Parent/Student Handbook

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

Welcome to Mt. Juliet Christian Academy

Dear MJCA Parents & Students,

On behalf of the faculty and staff, we want to welcome you to Mt. Juliet Christian Academy. As a ministry of **First Baptist Church, Mt. Juliet**, we are privileged to partner with you in raising Godly young men and women to become disciples of Jesus, equipped to impact their culture with the truth of the gospel. This is a high calling that requires the full commitment and cooperation of both parents and school personnel.

This Parent/Student Handbook contains the policies and procedures that will assist us in developing a Christ-honoring community and strengthening the partnership between school and home. We encourage you to read it carefully, refer to it often, and cultivate it socially.

Please note that the administration reserves the right to change the Parent/Student Handbook at any time. Major policy changes will be communicated to parents before implementation.

Thank you for choosing to partner with us in educating your children. Working together, we will create an environment that is intellectually stimulating, physically challenging, and spiritually enlightening.

In Christ,

MJCA | Administration

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INTRODUCTORY INFORMATION

SCHOOL BACKGROUND

Founded/First Year of Operation: August, 1979

School Colors: Royal Blue and Gold

Mascot: Saints

SCHOOL HISTORY

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

MISSION STATEMENT

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

VISION STATEMENT

Our vision is that MJCA will impact our world by enriching the minds, engaging the hearts, and equipping the hands of our students with excellence for the Glory of God.

We are committed to pursuing excellence in the following four areas:

- Spiritual Formation and Leadership
- Academic Excellence
- Competitive Athletics
- Comprehensive Fine Arts

STATEMENT OF FAITH

- The Bible. We believe the Bible to be inspired, the only infallible, authoritative, inerrant Word of God, and the sole basis for faith and practice (2 Timothy 3:15; 2 Peter 1:21).
- The Trinity. We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
- Jesus Christ. We believe in the deity of Christ (John 1:1; John 10:30), the humanity of Jesus Christ (Hebrews 2:17), His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35), His sinless life (Hebrews 4:15; Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9), His resurrection (John 20:1-31; 1 Corinthians 15:4), His Ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11; Revelation 19:11).
- Salvation. We believe (1) in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, (2) that people are justified on the single ground of faith in the shed blood of Christ, and (3) that only by God's grace and through faith in Jesus Christ alone are we saved (John 3:16-19; John 5:24; Romans 3:23; Romans 5:8-9; Ephesians 2:8-10; Titus 3:5).

- Resurrection. We believe in the resurrection of both the saved and the lost: those who are saved unto the resurrection of life, and those who are lost unto the resurrection of damnation (John 5:28-29).
- Unity of Believers. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).
- The Holy Spirit. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16; 1 Corinthians 6:19-20; Ephesians 4:30; Ephesians 5:18).
- Sex and Marriage.
    - (1) We believe that God wonderfully and immutably creates each person as male or female and that these two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Consequently, the rejection of one's biological sex is a rejection of the image of God within that person.
    - (2) We believe the term "marriage" has only one meaning, which is marriage sanctioned by God that joins one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-24, Ephesians 5:31). We believe God intends sexual intimacy to only occur between a man and a woman who are married to each other and that God has commanded there is to be no intimate sexual activity engaged in outside of a marriage relationship between a man and a woman. We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography, or any attempt to change one's sex, or disagreement with one's biological sex, is sinful and offensive to God (1 Corinthians 6:9-20; 1 Corinthians 7:1-5; Ephesians 5:3; Hebrews 13:4).
- Availability of Redemption. We believe God offers redemption and restoration to all who confess and forsake their sin and seek His mercy and forgiveness through Jesus Christ (2 Corinthians 5:18-19; Ephesians 1:7; Colossians 1:20-22).
- Sanctity of Life. We believe that all human life is sacred and created by God in His image (Psalm 139). Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.
- Baptism & the Lord's Supper. Christian baptism is the immersion of a believer in water. It is an act of obedience that symbolizes the believer's faith in a crucified, buried, and risen Savior; the believer's death to sin; the burial of the old life; and the resurrection to walk in newness of life in Christ Jesus. The Lord's Supper is a symbolic act of obedience whereby members memorialize the death of the Redeemer and anticipate His second coming.
- Evangelism & Missions. It is the duty and privilege of every follower of Christ and every church of the Lord Jesus Christ to endeavor to make disciples of all nations, to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.
- Stewardship. God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions.
- The Christian & the Social Order. All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society... in the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death.

Final Authority for Matters of Faith and Conduct:

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. The Baptist Faith and Message 2000 is MJCA's final interpretive authority on the Bible's meaning and application.

EDUCATIONAL PHILOSOPHY

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

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

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

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

The following aims and objectives expressed as Core Values grow out of this philosophy of Christian education.

EXPECTED STUDENT OUTCOMES (ESOs)

MJCA exists so that families can choose Kingdom Education for their children in grades Pre-K1 through 12. Kingdom Education is defined as the integration and application of biblical truths to areas of Christian Worldview, Educational Programs and Activities, and Personal Development and Maturity. Students are passionate followers of Jesus Christ and well-equipped servant leaders.

The Expected Student Outcomes at Mt. Juliet Christian Academy are:

The student will:

- Understand what it means to have a personal relationship with Christ and pursue ongoing spiritual development.
- Be academically prepared in all areas (reading, writing, listening, speaking, science, math, social studies, languages, Bible, technology, and the arts).
- Understand and articulate a biblical worldview, with a basic understanding of opposing worldviews, and operate from a biblical perspective in the world.
- Evaluate problems in light of biblical principles and use Scripture to offer solutions.
- Demonstrate the ability to use biblical truth to analyze and evaluate information and concepts to determine validity.
- Be a lifelong learner, prepared for the next stage of life, including intellectual, spiritual, physical, social, and emotional health.
- Display an appreciation of the world's great art and music.
- Grow in recreational and athletic skills for overall "Temple" care and quality time investment.
- Identify their gifts, talents, interests, and abilities.
- Approach cultural issues from a Christ-honoring, evangelistically focused, and biblically faithful perspective.
- Identify and understand the characteristics of servant leadership and use them to serve others, either locally or abroad (missions).

AFFILIATIONS AND ACCREDITATION

MJCA is fully accredited by the Association of Christian Schools International (ACSI) and Cognia. ACSI is a worldwide organization committed to helping schools develop a Bible-centered foundation that focuses on teaching students a Christian worldview. ACSI works to accomplish its mission by providing information, services, and products to more than 4,000 member schools in 108 countries.

MJCA is also a member of the National Alliance of Christian Schools (NACS) and the Tennessee Secondary Schools Athletics Association (TSSAA).

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

CHRISTIAN CONCILIATION STATEMENT

MJCA believes that the Bible commands Christians to make every effort to live at peace and to resolve disputes with one another, either privately or within the Christian community, in conformity with the Biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-18. Therefore, the parties agree that any claim or dispute arising out of or related to this agreement, including any statutory claims, shall be settled by Biblically based mediation.

If the dispute and reconciliation efforts do not result in resolution, the matter shall be submitted to a panel of three arbitrators for binding arbitration. Each party shall have the right to select one arbitrator. The two arbitrators selected by the parties shall jointly select the neutral, third arbitrator. If there is an impasse in selecting the third arbitrator, the Association of Christian Conciliation Services shall be asked to provide the

name of a qualified person to serve in that capacity. The arbitration shall be conducted in accordance with the Rules of Procedure for Christian Conciliation of the Association of Christian Conciliation Services.

The methods mentioned in the previous paragraphs shall be the sole remedy for any controversy or claim arising out of a violation of school policy and expressly waive the right to file a lawsuit except to enforce a legally binding arbitration decision. Each party, regardless of the outcome of the matter, agrees to bear the cost of its own arbitrator, one-half of the neutral arbitrator's fees and costs, and any other arbitration expenses.

SCHOOL GOVERNING BOARD

Mt. Juliet Christian Academy, as a ministry of First Baptist Church, is supported by the School Board. This team is composed of five members elected by the church body, along with three ex official members (Senior Pastor, FBCMJ Business Director, and Superintendent of School). Day-to-day decisions and operation of the school are under the jurisdiction of the Superintendent of School, through the office of the Senior Pastor.

PARENT AND TEACHER INFORMATION

EXPECTATIONS

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

- Pray for faculty and staff.
- Demonstrate a positive attitude by agreeing with and supporting MJCA's philosophy.
- Refrain from using social media to post or communicate grievances regarding school matters.
- View MJCA as a partner in children's education.
- Get to know your child's school, its staff, curriculum, programs, and activities by attending parent-teacher conferences and school-parent functions.
- Inform the school of your current home phone number, mobile phone number, e-mail address, home address, work telephone, and emergency contact numbers. In addition, please keep your FACTS Family Portal up to date with this information.
- Understand, support, and discuss the policies of this handbook with your child.
- Advise the school administrative team immediately of anything that may affect your child's ability to learn, attend school regularly, or participate in school activities. This information needs to be updated as soon as possible if there is any change.
- Teach your child, by word and example, to respect this school's policies and authorities, as well as the rights and property of others.
- Resolve differences according to principles found in Matthew 5:23-24, Matt. 18:15-18 and 1 Cor. 6:1-8.
- Pay all tuition and fees promptly. Parents will act responsibly by making punctual and regular tuition payments.

Parents can expect MJCA to:

- Use Scripture as the foundation in all that we do.
- Pursue academic excellence and provide a rigorous academic experience.
- Recruit Christian teachers who are competent, qualified, dedicated, and caring.
- Love all children entrusted to MJCA.
- Provide a safe learning environment.

- Demonstrate a positive attitude towards a working relationship with parents in the training and teaching of their children.
- Communicate promptly.
- Pray for our families and students.

PARTNERSHIP BETWEEN SCHOOL AND PARENTS

We, at MJCA, believe that teamwork with parents is both biblical and essential. Should a serious problem arise with a student, we will endeavor to communicate our concerns to the parents clearly. We will work with the parents to resolve the situation. If the parents demonstrate an unwillingness to cooperate, their student may be asked to enroll in another school. At MJCA, we are convinced that to achieve success in our students' lives, the school administration, staff, parents, and students must work together to pursue MJCA's objectives and purpose.

PROBLEM RESOLUTION

Problems that arise during the year are to be resolved using the following guidelines. These policies establish guidelines that promote an orderly process for resolving conflicts. Effective conflict resolution practices recognize the importance of a chain of command.

GUIDELINES FOR ALL PARTIES

Different types of offenses or concerns may occur in an institutional setting. If there is reason to believe that someone connected to the school is involved in criminal activity or moral discrepancies, this matter should be brought directly to the Superintendent of School. If the concern involves policy or its interpretation, it should first be addressed to the appropriate principal. If the concern involves a conflict in the classroom, then the following should serve as a guideline. Both during and after the resolution of a conflict, it is professional conduct for teachers, administrators, and School Board members, and courtesy for students and parents, to maintain confidentiality and avoid gossip about the conflict with colleagues and friends. It is not appropriate for parents to publicize conflicts. The principles listed here deal with extremely important matters that affect the lives, well-being, and good names of students, parents, and the school as an institution.

GUIDELINES FOR PARENTS

- If there is a problem between a child and a teacher, the parent should communicate first with the teacher. Ideally, at the upper level, the student should respectfully raise the issue directly with the teacher at the appropriate time.
- If there is a problem between a parent and a staff member, the parent should communicate with that staff member.
- If brought into a meeting, an administrator is responsible for functioning primarily as a mediator. It is understood that all parties to a meeting shall treat one another with respect.
- The chain of command for academic matters is: teacher, principal, and Superintendent of School.
- For athletic matters, the chain of command is: team coach, athletic director, and Superintendent of Schools.
- If either party is dissatisfied with a decision, they may appeal through the chain of command. Appeals beyond the Superintendent of Schools will only be considered by the School Supervisory Team if there was a violation of policy. In keeping with 1 Corinthians 6:1, the Christian Conciliation Association will resolve major problems involving violations of school policies rather than taking the dispute to a civil court if not resolved at the school level.

- Neither the school administration nor the School Board will take action on any issue presented in unsigned letters.

COMMUNICATION

Teachers and school administration will provide regular communication to parents regarding individual classroom assignments, as well as school-wide programs and activities. The primary communication tools are the MJCA website, email, the FACTS Family Portal, and our official MJCA social media pages. Parents are encouraged to review their FACTS Family Portal accounts regularly. 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. Additionally, parents are encouraged to download our school app from the App Store for iOS and Google Play for Android devices.

Furthermore, the administration sends out weekly newsletters with the latest school news and upcoming events. In the case of an emergency or time-sensitive alert, parents will receive communication through our Parent Alert text messaging system. This includes school closings for snow days and weather delays, as well as other alerts as needed.

COMMUNICATION WITH TEACHERS

Parents are encouraged to communicate with teachers via email, which can be accessed through www.mjca.org. Please refrain from calling the teacher on their cell phone unless the teacher has specifically permitted you to do so. Teachers will not be available to answer unsolicited calls on their cell phones during the school day. An appointment must be made before appearing at school for a conference. Teachers are encouraged to respond to communication within 24 hours or the next school day.

CONFERENCES AND SCHOOL VISITATION

All parents are welcome on campus after completing the proper check-in procedures with the receptionist. When visiting, the parent must first check in at the school office and present a state-issued ID rather than going directly to the classroom. It is expected that all visitors dress modestly while on campus. If a parent wishes to speak with their child's teacher, a private conference should be arranged through the teacher. Teachers should not be detained before or after school unless an appointment has been scheduled for that time. Permission from an administrator must be obtained before a parent can observe or speak to any class.

SAINTS PARENT CONNECT ORGANIZATION (SPC)

The MJCA SPC mission is to support the administration in prayer, provide opportunities for stakeholders to be involved, and sponsor events that promote MJCA, show appreciation to others, or raise funds to enhance our school. A slate of officers is selected each year to oversee various projects and fundraisers. In the event no volunteers are willing to serve as officers, the Superintendent of Schools' designee may select volunteers to lead the various events. All stakeholders are encouraged to participate in SPC functions and meetings.

The purpose of the SPC organization is to:

- Provide an organizational structure that enables parents and volunteers to collaborate with administrators, teachers, and staff to achieve the school's spiritual and educational objectives.
- Encourage parental participation in the life of MJCA.
- Support teachers and staff by meeting their needs and expressing gratitude for their service.

- Support school initiatives through donations of time, talents, and financial gifts.

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

VOLUNTEER PROGRAM

A good volunteer program is essential for the total program of the Christian school concept. MJCA wants all parents to feel connected to the school. Volunteer work will be scheduled for specified days and hours, and instructions will be provided to all participants. Volunteer opportunities could include working at concessions and gates, at the library, participation in Athletic and Fine Arts Booster Clubs, in SPC classrooms, and at school events. Under the teacher's direction, volunteers may assist with classroom activities, except for grading student papers. For the safety of all parties, volunteers are subject to criminal background checks and drug screening.

ADMISSIONS

NON-DISCRIMINATION POLICY

MJCA admits students of any race, color, national origin, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate based on race, color, or national and ethnic origin in the administration of educational policies, admission policies, tuition assistance, or athletic and other school-administered programs.

ADMISSIONS PROCEDURES

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

- The application is submitted accompanied by appropriate fees.
- Supplemental paperwork is submitted as specified in the student application.
- Parent and student interview with a school administrator. The administrator will discuss the student's spiritual, academic, social, and physical needs with the parents.
- The entrance test is completed.

ADMISSIONS CONDITIONS

- Age-appropriate deadlines are as follows:
    - PK-1: Child must be 1 by August 1
    - PK-2 through Kindergarten: Must be the appropriate age by August 15
- Parents must agree to submit their children to the discipline and overall program, as outlined in the Parent/Student Handbook.
- The school administration will have final authority over the child's placement.
- Applicants will be considered on an individual basis. New students should have a good record of conduct, character, attitude, and attendance from any school previously attended. MJCA reserves the right to deny admission to any student if, in the opinion of the administration, it is in the best interest of the school and/or student. In addition, MJCA reserves the right to deny admission to a student

whose family members engage in lifestyle choices inconsistent with the philosophy of the church and school.

- MJCA, as a private institution, reserves the right to set and maintain its own standards for student conduct, dress, and tuition assistance. Admission to MJCA is a privilege and not a right. Therefore, the school reserves the right to admit only students who align with its standards. MJCA reserves the right, without refunding tuition, to dismiss any student who does not respect its standards, fails to cooperate reasonably in the educational process, or whose conduct is deemed detrimental to the school's best interests.
- MJCA does not enroll students whose educational, social, and physical needs cannot be met by our existing programs, services, or staff.

REGISTRATION PROCEDURES

- The administration determines the dates for re-enrollment and the availability of new student applications.
- New student applications are completed online through www.mjca.org. The application fee must be paid online to submit the application. Supplemental paperwork (as listed on the application) is required for each applicant. No application is considered complete until the application fee is paid and the Admissions Office receives supplemental paperwork. (See Withdrawal Process and Fees.)
- Entrance examinations will be administered to new students as deemed necessary by the administration.
- Current students will be automatically re-enrolled during the re-enrollment window, typically in January. If a student does not plan to return to MJCA the following year, they must Opt-Out of Continuous Enrollment during this time to avoid withdrawal penalties. Reenrollment fees paid during this time will not be refunded.
- Admissions Decisions: A decision date will be communicated to applicants for early admissions decisions per administration. Applications received after classes have filled will be placed on a waiting list.
- Students who leave MJCA and return the next school year will be charged the new student application and enrollment fees. Application, required documents, and entrance testing may be required.
- Immunization Records: All immunization records must be up to date, documented on the TN Certificate, and signed by a medical provider. These records must be received **before the first day of the school year. If the current immunization form or the "Religious Exemption" waiver is missing, your child will not be able to attend classes until it is turned in to the school nurse.**
    - Waivers – For those who elect not to immunize their child(ren), a "Religious Exemption" waiver must be submitted. This waiver can be obtained online or from the school nurse.
    - New students – These are required to submit a current Tennessee Immunization form to the Admissions Office as part of their application paperwork.
    - Kindergarten and 7th-grade students – These students must provide an updated Tennessee Immunization form to the school nurse to attend classes.

FINANCIAL POLICIES AND RESPONSIBILITIES

TUITION, EXTENDED CARE, AND FEES

It is imperative that, as an institution with numerous financial obligations, we operate as proper stewards of the Lord's resources He provides us each year. The major source of our funding is through tuition and

fees. The administration plans the school year, hires teachers, and orders supplies, desks, and other materials based on enrollment numbers. Therefore, families must understand and comply with the financial policies and responsibilities of being part of the MJCA community.

- Tuition is payable by one of three plans:
    - Pay in full before August 1.
    - 10-month plan; payable August through May.
    - 12-month plan; payable June through May.
- If a student has registered and been accepted but fails to pay the first month's tuition by the due date, the student's registration may be voided, and the opening in the class will be filled by the first available applicant on the waiting list.
- MJCA has contracted with FACTS Management Company (FACTS) to process payments for tuition and fees. Families will complete a payment agreement and select a tuition payment plan through FACTS. Payment may be made by ACH bank draft, credit card, or mailed directly to FACTS. Payment plans are subject to an annual fee per family, charged by FACTS.
- If tuition is not paid by the due date, a late fee of $50 will be assessed. If a payment is returned, FACTS will assess a $30 return payment fee.
- If an account becomes delinquent, the parents must make satisfactory arrangements with the Business Office and be approved by the Superintendent of School to continue enrollment. Past-due balances for services rendered are subject to collection.
- Students are considered enrolled for the entire school year. Tuition is calculated based on the entire year; therefore, no reduction in tuition will be made for absences during the school year, regardless of the cause.
- Until all financial obligations are met, the following will apply:
    - Senior students will not be allowed to participate in graduation.
    - Student transcripts and report cards will be withheld.
- Tuition assistance is available to families of registered students who qualify based on financial need. MJCA utilizes the services of FACTS Grant and Aid Services, an independent third party, to evaluate financial information provided by applicant families. Applicant families must submit financial information, including tax documents, to FACTS, which will use the information to develop a recommendation as to the amount of (if any) assistance for which the family qualifies, based on their demonstrated financial need. Funds for tuition assistance are limited and will be allocated based on relative financial need. As a result, there is no assurance that funds will be allocated to every applicant family. *Any family applying for Financial Aid must also apply for the Tennessee Freedom Scholarship before applying for aid at MJCA*.
- MJCA does offer a few tuition discounts. Discounts may not be combined and are only effective while the parent qualifies for the Senior Pastor Discount under current employment. Tuition discounts are given to families as follows:
    - Full-Time Senior Pastor: Parent employed as a full-time senior pastor at a church. An application is required.
        - K-12: $4,500 per student, per year
    - Multi-Student: Applied to the 2nd and subsequent children in the same household (discount taken off the lowest tuition amount).
        - Pre-K: $500 for each younger sibling, per year
        - K-12: $500 for each younger sibling, per year
    - Pay in Full: Applied per student to tuition plans that are paid in full on or before August 1.
        - Pre-K: $150
        - K-12: $150

- Alums: For students whose parents (one or both) graduated from MJCA.
  - Pre-K: $600
  - K-12: $1,000

WITHDRAWAL PROCESS AND FEES

Decisions to withdraw will result in the following financial assessments:

- Families who do not Opt-Out of Continuous Enrollment in January and withdraw before August 1 will be responsible for one-half of the fall semester tuition fee.
- Families who withdraw any time after August 1 and before December 31 will be responsible for full payment of Semester I tuition.
- Families who withdraw on December 31 or any time after the first day of the second semester will be responsible for full payment of Semester 2 tuition.
- Withdrawal Procedures:
  1. All withdrawals, whether before school begins or during the year, must be made in writing to the registrar at **registrar@mjca.org** and shall be effective upon delivery of such notice to the school.
  2. All financial obligations, including tuition and fees, must be paid, and all books, athletic uniforms, etc., must be returned before transcripts will be released.
  3. MJCA must receive an official request from the school to which the student will transfer. Original transcripts cannot be released to parents at any time. The original transcripts will be sent to the school to which the student is transferring, upon the school's request, provided that the steps listed above have been completed.

TN EDUCATION FREEDOM SCHOLARSHIPS and FINANCIAL AID

1. Overview
Mt Juliet Christian Academy is committed to providing high-quality education to all students while maintaining clear and fair financial policies. This tuition policy outlines the procedures and conditions for applying the State of Tennessee Education Freedom Scholarship Voucher and any additional financial aid. Aid or discounts will be applied toward a student's tuition balance.

2. Tuition Payment Structure
Tuition is due in full for each academic year as outlined in the school's published tuition schedule. Families may utilize a combination of the Education Freedom Scholarship, school-awarded financial aid, and approved discounts to fulfill their tuition obligation.

3. Priority of Payments
Payments toward tuition will be applied in the following order:

Tier 1: Education Freedom Scholarship Voucher

- The State of Tennessee Education Freedom Scholarship Voucher (hereafter "the Voucher") will be applied as the **primary source of tuition payment**.
- The full amount of the Voucher will be credited to the student's account before any other financial aid or discounts are applied.

Tier 2: School Discounts and Financial Aid

- After the Voucher has been fully applied, any remaining tuition balance may be offset by:
    - School-issued financial aid awards
    - Sibling, Alumni, Sr. Pastor discounts
    - Staff tuition benefits
    - Any other approved school-based discounts
- These amounts are considered **secondary** and will only apply after the full value of the Voucher has been exhausted.

4. Excess Financial Aid or Discounts

If the combined value of the Voucher and Tier 2 discounts exceeds the full amount of tuition due:

- **No refund or cash value** will be issued to families.
- **Excess amounts** will be forfeited and **will not** be carried forward or applied to other school-related expenses, including fees, lunches, or extended care.

5. Non-Transferability

All financial aid, discounts, and vouchers are **non-transferable** and may be applied only to the tuition of the students to whom they are awarded for the designated academic year. Funds may not be used for other students, including siblings or members of the same household.

6. Changes and Revisions

Mt Juliet Christian Academy reserves the right to revise this policy as needed to ensure compliance with state regulations and internal financial policies. Families will be notified of any changes in writing.

LUNCH SERVICE

Lunch service is provided on-site by a partner organization, Chef's Advantage. Parents may fund their students' prepaid accounts through FACTS for cafeteria use. Prices and menus are published in the MJCA app. The use of the cafeteria is voluntary.

For students in grades K-5 who are not prepared to purchase lunch or have not brought their own, the student will be provided lunch in the cafeteria, and the charge will be added to the student's prepaid lunch account.

Prepaid lunch accounts are family accounts, meaning all students share one prepaid lunch account. If the family's account goes negative by $50, that charge will be moved to the incidental billing account and will incur late fees if not paid within the month of invoicing.

All lunch plans roll forward to the next year as a family, so if at least one student in the family remains enrolled for the following year, they can use any remaining balances. If a family has no students returning, they can request a refund of any remaining balances *exceeding $10* before June 15th. Any refunds less than $10 are subject to a $2.50 service fee.

CHANGE OF ADDRESS

Please inform the school at **registrar@mjca.org** within five days of any change to your address, e-mail address, or telephone number.

CUSTODIAL STATEMENT

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

CONFIDENTIALITY OF STUDENT RECORDS

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

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

ATTENDANCE

ATTENDANCE POLICY

MJCA is committed to the philosophy that, for quality education to occur, regular student attendance is required. Absence from school is always detrimental to a student's academic progress; therefore, please plan family trips and vacations around the school calendar breaks. Regular attendance is essential for academic success. All students aged 6-17 are required to attend school daily, and parents are responsible for ensuring their child attends school unless the child has a valid excuse.

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

EXCUSED ABSENCES

When a student is absent from school, a parent must contact **attendance@mjca.org** by 8:05 AM to inform the school of the child's absence. The email shall include the reason for the absence, the date of the absence, and a phone number. For extended absences, regular email communication is required. It is not the school's responsibility to track down students' excuses. After the first day back at school, absences will be unexcused if the school has not received an email.

Absences will be excused if appropriate documentation is provided to the school within three school days. Reasons include:

- Illness or doctor's appointment
- Death in the family
- Family emergency with prior approval
- Weather-related issues
- Religious holidays
- College visits (signed documentation required)

- School-sponsored activities
- Military deployment of the parent/guardian
- Court or legal proceedings involving the student
- Exceptional circumstances with administration approval

Make-up Work: Students are expected to complete all missed work following an excused absence.

NOTIFICATION OF PRE-PLANNED ABSENCES

There may be a need for preplanned absences beyond medical or family emergencies. These situations should be rare, and advance communication with the administration is required.

- A written parental request stating the reason for and the length of the absence must be submitted to the Lower School Principal or Upper School Principal at least one week in advance. The administration must acknowledge this request before the absence; however, the absence will be counted as unexcused. The administration reserves the right to limit such absences.
- The student must be in good academic and disciplinary standing.
- It is the student's responsibility to make up any work missed due to the absence. Assignments completed by the teacher's deadline may receive full credit. Lower School students' make-up work will be given upon return. Upper School students must check online daily for assignments.
- Upper School students must be present during exam weeks.

UNEXCUSED ABSENCES

Absences that are not documented or do not fall under the excused list are unexcused. After five (5) unexcused absences, a progressive intervention plan is initiated.

Progressive Truancy Intervention:

- Tier 1 (up to 5 unexcused absences):
  - Preventative support and communication with families
- Tier 2 (5 or more unexcused absences):
  - Student/parent conference
  - Attendance plan creation
  - Continued monitoring
- Tier 3 (9 or more unexcused absences):
  - Review of intervention effectiveness
  - Possible referral to juvenile court if all tiers are completed and absences continue

Important Notes:

- Driver’s License: Students may lose their eligibility for a driver's license after 10 or more unexcused absences.
- Grade Impact: Excessive absences may result in loss of credit for classes if course requirements are not met.
- A K-5th-grade student is tardy to school if they are not in their assigned classroom by 7:45 AM, Monday through Friday.
- A 6th-12th-grade student is tardy to school if they are not in their assigned classroom by 8:05 AM. Students will also be counted as tardy if they arrive late to a scheduled class start time during the day or arrive unprepared.

- Students who are absent for reasons not covered in the provisions as described under EXCUSED ABSENCES are considered unexcused.
- On the first day a student returns to school, a parent email should be sent to the school office stating the reason for the absence; otherwise, the absence will be unexcused.
- Students who miss schoolwork due to unexcused absences are expected to complete the work they missed. They may receive partial or no credit, depending on the circumstances.
- Suspensions are counted as unexcused absences.

CALENDAR

MJCA sets its own school calendar. The school calendar can be found on our website at **www.mjca.org** and on our school app, where school major dates are available. It is independent of the county schedule. Any weather-related closing will be decided by MJCA and announced as quickly as possible via the school's parent alert text messaging, email, and TV news stations.

EMERGENCY PLAN AND INCLEMENT WEATHER POLICY

MJCA has a written crisis plan that includes specific details for faculty, staff, and students to follow in the event of natural or man-made disasters. The crisis plan includes steps that will be taken during inclement weather. During a natural or man-made disaster, children are not released until the administration deems it safe to do so. The students will not be released until signed for by an approved adult.

The weather is monitored through weather radios, radar, and notifications from Wilson County Emergency Management. The students practice fire, tornado, and lockdown drills.

EXCESSIVE ABSENCES

In grades K-12, five (5) unexcused absences will result in an attendance probation. Upon the student's tenth (10th) unexcused absence, the student will be required to serve academic recovery time (T.C.A. 49.6.3007) for $20.

Continued excessive absences may result in dismissal from school.

EARLY DISMISSAL IN K-12th GRADES

If a student must leave school early, a written note from the parent should be submitted and approved in the school office before classes begin in the morning. Parents must check their student out at the main school office. If a student needs to be dismissed early, the student will be called to the office when the parent arrives to sign him/her out. We cannot call the student to the office before the parents' arrival. Please allow extra time for the office staff to call the student to the office when you arrive. The parent or student must sign the official sign-out sheet before the student is dismissed. Students who leave early are responsible for missed assignments. Early dismissals (before 2:00 PM) of all or part of an hour are counted as one full hour of absence. The school office will contact parents to verify that a driving student needs to leave before school dismissal.

TARDINESS

Teaching our children to be responsible by being on time is very important. A tardy is not automatically excused; all determinations are the sole responsibility of the administration.

In grades K-5, students who are late to school must report to the main office to receive a note to class. Upon the fifth tardy in nine weeks, the absence will count as one unexcused absence on their transcript.

In grades 6-12, students who are tardy but arrive before 8:25 may enter through the gym doors. Five (5) unexcused 1st-period tardies per nine weeks will count as one unexcused absence on the student's transcript.

Student drivers who arrive after 1st period must park in front of the sanctuary and enter through the main entrance.

CLOSED CAMPUS

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

RELEASE OF STUDENTS

Students will be released under the following guidelines:

- Students will be released only to the people listed on the Transportation/Pick-Up Information form. If any changes are made, the school office should be notified in writing immediately (at least one hour before dismissal).
- All Pre-K children must be signed out with the classroom teacher each day.
- If your child is to be picked up by someone other than those listed on the approved pick-up list, the custodial parent(s) should provide a note or email to the school office and/or the classroom teacher.
- All persons picking up a child for early dismissal must sign out at the main office.
- According to TN state guidelines for Pre-K and Extended Care programs, the state requires that no child be released to a person whose behavior, as a reasonable person would deem, may place the child(ren) in imminent risk. [T.C.A. Rule 0520-12-1-06(7)(b)] If someone other than the custodial parent/guardian arrives to pick up a child and is exhibiting risky behavior, the custodial parent/guardian will be called immediately. If the custodial parent/guardian is exhibiting such behavior, they will be asked to make other arrangements for their child's pickup. If they refuse to do so and insist on leaving with the child, they will be permitted to do so, with a warning that the police will be notified should they choose to do so.

MEDICAL INFORMATION

ILLNESS GUIDELINES

School staff will exercise reasonable care and discretion in matters concerning the health and safety of students.

For contagious and/or infectious diseases:

Any student with the following symptoms should be kept home until they are fever-free for 24 hours without fever-reducing medication. Any student sent home from school with a fever of 100°F or higher, diarrhea, or vomiting may not return to school the next calendar day.

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

- Temperature of 100.4° or more
- Being treated with antibiotics within the first 24 hours of the first treatment
- Purulent (green, yellow, thick, or unusual) eye drainage or matting
- Diarrhea and/or vomiting
- Skin rashes or eruptions; For rashes that are thought to be contagious (HFM, impetigo, ringworm, etc.), students must have verification of treatment by a physician before returning to school.

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

- Students with suspected head lice must contact the school nurse to ensure proper treatment before returning to school. The nurse will examine the student upon return to school.
- Please notify the office of any communicable diseases, including but not limited to COVID, strep throat, chickenpox, hepatitis, meningitis, rubella, measles, scabies, MRSA, and impetigo. Students with such diseases will not be allowed to attend classes while they are contagious. Students with chickenpox cannot return to school until all eruptions have scabbed over.
- Students absent due to illness or in the final stages of illness recovery are NOT to be brought to school simply to attend parties, field trips, or participate in extra planned class activities.

ADMINISTERING MEDICINES

The MJCA school policy for medication administration is as follows:

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

- Any student with an **ONGOING MEDICAL CONDITION (ALLERGIES, ASTHMA, DIABETES, CARDIAC SEIZURES, ETC.)** is required to complete an "Individual Health Plan (IHP)" form specific to each condition. The parent will complete this form, and the physician will need to sign it. **A new IHP is required before the start of each school year for your child to attend classes.**
- **MEDICATIONS TO BE ADMINISTERED DURING SCHOOL** (Prescription or Over-the-Counter) require a separate MJCA "Authorization for Administration of Prescription and Over-the-Counter Medication" form to be completed and signed by the parent/legal guardian. No medication will be accepted for administration unless accompanied by this form. **A new Authorization form is required along with the medication at the beginning of each school year.** This form must also be SIGNED BY A PHYSICIAN for all prescription medications. In addition, any changes in dosage or administration throughout the year will require a new form by the prescribing physician.
- **ALL MEDICATIONS must be in the ORIGINAL, UNOPENED CONTAINER.** No loose pills, tablets, or capsules in plastic bags will be accepted.
- **PRESCRIPTION MEDICATIONS must be in the original pharmacy container with the PRESCRIPTION LABEL ATTACHED.** The label must clearly display: student's name, medication name

and dosage, administration route, date, prescribing doctor, prescription number, pharmacy name, address, and phone number. This must match the physician's order. Most local pharmacies will provide a second labeled bottle/container for school use upon request.

- **Parents of ALL students in Pre-K through 12th grade need to deliver all medications to the school nurse. For student safety, the initial dose of a new medication may not be administered by school personnel.**
- An "Authorization for Self-Carry/Administration of Medicine" form must be completed for those wishing to **SELF-CARRY asthma inhalers, EPI-PENS, and diabetes related medications.** This form must be on file before a student will be allowed to carry any medication. No student should have these or any other medications without the knowledge of and documentation by the school's appointed personnel.
    - *Prescribed emergency medications to address life-threatening conditions will be made readily available at all times in accordance with TN law.
- Students are not allowed to administer ANY medication to other students. Doing so will result in disciplinary action.
- It is the student's responsibility (age-appropriate) to come to the clinic for scheduled daily medications, rather than having the nurse call for the student.
- AT THE END OF THE YEAR: Any unused medication must be picked up and signed for by the parent or legal guardian. All unclaimed medication will be disposed of by school personnel.

***All school medical forms can be obtained from the school nurse or found on the parent portal under resources.**

MEDICAL EMERGENCY PROCEDURES

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

MEDICAL COMMUNICABLE ILLNESSES

A student with indications of a communicable illness must undergo an examination by a medical doctor. The school then requires a statement from the doctor giving pertinent information about the illness.

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

FOOD ALLERGIES

Family Responsibilities:

- Notify the school of the child's allergies.
- Parents must complete an IHP for the school clinic.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school, including in the classroom, the cafeteria, after-care programs, and during school-sponsored activities.
- Provide written medical documentation, instructions, and medications as directed by a physician.
- Provide properly labeled medications and replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy, including:

    - safe and unsafe foods
    - strategies for avoiding exposure to unsafe foods
    - symptoms of allergic reactions
    - how and when to tell an adult they may be having an allergy-related problem
    - how to read food labels (age-appropriate)
- Report ANY occurrence of reactions to the school staff and the child's physician.
- KEEP EMERGENCY CONTACT INFORMATION UP TO DATE.

School Responsibility:

- Review the health records submitted by the parent and physicians.
- Ensure that all staff who regularly interact with the student understand the food allergy, can recognize symptoms, know what to do in an emergency, and work with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts-and-crafts projects, or incentives.
- Coordinate with the school nurse to ensure medications are appropriately stored and that an emergency kit is available.
- Designate school personnel who are properly trained to administer medications in accordance with the State Nursing and Good Samaritan Laws governing emergency medication administration.
- Be prepared to handle a reaction and ensure that a properly trained staff member is available to administer medications during the school day, regardless of time or location.
- Discuss field trips with the food-allergic child's family to determine appropriate strategies for managing the food allergy.

Student Responsibility:

- Should not trade food with others.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should be proactive in managing their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if they begin having any symptoms or if they eat something they believe may contain the food to which they are allergic.

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

MEDICAL EXPOSURE CONTROL PLAN

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

INSURANCE COVERAGE

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

INSURANCE COVERAGE EXCEPTIONS

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

PERSONAL APPEARANCE STANDARDS

MJCA desires that our students live and conduct themselves in a way pleasing to God. Standards of appearance are a means of building character and distinction in our students' lives. The dress code is not intended to measure spirituality but to serve as a tool for fostering students' academic and character development. Even though we readily acknowledge that much of the dress code is mere institutional preference, it is not optional. Students are expected to abide by the code, and parents are expected to monitor compliance before their children leave the house. Enforcement begins and should end at home. **However, the administration reserves the right to make decisions regarding dress that it deems inappropriate or immodest. Administration is the final authority on the appropriate dress code.**

School uniform logo shirts, plaid skirts, jumpers, polo dresses, and outerwear purchases must be made from Max and Alice Uniform Company. Pants and shorts may be purchased at a location of your choice or at Max and Alice Uniform Company.

DRESS CODE POLICY

Shirts

Pre-K

- These students are not required to wear uniform clothing.
- However, students are not to wear anything with skulls or guns, shirts with attached capes, hoodies that become masks, and/or negative advertisements.
- Clothing should fit appropriately, with no holes or frayed edges.

K-12 Students

- All K-12 students are required to wear the school logo shirt.
- Polo style with school logo – Color must be royal blue, black, or gray, and made of cotton or smooth dry-fit material.
- All logo shirts must be purchased from Max and Alice Uniform Company (available online or in-store).
- Oxford style shirt with the school logo, grades 6th-12th – light blue or white.
- A collared shirt must be worn at all times during the school day.
- Solid (black, royal blue, or gray) long-sleeve T-shirts may be worn under the required school collared polo.

Pants/Shorts

Pre-K

- These students are not required to wear uniform clothing.

- Clothing should fit appropriately, with no holes or frayed edges.

K-12 Students

- Uniform-type pants/shorts with either a flat or pleated front
- Color choices are khaki, navy, or black.
- Material should NOT be blue denim, sweat suit, velour, leather, spandex, or any other material that creates a snug or tight fit (no skinny-fit pants, jeggings, or leggings, either straight-legged or flared).
- Pants/shorts should fit appropriately – not oversized, tight, or form-fitting (no skinny fit); should not be worn in the "low-rider" style.
- Shorts should rest no more than 4 inches from the middle of the knee when standing straight. Socks must be solid white, black, khaki, or navy blue.

<u>Skirts</u>

Pre-K

- These students are not required to wear uniform clothing.
- Clothing should fit appropriately, with no holes or frayed edges.
- Bloomers, leggings, tights, or shorts must be worn under skirts or dresses.

K -12 Students

- Khaki, black, or navy-blue skirt; or plaid from Max and Alice (see next point).
- Plaid skirt must be purchased from Max and Alice Uniform Company.
- Skirts should rest no more than 4 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.
- Leggings will be supplied to students whose skirts are too short for $12; the fee will be applied to the FACTS account.

<u>Jumpers or Polo shirt style dress (only allowed K-2)</u>

Pre-K

- These students are not required to wear uniform clothing.
- Clothing should fit appropriately, with no holes or frayed edges.
- Bloomers, leggings, tights, or shorts must be worn under skirts, jumpers, or dresses.

Elementary K-5

- Jumper color choices are khaki or navy blue and must be purchased from Max and Alice.
- Jumpers or dresses should rest no more than 3 inches from the middle of the knee when standing straight. Modesty shorts must be worn underneath jumpers and dresses.
- If wearing leggings, tights, or knee socks with skirts, they must be solid white, black, khaki, or navy blue.
- No skirts with slits.

<u>Outer Wear (worn during the day as an extra layer of warmth)</u>

Pre-K

- These students are not required to wear uniform clothing.
- Clothing should fit appropriately, with no holes or frayed edges.

- MJCA sweatshirts and other school items are available for sale through the Spirit Store.

K-12 Students

- Logo pullover or jacket must be purchased from Max and Alice Uniform Company.
- Color – black or royal blue.
- No hoodies (Monday – Thursday)
- MJCA crewneck sweatshirts and other school items are available for sale through the Spirit Store. These may be worn Monday-Friday.
- Cardigan sweaters may be worn – they need to be navy, black, or white.

High School Students (grades 9 – 12)

- Students may wear the official MJCA letterman jacket.
- Students may wear the official MJCA cotton or smooth dry-fit pullover with the MJCA logo. Color - Gray

HAIR

Hair must be clean and neat. Haircuts that are unusually shaved or spiked are not allowed. Color must consist 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 any hair accessories (hats, bandannas, etc.) during school hours. Boys' hair must be off the collar (T-shirt collar) and out of their eyes. No unkempt hairstyles allowed. Facial hair must be neatly kept.

- Girls' hair must be kept out of their eyes, and they may not wear hats or bandanas.

The administration reserves the right to disallow any "new" or "old" hairstyle that they believe conflicts with the mission and philosophy of the school/church or distracts from the learning environment.

SHOES

Dress shoes, tennis shoes, or dress boots may be worn during school hours. Skate shoes, slippers, sandals, flip-flops, and Crocs are not allowed. No open-toe or open-heel shoes may be worn. Tennis shoes must be worn on P.E. days. Only Pre-K through 5th-grade students are permitted to wear sandals with backs.

JEWELRY

Visible body piercings, except for girls' earrings, are not allowed. Tongue piercings are not allowed. Clear jewelry is not an acceptable alternative. Boys are not permitted to wear earrings during the school day or while participating in any school-sanctioned event. Any jewelry that is clearly identified with a segment of culture that is unwholesome or ungodly will not be allowed.

DRESS CODE ENFORCEMENT

K THROUGH 12th DRESS CODE VIOLATIONS

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

- The student may call home to have the parent bring a change of clothes.

- Students will be given articles of clothing to wear (if available) and must return them.
- Repeated dress code violations will result in disciplinary action.

SPIRIT WEAR DRESS DAYS

The administration will determine "Spirit Days." On "Spirit Days," students must follow the general guidelines issued by the administration. Every Friday is Spirit Day, and all K-12 students can wear MJCA Spirit Store apparel with jeans or uniform pants/shorts.

STUDENTS REPRESENTING MJCA

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

MARKING OF CLOTHING AND EQUIPMENT

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

STUDENT BEHAVIOR MANAGEMENT

DISCIPLINE

The administration reserves the right to make decisions regarding discipline.

Discipline is a process in which the student progressively learns to develop habits of self-control and to recognize their own accountability to others and to God. The main objective of discipline in a Christian school is to help students learn to make wise choices, face poor choices honestly, and recognize the consequences of their choices.

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

- To cooperate with the administration of MJCA in seeing that the student attends classes regularly and reports to the school premises on time each school day.
- To assist the student in learning and advancing in the educational process.
- To cooperate in solving school-related issues.
- To cooperate in aiding the teachers in providing the student with a Christian education.
- To avoid spreading negativity or discourse within the school community.

Students of MJCA are ambassadors of Jesus Christ and our school. Student behavior, whether on or off campus, that is immoral and/or illegal and therefore contrary to the mission, purpose, and goals of MJCA

may be subject to disciplinary action. The following rules, regulations, and procedures are designed to protect all members of the school.

MJCA subscribes to a behavior management plan that rewards behavior that exemplifies the school's mission and imposes consequences for behavior considered inappropriate.

K - 5TH GRADE CODE OF CONDUCT

Students exhibiting behavioral problems are addressed according to the severity of their unacceptable conduct. The actions taken by the school will vary with the severity of the infraction. Teachers handle problems such as general disturbance and incomplete homework as they feel best. The classroom teacher will deal with minor issues of concern. After each documented instance (an Elementary Conduct Report is filed), the student will be called to meet with the Lower School Principal or designee. The parent will be called if problematic behavior persists. After 5 additional documented incidents, the student will meet with the Principal to receive one of the following: a time-out from the classroom, detention, an in-school suspension, or an out-of-school suspension.

Teachers refer more serious problems to the administration, which reviews the situation and determines what would be best for the individual and the student body. These situations could result in a time-out of the classroom, detention, in-school suspension, or out-of-school suspension.

The list of infractions on the Elementary Conduct Report is not exhaustive, and the administration reserves the right to add to it and to treat each incident according to age appropriateness. Each instance will be addressed by the administration as soon as possible.

Infractions include but are not limited to: annoying/provoking, bad attitude, biting, disrespectful behavior, inappropriate cafeteria/ hallway behavior, cheating, defacement of property, deliberate disobedience, disrupting class, excessive talking, lying, not doing work, not following directions, out of seat repeatedly, pushing, hitting, kicking, throwing objects, talking back to the teacher bullying (repeated behavior exhibited), defiance, destruction of property, fighting, profanity, stealing, a repeated pattern of minor infractions

6TH – 12TH GRADE CODE OF CONDUCT

The following regulations were developed to create a school environment conducive to learning. To maintain a safe learning environment, students observing any of the infractions listed below should immediately contact school staff. These policies apply in school buildings, on school grounds, in school vehicles or buses, or at any school-sponsored activity, at any time, whether on or off school grounds. The disciplinary actions listed below are the minimum consequences. Subsequent offenses will result in more serious disciplinary measures.

- Students are expected to follow instructions and school rules and cooperate with school staff (including substitute teachers). Students violating this policy will have appropriate disciplinary action.
- Students who make obscene gestures or use profanity or vulgarity toward any member of the school staff will be suspended. Other profane/vulgar outbursts will be disciplined accordingly.
- Students who engage in conduct unbecoming of a student or are disrespectful toward any member of the school staff will be subject to suspension or other disciplinary measures.
- Participating in, inciting, advising, or conspiring with others to engage in any act that disrupts regular school activities, on or off campus, will result in serious disciplinary measures.
- Each individual is expected to show respect for others.

    - No horseplay allowed. Students who engage in horseplay will be appropriately disciplined.
    - Students fighting on school grounds are subject to immediate suspension, may be transported to a detention facility, and may be prosecuted.
- All substance abuse is prohibited, including a student using, furnishing, possessing, transferring, or being under the influence of:
    - Any narcotic, stimulant, prescription drug, or any other controlled substance (including marijuana or THC).
    - Tobacco: By state law, students are not allowed to use or possess tobacco in any form on campus or at any school activity.
    - Electronic cigarettes (including vapor products) and all associated paraphernalia are prohibited. Possession of a lighter is prohibited.
- Possession of any lethal or dangerous weapon (including a replica) will constitute Zero Tolerance Behavior.
- Failure to follow administrative directives will result in severe disciplinary action.
- Any form of cheating, including copying, will result in suspension. Students will still complete the assignment.
- Once a student has arrived on school grounds, leaving campus at any time before dismissal without permission will result in suspension. Students leaving campus without permission may have their driving privileges revoked.
- Students who destroy or damage school property or the personal property of others shall pay for such damage according to the value set by school authorities and be subject to suspension from school and referral to law enforcement.
- Skipping Class: Remaining out of class and leaving without permission will be considered skipping. This includes remaining in the restroom, counseling office, library, cafeteria, gym, or any other area.
    - First Offense: 1 Day- Detention; Second Offense: 3 Days - Detention

DETENTION

Early Morning detentions will be served the next available school day after the detention is issued. Detentions begin at 7:00 AM and conclude at 8:00 AM for upper school, and at 6:30 AM and 7:30 AM for lower school. To cover the cost of the detention, a $25 fee will be incurred.

Since receiving a detention is a disciplinary action, it must be served on the day it is assigned, regardless of work, family plans, extracurricular activities, or transportation inconvenience. Tardiness to detention will result in the detention being reserved. Unless the administration grants special permission, failure to serve a detention will result in another detention and/or behavioral probation.

Students who earn 2 detentions in a semester may be placed on behavioral probation. A 3rd detention in a semester may trigger a suspension depending on the infraction.

SAFETY IS OF THE UTMOST IMPORTANCE - Propping exterior doors open and/or leaving the building without permission will result in detention. Leaving the school property during the school day without checking out from the upper school office will result in an automatic suspension.

DETENTION FEES

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

- One-hour Early Morning detention - ($25)
- In-school suspension - (1/2 Day $50; Full Day $100)

SUSPENSION AND EXPULSION

Suspensions may be in-school or out-of-school.

- In-School Suspension – The student may be charged for the price of a monitor.
- Out-of-School Suspension – These can be given for 1 to 5 days. Out-of-School suspensions are used as a last resort.
- Suspensions result in the following:
    - Any student who is suspended will return to school on disciplinary probation.
    - Suspensions result in the loss of participation in extracurricular activities and sports during the time of suspension. Additional time loss may be determined by the administration and the extracurricular sponsor, depending on the infraction.
    - Out-of-school suspensions count as unexcused absences.
- Expulsion – Students placed on probation or suspended may face disciplinary expulsion. The administration of MJCA will determine expulsion.

DISCIPLINARY PROBATION

A student may be placed on disciplinary probation after showing a pattern of infractions at any level and may not represent the school in extracurricular activities. The student will be given a specified period of time for probation and improvement. If the improvement plan is honored, the student will no longer be on probation. However, students who do not honor the improvement plan, with improved conduct and behavior, may be asked to withdraw from school.

GROUNDS FOR DISMISSAL-EXPULSIONS

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

The following are grounds for dismissal:

Attitudes reflecting a "Flaunting of Sin."

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

Out-of-School and In-School Behavior:

> The primary responsibility for monitoring and encouraging moral behavior that is consistent with scriptural directives lies with the home and the church. The school is committed to supporting the home and the church in this area. The school does this by teaching in the classrooms, encouraging wholesome relationships in the school community, and insisting on standards of behavior consistent with the will of God as revealed in the Bible. Although the school cannot and should not be responsible for the moral behavior of each person all the time, often the moral behavior is associated with the school. The school may become involved when there is behavior that is clearly immoral

and/or illegal (i.e., drugs, alcohol, sexual activity), and when there is the probability that the behavior will negatively affect the school community and/or its reputation.

The Administration reserves the right to determine possible consequences for behaviors deemed detrimental to MJCA/FBCMJ. Any student who is suspended two or more times in one school year faces expulsion. A student may be expelled for a single incident or repeated suspensions. A student may be expelled for the use of illegal drugs on or off campus. Any physical altercation with a teacher or staff member may result in immediate expulsion. Expulsion has devastating consequences and is always the last resort. However, the responsibility for the safety and well-being of all students makes it necessary.

WEAPONS

Firearms, knives, explosives, fireworks, and other instruments considered dangerous are not to be brought onto campus. Penalties are severe and may include suspension or expulsion from MJCA, as well as possible arrest (TCA 39-17-1309). This includes imitation or spring- or gas-powered weapons such as BB guns, pellet guns, paintball markers, or replicas of real weapons. Students who bring imitation weapons on campus without permission are subject to the same penalties listed above.

In addition, under Tennessee Public Law, school personnel have a duty to report any reasonable suspicion that a student is committing or has committed a violation of TCA 39-17-1307 and/or TCA 39-17-1309 to the principal or, if the principal is unavailable, to the principal's designee. If neither the principal nor the designee is available, school personnel may report the violations committed on school property to the appropriate law enforcement authorities.

STUDENT DIGNITY POLICY

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

Any student determined to have violated this policy will be subject to corrective action and discipline, including possible expulsion.

CHEATING AND PLAGIARISM

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

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

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

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

The appropriate source must be cited as directed by the teacher. Cheating or plagiarism will result in an "F" (0%) on an assignment, test, or exam. For students in grades 6-12:

- 1st offense – a grade of zero
- 2nd offense – grade of zero and a detention
- Any additional offense – grade of zero and behavioral probation. Failure to meet the standards of behavioral probation may result in suspension or expulsion.
- If two students are involved, one giving and the other taking, these penalties will hold for both students.

MALE/FEMALE RELATIONSHIPS

At MJCA, we believe that God distinctly created each person as either male or female as recorded in Genesis 1:26-31 and 2:18-25. We hold to this statement, supported by Scripture, in the selection and admissions process for all students considered for admission to this school.

MJCA provides opportunities for boys and girls to cultivate friendships with the opposite sex. In some instances, these associations will deepen into more than passing friendships; however, students should refrain from inappropriate intimate behavior on campus or at school-related events. All such relationships must be handled responsibly. Public displays of affection will not be allowed. MJCA does not tolerate same-sex relationships.

SEXUAL HARASSMENT POLICY

MJCA is committed to maintaining a learning and working environment free of sexual harassment and intimidation. Therefore, sexual harassment of or by any student or adult is strictly prohibited. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature. Harassment can include, but is not limited to, the following:

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

In the event a student believes that he/she has been sexually harassed, whether in person or through social media, text, or other electronic means, he/she must report the offending conduct to both a parent/guardian and either the Upper School Principal or Lower School Principal immediately, so that an investigation and

any appropriate corrective/remedial and disciplinary action can be taken. MJCA will not retaliate against a student reporting suspected sexual harassment, and should any member of the MJCA community attempt to retaliate against a student who reports suspected sexual harassment, he/she will be disciplined appropriately.

INSPECTIONS/SEARCHES

All student lockers, cubbies, desks, motor vehicles, and personal property on school property are subject to inspection in accordance with TCA 49-6-4204. Searches (including urine and/or blood drug screening) and inspections by designated school staff may be conducted without prior announcement. Searches will be performed with concern for the personal privacy of any student.

APPEALS PROCESS-STUDENTS

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

ALCOHOL AND DRUG POLICY

PURPOSE

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

For this policy, the terms “School Property” or “School Premises” are used in their broadest sense and include all property, facilities, land, offices, classrooms, gyms, buildings, structures, fixtures, vessels, automobiles, trucks, buses, all other vehicles, and parking areas, whether leased or owned, used or under the control of MJCA. This may also include other locations, such as another school's site, or travel to and from those locations while in the course and scope of school activities. (See Inspections/Searches)

STUDENT ASSISTANCE

Abuse of alcohol and drugs is recognized as a pervasive problem that affects society and creates a need for guidelines regarding assistance. Accordingly, when it is determined that a student is suffering from an alcohol or drug abuse problem, efforts will be made to see that the individual obtains assistance. However, this does not preclude, under this policy, MJCA’s right to administer discipline up to and including expulsion of students. If a student approaches the faculty/administration seeking assistance with a drug/alcohol usage problem, a drug/alcohol rehabilitation program will be followed to help the student overcome the addiction.

Refusal to enter the drug/alcohol program will be grounds for expulsion. The student will bear all costs for drug testing and/or treatment.

GENERAL INFORMATION

ASBESTOS NOTIFICATION

MJCA has complied with the Asbestos Hazard Emergency Response Act (AHERA). This act requires our school to undergo periodic inspections by a certified inspector to identify asbestos, which may pose a health hazard to the building's occupants.

BOOK AGREEMENT

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

BUYING AND SELLING

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

CELL PHONES & COMMUNICATION DEVICES

Any time the word “phone” or “cell” is used, this includes **ALL** cell phones, iPads, tablets, smartwatches, and any other electronic device used for communication. This policy covers any future technological advances for communication.

Parents should try not to communicate with their child during school hours via cell phone or other communication devices unless it is an emergency. ALL features on the phone, without exception, must be inaccessible during instructional time. Anyone who violates the cell phone policy may have their phone confiscated and receive ISS. The phone will be returned to the student at the end of the day or held until a parent can pick it up from the administration.

Continual violations will result in a longer holding time. To protect the integrity of the academic environment, the phone's features will be checked to determine whether other students were involved in receiving or sending messages or pictures if the phone is confiscated during instructional time.

LOWER SCHOOL:

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

UPPER SCHOOL:

Students are required to turn in their phones and communication devices to their 1st-period teacher every morning. They are NOT permitted to use these devices for any reason during the school day. This includes break and lunch. Failure to follow this policy will result in disciplinary action.

SCHOOL DANCES

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

DIAGNOSED LEARNING DIFFERENCES

Students who have current documentation on file at the school for identified learning differences may or may not be considered for accommodations. Any accommodations will be based on individual needs determined by school personnel. Any student who has learning differences must have medical documentation on file. However, in addition to any medical diagnosis, students must have an accepted educational assessment administered by a licensed school psychologist. This testing can be arranged through your county educational office. The report issued by a school psychologist is considered active for four years from the date of the report. After four years, the report expires, and it is the parents' responsibility to schedule retesting with a school psychologist. MJCA does not employ special education teachers or staff. We do not currently offer special education classes or resources in school.

ELECTRONIC DEVICES, LASER POINTERS, & TOYS

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

Pre-K and Lower School students are not allowed to bring their own toys or electronic devices to school without teacher permission. We cannot be responsible for lost or broken items brought to school.

Any unclaimed toys will be donated at the end of each week.

FIELD TRIPS

Students are expected to participate in their class field trips and ride school-approved transportation. If a student is unable to participate in a field trip, the student's parent/guardian must make alternative care arrangements for that day. Students who do not attend school or participate in the field trip will be counted as absent and will receive an alternate assignment. Parents are always welcome to participate in field trips if the venue allows. For parents/guardians attending a field trip, please remember that siblings must remain at home so that adults are available for supervision. A student cannot participate unless all necessary medical documents and/or medications are received. The cost of field trips is included in tuition for Pre-K through 5th grades and is non-refundable. All chaperones must have a background check performed by MJCA.

FUNDRAISING POLICY

All fundraising must be approved and coordinated through the administration. The administration will approve all mission projects.

HANDOUTS

All flyers, handouts, open letters, and communiqués intended for distribution on any portion of First Baptist Church Mt. Juliet or MJCA property must be approved by the church and/or Communications Director before distribution.

LIBRARY INFORMATION

The MJCA Library and Media Center is open 7:30 AM to 2:45 PM when school is in session.

LIBRARY CHECK-OUT POLICY

MJCA students may check out up to two items at one time.

OVERDUE, DAMAGED, OR LOST LIBRARY ITEMS

There are no overdue charges on library materials; however, damaged or lost library materials will be billed by the MJCA Library and will include the purchase price plus a $3 replacement fee per item. Any lost or damaged library materials checked out by MJCA students are expected to be paid in full before the end of the school calendar year.

LOST AND FOUND

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

PERSONAL PROPERTY

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

PRIVATE PARTIES

MJCA does not sponsor private parties (such as birthdays and graduations) in individual homes, community centers, or other gathering places.

Birthday Parties (Pre-K – 5th Grade): Parents may provide special treats to celebrate their child's birthday in the classroom, with advance approval from the teacher. Please discuss any allergies with the classroom teacher before sending in items. No invitations for private parties can be distributed at school. Cookie Cake orders are available through our MJCA Cafeteria.

NON-SMOKING/VAPING AND TOBACCO-FREE ENVIRONMENT

The campus of Mt. Juliet Christian Academy is a non-smoking/vaping and tobacco-free environment. This includes all buildings and grounds of the First Baptist Church Mt. Juliet campus.

PROPERTY/BUILDING SECURITY

To ensure better security, upon arriving at campus, parents and visitors will be asked to enter through specified doors, sign in at the school's reception area by presenting a government-issued ID, and receive a name tag. Even though other doors may be more convenient, please understand the necessity of this security measure. If parents or students notice suspicious persons or activities on school property, please notify security or a staff member immediately. Security cameras are located in the Lower and Upper Schools, in the main areas of the school, and outdoors.

In compliance with Tennessee's School Security Act (SSA) and TCA 49-50-803, the chief administrator of a private K-12 school may implement a handgun carry policy. Employees who have received strict written

authorization from the administration and comply with the requirements are permitted to possess a handgun on school property.

Members of the Security Team are on campus and hold certified armed guard licenses issued by the State of Tennessee.

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

SAFEGUARDING VALUABLES

Students should not bring excessive amounts of money or other valuables to school. Watches, rings, necklaces, good-luck charms, etc., may be worn at all times except during physical education classes. When valuables are removed from the person, they should be securely locked in the student's assigned locker or placed in the student's backpack. Items of greater value (e.g., money for trips) should be turned in to the homeroom teacher for safekeeping.

SCHOOL TELEPHONES

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

SUNDAY AND WEDNESDAY ACTIVITIES

No organized sports or activities are to be scheduled on Sunday (rainouts, tournaments, drama productions, etc., may be exempt). Any activity held on Sunday would require prior approval from the Superintendent of School. Approved scheduled Wednesday activities should be over by 5:00 PM, and games or events are discouraged.

TEXTBOOK POLICY

Our textbooks are selected in accordance with our school's overall philosophy. The basic goal of MJCA is to provide distinctively Christian teaching with a sound academic program. Our textbooks are chosen for their quality, clarity, and Christian perspective. The academy also uses texts and materials from secular sources to help students meet the educational objectives. Any lost or damaged textbooks will be replaced, and the charge will be placed on the student's FACTS account.

VISITORS

Any visitor, other than a current parent, must be approved by the administration and check in with the receptionist.

INTERNET AND TECHNOLOGY POLICY

INTRODUCTION

MJCA has made a strong commitment to improving education with the use of technology. The school provides hardware, software, cloud services, and internet access to faculty and students to enhance the learning experience. These technology resources must be used as defined within the scope of this

handbook, which is in accordance with MJCA's mission statement and any applicable laws in effect. Technology resources are considered the property of MJCA and are made available to employees and students at MJCA, who should handle them with the utmost care. Students' personal devices may never be connected to the internal network, but may use the guest network for internet access if necessary. Students should be aware that their use of MJCA's technology resources is not private and should have no expectation of privacy regarding the contents of their MJCA-owned devices or any network to which their personal computers or devices are connected. MJCA may access, monitor, analyze, and inspect its technology resources at any time, with or without permission or advance notice. Those authorized to inspect MJCA-owned technology include the school administration, the Technology Director, and/or anyone authorized by the school administration or the Technology Director.

PRIVILEGES & RESPONSIBILITIES

MJCA staff and students are held to the same standard of honoring God with all they do. Students must use MJCA's technology resources in a moral, ethical, legal, and responsible manner in accordance with MJCA's stated mission. Since the use of MJCA's technology resources is a privilege, inappropriate use may result in the termination of those privileges. **Failure to comply with the terms and conditions of this policy will result in disciplinary action as specified in this handbook.** In situations where this policy does not provide clear direction, the MJCA administration, the Technology Director, and teachers will collectively determine what is or is not appropriate. These people are charged with implementing and enforcing this policy and may, at any time, restrict, suspend, or terminate access privileges in their sole and absolute discretion. Parents should understand that network and internet access is for educational purposes only and that MJCA has taken reasonable steps to ensure that access is limited to such purposes and denied to inappropriate materials. However, it is impossible to control all materials, and an industrious user may discover inappropriate information found on the internet. MJCA is not responsible for non-educational usage or inappropriate materials accessed or acquired by a student through or supplied by the internet. MJCA is not responsible for data loss, failure to deliver information, or service interruptions.

Users of MJCA technology resources must comply with federal and state laws, MJCA's rules and policies, and the terms of applicable contracts, including software licenses, when using such resources. Examples of applicable laws, rules, and policies include, but are not limited to, the laws of libel, privacy, copyright, trademark, obscenity, and child pornography; the Electronic Communications Privacy Act; and the Computer Fraud and Abuse Act, which prohibit "hacking" and similar activities.

MJCA-OWNED DEVICES

MJCA may assign a device to a student during a school year, including devices that are located in a classroom. It is expected that the individual will take care of any assigned devices and report any problems immediately to a teacher or the Technology Director. If a device is damaged, the individual assigned to it will be responsible for its repair. Damage should be reported immediately. The following guidelines can help avoid damage:

- Keep food and liquids away from the device.
- Take care when transporting or carrying a device in a bag.
- Always place the device on something stable and away from any edges.
- Periodically clean the device with a soft, damp cloth.

- Do not adhere any stickers or other materials, especially over fan vents.
- Always store the device in a moderate temperature-controlled environment.
- Do not place the device anywhere it can be knocked over or fall off.
- Never leave your device unattended in a public place.

SECURITY GUIDELINES

MJCA recommends the following security guidelines for employees and students:

- Never share an account password with anyone.
- Passwords should be unique to each account. Use a password manager.
- When available, use multi-factor authentication to add an extra layer of security.
- Do not leave your device unattended and logged in.
- Do not connect your mobile device to a wireless network you don't control or trust, such as one in a public place, hotel, or airport.
- Do not share personal information with anyone on the internet.
- Be suspicious of any email requesting personal or account information. When in doubt, call the person who sent the email to verify they sent it.
- If a message or screen pops up alerting you to a virus on your computer, contact MJCA's tech support immediately. Do not call any non-MJCA phone number or let anyone other than MJCA's tech support remotely connect to the computer.
- Use caution when clicking on URLs or browsing the internet.
- Lock up all devices when not in use.

COMMUNICATIONS & SOCIAL MEDIA NETWORKS

MJCA recognizes that social media is popular and offers an opportunity to share positively with others. However, abuses can occur. Therefore, this policy applies to all public internet communications, including social media, email, and commenting. All employees and students are expected to reflect a positive Christian testimony and serve as Christian role models, in and out of school. MJCA's policies against discrimination or other harassment apply to any internet communications. Therefore, any internet communications that adversely reflect on the employee's or the student's MJCA Christian testimony, that contain confidential student or parent information, that contain confidential school information, that disparage the school or other employees or officers, or that violate MJCA's anti-discrimination and/or anti-harassment policies may result in requests to remove the communications and may result in discipline. MJCA shall hold employees and students personally responsible for all material they post or for content posted by third parties to personal social media accounts.

Staff and students will abide by the generally accepted guidelines. This includes but is not limited to the following:

- Do not reveal personal information about yourself or others.
- Do not plagiarize. Assume that information and/or programs on the internet may already be copyrighted and should be treated as such. Cite all authors and give references for materials used from the Internet.
- Report any security problems directly to the Technology Director and/or teacher.

- Illegal activities should be reported to the authorities.
- Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material.
- The personal use of any social networking sites during school hours must not interfere with responsibilities. Administrative approval is required for employees who use the school's electronic resources to send public messages on social networking sites.
- The Superintendent of Schools must approve any message that may act as the “voice” or position of the school. Any MJCA intellectual property may not be used without prior approval.
- If employees are not providing an official message from the school, those who comment on any aspect of the school must include a disclaimer in their “profile” or “bio” stating that the views are their own and not the school's.
- Written messages are, or can become, public. Use common sense!
- All social networking activities are subject to all the school policies and procedures.
- Remind other members of the network of your position at MJCA and that current or former students may access your profile, and monitor their posts to your network accordingly. Conversely, be judicious in your postings on all friends’ sites, and act immediately to remove any inappropriate material from your site, whether posted by you or someone else.
- Recognize that there is no such thing as complete privacy on a social networking site, and MJCA does not and cannot guarantee such privacy and confidentiality. Take care with anything you post online. Keep your privacy settings at appropriate levels to protect yourself.

PROHIBITED BEHAVIOR AND DISCIPLINARY ACTION

MJCA expects employees and students to abide by this technology policy and be responsible for the technology resources entrusted to them. The following behavior, although not comprehensive, is expressly prohibited. MJCA reserves the right to add or modify these guidelines at any time.

- Connecting personal devices to the school’s internal wireless network.
- Misusing MJCA technology resources in such a way that causes harm or damage to the resource.
- Creating and/or knowingly or negligently spreading viruses.
- Violating any laws.
- Using and/or installing unauthorized software.
- Attempting to access restricted devices or systems that expressly require authorization.
- Accessing information or media that is inappropriate within the school or educational setting.
- Deliberately circumventing the safeguards put in place for MJCA’s technology resources.
- Misusing email for spamming, phishing, etc.
- Any activity or concealment of activity that is inconsistent with MJCA's mission.
- Using MJCA’s technology resources for non-academic purposes, such as political purposes, product advertisements, or personal or financial gain.
- Attempting to access an account that does not belong to you.
- Allowing remote access to your system unless approved by the Technology Director.
- Creating social media accounts and web pages using the MJCA name or logo without express permission from the MJCA administration.
- Creating a fake social media account to mimic a school employee.
- Sending or posting threatening messages, inappropriate comments about the school/ students/ employees, and inappropriate pictures and/or language. This includes sexting and bullying.
- Defamation, libel, or slander of school employees, students, or the school. Additionally, attacking a

person's character.

Any of the above behaviors will result in disciplinary action, and if applicable, the proper authorities will be notified. MJCA administration may issue students Saturday detention, suspension, or dismissal if they are involved as a host or participant. Students are required to immediately report any such activities to a teacher, principal, or administrator.

The school expects parents to be responsible for monitoring all of their child's social media sites. If needed, information can be obtained from the school on how parents can monitor these sites. Faculty and administration will not police sites for compliance with these guidelines; however, if such information is brought to the school's attention, the offense will be appropriately handled. Students are not allowed to access social networking websites while using school computers. The consequences of any type of internet offense, on or off campus, could result in a parent conference, a warning, loss of computer privileges at school, suspension, or expulsion.

GOOGLE SERVICES

MJCA utilizes Google Workspace for Education as a technology resource. Students in 5th grade and above are provided with an email account for use at school. These accounts are for email communications, Chromebook login, and Google Classroom. Aside from Core Services offered by Google, there are additional Google services and third-party services that access student Google accounts. Upon creation, student accounts contain only basic information – name and email address. Any other information would be provided by the student, such as phone number, birth date, etc. MJCA takes student privacy very seriously and makes every effort to limit access to student information contained in Google accounts. All services that connect to a student's Google account are evaluated and, if deemed safe, granted only the permissions necessary for the service to function. By enrolling a student at MJCA, parents are consenting to the use of Google student accounts. Parents can read the Google Workspace for Education Privacy Notice for more information.

All MJCA parents are required to log in to the FACTS Parent Portal Web Forms to complete electronic signatures of agreement with the Computer/Internet Acceptable Use Policy Consent Form and the Parent/Student Handbook Agreement Form.

EXTENDED CARE PRE-K THROUGH 5th

Extended Care includes these divisions:

- Extended Care (mornings and afternoons), ½ days with RSVP
- Holiday Care (some holidays and school breaks), Pre -K only
- Summer Care, Pre-K only

NOTE: Each Extended Care division has a separate registration process. Spots are limited, so early registration is advised.

Extended Care, Pre-K–5th grade, is available to students who are registered specifically for Extended Care and have completed the required paperwork. When school is in session, Extended Care is available from 6:30 – 8:00 AM and 3:00 – 6:00 PM. Extended Care is open on scheduled half days of school until 6:00 PM. When

school is closed (sickness, snow days, etc.) Extended Care will also be closed. **NOTE: Pre-K classroom doors open at 7:50 AM with classes beginning at 8:05 AM and ending at 3:05 PM.**

Half days are free if they fall on a day your child is already registered, **and an RSVP is received 2 weeks** in advance for scheduling purposes. Extended Care is open on some pre-scheduled holidays with additional fees and paperwork to be submitted.

The state monitors MJCA's Extended Care Program. For this reason, parents must sign their students "in" to Extended Care each morning and sign them "out" each evening. All students attending Extended Care must be registered. Registered students will receive an Extended Care Parent Packet containing important information about our daily schedule, pick-up locations, and documents requiring a parent's signature.

If a student remains 20 minutes after their dismissal time, they will be sent to Extended Care. A $45 fee will be charged. Any time before 7:30 AM, if a non-registered student is dropped off, a $45 fee will be charged. Drop-ins will still require prior approval from the Extended Care Director, and the drop-in fee will remain unchanged. This is to ensure that state requirements are met.

A late fee will be assessed for those picking up Extended Care students after 6:00 PM. There will be 2 grace periods of up to 5 minutes, after which a charge of $2.00 per minute will apply. On the third late pick-up, the charge will be $5.00 per minute. All Extended Care fees will be charged through the parent FACTS tuition account.

If at any point payments for Extended Care become delinquent, your student may be suspended from using any of the Extended Care services until the account is brought up to date.

Holiday Care is part of Extended Care and is on a first-come, first-served basis. The days of operation are prescheduled each school year. There is an additional registration fee and a per-day cost per child. Holiday Care is open to Extended Care members first, then to the rest of the student population. It requires a 4-week notice of registration and is non-refundable once registered due to pre-planned staffing needs. The hours of operation are 7:00 AM-5:30 PM, with a drop-off time by 8:15 AM.

EXTENDED CARE DISCIPLINARY POLICY – (PRE-K THROUGH 5th)

Extended Care follows the same rules and guidelines as MJCA. We desire to provide an enjoyable before- and after-school program for our students. Extended Care is primarily a "fun" program, with much time spent outside and in free play. This requires the cooperation and good behavior of all students enrolled in the program. The primary disciplinary actions used in Extended Care are "time out" and the withdrawal of privileges.

Grades Pre-K-2: The "time out" period is determined by the offense and the child's age. Most infractions are minor and typical of childhood behavior; however, the parent will be notified if a child is in "time out" two or more times in one day. The parent will also be notified if the child consistently disregards the rules and is placed in a time-out.

Grades 3-5: In more serious situations or for repeated disciplinary behaviors, an Extended Care Conduct Note will be issued, which reduces the overall school conduct grade by 25 points.

There are a few instances in which a child's behavior warrants suspension from Extended Care for up to three days. These offenses include, but are not limited to, fighting, deliberate and repeated rudeness and disrespect to an Extended Care teacher, and excessive and continued disregard for Extended Care rules. Suspension from Extended Care will be used only if deemed necessary by the Saints Club Director and

administration for one of the above offenses. Every attempt will be made to solve the problem before it reaches the point of suspension. If suspension is necessary, the parent will be given one day's notice. The student may not remain after school for any reason (sporting events, clubs, etc.) during the suspension from Extended Care. Upon return to Extended Care, the student will be on probation for a grading period. Repeated causes for suspension may result in permanent expulsion from the Extended Care program.

EXTENDED CARE – EXPULSION PLAN

Extended Care adheres to the policy as stated in the MJCA Student Handbook regarding immediate reasons for expulsion.

In addition, a child who receives three conduct notes in Extended Care will receive a 1–to 3-day suspension from Extended Care upon receiving the third conduct note. Should a fourth Extended Care conduct note be issued, the child may be expelled from the Extended Care program.

A child will not be expelled as a result of a parent making a complaint to the Department of Education regarding alleged violations, reporting abuse or neglect against the program, or questioning the program regarding the department's rules and regulations.

Students in Pre-K-1st grade and 1st grade Extended Care will follow the Pre-K expulsion plan.

PRE-K SPECIFIC INFORMATION

DISMISSAL

Children must be signed "out" of the classrooms in the afternoon. A door attendant will allow admittance to the building at 3:05 PM. Parents will go to their student's classroom to sign the student "out". Parents and students should exit the building through this same doorway and cross ONLY at the crosswalks when going to their car. Please follow the sidewalk all the way around the front of the building and cross at the stop sign to the parking lot.

Students still in the classroom at 3:25 PM will be taken to Extended Care.

PRE-K ATTENDANCE POLICY

The Pre-K program at MJCA has been developed to prepare students well for the upcoming Kindergarten experience… socially, physically, spiritually, and academically. Teachers work hard to maintain a sound academic program for the students. By applying to the MJCA Pre-K program, you indicate that, as a parent, you want more than just childcare. You want a learning environment that is both engaging and challenging.

While Pre-K attendance is not state-mandated, regular attendance and timely arrival to school are important for developing consistency and maintaining educational goals. By enrolling your child at MJCA, you agree to bring your child to school on time and regularly, unless your child is ill, there is a family emergency, there is a doctor's appointment, or there has been a pre-arranged trip out of town. Frequent tardies and absences can hinder your child's success in this program.

PRE-K TARDY POLICY

Students arriving at school after 8:05 AM will be signed “in” on ProCare and walked to the classroom by the Pre-K Director or her assistant. Arriving at school after 8:05 AM is discouraged due to the interruption to the class.

LUNCH

Pre-K students must bring a sack lunch unless they are in 3s or 4s. 3- and 4-year-old students will be allowed to order a boxed lunch from the cafeteria. Our cafeteria vendor provides menus and prices, which are subject to change. Parents must add money to their student’s prepaid lunch account in FACTS to pay for cafeteria lunches and to preorder via the link sent by the Preschool Director. For packed lunches, microwaves are available for heating items for 30 seconds or less. If a child forgets their lunch at home, a cafeteria lunch will be provided as a substitute. The cost of this lunch is $6.00.

All items consumed in the Pre-K classrooms must be peanut- and tree-nut-free. **No peanut products or nuts of any kind are allowed in the Pre-K classrooms for snacks or lunch.**

SNACK

Parents of all Pre-K students will provide (daily) a peanut/tree nut-free snack for their student.

NAP

Students must provide a crib sheet and a blanket for napping. Linens will be sent home on Fridays for laundering and should be returned to school on Monday.

PRE-K ROOM PARENTS AND PARTIES

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

OUTSIDE PLAY

Pre-K classes go outside to play when the temperature is between 32 and 95 degrees if it is not raining. Parents should be aware that Pre-K classes play outside in the morning before the day's high temperature is reached, and should provide a light jacket if the temperature is below 65 degrees when leaving for school.

SUNSCREEN POLICY

Parents are asked to apply sunscreen to their child each day before the child arrives at school during the warmer months. If a class goes outside in the afternoon, sunscreen may be applied if it is provided in the student’s backpack and labeled with their name. Each student will need a signed student sunscreen release form, allowing the application of sunscreen while at school. Students in Pre-K 3 and Pre-K 4 will be encouraged to apply sunscreen themselves.

RESTROOM POLICY

- Students ages 3 and 4 must be potty-trained. Wearing diaper-like pull-ups is not considered potty-training. Students should be able to get their clothes up and down in the bathroom and be covered when they come out.
- In the event that a bathroom accident occurs, a change of clothes should be available in the child's backpack at all times. The teacher will change or help the child change clothes, with a witness present, according to the child's ability. The witness will be an adult (another teacher, a school parent, a school administrator, or church staff). The teacher and the witness will complete the potty-accident portion of ProCare. A notification will be sent out immediately through ProCare and will stay in the ProCare file. The change of clothes will be made as soon as a witness can be located.
- A teacher will always leave the door open while in the bathroom assisting a child.
- Bottoms of 3-year-olds may be wiped after a BM without a witness present. The bathroom door will never be closed completely. The child will need to request the teacher's assistance. Four-year-olds should be able to wipe without assistance.

PRE-K DISCIPLINARY POLICIES

Students exhibiting behavioral problems are addressed according to the severity of their unacceptable conduct. The actions taken by the school will vary with the severity of the infraction. Teachers handle problems such as general disturbance as they feel best. The classroom teacher will deal with minor issues of concern. Many Pre-K teachers use classroom behavior charts and incentives, with time-out as the final consequence. If these methods do not correct student behavior, the Pre-K Director will be called to meet with the student. If the Pre-K Director is unavailable, the student may meet with the Lower School Principal. The parent will be called if problematic behavior persists. Repeated instances may result in dismissal from the program. (See dismissal policy.)

PRE-K DISMISSAL FROM PROGRAM POLICY

It is never MJCA's desire to remove a student from our environment; however, there are occasions when the administration must make such a decision. In most cases, more than one parent conference will be held before the student is dismissed from the program. If working with the parent to address the problem does not result in a change in the student's behavior, the parent may be asked to withdraw their student.

A student may be dismissed from the Pre-K program at MJCA for the following reasons:

- Frequent removal from the classroom due to behavior/defiance.
- Destruction of property.
- Throwing items, therefore injuring others.
- Purposely injuring another student.
- Running away from the class multiple times.
- Excessive biting.
- Not fully potty trained
- Bringing weapons to school.

Schedule of dismissal process:

- Parent conference – plan made for suggested improvements.
- If behavior continues or worsens, up to three additional conferences may be held.

- Parents will be told at the final conference to expect an alternative form of childcare and will be given a final date for their child's attendance at MJCA.
- A student will not be dismissed as a result of a parent making a complaint to the Department of Education regarding alleged violations, reporting abuse or neglect against the program, or questioning the program regarding the department's rules and regulations.

BITING POLICY

Biting, unfortunately, does happen in early education programs as toddlers often try to communicate through this painful occurrence. Biting can be harmful and is also frustrating for all parties involved. MJCA faculty will handle biting with the well-being of all children in mind. MJCA will work with families to identify the cause of the biting behavior and look for ways to help eliminate it by addressing it at school and at home. In our Ones and Two's program, if a child bites three times in one day, that child will be sent home for the day. In the Pre-K 3 and Pre-K 4 programs, children will be sent home after two biting incidents in a day, and the expulsion plan will be implemented for repeat incidents. Parents of both children will be notified in the event of any biting behavior.

LOWER SCHOOL SPECIFIC INFORMATION

LOWER SCHOOL ROOM PARENTS AND PARTIES

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

SCHOOL SUPPLIES

A link from a company will be provided to families in May to purchase school supplies. All families will be asked to pre-order school supplies for their classroom needs using the provided list.

DISMISSAL AT 2:45 PM

Unless a student is attending Extended Care or an after-school program on campus, all K-5 students may be picked up only by driving through the car line. Parents are to remain in the vehicle, and students will be called by the student identification tag placed on the front windshield. Any student needing to leave before the regular dismissal time **must be signed out at the school office before 2:00 PM.**

PHYSICAL EDUCATION

Lower School students should wear appropriate clothing and sneakers (must be laced or fastened with Velcro) on P.E. days. Girls who wear skirts or dresses will not be allowed to participate unless they wear shorts underneath. Grades are given according to ability and participation.

Students with a serious illness or injury are excused from participation only with written permission from their doctor. Students with minor health issues may be excused from PE and, for a brief period, from recess as well, with a note from their parent.

MAKE UP WORK

Students who miss schoolwork because of an excused absence shall be allowed to complete all assignments and tests. Students will have one school day for each day absent to make up work. Due to time constraints and scheduling, some make-up work may have to be assigned upon the student's return to school. In this case, make-up work should be turned in on the day appointed by the teacher; otherwise, failure to complete homework will result in a point deduction.

Students who miss schoolwork due to unexcused absences are expected to complete the work they missed. Students will have one school day for each day absent to make up work. Lake work will be done during recess or specials time until work is completed.

LOWER SCHOOL 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 perform at their optimum level. We require that all students complete each class's assignments, put in their best effort, and demonstrate responsibility by being on time, staying organized, and being ready to learn in every class. Students who consistently demonstrate a lack of effort and unwillingness to comply with classroom expectations may be asked to withdraw from MJCA.

LOWER SCHOOL GRADING SCALE

97-100 A+ 93-96 A 90-92 A- 87-89 B+ 84-86 B 80-83 B-	77-79 C+ 73-76 C 70-72 C- 67-69 D+ 65-66 D 0-64 F

ALTERNATE LOWER SCHOOL GRADING SCALE

E = Excellent

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

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.

HOMEWORK

MJCA recognizes that the development of responsibility, self-discipline, and lifelong learning is essential. Research has indicated that homework strengthens academic skills, reinforces concepts taught by teachers,

develops student responsibility and accountability, and promotes parent awareness. MJCA views homework as an important part of a student's daily life.

MJCA takes the position that homework completion is not optional. Furthermore, homework should meet the teacher's expectations. **Consequences for not completing assignments will result in the following:**

- Grades K-2 - Loss of recess or free time

- Grades 3-5 – Homework is defined as work specifically assigned as homework or work not completed at school during the day. Therefore, this would include daily work, assigned homework, outside reading, and projects. Homework turned in late (i.e., not when the teacher collects it) will receive a grade of zero. Late homework will be accepted with a penalty of 10 points for the first school day, then 5 points for each additional school day, up to 5 days. After 5 school days, including the due date, the grade will become a permanent zero. A student will have 5 school days, beginning on the 1st day the assignment is due, to submit the work for a grade.

PROMOTION/RETENTION

Promotion in grades K-5 requires the student to pass all major subjects. Major subjects include Language Arts, Science, Math, Social Studies, and Bible.

Lower School students who have a yearly average below 64 or an F in two or more academic subjects (Bible, History, Math, Science, Reading, and English) are considered to have failed. On failure, the student will be evaluated by the school to determine what recommendations should be made. The most common recommendation is that the student should repeat the grade.

Lower School students who are failing a single academic subject may be required to complete at least 20 hours of documented tutoring over the summer. Parents should provide documentation from the tutor that includes dates, the total number of hours tutored, and the skills covered. (Tutor Documentation Form) The student will be required to take a test in that subject at the beginning of the following school year to assess progress.

HONOR ROLL (A's and B's)

The Honor Roll is compiled at the end of each grading period. Honor Roll: 1st-5th-grade students must earn an 80 or above in every class, including conduct. 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.

Students, in grades 1-5, who make the Honor Roll will receive an award. (The subject of penmanship is not considered for Honor Roll in grades 1-5.)

PRINCIPAL'S LIST (A's)

The Principal's List is compiled at the end of each grading period for grades 1-5. Principal's List: 1st -5th-grade students must earn a 90 or above in every class. These students will receive an award.

CONDUCT GRADES

In each grading period, K-5 grades will be assigned by the classroom teacher using the traditional grading scale, with "A" as the highest and "F" as the lowest. Conduct grades count toward Principal's List and Honor Roll.

ASSESSMENT OF LEARNING

The ERB CTP-5 will be given to students in 1st through 5th grades in the spring to determine progress and scholastic strengths and weaknesses. (See school calendar for dates.) Student results and school results will be made available to parents. Planned absences are not allowed during the testing period.

Kindergarten: Children entering Kindergarten must be 5 years old on or before August 15th. A child may enroll later if enrollment occurs no later than the academic year following the child's 6th birthday. Students entering our Kindergarten program are required to complete a Kindergarten readiness screening to assess their developmental progress.

EXTRACURRICULAR ACTIVITIES (ATHLETICS AND FINE ARTS)

Any 5th-grade student with two or more F's at the end of each quarter will be ineligible for all extracurricular activities.

Academically ineligible students may be reinstated during the three-week report period.

The administration reserves the right to suspend any student's extracurricular activities for 9 weeks when deemed academically necessary.

UPPER SCHOOL SPECIFIC INFORMATION

CHRISTIAN SERVICE

All Upper School students are required to complete Christian Service hours every academic semester. High school students are required to serve at least 10 hours per semester (20 hours total per year); middle school students are required to serve at least 5 hours per semester (10 hours total per 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 for students to volunteer in the local community. Mission trips will count as Christian service hours. Family service is not an acceptable service. A supervising adult, parent, or school administrator must approve all hours. Christian service forms can be printed from FACTS Parent Portal under Resource Documents. Each student is responsible for turning in completed forms to the high school office for entry into their student account. Service hours are required to be in good academic standing at MJCA.

SENIOR LUNCH PRIVILEGE

Only senior students will be allowed to leave campus to eat lunch on days designated by the school administration. Parent permission is a necessary component of this privilege. Students may ride or drive with other students if their parents grant permission. This privilege is earned through school-wide behavior, academic decisions, and punctuality.

STUDENT LEADERSHIP

MJCA seeks to promote leadership training through a Student Council. The Student Council is selected through an application process. 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 GPA of 3.0 or higher and have conduct above reproach. Any student suspended or

placed on probation will forfeit his/her leadership office. Students in grades 6-12 desiring consideration 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 Upper School students. No student should ever enter another student's locker without permission. Entering a locker without permission will result in disciplinary action. Students must keep all books and backpacks in their lockers. Lockers 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. The administration reserves the right to check the lockers at any time. The student assigned to the locker is responsible for any damage done to the locker.

STUDENT DRIVERS

Since many MJCA Upper School students drive their own vehicles to school, they must understand and follow the guidelines below 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 from the student or the vehicle's owner.

- Allow plenty of time to arrive at school early since traffic can be heavy in the mornings. It would be wise to arrive at school by 7:45 AM to avoid traffic jams.
- Speeding and/or reckless driving in any form will not be tolerated on the MJCA campus. May result in the loss of on-campus driving privileges for an indefinite period.
- Parking areas are clearly marked. Parking in unmarked spaces (e.g., on grass, in visitor parking) may result in the student's loss of driving privileges.
- Once on campus, students are not allowed to sit in parked cars or congregate in the parking lot.
- No loud music from vehicles.
- All vehicles should be locked.
- Students are not allowed to return to their vehicles during the school day without receiving permission from the administration.
- Parents are required to complete the Student Driver Information in the FACTS Parent Portal. If the student begins driving during the school year, the parent is responsible for updating the information.
- Student drivers are required to have a current-year Student Parking Permit displayed in the lower-left corner of the vehicle's windshield while parked on campus. Students will pay a $5.00 restocking fee for lost permits. Students driving secondary vehicles due to mechanical issues, accidents, rentals, or similar circumstances may request a waiver from the Upper School Office. Driving vehicles without proper permits may result in the loss of driving privileges.

MAKE-UP WORK

Students who miss schoolwork because of an excused absence shall be allowed to complete all assignments and tests. Upper School students who have been absent are responsible for communicating with all their teachers via the online platform or email before the first day back at school. Students will have one day for each day of an excused absence to make up work. Students who miss schoolwork due to unexcused absences are expected to complete the work they missed.

UPPER SCHOOL 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 perform at their optimum level. We require that all students complete each class's

assignments, put in their best effort, and demonstrate responsibility by being on time, staying organized, and being ready to learn in every class. Students who consistently demonstrate a lack of effort and unwillingness to comply with classroom expectations may be asked to withdraw from MJCA.

UPPER SCHOOL GRADING SCALE

90-100	A	4.0 GPA
80-89	B	3.0 GPA
70-79	C	2.0 GPA
60-69	D	1.0 GPA
59-BELOW	F	0.0 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 & B'S)

The Honor Roll is compiled at the end of the year. Honor Roll: 6th-12th-grade students must earn A's and B's in every class. Honor Roll is compiled from quarters 1, 2, and 3. Recognition is at the end of the year.

PRINCIPAL'S LIST (A's)

The Principal's List is compiled at the end of the year. Principal's List: 6^{th}-12^{th} grade students must earn ALL A's (90 and above) in every class. Principal's List is compiled from quarters 1, 2, and 3. The student must not have any detentions or suspensions. Recognition is at the end of the year.

HOMEWORK

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

UPPER SCHOOL SCHEDULE CHANGES

Upper School students will have 5 school days at the beginning of the school year to request a schedule change. The Counseling Office and Upper School Principal must approve all schedule changes.

PHYSICAL EDUCATION

Upper School students in P.E. classes are expected to participate and dress out in clothing approved by the P.E. instructor. Students not dressed out in their P.E. uniform will have the participation grade reduced.

Students with a serious illness or injury are excused from participation only with written permission from their doctor.

EXTRACURRICULAR ACTIVITIES (ATHLETICS AND FINE ARTS)

Any student (6^{th}-12^{th}) with two or more F's at the end of each quarter will be ineligible for all extracurricular activities.

Academically ineligible students may be reinstated at the three-week report period.

The administration reserves the right to suspend any student's extracurricular activities for 9 weeks when deemed academically necessary.

FAILING COURSES

Middle School and High School: Students with a semester average below 60 in any academic subject (Bible, History, Math, Science, or English) will be placed on academic probation.

Middle School: Students who have a yearly average below 60 in two or more academic subjects are considered to have failed. The student is no longer in good academic standing and may be asked to withdraw from MJCA.

High School: Students who have failed a semester in an academic class must earn credit through an approved credit-recovery class. Students will only be allowed to recover credit in two-semester classes. Once credit recovery for a class is completed, the two grades will be averaged, and that average will be entered on the student's transcript. A student who fails a third class is no longer in good academic standing and may be asked to withdraw from MJCA.

SUMMER SCHOOL POLICY

MJCA does not have its own summer school program. Accredited institutions grant credits. To ensure credit acceptance, a student must obtain approval from the administration before taking a course.

MIDDLE SCHOOL TESTING WEEKS

Students must be present for testing weeks scheduled in the last week of each semester. Students who miss tests must have a doctor's note for the absence to be excused. All unexcused absences during testing week will result in the student receiving a zero for the test. The administration will designate a day for students who need to make up a test due to an excused absence.

HIGH SCHOOL EXAMS

Students must be present for exams as scheduled. Students who are not in attendance for exams must have a doctor's note for their absence to be excused. All unexcused absences during exams will result in a zero on the exam. The administration will designate a day for students who need to make up an exam due to an excused absence.

<u>All students in 9th-12th grade will take Midterms. NO EXEMPTIONS.</u>

Exemptions for final exams may occur with the following criteria:

- The student must maintain a 90% average in the class for which they are seeking an exemption that year.

- The student must have zero unexcused absences and no more than 8 excused absences in the class for which they are seeking the exemption.

WEIGHTING OF GRADES

The point system is used to determine a student's grade point average, relative standing in the class, and honor roll status. Grade point average (GPA) information sent to colleges includes grades for all classes, grades 9-12. Honors and AP courses will receive additional weighting according to the state of Tennessee guidelines.

GRADUATION REQUIREMENTS

MJCA REQUIREMENTS

Dual Enrollment Classes Offered to Juniors and Seniors

TOTAL CREDITS REQUIRED: 27

- BIBLE: 4 Credits (4 Credits For Four-Year Students Only)
- Math: 4 Credits
- Science: 4 Credits
- English: 4 Credits
- Social Studies: 3.5 Credits
- Foreign Language: 2 Credits
- Physical Education: 0.5 Credit
- Wellness Health: 0.5 Credit
- Personal Finance/Business: 0.5 Credit
- Career Education: 1 Credit
- Computer Science: 1 Credit
- Complete the ACT
- Complete the Civics Assessment
- Fine Arts: 1 Credit
- Elective Focus: 3 Credits

**To receive a diploma from MJCA, a minimum of 6 credits must be earned at MJCA during the senior year. **

****For students who enroll after 9th grade, credits will be at the discretion of the MJCA administration.**

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 counted as absences. A college day form must be completed and approved by the student, parent, and the Counseling Office before the visit.

COLLEGE AND CAREER PLANNING

MJCA provides a complete college-counseling program for Upper School 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 is available in the Counseling Office.

VALEDICTORIAN AND SALUTATORIAN HONORS

The highest GPA will be used to select the Valedictorian and Salutatorian. In case of a tie, the next level will be the one with the highest average. If there is still a tie, the next level will be the ACT score. Students must have at least 2 years at MJCA. (i.e., Junior and Senior years)

GRADUATION

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

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

TENNESSEE SCHOLARS PROGRAM

The Tennessee Scholars Initiative is a simple, high-impact strategy to motivate students to complete high school courses that prepare them for college and careers. The initiative places career professionals in classrooms to promote the study of math, science, language arts, and social studies immediately before students select their 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

Additional Expectations

- 80 hours of community service
- Overall C average in all Tennessee Scholars courses
- 95% attendance
- No out-of-school suspensions

Graduation with Honors

Students who score at or above all subject-area readiness benchmarks on the ACT or achieve an equivalent score on the SAT will graduate with honors. The ACT benchmarks are as follows:

- English – 18
- Math – 22
- Reading – 22
- Science – 23

Graduation with Distinction

Students will be recognized as graduating with "distinction" by attaining a B (3.0 cumulative GPA or above) average and completing at least one of the following:

- Earn a nationally and/or state-recognized industry certification
- Participate in at least one (1) of the Governor's Schools
- Participate in one (1) of the state's All-State musical organizations
- Earn statewide recognition or an award at a skill- or knowledge-based state tournament, convention, or competition hosted by a statewide student organization, and/or qualify for national recognition by a national student organization.

National Merit Finalist or Semifinalist

- Attain a composite score of thirty-one (31) or higher on the ACT or SAT equivalent.t
- Attain a score of three (3) or higher on at least two Advanced Placement exams.s
- Earn 12 or more semester hours of college credit as indicated on the high school transcript.

SAINTS LEADERSHIP ACADEMY

Our campus is undergoing numerous exciting changes that impact not only facilities and structures but also programs and offerings. One of those changes is a concerted effort to create a more comprehensive leadership culture across our campus. As part of our Bible classes, freshmen and sophomores will be studying biblically based Christian leadership. We have restructured our leadership program to include a new curriculum for juniors and seniors who have demonstrated a passion for leadership and service, helping reshape the culture of our entire campus. We will continue our relationship with SLU (Student Leadership University), which offers four leadership conferences that provide biblically based leadership principles and experiences that transform students into a generation of leaders who will, prayerfully, reshape the culture of our community, state, country, and world.

The senior-level Saints Leadership Academy will be an additional two years of intense leadership courses, responsibilities, service opportunities, and mission work both locally and abroad. The process to be a part of the SLA (Saints Leadership Academy) will be by application in the spring of the sophomore year; after committee review, invitations will be issued to those most qualified. However, even to be considered for this honor, the prerequisite would be to attend both SLU 101 and SLU 201 in their freshman and sophomore years, and AT LEAST all community service hours would have been fulfilled before the application process. SLU 301 and 401 may also be offered.

MISSION TRIPS

Information regarding mission trips will be released as it becomes available.

ATHLETICS INFORMATION

MJCA is a member of the Tennessee Secondary School Athletic Association (TSSAA). MJCA maintains an interscholastic sports program, competing in varsity football, soccer, basketball, cross country, track and field, baseball, golf, and tennis for boys; and varsity volleyball, basketball, softball, track and field, golf, tennis, and cheerleading for girls. Many of these sports are also available for Middle School students. At6th-grade the 6th-grade level, MJCA offers soccer and 5^{th-} and 6th-grade basketball, football, baseball, and cheerleading. The sports program will be expanded as opportunities arise.

ATHLETIC PHILOSOPHY

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

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

SPECTATOR BEHAVIOR

We encourage all students and community members to support MJCA athletics by attending athletic events. Good sportsmanship is expected from MJCA fans. Derogatory or unsportsmanlike behavior directed at opponents or referees/officials is inappropriate. This behavior does not reflect the high standards of MJCA. Fans are expected to treat guests from opposing schools and the referees/officials with respect and courtesy. All spectators (adult or student) are expected to represent MJCA in a positive and Christ-honoring way. Verbal abuse of players, coaches, officials, or other spectators will not be tolerated. We expect our spectators’ energy to be spent cheering for our team and not against our opponents or the officials. Violation of this standard may result in that person being asked to leave that game, and possible suspension from future games.

Parents with concerns or complaints should not address them with the coach on the night of a game when emotions are high. We ask that all such conversations be reserved for the following day.

ATHLETIC ELIGIBILITY

TSSAA ATHLETIC ELIGIBILITY STANDARDS

- A student must earn five credits in the preceding school year if fewer than 24 units are required for graduation, or six credits in the preceding school year if 24 or more units are required for graduation. All credits must be earned by the first day of the school year.

- A student must be enrolled in a school before the 20th school day of the semester, be in regular attendance, and be enrolled in at least six full courses during the present semester.
- A student is permitted eight semesters of eligibility beginning with the ninth grade. Junior division students are permitted four semesters of eligibility beginning with the eighth grade.
- A student shall be ineligible in high school if he or she becomes 19 years of age on or before August 1 or in junior high if he or she becomes 16 years of age on or before August 1.
- Athletes must live at home with their parents/legal guardians for 12 or more months.
- For a transfer student with an athletic record to be eligible at another school, there must be a bona fide change of residence by the athlete's parents.
- The Executive Director of TSSAA must approve all transfer students before participating in any game.
- A student who engages in three or more days of practice – including spring practice – with a high school in which he or she is enrolled shall be ineligible in that sport for 12 months if the student enrolls in another school without a corresponding change in his or her parents' residence.
- A student whose name is listed on the school eligibility report cannot participate in an independent game or meet until the season for that sport has closed. (This does not include golf, tennis, or bowling.)
- A registered athlete cannot accept any money for athletic skills in any TSSAA-sponsored sport.
- An athlete may accept a medal, trophy, high school letter, sweater, jacket, shirt, blazer, or blanket in recognition of athletic participation. Still, nothing else of commercial value, and these awards must carry the school's letter or other appropriate award emblem.
- The athlete or his parents must pay all expenses for an athletic camp that offers specified instruction.
- When an athlete is charged tuition to attend a school, the parent, a bona fide guardian, or another family member is responsible for payment.
- A student who repeats the sixth, seventh, or eighth grade and participates in school athletics while repeating shall be ineligible to participate in athletics in the ninth grade.
- A student may not participate in an all-star game unless the TSSAA sanctions it and unless he/she has completed high school eligibility in that sport.

MJCA ATHLETIC ELIGIBILITY STANDARDS

- Students who are not enrolled/re-enrolled for the upcoming school year will not be permitted to participate in athletic or cheerleading tryouts, camps, and practices.
- All student-athletes (grades 6-11) must be passing a minimum of six credit-bearing classes at the end of each of the first three quarters. Seniors must be passing five credit-receiving classes at the end of each of the first three quarters. At the end of the year, second-semester grades will be used to determine eligibility for the following fall.
- If a student is failing one class, the student may be suspended from athletic participation. The administration will determine whether it is in the student's best interest to focus on their grades for a period of time.
- Academically ineligible students may be reinstated at the three-week or six-week report if they are passing all of their classes with a minimum grade of "C".
- The TSSAA standard of needing six passed credit-receiving classes (the previous year) and taking five credit-receiving classes (the current year) remains valid and in place.
- The administration must approve exceptions to eligibility guidelines for extenuating circumstances.
- A student who repeats the sixth, seventh, or eighth grade and participates in school athletics while repeating shall be ineligible to participate in athletics in the ninth grade.

8TH GRADE STUDENTS PLAYING ON HIGH SCHOOL TEAMS

The MJCA Athletic Department believes that both students and teams are better served if they play with their age-appropriate teams. There are five basic reasons for this...

1. Leadership – We are in the business of teaching young men and women to be leaders. The 8th-grade season is a crucial time for this. They are now among the oldest on their team and are expected to carry a leadership role.

2. Experience – The quality of game experience that an 8th-grade student receives at the middle school level will (most of the time) trump the game experience that they would receive as an underage high school player.

3. Success – If we expect our high school teams to be successful, we need our feeder programs to learn how to experience success and winning. If we pull the better players off that team and weaken our middle school programs, they will be less likely to experience the success needed to build confidence for the next level.

4. Physical – Most of the time, middle school boys and girls are not physically ready to compete with 18-year-old men and women.

5. Loyalty – Students and parents need to be loyal to their middle school counterparts and help make their peers compete at a higher level.

With these reasons in mind, we understand that there are always exceptions to any rule. The following are some of the reasons that we would allow an 8th-grade student to participate at the high school level:

- If there is no middle school team offered at MJCA in the participating sport.
- If the high school team lacks the numbers to participate, a tryout of 8th graders may be permitted.
- The Athletic Department deems it necessary (for the betterment of the program and the athlete) to make such a move.

This decision is up to the Athletic Department alone. The coaches may give input to the Athletic Director, but may NOT make this decision on their own. This type of action is to be a rare exception to the rule, not a common practice.

ATHLETIC GUIDELINES

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

INSURANCE

Proof of medical insurance is required for participation in athletics. Refer to the Insurance Coverage and Exceptions section under Medical Information. MJCA does not carry insurance coverage for injuries incurred while playing or practicing football.

REMOVAL FROM A TEAM

Any MJCA athlete who either quits a team or is removed from a team is not eligible to participate on another MJCA team until the season of the team he/she quit or was removed from is complete. This rule goes into

effect on the first legal game date (not the first actual game date) of the season and remains in effect through the final game of the season.