

Parent Handbook

2017 - 2018 School Year

ELEMENTARY SCHOOL



First Baptist Church
Mauldin Christian Academy

150 S. Main Street
Mauldin, SC 29662

864-288-1917

www.fbmca.org

Notice of Nondiscrimination: Mauldin Christian Academy does not discriminate on the basis of race, sex, color, religion, or national origin in its dealing with students and their families.

Mauldin Christian Academy Vision:

As a loving and compassionate ministry of the First Baptist Church, Mauldin Christian Academy seeks to develop followers of Jesus Christ by:

Loving, Sharing and Serving

It is our hope to introduce your child into a loving relationship with a loving God that may lead to sharing the good news of Jesus with others. The best way to share Jesus is by serving others and meeting their needs.

- We will commit to love and nurture your child.
- We will help your child to develop a strong, vibrant spiritual and academic foundation

A Glance at Mauldin Christian Academy . . .

FBC - Mauldin Christian Academy is a ministry to young children and their families. We offer a structured elementary school, preschool, daycare, after-school and a summer camp program. Curriculums are designed to meet the spiritual, social, physical, emotional and intellectual needs of the child at his or her level of development.

The Academy Director and Administrative Staff DO NOT have the authority to change, alter or deviate from any policy set forth in this handbook. Only The MCA Board has the power to change and implement new policy

** Please familiarize yourself with our handbook. It will answer many of your questions concerning our school. There are updates and policies that are new to this handbook. Please disregard any and all previous Academy Elementary handbooks.

Website: Pertinent school information (i.e. school and lunch calendars, events, classroom webpages, financial information) can be found on the Mauldin Christian Academy website, www.fbmca.org.

Mauldin Christian Academy Administrative Staff

Director:	Paula Southwell psouthwell@fbcmaldin.org
Assistant Director – Elementary, Preschool, Afterschool:	Jodi Campbell jcampbell@fbcmaldin.org
Assistant Director – Daycare:	Pam Lollis plollis@fbcmaldin.org
Financial Secretary:	Shannon Stinchcomb ssinchcomb@fbcmaldin.org

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***** The Academy Elementary School operates from 8:30 am - 2:30 pm
Monday through Friday.*****

2017 - 2018
Mauldin Christian Academy School Calendar

August 17	Meet the Teacher 6:30 p.m.
August 22	Elementary School begins
September 4	Labor Day - ENTIRE Academy Closed
September 11-15	Book Fair in C120, 8:00 a.m.-6:00 p.m. daily
September 13	Grandparents Day - lunch
September 21	1 st Quarter Progress Report
October 19	Teacher Workday - No Elementary/Preschool
October 20	Teacher Workday - No Elementary/Preschool
October 27	Fall Carnival Fundraiser 6-8 p.m.
November 6	1 st Quarter Report Card
November 22-24	Thanksgiving Holiday - No Elementary/Preschool
November 29	2 nd Quarter Progress Report
December TBA	Christmas Program 6:30 p.m. - Elementary
December TBA	Christmas Program 6:30 p.m. - Daycare and Preschool
December 21-Jan 2	Christmas Break - No Elementary/Preschool
December 25-Dec 29	Christmas Break - ENTIRE Academy Closed
January 3	Elementary/Preschool resumes normal schedule
January 8	Elementary School Registration for 2018-2019 - Current MCA students
January 15	MLK Holiday - No Elementary/Preschool
January 23	2 nd Quarter Report Card
February 1	Elementary School Registration for 2018-2019 - Open to Community
February 16	Teacher Workday - No Elementary/Preschool
February 19	Presidents Day - No Elementary/Preschool
February 20	3 rd Quarter Progress Report
March 19	Snow Makeup Day (#1) - No Elementary/Preschool if not needed
March 29	3 rd Quarter Report Card
March 30	Good Friday- ENTIRE Academy Closed
April 2-6	Spring Break - No Elementary/Preschool
April 9	Summer Camp Registration for current MCA students
April 16-20	Standardized Testing - Grades K5-5 th
April 23	Summer Camp Registration - Open to the Public
April 27	Snow Makeup Day (#3) - No Elementary/Preschool if not needed
May 3	4 th Quarter Progress Report
May 18	Elementary Field Day
May 25	Last Day of Morning-Only Preschool
May 28	Memorial Day - ENTIRE Academy Closed
May 30	K5 Graduation
May 31	5 th Grade Graduation
June 1	Last Day of Elementary School: Awards Day for 1st-4th
June 8	4 th Quarter Report Card

*** Elementary Spirit Week - we have not determined when we will be doing Spirit Week this year. We will get you details as soon as we set the date.***

Mauldin Christian Academy
Financial Information

Elementary Monthly Tuition

Kindergarten	\$320.00 per month
First Grade	\$370.00 per month
Second Grade	\$410.00 per month
Third Grade	\$410.00 per month
Fourth Grade	\$410.00 per month
Fifth Grade	\$410.00 per month

Elementary Book Fees

Kindergarten	\$160
1 st Grade	\$215
2 nd Grade	\$220
3 rd Grade	\$230
4 th Grade	\$235
5 th Grade	\$240

Morning Only Preschool 2's-4's Monthly tuition \$230

<u>Daycare Fees</u>	<u>Age</u>	<u>Fees</u>
Infants	1-6 months old	\$156 per week
Creeper	7-12 months old	\$155 per week
Toddlers	1 year olds	\$150 per week
Twos	2 year olds	\$140 per week
Threes	3 year olds	\$138 per week
Fours	4 year olds	\$137 per week

DISCOUNTS - MCA Multiple Student

We do offer tuition discount to families who have multiple children enrolled in our elementary school. Please see the chart below or feel free to ask in the main school office for details

Program	Fee Discount		Program	Fee Discount
Daycare – 1 st student	No discount		Afterschool – 1 st student	No discount
Daycare – 2 nd student	\$5 off per week		Afterschool – 2 nd student	\$5 off per week
Daycare – 1 st student	No discount		Elementary – 1 st student	No discount
Afterschool - 2 nd student	\$5 off per week		Elementary – 2 nd student	10% off highest grade per month
Daycare – 1 st student	\$5 off per week		Elementary – 1 st student	No discount
Elementary – 2 nd student			Preschool – 2 nd student	\$10 off per month
Daycare – 1 st student	\$5 off per week		Elementary – 1 st student	No discount
Preschool – 2 nd student			Afterschool – 2 nd student	\$5 off per week
Preschool – 1 st student	No discount			
Preschool – 2 nd student	\$5 off per month			

***Please contact the MCA office for more than 2 children enrolled or for a year paid in full discount.*

OTHER FEES

Registration Fee: Registration begins in January for the following school year for our **current** MCA Elementary families. On February 1st we open our registration for next year's elementary classes to the public, we cannot guarantee your child a class placement after this date. The payment of registration fees (\$180) reserves a space for your child on a first-come, first-served basis. These fees are **non-refundable and must be paid at the time of registration**. If at the time of registration there is a balance on the student's account, the registration fee will go towards the balance and not towards registration. Registration fee will apply and secure classroom placement only if the account balance is current and paid in full.

Entrance Evaluation Fee: New students will be evaluated for grade placement consideration. The fee is \$25 and is to be paid directly to the evaluating teacher. This evaluation must be done prior to registering a new student.

Auto Draft: All tuition payments **MUST** be made through an automatic draft. We will only accept cash or checks for incidental fees. The auto draft form must be signed and returned to our office. A fee of \$30.00 will be charged if there are insufficient funds to cover the draft. Should the draft be returned without payment twice, the account will be considered delinquent. If an account becomes delinquent these steps will be taken in order.

- 1) Invoice sent home.
- 2) Contact from the Academy Director to arrange a payment.
- 3) If payment arrangements are not made and followed, the child will be released from MCA.

******Potential Tuition Increase:** MCA reserves the right to increase fees if necessary to offset the cost of federally mandated healthcare. Should an increase be necessary, MCA will notify parents as soon as possible.

Important Information-Please read carefully

Records will not be released for any student with an outstanding account balance. The final report card will not be sent home if the account has not been paid in full.

All returning student accounts must be paid in full by June 1st in order to maintain their position in next year's class. If a balance still remains on June 1st, the student will be placed on a waiting list for their class until the balance is paid in full.

Withdrawal from Program: A one-month notification in writing must be given to the Director when a child is being withdrawn from the program. In the event a one-month notice is not given, the parents will be charged for one-month's tuition.

Afterschool Care is an option we make available to those Elementary school children that need additional care in the afternoon. This program is **ONLY** available to students who are enrolled in the Afterschool program and have paid the \$65 registration fee and weekly fee of \$65. The program runs from 2:30 pm-6:00 pm, Monday – Friday during the school year. We are open for care on some holidays. Please check the calendar for these dates. An additional fee applies.

Afterschool fees are \$65.00 per week, regardless of number of days needed in a week

An additional fee of \$10.00 per day applies on days that school is not in session but our Academy Daycare Program is open.

**ALL Afterschool students must be registered with us to attend afterschool care,
*****THERE ARE NO "DROP IN" OR PARTIAL WEEKS AVAILABLE FOR STUDENTS TO GO TO
AFTERSCHOOL CARE- NO EXCEPTIONS*******

Late Departure Fee for School Children: A "late pick up" charge is assessed to each parent whose child is picked up after 2:45pm.

\$15.00 fee from 2:45-3:00 p.m.

\$1.00 per minute after 3:00 p.m. until the child is picked up. This fee is to be paid directly to the employee who is staying with the child at the time of pick-up.

Inclement Weather

MCA does **NOT** necessarily follow Greenville County School closings or delays during inclement weather.

If weather conditions are such that staff cannot get to the Academy, an announcement will be made on **WYFF-TV (Channel 4)**. Please look specifically for **Mauldin Christian Academy Elementary**. Information will also be posted on the school website: www.fbmca.org. Please be sure to watch for information regarding icy conditions and delays. We will not risk the lives of our students and faculty if we feel conditions are unsafe for travel. The policy of news stations is they **will not** air school openings, only delays or cancellations.

In the event of a school delay, doors will open 30 minutes prior to the announced time. There will be no early arrival available. School days missed due to snow and/or ice may need to be made up, depending on the number of school days missed. We will keep you posted on these make-up days.

We do not prorate or refund tuition on days shortened or missed due to inclement weather.

Disasters and Evacuations

If a disaster should occur, MCA has evacuation plans and designated student pick up location(s). Parent may receive emergency information on WYFF 4, the school website, email and possibly phone. Parents may pick up children after all students and staff have been accounted for. Cooperation by all persons during an emergency will make procedures more efficient and secure for all involved.

Guidelines for Parking Lot Safety

1. Our parking lot is monitored by Mauldin Police Department.
2. Please watch your speed in the parking lot, maximum of 10 miles an hour.
3. Usage of cell phones while driving and dropping off or picking up students is prohibited.
4. Students are to be dropped off in morning car line only when a teacher is present.
5. Drivers are to put vehicles in park when students are entering or exiting the car.
6. Drivers are not to leave their vehicle running when unattended.
7. Parents are not to enter the building by car line, they must enter through the main MCA entrance.

Personal Property/School Property

Students are to respect the property of teachers and other students. Students are not to enter a teacher's desk or office unsupervised. Students are urged to label all personal items. Electronic devices (phones,

tablets, etc) are not to be brought to school. These may be confiscated and returned only to the parent. Fake guns, water guns, knives or weapons (simulated or real) are not allowed under any circumstances.

Fidget spinners are prohibited at MCA. The only exception would be a medical diagnosis and a doctor note stating the necessity of the spinner to help a child focus.

Students are to respect the appearance and care of the facilities by not defacing the property and by keeping the grounds litter free. Damaging property may incur disciplinary consequences and financial liability.

Student Code of Conduct

Recognizing that the process of education is enhanced by a safe and orderly environment, and to govern the behavior of students when they are in our care, the Staff and Administration have adopted the following code of conduct for our students. Please discuss these with your child and make sure he/she understands how they apply to everyday life at Mauldin Christian Academy.

1. Take care of yourself
2. Respect the rights and feelings of others.
3. Respect the property of others and our environment.

Within this framework, each class, with guidance from the teacher, has their specific rules to meet the needs of the particular classroom environment.

Social Media/Electronic Communication

People have a right to expect that they, their ideas, and their work will be treated respectfully by others. We, therefore, have the responsibility to help foster and maintain attitudes and behavior which promote mutual respect and integrity. In general, this means communication between all parties should include fairness, honesty and sensitivity. We will not tolerate electronic communication (email, social media, etc.) which is unfair, dishonest, offensive or blatantly insensitive.

Our code of conduct for our students also applies to all staff, administration and parents. When users have doubts about whether a particular electronic communication is or is not appropriate, they are urged to consider whether it would be acceptable to say or present the same material face to face.

Photographs of children other than your own should not be posted on any social media without the express written permission of a parent.

Standards for Admission

Enrollment in Mauldin Christian Academy is a privilege, not a right. Parents must understand that continued enrollment and reenrollment of their children is dependent on their support of the school, its staff and our mission and policies.

Based upon our purpose and mission, Mauldin Christian Academy's standards are designed to identify students who:

- a. Demonstrate average or above average aptitude and/or achievement
- b. Are socially and emotionally well-adjusted.
- c. Are amenable to correction and instruction
- d. Are motivated to learn
- e. Have parents who are supportive of MCA's mission and goals
- f. Have parents who will meet financial obligations
- g. Want to attend Mauldin Christian Academy

- h. Meet minimum age requirements:
 - 1) To enroll in K5, a child **MUST** be 5 before September 1st
 - 2) To enroll in 1st grade a child **MUST** be 6 before September 1st

****Age requirements will be STRICTLY enforced******

Admission Process for Returning Students

Each January we begin registration for our current students for the following academic school year. Registration fee of \$180 will secure your child's spot. Registration payment will not be accepted if account balance is not current.

Admission Process for NEW students

- a. A new student application and Parent Page must be filled out and turned in prior to registration payment being accepted.
- b. An entrance evaluation must be done on all new students in grades 1-5 prior to registration being accepted. Grade placement will be determined by the evaluating teacher recommendation and the Academy Administration.
- c. After Application and Parent Page are received and entrance evaluation is completed, registration payment must be made to secure student placement.

Student Records

Mauldin Christian Academy will keep records of attendance, health and fees of each child. New addresses and telephone numbers, both work and home, **must** be provided so that we can reach parents immediately if needed.

If for any reason your child transfers to another school, we will assist you in having your child's permanent record transferred to the school in which he/she will be attending. Our policy at MCA is to not release student records to the parent, but to mail them directly to the new school. The new school will need to request the records in writing, we cannot accept a telephone request. Records will not be released for any student with an outstanding account balance.

The following information must be completed and on file prior to the first day of school

- a. Registration fee (nonrefundable)
- b. South Carolina Certificate of Immunization (or Religious Waiver)
- c. Copy of Birth Certificate
- d. Emergency Contact Form
- e. South Carolina General Record of Child's Health Form
- f. Pick Up Authorization Form
- g. Parents Page with Signature
- h. Tuition Contract
- i. ABeka Book Fee Agreement
- j. Copy of child's previous school records (1st grade and up)
- k. Copy of child's standardized testing, if applicable
- l. Copy of any other special testing the child has had for any reason (physical, emotional, behavioral)

School Hours

School begins promptly at 8:30 a.m. and ends at 2:30 p.m. Students should arrive by 8:25 in order to be ready for the 8:30 start. Morning car circle is available for drop-off and should be utilized daily unless a student is tardy. Morning Car circle ends **promptly** at 8:25 and zero seconds, students arriving after this time **must be walked** into the main office - **do not** drop your child off in the back, as the doors will be locked. Do not drop student off in the front parking lot, a parent must escort the child into the building. Afternoon car circle begins at 2:30 and ends promptly at 2:45 p.m.

Attendance

South Carolina State Law requires that a student must be in attendance a minimum of 170 days in the school per year. MCA will follow the South Carolina regulations concerning the number of days a student must attend in order to be promoted to the next grade for the following year. A student is allowed no more than **10 absences**, (excused or unexcused) during the school year. The 170 day rule will be enforced, except in cases of extended chronic illnesses when certified by a physician and/or absences that are due to an emergency situation approved by the Director as excusable. If a student misses more than 10 days, they must be evaluated by the administration in order to decide if they should be promoted to the next grade level.

When a student returns to school after being absent, he is required to bring a written excuse to the school office, signed by the parent or guardian. A doctor's statement must be present for a medical excuse. All written excuses are kept in the student's permanent record. Students are expected to make up all missed work for any absence. In the case of a planned unexcused absence, such as a family trip, the office must be notified in advance in order for missed assignments to be made up.

Students arriving to school later than 11:30 AM will be counted absent for the day. Students leaving prior to 11:30 AM will be counted absent for the day.

Classwork missed because of absence can be made up on the student's return to school. Teachers are granted discretion in setting deadlines for make-up work. All work missed during an unexcused absence may be entered as zero credit. Any make-up work for absences in the excess of the ten days will be at the discretion of the Director.

Late/Tardy

School begins promptly at 8:30 am and ends promptly at 2:30 pm. Car line will end at 8:25 and zero seconds, if you arrive to car line at 8:25 and 1 second you **MUST WALK** your child into school. If your child is not IN the classroom at 8:30, they are considered tardy and must obtain a tardy slip. Students at this point will be escorted to their class. Parents **will not** be allowed to walk their child to class as this is a big interruption to the teacher and classroom. The main Academy office is not to be used as a drop off in lieu of car line. Children **MUST** be dropped off in car line. Exceptions are for Dr. appointments or unusually bad traffic. **A student will be allotted 5 tardies per quarter. It does not matter if these are excused or unexcused. The 6th tardy and all subsequent tardies in a quarter will result in a \$5.00 charge per tardy per child.**

Please call the school prior to bringing your child in late.

Important Note:

MCA desires to instill in all students the character trait of punctuality, and parents are consequently encouraged to assist MCA with this by making certain their children are prompt in arriving and departing school. Tardiness has many consequences. At a personal level, students who are tardy to class miss

valuable instruction and may feel embarrassment walking into class late. Late arrivals miss or interrupt the time of praise and worship that we start our day with and we feel is vital for an effective day. From a teacher's standpoint, students who are tardy disrupt the flow of teaching, distract other students and delay classroom instruction that needs to be given or work that needs to be done by the class as a whole.

In regards to life training, we desire our students to honor God by respecting those with whom they have appointments, their jobs, etc. Habits formed now will carry over into adulthood.

Early Dismissal

NO Early Dismissals will be granted after 2:00 pm. When it is necessary for your child to be dismissed early, please send a note or email to the teacher or call the main school office, explaining why your child needs to be dismissed early. Parents can come into the school office and wait. At that point your child will be called to the office and you will need to sign them out. Perfect attendance certificates will not be given if a student has more than 3 early dismissals per report period.

Drop off of a student

The first day of school you may feel free to walk your student into the Fellowship Hall (park in back and walk in through car circle area) and at 8:25 walk them to their classroom. At 8:45 we will ask that all parents depart so our school day can begin. After the first day, a teacher will be present at car circle drop off in the back of the church to direct your child to their classroom. Please let your child get out of the car and walk in on their own. Children need to learn the responsibility of getting into school and to their classroom. This will also help with the traffic in our congested halls. Car line begins at 7:30 a.m. and will end promptly at 8:25 and zero seconds.

Pick up of a student

Your child will be brought to the back of the church for car-line pick-up. Car line will begin at 2:30 p.m. and end at 2:45. This will be in the area next to the playground under the awning. All students will utilize the car line for dismissal. Parents are not allowed to exit their vehicle during car line. During car line, children not enrolled in the Elementary program are not allowed to be on the playground, they must remain in the car with an adult.

Authorization to pick up a student

Only persons authorized by the parents may pick up a student. We must have notification when someone other than a parent will be picking up. In the event of divorce, separation, etc. a court order must be provided specifying the custodial parent. The custodial parent is the only person from whom the school will accept a list of authorized persons to pick up a student. We do not allow non-custodial parents to pick up a student unless authorized to do so, in writing, by the custodial parent. We require identification even when the person's name is on the authorized list. If a parent plans to have someone not on the list pick up a student, the school must be **notified in writing**; otherwise, no access to the student shall be given. Verbal permission will be accepted in **emergency situations only**. If notification has not been given, no student will be released until the parents have been contacted. People authorized on the Emergency Form are for emergency contacts only when the parents cannot be reached.

Dress Code

Mauldin Christian Academy dress code guidelines are based on both biblical standards and the need for children to learn to dress modestly and tastefully. Scripture says that the bodies of Christians are the temples of the Holy Spirit (1 Cor. 6:19-20). The dress code is established to provide guidelines to parents and students on the appropriate attire. If faculty and staff must spend time enforcing the dress code, it detracts from teaching and learning time, which is the main purpose of the school. If a child's outfit does not meet the dress code, a parent will be called to bring a change of clothes.

The Elementary dress code will consist of the following basic guidelines.

* **Bottoms** - Shorts, capris, skirts, skorts are permitted but must be no shorter than 2.5 inches from the middle of the kneecap. This is the width of a dollar bill. **Keeping in mind that children's arms and legs vary so much from child to child, we have decided we will no longer accept the garment being at the child's fingertips as an acceptable length.**

As a general rule, if skirts do not have built in shorts, please have girls wear shorts or leggings underneath. Leggings can be found in many lengths nowadays, including above the knee, capri and full-length. We feel this change is necessary to have a concrete, universal guideline by which parents and staff can easily measure their child. We want to ensure our students are appropriately covered and dressing modestly.

* **Tops** - No tank tops or spaghetti strap tops for girls. Straps must be 3 adult fingers in width. No sleeveless shirts for boys. No offensive comments or pictures are allowed on shirts; i.e., skulls, Sponge Bob, etc.

* **Shoes** - Shoes with backs must be worn at all times. Sandals with backs are ok, but are discouraged due to safety concerns. No flip-flops, CROCS, light up shoes, spinning heels or heeleys are allowed. Shoe height must be no more than 1 inch. On P.E. days, tennis shoes must be worn.

* Hats are not permitted at any time

* All clothing should be in good repair (no holes or frayed material)

* Hair of a non-human color is not permitted

Academics

MCA uses the well-renowned A Beka curriculum. This is a faith-based, phonics rich program that trains children in the Bible, Christian character, language and traditional subject matter. Every subject is taught from God's point of view. This helps lay a firm foundation from which to evaluate the present and make proper decisions for the future.

GRADING SCALE/HONOR ROLL

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	0 - 59

Conduct Marks/Handwriting/Speed Drills/Related Arts

Parents will be informed of their child's conduct and attitude. The following letter marks will be used:

E = Exceptional Progress
S = Satisfactory Progress
N = Needs Improvement
U = Unsatisfactory Progress

Homework

Homework is an integral part of the educational process at Mauldin Christian Academy. It is given to extend the learning experience within the classroom or given for practice that will help reinforce concepts taught in the classroom. It is an essential part of the independent learning and the formulation for lifelong study skills and habits.

Homework is typically given Monday, Tuesday and Thursday nights. Reading is not considered "homework", it should be done daily. We try very hard to avoid homework on Wednesday evening to allow for church activities.

Beginning in 1st grade, students will be given agenda notebooks to write daily assignments and upcoming test dates. It is the student's responsibility to see that homework is completed.

Late Homework not related to an Absence: When a student fails to turn in homework, they have one day in which to submit it to the teacher for full credit. Each consecutive day, 10 points will be deducted from the grade.

Late Homework related to Absence: When five days or less are missed, the student will receive twice the number of days missed to make up the homework.

Requests for missed assignments for a day's absence should be made by 10:00 a.m.

Achievement Tests

The Stanford 10 National Standardized Test will be given each Spring for Grades K5-5th. Parents will receive a copy of their child's test scores with the final report card.

Promotion and Retention

Regardless of where a child has been in school before, academically passing a grade is required in order to promote to the next grade level. The final responsibility for the promotion and retention of an individual student rests with the Director. The decision to promote or retain will be based on the teacher's recommendation, grades, mastery level in the basic skills areas, mastery of curriculum objectives, emotional stability, physical health and mental ability. Standardized achievement scores for 1st grade and up will also be a determining factor for promotion in our upper grade levels.

Parent-Teacher Communication

There are several ways in which teachers and parents communicate about a student's academic progress or class activities.

- a. Daily notes sent with homework or agenda
- b. Weekly folder
- c. Teacher website
- d. E-mail (your child's teacher will supply you with their school e-mail address)

There are also organized events throughout the school year, to facilitate communication between teachers and parents.

- a. Fall Open House
- b. Scheduled Parent/Teacher Conferences
- c. Parent/Teacher Meetings.

If a parent has a concern regarding their child or a classroom issue they will **first** need to contact the teacher directly to address these concerns. If a problem or issue cannot initially be resolved with the teacher's input and suggestions, then the parent may contact the Assistant Director of the Elementary and ask for additional support. The Director of the Academy may be asked to get involved if the issue mandates further administration input.

As a parent, if you need to speak with your child's teacher regarding a personal matter, or a subject that may take a little time, please schedule a conference time or call/e-mail your child's teacher after school hours. Our teachers will make every effort to contact you in a timely manner (Usually the same day, but no later than 48 hours). Drop off and pick up time is very hectic and the teachers are required to be supervising their students at this time.

Messages to Parents/Teachers/Office

Special information for parents may be distributed through your student's book bag via notes or weekly newsletters. Check your student's book bag for information **DAILY**.

Each teacher has their own webpage via the school website. You will need to set up an account in order to view the class webpages. Your child's teacher will provide this information to you at Open House. This is a great way to communicate.

*****All messages from the parents to the teacher or office should be handwritten or via email. Verbal messages cannot be accepted.*****

Teacher Request

Many factors are considered in the placement of students in the classroom. The Administration **will NOT** accept requests for specific teachers for students.

Conferences

You will be informed with occasional notes as to your child's progress. If at any time you have a question, we will be happy to arrange a conference. **Mandatory Parent/Teacher conferences will be held in the fall/spring.**

Cheating

1st - 2nd Grades: 1st offense is a warning, 2nd offense results in a grade of zero for the quiz or test.
3rd Grade and up: 1st offense will result in a grade of zero for test, quiz, etc.

Discipline

Mauldin Christian Academy is an orderly, disciplined school where students are responsible and accountable for their behavior. Students are expected to respect themselves, each other and their teachers.

We will not put an entire class of children at risk for the behavior of one. A student who refuses to respond to our disciplinary measures and continues to be a disruption may be asked to withdraw. The

school will not administer corporal punishment. The staff of the school will use a “positive” form of discipline. Every effort will be made to have the disciplinary measure “fit” the offense.

Teachers are responsible for classroom discipline. The following violations are subject to disciplinary action:

1. Teasing or making fun of another child
2. Bullying or threatening others
3. Vulgar or unwholesome language
4. Showing disrespect to teacher or other students
5. Fighting, stealing, cheating or lying
6. Defacing or destroying school/classroom property
7. Repeated dress code violations
8. Unspecified issues that may arise during the school year.

*****Teachers will use the demerit system. Please review this system with your child's teacher.*****

Demerits will be issued on extreme or continuous cases at the discretion of the teacher.

In extenuating circumstances the following procedures will be used:

1. Both parents must attend a parent/teacher/Director conference to discuss the student's behavior and to develop a corrective measure to deal with such behavior.
-after 1 Demerit
2. After corrective measure has been put into place, should the behavior occur again, we will call the parent immediately and the student must be picked up for the remainder of that day. **-after 2 Demerits**
3. If all these measures fail, we will have no choice but to ask that the student withdraw. **-after 3 Demerits**

*****The school reserves the right to dismiss a child for extreme behavior.*****

If a child becomes physically aggressive with a teacher or administrative staff member, the child will be dismissed from the program immediately.

ALL cases of discipline will be looked at on a case by case basis

Dismissal of a student

Mauldin Christian Academy reserves the right to dismiss a student if:

- The student is disruptive and makes learning difficult for other children.
- The student is unable to keep up with curriculum.
- Psychological or educational testing indicates that placement at MCA is inappropriate
- Parent or guardian does not abide by the policies and procedures of the school or fees have not been paid.
- Other issues that may arise and need to be determined by the Director of the school as to the severity of the offense.

Breakfast - Lunch - Snacks

The school does **NOT** provide breakfast; therefore all students must have finished their breakfast **BEFORE** entering the school. Children will not be permitted to eat breakfast in the Fellowship Hall.

A hot, well-balanced lunch is offered for all students for a cost of \$3.00 a meal. Parents are not to send in money on a daily or weekly basis. An invoice will be sent at the end of the month with the student's lunch balance. Payment can be made by cash or check. We do not auto draft lunch payments. Students are permitted to bring a sack lunch to school, however, soda is not allowed. All lunches brought from home must be ready to eat, we do not have the ability to heat lunches. Milk may be purchased by students bringing their own lunch for the cost of .50 cents. If a student forgets their lunch at home, a school lunch will be provided and the parents billed. If a parent wishes to bring a lunch to school for their child, please leave it at the office, we will deliver it to the classroom or lunchroom. **FAST FOOD IS NOT PERMITTED TO BE BROUGHT INTO THE SCHOOL FOR STUDENTS BY PARENTS.**

Backpacks

Please be sure that your child has a full size backpack or book bag and that they carry it with them daily. Please go through your child's backpack daily as important teacher or school correspondence may be sent home.

Classroom Visits

Parents and other family members are welcome to visit any classroom at Mauldin Christian Academy if prior arrangements are made with the teacher. Parents and visitors **MUST first report to the school office** to secure a pass before visiting any class or any other location on campus during school hours.

Birthday Parties

Our classes enjoy helping children celebrate birthdays. We will allow parents to bring in the following items **ONLY**: individual cupcakes or cookies. No special lunches for the class will be allowed (i.e. pizza party, Chick-Fil-A, etc.). No treat or goody bags allowed.

Invitations for birthday parties will only be allowed to be distributed if the ENTIRE class is invited or if the party is comprised of all the same sex. In order to preserve the privacy of our families, the Academy will not distribute address lists.

Field Trips

****Due to space on the bus, and the length and location of some field trips, siblings will NOT be permitted to attend field trips...thank you for your understanding****

Students will take field trips to various educational locations throughout the year. **Payment for these field trips needs to be paid with exact CASH to the teacher.** Parents will sign one permission slip in the beginning of the school year which covers all trips. This must be signed and on file in order for your child to participate in field trips. Notes will be sent home before making the trip so that you will be informed of all details concerning the trip. Parents will be called upon from time to time to assist with trips. If a child will be leaving the field trip with a parent, a handwritten note must be given to the teacher before the field trip begins. **Because our teachers lead the field trips for their classes, care for children not attending field trips is not available.** ***Remember field trips are a privilege – a child's behavior will be taken into consideration before field trips are approved***

Beginning in 4th grade we have scheduled overnight field trips ranging from 1-3 days. Parents will be allowed to chaperone on a first come, first serve basis depending on the needs of the teacher. Parents are expected to behave in a manner that represents Mauldin Christian Academy in a positive light. There is a strict no alcohol policy for any chaperone supervising children on field trips. Parents who are unable to comply with this policy should not sign up for field trips. Parents going on overnight field trips will be required to sign an agreement form outlining chaperone responsibilities and expectations.

Parent Teacher Partnership

The true measure of a healthy school won't be found among standardized test scores, demographics, or faculty experience; it is measured by the level of community involvement and financial commitment by its members. The Parent Teacher Partnership (PTP) is a vital element of the community experience of Mauldin Christian Academy. Headed by parent volunteers, the MCA PTP works to increase participation and awareness within our school community throughout the academic year. A service-oriented organization, the PTP supports our Academy through exciting events and fundraisers, such as Fall Carnival, Spaghetti Dinner Fundraiser/Musical, etc. For information regarding our PTP and many opportunities to get involved, refer to our website, www.fbmca.org, or contact the Office at 288-1917. Your support makes all the difference.

Health Services

Students who become ill or injured during the school day will be given proper care in the classroom or in the office. You will be notified if the injury needs medical attention or if we feel a parent should determine further care. If your child becomes sick we will determine if the child should be sent home. We will notify parents to come and pick up a child if deemed necessary by office personnel. We are not permitted to administer any type of OTC medicine, i.e. Tylenol or Motrin.

If a student must take prescription medication during the school day, the medicine, along with the doctor's directions, must be brought to the office as soon as the student arrives at school. It will remain in a locked box and given as prescribed. Parents must bring the medication and fill out the proper medication form provided in the office. No medication, prescription or over the counter, is to be in a student's possession during the school day.

Allergies

All allergies to foods or medication must be stated on the registration forms. Please discuss your child's allergies with his/her teacher. If an Epi-pen, Benadryl or other life-saving medication needs to be administered in the event of an allergic reaction please see Office personnel prior to your child starting in our program.

Please note that if you send your child to school they will be required to play outside if their class participates in outdoor play. We realize seasonal allergies can be a struggle but we do not have the ability to keep children indoors all day

Student Illnesses

If your child should develop a contagious disease, please notify the school immediately. Do not send a child to school with a fever, diarrhea, or other symptoms of a contagious disease. This would also include Head lice. If a student is out sick for the day, they will not be allowed to participate in any after school event, i.e. music program, school dance, etc. If a student is sent home sick they will not be allowed to return to school the following day. Please follow the guidelines below.

Fever

The child should have a normal temperature without fever-reducing medication for 24 hours before returning to school. No student with a temperature of 101 degrees or above will be allowed to remain in school. Parents will be called to pick up the student at school. We will follow all DHEC guidelines and regulations concerning contagious disease.

Rash

With fever or behavior change; until a physician determines that it is not a communicable disease.

Head Lice

Until 48 hours after treatment has been initiated. **Your child MUST be nit free and checked by the Director before returning to class. NO EXCEPTIONS.** All students in the elementary will have their head checked if lice is detected in any classroom and a note will be sent to all parents. Periodic checks for head lice will occur throughout the school year, this is simply a protective measure to prevent any outbreaks.

Diarrhea - According to DHEC policy, any child who has three occurrences of diarrhea in a 24 hour period, must go home and may not return to school until diarrhea **stops for a full 24 hours** without the aid of medication. If your child has diarrhea please keep them home.

Vomiting Illness

If your child has had one or more episodes of vomiting in the previous 24 hours please keep them home until vomiting has been resolved for 24 hours (without the aid of medication).

Surgery: Students who have **ANY type of "out-patient" surgery**, must stay out of school the day following surgery. The student **MUST** have a written doctor's note stating that they are permitted to return to school.