



# **John Milledge Academy Student and Parent Handbook 2019-2020**

## **Mission Statement**

John Milledge partners with parents to develop the abilities and interests of every student through challenging curricular and extracurricular opportunities that focus on critical and creative thinking, strong communication skills, leadership and team development, lifelong learning, and service to others.



John Milledge Academy is a member of the Georgia Independent School Association, accredited by the Georgia Accreditation Commission, Inc. and is also SAIS/SACS accredited. The faculty, administration, and Board of Trustees believe in the development of the whole child. The intellectual, the spiritual, the moral, the social, and the physical aspects of his/her education are all stressed. We are proud of our facilities, our students, and our educational achievements. We can state without hesitation that a child can receive a quality education at John Milledge Academy.

John Milledge Academy admits students of any race, color, nationality, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Students are expected to score above the 50th percentile on a standardized achievement test before final admission and acceptance.

**All students are required to read and sign the JMA Student Honor Code.**

### **Honor Code/Pledge**

John Milledge Academy expects each student to adhere to the school's philosophy and purpose, to live as a responsible and honorable person, to conform to the school's rules and regulations, and to accept responsibility for his/her actions. Each student is expected to respect the rights of others and demonstrate proper social conduct at all times; furthermore, each student is expected to realize that while participating in or attending any school activity, such as (but not limited to) field trips, honor and athletic banquets and ceremonies, proms, dances, and teacher-chaperoned events, that the rules set forth in this handbook and this honor code do apply. When a student is admitted to John Milledge Academy, he/she becomes identified with the school and expected to follow all rules set forth in the Handbook. It is expected that his/her conduct will reflect favorably upon students and the school at all times; therefore, the Honor Code is an integral part of the daily structure of school life. Each student must take personal responsibility in accepting the Honor Code. The Honor Code encompasses academics, behavior, and character.

*"I pledge to always act in an honest, respectful, and accountable manner and expect the same of my fellow students. I agree to promote exemplary behavior at all times and understand that there will be consequences for inappropriate actions."*

# General School Policies Table of Contents

<b>Preface</b>	<b>2</b>
<b>Honor Code</b>	<b>2</b>
<b>General Policies</b>	<b>4-17</b>
Actions Outside of JMA	4
Admissions Requirements	4
Advertising Materials	5
Aggressive, threatening, or bullying behavior	5
Cheating	5
Closed Campus	5
Corporal Punishment	6
Disrespect/Harassment/Bullying/Verbal Bullying and/or Cyber Bullying	6
Facilities and Buildings Use	6
Field Trips/Athletic Trips	6
Fighting	7
Fund Raising	7
Gambling	7
Health	7-8
Infectious Disease Policy	8
Instructional Support	8-9
Internet/Acceptable Use Policy	9-10
Married/Pregnancy Policy	10
On Campus After Hours	10
Peanuts/Nuts	11
Right to Search	11
Sexual Harassment	11
School Hours	11
Stealing	11
Student Accident Insurance	12
Student Placement	12
Substance Abuse Policies	12-16
Valuables	16
Visitors on Campus	16
Weapons Policy	16
Social Media Misuse	17
<b>Elementary School Student and Parent Handbook</b>	<b>18-26</b>
Elementary School Student and Parent Accountability Form	27
<b>Middle School Student and Parent Handbook</b>	<b>28-40</b>
Middle School Student and Parent Accountability Form	41
<b>High School Student and Parent Handbook</b>	<b>42-60</b>
High School Student and Parent Accountability Form	61
Athletic Handbook	<b>62-68</b>

# General School Policies and Procedures

## Actions Outside of JMA

It is a privilege to be enrolled as a student at John Milledge Academy. Along with that privilege comes responsibility in and out of the classroom, as well on and off the JMA campus. Therefore, the behavior of a John Milledge Student is expected to be one of integrity, accountability, moral fortitude, and honor (See John Milledge Honor Code and Pledge, Page 2 of Parent/Student Handbook).

Because John Milledge holds students to such a high standard, they are expected to thoughtfully consider their actions and how those actions could negatively and/or positively influence themselves, their peers, their family, their school and/or their community.

Violations of this policy includes (but are not limited to) disrespect to the school and/or other persons using social media, illegal use of tobacco, illegal use of alcohol, illegal use of drugs, criminal arrest. Such poor decisions can impact a student's reputation and the school's reputation within the community.

Violations of this policy are considered to be "Behavior Unbecoming of a JMA Student." Appropriate disciplinary measures will be taken if these behaviors occur. Such behavior may be grounds for (but not limited to) disciplinary probation, in-school suspension, suspension, and/or expulsion.

## Admissions Requirements

All applicants must have a letter of good standing and attendance report from the school previously attended. Acceptance into John Milledge Academy is based on availability of classes, ability to offer classes to meet the student's needs, past grades, achievement test scores and transcript. Registering a student does not guarantee placement. A student is not officially accepted until all necessary documents have been received and approved. Students entering John Milledge Academy must have the required immunizations, which are kept in the student's file.

A child must be 3 years of age on or before September 1, and potty trained, to enter K3. A child must be 4 years of age on or before September 1 of the school year in which the child is entering Pre-Kindergarten. To enter Kindergarten, a child must be 5 years of age on or before September 1 of the year entering Kindergarten. A child wishing to enter first grade must be 6 years of age on or before September 1 of the year entering first grade.

Students entering Grades 1-12 must make above the fiftieth percentile on a Nationally Standardized Test or must have scored at an acceptable level on the PSAT or SAT. Entering seniors must be on track for graduation and must take a minimum of four (4) academic subjects.

**Advertising Materials in the School**

Advertising material, both in illustration and content, should be of educational value and suitable to the group with which it is to be used. There are many fine teaching materials, not readily available elsewhere, which contain small advertisements. Examples are rulers, calendars, yardsticks, etc. All such material must be approved by the Head of School. JMA also reserves the right to use any picture, audio, or video of students in promotional material, including the internet.

**Aggressive, Threatening, or Bullying Behavior**

John Milledge Academy is not equipped to accommodate students with behavioral or emotional disorders. Aggressive or threatening behavior or bullying will not be tolerated. Disciplinary measures will be taken if these behaviors occur. If this behavior persists, parents will be notified, and a recommendation for outside psychological assistance or a recommendation that the student be placed in a different school may be made by the administration. Such behavior may be grounds for immediate expulsion.

Any offensive comments or misconduct to a person's race, religion, age or ethnic background is unacceptable. Violations of a sexual nature will be considered as very serious and could lead to employee dismissal or student expulsion.

Parents or visitors on campus are expected to conduct themselves in a manner that reflects courtesy and respect to all faculty, staff, administration, and students. Threatening behavior, language, or harassment of any type will not be tolerated. Individuals who have concerns should direct them in a professional manner to the school's administration. JMA reserves the right to ban anyone from its campus or school-related activities. Parents who persist in unacceptable behavior may be asked to look for another school for their student(s).

**Cheating**

For John Milledge's purpose, cheating is defined as attempting to gain an unfair advantage through receiving a grade for someone else's work as your own or to knowingly allow another student to benefit from your work. Cheating includes (but is not limited to):

- Copying homework that will receive a grade.
- Allowing group partners to complete a graded assignment for you.
- Allowing parents to complete a graded assignment.
- Looking at or sharing test answers.
- Using cheat sheets or other inappropriate material during test conditions.
- Submitting a partial or whole assignment copied from the Internet.
- Failing to appropriately mark and cite sources on writing assignments with the intent of taking credit for it as your own work.

**Closed Campus**

John Milledge Academy is a closed campus to students K-11 and seniors with revoked privileges. A student may not leave campus before the school day is over unless he/she has obtained permission from the office. A student must sign out when leaving and sign in upon returning to campus.

**Corporal Punishment**

The use of corporal punishment in any form is strictly prohibited by John Milledge Academy and will be considered cause for discipline up to and including dismissal. Corporal punishment is defined as the willful infliction of, or willfully causing the infliction of physical pain.

**Disrespect/Harassment/Bullying/Verbal Bullying and/or Cyber Bullying**

John Milledge Academy will not tolerate any disrespectful words or actions toward faculty, staff, or students. Any student who engages in harassing behavior toward another student or adult will be disciplined. Violation of this policy will result in (but not limited to) disciplinary action depending on the severity of the incident.

- Disrespect is considered to be any words or actions, whether verbal, written, or posted that debase and/or offend a fellow student, adult, and/or school employee. Such action will not be tolerated and could result in (but is not limited to) disciplinary action.
- Harassment is considered to be any physical, verbal, written, or threatening behavior. Such action will not be tolerated and could result in (but is not limited to) disciplinary action.
- Bullying is considered to be any persistent physical, verbal, written, or intimidating behavior. Such action will not be tolerated and could result in (but is not limited to) disciplinary action.
  - Verbal bullying is considered to be intimidating and/or degrading words directed at another person or group of people.
  - Cyber bullying is considered to be any harassing text messages, e-mails, social network, and/or website posts. This will result in immediate disciplinary action, which may include suspension and/or expulsion.

**Facilities and Buildings Use**

The facilities may be used for community activities subject to approval by the Head of School with permission from Board of Trustees. The Head of School will make all arrangements for the use of the building. School activities will always take precedence, and use of the building by any group must not conflict in any way with the regularly scheduled activities. The Board may make nominal charges for operational expenses.

**Field Trips/ Athletic Trips**

Field trips are a part of a well-rounded educational program and are encouraged. Such trips should be carefully planned and evaluated. All field trips must have the approval of the Head of School. In all cases, written permission for each student must be obtained from the parent or guardian. All students are expected to participate in these events/trips when their class, grade or team is involved. Any student not participating in or on a one day field trip will be expected to attend school that day.

Any group of students or John Milledge Academy team that are off campus must be accompanied by a school employed sponsor, coach, or an adult supervisor. All non-employee sponsors must be approved by the school administration.



## **Fighting**

Fighting is prohibited. No student shall engage in fighting or physical aggression towards others, including (but not limited to): choking, hitting, slapping, shoving, scratching, spitting, biting, blocking the passage of, or throwing objects at another person in an aggressive, confrontational, or dangerous manner. At the Elementary School level, teachers and/or administrators will intervene to help resolve issues and notify parents accordingly. At the middle and High School level, fighting is considered to be "Behavior Unbecoming of a JMA Student." Appropriate disciplinary measures will be taken if these behaviors occur. Such behavior may be grounds for (but not limited to) demerits, disciplinary probation, in-school suspension, suspension, and/or expulsion.

- No student shall cause serious physical injury to any student, attempt to cause serious physical injury to any student, or intentionally behave in such a manner that could reasonably cause serious physical injury to any student.
- A student member who is attacked may use reasonable force in self-defense, but only to the extent necessary to get free from the attack and notify proper school authorities. A student who exceeds reasonable force may be disciplined even though someone else provoked the fight.
- No student shall assault or attempt to cause physical injury or behave in such a manner that could reasonably cause physical injury to any school employee or other adult.
- A school employee or other adult member who is attacked may use reasonable force in self-defense, but only to the extent necessary to get free from the attack and notify proper school authorities.

## **Fund Raising**

All major fund raising projects must be approved by the Head of School and Board of Trustees. All cash donations must be solicited by the Trustees or their appointed representatives.

## **Gambling**

Gambling is an illegal action and is not acceptable. Violation of this policy may include (but is not limited to) disciplinary action, 5 demerits (at the Middle and High School level), disciplinary probation, in-school suspension, suspension, and/or expulsion.

## **Health**

To decrease the spread of illness among students, any student who is sent home sick, or has become ill at home cannot return to school until:

- He/she has been fever-free for 24 hours
- Physician has cleared the student to return to school
- He/she has been on antibiotics for 24 hours when prescribed by the physician.

This is especially important if the student is being treated for strep throat, conjunctivitis (pink eye), or any other highly contagious illness. Any student showing visible signs of the pink eye, including crusting of the eyelids will be sent home until resolved.

- He/she has been free of vomiting or diarrhea for 24 hours. The students should be able to tolerate food and drink without recurrence of vomiting/diarrhea.
- Head lice have been treated and all have been removed. Students with head lice will be sent home for their removal.

It is the policy that ill students will be sent home if they have a fever over 99.6, have vomited, or have had diarrhea. Students will be sent home for persistent nausea or pain unrelieved by over-the counter medications.

### **Infectious Disease Policy**

The School will deal with the victims of infectious disease on a case-by-case basis. The response to individual cases will be developed by the Head of School, medical advisors and reviewed by the Board of Trustees. In dealing with individual cases, the Administration and Board will, if necessary, consult and be guided by the opinion of experts in the medical, legal, and social welfare communities.

Students or employees with infectious diseases will generally be removed from the classroom setting and school pending final decision in each individual case. Educational assistance will be provided during this time to students in an effort to keep them current with their regular classroom. The school will make every effort to ensure each person's privacy and to keep records confidential. The school also recognizes the importance of the school's staff and community's need to know about the possible incidence of serious infectious disease, and will consider the advice of experts in this matter.

If a person with an infectious disease continues to participate in school, the school will provide guidance for that individual. A primary consideration in the development of this policy is the safety and education of the student affected as well as our other students.

### **Instructional Support**

The purpose of John Milledge Academy is to serve students with average and above average ability with a college preparatory curriculum and to provide experiences designed to lead to the fullest development of young people as individuals and as members of a democratic society. Parental involvement has to be an important part of accomplishing these objectives.

Consistent with that purpose, the school is able to meet the needs of many students, but not all, particularly those with certain learning disabilities. To deal with those learning disabilities requires resources and facilities that the school may not have.

Minor adjustment(s) to the classroom for students with learning disabilities may be done as the teacher and the administration deem appropriate, with the understanding that the accommodation must not interfere with other students' learning or with the normal classroom environment.

If the administration determines that the child cannot function in a standard classroom,



the school reserves the right to dismiss the child. John Milledge Academy also has the right to reject applicants that have been diagnosed with special needs or learning disabilities.

### **Internet/Acceptable Use Policy**

All Internet users are subject to the following rules and regulations and are required to sign an Internet User Agreement.

**1) Acceptable Use** – The purpose of the school network/Internet is to support research and education in and among educational institutions in the USA and the world by providing access to unique resources and the opportunity for collaborative work. The use of the network must be in support of education and research and consistent with the educational objectives of John Milledge Academy. This includes, but is not limited to, acknowledging copyrighted material, avoiding threatening or obscene material, respecting material protected by trade secret, and being responsible and accountable for any internet interaction.

**2) Privileges** – The use of the network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each user will participate in a training session prior to accessing the Internet. The network administrator, computer lab teacher or other teacher, and Head of School will deem what is inappropriate and may revoke privileges at any time if necessary.

**3) Network Etiquette** – Students are expected to abide by the generally accepted rules of network etiquette. These will be covered in the users' training session and include, but are not limited to, the following:

- a. Do not share username and passwords.
- b. Be polite. Do not get abusive in messages to others.
- c. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- d. Degradation or misrepresentation of the good name and reputation of John Milledge Academy is strictly prohibited.
- e. Illegal activities are strictly forbidden.
- f. Do not reveal a personal address, phone number, or those of other students and classmates.
- g. Remember that e-mail and social networking sites are not private. People who have access to any part of the e-mail transmission chain or social site have access to any information.
- h. Use of the network in such a way that disrupts the use of the network by others is prohibited.
- i. All communication and information accessible via the network should be assumed to be subject to copyright law.
- j. Cyber-bullying will not be tolerated

**4) Warranties** - John Milledge Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not assume

responsibility for damages you may suffer. This includes loss of data resulting from delay, non-deliveries, or service interruptions caused by its own negligence or by errors or omissions of yours. Use of any material obtained via the Internet is at your own risk. John Milledge Academy specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**5) Security** – Security on any computer system is a high priority, especially when the system involves so many users. If a user feels he/she can identify a security problem on the Internet or with the system, he/she must bring it to the attention of the network administrator or your teacher. Do not demonstrate the problem to others. Attempts to log on to the system as someone other than oneself will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network/Internet.

**6) Vandalism** – Vandalism will result in revocation of access and disciplinary action. Vandalism is defined as a malicious attempt to harm, destroy, or modify data of another user, any computer application/program, the Internet, John Milledge Academy's network, or other networks. This includes (but is not limited to) the uploading of computer viruses and any physical damage to any of the computer networking equipment, printers, desks, or furniture.

**7) Personal Data** – Each user shall be required to store his/her files on a USB Jumpdrive or Internet site (e.g.: dropbox.com, skydrive.com, etc.) No allocation for student files will be made on the server. Any unauthorized data saved to a lab computer or server will be deleted without notice.

**8) Privacy** – No Right of Privacy is granted or implied when using John Milledge Academy's computer network. Any device accessing the network – wired or wireless – is subject to the terms and conditions of John Milledge Academy and is subject to inspection.

### **Married/Pregnancy Policy**

Students who are married, have been married, or are pregnant will not be accepted. Once a student marries, he/she will be required to withdraw immediately. When a student becomes pregnant, she will withdraw immediately. When a male student is responsible for fathering a child, he shall withdraw immediately. John Milledge Academy will not accept a student who has a child.

### **On Campus after Hours**

Students are not to be on school property after normal school hours or normal school activity hours without adult supervision and prior permission from appropriate school officials. Students found on campus or found out to have been on campus without permission will be asked to leave immediately and may be subject to disciplinary action.

**Peanuts/Nuts**

Nut allergies have increased in the past two decades and are capable of triggering severe, life-threatening reactions in some students. Parents and students are asked not to send in any snacks or food items containing peanuts or prepared in peanut oil.

**Right to Search**

John Milledge Academy reserves the right to search a student's vehicle, locker or personal property on school property.

**Sexual Harassment**

John Milledge Academy does not tolerate sexual abuse in the workplace or in any school related activity. John Milledge Academy provides procedures for employees, volunteers, family members, board members, victims of sexual abuse, or others to report sexual abuse and disciplinary penalties for those who commit such acts. No employee, volunteer, student, or parent has the authority to commit or allow sexual abuse.

John Milledge Academy has a Zero-Tolerance policy for any sexual abuse committed by an employee, volunteer, board member, student, or parent. Upon completion of the investigation, disciplinary action up to and including termination of employment and criminal prosecution may ensue.

Sexual abuse is inappropriate sexual contact of criminal nature or interaction for gratification of the adult who is a caregiver and responsible for the child's care. Sexual abuse includes sexual molestation, sexual assault, sexual exploitation, or sexual injury, but does not include sexual harassment. Any incidents of sexual abuse reasonably believed to have occurred will be reportable to appropriate law enforcement agencies and regulatory agencies.

**School Hours**

Classroom doors are open at 7:45 am each morning. Students who arrive prior to this time will not be supervised. Daycare is provided for students between the hours of 2:45 pm and 5:30 pm for ages four – eleven. Please contact the business office for fees.

Pre-K	8:00 am – 2:45 pm
Kindergarten	8:00 am – 2:45 pm
Elementary School (1 <sup>st</sup> – 5 <sup>th</sup> )	8:00 am – 2:45 pm
Middle(6 <sup>th</sup> – 8 <sup>th</sup> )	8:10 am – 3:15 pm
High School (9 <sup>th</sup> – 12 <sup>th</sup> )	8:10 am – 3:15 pm

**Stealing**

Stealing is considered a serious violation. Violation of this policy may include (but is not limited to) disciplinary action, 5 demerits (at the Middle and High School level), disciplinary probation, in-school suspension, suspension, and/or expulsion.

**Student Accident Insurance**

John Milledge Academy will provide all students insurance that will cover on and off campus school-sponsored events. Questions concerning specifics of this policy can be directed to the business office.

**Student Placement Policy:**

Students in the Elementary and Middle school will be placed in classes, when more than one class is necessary, based on the following:

- (1) Equal number in each class
- (2) Classes will be balanced heterogeneously
- (3) Academic balance of classes
- (4) Recommendation of previous year teachers' and/or consideration of special circumstances

**Requirements for High School Grade Placements**

- |      |  |
|------|--|
| 9th  | Passes 8th grade work satisfactorily   |
| 10th | 5 units (9th grade English required)   |
| 11th | 10 units (10th grade English required) |
| 12th | 16 units (11th grade English required) |

**Substance Abuse - Anti-Drug, Anti-Alcohol, Anti-Tobacco Policy**

This policy establishes John Milledge Academy's position on the use or abuse of alcohol, drugs, nicotine or other controlled substances by its students. It is a part of JMA's commitment to safeguarding the health of its students, and to providing a safe place for its students to learn and grow. Because substance abuse, either while at school or away from school, can seriously endanger the health and safety of students and render it impossible to create an environment for learning, JMA has established this Drug Free School Program to detect users and remove abusers of alcohol, drugs, or other substances. JMA is committed to preventing the use and/or presence of these substances in its school or on its property and to encouraging its students to say "no" to drugs and alcohol.

**Drug Screening**

The purpose of JMA's Drug Screening Program is to promote a drug free lifestyle and protect the well-being of all students. This program is intended to reassure students, parents, and the community that the health, safety, and development of each student is our goal at JMA. The Drug Screening Program will assist in providing a drug-free educational environment and produce students who can serve as role models and influence their peers to lead responsible lives. It is designed to prevent drug use and abuse, as well as identify any student who may be using drugs so that the student may receive treatment and education.

**Use**

This policy shall be enforced on all students in grades 6 -12. The intent of this policy is to discourage students from making detrimental choices regarding the use of alcohol, drugs, nicotine, or other controlled substances. An offence as referenced below is one where the student is:

- Caught in the act of using or consuming alcohol, drugs, nicotine, or controlled substance.
- Obviously under the influence of any alcohol, drugs, nicotine, or controlled substance(a urine analysis shall be conducted to confirm).
- Found to have alcohol, drug paraphernalia, nicotine/vape/Juul paraphenalia on their person, in their car, or in their possession.
- Suspected of possessing, using, or supplying alcohol, drugs, nicotine, or controlled substances.

**Testing**

The testing of students will be conducted by a professional testing service. The testing service will complete the test and report the results to the John Milledge Academy Administration.

The primary method for drug testing shall be by urine analysis. Other means may be utilized or required by the administration. Secondary or additional tests may be at the expense of the student or his/her parent(s)/guardian(s).

Testing will be conducted at least one time per semester or as deemed required by the administration. Any student enrolled at John Milledge Academy is subject to screening for usage on a randomly selected basis or as required by the administration if sufficient cause and/or suspicion exists.

**Inconclusive Results**

In the event that a student's test is returned with inconclusive results, the test will be immediately re-administered. If the results should return a second time as inconclusive, a hair testing analysis may be required.

**School Grounds**

Any student caught in possession of any type of controlled substance while on school grounds or at any official school sanctioned function may be subject to immediate expulsion.

**Disciplinary Actions**

A student who commits such actions as defined under the Drug Use section and/or test positive on a drug screening test shall have the choice to remain at John Milledge Academy under the following conditions listed below or he/she may withdraw voluntarily.

John Milledge reserves the right to consider the type and amount of drug concerned and could elect to expel the student immediately. Alcohol use falls under the Anti-Alcohol school policy; Nicotine falls under the Anti-Tobacco school policy.



**First Offense for testing positive for drugs or controlled substances:**

- The student will receive one year of Disciplinary Probation as defined in the student handbook.
- The student will attend counseling at the parent/guardian's expense. The type of program the parent/guardian wishes to provide for their student must be approved by the administration.
- The student will be participate in drug testing for one (1) year as directed by the administration. All costs associated with this testing shall be borne by the parent/guardian.
- The student will be suspended for three (3) days, to include all terms and conditions of suspension in the student handbook.
- The student will participate in twenty (20) hours of community service (not school related). Community service must be approved by the administration. The community service requirement must be completed within sixty (60) calendar days or the student shall be in breach of the agreement and may be dismissed.
- The student will receive a thirty (30) day suspension from any non-mandatory school related activities other than attending classes. This includes, but is not limited to, social events (i.e., Prom, Homecoming, retreats or school trips, etc.), attending any home or away sporting event as a spectator, or representing the school in any official or unofficial capacity.
- The student will receive a thirty (30) day suspension from competing in and attending any athletic game. During this period the student athlete is expected to participate in any and all team practices and/or conditioning sessions unless he/she is suspended from school. This suspension shall also extend to representing JMA in any All-Star Select team that may fall within that 30 day period.
- The student will receive a thirty (30) consecutive school day suspension from any on campus driving and parking privileges. During this period the student shall NOT be allowed to ride in any vehicle on campus driven by another student. The student must be driven to and picked up from school (and all school events) by a parent or guardian or other adult.
  - No student shall provide transportation to anyone who has had his/her parking privileges suspended. Doing so shall incur a fifteen (15) day suspension of driving privileges.

**Second Offence for testing positive for drugs or other controlled substances:**

- The student shall be expelled from John Milledge Academy.

**Refusals**

Refusals to be tested will be deemed as a positive drug test and shall result in the student being expelled.



**Drug or Controlled Substances Screening Test Appeal Process**

If a student does test positive for drug use, the parent and/or guardian may request an additional drug-screening test be performed at hi/her own expense. Because urine testing is only accurate within a short period of time, a hair analysis test shall be the only allowable second screening. Hair testing analyzes the hair shaft, rather than body fluids like urine or saliva, to determine whether illegal drugs are present. Compared to analysis of body fluids, hair testing is highly resistant to evasion by adulterating or substituting samples, or by simply abstaining from drug use for a few days. Hair analysis is superior to urinalysis in that there is a wider window of detection with hair. Cocaine, methamphetamine, opiates and PCP are rapidly excreted and usually undetectable in urine seventy-two (72) hours after use. Rather than the hours or days covered by a body fluid test, a hair test covers a period of months, ensuring that a drug user cannot evade the test by simply abstaining for a few days. So that testing consistency and integrity is maintained, any additional test date shall be within a time frame set by the school administration. A copy of the results shall be submitted directly from the testing agency to the Head of School.

**Additional Actions**

It is not feasible to have every possible rule and its consequence outlined in the Parent-Student Handbook; therefore, the Administration may invoke suspensions, Disciplinary Probation or other disciplinary action as it deems fit and appropriate.

**Completion of Conditions**

All conditions as stated in the above mentioned policies shall be completed in their entirety and within the established time frames. Failure to adhere to this requirement shall be grounds for immediate expulsion.

**Police Involvement**

If a student's activities involve police investigations, John Milledge Academy will cooperate fully with the local authorities. Any student convicted of any alcohol or drug-related felony activities will be expelled.

**Retention of Records**

No documentation pertaining to a student's screening for drug usage will be made part of the student's permanent record. All documentation will be kept in a separate confidential file with the Head of School and will be destroyed upon the student's graduation from upper school.

**Anti-Alcohol Policy as part of the Substance Abuse Policy**

John Milledge Academy and the Board of Trustees prohibits the unlawful manufacture, distribution, dispensation, possession, or use of alcohol on school property or during any school sponsored activities including practices, camps, or any other activities during the school year or summer months. This behavior can lead to suspension and/or expulsion. Students who test positive for alcohol use may face disciplinary actions that include but are not limited to:

- Demerits for Conduct Unbecoming a JM Student,
- Disciplinary Probation for one year,
- The student will participate in twenty (20) hours of community service (not school related). Community service must be approved by the administration. The community service requirement must be completed within sixty (60) calendar days or the student shall be in breach of the agreement and may be dismissed.
- The student will be participate in substance abuse testing for one (1) year as directed by the administration. All costs associated with this testing shall be borne by the parent/guardian.
- Students who have been expelled may be allowed to reapply for admission after 1 calendar year from the date of expulsion. Completion of an approved rehabilitation program may be required. Readmission will be at the discretion of the Head of School.
- Second Offense will result in expulsion from JMA without the possibility of reinstatement.

In addition, parents/guardians/adults are asked to not partake of alcohol products on campus. We are an alcohol-free campus. Violation of this policy may result in the parent/guardian/adult being asked to leave the premises. Refusals to be tested will be deemed as a positive drug test and shall result in the student being expelled.

**Anti-Tobacco Policy as part of the Substance Abuse Policy**

Smoking, chewing tobacco, or in possession of tobacco products in any form, including e-cigarettes and vaping (with or without nicotine), is not permitted on school grounds, in buses, or at any school activities at home or away regardless of age. This behavior can lead to suspension and/or expulsion. Expulsion could result from students having or using paraphernalia on campus or repeated violations. Students who test positive for nicotine use may face disciplinary actions that include but are not limited to:

- Demerits for Conduct Unbecoming a JM Student,
- Disciplinary Probation for one year,
- The student will participate in twenty (20) hours of community service (not school related). Community service must be approved by the administration. The community service requirement must be completed within sixty (60) calendar days or the student shall be in breach of the agreement and may be dismissed.
- The student will be participate in substance abuse testing for one (1) year as directed by the administration. All costs associated with this testing shall be borne by the parent/guardian.
- Students who have been expelled may be allowed to reapply for admission



after 1 calendar year from the date of expulsion. Completion of an approved rehabilitation program may be required. Readmission will be at the discretion of the Head of School.

- Second Offense will result in expulsion from JMA without the possibility of reinstatement.

In addition, parents/guardians/adults are asked to not partake of tobacco products on campus. We are a tobacco free campus. Violation of this policy may result in the parent/guardian/adult being asked to leave the premises. Refusals to be tested will be deemed as a positive drug test and shall result in the student being expelled.

### **Valuables**

Students are cautioned not to bring large amounts of money, jewelry, or other valuables to school. Students, not the school, are responsible for their personal property.

### **Visitors on Campus**

Visitors, including all parent/guardians, must have permission to be on campus during normal operating hours. Visitors must obtain a visitor's pass from the office and display it while on campus. John Milledge Academy students must obtain permission from the school administration before inviting visitors to the school.

### **Weapons Policy**

Weapons are defined as any type of guns, knives, bombs, other explosives, or any instrument capable of inflicting bodily injury. None of the above is allowed on campus, whether on an individual, an individual's property, or in an individual's vehicle. Violation of this policy may be grounds for (but not limited to) five demerits, disciplinary probation, in-school suspension, suspension, and/or expulsion. State Law is a zero-tolerance policy.

### **Social Media Misuse**

The use of social media by individuals in and outside of John Milledge Academy is widespread and will continue to be prevalent in today's society. Social media can be a very powerful, positive and productive way of communication; however, improper and inappropriate use of social media can be very damaging, carry legal implications, and/or be considered an infringement of third party rights. Consistent with our existing policies, John Milledge Academy reserves the right to dismiss any student, parent and/or other family members that choose to do harm to the institution and/or its constituents through the misuse of social media.

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\* John Milledge Academy and the Board of Trustees reserve the right to change or alter any existing rule/policies or to make additional rules/policies without incurring any obligation with respect to the old/existing rules/policies or administrative procedures.

**John Milledge Academy is an asbestos-free facility. An updated asbestos management plan can be viewed in the Head of School office.**

## Elementary School Table of Contents

<b>Elementary School Academics</b>	<b>19-20</b>
Cheating	19
Curriculum	19
Grading Scale	19
Parent/Legal Guardian – Teacher Conferences	19
ParentsWeb	20
Requirements for Grade Level Promotion	20
Student Grades	20
Summer Work	20
Textbooks/Library Books	20
<b>Elementary School Athletics</b>	<b>20-21</b>
Attendance	21
<b>Elementary School Attendance</b>	<b>21</b>
Absences	21
Perfect Attendance	21
Makeup Work	22
Present at School	22
Tardy to School, Afternoon Pick-up	22
<b>Elementary School Student Code of Conduct</b>	<b>23-25</b>
Apparel (All Students, Boys, Girls)	23-24
Cell Phones and Musical Devices	24
Classroom Behavior	24
Chewing Gum	24
Disruption of Class	24
Food and Drinks	25
Inappropriate Language, Gestures, or Behavior	25
Inappropriate Use of Calculator, tablets, e-readers and/or Computer	25
Inappropriate Use of or Damaging School Property	25
Lunchroom Behavior	25
Outside Food and Drinks	25
<b>Elementary School Student Discipline</b>	<b>26</b>
Expulsion	26
Suspension/In-School Suspension	26
<b>Elementary School Student and Parent Accountability Form</b>	<b>27</b>

## Elementary School Student and Parent Handbook

### Elementary School Academics

#### **Cheating**

For John Milledge's purpose, cheating is defined as attempting to gain an unfair advantage through receiving a grade for someone else's work or to knowingly allow another student to benefit from your work. Cheating includes (but is not limited to):

- Copying homework that will receive a grade,
- Allowing group partners to complete a graded assignment,
- Allowing parents to complete a graded assignment,
- Looking at or sharing test answers,
- Using cheat sheets or other inappropriate material during any test,
- Submitting a partial or whole assignment copied from the Internet, and/or
- Failing to appropriately mark and cite sources on writing assignments with the intent of taking credit for it as your own work.

Starting in Elementary School, teachers and administrators will instill awareness about what constitutes cheating and why it is unacceptable and not a value that a JMA student should condone or demonstrate. Repeated violations of cheating by a student may result in disciplinary action.

#### **Curriculum**

The curriculum is designed so that each student will be challenged in every endeavor, thereby reaching his/her maximum potential. John Milledge Academy only provides a college preparatory diploma.

#### **Grading Scale**

The following Grading Scale will be used:

A.....	90--100
B.....	80 – 89
C.....	70 – 79
F.....	below 70 is failing

All recorded (transcripts, report cards, and progress reports) grades will be numerical. Transcript forms are available through the school counselor.

#### **Parent/Legal Guardian – Teacher Conferences**

All employees are available for conferences but conferences must be at a pre-arranged time and place. The parent/legal guardian or employee may request that a school administrator be present at the meeting.

**ParentsWeb**

ParentsWeb is an internet-based service provided to each family at John Milledge Academy. Through ParentsWeb, parents and students are able to access important academic information, homework assignments, and cumulative grade progress. To use the service, simply click on the ParentsWeb link located on our school's web site and register your user name and password with the email the school has on file. All accounts must be connected to an email registered with the school. Click on the navigation buttons in ParentsWeb to go to the areas of interest. If you have any questions about our ParentsWeb service, please call the school office during regular business hours.

**Requirements for Grade Level Promotion**

Students must pass all academic subjects and have enough in-class time (attendance) for grade level promotion. Testing feedback and other evaluations may also be considered. Given any failures, the student and his/her parent/ legal guardian must meet with administration to discuss available options.

**Student Grades**

Students and parents may view grades online at all times through ParentsWeb. Formal mid-semester and semester grades will be emailed to parents according to the school calendar.

**Summer Work**

Students who struggle with academic classes may be required to get tutorial help that is detailed and documented by a John Milledge approved tutor.

**Textbooks/ Library Books**

All textbooks are the property of John Milledge Academy and are issued to the student by the subject teacher. Students must pay for any books damaged or not returned. Grades will be released when books are returned or fines are paid.

**Elementary School Athletics**

Students are expected to abide by the school rules in order to participate in school sponsored athletic events, including camps.

Student athletes and student participants in extracurricular activities at John Milledge Academy are students first, participants second. The primary objective of students' schooling is to gain an education; thus, participation in sports or other activities should never take priority over academic preparation. Due to the time commitment involved and the scheduling of weekday games and activities, participants should be especially diligent in their utilization of study time and in taking advantage of advanced notice regarding assignments and tests. Participants should strive to be leaders in the classroom.



John Milledge Academy follows the guidelines of the GISA inter-scholastic rules and regulations. Click on the link to the GISA website for more information:

<http://www.gisaschools.org/>

Participants in sanctioned school events must abide by John Milledge Academy's Honor Code and Student Code of Conduct whether on or off school property. The following rules are in addition to the Code of Conduct. Students need to be aware that athletic teams, school organizations, and clubs may have additional rules, regulations, and policies of which participants/members must abide. *It is the responsibility of the student and parent to know these additional regulations.*

### **Attendance**

Student-athletes and participants in other sanctioned school activities must attend school the day of a practice, game, etc. in order to participate.

- Missing more than 3 hours of a school day disqualifies the individual from the day's activity (extenuating circumstances will be considered).
- Students must be in attendance at the end of the school day in order to participate.

### **Elementary School Attendance**

Attendance is mandated by our accreditation and is valued because of the educational content of each class. Students are expected, therefore, to be present for all classes. Any absence or tardiness must be documented in writing or by oral communication with the parents.

### **Absences**

Each absence falls into one of the following 3 categories: excused, school approved, and unexcused.

- **Excused absences include:** death in the family, sickness (confirmed by a doctor's excuse), doctor's appointments (confirmed by a doctor's excuse without editing, preferably emailed or faxed). All notes must be turned in to the office within 3 days of returning to school or the absence is considered unexcused. This will be strictly enforced.
- **School approved absences include:** school event, athletic events, or absences approved by the Head of School. Check with your child's teacher to make sure these absences are recorded appropriately.
- **Unexcused absences:** sickness but no doctor's visit required, out of town, and/or parent's note. The reason for the absence is not excused according to the guidelines above.

### **Perfect Attendance**

Perfect attendance certificates are awarded to students who have not missed any school, regardless of excused or unexcused absences, or have not been tardy to school all year. School approved functions will not be counted against perfect attendance.

**Makeup Work**

A student is responsible for all missed work. This includes but is not limited to tests, projects, reading, homework, etc.

- A student and/or parent must be proactive with all of his/her teachers in obtaining missed assignment details.
- When a student is absent from a test, he/she must have, upon returning to school, an understanding with the teacher as to when the test will be made up.
- A student is expected to complete all class work within 3 days after being absent.
- A student should be prepared to take tests or complete any make-up work that he/she has prior knowledge of on the next day after missing.

**Present at School**

A student's attendance at school can influence his/her admittance to the next grade level. A student is to be counted present for the school day if he/she attends a half day, which means arriving by 8:00 am and remaining until 11:30 am OR arriving at 11:30 am and remaining until 2:45 pm. Whole and half day attendance is important because it can impact a student's ability to matriculate to the next grade level. Students with too many absences may not be promoted. A half day will not count towards perfect attendance.

**Tardy to School**

Students are to be in their classrooms before the tardy bell rings at 8:00 am. When a student is tardy, he/she must obtain an admission slip from the office in order to enter class. Tardies are excused or unexcused based on the same criteria as absences (see above). The penalties are cumulative throughout the year (they do not start over at the beginning of the semester).

- Six unexcused tardies and each subsequent six unexcused tardies will result in an unexcused absence.
  - Six unexcused tardies equals one unexcused absence, twelve unexcused tardies equal two unexcused absences, etc.
- On the first fifth unexcused tardy the parent/guardian will be contacted by administration with a reminder about the tardy/absence policy.
- Each subsequent sixth tardy will result in a parent/guardian conference with administration.

Communication will be made by the school for excessive absences and/or tardies.

**Afternoon Pick-up**

For students' safety, we ask that all afternoon transportation run through the carpool line. If parents/guardians want to walk with students, we do ask that they do not enter the building until 3pm. All students with older siblings will be held outside the elementary office until 3:15pm. To avoid any students not being supervised after 3:15pm, students will be walked to After Care until their transportation arrives.

### **Elementary School Student Code of Conduct**

John Milledge Academy and the Board of Trustees reserve the right to change or alter any existing rule/policies or to make additional rules/policies without incurring any obligation with respect to the old/existing rules/policies or administrative procedures. No student who exerts an undesirable influence in the school or who cannot adjust to the environment, supervision or rules of the school will be retained.

Students are expected to accept and obey the rules and regulations outlined in this handbook. Students should realize that while participating in or attending a school activity (such as field trips, honor or athletic awards banquets, or teacher-chaperoned events), the rules set forth in this handbook apply.

#### **Apparel**

Students are expected to dress neatly and in good taste. John Milledge Academy is a conservative school. We do not believe in extreme fads. The following guidelines are set forth to aid one in dressing while a student at John Milledge Academy. The administration will determine if the guidelines are being followed or not.

##### **All Students**

- Clothing will be kept neat and clean.
- Participation in Physical Education class requires wearing appropriate footwear. No flip flops, boots or sandals are permitted.
- Clothing with vulgarities, suggestive words, suggestive signs, Confederate flags, sexual connotations, or advertisements for alcoholic beverages, etc. are not permitted.
- All rubber or plastic flip-flop style shoes (i.e. athletic shoes, shower shoes) are not permitted. For safety, we strongly recommend that all shoes are closed-toed or have a back strap when playing on the playground. Students may bring extra shoes for recess.
- Hats and caps are not permitted during indoor activities.
- Clothes with holes that reveal skin or undergarments are not permitted.
- Hunting camouflage base-layer clothing are not permitted, i.e. t-shirts, button up shirts, pants, etc. (except for specific occasions when permitted by school). Clean camouflage jackets or sweatshirts, camouflage detailing, and camouflage on clean shoes are acceptable.

##### **Boys**

- Hair must not come below the middle of the ears, come down over the eyes, or be too long or thick at the back. Hair must be neat in appearance with no extremes in haircuts, hair styles/coloring.
- Earrings are not permitted.
- Pants/shorts must be worn at proper waist height and be of proper length. Shorts must be regular walking (long) short length. Cutoff shorts are not permitted.
- Boots may not be worn with shorts. Pants must cover boots rather than be tucked in.
- Sleeveless shirts are not permitted.

**Girls**

- Skirts and shorts must be below fingertip or longer.
- Low necklines or blouses with narrow spaghetti straps (less than 3 finger width across the strap) are not permitted.
- Blouses/shirts must be long enough to cover midriff when arms are extended above the head and the neckline should touch collarbone. No halter tops are allowed.
- Any apparel that would fail to gain respect for a young lady (not too tight, too short, or showing undergarments, etc.) is not permitted.
- Sheer shirts must have a solid shirt underneath that covers the midriff and is at least three-fingers in width across at the shoulders.
- Bras are to be worn by young ladies with noticeable development.
- Boots may not be worn with shorts.
- **4<sup>th</sup>-5<sup>th</sup> grade:** Leggings worn as pants, work out tights, and yoga pants are not permitted.

If a violation of the dress code occurs, the parent/guardian of the student will be contacted. If a student is in violation of the dress code in a revealing manner, then a parent/guardian will be contacted to bring a change of clothes for the student before the student returns to class. Repeated dress code violations will result in a parent/guardian conference with administration.

**Cell Phones and Musical Devices**

The uses of these items are not allowed during school hours (8:00 AM until 2:45 PM). Discovery of them will result in the confiscation of said item and it's being turned over to administration.

- On the first offense, a student may pick up device after school.
- On the second offense, a parent/legal guardian must contact administration to receive the device.
- Any reoccurring incident with the device will result in disciplinary action.

**Classroom Behavior**

Students are expected to follow each teacher's individual classroom rules as set up by the teacher; however, students are expected to abide by the Student Handbook rules in every class.

**Chewing Gum**

Chewing gum is not allowed. Violation of this policy will result in disciplinary action.

**Disruption of Class**

A student who violates this policy will be disciplined by the classroom teacher. If the behavior continues, the student will be dismissed from class and sent to the office.

**Food and Drinks**

Students are expected to keep food, candy, and drinks in the lunchroom or in designated areas outside the buildings. Bottled water in see-through containers ONLY may be permitted in the classroom at the teacher's discretion.

**Inappropriate Language, Gestures, or Behavior**

Use of inappropriate language, behavior and/or gestures will not be tolerated. Violation of this policy could result in removal from class, disciplinary action, disciplinary probation, and/or suspension from school. Possession of inappropriate or obscene literature will result in the same disciplinary action as stated above.

**Inappropriate Use of Calculator, Tablets, E-readers and/or Computer**

During school hours, calculators, tablets, e-readers and computers are to be used for school purposes only. Depending upon the severity of the inappropriate uses of the device, disciplinary actions may be taken. Students are not to be in a computer lab without a teacher or adult present.

**Inappropriate Use of or Damaging School Property**

Violation of this policy will result in (but is not limited to) disciplinary action determined by the administration. Parents may be responsible for damages incurred.

**Lunchroom Behavior**

Students are expected to remain in the lunchroom the entire lunch period. Students should remain orderly, clean up their area, moderate their volume, and clean up any accidental spills for which they are responsible.

**Outside Food and Drinks**

John Milledge Academy serves a variety of hot lunch choices each day. Bringing outside food is a privilege provided for students who choose to do so. Outside food and drinks (delivered) must be brought through the Elementary School office. A student may only have "outside" food for himself or herself, unless given permission by an administrator. Abuse of this privilege may result in this privilege being revoked. Please be mindful that nuts and peanuts and foods cooked in peanut oil should not be brought to school.

### **Elementary School Student Discipline**

John Milledge Academy has established an atmosphere in which students may develop intellectually, physically and spiritually. Values will be taught and practiced. JMA believes in a strong set of guidelines for student behavior. This assures a structured environment for learning and aids students in their maturation. Teachers and school administrators use a variety of disciplinary methods. Examples of corrective measures that are typically utilized by school officials to help solve disciplinary problems as they occur may include (but are not limited to): student-teacher conferences, student-administrator conferences, parent-teacher-administrator conferences, community service, detention, “time outs,” in-school suspensions, suspensions, disciplinary probation, loss of privileges, and/or expulsion. The consequence issued to the student will depend upon the offense committed. The administration will review each incident on a case by case basis.

#### **Expulsion**

Expulsion is defined as a disciplinary sanction imposed by the Head of School for prohibited conduct committed by a student. Generally, an expulsion is when a student is permanently removed from the school for committing certain serious offenses. Serious offenses can include (but are not limited to): bringing a dangerous weapon to school, possession of illegal drugs (including with intent to distribute said drugs), assaulting a fellow student and/or employee, and repeated misconduct in or out of the classroom. In the event a student is expelled, the expulsion will be recorded on the student’s permanent records. A student who has been expelled has the right to appeal in writing to the Board of Trustees.

#### **Suspension/In-School Suspension**

Suspensions are given only by the administration. Tests that are missed during the suspension period will need to be made up within two school days upon return. Students in in-school suspension will do the work the same day. A student with out-of-school suspension will be required to turn in assignments on the day he/she returns to school.

- A parent/legal guardian conference must occur with administration prior to student’s re-admittance to class.
  - When suspended from school, a student may not attend any school sponsored activities as a participant or spectator, whether the activity is on John Milledge Academy property or at another campus/facility.
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**John Milledge Academy 2019-2020  
Elementary School Student and Parent Handbook  
Accountability Form**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

I have read the John Milledge Academy 2019-2020 Elementary School Parent-Student Handbook, Student Honor Code, and Internet Use Agreement. I understand and agree to comply with the policies set forth in the 2019-2020 Elementary School Parent-Student Handbook. I will encourage my child to abide by the Honor Code and policies set forth in the handbook.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## Middle School Table of Contents

<b>Middle School Academics</b>	<b>30-32</b>
Academic Probation/Non Promotion	30
Cheating	30
Curriculum	30
End of the Semester Capstone Events	31
Grade Average Calculations	31
Grading Scale	31
Head of School List and Honor Roll	32
Parent/Legal Guardian – Teacher Conferences	32
ParentsWeb	32
Requirements for Grade Level Promotion	32
Student Grades	32
Summer Work	32
Textbooks	32
<b>Middle School Activities and Clubs</b>	<b>32-33</b>
Fellowship of Christian Athletes	33
National Junior Beta Club	33
<b>Middle School Attendance Policy</b>	<b>33-35</b>
Absences (Excused, School Approved, Unexcused)	33-34
Perfect Attendance	33
Makeup Work	34
Present at School	34
Tardy to School	34
Unexcused Tardy to School / Unexcused Tardy Absence	35
Unexcused Tardy to Class During the Day	35
<b>Middle School Student Code of Conduct</b>	<b>35-39</b>
Apparel (All Students, Boys, Girls)	35-37
Behavior Unbecoming of a John Milledge Student	37
Cell Phones and Musical Devices	37
Classroom Behavior	37
Chewing Gum	37
Dismissal from Class	37
Disruption of Class	38
Failure to Follow Instructions (Behavior/Signed Papers)	38
Food and Drinks	38
Inappropriate Language, Gestures, or Behavior	38
Inappropriate Use of Calculator, tablets, e-readers and/or Computer	38
Inappropriate Use of or Damaging School Property	38
Lunchroom Behavior	38
Outside Food and Drinks	38-39
Public Displays of Affection	39

Unauthorized Absence (Cutting Class)	39
<b>Middle School Student Discipline Policy</b>	<b>39-40</b>
Demerits	39-40
Detention	40
Disciplinary Probation	40
Expulsion	40
Suspension/In-School Suspension	40
<b>Middle School Student and Parent Accountability Form</b>	<b>41</b>



# Middle School Student and Parent Handbook

## Middle School Academics

### **Academic Probation/Non Promotion**

A student will be placed on Academic Probation when he/she earns two or more failing grades at the end of a semester. When a student is placed on Academic Probation, the parents will be notified in writing by the administration. The student and a parent are encouraged to meet with the teachers of the failed courses and and/or administration to discuss the areas needed for improvement. If a student does not pass one or more courses for the year, the student may be required to complete summer work or repeat the course the following year. A student who fails a course for the year will be required to complete twenty hours of tutorial work with an approved tutor over the summer, per course. Any student failing multiple courses risks not being promoted to the next grade-level. Final determination is left to the sole discretion of the Head of School.

### **Cheating**

For John Milledge's purpose, cheating is defined as attempting to gain an unfair advantage through receiving a grade for someone else's work or to knowingly allow another student to benefit from your work. Cheating includes (but is not limited to):

- Copying homework that will receive a grade,
- Allowing group partners to complete a graded assignment,
- Allowing parents to complete a graded assignment,
- Looking at or sharing test answers,
- Using cheat sheets or other inappropriate material during test conditions,
- Submitting a partial or whole assignment copied from the Internet, and/or
- Failing to appropriately mark and cite sources on writing assignments with the intent of taking credit for it as your own work.

Any student found cheating will be given a zero on the work, may receive up to 5 demerits for "Behavior Unbecoming a JMA Student", and will not be able to redo the work. Also, any student who is found cheating may be placed on disciplinary probation for the remainder of the year and may not be able to exempt end of the year exams. A student may appeal this disciplinary action (see "Exemption Appeals").

### **Curriculum**

The curriculum is designed so that each student will be challenged in every endeavor, thereby reaching his/her maximum potential. John Milledge Academy only provides a college preparatory diploma.

### End of the Semester Capstone Events

In preparation for high school, 8<sup>th</sup> grade students will participate in semester tests in their academic classes. This allows 8<sup>th</sup> graders to understand the depth and breadth of the semester exam process. Students cannot exempt the mock exams. 8th grade students will still participate in capstone events as well. There will be more information to follow!

Each semester, all grades will participate in capstone events. These multifaceted events will serve as a culmination for the semester. This required participation may include a variety of options, including but not limited to: Art show, STEM, spelling bees, reading bees, quiz bowl, Presidential Fitness competition, teen Jeopardy, math competition, etc. Capstone events may also include Honors/Athletic recognition assembly and/or a class social.

Any student who is suspended, receives 5 demerits at one time, has accumulated an excessive amount of demerits, has more than 8 unexcused absences in one school year for any individual class, or accrues more than 10 unexcused tardies to school, may not be eligible to participate in Capstone Events. However, each student has the opportunity to formulate a written appeal which will be reviewed by the Appeal Committee to determine exemptions.

The appeal must be submitted by the student as a formal typed essay providing any necessary documentation to support the student's request. Writing the appeal does not guarantee approval or exemption. Students will be notified in writing prior to exams on the ruling of their appeal. Any decision made by the Appeal Committee in conjunction with the Head of School is final and non-negotiable.

All appeal letters are due on the first Friday of December and the first Friday in May.

### Grade Average Calculations

In grades 6-8, each semester average is calculated using the following percentages:

Semester 1	100%
Semester 2	100%

The yearly average is calculated by adding the semester averages and dividing by 2.

### Grading Scale

The following Grading Scale will be used:

A.....	90 – 100
B.....	80 – 89
C.....	70 – 79
F.....	below 70 is failing

All recorded (transcripts, report cards, and progress reports) grades will be numerical. Transcript forms are available through the school counselor.

**Head of School List & Honor Roll**

Head of School List & Honor Roll students will be named at the end of each semester period. Students achieving a combination of As and Bs in all classes (including electives) will be named to the Honor Roll. Students achieving all As will be named to the Head of School List.

**Parent/Legal Guardian – Teacher Conferences**

All employees are available for conferences but conferences must be at a pre-arranged time and place. The parent/legal guardian or employee may request that a school administrator be present at the meeting.

**ParentsWeb**

ParentsWeb is an internet-based service provided to each family at John Milledge Academy. Through ParentsWeb, parents and students are able to access important academic information, homework assignments, and cumulative grade progress. To use the service, simply click on the ParentsWeb link located on our school's web site and register your user name and password with the email the school has on file. All accounts must be connected to an email registered with the school. Click on the navigation buttons in ParentsWeb to go to the areas of interest. If you have any questions about our ParentsWeb service, please call the school office during regular business hours

**Requirements for Grade Level Promotion**

Students must pass all academic subjects and have enough in-class time (attendance) for grade level promotion. Testing feedback and other evaluations may also be considered. Given any failures, the student and his/her parent/ legal guardian must meet with administration to discuss available options.

**Student Grades**

Students and parents may view grades online at all times through ParentsWeb. Formal mid-semester and semester grades will be emailed according to the school calendar.

**Summer Work**

Tutorial help that is detailed and documented by a John Milledge approved tutor will be required of students failing coursework in academic areas. Any student failing multiple courses risks not being promoted to the next grade-level. Final determination is left to the sole discretion of the Head of School.

**Textbooks**

All textbooks are the property of John Milledge Academy and are issued to the student by the subject teacher. Students must pay for any books damaged or not returned.

**Middle School Activities and Clubs**

New clubs and/or activities may be offered from year to year. Major clubs and activities that are offered each year are included in the handbook and will be sponsored by a faculty member.



**Fellowship of Christian Athletes**

Since 1954, the Fellowship of Christian Athletes has been challenging coaches and athletes on the professional, college, Upper School, Middle School and youth levels to use the powerful medium of athletics to impact the world for Jesus Christ. FCA is the largest Christian sports organization in America. FCA focuses on serving local communities by equipping, empowering and encouraging people to make a difference for Christ. All middle school students are eligible and invited to attend, regardless of their participation in sports. Most meetings will include guest speakers and devotionals. Each club will meet a minimum of once a month.

**National Junior Beta Club**

*The mission of the National Beta Club is to promote the ideals of academic achievement, character, service and leadership among Elementary School and secondary school students.* The John Milledge Academy chapter of the National Junior Beta Club is an organization consisting of 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students. Potential members must have an 90% overall average in core academic classes, and pay dues by a set deadline. Registered members must maintain an 85% overall average in core academic classes, participate in Beta Club sponsored volunteer hours per year (6<sup>th</sup> – 3 hours / 7<sup>th</sup> – 5 hours / 8<sup>th</sup> – 10 hours), and maintain good standing according to the JMA chapter bi-laws. Beta club will meet a minimum of once a month.

**Middle School Attendance Policy**

Attendance is mandated by our accreditation and is valued because of the educational content of each class. Students are expected, therefore, to be present for all classes. Any absence or tardiness must be documented in writing or by oral communication with the parents.

- After 10 unexcused absences from any class per semester, a student will receive an INCOMPLETE for his/her semester grade. Extenuating circumstances will be reviewed by administration on appeal (see “Appeals” section).
- Students may be given an opportunity to receive course credit and avoid receiving an INCOMPLETE by making up course time in credit recovery during exam make-up days, or during summer school if deemed necessary. A student will need one hour of credit recovery per unexcused absence after 10 unexcused absences each semester.
- Additional unexcused absences may result in additional disciplinary actions up to and including loss of credit for the course at the discretion of the Head of School.

**Perfect Attendance**

Students receive a perfect attendance award for the year if they have not missed any class periods, except for school functions, or incurred any tardies.

## Absences

Each absence falls into one of the following 3 categories: excused, school approved, and unexcused.

- **Excused absences include:** death in the family, sickness (confirmed by a doctor's excuse without editing, preferably emailed or faxed), doctor's appointments (confirmed by a doctor's excuse without editing, preferably emailed or faxed). All notes must be turned in to the office within 3 days of returning to school, or the absence is considered unexcused. This will be strictly enforced.
- **School approved absences include:** school event, athletic events, or absences approved by the Head of School. Check with your teacher to make sure these absences are recorded appropriately.
- **Unexcused absences:** Any missed class (or absence) that does not fall into the categories above will not be excused.

## Makeup Work

Whether a student's absence is excused or unexcused, a student is responsible for all missed work. This includes but is not limited to tests, projects, reading, homework, etc.

- A student must be proactive with all of his/her teachers in obtaining missed assignment details. This information may be obtained through ParentsWeb or the Teacher Pages.
- When a student is absent from a test, he/she must have, upon returning to school, an understanding with the teacher as to when the test will be made up. If this is not done, the student will receive a zero on the test.
- A student is expected to complete all class work within 3 days after being absent. This applies to assignments missed during the absence, without prior knowledge.
- A student should be prepared to take tests or complete any make-up work that he/she has prior knowledge of on the next day after missing.

## Present at School

In Middle School, attendance is taken by class period, not by a "present at school" status. A student must be in class for the last 3 periods of the day if he/she is to participate in extracurricular activities, including banquets and other related meetings, on that day. Extenuating circumstances may be considered by the Head of School on this requirement.

## Tardy to School

Students are to be in their classrooms before the 8:10am late bell rings. When a student is tardy, he/she must obtain an admission slip from the office in order to enter class. Tardies are excused or unexcused based on the same criteria as absences (see above). Penalties are cumulative throughout the year (they do not start over at the beginning of the semester).

**Unexcused Tardy to School / Unexcused Tardy Absence**

A student is considered tardy to school from 1 minute to 10 minutes after the late bell of the first class of the day for the student. A student is considered unexcused tardy absent to school from 11 minutes after the late bell of the first class of the day for the student. Unexcused tardies will result in the following actions:

- After each set of four tardies to the first class, students receive one unexcused tardy absence from class.
- Students with more than 10 unexcused tardies to school may not be able to participate in Capstone Events.
- Unexcused tardy absences will count as an absent and the consequences that includes.

Communication will be made by the school for excessive absences or tardies. Please see the Attendance and Exemption Policies for additional information.

**Unexcused Tardy to Class During the Day**

Students who are not on time for class (with the exception of the first class of the day for the student – see above) will be assigned one detention. Multiple tardies could result in additional disciplinary actions.

**Middle School Student Code of Conduct**

John Milledge Academy and the Board of Trustees reserve the right to change or alter any existing rule/policies or to make additional rules/policies without incurring any obligation with respect to the old/existing rules/policies or administrative procedures. No student who exerts an undesirable influence in the school or who cannot adjust to the environment, supervision or rules of the school will be retained.

Students are expected to accept and obey the rules and regulations outlined in this handbook. Students should realize that while participating in or attending a school activity, the rules set forth in this handbook apply. A school activity is defined as field trips, honor or athletic awards banquets, or teacher-chaperoned events.

**Apparel**

Students are expected to dress neatly and in good taste. John Milledge Academy is a conservative school. We do not believe in extreme fads. The following guidelines are set forth to aid one in dressing while a student at John Milledge Academy. The faculty and staff will determine if the guidelines are being followed or not.

**All Students**

- Clothing will be kept neat and clean.
- Physical Education uniforms are worn for P.E. and are not to be worn to other classes.
  - All students participating in physical exercise, including electives and athletic practices until 3:15 PM, need to adhere to the P.E. guidelines.
  - Only navy, gray, white, or gold JMA shirts (unaltered, with sleeves) and JMA shorts (unaltered) are permitted for P.E. Students may purchase P.E. uniforms (please see the P.E. teacher/coach for details).
- Clothing with vulgarities, suggestive words, suggestive signs, Confederate flags, or advertisements for alcoholic beverages, etc. are not permitted.

- Visible tattoos or body piercing(s) are not permitted. Body piercings must be removed during school hours and/or functions.
- Hunting camouflage base-layer clothing are not permitted, i.e. t-shirts, button up shirts, pants, etc. (except for specific occasions when permitted by school). Clean camouflage jackets or sweatshirts, camouflage detailing, and camouflage on clean shoes are acceptable.
- All rubber or plastic flip-flop style shoes or slides are not permitted.
- Clothes with holes that reveal skin or undergarments are not permitted.
- Students may not wear athletic pants, leggings, or sweatpants.
- All pants should have a button fly and zipper.
- Hats and caps are not permitted during indoor activities.
- Sun glasses should not be worn on head or around neck unless outdoors.
- No undergarments should be visible.

**Boys**

- Shirts are to be buttoned properly.
- Extra long t-shirts, plain undershirts or tank tops worn as outer garments, sleeveless shirts or cutoff shirts are not permitted.
- Sideburns must not come below the bottom of the ear or run out on the cheek.
- Hair must not come below the middle of the ears, come down over the eyes, or be too long or thick at the back. Hair must be neat in appearance with no extremes in haircuts, hair styles/coloring.
- Whiskers and/or mustaches are not permitted. Students must be clean shaven every day.
- Hats/Caps are not to be worn (and/or carried) anytime during the school day.
- Work/hunting type (denim) overalls are not permitted.
- Earrings are not permitted.
- Pants/shorts must be worn at proper waist height and be of proper length.
- Shorts must be no higher than 3 inches from the knee and have a buttoned or zipper fly; cutoff shorts are not permitted.
- Boots may not be worn with shorts. Pants must cover boots rather than be tucked in.

**Girls**

- Outlandish jewelry is not permitted.
- Shorts with less than a 5 inch inseam, cutoff shorts, or shorts that are too tight are not permitted.
- Skirts which are too short (must be below fingertip or longer) or too tight are not permitted.
- Low necklines or blouses with narrow spaghetti straps (less than 3 inches across the strap) are not permitted.
- Blouses/shirts must be long enough to cover midriff when arms are extended above the head and the neckline should touch collarbone. No halter tops are allowed.
- Extra long t-shirts will not be permitted.
- Extremes in makeup, dress, hair styles/coloring are not permitted.
- Any apparel that would fail to gain respect for a young lady (too tight, too short, etc.) is not permitted.

- Sheer shirts must have a solid shirt underneath that covers the midriff and is at least three-fingers in width across at the shoulders. Bras should not be visible.
- Boots may not be worn with shorts.
- Leggings worn as pants, work out tights, and yoga pants are not permitted.

If a violation of the dress code occurs, the student will receive one detention. If a student is in violation of the dress code in a revealing manner, then he/she needs to change clothes before returning to class. There will be no appeal or recourse if it is determined that a violation has occurred. Repeated dress code violations could result in demerits and/or further disciplinary action.

### **Behavior Unbecoming of a John Milledge Student**

“Behavior Unbecoming of a John Milledge Academy Student” infractions are to be considered the most serious of demerit offenses. A student who receives this infraction will receive 5 demerits and be placed on Disciplinary Probation for the remainder of the year. Violations of this policy include (but are not limited to) cheating, plagiarism, fighting, extreme disrespect, harassment, bullying, stealing, dishonesty, tobacco use, alcohol use, and other inappropriate behavior.

### **Cell Phones, iWatches and Musical Devices**

The uses of these items are not allowed during school hours (8:10AM until 3:15PM). Teachers reserve the right to collect devices during class time. Discovery of them will result in the confiscation of said item and it's being turned over to administration.

- On the first offense, a student may pick up device after school in the office.
- On the second offense, a parent/guardian must contact administration to receive the device.
- On the third and any reoccurring incident the device will be confiscated for 2 weeks (during the school day). The student must drop the phone off in the office before 8:10 AM and pick it up after 3:15 PM each day.

### **Classroom Behavior**

Students are expected to follow each teacher's individual classroom rules as set up in the teacher's syllabus; however, students are expected to abide by the Student Handbook rules in every class.

### **Chewing Gum**

Chewing gum is not allowed. Violation of this policy will result in one detention.

### **Dismissal from Class**

Any student who is dismissed from a class for any reason, or who walks out of a class without the teacher's permission will be given two demerits and a zero daily grade for the day. If a student is removed from class, he/she is not allowed to return to that class that day and will be sent to the office. Stronger disciplinary action may result, depending upon the situation.



**Disruption of Class**

A student who violates this policy will be given two demerits. If the behavior continues, the student will be dismissed from class and sent to the office.

**Failure to Follow Instructions**

Students are held accountable for following instructions given by teachers and administration. Failure to do so will result in one detention.

**Food and Drinks**

Students are expected to keep food, candy, and drinks in the lunchroom or in designated areas outside the buildings. Bottled water in see-through containers ONLY is permitted in the classroom. Violation of this policy will result in one detention. Abuse of this privilege may result in this privilege being revoked.

**Inappropriate Language, Gestures, or Behavior**

Use of inappropriate language, behavior and/or gestures will not be tolerated. Violation of this policy could result in removal from class (with zeros for any class time missed), receiving 3 demerits, and/or suspension from school. Also, possession of inappropriate or obscene literature will result in the same disciplinary action as stated above. Use of computer for displaying inappropriate information, pictures and etc. will not be tolerated and will result in the same disciplinary action as stated above.

**Inappropriate Use of Calculator, Tablets, E-readers and/or Computer**

During school hours, calculators, tablets, e-readers and computers are to be used for school purposes only. Violation of this policy will result in one detention per offense. Depending upon the severity of the incident, further disciplinary actions may be taken. Students are not to be in a computer lab without a teacher present.

**Inappropriate Use of or Damaging School Property**

Violation of this policy will result in (but not limited to) three demerits. Depending upon the extent of the misuse or damage to school property, the administration will determine if further disciplinary action needs to be taken. Parents may be responsible for damages incurred.

**Lunchroom Behavior**

Students are expected to remain in the lunchroom the entire lunch period. Students should remain orderly, clean up their area, moderate their volume, and clean up any accidental spills for which they are responsible.

**Outside Food and Drinks**

John Milledge Academy serves a variety of hot lunch choices each day. Bringing outside food is a privilege provided for students who choose to do so. Outside food and drinks (delivered) must be brought through the middle school office. A student may only have "outside" food for himself or herself, unless given permission by an administrator. A student who violates this policy will receive one detention. Abuse of this privilege may



result in this privilege being revoked. Please be mindful that nuts and peanuts and foods cooked in peanut oil should not be brought to school.

**Public Displays of Affection**

Students are expected to refrain from showing overt public displays of affection, such as kissing, prolonged embraces, etc. Public displays of affection are prohibited at school or at any school activities. Violation of this policy will result in one detention. Detention and reprimands will be given on the first offense. Continued infractions will result in a parent conference and/or further disciplinary actions.

**Unauthorized Absence (Cutting Class)**

Students must attend all scheduled classes. Students are not allowed to leave campus and/or leave class at any time during normal school hours without permission from the office. Violation of this policy may result in up to 5 demerits for "Behavior Unbecoming a JMA Student" and possible further disciplinary action. Only the school Administration can determine if an absence is excused or not.

**Middle School Student Discipline Policy**

John Milledge Academy has established an atmosphere in which students may develop intellectually and spiritually. Values will be taught and practiced. JMA believes in a strong set of guidelines for student behavior. This assures a structured environment for learning and aids students in their maturation.

Teachers and school administrators use a variety of disciplinary methods. Examples of corrective measures that are typically utilized by school officials to help solve disciplinary problems as they occur include, but are not limited to, the following: student-teacher conferences, student-administrator conferences, parent-teacher-administrator conferences, community service, detentions, demerits, in-school suspensions, suspensions, disciplinary probation, loss of privileges, and expulsion.

The consequence issued to the student will depend upon the offense committed. The administration will review each incident on a case by case basis.

**Demerits**

Demerits will be issued as a secondary behavior deterrent and are to be considered a more serious offense. The number of demerits given will vary depending upon the offense.

- When a student receives 6 demerits, a notification will be sent to parents.
- When a student receives 8 or more demerits he/she will appear before the administration and placed on disciplinary probation for the remainder of the year.
- There is an automatic 1 day suspension for any student who accumulates a total of 12 demerits during the year (these are cumulative and do not "start over" each semester).

The maximum allowed number of demerits a student can earn in one school year is 12. In the event that a student reaches the maximum 12 demerits and he/she receives any

additional demerits, the student's disciplinary record will be reviewed by the administration. Further disciplinary action will result in (but is not limited to): work detail, in-school suspension, out-of-school suspension, long-term suspension, and/or expulsion.

**Detention**

Detention is designed as a preliminary consequence to enforce proper school behavior. Detention will be held on Monday through Thursdays from 3:15 PM until 3:45 PM. All students given detention are to report to the assigned room on the assigned date no later than 3:25 PM. Failure to report will result in the following:

- The student will receive one demerit and two detentions (failure to show to the two assigned detentions will result in two additional demerits assigned).
- An accumulation of detentions may result in further disciplinary action.
- Every six behavior related detentions may result in a minimum of two demerits.

**Disciplinary Probation**

Disciplinary Probation is the result of an accumulation of excessive demerits or disciplinary issues that administration deems unbecoming of a John Milledge student. Disciplinary Probation may result in (but is not limited to): loss of exemption privileges and loss of athletic/academic activities eligibility during the semester/yearlong duration for which it is assigned.

**Expulsion**

Expulsion is defined as a disciplinary sanction imposed by the Head of School for prohibited conduct committed by a student. Generally, an expulsion is when a student is permanently removed from the school for committing certain serious offenses. Serious offenses can include (but are not limited to): bringing a dangerous weapon to school, possession of illegal drugs (including with intent to distribute said drugs), assaulting a fellow student and or employee, and repeated misconduct in or out of the classroom. In the event a student is expelled, the expulsion will be recorded on the student's permanent records. A student who has been expelled has the right to appeal in writing to the Board of Trustees.

**Suspension/In-School Suspension**

Suspensions are given only by the administration. Parent(s) or guardian(s) will be informed when a student is being suspended. Tests that are missed during the suspension period will need to be made up within two school days upon return. Students in in-school suspension will do the work the same day. A student with out-of-school suspension will be required to turn in assignments on the day he/she returns to school. A student who has been suspended will lose his/her exemption privilege.

- A parent/legal guardian conference must occur with administration prior to student's re-admittance to class.
  - When suspended from school, a student may not attend any school sponsored activities as a participant or spectator, whether the activity is on John Milledge Academy property or at another campus/facility.
-

**John Milledge Academy 2019-2020  
Middle School Student and Parent Handbook  
Accountability Form**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

I have read the John Milledge Academy 2019-2020 Middle School Parent-Student Handbook, Student Honor Code, and Internet Use Agreement. I understand and agree to comply with the policies set forth in the 2019-2020 Middle School Parent-Student Handbook, and I pledge to always act in an honest, respectful, and accountable manner and expect the same of my fellow students. I agree to promote exemplary behavior at all times and understand that there will be consequences for inappropriate actions.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

# High School Table of Contents

<b><u>High School Academics</u></b>	<b>44-50</b>
Academic Probation/Non Promotion	44
Cheating	44
Curriculum	44
Exemptions	44-45
Exemption Appeals	45
Grade Average Calculations	45
Grading Scale	45-46
Graduation Requirements	46
Head of School List and Honor Roll	46
Honor Graduates (Cum Laude, Magna Cum Laude, Summa Cum Laude)	46-47
Parent/Legal Guardian – Teacher Conferences	47
ParentsWeb	47
Requirements for Grade Level Promotion	47
Scheduling and Drop/Add	47
Special Programs and Awards (AP, Dual Enrollment, STAR Student)	48-49
Student Grades	49
Summer School	50
Textbooks	50
<b><u>High School Activities and Clubs</u></b>	<b>50-51</b>
Anchor Club	50
National Beta Club	50
National Honor Society	50
High School Student Council/Class Officers	50-51
<b><u>High School Attendance Policy</u></b>	<b>51-52</b>
Perfect Attendance	51
Absences (Excused, School Approved, Unexcused)	51-52
College Visitation	52
Makeup Work	52
Present at School	52
Tardy to School	53
Unexcused Tardy to School / Unexcused Tardy Absence	53
Unexcused Tardy to Class During the Day	53
<b><u>High School Senior Privileges</u></b>	<b>53-54</b>
<b><u>High School Student Code of Conduct</u></b>	<b>54-58</b>

Apparel (All Students, Males, Females)	54-56
Automobiles on Campus	56
Behavior Unbecoming of a John Milledge Academy Student	56
Cell Phones and Musical Devices	57
Classroom Behavior	57
Chewing Gum	57
Dismissal from Class	57
Disruption of Class	57
Failure to Follow Instructions (Behavior/Signed Papers)	57
Food and Drinks	57
Inappropriate Language, Gestures, or Behavior	57-58
Inappropriate Use of Calculator, tablets, e-readers and/or Computer	58
Inappropriate Use of or Damaging School Property	58
Lunchroom Behavior	58
Outside Food and Drinks	58
Public Displays of Affection	58
Unauthorized Absence (Cutting Class)	58
<b><u>High School Student Discipline Policy</u></b>	<b>59-60</b>
Demerits	59
Detention	59
Disciplinary Probation	59-60
Expulsion	60
Suspension/In-School Suspension	60
<b>High School Student and Parent Accountability Form</b>	<b>61</b>

# High School Student and Parent Handbook

## High School Academics

### **Academic Probation/Non Promotion**

A student will be placed on Academic Probation when he/she earns two or more failing grades at the end of a semester. When a student is placed on Academic Probation, the parents will be notified in writing by the administration. The student and a parent are encouraged to meet with the teachers of the failed courses and/or administration to discuss the areas needed for improvement. If a student does not pass one or more courses for the year, the student may be required to attend summer school or repeat the course the following year. Any student failing multiple courses risks not being promoted to the next grade-level. Final determination is left to the sole discretion of the Head of School.

### **Cheating**

For John Milledge's purpose, cheating is defined as attempting to gain an unfair advantage through receiving a grade for someone else's work or to knowingly allow another student to benefit from your work. Cheating includes (but is not limited to):

- Copying homework that will receive a grade,
- Allowing group partners to complete a graded assignment,
- Allowing parents to complete a graded assignment,
- Looking at or sharing test answers,
- Using cheat sheets or other inappropriate material during test conditions,
- Submitting a partial or whole assignment copied from the Internet, and/or
- Failing to appropriately mark and cite sources on writing assignments with the intent of taking credit as your own work.

Any student found cheating will be given a zero on the work, will receive 5 demerits for "Behavior Unbecoming of a JMA Student", and will not be able to redo the work. Also, any student who is found cheating will be placed on disciplinary probation for the remainder of the year and may not be able to exempt end of the year exams. A student may appeal this disciplinary action (see "Exemption Appeals").

### **Curriculum**

The curriculum is designed so that each student will be challenged in every endeavor, thereby reaching his/her maximum potential. John Milledge Academy only provides a college preparatory diploma.

### **Exemptions**

Students in grades 9-11 may exempt final exams on a class by class basis if the following conditions are met:

- a 90 yearly average or higher in that subject,
- accumulated 8 or fewer unexcused absences during the year or 4 or fewer unexcused absences for a one semester class,
- no major disciplinary action in any subject,
- no more than 10 unexcused tardies to school.



Seniors may exempt final exams if the following conditions are met:

- a 90 yearly average in that subject or higher,
- accumulate 8 or fewer unexcused absences during the year or 4 or fewer unexcused absences for a one semester class,
- no more than 10 unexcused tardies to school during the year or exceed 5 unexcused tardies for a one semester class,
- no major disciplinary action in any subject.

No one will be exempted from first semester exams unless it is a one semester course.

Students may not be eligible to exempt an exam grade if the class requires a term/research essay or capstone project at the end of the semester/year.

### Exemption Appeals

Any student who is suspended, receives 5 demerits for “Behavior Unbecoming of a JMA Student,” has accumulated an excessive amount of demerits, has more than 8 unexcused absences in one school year for any individual class, accrues more than 10 unexcused tardies to school, AND has an “A” yearly average is not eligible to exempt his/her end of the year exams. However, each student has the opportunity to formulate a written appeal which will be reviewed by the Appeal Committee to determine exemption status.

The appeal must be submitted by the student as a formal typed essay providing any necessary documentation to support the student’s request. Writing the appeal does not guarantee approval or exemption. Students will be notified in writing prior to exams on the ruling of their appeal. Any decision made by the Appeal Committee in conjunction with the Head of School is final and non-negotiable.

All appeal letters are due the first Friday in May by the date established by administration for yearlong classes.

### Grade Average Calculations

In grades 9-12, each semester average is calculated using the following percentages:

Semester 1	100%
Semester 2	100%

The yearly average is calculated by adding the semester averages and dividing by 2.

### Grade Point Average Calculations for JMA Academic Classes

A .....	4.0
B.....	3.0
C.....	2.0
F.....	0.0

### Advanced Placement and Dual Enrollment Classes for Hope Scholarship

A.....	4.0
B.....	3.5
C.....	2.5
D.....	1.5
F.....	0.0

All recorded (transcripts, report cards, and progress reports) grades will be numerical. Transcript forms are available through the school counselor.

### Graduation Requirements

A minimum of 24 units is required for graduating with a College Preparatory Diploma.

English	4 Units
Math	4 Units
Science	4 Units
Social Studies	4 Units
Foreign Language	2 Units
P.E. / Health	1 Unit
Electives, including Technology	5 Units

### Head of School List & Honor Roll

Head of School List & Honor Roll students will be named at the end of semester. Students achieving a combination of As and Bs in all classes, including electives, will be named to the Honor Roll. Students achieving all As in all classes will be named to the Head of School List.

### Honor Graduates

*Cum Laude Graduates* are those students who meet the following criteria:

- Maintain a cumulative academic average of 90 in grades 9-12 and
- Have no major disciplinary record for their 4 years of high school.
- Academic rigor should include:
  - A minimum of 6 honors courses
  - One AP Class and/or two dual enrollment classes.

*Magna Cum Laude Graduates* are those students who meet the following criteria:

- Exceed the Honor Graduate criteria with a cumulative academic average of 93 or above in grades,
- Have no major disciplinary record for their 4 years of high school.
- Academic rigor should include:
  - Minimum number of 9 honors course
  - A minimum of the most challenging coursework in three or more of the following areas:
    - AP Calculus or dual enrollment math equivalent
    - AP US History, AP Government, or dual enrollment social studies equivalent
    - AP Language, AP Literature or English 1101-1102 dual enrollment,
    - AP Biology or dual enrollment science equivalent

Only these students are eligible for *Valedictorian* and *Salutatorian* who have met the Magna Cum Laude requirements plus:

- *Valedictorian (summa cum laude)*: the senior with the highest grade average for the high school years. Student must have attended John Milledge Academy for a minimum of 3 semesters and taken the most challenging science, English, social studies and math courses throughout his/her high school career.
- *Salutatorian (summa cum laude)*: the senior with the second highest grade average for the high school years. Student must have attended John Milledge Academy for a minimum of 3 semesters and taken the most challenging science, English, social studies and math courses throughout his/her high school career.

### **Parent/Legal Guardian – Teacher Conferences**

All employees are available for conferences, but conferences must be at a pre-arranged time and place. The parent/legal guardian or employee may request that a school administrator be present at the meeting.

### **ParentsWeb**

ParentsWeb is an internet-based service provided to each family at John Milledge Academy. Through ParentsWeb, parents and students are able to access important academic information, homework assignments, and cumulative grade progress. To use the service, simply click on the ParentsWeb link located on our school's web site and register your user name and password with the email the school has on file. All accounts must be connected to an email registered with the school. Click on the navigation buttons in ParentsWeb to go to the areas of interest. If you have any questions about our ParentsWeb service, please call the school office during regular business hours

### **Requirements for Grade Level Promotion**

Students must pass all academic subjects and have enough in-class time (attendance) for grade level promotion. Testing feedback and other evaluations may also be considered. Given any failures, the student and his/her parent/ legal guardian must meet with administration to discuss available options.

### **Scheduling and Drop/Add**

Scheduling of classes will be done by the administration. Changes will only be allowed during a 2 week drop/add period at the beginning of each semester. Any changes must be approved by the administration.

### **Special Programs and Awards**

John Milledge Academy believes academic excellence should be accompanied by admirable moral and ethical values. Students found not fulfilling our mission may be found ineligible for special programs and awards.

- **Advanced Placement:** This program is available to eligible Sophomores, Juniors and Seniors. Students and Parents must sign the “AP Commitment Agreement Form” provided by AP teachers. This agreement outlines summer work, course work, time commitments, and testing requirements. Because of the difficulty of the class, all AP students receive 5 points added to their semester numerical average for the class, to cap at 100% for transcripts and 105% for in-house Highest Average Awards. There is a zero tolerance for absences in AP classes. After a student’s 9<sup>th</sup> and subsequent unexcused absence in an AP class, the student must make up time hour for hour or no course credit will be awarded.
- **Dual Enrollment:** This program is available through Georgia College, GMC, and CGTC to Sophomores, Juniors and Seniors with a 3.0 or higher GPA. Students must take at least 3 classes at JM to be eligible for athletics. Students must also meet the criteria set by the college, including appropriate SAT/ACT scores. They must fit their college classes around those classes taken at the High School. Students looking to challenge themselves beyond these requirements must have the Head of School’s permission. More information is available regarding Move on When Ready through the school counselor.

**Dual Enrollment Requirements for Seniors:**

- Each Senior must take two semesters of English, science, social studies, and math courses in an academic school year.
- Students should choose from the suggested coursework outlined by JMA.
- Seniors taking three or more Dual Enrollment classes are expected to maintain that status throughout the year. This would require students to take 3 classes at JMA, including 2 academic classes and 1 elective class.
- Seniors taking two Dual Enrollment class are expected to maintain that status throughout the year. This would require students to take 4 classes at JMA, including 3 academic classes and 1 elective class.
- Seniors taking one Dual Enrollment class are expected to maintain that status throughout the year. This would require students to take 4 classes at JMA, including 4 academic classes.
- If afternoon classes are available, students will be dismissed from JMA at a reasonable time determined by administration to get to class.

**Dual Enrollment Requirements for Juniors:**

- Each Junior must take two semesters of English, science, social studies, and math courses in an academic school year.
- Students should choose from the suggested coursework outlined by JMA.
- Juniors taking one Dual enrollment course are expected to maintain that status throughout the year. This would require students to take 5 classes at JMA, including a total 4 academic classes and 1 elective class.
- If afternoon classes are available, students will be dismissed from JMA at a reasonable time determined by administration to get to class.

**Dual Enrollment Grading:**

- Letter grades for these classes will be entered on the permanent report card as given on the college report card or transcript. These grades will be treated as follows: A=98, B=88, C=78, D=70, F=68.
- Students who drop dual enrollment classes after the drop/add date at the college and have to be placed in JMA coursework will lose the 8 point intended curve unless verification from the class professor can be presented.
- All graded works and/or verification from the class professor can be presented to the administration for appealing a percentage higher than noted.
- Any student who earns a C or lower in a college class will be required to meet, along with their parents, with the counselor and/or Head of School to discuss whether he/she can continue at participating in dual enrollment the following semester or needs to return to JMA.

- **John Milledge Online Programs:** John Milledge Academy is excited to partner with APEX Learning to offer an extended course catalog for High School students. Online courses provide an active learner experience that engages all students in rigorous coursework to prepare them for college and work. All academic electives count towards HOPE and students' GPA. All attendance, exemption, and grading policies apply to these courses.
- **J-Term Program for Seniors:** As part of their graduation requirements, all Seniors are given school time to complete an internship in the field of their choice. This time is reserved in January, and no Senior is expected to attend classes. A student's internship experience should total 18 or more hours over the course of 3-4 days.

Students must turn in an internship form and hours/experience sheet to the counselor. Students are responsible for their own placement, but they are encouraged to reach the counselor for placement help.

- **STAR Student:** To obtain the STAR nomination, high school seniors must have the highest score on one test date on the three-part SAT taken through the November test date of their senior year and be in the top 10 percent or top 10 students of their class based on grade point average.

### **Student Grades**

Students and parents may view grades online at all times through ParentsWeb. Formal mid-semester and semester grades will be emailed according to the school calendar.

### **Summer School**

Only credit recovery is permitted in summer school. No student will be allowed to take a course during the summer for advanced grade placement.

### **Textbooks**

All textbooks are the property of John Milledge Academy and are issued to the student by the subject teacher. Students must pay for any books damaged or not returned.

## **High School Activities and Clubs**

New clubs and/or activities may be offered from year to year. Major clubs and activities that are offered each year are included in the handbook and will be sponsored by a faculty member.

### **Anchor Club**

The Anchor Club is a volunteer service organization for girls in grades 10-12. There are four male students selected to serve as Admirals on a yearly basis. To be a member in good standing, Anchors pay dues by a set deadline, earn a minimum of 10 hours of service each year, and meet John Milledge requirements for participating in extracurricular activities. Our motto is "Impressions for Life" and our major focus is on brain-related disorders and disabilities. The Anchor Club of John Milledge was chartered in November 1976 by the Pilot Club of Milledgeville, our parent affiliate. There are many service opportunities in and out of school each month in activities sponsored by the Anchor Club, the Pilot Club, and outside community organizations and events. The club will meet a minimum of once a month.

### **National Beta Club**

*The mission of the National Beta Club is to promote the ideals of academic achievement, character, service and leadership among secondary school students.* The John Milledge Academy chapter of the National Beta Club is an organization consisting of 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade students. Potential members must have an 88% overall average in core academic classes, complete an application (returned to the club sponsor), and pay dues by the deadline. Registered members must maintain an 85% overall average in core academic classes, participate in 15 or more Beta Club sponsored volunteer hours per year, pay dues each year by the deadline, and maintain good standing according to the JMA chapter bi-laws. The club will meet a minimum of once a month.



**National Honor Society**

The John Milledge Chapter of the National Honor Society is composed of 10<sup>th</sup> through 12<sup>th</sup> graders who are invited to join on the basis of scholarship, leadership, character and service, the four pillars of the National Upper School. Candidates must have and maintain a 90 cumulative average in academic classes and show evidence of the four pillars mentioned above. All members are required to earn service hours by involvement in the service projects sponsored by the organization. The club will meet a minimum of once a month.

**High School Student Council/Class Officers**

The purpose of being a class officer is to recognize and develop potential leadership, gain experience in representative self-government, serve as part of a decision-making body, foster school spirit, work with service projects, encourage cooperation among fellow students, and act as an ambassador for the school. Each grade level 9-12 will have the opportunity to elect a President, Vice-President, Secretary, Green Officer, and Chaplain. In addition, previous outstanding student council representatives may be asked by the administration to serve as an Officer Emeritus. The eligibility criteria for these positions are as followed: a cumulative GPA of at least 2.5, exemplary school spirit, school Honor Code, and school dress code. Potential candidates will declare interest through an application, which will include a teacher recommendation. Potential candidates will run a campaign (i.e. posters, speeches, props) with pre-approval from the faculty sponsor. Elections will occur by ballot during lunch, counted by administration, and announced promptly.

**High School Attendance Policy**

Attendance is mandated by our accreditation and is valued because of the educational content of each class. Students are expected, therefore, to be present for all classes. Any absence or tardiness must be documented in writing or by oral communication with the parents.

- After 10 unexcused absences from any class per semester, a student will receive an INCOMPLETE for his/her semester grade. Extenuating circumstances will be reviewed by administration on appeal (see "Appeals" section).
- Students may be given an opportunity to receive course credit and avoid receiving an INCOMPLETE by making up course time in credit recovery during exam make-up days, or during summer school if deemed necessary. A student will need one hour of credit recovery per unexcused absence after 10 unexcused absences each semester.
- Additional unexcused absences may result in additional disciplinary actions up to and including loss of credit for the course at the discretion of the Head of School.

**Perfect Attendance**

Students receive a perfect attendance award for the year if they have not missed any class periods, except for school functions, or incurred any tardies.

**Absences**

Each absence falls into one of the following 3 categories: excused, school approved, and unexcused.

- **Excused absences include:** death in the family, sickness (confirmed by a doctor's





excuse without editing, preferably emailed or faxed from the office), doctor's appointments (confirmed by a doctor's excuse without editing, preferably emailed or faxed from the office). All notes must be turned in to the office within 3 days of returning to school or the absence is considered unexcused.

- **School approved absences include:** college visits, school events, athletic events, or absences approved by the Head of School. Check with your teacher to make sure these absences are recorded appropriately.
- **Unexcused absences:** Any missed class (or absence) that does not fall into the categories above will not be excused.

### College Visitation

Juniors and Seniors will be permitted to visit college campuses they are interested in and receive an excused absence if the following conditions are met:

- A parent/ legal guardian has signed a letter indicating this is a school he/she wants his/her son/daughter to visit and this letter is returned to the counselor a minimum of 2 days before the planned visit,
- An appointment has been made with the college a minimum of 2 days in advance,
- The student's SAT scores and grades are such that the college being visited is a realistic choice for the student,
- No more than 5 students from the class are to be excused for a college day on the same day,
- Documentation from the college is to be returned to the counselor the day the student returns to school confirming that the visit was made,
- A total of 2 college days will be permitted per student during his/her junior year and 2 college days during his/her senior year. Any additional college days must be approved by administration.

College visits planned by John Milledge Academy for the junior or senior class will not be included in a student's individual college days. These visits are highly recommended. Permission to not attend a school-sponsored visit must be given by the Head of School.

### Makeup Work

Whether a student's absence is excused or unexcused, a student is responsible for all missed work. This includes but is not limited to tests, projects, reading, homework, etc.

- A student must be proactive with all of his/her teachers in obtaining missed assignment details. This information may be obtained through ParentsWeb and/or the Teacher Pages.
- When a student is absent from a test, he/she must have, upon returning to school, an understanding with the teacher as to when the test will be made up. If this is not done, the student will receive a zero on the test.
- A student is expected to complete all class work within 3 days after being absent. This applies to assignments missed during the absence, without prior knowledge.
- A student should be prepared to take tests or complete any make-up work that he/she has prior knowledge of on the next day after missing.

### Present at School

A student is to be counted present for the entire day at school if he/she attends 4 classes that day. A student must be in class for the last 3 periods of the day if he/she is to participate in extracurricular activities, including banquets and other related meetings, on

that day. Extenuating circumstances may be considered by the administration on this

requirement. Perfect attendance is awarded to students who have no unexcused absences in any of their classes and is counted “present” for the school day.

### **Tardy to School**

Students are to be in their classrooms before the late bell rings. When a student is tardy, he/she must obtain an admission slip from the office in order to enter class. Tardies are excused or unexcused based on the same criteria as absences (see above). Penalties are cumulative throughout the year (they do not start over at the beginning of the semester).

### **Unexcused Tardy to School / Unexcused Tardy Absence**

A student is considered tardy to school from 1 minute to 10 minutes after the late bell of the first class of the day for the student. A student is considered unexcused tardy absent to school from 11 minutes after the late bell of the first class of the day for the student. Unexcused tardies will result in the following actions:

- After each set of four tardies to the first class, students receive one unexcused tardy absence from class.
- Students with more than 10 unexcused tardies to school will not be able to exempt exams.
- Unexcused tardy absences will count as an absent and the consequences that includes.

Communication will be made by the school for excessive absences or tardies. Please see the Attendance and Exemption Policies for additional information.

### **Unexcused Tardy to Class During the Day**

Students who are not on time for class (with the exception of the first class of the day for the student – see above) will be assigned one detention. Seniors who are tardy for class have different disciplinary actions. Multiple tardies could result in additional disciplinary actions.

### **High School Senior Privileges**

Seniors should clearly understand that senior privileges are privileges, not rights. All privileges are at the discretion of the administration. Seniors are reminded not to share privileges with underclassmen, i.e. sitting in cars with them between classes, bringing them food, etc. without administration approval. All Seniors are required to attend and participate in all class meetings. With parental permission, those seniors in good academic and disciplinary standing are allowed:

- To have first period off.
- To leave class or campus during free periods with teacher’s permission. Seniors cannot be checked out of school while off campus, even if they anticipate returning late.
- To receive early dismissal at 2:30pm each day, barring no disciplinary, academic, or other issues.

Failure to adhere to the Senior Privilege expectations can result in loss of privileges. This includes but is not limited to:

- Academic average below a C in any course. A student with any grade below a C at scheduled grading periods will lose his/her senior privileges until the next grading period. Exceptional grade improvement in a shorter time period can be approved by administration.
- Failure to report to class on time (beyond second period tardy rules):
  - First Offense results in the loss of privileges for 1 week.
  - Second Offense results in the loss of privileges for 2 weeks.
  - Third Offense results in the loss of privileges until the end of that semester.
- Excessive demerits (5 or more):
  - A student receiving 5 demerits will receive detention and the loss of privileges for 1 week.
  - A student receiving 8 demerits will receive detention, a parent/student conference, and the loss of privileges for 2 weeks.
  - A student receiving 12 demerits will receive detention, a parent/student conference, and the loss of privileges for the remainder of the year.

### **High School Student Code of Conduct**

John Milledge Academy and the Board of Trustees reserve the right to change or alter any existing rules/policies or to make additional rules/policies without incurring any obligation with respect to the old/existing rules/policies or administrative procedures. No student who exerts an undesirable influence in the school or who cannot adjust to the environment, supervision or rules of the school will be retained.

Students are expected to accept and obey the rules and regulations outlined in this handbook. Students should realize that while participating in or attending a school activity, the rules set forth in this handbook apply. A school activity is defined as field trips, honor or athletic awards banquets, prom, or teacher-chaperoned events.

#### **Apparel**

Students are expected to dress neatly and in good taste. John Milledge Academy is a conservative school. Students' dress cannot be disruptive to the learning environment. The following guidelines are set forth to aid one in dressing while a student at John Milledge Academy. The faculty and staff will determine if the guidelines are being followed or not.

#### **All Students**

- Clothing will be kept neat and clean.
- Physical Education uniforms are worn for P.E. classes and are not to be worn to other classes.
  - All students participating in physical exercise, including electives and athletic practices until 3:15pm, need to adhere to the P.E. guidelines.
  - Only navy, gray, white, or gold JMA shirts (unaltered, with sleeves) and JMA shorts (unaltered) are permitted for P.E. Students may purchase P.E. uniforms (please see the P.E. teacher/coach for details).
- Clothing with vulgarities, suggestive words, suggestive signs, Confederate flags, sexual connotations, or advertisements for alcoholic beverages, etc. are not permitted.
- Visible tattoos or body piercing(s) are not permitted. Body piercings must be removed during school hours and/or functions.

- Hunting camouflage base-layer clothing are not permitted, i.e. t-shirts, button up shirts, pants, etc. (except for specific occasions when permitted by school). Clean camouflage jackets or sweatshirts, camouflage detailing, and camouflage on clean shoes are acceptable.
- All rubber or plastic flip-flop style shoes or slides are not permitted.
- Clothes with holes that reveal skin or undergarments are not permitted.
- Students may not wear athletic pants or sweatpants.
- All pants should have a button fly and zipper.
- Hats and caps are not permitted during indoor activities.
- Sun glasses should not be worn on head or around neck unless outdoors.
- No undergarments should be visible.

### Males

- Shirts are to be buttoned properly.
- Extra long t-shirts, plain undershirts or tank tops worn as outer garments, sleeveless shirts or cutoff shirts are not permitted.
- Sideburns must not come below the bottom of the ear or run out on the cheek.
- Hair must not come below the middle of the ears, come down over the eyes, or be too long or thick at the back. Hair must be neat in appearance with no extremes in haircuts, hair styles/coloring.
- Beards and/or mustaches are not permitted. Students must be clean shaven on the first school day of each week. If shaving becomes an issue, then the clean shaven rule will apply to every day.
- Hats/Caps are not to be worn (and/or carried) during the school day.
- Work/hunting type (denim) overalls are not permitted.
- Earrings are not permitted.
- Pants/shorts must be worn at proper waist height and be of proper length.
- Shorts must be no higher than 3 inches from the knee and have a buttoned or zipper fly; cutoff shorts are not permitted
- Boots may not be worn with shorts. Pants must cover boots rather than be tucked in.

### Females

- Outlandish jewelry is not permitted.
- Shorts with less than a 5 inch inseam, cutoff shorts, or shorts that are too tight are not permitted.
- Skirts/dresses which are too short (must be significantly below fingertip or longer, suggested that they are no more than 3 inches above the knee) or too tight are not permitted.
- Low necklines or blouses with narrow spaghetti straps (less than 3 inches across the strap) shirts are not permitted.
- Blouses/shirts must be long enough to cover midriff when arms are extended above the head and neckline should touch collarbone. No halter tops, racerback or open backs are permitted.
- Extra long t-shirts will not be permitted.
- Extremes in makeup, dress, hair styles/coloring are not permitted.

- Any apparel that would fail to gain respect for a young lady (too tight, too short, etc.) is not permitted.
- Sheer shirts must have a solid shirt underneath that covers the midriff and is at least three-fingers in width across at the shoulders.
- Boots may not be worn with shorts.
- Leggings worn as pants, work out tights, and yoga pants are not permitted.

If a violation of the dress code occurs, the student will receive one detention. If a student is in violation of the dress code in a revealing manner, then he/she needs to change clothes before returning to class. There will be no appeal or recourse if it is determined that a violation has occurred. Repeated dress code violations could result in demerits and/or further disciplinary action.

### **Automobiles on Campus**

- All student drivers must have a valid driver's license and liability insurance.
- All automobiles must be registered with High School office.
- All automobiles are to be properly parked in their designated spot.
- Students will be allowed to purchase a parking spot for \$30 dollars. This space will hold for the duration of the school year. Students, at no fee, may park in the gravel lot behind the Trojan Center or at the field house.
  - Students are responsible for class time missed or fines received if vehicles are improperly parked. This includes the handicapped spaces.
- Students will be required to visibly display their parking passes.
- Students are not to sit in parked cars or to linger in the parking area before, during or after school, or access their vehicle during the school day except Seniors with privileges (and only for the purpose of departing the campus).
- The speed limit on the campus is 5 M.P.H. In the school zone in front of the campus the speed limit is 25 M.P.H.
- Playing music too loud is not allowed.
- Vehicles must not have any offensive materials (bumper stickers, flags, license plates, etc.) displayed while on campus.
- Firearms or other weapons are not allowed in vehicles while on school property.

Failure to follow any of the above rules will result in (but is not limited to) the following disciplinary actions:

- First Offense will result in a detention for failure to follow instructions.
- Second Offense will result in restriction from parking on campus for a 1 week period.
- Third Offense will result in 3 demerits and 2 weeks loss of driving privileges for inappropriate use of property, and/or
- Subsequent violations will be dealt with by the Head of School.

### **Behavior Unbecoming of a John Milledge Academy Student**

"Behavior Unbecoming of a John Milledge Academy Student" infractions are to be considered the most serious of demerit offenses. A student who receives this infraction will receive 5 demerits and be placed on Disciplinary Probation for the remainder of the year. Violations of this policy include (but are not limited to) cheating, plagiarism, fighting, extreme disrespect, harassment, bullying, stealing, dishonesty, tobacco use, alcohol use, and other inappropriate behavior.



**Cell Phones, iWatches and Musical Devices**

The use of the above items will be allowed during break, lunch and between classes. Class time is to be held sacred. Teachers reserve the right to collect cell phones during class. The inappropriate use of these items will result in said item being turned over to administration. The disciplinary action will include (but is not limited to):

- First offense results in the device being confiscated and returned at the end of the day by student picking up the device from the main office or teacher
- Second offense is 1 day detention and parent has to pick up device
- Third offense the student will be required to turn the device in to the office at 8:10 am and pick it up at 3:15 for a week
- More than three offenses will result in further disciplinary measures including the potential of having the device confiscated for the remainder of the academic year.

**Classroom Behavior**

Students are expected to follow each teacher's individual classroom rules as set up in the teacher's syllabus; however, students are expected to abide by the Student Handbook rules in every class.

**Chewing Gum**

Chewing gum is not allowed. Violation of this policy will result in one detention.

**Dismissal from Class**

Any student who is dismissed from a class for any reason or who walks out of a class without the teacher's permission will be given two demerits and a zero daily grade for the day. If a student is removed from class, he/she is not allowed to return to that class that day and will be sent to the office. Stronger disciplinary action may result, depending upon the situation.

**Disruption of Class**

A student violating this policy will be given two demerits. If the behavior continues, the student will be dismissed from class and sent to the office.

**Failure to Follow Instructions (Behavior/Signed Papers)**

Students are held accountable for following instructions given by teachers and administration. Failure to do so will result in one detention.

**Food and Drinks**

Students are expected to keep food, candy, and drinks in the lunchroom or in designated areas outside the buildings. Bottled water in clear containers ONLY is permitted in the classroom. Violation of this policy will result in one detention. Abuse of this privilege may result in this privilege being revoked.

**Inappropriate Language, Gestures, or Behavior**

Use of inappropriate language, behavior and/or gestures will not be tolerated. Violation of this policy could result in removal from class (with zeros for any class time missed), receiving 3 demerits, and/or suspension from school. Also, possession of inappropriate or obscene literature will result in the same disciplinary action as stated above. Use of



computer for displaying inappropriate information, pictures and etc. will not be tolerated and will result in the same disciplinary action as stated above.

**Inappropriate Use of Calculator, tablets, e-readers and/or Computer**

During school hours, calculators, tablets, e-readers and computers are to be used for school purposes only. Violation of this policy will result in one detention per offense. Depending upon the severity of the incident, further disciplinary actions may be taken. Students are not to be in a computer lab without a teacher present.

**Inappropriate Use of or Damaging School Property**

Violation of this policy will result in (but not limited to) three demerits. Depending upon the extent of the misuse or damage to school property, the administration will determine if further disciplinary action needs to be taken. Parents may be responsible for damages incurred.

**Lunchroom Behavior**

Students are expected to remain in the lunchroom the entire lunch period. Students should remain orderly, clean up their area, moderate their volume, and clean up any accidental spills for which they are responsible.

**Outside Food and Drinks**

John Milledge Academy serves a variety of hot lunch choices each day. Bringing outside food is a privilege provided for students who choose to do so. Outside food and drinks (delivered) must be brought through the High School office. A student may only have “outside” food for himself or herself, unless given permission by an administrator. A student who violates this policy will receive one detention. Abuse of this privilege may result in this privilege being revoked. Please be mindful that nuts and peanuts and foods cooked in peanut oil should not be brought to school.

**Public Displays of Affection**

Students are expected to refrain from showing overt public displays of affection, such as kissing, prolonged embraces, etc. Public displays of affection are prohibited at school or at any school activities. Violation of this policy will result in one detention. Detention and reprimands will be given on the first offense. Continued infractions will result in a parent conference and/or further disciplinary actions.

**Unauthorized Absence (Cutting Class)**

Students must attend all scheduled classes. Students are not allowed to leave campus and/or leave class at any time during normal school hours without permission from the office. Violation of this policy may result in up to 5 demerits for “Behavior Unbecoming a JMA Student” and possible further disciplinary action. Only the school Administration can determine if an absence is excused or not.

## **High School Student Discipline**

John Milledge Academy has established an atmosphere in which students may develop intellectually and spiritually. Values will be taught and practiced. JMA believes in a strong set of guidelines for student behavior. This assures a structured environment for learning and aids students in their maturation.

Teachers and school administrators use a variety of disciplinary methods. Examples of corrective measures that are typically utilized by school officials to help solve disciplinary problems as they occur include, but are not limited to, the following: student-teacher conferences, student-administrator conferences, parent-teacher-administrator conferences, community service, detentions, demerits, in-school suspensions, suspensions, disciplinary probation, loss of privileges, and expulsion.

The consequence issued to the student will depend upon the offense committed. The administration will review each incident on a case by case basis.

### **Demerits**

Demerits will be issued as a secondary behavior deterrent and are to be considered a more serious offense. The number of demerits given will vary depending upon the offense.

- When a student receives 6 demerits, a notification will be sent to parents.
- When a student receives 8 or more demerits he/she will appear before the administration and placed on disciplinary probation for the remainder of the year.
- There is an automatic 1 day suspension for any student who accumulates a total of 12 demerits during the year.

The maximum allowed number of demerits a student can earn in one school year is 12. In the event that a student reaches the maximum 12 demerits and he/she receives any additional demerits, the student's disciplinary record will be reviewed by the administration. Further disciplinary action will result in (but is not limited to): work detail, in-school suspension, out-of-school suspension, long-term suspension, and/or expulsion.

### **Detention**

Detention is designed as a preliminary consequence to enforce proper school behavior. Detention will be held on Tuesdays, Wednesdays, and Thursdays from 7:35 AM until 8:05 AM. All students given detention are to report to the assigned room on the assigned date no later than 7:30 AM. Failure to report will result in the following:

- The student will receive one demerit and two detentions (failure to show to the two assigned detentions will result in two additional demerits assigned).
- An accumulation of detentions may result in further disciplinary action.
- Every six behavior related detentions may result in a minimum of two demerits.

### **Disciplinary Probation**

Disciplinary Probation is the result of an accumulation of excessive demerits or disciplinary issues that administration deems unbecoming of a John Milledge student. Disciplinary Probation may result in (but is not limited to): loss of exemption privileges and loss of

athletic/academic activities or honors status eligibility during the semester/yearlong duration for which it is assigned.

**Expulsion**

Expulsion is defined as a disciplinary sanction imposed by the Head of School for prohibited conduct committed by a student. Generally, an expulsion is when a student is permanently removed from the school for committing certain serious offenses. Serious offenses can include (but are not limited to): bringing a dangerous weapon to school, possession of illegal drugs (including with intent to distribute said drugs), assaulting a fellow student and or employee, and repeated misconduct in or out of the classroom. In the event a student is expelled, the expulsion will be recorded on the student's permanent records. A student who has been expelled also has the right to appeal in writing to the Board of Trustees.

**Suspension/In-School Suspension**

Suspensions are given only by the administration. Parent(s) or guardian(s) will be informed when a student is being suspended. Tests that are missed during the suspension period will need to be made up within two school days upon return. Students in in-school suspension will do the work the same day. A student with out-of-school suspension will be required to turn in assignments on the day he/she returns to school. A student who has been suspended will lose his/her exemption privilege.

- A parent/legal guardian conference must occur with administration prior to student's re-admittance to class.
  - When suspended from school, a student may not attend any school sponsored activities as a participant or spectator, whether the activity is on John Milledge Academy property or at another campus/facility
-



## **John Milledge Academy 2019-2020 High School Parent-Student Handbook Accountability Form**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

I have read the John Milledge Academy 2019-2020 High School Parent-Student Handbook, Honor Code, and Internet Use Agreement. I understand and agree to comply with the policies set forth in the 2019-2020 High School Parent-Student Handbook, and I pledge to always act in an honest, respectful, and accountable manner and expect the same of my fellow students. I agree to promote exemplary behavior at all times and understand that there will be consequences for inappropriate actions.

\_\_\_\_\_  
Student Signature



# John Milledge Academy Athletic Handbook



## Athletic Table of Contents

Athletics and Team Sports Offered for Middle School	64
Athletics and Team Sports Offered for High School	64
Attendance	64-65
Dismissal	65
Eighth Grade Varsity Lettering	65
Eligibility	65-66
Middle School Eligibility	66
Event Discipline	66
Equipment	66
GISA Game Suspensions	66
Joining Other Teams	66
Lettering	67
Physicals	67
Proper Attire	67
Self-Removal from a Team	67
Sport Practices and Games	67
Sports Tryouts	67
Sports Uniforms	68
Team Discipline	68
Team Suspension	68
Transportation to Away Games/Competitions	68
Transportation for Home Games/Competitions	68



# Athletic Handbook

## Middle School and High School Athletes and Team Sports

Student athletes and student participants in extracurricular activities at John Milledge Academy are students first, participants second. The primary objective of students' schooling is to gain an education; thus, participation in sports or other activities should never take priority over academic preparation. Due to the time commitment involved and the scheduling of weekday games and activities, participants should be especially diligent in their utilization of study time and in taking advantage of advanced notice regarding assignments and tests. Participants should strive to be leaders in the classroom.

John Milledge Academy follows the guidelines of the GISA inter-scholastic rules and regulations. Click on the link to the GISA website for more information:

<http://www.gisaschools.org/>

Participants in sanctioned school events must abide by John Milledge Academy's Honor Code and Student Code of Conduct whether on or off school property. The following rules are in addition to the Code of Conduct. Students need to be aware that athletic teams, school organizations, and clubs may have additional rules, regulations, and policies of which participants/members must abide. *It is the responsibility of the student to know these additional regulations.*

### **Athletics and Team Sports Offered for Middle School**

Baseball, Boys and Girls Basketball, Cheerleading, Competition Cheerleading, Cross Country (8<sup>th</sup> grade), Football, Shooting, Boys and Girls Soccer, Softball, Boys and Girls Swimming, Golf, Boys and Girls Track, and Wrestling.

### **Athletics and Team Sports Offered for Upper School**

Baseball, Boys and Girls Basketball, Cheerleading, Competition Cheerleading, Cross Country, Literary Competition, One-Act Play, Shooting, Boys and Girls Soccer, Boys and Girls Golf, Softball, Boys and Girls Swimming, Boys and Girls Track, and Wrestling.

### **Attendance**

Student-athletes and participants in other sanctioned school activities must attend school the day of a practice, game, etc. in order to participate.

- Missing more than 3 hours of a school day disqualifies the individual from the day's activity (extenuating circumstances will be considered).

- Student-athletes must be present for all classes on game day. Only school-approved absences (or excused absences with an un-edited doctor's note, preferably emailed or faxed from the office) will allow a student to miss school at any point on a game day and still be eligible to participate.

### **Dismissal**

Flagrant or repeated disregard for the team or school policies will result in suspension from the team by coach or sponsor and, if necessary, dismissal from the team by the Head of School.

### **Eighth Grade Varsity Lettering**

The following is the qualification for earning a varsity letter: completion of the season as a team member in good standing and meeting lettering requirements designated by each individual coach.

### **Eligibility**

Any student who participates in or who represents the school in inter school competition (athletics, cheerleading, literary events, etc.) must have passed 5 academic subjects the preceding semester. Credits received at the end of the year determine eligibility for the first semester of the next year.

These rules apply after progress reports are printed at the midterm of each semester. The GISA eligibility rule (stated above) is in effect for semester and end of the year grades.

- Students who are passing 5 or more subjects are eligible.
- Mid-semester grades will be reviewed by the administration. Students who are passing only 3 or 4 subjects will have 10 school days to attain a passing average in 5 subjects for the semester and can continue to participate. If after two weeks the student is still not passing 5 or more classes for the semester he/she is no longer eligible for participation until the semester average is passing.
- A student passing fewer than 3 subjects at mid-semester is not eligible for 10 school days. Grades will then be reviewed and if he/she is passing a minimum of 5 classes, he/she may resume playing.
- Students failing to pass the required 5 unit subjects for the First Semester may be allowed to become eligible at the mid-semester of the second semester grading period if they were passing the required 5 unit subjects at that time. Students must have passed at least three (3) subjects at the semester to be eligible to gain eligibility in this manner.

Student athletes are expected to work hard in the classroom as well as on the field. Being highly visible in the community, John Milledge Academy expects all athletic participants to conduct themselves in a manner worthy of respect. Inappropriate behavior on or off the field and particularly in the classroom may result in a loss of practice and/or playing time and/or a loss of athletic award(s) at the end of a season. Any student athlete who receives five demerits for "Behavior Unbecoming of a JMA Student" will forfeit any athletic awards at the end of the playing season and may be

removed from the team for the duration of the season and potentially banned from all athletic competition at JMA for the school year.

### **Middle School Eligibility**

These rules apply after progress reports are printed at the midterm of each semester and report cards at the end of each semester (grades are checked 4 times a year):

- Middle school students who are failing 2 or more subjects will immediately be suspended from athletics or any other extracurricular John Milledge activity until that student is no longer failing 2 or more subjects. Suspension includes not going to practice and/or games.
- The suspended student will immediately be eligible once he or she is not failing 2 classes.

### **Event Discipline**

Students are expected to exercise self-control and sportsmanship during athletic/academic contests. A student behaving improperly will be removed from the contest until he/she can regain a proper focus. Any speech or action directed against an opposing team or the official resulting in penalty, technical foul or warning may result in the student's immediate removal for a time deemed fit by the coach/sponsor.

### **Equipment**

Any loss or damage of school equipment/property due to irresponsibility or carelessness will be paid for in full by the athlete to whom it was issued.

### **GISA Game Suspensions**

The following regulations have been adopted by the GISA:

- If a player, coach or fan is ejected from a game, that player or coach will be automatically suspended from that game, and the next game and the school will be issued a mandatory fine of at least \$50 per occurrence. Any fan or other person who is associated with the school and is ejected from an event will also result in the school's having to pay a mandatory \$50 fine and suspend that person from at least 1 game/event. Upon ejection that person must be removed from the playing and/or seating area and must not be seen or heard during the period of suspension.
- In regard to the above regulation, it is the policy of John Milledge Academy that fines are the responsibility of the player, coach or fan who was assessed. If the fine is not paid as expected, that individual can no longer participate, work at or attend John Milledge Academy or any of its activities.

### **Joining Other Teams**

A student who removes himself/herself from a team in order to start practicing with another team cannot do so unless all coaches involved and the athletic director and/or administration give approval.

**Lettering**

The following is the qualification for earning a varsity letter: completion of the season as a team member in good standing and meeting lettering requirements designated by each individual coach.

**Physicals**

Physicals are required to participate in team sports. Physicals are considered valid for one calendar year. For the safety of the players, a physical will be required before participating in any practice or tryouts.

**Proper Attire**

Proper attire for practices/ games/ events will be specified by the individual coach/sponsor.

**Self-Removal from a Team**

If a person removes himself/herself from a team, recognition of being a part of the team ends at that point. The student will not be eligible for post-season awards, recognition, etc.

**Sport Practices and Games**

Attendance at all practices and games in their entirety is mandatory.

- An excused absence from practice or any part of practice includes the following:
  - An excused absence from school,
  - Prior permission sought for and received from the coach ,
  - Attendance at another school function, when cleared by the athletic director/administration. The coach is to be notified in advance.
- Absence in the event of an emergency will be dealt with on a case by case basis.
- Results of first and second unexcused absences will be up to the individual coaches. A third will result in dismissal from the team.
- The coach is to be notified of any injury or health condition restricting physical participation. Attendance at practice and games is still required.
- A player benched as a disciplinary measure is still required to dress out and attend the game, unless otherwise directed.
- Student-athletes are expected to attend school the day following weekday games; student-athletes who miss classes, unless given permission, will receive an unexcused absence.

**Sports Tryouts**

Tryouts will be announced in a timely manner to all JMA students eligible for athletic teams.

**Sports Uniforms**

Game day wear for athletic teams must be pre-approved by administration and team coach. Uniforms are to be worn for games and specified events only and may be worn on game days to school if approved by the coach of the team and administration. Lost/damaged uniforms will be paid in full by the athlete to whom they were issued. Uniforms are to be returned, cleaned and folded within 5 school days of the last game. No student may participate in a sport if he/she has not turned in a uniform or equipment from a previous sport.

**Team Discipline**

Inappropriate language, lack of respect for authority or taunting of teammates will not be tolerated.

**Team Suspension**

Suspension from the team will result if an individual is suspended from school. Team suspension will be equal to the time of school suspension. Team suspensions must include missing practice or game(s) or other events during the period of suspension.

**Transportation to Away Games/Competitions**

Players/ participants will ride to and return from away games in the official transportation designated by the coach/sponsor unless the coach explicitly directs otherwise

**Transportation for Home Games/Competitions**

Players/ participants are responsible for making their own arrangements to and from all home games/activities, unless otherwise instructed.

