



MEYGA Learning Center

1466 N.W. 62<sup>nd</sup> Street Miami, Florida 33147

Office: (305) 579-3408

M.E.Y.G.A.  
MULTI ETHNIC YOUTH GROUP ASSOCIATION

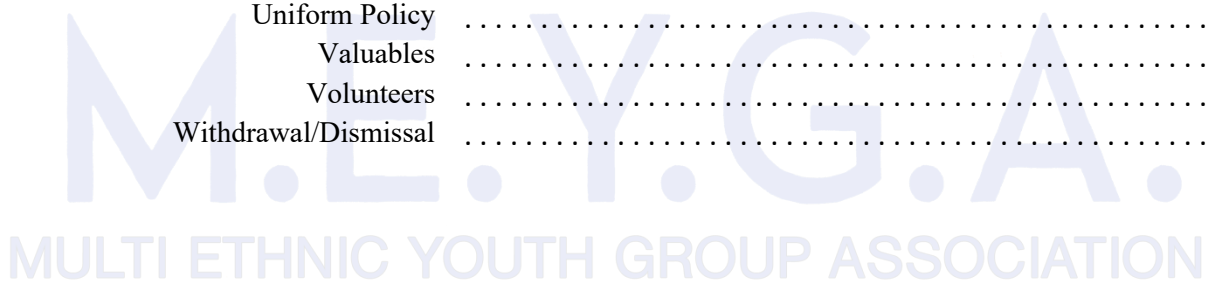
**MEYGA  
PARENT  
HANDBOOK  
2024-2025**

MEYGA Learning Center (K - 12<sup>th</sup> grades)

## Table of Contents

Board of Directors	4
Absent Policies	28
Administering of Medication	19
Admission	12
Allergy Policy	18
Birthdays and Special Occasions	18
Bullying	30
Cell Phones	20
Change of Address	12
Child Abuse	14
Contractual Agreement	4
Custody of Children	14
Discipline Policy	28
Dismissal	27
Dress Code	31
Early Pickup Procedures	26
Emergency Lockdown Procedure	15
Emergency Medical Authorization Form	17
Emergency Procedures	15
Enrollment	11
Excessive Behavioral Problems	29
Expectations	13
F.A.C.T.S	12
Field Trips	19
Food Service/Cafeteria	18
Fundraising Fee	13
Grading Scale	21
Holidays Observed	24
Homework	20
Honor Roll	22
Non-Discrimination Policy	5
Obscene/Abusive Language	30
Our Goal	5
Parking	15
Pledges	6
Prescription Drugs	17
Procedure for Inclement Weather	15
Recess Rules	20
Registration	11

Report Cards/Interim Report .....	21
Responsibilities Defined .....	27
Returned Payments .....	13
Returning Students .....	12
School Calendar .....	23
School Closing .....	15
School Records .....	14
School Shooting Procedure .....	16
School Staff .....	6
Sick Child Policy .....	17
Student Handbook Acknowledgement of Receipt Letter .....	32
Student Privacy .....	14
Student Safety .....	15
Supplies .....	19
Tardiness Policy .....	24
Testing Program .....	20
Uniform Policy .....	31
Valuables .....	19
Volunteers .....	18
Withdrawal/Dismissal .....	31



## **Board of Directors**

Ms. Samantha Quarterman

Executive Director

Mr. Walter Dennis

Vice Principal

Ms. Deloris Watkins

Data Specialist

## **Contractual Agreement**

The regulations contained in this handbook are materials and conditions of the contractual agreement between the MEYGA Learning Center, its students, and their parents or guardian. MEYGA Learning Center reserves the right to make decisions not specific to the content covered in the Parent Handbook, in addition to the right to modify contents or policies at the total discretion of the governing bodies of this institution. \*

\*The Parent/Student Handbook is written with the intent to explain the rules, policies, and procedures used in our school.



## NON-Discrimination Policy

**MEYGA Learning Center** does not discriminate based on race, color, nationality, or ethnic origin. We are committed to providing equal educational opportunities are available for all children without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, parental/provider's political beliefs, marital status, sexual orientation, special needs, or any other consideration made unlawful by federal, state, or local laws. All children have access to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

### Our Goal

We desire to see our students grow academically, physically, emotionally, and spiritually. We are concerned with the “entire being.”

## Pledges

Pledge to the Flag of the United States of America

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

## **MEYGA Learning Center, Inc.**

### **School Staff**

**Ms. Samantha Quarterman**  
*School Administrator*

**Mr. Walter Dennis**  
Vice Principal

**Ms. Deloris Watkins**  
Office Manager

## **COVID SAFETY INFORMATION**

The following considerations will be implemented in our school operations. Considerations are to **supplement-not-place** any state, local, territorial, health and safety laws, rules, and regulations with which schools must comply. All students are expected to complete the waiver included as Appendix A of this handbook.

### **Behaviors that Reduce Spread**

- **Stay Home When Appropriate** – Educate staff and families about when they/their children should stay home and when they can return to school.
- **Hand Hygiene and Respiratory Etiquette** – Reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.

- **Cloth Face Coverings**-The Florida Department of Health defines a face covering as a material that covers the nose and mouth. We understand that face coverings may be challenging for children (especially younger children) to wear in all-day settings such as school. We will ensure that all staff are knowledgeable on the proper use, removal, and washing of cloth face coverings and ask that you help educate your child on the appropriate application, removal, and washing of cloth face coverings. The face-covering will be maintained at school daily.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Put distance between yourself and other people. Note: we will be practicing physical or social distancing.
- Remember to cover coughs and sneezes with a tissue or use the inside of your elbow. Throw used tissues in the trash and wash hands immediately with soap and water for at least 20 seconds.
- **Signs and Messages** – signs or posted in highly visible locations (e.g., school entrance, restrooms, corridors) that promote everyday protective measures and describes how to stop the spread of germs (such as properly washing hands) and adequately how to wear a face covering.

### **Maintaining Healthy Environments**

Teachers, staff, administrators, parents/caregivers, and visitors have a role and responsibility in taking everyday preventive actions to limit the spread of COVID-19. The CDC states that cleaning with soap and water removes germs, dirt, and impurities from surfaces. It lowers the risk of spreading infection. Disinfecting kills bacteria on surfaces. By killing germs on a surface after cleaning, it can further reduce the risk of spreading disease. The MEYGA Learning Center is committed to using products that are EPA-approved to use against SARS-CoV-2, the virus that causes COVID-19. The CDC recommends the following:

#### *Cleaning and Disinfecting*

- Clean and disinfect frequently touched surfaces - Staff will routinely clean, sanitize, and disinfect surfaces and objects that are commonly affected.
- Which include but not limited to objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, sink handles, countertops, desks, chairs, cubbies, and any restroom toilet/sink handles and paper towel dispensers that are hands-free. All rooms within the facility will be routinely cleaned, sanitized, and disinfected several times a day.
- Staff, teachers, and administration will work together to ensure the surfaces in the classrooms cleaned throughout the day.

### **Shared Objects**

All personnel will keep their personal belongings separated from the students. Students will have their individual belongings labeled. The teachers will ensure each student has their school supplies to minimize the sharing of high-touch materials to the fullest extent possible (e.g.,

students will bring their school supplies and equipment with their names written on each item. The sharing also includes electronic devices, books, or learning aids.

### **Food Service**

We will use disposable food items (e.g., utensils, cartons, straws) for breakfast and lunch. We will discourage and avoid sharing food and utensils. Lunch is pre-packaged and sealed. The cafeteria staff will wear gloves when serving students. Individuals will wash their hands after removing their gloves or directly after handing used food service items.

### **Identifying Small Groups and Keeping Them Together**

Per the CDC, small groups that stay together all day each day, while physical distancing and do not share objects is considered the lowest risk of spread. The MEYGA Learning Center is steadfast to having groups of no more than ten with the same teacher that will remain together for the day without mixing with other groups. Each group will have their own assigned classroom in which they will conduct most of their day-to-day activities to minimize the possibility of cross-contamination.

### **Health Screenings**

All personnel will go through a series of daily health screenings upon arrival and throughout the day. Health screenings performed safely and respectfully, and under any applicable privacy laws and regulations while following all CDC guidelines.

All personnel will screen for COVID-19 signs and symptoms, other illnesses, or injury upon arrival. Anyone that may appear to have symptoms of a contagious disease, illness, or injury that might require medical attention will not enter the facility. Please understand that this is for the safety of everyone and remember to stay home if you are sick.

### **Procedures for Drop-Off and Pickup**

The CDC recommends that the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with severe underlying medical conditions should not pick up students, because they are more at risk for severe illness from COVID-19. Parents need to be on the alert for signs of disease in their child and keep them home when they are sick.

The staff will greet the parent or designated drop-off person at their vehicle in the east parking lot (our designated drop-off area) between the hours of 8:00 a.m. –8:30 a.m. No drop off after 8:30 a.m. and participants are not accepted into the school that day. If you are running late and will not make it before 8:30 a.m. we suggest you call the school office and advise the Office Manager; you are running late. 305-579-3408.



### **Drop-Off Procedure**

The person dropping off the child must remain in the vehicle at all times. It is a requirement that everyone in the car is wearing a face covering during drop-off and pickup.

### **Health Screenings**

All personnel will go through a series of daily health screenings upon arrival and throughout the day. Health screenings performed safely and respectfully, and under any applicable privacy laws and regulations while following all CDC guidelines.

All personnel will screen for COVID-19 signs and symptoms, other illnesses, or injury upon arrival. Anyone that may appear to have symptoms of a contagious disease, illness, or injury that might require medical attention will not enter the facility. Please understand that this is for the safety of everyone and remember to stay home if you are sick.

### **Procedures for Drop-Off and Pickup**

The CDC recommends that the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with severe underlying medical conditions should not pick up students, because they are more at risk for severe illness from COVID-19. Parents need to be on the alert for signs of disease in their child and keep them home when they are sick.

The staff will greet the parent or designated drop-off person at their vehicle in the east parking lot (our designated drop-off area) between the hours of 8:00 a.m. –8:30 a.m. No drop off after 8:30 a.m. and participants are not accepted into the school that day. If you are running late and will not make it before 8:30 a.m. we suggest you call the school office and advise the Office Manager; you are running late. 305-579-3408.

### **Drop-Off Procedure**

The person dropping off the child must remain in the vehicle at all times. It is a requirement that everyone in the car is wearing a face covering during drop-off and pickup. Everyone's safety is essential; therefore, implementation of the protocols listed below takes place during morning drop-off at the designated drop off area:

- The staff will wear personal protective equipment and approach the vehicle's passenger side and ask the following questions:

Staff may ask the following questions:

Have you or anyone in your household had any of the following symptoms in the last 24 hours:

Fever

Chills

Cough

Sore throat

Difficulty breathing or shortness of breath

Loss of taste or smell

Muscle pain

The staff will evaluate the answers to the questionnaire. If any answers are "Yes," the team will call the supervisor on duty for the next step and move on to the next vehicle. The staff member will position his/herself to take the temperature of the child. The staff will administer a temperature scan to the enrolled child using a handheld no-touch thermometer. We prefer to take the temperature while the child is still in the vehicle. However, if this creates an unsafe environment for the staff, they may advise the student (**only**) to exit the car. Please note: If the child's temperature is 99.8 or above, they will not be allowed in the school.

If the child's temperature is under 99.8 or below, the student is allowed to enter the building. The staff will then advise the parent/guardian that the participant can proceed to the school. The team will sign in the child to minimize cross-contamination.

\*During inclement weather, we may direct you to an alternate drop off location.

### **Pickup Procedure**

The staff will greet the parent or designated person at their vehicle in the designated pickup area between the hours of 3:00 p.m. – 3:15 p.m. Special accommodations for pick up before 3:00 p.m. may be requested by, calling 305-579-3408. We kindly ask that you limit your conversation with staff during pickup procedures.

Everyone's safety is essential; therefore, the following protocols implemented during morning drop-off at the designated drop off area:

- The staff will wear personal protective equipment and approach the vehicle.
- The authorized pickup person will tell the office or aftercare staff their name and show photo identification to verify that they can pick up the participant. The staff will radio the child's assigned leader to send the child to the parking lot.
- Once authorization is confirmed, the staff will direct the authorized pickup person to drive up to the next station for the participant's arrival. The staff will then sign the student out.

### **Preparing for When Someone Gets Sick**

Personnel and students should not come to school if they are sick. The CDC advises that staff and students with COVID-19 who experienced symptoms, or those who DID NOT have COVID19 symptoms but tested positive should not return if they have received clearance from their doctor.

Staff and parents must notify the program immediately via email [meygalearningcenter@gmail.com](mailto:meygalearningcenter@gmail.com) or by telephone (305-579-3408) if they or their child (families) become sick with COVID-19 symptoms, test positive for COVID-19, or exposed to someone with symptoms or a confirmed or suspected case.

As much as we have planned the opening of the 2022-2023 school year, the CDC recommended safety protocols to provide a low-risk environment for staff and students. The MEYGA Learning Center has implemented safety procedures for everyone in the event someone is sick or experiences COVID-19 symptoms (such as fever, cough, or shortness of breath) during school. These procedures include isolations the participant with adult supervision and no ying their parent/guardian to transport home safely or to a healthcare facility. Group transferred to another room, and the infected child is placed in isolation a parent/guardian picks them up. Please understand that, pending the circumstances, your child's belongings may not return home that day as the school will follow the CDC recommendations for cleaning and disinfecting.

By state and local laws and regulations, the MEYGA Learning Center will no y local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality under the Americans with Disabilities Act (ADA) or applicable law. The CDC advises that those who have had close contact with a person diagnosed with COVID-19 should stay home, self-monitor for symptoms, and follow CDC guidance if symptoms develop.

### **Admission Requirements for First Time Students**

Admission to MEYGA Learning Center is based on the students' academic/behavioral records, standardized test scores, and the New Jerusalem's entrance exam. Parents must contact the school office to make an appointment for testing. There is a non-refundable \$25.00 fee for testing.

The student takes the tested at their appointed me for entry to the school. After a review of the testing results and of documents from their former school, the parent will be contacted and informed of their child's test result. If the child meets the school's academic/behavioral requirements, the parent completes the additional paperwork.

### **Enrollment**

There is an annual non-refundable registration fee due at the me of enrollment for each child enrolling at MEYGA Learning Center. You can obtain the amount of the payment from the School Office. Enrollment at MEYGA Learning Center indicates a reserved space for your child is available (based on their appropriate age/grade level) for the current school year. This reserved space will be secure for your child withdrawal (voluntary/involuntary) or promotion to the next grade or if there are no violations of the parent tuition agreement.

### **Registration**

Finalization of registration is when the Registration Packet has been completed and returned to the school office:

1. Enrollment application
2. Tuition Agreement
3. Free and reduced lunch application
4. Current immunization

5. Enrollment application
6. Tuition Agreement
7. Free and reduced lunch application
8. Current immunization
9. Copy of previous state exam (grades K-5)
10. V.P.K. Voucher (if applicable)
11. Evidence of F.A.C.T.S log-on

### Returning Students

Registration for returning students begins early. We encourage families to re-enroll as soon as possible. If a child is not re-registered before open enrollment to the public, you may risk guaranteed placement for your child for the next school year.

- ❖ Transferring and returning students are required to take an entrance exam and to provide school documents of academic and behavioral records from their previous school.
- ❖ Transferring and returning students will follow the same procedures as a new student. Applications for enrollment will be reviewed on a case by case basis.

### Change of Address or Telephone Number

- ❖ The school office must be notified immediately of a change of address, home or cellular phone number, or any emergency contact information. Current contact information is essential in case of an emergency or a school-related incident where personnel and administration must be able to contact you immediately.
- ❖ **Note:** It is the responsibility of the parent(s) to notify the School Office of any changes, additions, or deletions needed to make their child (ren) inform on current.

### F.A.C.T.S.

You can access the F.A.C.T.S. website to set up your account or to check the status of your account by logging on to the school's homepage [www.MEYGA.org](http://www.MEYGA.org) and clicking on the F.A.C.T.S. online payment link. Parents are required to comply with their selected tuition payment plans. F.A.C.T.S. does provide tuition insurance for a fee. If you choose the insurance fee, this amount is outside of your school tuition and related fees. The School Administrator or Director of Operations must approve any changes. Payments not received as outlined by the School Administrator or Director of Operations will subject your child to the possibility of withdrawal from the Abundant Christian Life Learning Center.

Tuition payment must be submitted electronically by the fifth of each month through the F.A.C.T.S. system. After the fifth of the month, a \$25 late fee will be assessed **automatically** to your account, and your account will be considered delinquent. **The new charge will appear on your next monthly statement as well as on F.A.C.T.S. All delinquent accounts must be current. If your account is in arrear, your child will not be allowed to attend classes**

## Returned Payments

Payment returned for "insufficient funds" or "no such account" will accrue a fee of \$30.00 to your account. The returned check fee will appear on your statement in F.A.C.T.S. There will be a second attempt to debit your account. If a second payment returns, you will be required to make all future payments by money orders or cashier checks. **Before admittance for your child to MEYGA Learning Center, financial obligations are fulfilled, documents are physically available, and required items are completed and signed before submitting the packet to the school office. Incomplete registration packets will not be accepted. Refer to the Enrollment and Tui on Agreement.**

## Fundraising Fee

The fundraising is a ***mandatory fee***. This fee applies to each family unit enrolled in our school. A family unit is a person who is legally and financially responsible for each child you register. The term family does not refer to your living arrangements. Fundraising fee is an on as noted below:

Each family will be responsible for a \$100.00 fundraising fee. There will be one school-wide fundraiser during the school year. Participation in the fundraiser gives credit based on the number of items you sell during the fundraiser. You also have the on of paying the \$100.00 to satisfy the fee.

***This fee must be paid by February 3, 2022. Any fundraising fees not paid by February 3, 2022, will be included as part of your child's March 2022 tui on payment as well as a \$20.00 late fee.***

## Measuring Academic Progress (M.A.P.) Testing Fee

The M.A.P. test is state-mandated. There is a \$25.00 charge paid at the **beginning** of each school year. This test is for Kindergarten through Fifth Grade. There is no testing fee for Kindergartners graduating from Safe Have Child Development Pre-Kindergarten; however, there is a \$25.00 charge for entering kindergartners new to the school.

## Expectations—Parents/Guest/Staff

Our goal is to maintain a positive, wholesome environment and atmosphere for our children.

Therefore, we expect the following of all parents, guests, volunteers, and staff!

Parents and visitors **MUST** make reasonable efforts to project a conservative or professional image when on school grounds. The following standards of dress code are provided guidelines for parents and visitors to maintain the proper dress that is advocated by the MEYGA Learning Center.

Examples of attire and verbiage not to be on our Christian campus include:

- Clothing with printed messages, slogans, pictures, or art depicting drugs, alcohol, smoking, sex, weapons, violence, obscenity, or disrespect is prohibited.
- No profanity or swearing will be accepted anywhere on campus



- Clothing that exposes undergarments or midriffs
- Offensive tattoos
- Mini-mini skirts
- Another article of clothing, e.g., a sweater, a jacket, will cover backless, strapless, and halter tops.

### **Custody of Children**

A copy of the custody and visitation decrees affecting our students is required to be on file at the school. For the protection of your child, please provide for us, in writing the names of the person or persons who may and may not sign your child out from school, with all the legal documentation regarding the custody and visitation decree agreement. **We will not release children to any unauthorized individuals.**

### **Student Privacy**

Based on the Family Education on Rights and Privacy Act (F.E.R.P.A.), MEYGA Learning Center gives parents certain rights concerning their children's education records. Parents have the right to inspect and review the student's education records maintained by the school. Reviewing school records will be done in the school office in the presence of the School Administrator or their designee. If needed, there is a fee for copies.

If geographical distance or other restraints make it impossible for the records to read in the office, the school may provide copies of all approved requested documents at a parent's expense—advance payment for reprints.

### **School Records**

For a fee, non-residential or non-custodial parents may request and receive a copy of the child's report card, school records, and seek an appointment to have a conference with the child's teacher (s). A parent who is not the residential or non-custodial parent may request and receive a copy of the child's report card for a copy fee, the permanent record, and the opportunity to hold a conference with the child's teacher(s). **However, only the residential or custodial parent has the right to make educational decisions requested by the school.** Stepparents must have written permission by the custodial parent with the explicit and specific authority granted to them, coupled with legal documentation (if necessary). Stepparents' have no rights to records, reports, or conferences unless the custodial parent has stipulated these rights in writing.

### **HIPPA**

**How we collect information on about you:** The MEYGA Learning Center and its staff and volunteers collect data through a variety of means including but not necessarily limited to letters, phone calls, emails, voice mails, and from the submission of applications that are either required by law or necessary to process applications or other requests for assistance through our organization.

### **Child Abuse/Reporting Responsibility**

Under state law and school policy, school staff is obligated, under penalty of fine and jail term, to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this severe and legally narrow area, the school will not contact parents in advance of making a report to authorities, which

would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse. School staff will make such reports in the best interest of the child. When we have established beyond a reasonable doubt, we have no legal alternative except to make a report to the proper authorities for their investigation and review.

**1-800-392-3738**

### **Parking**

To ensure everyone's safety, please park in the designated area adjacent to the employee's parking lot on the most eastern side of the school. Walk children into the facility from the designated parent parking lot area. Preschool children's parents' (or their adult designee) will sign-in on the daily roster.

### **Student Safety**

The safety of your child at school is the primary concern of all our staff. To help maintain the safety of your child, we **require** all visitors to sign in at the security desk and then report to the school office where authorization to visit classrooms will be acknowledged. While on campus, visitors are monitored.

### **Emergency Procedures**

**Monthly Fire Drills** get children to accustom to evacuating the building in a prompt and orderly manner without panic. An alarm will sound prompting faculty, staff, and students to leave the building safely. All teachers will take attendance records and emergency contact numbers with them to their designated area. Upon reaching the designated safe zone, teachers will then wait for an "all clear" signal to return into the building—a performance announcement at the end of each fire drill.

### **School Closing or Delay Information**

During the school year, there may be an occasion to cancel or delay the start of school due to weather conditions that may endanger the safety of the students. We encourage you to check with your local radio or television station before returning to campus.

### **Procedure for Inclement Weather**

- In the event of a hurricane, flood, tornado, or severe thunderstorm during non-business hours, the School Administrator and Center Director or their designee will contact the parents and employees with pertinent updates.
- If inclement weather occurs during school hours, the School Administrator and Center Director or their designee will contact the parents of children that need an earlier pick-up. The School Administrator and Center Director will not leave until the last child has left the premises.

### **Emergency Lockdown Procedure**

- If it is established the safety and health of children and staff are in jeopardy (severe weather, bomb threat or suspicious person/animals are in the area), an announcement will be made to alert the staff of potential danger.

- Teachers will quickly get all children in the classrooms and lock all the doors and windows. The Administrator and Center Director or designee will operate the phones and the radio and deliver messages as needed. The Administrator and Center Director will work with the childcare staff.
- **No one** is to enter or exit the building. Arriving Parents are to wait outside until an "All Clear" signal is acknowledged.

### **School Shooting Procedure**

A *school shoo* is an occurrence in which gun violence takes place at an educational institution. A school shoo involves a firearm being discharged at a school infrastructure and may refer to incidents of shoo s on a school bus/van or near school property while school is in session.

We understand parents' first reactions may be to rush to the school to ensure their child is safe. Flooding the streets with traffic will only make it more difficult for **First Responders** to get to the scene. An ability to survive this kind of ck depends much on planning: teachers, school officials, parents, and the students have completed dry runs of the following *School Shoo ng Procedures*.

If the shoo is near the school's property, the school will immediately go on "Lock Down" mode, and designated parents are abreast of the s on.

Notify 9-1-1 if a shoo ng occurs at the school, the school will set up several locations where parents will wait for more information. Also, there will be separate established locations for a command center, media outlets, safe zone for children, and a mee place for parents. Having multiple locations would also reduce the chance of a secondary ack if the shooter were familiar with the plan. The designated Parent Advisory Team will assist in disseminating relevant information accordingly to the remaining parent population.

***All teachers, staff members, parents, students, or other persons are encouraged to:***

- Act on threats of bringing a gun to school or any suspicious person that may not belong on the school campus by reporting it to authorities or school personnel.
- During Lock Down, always keep the classroom doors closed and locked.
- **Do not take instructions from or unlock a door for anyone** unless you are sure that person is a law enforcement officer, or you hear someone you know well enough to tell if they are under duress.
- Remain in the classroom until instructions to leave are given by law enforcement officers' or school administration.
- If you are not in a classroom, seek shelter out of the sight of the gunman.
- When directing groups of people, particularly students, make sure their hands are exposed, ideally over their heads, this makes it more difficult for a shooter to blend in with the crowd.

*\*To ensure all children are placed safely in the custody of their parents, teachers will ask parents to sign for their children when picking them up from the designated safe location.*



## School Health and Wellness

### Sick Child Policy

A sick child should never be in school. However, should a student become ill while at school, the procedures will be as follows: The student will be escorted to the office. He or she will be isolated from the other students, with supervision. The Office Manager will immediately contact the parent (guardian) to inform them of the child's condition. The parent will pick the child up as soon as possible. It is the parent's responsibility to provide the school with their current phone number(s) where the school can contact them during the day. If the school cannot reach the parent, we will contact the persons, in the order listed on the emergency contact form. The school will only release the sick child to the residential (custodial) parent or the person(s) listed as authorized to pick the child up. That person's name must be on the registration packet completed at the time of enrollment. The person (other than the designee) picking up the child must have current photo I.D and be of legal age.

### Emergency Medical Authorization Form

Emergency Medical Authorization Forms go to all students at the beginning of the school year. These forms are to be taken home, filled out by the parents or guardians, and returned to the classroom teacher. The purpose of this form is to provide a legal release for the medical treatment of any student who becomes ill or injured while under school authority. **It is crucial the authorization form is completed accurately and returned to school as soon as possible. Emergency personnel will not treat or transport a child unless the Emergency Medical Authorization Form is on file.**

### Ring Worm, Pink Eye or other Contagious Diseases

If a child has ringworm, pink eye, or other contagious diseases, we will contact the parent/guardian, and the child **leaves with their parent/guardian *immediately***. The child will be held in supervised isolation until the parent/guardian arrives. **Students absent due to a contagious disease may not return to school without a signed statement from a physician indicating the child is no longer contagious and can return to school.** In the case of infectious diseases affecting students, a notice goes home, and you will be encouraged to consult your family physician.

### PRESCRIPTION DRUGS

The drug must be in the container in which it was dispensed by the prescribing pharmacist/physician clearly labeled with the child's name, name of the medication, dosage, current date along with other pertinent information, and materials.

Parents must complete the Medication Authorization Form for the administration of the medication. **We will not administer over the counter (non-prescription drugs), including aspirin or Tylenol.**

### Administration of Medication

Many students can attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others. If possible, all medicines should be given by parents at home. However, if this is not possible, students' medication is given according to the policy below:

The appropriate person appointed by the School Administrator/Center Director will supervise and secure the proper storage and dispensation of student medication(s).

- Written permission and a Medication Authorization Form must be received from the parent or guardian requesting the school to comply with the physician's prescription as submitted.
- For students who have food allergies, trained staff are the only people to use the Epinephrine Pen. No employee will be authorized to administer ANY other injections to a student.
- It is the parent's (guardians) responsibility to provide the school with ANY information on changes made by the student's physician.

*\* At no time are students permitted to have any medication (prescription or non-prescription).*

*Students **will not be allowed to take any medicines unsupervised**. The appropriate designated school personnel must dispense ALL medication.*

## **ALLERGY POLICY**



Parents/Guardians must keep the school informed of all food/non-food allergies or any other special needs that their child may have. All diagnosed allergies or special restrictions must include documentation from the child's physician. A copy of said documentation will be maintained in the child's file, shared with staff, posted and stored with medication.

### **General Information**

#### **Birthdays and Special Occasions**

Parents are welcome to bring goodies to share with their child's classroom on birthdays or special occasions. Please check with the school office for the approved list of food items. **Requests for birthday parties go to the Office Manager a week in advance. A party/particular occasion form must be completed and signed by the School Administrator before ALL PARTIES—food and drinks from a professional baker or food store (Please NO peanut products).**

#### **Volunteers**

MEYGA encourages parental participation through volunteering. However, all volunteers, including parents, must go through a detailed screening process, which includes fingerprinting at the parent's expense. For information on the fingerprinting process and facilities, contact the school office.

#### **Food Service/Cafeteria**

Nutritious breakfast and lunch is prepared and served each day. Students who do not want to eat the lunch prepared by the school will be permitted to bring a nutritious lunch from home. Junk food or fast food will not be allowed. According to the U.S.D.A., a nutritious lunch consists of dairy, fruits, vegetables, grain, and meat. For additional information, visit **ChooseMyPlate.gov**.

The MEYGA Learning Center adheres to **U.S.D.A.** Food and Nutritional Guidelines. Breakfast begins at 7:00 am and ends at 7:45 am. **Students may not bring food for breakfast from the outside unless the parent remains with him/her in a designated area.**

Special dietary requirements of your child should go to the attention of the School Administrator/Center Director or your child's teacher. A doctor must document special nutritional needs, and a copy of the documentation must become a part of your child's file.

**Under no circumstances will so drinks, candy, or other non-nutritional food items be allowed during lunch me. \*Students are not allowed to heat meals for lunch.**

### **Field Trips**

Planned field trips enhance the learning experience. Field trips require signed parental permission slips for their child.

The appropriate teacher-child ratio and close supervision are maintained. Parents are encouraged to chaperone field trips; however, **before you can participate as a chaperone you must be fingerprinted through an authorized federal agency affiliated with our school**

**If a student has a history of persistent improper behavior, an alternative proposal will be offered by the school for the student to a end the field trip.**

Transportation will be provided by a licensed, inspected, and insured transportation service and appropriate safety precautions are withstanding.

Parent's emergency phone number and a first aid kit will be readily accessible on all field trips. In the event of a medical emergency on a field trip, these following procedures are followed:

- The school's personnel provide first aid with first aid certification
- Emergency 911 called
- Parent (s) no
- Incident report completed detailing the facts of the incident
- Operations office noticed of all incidents

A staff member will accompany the child to the emergency facility and shall remain with the child until the parent or designee assumes responsibility for the child. If the School Administrator is not present at the time of the accident, notification of the accident is conveyed to the principal promptly. Meanwhile emergency procedures are being followed so that the child's safety and well-being are secure. If the school is unable to reach the parent(s) or emergency contact person(s), the school shall, in writing, record the attempts to contact the parent/emergency contact person(s).

### **Valuables**

Students should not bring valuables to school. The school is not responsible or liable for the loss or damage of such items (including jewelry). Students are not permitted to bring electronic devices to school. CD players are not allowed unless specifically requested as part of a project or assignment related to music class. The task must have prior approval and knowledge of the teacher. **Please do not have your child bring items to school that he/she cannot afford to lose.**

### **Supplies**

Students are required to supply their notebooks, paper, pencils, pens, and crayons. A teacher may also need students to have unique supplies relating to specific assignments.

The school will supply general classrooms, art, and paint supplies. **Parents are encouraged to put their child's name on all items, including clothing.**

### **Student Cell Phones**

Students are not allowed to use cell phones at school. Cell phones brought to school should be turned off and left in the student's backpack. If a student uses his/her cell phone while in school, it will be confiscated and brought to the office. We will release the cellphone only to the parent or guardian.

### **Recess Rules**

Students will go outside for recess when the weather permits. All students are to go out for a break. If your child is not allowed to go outside, he/she must have a note from you explaining why he/she cannot participate in outdoor activities.

### **Outside Recess Rules**

**NO ONE IS ALLOWED TO CROSS THE BOUNDARY OF THE FENCE FOR ANY REASON!!!!**

1. Students must ask permission from their teacher to go back into the building once they are outside.
2. Students need to report all accidents and other problems to the teacher immediately.
3. No fighting or cursing.
4. Always go DOWN the slide on your seat and facing forward. **K – 1<sup>st</sup> grade ONLY**
5. One child at a time on the slide. No standing up on or climbing while on the slide. **K- 1<sup>st</sup> grade ONLY**
6. No jumping or doing flips off the equipment

### **Textbooks**

Textbooks and reading materials are purchased before school begins. The student is responsible for taking care of his/her books. Students who lose or damage books issued to them are required to pay for a replacement. Parents/students are encouraged to write their names in their textbooks with a permanent pen or marker.

### **TESTING PROGRAM**

Annually the school will administer a Standardized Test to children entering kindergarten's through-grade. The testing instrument is Measuring Academic Progress. The teacher schedules a parent conference to explain the results of the test, and a hard copy goes to the parents. Scheduled meeting each testing session.

### **Homework**

We expect all our students to achieve at their highest potential. To accomplish this, students must have additional practice and reinforcement which homework provides. The type and length of homework will be different for a first grader than for a -grader. We believe that all students, beginning with kindergarten, can benefit from homework activities. You can help to accomplish this goal by working with your child to establish a nightly routine. Set aside a specific place and time for homework. Make sure the area is well lit and free from distractions, e.g., the radio, video games, and television.

## How much me should children spend on homework?

Grade	Time Frame
Kindergarten	10 minutes per day
First Grade	20 minutes per day
Second Grade	20 minutes per day
Third Grade	30 minutes per day
Fourth Grade	40 minutes per day
Fifth Grade	50 minutes per day

- ✦ If a student has a project to complete, the me frame of homework would probably take longer.

### Report Cards/Interim Reports

Interim or progress reports, help parents stay on top of their child's development in a given subject. Because they are usually issued halfway through a grading period, they give families a chance to correct academic problems, if they exist. MEYGA Learning Center requires that you return a signed copy of the interior so that it becomes clear that you received it and know about your child's school progress.

At the end of every semester, report cards are sent home with students in grades K-5. Please feel free to call and make an appointment with the teacher regarding any concerns about your child's grades. Final report cards must be picked up by the designated person. The school will not distribute Report cards to students with outstanding balances.

### School Grading Scale

The school uses the following grading scale:

Grade	Scale(s)
A	90 – 100
B	80 – 89
C	70 - 79
D	60 – 69
F	59 and below

### REPORT CARD EFFORT SCALE

The numbers in the "Effort" sec on of the report card means the following:

EFFORT SCALE NUMBERS	MEANING
1	Meeting Expectations – putting forth max effort
2	Developing Towards Meeting Expectations –more effort needed (focus, concentration)
3	Not Meeting Expectations – little or no effort; not trying – need assistance

August 2020

September 2020

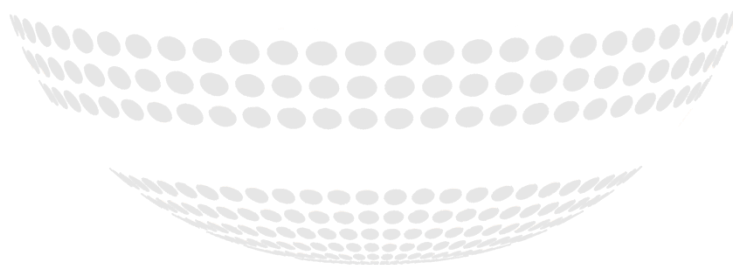
October 2020

***HONOR ROLL***

<b>Principal's Honor Roll</b> Academic Grades all A's Effort all 1's Conduct Grades all A's Grade Point Average of 4.0	<b>Superior Honor Roll</b> Academic Grades all A's & B's Effort Grades all 1's Conduct Grades all A's & B's Grade Point Average between - 3.90-3.60
<b>Regular Honor Roll</b> Academic Grades all A's & B's Conduct Grades all A's & B's Effort all 1's Grade Point Average between 3.5 to 3.0	<b>Citizenship Honor Roll</b> Conduct Average of 4.0 All A's in Conduct

\* Honor roll students must have a "1" in the effort and all "A" s or "A"'s and "B"'s in their academics. No "C"'s.

M.E.Y.G.A.  
MULTI ETHNIC YOUTH GROUP ASSOCIATION







## MEYGA Learning Center 2022-2023 Calendar

August 17 First Day of School; begin first semester	February 20 All Presidents Day; holiday for students and employees
September 5 Labor Day; holiday for students and employees	March 20 – 24 Spring recess for students
September 26 Teacher planning day; no students in school	April 6 End third grading period; second semester
October 5 Teacher planning day; no students in school	April 7 Teacher planning day; no students in school
October 21 End first grading period; first semester	April 10 Begin fourth grading period; second semester
October 24 Begin second grading period; first semester	May 29 Observance of Memorial Day; holiday for students and employees
November 8 Teacher planning day;	June 7 Last Day of School; end fourth grading period; second semester
November 11 Observation of Veterans' Day; holiday for students and employees	June 8 Teacher planning day; not available to opt; no students in school
November 21-23 Fall Recess for 10 month employees	
November 24 Thanksgiving; Board-approved holiday for students and employees	<b>SPECIAL DATES</b>
November 25 Recess Day	<u>Progress Report</u>
December 23*+## Teacher planning day; no students in school	September 23, 2022
December 26 – January 6, 2023 Winter recess	December 2, 2022
January 16, 2023 Observance of Dr. Martin Luther King, Jr.'s Birthday	February 17, 2023
January 20 End first semester and second grading period	May 12, 2023
January 23 Teacher planning day; no students in school	<u>Report Card</u>
January 24 Begin third grading period; second semester	November 4, 2022
	February 3, 2023
	April 21, 2023
	June 23, 2022
	<u>Testing</u>
	Mid terms
	SAT

**The school will close for the following holidays:**

- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Recess
- Dr. Martin Luther King's Day
- President's Day
- Good Friday/ **Spring Recess\***
- Memorial Day
- Independence Day

**\*Note:** V.P.K. closed for Spring Break. V.P.K. students may take a Spring Break for a fee

**DAILY SCHEDULE (Temporary – Onsite and Virtual)**

<b>8:00 am</b>	Students allowed in the building.
<b>8:00 am</b>	Students are to be in their classrooms and their seats. <b>Note:</b> All students arriving at school after 8:00 am must report to the school's office for a late pass.
<b>11:50 am</b>	Kindergarten Lunch
<b>12:35 pm</b>	1 <sup>st</sup> – 5 <sup>th</sup> Grade Lunch
<b>2:00 pm</b>	Early Dismissal – Wednesday Only
<b>3:00 pm</b>	Afternoon Dismissal for All Classes

**TARDINESS POLICIES**

One of the most valuable skills a student can learn is taking the responsibility of arriving at school every day on time. This skill can easily be accomplished and will transfer as an asset for the future. The most crucial time of the school day is the morning. At the beginning of the day, we provide important school news, broadcast, teachers define the plans for the day, and instructional goals are reviewed and set. The entire tone of a child's school day is in motion, the first part of the day. A tardy child disrupts the classroom and instructional for the day.



Please help support your child (ren) in learning habits that will help them be successful at New Jerusalem Chris Academy and throughout Life. Students are to:

- Arrive at school and class on me; and
- Be present at school every day;
- A end the class as scheduled;
- Demonstrate appropriate behavior and readiness to learn.

The MEYGA Learning Center has a firm commitment to students' attendance through a monitoring process. This process classifies absences/tardiness as excused or unexcused, which allows the school to inform parents/guardians of student absences/lateness, and to see that the compulsory attendance laws enforced as mandated by Florida Statute.

Tardiness – is arriving at school a er 8:30am. It is a reasonable expectation that for a learning activity to exist, each student must come to class on time.

Parents are required to accompany tardy students to the school office to obtain a late pass. After the third unexcused tardy, the student moves towards the threshold for an attendance review unless a doctor's note is available.

### Absences

- Only three (3) unexcused absences will be permitted for each nine weeks.
- Three or more unexcused absences will equal to **1 missed field trip**.
- Four tardiest will equal to one (1) unexcused absence each nine weeks.
- Students will not qualify for the Honor Roll if they have accumulated more than three unexcused absences per semester or more than 12 unexcused absences for the school year.
- Students who are absent for more than 18 days of the year may lose their scholarship funding.

### Absent Policies

Regular school attendance is an integral part of the educational process, and classroom instruction on is an essential part of the learning process. Prolonged or repeated absence disrupts not only the educ on of the individual but also the con y of the process in the e re classroom. Parents are required to contact the school when their child (ren) will be absent. If this does not occur, the school will contact the home.

### Procedure for Absences

#### **A. Excused Absences and Tardiness**

1. **Student illness:** Students missing three (3) or more consecutive days of school due to illness or injury are required to provide a written statement from a health care provider. The written report must include all days the student has been absent from school. If a

student is continually y sick and repeatedly absent from school due to a specific medical condition, he/she must be under the supervision of a health care provider to receive excused absences from school.

2. **Medical Appointments:** If a student is absent from school due to a medical appointment, a written statement from a health care provider indicating the date and time of the meeting. Doctor notes go to the teacher and School Office.
3. Death of an immediate family member (i.e., mother, father, sister, brother or grandparents).
4. The practice of religious holiday service observance is mandated for all members of that faith that such a holiday service is observed.
5. Subpoena by a law enforcement agency or mandatory court appearance.
6. Other individual student absences beyond the control of the parent/guardian or student, as determined and approved by the School Administrator or designee. The School Administrator shall require documentation related to the condition.

**A. Unexcused absences include:**

1. Absences are due to vacations, personal services, local non-school events, programs, or sporting activity.
2. Absences due to older students providing day care services for siblings.
3. Absences due to illness of others.
4. Absences due to non-compliance with immunization requirements (unless lawfully exempted).
5. Outdoor suspension.

A student accumulating five (5) or more unexcused absences in a school grading semester will have a quarterly, semester, and final grade(s) withheld pending an administrative screening and completion of assigned intervention by the School Administrator. **Unexcused absences do not require that the teacher provide make-up work for the student. Note: 10 unexcused absences may result in your child retention.**

### Early Pick-Up Procedure

When you need to take your child out of school early, the following procedures must follow:

1. If you know in advance that your child needs to leave school for a medical or dental appointment, please send a note with the child to the teacher. The teacher should state the time the student is going. Come to the school office and your child will be or will be called from class.
2. If your child must leave school early for an unscheduled reason (emergency), a phone call to the school office will make it possible to have the child ready and in the school office for you.
3. If an advance call is not possible, please stop at the school office, and the Office Manager will call the child to the office.
4. When you pick your child up from the school office before the end of the day, **you must sign the child out.** If the child is being picked up by someone other than the parent (i.e.,

authorized designee), that person must have current photo I.D. **We strictly adhere to this procedure as a safeguard for your child.**

5. The early release of students disrupts the academic performance of all students and may create safety and security concerns. Note: No child is allowed to leave with a person under the age of **18**. Again, only persons listed to pick up the child will be permitted to sign the child out. **They must have current photo I.D. and be of legal age.**

### **Dismissal**

School is dismissed at 3:00 pm Monday through Friday except on Wednesday when we dismiss at 2:00 pm. **Children who do not participate in our after-school program are to be picked up promptly on the most eastern side of the building. Parents must park in the more considerable parking lot.** Students leave on site 3:20 pm will accrue a late fee charged to your F.A.C.T.S account. Students picked up after 4:00p.m. will be charged \$20.00 for that day. The charges are listed below:

#### **FEES FOR LATE PICK-UP**

3:21p.m. – 3:31p.m. = **\$5.00**

3:32p.m. – 3:43p.m. = **\$10.00**

3:44p.m. – 3:54p.m. = **\$15.00**

**After 4:00 p.m. = \$20.00**

If the child is consistently late, we recommend the parent register their child in an after-school program is from 3:00p.m. 6:00 p.m. (Wednesday 2:00p.m. - 6:00p.m.) There is a late fee charged to your account for any students picked up after 6:00pm. **These guidelines are enforced and are non-negotiable.**

**\*Please see the School Office for further details**

### **Responsibilities Defined**

#### **A. The School Administrator is to ensure that:**

1. Attendance/tardiness is taken and recorded by the school office.
2. Determine the status of excessive excused or unexcused tardiness or absences.
3. Regular school attendance is required, as outlined in Section 1003.26, Florida Statutes (enforce attendance policy described in this document).
4. A review for students with excessive excused and unexcused absences/tardiness is initiated.
5. The review will consist of a plan of action to improve attendance/tardiness and to review The student's progress and make recommendations to the parents.

#### **B. The classroom teacher is to:**

1. Encourage excellent school attendance and keep parents abreast of all potential problems, e.g., attendance, behavior, no home learning.
2. Maintain all parent correspondence in their parent logs.

3. Take daily attendance, and record absences/tardiness for each student enrolled in their class.
4. Upon request from the student or the parent/guardian, provide make-up assignments for excused absences/tardiness only.
5. Keep the School Administrator informed of students with problem attendance.

**C. The student is to:**

1. Attend class one hundred and eighty (180) days each school year.
2. Request make-up assignments for all excused absences/tardiness from his/her teachers upon returning to school. **All classwork (depending on the task of instruction) is not subject to make-up work.**
3. Complete the make-up assignments for classwork missed within three days of the return to school. Failure to make up all assignments will result in a lower assessment of the student's academic and effort grades.

**D. The parent/guardian is to:**

1. Be responsible for his/her child's school attendance as required by law and stress the importance of regular and punctual school attendance with his/her child.
2. Report or explain an absence or tardiness to the school.
3. Ensure that the child has requested and completed make-up assignments for all excused absences/tardiness from the teacher upon his/her return to school or class

**Truancy Pe on: Prosecution Disposition**

If a parent does not comply with efforts to enforce school attendance/tardiness, the Director of Operations may file a truancy pe on to sec on 984.151, Florida Statutes, or seek other action.

**Discipline Policy**

**The following are examples of types of behavior warranting a disciplinary consequence:**

1. Persistent classroom disruptions.
2. Damage to school or other's property (could also result in restitution).
3. Instigating others to violence or disruption in an organized event.
4. The student throws objects with the intent to harm others.
5. Other actions determined by the School Administrator as deemed dangerous and or disruptive to the school environment.

**The procedures for addressing these behaviors would include:**

1. Behavior Intervention/Improvement Plan in place for individual cases.
2. Issuing a formal written warning to the student and parent. (Behavior intervention)
3. If the behavior continues, a second written warning and the consequences will be sent to the parent requesting their support and cooperation in resolving this problem
4. Suspension (1-3 days)/ Expulsion.
5. If the problem continues, the student will be removed from the school and becomes subject to expulsion.

### **Behavior Improvement Plan**

A student who continues to endanger themselves and others through inappropriate behavior is going on a Behavior Improvement Plan (B.I.P.). This plan will be a joint effort between the home and school to correct the negative behavior.

Teachers will monitor and record behavior to determine a deed and intent. Once an understanding of the behavior established, parents must work with the school to diminish the inappropriate behavior. Antagonistic behavior, not following directions, excessive anger, or rage, are some examples of inappropriate social behavior that are subject to behavior change.

**Listed are behaviors that could warrant a suspension or expulsion, depending on the nature and severity of the offense.**

1. Physical or verbal threat
2. Theft
3. Throwing objects that hit another person
4. Fighting results in automatic 1 to a 3-day suspension
5. Arson
6. Setting off a false fire alarm
7. Possession of or use of explosives or weapons
8. Shakedown or persistent threats against another person
9. Persistent use of profanity or going through the in-school process
10. Consistent disregard of reasonable directions from an adult
11. Possession or use of tobacco, alcohol, or drugs on school property
12. Unprovoked physical attack results in automatic out of school suspension
13. Threatening behavior, either verbal or physical
14. Other actions determined by the School Administrator

### **Excessive Behavioral Problems**

If circumstances have it to where a student is disrupting the learning environment, he/she will be subject to removal from the classroom environment. The school will contact the parent so that the parent can pick-up their child from school. As a result of their behavior. A decision for the remainder of the school day or days, which will be decided upon by the administration. MEYGA Learning Center values all its students and prides itself on maintaining a safe and constructive classroom environment.

Circumstances may dictate a parent to remove their child for the remainder of a school day— disruption on of the school program and the necessity of creating space between the teacher and student. The guiding principle here is that all students have the right to an education. If behavioral problems from a student compromises the educational process, then there is a need for a short removal of that student.

The MEYGA Learning Center is implementing a Student Behavior Contract. This contract is an agreement between a student, their parent, and the teacher. It spells out the expected behavior, the benefits (or rewards) for improving practice, and the consequence of failing to improve functioning. This contract should be worked out with the parent and child and is most effective if the parent reinforces the appropriate behavior, rather than the teacher. Accountability is an essential part of the success of a behavior contract.

### **Obscene/Abusive Language**

The goal of the MEYGA Learning Center is always to maintain a Chris an learning environment. Therefore, **we have adopted a zero-tolerance on our campus for the use of obscene language, profanity, obscene hand gestures, or written vulgarity.** Parents, students, staff, and visitors to our school are encouraged to express views through speaking and writing but without being obscene, disruptive, threatening, or defamatory behavior.

Parents and staff who violate this policy are to leave the premise immediately. Should a situation move beyond the ability to resolve with on-site security, local law enforcement will become involved.

Before the parent or staff can return to the campus, they must appear before the Board of the School. **Please note the Director of Operations schedule appointments before the Board of Directors.** Board reserves the right to terminate the staff or expel the parent (and if necessary, the child) from the school. If the student incurred the infraction, he/she will be referred to the school administrator and could be suspended or expelled.



### **Bullying**

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The response is repeated or has the potential to be repeated over time. Both kids that bullied and who bully others may have serious, lasting problems.

**Verbal Bullying is saying, or writing meansa thing. Verbal Bullying includes:**

- *Teasing*
- *Name-calling*
- *Tounting*



- *Threatening to cause harm*
- *Inappropriate sexual comments*

**Social Bullying involves hurting someone's reputation or relationships. Social Bullying includes:**

- *Leaving someone out on purpose.*
- *Telling other children not to be friends with someone.*
- *Spreading rumors about someone.*
- *Embarrassing someone in public.*

**Physical Bullying** involves hurting a person's body or possessions. Physical Bullying includes:

- H/kicking/pinching
- Tripping/pushing
- Taking or breaking someone's things
- Making mean or rude hand gestures

\*See Bullying.gov for Cyberbullying

### Withdrawal/Dismissal

Withdrawal from school is completed by the school office. The parent or legal guardian who registered the child must complete a withdrawal form at least 3-5 days before the withdrawal date. School records or report cards are not released all financial obligations are paid in full. If the student has school property, it must be returned by their last day of school.

### Uniformed Private School

Uniforms take the competition out of dressing, keeps the focus on learning, not clothing. They also add measures of safety in identical dress, school uniform can make something less severe, take off the pressures that keep students from w to end school, and school uniforms bring an image of success to students and teachers. **Mixed uniforms do not comply with our school uniform dress code. They must be standard issued.**

### School Uniforms are *mandatory, NO EXCEPTIONS*

**We are a mandatory uniform school. Students out of dress code will not be permitted to stay in school.**

### Dress Code

- All students must wear the school-approved uniform with solid color black **closed-toed shoes.**
- Remixing uniforms are not acceptable. Remixing is to change an outfit from its original form, offering features that are **not standard** with school uniforms in design.
- Socks should be a solid black, white, pink, or burgundy.
- If toes and heels are exposed, they are considered sandals. **Sandals are not permitted.**

- Shirts and blouses must be tucked inside of pants, skirts, skorts, jumpers or shorts at all times.
- Boys ***must always*** wear a belt with their pants. Underclothing should not be visible. Jeans, corduroy, colorful or decorative socks, and cargo pants are not permitted, nor considered uniform.
- As beautiful as the decorative hair beads are and the relevance to our culture, they are not acceptable in our school se. We have found the beads to be nosily distracting and a potential safety hazard.
- Pants with elastic around the ankle are not uniform pants. The pants must require a belt.

### **Winter Dress Code**

The school uniform is also ***mandatory*** during the months when the weather demands an extra layer of clothing. Girls may wear long uniform pants or school colored tights under their pants for extra warmth. Boys should wear thermal clothing under their uniforms if necessary.

***ALL STUDENTS MUST WEAR A JACKET OR SWEATER THAT IS SCHOOL APPROVED. OR COATS MUST BE SCHOOL COLORS.***

#### **MEYGA Learning Center**

1466 N. W. 62<sup>nd</sup> Street Miami, Florida 33147  
(305) 579-3408

**Dear Parent(s)/ Guardian:**

MEYGA Learning Center Parent Handbook allows you to be familiar with the policies and procedures of the school. Below is the signature area for you and your child to sign, acknowledging that you and your child both understand and agree to the terms of the *MEYGA Learning Center Parent and Student Handbook* upon your child's return to school.

It is with the understanding that we are asking the children to sign the *MEYGA Learning Center Parent and Student Handbook*. We believe that there must be a clear understanding as to what is expected of him/her while attending the MEYGA Learning Center, thereby signing acknowledges just that. However, we do realize that for the younger children, the signature may be difficult, but we would like them to sign it anyway. Please return the signed signature page to your child's teacher as soon as possible.

As we begin another exciting Christ-filled school year, MEYGA Learning Center thanks you in advance for your cooperation and dedication as a parent.

***Sincerely,***

***Samantha Quarterman  
School Administrator***

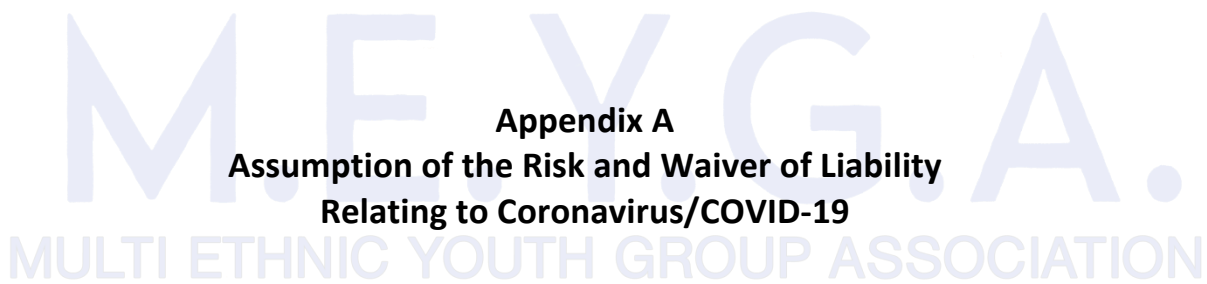


**Please read, acknowledge receipt and understanding of this handbook by signing in the given spaces below and returning to the administrator.**

My child and I have read the MEYGA Learning Center, Inc. Parent and Student Handbook.

**Print Parent's Name:** \_\_\_\_\_ **Parent Initials:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Child's Name:** \_\_\_\_\_ **Child's Initials:** \_\_\_\_\_ **Date** \_\_\_\_\_



**Appendix A**  
**Assumption of the Risk and Waiver of Liability**  
**Relating to Coronavirus/COVID-19**  
MULTI ETHNIC YOUTH GROUP ASSOCIATION

The Coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person- to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend wearing facial mask when around others and social distancing.

The MEYGA Learning Center, Inc. has put in place preventative measures to reduce the spread of COVID-19; however, the Abundant Life cannot guarantee that you or your child (ren) will not become infected with COVID-19. Like being in any public area, a ending MEYGA Learning Center could increase your risk and your child (ren)'s risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by a ending MEYGA Learning Center and that such exposure or infection may result in personal injury, illness, permanent disability, and death.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child (ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child (ren) may

experience or incur in connection with my child (ren)'s attendance at the MEYGA Learning Center or participation in School programming ("Claims"). On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless MEYGA Learning Center, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or re g thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the Club, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in the MEYGA Learning Center 20/21 school program.

Signature of Parent/Guardian

Date

---

---

Print Name of Parent/Guardian and the name MEYGA Learning Center Participant(s)

---

---

---

M.E.Y.G.A.  
MULTI ETHNIC YOUTH GROUP ASSOCIATION