



HANDBOOK



*Inspiring Leaders,
Cultivating Excellence*

814 Youngs Lane
Nashville, TN 37207
615.227.8992 | 615.227.8644 (fax)
www.fhjenkins.net



Founded 1909

MISSION PROMISE

Inspiring Leaders, Cultivating Excellence

ACCREDITATION

F.H. Jenkins Preparatory School is accredited by the Middle States Association Commissions on Elementary & Secondary Schools (MSA-CESS) and the Adventist Accreditation Association (AAA) of the General Conference of Seventh-day Adventists.

ABOUT THE HANDBOOK

This handbook is in effect for the current academic year. The policies outlined in this handbook supersede all policies and practices from previous years. Amendments and/or changes may be made by recommendation to the appropriate committee, with final approval from the School Board. Notification of changes will be sent in writing to FHJ administration, parents, students, faculty, and staff and placed on the FHJ website.

F.H. Jenkins Preparatory School

Student & Parent Handbook

Summer D. Wood, Ph.D.
Principal

814 Youngs Lane
Nashville, Tennessee 37207
www.fhjenkins.net

Office.....(615) 227-8992
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HISTORY

The F.H. Jenkins Preparatory School represents a tradition of more than 100 years of primary school instruction for grades one through eight in greater Nashville. The present school sponsored by three Seventh-day Adventist churches was established in 1909. The school is located at 814 Youngs Lane, Nashville, TN. In 2002-2003, F.H. Jenkins added a new dimension with the establishment of a kindergarten program. In March of 2004, F.H. Jenkins became accredited by the Southern Association of Colleges and Schools (SACS).

F.H. Jenkins Preparatory School is just one of the 4,380 schools, colleges, and universities operated by the Seventh-day Adventist organization, which has the largest worldwide protestant school system. An integral aspect of this educational system is the teachings of the fundamental of the Seventh-day Adventist Church. A board chosen from three constituent churches – Hillcrest, New Life, and Riverside Chapel, determines the policies, regulations, and general management of the institution.

This school year brings a new opportunity for F.H. Jenkins Preparatory School to serve the Nashville community in the education of young minds. The institution's main objective is to prepare students to meet a broad range of spiritual and academic standards.

EDUCATIONAL PHILOSOPHY

F.H. Jenkins Preparatory School provides education for children in grades K through eight. " True education means more than the perusal of a certain course of study. It means more than a preparation for the life that now is. It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come." *Education, pp. 13*

Seventh-day Adventist Christian Education, in cooperation with home and school, is dedicated to the fulfillment of one great purpose, "to restore in man the image of his Maker, to bring him back to the perfection in which he was created, to promote the development of body, mind, and soul, that the divine purpose in his creation might be realized." *Education pp. 15,16*

Seventh-day Adventist Christian Education places a high estimate on the infinite worth of every individual and seeks to provide a climate in which a positive self-image may be developed. By providing a biblically based curriculum, we seek to develop the spiritual, mental, physical, and social aspects of our students. Preparing students to live successfully and productively in today's society and the society to come (heaven) is the ultimate goal of F.H. Jenkins Preparatory School.

HOME & SCHOOL COMMITTEE MEMBERS

Nasheba Pritchett	Leader
Courtney Lewis	Secretary
Jaquelynda Cook	Treasurer

*There are three constituent churches that operate
F.H. Jenkins Preparatory School:*

Hillcrest SDA	2010 25th Ave N, Nashville, TN 37208 (615) 256-5442
New Life SDA	208 Gatewood Ave, Nashville, TN 37207 (615) 228-7505
Riverside Chapel SDA	800 Youngs Ln, Nashville, TN 37207 (615) 227-1838

Faculty

Kindergarten	Mrs. Jennifer Fordham
Grades 1 – 2	Mrs. Shelley Pelote
Grades 3 – 5 Homeroom Grades 3 – 8 Literacy Specialist	Mrs. LaTonya Ford
Grades 6 – 8 Homeroom Grades 3 – 8 Math & Science Specialist	Ms. Autumn Washington

Adjunct Faculty

Grades 5 – 6 Bible	Mrs. Beverly Dent
Grades 5 – 8 Music	Mr. Armand Hutton
Grades K – 8 Art	Mrs. Gabriella Claybrooks
Grades 3 – 8 Physical Education	Mr. Robert Gordon

Staff

Maintenance Engineer	Mr. Robert Matthews
Office Assistant	Mrs. Sylvia Chunn

ADMISSIONS

F.H. Jenkins Preparatory School is operated especially for the youth of the Seventh-day Adventist faith. However, any child who desires a character-building education, who will uphold the standards of the Seventh-day Adventist Church, and comply with the regulations of the school, may apply, regardless of religious affiliation.

Capacity limits the number of students to be accepted. Priority will be given to constituent church members' children who will attend F.H. Jenkins the following year. As applications are reviewed, class make-up and size are among factors taken into consideration.

Every effort will be made to stimulate students to achieve worthy scholastic goals and consistent Christian living. However, the school will not assume responsibility for students who are not in sympathy with its announced purposes, or whose behavior is inconsistent with the school's requirements.

Parents and students are required to uphold the philosophy, mission, policies and guidelines of F.H. Jenkins Preparatory School. All students are expected to obey all rules and regulations of the school while on the premises. Failure to do so will result in suspension or dismissal from school. F.H. Jenkins reserves the right to discontinue service to any parent or student who fails to uphold the mission, philosophy, or policies of the institution.

F.H. Jenkins Preparatory School is accredited by the Middle States Association Commissions on Elementary & Secondary Schools (MSA-CESS), the Adventist Accreditation Association (AAA) of the General Conference of Seventh-day Adventists.

New & Transferring Students

The age for admission into kindergarten is five (5) years of age on, or before August 15th of the current school year. The age for admission into the first grade is six (6) years of age, on or before August 15th of the current school year.

No student beyond the age of fifteen (15) will be admitted into the school program.

All new students must submit the following:

1. Application for Admission.
2. Official School Records, Cumulative file and Test Scores (if applicable).
3. Complete immunization record furnished by a physician or the Tennessee Health Department (required by the State of Tennessee).
4. Physical Exam Form (State Athletic Physical Exam form available for athletes).
5. Two Recommendation Forms: one from previous teacher or personnel from previous school attended, and/or a community member that knows the applicant well. Forms can be obtained at FHJ
6. Birth Certificate and Social Security Card (copy).
7. Financial Agreement Form
8. Basic Skills Test may be required for any applicant.

Generally, students transferring from another school will be placed in the grade assigned by the previous school. Grade placement, however, may be based on the student's age, social, physical, mental, and emotional maturity, as well as academic achievement.

All new students are required to provide school records. Students with incomplete records at the time of registration may be admitted on probation for four (4) weeks. If records are not obtained by that time, FHJ reserves the right to discontinue enrollment of the student.

Students entering for the first time will be monitored for nine (9) weeks to ensure that satisfactory conduct and achievement is maintained.

Annual Registration & Reenrollment

Returning students are required to update their directory information each year. The following items must be completed before reenrollment is processed:

1. Directory Update Submitted Via RenWeb
2. Athletic Physical Exam (for athletes)

Readmitted students will need the items listed above and additional items listed below

3. Official Transcripts
4. Official Tennessee Certificate of Immunization

F.H. Jenkins Preparatory School reserves the right to review and/or deny the admission of returning students with outstanding concerns in the areas of academics, behavior and/or account delinquency.

FINANCIAL INFORMATION

F.H. Jenkins Preparatory School provides a quality instruction program, which is primarily funded through tuition and fees as well as constituent church subsidies.

All fees are due on or before the first day of attendance. Fees are not prorated or discounted** in relationship to amount of days in attendance. All fees are non-refundable** and failure to make those payments on time will result in the student's dismissal.

*** Unless otherwise noted*

Method of Payment

It is the policy of F.H. Jenkins Preparatory School that tuition for Grades K-8 be processed via ACH (Automated Clearing House), on the 5th and/or the 15th of each month. This form may be obtained at the school and is included in the registration packet. Payments may be processed via cash, check, money order, or credit card. Online payments may be processed via PayPal or through www.fhjenkins.net.

TUITION PAYMENT PLANS

Plan	Description	Annual/Installments
Plan 1	100% paid in full by August 1*. This tuition rate is the yearly tuition of \$4,250.00 less a 10% discount	\$3,825.00/One (1)
Plan 2	Pay ½ on August 1* and ½ on January 1*. This tuition rate is the semester tuition of \$2,125.00 less a 5% discount	\$2,018.00/Two (2)
Plan 3	This tuition rate is the yearly tuition of \$4,250.00 spread across the 10-month academic year.	\$425.00/Ten (10)
Plan 4	This tuition rate is the yearly tuition of \$4,250.00 spread across a 12-month period. Selection of this payment option requires that payments be made through automatic draft.	\$354.17/ Twelve (12)

Registration Fees

The registration fee of \$300.00 is due on or before the first day of school and is non-refundable. The registration fee includes charges for yearly achievement test, books/instructional supplies, library services, etc.

Student Accounts

If you elect a monthly tuition payment plan, each payment is due and payable on or before the 15th day of each month beginning in August, and ending with the tenth (10th) and final payment in May. This helps the school with reduced administrative expenses and you by avoiding a disruption in your child's education in this environment. A \$35 fee will be invoiced upon first returned check or ACH rejection and each occurrence thereafter.

Notification of Non-Payment

If payment is not received by the 20th day of the month, a collection agreement will be mailed to your home address via certified mail. The cost of sending this agreement certified, will be added to the student's account. From the date of the certified letter, the responsible party will have ten (10) days to make arrangements with the local administrator or treasurer to develop a financial plan.

Termination of Enrollment Due to Non-Payment

Failure to honor the notarized commitment or failure to communicate within the time allowed will result in the suspension of your child's enrollment, and the recommendation of permanent dismissal to the F.H. Jenkins school board.

Communication in Changes of Financial Circumstances

It is our desire to serve every child and family possible with a quality Christian education. We ask that if your financial situation changes during the school year that you please notify the principal or treasurer as soon as possible before you have a past due balance that might force us to make a difficult decision. At your request, the school's finance committee will confidentially review your situation, and if we can find a way to further assist your family on a temporary basis, you will be promptly notified of a decision. Again, it is our prayer that God will bless your family and or school with the ability to provide your child with the best Christian education at the best value possible.

Discounts

Any applicable discounts will be applied as follows:

10% Discount – yearly tuition paid in full at registration

5% Discount – semester tuition paid in full at registration

10% Discount – Second Child

20% Discount – Third Child

35% - Fourth Child or more

Educational allowance and discounts are applied to dependents. A dependent is defined as being born to, or legally adopted by an employee and /or spouse, or stepchild by marriage. The student must receive more than 50 percent of support from the new family unit.

Donations

All monetary donations to F.H. Jenkins Preparatory School are non-refundable. Non-monetary donations (i.e. equipment and supplies) become the property of the school.

Specific Financial Policies

1. Past due accounts must be paid in full before the student will be permitted to enroll.
2. A student transferring from another private school must, at the time of registration, present a statement showing that his/her account has been settled.
3. If an account becomes sixty days (60) delinquent, the student's education will be interrupted until the account is brought to a current financial status.
4. Transcripts or final grades will not be released until the student's tuition account is current and in good standing.
5. All funds collected on behalf of F.H Jenkins Preparatory School must be submitted to the Business Office for proper accounting. This includes, but is not limited to, funds collected by the Home and School Association, clubs, class sponsorships, sports and other fundraising activities.

Miscellaneous Fees for K-8

- | | |
|-----------------------------------|-----------------|
| 1. NSF Fee | \$35.00 |
| 2. Athletic Fee | \$125.00 |
| 3. Textbook replacement or damage | Retail Cost/New |

Athletic Program

An athletic fee of \$125.00 will be charged for participation in the 1st athletic activity and \$60.00 for the 2nd athletic activity. Each student must complete an athletic permission form. In order to participate, a student must maintain a "C" average and exhibit satisfactory conduct. If suspended, a student must sit out of the following athletic event. If a second suspension occurs, a student may be withdrawn from the team. *Athletic fees must be paid in full before a uniform is issued.*

School Communication

F.H. Jenkins uses several forms of communication to ensure that you remain and informed parent/guardian. These types of communication include but are not limited to email, text messages, postal mail, face-to-face, and voicemail messaging. A mid-nine weeks progress report will be sent home indicating student progress. At the end of each grading period, report cards are issued, if tuition is current. Mid-nine weeks' progress report and report card issuance dates are listed on the school calendar. The school's online calendar can be located at www.fhjenkins.net.

Books

Books are rented to students during the school year. Rental fees are charged during registration. If any book is lost, misplaced, or damaged, the retail cost of a new book will be applied to the tuition account of the student who is responsible.

UNIFORM POLICY

Complete uniform attire is required to attend all classes including physical education classes. The uniform is to be worn on field trips, school assemblies, and other designated community activities. Students' uniforms must be clean, neatly pressed and in optimum condition at all times. Each student/family is expected to comply with the school's dress standards as outlined below:

"A person's character is judged by his style of dress. A refined taste, a cultivated mind, will be revealed in the choice of simple and appropriate attire." (MYP 344)

GENERAL UNIFORM GUIDELINES

- All uniform components are to be purchased from *Dennis Uniform Manufacturing Company*, 63 E Thompson Ln, Nashville, TN 37211
- **Students are expected to be in full uniform from the first day of classes and onward.**
- Anything worn other than what is listed in this policy will be deemed unacceptable

Hair, Nails, & Jewelry

- Simple and modest hairstyles are acceptable – no designs, colors, or styles may be worn in hair that cause undue attention or distraction from the educational environment or as determined by the administration should be worn. This includes no symbols, shapes or signs shaved in the hair. Bandanas, hats, or head wraps are not permitted.
- Only clear color nail polish, including nail tips and natural looking make-up may be worn. Jewels on nail tips are not permitted.
- Jewelry is not to be worn to school or any school-sponsored events or activities. This includes rings, earrings, toe rings, bracelets, necklaces, studs to keep piercing open, and dog tags.

Shirts & Outerwear

- All shirts are to be tucked in for males and females.
- Only a short sleeve white T-Shirt may be worn under the uniform top. This shirt cannot be visible under the bottom of the uniform top.
- Only uniform sweaters may be worn in class. Students are not to wear other jackets, shirts, or blouses over the uniform shirt.

Skirts, Pants & Belts

- Jeans, spandex, stretched, or off-colored pants may not be worn. Pants should not have extra pockets (cargo or carpenter), or additional zippers. Only uniform standard pants may be worn.
- Sagging pants are not permitted
- Skirts must be no more than 2 inches above the knee.

Shoes & Socks

- Leggings, fishnets, footies, and lace leg wear **are not acceptable**.
- Black socks must be worn. (Socks must cover the ankles)
- Shoes must be black, cover the entire foot and must be worn at all times.
- Unacceptable styles include slippers, slides, flip-flops, backless or toeless styles, moccasins, boots, tennis shoes, or similar type shoes.

FHJ SCHOOL UNIFORM

Grades K-4	
Females	Males
<ul style="list-style-type: none"> • White Blouse, Peter Pan collar • White or Maroon Polo Shirt w/ FHJ logo • James Plaid Jumper • Maroon Cardigan Sweater • Black or Gray Slacks • Black or Gray Shorts • Black Full Socks • White Full socks (w/ jumper ONLY) • Black shoes (non-skidding soles) 	<ul style="list-style-type: none"> • White Oxford Shirts short/long sleeve • White or Maroon Polo Shirt w/ FHJ logo • Maroon Cardigan Sweater • Black or Gray Slacks • Black or Gray Shorts • Black Full Socks • Black shoes (non-skidding soles)
Grades 5-8	
Females	Males
<ul style="list-style-type: none"> • White Oxford Shirts short/long sleeve • White or Maroon Polo Shirt w/ FHJ logo • James Plaid Skirt • Maroon Cardigan Sweater • Black or Gray Slacks • Black or Gray Shorts • Black Full Socks • White Full socks (w/ skirt ONLY) • Black shoes (non-skidding soles) 	<ul style="list-style-type: none"> • White Oxford Shirts short/long sleeve • White or Maroon Polo Shirt w/ FHJ logo • Maroon Cardigan Sweater • Black or Gray Slacks • Black or Gray Shorts • Black Full Socks • Black shoes (non-skidding soles)
** BELTS MUST BE WORN BY ALL GIRLS AND BOYS WITH ALL SHORTS/PANTS	
P.E. Uniform Grades K-8	
<ul style="list-style-type: none"> • Black athletic shorts • T-shirt w/ school logo* • Athletic Shoes 	
<i>*TO BE PURCHASED FROM SCHOOL OFFICE</i>	

DRESS UNIFORM: TO BE WORN THE 2nd FRIDAY OF EVERY MONTH

Grades K-4	
Females	Males
<ul style="list-style-type: none"> • James Plaid Jumper • White peter pan collared shirt • Black non-skid shoes • White or black socks or tights 	<ul style="list-style-type: none"> • White oxford shirt (with logo) • Black tie • Black pants • Black socks • Black non-skid shoes
Grades 5-8	
Females	Males
<ul style="list-style-type: none"> • James Plaid Skirt • White peter pan collared shirt • Black non-skid shoes • White or black socks or tights 	<ul style="list-style-type: none"> • White oxford shirt (with logo) • Black tie • Black pants • Black socks • Black non-skid shoes

DRESS OUT POLICY K-8

Dress Out Day will be ONCE A MONTH for all students in grades K-8 as designated on school calendar.

The following guidelines are to be followed for student attire for Dress Out day. Students not dressed according to these guidelines will not be admitted to class and/or be sent home:

1. Students who participate will be charged \$1.00
2. Tight, skin clinging and short attire (above the knee) is not to be worn
3. Clothes that do not modestly cover the body such as tank tops, strapless tops, halter tops, midriff-baring (cut-off) tops, immodest shorts, skirts, tight stretch pants/shirts and sheer clothing are not permitted for any school function.
4. Sandals and flip-flops (open-toe shoes) are inappropriate
5. Clothing or hairstyles that attract undue attention are not permitted.
6. Clothing or accessories that contain artwork and/or logos that are contrary to Christian principles and/or that have obscene, negative or derogatory connotations or innuendo may not be worn.
7. ANY clothing or hairstyles that attract undue attention are not permitted.

Dressing out is a PRIVILEGE, not a right. Failure to adhere may result in temporary or permanent loss of this privilege.

ATTENDANCE

Class attendance at FHJ is an integral part of its strong academic program. The absence policy is meant to enhance the school attendance policy. Parent(s)/Guardian(s) are requested to call the school by 9:00 A.M. to report student absences.

All students enrolled are expected to be punctual and have good attendance. Medical appointments, emergencies, sickness and/or death of a family member are considered the only legitimate excuses for absences. A written excuse from the parent or guardian is required for all absences within 24 hours or the absence will be considered unexcused. **Unexcused work cannot be made up. Regular medical, dental and eye exams should be scheduled after school or during days out of school, if at all possible.**

If a student has an excused absence note, the teacher will administer make-up work within 48 hours. Students are to take the initiative to make arrangements for obtaining make-up work. Make-up work shall consist of a combination of tests, quizzes, homework assignments and class projects. Make-up work can consist of alternate assignments than those assignments given to students during the regular class period. All make-up must be completed within 3 school days when returning from an absence. All students should be in attendance until the end of the semester.

Action taken by the principal/disciplinary committee will depend on the severity of the infraction, and may not necessarily be the lesser infraction for that particular situation.

ABSENCES

Absences and tardies are excusable under the following circumstances:

- Verified illnesses
- Unavoidable medical, dental, or ophthalmic service
- Quarantine
- Bereavement

**If a student is sick more than three (3) consecutive days, s/he must have a written doctor's note for the absences to be excused.*

SCHOOL HOURS

School begins at 8:00 a.m. Monday through Friday, and ends at 3:30 p.m. Monday through Thursday. School is dismissed at **2:00 p.m. on Friday**. Aftercare charges begin 30 minutes after dismissal.

TARDIES

Promptness to class is very important. Excuses for tardiness may not be accepted and may subject the student to academic discipline. Students may not make up work due to an unexcused tardy to be determined by the Principal.

Students will be marked tardy at 8:06 a.m. and should report to the office before proceeding to class.

Students who arrive late to school or who are not on time to their classes will be tardy. Only three (3) excuses per quarter for tardies will be allowed for transportation problems such as: heavy traffic; accident; morning fog; car would not start; flat tire; ride was late; parent/guardian running late.

Students have **two days from the time attendance is posted in the school office to clear any absence or tardy.**

After that time, the absence or tardy will remain unexcused with the resulting consequence. Perfect attendance is achieved when the student meets all school generated classes, chapels, and other appointments.

IF A STUDENT EXCEEDS SEVEN (7) ABSENCES IN ONE QUARTER, HE/SHE COULD RECEIVE A FAILING GRADE FOR THAT QUARTER.

Exemption Clause: The Admissions Committee has the authority to grant extension to this policy in cases of extended illness/injury or special absences. A doctor's note or other documentation will be necessary in order to maintain acceptable admission status of complete work missed due to illness or other special circumstance. However, the Admissions Committee will make the final decision if student will be allowed to complete work.

ARRIVAL PROCEDURES

Students arriving between 6:30 a.m. and 7:50 a.m. will enter through the school gymnasium. Teachers will pick up students from the gymnasium at 7:50 a.m. Students entering after 7:50 a.m. should enter through the main entrance.

DEPARTURE PROCEDURES

School will dismiss at 3:30 p.m. Monday – Thursday and at 2:00 p.m. on Friday. On days before some holidays or as noted on the school calendar, school will dismiss at 12:00 noon. Students should be picked up promptly. At 4:00 p.m. daily (2:30 p.m. on Fridays) students will be escorted to aftercare by their teachers.

Parents who need to speak to a teacher should park their vehicle in the appropriate area. Cars should not be left unattended in front of the school's main entrance door.

School Closing/Early Dismissals

If a situation develops which necessitates the school closing, a late opening, or early dismissal, you will be contacted through School Reach – an automated phone service. This announcement will also be made on the following television stations:

Television

WKRN – Channel 2

WSMV – Channel 4

WTVW – Channel 5

Remember: School will be in session during the regular time if there is no announcement via School Reach and the media during inclement weather or disaster. The school day may be shortened or end abruptly if there is an emergency after students arrive for class. If this should occur, parents will be notified. If parents cannot be contacted, the school will call the person(s) listed on the authorization form for emergencies. During inclement weather, parents are asked to communicate closely with the school and have transportation quickly available when notice is given that school will close. Parents should also have an emergency plan in place to remove children from the school should a disaster or other incident arise leading to the immediate evacuation of the school. Whenever school is dismissed early or is closed, there will be no aftercare services provided. If school will begin later than regular school hours, there will be no before care service provided. Information may also be located on the school's website at www.fhjenkins.net.

GENERAL GUIDELINES

Classroom Visitation

Parents are always welcomed to visit classes and observe our school program when arranged by the teacher and/or principal. In order to minimize disruptions, the following procedures have been implemented:

1. All visitors must check in at the office and sign in upon arrival
2. When practical, visitors should arrange a conference time with teachers to discuss observations when class is not in session
3. Classroom observations are limited to two class sessions
4. Visitors should refrain from taking the teacher's attention away from classroom activities for discussions or conferences.

Parents are welcome to visit the school. For the safety and security of our students and staff, all parents and visitors are required to check in with the front office when entering the building. The office staff will assist with delivering items to students or escorting students from the classroom to the office to meet with the parent. Parents or visitors should never enter a classroom without clearance from the school office. Please schedule conferences and classroom visitations directly with the teacher or through the office prior to visiting the classroom. This will minimize interruptions, protect instructional or planning time, and allow for appropriate preparation of information that can add to the success of the conference or visit. In general, the presence of student visitors is discouraged to avoid disruptions in the school program. Students are not allowed to bring relatives, friends, etc. to school without the permission of the principal and written requests from the parent/guardian of the student and the guest's parent/guardian. Parents must inform their guests of F. H. Jenkins Preparatory School regulations and policies.

Animal Restrictions

Permission from the administration is necessary before any animal is brought into the building.

Announced Regulations

The board and/or administration have the right to announce and interpret rules and regulations that have not been previously adopted and printed. Every student who enrolls enters into a contract to cheerfully and faithfully comply with these announced regulations as well as those printed in the Student Handbook.

Chapel

Chapel services are held weekly. Chapel programs provide an avenue in which students develop their spiritual IQ, nurture their love for each other and affirm their relationship with Christ. Students are expected to attend all chapel services conducted by the school.

Field Trips

Students are required to adhere to all of the guidelines of the handbook and any other policy of F. H. Jenkins during participation on trips and/or activities. Wherever a student is granted permission to participate in a trip/activity and the parent wishes to allow the student to remain at the trip/activity location, a written note must be sent to the school indicating the name of the person to whom the student is to be released. Parent and chaperones are not covered by F. H. Jenkins Preparatory School or South Central Conference insurance.

A trip/activity may be limited to a particular class or group of students. When this occurs, only students who are part of the class or group for which the activity is intended may attend and/or participate.

Trip/activity fees may not be refunded, prorated, reduced, transferred, or segmented. All funds must be submitted by stated deadline dates. If funds are not submitted by the due dates, an individual's space reserved for the activity will be cancelled and no refund will be given. Fundraisers are limited to students who are enrolled at F. H. Jenkins only.

Guidelines for Trips/Activities

1. Chaperones are appointed by the Administration. Generally, a chaperone may not be placed over a group of students that may include a relative.
2. Students are subject to the full authority of the school and its representatives, including guidelines and policies
3. All fund-raising activities must be channeled through the school.
4. The school reserves the right to allow or deny a student's eligibility for a trip/activity.
5. School trips/activities are approved by the Administration and/or School Board and/or the South Central Conference Office of Education.
6. In order to participate in a trip/activity, a student's account must be current, unless approval is otherwise given by the Finance Committee.
7. Overnight school trips are limited to two days and one night.
8. Overnight trips are limited to the Southern Union territory
9. Overnight trips must have appropriate chaperone (number and gender).
10. All expenses for school appointed chaperones and others are included in trip costs.
11. All funds submitted toward any trip/activity are non-refundable.
12. The school assumes no liability for activity/trip funds that may not be refundable should Administration and/or school board and/or the South Central Conference Office of Education/ or other organization find it necessary to postpone or cancel an activity/trip.
13. Students participating in any trip beyond the United States mainland are required to have a passport.

Headphone Policy

Students are not permitted to use headphones, ear buds, etc. on school property during school hours (except with the specific authorization of the classroom teacher or school administrator). The first offense will result in confiscation and the device will be returned to a parent/guardian at a parent conference. A second offense will result in confiscation and the device will be returned to a parent/guardian at the end of the current marking period.

Lockers

Lockers are available for students in grades 3-8 during the school year. Personal items, textbooks, and book bags may not be left on the floor in the hallway or on top of lockers. These items will be removed. If a school locker is used, keep only your own personal belongings in the locker. The locker is the property of F. H. Jenkins Preparatory School and may be searched and inspected without notice.

Lost and Found

The school cannot assume responsibility for lost articles or for personal property left by anyone on the school premises. Lost and found articles must be turned into the office. Unclaimed articles of clothing will be donated to a service organization. Please place the name of the student in all articles of clothing.

Lunch

The following are nutrition regulations we believe are for the good health and good will of each student. These regulations are based on the tenet of our faith as regards to biblical healthful living.

Animal flesh is not served in the lunches prepared at F. H. Jenkins Preparatory School. Families are asked to explore other lunch options. We adhere to the mandate in *Leviticus 11* to refrain from the eating of unclean meats. Students are NOT ALLOWED to bring any form of unclean meat in their lunches. These unclean meats include ham, pork, bacon, and shellfish of any kind.

School Photos

School pictures are not included in the regular tuition and fees. Yearbook, group, and fun pictures may be purchased at the designated times.

Telephone

School telephones are for school business only. Neither students nor teachers will be called out of class to answer telephone calls except in cases of emergency.

Sexual Harassment:

Sexual Harassment is any unwanted or unwelcome behavior of a sexual nature that interferes with one's education or the right to participate in school activities. FHJ Prep has a zero tolerance policy for sexual harassment, which includes the following:

1. Sexual Advances
2. Sexual Touching
3. Touching one's own clothes or body in a sexual fashion
4. Sexual jokes, stories, drawings or gestures
5. Spreading sexual rumors
6. Embarrassing whistles or cat calls
7. Insulting remarks about a person's sexual orientation
8. Sexually insulting remarks about race, gender, ability or class
9. Leering, staring, Sexual flirtation or propositioning
10. Demeaning use of nicknames
11. Homophobic name calling
12. Bragging about sexual prowess for others to hear
13. Sexual graffiti written on walls or desks
14. Stalking or creating pressure for sexual activity or dates
15. Graphic verbal comments about someone's body or overly personal conversations

RESOLUTION OF CONCERNS POLICY

F. H. Jenkins Preparatory School uses Matthew 18:15-17 as a guide for the process of resolving concerns. Parental support and trust in the professional background and experience of our faculty and staff are important to us. The following guidelines have been established to manage any concerns that may arise.

First: Go directly the person with whom you have a concern and attempt to resolve the issue.

Order of Process: Parent → Teacher

Second: If the concern has been addressed directly with the other involved individual and is still unresolved, then he/she is encouraged to take the issue to the appropriate administrator (Principal).

Order of Process: Parent → Teacher → Principal

Third: In order to elevate a concern to the Board level, parents/guardians should submit their concern in writing to the Chairperson of the Board. Written concerns should be succinct, summarizing the issue at hand, the parties involved, and the desired resolution. The Board will respond in writing in a timely manner after the issue is resolved. Written responses will be considered private, and closure will be documented in confidential Board files. Except in extenuating circumstances, the Board chair will not become involved until the proper steps have been followed. School board members do not deal directly with the daily operational issues of the school and, generally, are not directly involved in most of the conflicts that arise. Therefore, board members should not be called to voice complaints or seek their influence in individual matters or conflicts.

Order of Process: Parent → Teacher → Principal → Board

We should work through the process outlined above as the appropriate means to settle conflicts. Examples of inappropriate responses to conflicts include: involving individuals who are not directly a part of the problem in discussions of the matter, soliciting public support for a private matter, demeaning others (verbally or in writing), or attempting to circumvent protocol by going around proper channels to a higher authority.

The school will endeavor to work through the grievance process to resolve parental concerns. It will exert every effort to address grievances. However, retention or re-enrollment may be denied to a student if the behavior of a parent/guardian is disruptive or injurious to the school or its reputation. The school also reserves the right to dismiss a student when, in the opinion of the school's administration and board, the student's parents/guardians have conducted themselves in a manner that is not conducive to the creation or maintenance of a constructive partnership between parents/guardians and the school.

STUDENT BEHAVIOR

The basic purpose of discipline is the training of the student for self-government. At F. H. Jenkins Preparatory School, discipline is designed to be redemptive, remedial, and corrective. Each student is expected to respect the rights and privileges of other students, teachers, and staff. Students shall exercise their rights responsibly in compliance with Board Policy. Students who violate the rights of others or who violate school rules shall be subject to disciplinary actions outlined under *Disciplinary Infractions*

In matters of disciplinary actions involving probations, suspensions, or expulsion, parents have the right of appeal to be brought to the school board through the board chair.

*All meetings will be terminated immediately until further notice if discussion results in irate conduct, bullying, shouting or other behaviors not in harmony with the school's philosophy.

DISCIPLINARY POLICY

Student Conduct

Students are always expected to conduct themselves in a Christ-like manner, showing respect for God, leadership, the school, others and themselves. The following procedures are to be exercised:

1. Students should maintain order in the halls
2. Students should walk to the right in the school building
3. The students should exercise care in the use of all school property: books, chairs, furniture, etc.
4. At all times, the students are to practice the principles of Christian morals, ethics, fair play, and courtesy in all school relationships. **THERE WILL BE NO PROFANITY OR QUESTIONABLE CONVERSATION ALLOWED**
5. The school telephone is a business phone. Students are not allowed to make telephone calls without permission. Students may not receive telephone calls during the day, except for emergencies. **A forgotten lunch or assignment is not considered an emergency.** Parents should make arrangements for lunch and transportation before school.
6. Remove all hats, coats, unapproved jackets and outerwear when you enter the building.
7. Hair should be neat. No hair combing or personal grooming should occur in the classroom or hallway.

Student Discipline Code

The following code will be reviewed with all students on an annual basis and is designed to foster and maintain a secure, non-threatening, and orderly learning environment.

The code applies to general and specific sanctions against actions or behavior that include but are not limited to:

- Illegal activities
- Disruptions to the academic process
- An abridgment of the rights of others
- Dangerous and unhealthy actions
- Insubordinate actions
- Contrary actions to other laws, board policies, and/or procedures
- Destructive activities that may jeopardize safety

Selling or peddling any items to anyone in the school organization may result in suspension or immediate expulsion.

Infraction Key:

- ❖ 3 minor infractions = 1 major infraction
- ❖ 3 major infractions = 1 serious infraction
- ❖ 1 serious infraction = AUTOMATIC SUSPENSION “ZERO TOLERANCE”

All actions taken under the serious infractions shall be accompanied by appropriate notification to the parent or legal guardian and the school board chairman.

Destruction of School Property

Destruction to school property will be assessed and parents are expected to pay costs for repair, restoration, or replacement.

Illegal Activities

It is the responsibility of the F. H. Jenkins School Board to report all illegal activities to the appropriate law enforcement agencies. Every effort will be made to handle all infractions with Christian grace and redemptive measures.

Cell Phone Policy

Cell phones are only to be used at discretion of the classroom teacher(s) during school instructional hours.

Student’s use of two-way communication devices (such as cell phone) is not permitted in grades K – 4. Grades 5 – 8 must NOT use the device to communicate with other students or for any other purposes (text messaging, checking for messages, as a camera, etc.) It must be **turned off** during school hours and should be stored in backpacks. Any student found violating this policy shall be disciplined as follows:

1. Immediate confiscation of the involved device(s) as appropriate. They will receive a major infraction. The parents must come in to pick up the device.
2. The second violation of the policy will result in a serious infraction and will result in a parent/student/administrator conference that may result in suspension.

The school does not assume any responsibility for lost, stolen, or damaged communication devices.

Corporal Punishment

In accordance with the policies of the Southern Union Conference of Seventh-day Adventist, no faculty or staff members at the school will administer any form of corporal punishment. Parents and / or guardians are not permitted to administer corporal punishment on school property.

Harassment

Students are expected to treat each other and adults with respect. Any accusation of harassment (sexual, ethnic, racial, physical impairment) or any physical verbal or written / published abuse will be vigorously investigated and disciplinary action may be taken up to and including expulsion. (Matthew 12:34)

Students who feel they are being harassed/bullied must report this to a teacher or other who is in authority. Bullying will not be tolerated and is considered a harassment violation. Cyber-bullying or any verbal or published threats (written on paper, text messages, distributed through computer, or any other electronic device), or published slander or libel about another person (student, teacher, and/or school) will result in disciplinary action that may lead to and include expulsion.

Enforcement Strategies and Procedures

The principal and/or teacher and/or staff personnel of the school are responsible for the implementation of strategies and procedures for the maintenance and enforcement of the School Conduct and Discipline Policy whenever students are on school premises. The Principal and/or teacher and/or staff personnel are also responsible for informing all parents and legal guardians of the School Discipline Policy.

The principal, teachers, administrative assistant, and support staff will serve as primary contact with students in maintaining and enforcing the School Conduct and Discipline Policy.

Discipline Policy and School Conduct ***Minor Infractions**

- ❖ Disruptive Behavior
- ❖ Excessive Noise
- ❖ Running in Hallway
- ❖ Littering
- ❖ Chewing Gum
- ❖ Eating in Class

Major Infractions

- ❖ Possession of Radio, Cassette / CD Player, Cards, Video Tape, Cell Phone, Pager, Portable DVD, Toys
- ❖ Rude, Disrespectful Behavior
- ❖ Insubordination
- ❖ Inappropriate PDA (Public Display of Affection – Kissing, Holding Hands, Hugging)
- ❖ Failure to Wear any part of School Uniform
- ❖ Horseplay (Grounds for unsafe behavior, but a lighter penalty)

Serious Infractions – Zero Tolerance

- ❖ Unlawful Possession, Use, Sale, Distribution or Delivery of Drugs, Gambling
- ❖ Unauthorized Presence Inside/Outside school building
- ❖ Leaving school grounds without permission
- ❖ Verbal Abuse
- ❖ Consistent Insubordination and / or Disruptions
- ❖ Cheating and / or Stealing and/or dishonesty
- ❖ Unsafe Behavior (Reckless or negligent action that may cause or is likely to cause serious harm or injury)
- ❖ Hazing and/or Student-on-Student Violence
- ❖ Harassment
- ❖ Drinking Alcohol
- ❖ Fighting and/or Hitting and/or Intimidation
- ❖ Use of Profanity
- ❖ Bringing a Weapon and/or Unauthorized Possession and/or Use of a Weapon
- ❖ Deface and/or Destruction of School Property
- ❖ Sexual Assault/Overt Sexual Behavior / Sexual Language / Possession of Pornographic Material
- ❖ Record Tampering and/or Forging Signature and/or Falsifying Information
- ❖ Failure to Adhere to Emergency Procedures
- ❖ Battery upon a student, principal, teacher, employee, or any person on school grounds or during activity

“Felony – State Law prescribes the maximum penalty of six (6) years imprisonment and a fine not to exceed Three Thousand (\$3,000) Dollars for carrying weapons on school property.”

***The School Conduct and Discipline applies to general and specific sanctions against actions or behavior which include, but are not limited to infractions/consequences listed above.**

Consequences of Minor Infraction

The teacher may choose to speak to the student and/or give a written assignment.

- **3 minor infractions = 1 major infraction**

Consequences of Major Infraction

Major infractions require a written record of infraction. The student may be sent to the office for a conference with the principal. At that time, the rule violated will be dealt with in one or a combination of ways:

1. Development of Written Behavior Plan
 2. Conference with Parents
 3. Placed on Probation
- **3 major infractions = 1 serious infraction**

Consequences of Serious Infraction

Serious infractions are rules which the school feels are very serious. These infractions require students to be sent to the office. Each time a student breaks a serious infraction, the parents are contracted and a discipline form is sent home and placed in the discipline file for future reference. After investigation of circumstances, the principal will deal with the problem in the following manner:

1. SUSPENSION – “Zero Tolerance Policy”
2. Conference with Principal, Parents (Guardian), and Student

1 serious infraction = AUTOMATIC SUSPENSIONS “ZERO TOLERANCE” OR EXPULSION

Suspension

During a suspension, the student will not be involved in any extra-curricular activities such as athletics, field trips, etc. The length of the first suspension is one (1) to three (3) days. If a second suspension is necessary the length will be three (3) to five (5) days. Expulsion will be given serious consideration after a second suspension. Any expulsion of students will be at the discretion of the Discipline Committee. **Any daily grades during the suspension time will be recorded as zeroes, including exams. There will be a \$25.00 re-admission fee after each suspension. This fee is due in cash on the day of return.**

Probationary Status

A student who has developed a record of disciplinary actions can be placed on a probationary status for a period of time determined by the Discipline Committee. A student on probation can be expelled if he/she does not exhibit progressive measures toward correcting the problem(s) that led to his/her probation.

Expulsion

The most serious action of the Discipline Committee is the expulsion of a student. This action can take place for one serious infraction of school regulation or a combined record of infractions and warnings. Any threat or attempt to cause bodily harm or injury to another person may result in immediate expulsion. Hazing activities and/or student-on-student violence that may result in suspension or expulsion include: “Students ganging-up on fellow students (even in play), students hitting students, students intimidating students, students verbally abusive students, students sexually harassing students, students engaged in play that has sexual connotations, students bullying students, or students doing any physical activity that inflicts hurt or discomfort to other students.” Students expelled from F. H. Jenkins are subject to review by the Admissions Committee before being permitted to re-enter F. H. Jenkins the following year. Such serious actions are taken with much thought, discussion, and prayer.

CURRICULUM AND ACADEMIC POLICIES

Homework

Students are expected to complete all homework assignments. When ill, students should check with teachers for assignments missed due to illness. Parents should notify the office by 10:00 a.m. if they plan to pick up their child's homework assignment. Incomplete homework assignments can lead to a student failing a subject.

Progress Report

Each student is given a mid-nine weeks' progress report approximately halfway through the quarter. This report will indicate academic and/or behavioral progress. Dates when these reports are sent are listed on the school calendar.

Report Cards and Transcripts

Report cards are issued at the end of the nine weeks' grading period to each parent whose account is current. Parents are invited for conferences with the student's instructor.

Parent/Teacher conferences will be held on Parent/Teacher Conference Day (See calendar for date). Teachers will make arrangements for appointments.

Students and parents will have ten (10) days after the date report cards are issued to challenge a grade in writing. After ten days, no grade will be changed.

In harmony with the policy established by the General Conference Department of Education, cumulative records and/or diplomas will be issued only when the student's account is paid in full.

At the conclusion of the school year, a student will be given one of the following report card grade statuses: (1) promoted to (the next grade); (2) retained in (the same or current grade); or (3) placed in (the next grade). A child may be placed in the next grade due to the following reasons: has not mastered appropriate skills the institution deems necessary to promote unconditionally to the next grade level and/or child's age, and/or physical maturity, and/or previous academic status.

Diploma and/or final report card will be issued after school has concluded and will be sent by mail. However, all accounts must reflect no funds owed to the school.

Academic Requirements/Probation

A student will be placed on academic probation when he/she fails more than one course. The teacher will meet with the parents to suggest a course of action to improve academic standing. If the student at that point does not respond to corrective efforts and the grades still reflect poor work habits and attitudes, the student may be asked to withdraw from school.

Incomplete Work

An incomplete ("I") may be given in serious cases where illness with an excuse form a doctor is provided, death of immediate family member, or when some other appropriate circumstance may indicate that more time be given for assignment/test. In this case, a student may receive an "I" on the progress report or report card until the work is completed by written due date. If work is not completed by due date, the student will receive the grade average of what those activities that are completed. This could result in a report card grade of "F".

Grading Scales

Grade K	Grades 1-2	Grades 3-8
I Independently Achieves Skills	E Excellent	A (94 - 100%) A- (90 - 93.9%)
P Progressing Towards Skills	S Satisfactory	B+ (87 – 89.9%) B (84 – 86.9%) B- (80 – 83.9%)
NT Needs More Time	N Needs Improvement	C+ (77 – 79.9%) C (74 – 76.9%) C- (70 – 73.9%)
N Not Addressed		D (60 – 69.9%)
		F (Below 60%)

Academic Probation

A student will be placed on academic probation when he/she fails more than one course. The teacher will meet with the parents to suggest a course of action to improve academic standing. If the student at that point does not respond to corrective efforts and the grades still reflect poor work habits and attitudes, the student may be asked to withdraw from school.

Incomplete Work

An incomplete (“I”) may be given in serious cases where illness with an excuse from a doctor is provided, death of immediate family member (mother, father, sister, brother, grandparent, great-grandparent), or when some other appropriate circumstance may indicate that more time be given for an assignment/test. In this case, a student may receive an “I” on the progress report or report card until the work is completed by written due date. If work is not completed by due date, the student will receive the grade average of what activities that are completed. This could result in a report card grade of “F”.

Student Retention

A student who fails up to two subjects will be retained in the current grade. However, if summer school attendance (at an institution approved by F. H. Jenkins) and proof of successful completion of courses is provided, the student can be promoted to the next grade. Students who fail three or more subjects will be retained and must repeat the grade during the next academic school year.

Honors Scale

Principal’s List:	K – 8 Grades – A’s, B’s and /or E’s (3.75-4.00); or N’s.
High Honor Roll:	K – 8 Grades – 3.50 – 3.74; No N’s.
Honor Roll:	K – 8 Grades - 3.25 – 3.49; No N’s.
Perfect Attendance:	No Absences; one tardy per quarter.
Honor Graduates:	Honor students (Honor Roll/High Honor Roll/Principal’s List) will be recognized at Graduation

Kindergarten Curriculum

Kindergarten Stepping Stones is a faith-based, kindergarten curriculum that integrates language arts and reading, math, science, social studies, art, music, physical education, dramatic play and technology.

The program recognizes that young ones are created in God's image and must be nurtured to think, learn, choose, and grow. It is responsive to individual differences in developmental stages, abilities, and interests.

Primary Grades

When a student does not enter a formal school program until seven or eight years of age, faster progress during the first two or three years of school may be expected. Likewise, a grade placement adjustment may be advisable if a child started school too early or is immature. Adjustments during the first two or three years of school should be based on a continuous progress plan rather than 'skipping' or 'repeating', and should not be considered as acceleration or retention.

Acceleration or Enrichment

Rarely should a student be accelerated after the third grade. Exceptions may be made only in the case of an older student who was not appropriately placed during the primary grade. Usually lateral enrichment rather than vertical acceleration is recommended in upper grades. With rare exception, a child should not be placed above his/her age group (5 years plus the grade level).

Retention

Retention can be very traumatic for students above the primary grades. The decision to retain should not be based on academic achievement alone, but on the various factors as stated above. Any needed retention should be completed as early as possible and generally should be avoided at the 7th and 8th grade levels. It usually is preferable to have students make up deficiencies during summer rather than be retained. A student should not be retained more than once in his/her school experience. Throughout the school year documentation should be placed in the class register outlining special work given to accommodate a student's special needs.

Retaining or Accelerating Students

F. H. Jenkins Preparatory School is organized on the general expectation that most students will progress through school at the rate of one grade per year. Teachers must submit a proposed Grade Placement Form and obtain conference approval before retaining or accelerating a student. This form should be submitted several weeks prior to the adjustment. A letter outlining the student's needs should accompany the form. The South Central Conference Office of Education must approve any exception to these guidelines.

Scholastic Reports

Parents are expected to periodically check RenWeb online grade book and with the school regarding their child's academic progress. However, grades and progress reports are released to parents and guardians according to the following schedule:

- **Interim Reports** are emailed and available in RenWeb 4½ weeks after the beginning of each nine-week period to parents/guardians. If a parent does not receive the report in a timely manner the school should be notified.

- **Report Cards** are mailed at the end of each marking period. Parent/teacher conferences are held at the end of the first and third nine-week grading period. Parent/teacher conferences are encouraged throughout the school year. Please contact the principal's office to request a conference. Final report cards will be mailed when accounts are paid in full.

TESTING

Kindergarten Assessment

Kindergarten students are assessed throughout the school year. The purpose of the assessment is to enable teachers and parents to learn more about their children, track their progress over time, plan for their continued learning, and report effectively to each other.

The IOWA Assessment

This test is administered in the fall of each school year to grades 3 - 8. It measures how well a student has mastered basic skills. The test results are used to determine a student's strengths and weaknesses so that an instructional program can be planned accordingly.

Math and Reading Benchmark Testing

Benchmark assessments monitor the progress of a student. Math and reading benchmark assessments are given four times during the year. All results are mailed home for parent review.

WrAP/An informal Writing and Reading Assessment Profile

WrAP is a running record that can be any appropriate length. WrAP uses a reading record, which is a simplified version of a running record. WrAP is an informal assessment, designed to inform instruction. Guided by information from the assessment will make an impact on reading growth.

HEALTH POLICY

Immunization Requirements

The State of Tennessee requires that all students be properly immunized. Each student must have proof of current immunizations in his/her file. For the protection of all students, the State reserves the right to order the suspension of any student who does not have his/her vaccinations current.

Kindergarten grade students and new students must have immunization records in hand before classes begin.

Returning students should have all immunizations current by the first day of school.

Reporting Illnesses

Any communicable disease or threat that a student may have contracted should be reported to the school immediately.

A child is excluded from school for communicable diseases, rashes, unknown skin eruptions, etc., until all symptoms disappear or a written release from the doctor is submitted.

Emergency Medical Treatment Form

Each student is required to have a notarized Emergency Medical Treatment Form should emergency room care or hospitalization become necessary.

Medication

Medication is considered any prescription or over-the-counter drug. If a student requires medication during school hours, it must be administered by school personnel. The office must have a completed notarized medication dispensation authorization form and/or any other requested information in order to administer medication (prescription or over-the-counter). Medication refills should be monitored by parents. The only medication students are allowed to carry on their person is an inhaler. When the need arises to use an inhaler, a student must inform school personnel so that this usage can be noted. A student should not share any medication with another person. Having any unauthorized medication on one's person, or sharing any medication could subject the student to immediate suspension or expulsion.

Home and School Association

Scripture directs that when two walk together they must be in agreement so that unity prevails (Amos 3:3). When parents and school are complementing one another's value system, there is greater opportunity to impact young people.

The Home and School Association is a parent-teacher organization that has proven to be a very valuable asset. Every concerned supporter of the school will be an active participant in this association. The teachers in the home (parents) and the teachers in the school should work together to benefit the children physically, mentally, and spiritually as character is developed in each student.

The F. H. Jenkins Home and School Association meets the second Tuesday of the month at 6:00 p.m. at the school. Dates are listed on the school calendar.

The purpose of the Association is to advance the cause of Christian education in the home and in the school and furnish social and educational opportunities through programs, social activities, and group services.

PARENT/STUDENT HANDBOOK RECEIPT

I, _____ received the F. H. Jenkins

Parent/Student Handbook. I will review it with my child(ren).

Signature of Parent/Guardian

Date