



Murfreesboro City School System
EXTENDED SCHOOL PROGRAM
and
**21st Century Community Learning
Centers Program**
PARENT MANUAL

The Extended School Program is a choice program which strives to provide a safe, educationally enriching, fun, and rewarding experience for all students of Murfreesboro City Schools during the hours where there may be no adult supervision in the home. Children will have the opportunity to engage in activities that will benefit them emotionally, physically, and educationally. The program includes crafts, sports and games, snacks, art and music, field trips, and many other creative and cultural activities. A special time each day will be allotted for homework and tutorial assistance, if needed. The program is conducted and planned by staff trained to meet the needs of children and to provide positive adult role models. There is enough flexibility to accommodate children from different age groups. The Extended School Program is a non-discriminating, choice program and is completely financed through parent fees.

Parent input concerning the program is important. Feel free to share any comments with the Site Director or the Supervisor of Extended School. All questions concerning policies and procedures of the Extended School Program should be addressed to the Supervisor of the Program at (615) 893-2313.

Non-discrimination Notice: It is the policy of the Murfreesboro City Board of Education not to discriminate on the basis of sex, race, national origin, creed, age, marital status or disability in its educational programs, activities, or employment policies as required by Title VI and Title VII of the 1964 Civil Rights Acts, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

FEE POLICIES: School Year Weekly Attendance Fees (BF, BR, DS, ES, HG, JP, MN, NF, RR)

Registration Fees: \$40 for 1 child; \$60 for Family of 2 or more children

<u>Option</u>	<u>Description</u>	<u>1 Child</u>	<u>Each Add.</u>
Full Time Weekly (K-6)	K-6 th , pickup by 6:00 p.m.	\$52.00	\$42.00
Full Time Weekly (Pre-K)	Pre-K, pickup by 6:00 p.m.	\$58.00	\$48.00
School Day Drop-In (K-6)	Daily Drop-In Rate	\$18.00/day	\$18.00/day
School Day Drop-In (Pre-K)	Daily Drop-In Rate	\$19.00/day	\$19.00/day
AM Only	A.M. Only (6:00 a.m. until school starts)	\$20.00/wk	\$20.00/wk

*P.M. Drop-in is available for AM Only students an additional \$14 charge. The charge for AM Only students to drop-in on a full day of ESP is an additional \$16.

City School Employee Discounts (employment will be verified)

Full Time Employees receive free care if working for ESP 2 hours per week during the school year.

Full Time Employees:	Drop In PreK – 6 th , Pickup by 6:00 p.m.	\$1.00/day	\$1.00/day
Part Time Employees:	Full Time Weekly K – 6 th , Pickup by 6:00 p.m. (Pre-K students add \$3.00)	\$26.00	\$26.00
	Daily Drop-In Rate (Pre-K add \$0.50/day)	\$9.00/day	\$9.00/day

As with all of our other options, Daily Drop-In Option requires an advance payment of 5 days (\$90 for school year/\$100 for breaks for K-6th or \$95 for school year/\$105 for breaks for Pre-K), unless you are on Automatic Draft.

During the school year, in addition to the weekly rate, a fee of \$9.50 per day per child for K-6 and \$10.50 per day per child for Pre-K will be added if a full break day falls within the regular school week (i.e., snow day, in-service, etc.).

Fall/Winter/Spring Break Attendance Fees

	<u>1 Child</u>	<u>Each Add.</u>
Daily Drop-In	\$20.00/day	\$14.00/day
PreK Drop-In	\$21/day	\$15/day

Summer Break Attendance Fees

Summer Material Fee: \$25 per child

	<u>1 Child</u>	<u>Each Add.</u>
Drop-In (K-6 th)	\$20/day	\$14/day
Drop-In (PreK)	\$21/day	\$15/day

****DHS, Grant, Scholarship, and Special Rate tuition fees double during Break Weeks.***

FEE POLICIES: School Year Weekly Attendance Fees (CL, OC, SC, SE: due to snack fee)

Registration Fees: \$40 for 1 child; \$60 for Family of 2 or more children

<u>Option</u>	<u>Description</u>	<u>1 Child</u>	<u>Each Add.</u>
Full Time Weekly (K-6)	K-6 th , pickup by 6:00 p.m.	\$57.00	\$47.00
Full Time Weekly (Pre-K)	Pre-K, pickup by 6:00 p.m.	\$63.00	\$53.00
School Day Drop-In (K-6)	Daily Drop-In Rate	\$19.00/day	\$19.00/day
School Day Drop-In (Pre-K)	Daily Drop-In Rate	\$20.00/day	\$20.00/day
AM Only	A.M. Only (6:00 a.m. until school starts)	\$20.00/wk	\$20.00/wk

*P.M. Drop-in is available for AM Only students an additional \$15 charge. The charge for AM Only students to drop-in on a full day of ESP is an additional \$16.

City School Employee Discounts (employment will be verified)

Full Time Employees receive free care if working for ESP 2 hours per week during the school year.

Full Time Employees:	Full Time Weekly PreK – 6 th , Pickup by 6:00 p.m.	\$1.00/day	\$1.00/day
Part Time Employees:	Full Time Weekly K – 6 th , Pickup by 6:00 p.m. (Pre-K students add \$3.00)	\$28.50	\$28.50
	Daily Drop-In Rate (Pre-K add \$1.00/day)	\$10.00/day	\$10.00/day

As with all of our other options, Daily Drop-In Option requires an advance payment of 5 days (\$90 for school year/\$100 for breaks for K-6th or \$95 for school year/\$105 for breaks for Pre-K), unless you are on Automatic Draft.

During the school year, in addition to the weekly rate, a fee of \$9.50 per day per child for K-6 and \$10.50 per day per child for Pre-K will be added if a full break day falls within the regular school week (i.e., snow day, in-service, etc.).

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Daily Drop-In	\$20.00/day	\$14.00/day
PreK Drop-In	\$21/day	\$15/day

Summer Break Attendance Fees

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	<u>1 Child</u>	<u>Each Add.</u>
Drop-In (K-6 th)	\$20/day	\$14/day
Drop-In (PreK)	\$21/day	\$15/day

****DHS, Grant, Scholarship, and Special Rate tuition fees double during Break Weeks.***

ESP offers Auto Draft services as a form of payment for your convenience. If you choose not to enroll in Auto Draft, you will be required to keep a week's worth of tuition in advance on your account. All tuition payments must be made by Monday the week of services.

CHANGING ATTENDANCE FEE OPTIONS IS ONLY ALLOWED, PENDING AVAILABILITY, ONE TIME PER SEMESTER. ONE VACATION WEEK PER SEMESTER IS PROVIDED FOR YOUR CONVENIENCE AND YOU ARE ALSO ALLOWED TO OPT OUT OF BREAK WEEKS. ESP STAFFS BASED ON YOUR CONTRACTED ATTENDANCE OPTION, THEREFORE ONLY ONE ATTENDANCE FEE CHANGE PER SEMESTER WILL BE ALLOWED.

To request a vacation week, option change, or withdrawal from the program please submit the forms at the links below. Requests must be submitted no later than 1 week in advance to ensure processing. Submission of request does not guarantee approval.

[Click Here For Vacation Week Form](#)

[Click Here For Option Change Form](#)

[Click Here For Withdrawal Form](#)

REGISTRATION

ESP requires registration through the online portal at www.ezchildtrack.com/esp/parent. Parents/guardians must register children online and receive confirmation by e-mail before children will be considered active. **Students are not able to attend ESP on a pending application. Processing time can be up to 3 business days.**

- Children must be at least 4 years old, toilet trained (unless related to a disability listed in a 504 plan), and registered with a Murfreesboro City School in order to attend the Extended School Program.
- **A parent's or guardian's electronic signature on the registration form, contract, permissions, and Statement of Understanding via online registration verifies agreement and compliance with all ESP policies.** The policies, procedures, rules, and regulations contained in this handbook may be amended during the course of the year as needed to protect the health, safety, and welfare of students. Please check your email for any changes and/or updates.
- ESP facilitates mass communications by E-Mail, & Smartphone Applications such as Class Dojo. For this reason, a valid E-Mail address is highly recommended for the primary account holder to receive the most up-to-date ESP information.
- A valid phone number is required of the primary account holder in order to maintain enrollment in the program. It is the responsibility of the primary parent/guardian to keep this information current. If it's found that the phone number is not valid, you will be notified and required to update the information immediately or risk termination of enrollment.
- Only a parent or legal guardian has the legal right to sign consent for the children being enrolled in the program. **Step parents do NOT typically have these rights.** If it is found that the person enrolling does not have the legal right to enroll and sign consent, the children will be withdrawn from ESP. The parent or legal guardian will be required to submit a new application and pay all fees associated with the new application. Please contact your site director or account manager with questions.
- Beginning with the Fall 2021-22 ESP Enrollment, Driver's License number will be required for anyone listed in the application as an authorized pickup.
- There will be no ESP care for incoming Kindergarteners during the week of Kindergarten Phase In. They may start attending on their first full day of school.
- Summer care is available for incoming Kindergarten students as well as students who have completed Kindergarten through fifth grade.

- Students whose zone waivers have been denied are only eligible to attend ESP at their zoned school for summer care. If the student is not zoned for a Murfreesboro City School, they are no longer eligible for ESP at the point when the waiver is denied.
- ESP reserves the right to enable limited enrollment in order to maintain state regulated student to staff ratios. It is the goal of ESP to keep from enabling these limits, but safety is our #1 concern.
- Should capacity be reached at a site, the waitlist will be enabled. Once a spot becomes available, waitlist applicants will be contacted in the order they were received.
 - Once contacted, the parent will have 2 business days to accept the registration and pay all applicable fees to secure registration. If no response is received, placement will be forfeited. New registration will then be necessary to enroll.
 - Once 80% capacity is reached, drop-in applications will no longer be approved.
- Camps and Field Trip Registration Policies:
 - **District Wide** Summer Camps are optional and offered at a specific site (site location may vary from year to year). Registration for the camp is a separate online registration from your regular summer ESP registration. Any associated camp fees are due in addition to your regular weekly tuition. Camp fees are due upon registration and are refundable with written notification no less than 2 weeks in advance of the camp start date. Some examples of District Wide Camps are Camp Big Shots, Archery Camp, Bowling Camp, etc.
 - **Field Trips** may be offered during ESP. Registration must be completed in advance through the online Parent Portal. Registration will be open 2 weeks in advance and will close 24 hours before the date of the field trip. There is always a possibility that field trips may close sooner if all spots are filled. Field trip fees are due upon registration and are refundable with written notification no less than 24 hours before the date of the field trip.

PAYMENTS/TUITION/FEES/REFUNDS

- Acceptable forms of payment include: credit/debit, or electronic check. Payments can be made by phone, in person, or through your online Parent Portal at www.ezchildtrack.com/esp/parent. ESP does not accept cash or paper checks, and ***beginning August 2nd, 2021 ESP will no longer accept Money Orders as a form of payment.***
- 2 or more declined electronic check payments puts your account at risk of losing electronic check privileges.
- Beginning July 1, 2020, a 2% processing fee will be added to all payments made by debit/credit card. Electronic checks will NOT be charged a processing fee.
- For your convenience, ESP offers Auto Draft to collect fees. To sign up, please log into your Parent Portal from a desktop or laptop computer. If you choose not to sign up for Auto Draft, you may pay by e-check, or credit/debit card on-site.
- Insufficient funds (NSF) checks are now handled through an agency called PayTek Solutions. If ESP is notified of an NSF, the payer must communicate with PayTek concerning it and all associated fees. Please call 1-800-641-9998. If more than two NSF's are reported by PayTek Solutions, ESP may not allow electronic checks as a form a payment.
- When a child is enrolled in ESP, a space has been reserved for the school year or summer program. **Payment for enrollment option is due regardless of attendance.**

- Tuition payments must be made by Monday the week of services. If payment is not received by Monday at 6:00 p.m., the account will be delinquent. If the account is not paid in full by Tuesday at 6:00 p.m., it will be suspended, and child(ren) will not be able to attend until payment is made.
- The enrolling parent/guardian is responsible for all fees related to the child's participation.
- Biological parents will have access to student attendance records. Requests for records should be made in writing and allow for a minimum of 1 week processing time. Only primary account holders have access to financial records/statements. Regardless of who makes payments to the account, only primary account holders are able to request financial documents.
- During the school year, in addition to the weekly rate, a fee of \$9.50 (\$10.50 for Pre-K) per day, per child will be added if a full break day falls within the regular school week (i.e. snow day, in-service, etc.) for children enrolled under the full-time option. The additional fee for any other billing option will vary depending on the option your child is registered for (see Fee Policies on pages 2-3 for details).
- Students will not be able to attend ESP on an account that is suspended. **If payment is not received within 10 business days of the original due date, the student will be withdrawn and the account with the entire contracted balance will be turned over to our collection agency with an additional 39% collection fee. If this process occurs, the Extended School Program is no longer involved with the account. All communication and payments will go directly to the collection agency, Fox Collections (615) 859-2891.**
- Once a collections balance has been paid, new registration will be required and subject to any active wait list.
- There is no reduction in the weekly fee for legal holidays. Fees are computed on a full-week basis. ESP closings for holidays, snow days, in-service, child absences, etc. that shorten the week are to be paid and will not be credited. There will be no prorating of daily/weekly fees.
- Account balance must be current to sign up for or attend field trips.
- Most enrichment classes are included in your weekly tuition charge. There may be additional fees for enrichment classes that require special materials. Registration through the online Parent Portal for the class is a commitment to pay the extra fee regardless of the child's attendance. If you owe a balance, you will not be allowed to sign up for enrichment classes. Actual fees vary by site and by class – see site director for full list of class fees.
- The Extended School Program closes at 6:00 p.m. If an authorized pickup arrives later, the account will be charged an additional fee of \$10.00 per child for each 10 minutes, or a portion thereof, after the 6:00 p.m. sign-out time (Example: 1-10 minutes late, \$10.00 fee; 11-20 minutes late, \$20.00 fee). Failure to comply with the 6:00 p.m. closing time on 3 occasions per semester WILL result in expulsion from ESP. You must appeal to the Director of ESP for reinstatement. **LATE FEES ARE TO BE PAID UPON PICKUP OF THE CHILD.**
- Although full-time MCS employees who have children currently enrolled in the MCS system have discounted child care through ESP during the school year, fees related to classes, field trips, and registration are not included and will be charged. Unless a full-time employee has custody of grandchildren, niece/nephew, cousin, etc., you WILL BE charged full rate for ESP services when used.
 - When Murfreesboro City School employees are not required to work (break weeks, holidays, summer, etc.), you will be billed full rate for your child's attendance.

- Payments made towards tuition are only eligible for a refund when the child has been completely withdrawn from the program. If the child has not been withdrawn, tuition credits will remain on the account to be used toward future charges.
- Payments made toward programs, field trips, or activities that have been cancelled will be refunded back to the card/bank account on the original payment transaction.
- ESP will provide, for your convenience, a year-end tax statement by e-mail to the primary account holder if accounts have been paid in full. This document can also be found through the online parent portal when logged in on a desktop or laptop computer. There is a \$25 fee to duplicate this information if the original is misplaced. The ESP tax identification number is on the front of the Parent Manual and printed on your receipts and statements.
- If you withdraw your child prior to the end of the enrollment period, you will be required to re-register and pay a new registration fee if you wish to return. New registrations will only be accepted when the account balance is current at all sites and will be subject to availability.

BREAKS/HOLIDAYS/INCLEMENT WEATHER

- “Breaks” are defined as inclement weather days/vacation days/school holidays (Fall, Spring, and Winter Break), and teacher in-service days. ***It is the parent’s/guardian’s responsibility to provide snacks, sack lunches and drinks for children on these days.***
- ESP desires to serve working parents who depend on ESP for their childcare needs during inclement weather. However, we are aware there are times when safety may cause ESP to adjust its hours or to close completely.
 - If school opens late, ESP will open at 7:00a at your home school.
 - If school is dismissed early because of weather, ESP will operate from dismissal until 5:00p.
 - If school is closed for the entire day due to weather and ESP remains open, ESP will operate at combined locations with condensed hours, from 7:00a-5:00p.
- ESP is closed for business on major holidays that are defined in the ESP Calendar each year. These dates are subject to change based on staff availability or unforeseen circumstances.
- ESP reserves the right to close/combine sites based on circumstances beyond our control.

DROP OFF AND PICK-UP OF CHILDREN

- State policy requires that parents/guardians/authorized pick-ups must sign child(ren) in/out from the ESP program daily.
- State childcare laws require that all students be officially registered in ESP in order for service to occur. The Department of Children’s Service or Murfreesboro Police Department will be contacted for all students dropped off in ESP by school personnel without proper ESP registration.
- **NO student is to be left outside the school’s main office for ESP personnel to watch. The person who leaves the child unattended will be held responsible and liable for whatever happens to the child. ESP staff cannot, and will not, be responsible for any child who is not officially registered in ESP. Children not enrolled in ESP must wait for parent pick-up in the main school office under the supervision of school day personnel.**

- **All children must be personally checked into/out of the program in the morning/afternoon by means of electronic signature.** Curbside will operate as weather permits. Children will not be allowed to wait for pickup or be dropped off in the parking lot. During the summer program, AM Care times, or full-day sessions, each child should be signed in as soon as he/she arrives at the center.
- To ensure safety, each authorized pickup will be assigned their own electronic code. Electronic codes should then be used to register for a QR code. QR codes will then be scanned to check students in/out of the program. Parents should not share their personal pickup code or QR code with anyone. ESP is not responsible for pickups using a code that is not assigned to them.
- Children WILL NOT be released to any person other than the parent or other persons authorized to pick up the child. Parents/Guardians and authorized pickups may be required to show a valid Driver's License at pickup. Your driver's license number will be compared to the information on the child's account to ensure pickup authorization. Students will NOT be released to pickups that refuse to show ID.
- Additional pickups may be added by the primary account holder to your child's account through the online parent portal.
- Children will not be released to commercial transportation personnel (i.e., taxi drivers), nor will they be released to anyone whose behavior may place the child(ren) in immediate risk. In the event that a parent/guardian or other authorized person arrives to pick up a child and they appear to be under the influence of drugs or alcohol, the Murfreesboro Police Department will be called. A ride home or other appropriate assistance will be offered in order to ensure the safety of the child.
- After all emergency numbers are contacted and no communication from the parent has been received by 6:30 p.m., the local authorities and/or Department of Children's Services may be called for assistance with the child(ren). Excessive violation of this policy will result in dismissal from the program with the contract agreement to be paid in full.

CREDIT FOR ABSENCES

- The Extended School Program cannot deduct single days missed from the fee. All fees pay for direct operating costs (i.e. Extended School staff, snacks, crafts, and program supplies). All of these things must be available for the number of children attending the program. When enrollment occurs, plans are made for staff, space, time, and provisions for the children regardless of their attendance.
- Selection of one week per session/semester as a vacation week may be made pending availability. **Request must be submitted online at least one week in advance to avoid charges for attendance. Vacation weeks must be consecutive days, M-F.**
- ESP gives illness credits for 2 or more consecutive absences. However, the absences must be excused by the school attendance office. After 5 days of illness, a child will need a physician's release to return to ESP.
- Full credit will be given for days absent due to a death in the immediate family (father, mother, brother, sister, or grandparent). A maximum credit of five (5) days will be allowed.

SICK CHILD POLICY

- The Extended School Program cannot provide care for sick children. Children must be fever free for 72 hours before they can return to the ESP program. Please do not send a child to the program if they are ill. Policy requires that a child be picked up as soon as possible in the event of illness while in ESP. **A child must be present at school in order to attend ESP in the afternoon. The Department of Human Services may be contacted if a child continues to be dropped off with an illness or symptoms of an illness without medical attention (including lice).**
- Administrative Directive STU 16 Lice (Pediculosis) for Murfreesboro City Schools also applies to ESP. Parents of students with live or active infestation will be asked to pick up their student as soon as possible to begin the treatment process.
- Students that are sent home sick, along with any of the following symptoms: cough, fever, shortness of breath, diarrhea, or vomiting, must be symptom and fever free for a minimum of 72 hours prior to returning. If tested for COVID-19 and positive, they may not return without a physician's statement.
- This policy is subject to change due to CDC/State guidelines.

MEDICATION POLICY

- **If a child has to be given daily medication (such as Ritalin or seizure medicine), a medication form MUST be on file with the Site Director.** This form must clearly state instructions such as the name of the medication, dosage, and time of day to be administered. The instructions should include the physician's signature. The medication must be given to the Site Director in a prescription bottle. Antibiotics and over the counter medications including but not limited to cough syrup, aspirin, or cold medicines CANNOT be administered in ESP. ESP follows the medication policy for Murfreesboro City Schools. ESP Medication Drop Off Form must be on file.

BROKEN/LOST/STOLEN ITEMS

- Personal belongings should not be brought to ESP, with the following exceptions: personal water bottles, lunchboxes, backpacks, and nap towels (for Pre-K students). Any other items must be approved by the director. Pre-K nap towels must be taken home daily for washing. Once school resumes, all students' personal belongings should be kept inside their backpacks, except in the case of supplies needed for homework. Students may not share any personal belongings, including books, paper, pencils, etc.
- ESP will not be responsible for broken, lost, or stolen items (including but not limited to toys, clothing, backpacks, books, food items, eyewear, money, electronic items, cell phones, jewelry, or any other personal item brought into the building).

WITHDRAWAL FROM THE PROGRAM

- **At Parent/Guardian Request:**
 - One-week notice of withdrawal is required by submitting the online [Withdrawal Form](#). Parents are responsible for fees during the one-week notice period. **If withdrawal is not requested, the account will be charged accordingly each week until the parent/guardian withdraws the child(ren).**
 - One-week notice is required for a schedule change that affects the number of hours the child will attend by submitting the online [Option Change Form](#). **If your child does not attend for 10 consecutive days (two weeks) without written notification, your child will be removed from the program. The parent will also be responsible for fees incurred during the absence. In order to return to the program, a new application must be submitted and a new registration fee must be paid. Enrollment is subject to availability.**

- **At Site Request**

- If the site requests withdrawal, notification period prior to withdrawal is not required.
- ESP has the legal option to withdraw a child for any of the following reasons:
 1. Non-payment of fees (including DHS or Special Rate Co-Pays)
 2. Repeated failure of parents to pick the child up from the program on time
 3. Failure to provide site with current emergency/medical information as stipulated by state licensing
 4. Disciplinary problems
 5. Inappropriate conduct of parent or guardian
 6. If a child is dismissed from the program; they are not eligible for re-enrollment for duration of the school year.

PARENT INVOLVEMENT

- Families are a part of the Extended School Program. Family nights, newsletters about program activities, bulletin boards with announcements, and individual feedback to parents/guardians on each child's participation in the program will help in creating the best experiences for the children in the program.
- Parent/Guardian suggestions on enrichment offerings are always appreciated. The Site Director will keep parents/guardians informed about special happenings in ESP through postings and newsletters. Other forms of communication include Twitter, Facebook, email, texts, and apps such as Class Dojo. Please check daily for any announcements at the site.
- It would be most helpful to keep ESP informed of any changes which may occur in a child's environment such as illness in the family, a change in living location or any other stressful situation that may be important to the child. The staff will be able to better meet the needs of the child if they are aware of these situations.

ESP DISCIPLINE POLICY

- Children enrolled in the Extended School Program are expected to exhibit behavior which does not disrupt or interfere with the school climate or the learning process and social interaction of other children. ESP staff will enforce school rules throughout ESP hours. Parents/Guardians will be notified in writing when a major discipline problem occurs. A child may be suspended from the program for a period of 3-5 days as a result of behavior issues. Depending upon the seriousness of the misconduct, ESP reserves the right to immediately suspend or dismiss the child from the program. **NO CREDIT FOR ABSENCES DUE TO SUSPENSIONS WILL BE GIVEN. After any additional write-ups, the parent/guardian may be asked to withdraw the child from the program with no tuition/registration refund.**
- An exception to the above is when a major incident (deemed so by the Site Director or Principal) occurs. This misconduct **will result in immediate expulsion.** The Zero Tolerance Policy for Murfreesboro City School System also applies to ESP.
- Parents/Guardians are asked to cooperate with ESP staff in stressing the importance of good behavior patterns for all children. It is imperative that parents/guardians work with the Site Director to correct any behavior that is interfering with the child's success in ESP. This helps to keep the Extended School Program fun as well as instructionally sound.
- **Parents/Guardians who demonstrate abusive language and/or inappropriate scenes or disturbances to children, staff, or other adults during ESP hours will be required to withdraw their children from the program with no tuition refund. Harassment or bullying will not be tolerated.**

RULES OF CONDUCT FOR STUDENTS

- Inappropriate and unacceptable behaviors in ESP includes, but is not limited to, the following. These behaviors may result in immediate suspension and/or expulsion.
 1. Possession of weapons, contraband, or other dangerous objects (Zero Tolerance Policy applies)
 2. Fighting, wrestling, spitting (with or on peers or staff)
 3. Destruction of center/school property
 4. Destruction of personal property of another person
 5. Vulgar language, cursing
 6. Improper display of private body parts
 7. Disrespectful behavior to other children or staff
 8. Climbing on desks, tables, cabinets, etc.
 9. Playing in the bathrooms (crawling under stalls, climbing on sinks, splashing water, turning lights on/off, etc.)
 10. Throwing balls, or other outside equipment while inside the building
 11. Stealing
 12. Physical attacks on staff or other students (Zero Tolerance Policy applies)
 13. Tackle football
 14. Improper use of ESP & school equipment
 15. Throwing objects (rocks, sticks, desks, tables, etc.)
 16. Leaving group without permission (i.e., running away, hiding, etc.)
 17. **Behavior deemed inappropriate and unacceptable by the Site Director, Principal, or the Program Supervisor**
- **ESP tuition is required if a student is suspended from the program. If the student is suspended for the semester, the parent contract is canceled.**
- IEPs (Individual Education Plans) do not include services for before and after school childcare services in the Extended School Program (ESP).
- Murfreesboro City Schools maintains full compliance of 504 plans in ESP.