

STUDENT HANDBOOK
Mt. Juliet Christian Academy



Minds Enriched. Hearts Engaged.
Hands Equipped.

2010 - 2011

A Ministry of
First Baptist Church
Mt. Juliet, TN



Preface

August 2010

Dear Parents and Students,

We are honored that you have chosen to allow us to partner with you in meeting the educational needs of your family. When selecting a school we realize that you have choices in our community. We take very seriously the responsibility of preparing our students for the challenges they will face this year and in the years to come.

It is our goal to make sure that every student who graduates from this institution is prepared both academically and spiritually to meet life's decisions with wisdom and knowledge that can only come from a thorough understanding of truth from a biblical world view. Our passion is to prepare our students to understand themselves and the vital role they will have as citizens in their community. Our students need to develop a healthy work ethic, a passion for pursuing their dreams, and a commitment to family and truth.

As a community, we need to have principles that guide our conduct and provide the cohesiveness that is necessary in any group. Please take time to familiarize yourself with our handbook. This will serve as the guide for the members of Mt. Juliet Christian Academy. After you and your student have read the handbook, please complete the Agreement form as well as the Computer / Internet Acceptable Use Policy Consent form found in the back of this booklet and return to the school office.

In Christ,

Greg Scheck
Headmaster

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CHANGES

The administration of Mount Juliet Christian Academy reserves the right to make any changes, additions to, or deletions from this handbook as situations arise that would warrant such changes.

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MJCA Mission, Vision and Values

❧ Vision ❧

Mt. Juliet Christian Academy prepares students to serve and lead with integrity and courage as they develop in wisdom, stature, and favor with God and man.

❧ Mission ❧

Mt. Juliet Christian Academy partners with families to provide a biblically-based, academically challenging, and service-oriented environment in order to develop students to be servants and leaders for Jesus Christ in their community.

❧ Core Values ❧

Christ-Centered Community: Developing relationships by working together through life's challenges daily, while exhibiting unconditional love and uncompromising truth through learned Biblical principles.

Servant Leadership: Stressing a servant attitude toward students, family, churches, the community, and the world with a strong work ethic, while displaying both an appreciation for and a willingness to serve others.

College Preparatory: Building academically confident students equipped with skills in organization, time management, fiscal responsibility, critical thinking, communication, and problem solving.

Ministry Minded: Recognizing and understanding spiritual gifts so that students may discern, develop, and use their talents for God's glory.

Family Oriented: Partnering with families to train students to be good stewards of their resources, to be accountable for their actions, and to practice conflict resolution.

Character Development: Equipping students with a lifetime commitment to integrity, perseverance, dignity, and honor through their academic, athletic, and artistic pursuits.

INTRODUCTORY INFORMATION

HISTORY OF MT. JULIET CHRISTIAN ACADEMY

The concept of a Christian school in Mt. Juliet began in 1975 in the hearts of Bro. Billie Friel (Pastor of First Baptist Church, Mt. Juliet, TN), Jenny Bess Hibbett (Director of Kindergarten ministry at First Baptist), Dr. Art Schulert, former Head of Biochemistry, Vanderbilt University, and Sam Moore, a concerned layperson at First Baptist Church.

In 1977, the First Baptist Church began a relocation/building program. Securing 37 acres approximately 1.4 miles from the present building, the church began the vision of a Christian school again. The church employed the architectural firm of Carter-Hayes. Instructions were given this firm from the very outset to design everything “with the church and a Christian school in mind.” The church would relocate into their new facilities in November 1978, with the anticipation of beginning a Christian school the following August of 1979.

Prayer and thought went into the type of Christian school to be founded. At the time, two formats were studied: A.C.E. versus the traditional type of educational format. Visits were made to various schools in the middle Tennessee area by Bro. Friel, Mrs. Hibbett, and Dr. Schulert. Bro. Friel and Dr. Schulert attended an A.C.E. conference in Knoxville and were unable to sit through the first day. The determination was finalized to go with the traditional plan format using ABeka curriculum. They prayed for God’s blessings, presented this to the First Baptist Church for a vote, and started making plans and promotions to begin in August of 1979.

COLOSSIANS 1:28

We proclaim Him, admonishing every man (student) and teaching every man (student) with all wisdom, so that we may present every man (student) complete in Christ.

EDUCATIONAL PHILOSOPHY

Our educational philosophy is based on a God-centered view of truth, reality, and man. We believe that God created and sustains all things through His Son, Jesus Christ (John 1:1-3; Col. 1:15-17)¹. We believe that the Bible is the inerrant, inspired Word of God, and it reveals God’s truth to us (2 Peter 1:21; 2 Timothy 3:16)². The Holy Spirit guides us into God’s truth (John 16:13)³. Jesus Christ and His Word is ultimate truth and reality (John 14:6)⁴.

Man was created in the image of God with the capacity to know and respond to God personally and voluntarily (Gen. 1:27-28)⁵. However, man is a sinner by nature and by choice, and in this condition he/she cannot know or honor God in his/her life (Rom. 3:10-12)⁶. He/she can reflect God’s image and glorify God only by being born again through receiving Jesus Christ as Savior and Lord. Then, through the power of the Holy Spirit, man is enabled to do God’s will, which is his ultimate purpose in life (Rom. 12:1-2)⁷.

The whole process of education is a means to allow the Holy Spirit to bring a student to salvation, and into fellowship with God, so that he/she can be trained in Godly living, and fulfill his/her purpose of serving God (2 Tim. 3:17)⁸. The student must be taught God's Word so he/she can develop as a whole person, spiritually, academically, physically, and socially. The student must learn to see all truth as God's truth and integrate it into all aspects of his/her life. Through education the person of God develops in the image of God and matures in Christ (Eph. 4:13)⁹. The student learns from parents and teachers who are models and examples of this perspective (Luke 6:40; I Cor. 11:1)¹⁰.

The authority for such an education is given by God's command to the parent who is responsible for the total education and training of their children (Deut. 6:5-7; Prov.22:6)¹¹. At the parent's request the Christian school, along with the church, becomes a partner in giving this education.

The following aims and objectives expressed as **ENDS** Statements grow out of this philosophy of Christian education.

ENDS POLICY

Mount Juliet Christian Academy exists so that families can choose Kingdom Education for their children in grades K-3 through 12. Kingdom Education is defined as the integration and application of Biblical truths to areas of Christian Worldview, Educational Programs and Activities, and Personal Development and Maturity.

These Ends are to be achieved and/or maintained at Mount Juliet Christian Academy:

- 1.1 Students are challenged and encouraged spiritually to know and love Christ such that they:
 - 1.1.1 Love the Lord their God with all their heart, soul, mind and strength.
 - 1.1.2 Confess the Lordship of Jesus Christ and believe that He has been raised from the dead as scripture states.
 - 1.1.3 Demonstrate scriptural knowledge, wisdom, Christ-like character, and behavior.
 - 1.1.4 Articulate a biblical worldview and are equipped to defend their faith, and impact their world for Christ.
 - 1.1.5 Recognize and develop their God-given gifts and talents with the intent of using them to serve Christ.
 - 1.1.6 Demonstrate stewardship over God's creation.
 - 1.1.7 Recognize and support traditional Christian family values.
- 1.2 Students are challenged and encouraged academically such that they:
 - 1.2.1 Exhibit preparation for course and grade advancement.
 - 1.2.2 Achieve highest academic potential
 - 1.2.3 Exercise critical thinking as a life skill.
- 1.3 Students are to be respectful of others and understand the existence of innate human differences (personalities, abilities, temperaments, etc.)
- 1.4 Students are challenged and encouraged to serve in a local church and in the broader community.

1.5 Students are challenged and encouraged to demonstrate patriotism.

1.6 Students are challenged and encouraged to be positive representatives for Jesus.

Scriptures referred to in MJCA's Educational Philosophy

¹John 1:1-3:

In the beginning was the Word, and the Word was with God, and the Word was God. He was in the beginning with God. All things were made through Him, and without Him nothing was made that was made.

Colossians 1:15-17:

He is the image of the invisible God, the firstborn over all creation. For by Him all things were created that are in heaven and that are on earth, visible and invisible, whether thrones or dominions or principalities or powers. All things were created through Him and for Him. And He is before all things, and in Him all things consist.

² II Peter 1:21:

For prophecy never came by the will of man, but holy men of God spoke as they were moved by the Holy Spirit.

II Timothy 3:16:

All Scripture is given by inspiration of God and is profitable for doctrine, for reproof, for correction, for instruction in righteousness.

³ John 16:13:

However, when He, the Spirit of truth, has come, He will guide you into all truth; for He will not speak on His own authority, but whatever He hears He will speak; and He will tell you things to come.

⁴ John 14:6:

Jesus said to him, I am the way, the truth, and the life. No one comes to the Father except through Me.

⁵ Genesis 1:27-28:

Then God said, Let Us make man in Our image, according to Our likeness; let them have dominion over the fish of the sea, over the birds of the air, and over the cattle, over all the earth and over every creeping thing that creeps on the earth. So God created man in His own image; in the image of God He created him; male and female He created.

⁶ Romans 3:10-12:

As it is written: There is none righteous, no, not one; There is none who understands; There is none who seeks after God. They have all gone out of the way; They have together become unprofitable; There is none who does good, no, not one.

⁷ Romans 12:1-2:

I beseech you therefore, brethren, by the mercies of God, that you present your bodies a living sacrifice, holy, acceptable to God, which is your reasonable service. And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what is that good and acceptable and perfect will of God.

⁸ II Timothy 3:17:

That the man of God may be complete, thoroughly equipped for every good work.

⁹ Ephesians 4:13:

Till we come to the unity of the faith and the knowledge of the Son of God, to a perfect man, to the measure of the stature of the fullness of Christ.

¹⁰ Luke 6:40:

A disciple is not above his teacher, but everyone who is perfectly trained will be like his teacher.

I Corinthians 11:1:

Imitate me, just as I also imitate Christ.

¹¹Deuteronomy 6:5-7:

You shall love the Lord your God with all your heart, with all your soul, and with all your might. And these words which I command you today shall be in your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up.

Proverbs 22:6:

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

(Quotations from the New King James Version).

AFFILIATIONS AND ACCREDITATION

MJCA is fully accredited by the Association of Christian Schools International (ACSI), and the Southern Association of Colleges and Schools (SACS). ACSI is a worldwide organization committed to helping schools develop a Bible-centered foundation that focuses on teaching students a Christian worldview. ACSI works to accomplish its mission by providing information, services, and products needed by more than 4,000 member schools in 90 countries.

MJCA is also a member of the Southern Baptist Association of Christian Schools (SBACS) and Tennessee Secondary Schools Athletics Association (TSSAA).

Teachers who are hired at MJCA are fully certified through ACSI. The process of certification involves accountability in one's field of study, reading material that supports a biblical worldview, attending conferences, and taking Bible course work. Teachers are on a continual cycle of evaluation throughout their tenure at MJCA.

EXPECTATIONS

To function at a high level of excellence, MJCA has the following expectations of parents:

- Demonstrate a positive attitude by agreeing with and supporting the philosophy of MJCA.
- Pray for faculty and staff.
- View MJCA as a partner in the education of children.
- Get to know your child's school, its staff, curriculum, programs and activities by attending parent-teacher conferences and school-parent functions.
- Inform the school of your current home phone number, home address, work telephone and emergency contact number.
- Understand and support the policies of this handbook and discuss it with your child.
- Advise the school administrative team immediately of anything that may affect your child's ability to learn, to attend school regularly, or take part in school activities. This information needs to be updated as soon as possible if there is any change.
- Teach your child, by work and example, to respect the policies and authority in this school and to respect the rights and property of others.
- Resolve differences according to principles found in Matthew 5:23-24 and 1 Cor. 6:1-8.
- Pay all tuition and fees in a timely manner. Parents will act responsibly by making punctual and regular tuition payments.

Parents can expect MJCA to:

- Use Scripture as the foundation for all that is done.
- Provide teachers that are competent, qualified, dedicated, and caring.
- Love all children entrusted to its care.
- Provide a safe and clean learning environment.
- Demonstrate a positive attitude towards a working relationship with parents in the training and teaching of their children.

- Communicate in a timely manner.
- Pray for families and children.

CHRISTIAN CONCILIATION STATEMENT

MJCA believes that the Bible commands Christians to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the biblical injunctions of I Corinthians 6:1-8 and Matthew 5:23-24. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement, including any claim or statutory claims, shall be settled by Biblically based mediation.

If resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be submitted to a panel of three arbitrators for binding arbitration. Each party shall have the right to select one arbitrator. The two arbitrators selected by the parties shall jointly select the neutral, third arbitrator. If there is an impasse in the selection of the third arbitrator, the Association of Christian Conciliation Services shall be asked to provide the name of a qualified person that will serve in that capacity. The arbitration shall be conducted in accordance with the Rules of Procedure for Christian Conciliation of the Association of Christian Conciliation Services.

These methods shall be the sole remedy for any controversy or claim arising out of a violation of school policy and expressly waives the right to file a lawsuit except to enforce a legally binding arbitration decision. Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her own arbitrator and one half of the fees and costs of the neutral arbitrator and any other arbitration expenses.

PARENT AND TEACHER INFORMATION

SCHOOL SUPERVISORY COMMITTEE

Mt. Juliet Christian Academy, as a ministry of First Baptist Church, is supported by the School Supervisory Committee. This committee is composed of nine members elected by the church body along with three ex-officio members (the headmaster, pastor, and minister of education). Day to day decisions and operation of the school are under the jurisdiction of the headmaster.

PROBLEM RESOLUTION

Problems that arise during the year are to be resolved using the following guidelines. These policies establish guidelines that promote an orderly way to resolve conflicts. Effective practices of conflict resolution adhere to the importance of having a chain of command.

GUIDELINES FOR ALL PARTIES

There are different types of offenses or concerns that may occur in an institutional setting. If there is reason to believe that someone connected to the school is involved in criminal activity or moral discrepancies, this matter should be brought directly to the headmaster. If the concern involves policy or interpretation of policy, then the concern should be first addressed to the appropriate principal. If the concern involves a conflict in the classroom,

then the following should serve as a guideline. Both during and after resolution of a conflict, it is professional conduct on the part of teachers, administrators, and School Supervisory Committee members and courtesy on the part of students and parents to maintain confidentiality and avoid gossip about the conflict with colleagues and friends. It is not appropriate for parents, faculty, or staff to publicize conflicts. The principles listed here deal with extremely important matters that affect the lives, well-being, and good names of students, parents, school employees, and the school as an institution.

GUIDELINES FOR PARENTS

1. If there is a problem between a child and a teacher, the parent should communicate first with the teacher. Ideally, at the secondary level, the student should respectfully raise the issue directly with the teacher at the appropriate time.
2. If there is a problem between a parent and a staff member, then the parent should communicate with that employee.
3. It is the responsibility of an administrator, if brought into a meeting, to function primarily as a mediator. It is understood that all parties in a meeting shall treat each other with respect.
4. The chain-of-command is: teacher, principal, headmaster. For athletic matters, the chain-of-command is: team coach, athletic director, and headmaster.
5. If either party is dissatisfied with a decision, they may appeal through the chain-of-command. Appeals beyond the headmaster will only be considered by the School Supervisory Committee if there was a violation of policy. In keeping with I Corinthians 6:1, the Christian Conciliation Association will resolve major problems involving violations of school policies rather than taking the dispute to a civil court if not resolved at the school level.
6. Neither the school administration nor the School Supervisory Committee will take actions on any issue presented in unsigned letters.

COMMUNICATION

Teachers and school administration will provide regular communication to parents regarding individual classroom assignments, as well as, school-wide programs and activities. The major tools of communication are the publication of the Friday Newsletter, the MJCA website, and Information Now. Elementary students receive a weekly hard copy of the Friday Newsletter. Secondary parents can access it through the MJCA website (www.mjca.org), or secure a copy from the school office. **Parents are encouraged to review Information Now accounts on a regular basis.**

COMMUNICATION WITH TEACHERS

Parents are encouraged to communicate with teachers. Parents may call and have the school office leave a note in their mailbox. Many teachers prefer contact via email that can be accessed through www.mjca.org. Please refrain from calling the teacher at their home unless the teacher has specifically given permission to do so. Teachers will not be available to answer unsolicited calls on their cell phones during the school day. An appointment must be made prior to appearing at school for a conference. Teachers are encouraged to respond to communication within 24 hours or the next business day.

CONFERENCES AND SCHOOL VISITATION

All parents are welcome in the school. When visiting, the parent must first check in at the school office rather than going directly to the classroom. If a parent wishes to talk with his or her child's teacher, a private conference with that teacher should be arranged through the school office. Teachers should not be detained before or after school unless an appointment has been scheduled for that time. Permission from an administrator must be obtained before a parent can observe or speak to any class.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences will be scheduled during the school year. Parents are urged to make a special effort to attend the conferences. Please notify the teacher of a time convenient to your schedule if you are unable to attend on the pre-arranged dates.

PARENT-TEACHER ORGANIZATION

The purpose of the PTO is to promote and coordinate the involvement of parents in the educational development of their children and to provide teachers with the assistance they need. A slate of officers is selected each year to oversee various projects and fundraisers. All parents and grandparents are encouraged to participate in PTO functions and meetings.

VOLUNTEER PROGRAM

A good volunteer program is essential for the total program of the Christian school concept. Mt. Juliet Christian Academy wants all parents to feel a part of the school. Volunteer work will be set up for specified days and hours and instructions given to all participants. Under the teacher's direction, volunteers may assist in classroom activities with the exception of grading student papers. For the safety of all parties, volunteers are subject to a criminal background check.

ROOM PARENTS AND PARTIES

Each room shall have room mothers/parents. Room mothers/parents are volunteers who assist in organizing and implementing activities determined by the teacher. In addition, they facilitate communication between the teacher and the classroom parents. Parties shall be at the teacher's discretion. Teachers have the final authority on all party activities and arrangements.

BIRTHDAY PARTIES

Parents may provide special treats to celebrate their child's birthday with advance teacher approval. Invitations given at school must include all students in a class.

ADMISSIONS

NON-DISCRIMINATION POLICY

Mt. Juliet Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, or national and ethnic origin in administration of education policies, admission policies, scholarship awards, or athletic and other school-administered programs.

ADMISSIONS PROCEDURES

MJCA seeks to admit students whose parents desire a quality Christian education for their child. A spirit of mutual cooperation is necessary for a successful partnership. A student may be admitted to Mount Juliet Christian Academy only after the following requirements and conditions have been fulfilled:

1. Application is submitted accompanied with appropriate fees.
2. Three letters of recommendation: two from former teachers and one personal letter of recommendation.
3. Parent and student interview with a school administrator. The administrator will discuss the student's spiritual, academic, social, and physical needs with the parents.
4. Testing is completed (entrance and placement) if necessary.
5. Copy of student's birth certificate is submitted.
6. Health forms are submitted:
 - a) All new students are required to be legally immunized.
 - b) Proof of immunization.
7. **Parents or the student's Financially Responsible Party must sign an Enrollment Agreement acknowledging financial responsibility for the full year's tuition in cases of early withdrawal for reasons other than those specified in the Enrollment Agreement.**

Conditions:

1. A child must be 6 years of age by September 30 to enroll in first grade.
2. Parents must agree to submit their children to the discipline and overall program of the school as outlined in the student handbook.
3. The school administration will have the final authority for placement of the child.
4. Applicants will be considered on an individual basis. New students should have a good record of conduct, character, attitude, and attendance from any school previously attended. Normally, no student will be admitted to Mount Juliet Christian Academy who is under disciplinary action from another school, or who is more than two years above the chronological age of his or her grade level. Mount Juliet Christian Academy reserves the right to deny admission to any student if, in the opinion of the administration, it is in the best interest of the school and/or student. In addition, MJCA reserves the right to deny admission to a student whose family members are involved in lifestyle choices that are inconsistent with the philosophy of the church and school.
5. Mount Juliet Christian Academy, as a private institution, reserves the privilege of setting and maintaining its own standards for student conduct, dress, and scholarship. Admission to Mount Juliet Christian Academy is a privilege and not a right. Therefore, the school maintains the right to admit only those students who are in harmony with the standards of the school. MJCA reserves the right, without refunding tuition, to dismiss any student who does not respect its standards or provide reasonable cooperation in the educational process, or whose conduct is considered detrimental to the best interest of the school.
6. MJCA does not provide enrollment to students whose educational, social, and physical needs cannot be met by our existing programs, services, or staff.

REGISTRATION PROCEDURES

The administration determines the dates of registration. The first registration will be for current students, siblings and members of First Baptist Church, respectively. The second registration date will be for all students.

1. Date of application: Each application will be dated on the day of receipt or the date registration begins for the applicant - whichever is the later.
2. Priority of acceptance: Entrance examinations will be administered to new students as deemed necessary by the administration. Provided the student is accepted, registration will be on first-come basis, with the date on the application being the determining factor.
3. Refunds: **THE REGISTRATION FEE WILL ONLY BE REFUNDED UNDER THE FOLLOWING THREE EXCEPTIONS:**
 - a. If a student is on the waiting list and cannot get into the classroom, the registration fee will be refunded.
 - b. If a new student does not score at the registered grade level on the entrance test and the student therefore does not attend MJCA, the registration fee will be refunded except for a \$50 testing fee.
 - c. If a student's family should relocate out of the MJCA service area **prior to the start of school** the registration fee will be refunded.
4. Payment of registration: The registration fee must be attached to the application. Any application received without the proper fees will be considered on a waiting list status.
5. Waiting List: Applications received after classes have filled will be placed on a waiting list.
6. Students who leave MJCA and return within the next school year, will be charged the current student registration fee.
7. Students who are not re-enrolled for the upcoming school year will not be permitted to participate in athletic or cheerleading tryouts, camps, and practices.

FINANCIAL INFORMATION

Enrollment Agreements: Each student is considered enrolled for the entire school year. As a result, MJCA commits to providing the classroom, teachers, books and resources for the full school year. In return, parents agree to be financially responsible for the full year's tuition via a written Enrollment Agreement – a required element for completing the enrollment process. There are specific exceptions itemized in the agreement, however, apart from these exceptions – parents who withdraw students prior to the end of the school year are obligated to pay the full year's tuition.

1. Tuition fees are payable by one of three plans:
 - a. 10-month plan (first payment due August 1st with the last payment due on May 1st).
 - b. 12-month plan (first payment due June 1st with the last payment due on May 1st).
 - c. Pay in full plan by August 1st.All monthly payments of tuition must be reported on the remittance form provided by the school to ensure proper credit. A \$25.00 late charge is added if a payment is received after the fifth of the month.
2. In the event a student has registered and has been accepted, but fails to pay the first month's tuition by August 5th, this student's registration will become void and the opening in the class will be filled with the first available applicant on the waiting list.

3. Since Mt. Juliet Christian Academy has an obligation to its employees, students are considered enrolled for the entire school year. Tuition is calculated on the basis of the entire year; therefore, no reductions can be made for vacations or school holidays. If a student leaves the school for any reason, or enters after the school year has begun, then charges are pro-rated according to actual number of days enrolled. No deductions will be made for tuition for absences during the school year, regardless of the cause of such absence. All withdrawals, whether before school begins, or during the year, must be made in writing and shall be effective when such notice is delivered to the school.
4. No student will be re-enrolled the following year until all previous charges are paid.
5. Overdue accounts: Tuition and Extended Care Fee payments are due on the first of each month. A \$25.00 late charge is added if a payment is received after the fifth of the month. Should a student's tuition or Extended Care payment become 45 days past due, (i.e. 45 calendar days from the 5th of the previous month), the student will be suspended from school or from Extended Care until this past due amount is paid. The child can return to school or Extended Care when only one month's tuition or Extended Care Fee is owed. Parents will be given advance notice of any past due account involving a student who is in jeopardy of being suspended from school or Extended Care.
6. Until all financial obligations are met, the following will apply:
 - a. Students will not be permitted to take semester examinations.
 - b. Senior students will not be allowed to participate in graduation.
 - c. Student transcripts and report cards will be withheld.
7. Tuition assistance is available to families of registered students who qualify on the basis of financial need. **MJCA utilizes the services of FACTS Grant and Aid Services as an independent third party to perform evaluations of financial information provided by applicant families. Applicant families must submit financial information including tax documents to FACTS which will use the information to develop a recommendation as to the amount of (if any) assistance for which the family qualifies, based on their demonstrated financial need.** Because of the time required for this evaluation, interested families should secure applications as soon as possible after registering their students. Funds for tuition assistance are limited and will be allocated based on relative financial need. As a result, there is no assurance that funds will be allocated to ever applicant family
8. In cases where an account has been past due or where checks for tuition, Extended Care fees or other fees have been returned after being deposited, MJCA reserves the right to require parents to make such payments in the form of cash, cashier check or money order.

WITHDRAWALS

The following conditions must be met before the school will release transcripts:

1. All outstanding balances must be paid.
2. MJCA must receive an official request from the school to which the student will transfer. Original transcripts cannot be released to parents at any time. The original transcripts will be sent to the school to which the student is transferring, upon the school's request and provided that all outstanding balances have been paid.

3. **Unless the withdrawal is for a reason itemized in the Enrollment Agreement, parents (or the financially responsible party) must pay the remaining portion of the full year's tuition in order to complete the withdrawal process.**

CHANGE OF ADDRESS

Please inform the school within five days if a change of address, e-mail address, or telephone number occurs.

CUSTODIAL STATEMENT

Families with custody agreements restricting student contact with a non-custodial parent must have a copy of the custody agreement on file in the office. All legal documents are kept confidential.

ATTENDANCE

CALENDAR

MJCA sets its own yearly calendar. It is independent of the county schedule. Any closing due to weather will be decided by MJCA and announced as quickly as possible on TV and the radio.

ATTENDANCE POLICY

Mt. Juliet Christian Academy is committed to the philosophy that in order for quality education to occur, regular student attendance is necessary and required. Absence from school is always detrimental to the academic progress of the student. Class discussions and lectures cannot be repeated and make-up tests are very difficult to schedule.

Students in grades 6-12 will be counted absent if they arrive more than fifteen minutes late to any class. Any student who arrives to school late will not be allowed to participate in a representative capacity in any after-school activity that day without a medical note or administrative approval.

Work missed due to absences must be made up within the same number of days as the absence (absent two calendar days = two calendar days to make up work). Students on the block schedule who have been absent are responsible for communicating with all of their teachers on the first day back to school. Students who miss a test due to an absence are expected to make it up following these guidelines:

1. A student missing only the day of the test is expected to make up the test on the day he or she returns.
2. A student missing a day or more immediately before the test will be given one day to review.
3. In the event that a student is absent the day a major project is due, the project will be due the first day that the student returns after the absence unless the administration grants a special exception.
4. Students are expected to be in all semester examinations. Any absence must be accompanied by a medical note or the student will not be allowed to make it up.

If a teacher wishes to give additional time, this will be at his or her discretion. Make-up tests will be given under the supervision and at the discretion of the teacher, preferably either before or after regular school hours.

EXCUSED ABSENCES

When a student is absent from school a parent must telephone the school office by 8:30 a.m. to inform the school of the child's absence. When a child returns to school they must bring a note signed by the parents explaining the reason for the absence.

Written documentation supporting reasons for absences must be submitted to the school office the first day the student returns from the absence. Even though a parent may phone the school, a written notice must also be sent to the school. Written documentation shall include the reason for the absence, the date of the absence, a parent signature, and a phone number. It is not the responsibility of the school to track down excuses from students. After this time period has elapsed, the absences will become permanently unexcused. Excused absences include illness, death of a family member or close relative, medical or dental appointments, participation in a school-sponsored activity, court or administrative proceedings, or an absence excused by the administration's prior permission (see pre-excused absences).

UNEXCUSED ABSENCES

All determinations of excused and unexcused absences are the sole responsibility of the administration. MJCA must enforce the Tennessee Compulsory Attendance law. Parents and students are held accountable for any unexcused absence. This law (T.C.A. 49-6-3007) states the following with respect to absences: (1) It is the duty of the principal or teacher of every public, private or parochial school to report promptly to the superintendent, or to the superintendent's designated representative, the names of all children who have withdrawn from school, or who have been absent five (5) days (this means an aggregate of five (5) days during the school year and not necessarily five (5) consecutive days) without adequate excuse. Each successive accumulation of five (5) unexcused absences by a student shall also be reported.

1. Students who are absent for reasons not covered in the provisions as described under EXCUSED ABSENCES are considered unexcused.
2. Absences that are not followed up with a written reason the day following the absence are considered unexcused absences.
3. Suspensions are counted as unexcused absences.
4. Three unexcused absences will result in a Saturday detention or a Saturday suspension depending on the circumstances.

PRE-EXCUSED ABSENCES

In special situations and under certain circumstances a student may have absences pre-excused. There must be a valid reason for the absence.

1. A written parental request stating the reason for and the length of the absence must be submitted to the administration at least one week in advance. This request must be approved by the administration before the absence, or the absence will be unexcused.
2. The student must be making satisfactory progress in his or her work.

3. The parent and/or student must get assignments for all classes, and must arrange for all make-up work.
4. Any make-up tests are to be scheduled at the teacher's convenience.
5. Students who participate in educational activities outside of school may be excused with prior approval of administration. These days will count as excused absences but will not be counted toward the number of allowable absences. The administration reserves the right to limit such activities.
6. No student may miss mid-term, final examinations and/or achievement tests. Vacations should be planned accordingly.

Pre-excused absences will apply to the total allowable absences for the semester and/or year. If the student is unable to meet the above requirements, he or she will receive an unexcused absence for the days missed.

EXCESSIVE ABSENCES

In compliance with Tennessee Compulsory Attendance Laws students in grades 9-12 who **miss ten half blocks or 5 full blocks or more of a given class in a semester will not receive credit for that class unless unusual circumstances** warrant permission to make up the work missed. Unusual circumstances refer to a prolonged illness or surgery or an extended family emergency. A medical note must be presented for every absence that exceeds the limit. In grades first through eighth, a student who misses ten or more days per semester of school will be required to bring in a doctor's excuse for every absence beyond the ten allowed. Failure to have a doctor's note for absences over ten per semester may result in a student being retained in the current grade.

ILLNESS GUIDELINES

A student should be kept at home when the following symptoms prevail:

- .. Temperature of 100 degrees or more
- .. Purulent (green, yellow, thick or unusual) nasal discharge
- .. Purulent (green, yellow, thick or unusual) eye drainage or matting (pink eye)
- .. Diarrhea
- .. Skin rashes or eruptions; such as scabies, impetigo. Student must have verification of treatment by physician before returning to school.
- .. Nausea and vomiting
- .. Students with head lice must have proper treatment and must be brought to school by a parent/legal guardian following treatment to be checked by school personnel and released to return to school. Students must be nit and lice free before returning to school.
- .. Please notify the office in case of strep throat, chicken pox, hepatitis, meningitis, rubella, measles, or other communicable diseases. Students with such diseases will not be allowed to attend classes while they are contagious. Students with chicken pox cannot return to school until all eruptions have scabbed over.

Students present with any sign and/or symptom previously mentioned should remain at home until symptom free. It is important to remember that if your child is being treated with antibiotics for any of these conditions, they are to remain out of school for a full 24 hours. Students must also be fever free for a full 24 hours.

EARLY DISMISSAL

If a student must leave school early, a written note from the parent should be submitted and approved in the school office before classes begin in the morning. Parents should ask for the student in the school office. If a student needs to be dismissed early, the student will be called to the office when the parent arrives to sign him/her out. We cannot call the student to the office in advance. Please allow extra time for the office staff to call the student to the office when you arrive. The parent or student must sign the official sign-out sheet before the student is dismissed. Students who leave early are responsible for missed assignments. Early dismissals (before 2:50 p.m.) of all or any part of an hour are equal to one full hour of absence.

TARDINESS

Teaching our children to be responsible by being on time is very important. When a student is late, it disrupts the class, creates problems for teachers, and causes the student to miss material. All determinations of excused and unexcused tardies are the sole responsibility of the administration. Even with a note, a tardy is not automatically excused. Students late to school must report to the main school office to receive an admit slip to class. A student is tardy to school if they are not in their assigned classroom by 8:00 a.m. or in any class during the day after the scheduled starting time.

Tardies are defined as the following:

1. Excused Tardy - Students in grades K-12 who are tardy must communicate the reason for the tardiness to the office upon arrival to school. A tardy will be excused if:
 - The car in which the student is riding/driving breaks down in route to school.
 - The student experiences temporary illness and reports to the office or clinic before going to the classroom.
 - A traffic accident that affects major roads or Interstate
 - Weather related circumstances (Administrator's discretion)
 - Doctor's appointment with a written excuse from the doctor's office.
 - A note from a teacher from previous class is written with an acceptable explanation for the tardy.
2. Unexcused Tardy - Most tardies are unexcused. Failure to bring in a note upon arrival to school will result in an automatic unexcused tardy. Excessive tardies will be referred for disciplinary action.
 - Oversleeping
 - Everyday traffic flow - If a student doesn't drive, it is the responsibility of the parents to have their child at school on time.
 - Carpool
 - Poor planning on the student's part
 - Any tardiness whenever a student reaches the classroom after the bell without a note from a teacher. All students have the responsibility to arrive promptly to their scheduled class

The intent of these Absence and Tardy Policies is not to cause hardships on students...quite the contrary. We feel it will benefit the students. Missed classroom discussions and interactions cannot be made up and will be detrimental to the student. We hope, through these policies, to encourage attendance and decrease interruptions and thus improve learning.

CONSEQUENCES FOR EXCESSIVE TARDIES

- On the first through third tardy, there is no consequence.
- On the fourth through sixth tardy, there is a one hour detention assigned per tardy.
- On the seventh and eighth tardy, two hours of Saturday detention is assigned per tardy.
- On the 9th tardy and 10th tardy, four hours of Saturday suspension is assigned per tardy.
- Consequences for tardies beyond the 11th are at the discretion of the administration.

PERFECT ATTENDANCE

The definition of perfect attendance means no days absent from school. Students with absences accumulating to less than seven periods or less than one full day from school the entire school year will be considered to have perfect attendance.

CLOSED CAMPUS

MJCA maintains a closed campus policy. Any student leaving campus without checking out through the office will be considered truant. Once a student arrives for school he/she may not leave the campus for lunch or other personal reasons without administrative and parental approval. Seniors may earn the privilege of off-campus lunches with administrative and parental approval.

HOURS

Children should not arrive before 7:30 a.m. and should be picked up before **3:15** p.m. Unless present in the Extended Care program, the school and church cannot be responsible for the child earlier than 7:30 a.m. or later than **3:15** p.m. **Every student on the school grounds after 3:15 p.m. must be under the immediate supervision of a coach, teacher, sponsor, parent in the assigned study hall, or an after school program. Fees apply to the after school programs. Siblings of athletes who are in practice must be in the after school program.**

RELEASE OF STUDENTS

Students will be released under the following guidelines:

1. Children will only be released to those people listed on the Transportation/Pick Up Information form. If any changes are made, the school office should immediately be notified in writing.
2. All preschool children must be signed out with the classroom teacher each day.
3. If your child is to be picked up by someone other than those listed on the approved pick up list, a note should be given to the school office and/or the classroom teacher by the custodial parent(s).
4. All persons picking up a child from school for an early dismissal must sign out in the office.
5. According to TN state guidelines for preschool and Extended Care programs, the state requires that no child be released to a person whose behavior, as deemed by a reasonable person, may place the child(ren) in imminent risk. [TCA Rule 0520-12-1-.06 (7) (b)] If someone other than the custodial parent/guardian arrives to pick up a child and is exhibiting risky behavior, the custodial parent/guardian will be called immediately. If the custodial parent/guardian is exhibiting such behavior they will be asked to make other arrangements for the pickup of their child. If they refuse to do so and insist on leaving with the child, they will be permitted to do so with a warning that the police will be notified should they choose to leave with the child.

SNOW DAYS ABSENCES

If a student is absent on a school day for MJCA, that absence will be excused if the parent makes the decision that it is unsafe to drive to school due to inclement weather. The absence or tardy will count on the student's record; however, it will not count toward the ten day limit.

VACATIONS

When planning to be gone on a trip during the school year, please prearrange with your child's principal at least one week in advance (see pre-excused absences) with a letter of request so student assignments can be given in advance.

MEDICAL INFORMATION

ADMINISTERING MEDICINES

The MJCA school policy for medication administration is as follows:

1. Parents are required to complete an EMERGENCY INFORMATION FORM and notify the Elementary or Secondary Secretary if their child has any medical conditions requiring medication.
2. Prescription medications require the MJCA "Authorization for Administration of Prescription and Over the Counter Medication" form be completed and signed by the prescribing physician and parent/legal guardian. No medication will be accepted for administration unless accompanied by this form. A new Authorization form is required at the beginning of each school year. Any changes in dosage or administration require a new form by the prescribing physician.

3. ALL MEDICATION MUST BE IN ORIGINAL CONTAINER. NO LOOSE PILLS, TABLETS, OR CAPSULES IN PLASTIC BAGS WILL BE ACCEPTED.
4. Prescription medications must be in the original pharmacy container which clearly displays: student's name, medication name and dosage, administration route, date, prescribing doctor, prescription number, pharmacy name, address, and phone number. Most local pharmacies will provide a second labeled bottle/container for school use upon request.
5. For student safety, the initial dose of a new medication for a current condition or illness may not be administered by school personnel.
6. Non-prescription medications to be given at school are to be brought in the original container with label listing the ingredients. Parent/legal guardian must complete and sign the MJCA "Authorization for Administration of Prescription and Over the Counter Medication" form for EACH medication brought to school whether it is for one day, a week, or on an "as needed" basis through-out the school year. These forms may be obtained from the school nurse or in the main school office.
7. Parents of students in pre-school through grade five need to deliver all medications to the Elementary Secretary. Students in grades 6-12 may bring their medication and appropriate forms to the Secondary Secretary.
8. Parents/legal guardians will be contacted prior to administration of any "as-needed" medications brought from home with appropriate documentation.
9. **Prescribed emergency medications** to address life-threatening situations will be made readily accessible at all times as mandated by Tennessee law. Examples of these medications include but are not necessarily limited to: asthma inhalers, epi-pens, and diabetes related medications. An "Authorization for Self Carry/Administration of Medicine" form must be completed by the prescribing physician and on file before a student will be allowed to carry any medication. **No student should be in possession of these or any other medications without the knowledge of and documentation by the school's appointed personnel.**
10. Students are not allowed to dispense medications to other students, including over-the-counter medicines.
11. Unused medication kept at school for long or short-term treatment must be picked up by the parent or legal guardian at the end of the school year. All unclaimed medication will be properly disposed of by the school.
12. All medications administered will be given in accordance with the above guidelines. MJCA retains the right to reject requests for administering medications that are not within compliance of the above policies.

MEDICAL EMERGENCY PROCEDURES

In case of a medical emergency, a parent will be notified immediately. If a parent or designated contact person cannot be reached and if the school staff deems it necessary, a call for medical care and/or transport to the nearest available hospital will be made.

MEDICAL COMMUNICABLE ILLNESSES

A student or school employee with indications of a communicable illness, including HIV, may be required to have an examination by a medical doctor. The school then requires a statement from the doctor giving pertinent information about the illness. The school reserves the right to require an examination by a medical doctor appointed by the school.

After reviewing all medical data, the school administration will determine whether the individual's continued presence will present a health threat to others. If so, the school reserves the right to take appropriate action, including dismissal.

FOOD ALLERGIES

Family Responsibilities

1. Notify the school of the child's allergies.
2. Work with the school team to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, in after-care programs, during school-sponsored activities, as well as a Food Allergy Action Plan.
3. Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide.
4. Provide properly labeled medications and replace medications after use or upon expiration.
5. Educate the child in the self management of their food allergy including:
 - a. safe and unsafe foods
 - b. strategies for avoiding exposure to unsafe foods
 - c. symptoms of allergic reactions
 - d. how and when to tell an adult they may be having an allergy-related problem
 - e. how to read food labels (age appropriate)
6. Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
7. Provide emergency contact information.

School's Responsibility

1. Review the health records submitted by parent and physicians.
2. Assure that all staff who interact with the student on a regular basis understands food allergy, can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
3. Coordinate with the elementary or secondary school secretary to be sure medications are appropriately stored, and be sure that an emergency kit is available that contains a physician's standing order for epinephrine.
4. Designate school personnel who are properly trained to administer medications in accordance with the State Nursing and Good Samaritan Laws governing the administration of emergency medications.
5. Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.
6. Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.

Student's Responsibility

1. Should not trade food with others.
2. Should not eat anything with unknown ingredients or known to contain any allergen.
3. Should be proactive in the care and management of their food allergies and reactions based on their developmental level.

- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

MEDICAL EXPOSURE CONTROL PLAN

As mandated by OSHA, MJCA has written and implemented an Exposure Control Plan for Blood Borne Pathogens. The Exposure Control Plan is available in the school office.

INSURANCE COVERAGE

As a ministry of First Baptist Church, MJCA maintains insurance programs, which may, depending on circumstances, provide benefits for accidents that occur during school, while traveling to an event, or while participating in school-sponsored events. The insurance benefits are always secondary to any insurance maintained by the student and/or their parents.

INSURANCE COVERAGE EXCEPTIONS

MJCA does not carry insurance coverage for injuries incurred while playing or practicing football. However, as a member of TSSAA, coverage is available for football related injuries. The TSSAA coverage limit is \$25,000 with a \$10,000 deductible. Additionally, class socials, club meetings, or other extracurricular activities held off campus that are not under the direct supervision of an MJCA faculty person are not covered by Mt. Juliet Christian Academy or any of its insurance carriers.

ACADEMIC STANDARDS

MJCA seeks to educate today’s youth to meet and face the challenges of our world. Our goal is to motivate students and help them to perform at their optimum level. We require that all students complete the assignments of each class, showing their best effort, and showing responsibility for being on time, organized, and ready to learn for each and every class. Students who consistently demonstrate lack of effort and unwillingness to comply with classroom expectations may be asked to withdraw from MJCA.

GRADING SCALE (5660)

A	Excellent	93-100	4.00 Grade Point Average
B	Above Average	85-92	3.00 Grade Point Average
C	Average	75-84	2.00 Grade Point Average
D	Below Average	70-74	1.00 Grade Point Average
F	Failing	0-69	0.00 Grade Point Average

WEIGHTING OF GRADES

The point system is used to determine a student’s grade point average, relative standing in class and honor roll. Grade point average (GPA) information sent to colleges includes grades for all classes. **Honors, AP and dual credit courses will receive additional weighting. Honors courses will receive three additional points and AP courses will receive five additional points. Dual enrollment courses will be graded according to MJCA’s grading scale and will receive an additional five points.** This weighting complies with TN state standards.

HOMEWORK

Mount Juliet Christian Academy recognizes that the development of responsibility, self-discipline, and life-long learning is essential. Research has indicated that homework strengthens academic skills, reinforces concepts taught by teachers, develops student responsibility and accountability, and promotes parent awareness. MJCA views homework as an important part of a student's daily life.

BENEFITS OF HOMEWORK:

- Provides independent practice of skills learned in class
- Improves critical thinking and information processing skills
- Develops independent study habits
- Strengthens research skills
- Promotes oral and silent reading
- Provides creative enrichment opportunities
- Provides feedback to teachers and students about student learning and achievement
- Builds and strengthens bonds between home and school

Our goal is to create assignments that promote one or more of these outcomes.

TYPES OF HOMEWORK:

- Practice homework - given to reinforce lessons already taught
- Preparation homework - given to prepare students for upcoming lessons
- Enrichment homework - given to provide challenging learning opportunities for extension and enrichment of the lesson
- Creative homework – given to provide students with the opportunity to apply previously learned knowledge in a creative or imaginative manner.

TEACHER RESPONSIBILITIES:

In assigning homework, teachers are expected to:

- Communicate homework expectations to students (assignments and due dates)
- Assign, monitor, evaluate, acknowledge, and return student homework in a timely manner.
- Convey homework expectations to parents.
- Notify parents if homework assignments are not being completed in a satisfactory manner.
- Encourage and praise students as they complete homework assignments

STUDENT RESPONSIBILITIES:

In completing homework, students are expected to:

- Record the directions for homework
- Ask questions when necessary to clarify the assignment
- Follow a schedule and keep materials orderly
- Hand in, on time, neat, accurate, and meaningful products
- Plan time for completion of long-term assignments
- Request and hand in homework which was assigned while absent

PARENT RESPONSIBILITIES:

In helping children with homework, parents are encouraged to:

- Support the homework philosophy by reinforcing the value of homework. Check to see that homework assignments get completed, and if necessary, signed. Insist

- on adherence to deadlines. (Review progress on long-term assignments)
- Show interest in the student’s work. Encourage and offer advice, but insist the work be completed through the student’s own effort
- Help the student develop good study habits by developing a suitable, well-lit area free from distractions
- Monitor student activities to be sure the student has enough study time
- Assist students in obtaining make-up work due to absences
- Encourage and praise students as they complete homework assignments
- Maintain the home/school connection via calls, emails and conferences
- Encourage reading for pleasure as well as above and beyond regular homework assignments

While all assignments should be aligned to a developmentally appropriate sequence of quality instructional opportunities, it is important that students and parents/guardians alike understand that effort, patience, challenge, discovery – and occasionally, frustration - contribute to the learning process.

MAKE UP WORK

Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Secondary students who have been absent are responsible for communicating with all of their teachers on the first day back to school (not the first day back to class). Work missed due to absences must be made up using the following formula: One block class = two class periods=two calendar days to make-up missed work.

Students who miss school work because of unexcused absences are expected to complete the work missed. They may be given partial credit or no credit at all depending on the circumstances. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure.

MJCA takes the stance that homework completion is not an option. Furthermore, homework should meet the expectations of the teacher. Consequences for not completing assignments will result in one or more of the following:

- Loss of recess or free time.
- Lowered academic or citizenship grades.
- Attend homework study hall before or after school to complete the homework.

HOMEWORK STUDY HALL

Mount Juliet Christian Academy has a “mandatory homework policy” that requires every student to keep up with homework and to complete homework according to the standards set by the teacher. This includes students who are absent and who fail to complete work missed during the grace period. Teachers may allow students on their first two missed assignments to turn in the work the next day for partial or no credit. Students who make it a habit to not complete homework have no options but to make up their work before or after school in a homework study hall. Partial or no credit may be given by the teacher for work completed in this setting. The student must complete the work in a study hall immediately after school. Possible exceptions will be made only after the parent has been

contacted. Students may not opt out of this consequence by completing the work prior to the study hall. Students must stay a minimum of 45 minutes. A monitor fee will be charged to the student account. The fee will be calculated as follows: 0 – 60 minutes = \$7.50 fee; 61 – 90 minutes = \$10 fee and 91–120 minutes = \$12.50 fee.

After five study hall detentions, an appointment is made with the parents and administrator. If students fail to hand in 10 assignments on time per semester, they are placed on academic probation; after 15 missed assignments a meeting will be held to determine whether the student should remain at the school.

GRADUATION REQUIREMENTS

Students enrolled in grades 9-12 in the 2008-09 school year must fulfill the graduation requirements listed below. This plan requires students to meet the examination graduation requirement by meeting or exceeding the proficient level on three Gateway Exams: Math (Algebra I), Language Arts (English II), and Science (Biology I) prior to receiving a regular high school diploma.

TRACK	COLLEGE PREP	HONORS <i>Meets course study requirements for TN Scholars Program</i> <i>Must take minimum of 10 honors classes</i>	HIGH HONORS <i>Meets course study requirements for TN Scholars Program</i> <i>Must take minimum of 12 honors classes (at least one AP or 2 semesters of Dual Enrollment in core classes)</i>
English	4 credits English	4 credits English or Dual Credit English	4 credits Honors English or Dual Credit English
Math	3 credits Algebra 1& 2, Geometry A math class must be taken during the senior year	4 credits Algebra 1& 2, Geometry, Pre-Calculus	4 credits Honors Math Algebra 1& 2, Geometry, Dual Credit Pre-Calculus/Trig or AP Calculus
Science	3 credits Biology, Chemistry; plus one other science	3 credits Honors Science Biology, Anatomy & Physiology, Chemistry	3 credits Honors Science Biology, Anatomy & Physiology, Chemistry
History	3 credits World History, US History, Govt/Economics	3 credits World History, US History, Govt/Economics	3 credits Honors History World History, AP US History, Govt/Economics
Foreign Language	2 credits of the same language	2 credits of the same language	2 credits of the same language
Bible	4 credits (one per year of attendance)	4 credits (one per year of attendance)	4 credits (one per year of attendance)
Fine Arts	1 credit Art, Chorus, Band or Drama	1 credit Art, Chorus, Band or Drama	1 credit Art, Chorus, Band or Drama
Computer /Business	1 credit	1½ credits	1½ credits
Wellness	1 credit	1 credit	1 credit
Speech	½ credit	½ credit	½ credit
Elective	1 ½ credits		
	Minimum – 24 credits	Minimum – 24 credits	Minimum – 24 credits

As a result of changes to the Tennessee Curriculum Standards, the following policy will be effective beginning with the ninth grade class entering high school during the 2009-2010 school year.

TRACK	COLLEGE PREP	HONORS <i>Meets course study requirements for TN Scholars Program</i> <i>Must take minimum of 10 honors classes</i>	HIGH HONORS <i>Meets course study requirements for TN Scholars Program</i> <i>Must take minimum of 12 honors classes (at least one AP or 2 semesters of Dual Enrollment in core classes)</i>
English	4 credits English	4 credits English or Dual Credit English	4 credits Honors English or Dual Credit English
Math	4 credits Algebra 1& 2, Geometry and another mathematics course beyond Algebra I	4 credits Algebra 1& 2, Geometry, Pre-Calculus	4 credits Honors Math Algebra 1& 2, Geometry, Dual Credit Pre-Calculus/Trig or AP Calculus
Science	3 credits Biology, Chemistry; plus one other lab science	3 credits Honors Science Biology, Anatomy & Physiology, Chemistry	3 credits Honors Science Biology, Anatomy & Physiology, Chemistry
History	3 credits World History, US History, Govt/Economics	3 credits World History, US History, Govt/Economics	3 credits Honors History World History, AP US History, Govt/Economics
Foreign Language	2 credits of the same language	2 credits of the same language	2 credits of the same language
Bible	1 credit/year	1 credit/year	1 credit/year
Fine Arts	1 credit Art, Chorus, Band or Drama	1 credit Art, Chorus, Band or Drama	1 credit Art, Chorus, Band or Drama
Computer /Business	1 credit	1½ credits	1½ credits
Health, Physical Fitness & Wellness	1 ½ credits	1 ½ credits	1 ½ credits
Personal Finance	½ credit	½ credit	½ credit
Speech	½ credit	½ credit	½ credit
	Minimum – 24 ½ credits	Minimum – 24 ½ credits	Minimum – 24 ½ credits

HIGH SCHOOL CREDITS

Students in grades 9-11 are required to take six credit receiving classes per semester. Seniors are required to take a minimum of five credit receiving classes per semester. All non-credit receiving classes (office aids, study halls) must be approved by the administration. Credits for course completion will be given by semester. Upon passage of a given class at the semester, the student will earn .5 credits. He/she then needs to earn a passing grade for the next semester in order to earn another .5 credits for a total of one credit. Courses may be repeated for a higher score; however, both grades will be reflected on the transcript.

COLLEGE CREDIT COURSES

Advanced Placement

The Advanced Placement Program (AP) is a collaborative effort between motivated students, dedicated teachers, and committed high schools, colleges, and universities. An AP course consists of a full high school academic year of work that is comparable to courses in colleges and universities. These are truly college level classes and should only be attempted by those students who are capable and willing to do the required work. Colleges usually award credit, credit and grade, or placement for an acceptable score on the AP tests. Each college and university determines its own requirements for an acceptable score on the AP exam; therefore, it is important to check with the college in advance. The AP exam is given in May for approximately \$80.

HONORS AND DUAL ENROLLMENT ELIGIBILITY

Students who choose the Honors and Dual Enrollment course offerings must meet a series of requirements in order to be eligible. It is essential that students understand that these programs are more intensive in nature and in the case of Dual Enrollment, demand college level work. As a result, students must attend classes consistently, display a strong work ethic, and demonstrate a conscientious attitude toward assignment deadlines.

Honors Eligibility- Students must meet all of the following requirements in order to be eligible for Honors courses.

1. Must have a 90 average or better in preceding year of subject.
2. Must have tested in appropriate grade level on Stanford Achievement Test.
3. Must receive a positive teacher recommendation.

Dual Enrollment Eligibility- Students must meet four of the following five requirements in order to be eligible for Dual Enrollment courses.

1. Must have been enrolled in Honors courses of subject in grades 9 and 10.
2. Must have a 3.0 GPA or better in Honors course.
3. Must have scored a minimum of 19 on ACT subtests in subject area.
4. Must have tested in appropriate grade level on Stanford Achievement Test.
5. Must receive a positive teacher recommendation.

Maintaining Eligibility in Honors and Dual Enrollment

In order to maintain right standing and achieve continued enrollment in each program, a student must maintain at least an 80 average after each completed semester. In addition, if continued problems arise such as failure to meet deadlines or repeated absenteeism, then the student's participation in this program for the following semester will be reviewed by the guidance department, administration, and course teacher to determine continuation as a participant in the course for the following semester.

TENNESSEE SCHOLARS PROGRAM

The Tennessee Scholars Initiative is a simple, low-cost, high-impact strategy to motivate students to complete high school courses that prepare them for college and careers. The initiative places business people in classrooms to promote the study of math, science, language arts, and social studies immediately before students select high school courses. The Initiative is managed by the Tennessee Chamber of Commerce & Industry in cooperation with local chambers of commerce.

Course Requirements

- .. 4 credits in English
- .. 4 credits in math (algebra 1, algebra 2, geometry and one higher level course)
- .. 3 credits in science (biology and two other lab sciences)
- .. 3 credits in social studies (chosen from U.S. and world history, geography, economics, and government)
- .. 1 credit in business/computer related course
- .. 1 credit in wellness
- .. 1 credit in fine arts
- .. 2 credits in the same foreign language
- .. 2 credits in technical courses in same technical track

Additional expectations

- .. 20 hours of community service
- .. Overall C average in all Tennessee Scholars courses
- .. 95 percent attendance
- .. No out-of-school suspensions

COMMUNITY SERVICE

The mission of Mount Juliet Christian Academy is to provide a biblically-based, academically challenging, and service-oriented environment in order to develop students to be servants and leaders for Jesus Christ in their community.

- We believe the spirit of community service at Mount Juliet Christian Academy ought to reflect our commitment to follow Christ. In Christ's teachings and examples, we see that he placed special emphasis upon serving those less fortunate, i.e. the poor, widows, children, etc.
- We believe that our students benefit greatly by learning about the real needs and issues of our world by experiencing different populations of people in need.
- We believe students and society benefit greatly from direct involvement with people versus task-oriented jobs.
- We believe that service is fundamental to educating young people within a Christian world and life view. Learning to serve is consistent with the call of all Christian believers to be servants. In Matthew 25: 34-40 Jesus tells us that to feed the hungry, visit the sick, minister in prisons or give clothes to the needy is acceptable service for which He will say, "Whatever you did for the least of these brothers, you did for me."
- Mount Juliet Christian Academy is committed to SERVICE LEARNING, that is, to serve each other and those outside our campus with a cheerful heart and willing spirit.

The Christian life is the total life of a human being created in the image of God; it is a life that responds to the gift of salvation through faith and service to God. It is the life of the redeemed, serving God in a whole range of cultural tasks. Community service guidelines will be explained to secondary students during first semester.

PROMOTION/RETENTION

Promotion in grades one through eight requires the student to pass or make up in summer school all major subjects. Major subjects include English, science, math, social studies, and Bible. Eligibility for Algebra I in 8th grade is based on academic performance and teacher evaluation, final exam, and a placement test.

In grades 9-12, a student failing a semester of any subject required for graduation must pass that semester either in summer school classes or during the school term, as the schedule allows. Promotion to grades 10-12 is based on accumulation of the following number of credits: Grade 10 = 6 credits, Grade 11 = 12 credits, Grade 12 = 18 credits.

SUMMER SCHOOL POLICY

MJCA does not have its own summer school program. Credits are granted from accredited institutions such as county school systems or approved on-line courses. To ensure the acceptance of the credit, approval should be obtained from the administration before a student takes a summer school course. Summer school grades will not replace a failing grade on the transcript.

High School: An approved summer school course is an option that is available to students in grades 9-12 who have failed a course needed for graduation.

Middle School: Students who have a yearly average below 70 in an academic subject (Bible, history, math, science, and English) are considered to have failed. On failure, the student will be evaluated by the school to determine what recommendations should be made. The three most common recommendations are:

1. The student should repeat the grade.
2. The student should attend summer school and then be promoted.
3. The student is required to have 20 hours of tutoring during the summer. In June, the school will send parents a letter restating this policy and include a form for the tutor to complete and return to the school before the student begins the next school year.

Elementary: Students who have a yearly average below 70 or an F in two or more academic subjects (Bible, history, math, science, reading, and English) are considered to have failed. On failure, the student will be evaluated by the school to determine what recommendations should be made. The four most common recommendations are:

1. The student should repeat the grade.
2. The student should attend summer school and then be promoted.
3. The student is required to have 20 hours per subject of tutoring during the summer. In June, the school will send parents a letter restating this policy and include a form for the tutor to complete and return to the school before the student begins the next school year.
4. A student failing one subject is required to have 20 hours per subject of tutoring during the summer. In June, the school will send parents a letter restating this policy and

include a form for the tutor to complete and return to the school before the student begins the next school year.

TRANSFER CREDIT

Any student desiring to earn credit from a source other than MJCA must obtain administrative approval **prior to taking the course**.

ACCELERATED PLACEMENT

Requests for accelerated placement will be based on social and emotional maturity as well as intellectual ability. Such action must be recommended and agreed upon by the teachers affected, parents, and administration.

SECONDARY SCHEDULE CHANGES

Secondary students will have 1 week from the first day of the semester to request a change of schedule. All schedule changes must be approved by the Guidance Counselor.

HONOR ROLL

The Honor Roll is compiled at the end of each grading period. The subject of writing is not considered for the honor roll in grades 1-5.

Every grading period: A student must have an 85 or above in every class. Incomplete grades not made up by the time the Honor Roll is compiled will disqualify a student from the Honor Roll for the grading period.

PRINCIPAL'S LIST

In grades 1-12, a student must earn a 93 or above in every class. Students in grades 1-5 who make the Principal's List once or the Honor Roll twice receive Academic Gold Cards. There is a list of activities on the back of the cards and the students may choose any one of these activities before the cards expire at the end of the grading period.

CONDUCT GRADES

In each grading period, conduct grades for K-5 grade will be assigned by their classroom teacher using the traditional grading scale with an "A" being the highest and an "F" being the lowest.

HONOR GRADUATE

As a result of changes to the Tennessee Curriculum Standards, the following policy will be effective beginning with the ninth grade class entering high school during the 2009-2010 school year. Students who score at or above all of the subject area readiness benchmarks on the ACT or equivalent score on the SAT will graduate with honors.

Students will be recognized as graduating with "distinction" by attaining a B average and completing at least one of the following:

- earn a nationally recognized industry certification
- participate in at least one of the governor's schools
- participate in one of the state's all state musical organizations
- be selected as a national merit finalist or semi-finalist

- attain a score of 31 or higher composite score on the ACT
- attain a score of 3 or higher on at least two Advanced Placement exams
- earn 21 or more semester hours of transcribed postsecondary credit

VALEDICTORIAN AND SALUTATORIAN

The Valedictorian and Salutatorian will have the highest cumulative grade point average for high school classes taken from the high honors track through the first semester of the senior year. A student must attend MJCA during his junior and senior years to be eligible for the two top academic awards. In the event of a tie, cumulative grade point average, cumulative numeric grade point average, quality points, and course load will be considered.

GRADUATION

Students who desire to participate in the graduation ceremony and receive a high school diploma from MJCA must meet the following academic requirements:

1. Pass all required courses
2. Have the required number of credits for graduation from MJCA
3. The student's account must be paid in full
4. Comply with all school policies

Students who have not fulfilled the above requirements cannot participate in graduation exercises.

TEXTBOOK PHILOSOPHY

Our textbooks are selected according to our overall school philosophy. The basic goal of Mount Juliet Christian Academy is to provide distinctively Christian teaching with a sound academic program. Our textbooks are chosen for their quality and clarity and for their Christian perspective. The academy also uses texts and materials created by secular sources when it will assist the students in meeting the educational objectives. Mount Juliet Christian Academy does not necessarily endorse or agree with all of the material expressed within the textbooks.

BOOK AGREEMENT

Students will be issued textbooks and workbooks necessary for course completion. It is understood that most workbooks are consumable. Students are expected to return the same textbooks they were issued in relatively the same condition in which they were received. If a book is lost, intentionally written in, or damaged, it is understood that the student is responsible for the cost of replacing the book.

PHYSICAL EDUCATION

Middle School and High School

Students in PE classes are expected to participate and dress out in the approved PE uniform and sneakers. Students may purchase a PE uniform from their PE teacher.

Elementary

Elementary students should wear appropriate clothing and sneakers (must lace up or fas-

ten with Velcro) on PE days. Girls who wear skirts or dresses will not be allowed to participate. Grades are given according to ability and participation.

All Students

Students with serious illness or injury are excused from participation only if they show written permission from their doctor. Students who have minor difficulties can be excused for a brief period of time through a note from their parent.

EXTRA-CURRICULAR ACTIVITIES

1. All students (grades 6-11) must be passing a minimum of six credit-receiving classes at the end of each of the first three quarters. Seniors must be passing five credit-receiving classes at the end of each of the first three quarters. At the end of the year, the second semester grades will be used to determine eligibility for the following fall.
2. Academically ineligible students may be reinstated at the three week report or six week report if they are passing all of their classes with a minimum of a C.
3. Exceptions to eligibility guidelines for extenuating circumstances must be approved by the administration.

HOME-SCHOOL CREDITS

Parents of home schooled children need to provide official documentation of grades and standardized test scores. Tennessee State law requires students entering grades nine and above to be assessed for credit per subject based on standardized test scores or a MJCA proficiency exam in order to receive credit for previous work.

HIGH SCHOOL EXAMS

High school students (grades 9-12) may be exempt from non-core second semester exams if they have a 93 average or higher in that subject for the second semester. Core subjects include English, Math, History, Bible and Science. Students not in attendance for exams must have a doctor's note for the absence to be excused. All unexcused absences during exams will result in the student receiving a zero for the exam. A student arriving unexcused more than five minutes late will have ten points deducted from the final exam score. All financial obligations must be met or students will not be allowed to take semester exams. Students will receive a zero for the exam.

GATEWAY EXAMS

In compliance with Tennessee law, the State Board of Education designated Algebra I, Biology I and English II courses to include end-of-course exams. They were designated as diploma requirements and became known as Gateway Tests. MJCA administers these tests each spring. As a result of changes to the Tennessee Curriculum Standards, Gateway exams will be administered to students in grades ten through twelve only.

STATE EXAMINATIONS

The following end-of-course examinations will be administered beginning with the ninth grade class entering high school during the 2009-2010 school year. The exams will be given in English I, English II, English III, Algebra I, Geometry, Algebra II, U.S. History, Biology I, Chemistry and Physics. The student would not be required to pass any one examination, but instead the students would need to achieve a passing score for the course average.

ASSESSMENT OF LEARNING

Stanford Achievement tests will be given to students in Kindergarten through eighth grade in the spring to determine progress and scholastic strengths and weaknesses. (See school calendar for dates.) Student results and school results will be made available to parents. Planned absences are not allowed during testing periods.

ACT's Education Planning Assessment System (EPAS) (or equivalent College Board assessments) will be administered annually. These tests consist of the following:

- The EXPLORE test will be given to all eighth grade students in the fall. Schools will develop interventions for students who are not performing to the level needed to be on track to reach the ACT Readiness Benchmark.
- The PLAN test will be given to all tenth grade students in the fall as a mid-point assessment of progress toward meeting the ACT Readiness Benchmark scores.
- The ACT test will be taken by all eleventh grade students. Students who plan on taking Dual Credit courses must take the ACT during the tenth grade year.
- The PSAT is given during the junior year to determine qualification for the National Merit Scholarship competition.

TESTING FOR CREDIT

MJCA may permit students in grades 9-12 who have taken the equivalent of high school level courses to earn unit(s) of high school credit for these courses. Students may earn credit toward graduation upon passing a comprehensive written examination, such as 8th graders taking Algebra I. Students desiring to take such courses must have the approval of parents and faculty, and administration.

LEARNING DIFFERENCES

Students who have current documentation on file at the school for identified learning differences may or may not be considered for modifications. Any modifications will be based on individual needs determined by school personnel and parents. Due to staff and funding limitations, MJCA cannot guarantee the implementation of an Individual Education Plan (IEP) recommended by another school or other educational source. Any student who has learning differences must have either medical or educational documentation on file. This documentation must include some form of accepted educational testing. If unavailable, a student will be required to be tested by an approved agency, requesting all results be sent to the school. MJCA does not employ special education teachers or staff. We do not offer special education classes or resources in school. We highly recommend attendance, and at times may require attendance, at an approved learning agency.

WORK RELEASE POLICY

A senior who wishes to be dismissed from school to go to work may present such a request from their parents in writing to the administration. The student must meet graduation requirements including senior course load. They must also provide information such as their employer's name, phone number, and their work schedule. Upon verification of employment, the administration may approve the request. Any change in employment status must be reported immediately to the administration. It is understood that no reduction in tuition will be made since the school offers classes that the student could take for credit. It is also understood that no course credit will be awarded for this work release.

COLLEGE AND CAREER PLANNING

Mount Juliet Christian Academy provides a complete college-counseling program for secondary students. Students and parents are encouraged to work closely with the college placement office in the college selection and admission process. Information about college and career planning can be accessed at the MJCA website (www.mjca.org).

COLLEGE VISITS

While MJCA encourages students to visit colleges, visits should be made when school is closed, or during vacation periods. Seniors are allowed three college visits and Juniors are allowed two college visits. College visitations are charged as excused absences and count toward the ten day per semester limit. Arrangements for college visits should be approved through the career counselor.

STUDENT BEHAVIOR MANAGEMENT

All students need a safe place where they can be themselves, learn to know themselves and take important steps toward a positive life position. They need to learn that they are important, listened to and cared for. In learning this, they are able to extend themselves in responsible and loving ways. A safe classroom atmosphere in which, with peer and teacher support, a student can relate more realistically, responsibly and constructively with the environment, nurturing healthy self respect, should be one of our primary goals as educators.

Discipline is a process whereby the student progressively learns to develop habits of self-control and recognizes his/her own accountability to others and to God. The main objective of discipline in a Christian school is to help students learn to make wise choices, face poor choices honestly and see a pattern of consequences for the choices they make.

MJCA believes that a positive and constructive relationship between the school and a student's parents/guardians is essential to the accomplishment of the school's educational mission. MJCA accordingly reserves the right to terminate or not renew a student's enrollment if the school reasonably concludes that the actions of a parent or guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational purposes. It is reasonable to expect parents/guardians to agree:

1. To cooperate with the administration of MJCA in seeing that the student attends classes regularly and reports to school premises on time each school day.
2. To assist the student to learn and advance in the educational process.
3. To cooperate in solving school related problems.
4. To cooperate in aiding the teachers in providing the student with a Christian education.

Students of MJCA are ambassadors of Jesus Christ and our school. Student behavior whether on or off campus that is immoral and/or illegal and therefore contrary to the mission, purpose, and goals of MJCA may be subject to disciplinary action. The following rules, regulations and due process are designed to protect all members of the school.

Mt. Juliet Christian Academy subscribes to a behavior management plan that rewards behavior exemplifying the mission of the school and at the same time initiates consequences for behavior considered inappropriate.

INFRACTIONS

Students exhibiting behavior problems are addressed according to the level of unacceptable conduct. The actions taken by the school will vary with the severity of the infraction.

UNACCEPTABLE CONDUCT – Level I

1. Unacceptable conduct is defined as those activities engaged in by student(s) that tend to impede orderly classroom procedures or instructional activities, orderly operation of the school, or that are contrary to the mission of Mt. Juliet Christian Academy.
2. Acts of unacceptable conduct at this level may include, but are not limited to:
 - a. Classroom tardiness
 - b. Acting in a manner so as to interfere with the instructional process
 - c. Public display of affection
 - d. Failure to complete assignments or carry out directions
 - e. Violation of dress code
 - f. Littering classroom or school grounds
 - g. Chewing gum, food, or having drinks, other than water
 - h. Missing all or a major part of a class
 - i. Use of electronic devices during the school day
 - j. Other unacceptable conduct as determined by the teacher
3. Individual classroom teachers will be responsible for enforcement of conduct involving Level I situations.
4. Dress code violations will be handled by individual classroom teachers according to the provisions of the dress code.
5. Classroom teachers will ask students to comply, and may use a variety of actions including, but not limited to:
 - a. Verbal reprimand
 - b. Parental notification and/or conference
 - c. Behavior management contract
 - d. Detention

At this level, it is the goal that classroom teachers should establish relationships with students, and should discipline students to have proper Christian respect for property, the rights of others, adults and school rules and regulations.

Repeated unacceptable conduct at Level I may be reclassified as Level II, and may be considered as willful disobedience or defiance and referred to the Principal's Office.

UNACCEPTABLE CONDUCT – Level II

1. Unacceptable conduct at this level is defined as those activities engaged in by students, which are directed against persons or property and violate basic honor and trust afforded students at Mt. Juliet Christian Academy.
2. Acts of unacceptable conduct may include, but are not limited to:
 - a. Academic dishonesty (cheating/plagiarism)

- b. Misrepresentation of the truth (lying)
 - c. Use of forged notes or excuses
 - d. Fighting
 - e. Abusive language to staff or students
 - f. Trespassing
 - g. Threats against others
 - h. Vandalism (minor)
 - i. Refusal to obey school personnel
 - j. Illegally occupying or blocking in any way, school property with intent to deprive others of its use
 - k. Unlawful assembly
 - l. Habitual acts of disorderly conduct
 - m. Skipping or cutting school
 - n. Missing detention
 - o. Use of tobacco products
 - p. Any other acts as determined by the principal and/or headmaster
3. The basic enforcement procedures to be followed in instances of unacceptable behavior at Level II are:
- a. The Dean of Students should confer with staff and investigate the extent of the circumstances.
 - b. The Dean of Students should notify the parent or guardian of the misconduct. The Dean of Students should meet with the student, and if necessary, the parent or guardian, confer with them about the student's misconduct and effect the appropriate action.
 - c. A complete record of the procedures shall be maintained and filed in the principal's office.
4. Possible sanctions to be applied in cases of unacceptable conduct at Level II may include, but are not limited to:
- a. Temporary removal from class
 - b. Suspension (includes suspension from all school activities)
 - c. Referral to outside agency
 - d. In all cases of cheating/plagiarism, an academic penalty will be assessed.
 - e. Saturday School
 - f. Restitution of property damages
 - g. Plan of Restoration.

UNACCEPTABLE CONDUCT – Level III

1. Conduct at Level III is defined as those activities engaged in by student(s) which result in violence to oneself or another person or property, or which pose a direct and serious threat to the safety of oneself or others. These activities require administrative action, which could result in the immediate removal of the student from Mt. Juliet Christian Academy, the interaction of law enforcement authorities and/or action by the headmaster.
2. Acts of unacceptable behavior in this category include, but are not limited to:
 - a. Actions shocking to the conscience
 - b. Assault and battery
 - c. Bomb threats

- d. Possession, use, or transfer of dangerous weapons
 - e. Sexual offenses
 - f. Vandalism (major)
 - g. Theft and/or possession or sale of stolen property
 - h. Arson/tampering with fire alarm
 - i. Furnishing, selling or possession of controlled substances (drugs, narcotics, alcohol, or poisons)
 - j. Use of intoxicants
 - k. Electronic bullying or sending of inappropriate material
3. Basic enforcement procedures to be followed in instances of unacceptable behavior Level III are:
 - a. The Dean of Students should confer with the staff involved, effect the appropriate disciplinary action and, if appropriate, should meet with the student.
 - b. If warranted, the student should be removed immediately from the school environment. A parent or guardian should be notified as soon as possible. Removal of student requires immediate notification of headmaster.
 - c. Where appropriate, the headmaster will contact law enforcement authorities.
 - d. A complete written record shall be filed in headmaster's office.
 4. Possible sanctions to be applied in cases of Level III misconduct may include, but are not limited to:
 - a. Suspension (includes suspension from all school activities)
 - b. Expulsion (requires headmaster's approval)
 - c. Restitution of property and damage
 - d. Referral to outside agency
 - e. Behavioral analysis plan designed by a multi-disciplinary team
 - f. Plan of Restoration

According to Tennessee Public Law, school personnel have the **duty to report** any reasonable suspicion that a student is committing or has committed any violation of title 39, chapter 17, part 4 or § 39-17-1307 to the principal, or, if the principal is not available, to the principal's designee. If neither the principal nor the designee is available, school personnel may report violations of title 39, chapter 17, part 4 or § 39-17-1307 committed on school property to the appropriate authorities.

EXTENUATING, MITIGATING OR AGGRAVATING

The philosophy of Mt. Juliet Christian Academy confers upon all staff the authority to consider extenuating, mitigating or aggravating circumstances, which may exist in a particular case of misconduct. Such circumstances should be considered in determining the most appropriate sanction to be used. Unacceptable conduct at Level II and III warrant investigation and counseling with teacher and other staff who have direct responsibility for the student.

DETENTION / SUSPENSIONS

There are two types of detentions, after/before school detentions and Saturday detentions. There are also two types of suspensions, Saturday suspension and Out-of-School suspension. Since receiving a detention or suspension is a disciplinary action, it must be

served on the day it is assigned regardless of work, family plans, extra-curricular activities or transportation inconvenience.

1. After/Before School Detentions- The length of time is one hour. Detentions are to be served on the date they are assigned. Advanced notice of at least one day is given so that arrangements may be made for transportation and to contact a coach or employer to inform them that the student will be late for practice or work. Serving a detention takes precedent over athletic practices, after school jobs, etc. Failing to stay on the date a detention is assigned will mean that the consequences will be doubled (two detentions will be served in place of the one assigned).
2. Saturday Detentions -Saturday detentions begin at 8:00 a.m. and are two hours in length. Late arrival to a Saturday detention will result in an additional one hour detention. Failing to show up for a Saturday detention without prior notification will result in the assignment of an additional Saturday detention. Students in Saturday detention will do work in and around campus. Unless told otherwise, students should report to detention in work clothes. Saturday detentions occur on an as-needed basis.
3. Saturday Suspensions – These are for major violations or repeated minor violations. They are four hours in length beginning at 8:00 a.m. Suspensions are to be served on the date they are assigned. Late arrival to a Saturday suspension will result in the assignment of an additional two hour Saturday detention. Failing to show up for a Saturday suspension without prior notification will result in an additional Saturday suspension (a two-day Saturday suspension). Students in Saturday suspension will do work in and around campus. Unless told otherwise, students should report to suspension in work clothes.
4. Out-of-School Suspensions – These can be given for a period of one to three day. Out-of-School suspensions are used as a last resort.
5. Suspensions result in the following:
 - a. Any student who is suspended will return to school on disciplinary probation.
 - b. Suspensions result in the loss of participation in extra-curricular activities and sports for one school week per day of suspension.
 - c. Out-of school suspensions count as unexcused absences.

FEES

The following fees will be charged to student accounts:

1. One hour after-school detention-\$12.50
2. Two hour Saturday detention-\$25
3. Four hour Saturday suspension-\$50

Tardiness to detention will result in re-serving the detention. Unless special permission is granted by the administration, failure to serve a detention will result in an additional detention.

DISCIPLINARY PROBATION

A student may be placed on disciplinary probation after showing a pattern of infractions at any level. The student will be given a specified period of time for improvement. If the

improvement plan is honored, the student will no longer be on probation. However, students who do not honor the improvement plan, with improved conduct and behavior, may be asked to withdraw from school at the end of the semester in which the probation is initiated.

GROUNDINGS FOR DISMISSAL-EXPULSIONS

MJCA reserves the right to deny admission, re-admission, or continued enrollment to any student whose actions demonstrate that it is not in the school's best interest to allow admission, re-admission, or continued enrollment.

It is not our desire to ever have to ask a student to leave Mt. Juliet Christian Academy. Yet, we understand that these difficult times may come. The following are grounds for possible dismissal. At MJCA, we believe that attitude is often more crucial than visible actions.

Attitudes reflecting a "Flaunting of Sin"

Students may be asked to leave if they continue to flaunt and/or glamorize sin or choices which would reflect a non-Christian life-style. If a student's attitude towards a personal sin remains repentant and serious about change, the administration may allow the student to remain in school and to work toward change. If the student's attitude begins to transmit an undercurrent of glamorizing sin, or sets a continuing non-Christian tenor, he or she may be asked to leave the school. This type of wrong attitude and conduct may include possible "bragging" about sinful conduct that may or may not be true.

Out-of-School and In-School Behavior. The primary responsibility for monitoring and encouraging moral behavior, which is consistent with the scriptural directives, is the home and the church. The school is committed to supporting the home and the church in this area. The school does this by teaching in the classrooms, by encouraging wholesome relationships in the school community, and by insisting on standards of behavior which are consistent with the will of God as revealed in the Bible. Although the school cannot and should not be responsible for the moral behavior of each person all the time, often the moral behavior is associated with the school. The school may become involved when there is behavior that is clearly immoral and/or illegal (i.e. drugs, alcohol, illicit sex), and when there is the probability that the behavior will negatively affect the school community and/or its reputation. Any student who is suspended two or more times in one school year faces expulsion. A student may be expelled for a single incident or repeated detentions. Expulsion has devastating consequences and is never considered lightly. However, the responsibility for the safety and well-being of all students makes it necessary.

WEAPONS

Firearms, knives, explosives, fireworks, and other instruments considered dangerous and of no practical use are not to be brought onto campus. Penalties are severe and will range from suspension to expulsion from MJCA and possible arrest. This includes imitation or spring-powered/gas-powered weapons such as B-B guns, pellet guns, paint ball markers, or replicas of real weapons. Students who bring imitation weapons on campus without permission are subject to the same penalties listed above.

ZERO TOLERANCE POLICY

The following violations will result in immediate expulsion.

1. Illegal drugs on or off campus
2. Physical altercation with teacher or staff member

REINSTATEMENT PROCEDURE

Restoration Plan

Students who have been expelled from MJCA may have the opportunity of returning if they successfully complete the restoration process. For the restoration process to begin the student and/or family must display a repentant heart. This process includes the establishment of specific criteria to be accomplished, a period of intense discipleship with a youth pastor or director from a Bible believing church, daily journal keeping that will be reviewed by selected school personnel, a period of probation upon the return to school, and any other conditions deemed necessary by the administration. The Restoration Plan will be implemented on an individual basis.

STUDENT DIGNITY POLICY

Mt. Juliet Christian Academy intends to provide its students an environment that is free of offensive kinds of behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments or actions because of race, national origin, age, sex, physical characteristics or disability, robs the person of dignity and is not permitted. Mt. Juliet Christian Academy does not condone or allow harassment of others, whether engaged in by students, employees or other family members who may be present. Any student who believes he or she has been subjected to harassment should report immediately to a teacher, counselor or administrator. Each report will be given serious consideration and investigated thoroughly. Appropriate actions will be taken to eliminate such harassment. All reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report.

Any student who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of expulsion.

BULLYING, HARASSMENT, AND INTIMIDATING BEHAVIOR POLICY

Mt. Juliet Christian Academy is committed to maintaining a learning and working environment free of bullying, harassment, and intimidation. Therefore, bullying, harassment, and/or intimidation of or by any school committee member, parent, administrator, faculty member, staff member, volunteer, student or guest is strictly prohibited. In the event a student believes that he/she has been bullied, harassed, and/or intimidated, he/she must report the offending conduct to both a parent/guardian and either the Secondary Principal or the Elementary Principal immediately, so that an investigation and any appropriate corrective/remedial and disciplinary action can be taken immediately. MJCA will not retaliate against a student reporting suspected bullying, harassment, or intimidation, and should any member of the MJCA community attempt to retaliate against a student who reports suspected bullying, harassment, or intimidation, he/she will be disciplined appropriately.

Bullying is the unprovoked physical or psychological abuse of an individual by one student or a group of students over time to create an ongoing pattern of harassment and

abuse. In the past, bullying behaviors were sometimes described as teasing and dismissed as normal childhood behavior. However, bullying is different from inevitable conflicts that occur during childhood and adolescence. Those who bully repeatedly engage in conflicts that they are sure to win because of their superior power, and those who bully are merciless in their tactics. Bullies use aggressive tactics repeatedly, with the intention of harming their victims. Bullying can be either direct (for example, verbal and physical aggression) or indirect (for example, threats, insults, name calling, spreading rumors, writing hurtful graffiti, or encouraging others not to play with a particular child). Indirect bullying involves purposeful actions that lead to social exclusion or damage to a child's status or reputation in an attempt to get others to not socialize with the victim.

CHEATING AND PLAGIARISM

Cheating is any act that might cause a student's grade or academic record to reflect achievement other than the student's own efforts and ability. Examples of cheating include but are not limited to the following:

- Giving or receiving unapproved help with an assignment, test or exam.
- Working together with another student when the teacher has instructed otherwise.
- Falsifying information, data, or results, or only partially reporting information, data, or results to distort the outcome.
- Submitting the same work, or a portion of the same work, for credit more than once **without teacher approval.**
- Changing a grade to gain academic advantage.

Plagiarism is another form of cheating. The definition of plagiarism is as follows: A student must not adopt or reproduce ideas, words, or statements of another person without appropriate acknowledgment. A student must give credit to the originality of others and acknowledge indebtedness whenever he or she does any of the following:

- a. Quotes another person's actual words, either oral or written
- b. Paraphrases another person's words, either oral or written
- c. Uses another person's idea, opinion, or theory
- d. Borrows facts, statistics, or other illustrative material, unless the information is common knowledge

The appropriate source must be cited as directed by the teacher. Cheating or plagiarism will result in an "F" (0%) on an assignment, test, or exam. For students in grades 6-12, a one-day suspension will be added to the penalty. If two students are involved, one giving and the other taking, these penalties will hold for both students.

MALE/FEMALE RELATIONSHIPS

Mt. Juliet Christian Academy provides opportunities for boys and girls to cultivate friendships with the opposite sex. In some instances, these associations will deepen into more than passing friendships; however, students should refrain from inappropriate intimate behaviors on campus or at school related events. All such relationships must be handled in a responsible manner. Public displays of affection such as hand holding and other physical intimacies will be considered in poor taste and unacceptable.

PARTNERSHIP BETWEEN SCHOOL AND PARENTS

We, at MJCA, believe that teamwork with parents is both biblical and essential. Should a serious problem arise with a student, we will endeavor to communicate clearly our concerns to the parents. We will work with the parents to resolve the situation. Yet, should the overall attitude of the parents be one of continual blame-shifting, denial, or defensiveness, it will not be possible to work together for the good of the student. It is difficult to work with parents who do not allow their children to accept personal responsibility for wrong actions. Some parents reflect the attitude, "My child is good, but other students are negatively influencing my child." Though we realize the strategic power of influence, each individual student must accept personal responsibility for his or her own actions. If the parents demonstrate an unwillingness to cooperate, their student may be asked to enroll in another school. At MJCA, it is our conviction that in order to achieve success in the lives of our students, school administration, staff, parents, and students must work together within the objectives and purpose of MJCA.

SEXUAL HARASSMENT POLICY

Mt. Juliet Christian Academy is committed to maintaining a learning and working environment free of sexual harassment and intimidation. Therefore, sexual harassment of or by any school committee member, parent, administrator, faculty member, staff member, volunteer, student or guest is strictly prohibited. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature. Harassment can include, but is not limited to the following:

- An unwanted physical advance or verbal approach of a sexual nature.
- Subtle or overt pressure for sexual involvement.
- Unwanted reference to one's physical appearance, sexuality or to sexual activities.
- Unwanted physical contact.
- The demand for sexual favors accompanied by implicit or explicit threats against one's employment or academic security or success.
- Unsolicited sexual gestures or comments or the display of offensive, sexually graphic materials.

In the event a student believes that he/she has been sexually harassed, he/she must report the offending conduct to both a parent/guardian and either the Secondary Principal or Elementary Principal immediately, so that an investigation and any appropriate corrective/remedial and disciplinary action can be taken immediately. MJCA will not retaliate against a student reporting suspected sexual harassment, and should any member of the MJCA community attempt to retaliate against a student who reports suspected sexual harassment, he/she will be disciplined appropriately.

STUDENTS WHO ARE PREGNANT, MARRIED OR A PARENT

A student who becomes pregnant, married or a parent of a child will not be allowed to attend MJCA.

INSPECTIONS

All student lockers, motor vehicles, and personal property are subject to routine inspection if a violation of school rules is suspected.

SOCIAL INTERNET POLICY

The school expects parents to be responsible for monitoring their child's blogging sites. If needed, information can be obtained from the school on how parents can monitor these sites.

MJCA strongly encourages parents to prohibit any student in grades K-8 to be allowed to join a blogging community (including pseudo or private accounts) for the following reasons:

1. Students under the age of 14 must lie about their age in order to join most sites.
2. Cyber-bullying is a common problem with this age group. Negative and slanderous statements and rumors about teachers, students, and others in general have become a major school problem with this age group.
3. It has the potential to create very dangerous situations involving sexual predators.
4. The temptation to explore ungodly images and websites is very powerful.

MJCA employs a strict policy against the defamation, libel or slander of school personnel, students, or the school in general. Attacks on a person's character or standing will not be tolerated by MJCA. Likewise, false and damaging statements about the school will not be allowed. It is important for both students and parents to understand that if a student makes the decision to print or receive material on a webpage that defames the institution or the integrity of one of its stakeholders, that student has not only decided to break school policy, but also slander laws. In addition, the creation of pseudo (or fake) accounts that mimic school staff is strictly forbidden. The creators of such a fake account will be held in violation of school policy. Furthermore, all forms of harassment in cyberspace are unacceptable. Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). Community members who feel that they have been the victims of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to faculty or administration.

Students whose parents allow them to participate in social internet sites are expected to maintain personal integrity at all times. Personal integrity can be defined as, but not limited to, the following:

1. No slandering or rumor spreading.
2. No use of profane or sexually explicit language, photos, icons or video clips.

Faculty and administration will not police sites for these guidelines; however, if such information is brought to the school's attention, then the offense will be appropriately handled. It is possible that the student may have to discontinue his/her website in order to maintain enrollment.

Students are not allowed to enter social internet websites while using computers at school. MJCA does have firewalls set to block the major social internet sites. Unfortunately there are hundreds of websites that have been created that allow anyone to bypass the firewall

blocks set in place. Students who intentionally use one of these sites to bypass a firewall will lose computer privileges at MJCA.

The consequences for any type of Internet offense on or off campus could result in a parent conference, warning, loss of computer privileges at school, suspension, or expulsion.

DISCIPLINE NOT SPECIFICALLY COVERED

The administration reserves the right to make decisions regarding discipline in situations that are not covered in this handbook.

APPEALS PROCESS-STUDENTS

Mt. Juliet Christian Academy recognizes the importance of instilling a proper response to authority within its students toward parents, teachers, employers, and ultimately to God. Mt. Juliet Christian Academy encourages students to submit to authority and to follow proper appeal procedures. If a student feels that a correction was given unfairly, he or she should not argue his or her case during class time, but discuss the matter privately at a time convenient to the person who corrected him or her. The correction may be withdrawn if the teacher agrees with the student. If the teacher does not agree, the correction should be accepted graciously. Students should never argue with a teacher and are expected to exhibit courtesy and respect at all times.

PERSONAL APPEARANCE STANDARDS

The ability to dress appropriately for each occasion of life is a skill that will benefit our students over their lifetime. Standards for appearance are a means of building character and skills that will provide an advantage for our students. The appearance of students at the Academy (MJCA) rests on the philosophy that dress is an expression of personality and attitude. By exhibiting positive attitudes, and appropriate dress, students show respect for themselves and their work place. The Academy will work to develop a high Quality of Appearance that enables a student to make a positive impact in our daily lives.

The dress code at the Academy is designed to demonstrate that students have a sense of personal dignity, modesty, and decorum. Within this context extremes are to be avoided and all dress is modest in appearance. It is important to note that in establishing a specific dress code, students are taught discipline in abiding by a standard of dress and at the same time appropriateness of dress for a variety (dress-up, casual, play) of occasions.

Students are expected to follow the dress code correctly and proudly. We ask parents to assist in being sure your child is in proper dress prior to arriving to school. Students should be taught to assume responsibility for wearing proper attire when they enter school in the morning and to remain in dress code throughout the day.

If the entire MJCA family will emphasize the importance of responsibility by insisting that personal appearance is within the guidelines established, we will instill in students the desire to be distinctive in their dress and testimony. Dress code should not become an issue but a positive expression of personality and attitude.

School officials recognize the challenge for parents of interpreting the personal dress standards in conjunction with current trends within the fashion industry. The safest course of action would be to ask the following questions:

- Is it neat and does it fit appropriately for school?
- Is it modest? See I Peter 3:3-4
- Does it promote appropriate attitude and behavior for God? See Romans 13:14
- Is it non-offensive? See I John 2:15-17

MALE DRESS CODE

Pants and Shorts

Pants and shorts must be solid colored in the following family of hues: tan, khaki navy blue, or black. The material cannot be made from denim, sweat suit, velour or leather. Pants and shorts should be in good condition with no holes, and hemmed with no frayed edges. They should fit properly. A proper fit includes pants or shorts that are not oversized or tight. Neither pants nor shorts may be worn in the “low-rider” style. Belts must be worn at all times. (First grade students do not have to wear belts.) The length of the shorts should not be more than 3 inches from the middle of the knee.

Elementary Shirts (Grades 1 – 5)

Logo uniform shirts are available through an MJCA designated vendor but are optional for elementary students. The styles of shirts that are acceptable are polo-style pullover shirts, button-down dress shirts, and turtleneck shirts with fold down collars. These shirts can be solid white, navy, royal blue, light blue, red or dark green in color and must have collars. Any brand name labels must be no larger than a standard business card. Business, company, or advertisement shirts are not allowed. Only solid tee shirts may be worn underneath the shirt. All shirts must have either long or short sleeves. All shirts must be tucked in and not rolled under. Extra shirts cannot be worn as a jacket nor can they be tied around the waist. No more than two buttons may be left unbuttoned at the neck. Sweatshirts, pullover sweaters, vests, or cardigans may be worn as long as they are solid white, navy blue, red, royal blue or dark green in color.

Secondary Shirts (Grades 6 – 12)

The styles of shirts that are acceptable are those purchased through an MJCA designated vendor (no substitutes can be made). Every student must wear an MJCA logo shirt or approved MJCA apparel such as sweatshirts and team shirts. Only solid tee shirts can be worn underneath the shirts. All shirts must be tucked in and not rolled under. Extra shirts cannot be worn as a jacket nor can they be tied around the waist. No more than two buttons may be left unbuttoned at the neck.

T-Shirts (Grades 6-12)

Athletic and non-athletic organization t-shirts may be worn after the sponsor or coach has received approval from administration. Approved non-athletic t-shirts will be allowed when an organization has a significant event to publicize and celebrate. Approved athletic t-shirts will be allowed on game days only. Approved warm-ups must be accompanied by an approved t-shirt.

Hair

Hair must be clean and neat. Haircuts that are unusually shaved or spiked are not allowed. Color must consist of natural hair colors. Extreme hair fashion, or any other hairstyle deemed inappropriate by the administration, will not be allowed. The administration reserves the right to disallow any “new” or “old” hairstyle that they feel is in conflict with the mission and philosophy of the school or distracts from the learning environment.

FEMALE DRESS CODE

Pants and Shorts

Pants, Capri pants, and shorts must be solid colored in the following family of hues: tan, khaki navy blue, or black. The material cannot be made from denim, sweat suit, velour or leather. Pants and shorts should be in good condition with no holes and hemmed with no frayed edges. They should fit properly. A proper fit includes pants or shorts that are not oversized or tight. Neither pants nor shorts may be worn in the “low-rider” style. Belts must be worn at all times with shorts and pants that have belt loops. (First grade students do not have to wear belts.) The length of the shorts should not be more than 3 inches from the middle of the knee.

Skirts, Jumpers, and Skorts

Skirts, jumpers, and skorts can be khaki tan, navy blue, **or** black in color. The material cannot be made from denim material. Leather skirts, jumpers and skorts are prohibited. Skirts, jumpers and skorts should fit properly. The length of the skirt, jumper, or skort should not be more than 3 inches from the middle of the knee. Skirt slits must be no higher than 3 inches above mid-knee.

Elementary Blouses (Grades 1 – 5)

Logo uniform shirts are available through an MJCA designated vendor but are optional for elementary students. The styles of shirts that are acceptable are polo-style pullover shirts, button-down dress shirts, and turtleneck shirts with fold down collars. These shirts can be solid white, navy, royal blue, light blue, red or dark green in color and must have collars. Any brand name labels must be no larger than a standard business card. Business, company, or advertisement shirts are not allowed. Only solid tee shirts may be worn underneath the shirt. All shirts must have either long or short sleeves. All shirts must be tucked in and not rolled under. Extra shirts cannot be worn as a jacket nor can they be tied around the waist. No more than two buttons may be left unbuttoned at the neck. Sweatshirts, pullover sweaters, vests, or cardigans may be worn as long as they are solid white, navy blue, red, royal blue or dark green in color.

Secondary Shirts (Grades 6 – 12)

The styles of shirts that are acceptable are those purchased through **an MJCA designated vendor** (no substitutes can be made). Every student must wear an MJCA logo shirt or approved MJCA apparel such as sweatshirts and team shirts. Only solid tee shirts can be worn underneath the shirts. All shirts must be tucked in and not rolled under. Extra shirts cannot be worn as a jacket nor can they be tied around the waist. No more than two buttons may be left unbuttoned at the neck.

T-Shirts (Grades 6 – 12)

Athletic and non-athletic organization t-shirts may be worn after the sponsor or coach has received approval from administration. Approved non-athletic t-shirts will be allowed when an organization has a significant event to publicize and celebrate. Approved athletic t-shirts will be allowed on game days only. Approved warm-ups must be accompanied by an approved t-shirt.

Hair

Hair must be clean and neat. Haircuts that are unusually shaved or spiked are not allowed. Color must consist of natural colors. Extreme hair fashion, or any other hairstyle deemed inappropriate by the administration, will not be allowed. The administration reserves the right to disallow any “new” or “old” hairstyle that they feel is in conflict with the mission and philosophy of the school or distract from the learning environment.

ALL STUDENTS

MJCA sweatshirts are available for sale through the Spirit Store. For your convenience and savings, all acceptable (with the exception of secondary shirts) items may be purchased at a location of your choice.

Shoes

Socks must be worn at all times except when wearing sandals. Sandals must have a back strap. Flip-flops are not to be worn (including athletic sandals). No skate shoes will be permitted.

Jewelry

Visible body piercing, with the exception of earrings for girls, is not allowed. Tongue piercing or splitting is not allowed. Clear jewelry is not an acceptable alternative. Pocket chains are not permissible. No dog chains, dog collars, or spiked jewelry will be permitted. Boys are not permitted to wear earrings. Any jewelry that is clearly identified with a segment of culture that is unwholesome or ungodly will not be allowed.

Jackets and Coats

No trench coats or oversized coats are permitted. In grades 1-12 coats and jackets may not be worn in class. Sweaters and sweatshirts that meet dress code standards are allowed in the classroom.

Miscellaneous

- Hats, bandannas, etc. may not be worn in the school building during school hours.
- Visible tattoos or writing/markings on clothing or skin are unacceptable.

FORMAL WEAR

Some occasions and events at MJCA require a more formal appearance. Boys should wear a suit and tie or tuxedo. Formal wear for girls must reflect a spirit of modesty and decorum. Girls’ dresses must completely cover bust-line, midriff, and should not extend below mid-back. This policy applies to any guest attending MJCA activities. **Every effort has been made to be clear about these expectations; however, if an interpretation is to be made, school personnel on site at the MJCA event will have the final say.**

DRESS CODE VIOLATIONS

Students who are dressed in violation of the MJCA dress code will be given one of the following options:

1. The student may call home to have the parent bring a change of clothes.
2. Students will be given articles of clothing to wear (if available).
3. If no one can be contacted, the student will be sent to the library and given assignments to complete.

Repeated violations of the dress code will result in disciplinary action. After two dress code warnings, students will be issued a one hour detention for each incident for the remainder of the year.

STUDENTS REPRESENTING MJCA

Students participating in fine arts presentations, field trips, or on athletic teams may be required to follow a specific dress code as deemed appropriate for the occasion. The required dress guidelines will be announced in advance by the sponsors or coaches.

DRESS DOWN DAYS

The administration will determine “Dress Down Days”. On “Dress Down Days” students must follow the general guidelines issued by the administration.

MARKING OF CLOTHING AND EQUIPMENT

Each student must have his/her name on all clothing, shoes, gym clothing and equipment. All markings should be of a permanent nature, i.e., name tags or written in permanent marker. The school will not take the part of arbitrator in distributing unmarked clothing and equipment. Any items left in the designated lost and found location will be donated to a local charity at the end of the month.

ALCOHOL AND DRUG POLICY

PURPOSE

The purpose of this program is to discourage the use of illegal drugs and alcohol abuse by the staff, faculty, and students of Mount Juliet Christian Academy. The mission of the school is to provide an excellent academic program in a well-disciplined, Christian environment. Therefore, to help ensure a safe, healthy, and productive learning and work environment for our students, staff and faculty, Mount Juliet Christian Academy has adopted a policy on the use of drugs, alcohol, and other prohibited items. This policy restricts certain items and substances from being brought on or being present on Mount Juliet Christian Academy property, and prohibits the students, faculty, and staff from having detectable levels or identifiable trace quantities of certain drugs and other substances in their system.

PERSONS SUBJECT TO THIS POLICY

All Mount Juliet Christian Academy students, staff, and faculty are subject to this policy and all prospective administrators, students, staff, and faculty are subject to it during pre-enrollment or pre-employment examinations.

The use of illegal drugs by any staff, faculty, or student of Mount Juliet Christian Academy is contrary to the established policies and philosophy of this school. Not only is it illegal, but more importantly, it violates the basic teachings of God's Word, (I Corinthians 3:16-17), in that by using illegal drugs we are defiling God's temple, our bodies. This program establishes policies and procedures to be used by the administration of Mount Juliet Christian Academy to create an illegal drug use prevention, identification, treatment, and rehabilitation program.

DEFINITIONS

School Supervisory Committee

This term is used to describe members of Mount Juliet Christian Academy's policy-making body.

Administrators

This term is used to describe those persons to whom First Baptist Church has delegated the administrative authority to operate the school.

Staff

This includes any employee of Mount Juliet Christian Academy, whether full or part-time. It includes, but is not limited to, cafeteria workers, extended care workers, janitorial and maintenance workers, and office staff.

Faculty

This term is used to describe employees who are teachers in grades Pre-K through 12.

Students

This term applies to all persons who are enrolled in any program of Mount Juliet Christian Academy.

Student Athletes

This term applies to all students of Mount Juliet Christian Academy who participate in inter-scholastic athletics including cheerleading.

Designated Staff

Designated staff is any member of the staff and faculty of Mount Juliet Christian Academy who has been designated whether verbally or in writing by the administration to conduct activities requiring a designated staff member.

School Property/Premises

For the purpose of this policy, the terms "School Property" or "School Premises" is used in its broadest sense and includes all property, facilities, land, offices, classrooms, gyms, buildings, structures, fixtures, vessels, automobiles, trucks, buses, all other vehicles, and parking areas, whether leased or owned, used or under the control of Mount Juliet Christian Academy. This may also include other locations, including the site of another school, or to and from those locations while in the course and scope of school activities.

Illegal Drug

For the purpose of this program, an illegal drug is any drug which has not been legally obtained and/or the use of which is prohibited by applicable local, state and federal laws. This includes the use of alcohol by any one under 21 years of age. It includes, but is not limited to, illegal drugs, controlled substances, marijuana, cocaine, heroin, mood or mind-altering substances, "look alike" substances, designer and synthetic drugs, and certain inhalants, including detectable levels of identifiable trace quantities.

Drug and Alcohol Testing

Testing includes any procedure that through the collection of body specimens will identify the presence of a drug or alcohol in the body of the person from whom the specimen is taken. Examples of collected specimens include, but are not limited to, saliva, breath, blood, urine, and hair.

Prevention

Prevention includes any means by which the staff, faculty, and students of Mount Juliet Christian Academy are encouraged not to use illegal drugs. This may involve classes, demonstrations, films, videos, speakers, counseling, and the use of random collection of specimens for testing the presence of illegal drugs.

Reasonable Suspicion

Reasonable suspicion is a belief based on objective and relative **information** sufficient to lead a prudent designated administrator or staff member to suspect that the staff, faculty, or student is using a prohibited drug, substance, or is abusing alcohol.

Under the Influence

Under the influence is the presence of an illegal or prohibited drug, alcohol, or substance found in the body at levels of detection above the lowest cut-off level as established by the analytical methods used by the testing laboratory. Also, it means that the staff, faculty or student is affected by a drug, alcohol or prohibited substance, either singularly or in combination, in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior, nor to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. It also includes reporting to school or work under the influence of any prescription or non-prescription medication that may adversely affect the person's ability to perform normally.

PROHIBITED ITEMS

The use, possession, selling, distribution, concealing, or transporting on or off school property, by students, staff, or faculty of any of the following items or substances is prohibited:

1. Illegal drugs, controlled substances, marijuana, mood or mind-altering substances, "look-alike" substances, designer and synthetic drugs, and certain inhalants, which include detectable levels or identifiable trace quantities of illegal drugs. Illegal drugs for purposes of this policy include drugs which are not "illegal" but which have been obtained illegally. "Detectable levels" of "identifiable trace quantities", for purposes of this policy is the presence of an illegal or prohibited drug or substance found in the body fluids at levels of detection above the lowest cut-off level as established by the analytical methods used by the testing laboratory.
2. Alcoholic beverages, intoxicating substances and tobacco. For purposes of this policy this includes alcohol and/or tobacco which has been obtained or distributed illegally.
3. Equipment and paraphernalia that pertain to illegal drug or substance use.
4. Unauthorized prescription drugs and "over the counter" medication, except under the following conditions:
 - a. The drugs have been prescribed by a licensed physician for that person in possession of the drugs.
 - b. The drug/medication is kept in their original container(s).
 - c. A registered/licensed pharmacist filled the prescription within the last twelve months for the person possessing the drug/medication and the drug/medication

- is in the original container from the pharmacy.
- d. The school, at all times, reserves the right to have a physician determine if a prescription drug or medication produces hazardous effects and may restrict the use of any such drug or medication accordingly. This may also include restricting activities of students or school personnel.
 - e. The medication does not adversely affect the person's ability to perform normally.
5. Conviction of an alcohol or drug related offense.

POLICY ENFORCEMENT

Because of the importance of this policy, Mount Juliet Christian Academy reserves the right, at all times, while on the premises and property described above and circumstances warrant, to have authorized school staff conduct reasonable and voluntary searches and inspections of students, staff and faculty, their personal property and effects, to include, but not limited to lockers, baggage, offices, desks, book bags, clothing and vehicles for the purpose of determining if such students, staff and faculty are using, possessing, selling, distributing, concealing, or transporting any of the prohibited items and substances contained in this policy.

The designated school staff has the right to conduct an on-the-spot search and inspection of students, staff or faculty member and personal property and effects, as described above, if said designated staff has a reasonable suspicion that the student, staff or faculty member are in direct violation of any part of this policy. These searches may be conducted using drug dogs. All searches and inspections conducted by outside authorized specialists will be in the presence of a school representative. Refusal to cooperate with such search will result in disciplinary action up to expulsion or termination of employment.

A search and inspection, as defined herein may also include requiring the student or school personnel to submit to a urine drug screen test, blood test, or such other appropriate drug detection procedure. MJCA reserves the right to contact the appropriate authorities if deemed necessary.

Upon notification by the designated school staff, the student, staff, or faculty member has no more than two (2) hours to report to the assigned facility for testing. Failure to report or to cooperate with the testing will result in disciplinary action up to and including expulsion or termination of employment. These tests may be used under the following circumstances:

1. Enrollment/Pre-Employment examinations and processing.
2. Annual athletic physical examinations.
3. Random for all staff, faculty and students.
4. As part of an overall search and inspection of staff, faculty and student's work area, classroom, or any location on the campus of Mount Juliet Christian Academy.
5. When a designated staff member has a reasonable suspicion that a staff, faculty member or student is intoxicated, using or under the influence of prohibited drugs or substances.

SEARCHES

Searches (including urine and/or blood drug screening) and inspections by designated school staff are voluntary and may be conducted when reasonable suspicion under this

policy exists, without prior announcement. Searches will be performed with concern for the personal privacy of any staff, student or faculty member.

PENALTIES FOR VIOLATING THIS POLICY

Any person found using, possessing, selling, distributing, concealing or transporting any of the items or substances prohibited by this policy, or who refuses to submit to a search, urine and/or blood analysis, or other detection procedure shall be removed from Mount Juliet Christian Academy property. Students will be expelled from school and employees terminated.

Any staff, faculty or student who is convicted of an alcohol/drug-related crime that occurs on-or -off the job or on-or-off school premises must notify the administration of Mount Juliet Christian Academy. Any person who, as a result of drug testing and screening, is found to have detectable levels or identifiable trace quantities of a prohibited drug of substance in his or her system, regardless of when or where the drug or substance entered that person's system, without an explanation satisfactory to Mount Juliet Christian Academy's administration will be considered in violation of this policy and will be subject to disciplinary action, up to and including expulsion from school and/or termination of employment.

STAFF, FACULTY, STUDENT ASSISTANCE

Abuse of alcohol and drugs is recognized as a pervasive problem that affects society and creates a need for guidelines regarding assistance. Accordingly, when it is determined that a staff, student or faculty member is suffering from an alcohol or drug abuse problem, efforts will be made to see that the individual obtains assistance. However, this does not preclude, under this policy Mount Juliet Christian Academy's right to administer discipline up to and including expulsion of students or termination of employment of staff and faculty for on-the-job conduct even though it is related to the use of alcohol or drugs. If a student approaches the faculty/administration seeking assistance with a drug/alcohol usage problem, a drug/alcohol rehabilitation program will be followed to help the student overcome the addiction. Refusal to enter the drug/alcohol program will be grounds for expulsion. Any and all costs for drug testing and/or treatment will be borne by the student, faculty or staff.

ATHLETICS

Mount Juliet Christian Academy is a member of the Tennessee Secondary School Athletic Association (TSSAA). MJCA maintains an inter-scholastic sports program, competing in varsity football, soccer, basketball, cross country, baseball, golf and tennis for boys; varsity volleyball, basketball, softball, cross country, golf, tennis, and cheerleading for girls. Many of these sports are also available for Middle and Jr. High students. On the elementary level, MJCA offers soccer and basketball. The sports program will be expanded as opportunity arises.

ATHLETIC PHILOSOPHY

The athletic program at Mount Juliet Christian Academy is an integral part of the educational process. Its purpose is to encourage individual physical fitness, develop a knowledge and appreciation of sports, learn athletic skills, cultivate good sportsmanship, instill Christian character, teach life skills, and use all gifts to the glory of God.

In a larger sense, the goal of the program is to provide experiences for individuals to help them become self-disciplined, loyal, and cooperative. It is felt that these character qualities are necessary for success in any endeavor in life. Sportsmanship is the “golden rule” of athletics. It means treating others as you wish to be treated. MJCA strives to develop student-athletes who exhibit the practice of playing fair, demonstrate self-discipline, show respect for authority, and demonstrate the spirit of hard work and sacrifice. Athletes must take loss or defeat without complaint and victory without gloating. They should always treat opponents with fairness, generosity and courtesy. Athletic participation at Mount Juliet Christian Academy is a privilege, not a right. All athletes must maintain the highest standard of conduct and character. All athletes and cheerleaders are considered to be in a leadership position and must demonstrate attitudes and actions that are consistent with the rules and goals of Mount Juliet Christian Academy and its athletic program.

FAN BEHAVIOR

We encourage all students as well as members of the community to support MJCA athletics by attending athletic events. Good sportsmanship is expected from MJCA fans. Derogatory or unsportsmanlike behavior directed to the opponent or the referees/officials is inappropriate. This behavior does not reflect the high standards of MJCA. Fans are expected to treat guests from opposing schools and the referees/officials with respect and courtesy. Any fan who does not comply with the above policy will be asked to leave or be escorted from the premises.

ATHLETIC ELIGIBILITY

TSSAA ATHLETIC ELIGIBILITY STANDARDS

1. A student must earn five credits the preceding school year if less than 24 units are required for graduation or six credits the preceding school year if 24 or more credits are required for graduation. All credits must be earned by the first day of the beginning of the school year.
2. A student must be enrolled before the 20th school day of the semester, in regular attendance, and carrying at least five full courses during the present semester.
3. A student is permitted eight semesters of eligibility beginning with the ninth grade. Junior division students are permitted four semesters of eligibility beginning with the eighth grade.
4. A student shall be ineligible in high school if he or she becomes 19 years of age on or before Aug.1 or in junior high if he or she becomes 16 years of age on or before Aug. 1.
5. Athletes must live at home with their parents.
6. In order for a transfer student with an athletic record to be eligible at another school there must be a bona fide change of residence by the athlete’s parents.
7. All transfer students must be approved by the Executive Director of TSSAA before participating in any game.
8. A student who engages in three or more days of practice - including spring practice – with a high school in which he or she is enrolled shall be ineligible in that sport for 12 months if the student enrolls in another school without a corresponding change in the residence of his or her parents.
9. A student whose name is listed on the school eligibility report cannot participate in an independent game or meet until the season has closed in that particular sport. (This

does not include golf, tennis or bowling.)

10. A registered athlete cannot accept any money for athletic skills in any TSSAA sponsored sport.
11. An athlete may accept a medal, trophy, high school letter, sweater, jacket, shirt, blazer or blanket for athletic participation but nothing else of commercial value, and these awards must carry the school's letter or other appropriate award emblem.
12. All expenses to an athletic camp where specified instruction is offered must be paid by the athlete or his parents.
13. When an athlete is charged tuition to attend a school, it must be paid by the parent or bona fide guardian or other family member.
14. Any student repeating the 7th grade after having passed the 7th grade or repeating the 8th grade after passing the 8th grade shall not be eligible to participate in athletics during their 9th grade year.
15. A student may not participate in an all-star game unless it is sanctioned by the TSSAA and unless he/she has completed high school eligibility in that sport.

MJCA ATHLETIC ELIGIBILITY STANDARDS

1. All student athletes (grades 6-11) must be passing a minimum of six credit-receiving classes at the end of each of the first three quarters. Seniors must be passing five credit-receiving classes at the end of each of the first three quarters. At the end of the year, the second semester grades will be used to determine eligibility for the following fall.
2. Academically ineligible students may be reinstated at the three week report or six week report if they are passing all of their classes with a minimum of a "C".
3. The TSSAA standard of needing six passed credit-receiving classes (the previous year) and taking five credit-receiving classes (the current year) remains valid and in place.
4. Exceptions to eligibility guidelines for extenuating circumstances must be approved by the administration.

ATHLETIC GUIDELINES

Specific guidelines for athletic travel, dress, conduct, and other pertinent policies are established by the MJCA Athletic Department. A copy of the athletic guidelines is available on the school web site.

INSURANCE

Proof of medical insurance is required for participation in athletics. Refer to Insurance Coverage and Exceptions under Medical Information section.

AFTER SCHOOL CARE

EXTENDED CARE DISCIPLINARY POLICY—Elementary Grades

Extended Care follows the same rules and guidelines as MJCA. It is our desire to provide an enjoyable before and after school program for our students. This requires the cooperation and good behavior of all students enrolled in the program. The primary disciplinary action used in Extended Care is "time out" along with withdrawal of privileges.

The “time out” period is given according to what is appropriate for the offense and the age of the child. Most infractions are minor and typical of childhood behavior; however, the parent will be notified if a child is in “time out” three or more times in one day. The parent will also be notified if the child is consistently disregarding the rules and being put in time out. Extended Care is primarily a “fun” program, with much time spent outside and in the gym. Because of the nature of our program, accidents do happen from unintentional rough play.

There are a few instances in which a child’s behavior warrants suspension from Extended Care for up to three days. These offenses include, but are not limited to fighting, deliberate and repeated rudeness and disrespect to an Extended Care teacher, and excessive and continued disregard for Extended Care rules. Suspension from Extended Care will be used only if deemed necessary by the Extended Care Director and Administration for one of the above offenses. Every attempt will be made to solve the problem before it reaches the point of suspension. If suspension is necessary, the parent will be given one day’s notice. The student may not remain after school for any reason (sporting events, clubs, etc.) during the suspension from Extended Care. Upon return to Extended Care, the student will be on probation for a grading period. Repetition of the cause for suspension may result in permanent expulsion from the Extended Care program.

AFTER SCHOOL PROGRAM—Secondary Grades (6-12)

Students in grades 6 and above that remain on campus after 3:15 must report to ASP or be under the direct supervision of an adult. This program is designed to provide a safe and productive environment for students who are not able to leave the campus by 3:15. Additional information will be communicated to secondary students. There is a fee for this service.

TARDINESS

All students enrolled in the Extended Care Program are to go to the designated Extended Care Room immediately following dismissal from the regular school day. Any student arriving more than 10 minutes after the school day dismissal will be considered tardy. For the safety of the students, the Extended Care Staff reserves the right to require written permission for students to be more than 10 minutes late arriving to Extended Care. Students who are consistently tardy to Extended Care without written permission are subject to temporary suspension from the program.

GENERAL INFORMATION

ASBESTOS NOTIFICATION

Mt. Juliet Christian Academy has complied with the Asbestos Hazard Emergency Response Act (AHERA). This act requires our school to undergo periodic inspection by a certified inspector for purposes of identifying the presence of asbestos, which might present a health hazard to the occupants of the building. Our most recent inspection completed by Vijay K. Upadhyaya, EIT, a certified inspector, with PDR Environment Laboratories on June 6, 2007, presented no evidence of asbestos materials which present a health hazard to our faculty or students. Our initial 44-page report and management plan

dated April 20, 1989, along with all subsequent inspections and their results are on file in the school Business Office and are available for your review.

BUYING AND SELLING

There is to be no buying, selling, or trading for personal gain, among students on school property. This includes, but is not limited to, baseball cards, stuffed animals, CD's, etc.

COMPUTER/INTERNET ACCEPTABLE USE POLICY

Introduction:

Mt. Juliet Christian Academy has made a strong commitment to improving education with the use of technology. The Internet is a computer network that offers unique, diverse and powerful resources of a global nature to both students and employees. Our goal is to provide access to technology that will further the mission of MJCA. Technology usage will be in accordance with this mission statement, this policy, and any applicable laws in effect. Internet access is available to faculty and students at MJCA and must be used as defined within the scope of this handbook.

Internet Definition:

The "Internet" is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. MJCA has taken precautions to restrict access to inappropriate materials. However, on a global network, it is impossible to control all materials and an industrious user may discover inappropriate information. Mount Juliet Christian Academy assumes no liability for the accuracy of any information found on the internet. MJCA is not responsible for the loss of data, delays, lack of delivery of information or service interruptions.

Privileges & Responsibilities:

Internet access will be available to faculty and students at MJCA; but use of the internet is a privilege, not a right. Inappropriate use may result in termination of those privileges. In situations where this policy does not provide clear direction, School administration, System Administrator and teachers will determine what is or is not appropriate. The aforementioned people are charged with the implementation and enforcement of this policy and may, at any time, restrict, suspend, or terminate access privileges if necessary. Parents should understand that network and Internet access is for educational purposes only and that MJCA has taken reasonable steps to ensure that access is limited to such purposes.

Parents and students shall not hold Mount Juliet Christian Academy responsible for non-educational usage or inappropriate materials accessed or acquired through or supplied by the Internet. Students must use the school's network and the Internet in moral, ethical, legal, and responsible manner in accordance with the school's stated mission. Students must also understand that failure to comply with the terms and conditions of this policy will result in disciplinary action as specified in the student and employee handbooks.

Terms and Conditions:

- A. Network Etiquette:** Users will abide by the generally accepted rules of network etiquette (“netiquette”). This includes but is not limited to the following:
- a. Be polite. Do not be abusive in your messages to others.
 - b. Use only appropriate language. Do not swear, use vulgarities, racial slurs or any other offensive language.
 - c. Do not reveal your personal address or phone number or that of other students or colleagues.
 - d. Do not use the Internet in a manner that would disrupt operation of the Network for others.
 - e. Do not plagiarize.
 - f. Assume that information and/or programs on the internet may already be copyrighted and should be treated as such.
 - g. Cite all authors and give references for materials used from the Internet.
 - h. Report any security problems directly to the Technology Coordinator.
 - i. Illegal activities may be reported to the authorities.
 - j. Network users are not permitted to transmit, receive or submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material.

B. Security:

The user alone is responsible for his/her server files. A user may not grant any other user access to his/her files. Do not communicate your password to others. Ultimately, all responsibility for the server files rests with the individual user. If a password is lost or stolen, it should be immediately reported to the Technology Director. A new password will then be issued or the file closed. If students feel they are being harassed in any way over the Network or Internet, it should be reported to School administration, the Technology Director, a teacher or principal. If a user can identify a security problem on the Internet he/she must notify the Technology Director immediately. He/she may not demonstrate the problem to other users, and such action will cause the user to lose access to the network.

Attempts to log in to the computer, network or Internet as a system administrator or under a user name other than the one given to you will result in cancellation of user privileges or disciplinary action. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet and or Network. The Technology Director reserves the right to take whatever action necessary in order to preserve both the integrity and security of the Network, including shutting down the entire Network and restricting access to the Internet.

Students that come across a computer that is still logged in as another student must log that student off, and then log on as themselves. Students are not to use a computer that has been logged in by a teacher, unless that teacher specifies otherwise.

C. The following are expressly prohibited:

- a. Laptop Usage - Students are not permitted to use or bring their personal laptops to school.

- b. Vandalism – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet or any agencies or other networks that are connected to the Internet. This includes, but not limited to, the uploading or creation of computer viruses.
- c. Students, teachers, or staff will not knowingly spread viruses; violate copyright laws; use and/or install unauthorized software, games, videos, etc.; impersonate another user; attempt unauthorized entry and/or destruction of computer systems and files.
- d. Proceeding beyond screens or firewalls that expressly require authorization.
- e. Accessing information or graphics that are inappropriate within the school or educational setting.
- f. Sending e-mail messages to multiple lists or using e-mail inappropriately (“spamming”)
- g. Any activity that is inconsistent with the mission of MJCA.
- h. Using school resources for personal or financial gain (unless specifically authorized by School Administration)
- i. Using the Network/Internet for political purposes.
- j. Product advertisements
- k. Storing or transmitting encrypted data.
- l. Students storing non-academic data or programs on the server.
- m. Playing video arcade-type games unless approved by the teacher of that particular class, and only for educational purposes.
- n. Students are responsible for their behavior on school computer networks just as they are in the classroom or a school hallway.
- o. Network administrators and Technology Director will review files and monitor network communications to keep the network working properly and to ensure that users are using the system responsibly. User should not expect that their files will be private.
- p. Students with personal on-line accounts may not install their service provider’s software on any MJCA computer equipment.
- q. Students are not to intentionally download files from the Internet nor upload to the school network unless granted permission from a school faculty member. Any such file(s) must be checked with a virus protection program before being used.
- r. All users shall not load unauthorized games, programs, files or other such media on any computer system without the express permission of the Technology Director

D. Information gathered via the Internet should not automatically be considered reliable; users should evaluate that information with respect to its source.

E. File Sharing:

File sharing is the public or private sharing of computer data or space. Any program that creates a point-to-point connection between two or more computing devices for the purposes of sharing data is considered file sharing. File sharing of any kind is prohibited on campus. The only exception to this is when it is a spe-

cific assignment given by the faculty member. No file sharing software of any kind is to be used on school grounds. Examples of this type include Limewire, Bearshare, Kazaa, imesh, etc.

F. Server Usage:

The server should not be used to back-up individual computers on the network. Application or program files should not be copied off the server except where approved by the Technology Director. No student may make changes in the configuration of any computers on the Network.

G. E-mail Policy

Students enrolled in the Microsoft Applications class will be assigned a MJCA e-mail account for the sole purpose of learning Microsoft Outlook. Therefore, an email policy is as follows. “Acceptable” e-mail activities are for the sole purpose and goal of communicating with and sending assignments to your teachers and only during the Microsoft Applications class period. These email accounts will be monitored on a regular basis. Email accounts will be deleted at the end of the Microsoft Application Class.

“Unacceptable” use of the email account is anything that is not for the sole purpose and goal of communicating with and sending assignments to your teachers. The following list, although not inclusive, provides some guidelines of unacceptable uses:

1. The e-mail account will not be used for personal purposes or used to subscribe to websites or other internet services.
2. Opening unknown e-mail attachments or introducing computer worms or viruses. Users are prohibited from performing any activity that will or may cause the loss or corruption of data or the abnormal use of computing resources.
3. Transmitting threatening, offensive harassing information (messages or images) containing defamatory, abusive, obscene, pornographic, sexually oriented, racially offensive, or otherwise biased, discriminatory, or illegal material.
4. Attempting to subvert network security, impair functionality of the network, or bypass restrictions set by the network administrators. Assisting others in violating these rules by sharing information or passwords.
5. Distributing “junk” mail, such as chain letters, advertisements, or unauthorized solicitations.

H. Consequences of Unacceptable Use:

The use of the Internet and our Network is a privilege, not a right. Misuse of either of these entities or a violation of this policy may result in the user’s access privilege being denied, suspended or even revoked permanently. Willful misuse may also subject the user to further disciplinary action. Any violation of federal, state or local laws will be reported to the appropriate agencies.

Users shall be responsible for damages to equipment, systems and software from deliberate acts. Any and all costs incurred by MJCA for repairs and or replace-

ment of software, hardware and data files shall be the responsibility of the user (or parent in the case of a student) that created the problem.

Users must not violate copyright laws in the use, installation, distribution, duplication or modification of copyrighted materials.

DANCE

The appreciation for beauty and the ability to create works of art is one of the many uniquely human traits that give strong witness to the biblical view that God created man in His own likeness. As such, MJCA places a high priority on the development of an appreciation for the fine arts, and we encourage students to participate in various forms of aesthetic creativity during their years at MJCA. It is the desire of MJCA that students learn to make choices in the areas of music, drama, visual and literary art and dance that are based on an understanding of our responsibility to live within the personal, present reality of a holy and loving God who has given us His creative nature to use for our enjoyment and His ultimate glory.

Dance may be evaluated in the same manner in which we evaluate other art forms. It has the same potential to reflect the beauty of a God-given creative nature of fallen man. Dance, which in its style and purpose is performed for beauty, recreation or as an expression of cultural tradition, may be acceptable. Dance, which accentuates the nature of fallen man, which appeals to the physical appetite or is sexually suggestive, is inappropriate and does not reveal the image of God created in us.

MJCA realizes it is difficult to sponsor activities that go contrary to specific denominational beliefs. Social dancing is one of these activities. Therefore, in an effort not to offend our brother, MJCA has taken the position for the school not to sponsor social dancing.

FIELD TRIPS

Children are expected to participate in their class field trips, and ride school approved transportation. If a student is unable to participate in a field trip, the student's parents/guardians will have to make alternate care arrangements for that day. Students who do not attend school or participate in the field trip will be counted as absent. Parents are always welcome and encouraged to participate in field trips.

FORBIDDEN ITEMS

The following items are not allowed to be used on school property or at school activities without special permission from a faculty member: radios, MP3 players, personal computers, I-Pods, tape recorders/players, CD players, pagers, laser pointers, or other electronic devices or games other than calculators. These items are to be used only when deemed appropriate by the faculty member.

FUNDRAISING POLICY

All fundraising must be coordinated through the Development Department.

1. The school is limited to two major, school-wide fundraisers in a school year. Major fundraisers are defined as fundraisers involving direct sales. All organizations that

are a part of the school are included in this policy.

2. The headmaster has the final authority in the disbursement of any funds raised.
3. Organizations in the school may conduct minor fundraising projects to raise funds for their organization for a specific purpose. Each organization is responsible for the following:
 - a. Promotion of the project will not interfere with school general fundraising activity.
 - b. Projects must be approved by the **departmental supervisor and development director**.
 - c. In order to be approved, a minor fundraising project must meet the following criteria:
 1. Non-interference with regular school giving.
 2. The funds will be used for areas not covered by the operating budget.
 3. The fundraising effort will benefit the unity and cohesiveness of the school community and/or the school body.
4. The following activities are prohibited:
 - a. Any activity that suggests gambling
 - b. Any illegal or morally questionable activity
 - c. Any commercial activity that requires or results in Mount Juliet Christian Academy being used in a commercial manner
5. Outside organizations may not solicit on MJCA premises.

HALLOWEEN

Mt. Juliet Christian Academy does not observe Halloween.

HANDOUTS (5882)

All flyers, handouts, open letters and communiqués intended for distribution on any portion of First Baptist Church or Mount Juliet Christian Academy property must be approved by church and/or school administration prior to distribution.

LIBRARY INFORMATION

The librarian and parent volunteers enjoy assisting the students, faculty, and staff throughout the school day. As the elementary classes come to the library, students may find themselves being “Dewey Explorers” by doing special projects. Then, on occasion, students are allowed to browse the “Treasure Chest” for little treasures. Activities are planned to make library time fun and inviting. Secondary students utilize the library for research projects and other class assignments.

LIBRARY CHECK-OUT POLICY

Kindergarten:	one book at a time; one week; no fee
1 st Grade:	one book at a time (two when AR starts before mid-year); one week; \$.05 fee/school day after one “free” day
2 nd Grade:	two books at a time (suggest one “fun” book & one AR book); two weeks; \$.05 fee/school day after one “free” day
3 rd -5 th Grades:	two or more books at a time (if screen is in “good” status); two weeks; \$.05 fee/school day after one “free” day
6 th -12 th Grades:	books, as needed; two weeks; \$.10 fee/school day after one “free” day

RESEARCH OPTIONS

A variety of research opportunities are available to MJCA students. Reference books are available for use, as needed; some older encyclopedias are available for overnight. Internet stations may be used for special research projects. Several computers are available with encyclopedias or for word processing assignments.

On-line research database subscriptions are also available. These sources contain numerous fields of study, encyclopedias, science projects, magazines, etc. An on-line “Spanish-English” database for home and school use is available and selected books may be “read” in Spanish and/or English. Elementary students will enjoy the on-line “Animal” database. All on-line database subscriptions are available for use at home or throughout the building during the school day. Usernames and Passwords may be obtained in the library for your family use. Students may use URLs, as directed, or simply link from mjca.org or Information Now for these “hardcopy” sources.

ACCELERATED READER PROGRAM (AR)

The Accelerated Reader (AR) program is available for students throughout the year. It is a voluntary program which is encouraged and promoted by the classroom teachers. The students earn points from tests that are taken on special books which are “marked” accordingly. AR test stations are located in the library and in the elementary classrooms. An AR Store is held toward the end of each school year for students to “redeem” their points. The librarian and parent volunteers enjoy assisting the students, faculty, and staff throughout the school day. As the scheduled classes come to the library, they may find themselves being “Dewey Explorers” by doing special projects. Then, on occasion, they are allowed to browse the “Treasure Chest” for little treasures.

LOCKERS

MJCA provides lockers for secondary student’s use. Students may be asked to share a locker if the demand exceeds the availability. No student should ever enter another student’s locker without permission. Entering a locker without permission will result in disciplinary action. Students should take enough books for several classes to avoid using the lockers between every class. Lockers are inspected periodically. They must be kept clean and neat. Nothing may be posted on the outside of the lockers without administrative permission, and anything posted inside must be morally and ethically acceptable to the administration. Food, other than sack lunches, is not to be kept in the lockers. The administration reserves the right to check the lockers at any time. The student assigned the locker is responsible for any damage done to the locker.

SAFEGUARDING VALUABLES

Students should not bring excessive amounts of money (over \$5.00 is considered excessive) or other valuables to school. Watches, rings, necklaces, good-luck charms, etc., should be kept on the person at all times other than when engaged in physical education classes. When valuables are removed from the person, such items should be securely locked in the student’s assigned locker. Items of larger value, i.e., monies for trips, etc., should be turned in to the homeroom teacher for safekeeping. Cameras, tape recorders, coin and stamp collections, etc., should not be brought to school.

LOST AND FOUND

Lost items, if found and properly identified, will be returned to the student. Items not claimed by the end of the month will be disposed of at the administration's discretion.

LUNCHROOM

Lunch is available for those who wish to purchase it. We offer a variety of hot lunches, sandwiches and snacks. If parents and other guests would like to have lunch with their child in the lunchroom, they must notify the school office before 10:00 A.M. so they can be added to the lunch count. Fast food is not allowed. A student will be allowed only ONE charge in the lunchroom or bookstore. A second charge cannot be made until the first one is completely paid. No charges are allowed for milk break or ice cream.

LITERATURE SELECTION PROCESS

Students at MJCA will encounter a variety of forms and genres of literature. The study of these forms will take both an analytical and interpretive stance in reference to theme and structure. In an effort to equip students with the necessary skills and develop sound discernment, students must be exposed to a broad spectrum of writers, both Christian and non-Christian. However, this approach to the world of literature is not an absolute license to introduce any type of material into the Christian classroom. Works chosen for study in school must never be licentious, seditious, trivial or poorly written. The study of each work of literature must be filtered through the lens of biblical truth and in doing so, each student is required to view the presentation of life presented by an author through the scope of God's Word. As a Christian institution, MJCA is sensitive to the pulls of a secular culture and make it a priority to maintain a level of sensitivity to the nature and content of its required reading. In addition, we strive to maintain solid standards of academic excellence in preparing students for their future and exposing them to the necessary authors and works of classic literature. Any media materials that are proposed to be shown to students MUST be previewed by the teacher or administration for content and language.

MOTOR VEHICLES

The use of motor vehicles (cars, motorcycles, mopeds, etc.) by students is governed by the following regulations:

1. Use is restricted to students 16 years of age and up with a valid state drivers license, unless the student has a hardship license.
2. The student shall have written permission signed by his/her parent on file in the school office.
3. The student shall have the personal approval of the school administration.
4. The vehicle shall be used ONLY for transportation to and from school, (i.e., the student shall leave his/her vehicle in the designated parking area immediately upon arrival at school, and shall not return to it until immediately prior to departure).
5. Unless a student provides written permission from their parents, he/she may not leave campus with another student. Students are expected to be picked up by their parents or designated car-pool unless they drive themselves. Students are not permitted to walk to nearby businesses to get food or drink during or after school or walk home without prior written permission from the administration.

Disciplinary action for improper motor vehicle use may include the temporary removal of his/her driving privilege upon the first violation, and permanent removal for repeated violations, as deemed appropriate by the administration.

STUDENT DRIVERS

Since many MJCA secondary students drive their own vehicles to school, it is imperative that they understand and follow the guidelines below in order to retain their driving privileges. While a student vehicle is on school property, the administration has the right to search the vehicle without obtaining permission of the student or the owner of the vehicle.

1. Allow plenty of time to arrive at school early since traffic can be heavy in the mornings. It would be wise to be at school by 7:45a.m. in order to avoid traffic jams.
2. Speeding and/or reckless driving in any form will not be tolerated on the MJCA campus.
 - 1st warning – given at 1st meeting with student drivers
 - 1st offense – warning given personally to student driver at the time of the offense and parent contact made by administration
 - 2nd offense – loss of driving privileges on campus for 1 week
 - 3rd offense – Saturday detention
 - 4th offense – Saturday suspension
3. Parking areas are clearly marked. Students parking in unmarked spaces (i.e. on grass, visitor's parking, etc.) will result in the student's loss of driving privileges.
4. Once on campus, students are not allowed to sit in parked cars or congregate in the parking lot.
5. No loud music from vehicles.
6. All vehicles should be locked.
7. Students are not allowed to return to their vehicles during the school day without receiving permission from the administration.
8. Students are required to complete the Student Vehicle Registration Form on a yearly basis.

MUSIC

Man is also endowed by God to appreciate and create music. The great composers exemplify this God-given creativity. Much of the music of the current pop culture lies in sharp contrast and is characterized by rebellion against authority and the denigration of most things held sacred. Since music is such a powerful medium, MJCA strongly encourages each parent to become familiar with the musical tastes of their children. Listen to your child's music together and discuss its message. Today, many genres of music can be found that promote a healthy alternative to the world's standards. MJCA reserves the right to confiscate any music considered inappropriate and to take appropriate disciplinary measures.

PERSONAL BELONGINGS

Elementary students are not allowed to bring their own toys (including electronic games, CD or radio equipment), to school without teacher permission. We cannot be responsible for lost or broken items brought to school.

PERSONAL PROPERTY

All personal items such as coats, lunch boxes, books, and other materials should have the student's name on them.

PRIVATE PARTIES

MJCA does not sponsor or support private parties in individual homes, community centers, or other gathering places.

PROPERTY/BUILDING SECURITY

To ensure better security, parents will be asked to enter through specified doors. Even though other doors may be more convenient, please understand the necessity of this security measure. If parents or students notice suspicious persons or activities on school property, please notify the administration immediately.

SENIOR LUNCH PRIVILEGE

Senior students will be allowed to leave campus on designated days only to eat lunch. Parent permission is a necessary component to this privilege. Students may ride or drive with other students if permission is granted by parents. This is a privilege that is earned by school wide behavior, academic decisions and punctuality.

STUDENT LEADERSHIP

Mount Juliet Christian Academy desires to promote leadership training by using a Student Council. The student body under the direction of the administration and faculty will select Student Council officers. Students are encouraged to voice their suggestions to the school and to get involved in the education process. To be eligible to serve as a student leader in grades 6-12, a student must maintain a cumulative 2.0 GPA and have conduct above reproach. Any student suspended or placed on probation will forfeit his/her leadership office. Students in grades 7-12 desiring to run for any office or award must have been a member of the Mount Juliet Christian Academy student body for at least one semester to qualify.

SUNDAY ACTIVITIES

No organized sports are to be scheduled on Sunday (rainouts, tournaments, etc. may be exempt). Any activity that would be held on Sunday would need prior approval of the headmaster and must include a worship service.

TELEPHONES

With the exception of emergencies, school telephones are to be utilized during non-class time. Students must have permission from office staff or a teacher to use the school phone.

CELL PHONES

Parents should not communicate with their child during school hours using the cell phone. ALL features on the phone (with no exception) must be inaccessible. Anyone violating the cellular phone policy will have his or her phone confiscated and serve a one-hour detention. The phone will be returned to the parents or it will be returned after 48 hours.

Any subsequent violations will result in a longer holding time. In order to protect the integrity of the academic environment, the phone features will be checked to see if other students were involved with receiving or sending messages or pictures.

VISITORS

MJCA students may bring visitors to school on the following conditions:

1. In order to visit during the school day, visitors must be prospective students, out of town guests, or alumni.
2. Permission must be secured from the school office one day in advance of the visit.
3. The visitor must be brought to the school office to be placed on the visitor's list before visiting classrooms. Each visitor must abide by all the school rules as to conduct and dress. Visitors will not be permitted during special testing times.

Parent/Student Handbook Agreement Form

The spiritual, mental, physical and academic welfare of each student is a primary concern of those who minister at Mount Juliet Christian Academy. Therefore, each school standard of conduct and policy has been carefully designed to meet student needs, while at the same time serving in a practical manner the daily operations of the academy. Our goal as a staff, regarding our handbook, is to deal with each of our families in a loving, Christ-like manner. We wish to express our thanks in advance to each of our school families for the prayer support and cooperation pledged and received which will enable our school to operate smoothly and be blessed.

Dear Parents and Students:

In seeking to practice the biblical principle taught in Matthew 7:12 and Romans 14, we desire to include families who are in agreement regarding the policies contained within this handbook.

Since our spirit is not one of legalism, but rather one of service (Matthew 20:28a), we want those families who choose to become a part of the Mount Juliet Christian Academy family to empathize with our positions on the issues contained with this handbook in order to be able to cooperate fully with the school. After completely reading this handbook, please sign below and return this form to the school office no later than Friday, August 20th as an indication of your agreement.

Thank you for your cooperation and we look forward to a great school year together.
In Christ's Service,

Greg Scheck
Headmaster

We have read the Mount Juliet Christian Academy Student Handbook and understand its contents. Our signatures below indicate that we agree to follow the guidelines as stated in this document.

Parent's signature _____ Date _____

Parent's name (please print) _____

Elementary Student's name: _____

Secondary Student's signature _____ Date _____

Secondary Student's name (please print): _____

Please complete one form per student.

Computer / Internet Acceptable Use Policy Consent Form

I have read the Acceptable Usage Policy as established at Mt. Juliet Christian Academy, and understand its contents. Any questions about Network and Internet activities will be answered by the Technology Coordinator or teacher. My signature below, and that of my parent(s) and/or guardian(s) indicated that I agree to follow the guidelines of using the Computers, Internet, Network and e-mail as stated in this document. At any time, this document can be updated to meet the challenges introduced by new technologies and will be made available to faculty, parents and students via our web site at <http://www.mjca.org>

Name of Student: _____

Student Signature: _____ Date: _____

Signature of Parents Guardian: _____ Date: _____

Name of Teacher (homeroom): _____ Grade: _____

*NOTE: Everyone must sign and return yearly, in order to use MJCA's computers, the network or internet access, regardless of connection type (wired or wireless access) at MJCA.

Students and faculty will receive their usernames and passwords once they complete this paperwork and turn it in. If a username and password have already been granted previously, the account will remain in an inactive state until signatures are renewed yearly.

Accounts are not active during summer months unless prior arrangements have been made with the Technology Director.

Please complete one form per student.