Welcome to Memphis Business Academy Elementary, Home of the Executives!
Dear MBAE Parents and Community,

As principal of Memphis Business Academy Elementary, it is an honor and pleasure to welcome everyone back for another awesome year at MBAE. We are excited to have executives back in our classrooms filling them with excitement, eagerness, energy, and enthusiasm for learning. It is our mission to help every child feel welcome, important, and connected to our MBAE family. Our goal is to ensure that every child is challenged, pushed to produce outcomes that matter, and involved in rigorous and meaningful activities. At MBAE, we have phenomenal facilitators who spend time planning and creating intentional activities that promote scholar engagement. As we have done in previous years, we will continue to use and collect multiple data points to ensure that we are providing the best learning experience for all.

On this journey, we will take risks to maximize instruction and scholar engagement. We are here to support you and your child and to make sure that your scholar has the best learning experience possible. We want MBAE to be a learning destination for all! You are the heartbeat of everything we do, and with your commitment, dedication, ownership, and collaboration, we can effectively impact change.

We will continue to keep you informed through email, text, and phone calls with important information and updates. Additionally, please feel free to visit our website or call the school for additional information. You are encouraged to visit the campus to participate in the learning and to witness the quality instruction that your scholar will receive daily.
After 15 years in education with five years in administration, I am honored to serve now as the school leader of MBAE. I look forward to partnering with the community, parents, teachers, and parents as we strive to impact the lives of our youth.

Once again, welcome back!!!!!!

Educationally yours,

Noah Gordon
MBAE Principal

"The function of education is to teach one to think intensively and to think critically. Intelligence plus character - that is the goal of true education."
~ Martin Luther King, Jr.
Memphis Business Academy Mission
The mission of the Memphis Business Academy is to ensure high academic achievement of students from the Frayser/Raleigh area and to help them to develop the knowledge, skills, and dispositions that will enable them to be successful in school and beyond. The Academy is dedicated to the high quality teaching of mathematics, science, social studies, and language arts with a focus on business, entrepreneurship, and financial responsibility. Through the implementation of innovative and effective instructional models, the school will meet state and national standards while developing independent and critical thinkers who possess the communication skills and quantitative literacy necessary to be successful in a high tech, global society.

Memphis Business Academy Seasons of Success
“My SOS stands for my Seasons of Success”
Within my seasons are elements of truth.
I have to be committed to everything I render.
I must be persistent because I can never surrender.
My character must go a long way in this race.
And honesty will always keep me from any type of disgrace.

I must be dependable because others will count on me.
I must be reliable as the roots of a 1,000 year old tree.
We lack responsibility in many of our hearts.
But we will be tenacious and reverse those negative charts.
I believe in *service* and for this I am proud.
I will offer *hope* to the masses and the crowds.
When no one has a *vision*, I will step forward with ease.
For I am a *Leader*! And *Leaders* must lead!
This is my Seasons of Success,
now watch me take care of business and do my very best!

**Mascot:**
Our mascot is the “Executive” and our colors are black and gold.
Executives must also know the “Pledge of Allegiance”

**Tagline:** Growing Tomorrow’s Leaders to Transform Lives and Communities

**Academics**
Memphis Business Academy School is a K-12 college preparatory school. Our goal is to prepare students for college as well as to develop lifelong learners. We promote academic rigor, in-depth study, challenging coursework, and a range of study that compliments a variety of student interests. Our college preparatory curriculum is filled with honors and Advanced Placement (AP) classes and allows for the individual progression of our Executives’ talents and interests. Our education program is structured so that every student will fulfill graduation and college entrance requirements.
Reading on Wednesday (ROW)
MBA Executives are given the privilege to expand their passion for reading. Every Wednesday afternoon they have the opportunity to enjoy an exciting novel, a mysterious short story, a zealous book of poems, or an intellectual nonfiction book approved by their English teacher. This program is designed to increase our students’ reading comprehension and strengthen their understanding of grade level vocabulary. So SHHHH, remember to tiptoe through our halls during ROW and bring your favorite pillow or blanket to snuggle up on a Level 0. Parents, we know you love to read; you welcome to ROW with us every Wednesday from 2:00 to 3:15.

Progress Reports & Report Cards
Report cards which contain academic, conduct, and attendance information will be issued to students at the close of each nine week grading period. Any students with outstanding fees will not receive report cards for that given nine week period until all fees are paid. Report cards will be issued directly to students. Teachers will communicate with parents of students who are experiencing academic before the report card is released to ensure communication.

Grading Scale
Grade Level Expectations K
M = Mastery.
C = Assessment Complete
X = Non Mastery
Grading Scale

Grade Level Expectations 1st – 5th
A = 93 -100
B = 85 - 92
C = 75 - 84
D = 70 - 74
F = 69 and below

Students who have not been able to complete work due to extended excused absences may be issued an "I" for incomplete. The incomplete work must be completed prior to the end of the next nine weeks. If it is not completed, the grades will be entered as "0".

Conduct Grades:
E+ & E Excellent
G-Good
S-Satisfactory
U -Unsatisfactory

Parent/Teacher Communications
Parent/Teacher conferences are held when report cards are issued. Additional conferences are held, as needed, on an individual basis. Prompt, open communication between home and school is recommended. If you would like to speak with your child’s teacher, please schedule a specific time in order to ensure that enough time is planned for. Unscheduled drop-ins are to be avoided.
Honor’s
In order that students may be duly recognized for outstanding achievements, awards will be presented at each grade level each nine weeks. We will also honor our students who have exhibited academic achievement and excellence throughout the year at our Honor's Assembly at the end of the school year.

- Principal's List is recognized for all A's in academic and specialty classes and an E-G in conduct for all classes.
- Academic Honor Roll is recognized for A's and 2 B’s in all core classes, no grades lower than a B in specialty classes, and an E-G in conduct for all classes.
- Perfect Attendance-No absentees & no tardiness
- Citizenship-All E’s in all classes
- Most Improved- Students who have shown significant improvement in their classroom and/or support class

*If a Student has a S, N or U, (s)he is not eligible for an honor certificate, despite the grades*

Homework
Memphis Business Academy recognizes regular, purposeful homework as an essential component of the instructional process. In light of the major purposes for homework, it is not to be assigned as punishment for students for disciplinary reasons. Homework for SPED students should reflect the special needs of such students. Responsibility for homework should gradually increase for students in grades one through five.
Homework assignments are given to students at the beginning of the week or on assigned dates. In general, homework assignments will be completed for the following day or by the set assigned day the teacher gives; however, long-range assignments and/or special projects should provide students with an opportunity to develop and refine research and independent study skills and the ability to work independently.

Make-Up Work
While a child is home sick we want him/her to concentrate on getting well. Students will be given one day to make up work for each day of school missed for excused absences. Students need to be responsible for asking the teacher what was missed during the absence.

**Attendance**

**Attendance Policies and Procedures**
Calls are made to each parent of an absent student, daily. Calls are made to the home phone number of record. The student’s absence will be recorded with an “AT” until a parent note or a doctor’s note is presented the next day after the absence.

**Excused Absences:**
- **Illness of student**
- **Death or serious illness within the student’s immediate family**
- **Representing school**
- **Religious holiday**
- **Legal court summons: not the fault of the student**
• Extenuating circumstances as approved by the principal.
• Parent/Guardian deployment

A parent note must be received within two days from the date of the absence. Notes will not be accepted after that time.

• Notes should be presented by the student to the 1st period teacher.
• Parent notes should include:
  o Student’s full name
  o Date of absence
  o Reason for absence(s)
  o Signature of parent, current phone numbers
• All notes are subject to verification.
• Students who have missed 3 or more days in a row, need to submit a doctor’s note.

Late Arrival to School
If a student arrives to school after 7:30 a.m. he/she MUST check in to the office to get an admit slip to class. A parent must sign in student and/or provide a signed note to explain the reason for the late arrival. Excessive unexcused lateness to school will be considered truancy and will result in disciplinary action and can be reported to Shelby County Schools Pupil Services.

Checking out of School
If a student must leave school during the day, the parent or guardian must come to check the student out. Check outs for doctor appointment will be unexcused until the student brings a “Return to School” note from the doctor’s office.

**Excessive Absences/Check-Ins/Check-Outs**
Students who accumulate a total of 10 or more absences, check-ins and check-outs will be required to present a doctor’s not in order for any future attendance event to be considered excused.

**Unexcused Absence Procedures**
- If a student is absent without an excuse, the school must use school-based procedures as well as appropriate interventions to encourage regular school attendance. The following attendance procedures shall be used:
  - **First Two (1st and 2nd) Unexcused Absences:** Documented phone calls to parents/guardians on the first day and second day of the first two days of unexcused absence.
  - **Third (3rd) Unexcused Absence:** Warning letter to parents/guardians informing them of truancy laws and the consequences of noncompliance and requesting a parent/teacher conference.
- After the student’s fifth (5th) unexcused absence, the first official attendance letter will be automatically generated by the school and sent to the parents/guardians informing them of their noncompliance with the compulsory attendance laws, the consequences for failing to comply, and that their presence is requested at a meeting of the Student Attendance Review Team (SART). This team is designed to identify the cause(s) of
the unexcused absences in order to bring the parent/guardian and student in compliance with attendance laws.

- The SART team must develop a Parent/Student Action Plan (PSAP) to address the cause(s) of the unexcused absences and identify interventions that eliminate the underlying problem and enable the student to attend school on a regular basis. The Plan must be signed by all members of the team and shall be monitored on a regular basis. If the parent/guardian does not cooperate, the plan can be implemented with the student’s signature, but the Plan must document attempts to contact the parents/guardians.

- After a student has accumulate ten (10) or more unexcused absences, the student will be referred to the truancy office and/or the District Attorney General Office for appropriate legal action.

- Please schedule doctor and dental appointments in the afternoons so that your child does not miss school all day. If this is not possible, please do not check students out before noon. This keeps your child from losing credit for a day’s attendance.

- Approved parents or guardians must come to the office to check Student out of school. For the student’s safety, teachers will not be able to release any student who has not obtained a dismissal slip from the office.

- If a student is absent from school, it is the student’s responsibility to make up assignments.

- There are no checkouts after 2:30 PM, as this interferes with instructional time for your child.

**Attendance Verification Forms**

If forms need to be signed by the school to verify that a student is attending school, these papers will be signed after the student has successfully completed one attendance period (approximately 20 school days).
**Tardiness:**
Excessive tardiness or unexcused absences (5 or more) will result in severe disciplinary measures up to, and including suspensions, or a visit from a truancy officer. Excessive checkouts, tardiness, and absences may affect your child’s enrollment. Promptness to each class is exceedingly important and students are expected to be on time to each and every class. As Student, timeliness is an important trait to maintain now and in the business world in the future. In fact, Perfect attendance is rewarded at MBA as an honor.

**Arrival and Dismissal Procedures**
We ask for everyone’s cooperation in helping us provide the safest and most orderly environment for arrival and dismissal by adhering to these guidelines:

**Arrival**
- MBA Bus Riders: Students should arrive between 6:45-7:05AM.
- Carpool Riders: Students should arrive between 7:15-7:25
- Students may eat breakfast from 7:10-7:25 in designated breakfast areas which are monitored by teachers.
- Instruction begins between 7:45-8:00

*Students who arrive after 8:00 must be signed in by a parent or guardian.*

**Dismissal**
- All students will be dismissed at 3:30
Bus riders drop off will arrive at designated area by 3:45-4:00.

Parents should start lining up in the car pool line at 3:50 for bus pickups.

**FYI’S Arrivals & Dismissals:**

- If there are any transportation changes, a written notification must be sent to the school.
- Parents CANNOT MOVE THEIR VEHICLE UNTIL ALL STUDENTS ARE SAFELY IN THEIR CARS.
- CAR POOL LINE IS A NO CELL PHONE ZONE!!!
- PARENTS MUST LOOK AND LISTEN TO THE TRAFFIC DIRECTORS!!!
- REMEMBER TO BE PATIENCE!!!!
- ALL BREAKFAST MUST BE CONSUMED in the cafeteria by 7:55. DO NOT send your child into the building with food to be consumed once school has begun. (S)he will not be allowed to eat the food, and the food **may be thrown away.** There are no microwaves or refrigerators available for students to keep food. Your child MAY NOT consume food or beverages from home, except during lunch hours. Again, food and beverages may be **thrown away** if it is attempted to be consumed after breakfast time. DO NOT send your child in late with breakfast to eat. Glass containers are a safety hazard and are NOT acceptable at
any time. Do not send birthday foods, balloons, or distracting gifts. Do NOT plan an on-campus birthday party. **Students, parents or guardians are allowed to bring birthday cakes or cupcakes ONLY if enough is brought for their child’s entire class.** It must be brought to the front desk or it will be sent home.

- NO students should not be left after school past 4:00 unless your child is involved in an after school activity that is directed by a school personnel. **There is no supervision after 4:00 PM and the campus will be cleared. Your child is trespassing after this point and you will be charged a fine.** Please make the proper arrangements to ensure that your child is picked up DAILY!

*For your child’s safety, MBA is not responsible for any accidents, injury, or harm that occurs when your child is on campus beyond the supervised time.*

We reserve the right to call the truancy officer for unsupervised children.

**Uniform Policy**

<table>
<thead>
<tr>
<th>Boys-PreK-5</th>
<th>Girls-Pre K-5</th>
</tr>
</thead>
<tbody>
<tr>
<td>The uniform should be worn Monday-Thursday! No exception!!</td>
<td>The uniform should be worn Monday-Thursday! No exception!!</td>
</tr>
<tr>
<td><strong>Dress Shirts</strong></td>
<td><strong>Dresses/Skirt</strong></td>
</tr>
<tr>
<td>MBA Logo Shirts(Parkers)- plaid, white, light blue, and yellow button down shirt (Long or short)</td>
<td>Romper Dress (no tie required)</td>
</tr>
<tr>
<td>Plain -White, light blue, and yellow button down shirt (long or short)</td>
<td>Skirt/sqort (with a Parker tie required)</td>
</tr>
</tbody>
</table>

**Parker Shirts**

**Dress Shirts**-MBA Logo (Parker) ¾ Sleeve or long
<table>
<thead>
<tr>
<th><strong>Parker Tie</strong></th>
<th><strong>Friday Boys Uniform</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>PreK-2nd Bow Ties Only</td>
<td>The uniform should be worn on Friday Only! No exception!!</td>
</tr>
<tr>
<td>3rd-5th – Regular and/or Bow Ties</td>
<td></td>
</tr>
<tr>
<td><strong>Pants/shorts</strong> - Khaki or Blue</td>
<td></td>
</tr>
<tr>
<td><strong>Shoes</strong></td>
<td>Parker Ties Only</td>
</tr>
<tr>
<td>Black, brown dress/casuals comfortable shoes (saddle oxford, solid Sperry)</td>
<td>Shoes</td>
</tr>
<tr>
<td><strong>Belt</strong></td>
<td>Dress/casuals/comfortable shoes (Examples-Saddle Oxfords, Solid Sperry, Girls Mary Jane, Parker Keds)</td>
</tr>
<tr>
<td>Brown or black (kindergarten only optional)</td>
<td><strong>Socks/Tights</strong></td>
</tr>
<tr>
<td><strong>Socks</strong></td>
<td>black, blue, or white tall socks (knee length), tights (thick), ankle socks (baby doll)</td>
</tr>
<tr>
<td>Blue, black, green, or khaki</td>
<td><strong>Clear backpack only!!</strong></td>
</tr>
<tr>
<td><strong>Fall &amp; Winter Items</strong></td>
<td></td>
</tr>
<tr>
<td>That can be worn in the building.</td>
<td><strong>Fall &amp; Winter Items</strong></td>
</tr>
<tr>
<td>Solid Blazer</td>
<td>Only the solid colors listed below are acceptable</td>
</tr>
<tr>
<td>Solid Vest</td>
<td>Blue, black, white, brown, Khaki, grey, and navy</td>
</tr>
<tr>
<td>Solid Sweater</td>
<td>No logos</td>
</tr>
<tr>
<td>Solid Coats/jackets</td>
<td><strong>Friday Girls Uniform</strong></td>
</tr>
<tr>
<td><strong>Only the solid colors listed below are acceptable</strong></td>
<td>The uniform should be worn on Friday Only! No exception!!</td>
</tr>
<tr>
<td>Blue, black, white, brown, Khaki, grey, and navy</td>
<td></td>
</tr>
<tr>
<td>No logos</td>
<td></td>
</tr>
<tr>
<td>over-blouse and/or White, navy, or yellow button down dress shirt (long or short sleeve)</td>
<td></td>
</tr>
<tr>
<td>Plain - White, light blue, and yellow button down shirt (long or short)</td>
<td></td>
</tr>
<tr>
<td><strong>Parker Ties Only</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Shoes</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Socks/Tights</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Clear backpack only!!</strong></td>
<td></td>
</tr>
</tbody>
</table>
Uniform Policy
The school uniform policy of Memphis Business Academy Elementary was adopted as a means of providing a positive effect on the school learning environment, for the safety of students on and off campus, and to raise the standard of dress for all students.

<table>
<thead>
<tr>
<th>Shirt</th>
<th>Shirt</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBAE Polo yellow or blue</td>
<td>MBAE Polo yellow or blue</td>
</tr>
<tr>
<td><strong>NO OTHER POLO SHIRTS ARE ALLOWED!</strong></td>
<td><strong>NO OTHER POLO SHIRTS ARE ALLOWED!</strong></td>
</tr>
<tr>
<td>Pants</td>
<td>Pants</td>
</tr>
<tr>
<td>Khaki and/ or blue</td>
<td>Parker Plaid Pants ONLY</td>
</tr>
<tr>
<td>Shoes</td>
<td>Shoes</td>
</tr>
<tr>
<td>Dress/casuals/comfortable shoes (Examples-Saddle Oxfords, Solid Sperry)</td>
<td>Dress/casuals/comfortable shoes (Examples-Saddle Oxfords, Solid Sperry, Girls Mary Jane, Parker Keds)</td>
</tr>
<tr>
<td>Boys Socks</td>
<td>Girls Socks/Tights</td>
</tr>
<tr>
<td>Blue, black, green, or khaki with shorts</td>
<td>black, blue, or white tall socks (knee length), tights(thick), ankle socks (baby doll)</td>
</tr>
<tr>
<td>Clear backpack only!!</td>
<td>Clear backpack only!!</td>
</tr>
</tbody>
</table>
Uniforms are mandatory and are to be worn Monday through Friday. If your child is not in uniform, the letter indicated below will be sent home. The infractions will result in the consequences listed below. **DO NOT bring your child to school dressed improperly**

If the Executive is improperly dressed on Casual Dress Day, they will not be allowed to enter school. You will be asked to bring a proper change of clothes. Any Executive that routinely violates MBA Uniform Policies will be issued constraints that may include revocation of privileges for an extended period.

All suspensions must be cleared with the principal before the student is admitted to class.

**CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

Riding the school bus is a privilege not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop.

Consequences for school bus/bus stop misconduct will be imposed by Mr. Gordon and/or the bus monitors. Serious misconduct may be reported to parents & local law enforcement.

<table>
<thead>
<tr>
<th>Rules</th>
<th>Consequences</th>
<th>Additional Comments/student statement:</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEVEL I</td>
<td>Verbal warning to student</td>
<td>Change of conduct</td>
</tr>
<tr>
<td>-------------------------</td>
<td>---------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>• Not following the directions of the drivers and bus monitors.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Sit in your seat facing forward while the bus is moving.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Talk Quietly</td>
<td></td>
<td>Assigned seat by bus monitor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEVEL II</th>
<th>Written warning to student/parent or guardian by bus monitor (Demerit Bus Referral)</th>
<th>1 day suspension from riding the bus</th>
</tr>
</thead>
<tbody>
<tr>
<td>• No foul language or gestures.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Keep all parts of your body inside the bus.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Keep your arms, legs and belongings to yourself.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Do not throw any object</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• No eating or drinking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Yelling/Talking loud</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Defiance/disrespectful-refusal to cooperate with driver and /or bus monitor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEVEL III</th>
<th>Exercise/Boot Camp</th>
<th>5 day suspension from</th>
</tr>
</thead>
<tbody>
<tr>
<td>• No fighting, harassment, intimidation or inappropriate conduct with another student.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
• No yelling with or being disrespectful to adults
• Do not bring any weapon or dangerous objects on the school bus.
• Do not damage the school bus.
• No use of tobacco or drugs or possession of tobacco or drugs on the bus.

| riding the bus | 10 school day suspension from riding bus |
| Principal & Parent Meeting or Guardian Student will be suspended for riding the bus for the remainder of the school year |

Consequences are progressive and may include suspension of bus privileges. It is the School Bus Driver’s & Bus monitors’ responsibility to report unacceptable behavior to Mr. Gordon.

**Discipline Plan**

**Memphis Business Academy Elementary** embraces the philosophy of respect for self; respect for others; respect for property, and respect for education. Our approach to discipline includes beliefs, expectations, intrinsic satisfaction, as well as positive rewards and negative consequences. Based on our beliefs, each class will establish, post, and reinforce expected behaviors, which enhance the learning process. Every student will comply with these...
expectations and rules. Where compliance does not occur, a progressive discipline approach is used for bus(field trips) and school conduct. Maintaining an effective learning environment requires the commitment of the entire school community. Parent/Teacher communication is at the heart of our discipline plan as with all elements of our school. Your cooperation is essential; therefore, a copy of this discipline plan is provided for your information and input.

**Beliefs:**

- We believe that education is important and that all children can learn.
- We believe that we should respect ourselves.
- We believe that we should respect others and their property.
- We believe that we should respect our school.

**Expectations:**

- Follow directions the first time they are given.
- Respect the rights of others and their property by keeping hands, feet, and objects to yourself.
- Refrain from teasing, name-calling, and use of offensive or obscene language or gestures.
- Keep personal and school property safe.
Respect the quiet, purposeful learning environment of the classroom and school.

**Rewards:**
- Verbal praise
- Students can earn points for following rules, which can be used to earn special privileges.
- Positive praise calls home or letter from teacher/administration
- Special lunch with school personnel
- Class may earn a reward

**Cafeteria Rules:** Students should follow the following established lunch-time procedures:
- Sit with classmates in the designated area inside & outside the cafeteria until dismissed.
- All food is to be eaten at the tables.
- Place litter in the garbage cans.

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

- MBA has a NO BULLYING policy. Bullying includes any physical or verbal threats, intimidation, harassment, or encounters that make a student feel physically or socially unsafe in this environment. MBA also has a policy against Cyber bullying, which includes electronic acts that create a “clear and present danger” of physical harm, “substantial interference” with education, a “hostile educational environment” or “substantial disruption” of the school. The prohibited “electronic acts” include off-campus communication that is “directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose.” This bullying or cyber bullying may occur on or off campus, but if it affects another student in a negative way, it will be investigated.

CELL PHONE POLICY

- Cell phones are NOT allowed at MBA. If there is a random check and your child has a cell phone, it will be confiscated.
- First offense: Parent may retrieve the cell phone after TEN business days.
- Second offense: The cell phone will be held through the end of the school year.

CONFISCATED ITEMS
When MBA Students have a contraband item on campus (such as cell phone that has been used on campus, electronic device, inappropriate materials, items to sell, out of uniform clothing), it will be taken to the office and stored TEN business days until a parent or guardian may retrieve this item. However, retrieval of the item IS NOT guaranteed. Food, gum, and candy will NOT be returned. If the confiscated item is lost or stolen from MBA, it is not MBA’s responsibility for the cost of replacing the item or for procuring a replacement because the Student violated school rules.

Restitution is a way of making amends so that the injured party and the one who made the mistake can feel good about each other. It is voluntary and involves a person taking ownership for the mistake and responsibility for making things right. This goes beyond saying “I’m sorry,” adding, “It will not happen again: and also adding, “What can I do to make it right between us?” Restitution is a step in building character. This restitution must be voluntary, and can be as simple as writing a note, making a picture, doing a favor or giving up a turn (at bat, on the computer, in line, etc.) to the person who has been hurt. For serious property or personal damage parents will be involved. As a part of the school-wide student discipline plan, opportunities for restitution will be offered and encouraged. Ineffective application or refusal of restitution efforts will result in further consequences.

MBA School Norms:

I. DATA TRACKING
   a. Behavior
      Conduct Forms-Merits
      Kickboard-Demerits
b. Academic

II. Using Common Communication Norms to Minimize Negative Behavior in Order to Maximize Rigorous Instruction

NONVERBAL COMMUNICATION – Communicating through sending and receiving sounds, gestures, body language, facial expressions and eye contact.

a. Snapping – To express you like or agree with something. (Examples SNAP if you agree with Penny’s statement)
b. Closed Fist - If you have an EMERGENCY restroom need, use this non verbal cue to communicate.
c. Hold up the number TWO Fingers - If you need permission to get tissue, use this non verbal cue to communicate.
d. TRACKING with Your Eyes

III. COMMON RHETORIC - Address ALL students as Executives, scholars or by their name.

a. Teachers will only accept being called by Ms./Mr./Coach ______________ or sir/ma’am
b. Executives are always told they have EARNED a merit or demerit. We are never “giving” them a merit or demerit.
c. Direct Executives to always speak and write in college bound sentences or complete sentences.
d. Prompt students to follow directions by giving them a timeframe. (Examples - “Executives, I need for you to go to page 544 in 5, 4, 3, 2, 1”)
e. Prompt early finishers to complete an independent reading or writing activity.
f. Executives should never be idle in class at any time. They should have a form of reading or writing activity as enrichment or reinforcement based on the skill or topic they are learning.

IV. Voice Code System

- LEVEL 0 – Silent – absolutely NO voices
- LEVEL 1 – Whisper – working with a partner
- LEVEL 2 – Inside Voices – working in a small group
- LEVEL 3 – Presentation Voices – Class Discussion

**MBAE Positive Reinforcement**

School-wide formal recognitions

- Student of the month

**Criteria:**

The student will exemplify character in and out of the classroom. A student cannot receive the award more than once within a year.

**Recognition:**

The selected student's picture and name will be showcased during the month of recognition both at school and on the school website. The student will also be highlighted in Newsletter. The administration will also present a Student of the Month certificate to the student.

Frequency: Monthly
Monthly School Celebrations
Criteria: Sufficient MBA Bucks
Recognition: school dance invitations, field trip invitations, school store and other reward events.
Frequency: Monthly

Quarterly Awards Assembly
Criteria: Principal List, Honor Roll, Citizenship, Perfect Attendance
Recognition: Acknowledgement among peers
Frequency: Quarterly

Individual Student/Teacher Recognition
• Shout Outs
Criteria: Demonstrated one of our core values
Recognition: Acknowledgment over the intercom
Frequency: Daily

Entire Classroom Recognition
• Class Points
Criteria: Adequate amount of set class points
Recognition: Extra Recess, Ice Cream treat, Principal reads story k-2
Frequency: Varies
Elementary School WEIGHT of MBAbucks:

E+ = 3 MBAbucks  
E = 2 MBAbucks  
G = 1 MBAbucks

Overall Discipline Layout

ELEMENTARY SCHOOL DEMERIT PROCESS:

Teacher will administer demerits based on Classroom Expectations.

Class Expectations:
1. Raise your hand for permission speak or to get on the floor (No blurring out)
2. Do what your teacher ask you to do the first time they give you directions.
3. Keep your hands and feet to yourself at all times.
4. Say kind words and treat people with kindness and respect.
5. No talking in the hallways and use your inside voices in your classroom.

Elementary Weight of Demerits:

Executives will receive a daily conduct grade based on demerits. All Executives start each day with an E+

E+ = Superb
E = Excellent
G = Good
S = Satisfactory
N = Needs to Improve
U = Unsatisfactory
<table>
<thead>
<tr>
<th>Levels/Demerits Violations</th>
<th>Progressive Action Steps</th>
<th>Conduct Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LEVEL 1 Demerit Violations</strong></td>
<td>Eye/Close Proximity, Verbal Warnings/Student/Teacher Conference (No demerits)</td>
<td>E+ -E</td>
</tr>
<tr>
<td>- Cheating Talking without permission*(calling out, asking students questions w/o permission)*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Out of seat without permission</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Off task during instruction*(Not on correct pages, not recording notes etc., not participating during group work, Refusal to work, sleeping in class, head on desk)*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Eating or drinking outside cafeteria</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Chewing gum</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Uniform violation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Not prepared for class with materials <em>(not having sharpened pencils or lead, pen, paper, notebook, folder, textbook, rules, etc.)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Disregarding common voice codes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Playful joking without profanity and harsh words</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LEVEL 2 Demerit Violations</strong></td>
<td></td>
<td>S-U Infractions</td>
</tr>
<tr>
<td>- Disruptive behavior in hallways <em>(screaming, horseplay &amp; running)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Offensive teasing/checking <em>(non use of profanity and harsh words)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Cheating</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Demerit Starts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Lunch Time Isolation/minutes off recess</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- No recess</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Class Time Isolation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Loss of Privileges</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Field trips</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- loss of class jobs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- any Fun activities deemed by teacher</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- Disrespect/Defiance to adults (Responding negatively: I don’t care, so, shrugging shoulders, rolling eyes, not responding when asked a question)

- Lunch time (isolation)
- Class time (isolation)

**Level 3 Demerit Violations**

*Investigate matter!! Instant Demerit Referral Form and removal from class to receive consequence*:

- Cursing another student (Inappropriate language)
- Hitting another student-kicking/shoving/pushing
- Threatening language or gestures (middle finger, balling and pounding fists, jumping at teacher)
- Horse playing/wrestling
- Throwing objects
- Disrespecting and/or being defiant to an adult

**Level V Demerit Violations**

*Investigate matter!! Instant Demerit Referral Form and removal from class to receive consequence*:

- Destruction of school property
- Punching a teacher

**Action Taken By Principal**
Demerit Movements

<table>
<thead>
<tr>
<th>Actions Taken By the Principal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student/Principal Conference</strong></td>
</tr>
<tr>
<td>After School Detention</td>
</tr>
<tr>
<td>In-school suspension</td>
</tr>
<tr>
<td>Home-school referral</td>
</tr>
</tbody>
</table>
# MBAE Daily Conduct Form

**Student’s Name:**

<table>
<thead>
<tr>
<th></th>
<th>Codes</th>
<th>Conduct Grades</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R/LA</td>
<td>E+</td>
<td>E G S N U</td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>E+</td>
<td>E G S N U</td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td>E+</td>
<td>E G S N U</td>
<td></td>
</tr>
<tr>
<td>Support</td>
<td>E+</td>
<td>E G S N U</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Codes</th>
<th>Conduct Grades</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuesday</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R/LA</td>
<td>E+</td>
<td>E G S N U</td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>E+</td>
<td>E G S N U</td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td>E+</td>
<td>E G S N U</td>
<td></td>
</tr>
<tr>
<td>Support</td>
<td>E+</td>
<td>E G S N U</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Codes</th>
<th>Conduct Grades</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wednesday</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Codes</td>
<td>Conduct Grades</td>
<td>Initials</td>
</tr>
<tr>
<td>-------</td>
<td>-------</td>
<td>----------------</td>
<td>----------</td>
</tr>
<tr>
<td>R/LA</td>
<td>E+</td>
<td>E G S N U</td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>E+</td>
<td>E G S N U</td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td>E+</td>
<td>E G S N U</td>
<td></td>
</tr>
<tr>
<td>Support</td>
<td>E+</td>
<td>E G S N U</td>
<td></td>
</tr>
</tbody>
</table>

**Thursday**

<table>
<thead>
<tr>
<th>Codes</th>
<th>Conduct Grades</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>R/LA</td>
<td>E+</td>
<td>E G S N U</td>
</tr>
<tr>
<td>M</td>
<td>E+</td>
<td>E G S N U</td>
</tr>
<tr>
<td>Science</td>
<td>E+</td>
<td>E G S N U</td>
</tr>
<tr>
<td>Support</td>
<td>E+</td>
<td>E G S N U</td>
</tr>
</tbody>
</table>

**Friday**

<table>
<thead>
<tr>
<th>Codes</th>
<th>Conduct Grades</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>R/LA</td>
<td>E+</td>
<td>E G S N U</td>
</tr>
<tr>
<td>M</td>
<td>E+</td>
<td>E G S N U</td>
</tr>
<tr>
<td>Science</td>
<td>E+</td>
<td>E G S N U</td>
</tr>
<tr>
<td>Support</td>
<td>E+</td>
<td>E G S N U</td>
</tr>
</tbody>
</table>

**Key Code:**

1. Disregarding common voice codes (in class, hallway, library, etc.)
2. Insubordination (blatant refusal to follow adult instruction/directions)
3. Out of seat without permission
4. Talking without permission
5. Off task in class

Classroom Technology Day Rules: (Incentive Days)

- ALWAYS LISTEN TO YOUR BUS MONITORS/TEACHERS!
- ALL GADGETS MUST HAVE STUDENTS NAMES ON THEM!
- Leave your gadgets in your backpack until your bus monitors/teachers have given you the clearance
- Students must have headset/earplugs
- No sharing technology with other students
• No video recording
• No picture snapping
• Do not touch other people technology gadgets!
• No internet usage!
• Use the games that are already on your gadget!
• Do not download anything.
• Never give out personal information.
• If you see anything uncomfortable, turn off your gadget and let your bus monitors know immediately. Do not show your friends.
• When you have arrived at your destination, make sure you have turned your gadgets off and secured them in your backpack!

Computer Lab Rules:

| Come in to the lab quietly and go to your assigned computer. Do not touch other keyboards or mice on the way to your computer. Wait for instructions before you touch anything. |
| Only visit approved internet sites and only when you have permission to do so. |
Do not download anything.
Never give out personal information.
If you see anything uncomfortable, turn off your monitor and let your teacher know immediately. Do not show your friends.

Make sure you leave your workspace as you found it! Exit all of your programs. Put your headphones on top of the towers. Straighten your keyboard and mouse.
Push in your chair.
Collect and throw away any trash on your way out. Take anything you have printed when you leave.

Print only if you have permission! Only press print once!

Use only your assigned computer.
Do not move the icons on the desktop.
Do not change any system settings without permission. Do not edit files that do not belong to you. Help others with your mouth and not their mouse

Treat your classmates, your teacher and all equipment with respect. Help your neighbors if they need help – with your mouth not their mouse!
Do not talk when the teacher is talking.
Come to the computer lab with clean hands.
No banging your mouse or banging the keys on the keyboard.
No hands on the monitor.
All four feet of your chair should be on the floor at all times

Eat and drink not allowed in lab.
Read the screen BEFORE asking questions.
Lights out or hands on your heads means *Your Attention Please.*
Remove your headphones.
Take your hands off the keyboard and mouse.
Wait for instructions or information.
Ask your immediate neighbors for help before you raise your hand to ask your teacher.
Do not get out of your seat to ask for help.
Do not get out of your seat to help someone else.
If you help someone else do it with your mouth and not their mouse
Be prepared to learn something new every day in the Computer Lab.

**Internet Usage Policy and Inappropriate Communications**
Any computer usage on campus or email exchanges with parents, students, teachers and staff of MBA Elementary require that the person using any such communication means adhere to the MBAE Acceptable Use Policy. Examples of *Unacceptable Uses* or inappropriate activity include activities (1) that create security and/or safety issues for the District, students, employees, schools, network or computer resources, or (2) that expend District resources on content the District in its sole discretion determines lacks legitimate educational content/purpose, or (3) other activities as determined by District as inappropriate. Specifically, the following are always unacceptable:

<p>| Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting | Using the Internet at school to conduct criminal activities that can be punished under law; |</p>
<table>
<thead>
<tr>
<th>Action</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pornography of any kind, obscene depictions, harmful materials,</td>
<td>Obtaining and/or using anonymous email sites;</td>
</tr>
<tr>
<td>materials that encourage others to violate the law, confidential</td>
<td>spamming; spreading viruses;</td>
</tr>
<tr>
<td>information or copyrighted materials;</td>
<td></td>
</tr>
<tr>
<td>Offering to sell or selling or purchasing illegal items or substances</td>
<td></td>
</tr>
<tr>
<td>Causing harm to others or damage to their property, such as:</td>
<td></td>
</tr>
<tr>
<td>Using profane, abusive, or impolite language;</td>
<td>Deleting, copying, modifying, or forging other users’ names, emails,</td>
</tr>
<tr>
<td>threatening, harassing, or making damaging, hurtful or false</td>
<td>files, or data; disguising one's identity or impersonating other users</td>
</tr>
<tr>
<td>statements about others, including parents, students, teachers and</td>
<td>or sending anonymous email containing inappropriate content;</td>
</tr>
<tr>
<td>staff of the school, or accessing, transmitting, or downloading</td>
<td></td>
</tr>
<tr>
<td>offensive, harassing, or disparaging statements or materials</td>
<td></td>
</tr>
<tr>
<td>Damaging computer equipment, files, data or the network in any way,</td>
<td>Using any District computer or other computer on campus to pursue</td>
</tr>
<tr>
<td>including intentionally accessing, transmitting, or downloading</td>
<td>“hacking,” internal or external to the District, or attempting to</td>
</tr>
<tr>
<td>computer viruses or other harmful files or programs, or disrupting</td>
<td>access information protected by privacy laws; or Accessing, transmitting</td>
</tr>
<tr>
<td>any computer system performance;</td>
<td>or downloading large files, including &quot;chain letters&quot; or any type of</td>
</tr>
<tr>
<td></td>
<td>&quot;pyramid schemes&quot;.</td>
</tr>
</tbody>
</table>
Medications
MBA staff will not provide medication for any reason. **Students should never possess prescription or over the counter medication.** If a student requires prescription medication during the course of the school day, it must be brought to the office by the parent or guardian. Written directions from the physician, indicating the frequency and dosage of the prescribed medication must be provided and the condition for which the child is being treated. The medicine must be in the original container prepared by the pharmacist. The parent must provide a written authorization before any medication is taken.

If a student possesses, sells, or distributes medication, discipline measures will occur.

Students are not allowed to bring any medication to school, nor are they allowed to keep any type of medication on their person. This includes aspirin, prescriptions, etc., but excludes inhalers, which may be kept with the student as long as the appropriate form has been filed with the office. If you have any questions, call the office.

The following requirements must be met before school personnel will dispense medication to students:

- Nonprescription or "as needed" medications will not be dispensed at school unless authorized by a physician.
- A physician's written order is required for all medication. In most cases, the prescription label on the medication container is considered to be a "written order."
- All medicines, both prescription and over-the-counter, must be in the original container.
- All medicines must be labeled with the name of the student, the dosage to be administered, and the specific time the dosage is to be administered.
A completed and signed "Parents' Authorization for the Administration of Medication at School" form must accompany each medication.

6. All medications will be dispensed only as directed on the prescription label and the Parent Authorization form; these two must correspond. A phone call or written note from a parent will not suffice for a change - this must come from the physician.

Medical Emergencies
In the event of a serious medical emergency, involving an illness or injury, the child will be transported to a hospital emergency room. In such circumstances, parents or other individuals who are designated on the student’s Emergency Contact will be contacted.

Medical – Non Emergencies
For cuts and scrapes, superficial first aid (washing, bandage, or ice) is administered in the office. We attempt to always notify parents if a significant injury has occurred. In the case of bumps on the head, a call and a letter is sent home with the child to make sure parents know to give follow-up attention.

Parental Involvement
Visitors & School Volunteers
- Parents and other visitors are welcome at Memphis Business Academy with proper identification. Please call the school office, or contact the teacher to schedule volunteer time. All visitors must report to the office. Visitors must wear a name badge, issued by the front office. People from the business community
are encouraged to work with our staff and students. Volunteers who work one on one with a student must have a background check, or be approved personnel from the family or school board. Parents may not interrupt the teaching process to meet about a student. There are no “drop-in” conferences allowed.

**Volunteering Inside the Classroom – During the School Day**

- Possible ways to help:
- Plan or assist at parties
- Lead or prep for art, science, computers, and more
- Read with the children
- Plant bulbs and plants
- Share your knowledge, skills, and interests with students
- Plan special holiday activity related to your cultural background
- Identify and bring in other community resources
- Assist in planning field trip logistics or serve as parent chaperon

**Volunteering Outside the Classroom – Outside the School Day**

Here’s a sampling of ways in which you can get involved at the school outside of the classroom. These options work well for those who can’t volunteer during school hours.

- Serve as room parent for your child’s class
Plan decorations, music, or food for special school programs
Coordinate donations for food baskets
Find someone to come perform or talk at a school assembly
Help sew costumes and paint decorations for school plays
Set up a community service project
Prepare MBAE school literature

*How To Be a Successful Volunteer*

- Keep in mind that a volunteer in the classroom is there to support the teacher. The teacher is the person in charge, the person to whom the student owes primary attention.
- To ensure the safety and security of the school, ask the identity of unfamiliar faces in the hall and inform them that all visitors must sign in at the school office. All visitors at the school must wear a Visitor’s Pass sticker.
- Introduce yourself to other volunteers.
- Attend orientation meetings or training sessions for your area of volunteering

*Safety*

*Gangs/Social Groups/Clique*

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

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

**RANDOM SECURITY CHECKS**

Please ensure that your child does not bring any item to school which is contraband, or wear any clothing or accessories that are out of uniform. For security purposes, your child is subject to random checks of any and all items brought onto MBA campus. All Students must use clear backpacks. Any contraband item will be removed from the student for TEN business days until the parent or guardian retrieves the item. However, retrieval of the item is not guaranteed. **If the confiscated item is lost or stolen from MBA, it is not MBA’s responsibility for the cost of replacing the item or for procuring a replacement**

**School Cancellation**

Cancellation of school should only take place during extraordinary circumstances. Announcements will be released on the Memphis City Schools and Memphis Business Academy websites. If school must be cancelled DURING the school day, Memphis Business Academy will notify parents through Phone Tree.
**Evacuation**
If it is necessary to evacuate the school site, all students will be led by their classroom teachers and staff to a designated location of safety. All teachers will take their class rosters, *Emergency Contact List*, and emergency supplies assigned to each class. Students will only be released to an adult listed on their *Emergency Contact Lists*.

**Fire Drill Procedures**
All students, teachers, and staff exit the buildings in an orderly fashion and line up by class in designated areas on the yard. This procedure is practiced monthly.

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

**Miscellaneous**

**Field Trips**
Students who attend school-sponsored field trips must submit a signed permission slip before participating. **Field trips attendance must be approved by all teachers.** Students will be invited to attend an educational or social field trip if (s)he has demonstrated behavior that would reflect favorably on the school. If a student has consistently demonstrated poor conduct, field trip privileges will be revoked. Proper uniform must be worn and proper behavior
must be maintained while off premises. **If a student has paid for a field trip but cannot attend due to misbehavior, MBA will NOT issue a refund for the field trips.**

**Parent Liable Responsibility/Withholding Records**
Parents are liable for all the damages caused by the willful misconduct of their minor children that result in death or injury to other students, school personnel, or school property. Parents are also liable for any school property loaned to the student and willfully not returned. The school may withhold grades, diplomas, or transcripts of the student responsible until such damages are paid or the property returned or until completion of a volunteer program in lieu of payment money.

**School Meals**
Free and reduced priced breakfast and lunches are available for those who apply and qualify. Each Student must have an application on file with the SCS Nutrition Services. MBA will not be responsible for unpaid meals and report cards will be held until all fees are received. The staff encourages parents to pack healthy snacks and lunches for students who bring lunch to school. The staff also strongly discourages soda and candy.

**Office Phone Usage**
Students and parents are to use the office phones only for emergencies and school business. They are not for personal use.

**Messages/Items to Students**
Parents or guardians are asked to leave telephone messages for their children in emergencies only. Please be sure that when your child leaves in the morning, he/she knows the arrangements for after school. Lunches and messages brought to school for students during school hours should be left in the school office for delivery to the classrooms at recess.

**Bathrooms**
Students must go to the bathroom with a buddy at all times during the day. Teachers communicate their bathroom policies to students. At recess and lunch time, students are required to get permission from a teacher or aide to use the bathroom.

**Transportation**
Transportation is provided to MBA Students attending field trips. Limited transportation is provided to or from school.
**TITLE I DOCUMENTS:**

No Child Left Behind School/Teacher/Parent Compact

**MBA Executive Parent/Guardian’s Agreement**

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

- Provide 20 volunteer hours per year to MBA, 10 per semester
- See that my child is punctual, has necessary supplies, and attends school regularly
- Support MBA in its efforts to maintain proper discipline
- Establish a time for homework and review it regularly
- Provide a quiet, well-lit place for study and homework
- Encourage my child’s efforts and be available for questions
- Stay aware of what my child is learning and communicate about the progress
- Review, sign, and return all paperwork from MBA
- Arrange for my child to take advantage of after school tutoring
- Volunteer at MBA in various capacities and observe my child during classes
- Make sure that my child wears proper uniform attire every day
- Develop a partnership with MBA to help my child achieve the highest standards, and excel on TCAP, End of Course, Gateway, ACT, and standardized tests.
- Attend schedule parent meetings, conferences, and workshops

**MBA Executive Agreement**

*It is important that I work to the best of my ability. Therefore, I shall strive to do the following:*
- Attend school regularly, arrive on time, and actively participate in all classes
- Complete and return all homework assignments on time
- Do my best to do quality work at all times
- Observe regular study hours
- Conform to rules of MBA Executive conduct
- Observe and follow classroom policies and procedures
- Wear uniforms everyday
- Respect myself and other MBA Executives and Staff
- Take responsibility for my actions and grades and cooperate with others so that I may receive a quality education

**No Child Left Behind School/Teacher/Parent Compact**

**MBA Executive Teacher’s Agreement**

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

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

**MBA Executive Principal’s Agreement**

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

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

Parents’ Right to Know
Please initial by each.

All parents have the right to request the following:

- A teacher’s professional qualifications, licensure, grade(s) certification, and/or waivers.
- A teacher’s baccalaureate and/or graduate degree, fields of endorsements, and previous teaching experience.
- A paraprofessional’s qualifications.
- An annual notice of Student Education Records, Privacy and notice for disclosure of School Directory Information.
- Their child’s level of achievement of each of the state’s academic assessments.
• Notification of right to transfer their child to another school in the district if the student becomes the victim of a violent crime or is assigned to an unsafe school.
• District Family Involvement Policy and School Parent Involvement Policy.
• Their right to public school choice, and more effective involvement if their child’s school is identified for school improvement.

**Military Recruiters**
The Elementary and Secondary Education Act (as reauthorized by the No Child Left Behind Act of 2001) requires schools to release your child’s name, address, and telephone number to military recruiters unless you request in writing to not provide this information for your child. If you would like for your child’s name to be omitted from this list, please complete the information below and return it to your child’s principal within two weeks after the first day of school. Students eighteen or older may complete the form on their own.

As a parent, I am exercising the right to request that you do not give the name, address and telephone number to the Armed Services, Military Recruiters, or Military Schools of the following student.
As a student, I am requesting my own name, address and telephone number not be released to the Armed Forces, Military Recruiters or Military Schools.

*No Child Left Behind Family Engagement*
Memphis Business Academy strongly encourages parents, guardians, and family members to be involved in our school when Students are doing well and when they need academic and behavioral assistance. No Child Left Behind Title I Annual Meetings are held twice a year. You will receive information from teachers regarding all meetings.

Memphis Business Academy Family Engagement Plan
The Family Engagement Plan supports the district’s Family Engagement Policy #6156

Parental Involvement
The Family Engagement Plan was jointly developed with parents to establish the expectations for parental involvement. Memphis Business Academy Elementary School expects parental involvement in the educational process. Parents will be involved in an organized ongoing and timely way to plan and review programs. The school and home have a shared goal of promoting success in our children. Parents will have opportunities for regular meetings for suggestions, decision-making and responses.

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

and concerns
• Allow parents to observe the school’s program(s) and visit classrooms

• Provide parents with student information and progress reports

• Solicit feedback and suggestions from parents during parent meetings on topics related to their child’s education

• Provide parents with an explanation of the school’s curriculum, and academic assessments, special programs, and local/state requirements students are expected to meet during parent meetings.

• Plan in a language the parents can understand

• Provide opportunities to complete 20 hours of volunteer service per year

• Provide an annual meeting to explain the components of Title I

• Involve parents in planning and developing the school’s improvement projects and professional development in an ongoing and timely manner

• Jointly develop a parent-school compact showing how parents, schools, and Executives share responsibilities. Disseminate the compact to all parents and acquire appropriate signatures
• Encourage parents to regularly visit and take an active role in school planning through regularly scheduled meetings
• Support an organized parent group which meets throughout the entire school year in an ongoing and timely fashion
• Develop programs that enable parents to participate in their children’s education

Flexible, ongoing, and regular parent meetings will be offered during the school year.

**NCLB Involvement**

*To ensure that our parents and community participate in the development and implementation of the school’s program, the administrators, faculty, staff, and community will develop a strategic plan and implement NCLB requirements according to the guidelines set forth in the law, which includes the following:

- Parents will be made aware of their rights to be involved in the Title program.
- Invite all parents to a Title I Annual meeting, other parent meeting/trainings to explain the components of Title I as well as requirements.*
• Provide flexible times for our parents to attend parent meetings the day and throughout the school year
• Offer parental training and workshop in parents meetings to meet the diverse needs of our
• Make parents aware of Title I and participation
• Allow parents to observe all regular and support classrooms
• Provides parents with timely information and progress reports so they have ample opportunity to attend meetings and activities
• Provide two-way communication between parents and school
• Provide parents with assessment results, the school curriculum, proficiency levels, and expectations
• Provides parents with a copy of the Family Engagement Policy

Note: Parent can also mean a guardian or person who has custody of the child or individual who has care giving
Executive Name

MBAE Handbook Agreement
I have received and agree to read and abide by the rules and procedures outlined in the Memphis Business Academy Parent and Student Handbook. I agree to receive the appropriate rewards and consequences for the behaviors detailed in this book. I am aware that changes may occur, due to the best interest of MBA and the safety of the students, up to the discretion of the MBA staff. This form will be placed in your child’s file. Failure to complete this form could result in the forfeit of enrollment.

Executive’s Name ____________________________
Date ___________________

Executive’s Signature ________________________________________

Parent/Guardian’s Name__________________________________________

Parent/Guardian’s Signature_____________________________________