

Mount Carmel Christian School Student Handbook 2011-2012

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School Administration

Principal

Tracy Moore

Financial Director

Joanne Buckner

Financial Secretary

Pam Royal

Office Manager/Childcare Director

Audrey Minter

Our Vision

It is the commitment of Mount Carmel Christian School to educate children to be successful Christian participants in our society and achieve their spiritual, intellectual, creative, technical, and athletic potential as they increase in wisdom and stature and in favor with God and man.

Our Mission

It is the mission of MCCA to assist, encourage and guide all students regardless of race, gender, religion, national or ethnic origin...

- in reaching their academic, social, creative, technical and physical potential.
- in becoming a responsible, respectful and productive member of society.
- in developing an age appropriate understanding of the Gospel of Jesus Christ.
- in understanding and applying Biblical principles.
- and to increase in wisdom and stature, and in favor with God and man.

Our Strategy

Our educational program nurtures the whole child by facilitating mental, physical, spiritual, and intellectual growth.

A faculty and staff who are Christian role models, as well as certified professionals in their fields of teaching, guide this growth.

Christian values are taught and modeled in our classrooms and Christian behavior is expected from each student in the classroom.

Harmony between the school and the home is encouraged through small, student-teacher ratios that enable communication and cooperation between teachers and families.

School Governance

Mount Carmel Christian School is a ministry of Mount Carmel Christian Church and was established in 1973. The initial and subsequent school board members were appointed by the elders of Mount Carmel Christian Church until December of 2006. In December of 2006, Mount Carmel Christian School became a 501-C3 incorporation in order to have a separate Tax ID number and receive donations for supplemental and capital funds.

The establishment of Mount Carmel Christian School as an independent incorporation separate from Mount Carmel Christian Church requires individuals to be named as the official officers of the incorporation. The Board of Directors registered with the Georgia Secretary of State which consists of Chief Executive Officer/President, Chief Financial Officer/Vice President, Secretary and Agent.

To meet the requirements of the State of Georgia and to remain loyal to Mount Carmel Christian Church as the founding organization, the governing body of the school will be a Board of Education composed of the Principal and at least two other members of the Board of Directors and an equal member, plus at least one additional member of Mount Carmel Christian Church appointed by the Elders of Mount Carmel Christian Church.

Admissions Policy

Mount Carmel Christian School admits students without regard to gender, race, color, nationality, or ethnic origin.

In order for a student to receive official acceptance to Mount Carmel Christian School, the following criteria must be met:

Elementary and Middle School Admissions Policy

- Application form and \$100 testing fee received.
- Admissions testing for all first grade – middle school applicants with scores of 50th percentile or higher
- Transcripts for the previous 12 months that reflects at least a “C” average in all coursework
- A composite score of 50th percentile or higher on one of the following: Iowa Test of Basic Skills, California Achievement Test, Stanford Achievement Test, or the Metropolitan Reading Test
- A favorable recommendation from a previous teacher
- A favorable family interview
- Good academic and behavioral standing with previous school
- Parents must provide a birth certificate verifying their child’s age.
- Parents must provide student’s Certificate of Immunization (Form #3231) and a Certificate of Ear, Eye, and Dental Exam (Form #3300).

Kindergarten Admissions Policy

- Parents must provide a birth certificate verifying that their child will be **five** years old by **August 31**.
- Students must score at least 70th percentile of the Brigance Achievement Test.
- A favorable family interview must be held.
- Good academic and behavioral standing with previous school
- The school office must receive a student’s Certificate of Immunization (Form #3231) and a Certificate of Ear, Eye, and Dental Exam (Form #3300).

Preschool and Pre-kindergarten Admissions Policy

- Parents must provide a birth certificate verifying that their child will be **three** or **four** years old for 3K and 4K respectively by **August 31**.
- A favorable family interview must be held.
- The school office must receive a student’s Certificate of Immunization (Form #3231)

MCCS’s structure does not provide specialized instruction for students requiring grade acceleration. Requests for accelerated grade placement will not be considered. We strongly adhere to the age-limit admission requirement.

Admissions Cut-off

In order to be admitted to the:

- 5K program students must be 5 years of age by August 31st.
- 1st Grade students must be 6 years of age by August 31st.
- 2nd Grade students must be 7 years of age by August 31st.
- 3rd Grade students must be 8 years of age by August 31st.

**No Exceptions

School Procedures and Policies

Academics

Accreditation – Mount Carmel Christian School is *accredited with quality* by the Georgia Accrediting Commission.

Achievement Tests - Each Spring Mount Carmel Christian School administers the Iowa Test of Basic Skills to students in grades 1-8 and the Weschler Individual Achievement Test - Abbreviated to students in Kindergarten. Since standardized testing services do not allow for make-up testing, parents are urged to have students present during the entire testing week. Please consult the annual school calendar for the scheduled dates of testing.

Books - School textbooks are issued for use each school year. Textbooks are the property of Mount Carmel Christian School and should be treated with the respect given all school property. Books must be covered with non-sticky book covers. Students are not permitted to write in textbooks. A damaged or lost book fee will be assessed at the end of the school year, or as necessary.

Curriculum –

Preschool

Leap Frog Press

Music

McGraw-Hill

Music K-8

Activate

First Steps in Music

Music for Little Mozarts

Bible

Standard Publishing Company

NIV

Social Studies

Scott Foresman

Clairmont Press

Glencoe

Science

McGraw-Hill

Newbridge

Holt

Math

Saxon Math

Glencoe

Language Arts

McGraw-Hill

Great Source Education

McDougal-Littell

Sadlier-Oxford

Reading

McGraw-Hill

McDougal-Littell

assorted trade books

and novels

Spelling

McGraw-Hill

STEM Curriculum

MCCS has begun implementation of the Georgia Performance Standards for Engineering and Technology. Major projects in all grade levels will include components of the standards.

Elementary students will focus on the following: observation skills, same – similar – different, toy tools, structures, counting, arranging, transportation, simple tools, joining items, simple problem solving skills, counting and adding, and arranging.

Middle School students will focus on the following: careers & pathways, problem solving techniques, design briefs, the design process, sketching, technical pictorial drawings, CAD introduction (Google SketchUp), scientific method, measurements, entrepreneurship, and leadership and ethics.

Grade Reports –

Pre-kindergarten – Progress Reports are sent home at mid-year and at the end of the year.

Kindergarten – Progress Reports are sent home three times a year.

Grades 1-8 – Report of progress is sent home **each nine weeks** of the school year. Eighteen weeks constitutes one semester. Grades are cumulative for each semester. Each semester average will be recorded in the student’s permanent record. To alert parents of declining grades, a deficiency will be sent home as needed every four and a half weeks.

* Grade reports will be held from release unless all accounts are up-to-date.

Grading Scale –

<u>Kindergarten</u>	<u>Grades 1-8</u>
Satisfactory – S	100-92 – A
Improving – I	91-84 – B
Needs Improvement – N	83-77 – C
Unsatisfactory - U	76-70 – D
	<69 – F

Homework – Homework is given at least three nights per week in grades 1-8. Time requirements for homework should be approximately ten to fifteen minutes of homework multiplied by the grade level of the student. (Example: First graders should average 10-15 minutes of homework per night, and sixth graders should average 60-90 minutes per night.) **Homework is not given on Wednesday evenings.**

Honor Roll - Students with all “A’s” and “B’s” in core classes will receive special recognition.

Make-up Work Policy – Students will be given one day, for each day missed, to complete make-up work. Extensions may be made for extenuating circumstances. We request that parents of students in grades one through eight call the school office before 9:00 A.M. if missed work is to be collected and picked up after school for the student to do at home.

Promotion -

Grades 1-5 – If a student’s grades, standardized test scores, and/or teacher recommendations indicate a lack of readiness for the next level of instruction, then the student may be asked to repeat the previous year’s work. Students must pass reading, language, and math during both semesters of the school year. If at the end of any nine week grading period a student is failing a core academic subject, he/she will be placed on academic probation. Students who fail reading, language or math at the end of either semester will not be eligible for promotion to the next grade level.

Middle School – Each semester students must pass language arts, math, science, and social studies. In addition sixth graders must pass health. Any student who has a failing grade at the nine-week point will be placed on academic probation. A student who then has a failing grade at the end of the semester will not be eligible for promotion and may be asked to withdraw.

Specials – Specials classes taught at Mount Carmel Christian School are Bible, Music, PE, Computer, Art, Pre-Engineering, and Foreign Language.

Weekly Folders – Teachers in grades 1-5 will prepare a Monday folder to contain student work, school-wide correspondence, Christian Parents and Teachers Association (CPTA) handouts, and other information from the teacher. The folder is to be signed by a parent and returned the following day. Middle school students use a daytimer, which parents review and sign each night.

Activity Fee

Activity fees are assessed to each student based on grade. The activity fee is due at registration and includes each student's lab fees, book rental, class parties, yearbook, most field trips (other than overnight field trips), special projects, one PE uniform (where applicable), and paperback novels (where applicable). Activity fees are non-refundable.

Preschool – 5th grade \$250

Middle school \$300

Attendance

Schools are required by law to maintain accurate attendance records. The school office, as well as the classroom teacher, will keep a permanent record of each child's attendance. Students at Mount Carmel Christian School are limited to 20 absences per year. Because tardiness affects the learning process for both the student who is tardy and his classmates that must be interrupted, three tardies will constitute one absence. A student is counted present if he/she is in class at least 3.5 hours in a given day. Any student who is absent more than 20 days in one school year is not eligible for re-enrollment the following year. Appeals for students with more than 20 absences must be made in writing to the School Board in order to be placed on the agenda for the May School Board meeting.

Calendar

An annual school calendar is published. Mount Carmel Christian School attempts to follow Gwinnett school calendars, when possible, for the convenience of parents and teachers who have children in public school. The school operates on a 180-day school year, divided into two semesters.

Chapel

Chapel is held once a week for all students. The chapel program is under the direction of the Bible teacher and includes a time for singing, prayer, and scripture lessons.

Christian Parent and Teacher Association (CPTA)

Mount Carmel Christian School's parent organization is the CPTA. CPTA is a forum where parents, teachers, administrators, directors, and the school board have an active role of enhancing the students' Christian education by providing opportunities for spiritual development, fellowship, and financial support.

Every family is a member of the CPTA and dues are \$40.00.

Teachers are required to attend CPTA meetings. Each teacher is an honorary member of this organization, and involvement is seen as a sign of commitment and professionalism.

Items for the agenda must be submitted in writing and placed in the CPTA folder at least one week before the scheduled meeting. The folder is located in the school office.

Class Parties

Classroom parties will be held for the following occasions:

- Christmas
- Valentine's Day*
- Last day of school

*Instead of a class party, middle school students participate in an off-campus dance.

Room parents should organize these events for the class. However, the classroom teacher must approve all plans.

Celebration of birthdays on school premises may be observed by allowing parents to provide snacks for the class during lunch. No birthday favors, i.e. balloons, hats, trinkets, etc., will be allowed.

Celebration of birthdays off school premises, that include MCCS student, should comprise all students of your child's class unless the party is gender specific. In cases of gender specific parties, include all students of that gender.

Communication with Teachers

Two conferences are scheduled by the classroom teacher with the parents of every student in PreKindergarten – 8th grades. Early release dates are scheduled for each conference. (Consult school calendar). Additional conferences may be held as needed. Parents may request conferences. Please request conferences at least 24 hours in advance. Teachers are not required to meet with parents at unusually early or late hours.

Before and After Care

Mount Carmel Christian School provides a accredited before and after care program for its students. Before-school care is offered between 7:00-8:00 A.M. Any students arriving at school before 8:00 A.M. are automatically placed in day care and will be billed accordingly. After-school care begins at 1:00 P.M. for preschoolers, at 3:15 for grades K5-5th, and 3:30 for middle school. After care ends at 6:00 P.M. Before and after care slots are limited and prior registration is required to be part of the day care program. Information detailing current costs and activities is available in the school office.

Discipline Programs, Expectations, and Procedures

Grades 1-5

In order to maintain a safe and orderly school environment for all students, Mount Carmel Christian School uses a school-wide classroom management program in first through fifth grades. Listed below are the basic rules:

- I will talk appropriately- blue.
- I will follow directions- yellow.
- I will respect everyone's right to learn- red.
- I will be kind and considerate to everyone- orange.
- I will practice good work habits- purple.

When a rule is broken, the student will be given a colored strip or bear. Each rule corresponds to a certain colored strip or bear: rule #1 – blue, rule #2 – yellow, rule #3 – orange, rule #4 – red. Special green strips or bears will also be given to students who exhibit excellent behavior. If a student receives only one colored strip or bear, it will serve as a visual reminder to improve that behavior. No further consequences will be given and the strip or bear will be removed at the end of the day. However, if a student receives two strips or bears in one day, he/she will have time out and will complete a behavior journal sheet. The behavior journal will then be sent home for a parent’s signature. Parents should discuss the matter with their child and support the teacher in his/her efforts to discipline. Students should return the signed form to the teacher the following day.

If a child receives three strips or bears in one day, he/she will be sent to the principal’s office. The principal will contact the parents to inform them of the situation and, if necessary, to schedule a conference to discuss the matter further. The principal will give the student an appropriate consequence for his/her misbehavior. If the student is sent to the principal’s office a second time, a parent conference will be necessary. Mount Carmel Christian School does not practice the use of corporal punishment.

If a teacher assigns **Detention** to a student (either morning or afternoon) and the student fails to serve, the student will be sent to the Principal’s Office for further consequences:

- 1st time – detention time is **doubled** and parent is contacted
- 2nd time – student will receive a **one day suspension** out of school and parent will be contacted

In extreme cases, the student may be expelled from school. All students are expected to comply with all school rules.

Middle School

Middle school students are expected to abide by the rules outlined in the Middle School Syllabus. Middle school students are afforded the respect due to young adults. In each classroom, students will be afforded one strike (warning) before they receive a demerit. Strikes are given at the teacher’s discretion to remind the student of the appropriate behavior. Severe behaviors may warrant an automatic demerit or even detention.

An accumulation of three demerits constitutes a detention. Five detentions in the same semester will result in a student being placed on probation.

Probation

Students may be placed on behavioral probation for either a 9 week or 18 week period of time. If the necessary qualifications of the probation are not successfully met, the student will be expelled from Mount Carmel Christian School.

Severe offenses that will automatically be directed to the office and may merit immediate suspension include: stealing, fighting, disrespect to a teacher or an adult, bullying, and damage or destruction of school property. Students who exhibit habitual discipline problems will be dismissed.

Cheating

Cheating will not be tolerated under any circumstances. Cheating includes:

- “Borrowing” or copying another student’s work

- Plagiarism and slight rewording an author's work and calling it one's own. Copying and pasting from the internet is plagiarism.
- Asking information about a test given earlier
- Obtaining information using any unethical method before or during a test, including but not limited to cheat sheets.
- Using Internet or other methods to acquire teacher's editions to test materials or teacher's textbooks.
- Turning in work done by parents or older siblings as one's own work.

Any incidence of cheating will result in a zero on the assignment and potentially suspension. Any subsequent cheating will be dealt with much more severely, including expulsion from school. Cheating is not tolerated at Mount Carmel.

Dress Code

(Applies to grades K5-8 only)

Students in grades K5-8 wear uniforms. All students are required to wear uniforms each day in order to attend school unless designated as *spirit wear day. Uniforms are available from Buckhead Uniform or Lands' End.

- All shirts must be purchased from the approved lists from **Buckhead Uniform or Lands' End** (lists available online at www.mccsch.org or in the school office).
- Pants, shorts, skirts, and skorts **MUST** be navy blue** or khaki** and pleated or flat front with no attached belts, ties, or extra adornments.
 - Cargo pants and Capri pants are prohibited.
 - Shorts/skorts must be uniform in style and fall below the fingertips when standing with arms extended by the side.
- All pants with belt loops must be worn with a belt.
- Shoes must have a closed toe and closed back. No sandals.
- Socks must be white, navy, brown, black, red or tan, as well as solid in color. (no exceptions)
- Tights must be white, navy, brown, black, red or tan, as well as solid in color (tights must be to waist – no thigh tights).
- All uniforms must be pressed, free of wrinkles and stains, and neatly tucked.
- All clothing must fit and be worn appropriately and modestly.
- All shoes with laces must be laced and neat at all times.
- Tank tops, spaghetti straps, muscle shirts, and under-garments worn as outerwear are not permitted at any MCCS function including dances, field trips, ceremonies, field day, etc.

***Spirit Wear Day**

Students may wear uniform shorts, full-length denim pants (jeans), Christian t-shirts or spirit wear t-shirts purchased from MCCS. No endorsements (teams, politics, brands, etc.) are permitted. Cargo pants are prohibited.

Chapel Attire

Boys are to wear a white oxford shirt, khaki pants, and the school tie. Girls are to wear a white shirt, red sweater vest with school logo, and khaki skirt or skorts. Remember, all outer wear must have the school's logo. Boys may only wear the white oxford on chapel days, unless of course you have the logo placed on it.

Early Release Days

Pre-K	11:30
Elementary	11:45
Middle School	12:00

Extracurricular Activities

<u>Activity</u>	<u>Participating Grades</u>	<u>Activity</u>	<u>Participating Grades</u>
Academic Bowl	6-8	Golf	1-8
Chess Club	2-8	Robotics	1-8
Drama/ Music Club	4-8	Quiz Bowl	6-8
Student Council	3-8	Dance	3k-8
Cheerleading*	5-8	Gymnastics	3k-5
Girls Basketball*	5-8	Karate	3k-8
Boys Basketball*	5-8	Guitar	1-8
Volleyball*	5-8	Piano	1-8
Sewing	4-8	Soccer	1-5

*Academic requirements: Students must maintain a C average or better and have a satisfactory conduct grade in all classes in order to participate in these activities. Grades are checked regularly for continued participation.

Field Trips

Field Trips have been planned for each grade level as an extension of classroom learning. Field trip costs are covered by the Activity Fee (except for overnight field trips). Permission forms will be required before participation in any field trip can be allowed. Student accounts must be up-to-date in order to participate in any overnight field trip.

Mount Carmel Christian School sponsors overnight trips beginning in fifth grade. The cost of overnight field trips is not included in tuition. Destinations and cost will be determined by market conditions including gas prices, availability, etc. Trips may include Georgia Cities Tour, Space Camp, Washington D.C, etc.

Field Trip Guidelines:

- Students are required to attend field trips, remaining with the group at all times. Any student not present on a field trip will be counted absent from school and may not attend school.
- Students may not attend field trips if accounts are not up-to-date.
- Parent chaperones are often needed. All parent chaperones will be responsible for Mount Carmel Christian School students.
- Chaperones are not to bring other children on any field trips.
- Mount Carmel Christian School field trips will be taken on leased busses with professional bus drivers. Students are required to be transported in these vehicles only.
- Parents not serving as chaperones are welcomed to participate in all field trips at their own expense and by making their own arrangements.

- Mount Carmel Christian School's faculty will make travel arrangements for students and official chaperones only.
- Mount Carmel Christian School students must remain with the school group at all times. This prohibits leaving with anyone except an official chaperone.
- Mount Carmel Christian School's faculty and staff are not permitted to transport students to a field trip destination or any school sponsored activity.
- Electronic devices (games, phones, etc.) are prohibited on any field trip.

Financial Information

CONTACT INFORMATION

The financial secretary in the school office will handle all payments. Any questions regarding a payment should be directed to this person during school hours. A message may be left on voice mail extension #22 when the financial secretary is not available.

HOW LATE PAYMENTS MAY EFFECT YOUR STUDENT

If any payments owed to the school or before and after care (*of any kind*) are not up-to-date by the end of each semester, grade reports will not be issued.

TYPE OF PAYMENT

Monthly tuition payments will only be accepted with a Bank Draft. Yearly and Quarterly tuition payments may be made by Bank Draft or with a personal check. MCCS does not directly accept credit cards at this time; however, credit card payments can be made via FACTS.

LATE PAYMENTS

All payments are considered late 7 days after the due date. This means that a payment due on the 1st will be considered late if received on the 8th and a payment due on the 15th will be considered late if received on the 23rd. All late tuition payments must include the \$35 late payment fee or they will not be accepted. Until a payment is paid in full, it will not be considered paid on your account.

NSF CHECKS OR DRAFTS

Any returned payment, whether in the form of a non-sufficient funds check or a bank draft, will be assessed the \$35 fee. Any bank draft that is not honored by the bank will be subject to a \$35 fee and if the bank does not honor the draft a second time, only cash, cashier's check, or money order will be accepted for that payment. If the school is unable to collect from the bank or family within seven days, a late fee of \$35 will also be due. This is in addition to the \$35 fee charged for an insufficient funds bank draft. If more than two payments of any kind made to the school or daycare are returned for any reason (other than bank error) during the school year the *remainder* of your payments for the year will be expected to be paid in cash, cashier's check, or money order.

DELINQUENT PAYMENTS

If payments are delinquent, students will be prohibited from participating in the lunch program, field trips, before and after care, etc. until payments are brought up-to-date. If payments are delinquent more than 30 days, a student will be asked to withdraw. A payment paid in full will include any late charges or applicable insufficient fund fees. More than three late payments during the school year may result in the family being asked to withdraw their child from the school. Tuition payments are used to pay teachers and other obligations of the school and are expected to be paid on time.

BEFORE AND AFTER CARE PAYMENTS

Before and After care payments are due on the first of the month and late on the **second** day of the month. Each family will have the option of paying by a monthly ACH draft or by check. Regardless of payment option chosen, all payments are due on the first of the month. If the account is paid by check, an additional fee of \$5.00 per child per month will be assessed and added to the payment due. All late payments must include a \$35 late fee. Any payment not made by the Friday of the first week will result in your child not being allowed to come back to day care. No child will be allowed back into before and after care until the account is paid in full including any late fees. Your spot will be saved for an additional week after which the slot will be filled from the existing waiting list if any. A new registration fee may be required if you have withdrawn from day care during the year for any reason.

EMERGENCY DROP-INS

Emergency drop-ins are to be used for emergencies only and not for daily drop-in. This option cannot be used more than **two times per semester**. If additional times are needed, the child must be registered for before and after care and the monthly fee will apply.

BEFORE AND AFTER CARE FEES FOR AFTER 6:00 PICKUP

Every attempt should be made to pick up your child by the 6:00 p.m. closing of daycare; however, if you are unable to pick your child up by 6:00 p.m. you will be charged \$1.00 per child per minute that they remain in day care. Those fees are due when you pick up your child. If you are unable to pay at that time you may make your payment during the next 24 hours. If you have not paid the fees by the next day at 6:00 p.m., your child will not be allowed to stay in daycare the following day. They may not return until the fees have been paid in full.

An excessive use of this privilege may result in your being asked to withdraw your student from the MCCS Before and After Care program. While our workers want to help parents in need, they also have families to go home to. Please use this option when absolutely necessary. **Using this feature more than two times per month is considered excessive.**

LUNCH PAYMENTS

Your child's lunch may be paid either annually, quarterly, monthly with tuition, or paid with a lunch ticket on a daily basis. Lunch tickets are available in groups of 5 tickets for \$26.25 and may be purchased in person through the school office on Monday, Wednesday, and Friday from 8:00 a.m. to 9:00 a.m. Any time a child comes to school without a lunch, a lunch will be provided and a \$5.25 fee will be assessed to the child's account. The fee is expected to be paid by the next business day. Please note that lunch tickets do not cover special days such as field day, etc.

REFUNDS

MCCS does not issue refunds on tuition, Before and After Care, lunch payments, field trips or fees of any kind.

WITHDRAWN STUDENTS

No refund of any tuition or fees of any kind will be issued to a student or family if a student withdraws from Mount Carmel Christian School. This will apply whether the withdrawal is voluntary or involuntary and will apply from the date of registration. When a student enrolls at MCCS a place is reserved for the entire school year. Early withdrawal prior to the first day of school will result in a \$1500.00 early withdrawal fee per student. Tuition is non-refundable and may not be used toward the early withdrawal fee. After the first day of school, the entire year of tuition will be due.

Grievances

All communication about a student's experience at Mount Carmel Christian School should follow the proper progression of authority. Grievances should be communicated directly to the person involved. If a grievance has been communicated to the involved party, and a satisfactory resolution has not occurred, the grievance is to be taken to the next level of authority. The progression of authority is:

1. Teacher
2. Supervisor
3. Principal

Correspondence to Chairman of the School Board must be submitted in writing and should be placed in a sealed envelope labeled to *MCCS Chairman of Board*. The envelope can be mailed to the school or delivered in person to the school secretary. It is not MCCS Board policy to meet directly with parents or to discuss grievances by phone.

Homeroom

All students begin their day with a homeroom period (8:30-8:45 for grades K-8, and 8:45-9:00 for Preschool). The following activities take place during homeroom:

- roll taken
- announcements made
- pledges to the American flag, Christian flag, and Bible
- Lord's Prayer
- monies and lunch tickets collected
- devotions

Hours of Operation

7:00 a.m.	Day care opens
8:00 a.m.	Teachers arrive/day care closes
8:00 a.m.	Teacher devotions
8:20 a.m.	Students to homerooms-all teachers in classrooms
8:30 a.m.	Homeroom begins (grades K-8)
8:45 a.m.	PK begins
12:45 a.m.	PK dismissal/day care opens
3:00 p.m.	Grades K5-4 dismissal
3:15 p.m.	5-Middle School dismissal
6:00 p.m.	Day care closes

Inclement Weather

Should the weather become so bad that the safety of the students is jeopardized, school will be closed. **If Gwinnett County schools are closed, MCCS will be closed.** Please listen to your radio and television for details of school closings.

Injuries and Illness

Minor student injuries are handled by the school office. Students who are running a fever, vomiting, or have any contagious symptoms must be sent home. Children **MUST** be fever-free and have not vomited for a 24-hour period before returning to school.

ALL medications must be distributed and recorded by the school office. Students are not permitted to carry any medication. Medications will not be dispensed without a completed medication form.

Lost and Found

Students are responsible for their personal property; the school does not accept responsibility for lost property. Students are cautioned not to bring valuables or large amounts of money to school. All personal items used at school should be *clearly marked with the student's name*. Students who find lost items are instructed to take them to the school office to be placed in "Lost and Found".

Donations are made to local shelters from "Lost and Found" at the end of each month.

Lunch Program

Mount Carmel Christian School offers a hot lunch program for students Monday - Friday at a reasonable cost. Microwaves are available for students who bring their own lunches from home. See Financial section for payment information.

Forgotten lunches – Additional lunch supplies are kept for students who forget their lunch. Students who forget their lunch may request a lunch for a charge of \$5.25. If a parent brings lunch to a student, that lunch should be left in the office for delivery to the student.

Visitors at Lunch – Visitors are welcomed to eat lunch with a student. The visitor must sign-in at the school office and wear a visitor's badge prior to going to the lunchroom.

Lunch Rules - Parent cooperation is essential in order to maintain a well-operated lunchroom.

Parents are asked to urge their children to observe proper lunchroom behavior. The following is a list of the lunchroom rules:

- Students are to remain in the lunchroom unless given permission to leave.
- Students will maintain an acceptable noise level while in the lunchroom.
- Students will keep their hands, property, and food to themselves. No sharing (allergies).
- Students will be responsible for cleaning the area where they eat.
- Students will show respect to all lunchroom personnel.

Any questions regarding the operation of the lunchroom should be directed to the school office or to the lunch coordinator, Linda Williams.

Media Center

Mount Carmel Christian School offers a modern media center, available for use by students on a regularly scheduled basis. Educational videos, big books, as well as up-to-date computerized reference materials, enhance the book collection.

Hours of Operation – The school's library is open from 9:00 – 3:00. Each PK-5th grade class has a scheduled library time each week. Students in grades 6-8 utilize the library through academic classes. The library is available for all classes, individual students, parents, and faculty during free library times.

Circulation

- Checkout – Students in grades 4K-8 will have borrowing privileges. Each student will be limited to a specific number of books at one time as determined by grade level. Students are allowed to check out back issues of magazines and books. Faculty and staff are allowed to check out TVs and DVD players, headphones, DVDs, books on tape, books, and magazines.

- Overdue materials – If a child possesses an overdue book, three notices will be sent. Library privileges will be suspended one week after the third notice if the book is not returned. Library privileges will resume once the book is returned or the lost book is paid for.
- Lost books – The standard **fee for a lost book is \$20** regardless of size, length, or age of book. Cash or check payable to Mount Carmel Christian School will be accepted payment.
- Library behavior – All students are expected to adhere to school-wide rules while visiting the library.

Medications

ALL prescription and non-prescription medications are to be administered by the school office. The office does not stock any medications such as Tylenol or Advil. You may wish to send in your own for us to have “on hand” for your child. However, any medications, prescription or non-prescription MUST be clearly labeled with the child’s name and accompanied by a completed and signed “Office Medication Form”.

Messages

The school office is glad to deliver messages to students during the school day. If a parent needs to see a student, he/she should come to the school office so that the student may be called over the intercom. Parents are not to go directly to a classroom during school hours. Messages for teachers are to be left with the school secretaries for delivery. Students are not permitted to have cell phones at school or on field trips.

Observation Policy

It is the policy of Mount Carmel Christian School not to have parents visit classrooms in the capacity of observing the students or the teacher. This policy is maintained because any visitation in the classroom is a distraction to the students and takes away from their educational opportunity.

Orientation

Orientation programs are held for students and their families the Thursday before school begins. Parents are urged to attend orientation as it provides valuable information about the school year. Necessary forms, teacher assignments, schedules, and payment information are provided at orientation. Please notify the school office if you are unable to attend.

Parent Volunteer Policy

Mount Carmel Christian School encourages and welcomes parent involvement in the capacity of volunteering. Parents may volunteer to help teachers in the classroom, assist in office duties, aid in sporting activities, etc. The time and capacity of volunteering in these situations is determined by the individual in charge of these activities. Please make arrangements by contacting the teacher, coach, etc. However, classroom visits for the purpose of observing teachers and students is not permitted as it is a distraction to the students and takes away from their educational opportunity. Mount Carmel Christian School teachers are of the finest caliber whose abilities are observed by administration. Administration observes all teachers on a regular basis.

Parking, Pick-up, and Drop-off

Drop-off Times/Procedures – ALL students must be dropped off at the front door. Students may arrive as early as 8:00 A.M. Students arriving between 8:00-8:20 should go directly to the gym to await the

bell. Students dropped off between 8:20-8:30 may go directly to their classrooms. In order to avoid being counted tardy, students must be seated in their classrooms by 8:30 A.M.

Official School Time - Late passes are issued according to the M CCS bell system, which is considered "official school time".

Pick-up Times/Procedures – Students in grades K5-8 will be dismissed from the back and should be picked up in the back parking lot. Preschool students will be dismissed from the front. It is vital that students be picked up promptly. If a student is not picked up within fifteen minutes of dismissal, he/she will be sent to the office to await pick-up. Please consult page 13 for dismissal times.

Parking – Parking in the front drive is prohibited during school hours. Vehicles should be parked in designated parking spaces only. In order to keep traffic flowing smoothly, avoid unnecessary delays, and for the safety of children please follow these guidelines:

- If you need to get out of your vehicle to help your child unload something, please park in a designated parking space.
- If you need to place your child in a car seat, help him/her get buckled, or load book bags in the trunk, please take care of this after you pull away from the pick-up traffic.
- When visiting the office during arrival and dismissal times, please park in a designated parking space.

Late drop-off/pick-up – Students arriving after 8:30 must be signed in at the school office. Parents must come to the office to sign in their student(s) and receive a late pass. Students will not be admitted to class after 8:30 without a late pass. Parents arriving after the designated pick-up time must come to the office to sign out their student(s). Charges for late pick up are as follows:

- Parents who are not on time to pick up their students will incur a \$5.00 charge for the first fifteen minutes past the designated time.
- After fifteen minutes, a \$1.00 per minute charge will be assessed.
- Each family will be afforded one warning before incurring the \$1.00 per minute charge.

Room Parents

Parent volunteers are a necessary component to any successful school program. Parents are encouraged to volunteer during orientation for assistance in organizing field trips and class parties. A special meeting will be scheduled by the administration to explain the roles and responsibilities of room parents.

Safety Patrols

Fifth grade students are selected by their teachers to serve as safety patrols. The safety patrols are available to help maintain a quick and safe drop-off time in the morning. Please be careful to follow the directions given by safety patrols.

Security

Any visitors who enter the building MUST sign-in at the school office and wear a visitor's pass. This policy will be strictly enforced. Any student leaving school will be checked out from the office. The school office will call the student from the classroom. Parents must wait for students in the lobby. If the student is on the playground, the parent will be given a pass from the office to pick up the student from the playground. Parents are not allowed to go to the classroom to get a student. The office will not send parents to get students. Any visitors in the classrooms or hallways without a visitor's pass will be asked to leave immediately. Parents should not linger in classrooms for any reason.

Conferences must be scheduled with the teacher's approval, and observations must be approved by the office.

Signing-In/Signing-Out

Parents checking students in after school has started or checking students out before school has ended must come to the office. The following guidelines should be followed:

- Sign the student in or out at the office window.
- Report to the secretary to receive a pass.
- Students who are being checked out will be called over the intercom to meet the parent in the school office.
- Late passes are issued according to the MCCS bell system, which is considered “official school time”.

Special Services

If a student is experiencing problems in school of either a behavioral or academic nature, the student may be referred to the Student Support Team (SST). The SST provides services through the regular education program, including instructional planning and consultation which involves those individuals responsible for the educational well being of the student. Members of the SST include a school administrator, the student’s classroom teacher, and the director of special services.

The SST is not meant to serve as a special education service. Student support teams are designed to provide support for the classroom teacher before a referral is made to offer supplemental or support services.

The SST may refer a student for formal evaluation if the implementation of previous plans proves unsuccessful. The classroom teacher will notify parents of the need for evaluation, and make referrals for such services. Mount Carmel Christian School is not responsible for costs incurred in formal evaluations. Based on evaluation results, a student may be asked to seek another school for the following reasons:

- If the student/family does not comply with and follow through on recommendations to seek counseling, tutoring, or testing for the student in the given amount of time.
- If the student /family chooses not to use interventions recommended by professionals.
- If the student’s behavioral and emotional concerns cause discipline problems and take away from other children’s learning.

Student Supplies

Initial student supplies for grades 1-8 are provided for by the activity fee. Students are expected to supply their own paper and pencils. Once the initial supplies have been used, parents will be informed by the classroom teacher what specific supplies need replacing.

The activity fee for preschool through kindergarten students provides basic supplies at the beginning of the school year.

S.O.A.R.

Students Obtaining Academic Resources (SOAR) is a special program geared toward students with a specific learning disability. SOAR provides services for students in grades 1-8 who qualify for special education services under IDEA (Individuals with Disabilities Education Act).

SOAR is designed to meet the needs of students:

- whose least restrictive environment includes a general education classroom.
- who experience academic difficulty due to a specific learning disability.
- whose academic difficulty is not due to motivation, behavioral difficulties, or environmental factors.

Students are eligible for SOAR under the same eligibility criteria used by the state of Georgia. An extensive testing process is required for eligibility, and may be initiated by the classroom teacher or by parental request. After determination of eligibility, an Individual Education Plan meeting is held to determine specific annual goals and short term objectives for the student. Long term goals for each student include development of self-advocacy skills and a gradual transition into full-time general education.

Student Volunteer Policy

Former MCCS students who have graduated or withdrawn in good standing may volunteer during school hours with administration approval.

- Volunteers may offer their time during non-school hours during on-campus activities with administration approval.
- Volunteers may not be allowed to offer their time on any school field trips or any off-campus events. All volunteering must occur on campus.
- Volunteers are limited to a maximum of 30 hours per school year and will be assigned based on availability.
- Volunteer placement must be determined as appropriate and is the sole discretion of administration.
- All volunteers must schedule their time with at least two weeks prior notice.
- Volunteers and parents must sign Volunteer Waiver and Release of Claim form.
- Volunteers must provide insurance information before scheduling time.

Transcript Requests

Two free transcripts will be issued upon request. Requests for additional transcripts will cost \$5.00 per transcript.

V.O.Y.A.G.E.

Voyages of Young Achievers in Gifted Education (VOYAGE) provides services for students in grades 1-8 who qualify under the Georgia Board of Education standards for gifted education. Students are evaluated using the following criteria: mental ability, achievement, creativity, and motivation. VOYAGE exists to provide enrichment opportunities to the gifted child with an emphasis on creative problem solving and critical thinking in both cooperative and individual settings. Students in grades 1-5, will be “pulled-out” of their regular class(es) to attend VOYAGE for a specific number of hours per week with other children according to age and grade level. The VOYAGE day will consist of interdisciplinary units of study, problem-solving competitions, current events discussions, critical thinking activities, field trips, and technology applications. Gifted students in grades 6-8 qualify for an honor’s track of courses.

Withdrawals

Student withdrawals (whether voluntary or involuntary) from Mount Carmel Christian School are handled through the school office. In order to transfer academic records, all fees must have been paid,

all books and other school belongings returned, and the proper forms completed. Please refer to page 10 for financial information regarding withdrawals.

Signature

All parents and students must read and sign the *Student Handbook* affirming that you agree with the school’s policies and procedures. Therefore, print this page and sign on the appropriate line. Once this has been completed, please return this signed document to your child’s homeroom teacher. All signatures must be returned to the school no later than September 13, 2011.

Parent _____ **Date** _____

Student _____ **Date** _____

Student _____ **Date** _____

Student _____ **Date** _____