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# MEMPHIS JUNIOR ACADEMY

## Student Handbook

SY 2022-2023

Approved by MJA School Board  
May 2022



## Table of Contents

MISSION STATEMENT .....	3
HISTORY .....	3
ACCESSIBILITY .....	3
ACCREDITATION .....	3
NON-DISCRIMINATION .....	3
OBJECTIVES.....	4
ADMISSIONS .....	5
ACADEMICS .....	7
ATTENDANCE POLICY .....	10
BEFORE & AFTER SCHOOL SUPERVISION .....	12
DISCIPLINE POLICY .....	13
DRESS CODE .....	17
FIELD TRIPS .....	20
FINANCIAL.....	21
HARASSMENT.....	23
PARENT/ TEACHER CONCILIATION .....	24
STUDENT CONDUCT & PARENTAL RESPONSIBILITIES .....	25
STUDENT LEADERSHIP .....	29
STUDENT RELATIONS .....	29
VISITORS .....	30
COMPUTER NETWORK POLICY .....	31

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## MISSION STATEMENT

The Memphis Junior Academy family exists to show children Jesus, nurture their love for Him and others, teach them to think, and empower them to serve.

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## HISTORY

Memphis Junior Academy (MJA) opened its doors in 1910, as an eight-grade elementary school. The Memphis First Seventh-day Adventist Church has operated the school since its inception, being joined by the Raleigh Seventh-day Adventist Church in 1951.

In 1920, the school moved from Faxon Avenue to a new location at the corner of North Parkway and Dunlap, where it remained until moving to its current location on seven acres of land at 50 North Mendenhall Road in 1954. It became a junior academy, initially offering grades one through ten, in 1929, with Kindergarten being added later. A Pre-K program was added in 2006. In 2016 the first class of Seniors graduated from MJA's new high school program, completing a longstanding dream to offer a comprehensive educational experience for Memphis area families.

The purpose of the school has always been to offer the highest quality education possible to the young people who attend Memphis Junior Academy, training and encouraging them to become church and community leaders.

Throughout MJA's history, it has continued to improve the quality of education provided. While emphasis has continued to be strong in the core subjects, in recent years instruction has begun in additional areas. Underlying all learning is a strong emphasis on Bible study, Christian growth, and character development.

Among the graduates and former students of Memphis Junior Academy are numerous

successful ministers, doctors, teachers, dentists, nurses, businessmen and women, and many outstanding leaders in all walks of life.

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## ACCESSIBILITY

Since the physical facilities are limited, preference is given to students whose parents are members of a constituent church. After that preference, all other potential students will be considered. Admission of all applicants is subject to Memphis Junior Academy Board approval.

Because MJA does not have the resources (e.g. personnel, facilities, equipment) to meet the needs of many disabled children, consultation among parents, teachers and the principal must occur prior to admittance. Within its ability to serve, the school will cooperate with parents and other agencies in seeking to provide solutions for the specific needs of disabled children.

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## ACCREDITATION

Memphis Junior Academy is fully accredited by the state of Tennessee through the Adventist Accrediting Association and the National Council for Private School Accreditation.

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## NON-DISCRIMINATION

Memphis Junior Academy admits students to all the rights, privileges, programs, and activities generally accorded or made available to students, and makes no discrimination on the basis of race, color, ethnic background, country of origin or gender in administration of education policies, application for admission, scholarship or loan programs, and extracurricular programs. It does not discriminate in the administration of its educational policies, its student programs, or any other of its MJA-administered activities except as specified in the "accessibility" previously stated.

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## OBJECTIVES

### Academic

To make learning meaningful and practical while pointing to our Creator as the source of wisdom and knowledge. To foster high standards of academic achievement and critical thinking through a rigorous and relevant curriculum. To personalize the teaching/learning environment in a manner designed to help each student maximize his/her spiritual, mental, physical, social, and cultural talents.

### Civic & Cultural

To inspire love and loyalty for their country and respect for recognized authority. To nurture cooperation and interaction with the local community and/or civic agencies. To encourage appreciation, acceptance, and respect for all people groups.

### Integrate Home, School and Church

To keep parents and constituent churches informed of current events and progress at MJA. To promote and develop the family atmosphere of the school, cultivate and communicate a genuine "church school" environment, and develop opportunities for parental contact. To encourage involvement of parents and constituent church members and encourage and cultivate involvement of the MJA students in the Adventist Church by providing opportunities for students to develop leadership skills and encourage their use in the church.

### Physical Health

To learn to live healthy lives remembering that our bodies are the temples of God. To promote the understanding and practice of the principles of healthful living.

### Service

To provide opportunity for service and to develop young people who will be dedicated to serving their God and their fellow men. To teach the pleasures, privileges, and blessing of service to others, and engage in activities designed to foster acceptance of these principles.

### Social

To develop in our students thoughtfulness, kindness, and the ability to think of others first and help them develop a well-rounded personality and refined social skills.

### Spiritual

To show students that the best way to lead is by example as Jesus did. To lead students to a knowledge and love of God and help them develop a relationship with Christ through Bible studies and baptism. To develop respect and reverence for the Bible. To assist parents and the church in the formation of Christ-like characters in their children. To foster qualities of Christian character: respect, reverence, responsibility, commitment, integrity, and concern for others. To promote, via all aspects of the school program, the unique "way of life" espoused by the Seventh-day Adventist church, including its philosophy, mission, doctrines, structure, and fellowship.

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## ADMISSIONS

1. Complete and submit application packet, including transcript requests, as applicable. Although not required, a \$100 deposit, applicable toward the registration fee, will guarantee a child's classroom placement.
2. Give separate recommendation forms to each of three individuals. One copy must be given to student's previous school administrator. Family members may not fill out recommendation forms. (New students in Grades 5 - 10)
3. Submit copy of most recent report card.
4. Upon receipt of the above forms, application will be reviewed by the Admissions Committee.
5. Grade placement testing (new students, see below).
6. Student/Parent interview.
7. Transcripts received, as applicable.
8. Receipt of acceptance letter.
9. Submit required fees.
10. Enroll in classes.

### Academic Records

The parent/guardian will be expected to give approval for the pupil's cumulative records to be transferred from the previously attended school to MJA. The appropriate form is provided in the registration packet, available in the office or online at [www.memphisjunioracademy.com](http://www.memphisjunioracademy.com).

### Admissions Committee

The Admissions Committee, comprised of two teachers and the principal, will meet to review applicants. Early application is recommended.

### Admission Status

New students admitted are on new-student-probation for their initial nine weeks. During the nine weeks, the student's academic and overall performance will be evaluated by the staff and if there are any concerns, you will be notified. At the conclusion of the nine weeks, the student attains regular enrollment status unless otherwise notified.

### Registration Paperwork

New and returning students must fill out registration forms and provide records, such as immunization certificates and birth certificates. A list of items required is provided with registration paperwork. Since MJA is required to verify receipt of specific forms/documentation to the state, parents will be notified of any items missing and provided with a due date, after which students will not be allowed to return to classes until the requested information has been received.

### Grade Placement

The school reserves the right to give entrance and qualifying (grade placement) tests to any student. The results of such tests, along with the student's former school records, will help to provide the information needed to place the student in the grade where they will have the greatest opportunity for success.

All new students (grades 1-10) applying to Memphis Junior Academy will be given an assessment test. This includes pupils presenting credit from a non-accredited school or home school.

## Requirements

### ALL GRADES

- All new students must submit:
  - ◆ Birth certificate
  - ◆ Physical examination / Certificate of immunizations
  - ◆ Official transcript from previous school, as applicable
- All students must be in *good academic and behavioral standing*. Any exception will be at the discretion of the Academic/Discipline Board.
- All applicants will be given consideration for enrollment as follows:
  - ◆ Students paying a \$100 non-refundable deposit, which will be applied towards tuition fees.
  - ◆ Students registering by March 1<sup>st</sup> of the preceding school year:
    - Constituent students
    - Non-Constituent Adventist students
    - Non-Adventist students
  - ◆ Students Registering after March 1<sup>st</sup> according to the preferences listed above.

### PRE-KINDERGARTEN

- Pre-K students must be four years of age on or before August 15 and fully potty trained.
- Pre-K students must be enrolled at MJA by the end of the first quarter grading period unless transferring in from another school.

### KINDERGARTEN

- Kindergarten students must be at least five years of age on or before August 15 .
- Must be fully potty trained.

### FIRST GRADE

- First Grade students must be six years of age on or before August 15 .
- All new students entering the first grade will be given an assessment test.

### SECOND THROUGH TENTH GRADE

- All new students entering will be given an assessment test.
- New students entering fifth through tenth grades are required to submit three complete character reference forms with their application. One copy must be given to student's previous school administrator.

### Seventh-day Adventist Church Standards

MJA is open to young people who desire a Christian education. Students who apply for admission are expected to support the unique purposes, philosophy and objectives of the school and live in harmony with its principles. Basic to all the above admission requirements is that pupils respect the Word of God, maintain a reverent attitude toward that which is spiritual, and conduct themselves in harmony with the standards of the Seventh-day Adventist Church.

### Unpaid Accounts

Students having an unpaid account at MJA or another school will not be admitted until a letter of financial clearance from the school is presented.

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## ACADEMICS

Memphis Junior Academy is fully accredited by the state of Tennessee through the **Adventist Accrediting Association** and the **National Council for Private School Accreditation**.

The curriculum at Memphis Junior Academy is developed by the North American Division of Seventh-day Adventists and implemented by the Education Departments of the Southern Union and Kentucky-Tennessee Conference of Seventh-day Adventists.

### Communication

**Parent/Teacher Conferences:** The faculty and administration welcome the opportunity to confer with parents concerning their student's welfare and progress. Parent/Teacher Conferences take place as noted in the calendar. This allows parents to see progress that has been made and gives opportunity to set individual goals. Parents are urged to meet these purposefully scheduled appointments.

**Scheduling Appointments:** Parents are encouraged to schedule additional appointments as desired. Teachers are usually not available to visit with parents between 7:30 am and 3:15 pm. Appointments need to be scheduled outside of these hours.

### Curricular Objectives

**Pre-Kindergarten / Kindergarten:** Memphis Junior Academy follows a curriculum developed by the North American Division of Seventh-day Adventists Education Department. This incorporates classroom activities and learning centers that help students develop physically, mentally, socially and spiritually, and that nurture their natural curiosity and desire to learn.

**Eighth Grade:** MJA issues Diplomas or Certificates of Completion based on the academic achievement of the individual student. Students on academic probation may not participate in the eighth grade class trip. (See Field Trips)

**Grades 1-8:** Instructional course work is provided in the following areas:

Bible	Mathematics
Science & Health	English
Language Arts:Reading	Handwriting
Spelling	<b>May also be offered:</b>
Physical Education	<i>Keyboarding</i>
Social Studies	<i>Music, Arts</i>

**Grades 9-10:** Instructional course work is provided in the following areas:

Religion I (odd year)\*  
Physical Science (odd year)\*  
Keyboard & Computer Lit (odd year)\*  
English I (odd year)\*  
Algebra I (odd year)\*  
Physical Education (1/2 unit)  
Spanish I & II\*\*  
Music/Choir/Bells (1/2 unit)\*\*  
Additional Class (odd year)\*

Religion II (even year)\*  
Biology (even year)\*  
Geometry (even year)\*  
World History (even year)\*  
English II (even year)\*  
Additional Class (1/2 unit, even year)\*  
Health (1/2 unit, even year)\*

Additional Classes may vary from year to year. Students should become acquainted with the graduation requirements of the school from which they plan to graduate.

\*Odd/Even years are determined by the year the school year ends. \*\*As available

## Volunteer Hours

7th and 8th grade are required to complete a minimum of 5 hours per semester of volunteer community service hours.

High school students are required to complete a minimum of 10 hours per semester of volunteer community service hours.

## Academic Probation

A student will be placed on academic probation when on a progress report/ report card they receive an F, have two or more D's, or have a GPA of 1.0 or lower. The student and their parent/ guardian will be required to meet with the teacher(s) to develop an academic plan for grade improvement.

In an effort to help this student focus more intently on their class work, the student on academic probation will not participate in non-academic field trips or extracurricular activities. Students on academic probation may not hold a class office or other office.

If the grade(s) is improved by the next progress report/ report card, the student will be returned to regular academic standing.

If the student's academic probation is not lifted when the next progress report/ report card is released, a recommendation will be given to the MJA Board.

## Grade Advancement

A child will be promoted to the next grade if he/ she has successfully completed the work necessary to continue onto the next level. If a student has not successfully completed the requirements for promotion to the next grade level based on performance in class and testing, a conference will be held with the parent/guardian to determine what plans would be in the best interest of the student. Memphis Junior Academy considers acceleration or retention of a student on an individual basis according to the KY-TN Conference Education Policy.

## Homework and Daily Assignments

It is the student's responsibility to turn in completed assignments on time. Students may receive partial credit for school work submitted after a pre-arranged unexcused absence. **For middle and high school students, credit may not be given for work turned in late except in the case of an excused absence.** Time allowed for make-up is two days for each one day the child is absent. Elementary teachers have their own policy for late work.

Much schoolwork is completed under the supervision of the teacher during school hours. Teachers may assign additional work to be done outside of school. Homework is viewed as one part of the teaching/learning process. When used effectively, it helps students independently apply what they have learned, develop responsibility, learn to use time productively, and demonstrate commitment to learning.



## Internet

Memphis Junior Academy is pleased to offer students access to computers and the Internet. Use of the Internet provides great educational benefits to students. However, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. Students are expected to handle (send/receive/view) only appropriate content. Access to the Internet is available as a privilege to students who accept and follow the requirements of the Computer Network Policy. To gain access, the legal parent/guardian and the student must sign the Acceptable Use Policy and return it to the office. Failure to comply with the policy will result in forfeited computer use. A copy of the Computer Network Policy is found at the back of this handbook.

No internet access is provided or allowed on personal computer devices, though high school students may use laptops or tablets to take notes in class.

## Report Cards/Parent-Teacher Conferences

Report Cards are issued quarterly and detailed progress reports are sent home twice within each quarter. Progress reports must be returned the next day with the parent's signature.

Parent-Teacher conferences are held at the end of the first and third quarters. Parents wishing to speak to their child's teacher during a non-scheduled time need to make arrangements with the individual teacher.

## Standard and Specialized Testing

Certain tests are given to all students enrolled at MJA without special permission from parents. These tests help the educators assess academic progress.

- MAP Fluency Testing are administered to students in grades K-2.
- MAP Growth Testing are administered to students in grades K-10.

Teachers or parents may request individualized testing to determine whether additional services are needed to meet a child's educational needs. Permission must be given by parents for specialized testing. Testing is provided through the Memphis City School System and may include testing to determine if a child is emotionally, mentally, visually, physically, or otherwise health impaired. If testing is requested as determined by the school, testing must be completed prior to the next year's re-enrollment. Parents are responsible for scheduling testing with the city school system.

## Student Records

- Student cumulative records from previously attended schools will be sent to MJA upon the written request of the parent/guardian. The request form is a part of the registration packet, available in the MJA office or online at [www.memphisjunioracademy.com](http://www.memphisjunioracademy.com).
- Student records may be sent from MJA to another school if the student account is paid in full. A written request must be submitted by the parent/guardian.
- Those who have the right of access to the student cumulative record:
  - The administration
  - The teacher
  - The parent/guardian
  - Those assigned by the administration to keep the records

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## ATTENDANCE POLICY

School hours are from 8:00 a.m. to 3:00 p.m., Monday – Thursday, and 8:00 a.m. to 2:00 p.m. on Friday. Students should not arrive or be dropped off at the school earlier than 7:30 am, when early morning supervision begins. All students are expected to be on time and regular in attendance. We are asking that all students have at least a 90% attendance rate while enrolled at MJA. Students with excessive absences may be hindered in their educational experience, resulting in possible retention of their current grade/class. Memphis Junior Academy is bound by the laws of Tennessee to maintain regular class attendance records.

Please note that the **only legal reasons for absences and tardies** are illness of the student, death or serious illness in the immediate family, validated court appearances of the student, a recognized religious holiday/event, and school sponsored/sanctioned activities.

Unexcused absences and tardies include family vacations, weddings, out of town guests, routine physical & dental appointments, traffic during the commute, etc.

### Absences

A student who does not receive prior approval from the principal/designee for an excused absence must submit a **note from a parent** describing the excused absence immediately upon the student's return to school. This note should contain the student name, date, reason for absence and parent/guardian signature. A **phone call** to the school office on the morning of the absence is also requested.

The principal may require a doctor's statement for the personal illness of a student that extends beyond three (3) consecutive school days or when a student is repeatedly absent for less than three (3) consecutive days. In Shelby County, "Physician

verification will be required to justify absences [due to illness] after the accumulation of ten (10) days of absence during a year. Notes must be date specific and will be required for subsequent absences beyond ten (10) days." - Policy #6014 Five or more unexcused absences (including those for an individual class) are considered truant according to state law and are reported to the local Board of Education. - Tennessee Code Annotated (T.C.A.) §49-6-3017(c)

"Any student under age 18 is considered a dropout after ten consecutive days or fifteen unexcused absence in a single semester." - T.C.A. §49-6-3017(c)

### Morning Tardies

Punctuality is important. Tardiness is a bad habit that not only lowers grades, but will also cause work problems in adult life. Students should develop the life-skill of arriving at school and being seated at their desks, ready for school to begin, by 8 a.m. Late arrivals interrupt worship or other class activities, thus wasting valuable time. Students must stop by the office and get a tardy slip before entering class.

As such, the following procedure will be followed. After:

1. Three (3) unexcused tardies
  - a. A note will be sent home requiring its return the following day with a parent signature.
2. Three (3) more unexcused tardies (6+)
  - a. A note will be sent home requiring its return the following day with a parent signature.
  - b. The parent/guardian will be contacted by the principal.
3. Three (3) additional unexcused tardies (9+)
  - a. A note will be sent home requiring its return the following day with a parent signature.

- b. The parent/guardian will be contacted by the principal.
  - c. It may be necessary for the student to pay a \$25 re-registration fee, due within a week, in order for the student to continue class attendance.
4. This process will repeat throughout the year and each subsequent fine will increase by \$25.

### **Traffic Tardies**

Traffic tardies cannot be excused on our official records. However, for our \$25 re-registration policy, some leeway is available. Each quarter, up to 3 traffic tardies may be excused. Notes can be hand-written, emailed, or faxed and arrive within a day of the tardy. They should include the date of the tardy, reason for tardy, and parent signature.

### **Tardies During the School Day**

This policy is to help insure the daily attendance of students to each individual class and to instill the importance of meeting schedules. It is the student's responsibility to provide a signed excuse note and to acquire and submit missing assignments. Students who rotate classes are expected to be punctual. The above Tardiness policy is applicable.

1. Students must stop by the office and get a tardy slip before entering class.
2. Individual class tardies will accumulate independently of school arrival tardies.
3. Students who are tardy will not be allowed to receive credit for work that was done/submitted before they got to class. This may include a quiz if it has already been started or turning in homework that was due and has been collected.

### **Early Pickup**

The scheduling of routine medical visits during school hours is not recommended; however, if this is necessary, please check the school calendar to avoid absences during key academic periods. No student will be allowed to leave the school grounds without the expressed written consent from their parent/guardian.

### **Pre-Arranged Absences**

The pre-arranged absence process is as follows:

1. Parents/Guardians must provide to the principal a signed request in writing explaining why classes will be missed and the time for leaving and returning to school.
2. All requests should be submitted two weeks prior to the anticipated absence.
3. All requests must be approved by the principal BEFORE going to a teacher(s) for assignments.
4. Teachers must see signed approval before they will give any assignments ahead of time.
5. Students may receive partial credit for school work submitted after a pre-arranged unexcused absence.
6. Family vacations, weddings, out of town guests, etc., do not constitute an excused absence.

### **Inclement Weather Policy**

In cases of inclement weather, Memphis Junior Academy will send Jupiter notifications.

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## **BEFORE & AFTER SCHOOL SUPERVISION**

Students should not arrive or be dropped off at the school earlier than 7:30 am, when early morning supervision begins. There is no charge for supervision between 7:30 - 8:00 am.

After School Care (ASC) is provided as a service to those families needing it. A study or play environment is provided Monday - Friday. Students remaining on campus after 3:15 p.m. will be checked in with the ASC Supervisor and charged accordingly (extracurricular activity participation excepted).

Charges for ASC for Monday - Thursday are as follows:

- 3:15 pm to 5:30 pm - \$2.50 for every 15 minute increment
- 5:30 pm on - \$5 for every 15 minute increment

Charges for ASC for Friday are as follows:

- 2:15 pm to 4:30 pm - \$1.50 for every 15 minute increment (2:15 - 4:15 Nov - Jan)
- 4:30 pm on - \$5 for every 15 minute increment (this rate begins at 4:15pm Nov - Jan)

## **Early Dismissals & Holidays**

There will be no ASC provided on the days that we dismiss school early, or for Thanksgiving, Christmas, Winter, or Spring Break, and the last day of school. On a day when no ASC is provided, if a child is left later than 15 minutes after classes are dismissed, the account will be charged \$5 for every 15 minute increment the child is at school.

## **After School Activities**

The teacher/sponsor of any school activity that meets after 3:00 p.m. is responsible for their students' supervision for the duration of the activity/class. Students not picked up within ten minutes of activity dismissal will be checked into ASC by the teacher/sponsor. Current ASC rates will apply depending on the time of day as listed.

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## DISCIPLINE POLICY

As students learn the value of life by the Spirit, they will request the aid of the Holy Spirit to overcome the sinful impulses of human nature. Teachers and parents should interact with students as together they seek to identify these traits and cooperate with the Holy Spirit to conquer them. In any group, it is always necessary to have rules to provide for the rights, health, safety, and general welfare of all. In the case of a school, rules not only protect all involved, but they allow the school to do its job of preparing young people for life. By having regulations that are well thought out and consistently and prayerfully enforced with Christian love, the school is able to teach the students about consequences and help them to develop self-discipline for future life. The discipline committee reserves the right to introduce changes as deemed necessary.

**The Discipline Committee** consists of members of the Memphis Junior Academy faculty. (2 teachers minimally and the Principal)

**The Discipline Board** is comprised of Board Members, the Principal and the teacher involved.

Inappropriate behaviors are divided into four levels. Each level is important, but some are more serious and result in more serious consequences.

### Level One Regulations

Level one regulations describe infractions generally handled by the classroom teacher.

**Level One Offenses** may include, but are not limited to:

- Classroom rules broken.
- Loitering: The unassigned use of any area in or out of the school building.

- Littering: Intentional dropping or throwing of items and not picking them up.
- Boisterous behavior: Overly loud and obnoxious behavior or horseplay (including loud talking or yelling in the hall and lunchroom). Bodily contact with another person in a jesting manner.
- Not being prepared for class: This includes incomplete assignments.
- Failure to complete a disciplinary assignment: Failure to fulfill any assignment or agreement that has been made because of misbehavior.
- Chewing gum: Chewing gum or providing gum to others. Gum is not permitted in the building at any time.
- Eating: Food and beverages are to be consumed only at the appropriate time in assigned places.
- Language: Unacceptable slang expressions.
- Attitude: Displaying a negative attitude in any situation.
- Any behavior that interrupts or interferes with the learning environment.
- Failure to return a discipline notice received: must be signed by the parent and returned to the teacher or principal by the following morning.

## Level One Responses

- Responses may include, but are not limited to the following. The teacher may choose to speak to the student, give a written assignment, and/or contact a parent.
- Repeated violations of Level One Offenses are handled with Level Two Responses.

## Level Two Regulations

Level two regulations are intermediate rules that require a written record of the offense.

Consequences will result because of repetitive violation of classroom rules, a lack of respect, or activity considered a more serious nature.

**Level Two Offenses** may include but are not limited to:

- Repeat violation of Level One offense.
- Fighting: Hitting, shoving, punching, kicking, slapping, grabbing.
- Small Vandalism: Acts that deface; acts that create inconvenience, but no permanent damage.
- Inappropriate language or gesture: Swearing or using inappropriate language, remarks against or about others including racial slurs, belittling, making fun, etc.
- Disrespect: Disrespectful treatment, verbal or non-verbal, of adults or other students in ways that show a lack of respect for them as persons.
- Lying: Being untruthful by word or by action.
- Disrupting class: Words, actions, or non-compliance with requests made by teachers that

cause the learning environment to become unsatisfactory.

- Cheating/Dishonesty\*: Using/providing unapproved sources of information for doing school work or taking tests/quizzes, providing or copying another student's homework, plagiarism.
- Skipping Classes: Absence from an assigned activity without permission.
- Bullying others: Any attempt to violate another student's rights. (This can be physical, written, spoken, or non-verbal harassment, mishandling another student's property, etc.)
- Aiding and abetting: Urging another student to do something that is against school regulations or against the law, covering up for a student who has done something that is not right and in violation of the school rules.
- Irresponsible use of school or private property: This includes leaning back on chairs.
- Unauthorized materials/distractions+: Items not conducive to classroom learning or environment are not permitted. (This could include, but is not limited to: cell phones, cameras, combat toys, matches, lighters, pocket knives, water guns, fireworks, inappropriate reading material, etc.)
- Failure to Cooperate: Refusal to cooperate with a request made by a person of authority.

## Level Two Responses

Each time a student breaks a level two regulation, the offending student will be sent to the office for a conference with the principal. The parent/guardian will be contacted and the student may

be required to meet with the Discipline Committee. Offenses will be dealt with in one or more of several ways, which may include, but are not limited to, the following:

- A written assignment
- Recess/after-school detention (may include a work project)
- Parent-teacher-student conference
- Fine levied (to cover the cost of property damage)
- Restrictions/Loss of privileges
- Suspension of 1 - 3 days

\*Cheating, along with the above responses, includes an automatic zero on the assignment/test.

+Along with the above responses, items will be confiscated and may be returned to the parent/guardian and possibly kept until the end of the school year.

### Level Three Regulations

Level three regulations describe rules that the school feels are very serious.

**Level Three Offenses** may include, but are not limited to:

- Repeat violation of Level Two offense.
- Theft: Removing or using property belonging to the school, a teacher, or another student.
- Forging signatures: Improper use of another person's name or the school's name.
- Sexual immorality in any form: (behavior, language, possessions, innuendoes, gestures)

- Controlled Substances: Actual possession, use, transfer, or sale of drugs, alcohol, cigarettes, or drug-related substances.
- Physical or Verbal Assault: Violent body contact in a serious and/or dangerous manner. Words stated or written that harm or have the potential to harm someone.
- Vandalism: Deliberate destruction that has a permanently damaging effect upon the school or private property.
- Outlawed materials: Weapons, pornographic materials, etc.
- Dishonesty: (lying, cheating, stealing)
- Insubordination or abusive language or gestures, Temper fits: A belligerent or abusive act, statement, or gesture that is directed at any employee of the school, which involves more than a simple refusal to do something. It is an aggressive, insulting, profane, or disruptive abuse.
- Unsafe behavior: Deliberate actions or words that endanger the health, safety, or welfare of students, faculty, or guests of the school.
- Threats: Any indication on the part of a student to do harm to any other person on the campus.
- Computer misuse: Using any technological device to post inappropriate or derogatory content towards the school or any individual, either written or visual, on or off the campus.

### Level Three Responses

Infractions of these regulations require students to be sent to the office. Each time a student breaks a level three regulation, the parent/guardian will be contacted. After an investigation of circumstances,

the problem may be handled in, but not limited to, one of the following ways:

- Meeting of the student and parents with the Principal and/or Discipline Committee and/or Discipline Board
- The student will serve a one or more day suspension
- The student will be placed on behavioral probation
- The student will be referred to a professional guidance person
- The student will be recommended to the School Board for dismissal

### Level Four Regulations

Level Four regulations describe anything of an illegal nature.

**Level Four Offenses** may include, but are not limited to:

- Sexual harassment or intimidation
- Possession of illegal substances, devices, weapons, or look-a-likes
- Any violent or abusive actions against another individual, physical, written, or verbal

### Level Four Responses

- A ZERO tolerance policy requires a student to be brought before the school board for dismissal review.

## Suspension

Suspension may result from, but is not limited to, violation of a major school rule or for chronic unsatisfactory behavior. Suspension is a “wake-up call” letting the student know that he or she is nearing expulsion. Suspensions by the Discipline Committee/Discipline Board are generally one to three days in length. Longer suspension periods will be decided by the School Board.

**In-School Suspension:** During in-school suspension, a student will be placed under supervision in a classroom away from their peers. The student is expected to take all test/quizzes on the same day as the rest of his/her class and will be responsible for completion of any other class work or homework assigned. This is to be completed and submitted to the appropriate teacher prior to readmission to classes. In-school suspension extends from the time of a student’s arrival at school until their departure.

**Out-of-School Suspension:** After serving a suspension, the student is on probation and must meet with the Principal to reaffirm his/her commitment to the School. As MJA exists to educate, all school work assigned must be completed and submitted to the office prior to readmission to classes. Academic credit is forfeited for school work and tests/quizzes during an out-of-school suspension. If a student returns to school after being suspended and then commits another offense, his/her parent must meet with the Discipline Board.



## Behavioral/Disciplinary/Citizenship Probation

If a student receives two (2) Level Two or one (1) Level Three written notices as outlined above, the student may be placed on behavioral probation. A meeting will be scheduled with the student and his/her parents.

A student on probation will lose the following privileges:

- Participating in any team sports.
- Attending any non-academic field trip or extracurricular school-sponsored activities.
- Loss of all offices for the remainder of the year.

The probationary period will be determined by the Discipline Committee and/or Discipline Board. The Discipline Committee will meet again to review the student's behavior during the course of his/her probation and make a determination to remove the student from probation, or refer the student to the Discipline Board for additional suspension or dismissal/expulsion. In order for a student to be removed from probation, he/she must demonstrate the following:

- Compliance with standards as set forth in the Memphis Junior Academy Handbook.
- A Christian attitude that demonstrates respect for oneself and others.
- Exhibit an influence with peers that helps to create a positive learning environment.

A student who violates a major school rule while on probation risks dismissal.

The School Board and staff of MJA understand that every item cannot be covered when composing a discipline policy. It is left to the discretion of the Discipline Board, the principal,

and the teachers to help determine the level of offenses not specifically covered by this program.

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## DRESS CODE

Memphis Junior Academy emphasizes the principles of neatness, cleanliness, modesty, simplicity, and appropriateness of dress.

MJA expectations in student dress and appearance apply to all on- and off-campus school-sponsored events including before and/or After School Care.

The items sold directly through the school as fundraisers (i.e. MJA hoodies or spirit shirts) are acceptable in the classroom only on specified days.

### Elementary Grades Uniform (PK-Gr.8)

- All articles of the uniform must be purchased through Dennis/Larose School Uniforms. Exceptions are uniform bottoms (pants, walking shorts, capris and skirts), which may be purchased from the uniform section of local or online stores. Items must follow Dennis/Larose handout colors and styles. (No cargo pants, denim material, or embroidery or rivets.)
- Boys' shirts must be tucked in at all times, and be long enough to do so. (Except for preK to K boys)
- Undershirts must be solid white or a solid uniform color (navy blue, baby blue, gray) and must not contain any writing or designs.
- Pants must fit properly at the waist, be modest in fit, not be saggy in the seat or too tight, not drag on the floor, or be frayed.

- Shorts, skirts, and jumpers are to be modest while sitting and should not be shorter than 2 inches above the knee.
- Belts are required for boys wearing shorts/pants and should be unadorned, in a solid black, brown, or navy color. Pre-K & Kinder students do not have to wear belts.
- Hosiery is to be solid navy, white, gray, black or skin tone. This includes socks, nylons, tights, and leggings.
- Shoes are to be worn at all times. They should have a neat appearance and not attract attention. Shoes must be: closed toe (no sandals, no hard-sole boots), low heel, and must be black, brown, navy, grey or white in color with limited patterns and accent colors, etc. Athletic shoes or Oxfords (dress shoes) are also acceptable according to the above colors.
- Hair should be well groomed and neatly styled. Refrain from extremes in style trends, including Mohawks, shaved designs, etc. Boys' hair should not extend beyond the eyebrows, mid-ear, or shirt collar. Coloring of hair should be limited and should be a natural color. Hair accessories should be uniform or neutral colors.
- Hats, bandanas, scarves and other head coverings are not to be worn in the school building. Scarves are considered outdoor apparel.
- Students are not to wear conspicuous make-up or colored nail polish.
- No jewelry is allowed. This includes rubber, cloth, or other bracelets, dog tags, and chains. (Medical alert bracelets are exempt.)
- Plain navy blue jackets are acceptable for school uniforms. No hoodies are allowed. Coats are not to be worn indoors.
- Enforcement of the dress code is left to the interpretation and discretion of the administration. Exceptions to the policy may be requested from the administration for certain occasions.

### **High School Uniform (Gr. 9-10)**

- Solid colored collared shirts must be worn. Dress shirts, Oxford style, and polo shirts in short or long-sleeves are acceptable. Boys' shirts must be tucked in at all times, and be long enough to do so.
- Undershirts must be solid white and must not contain any writing or designs.
- Sweater vests and cardigans in solid colors may be worn, along with any MJA monogrammed clothing & accessories (see Dennis Larose catalog).
- Boys are required to wear ties with dress shirts every Friday. Bowties or standard neckties are acceptable. Girls may wear ties or scarves, but are not required to do so. Patterned styles are acceptable.
- Pants must be a solid color, no denim (jeans), sweats, or other casual material. No cargo pockets. Pants must fit properly at the waist, be modest in fit, not be saggy in the seat or too tight, not drag on the floor, or be frayed.
- Shorts and skirts should match the style of the Elementary Uniform options from Dennis Larose. They are to be modest while sitting and should not be shorter than 2 inches above the knee.

- Belts are required for boys and should be unadorned, in a solid black, brown, or navy color.
- Hosiery should coordinate with clothing. Patterned styles are acceptable. This includes socks, nylons, tights, and leggings.
- Shoes must be low top (no boots), closed toe (no sandals), and low heel and can be a casual or dress shoe that is non-marking. Shoes are to be worn at all times. They should have a neat appearance and not attract attention.
- Hair should be well groomed and neatly styled. Refrain from extremes in style trends, including Mohawks, shaved designs, etc. Boys' hair should not extend beyond the eyebrows, mid-ear, or shirt collar. Coloring of hair should be limited and should be a natural color. Hair accessories should be uniform or neutral colors.
- Hats, bandanas, and other head coverings are not to be worn in the school building.
- Students are not to wear conspicuous make-up or nail polish.
- No jewelry is allowed. This includes rubber, cloth, or other bracelets, dog tags, and chains. (Medical alert bracelets are exempt.)
- Plain navy blue jackets are acceptable for school uniforms. No hoodies are allowed. Coats are not to be worn indoors.
- Enforcement of the dress code is left to the interpretation and discretion of the administration. Exceptions to the policy may be requested from the administration for certain occasions.

## High School Alternate Uniform (Gr. 9-10)

- In addition to the regular High School uniform, on Mondays a dress down option is available to students in Gr. 9-10.
- Polo shirts, either solid colors or MJA logo polo shirts, or MJA spirit shirts may be worn. All shirts must be tucked in.
- Jeans may be worn. Above standards apply - belt required, no holes, low waist, skinny, cargo, etc.
- Athletic shoes are acceptable on Fridays. Shoes must be low top, closed toe, low heel, and must be black, brown, navy, grey or white in color with no patterns, bright colored accents, etc. A visual reference is available on the school website.

## PE Uniform (Gr. 6-10)

The PE uniform may be purchased from a vendor of your choice and is comprised of navy or black basketball shorts or loose sweat pants (navy or black) and a solid t-shirt in grey. T-shirts are to be plain, with sleeves, and without writing or pictures. Athletic shoes should be worn.

## Field Trip Uniform

A school uniform shirt is worn for all field trips. (Short or long-sleeved polo from Dennis Larose with the school logo.) School-sponsored hoodies, sweatshirts, etc., are NOT to be worn during field trips. Khaki/tan uniform pants are preferred.

## Dress Down Day Guidelines

Jeans Days, Spirit Days, etc., should maintain the same standards of appropriateness as our uniform policy. Clothing displaying symbols of counter cultures or decorative patches which feature artwork, slogans, or advertise products not in keeping with Seventh-day Adventist Church standards are not allowed.

Any clothing portraying band paraphernalia (names, logos, slogans, song titles, etc.), cartoons, or super heroes, is prohibited. Unless a themed day calls for exceptions, the following apply: No rips, holes, or patches, no skinny jeans, proper length for skirt/shorts, shoulders covered, etc. If you are unsure - leave it at home. If you are not dressing up in the scheduled theme, you must wear your school uniform.

## Dress Code Responses

The Memphis Junior Academy Dress Policy must be adhered to. Failure to adhere to the policy will result in the following disciplinary actions.

1. Violation #1 - The parent/guardian may be contacted. A Dress Policy Violation Form will be given to the student, which must be signed by the parent and returned the following morning.
2. Violation #2 - The parent/guardian will be contacted. An in-school consequence will be given to the student, along with a Dress Policy Violation Form, which must be signed by the parent/guardian and returned the following morning.
3. Violation #3 - The parent/guardian will be contacted. The child will be given a one-day suspension. A Dress Policy Violation Form will be given to the student, which must be signed by the parent/guardian. The student must submit this form, as well as complete and submit all assigned class work prior to re-entering classes. No credit will be given.

In some cases, parents may be contacted to bring suitable clothing for their child.

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## FIELD TRIPS

Field trips are part of the educational experience at Memphis Junior Academy. All field trips will require a specific permission slip for the student that needs to be signed before the trip takes place. This approval form is provided by the teacher. Students without specific permission slips will not be permitted to accompany the class on these field trips. Signed permission slips may be faxed to the office, but the school cannot accept telephoned permission.

The teacher will provide advance written notice of all field trips to parents/guardians. Some field trips may require funds from home in advance or on the day of the trip. The teacher will notify the parent/guardian in advance so that they can plan and facilitate.

Student accounts must be current or financial clearance given to participate in non-academic field trips or extracurricular activities.

Additional adult supervision may be needed on field trips. If you would be able to accompany your child's class on trips and serve as a chaperone, please let the classroom teacher know. Parents that accompany the school group as chaperones must have pre-approval to bring siblings or other children on the trip. Chaperones serve best when their focus is on the classroom students. If parents drive, proof of insurance is required. A minimum coverage of 100/300 is required. The Tennessee Child Restraint Law will also apply. For details, please visit [www.tn.gov](http://www.tn.gov). All volunteers entering the school or attending field trips must complete the Verified Volunteers courses and background check.

Students enrolled in Memphis Junior Academy will participate in field trips for their specific grade. Students enrolled in home-school may, on occasion, be invited, but must purchase the student insurance available through the

Conference Office (August only) in order to participate in any trips during the school year.

**Field Trip Uniforms** See "Dress Code" above.

### Regularly Scheduled Trips

Following are regularly scheduled MJA field trips. Please see the school calendar for specific dates and for additional excursions.

**Outdoor Education, Grades 5-6:** This typically three-day educational outing is scheduled for latter October to Indian Creek Camp, Liberty, TN. The cost of the clinic and transportation is included in each child's tuition.

**Kentucky-Tennessee Music Festival, Grades 7-10:** This required educational component of the music curriculum is held in mid-March at Highland Academy, Portland, Tennessee. The cost of the clinic and transportation is included in each child's tuition.

**Grade 8 Class Trip, Grade 8:** This trip is scheduled near the end of the year as a culmination of grade 8 and costs approximately \$300. Each student is responsible for his/her fees but is encouraged to participate in fundraising activities provided to help defer some of the cost. This is considered a non-academic field trip.

**Education and/or Mission Trip, Upper Grades:** This trip is an integral part of MJA's educational program and is strongly encouraged. Some years the trip includes students in Grades 9-10 only. Other years, the trip includes grades 7-10 students. When all the upper graders participate in this trip, a separate Grade 8 trip may not be planned. More information on cost will be available during the year, however, students and families are encouraged to begin planning now. A trip of this nature generally costs \$500 - \$1000 per student. Each is responsible for his/her fees but is encouraged to participate in fundraising activities provided to help defer some of the cost.

## FINANCIAL

### Tuition - Monthly Rate for 2022-2023

Student Grade	Constituent 10mo/12mo	Non-Constituent 10mo/12mo	Non-Adventist 10mo/12mo
PreK-4	\$435 / \$362	\$540 / \$448	\$634 / \$528
Gr 5-8	\$463 / \$384	\$568 / \$473	\$660 / \$550
Gr 9-10	\$631 / \$526	\$731 / \$610	\$865 / \$721

Pre-K half day instruction is available at 75% of the full day Pre-K rate.

\*Constituent - A member of the Raleigh, Memphis First.

\*\*Non-Constituent - A member of the Seventh-day Adventist Church.

Tuition charges include fees for testing expenses, textbook rental, student insurance, library replenishment, a copy of the yearbook, middle and high school computer and science labs, Student Association dues, etc.

### Fees

Fees include enrollment fee of \$50 and technology fee of \$100. Additional \$75 supply fee for Pre-K and K due at registration.

### Discounts

Family Discounts: Families living under the same roof and who have two or more of their children at the school are entitled to the following tuition discounts: two or more students = 5% discount each additional student

Full Year Payments: 5% discount for full year payment for each student.

## Payment Schedule

Tuition is divided into 10 or 12 monthly payments, due on the 5<sup>th</sup> of the month.

10 month plan payments begin Aug 5<sup>th</sup>.

12 month plan payments begin June 5<sup>th</sup>. (Only available if registered before June 5 .)

August payment due on registration day.

If the due date falls during a weekend, payment is due the following Monday.

## Credit Card Payments

MJA will accept payments by credit/debit card. Recurring payments can also be set up with your credit/debit account.

## Elective Charges

Before and After School Care (see Before/After School Supervision)

## Field Trip Fees

Some field trips may require funds from home (see Field Trips)

## Late Fees

A late fee of \$10 may be charged for payments received after the tenth (10<sup>th</sup>) of any payment month. Late fees apply to any balance owed to the school, including tuition, After School Care charges, book charges, tardy charges, etc. Student accounts must be current or financial clearance given to participate in non-academic field trips or extracurricular activities.

## Past Due Procedures

If a student's account becomes past due, the following procedure will occur:

1. Anticipating that a student's account may become past due, it is the parent/

guardian's

responsibility to contact the school treasurer and discuss suitable financial arrangements. The MJA Finance Committee will consider these arrangements and make recommendations to the School Board. The treasurer, accountant or principal will communicate the decision of the school board to the parent/guardian.

2. If a student's account becomes 60 days or more past due and no satisfactory arrangements have been made, the principal/treasurer, with prior authorization by the MJA School Board, may send the patron notice that the student will be suspended from school on a given date and will not be allowed back until balance is paid in full.
3. Any student account over 90 days may be sent to a collection agency for payment.
4. Student accounts must be current or financial clearance given to participate in non-academic field trips or extracurricular activities.

## Late Registrants

Students entering at any time after the first day of school will pay tuition for the full month in which they enroll, as well as full registration fee and any applicable fees (kindergarten supplies, lab, and/or student association). Students enrolling during the second semester may ask to have a portion of registration and other fees reduced.

## Previous Balances

Previous balances from MJA must be cleared prior to registering a child for the next school year. Students having an unpaid account at MJA or

another school will not be admitted until a letter of financial clearance from the school is received.

### Withdrawing Students

Students who withdraw during the school year will be charged in full for the final month in which they are enrolled. Charges continue to be applied to student accounts until an official withdrawal form is submitted by parents. Transcripts and grades are not released to the future school until the withdrawal paperwork is complete and financial clearance is given.

### School Supplies

Students will receive a supply list for their grade level at registration or by visiting [www.memphisjunioracademy.com](http://www.memphisjunioracademy.com). It is important that each student have their own supplies at school marked with their name. Please bring these supplies on the first day of school and maintain them throughout the year.

### Discipline Charges

**Damage to School Property:** Normal wear is expected on library books, school textbooks, PE equipment, restroom stalls, desks, lockers, etc., that are provided for the students' use. Students damaging school property due to carelessness, neglect, or vandalism, will be charged for the replacement and/or repairs. This includes damage resulting from leaning back in chairs.

**Fire Safety Violation:** Any violation of fire safety (such as but not limited to, setting off fire alarms, discharging fire extinguishers, tampering with smoke or heat detectors) will result in a minimum fine of \$50 and other discipline.

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## HARASSMENT

### General Harassment

**Statement:** Memphis Junior Academy is committed to providing a school environment free of general harassment for all.

**Definition:** Harassment is unwelcome written or verbal comments, threats, physical contact, and any other conduct that is offensive. It includes, but is not limited to, offensive pictures, graffiti, jokes, and gestures, and may or may not be based on age, race, ethnicity, or disability.

**Reporting:** Students who have experienced general harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, the student should report the incident to the classroom teacher or the principal. If the harassment comes from an adult, the student should report directly to the principal or another responsible adult.

**Consequences:** Individuals who harass others are subject to discipline up to and including expulsion/termination.

### Sexual Harassment

**Statement:** Memphis Junior Academy is committed to providing a school environment free from sexual harassment for all. Incidents of harassment should be reported in accordance with these procedures so school authorities may take appropriate action.

**Definition:** Sexual harassment is unwelcome sexual advances or requests, and other comments or conduct of a sexual nature, which is offensive. It can be spoken, written, or physical behavior. It includes, but is not limited to, offensive pictures, graffiti, jokes, and gestures.

The target of the harassment and the perpetrator do not have to agree about what is happening. Sexual harassment is subjective. Harassment can be a one-time incident or it may consist of multiple occurrences. Some examples: Touching, or manipulating body parts, being forced to kiss someone or coerced to do something sexual, making suggestive or sexual gestures, looks, comments, or other noises, spreading sexual rumors or making sexual propositions, and pulling off another's clothes or your own clothes.

It is also sexual harassment if submission to offensive sexual conduct is made a condition of academic status, progress, benefits, honors or activities. Sexual harassment also occurs when the offensive behavior or material creates a hostile school environment due to sexual advancement and/or innuendos.

**Reporting:** Students who have experienced sexual harassment should report the incident to school authorities as soon as possible. If the harassment is between students, the student should report the incident to the classroom teacher or the principal. If the harassment comes from an adult, the student or adult should report directly to the principal or another responsible adult.

**Consequences:** Individuals who sexually harass others are subject to discipline up to and including expulsion/termination.

## Computers

Computers are to be used only by permission of the computer instructor and with a signed . Class work gets first priority on the Internet. **Computer games and downloads are not allowed.**

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## PARENT/ TEACHER CONCILIATION

The success of the school depends in a large measure upon the full cooperation between parents and teachers. It sometimes happens that students make complaints to their parents

concerning school matters, especially when measures of discipline are involved. In such cases, parents are urged to contact the teacher, and if necessary the principal, and withhold judgment until investigation can be made. **It is unwise to discuss negative school issues in the presence of the child.** Once the child loses respect and confidence in the teacher, the learning process is greatly hindered. Parents are expected to discuss school policies, problems, or complaints directly with the teacher.

It is the belief of Memphis Junior Academy that most classroom problems that arise are the result of a temporary lack of communication. Discussing these issues with one's teacher can usually solve the communication issue and problem. The school recognizes that in some instances a problem cannot be resolved in this way. Should this be the case, the school's problem solving procedure will be used. Each step is progressive and is only to be taken if the previous step has left the concern unresolved. Should the need arise, there are Parent/Teacher Concerns and Action Forms available in the school office.

**MJA's Reconciliation Process**, based on Matthew 18 & 1 Corinthians 6, is as follows: To **Resolve a Teacher-Related Concern:**

1. The parent will contact and speak with the teacher.
2. If the issue is not resolved, a meeting with the principal will take place.
3. If this does not resolve the issue satisfactorily, the School Board Chair will be contacted to bring the problem to the school board.
4. Finally, if a resolution is yet to be found, the KY-TN Conference Office of Education will be contacted and asked to become involved in the resolution process in order



to achieve a satisfactory resolution for all concerned.

#### To Resolve a Principal-Related Concern:

1. The parent will contact and speak with the principal.
2. If this does not resolve the issue satisfactorily, the School Board Chair will be contacted to bring the problem to the school board.
3. Finally, if a resolution is yet to be found, the KY-TN Conference Office of Education will be contacted and asked to become involved in the resolution process in order to achieve a satisfactory resolution for all concerned.

NOTE: All meetings with teachers, principal and/or school board must be by appointment.

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## STUDENT CONDUCT & PARENTAL RESPONSIBILITIES

Acceptable behavior is essential to the development of responsible and self-disciplined students, and to the implementation of an effective school program. Positive behavior is based on respect for self and for others. Development of such behavior is a dual function of the home and school. Each staff member, by virtue of his or her authority, is granted the responsibility of administering the regulations of the school as established in this handbook.

In general, students must:

- Exhibit support for the school's spiritual goals.
- Not interfere with the learning opportunities of others.
- Treat adults with respect and consideration.

- Respect the rights of other students by their physical and verbal actions.
- Use equipment in a manner that is safe.
- Refrain from injuring others or damaging property.
- Strive to do their best work.

In accordance with these ideals, the following student conduct guidelines have been elaborated on:

### Cell Phones, Computers, and Other Electronic Devices (Grades 1-10)

Students may possess personal communication devices and personal electronic devices, including but not limited to cell phones, laptops, tablets, and cameras, on school property so long as such devices are turned off and stored in backpacks, purses or personal carry-alls. However, a teacher may grant permission for the use of these devices to assist with instruction in his/her classroom, and teachers are encouraged to integrate the devices into their course work. Unauthorized use or improper storage of a device will result in confiscation until such time as it may be released to the student's parents or guardian.

Cell phones and other communication and electronic devices are not permitted to be used to photograph, videotape, or record students and/or school officials at school or school sponsored activities without prior consent of the individual and/or parent/guardian and/or by approval by school staff. Exceptions to these guidelines for lower grades may be made by a staff member.

Cell phones/electronic devices are not to come on school-sponsored field trips. If cell phones/electronic devices are brought, responses may include, but are not limited to:

- The device may be retained for a period of time.
- The first offense: The cell phone/electronic device will be confiscated and a parent/guardian will need to pick it up from the Principal.
- The second offense: The cell phone/electronic device will be confiscated and a parent/guardian may need to pay a \$25 fine before they may pick it up from the Principal.
- The third offense: The cell phone/electronic device will be confiscated, a parent/guardian will need to pay a \$25 fine before they pick it up from the Principal, and the student will serve a suspension. High School students may use laptops or tablets to take notes in class. No internet access is provided or allowed on personal computer devices.

## Chairs & Desks

Students are to respect chairs as they do any other school property. Leaning back in them contributes to their destruction and will be addressed as such. If verbal reminders prove ineffective, fines may be assessed to contribute to purchasing replacement chairs. Students are assigned a desk. It is the student's responsibility to keep their desk clean and orderly. The school is not responsible for money or valuable articles kept in desks.

## Closed Campus

Memphis Junior Academy operates under a closed campus policy. Once a student arrives on campus, they may not leave unless they are participating in a school-sponsored trip or they are signed out by a previously-approved adult.

## Drug-Free Campus

Memphis Junior Academy works in cooperation with the home, church, and other segments of the community to help students remain free of all illegal substances, tobacco and alcohol.

Students who misuse, exchange, or possess illegal substances, tobacco, or alcohol will be disciplined and could be asked to withdraw from school.

Students may be asked to empty their pockets or search their lockers, or belongings with at least two school officials present. If illegal drugs are found, law enforcement will be notified.

## Fire Safety

Any violation of fire safety will result in a minimum fine of \$50 and other discipline. This includes any tampering with fire equipment.

## Lunch

Please ensure that your child comes prepared each day with a healthy lunch. Suggested items are homemade sandwiches, fresh fruits and vegetables, nuts, bottled water. Diet impacts one's ability to concentrate, think and learn, as well as overall health. Do NOT bring carbonated and caffeinated beverages or unclean meats on the campus. Sweets are discouraged.

Children who forget their lunch will be provided with a basic entree, but the parent will be charged \$4. One grace lunch is allowed per year.

Hot lunches are provided at a minimal charge periodically during the school year. These may be ordered by returning a completed order form with the appropriate funds by Monday.

If a parent wishes to bring food for the class, they must provide a list of ingredients to the office prior to serving the food.

Food and beverages are to be consumed only in the lunchroom, unless indicated otherwise, during specified times. Exceptions made only with prior staff approval.

No restaurant deliveries/orders are allowed. Exceptions made only with prior staff approval.

Students must remain on campus during the lunch period. There are two exceptions: Going off campus with a faculty member; or if a parent/guardian comes and signs the student out. If leaving campus for lunch under these arrangements, it is understood that the student will be on time for the class/study hall immediately following lunch.

### **Lockers**

Each student is responsible for the contents and neatness of their locker. Students supply their own lock and provide the combination, which shall be kept in the office.

Nothing is to be put on the outside of the lockers. Inside the lockers, students may hang items that are in good taste and support the school's philosophy. However, only magnets or wall putty may be used to hang these items - NO TAPE. Teachers will ask students to remove any inappropriate materials. Magnetic locker mirrors or portable shelves are permitted. The school cannot be responsible for money or valuable articles kept in lockers.

**The school maintains the right to inspect a student's locker, desk, backpack, or other personal items brought to school at any time without prior notice.**

### **Motor Vehicles**

It is expected that some students will need to drive to and from school. The following policies apply to the use of all motorized vehicles.

- Students must have a valid driver's license and insurance.
- Students driving a vehicle to and from school must complete a Motor Vehicle Registration form, accompanied by a \$10 refundable deposit.
- Students are expected to drive in a responsible manner, so as not to endanger lives or draw attention to themselves or their vehicles by noise, reckless driving, speeding, etc.
- Vehicles must be parked in the designated student parking area.
- While vehicles are parked, they are to be locked and off limits to all students, including the driver. Radios are not to be played. Loitering on or near vehicles, before, during, or after school hours is prohibited.
- Vehicles are not to be used during class sessions for special trips off-campus. Their approved use is for the trip to and from school.
- Students are not to leave campus once they have arrived unless they are leaving at the end of their school day.
- Students may not transport other students without prior written consent from both parents/guardians.
- No staff and/or students are to ride in the backs of pickups and/or trucks.
- Violation of any of the above rules will cause a fine and/or suspension of campus driving privileges. The fine will be \$5 for each offense to be taken out of the \$10 deposit. When the \$10 deposit is used up, driving privileges will be suspended.

- The school accepts no liability for cars on campus.

## Pictures & Videos

Pictures and videos are not to be taken on the school campus by students without permission. Students may be allowed to bring and use cameras, etc., on specified field trips. Inappropriate use of equipment is subject to disciplinary action. See "Computer Network Policy" for additional technology guidelines.

## Programs

School programs provide an opportunity for students to share their talents and develop leadership skills. Programs also provide an opportunity for our school to express appreciation to parents and the community for their faithful support of our school. Programs and performances are a vital part of the Memphis Junior Academy curriculum. It is very important that students give their loyal support to their school and classmates by participating in what they have rehearsed. Should the need arise to be absent at such an event, it is expected that the

parent will employ the courtesy of notifying the school and teacher in charge at least one week before the scheduled event.

## Property Rights

Each student is expected to respect the property rights of the school and of every member of the school family. A student is required to pay for damages they have done to school or someone else's property. **The school takes no responsibility for books, clothing, money or other personal property on the school grounds or in the school buildings. The school is not responsible for the theft of or damage to any vehicle parked on campus.**

## Recess and Playground Rules

Fresh air and exercise are very important to a child's wellbeing. Therefore, all students will be expected to participate in physical education and recess time. Any request to have your child excused from P.E. or recess must be in writing. P.E. excuses for more than two (2) consecutive days must be requested by a doctor.

Students are to play in their designated play areas under direct supervision. A playground supervisor must be on duty at all times.

Playground supervisors, teachers and the administration will be the interpreters of which are safe and unsafe activities. Students are to obey ALL teachers and designated playground supervisors.

- No throwing of rocks, sticks, woodchips, snowballs, etc. is permitted.
- Climbing is allowed only on items intended for climbing.
- No standing in or jumping out of swings.
- All balls should be used only in the areas designated. Any hard balls are not permitted at school.

Parents should ensure that during cold and rainy weather their child wears appropriate clothing (coats, hats, gloves, boots, etc.) to school. We follow the practice that all pupils go outdoors during recess (weather permitting) and should be clothed accordingly.

## Supervision

Students must be supervised by MJA staff or designated adult at all times during school hours or school activities. Failure to adhere to this guideline will result in disciplinary action.

## Telephone Calls

The school telephone is for business and emergency use.

Emergency messages will be conveyed. Other messages will be placed in the teacher's mailbox.

## Threats

Threats are any indication on the part of an individual to do harm to any other individual on the school campus. Persons responsible for such threats are subject to immediate serious discipline and/or expulsion and any other consequences arising from the involvement of law enforcement officers.

## Weapons

Memphis Junior Academy is committed to maintaining a safe and secure school atmosphere. For this reason, weapons or other dangerous implements (or look-a-likes) may not be brought, retained, exchanged, or in any fashion caused to be in the school or on the campus. This policy refers to firearms, any type of knife, explosives, implements of street or gang warfare, or any other items that threaten the school environment. Any items discovered anywhere in school, on school grounds, or during any school event are subject to immediate confiscation by school or local law enforcement officers with the individual responsible being subject to serious discipline and/or expulsion and any other consequences arising from the involvement of law enforcement officers.

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## STUDENT LEADERSHIP

Students in the upper grades are provided the opportunity to participate in various student leadership positions, including offices in class, Student Association, Yearbook, and other school organizations. Students should recognize that leadership is a privilege and that responsibilities

accompany leadership. Student leaders are expected to work closely with faculty sponsors in carrying out their leadership responsibilities.

Leadership in the Student Association is selected through a campaign process. The staff members for the yearbook are appointed. Student leaders in other organizations are elected by those organizations.

Candidates for any office or leadership position must be approved by the administration on the basis of G.P.A. (current & cumulative 3.0 or higher with no F's), Christian example, citizenship and attendance. Student officers must not only meet the requirements to be approved, but they must continue to meet the requirements during the term of office. Any officer who receives level 2 infraction or above during the year will forfeit the office. Students may not hold more than one major office. Major offices, requiring the above criteria and a 3.0 GPA, include:

- Student Association President
- Yearbook Editor
- Class President

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## STUDENT RELATIONS

### Social Relations

Memphis Junior Academy adheres to a "hands-off" social policy, meaning that students should refrain from physical contact with one another. While no moral issue is implied in the physical contact between students, a hands-off policy allows for greater consistency in maintaining Seventh-day Adventist standards.

These social guidelines will be enforced while students are on campus, or on any school-sponsored activity on, or off-campus, and apply to interactions between students, whether they are dating each other or not. MJA does not encourage/promote dating.

Blatantly obvious interest in a person of the opposite sex is inappropriate.

Responses to infractions include, but are not limited to:

1. The student will receive a verbal warning. The parent/guardian will be contacted and a written notice will be sent home requiring its return, with the parent/guardian signature, the following morning. A record will be placed in the student's file and consequences will be communicated.
2. The parent/guardian will be contacted. A written notice will be sent home requiring its return, with the parent/guardian signature, the following morning. A record will be placed in the student's file and the student will be placed on social restriction of one to two weeks (no communication or contact between students involved, never found alone together, etc).
3. In addition to response #2, the student will serve a two-day suspension.
4. In addition to response #2, the student and parent/guardian will meet with the Discipline Committee, which will determine further action.

## Sexual Relations

Memphis Junior Academy will not tolerate any student's involvement in sexual activities. Such activity will be subject to actions of the Memphis Junior Academy faculty and board. The student(s) involved will be subject to dismissal.

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## VISITORS

### Adult Visitors

At Memphis Junior Academy we purposefully try to create a friendly atmosphere where parents, family and friends can be a part of, and at the same time help us maintain, an educational atmosphere.

Adult visitors (including parents), arriving during school hours, who desire to leave an item or a message for a student, should make the request known to the secretary who will see that the item or message is delivered properly and in a timely manner.

A visitor needing to see a student must work with the secretary to minimize classroom interruption. They sign in if it is agreed that they will be entering the building beyond the front office. They must sign out when leaving the building. Parents are always welcome to visit their students in the classroom as long as prior arrangements have been made with the teacher.

### Student Visitors

Students are allowed to bring relatives or friends to school if the principal grants permission. Permission may be granted on a case-by-case basis for a one-day visit if requested at least one day in advance in writing. Student guests will need to bring a lunch or lunch money with them.

Note: Visitor passes will not be issued during test week, special events, or the final week of classes.

**Visitation hours:** Monday - Friday 9 AM to 2 PM

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## COMPUTER NETWORK POLICY

KYTN Conference

Adapted for Memphis Junior Academy

The Memphis Junior Academy computer network is designed to be an integral component of teaching and learning at Memphis Junior Academy. New technologies are shifting the ways that information may be accessed, communicated and transferred. Ultimately, the school staff and parents/guardians of minors are responsible for setting and conveying the standards that students should follow when using media and information sources. Memphis Junior Academy supports and respects each family's right to decide whether or not to allow their child to apply for access to the school's Net. The Net, for the purposes of this discussion, is defined as, but not limited to, a computer network consisting of the worldwide network of computer networks that use the TCP/IP network protocols to facilitate data transmission and exchange and all applications running on them.

### **Memphis Junior Academy Student Use Guidelines, Rules and Responsibilities**

Students are responsible for good behavior on the school computer network. The network is provided for students to conduct research and to communicate with others in relation to school work. The use of equipment should be for educational purposes only. Access to network services will be given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege, not a right. Therefore, based upon the acceptable-use guidelines outlined in this document, the technology coordinators will deem what is inappropriate use, and their decision is final. The technology coordinators may close an account at any time. The school board, faculty, and staff of Memphis Junior Academy may deny, revoke or suspend specific user accounts.

- I. The primary purpose of the Net is to support those engaged in academic work.
  - i. Students who need a computer for academic work always have priority over students who wish to use the computer for other reasons.
  - ii. The computer system files have been set up by the Technology Coordinators. Do not alter or modify system files or configuration files. Environmental settings may not be changed for any reason.
  - iii. When using programs with sound, please be considerate of others working nearby.
  - iv. Do not use the Net in such a way that would disrupt the use of the network by other users.
  - v. Use the network appropriately. It may not be used for private gain, business, or for any activity not consistent with the mission of the school/Seventh-day Adventist Church or for any purposes that may violate any applicable local, state, national or international law.
  - vi. You may not get from nor put onto the network anything inappropriate, including but not limited to threatening, obscene or libelous material.
  - vii. Sending or receiving offensive messages or pictures from any source is prohibited and will result in immediate suspension and possible revocation of privileges.
- II. Adhere to all laws concerning the use and distribution of copyrighted software.
  - i. All data and programs residing on network workstations and file servers, are the property of Memphis Junior Academy and may not be downloaded, copied, moved, or altered under any circumstances. Nor may

- they be used outside of the school without prior express written permission.
- ii. Applications on removable media devices, including but not limited to compact discs, digital versatile discs, USB devices, and memory sticks, may not be run on school machines without prior approval from the Technology Coordinator.
  - iii. No person may publish or store his or her personal accounts, folders or any material that violates or infringes any copyright, trademark, patent, statutory or common law or the proprietary rights of others.
- III. Use appropriate and respectful language at all times.
- i. Be polite. Do not write or send abusive messages. Communication over the network must show appropriate language and content. All those using the communication facilities are responsible for their own words and words attributable to their account.
  - ii. The use of profanity, gender, sexual or racial slurs, or any form of malicious, obscene or libelous language is prohibited on the Memphis Junior Academy computers (including but not limited to electronic mail, bulletin boards, and conferencing programs).
- IV. Account holders are fully responsible for their accounts.
- i. The contents of a personal directory/folder are the personal responsibility of the account holder, as is the security of that person's password.
  - ii. Account passwords are to be kept private and passwords changed regularly on Technology Coordinator's schedule.
  - iii. Do not reveal the full name, personal address or telephone number of yourself, other students, teachers, or the school.
  - iv. Do not communicate any credit card number, bank account number or any other financial information.
  - v. Do not access another person's materials, information, or files.
  - vi. Do not access, download, upload, or distribute gambling, pornographic, obscene, illegal, abusive, racial, ethnic, gender, sexual orientation, derogatory or undermining material, including, but not limited to, swearing, bullying, or negative comments or insinuations in regards to Memphis Junior Academy, its staff, programs, or students.
  - vii. Any malicious attempts (vandalism) to harm or destroy data of another user, the Internet, or any agency connected to the Net will not be tolerated. Loading of computer "viruses" or "worms" is a violation of federal law.
  - viii. Any questionable action will result in the cancellation of user privileges.
  - ix. No personal memory sticks/disks or CD-ROMS may be used without express written permission from the Technology Coordinator.
  - x. The network administration reserves the right to inspect and monitor personal files at any time and for any reason.
  - xi. The network administrator cannot guarantee the security of files left in public spaces, such as the local hard drives and space on public group accounts. These files will be deleted on a regular basis.



- V. All rules governing plagiarism apply to information found by computer.
    - i. Information found on the computer network may not be used or represented in the work of a student unless the student references the source of the information.
  - VI. Use electronic mail wisely and as educational resource.
    - i. Do not send electronic mail needlessly. Profligate or abusive mail will result in e-mail privileges being suspended. Electronic mail may not be used to access, upload, download or distribute gambling, obscene, pornographic, illegal, abusive racial, ethnic, gender, sexual orientation, or derogatory material.
    - ii. All electronic mail is publicly accessible. People who operate the system do have access to all mail. Inappropriate messages can result in suspension of privileges.
    - iii. Use of distribution lists or mass electronic mailings is prohibited.
    - iv. Do not open e-mail from an unknown source.
  - VII. Show respect for the Net equipment and facilities.
    - i. Use care in the treatment and handling of the computer hardware. Since the resources on the Net are shared by all members of the school's community, we must all do our part to keep them in good condition.
    - ii. Any physical damage or costs incurred to correct "virus" damage will be the responsibility of the user or their parent/guardian.
  - iii. Be considerate of others using the network resources. For example, do not run programs while you are away from the workstation. If you need to leave the workstation, please save your work, quit any applications, and log off the server.
  - iv. Do not run large programs and applications over the network. Do not send massive amounts of mail to other users or transfer large files to the file server.
  - v. Eating and drinking is not permitted near any computer, including water bottles.
- VIII. Information and Service Disclaimers
- Memphis Junior Academy makes no warranties of any kind, whether expressed or implied for the information gained through the Internet. The school's faculty, staff, school board, and the Seventh-day Adventist Church cannot be held responsible for any damages resulting from the delay of data, non-delivery of data, mis-delivery of data, or service interruptions. Use of the information obtained through the Internet is at the user's own risk. The school specifically denies any responsibility for the accuracy or quality of the information obtained through the Net.
- Violation of any of the above-mentioned rules and responsibilities will result in a loss of access and may result in other disciplinary or legal actions.**
- Similarly, violations of many of the above-mentioned rules and responsibilities on a student's personal computer may result in loss of school computer access, may call a student's continued attendance at the school into question, and may result in other disciplinary or legal action.



## We Hereby Acknowledge

That on this \_\_\_\_ day of \_\_\_\_\_,

in the year 2022,  
we the undersigned have read  
the MJA Student Handbook  
for the 2022-2023 school year.

We understand the contents of this document  
and are willing to follow the guidelines and policies.

Student: \_\_\_\_\_

By signing on this line, I agree to follow the Handbook.

Parent: \_\_\_\_\_ (witness)