

EMMA L. MINNIS JUNIOR ACADEMY

The Student Handbook

2023-2024



1939 Magazine St., Louisville, KY 40203

(502) 774-2108

www.elminnisacademy.org

CONTENTS

Introduction – 2

About Us – 3

Our Environment – 4

Admissions – 5

Absence Policies – 6

Attendance Policies – 7

Medical Incidents – 8

Academic Standards – 9

Grading System – 10

Co-curricular Activities – 11

Lunch at School – 12

Dress Code Policy – 13

Standards of Conduct – 14-16

Processes & Protocols – 17

Technology Responsible Use – 18-22

When Parents Have Concerns – 23

School Closings – 24

Disclaimer – 25



Emma L. Minnis Jr. Academy

Adventist Education

Adventist education imparts more than academic knowledge. It fosters a balanced development of the whole person - spiritually, intellectually, physically, and socially.

It seeks to develop a life of faith in God and respect for the dignity of all human beings, to build a character similar to that of the Creator, and to nurture thinkers rather than mere reflectors of what others think.

Adventist education promotes loving service rather than selfish ambition, to ensure maximum development of each individual's potential, and to embrace all that is true, good, and beautiful.

MISSION STATEMENT

The Student Handbook 2023-2024

Emma L. Minnis Junior Academy (ELMJA) was established in 1915 to provide a Christian learning environment for students, and charged with responsibilities to guide each student in developing meaningful relationships with God, country, community, and family.

We believe God is the Creator and sustainer of the universe and the source of knowledge and wisdom. He has entrusted to each one, capacities and powers that may be returned to Him enlarged and improved.

The School Board, faculty, and staff promise to make God's children the head and not the tail through instruction, and by cultivating, polishing, refining, and molding their minds and characters using a well-rounded standards-based curriculum. Students will be challenged to excel in all their God-given abilities. They will receive training that will qualify them to become leaders in their churches, in their communities, and in the world at large.

Emma L. Minnis Junior Academy is a Pre-K to Grade 8 historic Seventh-day Adventist educational institution, providing a Christian learning environment where all of our students prepare and develop the physical, mental, and spiritual growth for this world and the world to come.

Administration and Staff

Principal: Klossmeryl Francois (Interim)
Business Manager: Dawn Parker
Facilities & Maintenance:

Full-Time Faculty

Teacher: Pre-K-K: Danesha Clarke
Teacher: 1-4: Jacqueline Maddox
Teacher: Gr. 5-8
Teacher Assistant: Kemara Tait

Part-Time Faculty

Physical Education: Kemara Tait
After School Care: Braylynn Williams

DUAL ACCREDITATION

E. L. MINNIS JUNIOR ACADEMY IS FULLY ACCREDITED BY THE FOLLOWING ACCREDITING INSTITUTIONS:

- ◆ ACCREDITING ASSOCIATION OF SEVENTH- DAY ADVENTIST SCHOOLS, COLLEGES AND UNIVERSITIES (AAA), IN AFFILIATION WITH THE
- ◆ NATIONAL COUNCIL FOR PRIVATE SCHOOL ACCREDITATION (NCPSA)
- ◆ MIDDLE STATES ASSOCIATION OF COLLEGES AND SCHOOLS (MSA)

**Accredited 2023
through 2029**

Statement of Non Discrimination

E. L. Minnis Junior Academy admits students of any race to all the rights, privileges, programs and activities generally made available to students, and makes no discrimination on the basis of ethnic background, country of origin, or gender in the administration of its education policies, application for admission, scholarship and extracurricular programs. Emma L. Minnis welcomes applications from young people of all

backgrounds whose principles and interests are in harmony with the ideals and standards of the school. Membership in the Seventh-day Adventist Church is not required, but it is understood that everyone who seeks admission thereby pledges to observe the regulations of the school.

EXCEPTIONAL STUDENTS

Seventh-day Adventist schools have not been established to offer special education. When available, E. L. Minnis Junior Academy works with the Jefferson County Public School system to provide or refer students for services. However, E. L. Minnis is generally unable to accept students who have physical, scholastic or behavioral problems.

ADMISSIONS DISCLAIMER

Upon approval from the School Board, Minnis may dismiss a student if their academic performance or behavior indicates that they are not well suited for this school. All new students will be placed on a nine-week probation. Returning students who displayed inappropriate behavior the previous school year will also be placed on a 9-week probation. Student may be dismissed during or after this period if they do not make sufficient progress and comply with all school policies.

VISITORS IN THE BUILDING

Parents or guardians are welcome to visit a classroom, if prior arrangements have been made with the teacher. Appointments to visit a classroom should be made through the school office. Please allow a 48-hour notice for all appointments and meetings. Visitors will be given a pass in the front office, which must be worn while on campus. All visitors must sign-in and out of the building. Please note, the school administration reserves the right to deny visitors access to the building and classrooms. If parents wish to drop-in and check on their child, they must come at least 30 minutes before the end of the school day. During dismissal, between 3:15 P.M. and 3:45 P.M., parents and guardians and other visitors must remain in the foyer of the building to wait for their students to be released.

GENERAL SCHOOL POLICIES AND REQUIREMENTS

Any delivery for students, such as lunches, messages, clothing, etc. should be left at the office, and not taken to the classroom. Please put the student's name on the items left in the office. The class cannot be interrupted to give a message to a student, unless it is an emergency. Packages delivered to the students via mail and/or other delivery service will only be released directly to the parents.

CODE OF CONDUCT

E. L. Minnis Junior Academy focuses on the whole student: body, mind, and soul. We aim to provide a learning conducive environment that fosters healthy living, positive character, and intellectual curiosity. Our success depends on the cooperation of parents, teachers, and students themselves, to ensure all students obey and comply with the standards of the Seventh-day Adventist Church. All students are members of the ELMJA community and, as Knights of Honor, must uphold the pledge to:

- ◆ Challenge themselves to learn and grow every day.
- ◆ Show respect to all by their words and actions.
- ◆ Challenge themselves to achieve optimum physical mental and spiritual health.
- ◆ Develop a desire to know and share the beliefs of the Seventh-day Adventist Church.
- ◆ Be a good listener.
- ◆ Be a participating citizen.
- ◆ Help to create and keep a safe and orderly school environment.
- ◆ Respect all policies, rules and regulations in the Student Handbook.

DATES TO REMEMBER

May 1	Pre-register to re-enroll for up coming school year
May 15	Deadline: Submit 12-Month Payment Plan Application
June 5	Deadline: Pre Register for Next School Year
	Sign up for 12-Month Extended Payment Plan
	<ul style="list-style-type: none">• Pay \$195 Pre-Registration Fee• Pay first of <u>twelve</u> monthly tuition/fees amounts
July 6	Payment 2: Pay second of <u>twelve</u> monthly tuition/fee payments
	Deadline: Submit 10-month Payment Plan with first payment
July 15	Deadline - Last day to register on time

THREE BASIC STEPS TO RE-ENROLL

- ☑ Complete and submit all required forms. Access and complete the re-enrollment documents online in the FACTS SIS portal will be provided with instructions and deadlines.
- ☑ Pay all unpaid balances and selecting a payment option - ELMJA provides several ways for parents to make tuition and fee payments.
- ☑ Meet with the Principal to review and verify the next year's tuition and fee charges. Parents must sign a payment agreement during this meeting.

Re-enrollment

This information only applies to students who are currently enrolled at Emma L. Minnis Jr. Academy.

Student records must be updated each year. The following items must be verified and signed-off by the Principal before registration is considered complete: (a) financial balances cleared, (b) completed online re-enrollment, (c) current immunization record, (d) updated family information, (e) updated emergency contacts, (f) verified medical information and forms and (g) verification of social security.

Each year during the spring, online re-enrollment will be provided through the FACT SIS. The FACT SIS online family portal will also contain any policy updates, financial information and all the required payment forms. A schedule of important deadlines will also be sent home to parents each year.

Payment of Tuition & Fees

ELMJA does not charge tuition on a monthly basis. Instead, tuition is an annual charge. Additionally, there is an annual registration fee to cover the costs of textbooks, materials, services and minimum classroom supplies. This registration fee must also be paid in full at the time of re-enrollment. Families who do not re-enroll for the next school year by May 15, are automatically placed in the 10-month payment plan, which requires that families pay the full registration fee (\$475) up front. See the booklet: FINANCIAL INFORMATION FOR PARENTS & STUDENTS.

Unpaid Balances

All unpaid tuition and fees must first be paid in full before students can re-enroll for the following school year. Full details about tuition costs, payment policies and payment plans are found in the booklet: FINANCIAL INFORMATION FOR PARENTS & STUDENTS. Parents and guardians are responsible for all information contained therein and must comply with all requirements detailed in the booklet.

ATTENDANCE POLICIES

Emma L. Minnis Junior Academy

ELMJA is bound by state law to require regular attendance and punctuality. Reasonable allowances will be made for absences as determined by the school board or school administration.

EXCUSED ABSENCES

Excused absences include the following: illness, medical or dental appointments, family emergencies or death, and school sponsored trips.

After an unexpected or authorized absence, students must bring a written excuse from their parent/guardian immediately upon return to school. The student must make up any required assignments. Students who are absent due to illness for three or more consecutive days must present a doctor's excuse immediately upon returning to school. Immediately upon returning to school, students who are tardy or were absent must present a written excuse signed by the parents or guardians.

Teachers are not responsible for providing make-up work for students who accumulate four or more unexcused absences in one grading period. Parents or guardians of students with one unexcused absence must attend a conference with the Principal. Students with four or more unexcused absences will be referred to the school board.

UNEXCUSED ABSENCES

Unexcused absences include: family vacations taken during school, days taken in coordination with JCPS school holidays, days out to attend social events, suspensions, unannounced absences (other than illness), truancy - missed class due to unexcused tardiness, other miscellaneous reasons.

School Hours

Monday – Thursday

8:15-3:15 PM

Friday

8:15-2:00 PM

After School Care Hours

Monday-Thursday

7:00-8:00 AM & 3:45-5:00 PM

Friday

7:00-8:00 AM & 2:30-4:00 PM

TARDINESS

Students with a combination of excessive tardiness, or early dismissals (more than four), will be referred to the School Board for further action. More than three unexcused tardiness will require the parents or guardians to attend a conference with the Principal. The school is required by law to report such cases to the Department of Social Services.

Tardy is defined as any minute after the start of the school that the child is not present in the classroom.

Early Dismissal

Students are not dismissed during school hours except in cases of illness or for medical appointments. If a parent or guardian must take a child from school during school hours, the parent or guardian must notify the school office by sending a handwritten note or a fax to (502) 515-2464 before 1:00 P.M. Please do not email this request.

During dismissal, parents and guardians must wait in the school foyer for their student to be released.

How to Report Absences

Parents/guardians must notify school administration about their child's absence because of illness or medical/dental appointments. As much as is possible, it is best to notify school officials about expected absences in advance. Parents/guardians must send absence note to be placed into the student's record. The information provided must include the date(s) absent and the of child's return date. The student's record will be updated to show the number of all absences, tardiness, unexcused absences and early dismissals. All make-up work related to absence must follow the absence policy on page 8 of this document.

Every School Day Counts

WITHDRAWALS

Families may withdraw a student within five (5) days of school and will be eligible for a full refund of tuition. The annual registration fee is nonrefundable and there is no refund regardless of the date of withdrawal from school.

Beginning with the second week of school, parents are required to notify the school in writing three (3) months before withdrawing children from the school. A written notification must be hand delivered to the Office Coordinator during business hours.

Student records will not be released to the forwarding school without financial clearance from the treasurer that all unpaid balances have been satisfactorily settled.

All school property must be returned prior to the student's departure from the school.

FINANCIAL PROBATION

Emma L. Minnis Junior Academy will place a student on financial probation for up to five days, if there is an unpaid balance over \$375 or if an unpaid balance remains in any amount that is more than 60 days old. During the period of financial probation, the student will not be permitted to attend classes or any other school function. Minnis will not release any academic information to the student(s), neither their parents, guardians, nor to another school before all overdue amounts are paid in full.

Complete details regarding late payments, missing and overdue payments are found in the booklet: FINANCIAL INFORMATION FOR PARENTS AND STUDENTS. Parents and guardians are responsible for all the information contained therein and must comply with the payment policy as detailed in that booklet.

Medication & Illness

Students who have medical conditions which require administering occasional medication must adhere to the academy's policy. If your child is on short-term medication, such as an antibiotic, please schedule the dosage so that she/he receives a morning dose and the remaining doses when she/he returns home from school in the afternoon. Please cooperate with the school by following these guidelines. The health and safety of your children are our primary concern. Please advise the school of any special condition, which may be vital to your child's health.

Medical reasons to keep your child home include the following: chicken pox, measles, pink eye, ringworm, and flu-like symptoms. Parents must provide a doctor's statement certifying that it is permissible for the child to return to school.

Parents with students who have medical conditions that require medications to be administered during the school day, must submit all the required documents. To have medications administered to your child during school you must have a prior agreement and arrangement that includes completion of the following forms:

- ◆ Request to give medication
- ◆ Consent to administer prescribed medication
- ◆ Some forms do require the signature of the child's physician.

**Consent
to Administer
Medication**

Accidents & Incidents

Students must immediately report all accidents to their classroom teachers or nearest school personnel. Accidents must be documented according to the policies of the Academy and South Central Conference Office of Education and the Southern Union.

A signed copy of each of the following forms must be on file for every students. (1) Student Health/Medication Information, (2) Emergency Contact & Authorized Child Pick Up Information, and (3) Consent for Treatment. For the safety of students, all parents are required to update their home, business and emergency numbers whenever a change occurs. Keep in mind, the school must have a medical release form to allow physicians to perform emergency treatment when it is NOT possible to reach a parent or guardian.

Medications will not be administered to a child unless there are up-to-date consent forms that have been completed and signed by all appropriate parties for the school year in which the student is enrolled.

Parents should be aware that Emma L. Minnis Jr. Academy, any of its employees, anyone designated by the principal, the South Central Conference of Seventh-day Adventist, or any employee of the South Central Conference of Seventh-day Adventist shall not be liable to the child, or the parent as the legal guardian for any civil damages because of personal injuries to the child, which may result from acts of omission in administering the medicine(s) that a parent/guardian authorizes.

Standardized/Achievement Tests

Emma L. Minnis Jr. Academic currently offers the following academic subjects: language arts, reading, handwriting, mathematics, Bible, social studies, science, physical education and music. Achievement tests are administered in the fall and spring each school year. These tests allow our teachers to have a concrete frame of reference for student knowledge, which in turn will allow them to make decisions regarding student services and curriculum enhancements at all levels.

Assignments

Students are expected to complete their classroom and homework assignments on time. This teaches students responsibility and time management skills. Failure to complete assignments will result in lower grades and possible retention in the same grade. Work that is turned in late without an approved reason will not be accepted at all. Failed subjects will need to be repeated. Remedial procedures for students failing in more than two subjects on a continuing basis will need to be discussed between the student, the teacher, the parents, and the school board.

Attendance & Grades

Students are expected to be in school on the first day of school, and every day thereafter. In order to receive appropriate grading, a student may receive some of the written work to be completed at home. However, the communication between teacher and students, students and teacher, student and student; along with demonstrations, explanations, examples, visual aids cannot be made up. Academic grades and excessive absences have a negative effect on the student's grade average.

According to Kentucky Law, students should not miss more than ten (10) percent of the school year, which equates to not more than 18 days between August and May. Whenever possible parents should arrange dental and doctors' visits, and vacations on days when students are out of school. Absences that require more than two (2) consecutive days should be discussed with the teacher to collect make-up work for the student. All make-up work must be completed within three (3) days of returning to school.

Students who are absent more than 10% of the school year for whatever reason, including excused absences, in any quarter may forfeit his or her grades for that quarter, unless it is evident to the teacher that the student satisfactorily made up all assignments.

Make-Up Work

When a student is absent it is the student's responsibility to determine assignments missed and complete them within the prescribed time stated by the teacher. The student has one school day for every day of an absence to make up work. The teacher has the option of not giving credit for the overdue work. Parents and students are expected to make arrangements for the late work with the teacher.

Grade Placement Policy

The Emma L. Minnis Jr. Academy reserves the right to change the grade placement to one that will give the child greater success after testing the student and/or counseling with parents or guardians. Parents must sign the grade placement policy agreement.

GRADING SYSTEM

Emma L. Minnis Junior Academy

Report Cards

Report Cards are given out at the completion of each nine (9)-week term. They are distributed on the dates specified in the annual school calendar. All quarter grades are recorded by the school on the student's permanent record. A report card will not be issued by the school if a student has an unpaid balance, neither if the student has misplaced a textbook or damaged school property. Unpaid balances and fines must be paid in full to receive a report card. All report cards require a parent-teacher conference.

Report Cards are given out at the completion of each nine (9)-week term. They are distributed on the dates specified in the annual school calendar. All quarter grades are recorded by the school on the student's permanent record. A report card will not be issued by the school if a student has an unpaid balance, neither if the student has misplaced a textbook or damaged school property. Unpaid balances and fines must be paid in full to receive a report card. All report cards require a parent-teacher conference.

Progress Report

Parents/guardians will receive interim reports according to the schedule. It is the responsibility of the parents or guardians to seek a conference with the teacher in cases where the student's class work is described as unsatisfactory.

Parents or guardians will be called in for a formal conference with the teacher when the quality of the student's work is deteriorating or is below an acceptable level. When a student receives any grade below a "C", an interim report will be sent to the parents or guardians at the midpoint of the nine-week grading period. This is done to alert the parents or guardians of potential problems in the student's performance.

GRADING SCALE — Grades 1 - 2	
E	Excellent
S	Satisfactory
N	Needs to Improve

GRADING SCALE - Grades 3 - 8										
A+	97-100	B+	87-89	C+	77-79	D+	67-69			I = Incomplete
A	94-96	B	84-86	C	74-76	D	64-66			W = Withdrawal
A-	93-90	B-	80-83	C-	70-73	D-	60-63	F	0-59	

KINDERGARTEN GRADING SCALE - **I**: Independently achieves objectives and performs skill, **P**: Progressing towards objectives and performing skills, **NT**: Needs more time to develop, **N** or (**Blank Box**): Not addressed this marking period

GRADE POINT AVERAGE -

To determine student grade point average (GPA) the Academy uses a four (4) point system: **A = 4.0; B = 3.0; C = 2.0; D = 1.0; F = 0**

INCOMPLETE

Students will be given an "Incomplete" (I) for the following reasons:

- Long term illness - defined as more than eighteen (18) days. An arrangement must be made by the parent for summer school in order for a student to be promoted to the next grade or receive her/her diploma.
- Financial reasons - if education is interrupted for financial reasons and exceeds 18 days, the student must attend summer school to be promoted to the next grade or receive his/her diploma.

Note: Students who miss 18 consecutive days or more, are in great danger of failing. A written note from the parent or guardian is required for every absence.

WITHDRAWAL

Parents must follow these procedures to withdraw a student from the Academy. Please note, after the first seven days of school, a three-month's (one quarter) notice is required.

1. Complete the withdrawal form. Get the form from the Office Coordinator.
2. Arrange for an exit interview with the Principal.
3. Return all school owned books, electronics or other property.
4. Pay all unpaid balances on account

Please note—the withdrawal procedure is not completed unless all balances are paid in full. This includes all fees, after school care fees, and fines. Student records will not be released until the student's account is cleared by the Treasurer and all payments are made.

SCHOOL TRANSPORTATION

ELMJA does not currently provide transportation for the regular pick up and drop off of students during the school year.

Transportation is provided for field trips and other board approved student travel for educational purposes. Transportation, even on this limited basis is an extension of the school and all rules and regulations apply.

We apply the same high standards of behavior when students are being transported on a trip. Neither eating nor drinking is allowed in the vehicle. Students must give the same respect to the driver as they would to teachers, administrators and other school personnel. At all times, students must use proper care in the treatment of the vehicle and all equipment in the vehicle. If a student damages the school transportation, the student and their parent/guardian will be charged.

8th GRADE MISSION TRIP

Each year the South Central Conference Office of Education coordinates a mission trip during spring break. No matter the destination, each trip provides opportunities to serve others by building projects, participating in medical ministry, and much more! In 2018, the 8th grade students participated in the mission trip to Panama in Central America. It was a unique opportunity for Minnis students to participate in a different culture, to serve others and simply to appreciate people from another country. These trips are life-changing events for those students that attend. A separate application and fee are required.

OUTDOOR CLASSROOM

Each year students with their teacher and appropriate chaperone(s) travel to Camp Alamisco, in Dadeville, Alabama. Camp Alamisco is owned and operated by the Gulf States Conference of Seventh-day Adventists. This camp offers a hands-on learning experience to complement students learning in their homeroom. This is generally **required** for students in the sixth grade. There is an additional fee for students to participate.

Field Trips

The purpose of a field trip is to provide a place for children to see something or observe something special. Field trips are designed to enhance the classroom learning experience. At Minnis, field trips are designed around the curriculum and provides hands-on experiences.

Field trips are planned at the beginning of the year. Parents are provided a schedule of trips during orientation. As each trip approaches, they are given more details. On average, there is one field trip each quarter or four each year. Any changes to the field trip are announced on the update school calendar. There may be fewer trips when there are budget constraints. At other times when outside sponsorships are available, there may be more than four field trips in a

year. Minnis is currently working with a sponsor to provide transportation within the city of Louisville. This service is provided at low or no costs for a limited number of trips in the school year. Out of town trips are either provided by charter transportation or Minnis will use its school bus.

Consent forms are sent home to parents at least one week before a field trip. All consent forms must be signed and returned at least 24 hours before the trip, or by the date requested.

COSTS

Field trip fees are included in the Annual Registration Fees charged at the beginning of the school year. A portion of it is used to cover the cost of transporting students to and from a destination on regular field trips days. Please note however that, an additional fee will be collected for students participating in the Mission Trip (8th grade) and Camp Alamisco (6th grade).

SCHOOL LUNCH PROGRAM

ELMJA has suspended its hot lunch program until further notice. The current enrollment does not adequately sustain an effective lunch program. We are continuing to study this feature of our school and will notify parents as circumstances change.

Parents are encouraged to pack healthy lunches for students that include vegetables, fruits, nuts, whole grain bread and crackers, and milk. Those preferring meat or fish are reminded to limit the choices to chicken, beef or fish - avoiding all shellfish or crustaceans (shrimp, crab, lobster, etc.)

Parents must submit to the principal the dietary restrictions and special needs of a student. All restrictions/special needs must be accompanied by a doctor's statement.

“You may eat any animal that has a split hoof completely divided and that chews the cud. Leviticus 11:3. New International Version (NIV). “Of all the creatures living in the water of the seas and streams, you may eat any that have fins and scales.” (Fish with scales and fins do not include catfish and shellfish such as shrimp and oysters.) Leviticus 11:9 (NIV)

**MINNIS ADVOCATES
A DIET BASED UPON
BIBLICAL PRINCIPLES**

HEALTHY LUNCHES FROM HOME¹

Choose a variety of foods from each of the five major food groups. A nutritious lunch would typically include:

- One serving of fruit
- One serving of vegetable
- Two servings of grains (bread, real, rice, pasta)
- One serving from the protein group
- One serving from the dairy group (substitute almond or soy milk)

LUNCH BOX IDEAS²

- Sandwiches— wheat or white multigrain bread, pita, English muffin, flour tortillas, bagels. Fill with protein: cheese or (fish, turkey, chicken, beef) and veggies
- Potato or pasta salad—mayonnaise, add hard boiled eggs, beans, peas
- Fruit for desert—washed and ready to eat
- Yogurt, cheese, crackers, popcorn, pretzels, dry cereal are fun additions
- Salads, Turkey and Chicken Sandwiches
- Beef Hamburger— without pork additions such as ham, or bacon
- Fish Sandwiches—no shellfish of any kind, no catfish
- Water, 100% Juice, Milk or Soy/Rice/Almond Milk - beverages without caffeine are allowed

Please refrain from packing beverages with caffeine such as colas and sweet tea.

¹Adapted from recommendations by the Harvard School of Health (2015), and are in line with the Dietary Guidelines for Americans.

²Students must bring lunches that do not require reheating or refrigeration because they are prohibited from using the microwave or any other appliance in the school kitchen.

Uniform Policy - Revised

- Students must wear the uniform required by the school and described below.
- Students should be well groomed at all times.
- All students must wear uniform for daily school attendance—see below for specifics.
- At specified occasions when the principal directs, students must wear the dress uniform.
- Students who come to school without uniforms will not be admitted to class.

PRE-K TO GRADE 4	GRADE 5 TO 8	PE UNIFORM
White round collar blouse - girls White oxford button down shirt - boys	White round collar blouse - girls White oxford button down shirt - boys	Boys & Girls Red school logo t-shirt with black logo shorts or black logo sweatpants To be worn on Tuesday and Thursdays <small>*PE Logo shirts to be worn on field trips (unless otherwise specified)</small>
Navy blue jumper/pants-girls/Navy pants - boys	Navy blue skirts - girls/Navy blue pants - boy	
Navy blue button-up sweater - girls Navy blue vest - boys	Navy blue button up sweater - girls Navy blue vest - boys	
Plaid cross tie - girls Plaid bow/neck tie – boys (Purchase from the school)	Plaid cross tie - girls Plaid bow/neck tie – boys (Purchase from the school)	
Navy blue or white socks	Navy blue or white socks	
Black or blue closed-toe shoes	Navy/black closed toe shoes	

When to Wear What

Dress Uniform: Mondays, Wednesdays and Fridays

PE Uniform: Tuesdays and Thursdays

Where to Purchase Uniforms

School t-shirt must be ordered in the school office.

Uniforms may be purchased from Shaheen’s Uniforms—alternately uniforms are also available in Walmart stores.

APPROPRIATE DRESS - EXPECTATIONS

All Emma L. Minnis Junior Academy students should dress modestly and neat, in a manner reflecting the grace and beauty of Jesus Christ.

- Hair must be neatly trimmed, combed and clean
- Uniforms must be neat, clean and properly fitting for the student
- Shorts and skirts must be knee length or below
- Shoes and socks must be worn at all times
- A black belt must be worn with pants at all times

DRESS STYLES THAT ARE NOT ALLOWED

- Sagging or baggy pants
- Caps, hats, hoods or bandanas
- Carpenter pants or shorts
- Extreme hairstyles that create distractions for students
- Extreme make-up or cosmetics that change the natural appearance of the student
- Jewelry
- Clothing with logos, designs or decorations that are offensive or do not reflect and uphold the moral standards of the Seventh-day Adventist Church
- Tank tops, halter-tops, muscle shirts or other sleeveless attire
- Torn, faded, tight or excessively patched jeans
- Tee-shirts with pictures, slogans or writing other than appropriate brand names
- Pants with writing across the backside

STANDARDS OF CONDUCT Emma L. Minnis Junior Academy

Discipline is the process of learning to conduct oneself to do something in a controlled or habitual manner. The administration, faculty, and staff of E.L. Minnis Jr. Academy realize that our goal is to train students who can function in a world with standards and rules. We also realize that it is our responsibility to handle infractions by biblical best practices. Student discipline is not to be taken personally or without recognizing that God has shown mercy to us ALL. The ultimate goal is to administer discipline from a redemptive perspective, yet resulting in corrective actions.

The Academy expects each student to abide by the following Biblical principles:

- Treat others the way you want to be treated. (Matt. 7:12)
- Have respect for God, others, and yourself. (1 John 3:16)
- Foster an atmosphere of safety, cooperation, and trust. (Proverbs 3:29)
- Take responsibility for your own actions and the consequences thereof. (Proverbs 28:13)

Specific infractions and misbehaviors have been divided into three (3) levels, each with its own consequences. These levels are intended to mirror the example of conflict resolution given by Christ in Matthew 18:15-17. Disclaimer Statement: The Standards of Conduct plan is a guide. However, such guides are not perfect and schools are sometimes met with unforeseen circumstances. Therefore, the principal reserves the right to govern some final outcomes based on circumspect investigations and evaluation of the occurrence or incident.

LEVEL 1

“If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over.” – Matthew 18:15

	Discipline Infractions	Possible Consequences
Level 1	Level 1 infractions may be dealt with by the teacher. However, repeated behaviors, or those that are sufficiently disruptive, will be passed to administration through the Referral process. Note: Repeated, willful Level 1 infractions will result in Level 2 consequences.	
	<ul style="list-style-type: none"> • Classroom Disruption/Disruptive Behavior • Verbal Altercations • Eating/Drinking in the Classroom • Littering • Running in the building • Chewing Gum • Student Arguments • Intentional Use of Hurtful Words/Actions toward Another Student(s) 	<ol style="list-style-type: none"> 1. Review of classroom rules and a warning from the teacher 2. Conference with the teacher, parents, and/or principal about behavior 3. Behavior Journal or Behavioral written assignment 4. Lunch Isolation, Recess Isolation, Morning or Afternoon Detention (if the facility or resources accommodate a detention process). The written outcome (hard or electronic copies) of the referral is submitted to the teacher, student/parent for communication purposes

LEVEL 2

“But if they will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses.’” – Matthew 18:16

	Discipline Infractions	Possible Consequences
Level 2	Level 2 infractions will be dealt with by administration/principal through a Referral process (behavior or incident is documented and forwarded the principal). Please note: Repeated, willful Level 2 infractions will result in Level 3 consequences.	
	<ul style="list-style-type: none"> • Repeated, willful Level 1 Infractions • Out of Dress Code (failure to wear required School Uniform attire) • Cheating/Plagiarism/Dishonesty/Profanity • Insubordination/Open Defiance/Rude & Disrespectful • Leaving Class without Permission • Vandalism (e.g. defacing classroom desk, painting or defacing school furniture, intentionally destroying school property) • Inciting a Fight (instigating a fight, but not involved in a fight) • Horseplay (not a fight, but unsafe behavior) • Hitting (not a fight, but unsafe behavior) • Refusal to surrender, electronic device or other prohibited objects (CD player, cell phone, pager, portable DVD, prohibited toys) • Inappropriate PDA (Public Display of Affection such as Kissing, Holding Hands, Embracing) • Wearing Banned Clothing (forbidden clothing as per the Code of Conduct) 	<ol style="list-style-type: none"> 1. Development of a written behavior plan 2. Conference with Parents, Student & Principal (in-person or phone conference) 3. Lunch Isolation, Recess Isolation, Morning or Afternoon Detention (if the facility or resources accommodate a detention process). The written outcome (hard or electronic copies) of the referral is submitted to the teacher, student/parent/s for communication purposes. 4. One (1) or more days of In-School-Suspension

LEVEL 3

“If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector.”
– Matthew 18:17

	Discipline Infractions	Possible Consequences
Level 3	Level 3 infractions are those that seriously endanger the spiritual or educational environment of the school.	
	<ul style="list-style-type: none"> • Repeated, willful Level 2 infractions • Bringing a weapon to school and/or use of a weapon • Bullying/intimidation (see definition below) • Battery upon a student, principal, teacher, employee or any person on school grounds or during a school sponsored activity • Drinking alcohol • Fighting • Gang activity • Sexual harassment • Sexual assault/over sexual behavior/sexual language/possession of pornographic material • Leaving school grounds without permission • Willful consistent insubordination and/or disruptions • Willful consistent unsafe behavior that may cause serious harm or injury to self and others • Threats of harm to others • Hazing and/or student-on-student violence • Unlawful possession, use, sale, distribution or delivery of drugs, gambling on or off school grounds during a school sponsored activity • Willful unauthorized presence inside/outside of school building 	<ol style="list-style-type: none"> 1. Three (3) or more days of ISS (In-School-Suspension), if the facility or school operations may have the resources to accommodate this process (required parent conference with principal, maybe in person or documented via phone conference). 2. A student’s first suspension = One (2) to three (3) days of suspension from school (required parent conference with principal, conference maybe in person or documented via phone conference). 3. A student’s second suspension = Three (3) to (4) days of suspension from school (required parent conference with principal, conference maybe in person or documented via phone conference). 4. A student’s third suspension = Four (4) to (5) days of suspension. If a student is given more than 5 days of Out-of-School Suspension, a disciplinary hearing must take place to determine further actions. The referral document being disseminated to the parent/s must clearly communicate to the parent that a disciplinary hearing is being set up and further dates of the time and place is forthcoming. A disciplinary hearing may yield the following but not limited to: student probationary status, extended days of Out-of-School Suspension, expulsion, etc.

LEVEL 1 DISCIPLINE INFRACTIONS

The teacher will apply the consequences that is appropriate to the infraction. Refusal to cooperate with a teacher's consequences will result in a Referral to the principal's office.

Level 1 infraction - the teacher will send a Referral to the principal, including all appropriate documentation of consequences or corrective/redemptive measures (i.e. copies of behavior journal/contract, etc.)

LEVEL 2 DISCIPLINE INFRACTIONS

Level 2 infractions will result in the immediate Referral to the principal. The principal will implement consequence based upon the possible consequences and process listed above.

LEVEL 3 DISCIPLINE INFRACTIONS

Level 3 infractions will result in the immediate Referral to the principal. The principal will implement consequence based upon the possible consequences and process listed above. In an effort to operate from a redemptive perspective, and assess a student's academic ability, but not ignore their behavioral responsibility, students may be given make-up assignments/grades at the discretion of the teacher. It is the student and parent's responsibility to pursue the teacher for any missed assignments during the suspension period.

MORE ON LEVEL 3 CONSEQUENCES

There is a disciplinary committee of the local school board to hear exceptional discipline issues. Some school disciplinary cases may involve extensive and careful investigation of a matter. These would be conducted at the discretion of the Principal. This process also may result in the need for a disciplinary hearing.

Any disciplinary hearing for students suspended beyond five (5) days will be brought to the disciplinary committee of the school board. A disciplinary hearing may result in an extended number of suspension days or an expulsion.

NOTE

A student may be redirected by ANY teacher, administrator, or staff member, regardless of whether he or she is currently under that person's supervision. If a student is committing a Level 1, 2, or 3 infraction it should be reported to that student's regular teacher.

When students misbehave whether in the hallway or some other public area, it is the responsibility of ALL faculty, staff, and administration to enforce school policy.

BULLYING - is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and intentionally/repeatedly excluding someone from a group on purpose (Level 3 Infraction).

ELECTRONIC DEVICES - Electronic devices should not be visible or audible in the hallways, classrooms, or cafeteria. The ONLY exception to this rule is when a student or class has received the express permission of a teacher or administrator. Violation of this rule will result in confiscation of the offending device, which will be held in the office until it can be retrieved. Parents are to contact the front office in order to reach their students during school hours. Failure to forfeit an electronic device when asked will result in a (Level 2 Infraction).

PUBLIC DISPLAY OF AFFECTION (PDA) - Inappropriate displays of affection include prolonged (longer than a few seconds) hugging, kissing, and all forms of sexual expression, as well as any activity deemed inappropriate by a teacher or administrator (Level 1 Infraction).

TECHNOLOGY RESPONSIBLE USE POLICY

Emma L. Minnis Junior Academy

Emma L. Minnis Jr. Academy (ELMJA) provides computing and network resources for students, employees, and other affiliated with ELMJA for school communication and educational use. All equipment, software, and network capacities provided through ELMJA are the property of the school; any replacement or costs for damages are the responsibility of the student and his/her parent/guardian. ELMJA provides state of the art Content Filtering Service (CFS) and Layer application filtering for any device connected to the network. ELMJA also provides classroom management software to aid teachers in regulating students' internet/application usage in the classroom.

Appropriate and responsible educational uses of these resources include:

- The use of ELMJA owned software, hardware, and Internet for scholastic endeavor.
- Accessing the Internet to retrieve information from libraries, LMS, databases, and websites to enrich and expand curriculum.
- Email capabilities to facilitate communication and distance-learning projects.
- No third-party software, which is designed to bypass content or application filtering services, testing software or classroom management software may be installed on school-owned device. These programs may interfere with the student's ability to fully participate in class activities and any break functionality with school technology resources.
- All users are expected to conduct their online activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as possible disciplinary, legal, and/or monetary consequences. Any use of outside electronic devices (cell phones, e-readers, personal computers, etc.) are subject to administration approval and must conform to all ELMJA technology policies.

Technology Resources

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law to the rules of network etiquette, that are used in a manner disruptive to the work or educational environment, or that hamper the integrity or security of any network connected to the internet. Some unacceptable practices include:

- Transmission of any material in violation of any U.S. or state law, including but not limited to: copyrighted material, threatening, harassing, pornographic, or obscene material; or material protected by trade secret. The transmission of copyrighted materials without the written permission of the author or creator through ELMJA email or other network resources in violation of U.S. copyright law is prohibited.
- Photographing and/or recording (audio or video) a teacher or staff member without permission is prohibited.
- Posting and/or sharing of photographs or recordings (using email, SMS text, Twitter, Instagram, computer backgrounds, etc.) of a school employee without permission is prohibited.
- As with all forms of communications, email, network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of messages, images, cartoons, or the transmission or use of email or other computer messages that are sexually explicit constitute harassment, which is prohibited by E. L. Minnis Jr. Academy. It is also illegal for anyone to allow knowingly any telecommunications facility under his/her control to be used for the transmission of illegal material.
- The use for personal financial or commercial gain, product advertisement, or the sending of unsolicited junk mail or chain letters is prohibited.

TECHNOLOGY RESPONSIBLE USE POLICY

Emma L. Minnis Junior Academy

Technology Resources (cont.)

- The forgery, reading, deleting, copying, or modifying of email messages of others is prohibited.
- The creation, propagation, and/or use of any malicious software are prohibited.
- Deleting, examining, copying, or modifying files and/or data belonging to the school is prohibited.
- Unauthorized copying/installation of software programs belonging to the school is prohibited.
- Intentional destruction. Deletion or disablement of E. L. Minnis Jr. Academy installed software on any computer is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/internet, or any networks or sites connected to the network/internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- Destruction of hardware or software or attempts to exceed or modify the parameters of the system is prohibited.
- Deliberate destruction or disablement of ELMJA hardware and/or infrastructure is prohibited.

Electronic Communication

Access to E. L. Minnis Jr. Academy email and similar electronic communication systems is a privilege, and certain responsibilities accompany that privilege. Any information contained on any ELMJA computer drive, network infrastructure, internet domains, or computer disks are considered the property of E. L. Minnis Jr. Academy. ELMJA technology users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Communications can easily be misinterpreted by the reader; it is required that all ELMJA students follow the basic rules to etiquette to construct an appropriate tone.

ELMJA Email Etiquette Policy

- Email between students and faculty/staff should occur through the ELMJA email system only.
- Pay attention to your audience; use the same respect and formality in an email that you would use in person.
- Always include a brief subject line that includes the topic to be discussed.
- Keep messages brief and to the point.
- Use proper salutation or greeting and complimentary closing.
- Using ALL CAPS should be avoided because it suggests you are shouting.
- Pay attention to grammar and spelling.
- Do not overuse REPLY TO ALL.
- Never forward chain letters or junk mail.
- Never open email attachments from people you do not know.

Additional expectations for electronic communication include:

- Unauthorized attempts to access another person's email or similar electronic communications or to use another student's name, email, or computer address or workstation to send email or similar electronic communications are prohibited and may subject the individual to disciplinary action. Anonymous or forged messages will be treated as violations of this policy.

All users must understand that E. L. Minnis Jr. Academy cannot guarantee the privacy or confidentiality of electronic documents, any messages that are confidential as a matter of law should not be communicated over email. E. L. Minnis Jr. Academy reserves the right to access email to retrieve ELMJA information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, to check Internet access history, or to disclose messages, data or files to law enforcement authorities.

Nothing in this policy shall prohibit an E. L. Minnis Jr. Academy operator from intercepting and stopping email messages that have the capacity to overload the computer resources.

All users are required to maintain and safeguard password-protected access to both personal and confidential ELMJA files and folders.

TECHNOLOGY RESPONSIBLE USE POLICY

Emma L. Minnis Junior Academy

Remedies and/or Consequences

Anyone accused of any of the violations has all of the rights that would normally apply if such person were accused of school vandalism or any other illegal activity. ELMJA has the right to restrict or terminate information network access at any time for any reason. ELMJA also has the right to monitor network activity in any form that it sees fit to maintain the integrity of the information network. This agreement applies to all stand-alone computers as well as computers connected to the network or internet. Any attempt to violate the provisions of this agreement will result in revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action, and/or appropriate legal action may be taken.

The school cannot be held responsible for any damages, injuries, or claims resulting from student violations of responsible use of technology as outlined herein. The decision of E. L. Minnis Jr. Academy regarding inappropriate use of the technology, digital assistants, or telecommunication resources is final. Monetary compensation may be sought for damage necessitating repair or replacement of equipment.

L.A.R.K.

Legal

Appropriate

Responsible

Kind

LEGAL

Illegally copied or downloaded software, music, or games may not be used on any computer leased to ELMJA students. Ignorance of the law is not immunity.

Students are restricted from the following:

- Using file-sharing or peer-to-peer software on the school network and on school-owned laptops or desktops (Torrents, LimeWire, etc.);
- Placing, creating or accessing sexually explicit, violent, obscene or unlawful material on the network, Internet or school-issued laptops;
- Installing or distributing unlicensed or illegal software;
- Transferring school software to another computer;
- Illegally copying or downloading software, music, documents, or games to any school-owned computer or tablet;
- Violating copyright laws' sharing or using others' log-ons or passwords or other confidential information;
- Trespassing in others' folders, work or files.

APPROPRIATE

Only appropriate words and images are used and viewed.

Students are restricted from the following:

- Using and viewing inappropriate words and images – if inappropriate materials are viewed or received, it is the responsibility of the recipient to see that an adult is informed;
- Sending, storing or displaying language/material/pictures that may be considered profane, abusive, inappropriate, racially-charges or offensive to others;
- Playing games rated Mature or higher by ERSB or equivalent rating.
- Displaying inappropriate screensavers or backgrounds;
- Revealing private information such as home address, personal phone numbers, or personally identifiable information;
- Photographing and/or recording (audio or video) a teacher or staff member without permission;
- posting and/or sharing of photographs or recordings (using email, SMS text, Twitter, Instagram, computer backgrounds, etc.) of a school employee;
- Using course or subject-specific software deemed inappropriate by the classroom teacher (e.g. translation service);
- Instant-messaging, chatting, sending emails, playing games, surfing the internet and other tasks that may be considered inappropriate during class time;
- Using technology to relay (give or receive) questions or answers from a test, quiz or assignment.

Note: The L.A.R.K. section is merely a summary and clarification of the school's technology policies. Students need to know and adhere to the policies and procedures in the entire Responsible Use Policy. Students should remember that the school owns the tablet and its primary purpose is for educational use. Any violation of the LARK policy may be subject to disciplinary action.

TECHNOLOGY RESPONSIBLE USE POLICY

Emma L. Minnis Junior Academy

RESPONSIBLE

Diligent care is taken with all hardware and software to prevent damage or misuse whether intentional or not.

Any damage of the student's device, another student's device or a loaner will require payment for repairs and may result in disciplinary action. The student and/or parent will be responsible for reimbursing for the current value of the tablet if lost, stolen or damages beyond repair. Students will be charged \$150 for the first major repair and \$250 for the second major repair. Any repair thereafter will increase in process as determined by the extent of the damage and by the academy principal. The cost of minor repairs will be assessed by the academy principal. All damages must be reported immediately to the academy principal. Disciplinary action will be taken for all unreported and/or recurring damages.

Students are responsible for the following:

- Transporting the device in the school issued Higher Ground sleeve;
- Coming to school with a fully-charged laptop in good working condition;
- Restarting their device every day on campus;
- Checking school email, announcements and daily;
- Connecting to only the ELMJA Student network, secondary Wi-Fi devices are prohibited in class (i.e. students may not use the Wi-Fi from their cellphones and/or external devices to bypass the school network and blocking schemes).
- Appropriately storing and backing up data;
- Notifying the academy principal within 24 hours of incurring damage to the tablet;
- Monitoring all activity that occurs on the computer/device under their log-in.

Students are prohibited from the following:

- Installing additional operating systems or vitalization software (Parallels, VMWare, etc.);
- Attempting to bypass restrictions set by the classroom teacher or school (i.e. students must show up in DyKnow monitor at all times; students must be connected to the school network at all times using assigned username and password.);
- Attempting to impair or bypass network security, including but not limited to the storage, transfer or use of software for hacking, eavesdropping, or network administration/monitoring;
- Accessing websites on campus specifically blocked by the school (including but not limited to Facebook, Pinterest, Hulu, Tumblr, Netflix and Haxball);
- Misusing tablets, including but not limited to:
 - Breaking the screen
 - Removing and/or relocate keys
 - Transporting the tablet without the school provided sleeve
 - Placing/removing stickers on computer
 - Causing overall excessive damage.

TECHNOLOGY RESPONSIBLE USE POLICY

Emma L. Minnis Junior Academy

KIND

Computer use does not in any way tread on the rights or feelings of others. Students model the values found in the ELMJA mission statement in all technology usage.

Students are prohibited from the following:

- Submitting, publishing, displaying or retrieving and defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially-offensive or illegal materials using the tablet;
- Participating in cyberbullying (the use of technology to embarrass, harass, humiliate, threaten or intimidate to gain power or control);
- Deleting, trespassing, examining, copying or modifying files and/or data belonging to others;
- Publishing or transmitting photos or information about others that could harm them, their reputations, or future opportunities;
- Intentionally destroying, damaging, disabling the computer of other;
- Deleting information from the computer of others.

ACADEMIC INTEGRITY CODE

As a student of E. L. Minnis Jr. Academy, I understand that I should strive to be a “seeker of truth, individual of character, and God’s servant first.” I recognize that the proper formation of my character is dependent on my virtuous activities every day. By my signature on this Academic Integrity Code, I agree to maintain academic integrity in every aspect of my work. Violations of the academic integrity code include, but are not limited to, the following:

- Checking out of/into school to avoid taking a test or turning in an assignment.
- Relaying, by any means, (giving or receiving) questions or answers from a test or quiz.
- Copying, faxing, duplicating, or transmitting by any means, any assignments that will be turned in as original work, including homework, unless it was given as a collaboration assignment.
- Using programmed materials in watches, calculators, cell phones, other electronic devices, or computers when prohibited.
- Unauthorized possession or attempted possession of materials designed for teacher use.
- Writing formulas, codes, or keywords on one’s person or on objects/in cell phones for use on a test.
- Not following additional specific guidelines on cheating as established by a department, class or teacher.

Plagiarism, which includes, but is not limited to, submitting material without citing the author/artist and/or source.

I understand that violation of the ELMJA Academic Integrity Code will result in disciplinary action including, but not limited to, academic penalties, suspension, and removal from the honors program, removal from honors program, co-curricular and athletic activities, and possible withdrawal and expulsion. This code covers all school-related tests, quizzes, reports, class assignments, and projects, both in and out of class.

Students found to be in violation of the E. L. Minnis Jr. Academy Integrity Code will be subject to the consequences listed below.

Each instance of academic dishonesty will receive:

- A written referral to the Principal;
- Wednesday detention;
- A zero on the assignment;
- Ineligibility for honor roll for the grading period concerned and ineligibility for end-of-year honor roll;
- Parent notification by the teacher by phone call and/or written form.

In addition to the above penalties, the second offense will result in a review by the administration and one or more of the following:

- Detention;
- An in-school suspension or out-of-school suspension;
- Dismissal from school offices, athletics, honor societies, and extra-curricular activities.

WHEN PARENTS HAVE CONCERNS

Emma L. Minnis Junior Academy

Procedures for Grievances

The common goal of Christian parents and teachers can be more readily achieved when a friendly open relationship exist between teachers and parents students. ELMJA strives always to address each parent's concern no matter how small, and before it rises to the level of conflict between the classroom teacher and a parent. These are the in-school procedures.

When a problem arises between parents and teachers, these procedures should be followed in order.

All allegations concerning teacher and staff misconduct will be properly investigated, and dealt with according to the policies of the school and South Central Conference of Seventh-day Adventists. Emma L. Minnis Junior Academy is committed to maintaining a safe and nurturing education environment that is conducive to learning.



PROCEDURES FOR GRIEVANCE DISCIPLINARY COMMITTEE

STEP ONE

When a parent or guardian has a concern, it must first be addressed with the child's teacher.

- The parent should request an appointment with the teacher to talk privately and confidentially in an attempt to resolve the problem. Two (2) days' notice is required to arrange a meeting.
- ACTION: That teacher will complete an Issue Resolution form describing details of the meeting. The completed form is signed by both teacher and parent and the teacher will leave form in the office.

STEP TWO

If the problem is not resolved, the parent should request an appointment with the Principal to discuss the issue. Two (2) day's notice is required to arrange a meeting.

- If a parent attempts to meet with the principal before speaking with the teacher, the principal will ask the teacher to join the meeting and work to facilitate a resolution.
- If the parent has already met with the teacher and is still not satisfied then a private meeting can be requested with the school administrator (principal).

STEP THREE

If the problem still is not resolved after step two (2), the parent may request that the School Board Chairperson or church Pastor work with the administrator (principal) to bring about a resolution accordance with school policy and procedures.

STEP FOUR

If the problem still is not resolved after step three (3), the parent may request a hearing at the next School Board meeting. The Board must receive the hearing request in writing with details of the grievances one week before the next scheduled board meeting is required.

STEP FIVE

If the problem is not resolved after step four (4), the parent could contact the Conference Superintendent of Education directly to assist in bringing about a resolution. The decision at this level could be final, and the South Central Conference Administrative Committee may not allow a further step (6)

STEP SIX

If the problem is not resolved, the matter may be taken to the South Central Conference K-12 Board. The Board has the final decision.

STEP ONE

Parents with grievances about decisions made by the disciplinary committee (i.e. probation, expulsion, and suspension) may request a hearing at the next School Board Meeting.

STEP TWO

If the problem is still not resolved after step four (4) above, the parent may request the Conference Superintendent to assist in bringing about a resolution. The decision at this level could be final, as the SCC Administrative Committee may not allow step three (3).

STEP THREE

If the problem is still not resolved, the matter must be taken to the SCC K-12 Board Conference K-12 Board. At this level, the decision will be final.

E. L. Minnis Jr. Academy occasionally closes due to bad weather such as snow and ice. Other circumstances such as power outages or other utility problems may also cause us to close. There are also times when the school will delay the start of school for safety reasons instead of closing.

The principal and school board chair make the recommendation whether to close or make changes in the school board schedule the day. Decisions to delay or close the school must be approved by the South Central Conference Superintendent of Schools.

E. L. Minnis Jr. Academy is a private, Christian school under the jurisdiction of the South Central Conference of Seventh-day Adventists. Our primary aim at Minnis is first the safety of all students and staff, and then to make sure students receive the maximum instructional hours over a school year. Therefore, we cannot guarantee that decisions to delay/close E L Minnis Jr. Academy will be the same as those made by JCPS for their students.

School Delays or Closing

On a day that school is delayed or closed parents will receive an automated text message using FACT SIS's Notification System. This is the primary method of notifying parents about school delay and closing.

In most circumstances, a decision to close or delay school due to bad weather will be made by 5:30 A.M. of the morning of the bad weather.

Because of the large number of schools in the Metro Louisville school district area, E. L. Minnis does not make any effort to publicize Minnis school closings through local television and radio station announcements.

The School Board is the legal authority of E. L. Minnis and serves as its corporate body, approving both capital and operating budgets.

The school board functions to oversee the operations of the school within the principles of the Seventh-day Adventist Church, the guidelines and policies adopted by the South Central Conference of Seventh-day Adventists and the School Constitution. The current school board is a sixteen-member board consisting of a chair, vice-chair (vacant), recording secretary, treasurer, home and school leader, the sponsoring church Pastors, and regular members. There are a minimum of six (6) regularly scheduled meetings for the school year. Meetings are typically held once per month.

CURRENT MEMBERS: Rodney Jenkins (Board Chair), Pastor Michael Mickens, Pastor Hasani Tait, Dawn Parker (Business Manager), Dr. Rhonda Branch (Secretary), Charlestine Burners, Florence Miller, Tiffney Gibson-Goodwin, Dawn Clark, Alejandro Stewart, Christine Valley (Home and School leader).

Note: A student may be redirected by ANY teacher, administrator, or staff member, regardless of whether he or she is currently under that person's supervision. If a student is committing a Level 1, 2, or 3 infraction (please inform the student's regular teacher) in the hallway or some other public area, it is the responsibility of ALL faculty, staff, and administration to enforce school policy.

**THE
SCHOOL
BOARD**



Emma L. Minnis Junior Academy is a Seventh-day Adventist junior academy serving Pre-K through grade eight. We are a small predominantly African-American church school operating in the Russell neighborhood, in the west end of Louisville, Kentucky. A part of the Adventist Education system we operate in harmony with the guidance and direction of the South Seventh-Central Conference Office of Education (SCC) and the North American Division of the Seventh-day Adventist Church (NAD).

1939 Magazine St., Louisville, KY 40203
(502) 774-2108 www.elminnisacademy.org

Emma L. Minnis Jr. Academy

Disclaimer

Changes to this Student Handbook: In order to serve the best interest of the school, its students and staff, Emma L, Minnis Junior Academy reserves the right to make changes to this Student Handbook and all other policies at its discretion. A new handbook will not be issued for every change made. However, upon the approval of the School Board, parents and students will be notified of any revisions or amendments via the school's website, Home and School meetings, email, or the periodic newsletter process. Changes become effective immediately as they are announced, and parents and students are accountable for all updates and changes as they are added.