

# ELEMENTARY INFORMATION

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## 2019-2020 ELEMENTARY INFORMATION

Parents and students **MUST** read the **OVERALL SCHOOL INFORMATION** section as well as the **ELEMENTARY INFORMATION** section.

### **GENERAL INFORMATION**

#### **ELEMENTARY ROOM PARENTS AND PARTIES**

Each room shall have room mothers/parents. Room mothers/parents are volunteers who assist in organizing and implementing activities determined by the teacher. In addition, they facilitate communication between the teacher and the classroom parents. Parties shall be at the teacher's discretion. Teachers have the final authority on all party activities and arrangements.

#### **BIRTHDAY PARTIES**

Parents may provide special treats to celebrate their child's birthday with advance teacher approval. Invitations given at school must include all students in the class. Please discuss any allergies with the classroom teacher prior to sending in items.

#### **FIELD TRIPS**

Children are expected to participate in their class field trips and ride school approved transportation. If a student is unable to participate in a field trip, the student's parent/guardian will have to make alternate care arrangements for that day. Students who do not attend school or participate in the field trip will be counted as absent. Parents are always welcome and encouraged to participate in field trips when space has been allocated by the visiting facility. For those parents/guardians attending a field trip, please remember that siblings are to remain at home so that the adults will be available for supervision

#### **HOURS**

Normal class hours for elementary students are 7:45 a.m.-3:10 p.m. ("Fab Fridays" 8:45-3:10) Elementary students who are still at school after 3:25 p.m. will be taken to Extended Care and a drop-in fee will be applied.

Students may enter the classrooms at 7:35 Monday through Thursday and at 8:20 on "Fab Friday".

#### **DISMISSAL AT 3:10 p.m.**

Unless a student is attending Extended Care or an after school program on campus, all K-5 grade students may only be picked up by driving through the car line. Parents are to remain in the vehicle and students will be called based upon the student identification tag placed in the left front windshield. **Any student needing to leave prior to regular dismissal time must be signed out in the school office prior to 2:30 p.m. Students cannot be dismissed during chapel times.**

#### **PHYSICAL EDUCATION**

Elementary students should wear appropriate clothing and sneakers (must lace up or fasten with Velcro) on PE days. Girls who wear skirts or dresses will not be allowed to participate. Grades are given according to ability and participation.

Students with serious illness or injury are excused from participation only if they show written permission from their doctor. Students who have minor health issues can be excused from PE, and will then be excused from recess as well, for a brief period of time through a note from their parent.

### **PERSONAL BELONGINGS**

Elementary students are not allowed to bring their own toys (including electronic games, CD or radio equipment), to school without teacher permission. We cannot be responsible for lost or broken items brought to school.

## **ATTENDANCE**

### **ATTENDANCE POLICY**

MJCA is committed to the philosophy that in order for quality education to occur, regular student attendance is necessary and required. Absence from school is always detrimental to the academic progress of the student. **Also, an elementary student is tardy to school if they are not in their assigned classroom by 7:45 a.m. Monday through Thursday. (8:30 a.m. Freaky Friday)**

### **MAKE UP WORK**

Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students will have one day for each day absent to make up work. Due to time constraints and scheduling, some make-up work may have to be assigned upon the student's return to school. In this case, make-up work should be turned in on the day appointed by the teacher otherwise consequences for not completing homework will be followed.

Students who miss school work because of unexcused absences are expected to complete the work missed. They may be given partial credit or no credit at all depending on the circumstances. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure. Students will have one day for each day absent to make up work. Late work will be accepted with a penalty of 10 points for the first day and then 5 points each additional day up to five days. After 5 calendar days including the due date, the grade will become a permanent zero. A student will have 5 calendar days beginning with the 1<sup>st</sup> day the assignment is due to submit the work for a grade.

### **EXCESSIVE ABSENCES**

In grades K-5, a student who misses ten or more days per semester of school will be required to bring in a doctor's excuse for every absence beyond the ten allowed. Failure to have a doctor's note for absences over ten per semester may result in a student being retained in the current grade.

### **PRE-EXCUSED ABSENCES**

In special situations and under certain circumstances a student may have absences pre-excused. There must be a valid reason for the absence.

1. A written parental request stating the reason for and the length of the absence must be submitted to the Elementary Principal at least one week in advance. This request must be approved by the administration before the absence, or the absence will be unexcused. THE ADMINISTRATION RESERVES THE RIGHT TO LIMIT SUCH ABSENCES.
2. The student must be making satisfactory progress in his or her work.

3. The parent and/or student must get assignments for all classes, and must arrange for all make-up work.
4. Any make-up tests are to be scheduled at the teacher's convenience.
5. These days will count as excused absences but will not be counted toward the number of allowable absences.

No student may miss achievement tests. Vacations should be planned accordingly.

If the student is unable to meet the above requirements, he or she will receive an unexcused absence for the days missed.

## ACADEMIC STANDARDS

MJCA seeks to educate today's youth to meet and face the challenges of our world. Our goal is to motivate students and help them to perform at their optimum level. We require that all students complete the assignments of each class, showing their best effort, and showing responsibility for being on time, organized, and ready to learn for each and every class. Students who consistently demonstrate lack of effort and unwillingness to comply with classroom expectations may be asked to withdraw from MJCA.

### GRADING SCALE

A Excellent	93-100	4.00 Grade Point Average
B Above Average	86-92	3.00 Grade Point Average
C Average	76-85	2.00 Grade Point Average
D Below Average	70-75	1.00 Grade Point Average
F Failing	0-69	0.00 Grade Point Average

### ALTERNATE GRADING SCALE

E = Exemplary
P = Proficient
A = Adequate
N = Not Yet

### WEEKLY PROGRESS REPORTS

Weekly progress reports are sent automatically by RenWeb each weekend. In addition, each time a failing grade is entered, parents are immediately notified by RenWeb.

### HOMEWORK

MJCA recognizes that the development of responsibility, self-discipline, and life-long learning is essential. Research has indicated that homework strengthens academic skills, reinforces concepts taught by teachers, develops student responsibility and accountability, and promotes parent awareness. MJCA views homework as an important part of a student's daily life. Homework should average 10 minutes per grade level per day. (ex. 1<sup>st</sup> grade = 10 minutes per day; 5<sup>th</sup> grade = 50 minutes per day)

MJCA takes the stance that homework completion is not an option. Furthermore, homework should meet the expectations of the teacher. **Consequences for not completing assignments will result in the following:**

- Lower Elementary (Grades K-1) - Loss of recess or free time
- Upper Elementary (Grades 2-5) – Homework is defined as work specifically assigned as homework or work not completed at school during the day. Therefore, this would include daily work, assigned homework, outside reading and projects. Homework that is turned in late (meaning homework that is not turned in when the teacher collects it) will be assigned a grade of zero. Late homework will be accepted with a penalty of 10 points for the first day and then 5 points each

additional day up to five days. After 5 calendar days including the due date, the grade will become a permanent zero. A student will have 5 calendar days beginning with the 1<sup>st</sup> day the assignment is due to submit the work for a grade.

### **PROMOTION/RETENTION**

Promotion in grades K-5 requires the student to pass all major subjects. Major subjects include Language Arts, Science, Math, Social Studies, and Bible.

Elementary students who have a yearly average below 70 or an F in two or more academic subjects (Bible, History, Math, Science, Reading, and English) are considered to have failed. On failure, the student will be evaluated by the school to determine what recommendations should be made. The most common recommendation is that the student should repeat the grade.

Elementary students failing one academic subject may be required to have at least 20 hours of documented tutoring during the summer. Parents should provide documentation from the tutor to include dates, total number of hours tutored, and skills covered. (Tutor Documentation Form) The student will be required to take a test for that subject at the beginning of the following school year to determine progress made.

### **HONOR ROLL (A's and B's)**

The Honor Roll is compiled at the end of each grading period. Honor Roll: 1<sup>st</sup>-5<sup>th</sup> grade students must earn an 85 or above in every class. Incomplete grades not made up by the time the Honor Roll is compiled will disqualify a student from the Honor Roll for the grading period.

Students, in grades 1-5 who make the Honor Roll twice, receive an Academic Gold Card. There is a list of activities on the back of the card and the student may choose any one of these activities before the card expires at the end of the grading period. (The subject of writing is not considered for Honor Roll in grades 1-5.)

### **PRINCIPAL'S LIST (A's)**

The Principal's List is compiled at the end of each grading period for grades 1-5. Principal's List: 1<sup>st</sup> -5<sup>th</sup> grade students must earn a 93 or above in every class.

Students in grades 1-5 who make the Principal's List receive an Academic Gold Card. There is a list of activities on the back of the card and the student may choose any one of these activities before the card expires at the end of the grading period. (The subject of writing is not considered for the Principal's List in grades 1-5.)

### **CONDUCT GRADES**

In each grading period, conduct grades for K-5 will be assigned by their classroom teacher using the traditional grading scale with "A" being the highest and an "F" being the lowest. **Conduct grades count toward Principal's List and Honor Roll.**

### **ASSESSMENT OF LEARNING**

The **Iowa Test** will be given to students in Kindergarten through 2nd grade and the 3<sup>rd</sup> through 5<sup>th</sup> grades will take the ACT Aspire test in the spring to determine progress and scholastic strengths and weaknesses. (See school calendar for dates.) Student results and school results will be made available to parents. Planned absences are not allowed during testing period.

## **STUDENT BEHAVIOR MANAGEMENT**

### **DISCIPLINE**

The administration reserves the right to make decisions regarding discipline. See OVERALL SECTION for additional information.

All students need a safe place where they can be themselves, learn to know themselves and take important steps toward a positive life position. They need to learn that they are important, listened to and cared for. In learning this, they are able to extend themselves in responsible and loving ways. A safe classroom atmosphere in which, with peer and teacher support, a student can relate more realistically, responsibly and constructively with the environment, nurturing healthy self-respect, should be one of our primary goals as educators.

Discipline is a process whereby the student progressively learns to develop habits of self-control and recognizes his/her own accountability to others and to God. The main objective of discipline in a Christian school is to help students learn to make wise choices, face poor choices honestly and see a pattern of consequences for the choices they make.

MJCA believes that a positive and constructive relationship between the school a student's parents/guardians is essential to the accomplishment of the school's educational mission. MJCA accordingly reserves the right to terminate or not renew a student's enrollment if the school reasonably concludes that the actions of a parent or guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational purposes. It is reasonable to expect parents/guardians to agree:

1. To cooperate with the administration of MJCA in seeing that the student attends classes regularly and reports to school premises on time each school day.
2. To assist the student to learn and advance in the educational process.
3. To cooperate in solving school related problems.
4. To cooperate in aiding the teachers in providing the student with a Christian education.

Students of MJCA are ambassadors of Jesus Christ and our school. Student behavior whether on or off campus that is immoral and/or illegal and therefore contrary to the mission, purpose, and goals of MJCA may be subject to disciplinary action. The following rules, regulations and due process are designed to protect all members of the school.

MJCA subscribes to a behavior management plan that rewards behavior exemplifying the mission of the school and at the same time initiates consequences for behavior considered inappropriate.

### **ELEMENTARY CONSEQUENCES**

Students exhibiting behavior problems are addressed according to the level of unacceptable conduct. The actions taken by the school will vary with the severity of the infraction. Teachers handle problems such as general disturbance and incomplete homework as they feel best. Minor issues of concern will be dealt with by the classroom teacher. After 5 documented instances (Elementary Conduct Report filed), the student will be called to meet with the elementary principal or designee. The parent will be called if problematic behavior persists. After 5 additional documented incidents, the student will meet with the

principal to receive either time out of the classroom, detention, in-school suspension, or out of school suspension.

Teachers refer more serious problems to the administration that look at the situation and determine what would be best for the individual and the student body. These situations could result in either time out of the classroom, detention, in-school suspension, or out of school suspension.

The list of infractions on our Elementary Conduct Report is not all-inclusive, and the administration reserves the right to add to the list and to treat each incident according to age appropriateness. Each instance will be dealt with as soon as possible by the administration.

Infractions include but are not limited to: (Minor behaviors) annoying/provoking, bad attitude, biting, disrespectful behavior, inappropriate cafeteria/ hallway behavior, cheating, defacement of property, deliberate disobedience, disrupting class, excessive talking, lying, not doing work, not following directions, out of seat repeatedly, pushing, hitting, kicking, throwing objects, talking back to the teacher

(Major behaviors) Bullying (repeated behavior exhibited), defiance, destruction of property, fighting, profanity, stealing, a repeated pattern of minor infractions

According to Tennessee Public Law, school personnel have the duty to report any reasonable suspicion that a student is committing or has committed any violation of title 39, chapter 17, part 4 or § 39-17-1307 to the principal, or, if the principal is not available, to the principal's designee. If neither the principal nor the designee is available, school personnel may report violations of title 39, chapter 17, part 4 or § 39-17-1307 committed on school property to the appropriate authorities.

## **PERSONAL APPEARANCE STANDARDS**

It is the desire of MJCA that our students live and conduct themselves in a way that will be pleasing to God. Standards for appearance are a means of building character and distinction in the lives of our students. The dress code is not intended to measure spirituality but to serve as a tool in fostering the academic and character development of the students as they participate in the business of education. Even though we readily acknowledge that much of the dress code is mere institutional preference, it is not optional. Students are expected to abide by the code and parents are expected to monitor compliance before their children leave the house. Enforcement begins and should end at home. **However, the administration reserves the right to make decisions regarding dress that would be considered inappropriate or immodest.**

For your convenience and savings, all acceptable items may be purchased at a location of your choice (with the exception of MJCA logo shirts and outer wear).

**Note:** The athletic sports logo is NOT acceptable for school uniform wear.



## DRESS CODE POLICY

### Shirts

- **Elementary** (grades 1-5) - **\*\*are not REQUIRED to wear a logo shirt but may wear logo shirts if desired**
  - Must be either Polo or Oxford style
  - **Polo shirt WITHOUT logo - may be any solid color** (no business, company or advertisement shirts allowed)
  - Polo shirt **WITH logo** – must be purchased from Virgil Nipper Embroidery in Mt. Juliet - all solid color choices will be allowed, 2 material choices (cotton or dry fit)
  - Oxford style – white or light blue (if wanting a logo shirt it must be purchased from Virgil Nipper Embroidery in Mt. Juliet)
  - Long or short sleeve
  - **Solid white, black, gray or navy long sleeve t-shirts may be worn under the required school collared shirt.**
  
- **Kindergarten**
  - These students are not required to wear uniform clothing.
  - However, students are not to wear anything with skulls, guns, and/or negative advertisements.
  - Clothing should fit appropriately, no holes or frayed edges.

### Pants/Shorts/Capris

- **Students** (grades 1-5)
  - Uniform type pants/shorts/capris with either flat or pleated front (no cargo style pants/shorts/capris)
  - Color choices are khaki or black or navy blue
  - Material should not be of denim, sweat suit, velour, leather, spandex or any other material creating a snug or tight fit (no skinny fitted pants)
  - Pants/shorts/capris should fit appropriately – not over-sized, tight or form fitting (no skinny fit); should not be worn in the “low-rider” style
  - Shorts should rest no more than 3 inches from the middle of the knee when standing straight
  
- **Kindergarten**
  - These students are not required to wear uniform clothing.
  - Clothing should fit appropriately, no holes or frayed edges.

### Skirts

- **Students** (grades 1-5)
  - Plaid (Land’s End), khaki, black, or navy blue skirt
  - Plaid skirt must be purchased from Land’s End in the color “white plaid” (no substitutes can be made).
  - Skirts should rest no more than 3 inches from the middle of the knee when standing straight.
  - If wearing leggings, tights, or knee socks with skirts, they must be solid white, black, Khaki, or navy blue.

- No skirts with slits
- **Kindergarten**
  - These students are not required to wear uniform clothing.
  - Clothing should fit appropriately, no holes or frayed edges.
  - Bloomers, leggings, tights, or shorts must be worn under skirts or dresses.

### **Jumpers or Polo shirt style dress**

- **Elementary 1-5**
  - Color choices are khaki or navy blue.
  - Jumpers or dresses should rest no more than 3 inches from the middle of the knee when standing straight.
  - If wearing leggings, tights, or knee socks with skirts, they must be solid white, black, Khaki, or navy blue.
  - No slits
- **Kindergarten**
  - These students are not required to wear uniform clothing.
  - However, students are not to wear anything with skulls, guns, and/or negative advertisements.
  - Clothing should fit appropriately, no holes or frayed edges.
  - Bloomers, leggings, tights, or shorts must be worn under skirts, jumpers, or dresses.

### **Outer Wear (worn during the day as an extra layer of warmth)**

- **Students (grades 1-5)**
  - Logo fleece pull-over or jacket - must be purchased from Virgil Nipper Embroidery in Mt. Juliet (no substitutes can be made)
  - Color – black
  - No hoodies (Monday – Thursday)
  - MJCA sweatshirts and other school items are available for sale through the Spirit Store. These may ONLY be worn on FRIDAY.
  - **Items sponsoring MJCA missions may be worn on any day.**
- **Kindergarten**
  - These students are not required to wear uniform clothing.
  - However, students are not to wear anything with skulls, guns, and/or negative advertisements.
  - Clothing should fit appropriately, no holes or frayed edges.
  - MJCA sweatshirts and other school items are available for sale through the Spirit Store.

### **Hair**

Hair must be clean and neat. Haircuts that are unusually shaved or spiked are not allowed. Color must consist of natural hair colors. Color streaks or highlights must be of natural hair colors. Extreme hair fashion, or any other hairstyle deemed inappropriate by the administration, will not be allowed.

- Boys may not wear hair accessories during school hours.

The administration reserves the right to disallow any “new” or “old” hairstyle that they feel is in conflict with the mission and philosophy of the school or distracts from the learning environment.

## **Shoes**

Socks must be worn at all times except when wearing sandals. Socks are to be solid white, black, Khaki, or navy blue. Sandals must have a back strap. Flip-flops are not to be worn (including athletic sandals). No skate shoes will be permitted. Tennis shoes must be worn on P.E. days.

## **Jewelry**

Visible body piercing, with the exception of earrings for girls, is not allowed. Tongue piercing or splitting is not allowed. Clear jewelry is not an acceptable alternative. Pocket chains are not permissible. No dog chains, dog collars, or spiked jewelry will be permitted. Boys are not permitted to wear earrings. Any jewelry that is clearly identified with a segment of culture that is unwholesome or ungodly will not be allowed.

## **Miscellaneous**

- Hats, bandannas, etc. may not be worn in the school building during school hours.
- Visible tattoos or writing/markings on clothing or skin are unacceptable.

## **DRESS CODE VIOLATIONS**

Students who are dressed in violation of the MJCA dress code will be given a warning for the first offense and one of the following options:

1. The student may call home to have the parent bring a change of clothes.
2. Students will be given articles of clothing to wear (if available).

Additional dress code violations will result in discipline to include: detention, Saturday detention, Saturday suspensions, or same day suspensions.

## **STUDENTS REPRESENTING MJCA**

Students participating in fine arts presentations, field trips, or on athletic teams may be required to follow a specific dress code as deemed appropriate for the occasion. The required dress guidelines will be announced in advance by the sponsors or coaches.

## **DRESS DOWN DAYS**

The administration will determine “Dress Down Days”. On “Dress Down Days” students must follow the general guidelines issued by the administration.

## **MARKING OF CLOTHING AND EQUIPMENT**

Each student should have his/her name on all clothing, shoes, gym clothing and equipment. All markings should be of a permanent nature, i.e., name tags or written in permanent marker. The school will not take the part of arbitrator in distributing unmarked clothing and equipment. Any items left in the designated lost and found location will be donated to a local charity at the end of the month.

## **AFTER SCHOOL CARE**

### **EXTENDED CARE (Grades PreK-5)**

Elementary Extended Care is available to students registered specifically for Extended Care and have completed proper paperwork. When school is in session, Extended Care is available from 6:00 – 8:00 a.m.

and 3:00 – 6:00 p.m. Extended Care is open on scheduled half days of school until 6:00 p.m. ***When school is closed (holidays, snow days, etc.) Extended Care will also be closed.***

MJCA's Extended Care program is monitored by the state. For this reason parents must sign their students "in" to Extended Care each morning, and sign them "out" each evening. All students attending Extended Care must be registered. Registered students will receive an Extended Care Parent Packet with important information regarding our daily schedule, pick up locations, and documents for which the state requires a parent signature.

Should a change need to be made to a student's EC schedule (registered days to attend), a two week notice will be required prior to adjustments being made. This will ensure ample opportunity for proper staffing to take place.

If a student remains in regular dismissal beyond 3:25 p.m. (or 12:15 p.m. for PreK noon dismissal) they will be sent to Extended Care. A \$25 fee will be charged to non-registered students attending Extended Care for any length of time before 7:15 a.m. or after 3:25 p.m. (12:15 p.m. for PreK). If this should occur more than twice, the student will be required to register for regular Extended Care. This is to ensure that state ratios are maintained between workers and students. The fee for registered students attending Extended Care on an unscheduled/unannounced day will be \$15.

A late fee of \$1 per minute will be assessed for those picking up registered Extended Care students after 6:00 p.m. (2 grace periods of up to 5 minutes will be granted. After 5 additional late pick-ups, the rate will increase to \$2 per minute per child.)

#### **EXTENDED CARE DISCIPLINARY POLICY – (PreK-5)**

Extended Care follows the same rules and guidelines as MJCA. It is our desire to provide an enjoyable before and after school program for our students. Extended Care is primarily a "fun" program, with much time spent outside and in free play. This requires the cooperation and good behavior of all students enrolled in the program. The primary disciplinary action used in Extended Care is "time out" along with withdrawal of privileges.

Grades 2-5: In more serious situations or for repeated disciplinary behaviors, an Extended Care Conduct Note will be issued which reduces the overall school conduct grade by 25 points.

Grades PreK-2: The "time out" period is given according to what is appropriate for the offense and the age of the child. Most infractions are minor and typical of childhood behavior; however, the parent will be notified if a child is in "time out" two or more times in one day. The parent will also be notified if the child is consistently disregarding the rules and being put in time out.

There are a few instances in which a child's behavior warrants suspension from Extended Care for up to three days. These offenses include, but are not limited to, fighting, deliberate and repeated rudeness and disrespect to an Extended Care teacher, and excessive and continued disregard for Extended Care rules. Suspension from Extended Care will be used only if deemed necessary by the Extended Care Director and Administration for one of the above offenses. Every attempt will be made to solve the problem before it reaches the point of suspension. If suspension is necessary, the parent will be given one day's notice. The student may not remain after school for any reason (sporting events, clubs, etc.) during the suspension from Extended Care. Upon return to Extended Care, the student will be on probation for a grading period.

Repetition of the cause for suspension may result in permanent expulsion from the Extended Care program.

### **EXTENDED CARE – EXPULSION PLAN**

Extended Care adheres to the policy as stated in the MJCA Student Handbook regarding immediate reasons for expulsion.

In addition, a child who receives three conduct notes in Extended Care will receive a 1 – 3 day suspension from Extended Care upon receiving the third conduct note. Should a fourth Extended Care conduct note be issued, the child may be expelled from the Extended Care program.

A child will not be expelled as a result of a parent making a complaint to the Department of Education regarding alleged violations, reporting abuse or neglect against the program, or questioning the program regarding the department's rules and regulations.

Students in Pre-K – first grade Extended Care will follow the Pre-K expulsion plan.

### **TARDINESS**

All students enrolled in the Extended Care Program are to go to the designated Extended Care Room immediately following dismissal from the regular school day. Any student arriving more than 15 minutes after the school day dismissal will be considered tardy. For the safety of the students, the Extended Care Staff reserves the right to require written permission for students to be more than 15 minutes late arriving to Extended Care. Students who are consistently tardy to Extended Care without written permission are subject to temporary suspension from the program.

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