



The MBA Experience:
Growing Tomorrow's Leaders to Transform Lives and Communities

2022-2023
STUDENT-PARENT HANDBOOK

Tamatha Smith, Principal
Wilder Lee, High School Assistant Principal
Beverly Stewart, Middle School Assistant Principal

3306 Overton Crossing St.
Memphis, TN 38127

High School (901) 357-8680 Fax (901) 357-8681
Middle School (901) 357-2711 Fax (901) 357-2442

Visit us on the web at <https://memphisbusinessacademy.com/>

MBA Board Information

Board Members

MBA is proud of a long tradition of openness and transparency with our parents and other community leaders.

HOW TO APPEAL A DECISION

A list of our current Board members is as follows:

Barbara Bennett	(901) 701-6809	barbara.bennett59@yahoo.com
Shawn Thomas	(901) 352-3662	shawn.thomas@mbaexecutives.org
Bianca Russell	(901) 674-4214	brrsell@memphis.edu
Tony Reeder	(901) 412-1431	tonyr@rittermail.com
Zach Beasley	(662) 252-1766	Zbeasley@aol.com
Sirgregory Thornton	901-679-2742	sthornton@fellowshipmemphis.org
Alexia Rosales	901-201-3407	rosalesalexia19@gmail.com

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Greetings MBA Executive Parents and Students,

Welcome to Memphis Business Academy Schools, Home of the Black and Gold Executives! We are honored that you have chosen our high performing learning environment. We look forward to sharing the responsibility of holding high expectations to prepare our Executives for colleges and careers of their choice.

Let's Expect an "EXECellent" year!

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!**

The MBA mascot is the "Executive" and our
official school colors are black and gold.

2022-2023 School Calendar

**Note: We follow the same calendar year as Shelby County Schools.
However, we do not hold our parent teacher conferences on the same day as SCS.
Please note: Our parent teacher conferences are scheduled the day report cards are issued.**

2022 First Semester-82 days	2023 Second Semester-98 days
AUGUST	JANUARY
8 First Day for Students 1st 9 Weeks Begins	2 Students Return 2nd Semester 3rd 9 Weeks Begins 16 Dr. Martin Luther King Jr. Day (Students Out)
SEPTEMBER	FEBRUARY
5 Labor Day (Students Out) 8 Parent/Teacher Conferences (4-7 p.m.)	16 Parent Teacher Conferences (4-7 p.m.) 20 Presidents Day Regular School Day
OCTOBER	MARCH
7 1st Nine Weeks Ends 10-14 Fall Break (Students Out) 17 Students Return 2nd 9 Weeks Begins	10 3rd Nine Weeks Ends 13-17 Spring Break (Students Out) 20 Students Return 4th 9 Weeks Begins
NOVEMBER	APRIL
8 Election Day (Students Out) 11 Veterans Day (Students Out) 21-25 Thanksgiving Break (Students Out)	7 Spring Break II Good Friday (Students Out)
DECEMBER	MAY
14-16 1st Semester Exams 16 1st Semester Ends 2nd 9 Weeks Ends 19-30 Winter Break (Students Out)	24-26 2nd Semester Exams 26 Last Day of School 4th 9 Weeks Ends
	JUNE

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MBA is a Title One School

- Parent’s Right to Know – You have the right to know the educational credentials of every staff member serving your child.
- The Family Engagement Plan & School/Parent Compact describes how we will work together for your child’s success.
- The School Improvement Plan is available to review the annual improvements we will make for your child’s success.
- MBA is a “Safe” School; we are gun free and drug free.

Academic Honors, Grade Point Averages (GPA)

Middle and high school Executives must pay close attention to their grade point averages. The combination of GPA, ACT, and extracurricular activities creates college scholarships! The better the grades, the more money Execs can earn toward college! Work hard to learn and earn great grades, not just to pass a class.

Based upon the report card grades, students are eligible for the following honors:

Principal's List: All A's and all E's or S's in conduct.

Citizenship: All E's in conduct.

Honor Roll: All A's and B's and all E's or S's in conduct.

Perfect Attendance: Executives who attend school every day, and have fewer than 0 tardies.

If an Executive has an N or U, has 3 or more absences or tardies during the academic grading period, or has excessive demerits, (s)he is not eligible for an honor certificate, despite the grades.

Progress Reports/Report Card:

Parent Teacher Conferences will be held September and February

Report Card Period	Progress Report Issued	Report Card Issued
1 st 9 Weeks	September 7	October 7
2 nd Nine Weeks	November 16	January 18
Semester Ends	[REDACTED]	
3 rd Nine Weeks	February 1	March 29
4 th Nine Weeks	April 19	Mailed June 2

Retention:

****MBA does not offer summer school, please make sure that you work hard all year to earn the credits for the courses. The courses may be offered for a fee through Shelby County Schools. That information will come toward the end of the school year.**

Merit Based School Culture

MBA is a merit based school. We look to see the best in our Executives, both behaviorally and academically. We celebrate accomplishments of merit growth and demerit reductions on the following schedule:

Week	Executive (s) Involved	Reward	Activity
Week 5,15,24 and 33	E's and S's in conduct on Progress Report	Dress Down	E's will receive Chips, Juice, and dance or game in the gym against staff S's will attend dance or game
Week 10,19 and 28	E's and S's in conduct on Report Card	Dress Down	E's will receive a Pizza party and Movie or Cookout with outside time S's will receive a Movie or outside time

Merits!

Executives will earn MERITS for exhibiting positive behavior.

Every Friday we will acknowledge Executives who have shown highlighted S.O.S. words. (Truth, committed, persistent, character, honesty, dependable, reliable, responsibility, tenacious, service, hope, vision, leader)

Dates for dress down if students have received ZERO demerits.

August 26, 2022	September 2, 2022
September 16, 2022	September 30, 2022
October 7, 2022	October 21, 2022
November 4, 2022	November 18, 2022
December 2, 2022	December 16, 2022
January 13, 2023	January 27, 2023
February 10, 2023	February 24, 2023
March 10, 2023	March 24, 2023
April 14, 2023	April 28, 2023
May 12, 2023	May 26, 2023

Middle School and High School Quarterly Course Conduct Grades

<u>Progress Report Weeks</u>	<u>Report Card Weeks 1-9 1- 4.5</u>
Grade E – 0-2 Demerits	Grade E – 0-3 Demerits
Grade S – 3-5 Demerits	Grade S – 4-7 Demerits
Grade N – 6-9 Demerits	Grade N - 8-11 Demerits
Grade U – 10+ Demerits	Grade U – 12+ Demerits

Let's work hard to earn merits!!

Demerits!

Executives will earn Demerits for exhibiting negative behaviors

- * Executives can earn a *Level 1 Demerit Infraction* or a *Level 3 Demerit* Infraction with any single class.
- * Executives' opportunities refresh at the beginning of each class. There is a consequence after an Executive receives a maximum of three Level 1 Demerits or a Level 3 Demerit in any class.
- * When an Executive earns *three Level 1 Demerits* or a *Level 3 Demerit* within a single class, the Executive will receive a Demerit Referral Form and removal from class to Administration for a consequence.

Level 1 Demerit Infractions worth 1 single Demerit each.

1. Tardy to class – *1st tardy to class in the week*
2. Littering or throwing Items
3. Eating or drinking outside of the cafeteria
4. Gum chewing or possession of gum
5. Using a grooming item at an inappropriate time
6. Disregarding voice codes, screaming or excessively loud noises
7. Off task during instruction *including refusal to work, sleeping in class, head on desk, talking without permission, anything not instructed by an adult*
8. Out of seat without permission
9. Not prepared for class
10. Playful teasing or checking without profanity

Level 3 Demerit Infractions worth 3 Demerits each

1. Tardy to class – *2nd tardy to the same class of the same week*
2. Running, horseplay, disruptive behavior
(including beating on walls, randomly knocking on doors, consistent playfulness)
3. Skipping class, being in a restricted area, no hall pass, or abuse of hall pass, failure to produce a dismissal pass.
4. Violation of full uniform policy
5. Using Profanity or Harsh Words
6. Phone or electronic device turned on, without school authorization
7. Cheating on School work, plagiarism
8. Selling unauthorized items

The following infractions are potential causes for suspension or expulsion

9. Physical Violence, Fighting
10. Leaving campus without authorization
11. Theft
12. Destruction of School Property
13. Insubordination or disrespect to any adult
14. Possession of a weapon or contraband
15. Gang paraphernalia or affiliation
16. Offensive or excessive teasing/checking
17. Sexual harassment/obscene gestures
18. Cyberbullying/bullying/threats/gestures
19. Romantic PDA (Public Display of Affection)
20. Using an electronic device to record or Refusal to surrender a cell phone or electronic device

CONSEQUENCES for Demerits

After 3 Level 1 Demerits or a single Level 3 Demerit offense is earned within a single class, Executives will receive a Demerit Referral Form and the appropriate consequences:

1) Phone Call to parents from MBA Staff

2) LD = Silent Lunch Detention (LD) + Reflection Form + Parent Contact

* Executive must sit in designated isolation area during lunch.

3) Mandatory Conference and Begin Behavior Plan with student, families, teachers, and administrative staff.

4) OSS = 1 or more Day(s) Out of School Suspension (OSS) + Reflection Form + Make up Work + In –Person Parent Conference on return.

Special Notes for Consequences

1. Behavioral consequences supersede any extracurricular activities.
2. *If you are absent on the day of your LD, Mandatory Conference or ISS, your consequence will begin the following day. You will not be reminded of this. Failure to comply will result in further disciplinary action.*

MAJOR INFRACTIONS: SPECIAL CONSEQUENCES:

Upon first violation, Out of School Suspension will be assigned at the discretion of Administration. Some offenses may result in an automatic expulsion from MBA.

For major infractions please refer to the MBA/MSA 2022-2023 Disciplinary Procedure Handbook for more detailed information.

ACT – American College Test

Students nationwide take the ACT to determine academic placement, college entrance, and scholarships. Colleges accept the highest scores, so taking the ACT multiple times is very beneficial! PLEASE sign up your child to take the test multiple times! This way, your child can have the experience of persevering through the ACT, learning to manage time, and building confidence for standardized tests.

THE ACT Challenge and ACT Vocabulary

Earn an ACT score of 25 and you may be out of uniform for the remainder of the school year and every year to come!

There are 150 words that are bound to be on the ACT test. Your Execs will be challenged to use these words in college bound sentences to increase their vocabulary and earn merits:

<https://quizlet.com/127493829/150-act-vocabulary-words-flash-cards/>

The website to register for the ACT is:
www.actstudent.org

Test Date	Registration Deadline	Late Registration Deadline	Estimated Score Release Date
September 10, 2022	August 5, 2022	August 19, 2022	September 20- Oct. 4, 2022
October 22, 2022	September 16, 2022	September 30, 2022	November 1-15, 2022
December 10, 2022	November 4, 2022	November 11, 2022	December 20-Jan. 3, 2022

February 11, 2023	January 6, 2023	January 20, 2023	February 21-March 7, 2023
April 15, 2023	March 10, 2023	March 24, 2023	April 25-May 10, 2023
June 10, 2023	May 5, 2023	May 19, 2023	June 20-July 4, 2023
July 15, 2023	June 16, 2023	June 23, 2023	July 25-August 8, 2023

Let's work hard to earn an ACT score of 25, earn merits for awesome behavior, and have a great school year!

“Joyful Birthdays!”

Birthdays are so important to everyone! MBA celebrates birthdays school wide *and we do not allow individual birthday celebrations.*

Families MAY NOT BRING birthday items, unless you are bringing enough for everyone (500). We don't want anybody to feel left out! Birthday gifts and balloons are not allowed into the school building because they are distracting to the academic environment.

Executives may be out of uniform on *one designated day per month listed below, not on the individual birthdays.* Please make sure that you follow Casual Dress Guidelines, and that your clothing is acceptable.

**HAPPY BIRTHDAY
EXECUTIVES!
Your day is so special!**

Day:	Date to Dress Down and Enjoy a Cupcake	Birthday Month to be Celebrated
Tuesday	<u>August 16, 2022</u>	June, July & August
Tuesday	<u>September 6, 2022</u>	September
Tuesday	<u>October 4, 2022</u>	October
Tuesday	<u>November 1, 2022</u>	November
Tuesday	<u>December 6, 2022</u>	December
Tuesday	<u>January 3, 2023</u>	January
Tuesday	<u>February 7, 2023</u>	February
Tuesday	<u>March 7, 2023</u>	March
Tuesday	<u>April 4, 2023</u>	April
Tuesday	<u>May 2, 2023</u>	May

ATTENDANCE

All students are expected to attend school on each day that school is officially in session and remain at school for the entirety of the school day.

The Tennessee State Compulsory Attendance Law (T.C.A. §49-6-3001 and T.C.A. §49-6-2007) requires that pupils of legal age attend school (ages of six and seventeen years, both inclusive) unless special circumstances arise which temporarily or permanently excuse the student from attendance.

Excused absences shall include:

1. Illness, injury, pregnancy, homebound circumstance, or hospitalization of the student.

Note: The District may require a parent conference and/or physician verification to justify absences after the accumulation of ten (10) days of absence during a school year. Notes must be date specific and will be required for subsequent absences beyond ten (10) days.

2. Death or serious illness within the student's immediate family;

3. Officially representing school sponsored activity or attending verified college visits.
4. College visits; * 2 excused college visits annually for high school students.
5. Religious observances;
5. A court order; a subpoena; and/or a legal court summons.
6. Extenuating circumstances over which the student has no control as approved by the principal.
7. Military active duty/deployment
8. Summons, subpoena, or court order

Truancy

Truancy (Policy #6016)

Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session. **Unauthorized absence from school is considered truancy and will be treated as such.** This includes absence from any class, study hall, and/or activity during the school day. The principals, in coordination with any teachers who provide instruction to a student and any other **appropriate school faculty, shall make the decision to require the student's attendance at such remedial instruction occurring outside of the regular school day,** including but not limited to programs conducted during the summer and after the conclusion of the regular school day pursuant to state law.

If a student misses 10 consecutive days from MBA without an excused absence, he/she will be withdrawn from our school.

MBA's S.A.R.T. (School Attendance Review Team) Progressive Truancy Interventions:

1. Send a letter to families after the student accumulates five (5) days of unexcused absences during the school year.

Note: A student must be present fifty percent (50%) of the scheduled day in order to be counted present.

2. A conference will be held with the student and the student's parent/guardian. During the conference

an attendance contract will be discussed and signed.

3. If a contract is violated, will be referred to a truancy office, asked to do volunteer community service, and referred to a counselor.
4. Student and student's parents/guardians will be referred to a truancy center, receive Saturday detention at MBA, and parent/guardians are subject to court summons and fine.
5. **If your child has experienced unresolved attendance problems at MBA, he/she will be denied enrollment to MBA the upcoming school year.**

MBA School Procedures

Arrival:

MBA Executives must not be dropped off at school before 7:00 a.m., and cannot be left after school past 3:45 p.m., unless (s)he is involved in an after school activity that is directed by a school personnel. ***There is no supervision before 7:00 and after 3:45 PM and the campus will be cleared. Your child is trespassing after this point.*** Please know that your child must be picked up on time, and is considered truant if (s)he is on campus before or after the supervised hours. Please make the proper arrangements to ensure that your child is picked up DAILY and does not remain on the school campus.

Doors open at 7:00 a.m.

Breakfast will be served 7:00-7:15 a.m.

Morning Meeting is at 7:15-7:25 a.m.

Classes Start at 7:30 a.m.

After 7:30 a.m. your Executive is considered tardy.

Late Arrivals:

After 7:30 a.m. Executives **Must BE SIGNED IN**. Please report to the front desk to sign your Executive in. It is important that the reason for the tardiness is written down on the sign in form. Please see the truancy policies, if your Executive exceeds 5 unexcused tardies.

After the fifth unexcused absence/tardy MBA will have a Student, Attendance, Reporting, Team (S.A.R.T) meeting with administration and parent/guardian. Thereafter unexcused absences/tardies will be reported to the Truancy office.

Dismissal:

Dismissal is important to ensure campus safety. There are specific dismissal locations for: Walker, Bus Riders, Car Riders, MBAE Siblings, and Extracurricular.

Middle School Dismissal:

- 8th grade dismisses at 3:20 p.m.
- 6th grade dismisses at 3:25 p.m.
- 7th grade dismisses at 3:30 p.m.

High School Dismissal:

- 9th, 10th, 11th, 12th grade dismisses at 3:20 p.m.

Extracurricular Activities and Standard:

- Dismiss at 3:30 p.m.

Standard

- Dismiss at 3:30 p.m.

Your child MAY NOT leave the campus and return during school hours for any purpose, nor may your child invite guests on the campus at any time.

For your child's security, MBA is not responsible for any accidents, injury, or harm that occurs when (s)he is on campus before or after the supervised time. Executives will be escorted off campus to Overton Crossing at 3:45 p.m. We reserve the right to call the truancy officer or police department for unsupervised children.

Early Dismissals:

We asked that your Executives are not checked out after 2:30 p.m.

After school Extracurricular Activities

Executives who attend extracurricular activities, sports, practices, tutoring, field trips, and meetings after hours must be picked up PROMPTLY after the event. The specific times will be given once your child begins their activities. ***MBA Personnel are not responsible for students who are not picked up at the designated time. For your child's safety, we welcome you to arrive early to pick your child up because it may be dark outside when the event ends.***

ANY CORRECTIVE ACTION OR SUSPENSIONS WILL SUPERSEDE ALL EXTRACURRICULAR ACTIVITIES THAT OCCUR DURING OR AFTER SCHOOL HOURS. IF AN EXECUTIVE IS SUSPENDED, (S)HE CANNOT PARTICIPATE IN AN AFTER SCHOOL ACTIVITY.

Bus Rider Policy

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.

There will be consequences for school bus/bus stop misconduct. Serious misconduct may be reported to parents & local law enforcement. 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 Administration.

Rules	Consequences
<p style="text-align: center;">LEVEL I</p> <ul style="list-style-type: none"> Not following the directions of the drivers and bus monitors. Sit in your seat facing forward while the bus is moving. Talk Quietly 	<p>Verbal warning to student</p> <p>Assigned seat by bus monitor</p>
<p style="text-align: center;">LEVEL II</p> <ul style="list-style-type: none"> No foul language or gestures. Keep all parts of your body inside the bus. Keep your arms, legs and belongings to yourself. Do not throw any object No eating or drinking Yelling/Talking loud Defiance/disrespectful-refusal to cooperate with driver and /or bus monitor 	<p>Written warning to student/parent or guardian by bus monitor (Demerit Bus Referral)</p> <p>1 day suspension from riding the bus</p> <p>3 school days suspension from riding the bus</p>
<p style="text-align: center;">LEVEL III</p> <ul style="list-style-type: none"> No fighting, harassment, intimidation or inappropriate conduct with another student. No yelling with or being disrespectful to adults <ul style="list-style-type: none"> -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. 	<p>5 day suspension from riding the bus</p> <p>10 day suspension from riding bus</p> <p>Principal & Parent Meeting or Guardian</p> <p>Student will be suspended for riding the bus for the remainder of the school year</p>

MBA EXECUTIVES UNIFORM POLICY

The Memphis Business Academy Uniforms Policy has been adopted to ensure that students present business professional attire. *Executives must maintain the uniform policy at all times on campus, even outside and on field trips.* We expect parents to adhere to these policies as we work together for the best for our students. Out of uniform accessories will be confiscated and returned to parents.

- **Uniform Arrival Checks: (uniforms will be checked as Executives enter the building)**
- **No jackets will be allowed to be worn inside out. *Jackets will be taken.***
- **Backpacks will be checked to make sure that uniform violations are not inside.**

CONSEQUENCE FOR VIOLATION OF UNIFORM POLICY:

This uniform policy is subject to change at the discretion of MBA administration. Executives who are in violation of uniform policy will be issued:

- 1st violation phone call
- 2nd Violation Mandatory Parent Conference
- 3rd Violation In School Suspension
- 4th Violation Out of School Suspension

Parents are expected to adhere and support MBA Administration in enforcing this

policy. As a business school, our best goal is to ensure our **Executives are dressed for success every day. If you need uniform assistance, please make sure that you contact us. We may be able to assist you. However, assistance is not guaranteed.**

DAILY UNIFORM INSPECTION:

Executives' uniforms will be thoroughly inspected every morning to give an opportunity to correct any violation before classes begin.

Mandatory conferences will be held with parents if Uniforms are not in compliance.

BORROWED UNIFORM ITEMS:

If an Executive borrows a uniform item, i.e., tie, jacket, belt, etc... They are responsible for returning the items. Failing to return borrowed uniform items will result in being assessed a fee for the item(s). If not paid, the Executive's report card will be held.

PURCHASING UNIFORMS

Village Mart
2911 Covington Pike
Memphis, TN
(901) 388-0004

Uniform Policy	MALE EXECUTIVES		FEMALE EXECUTIVES
Tie	MBA tie ONLY Solid Navy or Solid Green	Tie	MBA tie ONLY Solid Navy or Solid Green
Shirts	White, Blue, or Yellow dress shirt ONLY. A button down shirt must be buttoned (No Denim). Shirts must be tucked in. No knit or polo styled shirts. Undershirt should not be seen.	Shirts	White, Navy, or Yellow shirt (No Denim) Shirts MUST be buttoned to the top. No knit or polo styled shirts. Undershirts or undergarments must not contain any writing, pictures, and may not be colored and must not show through the Uniform. They MUST be White or Black.
Pants	Dress Khaki Pants Dress Navy Blue Pants ONLY for Middle and High School males. No pants with outside "bulging" pockets, No cargo pants, no khaki colored jeans. No cinched pants or joggers with elastic ankles and NO SAGGING.	Skirt/Pants	MBA plaid skirt only. Skirt may not be "rolled up" so that it appears shorter. Shorts are acceptable under the skirt, but may not be visible. Dress Khaki or Dress Navy Blue pants Only for Middle and High School females. No pants with outside "bulging" pockets, No Cargo pants, no khaki colored jeans. No cinched pants or joggers with elastic ankles. and NO SAGGING
Belts	Black or Brown solid belt. No belts with designs or accessorized belt buckle.	Belts	Black or Brown solid belt. No belts with designs or accessorized belt buckle.
Shoes	Solid Black, or Brown Dress Shoes (No tennis shoes, NO Boots or high-top shoes No white sole shoes, No slides, No house shoes).	Shoes	Black, or Brown dress shoes only. Saddle oxfords are acceptable. Heels 1 inch or lower. (NO White Soles, No flip flops, No boots, No open-toe, No open-back, No Stilettos, No wedges, no furry insoles)
Socks	Black, Navy, White, or Brown Solid dress socks (No patterned, designed, or colored socks).	Socks	Black, Brown, Gray, Navy, or White- Knee length socks, solid tights, or pantyhose must be worn daily. (NO Leggings, No ankle length or mid calf length socks.)
Jewelry	No Bracelets, No necklaces, No Neck scarves	Jewelry	One small ring is allowed, round stud earrings are acceptable in the ear lobe ONLY. Gold, silver, pearl bracelets acceptable. No Colorful or rubber band bracelets.
Headwear	No bandanas, No head wraps, No head bands, No head Scarves, No hats.	Headwear	No bandanas, No head wraps, No head bands, No head Scarves, No hats.
Piercings	No piercings or earrings. Do NOT allow your child to get a piercing and expect to keep an earring or straw in the ear, or expect us to alter the school rules.	Piercings	One piercing in the lobe of the ear is acceptable. Studs only no hoop or dangling earrings. No facial piercings, No tongue piercings, No cartilage piercings
Tattoos	No visible tattoos	Tattoos	No visible tattoos
Hair	Male Execs. are not allowed to have haircuts with words, initials, phrases, designs or color. There is no dye or bleach in hair of any kind for middle school male executives. Braids are not permitted of male Executives. No Executives may wear slits in eyebrows.	Hair	Small hair accessories in black, brown, white, yellow, navy or green ONLY (matching the uniform, and no patterns) NO head wraps, No hats, No head bands, No headscarves. Middle school Females are NOT allowed to wear any hair color. There is to be no dye, bleach or colored hair extensions. High School Females are not allowed to wear unnatural hair colors. No forms of red, pink, or burgundy hair are allowed. Unnatural colors include, but are not limited to red, pink, purple, green, blue, aqua, yellow, orange, and gray.
Accessories	No glasses unless prescribed by a physician.	Accessories	No neck scarves, No glasses unless prescribed by a physician.
Jackets	Jackets or Sweaters must be Solid Black, Gray, Navy blue, White or Green with NO LOGO. (Examples no Jordan, Pink, or Nike) All Jackets must be zipper or button Jackets. NO Pullovers/Hoodies or Denim Jackets.	Jackets	Jackets or Sweaters must be Solid Black, Gray, Navy blue, or Green with NO LOGO. (Examples no Jordan, Pink, or Nike) All Jackets must be zipper or button Jackets. NO Pullovers/Hoodies or Denim Jackets.

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 who work one on one with a student must have a background check, or be approved personnel from the family or school board. People who work one-on-one must do so with a school personnel present and the door open.

We welcome parent involvement and conferences. Parents may not interrupt the teaching process to meet about an Executive. There are no “drop-in” conferences allowed. All conferences must be scheduled with office personnel prior to the meeting.

Field Trips

Executives who attend school-sponsored field trips must submit a signed permission slip before participating. Field trip attendance must be approved by all teachers. Executives 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 on campus, field trip privileges will be revoked. Proper uniform must be worn, and proper behavior must be maintained while off premises.

If an Executive has paid for a field trip but cannot attend due to misbehavior, MBA will not issue a refund for the field trip.

School Meals

MBA will never deny a child from eating a meal in the cafeteria at the scheduled meal time. Make sure that you are aware of the time that your child eats lunch because if someone brings a meal to a student after lunch time, the student will *not be able to consume that meal*.

Students are welcome to bring non-perishable food items for lunch. Students may not bring lunch items to school that will spoil or that need refrigeration or microwave, unless approved by school personnel. These services are not provided to students. Glass containers are a safety hazard and are NOT acceptable at any time. Breakfast may not be consumed after 7:20, whether a student brings it from home or it is received at school. If someone brings lunch to a student after lunch hours, the student MAY NOT be removed from class to eat. DO NOT bring lunch to students after their lunch schedule. We do not have a microwave or refrigerator available to keep the lunch. For best results, send a non-perishable lunch with your child in the morning if your child opts not to eat the school lunch.

School Fees

Parents of Executives with outstanding fees will receive a payment reminder every quarter. No student with outstanding fees will be able to participate in outside school activities, including but not limited to field trips, college tours, extracurricular activities, and senior activities INCLUDING GRADUATION.

SENIORS who have not paid all fees will not be able to take part in graduation activities. In order to participate in senior activities, all fees must be paid – including books, uniforms, and senior fees.

Textbooks and Instructional Materials

Textbooks and instructional materials are issued to the students with the understanding that the textbooks/instructional materials will be properly maintained and returned at the appointed time. Sanctions will be invoked in the event that a student refuses to pay for lost or damaged textbook/instructional materials at the replacement cost less reasonable depreciation. Sanctions are intended to prohibit lost or damaged textbooks/instructional materials through willful intent or neglect and include:

1. The withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution is made.
2. The refusal to issue any additional textbooks/instructional materials until restitution is made. (However, access to textbooks/instructional materials shall be provided.)

SAFETY AND SECURITY

* **RANDOM SECURITY CHECKS:** All items brought onto the MBA campus, including purses, backpacks, gym bags, clothing, accessories and all personal items are subject to random search. For security purposes, there will be random security checks conducted at MBA.

* For your safety, label all personal items. All items that are contraband or disruptive will be confiscated, and MAY NOT BE RETURNED – including candy and food attempted to be eaten during instructional time, sold (without MBA authorization), or distributed. Any consumable food, candy, drink, and gum items confiscated WILL NOT be returned nor compensated. If a confiscated item is lost or stolen from the campus, MBA personnel members are not responsible.

* Executives will never bring cigarettes, alcohol, drugs, gang related materials, matches, lighters, weapons, or fireworks to school or any school function.

* 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 or create a group that is not sanctioned by MBA.

* 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.

* Executives will not enter a classroom or unsupervised area without an adult. Executives should remain outside their designated classroom until a proper supervisor arrives.

* Executives will not bring electronic devices, such as - but not limited to - games, walkie-talkies, IPODs, IPADS, DVDs, laptops, CD players, headphones, earbuds, earplugs, fidget spinners, or other similar items to school, unless authorized by school personnel. ***They will be confiscated.***

CELL PHONE & ELECTRONIC DEVICE POLICY

When an Executive's cell phone or electronic device is visible but off, the student will be directed to immediately put the cell phone away. If the student's cell phone is **excessively visible but off**, it could possibly be confiscated.

When an Executive's cell phone or electronic device is visible and on during school hours for the first time, the Executive will receive a Level 3 Demerit, a Demerit Referral Form, and confiscation of the cell phone until the following Monday.

The device must be turned in to the teacher or administration.

Providing any cell phone or electronic device to another Executive will result in both Executives receiving consequences.

Parents, do not use the cell phone to contact your Executive; call the school phone.

MBA will not be responsible for investigating lost or stolen items.

CONTRABAND ITEMS

The following list includes contraband items not allowed on campus or school related functions. All contraband items will be confiscated if seen and not returned, even if it is not being used or consumed and is found during a random check of a purse, backpack, anywhere on campus or school related function. MBA does not take responsibility for confiscated items and will not compensate the owner for any lost, stolen, or damaged confiscated items while in the custody of MBA.

Items on this list are not to be brought to school, including, but are not limited to the following:

1. Vapor products
2. Gum - MBA is a NO GUM CAMPUS!
3. Intoxicants, controlled substance, or alcoholic beverages
4. Any item brought with the intent to sell
5. Hand held video games.
6. ALL bandanas
7. Glass containers
8. Gambling paraphernalia & apparel
9. Drug paraphernalia & apparel
10. Illegal drugs or non prescription medicine (**Prescription medications must be turned into the office**)
11. Pepper sprays, fireworks
12. Items used to incite bullying or intimidation
13. Gang paraphernalia & apparel
14. Needles, India ink
15. Laser pointers and laser pins
16. Pornographic materials
17. Pacifiers
18. Matches/Lighters/Tobacco Products including all Electronic Cigarettes
18. Any form of a weapon including, but not limited to razors, knives, clubs, sticks, chains, studs, spikes, metal picks, rat tail combs, or anything that may be construed and used as a weapon.
19. Any other item detrimental or disruptive to the health and safety of our students.

BULLYING/CYBERBULLYING

MBA has a NO BULLYING policy. Bullying includes any physical or verbal threats, intimidation, harassment, or encounters that make a student or staff member feel physically or socially unsafe in the school environment.

MBA 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 and interaction 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 cyberbullying may occur on or off campus, but if it affects a student or staff, consequences will occur. If a student is not involved in an incident, but it is proven that (s)he has recorded, posted, or in any way distributed photos or videos, disciplinary measures, including expulsion, will occur.

Medication / Injuries

MBA personnel cannot provide medical attention to students.

MBA staff members are not trained to meet medical needs. MBA staff members will not provide medication for any reason.

* MBA is not liable for a student with a preexisting condition who does not inform us of the condition. That student must have a “504 Health Plan” in place.

* MBA is not responsible for injuries or harm that may occur due to accidents or physical altercations that may occur in the school setting by other students.

* MBA is not responsible for accidents or injuries that may occur during Physical Education class or any other class that has physical activities.

Students should never possess prescription or over the counter medication, vitamins, powders, liquids, needles, pills, or any chemically altering or chemically enhancing substance. Students may not be under the influence of illegal drugs or alcohol. Students who are using medication must notify the office of potential behavioral effects. The exception is that students who have medical documentation for asthma may have an asthma pump with them at all times.

If an Executive 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 written authorization before any medication is taken. **DO NOT** send your child to school with medicine without bringing it to the office. **If an Executive possesses, sells, or distributes medication, discipline measures will occur.**

Emergency Procedures

Executives will be provided special instructions concerning procedures to follow for safety in an emergency. These instructions include a practice evacuation and random fire drills. During a fire, tornado, earthquake, and other drills or emergencies instructions must be followed thoroughly. Failure to follow instructions could result in serious injury or loss of life.

Please contact Ms. Tamatha Smith, Principal, if you have any questions or need assistance.

Tamatha.Smith@mbaexecutives.org

(901) 357-8680

Thank you for choosing Memphis Business Academy, Home of the Executives, to educate your precious child(ren). Please feel free to contact any staff members for questions, comments, or suggestions to make your school an even better place.



The MBA Experience: Growing Tomorrow's Leaders to Transform Lives and Communities

3306 Overton Crossing Memphis, Tennessee 38127
Middle School 901-357-2711 office/ 901-357-2442 fax
High School 901-357-8680 office/ 901-357-8681 fax

MBA Middle and High 2022-2023 Handbook Agreement

Please make sure you sign the HANDBOOK AGREEMENT FORM.

All EXECUTIVES and FAMILIES are responsible for knowing and adhering to the contents. Please sign and return this form to your Executive's first period teacher.

Executive Name _____ Grade _____

I have received and agree to read and abide by the rules and procedures outlined in the Memphis Business Academy 2022-2023 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 _____

Executive's Signature _____ Date: _____

Parent's Name (printed) _____

Parent's Signature _____ Date: _____

Please return this form to your Executive's first period teacher.

SCHOOL STAFF WILL DISCUSS THE CONTENT OF THIS HANDBOOK WITH PARENTS AND STUDENTS.

HARMONY SCHOOLS NETWORK REQUESTS PARENTS ALSO REVIEW THE INFORMATION CONTAINED IN THIS HANDBOOK WITH THEIR CHILDREN.

Please make sure you sign the HANDBOOK AGREEMENT FORM.

All EXECUTIVES and FAMILIES are responsible for knowing and adhering to the contents.

MBA Middle and High 2022-2023 Roles and Responsibilities Agreement

Please read the roles and responsibilities agreement carefully and sign below.

Please sign and return this form to your Executive's first period teacher .

Roles and Responsibilities of Parents and Students Agreement:

- Ensure the child is punctual, has necessary supplies, and attends school regularly
- Support MBA in its efforts to maintain proper discipline
- Provide 20 volunteer hours per year to MBA, 10 per semester
- Establish a time for homework and review it regularly
- 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, if offered
- 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 standardized tests.
- Attend scheduled parent meetings, conferences, and workshops

Executives

- 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 scholar 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
- Cooperate with others so that I may receive a quality education

Executive's Name _____

Executive's Signature _____ Date: _____

Parent's Name (printed) _____

Parent's Signature _____ Date: _____