

MARTIN LUTHER KING, JR.
CHRISTIAN ACADEMY



Student Handbook

2024 - 2025

4295 Prescott Court
Baton Rouge, LA 70805
Phone: 225-356-7407
Fax: 225-356-5651

Mission Statement: *Martin Luther King Jr. Christian Academy educates and equips students grades Pre-K through 8 for a lifetime of learning, leadership, service, and worship.*

Martin Luther King Jr Christian Academy is a Seventh-Day Adventist school that provides students in grades Pre-Kindergarten through 8th grade a nurturing and safe place to grow and learn. We educate the whole child through academic excellence, servant leadership, character development, and spiritual enrichment. Martin Luther King Jr. Christian Academy is operated in harmony with the guidance and direction of the Office of Education, North American Division of the Seventh-day Adventist Church.

Philosophy

Martin Luther King Jr Christian Academy believes that children are our heritage from God and therefore precious in His sight. We believe that true education develops the spiritual, mental, physical, emotional, social, and aesthetic abilities of each student, preparing them for the joy of service in this life and for the higher joy of service in the life to come. To achieve this goal, we encourage each student to:

- develop a love relationship with God through a devotional life based on prayer and understanding, believing, and following God's word**
- master basic academic skills and excel in reading, mathematics, science, language arts, and communication required for entry into secondary education.**
- develop critical thinking and problem solving through deductive and logical reasoning.**
- develop a healthy sense of self-worth as a valued child of God and an attitude of love and respect toward humanity and creation.**
- adopt healthful living practices and appreciate and participate in physical activities and exercise.**
- value physical and mental labor as the blessing God intended.**
- develop the ability to work cooperatively and supportively with others as a team or in a group; and**
- develop an appreciation for beauty, harmony, and variety in art, music, literature, and nature.**

Core Values:

The staff and students of Martin Luther King, Jr. Christian Academy will

- Love God Above All Else
- Seek Truth
- Be Humble
- Serve Others
- Value Diversity
- Build Community
- Show Compassion
- Develop Responsibility, and
- Strive for Excellence

Executive Board

Lyn Hakeem (Chairperson)

Sibyl Jordan (Principal)

Pastor T. Weegar (Berean Seventh-day Adventist Church Constituency)

Tara Harris (Treasurer)

Charles Wilson (Assistant Treasurer)

Freddy Lawrence (Member at Large)

Pastor Darriel Hoy (Faith Seventh-day Adventist Church Constituency)

Ericka Jones-Johnson

Faculty and Support Staff

Sibyl Jordan - Principal

Deloris Newman - Asst. Principal/Teacher (Lower Division)

Ivy Jones – Teacher (Lower Division)

Arlene Mossey – Teacher (Lower Division)

Sherri Brown – Teacher (Lower Division)

Dariel Jordan – Teacher (5th & 6th Grades)

Mack Jordan – Teacher (7th & 8th grade)

The School Principal Welcomes the Students

Thank you for considering Martin Luther King, Jr. Christian Academy. Our mission is to “train up a child in the way he should go, so that he will not depart from it.” By God’s grace, we are striving to provide an educational experience that emphasizes the development of Godly character and academic excellence – the Whole child. The administration, teachers, and staff realize the privilege and solemn responsibility of helping to mold each child in the image of God. Our children are a heritage from God. Our ultimate goal is that our students realize their purpose and glorify God through service to their communities and the world. We trust that you will always seek God’s direction when making decisions concerning your child’s educational future.

Important Note to All Visitors

All visitors must FIRST report to the office upon entering the premises.

Non-Discriminatory Policy

Martin Luther King Jr. Christian Academy admits students of any race, gender, or religion to all the rights, privileges, programs, and activities of the school; and does not discriminate on the basis of race, gender, or religion in the execution of its educational policies, scholarships, and work programs, athletic and other administered programs.

Admission Policies

General Admission

Martin Luther King, Jr. Christian Academy is a Pre-K3 through Eighth grade, Elementary/Middle School. The school is operated for learners who come for the purpose of doing earnest and faithful work, and who desire help in the development of a true Christian character. A reverent and respectful attitude during religious exercises, and the observance of all regulations, is required of every student.

In order to ensure the best possible Christian environment for the students, Martin Luther King, Jr. Christian Academy reserves the right to refuse admission to any student whose past behavior has not been acceptable. Acceptance of all students will be subject to review by the faculty and School Board.

Any student transferring from another school must obtain financial clearance from that school before enrolling at Martin Luther King, Jr. Christian Academy.

Pre-School

Students qualifying for Pre-School must be at least three years of age on or before September 30, of the year of admission; and MUST be "potty-trained". A copy of his/her birth certificate must also be presented.

Pre-K

Pre-K students must at least turn four years of age, on or before

September 30, of the year of admission. A copy of the birth certificate is required for verification of age at the time of registration.

Kindergarten

Students entering Kindergarten must at least turn five years on or before September 30 of the school year in which they are applying. A copy of the birth certificate is required for verification of age at the time of registration.

Grade One

Students entering Grade One should be six years of age on or before September 30 of the school year in which they are applying. A copy of the birth certificate is required for verification of age at the time of registration.

Grades Two through Eight

It is required that new students transferring into the school present a report card or any other official record of past academic attainment, together with a completed application for admission.

Admission Procedure

New Students

A formal application for admission to the school is required on a form supplied by the principal's office. Completed applications, when signed by the principal, will be reviewed for admission. The school requires a copy of the applicant's birth certificate before admission can be processed. An immunization record must be provided with a completed application.

Returning Students

Enrolled students, who intend to return to the school for the next academic year, are to apply for re-admission. Students must submit a new registration packet. It is necessary for a parent or guardian to accompany each student for registration.

FINANCIAL INFORMATION (FACTS)

It is the purpose of the School Board to provide Christian Education for its students as efficiently and economically as possible. The charge rate is based on present costs for services. The charge to the student does not by itself cover the total cost of his education at Martin Luther King, Jr. Christian Academy. The Seventh-day Adventist Church provides a considerable financial subsidy on an annual basis.

The School Board and administration will endeavor to provide ideas and have fundraising plans so that the cost to the students is not prohibitive. PARENTS ARE ENCOURAGED TO SUPPORT AND PARTICIPATE IN THE FUNDRAISING ACTIVITIES OF THE SCHOOL.

Please note that the School Board reserves the right to adjust the rate of charge as it may deem necessary at any time during the school year.

Registration Fee

Students wishing to make an application to Martin Luther King, Jr. Christian Academy must pay:

\$ 400.00 Registration/General fees. This is a Non-Refundable fee.

\$15 Application fee. This is a Non-Refundable fee/new student only.

\$30 processing fee for every tuition payment plan. This is a Non-Refundable fee.

\$50.00 Technology Fee

Tuition Cost Per Child: Preschool-8th Grade

PreK – 5th grade \$3,450/yr.

6th – 8th grade \$3,650/yr.

(See registration packet for specific payment options).

- Any student who is a candidate for graduation must have his/her bill paid in full before he/she can receive any diplomas, certificates, report cards, or records.

- No child will receive any academic records or have any such records sent to another school with an unpaid balance.
- No returning student will be reenrolled with an outstanding balance from the previous academic year.

SCHOOL DRESS

All shirts/blouses must be fully tucked into the bottoms. Belts (for boys) must be always worn.

Pants must be worn at the waist. ***The wearing of "sagging" and "baggy" pants will NOT be tolerated.***

1. Girls' skirts/skorts/shorts are to be worn no higher than 1 inch above the knee.
2. No jewelry (no earrings, rings, bracelets, etc.)
3. No earrings (Spacers ONLY may be worn to keep earring holes open).
4. No "unnatural" hair colors may be worn.
5. Belts are required.
6. Tennis shoes – white, black or navy
7. Shoes – black, brown or blue
8. Face masks are optional.

Chapel uniform (every Monday)

Girls PreK-5th grade:

White polo shirt

Plaid jumpers

Plaid skirts (4th & 5th)

Boys PreK-5th grade:

White polo shirt

Navy blue pants

Belt

Girls 6th – 8th grade:

White oxford shirt

Khaki skirt

Navy tie

*No pants on Monday

Boys 6th – 8th grade:

White oxford shirt
Khaki pants
Navy blue tie
Belt

Daily Uniform:

PreK-5th grade students:

- Yellow shirt
- Navy blue or plaid bottom

6th – 8th grade students:

- Navy shirt
- Khaki bottom

Medical Care

MEDICATION PERMISSION FORM: (Important Information
Re: Giving Medication at School)

Written instructions from the doctor and parent; and doctor signatures are required in order to give your child any form of medication at school. This includes simple over-the-counter medication and prescriptions. Prescribed medicine must be in the original bottle and have a current prescription label on it. Over-the-counter medicine must be in the original container. Changes in medication will require a new updated form. All permission forms must be updated and renewed every year. Whenever possible, parents are advised to administer medication at home. 'Three times a day' could be before school, after school, and at bedtime.

If medical care or dental appointments are necessary, these appointments should be cared for after school hours, whenever possible, to reduce excessive absences. Consent to Treatment forms must be filled out and filed in each student's file in case the child requires emergency medical care. Exceptions for emergencies should be arranged with the school office.

Student Insurance

Students are covered by insurance on school property during school hours, and while under school supervision, such as on field trips and after school care. Accidents must be reported to a teacher or office personnel promptly. This coverage is secondary to any other health insurance that is provided by the student's parent /guardian. An Accident Form should be completed for every case.

Attendance Policy

According to Louisiana State law, the only valid excuse for absence in public or private school is the sickness of the student or an immediate family member, or death in the immediate family. Regular attendance at school and school-related exercises is expected of every student.

Virtual Class Learners

Teachers have schedules for virtual class students. Students are required to login into class daily and are subject to MLKJCA's attendance policy. Login attendance will be closely monitored.

Parents are strongly encouraged to have children at school on time.

School starts at **8:00 AM** (the earliest a child may be dropped off is 7:15 AM). Students are required to be in attendance for a minimum of 180 days per school year. A child who misses 10 or more days over the course of the school year is subject to retention and truancy reporting.

The school day ends at 3:00 PM (Mon-Thurs) & 2:30 PM (Fri).

When checking out children early from school, please go to the office to complete the "Sign-out Sheet" before removing a child from school. This is necessary. Please notify the student's teacher and/or the principal FIRST.

Extended Day (Before and After School)

Students may be dropped off at 7:15 AM for early morning care. Please inform the office of your need for this service. We will provide after-school care for those in need of that service. **The after-school fee is \$75.00 per month for one child; OR \$100.00 per month for a family of more than one child; OR \$10.00 per day for each child. This care will be provided from 3:30PM-5:30PM, Mon-Thurs.**

This fee is to be paid monthly with the student's tuition. Students picked up after 5:30 PM will be charged \$10 every 15 minutes after 5:30 PM (starting at 5:45 PM) payable at pick up or before student entry into class the following day.

Students will not be allowed on the premises after 3:40 PM unless they are in the after-school program. Students left on campus after 3:30 PM, unless they are in the aftercare school program, will be charged \$10.00 per every 15-minute interval, payable at pickup or before student entry into class on the following day. If you have an emergency and you will be late, please contact the office to indicate that you will be late. Our office staff will make a note of your call. We realize emergencies will occur from time to time.

Home and School Association

The Home and School Association is an organization designed to unite the home and school in endeavors to provide Christian education for our children; and to provide an agency to bring about cooperation between the school and parents or guardians of the students.

Objectives

The objectives of the Home and School Association are important and worthy of consideration. The Association should:

- Conduct monthly meetings for parents, teachers, and all constituent church members.
- Maintain an instructional library for parents, teachers, and all constituent church members.
- Provide an opportunity for parents and teachers to develop positive relationships as they work together in the children's interest.
- Promote understanding between the child and teacher.
- Encourage social aspects between parents and teachers.
- Offer opportunities for teachers to demonstrate methods of pupil progress.

Fundraisers

All fund-raising projects connected with Martin Luther King, Jr. Christian Academy are approved by the administration in advance of any promotional activities. No proceeds from a

class or organization may be distributed to any individual.

Signed Notes

Please notify the school in writing for the following reasons:

- If your child needs to be dismissed early (for a doctor's appointment, etc.) the note should be addressed to either the teacher or the principal.
- If your child will be absent from school
- If your child should not be allowed to go outside during free play or for Physical Education.
- If your child has a contagious disease (mumps, chicken pox, measles, strep throat, pink eye, etc.)
- If your child has a chronic or profoundly serious health condition. If your child is to go home in a carpool other than his/her own parent. If your child is to leave with someone, unknown to the teacher.

Health Records

A current immunization record is required for all new students. These records should be provided before the student comes to school in the fall.

The school requires that the parents sign a "Consent to Treatment form " for medical care.

Elementary School Curriculum

Martin Luther King, Jr. Christian Academy follows the curriculum composed by the Education Department of the North American Division of Seventh-Day Adventists. Please visit www.nadeducation.org for more details.

Subject Areas

The adopted courses of study for grades PreK - 8 shall include the following areas:

1. Bible/Religion
2. Language Arts (English, Spelling, Handwriting, Reading)
3. Mathematics
4. Physical Education
5. Science and Health

- 6. Technology
- 7. Social Studies/ World Geography
- 8. Fine Arts / Music / Choir

*Common Core Standards and GLEs are included in the school curriculum.

Grading System

The nine-week reporting period is followed. Student report cards will be issued at the end of every nine-week period.

The letter system will be used for grades 3 – 8:

<u>Symbol</u>	<u>%</u>
A+	100-97
A	96-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
F	69-0

Grades Pre-School through 2nd Grade will use the following system:

- I** Achieves objectives and performs skills independently.
- P** Progressing toward achieving objectives and skills
- NT** Needs more time to develop.

*Required grading scale (NAD)

Honor Roll

At the end of each of the Nine Weeks Grading Period students, who have maintained a "B" (3.00) in all academic subjects, including "Citizenship" (conduct), will be acknowledged as Honor Roll Students.

Principal's List

The Principal's List will consist of those students who have earned all "A's" (3.67) in each subject (including "Citizenship").

School Regulations

Rules and regulations will be consistently enforced. While it is necessary for the school to enforce proper rules, it is even better for students to learn voluntary self-government and self-control, which is the best evidence of developing character. We want our school to be a place of Christian culture and refinement.

The registration of a student at Martin Luther King, Jr. Christian Academy constitutes an expressed agreement on the student's part AND on the part of the parents to comply with these standards at all times and to uphold the principles upon which the school is founded.

Student Policies

1. No student is allowed to re-enroll with an outstanding bill from the previous year.
2. Stealing is not tolerated in any form.
3. Students must not have drugs, alcohol, tobacco, matches, snuff, cigarette lighter, Skoal, large combs, 'knives, firearms (including toy guns), or any object in their possession which may be used as a weapon.
4. No gum chewing during class or in the school buildings.
5. No one is to leave the school grounds without permission while under school supervision.

6. Students must not throw rocks or missile-type objects, which may endanger someone or destroy school property.
7. Parents/Guardians are required to pay for any damaged school property that the student has broken and for any books that are torn, destroyed, or lost.
8. Students must not use the office telephone without permission. The phone is to be used only for emergencies and with the permission of a faculty member.
9. Students must not be out of their classrooms without permission and/or a Hall-Pass.
10. Students are not allowed on campus unless a supervising teacher is present.
11. Students are not allowed in the school building without a faculty member present in that area.
12. Students must not linger unnecessarily in the restrooms.
13. Students may not bring friends or relatives, other than their parents or guardians, to the school without permission from the principal and his/her teacher.
14. No one is allowed on the playground or gymnasium, without a supervising teacher present.
15. All electronic devices (including – but not limited to - radios, tape recorders, compact disc players, DVDs, video players are to be left at home unless required for a class. It may otherwise be confiscated if brought to school without the appropriate permission.
16. Pornography in any form (written or visual) including related internet sites will not be tolerated
17. Students are not allowed to run in the hallways.
18. Any raucous, rowdy and wild behavior is strongly prohibited.
19. **Cell phone policy:** If cell phones are brought to school they are to be turned into the office until the end of the school day. No cell phones are allowed in the child's possession during class time. If a cell phone is discovered in the student's possession it will be confiscated and given to the parent on the first occurrence. Further occurrences of breaking this policy will deem it necessary to have the phone taken and returned to the student at the end of the school year. The school (including teachers/staff) is not responsible for lost, damaged, or confiscated cell phones).

Disciplinary Measures

Students committing the following offenses may receive the specified consequence:

Suspension or Expulsion

- Assault
- Possession of firearm OR any other dangerous weapon
- Distribution, use, and possession of drugs and/or alcohol/using tobacco of any form.
- Inciting a riot
- Molesting students (including inappropriate touching of others)
- Immoral indecent behavior (including inappropriate language or gesturing/touching of self).
- Physical or Verbal abuse to a teacher, or fellow students
- Pornography
- Fighting and/or provoking a fight
- Bullying (including cyber-bullying)
- Openly defying the authority of administration or faculty
Law enforcement will be called when deemed appropriate.

Suspension-Time Limit: 3 - 5 DAYS:

- Extortion
- Teasing and harassing other students
- Vandalism of property (Full restitution will be demanded as one of the conditions BEFORE the student will be allowed to return to class)
- Profane language
- Stealing
- Disrespect of authority or parents
- Threatening students or teachers
- Classroom disturbance
- Gambling
- Leaving Campus without the appropriate permission
- Cutting class

Expulsion

A student whose progress or conduct is unsatisfactory, or whose influence is found to be detrimental and

"poisonous," may be dismissed at any time. Once expelled, students must make advance arrangements with the administration BEFORE visiting the school at any time during that current school year. Their request may be denied.

Grievance Procedure

Any party with a legitimate concern should follow the proper procedure for handling the complaint. Any concern about a student should first be discussed with the student's teacher. A suitable time and place should be chosen for the parent and teacher to discuss the misunderstanding or difficulty.

If, after the matter has been discussed between the party and the teacher, he/she feels the need for discussion with another individual, he/she should then go to the principal. If the principal's intervention does not satisfy you adequately, then you may contact the School Board Chairperson.

Any student who is the subject of an expulsion action will be granted the right of due process including notification of charges, the right to hear evidence against him/her, and the right to speak and offer evidence on his/her own behalf.

School Policy Regarding Threatening or Abusive Behavior at School

It is the primary responsibility of Martin Luther King, Jr. Christian Academy to provide a safe and secure environment for students and employees on the school campus. It is therefore important that teachers, parents (visitors), and students adhere to the following policy:

Adults Threatening Students or Adults

Adults who threaten students or adults with lawless behavior or who use obscene or abusive language will be asked to leave the school premises immediately. The incident may be reported to the local prosecuting attorney for appropriate civil action. A written summary of the incident will be made immediately by the teacher/principal and signed by witnesses.

Students Intentionally Injuring Students or Adults

Students who intentionally injure another student or adult, with criminal behavior and attitude, will be immediately suspended from school by the principal. The local law enforcement agency will be notified of the injury. The student and parent must meet with the principal/School Board before the student is readmitted to school. The student will be placed on probation if allowed to return to the school.

Adults Intentionally Injuring Students or Adults

Adults who intentionally injure a student or an adult on school premises will be immediately turned over to the local police or sheriff's department for appropriate action. A restraining order may be obtained to prevent the adult from re-entering the school campus.

School Property

School property is to be respected. Property that is misused, broken, or destroyed will be charged to those responsible for the misdemeanor. The schoolbooks are furnished by the school and rented to the students as covered by the registration fee. Full payment will be required for any books lost or damaged beyond normal usage.

General Council of the North American Division Regarding Sexual Misconduct

“Martin Luther King Christian Academy does not admit individuals who engage in sexual misconduct, which includes non-marital sexual conduct, homosexual conduct, or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of Martin Luther King Christian Academy and the Seventh-day Adventist Church.”

Non-Published Regulations

Any regulation voted by the faculty or School Board, when publicly announced, will have the same validity and authority as those appearing in this Handbook.

In Reference to Covid 19

All state and federal regulations supersede regulations imposed by Martin Luther Jr. King Christian Academy and will be strictly enforced.

**PARENTS/GUARDIANS AND STUDENTS
SIGN ACKNOWLEDGEMENT OF THE CONTENTS
OF THIS HAND-BOOK**

I have read the Handbook of Martin Luther King, Jr. Christian Academy. I understand and agree to comply with its conditions fully.

Please sign below and return this page:

Parent:

Student:

Date:
