



Madison Campus Elementary



A Ministry of the Madison Campus Seventh-day Adventist Church

Calendar and Student Handbook

2005 - 2006

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“Every student entrusted to our care is a gift of God and will receive training both for now and for eternity.”

PHILOSOPHY OF OUR SCHOOL

We believe that Madison Campus Elementary exists primarily to instill in its students the message of Christ, which is a reaffirmation of the supremacy of God and the infinite benefits of man's surrender to His will. We desire to develop in our youth the character of God.

We seek to lead each student to a closer personal connection with Christ, a better knowledge of God's word, a desire to share and act upon knowledge received, excellence in intellectual attainment, development of social ease, and respect and care of his body. All of this will prepare the student for this life and for eternity.

*"True education is...the harmonious development of the physical, mental, and 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, p. 13*

OBJECTIVES

1. To help each child realize that true happiness and fulfillment can only be attained through Christian living.
2. To provide an atmosphere conducive to the child's highest level of spiritual, mental, physical, and social development.

STANDARDS

Students of Madison Campus Elementary, with help from their parents, will be expected to:

1. Respect the religious ideals of the Seventh-day Adventist Church.
2. Respect and cooperate with all school personnel.
3. Respect school property and the rights of others.
4. Abstain from those activities which destroy the development of the physical, the mental, or the spiritual life.
5. Obey any regulations adopted and announced during the school year.

ADMISSIONS

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

Pupils will be admitted by approval of the school board. When classroom capacity limits the number of students to be accepted, priority will be given to constituent church member children and those currently attending MCE. When

reviewing applications, class make-up and size are among factors taken into consideration.

In order for each child to be considered for admission, his/her parents or guardian must submit to the school board the following:

1. Application for admission
2. A physical exam is required for all students entering Kindergarten, and for all new students. New students entering from a Tennessee school will be exempt upon furnishing a copy of this record at the time of registration.
3. Current immunization records.
4. Payment of entrance fee - \$185.
5. Record of grades from previous school must be in the MCE office prior to admittance.
6. If there is an unpaid account from any previous school, satisfactory arrangements must be made to pay that bill prior to enrollment at MCE.
7. Copy of birth certificate.
8. Parent or guardian's signature on all registration papers.
9. Three references from former school (teachers and/or principal).
10. All new students will be tested and/or evaluated by MCE school personnel prior to grade placement.

It is required that a child be five years old by August 15 to enter Kindergarten. Parents of a child whose birthday is close to the cutoff date of August 15 should take a close look at their child's readiness to begin school. Our Kindergarten program is designed to meet every child's needs, but each family should look at their own child's maturity level. We will be happy to set up a conference with any family who is unsure about whether their child is ready to begin Kindergarten.

NON-DISCRIMINATORY ADMISSIONS POLICY

Our school admits students of any race, color, and ethnic origin to all the rights, privileges, programs and activities accorded or made available to students at our school. We do not discriminate on the basis of race, color, national or ethnic origin in administration of educational policies, admissions policies, or other school-administered programs.

ATTENDANCE

SCHOOL HOURS

School begins at 7:45 a.m. School is dismissed at 2:45 p.m. Monday-Thursday and at 1:45 p.m. on Friday. Students should not arrive before 7:15 a.m. at which time supervision will begin. They are to wait quietly in the school gym and go to their classrooms when instructed. Students are to be on their way home 15 minutes after dismissal.

ABSENCE & TARDY POLICY

All students are expected to be on time and regular in attendance. Medical appointments, emergencies, sickness, and/or death in the family are considered the only legitimate excuses for absences or tardiness. If your child is absent, please notify the school office. We are strongly encouraging all of our students to be regular in attendance. We are asking that all students have at least a 90% attendance rate (meaning a child may not have more than 18 excused/unexcused absences for 180 days of school) while enrolled here at MCE. If a child has fallen below the 90% in attendance, the admittance committee will review the child's status on an individual basis.

We believe that teaching our students punctuality to their appointments is a very important part of their education. Therefore, after a student has accrued five unexcused tardies, it will be necessary for him/her to pay a \$25 re-registration fee, due within a week. This will occur after each five unexcused tardies. Students who arrive in the classroom after the 7:45 a.m. bell are required to stop by the school office and pick up a tardy slip. This must be given to the classroom teacher.

AFTER SCHOOL CARE

After school care is provided as a service to those families needing it. Play, study, and learning activities are provided until 6:00 P.M. Monday – Thursday and 4:00 P.M. on Friday. All children remaining on campus after 3:00 p.m. Monday – Thursday or after 2:00 p.m. on Friday, except for school related reasons, will be charged for after school care. **There will be no After School Care provided on the days that we dismiss school early for Thanksgiving, Christmas, Spring Break, and the last day of school.**

AFTER SCHOOL ACTIVITIES

The teacher/sponsor of any school activity that meets after 2:45 p.m. is responsible for their students' supervision for the duration of the class. Students not picked up within ten minutes of class dismissal will be checked into the After School Care Program by the teacher/sponsor.

ACADEMICS

ACADEMIC POLICY FOR GRADES 3-8

It is our desire at Madison Campus Elementary School that each student contributes to an atmosphere that promotes learning as well as demonstrates a willingness to cooperate with teachers in maintaining such an atmosphere. As a result, and in an effort to encourage all students to be productive and successful in their academic endeavors, the following policy has been adopted:

At the midpoint or end of each grading period, a student will be placed on academic probation if he/she has below 60% overall grade or three or more failing grades in Math, Science, Language, Social Studies, Reading, or Bible. A written notification of such academic probation will be sent to the parent(s) and/or

guardian(s) of the student. Grades must be brought up to 60% or higher by the end of the nine weeks grading period. If this is not done, the following steps will be taken:

Student will miss field trips and all extra curricular activities for 4-1/2 weeks. If no improvement has been made at that time, in conference with the parents, the school will place the child in our Inclusive Education Program or the parents will be asked to hire a tutor for that student until improvement is made. If this is not done, the school reserves the right to ask the student to withdraw.

The teacher will continue to evaluate academic performance throughout the grading period.

In order for a student to be removed from academic probation, he/she must demonstrate the following by the end of the 9 weeks:

1. An improvement in the overall grade to a 60% or above

AND

2. An improvement of fewer than three failing grades in any of the above referenced academic areas.

Students who fail two or more academic subjects in a school year will be required to successfully complete a pre-approved summer school program. **Documentation must be presented before entry into the next grade.** The passing or retention of a student will be determined by the teacher in consultation with the principal and parents. Factors that will be considered are attitude, maturity, performance level, degree of improvement, and test scores.

If a classroom is at capacity at the beginning of a school year, the students of the incoming class will be given first priority over a student repeating a grade.

KINDERGARTEN

The Kindergarten program is an essential part of Madison Campus Elementary that lays the foundation for the child's formal education. This program provides a relaxed atmosphere in which each child has an opportunity to succeed, to be creative, and to develop at his/her own rate. The child benefits from individual guidance as his personality and character develop, as well as from shared experiences of the group.

Madison Campus Elementary offers a full-day Kindergarten program. Parents do have the option of sending their child for a half-day; however, tuition will be the same for those attending full day. Varieties of activities provide each child with a program for total development. These activities include: Phonics, Math, & Reading readiness taught through stories, songs, play, art, cooking, field trips, role-playing, games, music, videos, and use of computers. Special emphasis is placed on helping the child to develop socially by using problem solving techniques.

STUDENT SCHOOL WORK

It is very important that all students keep up to date in their schoolwork. All assigned schoolwork must be turned in on the due date or be subject to partial or no credit. Should they fall behind, parents will be informed of the work that needs to be done so it gets done and is turned in to the teacher.

Grades K-2

The grades used by teachers in grades K-2 are as follows:

E-Excellent N-Needs Improvement
S-Satisfactory

Grades 3-8

The standardized percentages used by all the teachers in grades 3-8 are as follows:

98-99% A+	78-79% C+
92-97% A	72-77% C
90-91% A-	70-71% C-
88-89% B+	68-69% D+
82-87% B	62-67% D
80-81% B-	60-61% D-

Please note the following:

A. For grades 3 & 4

1. Handwriting counts 100% as a core subject
2. If a student receives below 75% in PE, Art, Music, or Computer he/she will not be eligible for the honor roll.

B. For grades 5-8

1. The following 5 classes are averaged together at 20% each to form one grade: PE, Art, Music, Computer, & Handwriting.
2. If a student receives below 75% in PE, Art, Music, Computer or Handwriting, he/she will not be eligible for the honor roll.

HOMEWORK POLICY IN REGARD TO ABSENCES

Absences for sickness, medical appointments, or death in the family are **excused**. For every day that the student has an excused absence, they have one day to complete missed schoolwork, plus one. (Ex. 1 day absent, 2 days to complete work). Absences for family trips, vacations, and all other absences are **unexcused**. Credit for some schoolwork may be forfeited if the student cannot be in the classroom.

SPECIAL EDUCATIONAL NEEDS

Statement of Philosophy

We believe that by implementing a proactive, strategic program, based on a spirit of accommodation and support, that elementary students, regardless of their learning, and/or physical abilities, can reach their full potential. We believe that

such a philosophy reflects the essence of the ministry of Jesus, as well as the ideals of the SDA church.

Mission Statement

In regard to K-8 students with special needs, our mission is to implement a school program where students of varying abilities thrive according to their unique strengths and talents.

Student Testing

After an evaluation by the classroom teacher, inclusion teacher, and principal, the school may request a student to be tested. A testing fee may be assessed. A conference with the parents will precede the testing. Another conference will take place with the classroom teacher, inclusion teacher, principal and parents after the testing. These people comprise the **CARE** team (Children At-Risk Evaluation Team). The CARE team may decide to develop a plan that will seek to address the student's needs. A student's attendance at MCE may be terminated if the parents are unwilling to have the child tested, or are unwilling to follow the recommendations.

FIELD TRIPS

Throughout the year, teachers from all grade levels plan field trips that meet instructional goals. These trips are well planned and have specific itineraries. Usually field trips are announced well in advance of the activity date. Most field trips occur in the Nashville area. Students may attend field trips only if there is written parental authorization. Parents helping with field trip transportation must have a current copy of their proof of insurance indicating 100,000/300,000 liability coverage on file in the school office. Inappropriate behavior will jeopardize the student's attendance on field trips.

MUSIC

All students in grades 6-8 are required to take at least one music class. The choices are choir, band, hand chimes or general music. All students in grades K-5 will have classroom music.

PARENT/TEACHER CONFERENCES

Twice during the year, after the first and third grading periods, conferences are scheduled for teachers and parents to confer on their child's progress. It is important for parents to attend these conferences. Other conferences may be set up during the year as the need arises. Either parents or teachers may request a conference to clarify student progress, explain behavior, or offer potential solutions to problems that might exist.

DRESS AND GROOMING

Our desire to have an excellent school program incorporates all phases of the school experience and includes how our students dress. LaRose Co. is the official uniform supplier for MCE, however; clothing may be purchased from other suppliers or stores if the clothing conforms to the qualities and characteristics found in LaRose uniforms. **If you are not familiar with LaRose clothing, there are examples in the Home & School room here at MCE.**

Colors:

Shirts may be red, white, navy blue, or hunter green.

Pants may be navy or khaki.

Jumpers, shorts, skirts, and skorts may be navy, khaki, or plaid.

Styles:

Shirts may be polo style (collared, with 2-4 buttons) or, white oxford for boys or white “Peter Pan” for girls.

Pants must be uniform quality, either 100% cotton or polyester/cotton blend.

Jumpers and skirts must be pleated, and **must** hang at or below the knee.

Shorts and skorts must extend below the fingertips.

Belts:

Belts may be navy, khaki, black, or brown.

Socks and Shoes:

Hose or socks must be worn at all times. Socks may be either white or navy, any style.

Shoes must closed toe and closed heel.

Jackets and Sweaters:

The official MCE fleece jacket or uniform style cardigan and pullover sweaters may be worn in the classroom (shirt colors only).

The following must be adhered to:

1. All clothing must be modest in length and neat.
2. All shirts must be worn tucked in.
3. Hair should be clean and neatly styled. Extreme styles are not acceptable. Boy’s hair is to be above the collar.
4. Hats and bandanas are not to be worn in the school building.
5. Grades 3-8 must wear a belt with pants and shorts.
6. The following are **not acceptable** at MCE:
 - A. Pants that are tight or torn.
 - B. Earrings, necklaces, rings, or other non-functional jewelry.
 - C. Noticeable or unnatural makeup or nail polish.

7. In cold weather, WHITE turtlenecks may be worn under the knit polo shirts. Coats may be worn for outdoor activities only.
8. There must be no visible logos or tags on any tops or bottoms.
9. All buttons, zippers, etc. on bottoms must be either brown or navy (no gold or silver).

PE DRESS: Athletic shoes are to be worn by all students on PE days. Students in grades 6-8 may change clothes for PE class, but they must wear the approved PE uniform.

STUDENT CONDUCT

Acceptable behavior is essential to the development of responsible and self-disciplined students and to the implementation of an effective school program. Positive behavior is based on respect for self and for others. Development of such behavior is a dual function of the home and school.

In general, students must:

- exhibit support for the school’s spiritual goals.
- not interfere with the learning opportunities of others.
- treat adults with respect and consideration.
- respect the rights of other students by their actions both physically and verbally.
- use equipment in a manner that is safe.
- refrain from injuring others or damaging property.
- strive to do their best work.

DISCIPLINE

In any group, it is always necessary to have rules to provide for the rights, health, safety, and general welfare of all. In the case of a school, rules not only protect all involved, but they allow the school to do its job of preparing young people for life. By having regulations that are well thought out, consistently and prayerfully enforced with Christian love, the school is able to teach the students about consequences and help them to develop self-discipline for future life.

LEVEL ONE REGULATIONS

The teacher may choose to speak to the student, give a written assignment, and/or send a discipline report to the office. When a student receives a discipline report, the parents will receive written notification.

LEVEL ONE OFFENSES:

1. **Being Late:** Tardy arrival at any assigned place after a reasonable length of time has transpired.
2. **Loitering:** The unassigned use of any area in or out of the school building.

3. Littering: Intentional dropping or throwing of items and not picking them up.
4. Boisterous behavior: Overly loud and obnoxious behavior (including loud talking or yelling in the hall and lunchroom). Bodily contact with another person in a jesting manner.
5. Running: Anything other than normal walking in the building except during recess in the gym.
6. Failure to complete a disciplinary assignment: Failure to fulfill any assignment or agreement that has been made because of misbehavior.
7. Chewing gum: Chewing gum or providing gum to others.
8. Eating: Food is to be eaten only at the appropriate time in assigned places.
9. Dress: Violation of dress code.
10. Language: Unacceptable slang expressions.
11. Unauthorized sales: All sales of any item must be approved by the teacher or principal.

LEVEL TWO REGULATIONS

Level two regulations are intermediate rules that require a written record of the offense. The offending student is then sent to the office for a conference with the principal. At that time, the rule violation will be dealt with in one of several ways:

1. Recess detention (may include a work project)
2. A written assignment
3. Suspension of 1 – 3 days

Each time a student breaks a level two regulation, the parents are contacted and a discipline report form is sent home and placed in the discipline file for future reference. The student may be required to meet with the Discipline Team. **The Discipline Team consists of the Madison Campus Elementary Staff.**

LEVEL TWO OFFENSES:

1. Fighting: Hitting, shoving, punching, kicking, slapping, grabbing.
2. Small Vandalism: Acts that deface; acts that create inconvenience, but no permanent damage.
3. Inappropriate language: Swearing or using inappropriate language, remarks against or about others including racial slurs.
4. Forging signatures: Improper use of another person's name.
5. Disrespect: Speaking to adults or other students in ways that show a lack of respect for them as persons.
6. Lying: Being untruthful by word or by action.
7. Disrupting class: Words, actions, or non-compliance with requests made by teachers that cause the learning environment to become unsatisfactory.
8. Cheating: Using sources of information for doing school work or taking tests that are not approved by the teacher. (Getting or giving answers during quizzes and/or tests, copying another student's homework, bringing notes or answers to class for use during tests.)

9. Skipping Classes: Absence from an assigned activity without permission.
10. Bullying others: Any attempt to violate another student's rights. (This can be physical or spoken harassment, mishandling another student's property, threatening a student, etc.)
11. Aiding and abetting: Urging another student to do something that is against school regulations or against the law, covering up for a student who has done something that is not right and in violation of the school rules.
12. Irresponsible use of school or private property.
13. Unauthorized materials: Items not conducive to classroom learning or environment are not permitted. (Matches, lighters, pocket knives, water guns, fireworks, inappropriate reading material, etc.)

LEVEL THREE REGULATIONS

Level three regulations describe rules that the school feels are very serious. Infractions of these regulations require students to be sent to the office. Each time a student breaks a level three regulation, the parents are contacted and a discipline report form is sent home and placed in the discipline file for future reference. After an investigation of circumstances, the principal will deal with the problem in one of the following ways:

1. Suspension (may include a written assignment)
2. Schedule a meeting of the student and parents with the Discipline Team and/or the Discipline Committee. The Discipline Committee is comprised of Board Members and the teacher involved. Consequences for the type of behavior displayed would involve one or more of the following:
 - A. A three day or more suspension and/or probation
 - B. Referral to a professional guidance person.
 - C. Recommendation to the School Board that the student be expelled.

LEVEL THREE OFFENSES:

1. Theft: Removing or using property belonging to the school, a teacher, or another student.
2. Controlled Substances: Actual possession, use, transfer, or sale of drugs, alcohol, cigarettes, or drug-related substances.
3. Physical or Verbal Assault: Violent body contact in a serious and/or dangerous manner. Words stated or written that harm or have the potential to harm someone emotionally.
4. Vandalism: Deliberate destruction that has a permanently damaging effect upon the school or private property.
5. Outlawed materials: Weapons, pornographic materials, etc.
6. Insubordination or abusive language or gestures: A belligerent or abusive act, statement, or gesture that is directed at any employee of the school, which involves more than a simple refusal to do something. It is an aggressive, insulting, profane, or disruptive abuse.
7. Unsafe behavior: Deliberate actions that endanger the health, safety, or welfare of students, faculty, or guests of the school.

BEHAVIORAL PROBATION

If a student receives two (2) **Level Two** or one (1) **Level Three** written notices as outlined above, the Discipline Team will be informed. If a student is placed on behavioral probation, a meeting will be scheduled with the student and his/her parents.

The probationary period will be determined by the Discipline Team and/or the Discipline Committee. The Discipline Team will meet again to review the student's behavior during the course of his/her probation and make a determination to remove the student from probation, or refer the student to the Discipline Committee. In order for a student to be removed from behavioral probation, he/she must demonstrate the following:

1. Compliance with standards as set forth in the Madison Campus Elementary Handbook.
2. A Christian attitude that demonstrates respect for oneself and others.
3. Exhibits an influence with peers that helps to create a positive learning environment.

HEALTH INFORMATION

IMMUNIZATION REQUIREMENTS

In order to attend any school in Tennessee, children must be fully immunized as required, in the process of receiving immunizations, or exempt (medical or religious grounds) from immunizations.

VACCINE IMMUNIZATIONS REQUIRED

DTP/DT	The 4 th dose must be administered on or after the 4 th birthday.
Polio	4 doses, 3 doses are acceptable if the 3 rd dose is administered on or after the 4 th birthday.
M-M-R	Proof of a second dose of MMR vaccine, or its separate components, is required for attendance in all grades.
Hepatitis B	3 doses of vaccine are required for entry into Kindergarten and 7th grade.
Varicella	Proof of immunization or documentation of the disease is required prior to entry into Kindergarten.

MEDICATIONS

Non-aspirin pain reliever may be given to a student by the staff if a permission slip signed by the parent is on file in the office.

All medications brought to the school are to be given to the teacher for safekeeping. Prescribed medications must be in the original container with the student's name, name of medicine, dosage, and time for each dose. A completed

Medication Administration form (available from the school office) is to accompany any prescribed medications.

ILLNESS

We are concerned about students coming to school with fevers. A child is considered fever-free if his/her temperature is less than 100 degrees. Your child **MUST** be fever-free before returning to school after an illness. If a teacher finds that a child's temperature is 100 degrees or more, the parent will be contacted and the child will be sent home.

HEAD LICE POLICY

If a student is sent home because of head lice, he/she **MUST** have a signed note from the Metro Health Department before returning to school.

RECESS EXCUSES

We believe that fresh air and exercise are very important to a child's well being. Therefore, all students will be expected to be outside during P.E. and recess time. At the teacher's discretion, recess or P.E. may be held inside the gym, depending on weather conditions. Any request to have your child stay inside must be in writing, and excuses for more than a few days must be signed by a doctor.

BLOOD-BORNE PATHOGEN POLICY

The school has a policy for handling all material contaminated by blood. This policy is kept in the office and is available for review.

HOME AND SCHOOL RELATIONSHIP

PROBLEM SOLVING PROCESS

The success of the school depends in a large measure upon the full cooperation between parents and teachers. It sometimes happens that students make complaints to their parents concerning school matters, especially when measures of discipline are involved. In such cases, parents are urged to contact the teacher, and if necessary the principal, and withhold judgment until investigation can be made. Carefulness along this line often prevents unhappy consequences. It is unwise to discuss negative school issues in the presence of the child. Once the child loses respect and confidence in the teacher, the learning process is greatly hindered. Parents are expected to discuss school policies, problems, or complaints with the teacher.

It is the belief of Madison Campus Elementary School that most classroom problems that arise are the result of a temporary lack of communication. Discussing these issues with one's teacher can usually solve the communication issue and problem. The school recognizes that in some instances a problem cannot be resolved in this way. Should this be the case, the school's problem solving procedure will be used. Should the need arise, there is a Parent/Teacher Concerns and Action Form available from the school secretary.

VOLUNTEER INVOLVEMENT

Every successful school has active parent involvement as a part of its program. We are indebted to parents and friends of MCE who donate their time and skills to our school. When you come in to help us as a volunteer, please stop by the school office, you will be given a pass so the school Administration can be aware of who is in our building.

HOME AND SCHOOL ASSOCIATION

The Home & School Association is a formally organized group comprised of volunteers. This organization seeks to strengthen the school program by bringing school families together in a variety of ways throughout the year. One of their major goals is to raise money for school improvements that would be difficult to afford otherwise.

TUITION RATES

The yearly tuition (based on 180 school days) is charged to the student's statement evenly over a 10-month period. The first tuition billing will be at the beginning of August. MCE has 3 categories of tuition charges as follows:

Constituent SDA

The lowest tuition rate is charged to parents who are members of the Madison Campus Seventh-day Adventist Church. A portion of the offerings given by these members is returned to the school as a subsidy by the church to support the operation of the school.

	Yearly Tuition	Monthly Tuition	Breakdown Per Child	Child
1 Child	\$2,550	\$255	\$255	1 st
2 Children	\$4,460	\$446	\$191	2 nd
3 Children	\$5,740	\$574	\$128	3 rd
4 Children	\$7,020	\$702	\$128	4 th

Non-Constituent SDA (Subsidizing Church)

The second lowest tuition rate is charged to those who are members of a Seventh-day Adventist Church, other than Madison Campus, whose church subsidizes any SDA school.

	Yearly Tuition	Monthly Tuition	Breakdown Per Child	Child
1 Child	\$3,150	\$315	\$315	1 st
2 Children	\$5,510	\$551	\$236	2 nd
3 Children	\$7,090	\$709	\$158	3 rd

Non-Constituent SDA (Non-Subsidizing Church) & Non-SDA

This tuition rate is charged to those who are members of a Seventh-day Adventist Church, which does not subsidize any SDA school and to those who are not members of a Seventh-day Adventist Church.

	Yearly Tuition	Monthly Tuition	Breakdown Per Child	Child
1 Child	\$3,640	\$364	\$364	1 st
2 Children	\$6,370	\$637	\$273	2 nd
3 Children	\$8,190	\$819	\$182	3 rd

ACCOUNTS

Statements will be sent out the first week of each month listing tuition, after school care charges, and any miscellaneous charges. The balance not paid by the 25th becomes past due. If you find that it is impossible for you to pay the past due amount by the day of the Finance Committee meeting the following month, it is up to you to make a written payment plan request to be submitted to the finance committee. If arrangements are not made, school policy requires that the student(s) withdraw until payment or approved payment plan is made.

Accounts must be paid in full in order for students to receive final grades, march at graduation, or have their transcript sent to another school. Any exceptions to the above policy will be addressed by the school finance committee.

If a student withdraws during the school year or does not return the following school year, the family is given 60 days to either pay the balance due or have a written payment plan approved by the finance committee. If this does not occur, the account is turned over to a collection agency.

Any account not paid in full by the 25th of May will be charged **1 1/2% per month on the past due balance** during the summer months. Accounts must be paid in full before a student will be permitted to register for the following year.

A returned check fee of \$15 may be charged on returned checks. If more than one check has been returned, payment on a cash only basis may be required. Families with histories of slow payment may be required to pay in advance.

TUITION DISCOUNT **\$3/Student Per Month**

If the entire balance marked "**Total Due**" on the statement is paid by the 10th of the month, a discount of \$3 per student will be given. The discount will appear as a credit on the following month's statement. There is no additional discount for paying the full year's tuition in advance.

ENTRANCE FEE **\$185/Student**

The entrance fee is due at the time of registration. There will be a \$15 discount if the entrance fee is paid by July 22, 2005. This fee covers instructional fees, insurance, textbook rental, workbooks, and the yearbook. Students registering for second semester only will be charged a \$150 entrance fee. A 50% refund of the

entrance fee will be given if the student withdraws during the first week after beginning classes.

PRE-REGISTRATION FEE

A pre-registration fee of \$25 is due at the time the student's application is turned into the office. This fee is part of the entrance fee and your payment will be credited toward that \$185 charge.

ACTIVITY FEE \$35/Student

The activity fee covers all activities planned by the classes, including field trips and parties. This activity fee will be placed on the student's statement at the beginning of the school year. Those who enroll in school second semester will be charged \$17.50. If a student withdraws during the first semester, there will be a \$17.50 refund. The 7th grade Chicago trip and the 8th grade class trip will require additional funding.

GRADUATION FEE \$40/Student

A \$40 graduation fee will be charged to 8th graders' statements on the 9th billing of the year. This fee covers the costs associated with graduation.

AFTER SCHOOL CARE

The charge for after school care is \$8 per student per day. Charges begin to accrue at 3:00 p.m. Monday – Thursday and 2:00 p.m. on Friday. A special rate of \$4 per day applies if the student is picked up by 4:30 p.m. Students using After School Care on a regular basis receive a discount, as the maximum charge is \$30 per student per week. A late fee is charged if the student is not picked up by 6:00 p.m. Monday-Thursday, or 4:00 p.m. on Fridays. The late fee is \$1 per minute beginning 5 minutes after closing time. These charges will be billed on the monthly statement. **To help us maintain a quality After School Care program, it will be necessary for you to enroll your child. Enrollment forms are available at the school office.**

PRIVATE MUSIC LESSONS

Private music lessons are offered here at MCE by a variety of instructors. The instructors bill the parents directly for their services. Private music lessons must be scheduled before school, after school, or during recess break. It is the parent's responsibility to let the private lesson teacher know if your child is going to be absent.

MILK & LUNCH TICKETS

Weekly milk tickets are available for \$1.50 or monthly tickets for \$6. Lunches with milk or bottled water are \$3.20 apiece. Lunch tickets for \$16, \$32 or \$64 may be purchased from the school office at any time.

LIBRARY CHARGES

The charge for overdue library books is \$.05 per book per school day. Fines not paid by the 25th of the month will be placed on the student's statement along with a \$1 fee. The charge for lost library books is \$15 per book.

RE-REGISTRATION FEE \$25

Students will be charged a \$25 re-registration fee after each five unexcused tardies per semester. This fee is due within a week after notification.

TEXTBOOK CHARGES

There will be a charge put on your statement at the end of the school year for any textbooks lost or damaged.

FINANCIAL ASSISTANCE

If financial assistance is needed, contact your local church pastor for availability of worthy student funds. Student aid forms for Madison Campus church members can be picked up at the church office.

GENERAL POLICIES AND INFORMATION

STUDENT LEAVING THE SCHOOL CAMPUS

A student may not leave the school campus by him/herself during the school day without parent's written permission. This must be presented in advance to the principal except in case of an emergency. If a student must leave early, the parent must sign him/her out at the school office.

VISITORS

Visitors and parents are welcome, but please check in at the school office.

SCHOOL BOARD MEETINGS

If parents have items they wish to have the board consider, they should present these to the board chairman or principal one week prior to the meeting. Meetings are normally held during the third week of each month.

UPDATE

A weekly newsletter and a monthly calendar are sent home with students to keep parents and students informed. Encourage your student to make sure these publications get home.

STUDENT SUPPLY LISTS

Student supply lists are available with the Pre-Registration packet at the time of registration, on the MCE website, or at the school office.

LOST AND FOUND

Clothing and personal items that are left at school will be placed in our lost and found container. Attempts are made to find the owners, but those items left unclaimed will be donated to Community Services. **Please put your child's name on all their belongings.** MCE assumes no responsibility for personal items brought to school.

SNOW CLOSINGS

School closings will be reported on the following radio and T.V. stations:

RADIO

WJXA 92.9 FM

WSM 95.9 FM

WSM 650 AM

TELEVISION

WKRN 2

WSMV 4

WTVF 5

FOX 17

SCHOOL LUNCHES

Students must bring a lunch unless they wish to purchase hot lunch. The hot lunch menus are published in the school calendar sent home with the Update at the end of each month. Meal and milk tickets may be purchased at the school office. Parents are asked to provide a well-balanced lunch and are encouraged to follow the guidelines of the Seventh-day Adventist health message.

BIRTHDAY PARTIES

If you are planning to recognize your child's birthday at school, please notify your child's teacher several days in advance. This will allow the teacher to alert other parents so they can plan their child's lunch accordingly. **Party invitations are not to be distributed at school unless the entire class is invited.**

TELEPHONE USE

The telephone is not to be used by students except in an emergency and only by permission from a MCE staff member. During class time, calls will be permitted into the classroom only in case of emergency. Messages can be left with the school secretary or on the teacher's voice mail.

WEAPONS

Students are not allowed to bring weapons on the school premises. All weapons will be confiscated and further disciplinary action will be taken.

SKATEBOARDS AND ROLLER BLADES

Skateboards and roller blades are not permitted on campus at any time due to lack of insurance coverage for these activities.

ELECTRONIC DEVICES

Radios, CD and tape players, pagers, Game boys, televisions, or other electronic devices are NOT permitted and will be confiscated by the staff. If these items are taken by the staff, they may be kept until the end of the school year. If cell phones are brought to school, they must be turned off during the school day.

ASBESTOS

In 1988, it was determined that Madison Campus Elementary was asbestos free.

MADISON CAMPUS ELEMENTARY STAFF

Carolyn Angelo, B.S. 1021 Treasure Reef, Madison	Grade 3 945-4924	Richard Thomason 203 Engel Ave., Goodlettsville	Computer 859-3615
Larry Bogar, B.A. 1002 Wood Glen Circle, Greenbrier	Grade 6 384-1297	Valerie Thomason, B.S. 203 Engle Ave., Goodlettsville	Inclusive Education 859-3615
Sherri Bohnert, B. S. 310 Port Drive, Madison	Secretary 868-1062	Tim Waterhouse, B.A. 1236 N. Graycroft, Madison	Grade 8 868-8677
David Bryant, B.S. 2313 Riverway Drive, Old Hickory	Principal 847-0284	Barbara Wilks, M.A. 1832 Pallas Drive, Madison	Grade 1 868-0068
Myrna Closser, B.S. 1729 Hudson Rd, Madison	Kindergarten 868-9691	Maribel Wood 260 Savely Drive, Hendersonville	After School Care Director 264-0914
Beth Davis, B.M. 953 Norwalk Dr, Nashville	Music Teacher 391-4609		
Cindy Davis, B.S. 1821 Latimer Lane, Hendersonville	Grade 4 824-1386		
Elma Heldzinger, B.A. 443 Kinsey Blvd, Madison	Grade 5 868-8899		
Ted Hewlett, M.A. 1610 Valley View, Goodlettsville	Vice Principal/Grade 7 859-0696		
Donna Huber, B.A. 1204 Birdsall, Old Hickory	Grade 2 545-8033		
Janice Knecht, M.D. 691 Harris Lane, Gallatin	Treasurer 230-0825		