



“...choose this day whom you will serve, whether the gods your fathers served in the region beyond the River, or the gods of the Amorites in whose land you dwell. BUT as for me and my house, we will serve the Lord”
Joshua 24:15 NAS

Dear Parents and Students,

Life is all about choices. We make several choices each day. Some are made with much thought and careful planning while others are made seemingly in the blink of an eye, subconsciously. Plans for 2019-2020 are looking toward a new beginning. A fresh start to a new year. A year where all will have many choices to make. In these formative years, our students are making many choices. As parents and teachers we work together to guide and to teach students to learn and to make positive life choices. Students are deciding whether to serve God or serve man (the world). Which choice they make has lasting consequences. As we have a “New Beginning” in 2019-2020, it is our prayer that hearts will be united with God for a lifetime of servant leadership. In God a “New Beginning” is possible. Please join us in a “New Beginning” at MJCA for 2019-2020.

Each year the handbook is updated with vital information. It is important that you read and understand its content. There are portions of this handbook that all are required to read. There are sections for PreK, Elementary, Secondary and Athletics. While everyone must read the Overall section and then the other sections as they apply to your family. I encourage you to read all sections as it will familiarize you with the entire school. This year an index at the end of each section has been provided to assist you when looking for a specific subject.

As you re-enroll or apply for the first time through FACTS, you will need to electronically check that you have read and agree with both the Parent/Student Handbook Agreement and the Computer/Internet Acceptable Use Policy in order to complete the enrollment process. Therefore, we recommend you read the Parent/Student Handbook before enrolling. The handbook can be found on the school website at www.mjca.org under Quick Links.

In closing, I would like to say that it is an honor to partner with you in a “New Beginning” for 2019-2020. Your partnership, your support, and your prayers continue to be a significant part of our shared love for MJCA. God is at work, and I am excited as we look toward the future!

A fresh start...a New Beginning!

God bless,

Amanda Van Vactor
MJCA Interim Headmaster

OVERALL SCHOOL INFORMATION

TABLE OF CONTENTS

SCHOOL BACKGROUND.....	5
SCHOOL HISTORY	5
MISSION STATEMENT	5
VISION STATEMENT	5
EDUCATIONAL PHILOSOPHY	5
ENDS POLICY	6
AFFILIATIONS AND ACCREDITATION.....	6
CHRISTIAN CONCILIATION STATEMENT.....	6
SCHOOL SUPERVISORY COMMITTEE	7
PARENT AND TEACHER INFORMATION	7
EXPECTATIONS.....	7
PARTNERSHIP BETWEEN SCHOOL AND PARENTS.....	8
PROBLEM RESOLUTION.....	8
GUIDELINES FOR ALL PARTIES.....	8
GUIDELINES FOR PARENTS.....	8
COMMUNICATION	9
COMMUNICATION WITH TEACHERS.....	9
CONFERENCES AND SCHOOL VISITATION.....	9
PARENT/TEACHER ORGANIZATION (PTO).....	9
VOLUNTEER PROGRAM.....	10
ADMISSIONS.....	10
NON-DISCRIMINATION POLICY	10
ADMISSIONS PROCEDURES.....	10
Conditions	10
REGISTRATION PROCEDURES.....	11
FINANCIAL INFORMATION	11
WITHDRAWALS	12
CHANGE OF ADDRESS	13
CUSTODIAL STATEMENT	13
CONFIDENTIALITY OF STUDENT RECORDS.....	13
ATTENDANCE	13

CALENDAR.....	13
EXCUSED ABSENCES.....	13
UNEXCUSED ABSENCES.....	13
EARLY DISMISSAL	14
TARDINESS	14
CONSEQUENCES FOR EXCESSIVE UNEXCUSED TARDIES.....	15
CLOSED CAMPUS.....	15
HOURS.....	15
RELEASE OF STUDENTS	15
SNOW DAYS ABSENCES.....	15
MEDICAL INFORMATION.....	15
ILLNESS GUIDELINES	15
ADMINISTERING MEDICINES.....	16
MEDICAL EMERGENCY PROCEDURES	17
MEDICAL COMMUNICABLE ILLNESSES	17
FOOD ALLERGIES.....	17
Family Responsibilities.....	17
School Responsibility	18
Student Responsibility	18
MEDICAL EXPOSURE CONTROL PLAN	18
INSURANCE COVERAGE.....	19
INSURANCE COVERAGE EXCEPTIONS.....	19
STUDENT BEHAVIOR MANAGEMENT	19
DISCIPLINE.....	19
DETENTION/SUSPENSIONS	19
FEES.....	20
DISCIPLINARY PROBATION	20
GROUNDS FOR DISMISSAL-EXPULSIONS.....	20
Attitudes reflecting a “Flaunting of Sin”	20
Out-of-School and In-School Behavior.....	20
WEAPONS.....	21
STUDENT DIGNITY POLICY.....	21
CHEATING AND PLAGIARISM	21
MALE/FEMALE RELATIONSHIPS	22
SEXUAL HARASSMENT POLICY	22

INSPECTIONS.....	22
APPEALS PROCESS-STUDENTS	22
ALCOHOL AND DRUG POLICY.....	23
PURPOSE	23
SEARCHES.....	23
STUDENT ASSISTANCE.....	23
GENERAL INFORMATION	23
ASBESTOS NOTIFICATION	23
BOOK AGREEMENT	23
BUYING AND SELLING	24
CELL PHONES & COMMUNICATION DEVICES	24
PreK-5th grade	24
Middle School students	24
High School students	24
DANCE	24
DIAGNOSED LEARNING DIFFERENCES.....	24
ELECTRONIC DEVICES, LASER POINTERS, & TOYS	25
FUNDRAISING POLICY	25
HALLOWEEN.....	25
HANDOUTS.....	25
LIBRARY INFORMATION	25
LIBRARY CHECK-OUT POLICY.....	25
LIBRARY RETURNS.....	25
LIBRARY HOLDS/RESERVES	26
OVERDUE, DAMAGED OR LOST LIBRARY ITEMS	26
LITERATURE SELECTION PROCESS.....	26
LOST AND FOUND	26
LUNCHROOM	26
MUSIC.....	26
PERSONAL PROPERTY	26
PRIVATE PARTIES.....	27
PROPERTY/BUILDING SECURITY.....	27
SAFEGUARDING VALUABLES.....	27
SCHOOL TELEPHONES	27
SUNDAY ACTIVITIES.....	27

TEXTBOOK POLICY.....	27
VISITORS.....	28
INTERNET AND PUBLIC DOMAINS	28
SOCIAL INTERNET POLICY.....	28
COMPUTER/INTERNET ACCEPTABLE USE POLICY	29
Introduction	29
Internet	29
Privileges & Responsibilities:	29
Terms and Conditions	30

2019-2020 MJCA Parent/Student Handbook

Overall School Information

MJCA INTRODUCTORY INFORMATION

SCHOOL BACKGROUND

Founded/First Year of Operation: August, 1979

School Colors: Royal Blue and Gold

Mascot: Saints

SCHOOL HISTORY

Mt. Juliet Christian Academy (MJCA) is a ministry of First Baptist Church Mt. Juliet (FBCMJ) that offers students a college-preparatory education from a Christian worldview. The school opened its doors in the fall of 1979 with students enrolled in grades 1st – 3rd. A grade was added with each following year. The first graduating class was in 1988-89. PreK and kindergarten were added to the school in 1992.

MISSION STATEMENT

The mission of MJCA is to partner with families in developing students to think, lead and live as Christians based upon a biblical worldview.

VISION STATEMENT

Our vision is that our students' minds will be enriched, their hearts engaged and hands equipped with excellence for the Glory of God.

EDUCATIONAL PHILOSOPHY

Our educational philosophy is based on a God-centered view of truth, reality, and man. We believe that God created and sustains through His Son, Jesus Christ (John 1:1-3; Col. 1:15-17). 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). The Holy Spirit guides us into God's truth (John 16:13). Jesus Christ and His Word are ultimate truth and reality (John 14:6).

Man was created in the image of God with the capacity to know and respond to God personally and voluntarily (Genesis 1:27-28). 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 (Romans 3:10-12). 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 (Romans 12:1-2).

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 Timothy 3:17). 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 (Ephesians 4:13). The student learns from parents and teachers who are models and examples of this perspective (Luke 6:40; 1 Corinthians 11:1).

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 (Deuteronomy 6:5-7; Proverbs 22:6). 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

MJCA exists so that families can choose Kingdom Education for their children in grades PreK3 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. Students are passionate followers of Jesus Christ and well-equipped servant leaders.

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

- 1.1 SERVE- Students come to know Jesus Christ as their Lord and become faithful stewards of all that God has provided including time, talents, money, and possessions and are challenged to reach their potential (intellectually, physically, and spiritually) as they serve God.
- 1.2 LEAD- Students will be leaders viewing life through the lens of a biblical worldview who grow to become people of influence in their chosen fields as they are given the opportunity to reach their potential in academics, athletics, and the arts.
- 1.3 GO- Students are instilled with a passion for the things of God and a desire to be an ambassador for His Kingdom by impacting the world around them to the Glory of God.

AFFILIATIONS AND ACCREDITATION

MJCA is fully accredited by the Association of Christian Schools International (ACSI) and AdvancEd (formerly known as 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 to 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/[seminars](#), and taking Bible course work. Teachers are on a continual cycle of evaluation throughout their tenure at MJCA.

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 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-18. 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.

The methods mentioned in the previous paragraphs 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.

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 five members elected by the church body along with three ex-officio members (senior pastor, administrative pastor, and headmaster). Day to day decisions and operation of the school are under the jurisdiction of the headmaster, through the office of the senior pastor.

PARENT AND TEACHER INFORMATION

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, mobile phone number, e-mail address, home address, work telephone and emergency contact numbers.
- Understand, support, and discuss the policies of this handbook 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 authorities in this school and to respect the rights and property of others.
- Resolve differences according to principles found in Matthew 5:23-24, Matt. 18:15-18 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.

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. 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.

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 to publicize conflicts. The principles listed here deal with extremely important matters that affect the lives, well-being, and good names of students, parents, and the school as an institution.

GUIDELINES FOR PARENTS

- 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.
- If there is a problem between a parent and a staff member, then the parent should communicate with that employee.
- 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.
- The chain-of-command is: teacher, principal, headmaster. For athletic matters, the chain-of-command is: team coach, athletic director, and headmaster.

- 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 1 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.
- 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 MJCA website and **FACTS**. Parents are encouraged to review **FACTS** accounts on a regular basis. Weekly progress reports are sent automatically by **FACTS** each weekend. In addition, each time a failing grade is entered, parents are immediately notified by **FACTS**.

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. With many young impressionable minds, it is expected that all visitors dress moderately while on campus. 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 ORGANIZATION (PTO)

The MJCA PTO mission is to support MJCA in prayer, to allow opportunities for stakeholders to be involved, and to sponsor events which either promote MJCA, show appreciation to others, or raise funds to enhance MJCA. A slate of officers is selected each year to oversee various projects and fundraisers. **In the event no volunteers are willing to serve as officers, the Development Director may select volunteers to lead the various events.** All stakeholders are encouraged to participate in PTO functions and meetings.

The purpose of the PTO organization is to:

- Provide an organizational structure through which parents and volunteers work with administrators, teachers and staff to achieve the spiritual and educational objectives of the school.
- Encourage parental participation in the life of MJCA.
- Support teachers and staff by meeting their needs and expressing gratitude for their service.
- Support school initiatives through donations of time, talents, and financial gifts.

Membership consists of all stakeholders. Stakeholders include business owners, alumni, grandparents, parents, MJCA faculty & staff, and other interested parties.

VOLUNTEER PROGRAM

A good volunteer program is essential for the total program of the Christian school concept. MJCA 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.

ADMISSIONS

NON-DISCRIMINATION POLICY

MJCA 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 educational 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 MJCA only after the following requirements and conditions have been fulfilled.

1. Application is submitted accompanied with appropriate fees.
2. Supplemental paperwork as specified in the student application.
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.

Conditions:

1. A child must be 6 years of age by August 15 to enroll in first grade. (Age appropriate deadline is also applicable to pre-k and kindergarten classes.)
2. Parents must agree to submit their children to the discipline and overall program of the school as outlined in the parent/student handbook.
3. The school administration will have the final authority of the 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 MJCA 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. MJCA 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. MJCA, as a private institution, reserves the privilege of setting and maintaining its own standards for student conduct, dress, and scholarship. Admission to MJCA 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 re-enrollment and new student application availability.

1. New student applications are completed online through mjca.org. The application fee must be paid online in order to submit the application. Supplemental paperwork (as listed on the application) is required for each applicant. No application is considered complete until the application fee is paid and supplemental paperwork is received by the Admissions office.
2. Entrance examinations will be administered to new students as deemed necessary by the administration.
3. Current students must re-enroll for each new school year. Re-enrollment is completed online through ParentsWeb, and the re-enrollment fee is paid online. Re-enrollment is not considered complete until the re-enrollment fee is paid. Re-enrollment completed after the deadline will incur a higher re-enrollment fee, and the student may lose their spot if classes are full.
4. Refunds: **APPLICATION/RE-ENROLLMENT FEES MAY RECEIVE PARTIAL REFUND ONLY 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, minus \$30 for **FACTS** charges.
 - 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, minus a \$50 **FACTS**/testing fee.
 - c. If a student's family should relocate out of the MJCA service area **prior to the start of school**, the application/re-enrollment fee will be refunded, minus \$30 for **FACTS** charges.
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 re-enrollment fee.
7. Students who are not enrolled/re-enrolled for the upcoming school year will not be permitted to participate in athletic or cheerleading tryouts, camps, and practices.
8. **IMMUNIZATION RECORDS:** All immunization records must be up-to-date. ****For those who elect not to immunize your child(ren), a "Religious Exemption" waiver must be submitted. This waiver can be obtained from the school nurse. IF THE CURRENT IMMUNIZATION FORM OR THE "RELIGIOUS EXEMPTION" WAIVER IS MISSING, YOUR CHILD WILL NOT BE ABLE TO ATTEND CLASSES UNTIL IT IS TURNED IN TO THE SCHOOL NURSE.**
 - a. All new students are required to submit a current Tennessee Immunization form to the Admissions office as part of their application paperwork.
 - b. **PRIOR TO THE FIRST DAY OF THE SCHOOL YEAR**, all incoming Kindergarteners and 7th graders must provide an updated Tennessee Immunization form to the **SCHOOL NURSE** in order to attend classes.

FINANCIAL INFORMATION

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.

1. Tuition fees are payable by one of three plans:

- a. 10-month plan (first payment due August 5th with the last payment due on May 5th).*
 - b. 12-month plan (first payment due June 5th with the last payment due on May 5th).*
*Unless monthly payment is set for auto draft on the 20th of each month.
 - c. Pay in full plan by August 5th.
2. In the event a student has registered and has been accepted, but fails to pay the first month's tuition by August 20th, this student's registration may become void and the opening in the class will be filled with the first available applicant on the waiting list.
 3. Since MJCA 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 the 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. 100% of tuition will be refunded if a student withdraws before the first day of school.
 5. No student will be allowed to attend classes the following year until all previous charges are paid or arrangements are made with the Business office.
 6. Until all financial obligations are met, the following may apply:
 - a. Students will not be permitted to take semester examinations.
 - b. Students will not be permitted to attend prom or participate in end of semester programs.
 - c. Senior students will not be allowed to participate in graduation.
 - d. 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 every 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.
 9. Tuition Discounts are as follows: full-time pastor = 40%; full-time Rutland Place employee = 40%; First Responder = 20%; City of Mt. Juliet employee = 15%; Active Military = 15%; Alumni Discount (for those who graduated from MJCA) = 3.5% per year for each consecutive year attended through senior year with maximum discount being 35%.
 10. Referrals: MJCA does not offer discounts or other monetary incentives for referrals of new students.

WITHDRAWALS

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

1. Parents complete and sign withdrawal form or provide written withdrawal notice.
2. All outstanding balances must be paid, and books/uniforms/equipment returned.

3. 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 steps listed above have been completed.

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.

CONFIDENTIALITY OF STUDENT RECORDS

At no time is any privileged student information to be discussed in or outside the school except in discussions related to those with a right and a need to know.

"Confidential Student Information" includes, but is not limited to, the following: Pre-admission records, admission records, test results, consent forms, lists, documentation in the student's record, discipline records, grades and financial information.

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, [the school's parent alert text](#), and [FACTS](#).

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 in either the ELEMENTARY or SECONDARY SECTIONS).

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: 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.

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 2:30 p.m.) of all or any part of an hour are equal to one full hour of absence. No students will be dismissed after 2:30 p.m. or during chapel times.** Parents will be contacted by the school office to verify that a driving student needs to leave before school dismissal.

TARDINESS

Teaching our children to be responsible by being on time is very important. 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.

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 and 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 the 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.
 - Oversleeping
 - Everyday traffic flow – If a student doesn't drive, it is the responsibility of the parents to have their children at school on time.
 - Carpool
 - Poor planning on the student's part
 - **3 unexcused tardies equals 1 unexcused absence**

CONSEQUENCES FOR EXCESSIVE UNEXCUSED TARDIES

Unexcused tardies are cumulative for one quarter. The number of unexcused tardies will be re-set to zero at the beginning of each quarter. Consequences for excessive unexcused tardies will be as follows:

3-5 tardies in a quarter = 1 hour detention each tardy

6-8 tardies in a quarter = 2 hour Saturday detention each tardy

9 tardies and above in a quarter = 4 hour Saturday detention each tardy

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

Students should not arrive before 7:00 a.m. All students should be picked up before 3:30 p.m. unless present in the Extended Care program (grades PreK-5. The school and church cannot be responsible for the child earlier than 7:00 a.m. or later than 3:30 p.m. Every student on the school grounds after 3:30 p.m. must be under the immediate supervision of a coach, teacher or sponsor. Siblings of athletes who are in practice must be in the after school program. (PreK and Elementary - Extended Care.)

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 prek 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 prek 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. [T.C.A. 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.

MEDICAL INFORMATION

ILLNESS GUIDELINES

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

- Temperature of 100.4° or more
- Purulent (green, yellow, thick or unusual) eye drainage or matting
- Diarrhea and/or vomiting
- Skin rashes or eruptions: **Students must have verification of treatment by physician before returning to school.**

Students with any sign and/or symptom previously mentioned should remain at home until symptom free for a full 24 hours without medication. If your child is being treated with antibiotics for any of these conditions they are to remain out of school until they have been on the antibiotic for a full 24 hours. In addition, any student present at school found to have any of the above symptoms will be sent home.

- Students with suspected head lice **must see a physician and provide documentation** of visit and/or treatment prior to returning to school.
- Please notify the office in case of any communicable diseases, including but not limited to: strep throat, chicken pox, hepatitis, meningitis, rubella, measles, scabies, MRSA, impetigo. 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 absent due to illness or in the final stages of illness recovery are NOT to be brought to school simply to attend parties, field trips, or participate in extra planned class activities.

ADMINISTERING MEDICINES

The MJCA school policy for medication administration is as follows:

(**Note: If a known health issue is not disclosed to the school and the student requires the use of a school epi-pen, reimbursement of this device will be required.)

1. Any students with an **ONGOING MEDICAL CONDITION (ALLERGIES, ASTHMA, DIABETES, CARDIAC SEIZURES, ETC.)** are required to complete an **“Individual Health Plan (IHP)”** specific for each condition. This will be filled out by the parent and the physician will need to sign the form. **A new IHP is required prior to the start of each school year before your child will be allowed to attend classes.**
2. **ALL MEDICATIONS (Prescription or Over-the-Counter) require a separate MJCA “Authorization for Administration of Prescription and Over the Counter Medication” form be completed and signed by the 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. This form must also be SIGNED BY A PHYSICIAN for all prescription medications. In addition, any changes in dosage or administration throughout the year will require a new form by the prescribing physician.**
3. **ALL MEDICATIONS must be in the ORIGINAL, UNOPENED CONTAINER.** No loose pills, tablets, or capsules in plastic bags will be accepted.
4. **PRESCRIPTION MEDICATIONS must be in the original pharmacy container with the PRESCRIPTION LABEL ATTACHED.** The label must clearly display: student’s name, medication name and dosage, administration route, date, prescribing doctor, prescription number, pharmacy

name, address, and phone number. This must match the physician's order. Most local pharmacies will provide a second labeled bottle/container for school use upon request.

5. **Parents of ALL students in PreK through grade 12 need to deliver all medications to the school nurse. For student safety, the initial dose of a new medication may not be administered by the school personnel.**
6. An "Authorization for Self Carry/Administratioin of Medicine" form must be completed for those wishing to **SELF-CARRY asthma inhalers, epi-pens, and diabetes related medications. This form must be signed 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.
*Prescribed emergency medications to address life threatening conditions will be made readily available at all times in accordance with TN law.
7. Students are not allowed to administer ANY medication to other students. Doing so will result in disciplinary action.
8. It is the student's responsibility (age-appropriate) to come to the clinic for scheduled daily medications rather than the nurse calling for the student.
9. **AT THE END OF THE YEAR:** Any unused medication must be picked up and signed for by the parent or legal guardian. All unclaimed medication will be disposed of by school personnel.

ALL SCHOOL MEDICAL FORMS CAN BE OBTAINED FROM THE SCHOOL NURSE OR FOUND ON THE SCHOOL'S WEBSITE (MJCA.ORG) UNDER QUICK LINKS.

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 with indications of a communicable illness is required to have an examination by a medical doctor. The school then requires a statement from the doctor giving pertinent information about the illness.

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. Parents must complete an IHP for the school clinic.

3. 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.
4. Provide written medical documentation, instructions, and medications as directed by a physician.
5. Provide properly labeled medications and replace medications after use or upon expiration.
6. 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)
7. Report ANY occurrence of reactions to the school staff and the child's physician.
8. KEEP EMERGENCY CONTACT INFORMATION UP TO DATE.

School 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 the 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 school nurse to be sure medications are appropriately stored, and be sure that an emergency kit is available.
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 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 development level.
4. Should notify an adult immediately if they begin having any symptoms or if they eat something they believe may contain the food to which they are allergic.

* No peanut products or nuts of any kind are allowed in the PreK classrooms. PreK is a nut free zone.

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. **Parents are responsible for contacting the Business Office to process any claims.**

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 MJCA or any of its insurance carriers.

STUDENT BEHAVIOR MANAGEMENT

DISCIPLINE

The administration reserves the right to make decisions regarding discipline.

DETENTION/SUSPENSIONS

There are two types of detentions, after/before school detentions and Saturday detentions. All secondary suspensions will be out of school. Elementary suspensions may be in-school or out of school. 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. 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.

1. Before School Detentions – The length of time is one or **two** hours. 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 or four 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. Out-of-School Suspension – These can be given for a period of one to **five** days. Out-of-School suspensions are used as a last resort.
4. 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 during the time of suspension. Additional loss of time may be determined by administration and extra-curricular sponsor depending on the infraction.
 - c. Out-of-school suspensions count as unexcused absences.
 - d. **Secondary, as a result of the suspension, a zero will be given in each class missed.**

FEES

Detention fees will be charged to the student's account. All fees are to be paid by year end. Failure to pay fees will result in holding academic reports.

1. One hour before/after school detention - (\$10)
2. Two hour Saturday detention - (\$25)
3. Four hour Saturday detention - (\$50)

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.

GROUNDS 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 MJCA. 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. A student may be expelled for the use of illegal drugs on or off campus. Any physical altercation with a teacher or staff member may result in immediate expulsion. 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 are not to be brought onto campus. Penalties are severe and will range from suspension to expulsion from MJCA and possible arrest (title 39, chapter 17, part 4 or §39-17-1307). 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.

STUDENT DIGNITY POLICY

MJCA 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. MJCA does not condone or allow harassment of others, whether engaged in by students, employees or other family members. 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.

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 acknowledgement. A student must give credit to the originality of others and acknowledge indebtedness whenever he or she does any of the following:

- Quotes another person's actual words, either oral or written
- Paraphrases another person's words, either oral or written
- Use another person's idea, opinion, or theory
- 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 suspension may 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

MJCA 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.

SEXUAL HARASSMENT POLICY

MJCA is committed to maintaining a learning and working environment free of sexual harassment and intimidation. Therefore, sexual harassment of or by any student or adult 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 suggestion or 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. 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.

INSPECTIONS

All student lockers, cubbies, desks, motor vehicles, and personal property are subject to routine inspection.

APPEALS PROCESS-STUDENTS

MJCA recognizes the importance of instilling a proper response to authority within its students toward parents, teachers, employers, and ultimately to God. MJCA 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. If the student feels the issue has not been appropriately resolved with the teacher, the next step is to appeal with the principal.

ALCOHOL AND DRUG POLICY

PURPOSE

The purpose of this policy is to discourage the use of illegal drugs and alcohol abuse by the students of MJCA. This policy restricts certain items and substances from being brought on or being present on MJCA property, and prohibits the students from having detectable levels or identifiable trace quantities of illegal or non-prescribed drugs and other substances in their system.

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 MJCA. 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.

SEARCHES

Searches (including urine and/or blood drug screening) and inspections by designated school staff may be conducted without prior announcement. Searches will be performed with concern for the personal privacy of any student.

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 student 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 MJCA’s right to administer discipline up to and including expulsion of students. 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.

GENERAL INFORMATION

ASBESTOS NOTIFICATION

MJCA 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.

BOOK AGREEMENT

Students will be issued textbooks and workbooks necessary for course completion. It is understood that **some** 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.

BUYING AND SELLING

There is to be no buying, selling, or trading for personal gain, among students on school property.

CELL PHONES & COMMUNICATION DEVICES

Any time the word “phone” or “cell” is used this would include **ALL** cell phones, ipads, tablets, iwatches, or any other electronic device that can be used for communication. This policy covers any future technological advances for communication.

Parents should try to not communicate with their child during school hours using the cell phone or communication device unless it is an emergency. ALL features on the phone, with no exception, must be inaccessible during instructional time. Anyone violating the cell phone policy can have his/her phone confiscated and eventually serve detention. The phone will be returned to the student at the end of the day or held until a parent can pick the phone up from administration.

Continual 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 if the phone is confiscated during instructional time.

PreK-5th grade students are not to use cell phones/communication devices for any reason. If a parent feels the need for the elementary student to have this item at school, it must be turned off and left with the homeroom teacher every morning. Failure to follow this policy will result in further disciplinary action.

Middle School students are required to turn their phones into their homeroom teacher every morning. They are NOT permitted to use cell phones for any reason during the school day. This includes break and lunch. Failure to follow this policy will result in disciplinary action.

High School students may use their phone during break time, lunch and before/after school; however, they are not allowed to be used during any instructional or assessment time unless permission is granted by the teacher for a feature in the phone (such as calculator).

The following procedures apply to the High School classrooms:

- Teachers **will** take up all cell phones at the beginning of each class and return cell phones at the end of class.
- Students may use cell phones during class for instructional purposes only and under the direction of the teacher. If a student violates this policy the cell phone will be taken up and sent to the secondary office. Failure to follow this policy will result in further disciplinary action.

DANCE

All school functions that promote dancing or encourage dancing will be evaluated and must be approved by the school administrative team.

DIAGNOSED LEARNING DIFFERENCES

Students who have current doctoral 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. Any student who has learning differences may have medical documentation on file. However, in addition to any medical diagnosis, students must have some form of accepted educational testing administered by a licensed school psychologist. This testing can be arranged through your county educational office. The report issued by a school psychologist is considered active for three years from the date of the report. At the end of three years, the report has expired and it is the parents' responsibility to schedule re-testing with a school psychologist. 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.

ELECTRONIC DEVICES, LASER POINTERS, & TOYS

The use of electronic devices is not allowed during instructional time without special permission from the class instructor. Students should not bring toys or laser pointers to school unless special permission has been granted by the class instructor.

FUNDRAISING POLICY

All fundraising must be approved and coordinated through the Development Department. MJCA's Development Department conducts at least two school wide product fund raisers and other fund raising activities each academic year. All other fund raisers must be communicated to the Development Director and approved by the administration. All mission projects will be approved by the administrative team.

HALLOWEEN

MJCA does not observe Halloween.

HANDOUTS

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

LIBRARY INFORMATION

The MJCA Library and Media Center is open 7:30 a.m. to 3:00 p.m. when school is in session. Preschool students enjoy weekly story times that include books, songs, finger plays, hands-on items, and other activities. Elementary students visit the library weekly for check-outs and Library Skills lessons where they become critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information. Secondary students utilize the library for check-outs, research, and class assignments.

LIBRARY CHECK-OUT POLICY

MJCA students, faculty, staff and parents may check out library materials when school is in session. MJCA students may check out up to two items at one time.

LIBRARY RETURNS

There are no overdue fines or due dates; however, please return materials in a timely manner so others may enjoy them. All items checked out by students are expected to be returned by the first full week in May of a calendar school year that the item was checked out.

Library materials may be returned to the library drop box outside the cafeteria-side library door at any time. There is also a return box located at the circulation desk inside the library.

LIBRARY HOLDS/RESERVES

If an item you are looking for is checked out to another patron, you may place a hold/reserve on the item.

OVERDUE, DAMAGED OR LOST LIBRARY ITEMS

There are no overdue charges on library materials. A damaged or lost item is billed at the MJCA Library purchase price, plus a \$3 fee for replacement. Any lost or damaged library materials checked out by MJCA students are expected to be paid in full before the end of the school calendar year. MJCA families will be notified via email that there are lost or damaged materials that their child has checked out by the first full week in May of a school calendar year. Replacement items are accepted only if they are unused. They must be the same or newer edition than the material that was lost or damaged. Please ask the school librarian to learn more about purchasing replacement materials before you buy.

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 to 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 academics 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.

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 administrator'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. No charges are allowed for milk break or ice cream.

MUSIC

MJCA reserves the right to confiscate any music considered inappropriate and to take appropriate disciplinary measures.

PERSONAL PROPERTY

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

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, upon arriving to campus parents and visitors will be asked to enter through specified doors, signing in at [the school's reception area](#) or elementary office and receiving a name tag. 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. Security cameras are located within the elementary, secondary and main areas of the school as well as outdoor cameras.

In compliance with Tennessee's School Security Act (SSA) and TCA 49-50-803, the chief administrator of a private K-12 school is allowed to implement a handgun carry policy. Employees who have been given strict authorization from the administration and are in compliance with the requirements are permitted to possess a handgun on school property.

Trained members of the Security Team are on campus and are certified through the state's School Resource Officer Basic Certification training. In addition, the Security Team must be certified armed guards by the State of Tennessee.

No parent/student is allowed to have any gun or weapon on campus. All law enforcement officers (current or retired) [carrying any gun or weapon](#) are to check in with the principal's office upon first entering the school campus.

SAFEGUARDING VALUABLES

Students should not bring excessive amounts of money 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 or placed in backpack. Items of larger value, (i.e., monies for trips, etc.) should be turned in to the homeroom teacher for safekeeping.

SCHOOL TELEPHONES

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

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.

TEXTBOOK POLICY

Our textbooks are selected according to our overall school philosophy. The basic goal of MJCA 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. MJCA does not necessarily endorse or agree with all of the material expressed within the textbooks.

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.
4. Former students are NOT allowed to visit or eat lunch without approval by the administration. (This does not apply to alumni meaning those students having graduated from MJCA.)

INTERNET AND PUBLIC DOMAINS

MJCA, in an effort to serve as a lighthouse to the community, may issue students a Saturday detention, suspension, or dismissal if they are involved as a host or participant in content on the internet that devalues or disrespects persons, institutions, or biblical values. Postings on social websites like Facebook, Twitter, Instagram, Snapchat, and MySpace that are in the opinion of the administration inappropriate will result in disciplinary action. A student's home and personal Internet use can have an impact on the school, staff, and other students. If a student's personal Internet expression includes a threatening message to another student, a violent website, inappropriate comments about the school or staff, sexting, bullying, or inappropriate pictures and/or language, students will face school discipline and if applicable the proper authorities will be notified. Any pornographic, profane, or morally questionable material submitted online will result in school discipline, up to and including dismissal. Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or emails that contain a sexual message or image a violation that will result in school discipline, up to and including dismissal, and the notification of local law enforcement. Students are required to immediately report any such activities to a teacher, principal, or administrator.

SOCIAL INTERNET POLICY

Parents and students are prohibited from creating social media accounts and/or pages using the Mount Juliet Christian Academy (MJCA) name or logo. Accounts and/or pages are created solely by the administration and staff of MJCA.

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

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.

COMPUTER/INTERNET ACCEPTABLE USE POLICY

Introduction:

MJCA 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

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 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, the school administration, Technology Director 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 MJCA 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 a 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:

1. 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 copy-righted 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 Director and/or teacher.
- 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.

2. Security

The user alone is responsible for his/her service 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 rest 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 and/or teacher 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 Technology Director 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 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.

Students are not permitted to access the school's wireless connection with their personal laptops unless approved by administration.

3. The following are expressly prohibited:

- a. Laptop usage – If secondary students bring their personal laptops it will be at their own risk. MJCA is not responsible for lost or damaged laptops.
- 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 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. Student storing non-academic data or programs on the server.
- m. Playing video arcade-type games unless approved by the teacher of that particular class.
- 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 the 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. Users 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 or 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.

4. Information Gathered Via the Internet

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

5. 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 specific 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.

6. 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.

7. 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 replacement 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.

All MJCA parents are required to log onto [FACTS Parent's Web, Web Forms](#), to complete electronic signatures of agreement with the Computer/Internet Acceptable Use Policy Consent Form and the Parent/Student Handbook Agreement Form.

INDEX

A

ACCELERATED READER PROGRAM (AR) 25
ADMINISTERING MEDICINES 16
ADMISSIONS 10
ADMISSIONS PROCEDURES 10
 Conditions 10
AFFILIATIONS AND ACCREDITATION 6
ALCOHOL AND DRUG POLICY 23
APPEALS PROCESS-STUDENTS 22
ASBESTOS NOTIFICATION 23
ATTENDANCE 13

B

BOOK AGREEMENT 23
BUYING AND SELLING 24

C

CALENDAR 13
CELL PHONES & COMMUNICATION DEVICES 24
 PreK-5th grade 24
 Middle School students 24
 High School students 24
CHANGE OF ADDRESS 13
CHEATING AND PLAGIARISM 21
CHRISTIAN CONCILIATION STATEMENT 6
CLOSED CAMPUS 15
COMPUTER/INTERNET ACCEPTABLE USE POLICY 29
 Introduction 29
 Internet 29
 Privileges & Responsibilities: 29
 Terms and Conditions 30
COMMUNICATION WITH TEACHERS 9
COMMUNICATION 9
CONFERENCES AND SCHOOL VISITATION 9
CONFIDENTIALITY OF STUDENT RECORDS 13
CONSEQUENCES FOR EXCESSIVE UNEXCUSED TARDIES 15
CUSTODIAL STATEMENT 13

D

DANCE 24
DETENTION/SUSPENSIONS 19

DIAGNOSED LEARNING DIFFERENCES 24
DISCIPLINE 19
DISCIPLINE NOT SPECIFICALLY COVERED 22

E

EARLY DISMISSAL 14
EDUCATIONAL PHILOSOPHY 5
ELECTRONIC DEVICES, LASER POINTERS, & TOYS 25
ENDS POLICY 6
EXCUSED ABSENCES 13
EXPECTATIONS 7

F

FEES 19
FINANCIAL INFORMATION 11
FOOD ALLERGIES 17
 Family Responsibilities 17
 School Responsibility 18
 Student Responsibility 18
FUNDRAISING POLICY 25

G

GENERAL INFORMATION 23
GROUNDS FOR DISMISSAL-EXPULSIONS 20
 Attitudes reflecting a "Flaunting of Sin" 20
 Out-of-School and In-School Behavior 20
GUIDELINES FOR ALL PARTIES 8
GUIDELINES FOR PARENTS 8

H

HALLOWEEN 25
HANDOUTS 25
HOURS 15

I

ILLNESS GUIDELINES 15
INSPECTIONS 22
INSURANCE COVERAGE EXCEPTIONS 19
INSURANCE COVERAGE 19
INTERNET AND PUBLIC DOMAINS 28

L

LIBRARY CHECK-OUT POLICY 25
LIBRARY INFORMATION 25

L

LITERATURE SELECTION PROCESS 26

LOST AND FOUND 26

LUNCHROOM 26

M

MALE/FEMALE RELATIONSHIPS 22

MEDICAL COMMUNICABLE ILLNESSES 17

MEDICAL EMERGENCY PROCEDURES 17

MEDICAL EXPOSURE CONTROL PLAN 18

MEDICAL INFORMATION 15

MISSION STATEMENT 5

MUSIC 26

N

NON-DISCRIMINATION POLICY 10

P

PARENT AND TEACHER INFORMATION 7

PARENT/TEACHER ORGANIZATION (PTO) 9

PARTNERSHIP BETWEEN SCHOOL AND PARENTS 8

PERSONAL PROPERTY 26

PRIVATE PARTIES 27

PROBLEM RESOLUTION 8

PROPERTY/BUILDING SECURITY 27

PURPOSE 23

R

REGISTRATION PROCEDURES 11

RELEASE OF STUDENTS 15

S

SAFEGUARDING VALUABLES 27

SCHOOL BACKGROUND 5

SCHOOL HISTORY 5

SCHOOL SUPERVISORY COMMITTEE 7

SCHOOL TELEPHONES 27

SEARCHES 23

SEXUAL HARASSMENT POLICY 22

SNOW DAYS ABSENCES 15

SOCIAL INTERNET POLICY 28

STUDENT ASSISTANCE 23

STUDENT BEHAVIOR MANAGEMENT 19

STUDENT DIGNITY POLICY 21

SUNDAY ACTIVITIES 27

T

TARDINESS 14

TEXTBOOK POLICY 27

U

UNEXCUSED ABSENCES 13

V

VISION STATEMENT 5

VISITORS 28

VOLUNTEER PROGRAM 10

W

WEAPONS 20

WITHDRAWALS 12

Z

ZERO TOLERANCE POLICY 20

