

SECONDARY INFORMATION

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2019-2020 SECONDARY INFORMATION

Parents and students **MUST** read the **OVERALL SCHOOL INFORMATION** section as well as the **SECONDARY INFORMATION** section.

GENERAL INFORMATION

CHRISTIAN SERVICE

All secondary students are required to complete Christian Service hours every academic semester. High school students are required to serve no less than 10 hours per semester (total of 20 for the year), middle school students are required to serve no less than 5 hours per semester (total of 10 for the year). These hours are to be served by semester and not put off until the very end of the year. Christian service is voluntary work that you are not paid to complete. MJCA will provide one day each school year as a group to volunteer in the local community. Mission trips will count as Christian service hours. Family service is not an acceptable service. All hours must be approved by a supervising adult, parent and school administrator. Christian service forms can be printed from FACTS under Resource Documents. Each student is responsible for turning in completed forms to the high school office to be entered into their student account. **Service hour completion will count as a Bible grade for each semester.**

SENIOR LUNCH PRIVILEGE

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

STUDENT LEADERSHIP

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

LOCKERS

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

STUDENT DRIVERS

Since many MJCA secondary students drive their own vehicles to school, it is imperative that they understand and follow the guidelines below in order to retain their driving privileges. While a student

vehicle is on school property, the administration has the right to search the vehicle without obtaining permission of the student or the owner of the vehicle.

1. Allow plenty of time to arrive at school early since traffic can be heavy in the mornings. It would be wise to be at school by 7:15 A.M. in order to avoid traffic jams.
2. Speeding and/or reckless driving in any form will not be tolerated on the MJCA campus. Result will be loss of driving privileges on campus indefinitely.
3. Parking areas are clearly marked. Students parking in unmarked spaces (i.e., on grass, visitor's parking, etc.) may result in the student's loss of driving privileges.
4. Once on campus, students are not allowed to sit in parked cars or congregate in the parking lot.
5. No loud music from vehicles.
6. All vehicles should be locked.
7. Students are not allowed to return to their vehicles during the school day without receiving permission from the administration.
8. Parents are required to complete the Student Driver Information in FACTS. If the student begins driving during the school year, the Parent is responsible to update the information.
9. Students must display the MJCA parking tag at all times in any car they drive to school.

ATTENDANCE/ABSENCE MAKE UP WORK

ATTENDANCE POLICY

MJCA is committed to the philosophy that in order for quality education to occur, regular student attendance is necessary and required. Absence from school is always detrimental to the academic progress of the student. Secondary student's school start time is 7:30 a.m. You will also be counted tardy if you are late for a scheduled class start time throughout the day.

MAKE UP WORK

Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Secondary students who have been absent are responsible for communicating with all of their teachers on the first day back to school. Students will have one day for each day of an excused absence to make up work.

Missing school work should be turned in on the day the teacher has appointed. Late work will be graded under the following rule; 1 day late 10% deduction, 2 days to a week late 50% deduction, after a week 0 (zero).

EXCESSIVE ABSENCES

Students who are absent more than 5 unexcused times in a semester in a class or 10 times total for the semester (combined excused and unexcused) will be placed on attendance probation. Whenever a student is absent 5 times unexcused, a truancy letter will be sent home explaining the attendance probation and the student may attend a four hour Saturday school session and paying the \$50 fine. The 11th unexcused absence in a class results in no credit given for that class per state of Tennessee guidelines.

PRE-EXCUSED ABSENCES

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

1. Parent must request prior approval for pre-excused absence from the secondary principal. This request must be approved by the administration before the absence, or the absence will be unexcused. The administration reserves the right to limit such absences.
2. The student must be making satisfactory progress in his or her work.
3. The parent and/or student must get assignments for all classes, and must arrange for all make-up work.
4. Any make-up tests are to be scheduled at the teacher's convenience.
5. No students will be dismissed after 2:30 p.m. or during chapel services.

No student may miss mid-term, final examinations and/or achievement tests. Vacations should be planned accordingly.

ACADEMIC STANDARDS

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

GRADING SCALE

A	93-100	4.0 GPA
B+	90-92	3.5 GPA
B	86-89	3.0 GPA
C+	83-85	2.5 GPA
C	76-82	2.0 GPA
D	70-75	1.0 GPA

WEEKLY PROGRESS REPORTS

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.

HONOR ROLL (A's and B's)

The Honor Roll is compiled at the end of each grading period. Honor Roll: 6th-12th grade students must earn an 86 or above in every class. Incomplete grades not made up by the time the Honor Roll is compiled will disqualify a student from the Honor Roll for the grading period. Recognition is at the end of the year.

PRINCIPAL'S LIST (A's)

The Principal's List is compiled at the end of each grading period for grades 6-12. Principal's List: 6th-12th grade students must earn a 93 or above in every class. The student must not have any detentions or suspensions. Recognition is at the end of the year.

HOMEWORK

Homework should average 10 minutes per grade level. 6th grade 60 minutes per day, 7th grade 70 minutes per day, 8th grade 80 minutes per day, 9th grade 90 minutes per day, 10th grade 100 minutes per day, 11th grade 110 minutes per day, 12th grade 120 minutes per day.

SECONDARY SCHEDULE CHANGES

Secondary students will have 5 school days at the beginning of the school year to request a change of schedule. All schedule changes must be approved by the Guidance Office and Secondary Principal.

PHYSICAL EDUCATION

Middle School and High School

Students in PE classes are expected to participate and dress out in clothing approved by the PE instructor.

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

EXTRA-CURRICULAR ACTIVITIES

1. Any student (6-12) with two or more Fs at the end of each quarter will be ineligible for all extra-curricular activities.
2. Academically ineligible students may be reinstated at the three week report period.

FAILING COURSES

Middle School: Students who have a yearly average below 70 in two or more academic subjects (Bible, History, Math, Science, and English) are considered to have failed. The student should repeat the grade.

High School: Students who have failed a semester in an academic class will be required to repeat the course for a passing grade or receive credit from an approved credit recovery class.

PROMOTION/RETENTION

Promotion in grades 6-8 requires the student to pass or make up in summer school all major subjects. Major subjects include English, Science, Math, Social Studies, and Bible.

SUMMER SCHOOL POLICY

MJCA does not have its own summer school program. Credits are granted from accredited institutions. To ensure the acceptance of the credit, approval must be obtained from the administration before a student takes a course.

HIGH SCHOOL EXAMS

There are no exemptions from exams. Students not in attendance for exams must have a doctor's note for the absence to be excused. All unexcused absences during exams will result in the student receiving a zero for the exam. There will be a set day by administration for students needing to make up an exam from an excused absence.

DUAL ENROLLMENT COURSES

Eligibility

- Dual Enrollment courses are for juniors and seniors only.
- The student must hold a 2.75 or better.

- Only two dual enrollment courses allowed per semester per student.
- Dual Enrollment students are required to have parental, teacher and administration permission.
- Classes cannot be dropped.

WEIGHTING OF GRADES

The point system is used to determine a student’s grade point average, relative standing in class and honor roll. Grade point average (GPA) information sent to colleges includes grades for all classes. Honors, AP and dual credit courses will receive additional weighting according to state of Tennessee guidelines. Dual enrollment courses will be graded according to the grading scale by the university as stated by state standards.

GRADUATION REQUIREMENTS

STATE OF TENNESSEE REQUIREMENTS
Requirements for Students Beginning High School in Fall 2009
TOTAL CREDITS REQUIRED: 22
MATH: 4 Credits Including Algebra I, II, Geometry and a fourth higher level math course
SCIENCE: 3 Credits Including Biology, Chemistry or Physics, and a third lab course
ENGLISH: 4 Credits
SOCIAL STUDIES: 3 Credits Including Us History and Geography, World History and Geography, US Govt and Civics, and Economics
PHYSICAL EDUCATION AND WELLNESS: 1.5 Credits
PERSONAL FINANCE: .5 Credit
FOREIGN LANGUAGE: 2 Credits
FINE ARTS: 1 Credit
ELECTIVE FOCUS: 3 Credits

MJCA REQUIREMENTS
Dual Enrollment Classes Offered to Juniors and Seniors
TOTAL CREDITS REQUIRED: 29
MATH: 4 Credits
SCIENCE: 4 Credits
ENGLISH: 4 Credits
SOCIAL STUDIES: 4 Credits
FOREIGN LANGUAGE: 2 Credits
PHYSICAL EDUCATION: 1 Credit
WELLNESS HEALTH/PE: 1 Credit
PERSONAL FINANCE: ½ Credit
ECONOMICS: ½ Credit
FINE ARTS: 1 Credit
ACT Prep : 1 Credit
ELECTIVE FOCUS: 2 Credits
BIBLE: 4 Credits

**In order to receive a diploma from MJCA a minimum of 7 credits must be earned at MJCA during the senior year.

COLLEGE VISITS

While MJCA encourages students to visit colleges, visits should be made when school is closed, or during vacation periods. Juniors and Seniors will each have three college days to use each year. College visits are not charged as an absence. A college day form must be completed and approved by student, parent and the guidance office prior to the visit.

COLLEGE AND CAREER PLANNING

MJCA provides a complete college-counseling program for secondary students. Students and parents are encouraged to work closely with the college placement office in the college selection and admission process. Information about college and career planning can be accessed through FACTS.

Valedictorian and Salutatorian Honors

Valedictorian and Salutatorian will be chosen by the highest GPA. In case of a tie, the next level will be highest ACT score.

GRADUATION

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

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

TENNESSEE SCHOLARS PROGRAM

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

Course Requirements for Tennessee Scholars

4 years of English

4 Years of Math (Bridge Math does not count as a 4th Math for Tennessee Scholars)

3 Laboratory Sciences (Biology and Chemistry are required as 2 of those sciences)

3 Years of Social Studies

2 Years of Foreign Language

1 Year of Fine Arts

Personal Finance as required by the State of Tennessee

Physical Education as required by the State of Tennessee

2 Additional classes of your choice in any subject

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Additional expectations

- 80 hours of community service
- Overall C average in all Tennessee Scholars courses
- 95% attendance

No out-of-school suspensions

STUDENT BEHAVIOR

The actions taken by the school will vary with the severity of the infraction. Minor issues of concern will be dealt with by the classroom teacher, and the student can be issued a detention. The parent will be called if problematic behavior persists. Teachers refer more serious problems to the administration that look at the situation and determine what would be best for the individual and the student body.

Behavior

Detention – one hour detentions are served on Friday mornings at 7:15-8:15.

Saturday Detention – Saturday detentions are 2 or 4 hours, to be determined by Administration. Saturday detentions are served once a month. The student and parents will be notified of the date.

Suspension – Suspensions will be served out of school. **Each class missed as a result of suspension will result in a zero for that class for the day.**

Expulsion – Expulsion will be determined by Administration of MJCA.

PERSONAL APPEARANCE STANDARDS

The administration reserves the right to make decisions regarding dress that would be considered inappropriate or immodest.

For your convenience and savings, all acceptable items may be purchased at a location of your choice (with the exception of MJCA logo shirts and outer wear).

DRESS CODE POLICY

Shirts

- Students
 - Must be purchased from Virgil Nipper Embroidery in Mt. Juliet (no substitutes can be made)
 - Polo style with school logo – all solid color choices will be allowed, 2 material choices (cotton or dry fit)
 - Polo style solid color shirts with the athletic logo are acceptable. These will probably be athletic team shirts.
 - Oxford style with school logo – white or light blue
 - Long or short sleeve

Pants/Shorts/Capris

- Students
 - Uniform type pants/shorts/capris with either flat or pleated front (no cargo style pants/shorts/capris)
 - Color choices are khaki or black or navy blue
 - Material should not be of denim, sweat suit, velour, leather, spandex or any other material creating a snug or tight fit (no skinny fitted pants)
 - Pants/shorts/capris should fit appropriately – not over-sized, tight or form fitting (no skinny fit); should not be worn in the “low-rider” style
 - Shorts should rest no more than 3 inches from the middle of the knee when standing straight

Skirts

- Students
 - Plaid (Land's End), khaki, black, or navy blue skirt
 - Plaid skirt must be purchased from Land's End in the color "white plaid" (no substitutions can be made).
 - Skirts should rest no more than 3 inches from the middle of the knee when standing straight.
 - If wearing leggings, tights, or knee socks with skirts, they must be solid white, black, Khaki, or navy blue.
 - No skirts with slits

Outer Wear (worn during the day as an extra layer of warmth)

- Students
 - Logo fleece pull-over or jacket must be purchased from Virgil Nipper Embroidery in Mt. Juliet (no substitutes can be made)
 - Color – black
 - No hoodies (Monday – Thursday)
 - MJCA sweatshirts and other school items are available for sale through the Spirit Store. These may ONLY be worn on FRIDAY.
 - Solid (white, black, gray, navy) long sleeve t-shirts may be worn under the required school collared polo.
- HS Students (grades 9 – 12)
 - Students may wear the official MJCA letterman jacket.
 - Students may wear the official MJCA cardigan sweater.
 - Sports team jacket/shirt upon approval of administration.
 - Items sponsoring missions may be worn on any day.

Hair

Hair must be clean and neat. Haircuts that are unusually shaved or spiked are not allowed. Color must consist mostly of natural hair colors. Color streaks or highlights must be of natural hair colors. Extreme hair fashion, or any other hairstyle deemed inappropriate by the administration, will not be allowed.

- Boys may not wear hair accessories (hats, bandannas, etc.) during school hours.

The administration reserves the right to disallow any "new" or "old" hairstyle that they feel is in conflict with the mission and philosophy of the school or distracts from the learning environment.

Shoes

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

Jewelry

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

Miscellaneous

- Visible tattoos or writing/markings on clothing or skin are unacceptable.

DRESS CODE VIOLATIONS

Students who are in violation of the MJCA dress code will be required to do one of the following options:

1. Correct the violation immediately if possible.
2. The student may call home to have the parent bring a change of clothes.
3. Detention

DRESS DOWN DAYS

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

SERVE LEAD GO (SLG)

Serve!

The Christian service component is a required component for MJCA students and runs parallel to the SLG program. All secondary students (grades 6-12) have individual Christian service hour requirements to meet each year. Students are able to apply hours earned through volunteering at church, school or the community. SLG members will complete these expected hours each year, but will also have added service responsibilities throughout the year.

Lead!!

Members will receive on campus leadership training through the program. They also will have the opportunity to demonstrate leadership skills through programs like Campus Connections. In addition, Student Leadership University will be available to SLG members. Student Leadership University’s power and strength rests in its effectiveness in cultivating, training, and awakening tomorrow’s young leaders. This program offers students the opportunity to attend dynamic leadership courses each year in different locations, including Orlando and Washington, D.C.

Go!!!

The final component of the SLG provides all secondary students in grades 6-12 the opportunity to minister in different communities.

There is an application and interview process for potential SLG members. Membership can be revoked if students do not cooperate with the mission of the organization.

MISSION TRIPS

Information regarding mission trips will be released as it becomes available. Each one of these mission trips will be to help build, support or assist a local school.

9 th – 10 th Grades	Travel to North America every even number year (2020, 2022 etc.)
11 th – 12 th Grades	Travel internationally each year.

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