



**Parent-Student Handbook
2017-2018 School Year**

August 2017

Dear Parent or Guardian,

We are delighted that you have committed your child and yourself, to this journey with us at Montgomery Christian School.

The academic, social, and spiritual growth of your child is our mutual goal. We look forward to working together toward that end. We are in this mission together for the good of your children and the glory of God.

This handbook provides a clear description of the policies and procedures at the school. Should you require any clarification, don't hesitate to call the office at (334) 386-1749 or by email at katkins@montgomerychristianschool.org.

Sincerely,

*Kathi Atkins
Principal*

STAFF

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DAILY SCHEDULE

Students arrive.....7:30am – 8:00am
Class begins 8:00am
Dismissal..... 2:45pm-3:15pm
Late pick-up fee is \$1.00 per minute after 3:15pm

Montgomery Christian School would like to thank Heritage Academy of Augusta, Georgia, Restoration Academy of Birmingham, Alabama, and Prichard Prep of Mobile for their generous contributions to our handbook.

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Statement of Faith

I believe in God, the Father Almighty,
the Creator of heaven and earth,
And in Jesus Christ, His only Son, our Lord,
who was conceived of the Holy Spirit
born of the Virgin Mary,
suffered under Pontius Pilate,
was crucified, died and was buried.
He descended into hell.
The third day he arose again from the dead.
He ascended into heaven
and sitteth at the right hand of God the Father Almighty,
from whence He shall come to judge the living and the dead.

I believe in the Holy Spirit,
the holy catholic church,
the communion of saints,
the forgiveness of sins,
the resurrection of the body,
and life everlasting.

Mission

The mission of Montgomery Christian School is to glorify God by providing an academically challenging Christian education in a Christian environment to families with limited options. The goal of this education is to bring every student to spiritual maturity in Christ along with academic, social, and emotional maturity where they can effectively pursue God's purposes in their personal life, family, church and city.

MCS will emphasize academic proficiency as a foundation for life-long learning, a biblical Christian worldview as the standard for examining truth across all academic disciplines, personal responsibility, courage and self-discipline. All of this will be accomplished in partnership with parents and the school.

MCS Motto

"Do good and avoid evil."

Vision

Montgomery Christian School will promote individual excellence through quality teachers, broad based family and community support, and programs that are biblically based. MCS will enable children to reach their full potential and perform successfully on standardized testing at the national level regardless of their current academic and social

status. We will also help students form a vision for their life following high school graduation, which includes college or technical education.

Values

At Montgomery Christian School we value the total commitment of our stakeholders (students, parents, staff, and supporters) as evidenced by a sense of shared purpose, effective communication, and an environment that conveys the message that all students can learn. We also teach a biblical worldview that integrates the truth of God's Word with the facts about God's world. Christian virtues and character are of high priority at MCS.

Christian Philosophy of Education

The purpose of Christian school education is the instruction of children in a God-centered view of the world. Underlying this goal is the conviction that God reveals all truth; that He is the source, sustenance, and goal of all creation, and that real education rests upon the revelation of His truth in Holy Scripture. Thus, Christian education is first, Godward, then manward; first an understanding of God's revelation and the embodiment of His truth, Jesus Christ, then an understanding of all that is in the world through the eyes of God. As the reality and power of God permeates all true learning, so this perspective informs all aspects of the school, its staff, and its setting. We, therefore, hold that:

1. The Holy Scripture is the Word of God and the only rule for faith and practice.
2. All people are created in the image of God; as such, treated with dignity and respect. We are to reflect the character of God in our lives and to reveal it in the way we carry out His work.
3. The school admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, financial aid, and other school administered programs.
4. To carry out the mission of Christian education, the personnel and programs must reflect Biblical principles of holy living, truth, and faith expressing itself through love.
5. The pursuit of excellence is glorifying to God. Students will be encouraged to achieve and to model godliness before school, family, and community.

6. The self-confidence of children comes from knowing the love of God and understanding His purpose for their lives. That purpose is to glorify God and to enjoy Him forever.
7. Montgomery Christian School believes in the Biblical design for family. We respect the home as the first and most significant classroom of the child. We expect parents and/or guardians to be involved in the life of the school and to be in partnership with the school for the success of their child.
8. Children are gifts of God to parents, who have the ultimate responsibility for educating them in God's truth, and therefore education must be a cooperative effort between school and parents if it is to take place outside as well as inside the classroom.
9. The model of Christian conduct is Jesus Christ and the molding of a Christian character must be directed towards the total person: spirit, soul, and body.
10. In pursuance of the nurture of the complete student, clearly defined standards of conduct, dress, and performance must be articulated and maintained.
11. Discipline is essential for the child and is administered in a loving, just, and consistent way. It creates the proper atmosphere for learning and assists each child in developing self-control.
12. The school is not a place for the reformation of children with behavior problems, but a place for the encouragement of children to be ready and eager to learn.
13. All subjects are taught to prepare the child for responsible adult citizenship of the world and God's kingdom. The school promotes love for and skill in reading; the value and mastery of mathematics; effective and clear expression in oral and written communication; understanding of science and the Creator; wholesome appreciation of and proficiency in the fine arts and literature; respect for and understanding of government, cultures and social issues and their relationship to God; and esteem for and understanding of the Bible and how God has worked throughout history.
14. Respect for the individual student as a unique creation of God, calls for instruction geared to individual needs, skills, and proper academic preparation.
15. A positive self-image, characterized by self-respect and humility, results from successful personal achievement and a clear perception of God's love for each person.

16. The school will promote in its students a firm and loving respect for the home, God's basic unit of society; the nation, the structure for freedom of thought, worship and association; and the Church, the Body of Christ.
17. The prayerfully pursued goal of Christian education is a redeemed and joyful child, who is living by faith in Jesus, God-centered in his thoughts and behavior, committed to eternal values and showing love for his neighbor.

Program and Evaluation

The academic curriculum covers reading, mathematics, language arts, science, social studies, physical education, bible/character, art, and music. The course of study meets all of the requirements of the State of Alabama. All classrooms have wireless internet connections, marker boards, Elmo projection, and computers for technology development.

All of the classroom teachers at MCS have valid up-to-date Alabama Teacher certificates.

It is our belief that all students are unique and learn in different ways. Therefore, we provide a variety of instructional approaches that will assist them in achieving their highest potential.

Reading is a main focus at MCS. Students in K through 4th grade use *Reading Street* and our 5th grade students read 5-6 novels a year for their reading curriculum. Students participate in a 90 minute reading block daily with total group and small group instruction and activities. The Accelerated Reader Program offers independent reading practice on the students' reading level to practice the skills taught in class. This program increases comprehension skills, vocabulary and fluency. Students in K through 5th grade are encouraged to read books and take tests on the computer. MCS uses the STAR reading assessment to assess each student's reading level.

MCS uses *Singapore Math* in K through 5th grade. Singapore uses a concrete to pictorial to abstract approach to teaching math. This program builds strong problem solving, critical thinking and computational skills. Students participate in a 90 minute math block that includes instruction, practice, and intervention if needed.

Science and social studies lessons are taught using the Abeka and Purposeful Design programs. Both curriculums present science and social studies through a Christian world and life view which is in line with the MCS mission. Field trips may also be taken to further enhance the students' learning. Fourth grade students study Alabama History and take many field trips throughout the Montgomery area.

Bible/Character class is taught at least 3 times a week. Students use the *Positive Action for Christ* series from K through 5th grade. Students cover many stories from creation to Paul's journeys in the New Testament and also learn memory work. Students also participate in chapel once a week where more bible/character topics are covered.

MCS students participate in art and music classes each week. Students learn music theory, voice techniques and 4th and 5th grades learn to play the chimes. Our students can also participate in the Montgomery Music Project. Art is taught for one hour each week to every class at MCS. The curriculum used is called Meet the Masters and The Eidsmoe Art Curriculum. Students learn art history, art literature, and create works of art in the style of many of the great master artists.

Library skills are taught to various classes according to the level of need and understanding. Students visit the library on a regular weekly basis and at other times based on the discretion of the teacher. Damaged or lost books must be replaced.

Homework is assigned to reinforce skills taught in the classroom, to check for understanding, to teach study habits and time management, and to develop critical thinking. Homework may or may not receive a grade. The time spent on homework varies according to the grade level and need. For example, lower grades have less homework than upper grades. It is the responsibility of the students and parents to complete homework assignments.

The physical education program requires active participation of all students unless prohibited by a doctor. An excuse must be on file in order for a student to be excused from P.E. class. The program is designed to meet the safety, health, physical, and recreational needs of the students while fostering a Christian attitude toward good sportsmanship.

Field trips are educational experiences that reinforce the curriculum but are also considered a privilege. Students who are disruptive may not be invited to attend. Students who have misbehaved on previous trips may be automatically excluded from future trips. Students must wear acceptable clothing as directed by the supervising teacher with the approval of the Principal. Transportation and the cost of the field trip are usually covered by MCS; however, occasionally parent transportation and money is needed. A field trip permission slip must be signed in order for the child to attend the field trip.

Assessments, Reporting, and Grading

In the spring 3rd through 5th grades are assessed in reading, math, language arts, science, social studies, and listening skills using SAT10 (Stanford Achievement Test) assessments.

Reading levels for students in 1st through fifth grades are assessed each quarter using the STAR reading assessment.

Teachers communicate regularly with parents on their child's academic and behavioral progress. Progress reports are sent home every 4-5 weeks and student papers are sent home every 2-3 weeks so that parents are given an indication of work efforts before the report card itself.

Student report cards are sent home every nine weeks. They represent a concise picture of achievement, effort, and conduct in all areas. Students scoring less than 70% yearly average in reading or math may be retained.

MCS uses the following grading scale(s):

A	90 - 100	S+	Mastery
B	80 - 89	S, S-	Developing
C	70 - 79	N	Needs Improvement
D	60 - 69	U	Unsatisfactory
F	59 - below	X	Not Evaluated

Parent/teacher conferences are held quarterly, but may be scheduled individually anytime the need warrants. These opportunities give the parent and the teacher a chance to discuss the individual student's progress.

Admissions Policy

It is the policy of MCS to accept students on a first come first serve basis if they pass the assessment for the grade in which they are entering. Other factors considered in determining the selection of students include but are not limited to: test scores, academic performance, behavior/conduct, and the attendance record at previous school; behavior observed during testing, and the parent's ability to pay tuition. Siblings are given priority. If classes are at a maximum capacity, applicants will be put on a waiting list. MCS does not discriminate on the basis of race, national or ethnic origin.

Code of Conduct

The school code of conduct is derived from the Statement of Faith and the related biblical world view which establish the following parameters of acceptable behavior.

1. Students agree to do their best to obey those who have authority over them, for this is right in the sight of God.
2. Students agree to do their best to show respect to their teachers and fellow students in class by proper behavior.
3. Students agree to cooperate with school policies with a positive attitude because discontentment can become a bad habit and a costly attitude that can rob them of pleasure.

4. Students agree to refrain from the use of drugs, tobacco, and alcohol since these are certain destroyers of self-discipline, self-control, and definitely against God's plan for a Christian.
5. Students agree to do their best to try to refrain from becoming selfish, irresponsible, demanding, discourteous, irreverent, or destructive in their attitudes towards fellow students and teachers.
6. Students agree to refrain from the use of profanity, offensive slang, vulgarity, divisive rivalry, and inappropriate jesting.
7. Students agree to refrain from chewing gum in the classroom unless given permission by his/her teacher.
8. Students agree to refrain from lying, cheating, or stealing, or tolerating these actions among fellow students. Students are expected not only to adhere to this policy, but also to promote and encourage peers in it.
9. Students agree to maintain Christian standards in courtesy, kindness, morality, and honesty.
10. Students will refrain from threatening remarks or behavior towards other students or teachers.

School Standards

The students of Montgomery Christian School will cooperate in observing the following standards:

HALLS

1. Walk at all times when in passage through the school building.
2. Talking in conversational tones before and after school is permitted.
3. Silence is required during school hours so neighboring classrooms and offices are able to work freely.
4. Ball equipment should be used only on playground area.

RESTROOMS

1. Use restrooms during designated classroom times for their intended purpose.
2. Keep the restrooms neat and clean.
3. Students need to remain respectfully quiet during restroom use.
4. Appropriate behavior is required at all times while using the restroom.
5. Students will use restrooms and other such facilities in accordance with their biological sex as indicated on their birth certificate.

CLASSROOM

1. Students are to enter the classroom quietly with required materials and take their seats before class starts.
2. Students are not to be in any classroom that does not have teacher supervision.

3. The teacher must grant permission before a student may bring toys, pets, (electronic) games, etc., to school. (Toy guns, radios, pocketknives and skateboards are never allowed.)
4. Students will observe their teacher's standards for classroom conduct at all times.

OFFICE

1. Students are not permitted in the school office without permission from the teacher.
2. Students are not to use the telephone except for emergencies. Forgotten lunches, clothes, field trip money, etc., are not considered emergencies.

GENERAL RULES

1. Writing and passing notes will not be allowed during a school day.
2. Students are to follow a "hands-off policy": no fighting, hitting, pushing, etc.
3. Students who are responsible for causing damage will be expected to restore or replace as deemed needed or necessary by the Administration.
4. Students should help keep our school clean by placing trash in proper containers.

Honor Code

In accordance with the mission of the school and the Code of Conduct, Montgomery Christian School students will not participate in lying, cheating, stealing or harassing, and they will not tolerate those actions in others.

Lying

At MCS, we believe it is vital to tell the truth at all times, recognizing there is honor in telling the truth even when that truth reveals a mistake or an error in judgment. It requires courage to face mistakes and accept responsibility for their consequences.

Telling the truth includes explaining accurately why work was not completed on time or was incomplete, why one was absent or late from school, why one missed an obligation, how one interacted with other students or a teacher, and any other specifics about one's actions. A student who makes false excuses for his or her behavior has not upheld our Honor Code.

Cheating

At MCS, we believe students must engage in honest scholarship. Honest scholarship in student work means that the product comes from a student's own mind and effort. Such work includes all tests, exams, long-range projects, and homework. Written work, for instance, needs to reflect a student's ideas, organization, punctuation, and sentence structure. In order to help families and

students alike understand types of habits and help which are suitable or not, we provide the following examples of permissible and non-permissible help that can be given and/or received, keeping in mind that the spirit of the law is more important than the letter. All families should review and discuss these examples at home.

Students who give or receive help with the intent of providing or gaining an unfair academic advantage are not living up to the Honor Code.

Permissible Help from Fellow Students and Parents

- Telling another student what the assignment is
- Repeating specific directions given by the teacher
- Identifying weakness in organization, style, word choice or content. In other words, it is permissible to comment: "This paragraph is weak," or "These words are misspelled," or "You didn't answer all the questions."
- Sharing notes (unless the notes are the assignment)
- Showing another student how to do a problem by using another example
- Brainstorming ideas on creative writing assignments
- Reviewing material in preparation for a test or exam
- Discussing concepts that were addressed in class or engaging in discussion of course material for better understanding

Non-Permissible Help from Fellow Students and Parents

- Giving another student your answer or answers to any given question
- Telling another student how to re-write something (i.e. "...just write this down.")
- Sharing with another student any content that is part of an answer
- Letting someone read your answers, knowing or suspecting he or she intends to paraphrase those answers
- Showing or explaining to another student where to find information for an assignment (i.e. "look on page 34 for the answer")
- Looking at another student's paper and/or using his or her ideas or answers
- Using a calculator when not permitted

- Having another person, including a parent, assist with the production of an assignment, including typing or word processing written work (Exceptions are made for students with special learning needs.)
- Discussing any aspect of a quiz or test before all students have taken the test
- Letting a project partner do all of the work and then putting your name on the final project

Stealing

At MCS, we believe in respect for one another's property. A student who demonstrates this respect never defaces anything that belongs to another student or the school, never "borrows" property (including money, clothing, books, academic work, papers, calculators, uniforms, art supplies, library books or classroom supplies) without specific permission, never takes or hides food or other items that were intended for another person, never takes things from the "Lost and Found" that are not his or hers, and never violates a student's or teacher's privacy by entering her desk or room, computer files or folder, or other personal property without permission.

Harassing

At MCS, we believe every person deserves to be treated with sensitivity and respect. Students who uphold the Honor Code will strive to make all members of the community feel accepted from the first moment they arrive at the school and will treat everyone, regardless of physical, mental, or other differences, with respect.

As a community, we will not tolerate harassment of any kind, whether it is of a general nature or falls within the specific examples listed below.

- Ethnic harassment: abuse of an individual or group on the basis of ethnic origin
- Religious harassment: abuse of an individual or group on the basis of religion
- Gender harassment: abuse of an individual or group on the basis of gender
- Sexual harassment: use of sexuality to harass

Harassment includes both the more easily identified acts of verbal, written or physical abuse, (i.e. persistent derogatory comments, persistent demeaning remarks, threatening remarks, racial or ethnic slurs, leering references to someone's body) and the more subtle, but equally damaging forms, such as graffiti and stereotypical jokes.

The staff hopes to create an environment in which students would expect their peers to adhere to the Honor Code and feel comfortable reporting violations or confronting one another. Because the age of our students and the size of our student body make the burden of *required* reporting of violations too great, students will be encouraged, and

taught how, to speak up when they observe another student violating the Honor Code. Likewise, all other members of the school community -- parents, teachers, and staff -- will be called upon to do their absolute best to protest, in an appropriate way, behavior that lacks integrity.

Disciplinary Procedures

Elementary school is a time for children to make choices, but also to rely on the guidance and counsel of adults who are important in their lives. At Montgomery Christian School, we recognize four levels of social interaction to help us discipline, or teach, our students how to succeed at school and in life. The first two levels are not acceptable at school. **Anarchy** is the absence of order and is characterized by chaos. The next level is **bullying** or **bossing** which is characterized by bothering or bossing others and breaks our standards at school.

The following levels are both acceptable at school. **Cooperation** is when a person is considerate and complies with requests, but the motivation is external – either from peers or adults. **Maturity** is our goal for all students. This level is characterized by self-discipline, initiative, and displaying responsibility because it is the right thing to do. A person’s motivation is internal, and this is the highest level on the social development continuum. We believe in teaching students what it means to function in a democracy, we believe supporting the goals of our school, community, and nation.

The following is a list of core beliefs that will guide decision making when disciplinary action is called for:

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
2. Students will be guided and expected to solve their own problems, or the ones they create, without creating problems for someone else.
3. Students will be given opportunities to make decisions and live with the consequences, be they good or bad.
4. Misbehavior will be handled with natural and logical consequences instead of punishment, whenever possible.
5. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to personal attack on school or staff.
6. Students will be encouraged to request a meeting with the teacher whenever consequences appear to be unfair.
7. School problems will be handled by school personnel. Criminal activity such as weapons, alcohol, drugs will be referred to the proper authorities.

Suspension

A student WILL BE suspended for profanity, violence, or threat of violence (verbal or physical) to another person. In the event of suspension the student will be removed to

the administrator's office until the parent can pick him up. This will be considered an unexcused absence which will result in a zero on all graded work for that day.

Expulsion

It is not our desire to ever ask a student to leave Montgomery Christian School. However, serious display of non-Christian actions or attitudes may prompt a student's dismissal from MCS. The "disciplinary chain of events" may need to be bypassed in order to respond appropriately to a more serious student violation.

Health, Safety, Medication, and Immunizations

We exercise reasonable care and judgment in all matters related to safety. In all emergencies, MCS has permission to take such reasonable measures as are (in the judgment of the teacher or administrator) necessary for the welfare and safety of the child until the parent can be reached.

If your child becomes ill during the day, he/she will be isolated from the group and you will be called to pick him/her up immediately. In the event of exposure to a contagious disease within the group, you will be given written notice. Teachers will not be responsible for giving medicine to children at school, unless prescription medicines are required. In the event your child requires prescription medication, clear written instructions must be provided.

Children who have a contagious illness or exhibit any of the following signs of illness may not attend school:

- ~ A fever of 100 degrees or more within the previous 24 hour period
- ~ Diarrhea/vomiting (must stay home 24 hours after symptoms subside)
- ~ Contagious diseases (chicken pox, measles, mumps, thrush)
- ~ Severe coughing/sore throat (strep)
- ~ Heavy or green nasal discharge
- ~ Skin rash of any type related to an allergy- must have written note from doctor
- ~ Pink eye or thick eye discharge

Ringworm should be medicated and covered with a band aid at all times.

We make every effort to protect your child but normal everyday bumps and bruises may occur. Our staff is careful in every respect but if an accident occurs, an accident report will be in the office for you to read and sign. In the event of a serious accident, you will be notified immediately to give us instructions on the way you would like for us to handle the situation.

All immunizations must be updated and an official immunization form on file in the school office. Students of Montgomery Christian School must be in compliance by the first day of school.

Dress Code

Students enrolled at Montgomery Christian School are expected to follow the precepts of I Timothy 4:12 in respect to dress and grooming. *“Let no man look down on your youthfulness, but rather in speech, conduct, love, faith and purity, show yourself an example of those who believe.”* We know that the Bible does not say precisely what kind of clothes to wear but it does give guidelines to follow when it comes to conduct and appearance.

In all areas of appearance – clothes and hairstyle - students should look neat and natural (including hair color) with emphasis on cleanliness and modesty. These ingredients are encouraged.

In order to minimize problems in the area of dress code, children at Montgomery Christian School are required to wear uniforms. We believe that students will be proud to be associated with this school and will understand the importance of being good representatives of God, home and school.

- Students will dress in conformance with their biological sex as indicated on their birth certificate.
- No blue jeans are permitted unless requested by the teacher.
- All shirts, pants, shorts, skorts, and skirts must fit well and not be oversized or undersized. All students must wear a simple belt.
- Khaki pants, skirts, skorts, shorts, or jumpers are acceptable.
- Three-buttoned golf shirt in white or navy blue is the uniform shirt.
- All shirts must be tucked in at all times.
- Students may only wear a white under-shirt under the uniform shirt.
- All clothing must be hemmed. No cut-offs or rolled-up cuffs. Cuffs must be tailored and tacked/sewn at the seams.
- Sturdy shoes, tennis shoes or dress shoes may be worn. Socks must be worn at all times.
- Hair accessories or jewelry must be modest in size and appearance.
- Hairstyles must be neat. Radical hairstyles, including but not limited to unusual colors, spikes, tails, or shaves are not allowed.
- Earrings are to be worn by girls only.
- Removable tattoos or other body drawing should not be worn.
- Only a lightweight sweater or jacket in school colors may be worn during the day. No other jacket or sweater will be permitted to be worn all day.

In general, it is the policy of the school to prohibit any student hair style, dress style, make-up or jewelry that presents a distraction at school or danger to student’s health and safety. All final decisions regarding appropriate student dress are up to the discretion of the administration.

STUDENTS WHO ARRIVE AT SCHOOL NOT IN UNIFORM WILL RECEIVE A WARNING. IN THE EVENT OF A SECOND APPEARANCE NOT WEARING THE SCHOOL UNIFORM, THE STUDENT WILL BE SENT HOME.

Student Activities

Chapel

Students will attend chapel every Friday. Special topics presented by our Principal, staff, and special guest speakers help challenge our students to a deeper walk with Christ. Chapels are an integral part of our school's curriculum; therefore, attendance is expected. Teachings are based on the Word of God. Denominations will not be taught, however, students will be exposed to various forms of worship and prayer. Family members are welcomed to attend.

Class Parties (Special Get-Togethers)

Parties are encouraged on Christmas, Valentines and Easter. **Halloween is not a holiday that is observed or celebrated.** The Harvest and Thanksgiving Themes are stressed during October and November. **The emphasis at Christmas and Easter will be a spiritual one rather than a focus on Santa Claus or the Easter Bunny.** These parties are at the end of the school day and last no longer than one hour. Student birthday observances are permissible, but presents are not permitted. **Parents must make prior arrangements with the classroom teachers for any party planning.**

Pictures

Pictures are taken of all students each fall for school records. Students are given the opportunity to purchase copies of these pictures if they wish. We will also have a class picture in the spring.

General Information: Students

School Day

The school day is from 8:00 a.m. to 3:00 p.m. **Students should arrive at 7:30 am and 8:00am and are considered tardy after 8:00.** Students will be dismissed between 2:45 pm – 3:15 pm. **There will be a late pick-up charge of \$1.00 a minute starting at 3:15pm.**

Morning Arrival Procedures

- Staff will begin the carpool line at 7:30 am. Please do not leave your student until a staff member is at your car to receive your child.

- Students will walk upstairs as they arrive at school.
- If you arrive after 8:00, parents must enter the building with their student and sign them in. The school doors are locked for the safety of our students. Please make every effort to be on time for school each day.

Dismissal Procedures

Car line procedures for Kindergarten through Fifth Grade:

1. Teachers will begin preparing for dismissal by 2:45pm, so that their children are ready for carpool.
2. Please remain in your car while in the carpool line. A teacher will bring your child to you.

Attendance

Alabama compulsory attendance law requires school age children to attend school a minimum of 1080 hours in a school year. Regular attendance is therefore essential to the success of student's school experience. Absences for reasons other than sickness and emergencies will be excused only if arrangements are made in advance with the Principal and the student is sufficiently advanced in his/her work.

Absences

1. Excused Absences
 - a. Advance notification from parents or a legal guardian is not required if:
 - Illness or injury prohibiting a child from coming to school must be accompanied by a doctor's excuse
 - Student is participating in approved school sponsored activities during the school day.
 - Serious illness or death in the family
 - b. Advance (24 hour minimum) written notification from the parents or legal guardian is required for the following absences to be excused:
 - Marriage in the immediate family
 - Doctor or dental appointments, which cannot possibly be made outside of school hours.
 - Business trips where either parents, or legal guardians are required to be out-of- town and the children are too young or have no other place to stay.
 - Help at home for an emergency nature will also be given consideration.
2. Other Absences

Educational trips must be of an educationally redeeming nature. Extended weekend vacations or other such trips will normally not be considered excused. Great care will be taken in excusing trips of this

nature, and in no case will more than ten (10) school days be granted. In any event, the Principal must be consulted before the trip, and he or she will make the final decision concerning the absence.

Occasionally, special situations may develop where a student may have an opportunity to represent his church, a scout troop, civic organization or some other group. Decisions to excuse special situation absences or other appropriate requests will be made after prior consultation with the Principal by parents and the student. Consideration of such things as the student's grades, the amount of time from school already missed, etc., will be considered in making a decision. The Principal will make the final decision. Request should be made in advance and in writing.

3. Unexcused Absences

Any excuse other than a doctor's excuse or special situation not mentioned above will be considered unexcused.

Penalty for Unexcused Absences

- Students will be required to make up all missed work, including homework, tests, and/or quizzes. Failure to make up the assignment within the allotted time results in an automatic zero.
- Students with ten (10) or more unexcused absences per semester may be given F/A (failing because of absences) and may be withdrawn.

Procedure for Re-entering School after an Absence (Excused or Unexcused)

1. A signed note or doctor's excuse must be taken directly to the school office.
2. The administration will determine whether absence is excused or unexcused.
3. The homeroom teacher will document the excuse in his/her record book and place the excuse in the students file.
4. The excuse must be provided to the office within three (3) days of the absence or it will be considered unexcused.

Make-up of Missed Work

1. It may be necessary for missed work, including make-up test, to be made up before or after school. If a student has been approved for an absence, the teacher may request him to turn in homework or take a test before the absence. It is the student's/parent's responsibility to schedule a time for make-up work.
2. If the homework or test was assigned prior to the absence, the student is responsible for the test or homework upon returning to school.

Loss of Credit for the Year Due to Absences

For a student to receive credit in any class, total semester unexcused absences may not exceed six (6) days, or the yearly unexcused may not exceed ten (10) days. Exceptions may be granted under unusual circumstances after parental consultation with the Principal.

Signing Students Out of School

Students, in all grades, are to be released only to their parent(s) or legal guardian except in extreme cases where the Principal has made an exception. In order to sign a student in or out of school, the parent(s) or legal guardian need to come to/contact the office. Students showing an excessive number of sign-outs or sign-ins will have the situation reviewed in a conference between parents or legal guardian and Principal. Excessive check-outs and tardies may result in the student being withdrawn and/or his scholarship for the next year denied.

Tardiness

"A little late is too late." Teachers begin instructional activities immediately so a late student misses educational value for every minute he is late. A student is considered tardy after 8:00 a.m. Students arriving after 11:30 am with an unexcused tardy will be marked absent for that day. Chronic tardiness will result in the non-renewal of the child's scholarship.

A. Excused Tardy

1. Parent automobile breakdowns in route to school
2. Detainment by the office or another teacher
3. Unavoidable reasonable circumstances must be approved by Principal

B. Unexcused Tardy

1. Oversleeping or arriving late for any reason not in keeping with reasonable prudence.

C. Penalties

Any student arriving after 11:30 am will be marked absent for that day. Exceptions may be granted under the excused tardiness. Parents of students who have more than five (5) tardies during a semester, will be contacted by the Principal's office. **Ten or more unexcused tardies could result in student withdrawal.**

LUNCH

Students are expected to bring their own lunch. Please do not send anything that needs heating as there are not enough microwaves or time to heat food. DO NOT BRING FAST FOOD OR SEND SOFT DRINKS TO THE SCHOOL FOR YOUR CHILD'S LUNCH.

If a student forgets his lunch, he will receive cheese crackers and a drink. This should not become a habit as agreed upon in the **Parent Covenant** in the application.

General Information – Parents

Parents will send children to school physically fit. This includes ensuring that they have plenty of rest, food, are healthy and clean, properly dressed, and on time to school.

Parents will maintain open communication and a positive relationship with teachers and schedule conferences and discuss issues that they feel may be in question between the teacher and the child.

To arrange a meeting with a teacher, call the school office or send a note with your child. Teachers will make every effort to accommodate your schedule. Sometimes before school and/or after school may not work due to other teacher responsibilities. Teachers can return calls during their break or after school. **Teachers cannot talk to parents during teaching times of the school day.**

Parents will encourage children to be respectful, responsible, and resourceful.

In general, working as a team, supportive parents, dedicated teachers, and a strong spiritual foundation give children the tools they need to succeed. In support of MCS, all parents must agree that these guidelines are essential and will abide by this agreement.

Parent Volunteer Partners

Parents are expected to volunteer at least 5 (five) hours at MCS during the school year. You are also encouraged to be a part of PIE (Parents Involved in Education) and offer service for the betterment of MCS.

Visitors

Parents or guardians are welcome to visit MCS. Parents must sign in at the office even if they have made prior arrangements with their child's teacher. Other visitors are not permitted to visit class or be on campus during the school day without the approval of the Principal or a designated official.

School Office/Communications

The school office is open at 7:30am Monday - Friday and the phone number is 386-1749. MCS is committed to effective communication. If a parent needs further information concerning school activities, please call the school office. Notices of special events and activities will be mailed or sent home in a note with the student during the school year. Parents are asked to always read the notices sent home because important news concerning school closings, holidays, time changes, etc. may be involved.

Complaint or Problem Procedures

Occasionally during the course of the year, misunderstanding or problems will arise between the teacher and a student, teacher and parent, parent and school, or one of several other possible areas. Such a misunderstanding often results from lack of communication between those involved. Students must, at all times, conduct themselves in a respectful manner. If a student comes home complaining about a discipline policy, parents should follow this procedure:

1. Give MCS the benefit of the doubt.
2. Realize that your child's reporting is emotional and may not contain all the relevant information.
3. Realize that we have reasons for all rules, and that we enforce them without favoritism.
4. Support the administration and call us for all the facts.

The administration has adopted set policies for these situations. Complaints or problems will be handled according to Matthew 18:15-17:

¹⁵ "If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. ¹⁶ But if they will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses. ¹⁷ If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector."

and as listed below.

1. All questions, problems, or complaints should be brought directly to the teacher first, before anyone else is involved.
2. If the situation is not cleared up at this level through direct contact with the teacher (and 95% are!), the problem should be brought to Kathi Atkins, Principal.
3. Finally, but only when all the above previous steps have been taken in order and without satisfactory resolution, should the problem be identified to the chairman of the board of directors of MCS through written appeal.

Change of Address and Phone Number

It is the responsibility of the parents to report any change of phone number or address to the office at once. It is very important that the office have the student's correct address and parent's home, cell, and business phone numbers in case of emergency.

Non-Custodial Parents

Parents shall provide accurate information regarding custodial care of the student and visitation rights. Upon request, parents shall furnish to the administration a copy of any relevant court order so as to ensure the safety and welfare of the student. Parents have a continuing duty to apprise the school of any change in the custodial care of the student. Unless prohibited by an order of the court or other legally binding document, a non-custodial parent shall have the right of access to school records relating to his or her child. The non-custodial parent may also receive notices relating to the school and school activities.

School Closing

In case of severe weather or mechanical breakdown, school may be closed, starting time delayed, or an early dismissal may be made. ***If Montgomery County schools are closed or dismiss early due to weather, we will also be closed or dismiss at that same time.*** The public school announcement will be made on the local television news stations. If no report is given, school will be in session. Please do not call the school for clarification of a radio report. Telephone lines need to be kept open for emergencies.

Tuition

Tuition payments are due on the first school day of each month and are considered late after the 5th of the month or the following Monday if the 5th falls on a weekend. The parent is solely responsible for paying tuition on the timetable set by MCS. A late fee of \$25.00 will be charged if tuition is not paid by the 5th of the month. Parents will receive notification of outstanding payments. If the tuition payment and late fee are not paid by the end of the month, the student will not be allowed to attend class on the first day of the following month. For example, if tuition is late and not paid for September by September 30th, the student will not be allowed to attend classes on October 1st.

Full tuition must be paid before grades will be finalized and report cards issued. All balances must be paid in full before files are released for students who transfer to other schools during the current school year or at the end of the year to attend another school the following year. Failure to pay tuition may result in a request for the parents to withdraw their child from MCS.

Re-enrollment

Students wishing to re-enroll will have to fill out a re-enrollment form and submit it to the school along with a \$25 re-enrollment fee, which is non-refundable. This process begins during the month of February. Re-enrollment is not guaranteed. It will be based on the performance of the students and the cooperation of the parents during the prior school year. Students whose accounts are in arrears may not be granted re-enrollment

Legal Liability and Waiver

You are the legal guardian or parent with custodial rights to the child enrolled. You agree to follow all policies and procedures of MCS as outlined in the student - parent handbook. It is also your responsibility to read the handbook, agree to its terms, and sign the parent agreement form. Parent and child will be bound to the terms whether the parent signs the separate parent agreement form if the child has been enrolled or continues to be enrolled at MCS.