apply.

A student may receive credit for a modern, foreign language course by examination under the following conditions:

1. A student who demonstrates proficiency in a language by passing an approved proficiency test may receive first year credit in the associated course.
2. Second year credit may be granted to a student with further testing.

## **Dual Credit & Honors Courses**

Several dual credit courses are offered as options for Junior or Senior students who maintain a minimum cumulative GPA of 3.0. Students must meet additional criteria to enroll in dual credit College Composition courses; this criteria is available from the registrar. Extension courses—which are dual credit courses taught by MPA teachers who are adjunct university professors—are always accepted for credit towards graduation requirements and high school transcripts. Any other dual credit courses offered through institutions other than MPA must be approved by the registrar prior to enrolling in the course. No more than two dual credit classes per semester may be taken from institutions other than MPA. Courses that are not approved in advance will not be accepted for credit.

To ensure that grade level standards are met, students must be enrolled in core academic classes throughout the entire school year. Although one unit of credit will be shown on the high school transcript for each dual enrollment course (3-4 credit hours), a single semester of a dual enrollment course is not a replacement for an entire year of the corresponding high school course. For example, a Junior student who takes Adventist History and Missions first semester as a dual credit course must still be enrolled in Bible 3 second semester.

The universities granting the college credit portion of a dual credit course charge a tuition fee per enrolled student, and this tuition fee is automatically added to students' MPA accounts. Other than the university-required tuition fee, MPA does not charge any additional fees to teach dual credit courses.

Dual credit courses are weighted on a 5.0 scale for GPA computation. The high school credit portion of dual credit courses is included on students' MPA transcripts by default. However, if students need the college credit portion of dual credit courses to be transferred to another college, students must request transcripts from the university granting the college credits for these courses.

Honors courses are weighted on a 4.5 scale for GPA computation.

## **Final Exams / Mid-Term Exams**

Cumulative mid-term exams are required for all core subject areas including Math, English, Science, and Social Studies and must be taken on the day and time scheduled. Cumulative final exams are required for all academic courses and must be taken on the day and time scheduled. The mid-term and final exams are worth up to 20% of the overall grade. Any preponements or postponements must be submitted on the "Request to Reschedule Final Exam" form and approved by administration. A rescheduling fee of \$50 per exam must be submitted with the request. A rescheduling fee is not required for requests due to religious observance, two or more exams scheduled at the same time, three or more exams scheduled in one day, or an emergency. An emergency is defined as an unforeseeable situation beyond the student's or parent's control that prevents the student from taking the final examination when scheduled. A vacation will not be considered an emergency event. Parents are strongly encouraged to review the school calendar before making any plans near the final exam week.

## **Grade Point Average (GPA)**

A=4.0, A-=3.7, B+=3.3, B=3.0, B-=2.7, C+=2.3, C=2.0, C-=1.7, D+=1.3, D=1.0, D-=.7, F=0.

GPA is calculated on a 4.0 scale. Dual credit courses use a 5.0 scale, and Honors courses use a 4.5 scale. Honor cords worn at graduation are given based on a student's cumulative, weighted GPA.

## **Grade Reports**

Grade reports are issued weekly to parents/guardians and students who have provided email addresses and opted into email communications through the Student Information System (FACTS SIS). Gradebook information is always available through the FACTS SIS Family Portal, a secure website accessible by parents and students. All semester grades are recorded by the school on the student's permanent record. Final semester grades and transcripts are held until the financial account has been cleared.

## **Grading System**

The ten point grading scale letter system is used:

|           |          |            |                               |
|-----------|----------|------------|-------------------------------|
| A-: 90-92 | A: 93-96 | A+: 97-100 | FA — failure due to absences* |
| B-: 80-82 | B: 83-86 | B+: 87-89  | I — incomplete**              |
| C-: 70-72 | C: 73-76 | C+: 77-79  | P — pass                      |
| D-: 60-62 | D: 63-66 | D+: 67-69  | WP — withdraw pass            |
| F: 0-59   |          |            | WF — withdraw failure         |

\*More than five unexcused absences per semester in a course will result in a semester grade of failure due to absence for that course, regardless of the gradebook grade. If credit is not received for a course due to attendance, the course will need to be retaken in its entirety to receive credit for the course (not eligible for credit recovery courses). Exceptions to this policy may be considered only in extreme emergencies. Three unexcused absences per semester in a course will result in a mandatory meeting with the principal.

**\*\*A grade of incomplete is given when a student is unable to complete sufficient work in a course to receive a reliable grade. A grade of incomplete is only given under exceptional circumstances with approval from the Academic Standards Committee. Semester Incompletes must be resolved within the timeline determined by the Academic Standards Committee. If work is not submitted by the end of the specified timeline, the registrar will request a grade from the teacher on the work completed.**

## **Home School**

Students who are home schooled must provide a portfolio showing their completed curriculum. The portfolio should include course outlines, a Course Verification Form, sample work, an explanation of how grades were determined, and final exams. Annual state-required standardized test scores must also be included. A form, which can be obtained from the Registrar, must be completed showing textbooks or computer software programs used, number of days and minutes per week spent in class, and grades given. Students may also be required to take proficiency tests in each high school subject they wish credit for, depending on the material presented in the portfolio.

## **Minimum Course Size**

Courses offered require a minimum of four students except when the course is necessary to meet graduation requirements or at the discretion of administration.

## **Minimum Student Course Load**

The Academic Standards Committee must grant permission for a student to take less than four or more than six academic courses per semester.

## **Period for Academic Support and Success (PASS) & Downgrades List**

PASS is a class period right after lunch (12:55-1:25) designed to support the academic needs of our students. All teachers will have office hours during PASS and will be available to assist students.

Students who have two or more Ds or one or more F will be placed on the downgrades list. The downgrades list is run weekly on Sundays at 6:00pm. Students who are placed on the downgrades list will be required to attend PASS until they meet the criteria to be removed from the downgrades list.

## **Transcripts**

Transcripts will be issued without charge unless a substantial postage fee is required. A transcript will not be issued if the student has an unpaid account at MPA. All transcript requests must be submitted in writing.

## **Transfer Students**

The cumulative GPA will only include grades from accredited institutions, per Southern Union policy. Courses documented on official transcripts from accredited institutions will be listed with the earned grades on the MPA transcript. International institution credits may be accepted as a pass/fail credit and will not be used in the GPA computation.

## **ATTENDANCE**

Progress in school and success in daily learning activities are directly related to a student's presence in class. Regular and punctual attendance at all appointments, including classes, study halls, assemblies, organizations, and work are expected of every student. In addition, dormitory students are required to attend all dorm worships and weekend religious services. Performance based organizations require attendance for all performances and tours. Students must notify the directors of performance organizations within the first three weeks of school if they are unable to attend an organizational performance throughout the year. This

requirement does not include emergencies. They must submit an absence request form, which must be approved to avoid receiving a grade of zero for the performance.

## Absence & Tardy Policy

The goal for all students should be perfect attendance. MPA understands that emergencies occur, and it is not always possible to be in school every day. Every day missed, however, poses a problem—missing class time without missing instruction is not possible. Absences and tardies can hurt a student's academic performance. Therefore, the MPA faculty expect faithful attendance.

The following are recognized as lawful absences according to NC General Statute 115C-378 for the temporary non-attendance of a student at school:

- Illness or Injury (written verification from parent or physician required)
- Quarantine
- Death in Immediate Family
- Medical or Dental Appointments
- Deployment Activity
- Court or Administrative Proceedings
- Religious Observance
- Educational Opportunity (approval must be secured in advance from administration).

In addition the NC General Statute 115C-378 regarding lawful absences, MPA will automatically excuse the following events:

- Pathfinder events
- Unusual traffic events (tardies only with email or phone call/text from parents)
- Travel complication surrounding breaks (with an email from parents outlining issue and itinerary).

For any other absences, an "Absence Request" form and written notification from the parent/guardian may be submitted to the Administrative Committee (Ad Com) requesting the absences be excused. In addition to automatically excused absences, students are allowed a maximum of three Ad Com approved absence days per semester. An approved excuse for an absence does not relieve the student of completing the work assigned that day in any missed class periods. Absences in excess of the three approved days per semester will be unexcused.

Parents of village students should notify the Attendance Officer of illnesses or other reasons their student will not be in class. **Routine dental or medical treatment should be arranged over breaks and/or weekends.**

Three unexcused absences per semester in a course will result in a mandatory meeting with the principal. **If five unexcused absences are received in a course during a semester, the student may not receive credit for that course.** If credit is not received for a course due to attendance, then the course will need to be retaken in its entirety to receive credit for the course (not eligible for credit recovery courses). Exceptions to this policy may be considered only in extreme emergencies.

Students who have less than a B in attendance are not allowed to be candidates for any student leadership positions (RAs and SA/class/club officers). Although the attendance grade is not included in the GPA, the attendance grade is recorded as a permanent grade on the student's transcript.

## Points System

Every student will start the school year with 100 points. Unexcused absences and tardies will cause the following points to be deducted from the initial 100 points:

- Tardy = 1 point deduction
- Double tardy (10-20 minutes late) = 2 point deduction
- Absence (20+ minutes late or miss entire class) = 3 point deduction

- Tardy to assembly = 1 point deduction
- Absence to assembly = 2 point deduction
- Tardy to full or half-day events (such as picnics and service projects) = 3 point deduction
- Absence to full or half-day events (such as picnics and service projects) = 9 point deduction
- Maximum point deduction in one day = 15 points

\*Two points are added if the student has perfect attendance (no unexcused absences or tardies) for one week (total points will not exceed 100).

Students and parents should check the FACTS SIS Family Portal on a regular basis to see if there are errors that need to be corrected. Emails are sent through FACTS SIS each Sunday for unexcused absences or tardies.

### Consequences

Attendance grades and the consequences for each grade level are as follows:

- A (90-100 points) — Students who maintain an A throughout the year will receive special recognition and rewards.
- B (80-89 points) — A letter will be given to the student with a copy sent to the parent/guardian and dean, as well as a copy for the student's permanent file.
- C (70-79 points) — Dorm students will be campus bound until attendance points reach the B level again. The student must attend a mandatory meeting with the principal.
- D (60-69 points) — Mandatory attendance at Period for Academic Support and Success (PASS) until attendance points reach the "C" level again. The student and parents must attend a mandatory meeting with the principal.
- F (0-59 points) — A student who reaches the F level is asked to withdraw from school. Re-admittance will be by administration approval only; it is not automatic. A \$200 re-application fee must be paid. In the event of re-acceptance, the student's attendance grade will be returned to the C level. If the student loses further points resulting in a second F, he/she will no longer be allowed to continue as a student and will not be considered for re-admittance for the remainder of the semester.

## **DISCIPLINE**

The objective of Christian discipline is to help students achieve true self-government. When it becomes necessary to correct behavior, MPA may use a variety of methods including campus restriction, supervised activity, suspension, reduction or loss of privileges, social restriction, etc. Administration reserves the right to question a student about his/her behavior or progress at any time without parental consent. An Administration Committee vote is required to expel a student from school, and staff may provide input regarding the matter prior to the meeting. The student and the student's parents and/or pastor may attend the meeting before this decision is made.

Students often perceive all rules as moral issues when, in reality, there are at least three different categories of rules. Below are some examples for each category:

1. Moral standards that tie directly to Biblical principles
  - Sexual misconduct
  - Substance abuse
  - Dishonesty
  - Disrespect
2. Inappropriateness
  - Disrupting class
  - Unapproved physical contact
  - Failure to adhere to the dress code

### 3. Safety/Management

- Leaving campus without permission
- Separated seating on transportation
- Seating charts

When students understand the different nature of rules, they can see the need for all three types of rules in order for a school like MPA to operate smoothly and will see the importance of cooperating in all three areas. It is very important that all stakeholders adhere to the school's policies and standards.

### Demerit System

Schools must have clear rules and consequences for students so that they learn to respect the boundaries of others and themselves. MPA utilizes a demerit system for violation of school and classroom rules. Students will receive a write-up with an assigned number of demerits based on the nature of the violation. Staff have the option of completing a write-up with no demerits. However, this may be overturned if deemed necessary when reviewed by administration. When students have violated a school rule, staff complete a write-up in our student information system, and an email is sent to the student, parents, and administration. The write-up email will also include the sanctions associated with the write-up, including referral to the principal, demerits, suspension, verbal warning, etc.

Discipline structure as it relates to demerits for the year:

- 10 demerits = A parent meeting
- 15 demerits = a 3-day at-home suspension
- 18 demerits = a 90-day behavioral probation

Some write-ups may require immediate suspension or expulsion based on the nature of the violation. Students can earn merits for going beyond expectations or doing more than asked. Merits balance out demerits.

### Dismissal

Willful violation of school regulations or offenses listed below, whether occurring on or off campus, make a student liable to serious discipline or to immediate dismissal from the school. Individual circumstances will be taken into account. MPA may suspend a student accused of any criminal action until the case is resolved.

- Disrespect shown to any member of the staff, community, or student body, including conspiracy or participation in any act that injures, degrades, intimidates, or disgraces the person.
- The use, possession, or supplying of any type of weapons (including—but not limited to—knives, firearms, etc.), illegal drugs, drug paraphernalia of any kind, alcoholic beverages, nicotine, materials identified with spiritualism/the occult, or pornography.
- Unauthorized possession, use, or duplication of keys. There may be a fine of \$500 plus replacement costs (potentially thousands of dollars) because it may be necessary to re-key the building(s) involved.
- Dishonesty including theft and/or cheating.
- Any type of improper sexual conduct, including: unauthorized presence in the dorms, exposing oneself (such as mooning, flashing, etc.), inappropriate touching or physical contact, possession and/or distribution of explicit pictures/videos. Most items listed may also face criminal charges.
- Termination from a campus job.
- Exhibiting mental instability, suicidal ideation, or attempting suicide.
- Vandalism (willful destruction) of any school property.
- Leaving campus without proper permission or falsifying a leave request.
- Attending or participating in questionable or inappropriate amusements during any time the school is responsible for the student.

A student may be dismissed from the school at any time if their progress or conduct is unsatisfactory, if their spirit, beliefs, and/or attitude are not in line with the school's standards and principles, or if their influence is found to be detrimental. This can happen even if the student has not specifically violated any regulations.

A student who has been expelled or asked to withdraw from school may not return to the school campus for any reason for a minimum of one year without specific authorization by the school administration.

Students who have been expelled or asked to withdraw, may apply for re-admission to MPA. Any student who is expelled will not be eligible for re-admission until they have completed a minimum of one year in another school. Any student asked to withdraw from school will not be eligible for re-admission until they have completed a minimum of one semester in another school.

## **Vandalism**

MPA views any act of vandalism as an act of defiance and/or destruction to the school and its values. Vandalism includes—but is not limited to—defacing property, entering locked or restricted buildings, removing window screens, destroying property, writing on desks or buildings, etc. Students involved with vandalism will be fined \$100 plus replacement/repair costs and will be subject to further discipline. Arrangements to pay or work off the fine must be in place before a student may return to class.

## **DORMITORY LIFE**

Areas in and around the dorms are off-limits to the opposite sex unless specific permission has been granted by the dean or administration. Violators will be suspended with probable dismissal. No one should ever enter a student's room without knocking first. Access to student rooms are limited to current occupants and the deans unless permission has been granted.

## **Closed Weekends**

Closed weekends occur when we have big weekends at MPA with many events scheduled. All dormitory students must reside on campus during closed weekends. A request to reside off campus or to miss some/all events during a closed weekend must be submitted to Ad Com at least a week in advance. Students must attend all required events throughout closed weekends and may only leave campus for day trips during times when required events are not taking place. Missing or being late to required events without permission during a closed weekend will result in the student receiving four demerits.

## **Fire & Safety**

For security purposes, the dormitories are equipped with alarmed exterior doors and security cameras. Tampering with security and/or safety equipment in the dormitories warrants disciplinary action. Tampering with or causing the fire alarm or sprinkler system to engage may result in dismissal. A fine of \$50 plus damage costs will also be required. Tampering with doors to bypass security systems will result in a \$50 fine and disciplinary action. Monthly fire drills will be conducted.

The students will receive a key for their room and should keep it locked while not in the room. The school is not responsible for money or for other valuables left in the rooms. Keys will be issued on registration day. Students will also be issued a fob to enter the dorms and the Administrative Building (Ad Building). The fobs are an important part of our security system, and if the fob is lost, students must report it immediately to the deans or the principal so it can be deactivated. There will be a \$25 fee to replace a lost key or fob. Failure to report a missing key or fob will result in disciplinary action in addition to a \$50 fee. These fees must be paid before receiving another key or fob. A monthly key and fob check will be conducted by the deans.

## **Amendment**

### **Lost Keys/Fobs:**

***If a student fails to report a missing key or fob, a \$50 fee will be charged.***

***Replacement of a key or fob (or both) will cost \$25.***

***Until fees are paid, students will be campus-bound and will temporarily lose phone privileges.***

### **Accountability Checks:**

***Deans or RAs will conduct weekly key/fob checks.***

***Each time a student requires the office to buzz them in, a demerit will be issued.***

### **Village Students:**

***If a fob is lost, they must email Mr. Magnant immediately in the morning to avoid the \$50 fee.***

***Forgetting a fob will result in a demerit, with a maximum of one per day.***

### **Security Reminder:**

***Students are never allowed to let anyone in the Ad Building or dorm doors. Doing so will result in a demerit. (Updated 9.8.2025)***

## **Leaving Campus**

It is the student's responsibility to obtain permission from the dean or administration prior to leaving the dorm or campus. When students wish to leave campus with anyone other than a staff member, the adult they are leaving with must contact the dean to receive permission and sign the student out in the dorm. In the event that the deans are not available, administration should be contacted. Students will not be granted permission to leave campus with anyone under the age of twenty-one unless the driver is an immediate family member. An exception to this rule is when students may be granted permission to ride with another student driver for weekend leaves and home leave breaks with written permission from the parents of all students involved. MPA takes the safety of all students seriously, and leaving campus without permission or leaving the dorm after hours is a serious infraction which will likely result in a suspension and/or expulsion.

## **Lobby**

The dormitory lobby is a public place, and the students must **always** be appropriately dressed according to the general dress code guidelines when entering this space.

## **Mail & Packages**

The address for students to receive mail is the Ad Building address: 75 Academy Drive, Candler, NC 28715. Mail and packages will then be delivered to the dormitories. Postage may be purchased to mail letters from the administration office. Packages cannot be mailed from the administration office.

## **Roommates**

All rooms are designed for double occupancy. If students feel they cannot live with their assigned roommate and can find someone who seems to be more compatible, they may ask the dean to move. Changing rooms does not void responsibility for damages incurred while occupying the previous room. Providing space is available, single occupancy rooms are only permitted at the discretion of the deans/administration.



Dorms are divided into three different halls: Freshmen Hall, Sophomore & Junior Hall, and Senior Hall. Room or roommate requests should be submitted to the head dean(s). Final room/hall assignments are at the discretion of the head dean(s).

### **Sick List**

If a student is too sick to meet class and work appointments, they must report to the dean on duty as soon as possible. The dean will then determine if medical assistance is necessary or whether to put the student on sick-list. Being placed on sick list automatically binds the student to their room (except for bathroom use) until the next day or until they are released by the dean. They will not be allowed visitors while on sick-list. The student is not allowed to have their phone (outside of allowed phone hours) in their room while on sick-list. Meals for students on sick-list are delivered to their rooms; outside food orders are not permitted unless approved by the dean. When a student is ill and needs to be home, this is arranged through the dean and the parents. Students may go only to their parent's home—never to the home of a friend—when ill.

### **Medical Appointments**

It is the responsibility of parents and/or guardians to schedule non-emergency doctor, dentist, optometrist, etc. appointments over breaks and school vacations. Emergency doctor appointments should only be made in counsel with the dean.

### **Student Rooms**

The student is responsible for the furnishings, the care, and the condition of the room. No nails or other objects should be driven into the walls or doors. Tasteful and appropriate posters, pictures, and decorations may be hung with white poster putty or command strips—**no clear tape, glue, or blue putty**. Using unapproved materials to hang objects may impose additional fines due to damage they cause. Poster and pictures should be dean approved, uplifting, and should not cover entire walls, doors, or window panels. Room colors must remain as they are.

The room deposit is required to cover potential damage and will be credited to the student's account upon their departure providing the dean approves the condition of the room when checking out. If damage exceeds the room deposit, additional charges will apply. Administration reserves the right to search a student's room, book bags, lockers, luggage, or other personal property with or without the students' knowledge or permission. If a student has a foot locker and or locked safe, the lock combination/key must be provided to the dean when the student moves in.

### **Study Hall**

A regular study hall is conducted on Sunday through Thursday evenings. During this period, students are expected to cooperate in maintaining a quiet time throughout the dormitories. If students need help during this time, a resident assistant will be in the hallway to assist.

### **What Not To Bring**

The following types of items should not be brought into the dorm: matches of any kind, drum sets, candles, oil lamps, incense, sun lamps, halogen lamps, cigarette lighters, flammable fluids or chemicals, microwaves, toaster ovens, grills, popcorn poppers, toasters, frying pans, and hot plates. These items are subject to permanent confiscation and a \$50 fine. Any other electrical appliances must be approved by the dean.

In harmony with North Carolina state laws, fireworks and firecrackers are not allowed on campus at any time. Possession of these items on campus subjects students to a \$50 fine and possible suspension.

TV's, DVD players, radios (or devices with radio access), personal devices other than one cell phone, video/computer games, unapproved DVDs or movies of any kind, explicit/inappropriate music or reading matter, etc. will be confiscated. Please note the policy regarding [Headphones & Earbuds](#).

Students are not permitted to have items in the dorms that are prohibited on campus. Please note the policy regarding [Prohibited Items](#).

## **Worships**

Worship will be held daily, and all dorm students are required to attend. Students must always be appropriately dressed according to the general dress code guidelines when attending worship.

## **DRESS CODE**

MPA expects our students to dress in a modest, orderly fashion and to use Christian ideals as their guide in dress. This dress code applies to all students when on campus or on MPA sanctioned outings. Administration and staff reserve the right to interpret matters regarding dress code. Students and parents are expected to respect and support dress code enforcement.

Specific dress for weekend programming will be written on the weekend schedule or announced in the dorms. Students attending school programs will also be asked to change if their clothing does not meet the announced dress code designation for that event. Village students must be in school dress code when attending any school-sponsored activity, whether it is on or off campus.

## **Cafeteria Attire**

Undershirts, sleepwear, or half t-shirts are not acceptable at any time. Clothing worn to church is to be worn to lunch on Sabbath.

## **General Dress Code Guidelines**

For both boys and girls, clothing should fit properly and should cover all undergarments. Appropriate undergarments should be worn to maintain modesty. Clothing should not have slogans or symbols that are offensive or suggestive of a lifestyle out of harmony with Christian principles. Appropriate attire will not include pajama-style clothing or clothing with holes or rips. Appropriate, clean footwear is required at all times when students are out of the dorm.

Pants and shorts should not sag. At a minimum, shorts should be long enough to reach the halfway point between the knee and the hip joint.

Shirts are to be worn at all times when out of the dorms. Tops must be of a length that the midriff stays covered and may not have necklines lower than the parallel line from armpit to armpit in both the front and the back. Tops may be sleeveless with shoulder fabric at least 2 inches wide (no racerback or halter styles).

Hair must be clean, well-groomed, and a natural color; hair cannot cover the eyes or be extreme in style. Hats are not permitted in the Ad Building/lower level of Waller Hall or during worship programs.

All types of rings, bracelets (including friendship bracelets or any type of rubber bracelets/wristbands), earrings, necklaces, ornamental key chains, etc. are not to be worn. Such items will be confiscated. MPA is not responsible for items lost, stolen, or damaged when confiscated.

Body carving, displayed tattoos, inking, or body piercing is not allowed at any time a student is enrolled at MPA.

## **Boys Dress Code**

### **Uniform:**

- Navy blue or red polo shirt with the MPA logo purchased through MPA's official uniform company
  - Both short and long sleeve polo shirt options are available
  - No long sleeve shirts, hoodies, or sweaters may be worn under or over the uniform shirts

- The requirements for pants/shorts are as follows:
  - Khaki or navy blue (plain/flat front)
  - No joggers
  - No cargo pants
  - Shorts must be knee length
- Optional fleece jacket or softshell jacket purchased through MPA official uniform company
  - Only MPA jackets are permitted to be worn in the Ad Building and Waller Hall.
- Shoes: slippers, slides, and rubber/foam/plastic clog-like shoes are not permitted

**General:** Cosmetics are not allowed.

**Dressy:** Observing the general dress code guidelines: dress pants (no jeans or cargo pants) and a full button-up dress shirt (no polos) must be worn. Ties and suit jackets are optional. Dress shoes with socks—no casual or athletic wear. \*Clothing worn to church is to be worn to lunch on Sabbath.

**Dressy Casual:** In addition to the dressy guidelines, dressy casual includes the option of wearing jeans (not ripped). No sweat pants, pj pants, or athletic wear. Polo shirts (but not t-shirts, hoodies, or sweatshirts) may be worn. Tennis shoes may be worn.

**Casual:** In addition to the dressy casual guidelines, casual includes the option of wearing shorts, athletic wear, t-shirts, slides, rubber/foam/plastic clog-like shoes, and hoodies or sweatshirts. No pajama pants.

**Swimwear:** No brief or boxer brief-style swimwear is permitted.

### Girls Dress Code

#### **Uniform:**

- Navy blue or red polo shirt with the MPA logo purchased through MPA's official uniform company
  - Both short and long sleeve polo shirt options are available
  - No long sleeve shirts, hoodies, or sweaters may be worn under or over the uniform shirts
- Khaki or navy blue pleated skirts
  - Skirts must be knee length in both the front and back
- The requirements for pants/shorts are as follows:
  - Khaki or navy blue (plain/flat front)
  - No joggers
  - No cargo pants
  - Shorts must be knee length
- Optional fleece jacket or softshell jacket purchased through MPA official uniform company
  - Only MPA jackets are permitted to be worn in the Ad Building and Waller Hall.
- Shoes: slippers, slides, and rubber/foam/plastic clog-like shoes are not permitted

**General:** Cosmetics are not to be extreme or excessive.

**Nails:** Nails must appear neat and clean.

**Colors:** Only neutral-colored nail polish is permitted. Acceptable shades include neutral pinks, browns, creams, light pink, and clear. Blue, green, yellow, red, white, or black are not allowed. Neutral-colored French tips are acceptable, but bright or dark colors, patterns, or designs are prohibited.

**Decorations:** Glitter, sparkles, sequins, or any other nail embellishments are not allowed.

**Length:** Nails must be kept short and well-groomed, not exceeding 6 mm beyond the fingertip. Long nails are not permitted.

**Acrylic Nails:** Acrylic nails are not allowed at school.

**Press-On Nails:** Press-on nails are permitted if they comply with neutral colors, lack decorations, and follow appropriate length rules.

Students are expected to follow these guidelines at all times. Failure to comply may result in disciplinary action

**Dressy:** Observing the general dress code guidelines: dresses, skirts, or dress pants and dress blouses must be worn. All dresses and skirts must reach to the top of the knee, and slits or openings in skirts or dresses should be modest. Dress shoes or sandals—no casual or athletic wear. \*Clothing worn to church is to be worn to lunch on Sabbath.

**Dressy Casual:** In addition to the dressy guidelines, dressy casual includes the option of wearing jeans (not ripped). No sweat pants, pj pants, or athletic wear. Blouses (but not t-shirts, hoodies, or sweatshirts) may be worn. Tennis shoes may be worn.

**Casual:** In addition to the dressy casual guidelines, casual includes the option of wearing shorts, athletic wear, t-shirts, slides, rubber/foam/plastic clog-like shoes, and hoodies or sweatshirts. No pajama pants.

**Swimwear:** Modest one piece swimsuits are preferred. Two-piece tankini style suits may be worn only if the top is of sufficient length to cover the midriff area and meet the top edge of the swimsuit bottom when arms are raised. The front neckline of swimwear must not be lower than the parallel line from armpit to armpit. Bikini or bare midriff style suits are not allowed, even if covered by a t-shirt.

**Banquet Attire:** All banquet attire must adhere to the general and dressy dress code guidelines including neckline and length. However, banquet dresses may have a halter or spaghetti strap style. Dresses may not have necklines lower than the parallel line from armpit to armpit in the front and a standard bra band in the back. All young ladies, both dorm and village, must have all banquet dresses approved by the girl's deans.

## Uniforms

School uniforms are to be worn during class and whenever one is in the Ad Building, which includes the library and Waller Hall classrooms. The uniform may be required for specific events or designated field trips and outings. If students attend class out of uniform, they will lose phone privileges for that day/receive demerits and be asked to return to their dorm room (or the office for village students) to change and will not be allowed back to class until properly attired. Students will have no more than fifteen minutes to change and return to class.

Jobs requiring school uniforms to be worn include all jobs in the Ad Building. Jobs not requiring school uniforms include dorm, cafeteria, athletic department, and maintenance workers.

## FINANCES

MPA strives to be financially attainable for all young people who wish to attend. The following financial policies have been adopted and it has been found that strict adherence to these policies is in the best interest of both the student and the school:

1. The educational service that MPA provides is charged on a flat-rate basis through the tuition and/or dormitory and cafeteria costs. Additional fees may apply for services outside the core program offered. MPA has partnered with a tuition management company called FACTS for tuition payment and financial assistance applications. Financial information and arrangements will continue to be directed through the business office at the academy.
2. The account for previous years at MPA must be paid before a student is permitted to enroll for the current school year. Any delinquent accounts remaining from siblings who attended MPA must be settled before another member of the family is admitted as a student.

3. In harmony with the policy established by the General Conference of Seventh-day Adventists and the school operating board, no transcript or diploma will be issued until the student's account is paid in full.
4. A student transferring from another Seventh-day Adventist school with an outstanding balance may be asked to satisfy that account, or show financial clearance, before enrolling at MPA.

In order to meet changing economic conditions or government regulations, MPA and the Carolina Conference of Seventh-day Adventists reserves the right to change tuition or fees at any time.

### **Accident Insurance**

The parents'/guardians' insurance is the primary coverage and will be billed first. Secondary accident insurance is covered in the entrance fee. This secondary insurance policy covers student injuries while the student is under the care of the school or while involved in school-sponsored activities. It does not cover hospital, clinic, or doctor visits due to illness or self-inflicted injury. For additional information, please contact the business office.

### **Cafeteria**

When eating in the cafeteria, village students, visitors, parents, and family members are expected to have a meal ticket or otherwise purchase individual meals. Meal cards or meals can be purchased in the business office or in the cafeteria (\$70 for ten meals or \$7.50 for one meal).

### **Damage To School Property**

Students are liable for damage to school buildings or property. Payment for damage repair may be required in cash. A fine of \$100 will be charged for vandalism in addition to the damage repair costs.

### **Delinquent Accounts**

Student accounts must remain current. Accounts that are sixty days past due will require proper arrangements with the business office. These arrangements should be made before the account falls behind. Failure to make payment arrangements may result in a mandatory withdrawal of the student. All accounts must be current, or payment arrangements made, before final examinations are taken.

Transcripts and diplomas will be issued only to students whose accounts are paid in full or who have made arrangements with the business office. Transcripts will not be released until checks clear the bank or a certified check or cash is presented to the business office.

### **Entrance Fee**

The entrance fee is non-refundable and will not be prorated regardless of enrollment date. The entrance fee covers the following items: yearbook, Student Association, library, recreation, Saturday night programs, accident insurance, boys' and girls' clubs, and testing materials.

New students who turn in their application form by June 30th and pay a non-refundable deposit of at least \$100 towards their entrance fee will receive a \$100 credit toward their account.

### **Illegal Entry Or Exit**

An incident involving unauthorized entry or exit from the school buildings is accompanied by a fine of \$50. If items are missing or damage is sustained, the amount necessary to replace or repair will be added to the fine, and these costs must be paid in cash to the business office within two weeks. Any illegal activities may additionally be dealt with by law enforcement.

## Job Earnings

The estimated student job earnings as presented on the Financial Information sheet or on an individual financial plan is not guaranteed and is dependent on hours worked. This can be affected by the following: student involvement in school organizations, course schedule, work absences while on campus, etc.

Student employees will be paid for all hours worked at MPA. Student employees will have wages earned assigned directly to the students' tuition accounts by completing a Student Job Wage Assignment Authorization form for each employer.

## Late Entrance

Students who enroll late but receive full semester course credit will be required to pay full tuition; however, dormitory and cafeteria fees will be prorated. A full non-refundable entrance fee will be charged regardless of when a student enrolls.

## Lending Money

MPA will not lend money to students unless a serious emergency situation requires it. Money for transportation, clothes, personal needs, etc. should be arranged in advance between parents and students.

## Multiple Student Discount

Village Students — A monthly 10% multi-student tuition discount will be applied for any additional siblings enrolled at MPA.

Dorm Students — A monthly 15% multi-student tuition discount will be applied for any additional siblings enrolled at MPA.

Information regarding reduced discounts for denominational employees is available in the office.

## Other Charges

|                                           |                                           |
|-------------------------------------------|-------------------------------------------|
| Technology Fee/Books                      | \$400 per year                            |
| Cafeteria tickets (village students)      | \$70 for ten meals or \$7.50 for one meal |
| Private music lessons                     | As arranged with teacher                  |
| Private ESL Services                      | As arranged with tutor                    |
| Transportation Local (doctor, etc.)       | Free                                      |
| Transportation (Asheville airport)        | Free                                      |
| Transportation (other airports)           | Cost varies                               |
| Transportation (Home Leaves)              | Actual cost varies                        |
| Other special travel (Repeated)           | \$0.55 per mile                           |
| Medical supplies/prescriptions            | Actual cost                               |
| Graduation Fee (Seniors Only)             | \$125                                     |
| Testing                                   |                                           |
| ACT                                       | Actual cost                               |
| SAT                                       | Actual cost                               |
| Career Assessment CDP/CISS (Seniors Only) | \$230 split 50/50 school/family           |
| Organizations:                            |                                           |
| Acrosports (Gymnastics Team)              | \$235 per year                            |
| Choir                                     | \$75 per semester                         |
| Creative Ministries                       | \$75 per semester                         |
| FTC                                       | \$100 per year                            |
| Symphony                                  | \$75 per semester                         |

|                                            |                                                             |
|--------------------------------------------|-------------------------------------------------------------|
| College / Dual Credit courses:             |                                                             |
| SAU & WAU (3-5 credits per course)         | Approx. \$150 per credit hr<br>(amount required by college) |
| Dormitory Miscellaneous:                   |                                                             |
| Single Occupancy Room (dean approved only) | \$100 per month                                             |
| Refrigerator                               | \$50 per year                                               |
| Village Students/Visitors overnight stays  | \$10 per night                                              |

## Refunds

Students who are absent for an extended period of time but still receive full credit will be required to pay full tuition. In extreme circumstances, a refund of boarding charges may be allowed for extended absences, provided application is made at the business office immediately following such absences.

Students who withdraw early will be charged a proportional amount of the yearly charges or will be refunded on a prorated basis from the date the withdrawal is received by the registrar or business office.

## Room/Key Deposits

A room/deposit of \$100 is charged for each dormitory student. This deposit is included in the amount due at registration and is refundable providing the key is returned and the room is in good repair. Any cost of repairs or cleaning that have to be done will be deducted from the deposit. If damages exceed the room/key deposit, additional charges will apply.

## Scholarships

### Academic Scholarships — Year to Year

Scholarships will be awarded to new students based on an algorithm combining their most recent GPA and MAP scores. Scholarships amounts are as follows:

|           |                    |
|-----------|--------------------|
| 60% - 75% | \$250 scholarship  |
| 80% - 89% | \$750 scholarship  |
| 90%+      | \$1500 scholarship |

This award will be mailed or presented at Carolina Conference schools' 8th grade graduations.

### Academy Days Scholarships

Potential students attending Academy Days are encouraged to try out for organizational and departmental scholarships (academics, acro, music, and sports). If a student has been awarded a scholarship from a particular organization, they must actively participate in that organization for the entire year to receive the scholarship funds. Students who choose not to try out or participate in that organization will lose any relevant scholarship funds. Scholarships up to \$1,500 may be awarded.

### Leadership Scholarships

Students who have shown qualities of leadership and/or have been recommended for their leadership abilities may receive a scholarship. Students may also qualify if they held one of the following student positions the year prior to enrolling at MPA:

- Class President
- Student Association President
- Yearbook Editor

### Organizational Scholarships

Current students may be selected for this scholarship by auditioning or trying out in the respective organizations. These scholarships will be available the following school year. If a student has been awarded a

scholarship from a particular organization, they must actively participate in that organization for the entire year to receive the scholarship funds. Students who choose not to try out or participate in that organization will lose any relevant scholarship funds.

### Scholarship Limit

Other than Grant & Aid scholarships based on financial need, the limit on all other academy scholarships is \$4,500.

### Touch A Life Scholarships

Families who cannot pay full tuition/fees may apply for Touch A Life scholarship by completing the online Grant & Aid application on FACTS Tuition Management. The limited funding for this program comes from a Student Financial Aid endowment, MPA alumni, the Carolina Conference, the Southern Union Conference, and other miscellaneous donors. Students who receive these funds are expected to meet the following criteria:

- Maintain a minimum 1.5 GPA
- Earn at least a C work grade
- Receive no more than 10 demerits

Students who leave Mount Pisgah with a credit balance will only be reimbursed for funds exceeding the amount of Touch A Life donations.

### **Student Bank**

Students are encouraged not to keep large amounts of money in their rooms or on their person. Parents/students may send or bring money directly to the business office. Checks should be payable to "Mount Pisgah Academy" with "Student Bank" noted on the memo line. This money will be kept in the business office safe and requires a student signature to deposit or withdraw. Money may be withdrawn at the student's discretion without school administration having to obtain parental approval. The school will not assume responsibility for money not deposited in the student bank. The business office cannot write school checks for students' personal use.

### **Tithe**

Students may request that tithe be deducted from their student earnings each month by signing the Student Job Tithe Deduction Authorization form as part of the yearly online enrollment process. Student tithe will be sent to the Carolina Conference.

## **GENERAL**

### **Accommodation Plans**

Students who provide the school with documentation of physical disability, health conditions, or learning disability may have an individualized accommodation plan created for them. Documentation must be from the appropriate medical or psychological professional. Examples of appropriate documentation are letters from a doctor or reports from testing/psychological evaluations that include: dates of service, specific diagnoses, relevant testing results, and professional recommendations. IEPs, 504s, or any other type of individualized accommodation plans from previous educational institutions are helpful in creating appropriate accommodation plans at MPA. Documentation should be provided to the Registrar and the Academic Support Coordinator. If conflicts arise between school policy and an MPA accommodation plan, the accommodation plan will supersede school policy and must be followed.



## General Driving Privileges

Student vehicles must be registered with the administration office along with a copy of the student's driver license, vehicle registration, and proof of insurance to be kept on file. Insurance and registration must be kept current, and the vehicle must be in working order. Uninsured, unregistered, or inoperable vehicles will be towed at the owner's expense. MPA assumes no responsibility for theft or damage to vehicles or belongings inside vehicles.

Village student vehicles must remain parked in the designated area by the Ad Building. However, vehicles may be parked in the cafe parking lot during the evening after supper for recreation, intramurals, or varsity sports. Village students who carpool to school must submit a written letter from each students' parents giving permission for a specific student to drive/ride with their student. Village students may leave campus after classes or work and for lunch time. Student vehicles must not be a "hang-out" spot and is not to be a place for social interactions.

Dorm student vehicles must be parked in the dorm parking lots. Vehicles should not be driven to the gymnasium, maintenance buildings, etc. without specific permission from administration. At no time shall other students or passengers be allowed in student vehicles without permission from administration. Dorm students are not to drive any students or visitors anywhere without direct permission from Administration or Deans. ONLY deans may grant permission for dorm students to leave campus in their vehicle.

## Senior Driving Privileges

In addition to the [General Driving Privileges](#), the following guidelines have been established regarding Senior driving privileges at Mount Pisgah Academy:

1. This policy relates only to Seniors at Mount Pisgah Academy (drivers and passengers).
2. Any student leaving campus (driver and passenger) must have the required forms on file in the office. The forms must be signed by both the parent and the student.
3. Permission MUST be granted by the dean before departure. This permission must be obtained each time the student(s) wish to leave campus.
4. This privilege is for the following school day hours only: M-Th 8:00 a.m. to 5:00 p.m. Mon/Wed is designated for boys and Tues/Thurs for girls.
5. Students may sign out for a maximum of two hours.
6. All participants are encouraged to carry a cell phone for safety reasons. This phone number should be posted at time of signing out. The cell phone should not be used while driving.
7. Non-MPA students are never allowed in cars as drivers or as passengers relating to this privilege.
8. Senior driving privileges will not begin until after the first 9 weeks of school.
9. The following requirements apply:
  - Maximum of two students in the car (including driver)
  - Only current MPA Senior students of the same gender
  - Student must not be on downgrades list
  - Students may not miss any work, classes, or other requirements
  - Students participating cannot have more than ten demerits
10. The following activities are prohibited while off campus:
  - Visiting local students or other homes without permission from administration
  - Visiting any amusement or place of entertainment/food/etc. that would be in opposition to the values and/or guidelines of MPA(e.g. movie theaters, restaurants that are primarily meant as bars, clubs, adult entertainment, etc.)
11. Driving privileges will automatically be revoked if the driver is: ticketed by law enforcement, observed driving in an unsafe manner, absent or late to class, work, or other requirements, or in any way violates privilege guidelines.
12. If a student is late to any class or activity (due to traffic, etc.), the absence or tardy will not be excused.

\*The preceding guidelines outline a privilege and not a right of MPA Senior students. Staff or administration may choose to revoke this privilege for any reason. Immediate disciplinary action will be taken should there be any violation of this policy.

## **Graduation Attendance**

Juniors and Seniors are required to attend and participate in all graduation weekend activities. During graduation weekend, dorm Seniors are allowed to stay off-campus with their parents or guardians only after obtaining the respective dean's approval. Dorm Juniors must remain on campus during graduation weekend.

Freshmen and Sophomores are expected to leave the campus immediately following final exams unless work responsibilities require their presence.

Specific guidelines for exam week and graduation weekend are distributed annually.

## **Library Policies**

Books are available to access in both physical and digital format. All students have online access to the digital library through the Southern Union. In addition to books, the digital library also provides access to periodicals, databases, and other research and educational resources. The library is for the purpose of studying, reading, and research; therefore, loud talking and noise-making will not be allowed.

Loans of physical library books are for a two-week period of time from the date of check-out. Books are considered overdue if they are not returned to the library on the due date, and fines will be charged for each day a book is overdue. Days fines are accrued are actual school days and do not include holidays or weekends. Notices will be sent out to students to notify them of any fines or overdue materials. Any student who has outstanding overdue books may not be permitted to check out any more library resources until the outstanding books have been returned and the fines paid. No books or other materials are to leave the library unless they are checked out by the library staff on duty. A fine may be charged for the removal of materials from the library without checking them out.

Fines for overdue books are ten cents per day. Students will be charged a small sum to cover the cost of any necessary repairs for minor damages to checked out books or materials. If the damage is so extensive that the book or material is beyond repair, the student will then pay the necessary amount for its replacement. Students will be charged the necessary amount to replace any unreturned books or materials. All library fees must be paid in full before transcripts will be released.

## **Organizational Courses & Clubs**

|                     |                        |          |
|---------------------|------------------------|----------|
| Acro                | FTC                    | Symphony |
| Boys'/Girls' Clubs  | National Honor Society | Yearbook |
| Choir               | Praise Team            |          |
| Creative Ministries | Student Association    |          |

All organizational courses are a year long commitment and may not be dropped during the second semester.

## **Organizational Performances & Trips**

Students are expected to attend all organizational performances and trips unless arrangements with the sponsor have been agreed upon in advance. Students must travel with the group. Students who wish to leave the group during a trip are required to obtain written permission from a parent as well as have approval from the sponsor and the appropriate dean. A student who is not part of the organization may not ride with the organization without Ad Com and the organizational sponsor's permission. Phone use is determined by the trip sponsor/director. Failure to participate in performances will impact the student's organizational course grade.

### Officer Eligibility

1. Candidates for any office must be approved by the administration on the basis of GPA from the most recent quarter grades, net demerits, and attendance. All major and minor office holders must have a transcript on file with the academy. Eligibility requirements are applicable from the point of election throughout the time the student holds the office. Exceptions to stated policies will be with administrative approval only.
2. Students holding a major office (SA President, Class Presidents, & Yearbook Editors) must meet and maintain the following requirements:
  - Have attended MPA for the previous semester (First semester Freshmen may hold class offices).
  - Have and maintain a cumulative GPA of 2.5 or above.
  - Hold no other major office.
  - Must maintain five or less net demerits. Students will lose this position if they receive a single write up with four or more demerits. Once a student loses their office due to writeups, they cannot earn that position back by obtaining merits.
  - Students must maintain a grade of B in attendance.
3. Students holding minor offices (all other offices except for class/SA presidents & Yearbook Editors) must meet and maintain the following requirements:
  - Have and maintain a cumulative GPA of 2.0 or above.
  - Must maintain ten or less net demerits. Students will lose this position if they receive a single write up with four or more demerits. Once a student loses their office due to writeups, they cannot earn that position back by obtaining merits.
  - Students must maintain a grade of C in attendance.

### Student Association Campaigning Procedures

Students interested in running for a Student Association (SA) office must obtain an SA Officer Petition form from the school office. The form must be completed in its entirety, including the required number of student and staff signatures, and then be submitted to Ad Com. Students must refrain from public advertising until eligibility approval has been received, and all campaign posters/advertisements must be approved by the SA sponsor before being displayed.

### National Honor Society

The National Honor Society (NHS) was established with the following objectives: to create an enthusiasm for scholarship, stimulate a desire to render service, promote worthy leadership, and encourage the development of character in the nation's secondary school students.

Membership in the NHS is one of the highest honors that can be awarded to a high school student. Chapters in more than 17,000 high schools across the nation strive to give practical meaning to the Society's goals of scholarship, leadership, service, and character. These four ideals are considered as the basis for member selection.

No student is inducted simply because of a high academic average; the NHS strives to recognize the total student. Seniors will be considered for this organization if they meet the following criteria:

- Maintain a 3.25 cumulative GPA.
- May not have received five or more demerits within the previous school year.
- Remain involved in one of the following school-sponsored organizations: Acro, Choir, Drama, FTC, Symphony, Yearbook, or becoming a Student Association officer, the Senior class president, and/or the Boys' or Girls' Club president.
- Participate in the service projects organized for NHS members.
- Be a positive model in leadership and character to the MPA student body.

Membership may be revoked, per the NHS guidelines, if a student falls below the standards that were the criteria for their selection.

## **Safety**

### **Building Access**

Students will be issued a fob to enter the dorms and the Ad Building. The fobs are an important part of our security system, and if the fob is lost, students must report it immediately to the deans or the principal so it can be deactivated. There will be a \$25 fee to replace a lost key or fob. Failure to report a missing fob will result in disciplinary action in addition to a \$50 fee. These fees must be paid before receiving another fob. A monthly fob check will be conducted by the staff.

### **Drug Testing**

MPA, by the action of the School Board, reserves the right to have students drug tested if a student is suspected of using or being under the influence of drugs or alcohol. Refusing to take the test is probable cause for expulsion. If the test is positive, the parent is responsible for the payment of the testing costs. If the test is negative, the school will pay the bill. Any student with a previous positive test result will be subject to random testing indefinitely.

### **Harassment & Abuse**

Hazing is illegal in the state of North Carolina according to NC General Statute 14-35; therefore, hazing is not permitted on MPA's campus. In addition to NC law, MPA considers humiliating, degrading, or endangering behavior in a group context to be hazing. Any student involved in hazing others may be expelled from school, and legal action may be taken.

Students are urged to report any harassment, hazing, bullying, or abuse—whether sexual, racial, physical, verbal, cyber, or other—to the principal, school counselor, deans, or any teacher/staff member. Reporting a good faith complaint will not affect the student's status on campus in any way; it will not subject the student to retaliation or recrimination for reporting a complaint.

Complaints will be promptly and thoroughly investigated. All efforts to protect the anonymity of the reporter will be made, consistent with the school's obligation to investigate allegations of misconduct and to take corrective discipline where misconduct has occurred.

### **Medication**

Students may not keep medication in their possession. This includes prescription, over the counter, herbal, holistic, and homeopathic medication or supplements. Students may not provide any type of medication or supplements to another student.

All over the counter and prescription medications must be dispensed by the appropriate staff member. Prescription medication will be provided by the deans or the school nurse, or a designated staff member during school trips. Over the counter medications may be provided by the deans or a staff member on duty. Additionally, the staff member dispensing medication will record the student's name, date, time, medication, dosage, and purpose for the medication on the school's medication log. Students may not be provided more than a single dose of the same medication at a time. The student must take the medication in front of the staff member dispensing it. Staff members will not force students to take medication; however, parents will be notified if a student refuses to take a prescription medication.

### **Missing Students**

If a student leaves campus without permission, efforts will be made to locate the student. If he/she cannot be found, the parents and law enforcement will be notified, and the school cannot then assume further responsibility for the student.

### Prohibited Items

In harmony with school policies, the following items should not be in a student's possession at any time: personal devices other than a single cell phone, cigarette lighters, pornographic material, sexual items & paraphernalia, illegal substances, vaping paraphernalia, alcohol or tobacco products, any THC products (Delta 8 or Delta 9), explicit music, non-approved movies (see dean for details), etc. Firearms, knives/blades, explosives (fireworks or firecrackers), B.B. or pellet guns, mace or pepper spray, paint-ball guns, airsoft guns, or anything that resembles a firearm (nerf gun, water gun), etc. are considered weapons and are not permitted on the school grounds. Such items will be confiscated permanently, and authorities may be notified. Possession of such items may result in disciplinary action such as suspension or expulsion.

### Protective Equipment

For safety and limited storage availability reasons, the following rules apply for bicycles, skateboards, or other mobile equipment on campus:

- School insurance regulates that helmets must be properly worn at all times when riding.
- Riding is restricted to designated areas defined by administration.
- The school is not responsible for the theft or damage of personal equipment.
- Riding or maintenance/repairs inside the residence halls is prohibited.
- Dorm students must store equipment at locations that have been approved by the dean.

### **Social Relationship Standards**

The formation of true Christian friendships is an important part of Christian education. MPA believes that social relationships are important and that there is no better place than a Christian campus for developing friends. Experience has shown, however, that these friendships should have certain defined limits. Therefore, MPA enforces a strict "hands-off" physical contact policy. Physical activities including—but not limited to—displays of affection, hand-holding, tickling, wrestling, and massaging are prohibited, with the exception of brief "catch-and-release" hugs. School staff retain the right to counsel or discipline individuals who exhibit inappropriate conduct or irresponsible behavior in their social interactions.

Staff may place a couple on social restriction from one week to several months if the "hands-off" policy is disregarded, if they are in an unsupervised area without permission, or if it is seen that the relationship is not conducive to their total school program. The couple may not communicate with one another in any form, verbal or written, during the restriction time. Student phone privileges will be suspended during the social restriction period.

### Banquets

Banquets are a part of student enrichment, and all dorm students must attend. Only currently enrolled MPA students may attend, and all social relationship standards continue to apply.

### Dormitory Conduct

Areas in and around the dorms are off-limits to the opposite sex unless specific permission has been granted by the dean or administration. Violators will be suspended with probable dismissal.

### Engagement & Marriage

Engagements are discouraged during the school year. A student who gets married during the school year may be asked to withdraw.

### Pregnancy Policy

Realizing that MPA is not equipped to handle the social, physical, and emotional demands that accompany pregnancy, MPA will not accept applicants who are pregnant and will request that pregnant

students withdraw if they become pregnant during the school year. In addition, further disciplinary action may be applicable if inappropriate sexual behavior is determined to have occurred with students enrolled at MPA

## **Student Of The Year**

The faculty shall choose a Senior(s) who demonstrates the values of MPA by showing concern for spiritual matters, faithfulness in work and class attendance, a positive attitude toward school objectives, and respect of his/her peers. This presentation will be made at graduation.

## **Varsity Sports Program**

Athletic programs play a vital role in developing sportsmanship, fostering school spirit, and promoting physical fitness among MPA students. Interscholastic sports offer opportunities for students to participate in their preferred sports. At MPA, students can participate in the following interscholastic sports: boy's and girl's soccer, girl's volleyball, boy's and girl's basketball, and cross-country. Policies and regulations relating to varsity sports may be obtained from administration.

## **TECHNOLOGY**

### **Cell Phone Policy**

For both dorm and village students, cell phone usage is permitted on campus only during designated times. Landlines in the dorms and Ad Building office are available during times when cell phone use is not permitted. iPads are available in the dorms for video calling when phones are not permitted. Cell phone usage is only allowed during the following times unless otherwise announced:

Monday to Thursday - 5:00 PM to 7:40 PM

Friday - no use

Sabbath - no use during Sabbath hours

Saturday Evening - 15 minutes after sunset until 11:30 PM

Sunday - 9:00 AM to 6:00 PM

A parent filter must be installed on all student phones. Periodic checks will be conducted by staff to verify an active filter. Cell phones are not permitted to be connected to school devices, internet, or networks.

Dorm students are only allowed one cell phone, and it must be registered with the deans at the beginning of the year. Students found to be using a "decoy" or secondary phone will be subject to discipline.

Students in violation of cell phone policies will be written up and have their cell phone confiscated for the following length of time:

First offense                      One week

Second offense                  One month

Third offense                    Remainder of the school year

### **Headphones & Earbuds**

Headphones/earbuds may be used during cell phone use hours except when in the cafeteria or the Ad Building. Speakers of any kind (including computer speakers) are not allowed, and others should not be able to hear the sound from headphones/earbuds or school-provided devices such as iPads.

### **Internet**

MPA and the Carolina Conference of SDAs have invested tremendous resources in providing a high speed connection to the Internet on campus. MPA has systems in place to both monitor and restrict activity on the Internet. MPA is committed to providing the use of the internet under the guiding principle that students and their parents/guardians must agree in writing to the conditions of use on the "MPA Technology Policy" provided

at registration. If a student is found deliberately accessing or attempting to access inappropriate material in violation of the “MPA Technology Policy” signed agreement, that student will be disciplined by the school.

## **Network Accounts**

Each student at MPA will be assigned a network account on the MPA domain. This account is proprietary to each individual student and may not be shared with any other student. The account has a license attached to it allowing the student access to applications such as email, certain internet browsers, word processing applications, and other provided software.

If students abuse their account, it may be restricted. Attempting to gain access to another student’s account, sending inappropriate messages using social media, or attempting to use proxies or VPN’s to circumvent content filtering are all actions that could lead to disciplinary action. MPA has put these policies in place to keep students safe and to help students to learn proper use of technology.

## **Personal Devices**

Since MPA provides an iPad suitable to meet each student’s educational needs, any other personal devices (except for cell phones) are not permitted on campus. Such devices will be confiscated, and students/parents will need to make arrangements with the principal to have those devices returned.

## **School-Provided Devices**

MPA provides students with an individual iPad equipped with high speed Internet access for the purpose of schoolwork. Students are encouraged to learn to manage their time responsibly and use the iPads to accomplish the tasks they have been assigned by their instructors. Use of school iPads for purposes other than those tasks assigned by instructors and staff members is strictly forbidden. This includes watching movies/videos, playing games, using social media, etc.

Computers and iPads are the property of MPA and are assigned to students individually. This means that students are responsible for the iPad they are assigned and must ensure proper care of the iPad. Students must be cautious with water and other liquids when using the iPads. Should a student’s iPad be damaged, that student (and/or the student’s family) is responsible for costs incurred to repair or replace the iPad.

### Monitoring

MPA reserves the right to monitor any student activity while using school-provided devices, including—but not limited to—iPads, computers, or any other device that could connect to the MPA network.

### Restrictions

When necessary, MPA will restrict programs, sites, channels, and any other type of activity it deems necessary to hold students in line with its core values and beliefs. This may include—but is not limited to—activities such as watching movies/shows, playing games, visiting social media sites (Instagram, Snapchat, TikTok, Discord, X, etc.), using internet chat or chat rooms, watching YouTube for non-educational purposes, or any other activity that could detract students from their educational and social development. Sites related to these activities may, at the discretion of the school, be temporarily or permanently blocked.

### Screen Time

Students will use iPads for daily classwork and assignments. Outside of class time, students are encouraged to interact with others and limit screen time. To help students manage their screen time, iPads will be locked up in the dorms every evening and during Sabbath hours.

### Software & Piracy

MPA provides students with a host of software for use while enrolled as a student at the school. Some of this software includes: Adobe Creative Suite (a license is available for each student upon request) and

Microsoft Office 365 (a license is automatically provided for every student). This software is very expensive, and MPA has negotiated with the companies to make these platforms available for students' education.

Piracy is knowingly downloading, installing, or making use of any type of software, music, and/or videos that have not been paid for or are otherwise unlicensed. **Piracy is illegal and is strictly forbidden.**

Software that is not in line with Christian standards is not allowed. Such software will be removed, and students will not be reimbursed.

## **WORK PROGRAM**

MPA has a work study program for students to gain vocational experience and training, develop a strong work ethic and self-esteem, and contribute towards paying tuition. All boarding students are assigned a campus job, and MPA also endeavors to hire as many community students as possible. Students typically work 5-15 hours per week depending on their course schedules and department needs. Federal and state laws are followed to regulate hours worked and duties performed.

### **Assignments**

There are numerous work opportunities available and MPA attempts to place students in their preferred positions. The work committee assigns jobs based on availability, student's age and experience, staff and department requests, and student financial need.

The work will be supervised by experienced instructors and staff to give students the opportunity to become proficient in their work. All job changes and terminations must be arranged through the work coordinator and the work committee. Termination from a job will jeopardize a student's work grade and result in loss of work experience credit. An effort will be made to place the student in another job; however, a student that is terminated from a job may be asked to withdraw from school.

Absences and tardies will be dealt with as part of the overall student program. If a student is unable to fulfill their work appointments, they should make personal arrangements with their supervisor.

### **Grading**

The students' work performance is evaluated by their work supervisor(s) with a standard grading instrument each quarter. This grade is recorded on the student's transcript.

### **Job Opportunities**

Athletic Department  
Campus Ministries  
Dormitory  
Food Service  
Janitorial

Music Department  
Office Personnel  
Plant Services  
Teacher's Assistant/Grader

### **Last Day Of Work**

Students are required to complete work assignments through the last day of final exams. Some student workers may be asked to stay and work through graduation weekend. Students must check with their work supervisor before determining when their work responsibilities are completed for the year.

### **Legal Documents**

Students will be issued a North Carolina work permit. A Federal I-9 form must be completed in accordance with state and federal laws. These forms are required before a student is permitted to begin working. Social Security cards and Birth Certificates or Passports are required for all students and should be provided no later than the day of registration. State and Federal law requires that a student must be fourteen years of age before starting work.



## **Pay**

The basic rate of pay for student workers is determined by the school, but all student workers will be paid at least minimum wage. Students are expected to consistently clock in and out with accuracy. If students forget to clock in or out, they must immediately inform their work supervisor to have their time card records adjusted to reflect actual hours worked.

## **STATEMENT ON HUMAN SEXUALITY AND IDENTITY**

### Mount Pisgah Academy Statement on Human Sexuality and Identity

Mount Pisgah Academy (MPA) is a grade 9-12 educational institution owned and operated by the Carolina Conference of Seventh-day Adventists, a part of the worldwide Seventh-day Adventist Church. As such, we adhere to the teachings of the Seventh-day Adventist Church and its interpretation and understanding of the Scriptures. Therefore, we strive to conduct educational ministry within the world, maintaining our commitment to God as our Creator and Savior and to fulfill the gospel commission of sharing Jesus Christ and His love with the world. With this foundation, we offer the following:

As a Seventh-day Adventist educational institution, along with our curriculum, we neither condone nor promote any behavior outside of the Adventist Biblical beliefs. MPA's policy on human sexuality and identity is based on the North American Division Statement on Human Sexuality and Seventh-day Adventist understanding of Scripture.

As a part of our commitment to Seventh-day Adventist education, we have adopted the following guidelines to assist our students, parents, staff, and all other stakeholders:

- Mount Pisgah Academy enforces a strict "hands-off" physical contact policy. Activities including, but not limited to, displays of affection, hand-holding, tickling, wrestling, and massaging are prohibited, except for brief hugs ("catch-and-release"). The school staff retains the right to counsel or discipline individuals who exhibit inappropriate conduct or irresponsible behavior in their social interactions.
- We adhere strictly to Adventist Biblically-based principles in all aspects, including sexual behavior. As a result, while enrolled at MPA, students are expected to not promote or advocate for any lifestyle that contradicts our Biblical beliefs. We do not condone any sexual practice or behavior contrary to our Biblical belief system, and we require our students to demonstrate a similar commitment to these values.
- In the context of school application and enrollment, students must disclose their birth gender. This information is utilized to determine several pertinent aspects, including but not limited to restroom usage, sports team selections, uniform and clothing choices, preferred pronouns, dormitory allocations, and other gender-related matters as outlined in the student handbook. It is important to note, therefore, that students must provide accurate information to ensure appropriate school accommodation.

MPA is called to love all people. In this sin-filled world, we aim to create an environment where everyone loves and respects each other.

"Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness, and patience. Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity." Colossians 3:12-14

## **DISCLOSURE STATEMENT**

The administration of MPA reserves the right to modify, delete, change, amend, or alter any of the provisions contained in this handbook at any point in time. Changes and additions will be provided to all parents and students. Administration also reserves the right to waive a disciplinary regulation at their discretion. The handbook on the website is the most current version.