



**MOLLY
SPARKS**
ACADEMY

PARENT & STUDENT

2026 HANDBOOK

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Introduction

Molly Sparks Academy Parent/Student Handbook

Welcome to Molly Sparks Academy (MSA). We are honored to partner with you in the academic, spiritual, and character development of your child. This Parent/Student Handbook has been carefully prepared to provide clear guidance regarding the policies, procedures, expectations, and standards that support the mission and daily operations of our school.

Molly Sparks Academy exists to provide a Christ-centered, academically rigorous learning environment where students are equipped to grow intellectually, mature spiritually, and develop strong moral character. We believe that education is most effective when there is unity between home and school. Therefore, this handbook serves as a foundational resource to ensure clarity, consistency, and accountability within our school community.

Within these pages, you will find important information regarding:

- Our mission, vision, and statement of faith
- Academic expectations and grading policies
- Attendance requirements
- Student conduct and discipline procedures
- Safety and security protocols
- Parent responsibilities and communication guidelines

Each policy has been established to maintain a safe, orderly, and respectful learning environment that reflects our commitment to excellence and Biblical principles. Students and parents are expected to read this handbook carefully and refer to it throughout the school year. Enrollment at Molly Sparks Academy signifies a commitment to abide by the policies and standards outlined herein.

While every effort has been made to provide comprehensive information, Molly Sparks Academy reserves the right to amend policies and procedures as necessary to ensure compliance with applicable laws, uphold school safety, and support continuous improvement.

We look forward to a productive and successful school year as we work together to cultivate scholars who pursue excellence, demonstrate integrity, and honor Christ in all they do.

With gratitude and commitment,

Natasha Polk

Principal

Molly Sparks Academy

To the Prospective Parent/Guardian

Thank you for your interest in **Molly Sparks Academy (MSA)**. We are honored that you are considering partnering with us in the education and spiritual development of your child.

Molly Sparks Academy has adopted an admissions policy designed to serve families who are spiritually aligned with our mission and supportive of our philosophy, objectives, and educational standards. Our purpose is to partner with families who desire not simply a private education, but a distinctly Christ-centered education rooted in Biblical truth.

Before submitting an application for admission, we strongly encourage you to read this handbook carefully. It outlines the school's mission, beliefs, policies, procedures, and expectations for both students and parents. The opening sections clearly explain our religious purpose and doctrinal foundation.

Molly Sparks Academy unapologetically believes, teaches, and practices a literal, contextually grounded interpretation of the Word of God. Biblical principles are integrated throughout every subject area and school activity. Instruction in chapel services, classrooms, and school programs reflects our Statement of Faith and mission.

If your personal beliefs or lifestyle convictions differ significantly from the Academy's doctrinal positions, enrolling your child may create confusion or internal conflict. For example, when questions arise regarding faith, morality, or biblical living, faculty members will respond in alignment with Scripture and the school's established beliefs. When the teachings of the school and the convictions upheld at home are not aligned, it can create tension for a child and hinder spiritual and emotional clarity.

We deeply respect every family's right to choose the educational environment that best supports their values. However, for the benefit of the student and family, enrollment at Molly Sparks Academy is best suited for those who are in full agreement with our Christian mission and doctrinal commitments.

Our staff is devoted not only to academic excellence but also to equipping students to apply the truth of God's Word to every area of life. When school and home operate in unity, students thrive spiritually, academically, and socially. We look forward to partnering with families who share this vision.

This handbook has been prepared to clearly communicate the policies, procedures, and regulations of Molly Sparks Academy. These policies remain in effect as written and may be amended during the school year as necessary. Families are encouraged to contact the school administration with any questions or concerns.

All students and parents are responsible for understanding and adhering to the policies outlined in the Student-Parent Handbook as approved by the Administration and School Board.

We look forward to the opportunity to serve your family in Christian education.

Kingdom Education Philosophy

Molly Sparks Academy

At Molly Sparks Academy, we define Kingdom education as a lifelong, Bible-based, Christ-centered process that leads a child to Christ, nurtures spiritual growth in Christ, and equips each student to serve Christ faithfully.

Kingdom education at MSA is intentionally designed to develop students according to their God-given gifts and abilities. Our desire is that every scholar is empowered to live a life marked by love, faith, integrity, wisdom, and obedience to Christ. The ultimate goal of Kingdom education is the development of mature disciples of Jesus Christ whose lives glorify God in both character and action.

We pray that the vision of Kingdom education burns within the heart of every member of the Molly Sparks Academy community. It is our commitment that this philosophy takes root in every classroom, office, program, and activity within our school.

Our philosophy of Kingdom education is grounded firmly in the Word of God. Scripture provides the foundation and guiding principles necessary to implement Christ-centered education in every aspect of life. In order to faithfully carry out this mission, these biblical principles must be studied, understood, and practiced consistently by students, parents, faculty, and staff.

Mission Statement

Molly Sparks Academy, a ministry of Lifeline Children and Family Services, is a Christ-centered educational community dedicated to nurturing the whole child spiritually, academically, emotionally, and socially. Guided by biblical truth and a commitment to excellence, we empower students to discover their God-given purpose, develop strong moral character, and pursue lifelong learning. Our mission is to equip every learner to become a servant leader who transforms the world through faith, knowledge, and compassionate action in the name of Jesus Christ.

The MSA Statement of Faith

The basis of the Molly Sparks Academy, a ministry of Lifeline Children and Family Services, Inc. is the Scriptures of the Old and New Testaments, the infallible and inerrant Word of God, as interpreted and expressed in the standards of the bible. On this basis, the school affirms the following principles of Christian education:

- The Bible. God, by His Holy Word, reveals Himself; renews human beings' understanding of God, of themselves, of others, and of the world; directs human beings in all their relationships and activities; and guides His people in the education of their children.
- God. There is one infinite, holy, loving, personal God who speaks to believers in Scripture and reveals Himself in His acts of creation, fall, redemption, and restoration, as Father, Son, and Holy Spirit. As finite human beings created in God's image, we declare that it is our purpose and privilege to worship, honor, serve, and obey Him.
- Creation. The world belongs to God, who created it and faithfully sustains it by His providence. Creation is the theater of God's glory, displaying His power and majesty. God calls us to discover creation's resources, to receive these gifts with thanksgiving and delight, and to use them wisely as stewards and caretakers who are responsible to God and to our neighbor.
- Sin. Our ability to carry out our human calling to honor God, serve our neighbor, and care for the creation is marred by the corrosive effects of sin, which touch every part of life, including education. Human sin brought upon all people the curse of God, alienating them from their Creator, their neighbor, and the world, distorting their view of the true meaning and purpose of life, and misdirecting human culture. Brokenness, disease, hate, arrogance, alienation, abuse of creation, and, ultimately, death are all the inevitable fruits of sin in our world.
- Covenant. However, God has not rejected or abandoned His world but has turned it in love. He pledges to be faithful and to care for all His children. God always keeps His promises. We

acknowledge with gratitude and joy that He is our God and the God of our children, that we are His people, and that this is His world.

- Jesus Christ. Through our Savior Jesus Christ, there is renewal because He is the Redeemer of and the Light and the Way for our human life in all its range and variety. Only through Him and the work of His Spirit are we guided in the truth and recommitted to our original calling.
- Redemption. As He promised, God, in love, sent Jesus Christ into the world to save it from sin and its consequences. The atoning death of the Son of God is the only payment for the debt of human sin, and Christ's resurrection is the only liberation from the powers of evil and death. The victorious Lord sends the Holy Spirit to create faith, cleanse and renew hearts, and build a community of love and holiness. It is this community's mission to proclaim and live this good news and to make disciples of nations.
- Kingdom of God. Jesus Christ is the King of Kings and the Lord of Lords. His Kingdom is an everlasting Kingdom, and He reigns over all things for our good. To be a citizen of His Kingdom is a privilege, a joy, and a responsibility. Led by the Spirit, we place our every thought, word, and deed in service of Christ's present and coming reign, and we live daily in the confident hope of the triumphant return.
- Schools. The purpose of the Christian school is to educate children for a life of obedience to their calling in this world as image bearers of God. This calling is to know God's Word and His creation, to dedicate their lives to God, to love all people, and to be stewards in their God-given tasks, talents, and calling. The Christian school enables and equips all its children to serve the Lord, to love their fellow human beings, and to care for God's creation. The school provides an environment of love and care with which students are nurtured. As an indispensable partner with the home and the, the Christian school leads children to live according to biblical wisdom.
- Parents. The primary responsibility for education rests upon parents to whom children are entrusted by God. Christian parents should accept this obligation in view of the covenantal relationship that God established with believers and their children. Parents partner with the Christian school to train up their children in the way they should go.
- Community. Because God's covenant embraces not only parents and their children but also the entire Christian community to which they belong, and because Christian education contributes directly to the advancement of God's Kingdom, it is the obligation not only of parents but of the entire Christian community to establish and maintain Christian schools, to pray for them, to work for them, and to give generously for their support.
- Staff. Staff members of the Christian school, living in joyful fellowship with God, model the love of Christ to children. Empowered by the Holy Spirit and dedicated to the highest standards of excellence and professionalism, Christian staff members view their work as a vocation, as a calling. The calling of a Christian staff member is to pass on the wisdom of the Christian tradition to students and to help them understand and apply the transforming power of the gospel to contemporary society and culture. In all things, they cooperate with parents, who have the ultimate responsibility for their children.
- Students. Students are God's image bearers, entrusted to parents and the Christian community as His gifts. The Christian school encourages students to develop their gifts in response to God and in loving service to fellow human beings. Students are led to know God and to respond to Him in

every dimension of the creation and in every aspect of their lives in obedient and faithful service. Christian schools must take into account the variety of abilities, needs, and responsibilities of students, and adults should view students as fellow disciples.

- **Curriculum.** The Christian school curriculum is developed and organized so that children may come to know God more deeply and richly and live for Him more faithfully. Since human experience in all its rich variety is a good gift from the Creator who remains involved in His world, the Christian school curriculum explores all dimensions of creation. God's design for the creation and His will for human society and culture must be understood and obeyed. This is the way of godly wisdom. Students are taught to recognize the brokenness that sin brings to God's carefully designed world and are challenged to bring the healing power of Jesus Christ to a fallen world.
- **Educational Freedom.** Christian schools, organized and administered in accordance with legitimate standards and provisions for schools, should be fully recognized in society as free to function according to these principles.
- **Sexuality.** God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person and is against Christian belief and practice.
- **Marriage.** The term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union. God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. Any form of sexual immorality (including adultery, cohabitation, fornication, homosexual behavior, bisexual conduct, bestiality, incest, or use of pornography) is sinful and offensive to God.
- **Life.** All human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.

Admission Policy

1. Interview/Tour – All students are subject to a pre-enrollment interview. Parents will be instructed to schedule a personal interview with the administration. The student should attend this interview when possible.

2. Acceptance – If accepted, an acceptance letter will be emailed to the family within 10 days of submitting the fully completed application. Parents may also be notified via phone.

3. Entrance Testing - Enrolling students may be tested for grade placement as deemed necessary. Either parents or administration may request placement testing if desired. Call the principal to schedule a date for your child to take the entrance test.

Kindergarten Entrance Requirement

Kindergarteners must be 5 years old on or before September 1 to enroll. Requirements generally include a birth certificate, up-to-date immunization records, proof of residency (like a utility bill), and a Social Security card.

Student Arrival and Dismissal Procedures

School Hours—School begins at 7:15 AM and dismisses at 3:20 PM.

Student Arrival—Students may enter the building at 7:15 AM. Students who arrive early should wait inside the entry doors until 7:15. Students may proceed to the dining area for breakfast. At 8:00 AM, students will proceed to the auditorium for chapel. Students will be released to their classroom. Teachers must be present in their classrooms when students arrive, greeting them as they enter.

Student Departure—The school day ends at 3:20 PM. Teachers are responsible for supervising any students whom they ask or give permission to remain after school. All arrangements must be approved by parents.

After-School Activities (school sponsored)—Teachers are responsible for supervising students during and after activities. We stress the importance of parents being on time to pick up their children by dismissal.

Students may enter the building before 7:15 during inclement weather. Students who arrive after 8:10 will be considered tardy.

Students who need to leave school during the day must have a note from their parents and/or guardian before being allowed to do so. Before leaving, the student must check out at the office. Upon returning, the student must check in at the office. Anyone picking up a student not listed as the parent or guardian must be on an approved pickup list and must present photo ID before being allowed to sign a student out.

Announcements due to inclement weather or other reasons are made via text (ClassDojo, Class Link) and email blasts and social media (Facebook), WFAA 8, and FOX 4 News as soon as decisions are made. The head of school will also send an email to all employees.

When there is a late start, before-school activities are canceled students may come at 10:00. All delays are two hours. When there is an early dismissal, after-school activities are canceled. Employees may leave after all students are gone. When either of these schedules is employed, they directly affect support staff schedules, and adjustments will need to be made. As soon as these adjustments are made, classes impacted will be informed of a change in their schedule.

Attendance

Absences/Tardies (Excused/Unexcused)

All student absences are considered unexcused unless the parent either calls the school or sends a written note to provide a justifiable reason for the absence within twenty-four (24) hours of the absence.

If after notification under the provision of Section 25.095, the Warning Notice, the student fails to attend school, a complaint may be filed with proper juvenile authorities.

If the teacher and/or the attendance clerk notify the principal that continued absenteeism under paragraph (1) exists, the principal shall attempt to determine the reason and recommend to the Executive Director whether or not notification of juvenile authorities is desirable. The decision to notify juvenile authorities will be made by the Executive Director.

If a student fails to attend a school for more than four (4) days or part of the days in a semester, without an excuse approved by the Attendance Committee, a complaint may be filed with proper juvenile authorities for violation of Education Code, Section 25 and Compulsory Attendance. The student may be withdrawn from MSA after the fourth (4th) day.

A student's absence from school due to observance of religious Holy Days, including related travel, will not be counted as part of the four (4) absences provided that before the absence the parent(s)/guardian(s), or person having custody or control of the student, submits a written request for the excused absence.

Upon notification by the attendance clerk/Administrative Assistant of a situation, the principal may call a special meeting with the Executive Director that may determine whether or not the four (4) day rule has been violated. If a violation has occurred, the Executive Director shall recommend to the principal that the proper juvenile authorities be notified. The Administrative Assistant shall immediately notify the Executive Director of MSA of this recommendation by a memorandum. Notification of the juvenile authorities shall be the responsibility of the Executive Director.

Excuse Slip

When returning to school after an absence, a student must bring a note signed by the parent, or a medical certificate that describes the reason for the absence. Notes signed by the student, even with the parent's permission, will be considered forgery and the student will be subject to disciplinary action. The student must take the note to the school office before attending class.

Authorized Leave

A student will not be released from school at times other than regular dismissal hours except with the Executive Director's, or appointed representative's permission (or according to campus sign-out procedures). A student who must leave school during the day must bring a note from his or her parent/guardian that morning; or parent/guardian must come to the school office and sign for the student's release. The school office will determine that permission has been granted before allowing the student to leave the school.

A student who becomes ill during the day should, with the teacher's permission, report to the school office. The school office will then contact the parents about the student's condition.

A student who leaves campus without authorization will be subject to disciplinary action. More than one incident of leaving the campus without permission may result in the student's withdrawal from MSA.

Personal Illness

When a student's absence for personal illness exceeds four (4) consecutive days, the student shall present a statement from a physician or health clinic verifying the illness or other condition requiring the student's extended absence from school. The Attendance Committee may, if the student established a questionable pattern of absences, also require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absences as one for which there are extenuating circumstances.

Tardies

A student who arrives at the school campus at 7:51 is considered tardy. A tardy student has to do community service proportionate to the number of minutes he/she came in tardy. The number of minutes or hours for the community service will be determined by the Superintendent and/or the designated staff.

Truancy- leaving campus/not attending mandatory tutorials

Once a student arrives on school property whether the parent/guardian has brought the student or student drives himself/herself, he/she may not leave the campus without administrative permission prior to the end of the regularly scheduled school day.

If a student leaves the school campus without permission from the administration, he/she will be considered truant and will be cited as such. Problems with students leaving the campus without permission will result in withdrawal from MSA.

A student absent from school or from any class without permission, including required tutorials will be considered truant and subject to disciplinary action and ineligible to participate in school-related activities on that day or evening.

BUILDING ACCESS AND APPOINTMENTS

The school office opens at 7:30 a.m. and closes at 3:30 p.m. The School Office however, will take calls until 4:00 p.m. Should a parent need to make an appointment, the School Office Receptionist can make the necessary arrangements.

Withdrawal/Dismissal

Withdrawals

Withdrawals from school must be made through the administrative office. Parents can withdraw their child at any time during the year by submitting a written notice, such as a formal withdrawal letter to the principal. School records will not be released until all withdrawal obligations are satisfied.

Dismissals

A student may be dismissed from school at any time he/she is found out of harmony with the rules and policies of the school. The school board makes the final decision regarding the involuntary dismissal of any student

Health Records

Students entering school are to present a certificate of immunization meeting current Health Department regulations. In most cases, immunization certificates can be obtained through the local county nurse or your family doctor. Parents must submit a signed Exemption from Immunizations for Reasons of Conscience Affidavit available from the state of Texas if a student has not been immunized or received a tuberculin test because of religious or other objections to immunizations.

Neffy (Epinephrine Nasal Spray)

Neffy (epinephrine nasal spray) as an emergency medication for the treatment of a person experiencing a suspected severe allergic reaction or anaphylaxis, in accordance with applicable Texas law, the current FDA-approved prescribing information, and a current healthcare provider's order or standing protocol. Neffy shall be stored securely in a location that is readily accessible to trained and authorized school personnel during an emergency. Designated personnel shall receive appropriate training in recognizing anaphylaxis, administering Neffy, activating emergency medical services, and documenting its use. The Academy shall regularly monitor the medication's expiration date, condition, and availability and replace expired or used medication promptly.

When a student or other individual is reasonably believed to be experiencing anaphylaxis, trained and authorized personnel may administer Neffy according to the healthcare provider's order and the manufacturer's current Instructions for Use. 911 shall be activated immediately, and the individual shall be continuously monitored until emergency medical personnel assume care. Parents or guardians shall be notified as soon as reasonably possible when Neffy is administered to a student, and the administration shall be documented in accordance with Academy procedures and applicable reporting requirements. This policy does not replace a student's individualized allergy or emergency action plan, and MSA shall review this policy periodically to ensure continued compliance with applicable law and current FDA guidance.

Concussions

Any student suspected of having a concussion or head injury during school, recess, field trips, or other school-sponsored activities will be removed from the activity immediately and will not be allowed to return the same day unless appropriately cleared by a qualified healthcare professional. School personnel will notify the parent or guardian promptly and document the incident. If the student exhibits emergency symptoms, appropriate emergency medical services will be contacted.

A student diagnosed with a concussion will be permitted to return to school activities through a gradual, individualized return-to-learn and return-to-play process as appropriate. MSA will work with the student's parent or guardian and healthcare provider to support reasonable academic adjustments, rest, and monitoring of symptoms. Full participation in physical activities will resume only when the student has been appropriately cleared and can safely participate without worsening symptoms.

Code of Behavior

To ensure that all students receive the full spiritual and educational benefits offered at **Molly Sparks Academy (MSA)**, each student is expected to follow and uphold all school policies, rules, and regulations.

At MSA, the primary goal of our discipline philosophy is not merely behavior management, but heart transformation. We seek to guide students toward a deeper relationship with Jesus Christ, understanding that when the heart is aligned with Biblical truth, Christlike behaviors naturally follow. Respect for others, self-discipline, obedience, responsibility, integrity, and kindness become the fruit of spiritual growth.

Students are held to high standards of conduct because we believe excellence in character matters. However, correction and redirection are always administered in a spirit of love, grace, and restoration. Discipline is intended to instruct, restore, and strengthen not to shame or discourage.

The policies and behavioral expectations outlined in this handbook are provided to ensure clarity and consistency. They are meant to help students understand what is expected within our school community. While specific actions and behaviors are identified as infractions, our focus remains on cultivating wisdom, accountability, and spiritual maturity rather than simply modifying outward behavior.

At Molly Sparks Academy, we do not seek to keep a record of wrongs. Instead, we aim to teach the heart behind each guideline and to use every circumstance as an opportunity for growth, reflection, and deeper faith. Our desire is that each student matures into a responsible, Christ-centered leader who honors God in both character and conduct.

Harassment/Bullying Policy

MSA is committed to maintaining an environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation, hazing, and harassment. The school is prepared to take action to prevent and correct any violations of this policy.

Cyberbullying

Cyberbullying includes using electronic communication, social media, text messages, email, online platforms, or other digital technology to threaten, harass, embarrass, intimidate, humiliate, or intentionally harm another student. Students are expected to treat others with dignity and respect and shall not create, post, share, forward, or participate in harmful or threatening digital content involving another student, employee, or member of the MSA community. Cyberbullying that occurs on or off campus may be addressed by the Academy when it substantially affects the school environment, student safety, or the educational experience.

Students who experience, witness, or become aware of cyberbullying are encouraged to report it promptly to a teacher, school administrator, counselor, or other trusted adult. Reports will be taken seriously and handled as confidentially as reasonably possible. MSA will investigate reported concerns, provide appropriate support to affected students, and take corrective or disciplinary action consistent with the MSA Student Handbook and applicable law. Students are expected to preserve evidence, such as messages, screenshots, or posts, and should not retaliate against or further distribute harmful content. Retaliation against a student who reports cyberbullying or participates in an investigation is prohibited.

Minor Infractions

Teachers will generally be responsible for the conduct of students throughout the school day. Students should expect to be corrected by a teacher when they violate the code of behavior. In the case of minor infractions, parents will not be contacted in every circumstance. If the teacher's corrective action has proven unsuccessful, parents will always be involved and informed.

The following examples of unacceptable conduct will be considered MINOR INFRACTIONS of the Code of Behavior.

- Unprepared for class
- Inattention/not participating in class/off task
- Late to class • Running in the building, horseplay in hallways
- Excessive talking
- Rude or inconsiderate talk
- Minor property damage, meddling with another person's property
- Misconduct in chapels, assemblies, or school-sponsored activities
- Minor dress code violations
- Littering building or grounds or leaving a mess
- Possession of unauthorized items (i.e. electronic devices, toys, etc.)
- Violation of the school cell phone policy
- Consumption of food/drink in "unauthorized areas"
- Other lesser actions considered inappropriate at school

Major Infractions

The Principal/Administrator will generally be responsible for handling major infractions. Parents will be notified in writing and/or telephone of the nature of the infraction and the disciplinary action taken.

The following infractions constitute examples of unacceptable behavior considered MAJOR INFRACTIONS of the Code of Behavior that will be handled in a firm and earnest manner.

- Cheating or lying
- Profanity or obscenity
- Fighting
- Suggestive language or gestures
- Major dress code violations
- Disrespect for staff members
- Major or intentional property damage
- Rebellious attitudes

- Possession/consumption of alcohol, tobacco, or illicit drugs
- Sexual misconduct
- Theft or vandalism
- Truancy
- Possession of knives or other dangerous objects or weapons
- Any type of threat, harassment, or intimidation made against the school, staff, or students
- Any gross violation of the Word of God

Academics

Grading Scale

A= 100-98	C= 79-75
A+=97-95	C-=74-72
A-= 94-90	D=71-69
B= 89-86	D-= 68-66
B-= 85-80	F= 65-00

Cheating

Cheating in any form will receive a "0" for the assignment and disciplinary penalty. The second offense of cheating may result in disciplinary action, which may include suspension.

Doctrine in Bible teaching

At MSA we avoid highly controversial topics as much as possible, especially as they relate to denominational issues. Our student body represents a wide variety of church denominations and theologies. We choose to focus on unifying the body of Christ at MSA

Homework

Homework is not assigned arbitrarily or carelessly. Teachers at MSA are careful to assign work that is necessary for retaining and for growing knowledge and skills. In general, most instruction is done at school so that teachers can help students apply the skills they have learned. This means homework is a primarily time to review and practice. There may be times when students are given special projects and assignments to do in addition to review-based homework.

Grading

- **Failed tests** - MSA teachers seek to bring mastery in our academics while extending grace to our students when we can. A student may retake a quiz or a test at the teacher's discretion. The student must ask to retake the quiz or test as soon as possible. Any retakes must be done before the current quarter ends. The teacher may deny a request to retest if the student does not present a valid reason, if the student has waited too long to make the request, or if the student habitually makes such a request. A teacher may require a student to retake a quiz or test whenever he or she thinks it would benefit that student to do so. If the student passes the retake, it is up to the teacher's discretion to give the student a 70 as the final grade or the average of the two scores.

• **Full Day Absences-Make up work/tests** – If a student’s absence is excused, that student will have 1 day for each day they were absent to make up their work that was missed. Any tests missed must be taken the day they return. If the absence is unexcused, no make-up work will be accepted, and all daily work and missed tests will be given a zero. If a student wishes to work on assignments while at home, assignments are listed on FACTS and books can be picked up from the office. Teachers are not able gather work or give special instructions to help students who are absent. They will assist them in catching up once they return to school. NOTE: Major projects and assignments are due on time. If the student is absent, the project or assignment must be turned in by the class period or it will be considered late. No make-up days will be allowed.

• **Partial Day Absences-Make up work/tests (6th-12th Grade)** – If a student’s absence is excused (see attendance policy), that student will have 1 day for each day they were absent from class to make up any new assignments that they missed. However, they are expected to complete any tests or quizzes they will miss that day during the time they are here. They are also expected to turn in any homework or assignments that were due in class that day. Tests, quizzes, and assignments that are not properly completed according to these rules will follow the late penalty guidelines described above.

• **Missed work for tardies (K-5th Grade)** - Any work missed because a child is late to class will be sent home to be done for homework that night. Missed tests will be given during the day at the teacher's convenience.

***Report Cards Report cards will be made available at the end of each quarter through Gradelink and Class Dojo.**

Expected Student Outcomes & Educational Goals

The executive director and administrative team will commit to the development of students in the demonstration of academic excellence, Christ-centered character, emotional resilience, and responsible citizenship. The Academy’s educational goals and expected student outcomes reflect its mission to provide a rigorous, student-centered program grounded in biblical principles and aligned with state academic standards.

1. Academic Achievement

Students will:

- Demonstrate proficiency in core academic disciplines, including Reading, Language Arts, Mathematics, Science, and Social Studies.
- Exhibit mastery of foundational literacy and numeracy skills appropriate to their grade level.
- Apply critical thinking, problem-solving, and analytical reasoning skills across subject areas.

- Demonstrate measurable academic growth annually as evidenced by formative and summative assessments.
- Meet or exceed promotion and graduation requirements in alignment with state and accreditation standards.

The Academy will ensure students receive the minimum required instructional minutes annually and are provided with a structured curriculum that supports college, career, and life readiness.

2. Spiritual and Character Development

Students will:

- Develop a biblical worldview grounded in the Word of God.
- Demonstrate integrity, respect, responsibility, and compassion in daily interactions.
- Participate in devotion, prayer, and faith-based instruction that supports spiritual growth.
- Exhibit Christ-like character traits in academic and social settings.

MSA believes education is holistic; therefore, spiritual formation is integrated into the academic experience to nurture both the heart and mind.

3. Social and Emotional Growth

Students will:

- Demonstrate self-regulation, emotional awareness, and appropriate peer interactions.
- Develop conflict resolution skills and practice positive communication.
- Show resilience when faced with academic or personal challenges.
- Engage in collaborative learning experiences that foster teamwork and leadership skills.

The Academy promotes a safe and nurturing environment that supports emotional well-being and positive behavioral development.

4. Citizenship and Community Engagement

Students will:

- Demonstrate an understanding of good citizenship and civic responsibility.
- Show respect for authority, school policies, and community standards.
- Participate in service-learning opportunities that encourage community involvement.
- Develop awareness of cultural diversity and global perspectives.

MSA prepares students to be responsible citizens who contribute positively to their families, church, and community.

5. Lifelong Learning and Personal Responsibility

Graduates of Molly Sparks Academy will:

- Take ownership of their learning and personal growth.
- Set academic and personal goals and demonstrate perseverance in achieving them.
- Utilize technology and research skills responsibly and effectively.
- Exhibit readiness for the next educational level with confidence and competence.

GRADUATION REQUIREMENTS

All MSA graduates are awarded the same type of diploma. The transcript, rather than the diploma, records individual accomplishments, achievements, and courses completed and displays appropriate graduation seals. All graduation credits must be earned no later than Grade 12.

A transfer student is eligible to receive a diploma but must complete all requirements of this policy to satisfy graduation requirements. Any course credit required in this section that is not completed by the student before he or she enrolls in MSA must be satisfied prior to graduation.

Seniors will not be permitted to march in commencement exercises if they lack more than $\frac{1}{2}$ credit for graduation. Arrangements must also have been made to earn this $\frac{1}{2}$ credit in an approved manner before the student may march. MSA cannot be responsible for the inconvenience caused by a senior failing a course during the last days of school.

Valedictorian will have the highest overall G.P.A. (4.0 maximum); Salutatorian will have the second highest overall G.P.A. In case of a tie, the highest overall numerical average of grades as stated on the transcript will determine the Valedictorian. If there is still a tie, then the students' College Entrance Exam scores (A.C.T. or S.A.T.) will determine the highest honors. Valedictorian and Salutatorian must have been enrolled at MSA for at least the full junior and senior years and be on the college prep or distinguished achievement degree plan. Class rank is determined on the same basis as valedictorian and salutatorian.

General Studies High School Program:

1) Credits – A student must earn 26 credits to complete the General Studies program.

2) Core Courses. A student must demonstrate proficiency in the following:

- a) English language arts – 4 credits (English I, II, III, and IV)
- b) Mathematics – 3 credits (Algebra I, Geometry, and one elective math)
- c) Science – 3 credits (Biology and two elective sciences)
- d) Social Studies – 4 credits (Geography, World History, U.S. History, Government/Economics)
- e) Bible – 2 credits*
- f) Physical Education – 1 $\frac{1}{2}$ credits
- g) Health/Fitness – $\frac{1}{2}$ credit
- h) Speech – $\frac{1}{2}$ credit
- i) Foreign Language – 2 credits
- j) Computer – $\frac{1}{2}$ credit

k) Personal Finance/Literacy – ½ credit

l) Community Service – 1 credit

m) Fine Arts – 1 credit (Band, Choir, Theater, Culinary Arts, or Photography)

n) Electives/Career Tech – 3 ½ credits

Dress Code

Basic Dress Code - All Students (K - 12th grade)

Polo: Red, white, or navy MSA monogramed polos.

Pants: Blue jeans are in good repair. No holes, no jeweled embellishment, no frayed edges, and blue color only - various other colors are not acceptable. Navy, khaki, or tan colored slacks in good repair.

Shorts: Blue jeans or navy/khaki shorts (dress-style shorts) must be properly hemmed and in good repair. No holes or jeweled embellishment. Length must be at least mid-thigh. No athletic shorts.

Any MSA t-shirts may be worn by all students on Fridays.

Hair is to be well-maintained, kept out of the eyes, and a **natural color**.

Non-Discrimination Policy

Policy Statement

Molly Sparks Academy does not unlawfully discriminate in its educational programs, admissions policies, scholarship programs, disciplinary procedures, or other school-administered programs on the basis of:

- Race
- Color
- National or ethnic origin
- Age
- Disability (when reasonable accommodations can be provided without fundamentally altering the nature of the program)

The Academy admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

Biblical Foundation

As a Christian school, Molly Sparks Academy believes that all individuals are created in the image of God (Genesis 1:27) and therefore deserve dignity, respect, and compassion. We are committed to fostering an environment where students are treated with fairness, kindness, and love consistent with biblical teaching.

Anti-Harassment and Anti-Bullying

Discrimination, harassment, intimidation, or bullying of any kind will not be tolerated. This includes conduct based on any protected characteristic listed above.

Students who engage in discriminatory or harassing behavior will be subject to disciplinary action in accordance with the Academy's discipline policy. Our goal in discipline is restoration, growth, and spiritual development.

Cyberbullying

Cyberbullying includes using electronic communication, social media, text messages, email, online platforms, or other digital technology to threaten, harass, embarrass, intimidate, humiliate, or intentionally harm another student. Students are expected to treat others with dignity and respect and shall not create, post, share, forward, or participate in harmful or threatening digital content involving another student, employee, or member of the MSA community. Cyberbullying that occurs on or off campus may be addressed by the Academy when it substantially affects the school environment, student safety, or the educational experience.

Students who experience, witness, or become aware of cyberbullying are encouraged to report it promptly to a teacher, school administrator, counselor, or other trusted adult. Reports will be taken seriously and handled as confidentially as reasonably possible. MSA will investigate reported concerns, provide appropriate support to affected students, and take corrective or disciplinary action consistent with the MSA Student Handbook and applicable law. Students are expected to preserve evidence, such as messages, screenshots, or posts, and should not retaliate against or further distribute harmful content. Retaliation against a student who reports cyberbullying or participates in an investigation is prohibited.

Accommodations

Molly Sparks Academy will make reasonable academic accommodations for students with documented disabilities when appropriate and when such accommodations do not fundamentally alter the academic program or impose an undue hardship on the school.

Reporting Procedures

Students or parents who believe discrimination or harassment has occurred should promptly report the concern to:

- The Classroom Teacher

- The School Counselor (if applicable)
- The Principal
- The Head of School

All reports will be handled promptly, respectfully, and as confidentially as possible. Retaliation against any student or parent who makes a report in good faith is strictly prohibited.

Resolution Process

Upon receiving a report, the administration will:

1. Conduct a prompt review of the concern.
2. Interview involved parties when appropriate.
3. Determine findings based on available information.
4. Implement corrective action if necessary.
5. Communicate the outcome to appropriate parties within privacy guidelines.

Commitment to Unity

Molly Sparks Academy seeks to cultivate a campus culture of unity, mutual respect, and Christian love. We strive to teach students to:

- Speak truth in love
- Value diversity within God's creation
- Resolve conflict biblically
- Treat others as they wish to be treated

Tuition Billing, Record Keeping, Delinquent Tuition, and Collection Procedure

Tuition Billing and Record Keeping

Parents must agree to and understand the following tuition billing and record keeping procedures:

- a. All previous years' tuition must be current in order to register. If there is a balance from the previous year, a payment plan must be in place in order to register children at the school.
- b. The first month's tuition must be paid at the time of registration for a child to be enrolled at school.
- c. Tuition is due on the 10th of each month. Tuition accounts that have a balance 60 days old shall be charged a \$10 late fee per child each month that the balance continues to be 60 days old.
- d. Delinquent tuition payments may result in special arrangements for subsequent school years.
- e. It is my responsibility to first contact the director of finance if situations arise that will result in delinquent tuition payments.
- f. I am ultimately responsible for the total tuition obligation for my children enrolled at The Molly Sparks Academy. I pledge to meet the financial commitment I have made.
- g. The head of school reserves the right to deny following trimester enrollment of the children whose parents have outstanding tuition and have not made acceptable payment arrangements or are not completing their responsibilities of any arrangements that have been made.
- h. 25% of a family's expense (not including specific discount payments must be paid by December 31 for my child(ren) to continue enrollment at school.
- i. Tuition will be prorated if a parent enrolls children after October 1. Parents who remove their children from MSA must pay tuition in full through the month of withdrawal. If parents have paid tuition in full and remove their children, they will be reimbursed from the first of the month after removal. Fees will not be reimbursed.

Tuition Payment, Tuition Collection, and Delinquent Tuition

The fiscal operation and financial health of MSA is heavily dependent upon the prompt payment of tuition. We are thankful for the overwhelming majority of parents who pay tuition in a timely manner because it assists the school in faithfully continuing its mission. Tuition payments that are delinquent adversely affect the administration of the school in that outstanding tuition accounts make it difficult for the school to meet its financial obligations (paying employees and bills, etc.).

The head of school is committed to helping parents provide their children with a Christian education and has established the following policy in an effort to provide help in a manner that also enables the school to operate responsibly.

1. The first month's payment for a school year must be paid at registration. Exceptions to this first month of payment must be approved by the finance team before the dates of registration. A child may not be enrolled at school until the first payment has been received, unless an exception has been granted.

2. Tuition payments are due on the 10th of each month in the months of October, November, December, January, February, March, April, May, and June. Tuition accounts that have a balance 60 days old shall be charged a \$10 late fee per child each month that the balance continues to be 60 days old. This fee may be waived if a family has an approved payment plan in place.
3. Parents with outstanding tuition of two or more months will receive written notice from the director of finance.
4. Parents with outstanding tuition of three or more months will have a support team formed from the finance team. A member of the finance team will be in contact with parents in order to formulate a payment plan.
5. Parents with outstanding tuition are expected to contact their director of finance and request assistance. This contact is a parent's responsibility and should be made as soon as a tuition nonpayment problem arises. This will allow the finance team to work with the family if a financial need does indeed exist.
6. The head of school reserves the right to deny following trimester enrollment of the children whose parents have outstanding tuition and have not made acceptable payment arrangements or are not completing their responsibilities of any arrangements that have been made.
7. The head of school also reserves the right to contact the deaconate of any family who has two or more months of outstanding tuition. Said notice is intended to alert the deaconate of the family's possible inability to pay and the potential need for tuition assistance. This does not eliminate the family's responsibility in making contact with their deaconate if a nonpayment problem arises.
8. 25% of a family's expense (not including [Specific Discount] payments) must be paid by December 31 for child(ren) to continue enrollment at school. Any exceptions must be approved by the finance team before January 1.
9. Parents with a tuition balance remaining at the end of the school year must make contact with the director of finance if their balance cannot be paid in full prior to registration of the new school year. Special provisions can be made for these families if a plan is agreed upon. If a plan cannot be agreed upon, enrollment will be denied. These contacts must be made by August 1 of each year.
10. As a last resort, the head of school may choose to involve a collections agency or to use the services of a small claims court to collect delinquent tuition. The head of school may choose to do these things after the school has exhausted all means of collecting on a tuition account of a family that has left the school and two years have passed with no payment.

The following information is included on the annual enrollment agreement, which all parents must sign in order for their child to be enrolled as a student at

- All previous years' tuition must be current in order to register. If there is a balance from the previous year, a payment plan must be in place in order to register children at the school.
- The first month's tuition must be paid at the time of registration for a child to be enrolled at school.

- Tuition is due on the 10th of each month. Tuition accounts that have a balance 60 days old shall be charged a \$10 late fee per child each month that the balance continues to be 60 days old.
- Delinquent tuition payments may result in special arrangements for subsequent school years.
- It is my responsibility to first contact my deaconate and then the director of finance if situations arise that will result in delinquent tuition payments.
- The head of school reserves the right to deny following trimester enrollment of the children whose parents have outstanding tuition and have not made acceptable payment arrangements or are not completing their responsibilities of any arrangements that have been made.
- I am ultimately responsible for the total tuition obligation for my children enrolled at Molly Sparks Academy.
- 25% of a family's expense must be paid by December 31 for my child(ren) to continue enrollment at school.

The tuition payment and delinquent tuition policy is based on the beliefs that:

1. The primary responsibility for the payment of tuition lies with the parents.
2. Parents experiencing financial difficulties are responsible for communicating with their deaconate, and, if necessary, with the director of finance to make them aware of their family's needs.
3. The Christian community, often through the various deaconates, will provide financial assistance to those families who demonstrate a commitment to Christian education but are unable to meet the financial obligations that accompany enrolling their children in the Christian school.
4. The deaconates have authority to review financial matters with their members, and the school is responsible, if necessary, for coordinating its discussion or decisions with the consistory.

Tuition and Expulsion

Should a child be expelled from the school, the family will owe tuition in full through the end of the month that the child is expelled. If tuition has been paid ahead, the family will be reimbursed from the first of the month after expulsion. Fees will not be reimbursed.

Tuition Grant

Some families need tuition grants. It is our goal to provide a Christ-centered, safe, diverse, and academically excellent education to as many families as possible. With this in mind, families have the opportunity to apply for tuition grants, which are based on need.

Tuition grants shall be provided by the finance team in the following order:

1. Families must make full use of ESA funding (if they qualify).
2. Families must approach their deaconate to request assistance.
3. Families can apply for tuition grants from the school's tuition grant fund. Information in the request should include the reason for assistance.
 - a. The head of school may provide up to \$500 of assistance without approval of the finance team.

- b. The finance team must approve assistance over \$500. The finance team considers:
 - i. Size of the family
 - ii. Number of children enrolled in a Christian school
 - iii. Medical needs
 - iv. Adoption expenses
 - v. Employment issues
 - vi. Faithfulness of tuition payments, no matter the amount
 - vii. Use of deaconate support
 - viii. Other extenuating circumstances
- c. As often as possible, the finance team should attempt to leverage matching gifts with the family. For example, if a \$500 award is provided, the family must match by paying \$500 toward their tuition.

All foster children will receive a credit for the first trimester for their first year of enrollment.

Retention of Records

Should a family choose to unenroll their child(ren) from MSA, all student records will be retained until all tuition and fees are paid in full.

For students graduating 8th grade, all student records will be retained until all tuition and fees are paid in full. The student will receive an unsigned diploma at graduation, and records will not be released to the high school until tuition and fees are paid in full.

Returned Checks

MSA is happy to offer the option to pay with a check, both online and through the director of finance. The acceptance of checks is conditional upon the satisfactory collection of the check. The responsibility of the debt remains with the check-writer until the collection process is completed.

The return of a check (electronic or paper) issued to MSA will result in a \$20 returned check fee being placed on the family's account on whose behalf the check was presented, for each returned check, no matter the reason.

Each account will be allowed two returned checks, after which payment by check will not be accepted. This includes returned electronic payments. Written notification on how to resolve the returned check will be sent to the maker of the check, and to the person whose account was affected (if applicable). All debts must be settled within 15 days of the notice being sent. A hold will be placed on the account affected, until the returned check has been redeemed. After two returned checks have been received by the school, the only acceptable forms of payments will be cash, money order, cashier's check, or credit card.

If the returned check has not been redeemed within the stated time frame on the notification, a late fee not in excess of 10% of the past-due amount, or \$250.00, whichever is less, will be applied, and the school may begin collection proceedings.

A returned check will automatically result in a hold on the account affected, which may preclude participation by students and/or families in any or all of the activities.

Parent/Student Agreement

Molly Sparks Academy

This agreement affirms our shared commitment to the mission, policies, and expectations of Molly Sparks Academy. Enrollment at MSA represents a partnership between the school and family to promote academic excellence, Christ-centered character, and responsible citizenship.

By signing below, we acknowledge the following:

Student Agreement

As a student of Molly Sparks Academy, I agree to:

1. Read and abide by the policies, rules, and expectations outlined in the Parent/Student Handbook.
2. Conduct myself in a manner that reflects respect for God, myself, others, and school property.
3. Uphold the academic integrity standards of the school.
4. Follow attendance requirements and complete assignments to the best of my ability.
5. Accept correction and discipline in a spirit of growth and maturity.
6. Support and contribute positively to the Christ-centered environment of MSA.

I understand that failure to comply with school policies may result in disciplinary action as outlined in the handbook.

Student Name (Printed): _____

Student Signature: _____ Date: _____

Parent/Guardian Agreement

As a parent/guardian of a student enrolled at Molly Sparks Academy, I/we agree to:

1. Read and support the policies, procedures, and standards outlined in the Parent/Student Handbook.
2. Partner with the school in supporting academic expectations, behavioral standards, and spiritual development.
3. Encourage my/our child to respect school authority and adhere to established guidelines.
4. Maintain open and respectful communication with teachers, staff, and administration.
5. Support the school's mission, Statement of Faith, and Christ-centered educational philosophy.
6. Fulfill financial obligations and other responsibilities associated with enrollment.

I/we understand that enrollment at Molly Sparks Academy signifies agreement to uphold the school's mission and policies. I/we further understand that the school reserves the right to amend policies as necessary and to make enrollment decisions in accordance with established guidelines.

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____ Date: _____

Phone Number: _____

Email Address: _____

Administrative Acknowledgment

Molly Sparks Academy agrees to provide a safe, structured, and Christ-centered educational environment committed to academic excellence and character development.

Administrator Signature: _____ Date: _____