



# FAMILY/SCHOLAR HANDBOOK 2023-2024

## WELCOME

Welcome to Malaika Early Learning Center (MELC). Malaika is Swahili for “little angel” or young child. The concept of our early learning environment is to nurture and provide a high-quality early education program. This will be done during the most formative years of life, birth through eight years of age. Malaika has been designed and is committed to offering a safe and secure environment for children to reach their optimal social and academic potential. It is also a special place for families to receive support/resources. The mission of Malaika is to work ***collaboratively*** with families to establish a strong academic, social and emotional base in the lives of the children who are entrusted to our care. You will find at the center of the lobby a tree, which stands as a constant reminder that children are growing, learning and thriving in our care. Malaika continues to “*Plant Seeds for Generations and Watch Them Grow*” while ensuring *scholars are great by the age of eight, “Great by 8.”*

Respectfully,

Tamara Johnson  
Executive Director/Principal

## MALAIKA EARLY LEARNING CENTER

Address: 125 West Auer Avenue  
Milwaukee, WI 53212  
Website: [www.malaikaelc.org](http://www.malaikaelc.org)  
Phone Number: 414-562-4997  
Fax Number: 414-562-9248

### **Capacity**

MELC is designed to accommodate 120-155 children ranging in age from 6 weeks thru third grade on a full-time basis.

### **Hours of Operation**

The facility will be open year-round from 7:00 a.m. until 5:30 p.m. Monday thru Friday. MELC is closed on all Saturdays and Sundays and specified holidays including Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday, Memorial Day, Labor Day, Martin Luther King Day, Fourth of July, Thanksgiving, and the day after Thanksgiving, as well as Professional Development days and Teacher In-Service days.

### **Childcare Hours**

7:00 a.m. to 5:30 p.m. early childhood program, including before and after school care for scholars in our early elementary program.

### **School Hours**

8:00 a.m. to 3:30 p.m. early elementary program includes K4 through third grade.

### **Family Involvement**

Details of parental involvement are listed on the Parent-Teacher Compact that each parent is asked to sign when completing orientation paperwork. Parents are expected to participate in a reasonable number of activities each year (about 4 events). Additional details may be in the newsletter, in other notices and during any home visits.

### **School Visits**

During our hours of operation, it is strongly encouraged for parents/caregivers to know how their child's day is going. Please know that we have strategies such as Class Dojo, telephones in each classroom etc. for you to communicate with the teachers about your child's day.

If you would like to personally visit your child during classroom instruction a staff person will call for the child to come to a designated area for you to meet your child. If you would like to be present during classroom instruction time that will need to be arranged with the classroom teacher and/or an administrator. Birthday treats can be dropped off for distribution. Please limit birthday treats to 1-2 small items. Food must be store bought items with detailed ingredients listed.

## **Enrollment Procedures**

Priority enrollment is given to returning scholars in good standing and their siblings. Registration applications will start being accepted in February for the upcoming school year.

Only registration applications that include all required information (i.e.: DPI online application, Malaika application proof of residency, birth certificate for new kindergarten scholars immunization record, etc.) will be considered for admission.

If more applications are received than seats are available in a grade, a random drawing will be held the first week in April to determine acceptance. Any remaining seats available will be assigned on a first-come, first served basis.

Class sizes will be limited to approximately 15-25 scholars in a classroom depending on the grade. Scholars will be assigned to a teacher by MELC administrative staff prior to the first day of attendance.

*First Grade Admission:* Wisconsin Act 41 <https://dpi.wi.gov/early-childhood/kind/admission##19> is a law that requires the completion of 5-year-old kindergarten as a prerequisite to enrollment in first grade unless certain exemptions apply. Additionally, the child must be 6 years old, on or before September 1st of the year that he or she proposes to enter school.

***Third Grade Intervention/Promotion Policy: COMING SOON!***

## **MELC Late Pick-Up Notice**

Malaika Early Learning Center's instructional day begins at 8:30 a.m. and ends at 3:30 p.m. Dismissal begins promptly at 3:30 p.m. Any child not picked up by 3:30 p.m. will incur the following late fee.

**Any time after 3:30 p.m. you will be charged \$1.00 per minute.**

We understand that emergencies occasionally happen. Please call the school immediately to notify MELC's staff of pick-up arrangements for your child. Continuous late pick-ups will not be tolerated. After-School childcare services are available by pre-registering at the front desk. Please contact the Administration staff if you have any questions.

## **Transportation**

Parents will be required to arrange transportation to and from school for their children. If you are interested in MELC transportation, please complete required paperwork at the front desk. Here are some major transportation guidelines:

- Parents must be available at home 10 minutes prior to drop-off time to receive their children. If the bus arrives at the home and no one is available to accept the child, an attempt will be made to contact the parent notifying him or her that his or her child

will be transported back to MELC where the parent will be responsible for pick-up. A two-day (school day) suspension from transportation service will go into effect immediately should parents not be at home for drop-off. If this is repeated, transportation services will be terminated.

- All changes to the transportation arrangement must be made in writing, no phone calls will be accepted, with the Administration staff. If your child is ill, please call and let us know by 6:45 a.m.
- Transportation changes occurring more than 2 times during the school year will not be honored.

### **Bus Policy**

Scholars who ride the school bus are expected to await the bus arrival in a safe location away from traffic flow and without activity which might cause scholars to be force into the path of a moving vehicle. The bus driver is in complete charge during the boarding, during the ride, and departure from the bus.

The following Conduct Rules apply to all scholars who ride the MELC Bus.

- Respect and obey the driver at all times.
- Never open windows without permission.
- Go directly to your assigned seat.
- Remain seated and in your seatbelt at all times.
- Arms, head and hands are never to be out of the windows.
- Pushing and/or shoving are not permitted.
- Loud talking, laughing and other noises are inappropriate.
- Vulgar words, profanity, and disrespectful behavior are not allowed.
- Keep book bags, lunch, and coats out of the aisles.
- Never throw anything out of the bus window.
- Be quiet when the bus is coming to railroad crossings.
- Never tamper with the bus or its equipment.
- Never bring animals, glass, or large objects on the bus.

Scholars whose misbehavior is reported by the bus driver become the subject for referral to the Administration staff, who will investigate and take appropriate action. All behavior referrals and subsequent action will be kept on file.

Any serious behavior problems could terminate a scholar's privilege of riding the bus.

### ***Conflict Prevention and Resolution***

The following are guidelines you as a parent/guardian need to follow to prevent issues with bus services. A child may be suspended from riding the bus if the parent/guardian fails to follow these guidelines:

- The Administration staff makes bus stops and route changes. **Do not ask the bus driver to change stops or routes.**
- **Parents are not allowed to board the bus without permission from the Executive Director.** If you want to travel to the school for a visit or conference, you may ride with the child provided you have the permission of the Executive Director. Contact the school several days before the day of the visit so that there is time for the school to contact the driver. **Never** board the bus to resolve conflicts.

- **When a problem arises**, whether it is with the driver or the riders, contact the Administration staff. Do not confront the driver or riders.

### **Attendance Policy**

At Malaika we believe that attendance is the first step in ensuring academic achievement. In order for scholars to grow and succeed they must be in school daily. Therefore, regular attendance and arriving to school on time is required at Malaika. Teachers at Malaika plan rigorous daily lessons therefore any missed days can have an impact on a scholar's success. Please do not allow your child to miss a day of school except for serious illnesses.

### **Excused Absences**

- Family emergency where the schola is needed to ensure family well-being
- Personal illness with a doctor's note
- Funerals
- Designated religious holidays
- Medical or dental appointments with a doctor's note

**Missing School for Appointments:** Parents/guardians/families are asked to schedule medical appointments outside of school time. In a case when a scholar has a medical appointment during school, he/she should not be absent for the entire school day. If the appointment is in the morning, the child should come to school afterwards unless they will not be here before 11:00am. No scholar will be admitted after 11:00am even with an acceptable excuse. If the appointment is late morning/early afternoon, the scholar should come to school as scheduled in the morning and return to school after the appointment, if reasonable.

All scholars must be at school no later than 8:30am to be counted present. If a child arrives after 8:30 am, they will be counted as absent. Unless they have an acceptable excuse and therefore will be recorded as tardy.

**Suspensions Are Considered Absences:** If your child receives a suspension due to behavior, those days missed are considered absences.

**Early Dismissals:** Early dismissals (before 3:15 p.m.) are discouraged. Scholars leaving a few minutes early often miss important last-minute instructions and/or reminders. Interrupting classes to call scholars to the office also distracts other scholars and interrupts the end of the day classroom routines. Early dismissals should occur only in rare circumstances. Please make every effort to schedule appointments outside of school hours. Scholars leaving early will be marked as early out. *This is considered the same as a tardy.*

**Reporting Absences:** If a scholar is absent, the parent/guardian should report the absence to the school office by 8:20 a.m. via phone.

**Attendance:** Consequences for Excused and Unexcused Absences

- **Prior to eight absences in a year:** parent/guardian will receive a phone call from administration.
- **Eight absences in a year:** Parent/guardian will receive a letter notifying them about the seriousness of the issue.
- **Twelve absences in a year:** Parent/ guardian will be called to the school to meet with the principal and the teacher to discuss the absences and develop an attendance plan.
- **Fifteen absences in a year:** Parent/guardian will be called to the school to meet with the school principal and teacher. At this point the scholar is considered truant and is at risk of not being promoted to the next grade level. The principal reserves the right to retain any scholar who misses more than fifteen days of school. In addition, a letter will be filed with the District Attorney's Office.
- **Twenty absences in a year:** At this point the scholar will be considered a habitual truant. School administration may file a written complaint with a relevant court or child services agency alleging the belief that the acts or omissions of the child are such that his/her family has service needs.
- **Five unexcused absences:** A letter will be sent to your house.
- **Eight unexcused absences:** A meeting is required with the school principal.
- **After thirty days of no attendance and no contact a scholar will be automatically withdrawn from school.**

### **Tardiness**

Getting to school on time is another essential part of scholar success. Parents/guardians/families are expected to ensure that their children are in school on time. Scholars who are late often miss essential reading and math instruction, disrupt the learning of other children, and risk falling behind.

**Definition of Tardiness:** School begins at **8:30 a.m.** Any scholar arriving at or after 8:30 a.m. will be marked tardy. Breakfast is served from 8:00 a.m. until 8:20 a.m. therefore any scholar arriving after 8:20 a.m. **will not** be served breakfast. If a scholar will be arriving after 8:30 a.m. with a doctor's excuse or because of a family emergency the parent/guardians must call the office before 8:20 a.m. to notify the school. Parents/guardians are allowed to make **three** phone calls per quarter to notify the school of late arrivals. The following are consequences for habitual tardiness. Scholars that have an appointment can arrive to school before 11:00 a.m. with an excuse from the agency where the appointment took place.

### **Consequences for Tardiness**

- **Four tardies in a quarter:** A warning letter will be sent out from the principal.
- **Eight tardies in a quarter:** Parent/guardian will have to meet with the principal to develop an on-time plan
- **Ten tardies in a quarter:** Parent/guardian must attend a mandatory conference before the child is allowed to return to school. The principal, teacher, parent, and scholar will develop a contract outlining steps that will be taken to improve the child's promptness to school.
- **Fifteen tardies in a quarter:** The principal, teacher, parent and scholar will review and revise the contract. At this point the scholar will be considered a habitual truant. School administrators may file a written complaint with a relevant court or child services agency.
- **Twenty tardies in a quarter:** Scholars will not be allowed back into school until a meeting is held with the parent/guardian. At this time, a contract developed by the principal, teacher, parent/guardian, and scholar will be put into place.
- **Over twenty tardies in a quarter:** A scholar may be considered for retention due to tardiness.
- *\*Reminder that leaving early is counted against attendance.*

### **Sick Child Policy**

Parents should notify MELC when their child will be absent due to illness. MELC is not licensed to provide sick childcare. Please do not bring a child who is ill to the center.

- Each day upon arrival all children will be observed for symptoms of illness. If a child has signs of illness and/or fever of 100 degrees or higher, the child will be sent home with the parent.
- If a child has no noticeable symptoms of illness but displays significant behavior changes and is clearly uncomfortable and not able to participate in classroom activities, a parent will be called.
- If your child becomes ill at MELC, a parent will be contacted and asked to take him or her home. The child will be isolated, within sight and sound distance of an adult until a parent arrives. If the parent cannot be reached, the staff will contact the emergency contact person listed on the child's enrollment form.

*Because we are not licensed to provide sick childcare, parents or emergency contacts must pick up their child within **one hour** after being contacted. Failure to do so will result in a fee.*

### **Head Lice Policy**

If a scholar is found to have head lice, they will be immediately dismissed from school. Scholars must be treated and have all nits removed. Prior to readmission to class, scholars will be screened and confirmed *nit-free* through the office.

### **Illness During School Hours**

School is important, but sick children need to be at home. Once a child's condition improves, and his/her temperature is normal without medication, he/she can return to school. It is necessary to have updated emergency contact numbers on file in the school office in case no one can be contacted at home. If a child needs to take medicine while at school, a consent form must be filled out at the front desk. All medications are kept in the classroom in a lockbox. Malaika



Early Learning Center reserves the right to request a doctor's excuse before your scholar may return to school under any circumstance.

If any of the following condition exist, please keep your child home from school:

- Fever (temperature 100 degrees or higher)
- Vomiting or diarrhea
- Heavy nasal congestion with discoloration that has not been treated
- Blistery rash that has been undiagnosed
- If your child has been diagnosed with a contagious disease
- Bed bugs bites or any bites that have been undiagnosed
- Pink eye if there is discharge from the eye or until 24 hours after antibiotics started
- Ringworm that has not been treated

If any of these occur during our school day, you **must** be able to pick up your child within the hour of the phone call. We do not have the capacity to watch over and care for ill children. If your child has had an allergic reaction or any change in health, please notify your child's teacher immediately.

### **Health**

Wisconsin State Law Statute 252.04 (1) The department shall carry out a statewide immunization program to eliminate mumps, measles, rubella (German measles), diphtheria, pertussis (whooping cough), poliomyelitis and other diseases that the department specifies by rule, and to protect against tetanus. Any person who immunizes an individual under this section shall maintain records identifying the manufacturer and lot number of the vaccine used, the date of immunization and the name and title of the person who immunized the individual. These records shall be available to the individual or, if the individual is a minor, to his or her parent, guardian or legal custodian upon request (2) Any student admitted to any elementary, middle, junior, or senior high school or into any child care center or nursery school shall, within 30 school days after the date on which the student is admitted, present written evidence to the school, child care center, or nursery school of having completed the first immunization for each vaccine required for the student's grade and being on schedule for the remainder of the basic and recall (booster) immunization series for mumps, measles, rubella (German measles), diphtheria, pertussis (whooping cough), poliomyelitis, tetanus, and other diseases that the department specifies by rule or shall present a written waiver under sub. (3). (3) The immunization requirement is waived if the student, if an adult, or the student's parent, guardian, or legal custodian submits a written statement to the school, child care center, or nursery school objecting to the immunization for reasons of health, religion, or personal conviction. At the time any school, child care center, or nursery school notifies a student, parent, guardian, or legal custodian of the immunization requirements, it shall inform the person in writing of the person's right to a waiver under this subsection.

Per state regulations no medication can be dispensed without a Medication Permission and Instruction Form. This includes prescription and nonprescription medicine (including Tylenol, Ibuprofen, and Advil). These forms are available at the Front Desk.

## **HEALTH, MEDICAL AND WELLNESS POLICIES**

### **Administration of Medication at School**

MELC authorized personnel may administer prescription medication only if you have submitted a complete **Medication Permission and Instruction Form** that you obtain from the front desk. This form is valid from the date of the doctor's signature to the end of the current school year or as instructed by a doctor. Also note that:

- If changes are made, such as dose or time the dose is given, a new form must be completed and signed by a doctor.
- If prescribed medication is to be **discontinued**, the parent must bring in the medical order signed by the child's doctor.
- You are responsible for **ensuring that the medication is delivered to school** safely and that there is enough medication to follow the doctor's orders.
- All prescription medication must be in an original pharmacy container identifying the pharmacy, date the prescription for medication was filled, the child's name, medication name, dosage, time of day the medication is to be taken, and doctor's name.

***Medication in any other container will not be accepted.***

The school has the right to refuse prescribed medication for your child or to stop providing your child with prescription medications if you do not follow the regulations and policy of MELC. Your child can be giving a non-prescription medication, such as cough syrup or over the counter medication, **only if you have given written permission.**

If your child needs to carry an **inhaler, a Medication Permission and Instruction Form** must be provided to the school and you must sign and submit a **Release Form for Inhaler use** stating that the child knows how to use the inhaler. Children (i.e. 4-9 years old) must show that they are properly trained and understand the importance of proper handling/use of the inhaler. If a child does not properly manage his/her own inhaler, regardless of his age, the inhaler will be taken from the scholar and stored at the front desk for administration. The child's parent will be notified of the change.

### **Wellness Policy**

Malaika Early Learning Center (MELC) understands the impact of making nutritious food choices and the need for physical activity for young children. Staff is strongly encouraged to model healthful eating habits and physical activity as an essential part of daily life.

MELC will commit to wellness by:

- Offering a school nutrition program with menus that meet meal patterns and nutrition standards established by the U.S. Department of Agriculture and the Wisconsin Department of Education.
- Operating all food nutrition programs with properly trained staff (including kitchen, teaching and administrative staff).
- Providing guidelines that promote healthy options and reduce childhood obesity.

- Providing resources to families on promoting healthy habits at home.
- Providing physical activity daily (60 minutes K4 and younger, 30 minutes K5-3<sup>rd</sup> grade).
- Providing activities that support health and wellness.
- Promoting healthful eating during school events (parent meetings, fundraisers, etc.).
- Reviewing the MELC Wellness Policy annually.

## **Discipline Policy**

We call our approach to classroom management and discipline “The Malaika Way” because we believe that by setting up a positive system and routines, we can help scholars make the best choices for their behaviors. Teachers use a variety of strategies to promote positive behaviors and to redirect problem behaviors. We recognize and celebrate scholar successes at every opportunity.

We believe that the learning environment is sacred. We also work to ensure that every child is safe (physically, emotionally, mentally and intellectually) and can learn without needless disruptions. We have very high expectations for scholar behavior, and we sweat the small stuff to create and preserve a focused learning environment.

If a scholar consistently chooses to make inappropriate choices, consequences will follow so that the learning of others in the classroom is not interrupted. Teachers use non-verbal and several concrete warnings for smaller behavior. If there are repeat behaviors or a major offense takes place, the scholar must take some time to reflect.

Please remember that we use Class Dojo to share behavior and other important information.

## **Suspension**

If a scholar commits one of the infractions listed below, the scholar may receive a suspension. Suspensions occurring after 12pm will be served the following day.

Before the scholar may return to class the scholar, parent/guardian, teacher and principal will meet in order to address the scholar’s behavior and plan for improvement. Infractions may include but are not limited to:

- Gross disrespect of a fellow scholar staff member or school property
- Fighting, pushing, shoving or unwanted physical contact
- Using abusive, vulgar or profane language or treatment
- Visiting an inappropriate website while on a computer
- Damaging, destroying or stealing personal or school property or attempting to do so
- Use of a cellphone in school (talking, texting, games, taking video or pictures, listening to music, use of any manner)
- Making verbal or physical threats empty or otherwise
- Departing without permission from building, floor or school-sponsored activity
- Using or possessing over the counter medication inappropriately
- Using or possessing tobacco products
- Committing sexual, racial, or any form of harassment or intimidation
- Bullying
- Skipping school or class

- Setting off false alarms or calling in groundless threats
- Forgery of any sort including parent signature
- Cheating on a test or plagiarism
- Unauthorized use of the building elevator
- Repeated and fundamental disregard of school policies and procedures

### **Expulsion**

Under certain circumstances, scholars may be subject to suspension and/or expulsion by the principal as explained below.

- Any scholar who is found on school premises or at a school sponsored or school related events, including riding a Malaika Bus in possession of a dangerous weapon, including, but not limited to, a gun or a knife; a toy weapon (gun, pellet gun, air gun or knife) or a controlled substance including, but not limited to, prescription medication (not prescribed to the scholar), may be subject to expulsion from the school.
- Any scholar, who intentionally assaults a staff member on school premises or at a school-sponsored or school-related event, including riding a Malaika bus may be subject to expulsion from the school.
- When a scholar is expelled under the provision of this section, no school or school district within the state shall be required to admit such scholar or to provide educational services to said scholar. If said scholar does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the principal a written statement of the reasons for said expulsion.

Please note that the definition of “assault” includes not only harmful or offensive contact, but also threatening such contact.

In addition to those categories provided by state statute (listed above), scholar may face expulsion as a result of the following infractions:

- Repeated or excessive out of school suspensions
- Repeated and fundamental disregard of school policies and procedures
- Possession, use, or transfer of drugs and alcohol
- Assault against fellow scholars or other members of the school community
- Destruction or attempted destruction of school property including arson

### **BEHAVIOR EXPECTATIONS and NON-HARASSMENT POLICY**

At no time will harassment of any kind be tolerated from staff, scholars, or family members. MELC prohibits harassment, based on race, color, religion, national origin, sexual orientation, ancestry, age, marital status, disability status, and any other category protected by federal, state, and local laws. Incidents of harassment need to be reported promptly to the Executive Director. An internal investigation will be conducted to resolve the issue. To the extent practicable and/or desired by the individual making the complaint, all complaints shall remain confidential. MELC will also take appropriate steps to assure that any person making a complaint or anyone that comes forth in an investigation suffers no retaliation.

### **Scholar Use of Electronic and Computer Technology**

**Personal Communication Devices** – During school hours Malaika scholars are not allowed to activate, use, or display electronic communication devices, including but not limited to cell phones, iPads, tablets, portable music players and any device capable of accessing social media. If devices are activated, used, or displayed in violation of this policy they will be confiscated by the classroom teacher and returned at the end of the day. If a second, or continuous occurrence happens, the device will be confiscated and kept at school until a parent is able to come pick it up and discuss the incidents with the child’s teacher. In the event that communication devices are brought to school, the school and staff will not be financially responsible for lost, stolen, or broken items. We strongly recommend that all devices stay at home.

**Computer/Internet Technology** – MELC supports the use of computer technology to enhance the educational process of all scholars. Scholars have the privilege to use computers, iPads, tablets, and the Internet for educational purposes in technology skills, information gathering skills, and communication skills. The use of the Internet will be educational only and help support the classroom curriculum. When using the computers and other technology devices at MELC, the scholars need to be in compliance with the teacher’s expectations.

The following policies apply specifically to the use of computers, the Internet, and other technology at MELC. Please note that violation of this policy may result in the loss of any technology privileges at MELC. Serious violations may lead to further consequences depending on the severity of the situation. Also, any serious damage to a technology item will result in the parents of the scholars paying to replace the item.

#### **Expectation of Use of Equipment and Hardware (Scholars)**

- Scholars will use the equipment in a way that complies with the teacher’s expectations and will respect the other scholars around them when working. If headphones are asked to use, the scholars will comply with wearing them.
- Scholars will print with the teacher’s permission.
- Scholars will handle the equipment responsibly so that it remains in good, working condition.
- Scholars will use the school software that is provided by the teacher and not alter, change, or install any hardware or software, including the setup of the equipment.

#### **Ethical Use of Technology**

- Scholars will use school computers for educational purposes only and will not view, download, or transmit any material that is offensive or inappropriate, including but not limited to material that is racist, sexist, sexually explicit, demeaning, illegal, or objectionable in some other way.
- Scholars will use educational sites and software approved by the teacher and not use the equipment for social media outlets (i.e. Facebook, Instagram, Snapchat, Ovoo, Kik, Twitter, any other sites).

- Scholars will use the school's equipment in a respectful manner and will not send hate mail, harass others, make discriminatory remarks, or behave in any antisocial manner.
- A Student Device Lending Agreement must be signed by each scholar's guardian and terms must be renewed annually. All of the policies above in addition to the device agreement must be followed throughout the school year. The Student Device Lending Agreement will be provided upon distribution of equipment.

## **ACADEMIC POLICIES**

### **Homework Assignments**

Your child will be coming home with homework every week. We would like to stress the importance of assignments. Homework/weekly reading assignments will be part of determining your child's progress at Malaika. These assignments can range from academic work to fun activities for your child to complete.

### **School Supplies**

In order to maximize the quality of education received at MELC, it is imperative that you supply your child(ren) with the efficient and necessary learning tools.

### **Prohibited Materials**

MELC scholars are not allowed to have the following items at school; candy, soda, toys, trading cards, electronic games, cell phone, makeup (lip gloss/glitter/cologne/nail tips), etc. Any of the above items brought to school will be confiscated and discarded. Malaika is NOT responsible for any items brought from home.

### **Uniform Policy:**

MELC *requires* that all scholars come to school in uniform every day. If a scholar arrives at school out of uniform, parents/guardians will be called and required to bring in a uniform before the scholar is sent to class.

On Fridays, MELC scholars do not have to wear their uniforms **unless** the class is scheduled to go on a fieldtrip. However, clothes still need to be appropriate, respectable, and clean.

The scholars need to represent themselves through proper attire (clean, respectable clothing, shirts tucked in, no saggy pants) and proper hygiene. In keeping with appropriate behavior, we expect the following dress code to be followed Monday-Thursday:

**Green Malaika polo:** Green Malaika Early Learning Center polo must be worn. If it is cold outside, scholars may wear t-shirts, long-sleeved t-shirts, or turtlenecks under their polo shirt (these shirts must be plain white or black) or a navy-blue zip up or cardigan.

**Navy blue pants:** Navy blue pants must be worn. Saggy pants are prohibited. If pants have belt loops, scholars must wear a black belt. Walking shorts, skirts, or skorts that are no shorter than three inches above the knee are allowed on hot days. Jumpers may be worn over the Malaika polo.

**Belt:** Must wear a black belt when belt loops are present (when age appropriate).

**Headwear:** Headbands, barrettes, are allowed. If they cause a distraction in the learning environment, they will be taken away and sent home. No hats, hoods, bandanas, du-rags etc.

**Shoes:** Scholars may wear either dress shoes, non-formal or casual shoes (preferably black). In winter, if boots are worn to school, scholars must change into uniform permitted shoes for class. Sandals may be worn but **MUST** have backs. Flip flops are prohibited.

Consequences for being out of uniform include but are not limited to:

- **1<sup>st</sup> Offense**-Phone call from teacher.
- **2<sup>nd</sup> Offense**-Phone call from principal/administrative staff.
- **3<sup>rd</sup> Offense**-Sent home and not able to return until in proper uniform.

### **Field Trips**

Prior to any approved field trips, each scholar is required by Wisconsin State Law to submit a completed permission slip. The permission slip will state the scholar's name, date, designation, time, cost and parent/guardian signature. Since field trips are school sponsored functions and are an integral part of the total educational experience, they are governed by school rules and guidelines. Proper attire, language, and behaviors are expected.

Any scholars displaying unacceptable behavior on a field trip will risk losing the privilege to attend future outings. All school trips will be chaperoned by adults approved by the Executive Director/Principal and Administrative staff. Chaperones share the authority of teachers and administrators on each outing; therefore, scholars are subject to that same authority. Please do not send scholars with money to buy things on field trips. We also ask that chaperones not purchase items during field trips unless they are purchasing items for all scholars in their group.

### **USDA Nondiscrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. fax:  
(833) 256-1665 or (202) 690-7442; or
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.



### **ACADEMIC RECORDS**

Scholar academic records will be released to educational entities if, and only if, MELC has written consent from the scholar's parent/guardian. On occasion the release of information with proper documentation from authorized personnel is allowed.

#### **\*\*\*Important Notice\*\*\***

*The Executive Director/Principal and Administrative staff of MELC always reserve the right to make discretionary decisions and judgments on any area not specifically covered in this handbook.*

**ACKNOWLEDGEMENT OF RECEIPT OF FAMILY/SCHOLAR GUIDELINES**

I acknowledge that I have received and read Malaika’s Family/Scholar Handbook and agree to follow the guidelines set forth in this handbook.

Given the current health pandemic, policies and procedures may change rapidly and all changes will be communicated via Class Dojo and other means of communication.

\_\_\_\_\_  
Parent/Guardian Name (**Print**)

\_\_\_\_\_  
Scholar’s Name (Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Scholar’s Name (Print)

\_\_\_\_\_  
Date