

Procedures for Student Discipline

Organization and Structure. Our teachers must design, build, and employ classroom structure. Teachers must plan and organize with an emphasis on “**preventing**” opportunities for misconduct by:

- Establishing rapport to build trust.
- Applying the school’s philosophy of acceptance and respect for every individual student.
- Modeling/rewarding desired appropriate behavior.
- Maintaining constant emotional control.
- Encouraging, offering hope, providing for student success, and appealing to student interests.
- Beginning academic instruction at an easy level (but not insulting) and gradually moving to greater challenges.
- Teaching various techniques to strengthen learning skills and modalities so students can learn what works best for them and enable them to tackle increasingly more difficult challenges.
- Planning enjoyable learning experiences at an appropriate functioning level that build on student interests.
- Planning and organizing classroom time with sufficient activities to keep students actively engaged in learning; behavior problems and interpersonal conflicts often occur during “free time” activities.
- Consistently following the MLC routines and policies.

However, when serious misconduct, disrespect to students or staff, or continual disruption occurs, stop the behavior immediately. Remember to clearly document any incidents (refer to, Incident Documentation). Notify the Program or Executive Director and Behavior Specialist of the incident(s) and follow through with appropriate consequences for the behavior(s). **NEVER ALLOW INAPPROPRIATE BEHAVIOR TO CONTINUE.** The situation must be resolved quickly and decisively, or the student must be removed from the classroom or activity. If a behavior consultant is on staff, seek professional advice in working with disruptive behavior with a behavior specialist. A functional behavior assessment may need to be completed to determine function of the behavior and to develop a plan toward a more desirable behavior. Behavior assessment forms are located in Appendix section of the manual.

Active Involvement. Teachers must give insightful effort to their classroom and curriculum planning and set realistic and firm standards regarding what students should accomplish. Curriculum requirements must reflect necessary curriculum with norm State standards in consideration (that may change each year). Teachers must be observant and take the initiative to determine what tasks must be done in the classroom and at the school and then be willing to help accomplish those tasks. It is also imperative that teachers become involved in the school

and school activities. This involvement fosters “camaraderie” among staff members and allows for regular communication with parents and family outside of the typical IEP meeting or teacher/parent conference setting.

Good Role Models. Madonna Learning Center staff are expected to support traditional Judeo-Christian values when working with our students. These values shall be communicated to our students in all facets of daily school life and through special programs. Providing such strong core values is critical for a student population that is at risk for questionable behaviors, academic failure, and poor inter-personal relationships due to their disabilities and prior experiences.

In summary, it takes compassion combined with firmness, organization combined with flexibility, and a willingness to “go the extra mile” to be a successful teacher at Madonna Learning Center

POLICIES GOVERNING STUDENT DISCIPLINE

Introduction

Madonna Learning Center shall maintain good discipline in the school. It is the purpose of the Board of Trustees, administrative staff, and the instructional staff to promote the highest standards of conduct to provide an atmosphere conducive to profitable instruction achieved by the development of self-disciplined, self-directed individuals who act with consideration for themselves and others.

Role of Teachers

The primary objective of classroom discipline is to ensure proper work and learning conditions for all students. Teachers are expected to maintain a standard of student behavior consistent with Board policy and with standards established by the Executive Director of the school. The responsibility and authority of each teacher extends to every student in the school. The teacher is expected to instruct the students on Board policy as well as school rules and regulations.

The teacher is the key individual in promoting: (1) respect for authority; (2) prompt and regular attendance; and (3) good student conduct toward other students. The teacher shall establish standards and rules of conduct that promote these objectives and facilitate learning. Relationships with students should be developed based on personal acceptance, respect, firmness, fairness, and consistency. Behavioral control should be based on prevention and correction rather than intimidation, punishment, threats, or retaliation. Teachers are expected to develop and implement skills in solving group problems in an impartial manner.

A small percentage of pupils who do not respond to leadership of the teacher may need referral to the Program Director or Behavior Specialist for additional guidance. If this fails, referral to the Director, a conference with the parents, establishment of a behavioral contract, psychological/behavioral evaluation and/or counseling, or more drastic action must be taken to ensure classroom discipline is maintained.

Dismissal – Dismissal occurs when other disciplinary action has failed to achieve improvement or when the employee commits a serious offense. Prior to dismissal, the Executive Director will assure the employee has been properly counseled in writing concerning any deficiencies in performance, given sufficient time to correct these deficiencies, and informed that failure to correct them may result in termination.

Some offense warrants immediate dismissal. These include, but are not limited, to:

1. Theft-including, but not limited to, the removal of Center property or the property of another employee from Center premises without prior authorization;
2. Drugs/Alcohol-possession, use, sale, purchase or distribution on Center property of alcohol or any illegal drugs or illegally possessed drugs. Also reporting to work after having ingested alcohol or illegal drugs or illegally possessed drugs, or being in a condition that adversely affects the employee's ability to safely and effectively perform his or her job function or which would imperil the safety of children or other employees;
3. Sabotaging or willfully damaging Center equipment or the property of other employees;
4. Walking off the job without supervisory permission;
5. Insubordination involving, but not limited to, defaming, assaulting or threatening to assault a supervisor, or refusing to carry out the order of a supervisor where personal safety is not a problem;
6. Fighting or provoking a fight at the Center;
7. Absence for three (3) consecutive working days without notice to the Center, in which event the offending employee will be deemed to have quit voluntarily;
8. Sleeping on the job;
9. Working for another employer while on leave of absence without written consent of the Center;
10. Carrying concealed weapons at the Center

Procedures for Student Discipline

Good discipline within the school is essential to ensure a proper learning environment. It is the responsibility of the Board of Trustees, the Executive and Programming Directors, and the administrative and instructional staff to take any steps necessary to provide a proper atmosphere for the instruction of students. Fostering good citizenship skills is a primary function of education.

The Executive and Program Directors and staff are charged with the responsibility of using any necessary Board policies regarding discipline to ensure the school functions effectively. They will be supported by the Board in the administration of these policies. Good judgment should always prevail. Respect for student rights and dignity should be a major consideration. Consistent efforts should be made to instill in the students the ideals of good citizenship, self-discipline, and respect for the rights and property of others. Proper conduct, regular attendance, and reasonable efforts in their studies are requisites for continued matriculation at Madonna Learning Center.

The procedure for student discipline shall comply with all the following conditions.

1. No student shall be disciplined for, and no school policy shall prohibit, impede, nor discourage the exercise of the constitutionally-protected rights of any student.
2. Any suspension of a handicapped student must comply with the requirements of T.C. A49-6-3401, as amended.
3. Disciplinary consequences must be appropriate for the offense and based on the student's functioning level and emotional needs. In the event of major or repeated infractions, the continued appropriateness of placement must be evaluated.
4. No student shall be suspended, withdrawn, expelled, or otherwise seriously disciplined except based on published and clearly stated rules which, to a reasonable degree, inform students of the specific kinds of conduct which can lead to a suspension, withdrawal, or expulsion from the school.
5. All local school rules which furnish the basis for discipline shall be published and made available to students. Rules are to be posted in conspicuous places within the school

throughout the school year. Given the nature of the student population at Madonna Learning Center, reasonable efforts shall also be made to ensure parents or guardians are also informed of basic rules and regulations.

6. The Executive and Programming Directors shall be the only staff members with the authority to suspend a student. Teachers and administrative staff may recommend a suspension to either Director.
7. It is the responsibility of the Executive Director, and Programming Director, to fully investigate any report of possible student misconduct. Whenever possible, facts shall be obtained from those who observed the misconduct directly. The student shall be allowed an opportunity to fully explain his version of the alleged misconduct/incident. The Executive Director and Programming Director must conduct an evaluation of the behavior to determine the extent of which the offense is related to the student's handicapping condition(s). Full conduct and academic records for the year of all students involved (accused, accusers, and witnesses) and any other pertinent facts should be included in this investigation.
8. The school's efforts to adjust the individual academic and behavioral programs for prevention and correction of the student's offense, as well as the student's academic and conduct records, will all be considered during this evaluation.
9. In certain circumstances, the Executive Director or Programming Director may decide to suspend a student to allow for a "cool down" period. During this time, the alleged incident shall be fully investigated. The decision to suspend a student in this situation is not a statement of guilt on part of the student. This time shall be used to thoroughly and impartially investigate the event.
10. If, after a full investigation, discussion, and attempts to resolve the allegations against the student, the Director finds that: (a) there is evidence the student committed the act of misconduct; and (b) the matter is of such gravity the Board must be involved, the Director may initiate or further extend a suspension and inform the pupil that a hearing will be scheduled. Notice of this action must also be immediately communicated personally to the student's parent or guardian by the Executive Director or Programming Director.
11. The Executive Director or Programming Director shall provide a written notice of the suspension to the parent or guardian except in emergency situations where the student's continued presence poses a danger to persons or property in the school or a continued threat to an orderly teaching situation.
12. In addition to the notice required on all suspensions for misconduct other than truancy, a full narrative statement describing the circumstances of the suspension shall be prepared and signed by the observing faculty and Executive or Programming Director. The following information must be documented on the Narrative Form provided in Appendix of this Manual and included with the suspension notice.
 - a. Date of incident for which suspension notice has been issued.
 - b. Time of incident.
 - c. Place incident occurred.
 - d. Situation preceding and at time of fact.
 - e. Complete statement relating all pertinent facts signed by the accuser.
 - f. Signed statement of the Director relating that the suspension was discussed with the pupil, the student's defense/response was heard, and the student was advised of his/her rights to a meeting before the Directors and possibly the Board (if necessary).
 - g. A signed recommendation from the Director specifying whether the student should or should not be returned to school with reasons to substantiate the recommendations.
13. A meeting must be held prior to a suspension or expulsion of a student from school.
14. All meetings shall be conducted as follows:
 - a. Unless the parties request otherwise, the meeting shall be private.

- b. All evidence not already made available to the student and parent/guardian regarding the specific charges shall be presented to them at the meeting.
 - c. The meeting shall be confined to the specific charges brought against the student. Extraneous comments regarding other unrelated events are not permitted.
 - d. The meeting must be held within 10 days of the incident.
15. At the close of the meeting, if a decision is made either to suspend or expel the student from school attendance, the decision of the school with Board approval is final.
16. Any Board expulsion of the student from the school shall be for the remainder of the school year.

Discipline for the Minor Rule Infractions

Consequences of student misbehavior should be related to the offense. Extreme caution must be exercised to ensure excessive punishment for offenses does not inhibit or destroy a student's morale and ability to learn. It is not the intent of the school to remove students from school for first-time, minor infractions. Severe consequences for any rule infraction should be reserved for major offenses or repeated infractions. Students must, however, be made fully aware that there are consequences for any rule infractions governing student behavior and they will be held accountable for their actions.

Consequences for minor infractions are typically established and imposed by classroom teachers or the Executive or Programming Director. Before imposing such consequences, it is imperative that the following steps are taken.

1. Teachers and the Executive or Program Director shall investigate each incident sufficiently to ensure violators have been properly identified and they understand the nature of their offense(s).
2. Teachers and the Directors shall evaluate the situation to determine whether the offense was a manifestation of the student's handicapping condition(s). If so, it must be determined if adjustments in the student's program or instructional/behavioral approaches are needed and/or if additional support is needed with the Behavior Specialist to address the behavior.
3. Consequences, as much as possible, are natural and logical in nature.

Discipline for Repeated or Major Rule Infractions

The Executive and Program Directors will use suspensions to discipline students with repeated minor infractions of the rules and major rule infractions. The Executive Director and Program Director are the only school staff members with authority to suspend a student; this responsibility may not be delegated to the faculty or administrative staff. For more serious offenses, the Board may be asked to determine the course of discipline (see Board Suspension/Expulsion).

In-School Suspension (ISS)

The Executive Director or Programming Director shall issue an In-School Suspension (ISS) whenever possible for cases involving repeated minor infractions of rules. Parents or guardians must be notified of in-school suspensions and reply to the Director regarding the action within three (3) days. If the parent or guardian does not respond within that time, the student will be subject to a home suspension unless an extension is granted by the Director. Refer to the Madonna Learning Center Student Handbook for a more detailed code of discipline.

Any student assigned to ISS may be placed in an isolated study area, shall be counted in attendance, and required to complete all academic assignments. He/she will be allowed lunch

and bathroom breaks but should not be allowed the privilege of socialization for the duration of the suspension.

Out-of-School Suspension (OSS)

An Out-of-School Suspension (OSS) may be issued at the discretion of the Executive or Programming Director. Good judgment shall be exercised when opting to use an OSS; the ultimate educational welfare of the student must be given full consideration. Parents or guardians must respond to notification of an OSS within three (3) days. If the parent or guardian does not respond within that time, the student will be subject to a suspension/ expulsion unless an extension is granted by the Director because of an emergency or circumstances beyond the control of the parents/guardians.

Out-of-School suspensions are not issued for a specific time. The duration is determined by: (1) the response time of parents/guardians to the suspension; and (2) agreement with the parents/guardians on a reasonable solution to the problem that caused the suspension.

Only the Director issuing the OSS or a designated representative can clear suspensions following a personal conference with at least one parent or guardian of the student involved.

Board Suspension/Expulsion

The Executive Director or Programming Director shall be the only staff members with the authority to suspend a student. However, for severe violations of school rules and regulations, either Director may opt to involve the Board and call for a meeting to determine final disciplinary action to be taken. In most cases, a student will have received an ISS and an OSS prior to receiving a Board suspension or expulsion.

Only the Director has the power to expel a student from attendance at Madonna Learning Center. A consultation meeting must be held prior to expulsion of a student from school by the Board. At the close of the meeting, the decision of the Board and Director is final.

Offenses Resulting in Mandatory Expulsions by Director/Board Member

A mandatory expulsion shall be issued for the following offenses.

- a. A student having in his/her possession on or near school premises or at a school-sponsored activity any dangerous weapon or object to inflict injury to himself or another person.
- b. A student breaking in or causing malicious damage to school property.
- c. A student displaying chronically disrespectful, disruptive, insubordinate, and/or defiant behavior or using abusive language.
- d. A student continuously striking a member of the school faculty or administrative staff beyond behavior support.
- e. A student exhibiting immoral conduct or persistently using sexually suggestive language and/or gestures on or near the school premises or at a school-sponsored activity.

Discipline Protocols for Illicit Substances/Weapons

Although Madonna does not typically have a concern with this area, the policy is in place should it become necessary.

Incidents involving illicit substances and/or weapons require special treatment. Whenever any amount of alcohol, illicit substances, paraphernalia, and/or weapons is confiscated from a student, the Executive Director is required to notify the Memphis Police Department. (Note: For purposes of this Manual, "illicit substances" refer to any drug or substance, whether licit or illicit, that is used

for a purpose other than that for which it is intended including prescription medications taken by anyone other than the individual for whom it is prescribed, intended for non-medical use, but used as a drug (such as glue, paint, gasoline, white-out, etc.)). All substances confiscated are to be turned over to the police and, if possible, the student should be detained until they arrive. Under no conditions should any confiscated or otherwise obtained alcohol, drugs, or other illicit drugs or substances be retained on school premises. This retention would be a violation of the law. All such substances are to be turned over to the police. A receipt should be obtained describing the type(s) and quantity(s) of the substance(s) confiscated.

Any action taken by the police upon their arrival at the school is at the discretion of the investigating officer. The Executive Director or Programming Director shall immediately notify the parent or guardian of the student of the action taken.

These procedures shall be implemented when weapons, alcohol, or illicit drugs are involved.

1. Weapons. Any student having in his/her possession on or near school premises or at a school-sponsored activity any dangerous weapon or object to inflict injury to himself or another person shall be expelled from school.
2. Suspected substance abuse. If alcohol or illicit substance involvement is suspected but no evidence warranting a police contact is present, the parent/guardian must be called to the school. Both the student and parent are to be advised of the suspicion and the consequences if caught with a substance. The school may require drug screening and/or recommend obtaining a therapeutic evaluation and participating in an intervention program for the student and/or parents/guardians.
3. First substance use/possession. Upon determination of a first incident of substance use/possession, the student shall be suspended. The school shall recommend the parents/guardian obtain an evaluation by a qualified drug counselor to determine the nature and extent of his/her alcohol and/or drug use. A drug and alcohol intervention program may be recommended. If the parents/guardians and student follow the school's recommendations, the school may consider lifting the suspension. In this event, routine counseling with supporting documentation submitted to the school and intermittent follow-up drug screening at the parent/guardian's expense will be required for the student to remain in school. If the parent/guardian and student choose not to comply, the student will be expelled.
4. Second substance use/possession. Upon determination of a second substance use/possession within a single school year the student shall be expelled by the Board.

Prolonged and Multiple Suspensions

After suspensions for more than ten (10) days, or multiple suspensions for the same offense for more than a total of ten (10) days per school year, a change of placement must be considered. In such cases, appropriate placement must be re-evaluated before additional suspensions are imposed. The student's IEP Team must meet and determine: (1) whether the offense was a manifestation of the student's disability; and (2) the appropriateness of the student's current placement.

If the IEP Team determines the offense is a manifestation of the student's disability and the student is not responsive to the academic and behavioral adjustments Madonna Learning Center has offered, the student may not continue to be suspended or expelled but, instead, must be

evaluated for placement in a setting that more appropriately accommodates both the disability condition and the manifested offense(s). If the IEP Team determines the offense is not a manifestation of the student's disability, the student shall be treated as if he/she was not disabled and may be suspended or expelled by the Board of Madonna Learning Center.

Either determination may be subject to due process procedures. If challenged, placement must be frozen pending the outcome of any administrative or judicial proceeding. If a student is suspended by the Director/Board, the school must continue to provide educational services to the student during the suspension period as determined by the IEP Team.

In extraordinary cases, where the student poses a danger to himself/herself or others, or when he/she causes disruption of the school, the student may be suspended or expelled immediately without an informal hearing. In such cases, however, an informal hearing must be held within ten (10) days of the incident.

Any suspension of a student with a disability, must comply with the requirements of T.C. A49-6-3401, as amended.

Policies and Procedures

Working together with parents is vital and necessary. Learning can be enhanced greatly when parents and teachers both share the same goals and ideals. While the home and school exist as two parts of a child's life, the support of both-in partnership-fulfills an essential need in a child's life.

Reasons for Policies and Procedures

1. These policies and procedures are to insure the well-being and safety of the students.
2. The policies and procedures are to set guidelines that will benefit the students in their educational development.
3. These policies and procedures call for the staff and parents to work in partnership in maintaining a consistent, smooth-flowing educational program for the students and adult trainees.

Entrance Requirements

1. Acceptable chronological age four to adult. Once accepted, a student may remain through adulthood.
2. A psychological Evaluation is required for enrollment.
3. Students must be toilet trained before entering Group 2 (approximately age 8).
4. The child is accepted on a six-week trial basis. At the end of the period, the parents will be notified by the school administration as to whether the school can provide the necessary educational environment to best meet the child's needs.
5. The School does not discriminate on the basis of race, creed, color, religion, national or ethnic origin, in the administration of its educational policies, admission policies, scholarship program or other school administered programs.
6. Parents are expected to cooperate with the staff, pay tuition and fees, and participate in all fund-raising events sponsored by the School.

Tuition and Fees

Tuition is \$14,300 and can be paid as follows:

- One-time payment of the total amount on or before June 1, 2021
- Two installments, 50% due by June 1, 2021 and the remaining 50% due December 1, 2021; or
- Ten equal installments beginning June 1, 2021 and ending March 1, 2022.

Payments are due the 1st of the month are considered past due after the 10th. An account is considered delinquent if not paid within 30 days of the due date. A late payment fee of \$50 will be charged on all delinquent accounts. Non-payment of tuition, fees, and charges is grounds for denial of re-enrollment.

Books and Fees

- \$200 Annual Activity Fee covers yearbook, field trips and general school supplies.

- A non-refundable enrollment fee (\$400) or re-enrollment fee of (\$300) is due by April 23, 2021

Records

- It is understood that parents have the right to give or refuse permission for disclosure of their child's records to anyone other than educational personnel.
- Parents have the right to have the results of all testing of their child explained to them.
- Parents have the right to see and examine all school records related to their child.

Parental support of the School's educational goals is a key ingredient in ensuring a successful school experience for each student.

Field Trips

Permission must be granted to go on field trips outside of the school for educational or recreational programs. The permission form must be signed and returned prior to the field trip. If not, the student will not be permitted to go on the field trip.

Pictures/Publicity

Permission is granted by the parents for photographs to be taken of their child at the discretion of the school authorities and the publishing of the same in promotional material for the school or any worthy undertaking. A release is signed by parents as part of the entrance paperwork.

Medications

Rationalization: These procedures are to ensure the safe dispersal of medication as needed by students.

When medications are to be administered by school personnel, the parents must give their permission in writing with the designated dosage and time of administration. Parents are to provide a constant supply of medication. All medications need to be hand delivered to the school office or school personnel and not delivered through their child's backpack.

Tardiness

Students are to arrive between 8:00- 8:20 A.M. In case of an anticipated delay (ex. Doctor's appointment), the school authorities are to be notified. In the case of an unanticipated delay (ex. Car problem, etc.), the parent is to bring the child to the secretary's office on arrival. In the case of persistent tardiness, the Executive Director or Program Director will be prompted to call the parent in for a conference.

Parents are to notify the office if they see they will be late for dismissal or when someone other than the usual driver will pick up their child. Consistent late pickups may require a meeting with the Executive Director or Program Director.

Absence

When a child is absent due to illness or for some other reason, the parent will contact the school at the beginning of the school day. In the case of a foreseeable absence, the school will be notified stating the time and purpose for which the child is to be excused.

On arrival, the parent is to bring the child to the office. If a child needs to leave the school during the school day, the parent will call for their child at the office.

After School

The school offers several afterschool activities during the year. Several 8-week sessions will be offered each semester. All classes will require sign up and additional fees to the regular tuition fees. Each instructor will provide details for their class. The school will send a list of afterschool classes being offered prior to sign up. Classes are limited therefore registration is not complete until paperwork and payment are submitted.

Arrival/ Dismissal

Parents are given car tags with their child's last name. Parents are to place the name placard on front dash so staff can identify the vehicle to pick up the child. Staff will be lining up children in the cafeteria. If a parent has someone else picking up the child, please make sure they have the child's last name clearly displayed on their dash. A change to a child's regular pick-up person or on the parent's list, needs to be communicated to the child's teacher or office before child can be dismissed.

Meetings

Parents attendance at meetings supports their child and teachers and allows the parents the opportunity to make input into the development of their child's education. It is the parent's responsibility to attend the two parent teacher conferences and the parent-teacher meetings during the school year. If the parent has a valid reason for being absent, they are to contact the office prior to the meeting.

School Reminders at a Glance:

1. School begins Monday August....2021
2. Arrival-8:00-8:20
3. School Hours 8:00-3:00
4. Lunches Students bring their own lunches
5. Dismissal-3:00-3:20
6. Phone Calls- call the office and a message will be given to the teacher.
7. Conferences-there are 2 scheduled meetings a year, others upon request
8. Visitors-visitors must sign in before entering the school
9. Bad Weather-parents will be notified of any school closures due to inclement weather
10. Birthday Parties- Birthdays treats are provided by parents for the entire class
11. School Uniforms-Students wear school uniforms with the exception on Fridays.
12. Library Books-Students can check out library books each week but must return books the following week.

13. P.E. Clothes-students wear PE clothes on their designated PE days. Depending on their grade, they may wear their PE clothes to school.
14. Backpack-all students are required to bring a backpack
15. Medication-all medications must be checked in by the school nurse in the office.
16. Afterschool-Afterschool activities are offered during the year. Watch the Messenger for information on these offerings.
17. Phones-Students who have phones, must keep their phones in their lockers during classes.
18. Calendar-the School calendar is sent at the beginning of the School year and located on our school website.
19. School year ends...May 26th

Student Code of Conduct

- It is my responsibility to follow the rules of the school. I will do my best to follow the school's policies.
- I will keep my hands to myself
- I will promote a positive work environment for myself and my classmates by staying on task, following directions, completing homework and being respectful to my teachers.
- I will treat others with respect
- If I have difficulty following the rules of the School, my teacher will work with me to develop a plan for my success. If my behavior does not improve, I may need to meet with the Program Director and Behavior Specialist. Depending on the rule I have not followed, or repetition of my behavior, there may need to be a conference with my parents and the school administrators.
- Many rules do not allow for second chances, such as possession of firearms, drugs or harmful weapons. I will be dismissed from the School immediately and an investigation will take place with authorities and my parents of my behavior.



Madonna Learning Center, Inc. School Program

NEW ENROLLMENT CONTRACT

Name of Applicant _____

SY 2021-2022

Madonna Learning Center, Inc., a Tennessee, not-for-profit corporation; operating Madonna Learning Center school at 7007 Poplar Ave., Germantown, Tennessee, ("School") has approved the above-named applicant for re-enrollment upon the terms and conditions set forth in this contract ("Contract").

The undersigned agree(s) to pay the tuition required for the program year and all additional fees and charges billed by School (hereinafter "Annual Tuition"). Annual Tuition for the 2021-22 school year is **Fourteen Thousand Three Hundred Dollars (\$14,300.⁰⁰)** and is payable as follows:

1. One Time payment of the total amount on or before June 1, 2021
2. Two installments, 50% due June 1, 2021 and the remaining 50% due December 1, 2021
3. Ten equal installments beginning June 1, 2021 and ending March 1, 2022

A non-refundable enrollment fee of \$400 is due by May 7, 2021. If the enrollment fee is not paid May 7, 2021, the school assumes that the applicant will not attend Madonna Learning Center for SY 2021-22, and his or her enrollment slot will be assigned to a new applicant for admission. There will be a \$200 activity fee due by Aug. 15, 2021, which covers field trips and various activities throughout the year.

The School must receive the tuition payments on or before the first of each month. Payments are not considered past due until the 10th of the month. If, following receipt of the June installment of Annual Tuition but prior to the opening day of School, the undersigned provide(s) written notice to School that Enrollee is moving and will no longer reside within fifty (50) miles of Shelby County, then and only then will School waive payment of the full Annual Tuition. Otherwise, the undersigned acknowledge(s) that full payment of the Annual Tuition is required whether Enrollee withdraws, is suspended or dismissed from School. In no event will the enrollment deposit be waived or refunded.

Tuition for enrollees entering the School after the start of the school year will be prorated.

Successful completion of the current academic year and annual School approval is required for enrollment. Non-payment of tuition, fees, and charges is grounds for denial of enrollment. School reserves the right to deny enrollment if Enrollee or family is unable to comply with school policies and procedures. School also reserves the right to deny enrollment if school services are not appropriate for Enrollee's needs.

The undersigned acknowledge(s) and agree(s) that Enrollee and Enrollee's family must comply with School's rules and policies implemented or announced from time to time. Failure to do so may result in Enrollee's suspension, dismissal or denial of approval for enrollment. The undersigned agree(s) to fulfill the parental/guardian requirements of preparation and hosting the annual fundraising Gala event. Requirements include a minimum of **10 volunteer hours** preparing for and/or hosting the event, ticket sale quota (2) tickets, procurement of sponsors, and solicitation of items for the auction (2) \$50 or (1) \$100 item and \$25 wine pull donation. An **additional 10 volunteer hours is required** with other fundraising events throughout the year which will help to maintain the programs and services provided by the school and to minimize tuition increases. The undersigned acknowledges that failure to fulfill the annual requirement will result in an additional fee

imposed on the tuition balance, and the Enrollee will not be permitted re-enrollment until Gala responsibility is satisfied.

Parental support of the School's educational goals is a key ingredient in ensuring a successful School experience for each Enrollee. Parental involvement that hinders the educational goals of the School weakens the necessary partnership between School and home and jeopardizes the educational experience of the Enrollee. School reserves the right to terminate this partnership if parental involvement impedes the goals of the School and the educational experience of Enrollee. School reserves the right to suspend or dismiss from School any Enrollee, if, in the School's sole discretion, such suspension or dismissal is necessary to protect the best interests of the School, the best interest or welfare of the Enrollee, or the health and well-being or other adults, students, faculty, or staff. If Enrollee is suspended or dismissed from School on or after opening day, or after the enrollment date, the undersigned agree(s) to pay one hundred percent (100%) of the tuition.

Payments that are due the 1st of the month are considered past due after the 10th. An account is considered delinquent if not paid within thirty (30) days of the due date thereof. A late payment fee of Fifty and no/100 Dollars (\$50.00) will be charged on all delinquent accounts. Whenever tuition, fees or charges become past due for a period of sixty days (60) days from due, Enrollee may be suspended from classes until the delinquency is cured. If the delinquency is not cured within an additional thirty (30) days thereafter, Enrollee may be dismissed from School. In all events, the first two tuition installment payments must be paid on or before the first day of school or re-enrollment is forfeited. The undersigned acknowledge(s) that School is entitled to recover all costs of collection of delinquent accounts including reasonable attorneys' fees and costs.

The undersigned acknowledge(s) and agree(s) that Enrollee transcripts and any other documentation relevant to Enrollee's transfer or graduation will be held until all unpaid tuition, fees, and charges are paid.

Any tuition or fee payment that is returned to school for insufficient funds will be assessed a fifty-dollar (\$50.00) charge.

The undersigned acknowledge(s) and agree(s) that they will not be entitled to a refund or future credit for any portion of the Annual Tuition due to closure of the School, including because of, but not limited to, circumstances beyond the School's reasonable control, such as fire, flood, war, embargo, strike, pandemic, riot, terrorism, or the intervention of any governmental authority.

Any notice required by this Contract shall be delivered to School by registered or certified mail to the attention of: Head of School, Madonna Learning Center, 7007 Poplar Avenue, Germantown, Tennessee 38138.

The undersigned have read the foregoing, understand it, and agree to be bound by its terms. If any provision of this Contract is determined to be unenforceable by a court of competent jurisdiction, the validity of the remainder shall not be affected, and the rights and obligations of the parties hereto shall be construed and enforced as if the Contract did not contain such provisions.

This Contract shall be construed and enforced in accordance with Tennessee law, and the parties hereto consent to jurisdiction in Shelby County, Tennessee. In the event enforcement of this Contract is necessary by the School, the School has the right to recover from the losing party reasonable attorneys' fees and other costs and expenses of the arbitration or litigation as awarded by the Court.

Parent or Guardian _____ May 7, 2021
Date Due Date

Parent or Guardian _____ May 7, 2021
Date Due Date

Madonna Learning Center
Jo Gilbert
Executive Director

Date

I intend to pay tuition as follows (check applicable choice)

- _____ One Time payment of the total amount (\$14,300.00) on or before June 1, 2021; or
- _____ Two installments, 50% (\$7,150) due June 1, 2021 and the remaining
50% (\$7,150) due December 1, 2021; or
- _____ Ten equal installments (\$1430 monthly) beginning June 1, 2021 and ending March 1, 2022

****** Payments through our website or by Debit/Credit Card will be assessed our processing cost of 3.5%**

******ACH debit payment is available free of charge on the 1st and 15th of the month (form attached)**