

**MBA Hickory Hill  
Executive-Parent Handbook  
ENGLISH**



# MEMPHIS BUSINESS ACADEMY

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**2019-2020**

**Welcome to Memphis Business Academy**

**Home of the Executives!**



**Ms. Marsharee Shaw-Principal**

**Welcome to Memphis Business Academy Hickory Hill!**

Thank you for allowing us to educate the future leaders of tomorrow. As we embark on this historical year for our school, I am honored to have been appointed the Principal of Memphis Business Academy Hickory Hill. We will enrich students with skills in financial responsibility, business skills and STEM. We are proud of our instructional initiatives that we offer at our school. These programs will prepare our students with academic excellence, entrepreneurship, help build self-esteem, promote social skills, and encourage citizenship. It is my personal goal that every child that enters our building receives an IVY LEAGUE EDUCATION. Therefore, I look forward to working with all stakeholders as we lead our school to multiple levels of success.

We welcome your support in our endeavors to sustain the degree of excellence that has always existed at our Memphis Business Academy Schools. If you have any questions or concerns, please contact me at the information indicated on the front of the handbook.

Educationally yours,  
Marsharee Shaw-Principal

***"Do not go where the path may lead, go instead, where there is no path and lead."***

## WHO ARE WE?

### Mission

The mission of the Memphis Business Academy is to ensure high academic achievement of students from the Frayser/Raleigh area and to help them to develop the knowledge, skills, and dispositions that will enable them to be successful in school and beyond. The Academy is dedicated to the high quality teaching of mathematics, science, social studies, and language arts with a focus on business, entrepreneurship, and financial responsibility.

Through the implementation of innovative and effective instructional models, the school will meet state and national standards while developing independent and critical thinkers who possess the communication skills and quantitative literacy necessary to be successful in a high tech, global society.

### Season of Success

“My SOS stands for my Seasons of Success”  
 Within my seasons are elements of *truth*.  
 I have to be *committed* to everything I render.  
 I must be *persistent* because I can never surrender.  
 My *character* must go a long way in this race.  
 And *honesty* will always keep me from any type of disgrace.  
  
 I must be *dependable* because others will count on me.  
 I must be *reliable* as the roots of a 1,000-year-old tree.  
 We lack *responsibility* in many of our hearts.  
 But we will be *tenacious* and reverse those negative charts.  
 I believe in *service* and for this I am proud.  
 I will offer *hope* to the masses and the crowds.  
 When no one has a *vision*, I will step forward with ease.  
 For I am a *Leader!* And *Leaders* must lead!  
 This is my Seasons of Success,  
 now watch me take care of business and do my very best!

### Mascot and Colors:

Mascot- Executive  
Colors-black and gold.

### Tagline:

Growing Tomorrow’s Leaders to Transform Lives and  
Communities



**GENERAL POLICIES**

- **NON-DISCRIMINATION**

Memphis Business Academy/Memphis STEM Academy does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

- **VISITORS TO SCHOOLS**

Except on occasions such as school programs, athletic events, open house and similar events at which the general public is invited, all persons with the exception of personnel and students entering the school buildings or school grounds at which they are enrolled are prohibited from entering any school building or school grounds unless they have first reported to the school office and been granted permission to enter the school building or school grounds by the school principal or his/her designee. The principal or his/her designee has the authority to exclude from the school premises any persons disrupting the educational programs in the classroom or in the school, disturbing the staff or students on the premises, or on the premises for the purpose of committing an illegal act.

- **GUM**

Due to the unsanitary conditions created by the improper disposal of gum, students are not permitted to chew gum during the school day. Students who violate this regulation will be subject to disciplinary action.

- **SCHOOL FEES AND DEBTS**



**ACADEMIC POLICY**

*Promote Student Academic Achievement*

Memphis Business Academy/Memphis STEM Academy are college preparatory school. Our goal is to prepare students for college as well as to develop lifelong learners. We promote academic rigor, in-depth study, challenging coursework, and a range of study that compliments a variety of student interests.

- **PROMOTION AND RETENTION**

- a. *Assessment*

Regular assessment is important in order to guide the provision of academic services, classroom instructional strategies, and measure student learning and students' progress toward meeting the academic achievement standards. Therefore, Memphis Business Academy/Memphis STEM Academy utilize a comprehensive student assessment system to help ensure that

The following fees may be requested required of any student, regardless of financial status:

- a. Fees for activities that occur during the school hours (the required one hundred eighty (180) instructional days), including field trips, any portion of which fall within the school day; or for activities outside regular school hours if required for credit or grade;
- b. Fees for activities and supplies required to participate in all courses offered for credit or grade, including interscholastic athletics and marching band if taken for credit in accordance.
- c. Security deposits collected by a school for use of school property for courses offered for credit or grade
- d. Required Fee/Fines for late-returned library books/parking or other traffic fines imposed for abuse of parking privileges on school property/changes for lost or destroyed textbooks, workbooks or any other property of the school
- e. Security deposits collected by a school for use of school property for participating in extracurricular activities.

• **CHILD CUSTODY/PARENTAL ACCESS**

- a. Memphis Business Academy/Memphis STEM Academy requires students to be enrolled in and registered for school by their custodial parent or legal guardian or a person who provides the school with written permission from the custodial parent/legal guardian to register the student.
- b. Unless a Tennessee court specifies otherwise, the custodial parent or legal guardian shall be the one whom holds responsible for the education and welfare of that student.
- c. Parents and/or legal guardians have the right to receive information contained in school records concerning their minor child. However, the personal information of a custodial parent and/or legal guardian will not be released to a non-custodial parent with the child's education record.

students remain on course to meet the academic achievement standards.

*b. Promotion & Retention Decisions*

Assessment should be used to determine what is best for the student. Factors to be considered in deciding what is best for the student should include:

Current skill level	Student's age	Achievement potential	Previous Performance
Evaluative Data	Standardized Test Results	Number of absences	Previous Retention
Maturity level	Difficult material when current skills are inadequate		

*c. Promotion*

Promotion is based on skill mastery and will be considered on the basis of what is best for the student in terms of school success.

*d. Retention*

Retention is used to help students improve their knowledge base by providing an additional year of instruction to address inadequate skills mastery. Retention will be considered on an individual basis. Deficiencies in several of the factors to be considered in deciding what is best for the student that are listed above indicate that retention will be considered. Retention,

- d. Unless informed otherwise, assumes there are no restrictions regarding the non-custodial parent’s rights to be kept informed of the student’s progress and activities.
- e. Restrictions are made relative to the rights of the noncustodial parent; the custodial parent and/or legal guardian will be requested to submit a certified copy of the court order which restrict these specific rights.
- f. Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, will be granted reasonable access to the student at the school and shall be given access to all the student’s educational records including, but not limited to, the student’s cumulative file and the student’s special education file, if applicable.
- g. Principals or teachers CANNOT change the physical custody of a student at school unless:

The person seeking custody of the student presents the school official with a certified copy of a valid court order from a Tennessee court designating the person who has custody of the student;	The person seeking custody will give the school official reasonable advance notice of his/her intent to take custody of the child at school.
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- **CELL PHONES/PERSONAL COMMUNICATION DEVICES**
  - a. Students are prohibited from possessing any type of phone or personal communication device that is turned on or in visible/audible use at any time during the regular school day. Under the policy, the term “possession” means being found in any article of clothing, purse, book bag, carry bag, or in any location on school property other than the approved storage location as written and approved by school officials, and the phrase “school day” means the entire day from the school start time or bell that indicates the start of the school day until the final dismissal time of the school day.
  - b. Students who wish to carry a cell phone or other personal communication device with them to and from school must keep the device turned off and stored (e.g., kept in the student's assigned locker, automobile, or other

however, should not be used as a punitive measure or as a way to hold a student back because of parental wishes when a student's performance does not warrant it or when the school feels retention is inappropriate.

*e. Third-Grade Promotion/Retention*

A student in the third grade will not be promoted to the next grade level unless the student has shown a basic understanding of curriculum and ability to perform the skills required in the subject of reading as demonstrated by the student's grades or standardized test results. However, such student may be promoted if the student participates in an approved research-based intervention prior to the beginning of the next school year. This does not apply to provisions of students with IEP. A collectively developed educational plan, which suggests different strategies and materials, should be considered for every student to be retained. The Principal (or designee) will monitor the progress of the retained students.

*f. Academic Interventions*

It is expected that interventions will occur on an ongoing basis and that effective intervention strategies may result in a student’s promotion. Therefore, instructional strategies, classroom grades, and intervention opportunities will be monitored and reviewed by principals on a regular basis.

*g. Required Interventions*

Academic interventions are required for the following students:

school approved location at all times during the entire school day), unless otherwise determined by the principal.

- c. A student found in unauthorized possession of any type of cell phone or communication device during the school day will have the device taken from him or her and kept by the school principal or designee until the parent is notified. The parent may pick up the device at the time and location designated by the principal.

- **TOBACCO USE OR POSSESSION**

Memphis Business Academy/Memphis STEM Academy prohibits student smoking or possession of tobacco products, lighters or matches, vaping devices (e.g., electronic cigarettes, vaporizers, vape pens, etc.) on school campuses, at school-sponsored activities or on school buses.

**ALCOHOL AND DRUG USE**

Memphis Business Academy/Memphis STEM Academy prohibits student the use of Alcohol and Drug use.

- **ALTERNATIVE SCHOOL**

Students who have been suspended or expelled from Memphis Business Academy/Memphis STEM Academy school programs may be offered alternative services to address educational, behavioral and social needs of students as space permits. Students attending alternative schools shall be responsible for their own transportation.

- **GANGS AND NON-SCHOOL RELATED SOCIAL CLUBS**

Memphis Business Academy/Memphis STEM Academy school prohibits the activities of criminal gangs on school property and at school-sponsored events. In order to discourage and prohibit students from participating in gang activities, Memphis Business Academy/Memphis STEM Academy prohibits students from:

Wearing, while on school property or at school-sponsored/sanctioned activities, any type of clothing, apparel or	Any activity that encourages participation in a criminal
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Students who are not making satisfactory progress toward academic benchmarks	Students who have not met promotional standards by the end of the school year (retained students)
Students who are one or more years behind grade level in a course or grade;	Students not performing at the level to meet the College Readiness Benchmarks, as defined by ACT.

*h. Student Evaluation and Intervention – Grades 3-8*  
 A criterion-referenced test will be administered in subjects and grade levels in accordance with policy of the State Board of Education. Based on achievement data from the benchmark years 3, 5, and 8, there will be a research-based intervention initiated by the local education agency for students scoring below proficient in reading, language, and mathematics on the criterion referenced portion of the state achievement test. The intervention will occur during the year following the benchmark assessment data. Evidence of compliance with this requirement will become a component of the school improvement plan.

*i. English Language Learners (ELL)*  
 ELL students will meet the same standards as all students. However, in accordance with federal law, English language proficiency will not be the sole factor in determining that a student has not met performance standards for promotion. Intervention strategies will be implemented in the development of English language proficiency.

*j. Students with Disabilities*

<p>accessory that denotes the students' membership in or affiliation with any criminal gang</p>	<p>gang or facilitates illegal acts of a criminal gang;</p>	<p>Students with disabilities will be governed by Memphis Business Academy/Memphis STEM Academy and (SCS) student standards established for students without disabilities. Students with disabilities who meet the requirements established by the Tennessee Board of Education will earn regular diplomas. All enrichment, interventions/remediation, opportunities, benefits and resources made available to students without disabilities will be made available to students with disabilities. Students with disabilities may be exempt from promotion/retention standards if an Individualized Education Plan (IEP) team determines that the student does not have the ability to successfully meet general curricular standards. Students with disabilities are not subject to promotion/retention standards if, due to the nature and severity of their disability, they have an IEP allowing them to take an alternative form of state assessment.</p> <p><i>k. Parent Concerns</i></p> <p>Parents who disagree with the decision of the teacher(s) regarding the promotion or retention of a student may appeal the decision to Memphis Business Academy/Memphis STEM Academy Principals. . The decision of the Principal will be final.</p> <ul style="list-style-type: none"> <li>• <b>TEXTBOOKS AND INSTRUCTIONAL MATERIALS</b> <ul style="list-style-type: none"> <li><i>a. Distribution and Access</i></li> </ul> </li> </ul> <p>Students are provided access to textbooks/instructional materials to enhance the learning process. Additionally, individual copies of textbooks may be distributed/issued to students. In accordance</p>
<p>Any gang-related conduct that is seriously disruptive to the educational process or endangers persons or property;</p>		

- **HARASSMENT, INTIMIDATION, BULLYING, CYBERBULLYING**

Tennessee law defines “harassment, intimidation, bullying or cyberbullying” as acts that substantially interfere with a student's educational benefits, educational opportunities, or educational performance, and:

<p>If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop, the act has the effect of:</p>
<p>Physically harming a student or damaging a student's property</p>
<p>Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;</p>
<p>Causing emotional distress to a student or students;</p>
<p>Creating a hostile educational environment</p>
<p>If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the educational environment or learning process.</p>

- **Reporting**

Alleged victims of harassment, intimidation, bullying, or their parents or guardians will report these incidents immediately to the principal or building level administrator. Any reports made to staff should be forwarded to the principal or building level administrator immediately but no later than 24-hours



of the expressed concern. Anonymous reports may be made; however, disciplinary action may not be based solely on an anonymous report.

• **Investigation**

If the complainant is not the parent or guardian, the parents/guardians of alleged victim will be notified of the reported conduct by phone or in person prior to the end of the school day upon which the conduct was reported. The principal or his/her designee will promptly and fully investigate allegations of harassment, intimidation, bullying cyberbullying. The principal or building level administrator will revisit substantiated incidents and all follow-up efforts conducted will be appropriately documented.

After a complete investigation, if the allegations are substantiated, immediate and appropriate corrective or disciplinary action will be initiated

A substantiated charge against an employee may subject such employee to disciplinary action up to and including termination.

The principal or his/her designee will meet with and advise the complainant and their parent/guardian regarding the findings, and whether corrective measures, and/or disciplinary actions were taken.

The investigation and response to the complainant will be completed within twenty (20) school days.

• **HARASSMENT, INTIMIDATION, BULLYING, CYBERBULLYING**

Student harassment, intimidation, bullying or cyberbullying will not be tolerated. Additionally, the following conduct will not be tolerated:

Conduct aimed at defining a student in a sexual manner;	Conduct impugning the character of a student based on allegations of sexual promiscuity;
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- Conduct motivated by any actual or perceived characteristic, including but not limited to, race, color, religion, ancestry, national origin, sex,

with state law, every student will be permitted to take any textbook specifically issued to the student home for the purpose of studying the textbook. This does not prevent the school or a teacher from requiring a student to return the textbook during school hours.

*b. Care and Protection*

Textbooks/instructional materials are issued to the students with the understanding that the textbooks/instructional materials will be properly maintained and returned at the appointed time. Sanctions will be invoked in the event that a student refuses to pay for lost or damaged textbook/instructional materials at the replacement cost. Sanctions are intended to prohibit lost or damaged textbooks/instructional materials through willful intent or neglect and include:

- The withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution is made.
- The refusal to issue any additional textbooks/instructional materials until restitution is made. (However, access to textbooks/instructional materials will be provided.)

Nothing in this policy will prohibit any student or parent from voluntarily purchasing textbooks/instructional materials.

sexual orientation, gender identity and expression, a men a mental, physical or sensory disability, socio-economic or familial status.

• **SCHOOL CLOSING PROCEDURES- Emergency Closing**

Weather conditions, both existing and predicted	Driving, traffic and parking conditions, affecting public and private transportation facilities;
Actual occurrence or imminent possibility of any emergency condition which would make the operation of schools difficult or dangerous	Inability of teaching personnel to report for duty which might result in inadequate supervision of students.



**STUDENT RECORDS AND CONFIDENTIAL INFORMATION**

The parents (which includes legal guardians) and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

The right to inspect and review the student's education records within 45 days after the day the school receives a request for access	The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or
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**ATTENDANCE, ABSENCES, TRUANCY, AND WITHDRAWAL**

The Attendance Law requires that pupils of legal age attend school unless special circumstances arise which temporarily or permanently excuse the student from attendance. By state law, the student's school year will consist of a minimum of 180 teaching days. The annual calendar is divided into two semesters. A copy of this calendar is included at the front of this handbook.

• *Compulsory Attendance*

Students between the ages of six (6) and seventeen (17), must attend a public or non-public school.

• *Attendance and Excuses*

Regular attendance is a necessary requirement of all students. All students are expected to attend school on each day that school is officially in session and remain at school for the entirety of the school day. Only the following reasons will be considered for excused absences:

	otherwise in violation of the student's privacy rights under FERPA.	<b>EXCUSED ABSENTEES</b>
The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.	The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.	Illness, injury, pregnancy, homebound circumstance, or hospitalization of student. The District may require a parent conference and/or physician verification to justify absences after the accumulation of ten (10) days of absence during a school year. Notes must be date specific and will be required for subsequent absences beyond ten (10) days.
<p>• <b>Accumulative Records</b> A confidential accumulative record of educational history and progress is maintained in a secured file for each student enrolled in the school. This accumulative record contains all courses taken, grades received, credits earned, attendance, as well as results of achievement tests taken and suspensions/expulsions.</p> <p>• <b>Special Education Records</b> Special education records are maintained for students currently served by an IEP (Individual Educational Plan) and receiving services such as speech, CLUE, Functional Skills, etc. The psychological and other relevant records are kept in individual schools in separate folders. These confidential folders are maintained in a locked file cabinet or a locked room. The psychological reports are maintained at the Department of Exceptional Children. When special services are discontinued or the student withdraws from the district, the Special Education student record is forwarded to the Department of Exceptional Children. A request for these records along with a Confidential Release of Information must be signed by the parent/guardian or student, if of legal age, and must specifically request "Special Education Records" and must be forwarded to the Department of Exceptional Children. Records will not be released to outside agencies without a signed release from the parent/guardian or student of legal age, with the exception of release to other school districts as permitted under FERPA (Family Educational Rights and Privacy Act;</p>		<p>Death or serious illness within the student's immediate family</p> <p>When the student is officially representing the school in a school sponsored activity or attendance at school-endorsed activities and verified college visits.</p> <p>Special and recognized religious holidays regularly observed by persons of their faith</p> <p>A court order; a subpoena; and/or a legal court summons.</p> <p>Extenuating circumstances over which the student has no control as approved by the principal.</p> <p>If a student's parent, custodian or other person with legal custody or control of the student is a member of the United States Armed Forces,</p> <p>Participation in a non-school-sponsored extracurricular activity.</p>

Buckley Amendment) Public Law 93–380). Records are copied/transferred by school officials upon formal request from the receiving school.

- **Military Recruiters**

Parents have the right to request in writing that their child’s name, address and telephone number not be released to a military recruiter without prior written consent. This request shall be presented to the school principal at the beginning of each school year.



- **ADMISSION AND ENROLLMENT**

Only the residence of the parent with legal custody may be used for registration. In cases where parents have joint custody, only the address of the parent named as the primary residential parent may be used for registration. The parent whose residence qualifies the student to be registered is the parent the school personnel will consider as the custodial parent. The noncustodial parent may receive school records when a written request is given to the school principal.

- **Student Assignment**

All school aged students attending school within the Memphis Business Academy/Memphis STEM Academy/SCS boundaries are assigned to schools based on their residence, as is reflected by the residence of their custodial parent/legal guardian/custodian.

The student's parent, custodian, or other person with legal custody or control of the student, prior to the extracurricular activity, submits to the principal or the principal's designee a written request for the excused will include the following:

- a. The student's full name and personal identification number;
- b. The student's grade;
- c. The dates of the student's absence;
- d. The reason for the student's absence;
- e. The signature of both the student and the student's parent, custodian, or other person with legal custody or control of the student

A written statement within two (2) school days of the student's return to school will be required from the parent or guardian explaining the reason for each absence

Students receiving an excused absence will have the opportunity to make up school work missed and will not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence

If necessary, verification is required from an official source to justify absences.

**UNEXCUSED ABSENTEES**

All absences other than those outlined above will be considered unexcused.

Parents may appeal unexcused absences to their child’s school principal (or designee).

The appeal must be: (1) in writing and include documentation necessary to support the appeal; Submitted within five (5) school days.

<ul style="list-style-type: none"> <li>• <b>Entrance Age</b> A child must be five (5) years of age on or before August 15th for the school year. A child must be six (6) years of age on or before September 30th of the current school term to be admitted to the first grade. All children entering the first grade must have attended an approved kindergarten.</li> </ul> <p>Any transfer student legally enrolled as a first-grade student in another state who will be six (6) years of age no later than December 31st of the current school year, making application for admission, will be eligible for enrollment. Any child legally enrolled in an approved kindergarten in another state during the preceding school year and who could have enrolled in the first grade in that state in the current school year, making application for admission, will be eligible for enrollment in the first grade provided he/she is six (6) years of age on or before December 31st of the current year.</p> <p>Students may be enrolled provided the eligibility requirements determined by the state of Tennessee have been met.</p> <ul style="list-style-type: none"> <li>• <b>Cut-off Date for Entering Kindergarten</b> Parents/legal guardians/custodians are encouraged to enroll students who are of legal age in kindergarten at the beginning of the school year. Students who have not been enrolled previously in kindergarten will not be accepted after the first thirty (30) days of the school year. Students who have been enrolled previously in an approved kindergarten will be accepted at any time. Students enrolling in kindergarten who have not previously enrolled in any school will provide the following:</li> </ul>	
<p><b>Certified birth certificate.</b></p>	<p><b>Proof of Immunization</b> Out-of-state physicals for entering students in kindergarten or a Tennessee school for the first time are acceptable; however, documentation on the Tennessee Immunization Certificate is necessary for submission to the school along with all</p>

<p>based on one or more of the allowable reasons for excused absences outlined in this policy.</p>
<p>Within five (5) school days of receipt of the request for appeal, the Principal (or designee) will review the appeal, meet with the parents to allow them an opportunity to be heard, and render a decision regarding the appeal.</p>
<p>The decision of the principal (or designee) that is compliant with applicable law is final. Questions regarding school-level decisions may be directed to the principal responsible for academic school operations.</p>

- *Make-up Work*  
In the event of an excused absence, students are expected to make up work missed within a reasonable time. In the event of an unexcused absence, one day of makeup time will be allowed for each day of unexcused absence, if the following conditions are met. The parent of a student or a student with an unexcused absence must submit a written request to the teacher to makeup the work and must participate in an appropriate intervention (e.g., student or parent conference with the teacher, Saturday school, online tutorial, other appropriate intervention determined and scheduled by the teacher). For absences due to long-term suspension (over 10 days)/expulsion, the program of making up work will be in accordance with state law.
- *Truancy*  
Unauthorized absence from school is considered truancy. . The principals, in coordination with any teachers who provide instruction to a student and any other appropriate school faculty, will make the decision to require the student's attendance at such remedial instruction occurring outside of the regular school day, including but not limited to programs conducted during the

	immunizations transferred to the Tennessee Department of Health Immunization Certificate.
<b>Physicals</b>	<b>Social Security Card-</b> Students who cannot provide a social security number will be assigned a personal identification number. The General Office Secretary (GOS) is provided instruction as to procedure to assign PIN numbers at their Inservice. Students cannot be denied admission to public schools because they did not provide a social security number at registration.

summer and after the conclusion of the regular school day pursuant to state law.

- *INTERSCHOLASTIC POLICY*  
All middle schools (6-8) and high schools (9-12) are members of the Tennessee Secondary Schools Athletic Association (TSSAA) and as members follow its rules and regulations.

Academics and conduct requirements must be met by participants on middle and high school teams; as well as eligibility requirements established by TAMS and TSSAA.
must have a complete annual medical examination prior to participation.

- **First-time Enrollment**  
The parent/legal guardian/custodian of any student entering school for the FIRST TIME must present:

At the time of registration, officially acceptable evidence of date of birth	Evidence of a current medical examination the medical examination must be completed by a Doctor of Medicine, osteopathic physician, physician assistant, certified nurse practitioner, or a properly trained public health nurse
Evidence of state-required immunizations parents or legal guardians shall be responsible for having their children immunized against designated diseases as authorized by the Tennessee Commissioner of Health.	

- **Proof of Residency**  
Unless otherwise prohibited by law, parents/legal guardians/custodians having lawful control of students (proof of legal custody will be required) must provide the following proof of residence in order to enroll.
- **General Proof of Residency**  
The parents/legal guardians/custodians having lawful control of the student must provide two (2) of the following items listed below:



HEALTH SERVICES

- *Immunization*  
No students entering school, including those entering pre-kindergarten, kindergarten, first grade, those from out-of-state and those from nonpublic schools, will be permitted to enroll (or attend) without proof of immunization. It is the responsibility of the parents or guardians to have their children immunized and to

Driver's license or other state or government (military) issued identification bearing the address at which the student will be residing during the current school year;	Most recent MLGW or municipal water bill of the owner, renter or lessee of the home in which the student will reside during the current school year
Mortgage statement or deed of the owner of the home in which the student will reside during the current school year;	Lease of the lessee of the home in which the student will reside during the current school year;
Rental agreement of the renter of the home in which the student will reside during the current school year;	Real Estate tax receipt;
Public assistance/government benefits check, card, or papers;	In the event that two (2) of the items listed above cannot be provided, residency may be established by submitting other documentation deemed to be appropriate proof of residence by the department responsible for verifying residency.

- **Shared Residency Requirements**

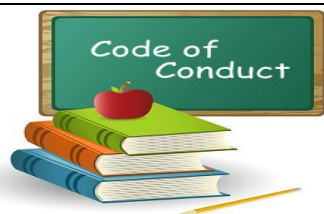
Unless otherwise prohibited by law, in the case in which a student resides with his/her parents/legal guardians/custodians having lawful control of the student in the home of someone else, the following proof of shared residency must be provided in order to enroll a student:

Unless otherwise approved by the department responsible for verifying residency, the homeowner of the home in which the student resides must	The parents/legal guardians/custodians having lawful control of the student claiming shared residency must provide
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provide such proof to the principal of the school, which the student is to attend.
<p>Exceptions:</p> <p>The absence of epidemic or immediate threat, parents or guardian will file with school authorities a signed, written statement that such measures conflict with his/her religious tenets or practices; or due to medical reasons if such student has a written statement from his/her doctor excusing him from such immunizations.</p> <p>Certificate in writing from a physician stating that such immunization would be harmful to the student involved is provided to the school for the student's permanent file.</p> <ul style="list-style-type: none"> <li>• <i>Hospitalization</i> If your child has experienced hospitalization related to accident/injury, or chronic illness, please notify the school if your child requires accommodations. This will allow for smooth transition and seamless re-entry to school.</li> <li>• <i>Acute and Chronic Health Issues</i> ·</li> </ul> <p>Acute Health Issue may be defined as: An illness, disease, condition or issue that occurs suddenly, is of short duration and will require accommodation for school attendance. ·</p> <p>Chronic Health Issue may be defined as: An illness, disease, condition or issue considered stable or unstable that lasts over a long period and will require accommodation for school attendance.</p> <ul style="list-style-type: none"> <li>• <i>Administering Medicines to Students</i> All student's medication be administered by a parent at home. Under exceptional circumstances medication may be</li> </ul>

<p>accompany the parents/legal guardians/custodians to registration and provide two (2) of the items listed in the General Proof of Residency Section</p>	<p>two (2) of the following items listed below:</p> <ul style="list-style-type: none"> <li>a. Driver's license or other State or Government (military) issued identification</li> <li>b. Car registration</li> <li>c. Voter registration</li> <li>d. Payroll stub</li> <li>e. Three (3) significant pieces of mail</li> <li>f. Government Assistance Communication</li> </ul>	<p>administered by school personnel under the appropriate administrative regulations or accordant state law.</p> <ul style="list-style-type: none"> <li>• <i>Medication in Schools</i> If, under exceptional circumstances, a student is required to receive medication during school hours and the parents cannot be at school to administer the medication, only the school nurse or the principal's designee will administer the medication in compliance with the applicable state and federal regulations.</li> <li>• <i>Written Parent Permission Required</i> 1. Written instruction signed by the parent or legal guardian will be required and will include: (Authorization for Administering Medicine at School)</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Enrollment Suspicion of Fraudulent Enrollment</b> If the school suspects that a student is fraudulently enrolled but is unable to substantiate the suspicion, the principal will report the information. The student will remain enrolled at the school while the investigation is conducted. All referrals for residency verification will come directly from the principal or the principal's designee. If it is verified that a student is out-of-zone or out-of-district, then a letter will be sent to the parents/legal guardians/custodians advising that the student must be immediately withdrawn and should be enrolled by the parent in the appropriate school or district</li> <li>• <b>Homeless Students</b> Homeless students will have equal access to the same free appropriate public education as provided to other students.</li> </ul>		<ul style="list-style-type: none"> <li>• student's name;</li> <li>• name of medication;</li> <li>• purpose of medication;</li> <li>• time to be administered</li> <li>• dosage;</li> <li>• possible side effects;</li> </ul>	<ul style="list-style-type: none"> <li>• termination date for administering the medication;</li> <li>• name and phone number of prescribing physicians</li> </ul>
		<ul style="list-style-type: none"> <li>2. The signed Parent Authorization form will be kept on file at the school.</li> <li>3. All medication will be brought to the school by the parent or guardian, unless other arrangements have been approved by the school principal, but under no</li> </ul>	





Charter schools **conduct their own disciplinary hearings and appeals, and that parents or guardians should not be referred to Shelby County Office or the Office of Student Equity, Enrollment, and Discipline for hearings.** Public charter schools cannot waive student due process.<sup>1</sup> TCA § 49-6-3401 addresses the suspension, expulsion, and due process rights for students. While charter schools may develop discipline policies and procedures that differ from Shelby County Schools, all policies and procedures must adhere to this section of the law. **Some important, non-comprehensive reminders:**

Except in an emergency, a student shall not be suspended until they have been advised of the nature of their conduct, questioned about it, and allowed to give an explanation

Within 24 hours of any suspension other than an in-school suspension of less than one (1) day, the school shall notify the parent or guardian and the Superintendent’s designee of the suspension, the cause, and the conditions for readmission.

If a school decides that an offense justifies a suspension of more than ten (10) days, the school may suspend a student unconditionally for a specified period of time or upon such terms and conditions as are deemed reasonable

- a) The school shall immediately give written or actual notice to the parent or guardian and the student of the right to appeal the decision
- b) All appeals must be filed, orally or in writing, within five (5) days after the receipt of the notice and may be filed by the parent or guardian, the student, or any person holding a teaching license who is employed by the school if requested by the student
- c) The appeal from this decision shall be to the governing board or to a disciplinary hearing authority appointed by the governing board.
- d) The hearing shall be held no later than ten (10) days after the beginning of the suspension. The board or their designee shall give written notice of the time and location to the parents or guardians, the student, and the suspending authority.<sup>8</sup>

• ***Prevention and Intervention Strategies***

Memphis Business Academy/Memphis STEM Academy has developed and communicated a comprehensive prevention and intervention program. The program includes a parental engagement component outlining strategies for

circumstances will a student bring the medication to school by himself/herself. All medication must be brought in its original container whether it be a prescription or non-prescription medication.

4. The principal or the principal's designee will:

Inform appropriate school personnel of the medication being taken;	Keep a record of the administration of medication on designated form and will keep this record on file at school;
Keep medication in a locked area (Exception: Students with Asthma who have inhalers, epi-pens, diabetic supplies and pancreatic enzymes at school may keep such materials in their possession or with teacher in the classroom “provided the parent has completed an Action Plan, obtained the prescribing physician signature and completed a Parent Authorization Form. The forms are available from the school nurse; d. Return unused medication to the parent only or discard appropriately.	If discarded at school the following procedure will be followed: <ul style="list-style-type: none"> <li>• Medication will be disposed of in a manner so that no student will be able to get the medication</li> <li>• The method used, the date the medication is discarded, and the person or people involved will be documented</li> <li>• The parents of the student must assume responsibility for informing the school principal of any change in the student's health or change in medication.</li> </ul>

parents to support the prevention of inappropriate and/or disruptive behavior. Additionally, prevention and intervention strategies may include classroom, school-wide assessment and supports for students who exhibit and/or are victims of behaviors involving threats; poor attendance/truancy; violence/weapons/gangs; drugs/alcohol; or harassment/intimidation/ bullying/cyber-bullying.

• **School-Wide Intervention Behavior Plans**

Memphis Business Academy/STEM Academy strives to promote and support appropriate behavior in students at the school by implementing behavior programs that integrate school-wide behavior intervention strategies with all aspects of a school’s support services. The Plan is consistent with applicable laws. The Behavior Plan is an outline of the school’s operating procedures for utilizing various prevention and intervention strategies and utilizing progressive discipline within the school.

• **STUDENT DRESS CODE**

The standards for Memphis Business Academy/STEM Academy dress code reflects comfort, safety, cleanliness, and sense of modesty. There is a strong relationship between neat, appropriate attire and a positive learning environment. Apparel or appearance which tends to draw attention to an individual rather than to a learning situation must be avoided.

• **Disciplinary Measures**

Several disciplinary measures may be employed to support acceptable student behavior. Disciplinary measures include parent/administrator conference, confiscation of items, loss of privileges, before/after school detention/Saturday school, suspension from the bus, in-school suspension, out-of-school suspension, expulsion, and remand/alternative placement.

Confiscated items” include beepers, telephone pagers, laser pointers, and cellular phones, prohibited electronic devices, and any other item prohibited. Unless the principal extends the return

Loss of Privileges Students may lose privileges including, but not limited to, the following:  
a. Loss of classroom privileges.

The dosage of a medication or the time of administration CANNOT be changed by a phone call from a parent/guardian.”

Should medication of an invasive nature (i.e., intramuscular, intravenous, suppository) be required to be given by school personnel for emergency response or action

Work with a school nurse to obtain proper physician orders, instructions and provide the required proper training for appropriate personnel.

The school system retains the discretion to reject request for administration of medicine.

A copy of this procedure will be provided to parents upon their requests for administration of medication in the schools.

• **Contagious diseases**

Includes, but are not limited to: red measles, German measles, chicken pox, mumps, whooping cough, scarlet fever, diphtheria, Vincent's angina, conjunctivitis, ringworm, impetigo, scabies, pediculosis (head lice), or other disease diagnosed as contagious.

• **Readmission**

If the suspected condition is found not to exist, the principal or designee may readmit the student. In the case of communicable disease, the student may be readmitted on presentation of a written statement from the family physician, and/or completion of the period of exclusion required by the State Department of Public Health.

• **Ringworm**

In the case of ringworm, impetigo, or scabies the student may be readmitted once treatment has begun, and proof of treatment is presented to the principal or designee.

• **Head Lice**

<p>time of confiscated items because the item or its contents may be evidence of violation of law or policy, the parent may pick up the item at the time and location designated by the principal at the close of the next school day following the day that the parent received notification of confiscation or earlier at the principal's discretion. Thereafter, the parent may pick up the device by appointment. Memphis Business Academy/Memphis STEM Academy does not take responsibility for confiscated items and will not compensate the owner for any lost, stolen, or damaged confiscated items while in custody.</p>	<p>b. Loss of extracurricular/athletic or other school-wide privileges</p> <p>c. Privileges restricted by the principal</p>	<p>In the case of pediculosis (head lice) a student may be readmitted for inspection following treatment. If proof of treatment is presented to the principal or designee and no live lice are present, the student may return to class.</p> <ul style="list-style-type: none"> <li>• <i>Acquired Immune Deficiency System</i></li> </ul> <p>Mandatory screening for communicable diseases not spreads by casual, everyday contact, such as HIV infection, will not be a condition for school entry or attendance.</p> <div data-bbox="1129 636 1829 927" data-label="Image"> </div> <p style="text-align: center;"><b>PROCEDURES</b></p>
<p>Before/After School Detention/Saturday School Students may be detained before or after the school day or required to attend Saturday school as a means of disciplinary action. The following guidelines shall be followed:</p> <ul style="list-style-type: none"> <li>• The student will be given at least one (1) full day of notice before detention/Saturday school.</li> <li>• Parents/guardians will be informed before detention/Saturday school takes place.</li> <li>• Students will be under supervision of certified staff members.</li> <li>• Detention will not exceed 45 minutes after the official closing of the school day but may be</li> </ul>	<p><b>In-School Suspension</b> The in-school suspension program includes a behavior management component that teaches students skills to improve their behavior and make good choices while allowing students the opportunity to complete their regular classroom assignments in an isolated environment. The principal, including vice/assistant principal, has sole discretion to issue in-school suspensions.</p>	

<p>administered several days in succession.</p> <ul style="list-style-type: none"> <li>Teachers must have the approval of the principal before issuing detention or requiring a student to attend Saturday school.</li> <li>Students riding school buses will be provided an alternative to detention, or, in collaboration with the parents, assigned a later detention date.</li> <li>Students with religious exemptions to Saturday school shall be provided with an alternative disciplinary option.</li> </ul>	
<p>Out-of-School Suspension Out-of-school suspensions vary in length from one (1) to ten (10) days. It is not the intent of the system to remove students from the school society for minor violations. Therefore, suspension from school should be used with caution and only in appropriate cases. The principal, including vice/assistant principal, has sole discretion to issue out-of-school suspensions from one (1) to ten (10) days.</p> <ul style="list-style-type: none"> <li>A behavioral intervention plan shall be developed for students who accumulate more than five days of suspensions during the school year.</li> <li>Multiple suspensions shall not run consecutively; nor shall multiple</li> </ul>	<p>Expulsion vary in length from eleven (11) days to the remainder of the school year or one (1) calendar year for state-mandated expulsions. [Any single suspension in excess of ten (10) consecutive days or multiple suspensions totaling 15 days in one month is an expulsion.] The principal may issue expulsions subject to student legal due process rights regarding appeals of expulsions [suspension of more than ten (10) days]</p>

<b>Communication</b>											
Mondays	Homework Packet Sent Home										
1 <sup>ST</sup> & 3 <sup>RD</sup>	School										
Mondays	Staff Meetings										
2 <sup>nd</sup>	3:30-4:15										
Mondays	Staff open evenings for Scheduled Parent Teacher Conferences										
Tuesdays	Weekly Progress Report & Live School Weekly Behavior Forms										
Wednesday	District Progress/Report Card										
1 <sup>st</sup>	Monthly Newsletter										
Daily	Conduct Forms -Elementary only										
Monthly	Grade Level News Letter-1 <sup>st</sup> of EVERY MONTH										
Homework	<b>Homework Schedule</b>										
	<table border="1"> <tr> <td><b>Monday</b></td> <td>ELA &amp; Math</td> </tr> <tr> <td><b>Tuesday</b></td> <td>ELA &amp; Math</td> </tr> <tr> <td><b>Wednesday</b></td> <td>Science/ELA/Math</td> </tr> <tr> <td><b>Thursday</b></td> <td>Social Studies/ELA/Math</td> </tr> <tr> <td><b>Friday</b></td> <td>Assessment Day &amp; Homework Due</td> </tr> </table>	<b>Monday</b>	ELA & Math	<b>Tuesday</b>	ELA & Math	<b>Wednesday</b>	Science/ELA/Math	<b>Thursday</b>	Social Studies/ELA/Math	<b>Friday</b>	Assessment Day & Homework Due
<b>Monday</b>	ELA & Math										
<b>Tuesday</b>	ELA & Math										
<b>Wednesday</b>	Science/ELA/Math										
<b>Thursday</b>	Social Studies/ELA/Math										
<b>Friday</b>	Assessment Day & Homework Due										
	Read 20 minutes every night!!										
<b>Arrival and Dismissal Procedures (<i>Tentative</i>)</b>											
<b>Before and After Care</b>											
<ul style="list-style-type: none"> <li>Drop off time 6:15 <b>NOT BEFORE</b></li> <li>Pick up <b>BY OR BEFORE</b> 5:30</li> <li>No drop offs after 6:45 (Before care is over)</li> <li>If you are late picking up your child <b>5 times</b>, they will be dismissed from the program</li> </ul>											

suspensions be applied to avoid expulsion from school	
Safety Assessment Associated with Expulsion When the student's infraction involves: • a credible/substantive threat of harm; • possession of a dangerous weapon (firearm, knife, taser, explosive, etc.); • assault resulting in serious bodily injury to staff/student(s); or • off-campus felony with a firearm,	

• **STUDENT CODE OF CONDUCT (Offenses and Penalties by Category)**

The infractions of school discipline listed below are grouped into categories according to the seriousness of the offense.

<b>A</b>	<p style="text-align: center;"><b>State Zero Tolerance Offenses</b></p> <ul style="list-style-type: none"> <li>• Aggravated assault resulting in serious bodily injury upon any teacher, principal, administrator, school resource officer, or any other school employee;</li> <li>• Unlawful possession, sale, or evidence of use of drugs/narcotics at school or at a school-sponsored activity;</li> <li>• Unauthorized possession of a firearm on school property or at a school-sponsored activity.</li> </ul>
<b>B</b>	<ul style="list-style-type: none"> <li>• Possession of a knife or any potentially lethal weapon, Taser, or explosive on school property or at a school-sponsored activity;</li> <li>• Being under the influence of and/or evidence of drinking or possession of alcoholic beverages in school or at a school sponsored activity;</li> <li>• Off campus criminal behavior that results in the student being legally charged with an offense that would be classified as a felony and the student's continued presence in school poses a danger to person or property or disrupts the educational process</li> <li>• Issuance of a criminal complaint charging a student with a violent felony or issuance of a violent felony delinquency complaint against a student if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. (*Out of school</li> </ul>

- If student receives **5 demerits**, student will be dismissed from the program and replaced by another student.
  - Students **MUST** be signed in and out daily.
  - Accepting only 20 students!
- FLAT RATE** -\$20 per week per student (Payment due on Fridays. If payment has not been received by the following Monday, student may not return until fee has been paid.

**Bus Transportation (Tentative)**



- Students must arrive between 6:45-7:00 at designated location.
- Parents sign the students in
- Non-Middle school students sit in the front
- All Siblings must sit together
- Leave designated location at 7:00
- Arrive at MBA @ 7:15 (church parking lot)

**Middle School 7:00-3:15 (Tentative)**

<b>Arrival</b>	<b>Dismissal</b>
<ul style="list-style-type: none"> <li>• Teachers Report Time 6:45</li> <li>• Duty post &amp; Student drop off 7:00</li> <li>• Siblings can be drop off with older sibling @7:00. <b>The students will remain with Before Care Lead until 7:50 (no fee)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Carpool line up 2:30- 3:00.</li> <li>• Dismissal 3:15</li> <li>• Campus clear by 3:30</li> </ul> <p style="text-align: center;"><b>If there are any transportation changes, a written notification must be sent to the school</b></p>

	<p>suspension is not permitted for this offense. Remand or expulsion is required</p> <ul style="list-style-type: none"> <li>• Gang activities - Activity that is threatening and/or intimidating, harassing in nature or recruiting; gang notebooks with gang pledges, codes and symbols that are used in communication such as threats and warnings and recruiting; gang related fights, and all types of violent acts; gang graffiti especially drawn on school property (bathrooms, lockers and hall walls); electronic devices such as cell phones with recognized gang text, with gang symbols, signs and language that is threatening and or intimidating;</li> <li>• Being under the influence of and/or evidence of use or possession of drug paraphernalia, substances for huffing, any substance under guise of it being a controlled substance or prescription drug, and/or medical preparations without proper medical authorization;</li> <li>• Possession, use or distribution of counterfeit money on school property or at any school-sponsored activity;</li> <li>• Assault upon any teacher, principal, administrator, school resource officer, or any other school employee;</li> <li>• Continuous and/or severe Category C Offenses</li> </ul>
<b>C</b>	<ul style="list-style-type: none"> <li>• Threatening bodily harm to school personnel, including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to a school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention;</li> <li>• False accusations against school personnel;</li> <li>• Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive or destructive device, including chemical weapons, on school property or at a school-sponsored event;</li> <li>• Smoking and/or the possession of tobacco products by students while in or on school, properties or under school's jurisdiction</li> </ul>

<ul style="list-style-type: none"> <li>• Breakfast &amp; Morning Meeting 7:00-7:30</li> <li>• Class starts at 7:40 Arrival after 7:45, the student is LATE!</li> </ul>	
<b>Elementary School 8:00-4:15</b>	
<b>Arrival</b>	<b>Dismissal</b>
<ul style="list-style-type: none"> <li>• Only Teachers Report 7:30</li> <li>• Duty post &amp; Student Drop off @7:40.</li> <li>• Siblings can be drop off with older sibling @7:00 <i>The students will remain with Before Care Lead until 7:50 (no fee)</i></li> <li>• Breakfast &amp; Morning Meeting 7:40-7:55</li> <li>• Instructional will start promptly at 8:00 Arrival after 8:05, the student is LATE</li> </ul>	<ul style="list-style-type: none"> <li>• Carpool line up starts 3:30 4:00.</li> <li>• Dismissal 4:15</li> <li>• Campus clear by 4:30</li> </ul> <p><i><b>If there are any transportation changes, a written notification must be sent to the school</b></i></p>

<b>DISCIPLINE PLAN</b>			
<b>Be Ready</b>			
<b>Classroom</b>	<b>Hallway</b>	<b>Cafeteria/Auditorium</b>	<b>Restroom</b>

<p>during school hours or while participating in a school-sponsored event;</p> <ul style="list-style-type: none"> <li>• Gang activities - any gang related activity not specified in Category B;</li> <li>• One (1) or more students initiating a physical attack on an individual student on school property or at a school-sponsored activity;</li> <li>• Malicious destruction of or damage to school property, including electronic media, or the property of any person attending or assigned to the school;</li> <li>• Stealing or misappropriation of school or personal property (regardless of intent to return);</li> <li>• Immoral or disreputable conduct;</li> <li>• Continuous and/or severe Category D Offenses.</li> </ul>	<p>Raise your hand for permission speak or to get on the floor (No blurting out)</p>	<p>No talking in the hallways (Level O Zones)</p>	<p>Be seated with your group</p>	<p>No horse playing in the restrooms</p>
<p><b>D</b></p> <ul style="list-style-type: none"> <li>• Open or continued defiant attitude or willful disobedience toward a member of school staff;</li> <li>• Vulgar, profane, immoral/disreputable or rude remarks or non-verbal action to staff member or fellow student;</li> <li>• Physical or verbal intimidation or threats to other students, including hazing;</li> <li>• Threatening bodily harm to another student, including transmitting by an electronic device any communication containing a credible threat to cause bodily injury or death to a student and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention;</li> <li>• Fighting in or on school property unless, in accordance with state law, the principal recommends no disciplinary action for a student who is deemed to have acted in self-defense or defense of another;</li> <li>• Possession of mace or disabling sprays;</li> <li>• Inappropriate use of electronic media, including, but not limited to, all calls (land line, cellular or computer generated), instant messaging, text messaging, audio recording devices, iPods, MP3s</li> </ul>	<p>Do what your teacher ask you to do the first time they give you directions.</p>	<p>Line up in a single file</p>	<p>Be on Level 0 when speaker is speaking</p>	<p>Keep bathroom clean</p>
	<p>Be on time and have supplies/work ready</p>	<p>Walk in the hallways</p>	<p>Do not bring food out of the cafeteria</p>	<p>Flush toilet</p>
	<p>Always keep your hands and feet to yourself.</p>	<p>NO RUNNING</p>	<p>Eat only your food</p>	<p>Leave water in sink</p>
	<p>Homework submitted Dressed in proper Uniform</p>	<p>No gum chewing Conduct Folder Signed and returned (elementary)</p>		



	<p>or any type of electronic music or entertainment device, and cameras and camera phones;</p> <ul style="list-style-type: none"> <li>• Sexual, racial, ethnic, or religious harassment/discrimination;</li> <li>• Bullying, intimidation, and harassment;</li> <li>• Refusal to produce an object identified by metal detectors;</li> <li>• Inciting, advising or counseling of others to engage in any acts in Categories A, B or C; 12. Continuous and/or severe Category E Offenses.</li> </ul>
<i>E</i>	<ul style="list-style-type: none"> <li>• Habitual and/or excessive tardiness;</li> <li>• Class cutting;</li> <li>• Intentional disturbance of class, cafeteria or school activities;</li> <li>• Leaving school grounds without permission;</li> <li>• Being in an unauthorized area without permission;</li> <li>• Tampering with grades or report cards;</li> <li>• Possession of lighters or matches;</li> <li>• Possession of and access to beepers, cellular phones or other electronic communication devices during school hours without written permission of the principal;</li> <li>• Inciting, advising or counseling others to engage in any acts in Category D;</li> <li>• Dress code violation, including wearing, while on school grounds during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment.</li> </ul>

<b>Be Respectful</b>			
Say kind words and treat people with kindness and respect.	Maintain personal space	Treat People the Way You Want to be Treated	Maintain others privacy
<b>Be Responsible</b>			
Clean your space	Stay to the right	Report all horse playing to the office	
Treat Property with care	Own your mistake	Do Right Things Best!	
<ul style="list-style-type: none"> <li>• <b><u>CONFISCATED ITEMS</u></b> If an MBA Students has a contraband item on campus (such as cell phone that has been used on campus, electronic device, inappropriate materials, items to sell, out of uniform clothing), it will be taken to the office and stored FIVE business days before a parent or guardian may retrieve this item. <b>MBA will not be responsible for any lost, stolen, or damaged items due to school rules being violated.</b></li> </ul>			

**Bullying Levels and Procedures**

- ***TRANSPORTATION SERVICES***  
In order to maintain conditions suitable for learning, no person will enter onto a school bus except students assigned to that bus and authorized school personnel, unless otherwise provided by law. Parents of students are responsible for their child's supervision until the child boards the bus in the morning and re-continues after the child leaves the bus at the end of the school day. Once a student boards the bus - and only at that time - does he or she become Memphis Business



Academy/Memphis STEM Academy responsibility of the school system. Such responsibility will end when the student is delivered to the regular bus stop at the close of the school day. A bus is an extension of the classroom, it will be required that students to conduct themselves on the bus in a manner of classroom behavior. Students are under the supervision of the bus driver while on his/her bus, and all reasonable directions given by the bus driver will be followed:

A school bus driver may, pursuant to state law, use reasonable force when necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another person	The school bus driver will notify the principal of any serious discipline problem caused by a student being transported to the principal's school, and may be called upon to assist the principal, if necessary.
Except as provided by law, a student may be denied the privilege of riding the bus if the principal, in consultation with the department responsible for student transportation, determines that the student's behavior causes disruption on the bus, or if a student disobeys local rules and regulations pertaining to student transportation.	Suspension of ridership privileges may be in addition to school disciplinary measures that may be taken by the principal according to the Student Code of Conduct

• **BUS VIOLATIONS**

Students in violation of bus conduct rules will be subject to disciplinary action in accordance with established policy and regulations governing student conduct and discipline.

Students are responsible for abiding by the rules for riding the school bus.	School bus drivers are responsible for fostering a safe school bus environment, maintaining appropriate behavior while driving, and meeting the requirements for school bus drivers as outlined in state law and/or by contract.
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<p><b><u>BULLYING</u></b> MBA has a NO BULLYING policy. Bullying includes any physical or verbal threats, intimidation, harassment, or encounters that make a student feel physically or socially unsafe in this environment.</p>	<p><b><u>CYBERBULLYING</u></b> MBA also has a policy against Cyber bullying, which includes electronic acts that create a “clear and present danger” of physical harm, “substantial interference” with education, a “hostile educational environment” or “substantial disruption” of the school.</p>
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**Levels**

**Level 1 - Verbal bullying is saying or writing mean things. Verbal bullying includes:**

- Teasing
- Name-calling
- Taunting
- Threatening to cause harm
- Leaving someone out on purpose
- Telling other children not to be friends with someone

**Level 2 - Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:**

- Inappropriate sexual comments
- Spreading rumors about someone
- Embarrassing someone in public
- Making mean or rude hand gestures

**Level 3 - Physical bullying involves hurting a person's body or possessions. Physical bullying includes:**

Principals and teachers are responsible for providing school bus rules to parents and students.	Principals and/or the department responsible for student transportation are responsible for responding to complaints about student behavior by bus drivers or other students.
The department responsible for student transportation is responsible for implementing this policy	The department responsible for attendance and discipline is responsible for monitoring and reviewing behavioral consequences issued to students, including bus suspensions, and for counseling with school administrators when consequences issued to students are not in compliance with SCS policy and/or state or federal law/regulations.
The department responsible for district-wide special education services is charged with making information available about bus suspension of students receiving special education services.	

- Inappropriate sexual touching
- Hitting/kicking/pinching
- Spitting
- Tripping/pushing
- Taking or breaking someone's things

<b>Bullying Investigation Checklist (Steps)</b>	
1. Complaint filed regarding possible bullying or harassment using the Complainant Statement.	2. Begin investigation within 24 hours.
3. Interview Complainant.	4. Interview Respondent and all witnesses one at a time. Allow students to complete to record their statements using the Respondent Statement form and the Witness Statement form.
5. Contact parents of Complainant and Respondent and inform them of the allegations.	6. Obtain all additional documentation, if necessary.
7. Determine if the complaint is serious and/or repeated over time by reviewing written statements,	8. Meet with administrative team and/or other school staff to determine possible corrective action

- ***Suspension from the School/MATA Bus***

Except where prohibited by law, students who engage in bus-related misconduct may be suspended from riding the school or MATA bus to and from school. Decisions involving temporary/permanent removal from school bus or MATA bus ridership will be made by the principal

- ***Use of Video Cameras***

Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extracurricular activities.



**Academic Procedures**

**Homework**

Homework assignments are given to students at the beginning of the week or on assigned dates. In general, homework assignments will be completed for the following day or by the set assigned day.

**Make-Up Work**

Students will be given one day to make up work for each day of school missed for excused absences.

**In-House Weekly Progress**

Students will be given Weekly Progress Reports. Reports must be signed and returned the assigned day.

**In-House Weekly Assessments**

Students will be given a Weekly Assessment in each subject for the weekly skill they have been working on for the week.

**Grading**

Grade Level Expectations K

M = Mastery.

C = Assessment Complete

X = Non Mastery

Grade Level Expectations 1<sup>st</sup> –8<sup>th</sup>

A = 93 -100

B = 85 – 92

C = 75 – 84

D = 70 – 74

F = 69-60

documentation, and interviews.

or interventions, if necessary.

9. Meet with or contact parents of **Respondent** to discuss findings of the investigation and the consequence if the allegation was substantiated.

10. Meet with or contact parents of the **Complainant** to discuss findings of the investigation. Discuss any further assistance the student may need. It is not appropriate to discuss the consequence administered to the Respondent if the bullying behavior was substantiated.

11. Complete the Incident Investigation Report – include findings and resolution.

12. Document the incident on Power School. File the documentation in a confidential location.

13. Contact Administrative Team if the incident is resolved, but you have determined that the situation may resurface.

14. Follow-up with Complainant and Respondent to ensure there has been a successful resolution.

**Uniform Procedures and Violations**

❖ **Procedures**

❖ Uniform violations form sent home, signed, and returned.

	Students do not get below a 60!!!		
<b>Honors</b>			
<i>Principal's List</i> -All A's & E in conduct for all classes.	<i>Academic Honor Roll</i> -A's & B's core classes and E- S in conduct for all classes		❖ Make a copy of the form before sending it home. When the student brings the signed form back staple it on top of the copied form. ❖ Contact the parent if form is not received by day two. ❖ All suspensions must be approved by Administration ❖ <b>If student is exempt from Uniform violations due to unforeseen reasons, it must be approved and approved by Principal Shaw.</b>
<i>Perfect Attendance</i> -No absentees, no early check outs, and no tardiness	<i>Citizenship</i> -All E's in all classes		<b>Violation 1: Verbal Warning (Do not send form home)</b>
<i>Most Improved</i> - Students are selected by the teacher. The students who have shown significant improvement in their classroom and/or support class.	If a Student has a N or U, (s)he is not eligible for an honor certificate, despite the grades.		<b>Violation 2: Note Home (Violation Form sent home)</b>
<b>Conduct</b>			<b>Violation 3: No participation in grade level and/or school wide celebration (Violation Form sent home)</b>
<b>Elementary School Conduct Grades:</b> E+ Super Excellent E Excellent G-Good S-Satisfactory N-Needs Improvement	<b>Middle School Conduct Grades:</b> E Excellent S-Satisfactory N-Needs Improvement		<b>Violation 4: OVERNIGHT SUSPENSION (Violation and Suspension Forms sent home)</b>
N-Needs Improvement U -Unsatisfactory	U -Unsatisfactory		<b>Violation 5: TWO DAY SUSPENSION (Violation and Suspension Forms sent home)</b>
			<b>Violation 6: THREE DAY SUSPENSION (Violation and Suspension Forms sent home)</b>
			<b>Violation 7: The student will be reassigned to another school that does not have a mandatory school uniform policy.</b>
			<b>Homework Procedures and Violations</b>
			❖ <b>Procedures</b> ❖ Homework violations form sent home, signed, and returned



**Gangs/Social Groups/Clique**

Executives will avoid gang paraphernalia, symbols, written codes, words, colors, hand signs, and language. Executives will not create or participate in a group or a “clique” with a name, colors, symbols, and not sponsored by school personnel. Executives will not join a group that is not sanctioned by MBA.

**RANDOM SECURITY CHECKS**

Please ensure that your child does not bring any item to school which is contraband, or wear any clothing or accessories that are out of uniform. For security purposes, your child is subject to random checks of any and all items

**Campus Safety**

- Executives will not leave Memphis Business Academy’s campus before school, or during scheduled after school activities, without written permission of their parents that will be presented to the school authorities *before* leaving campus.
- Executives will not cross any street or intersection without permission.
- Executives will not touch any part of the school’s alarm or fire system. Executives will not place anything near emergency sprinklers on the ceiling, or

- ❖ Make a copy of the form before sending it home. When the student brings the signed form back staple it on top of the copied form.
- ❖ Contact the parent if form is not received by day two.
- ❖ **All homework is due on Fridays**

**Violation 1: Verbal Warning (Do not send form home)**

**Violation 2: Note Home (Violation Form sent home)**

**Violation 3: No participation in grade level and/or school wide celebration (Violation Form sent home)**

**Violation 4: 5-7 Worksheets sent home for Weekend Homework (Violation and Homework sent home)**

**Violation 5: 8-12 Worksheets sent home for Weekend Homework (Violation and Homework sent home)**

**Violation 6: 13-20 Worksheets sent home for Weekend Homework (Violation and Homework sent home)**

**Violation 7: The student will be reassigned to another school that does not have a mandatory school policy.**

**Conduct Folder (Elementary Only)**

- ❖ **Procedures**
- ❖ Conduct Folder violations form sent home, signed, and returned.
- ❖ Make a copy of the form before sending it home. When the student brings the signed form back staple it on top of the copied form.
- ❖ Contact the parent if form is not received by day two.
- ❖ Conduct Form starts over every week!!

**Violation 1: Verbal Warning (Do not send form home)**

**Violation 2: Note Home (Violation Form sent home)**

**Violation 3: No participation in grade level and/or school wide celebration (Violation Form sent home)**

brought onto MBA campus. All Students must use clear backpacks.

***School Cancellation***

Cancellation of school should only take place during extraordinary circumstances. Announcements will be released on the Shelby County School District and Memphis Business Academy websites. If school must be cancelled DURING the school day, Memphis Business Academy will notify parents through Phone Tree.

***Evacuation***

If it is necessary to evacuate the school site, all students will be led by their classroom teachers and staff to a designated location of safety. All teachers will take their class rosters, *Emergency Contact List*, and emergency supplies assigned to each class. Students will only be released to an adult listed on their *Emergency Contact Lists*.

touch the lights or air conditioning system.

***Lock Down***

In an emergency, students may be required to remain on a locked campus. When the school is considered safe, parents may come on the campus. Parents must show ID before picking up their child.

***Parent Liable Responsibility/Withholding Records***

Parents are liable for all the damages caused by the willful misconduct of their minor children that result in death or injury to other students, school personnel, or school property. Parents are also liable for any school property loaned to the student and willfully not returned. The school may withhold grades, diplomas, or transcripts of the student responsible until such damages are paid or the property returned or until completion

<b>Bus Procedures and Violations</b>	
<b>Level 1</b>	
<u><b>RULES</b></u>	<u><b>CONSEQUENCES</b></u>
<ul style="list-style-type: none"> <li>• Not following the directions of the drivers and bus monitors.</li> <li>• Sit in your seat facing forward while the bus is moving.</li> <li>• Talk Quietly</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal warning to student</li> <li>• Assigned seat by bus monitor</li> <li>• Silent Lunch</li> <li>• No participation in <b>ONE FUN FRIDAY</b> activities</li> </ul>
<b>Level 2</b>	
<u><b>RULES</b></u>	<u><b>CONSEQUENCES</b></u>
<ul style="list-style-type: none"> <li>• No foul language or gestures.</li> <li>• Keep all parts of your body inside the bus.</li> <li>• Keep your arms, legs and belongings to yourself.</li> <li>• Do not throw any object</li> <li>• No eating or drinking</li> <li>• Yelling/Talking loud</li> <li>• Defiance/disrespectful-refusal to cooperate</li> </ul>	<ul style="list-style-type: none"> <li>• Written warning to student/parent or guardian (Demerit Bus Referral)</li> <li>• 1-day suspension from riding the bus</li> <li>• 3 school days suspension from riding the bus</li> <li>• No participation in <b>TWO-THREE FUN FRIDAY</b> activities</li> </ul>

<p><b><i>Fire Drill Procedures</i></b></p> <p>All students, teachers, and staff exit the buildings in an orderly fashion and line up by class in designated areas on the yard. This procedure is practiced monthly.</p>	<p>of a volunteer program in lieu of payment money.</p>
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<p><b><i>Field Trips</i></b></p> <p>Students who attend school-sponsored field trips must submit a signed permission slip before participating. <b>If a student has paid for a field trip but cannot attend due to misbehavior,</b></p>	<p><b><u>Computer Lab</u></b></p> <p>Any computer usage on campus or email exchanges with parents, students, teachers and staff of MBA require that the person using any such communication means adhere to the MBA Acceptable Use Policy.</p>
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<p>with driver and /or bus monitor</p>	
<p align="center"><b>Level 3</b></p>	
<p><b><u>RULES</u></b></p>	<p><b><u>CONSEQUENCES</u></b></p>
<ul style="list-style-type: none"> <li>• No fighting, harassment, intimidation or inappropriate conduct with another student.</li> <li>• No yelling with or being disrespectful to adults</li> <li>• Do not bring any weapon or dangerous objects on the school bus.</li> <li>• Do not damage the school bus.</li> <li>• No use of tobacco or drugs or possession of tobacco or drugs on the bus.</li> </ul>	<ul style="list-style-type: none"> <li>• No participation in <b>FOUR FUN FRIDAY</b> activities</li> <li>• 5-day suspension from riding the bus</li> <li>• 10 school day suspension from riding bus</li> <li>• Principal &amp; Parent Meeting or Guardian</li> <li>• Student will be suspended for riding the bus for the remainder of the school year</li> </ul>

<p><b>Demerits &amp; Consequences</b></p>	
<p><b>Warnings (E+-E)</b> <b>Eye/Close Proximity/Verbal Warning</b></p>	

<p><b>MBA will NOT issue a refund for the field trips</b></p> <p><b>School Meals</b> Free breakfast and lunches are available. Each Student must have an application on file with the SCS Nutrition Services. The staff encourages parents to pack healthy snacks and lunches for students who bring lunch to school. The staff also strongly discourages soda and candy.</p> <p><b>Middle School Lockers:</b> All students must purchase a combination lock for their lockers. They cannot share this combination with any other student.</p>	<p><b>Office Phone Usage</b> Students and parents are to use the office phones only for emergencies and school business. They are not for personal use.</p> <p><b>Messages/Items to Students</b> Parents or guardians are asked to leave telephone messages for their children in emergencies only. Please be sure that when your child leaves in the morning, he/she knows the arrangements for after school. Lunches and messages brought to school for students during school hours should be left in the school office for delivery to the classrooms.</p> <p><b>Parent Concerns;</b> Parents must complete a Parent Concern form to set up an appointment with Teachers and/or Principal.</p> <p><b>Emergency Contact:</b></p> <ul style="list-style-type: none"> <li>▪ Include the names of people who can pick up your child at</li> </ul>	<b>Level 1 G-Elementary S-Middle</b>		<p style="text-align: center;"><b>Consequences</b></p> <p><b>Teacher (pick one)</b></p> <ul style="list-style-type: none"> <li>• Classtime Isolation (1 day)</li> <li>• 10 Minutes off recess (1 day)</li> <li>• Any Fun activities deemed by teacher (Fun Friday)</li> <li>• Lost of Field trips (<i>if scheduled</i>)</li> </ul>
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school when he/she is sick or in an emergency

- **Come into the office and make changes to the *Emergency Contacts* when your contact information changes.**
- Any transportation changes, must be submitted in writing.



- Parent Compact
- Parents Right to Know
- Family Engagement Plan

**Family Compact**

*Parent:*

*It is important that I take a more responsible role in helping my Executive.  
Therefore, I shall strive to do the following:*

- Provide 20 volunteer hours per year to MBA, 10 per semester

**Level 2 (S-Elementary & Middle)**

- Disrespectful/defiant/disobedience (student to staff)
- Altercations (student to student)/disrupt the learning environment
- Class cutting
- Leaving school without permission
- Threatening bodily harm-Physical, verbal imitation, threats including hazing (student to student)
- *Bullying Level 1- Bullying. Intimidation, and harassment (cyber/teasing/talking about others Playful joking with harsh words)*

**Consequences**

***Teacher (pick one)***

- No recess (2-3 days)
- Lunch isolation (2 days)
- ACT Words (Dictionary activity)
- 1-3 days out of school suspension (approved by the principal)

**Level 3 (N-U Elementary & Middle)**

Tampering with grades or report cards

Fighting (student to student)

**Consequences**

***Principal (pick one)***

- 3-5 Days of Out of school suspension

<ul style="list-style-type: none"> <li>• See that my child is punctual, has necessary supplies, and attends school regularly</li> <li>• Support MBA in the its efforts to maintain proper discipline</li> <li>• Establish a time for homework and review it regularly</li> <li>• Provide a quiet, well-lit place for study and homework</li> <li>• Encourage my child’s efforts and be available for questions</li> <li>• Stay aware of what my child is learning and communicate about the progress</li> <li>• Review, sign, and return all paperwork from MBA</li> <li>• Arrange for my child to take advantage of after school tutoring</li> <li>• Volunteer at MBA in various capacities and observe my child during classes</li> <li>• Make sure that my child wears proper uniform attire every day</li> <li>• Develop a partnership with MBA to help my child achieve the highest standards, and excel on TCAP, End of Course, Gateway, ACT, and standardized tests.</li> <li>• Attend schedule parent meetings, conferences, and workshops</li> </ul>	Metal detector (refusal)	Cursing teachers (inappropriate language)	<ul style="list-style-type: none"> <li>• Parent shadowing half and/or entire Day</li> <li>• Corporal Punishment (parents/Shaw)</li> <li>• 3-5 Days In-School Suspension;</li> <li>• Expulsion-Continuous Behavior</li> </ul>
<p style="text-align: center;"><b><u>Student</u></b></p> <p style="text-align: center;"><i>It is important that I work to the best of my ability. Therefore, I shall strive to do the following:</i></p> <ul style="list-style-type: none"> <li>• Attend school regularly, arrive on time, and actively participate in all classes</li> <li>• Complete and return all homework assignments on time</li> <li>• Do my best to do quality work at all times</li> <li>• Observe regular study hours</li> <li>• Conform to rules of MBA Executive conduct</li> <li>• Observe and follow classroom policies and procedures</li> <li>• Wear uniforms everyday</li> <li>• Respect myself and other MBA Executives and Staff</li> </ul>	<b>Obscene gestures</b>  <i>PDA (public display of affection- (touching inappropriately, hugging, holding hands, kissing, grabbing private parts)</i>	Possession of cell phones or other electronic communication devices during school hours without written permission of the principal	
	Inappropriate use of electronic media, including but is not limited to all technology and/or social media outlet	Destruction of school/staff property	
	Stealing school property and/or teacher property money and electronic	Immoral or disreputable (dishonest/scandalous) conduct;	
	<b>Level 2 &amp; 3 Bullying (physical)</b> Hitting/kicking/showing/putting your hands on another student	<b>Falsifying documentation</b>	
<b>Level 4</b>		<b>Consequence</b>	

- Take responsibility for my actions and grades and cooperate with others so that I may receive a quality education

**Teacher**

*It is important that Executive achieve and grow. Therefore, I strive to do the following:*

- Provide meaningful homework assignments for Executive enrichment
- Provide necessary assistance to parents so they can help with assignments
- Encourage Executive and parents by providing information about progress
- Use special activities to enrich teaching and make learning enjoyable
- Inform parents and Executives of MBA classroom policies and procedures
- Encourage parents to visit MBA regularly, and ask them to assist in activities
- Provide instruction that fosters high academic expectations, and challenging and exciting classroom assignments
- Maintain ongoing communication with MBA Executive parents by providing information about their child’s progress
- Be a model of a life learner for MBA Executives
- Determine the educational needs of the Executives and adjust instruction accordingly

**Principal**

*I support parental involvement and the school/parent compact. Therefore, I strive to do the following:*

Provide a supportive, safe, and effective learning environment that allows for positive communication among the teachers, parents, and Executives on an ongoing basis

Aggravated Assault (school personnel)	Felony charges	Drugs/Alcohol
Weapon	Gang Activities	Counterfeit Money

- Expulsion (11-180 days)
- Law Enforcement (involved)
- SMS Input

**Family Engagement Plan:**

Memphis Business Academy encourages parental involvement in the educational process. The school and home have a shared goal of promoting success in our Executives. Our Family Engagement Policy was developed jointly with parents, and they will act as advisors and resource persons in the following ways:

1. Attend school events and serve as advisors
2. Serve as ex-office members of the Board of Directors
3. Use their talents/resources to enhance the instructional program
4. Become school supporters and advocates
5. Respond to memos and questionnaires expressing ideas and concerns

The administration, faculty, and staff will provide a strategic plan and implement Title I requirements according to the guidelines set forth in law. These requirements include:

1. Make parents aware of Title I and participation
2. Allow parents to observe all regular and support classrooms
3. Provides parents with timely information and progress reports so they have ample opportunity to attend meetings and activities
4. Provide two-way communication between parents and school
5. Provide parents with assessment results, the school curriculum, proficiency levels, and expectations

- Encourage teachers to regularly provide homework assignments that reinforces classroom instruction
- Provide time to listen to child and parent concerns
- Provide multiple/flexible opportunities for parent-teacher conferences
- Enforce MBA school uniform policies
- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enable the children to meet the state academic achievement standard
- Encourage MBA Family to have high expectations academically, socially, and physically
- Encourage teachers and Executives to always respect self, others and property
- Make expectations widely known with Executives and parents enter the school
- Maintain open communication with parents
- Involve parents as assistants at MBA’s day-to-day activities
- Help foster an environment where educators work collaboratively daily so that child achievement is attained at a higher level

**Parents’ Right to Know**

All parents have the right to request the following:

- A teacher’s professional qualifications, licensure, grade s certification, and/or waivers.
- A teacher’s baccalaureate and/or graduate degree, fields of endorsements, and previous teaching experience.
- A paraprofessional’s qualifications.
- An annual notice of Student Education Records, Privacy and notice for disclosure of School Directory Information.
- Their chid’s level of achievement of each of the state’s academic assessments.

6. Provides parents with a copy of the Family Engagement Policy

To ensure that parents participate in the development and implement of the school’s program, we will do the following:

1. Provide opportunities to complete 20 hours of volunteer service per year
2. Provide an annual meeting to explain the components of Title I
3. Involve parents in planning and developing the school’s improvement projects and professional development in an ongoing and timely manner
4. Jointly develop a parent-school compact showing how parents, schools, and Students share responsibilities. Disseminate the compact to all parents and acquire appropriate signatures
5. Encourage parents to regularly visit and take an active role in school planning through regularly scheduled meetings
6. Support an organized parent group which meets throughout the entire school year in an ongoing and timely fashion
7. Develop programs that enable parents to participate in their children’s education
8. Flexible, ongoing, and regular parent meetings will be offered during the school year

- Notification of right to transfer their child to another school in the district if the student becomes the victim of a violent crime or is assigned to an unsafe school.
- District Family Involvement Policy and School Parent Involvement Policy.
- Their right to public school choice, and more effective involvement if their child's school is identified for school improvement.

**Military Recruiters**

- The Elementary and Secondary Education Act (as reauthorized by the No Child Left Behind Act of 2001) requires schools to release your child's name, address, and telephone number to military recruiters unless you request in writing to not provide this information for your child. If you would like for your child's name to be omitted from this list, please complete the information below and return it to your child's principal within two weeks after the first day of school. Students eighteen or older may complete the form on their own.
- As a parent, I am exercising the right to request that you do not give the name, address and telephone number to the Armed Services, Military Recruiters, or Military Schools of the following student.
- As a student, I am requesting my own name, address and telephone number not be released to the Armed Forces, Military Recruiters or Military Schools.



The MBA Experience: Growing Tomorrow's Leaders to Transform Lives and Communities.

**MBA Handbook Agreement**

- I have received and agree to read and abide by the rules and procedures outlined in the Memphis Business Academy Parent and Student Handbook.
- I agree to receive the appropriate rewards and consequences for the behaviors detailed in this book.
- I am aware that changes may occur, due to the best interest of MBA and the safety of the students, up to the discretion of the MBA staff.

**This form will be placed in your child's file. Failure to complete this form could result in the forfeit of enrollment.**

*Student Name:*

*Grade Level:*

*Parent Guardian's Signature*

*Date*

*Principal Signature*

*Date*

