

Mandarin

CHRISTIAN SCHOOL

Parent & Student Handbook 2007-2008 Elementary School Grades K-5

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Fully accredited with:

[Florida Council of Independent Schools](#)

[Florida Kindergarten Council](#)

[Association of Christian Schools International](#)

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MISSION STATEMENT

To seek God's will from a Biblical world-view in developing each child's unique potential to become a disciple of Jesus Christ, a life-long learner, and a productive citizen.

But those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint. Isaiah 40:31

HISTORY

Mandarin Christian School opened in 1995 with kindergarten through fifth grades, under the direction, leadership, and ministry of Mandarin Christian Church. The middle school program was started in 1996 and high school was added in 2005.

Mandarin Christian Church, now called Christ's Church, began with approximately one hundred members in October of 1974 and presently has more than four thousand in attendance each weekend. The church leadership has realized a long-term goal by establishing an elementary, middle, and high school to serve its membership and the Mandarin community.

**PARENT TEACHER PARTNERSHIP
EXECUTIVE BOARD**

| | |
|--------------------|--------------------|
| Donna Pack | President |
| Diane Vernon | President Elect |
| Christine Lepkoske | 1st Vice President |
| Pebby McClain | 2nd Vice President |
| Kris Eberhardt | 3rd Vice President |
| Ann Marie Helton | Secretary |
| Terry Van Duyn | Treasurer |

A complete list of PTP Board Members is published in the Student Directory.

SCHOOL BOARD

- Bill Anderson – Chairman
- Phyllis Brown
- BJ Bunnage
- Dave Burrows
- BJ Guerra
- Marie Harbin
- Bill Smith

ADMISSION POLICY AND PROCEDURES

Mandarin Christian School welcomes academically qualified students of any race, color, nationality, gender, or ethnic origin to apply for admission. Entrance requirements are based upon previous academic and behavioral performance as reflected by report cards, test scores, and teacher referral. Testing is required for all students applying. Once a student has met the admission requirements and space is available, an acceptance letter and contract are mailed to the parents. The enrollment fee and signed contract must be returned to the school office by the date stated in the acceptance letter. A place on the class list is not assured until the entire enrollment process is complete and the enrollment fee is paid. When all spaces are filled, a qualified candidate will be placed in a waiting pool and notification will be sent to the family when space is available.

More detailed information regarding the admission policies and procedures is available in an information packet in the Admission Office.

ACADEMICS

Biblical Integration

Biblical integration is a vital part of every class. Teachers stress fundamental teachings of the Bible and the development of Christ-like attributes. The Bible course is designed to encourage the spiritual growth of each student and to lay a foundation for a basic knowledge of the Old and New Testaments. An application lesson each week plays an important role in helping students relate Biblical principles to daily life situations.

All students participate in chapel each week. Parents are welcome to join their children for worship on Tuesdays at 8:30 AM. **Please check the weekly MCS Update for changes in the chapel schedule.**

Grading Procedures

Report cards are issued four times during the school year. Each grading period is approximately nine weeks long. The report card reflects the student's progress in the areas of academic achievement, work habits, attitudes, social characteristics, and conduct. A progress report is sent home with each student halfway through the nine-week grading period.

Kindergarten through second grade report cards have a grading scale and symbols specific to their grade level. Teachers will discuss the grading system during Open House.

Third through fifth grade use the following grading scale:

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 59 and Below
- I Incomplete

Teachers may use plus or minus symbols with the letter grades as a part of this grading system. Report cards are only one way of informing parents of a child's progress. We encourage parents to know their child's teacher and to keep informed about the many aspects of growth. Report cards and progress reports should be signed by a parent and returned within two school days.

| | <u>Progress Report</u> | <u>Report Card</u> |
|-------------|------------------------|--------------------|
| 1st Quarter | September 18 | October 19 |
| 2nd Quarter | November 13 | January 8 |
| 3rd Quarter | February 12 | March 14 |
| 4th Quarter | April 15 | June 6 |

Honor Roll

Honor Roll awards are given to third through fifth grade students at the year-end awards ceremony:

- ♦ A Honor Roll: A in each subject for each grading period in the current year
- ♦ A/B Honor Roll: A or B in each subject for each grading period in the current year

Homework

Homework is given to students to provide activities that will reinforce skills taught during the school day. It is not given as busy work, but is used to assist a child in developing independent study habits, to acquire research skills, and to complete creative projects that enhance previous learning from the classroom.

The amount of homework varies depending on the grade level of the student. **Teachers send home their homework policy during the first week of school.** They also go over the policy for their grade level during Open House. Homework may be assigned for all

grade levels from Monday through Thursday. Homework and/or special projects may be given on weekends; however, it will be kept to a minimum. It is the student's responsibility to complete homework assignments. All homework will be checked. If a child has difficulty understanding his/her homework, the parent may explain a concept or go over the directions. The actual homework should be completed by the student.

Parents are encouraged to have a consistent place and time for their child to complete his/her homework each evening.

GUIDANCE AND COUNSELING SERVICES

The Director of Guidance assists students in dealing with a wide range of issues, including academics, career exploration, and personal concerns. Take comfort in knowing that students' needs will be handled with confidence and respect.

Confidentiality

In order for students to feel they can talk openly and freely, in counseling sessions, it is very important that you (the parent) understand that everything will be done to ensure your child's confidence. Please do not expect information to be disclosed to you that your child has trustingly disclosed in a counseling session, unless it is one of the four exceptions listed below.

Exceptions to Confidentiality

There are four instances in which the Director of Guidance may breach confidentiality:

- ◆ If it is felt the student is likely to do serious harm to themselves or others
- ◆ If abuse of children or the elderly is suspected
- ◆ If information is court ordered
- ◆ If the student gives specific written permission

OPEN HOUSE

A Parent Orientation will take place in the fall each year during Open House. At that time teachers will go over curriculum, classroom policies and procedure, field trips, etc. **(ADULT ONLY EVENING)**

PARENT-TEACHER CONFERENCES

We believe that an optimal educational experience only happens when parents and teachers work together. Teachers and parents are encouraged to schedule periodic conferences with each other to keep the lines of communication open. Mandarin Christian School has one scheduled conference day each year. On this day, students do not attend school and parents are encouraged to schedule a conference with their child's teacher.

Parents or teachers may request conferences at any time. Concerns should be addressed as soon as they arise. Please call the school and leave a message requesting the teacher to call. **Teachers should always be contacted before requesting a conference with the Headmaster and/or Principals.** "Drop-in" conferences are discouraged because a teacher may have other responsibilities and it does not allow the necessary preparation time for a conference. We request that parents refrain from stopping by to chat briefly about a child's progress without making prior arrangements. This often disrupts routine duties or distracts a teacher from student-related responsibilities.

ARRIVAL AND DISMISSAL

Parents are asked to enter the school grounds at the designated area and use the designated traffic pattern for arrival and dismissal. Refer to the map given at Orientation for more details about each grade level. Please watch for directional signs. **For the safety of all MCS students, parents are urged to pick up children in the car line. Dismissal is safer and moves more quickly if children are called to the car line from the classroom.**

- ◆ Cars should display a name plate in the windshield until the student gets into the car. Name plates are provided at Orientation.
- ◆ Patrol members will open and close car doors.
- ◆ Students must be prompt in getting to the pick-up areas.
- ◆ Traffic is expected to move as cars are loaded.
- ◆ Students dropped off before 7:55 a.m. or on campus after 3:30 p.m. must go to Extended Care. Parents will be charged accordingly.

Notification of any change in the normal form of transportation for your child must be **sent to the school office, in writing, before 12:00 noon**. These rules are designed to ensure your child's safety. We take this responsibility seriously and expect our students and parents to do the same.

Traffic Pattern

Kindergarten through Third Grade (and High School)

- ◆ Use the Old St. Augustine Road entrance
- ◆ Drop off and pick up next to the portable classrooms (High school turns left immediately after the elementary playground)

Fourth through Eighth Grade

- ◆ Use the Livingston Road entrance
- ◆ Drop off and pick up behind the gym

ATTENDANCE

School Hours

Students may be dropped off at school beginning at 7:55 AM. The school day begins at 8:20 AM. Students must be in their classroom at the start of the school day, or they are marked tardy.

Kindergarten students are dismissed at 1:00 PM. Students in first through fifth grade are dismissed at 3:10 PM. Please honor the end of the day classroom time by not picking your child up prior to 3:10 PM. Dismissal ends at 3:30 PM; first through fifth grade students must be picked up by that time.

Mandarin Christian School will not be responsible for unsupervised students arriving before 7:55 AM, or leaving after 3:30 PM. Students who arrive before 7:55 AM, and students still on campus after 3:40 PM, will be taken to the Extended Care program for supervision. Parents will be billed accordingly.

Extra-Curricular Eligibility

Students are required to attend school 3½ hours per day, to be counted as present for that day. A student must be counted present to participate in any school activity such as sports, fine arts, etc., for that day. Students must arrive no later than 11:40 AM and/or cannot be out any part of the school day more than 3½ hours.

Early Dismissal

All students will be dismissed at 11:30 AM on early dismissal days. Please refer to the school calendar for these dates. **Lunch will not be served on these days.**

Tardiness

Students who arrive at school after 8:20 AM, for any reason, are to report to the Welcome Center **accompanied by the adult who brought them** for a tardy slip. All outside gates are locked at 8:20 AM when the Safety Patrols leave their posts. The tardy slip is to be given to the classroom teacher. Parents should make every effort to have students at school on time. It is distracting to other students to have a child enter while class is in session. It is often upsetting to the child who arrives late to have missed directions or instructions regarding a lesson. Arriving at school on time allows the student the opportunity to have a positive beginning each morning as he/she embarks upon a day of discovery and learning. Habitual tardiness and/or absences will result in an appointment with the Administration to determine a course of action to provide the student the opportunity for optimal learning.

Absences

The scholastic achievement attained by any learner is directly related to his/her pattern of attendance. Regular classroom attendance allows the student the opportunity to have the optimal learning experience while attending Mandarin Christian School. Although daily assignments and tests can be made up, the valuable experiences gained through interactive learning in the classroom setting are lost when a student has not attended class. Please try to plan family vacations during Christmas, spring, or summer breaks.

Whenever students are absent due to illness, **they must present a written excuse to the teacher signed by their parent or guardian stating the reason for the absence. CHILDREN MUST BE FEVER FREE (<100°F) FOR 24 HOURS WITHOUT USE OF FEVER REDUCING MEDICATIONS IN ORDER TO ATTEND SCHOOL.**

All students will be marked "absent/unexcused" until a note is sent in by the parent indicating the date and reason the student was absent. Advance notification for planned student absences must be received one week before the absence for it to be excused.

Excessive absences may result in a failing grade. After twenty (20) absences over the course of a year, a student may be required to have a written doctor's excuse in order for the absence to be excused. More than twenty (20) absences per year will necessitate an appointment with the Administration to decide if a student will be able to master the skills for that grade level. Excessive absences will be defined by the school Administration. Consideration will be given as to why a student is absent and how those absences have affected the student's academic performance.

Make-up Assignments

For any **excused** absence, students will be allowed to make up any work or tests missed within an appropriate time period. Teachers have included a copy of their make-up policy in their orientation packet. **Arrangements for this should be made as soon as the student returns to school.** Teachers will work with the student and/or parents in obtaining missed assignments and scheduling make-up times for tests or quizzes. **Requests for missing assignments due to illness must be made before 9:00 AM.**

Student Checkout / Off-Campus Appointments

Requests for students to leave during the school day must be directed to the Welcome Center. Doctor appointments should be scheduled after the end of the school day or during vacation times. Any student who is going home before the regular dismissal time or is going home by a different manner than he/she normally does **must bring a note** from home signed by the parent. The note is to be taken to the Welcome Center at the beginning of the school day. Parents must come to the Welcome Center to pick up a child during the school day. **As a safety measure, identification is required before releasing a child to anyone.** If a child returns to school before the end of the day, he/she must check back in at the Welcome Center first before going to class.

Illness or Injury

Students who become ill or are hurt during school hours should tell their teacher. The teacher will send the student to the clinic to be evaluated. The nurse will contact the parent immediately if medical attention appears to be necessary. If a child is running a temperature or has visible signs of being ill, he/she will have to go home. The parents will be contacted and are responsible for having the child picked up from the clinic as soon as possible.

ADMINISTRATIVE PRIVILEGE

The purpose of this section of the handbook is to give general overall guidelines to be followed by students and parents. There may be situations or circumstances not covered in the Parent and Student Handbook. For the most part this section pertains to Upper School; however, it can and does extend to all grade levels where deemed appropriate. **The Administration at MCS reserves the right to exercise Administrative Privilege** in dealing with such situations.

Search Policy

Authorized school personnel may conduct a reasonable search of a student or his/her locker, backpack, vehicle, and/or belongings when they have a probable cause to believe that the student has an item in his/her possession which may constitute a criminal offense under the laws of this state, or other items prohibited by school rules.

Discipline

Rules and regulations for all grade levels are imposed to encourage proper habits, enabling the student to become self-disciplined. These rules will be clearly and concisely presented to the student.

Mandarin Christian School will provide an atmosphere of order that is essential to allowing a student to strive toward a Spirit-controlled, Christ-like life. An atmosphere of quiet and order is determined by the environment. Individual freedom is defined and determined by the interrelationship with others. The parameters of that freedom are established by how it interferes with or inhibits another's activity. Because every child is created in the image of God, there is inherent worth in the child. It is the responsibility of the teacher to define behavioral boundaries consistent with Biblical principles and developmental capability.

Teachers establish classroom procedures and discuss school-wide rules with students at the beginning of the school year. We believe parents bear the primary responsibility for teaching their children right behavior and attitudes and we will depend heavily on parents to help if there is a behavior problem.

Steps in the disciplinary process for minor infractions:

- ♦ Behavior will be addressed first by the teacher.
- ♦ If the behavior continues, a parent-teacher conference will be required.
- ♦ If there is still no resolution of the problem and parents have been notified of the discipline problem, a school administrator will become involved. At this time, a phone call or conference with the parents, and/or teacher and child will be held to implement a plan of action to resolve the discipline problem.

Misconduct has been classified and divided into three categories depending on the severity of the violation.

Category 1

Any minor disturbance that prevents classroom order and instruction

Consequences may include any one or combination of the following: additional work; loss of privileges; contacting a parent; parent-teacher disciplinary conference; discipline referral

Category 2

Activities and attitudes that show a lack of respect for authority

Consequences may include any one or combination of the following: contacting a parent; parent-teacher disciplinary conference; discipline referral; parent-administrator conference; suspension

Category 3

Violation of U.S., state or city law; seriously threatening the safety of a student; gross lack of respect for authority or property; violation of Biblical moral codes of conduct

Consequences include suspension or expulsion.

In all cases, the Headmaster reserves final decision-making authority with respect to disciplinary actions.

Discipline Referral

A discipline referral may be given when a student fails to comply with school policies. Students who receive a discipline referral will meet with an administrator to discuss the infraction and receive an appropriate consequence. Parents will receive a phone call.

Disciplinary or Academic Probation

A student may be placed on disciplinary probation after chronic or severe infraction of school rules and policies or a student may be placed on academic probation for failure to maintain an overall average of C, and/or for failure to complete assignments completely and on time. Students will have to meet specific criteria to be removed from probation and remain a student at MCS.

Intimidation, Harassment, and Threats

Each student is entitled to a safe, peaceful, and healthy educational environment. Intimidation, harassment, or threatening behavior of any kind will not be tolerated. Appropriate action will be taken if necessary.

SUSPENSION AND EXPULSION

A student may be suspended from school after communication with a parent. Very specific changes in attitudes and actions will be expected prior to re-admission. A re-admission parent/administrator conference will be necessary for the student to return to school. An administrator has, at all times, the authority to suspend a student. The length of suspension will be one to five days as determined by the administrator.

Grounds for suspension include:

- ◆ Continued deliberate disobedience/disrespect displayed
- ◆ A rebellious spirit that is unchanged by efforts by the school staff
- ◆ A continued negative attitude and bad influence upon other students
- ◆ A serious breach of conduct inside or on school grounds, which has an adverse effect upon the image of the school
- ◆ Failure of the student to comply with the disciplinary actions of the school

In-School Suspension

Students who violate a major school rule may be assigned in-school suspension. With guided study, students are excluded from participating in regular classes but are able to complete class work in school. **Students are not permitted to participate in extracurricular activities while on suspension.**

Out-Of-School Suspension

Out-of-school suspension is for a specified period of time during which students are not allowed to attend or participate in extra-curricular activities. This action occurs for serious violation of school regulations. Class work and homework missed while on suspension must be made up. The student is given the make up work the day they return to school. Disciplinary probation is invoked when a student is suspended from school. The student is expected to make up all class work and homework missed.

Expulsion

Expulsion will be recommended if it becomes apparent that the school will not be able to meet the needs of a student, or if the student's behavior is preventing classroom instruction. Expulsion may also be recommended for failure to meet the requirements of academic or disciplinary probation. A date of withdrawal from school is decided on by the administration. The expulsion date may be immediate. Expulsion does not relieve parents of the obligation to pay a full year's tuition.

CHEATING AND PLAGIARISM

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Unacceptable behavior includes, but is not limited to:

- ◆ Copying another student's homework
- ◆ Working with others on projects meant to be done individually
- ◆ Looking at or copying another student's test or quiz answers
- ◆ Allowing another student to look at or copy answers from your test or quiz
- ◆ Using any other method to get/give test or quiz answers
- ◆ Taking a test or quiz in part or in whole to use or give to others
- ◆ Copying information from a source without proper attribution
- ◆ Taking papers from other students, publications, or the Internet

Violators of this policy will be disciplined on a case-by-case basis depending on the severity of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing assignment/retaking test, receiving a failing/zero grade on the project/test, receiving a lower overall grade in the class, suspension, or expulsion.

STUDENT DRESS CODE

Uniforms must be purchased from Student Apparel Store or during an MCS Used Uniform Sale, held periodically throughout the year. All articles of clothing should be labeled with the student's name.

When a student is inappropriately dressed, a parent is called and asked to bring the proper clothing. This includes wearing Spirit Day clothes on the wrong day. If there are any questions about purchasing uniform items, please call the school.

Girls

- ◆ Uniform choices include: a white or burgundy polo shirt monogrammed with the school logo, a uniform plaid jumper, plaid walking shorts, or uniform black pants. Jumper length should be no more than four inches (in front, sides, and back) from the floor when kneeling. Uniform shorts length should be lower mid-thigh to knee length. Shirt must be tucked in neatly.
- ◆ Solid white, black, gray, or burgundy socks, at least ankle length, must be worn with shoes. During cold weather, solid white, black, gray, or burgundy tights may be worn with the uniform. Leggings and sweatpants are not permitted under jumpers or shorts.
- ◆ A black, gray, or brown belt must be worn with uniform shorts and uniform black pants by third through fifth grade girls. A belt is optional for kindergarten through second grade girls.

Boys

- ◆ Uniform choices include: a white or burgundy polo shirt monogrammed with the school logo, uniform gray pants, gray pleated shorts, or uniform black pants. Shirt must be tucked in neatly.
- ◆ Solid white, black, gray, or burgundy socks, at least ankle length, must be worn with shoes.

- ♦ A black, gray, or brown belt must be worn with uniform shorts and pants by third through fifth grade boys. A belt is optional for kindergarten through second grade boys.

OUTERWEAR

Only MCS outerwear clothing may be worn at school: sweatshirt, windbreaker, burgundy fleece jacket, letter jacket (purchased at MCS), and cardigan sweater (purchased at Student Apparel Store).

SHOES

Shoes (including sneakers) should be a solid color: white, black, gray, or brown. Sneakers may have minimal trim color.

No boots, slippers, high top shoes, sandals, or "croc". No shoes or sneakers that have the toe or back out. No flashing lights on tennis shoes or shoes with wheels, ex. Heelys. No soles or heels higher than two inches. The preference is one inch or less, because of safety concerns. Students must follow these guidelines even on non-uniform days.

SPIRIT DAY CLOTHING

Spirit Day is observed the first Friday of the month. Spirit Day clothing may only be purchased through the Athletic Department.

Students may wear MCS apparel with uniform shorts, PE/Spirit Day shorts, solid color pants, jeans or MCS sweatpants (**no jean shorts**). Girls may wear solid capri pants or long-styled shorts (length of shorts must be below the knee). Pants and jeans cannot be frayed or have holes anywhere in them and may not be over-sized. **No skirts, bib jeans, or overalls. Shirt must be tucked in neatly.**

PHYSICAL EDUCATION CLOTHING

Kindergarten through Third Grade

No P.E. uniform is required. Girls may wear gym shorts under their uniform. Shorts must be shorter than the uniform.

Fourth and Fifth Grade

The P.E. uniform consists of an **MCS P.E. T-shirt and a pair of black or burgundy, monogrammed gym shorts.** These clothes must be purchased from the Athletic Department. P.E. shorts should not be rolled at the waist. Only **MCS** sweatshirts and sweatpants may be worn in cold weather. **Athletic shoes and socks must be worn.**

ACCESSORIES

Accessories that cause distraction in the classroom (e.g. excessive number of bangles, rings, large necklaces, bracelets, watches that beep, flashing lights on shoes, etc.) are not permitted. Boys may not wear earrings. Girls may not wear more than two pairs of earrings. Earrings can only be worn on the earlobes and may not be larger than an inch and a half in length. **No tongue piercing. No body piercing or tattoos can be visible.** Students may not write on themselves or others, or on school uniforms. Hats are not permitted except on "special dress" days.

HAIR STYLE

Hairstyle should be consistent with good grooming and cleanliness. No extreme or faddish hairstyles or colors are permitted. A boy's hair should be above the collar, above the eyebrows, and above the bottom of the earlobe in length when combed down.

MAKE-UP

Make-up is not permitted. A **natural look** is encouraged. Distracting nail polish is not permitted.

Final determination as to the appropriateness of dress, hairstyle, accessories, or make-up is left to the discretion of the school administration.

MEDICATION

PRESCRIPTION MEDICATION

- ♦ The parent must request in person that the student be given the medication.
- ♦ The parent must sign a release form allowing the school nurse or Headmaster's designee to administer the medication.
- ♦ Medication must be in the original container with the pharmacy label attached.
- ♦ Medication will be administered according to the prescription label.
- ♦ Students **WILL NOT** be allowed to transport prescription medication.

****Medication prescribed 2-3 times a day should be given at home unless the child is in Extended Care.***

NON-PRESCRIPTION MEDICATION (Over-the-counter)

- ♦ The parent must request, in person, that the student be given the medication.
- ♦ The parent must sign a release form allowing the school nurse or Headmaster's designee to administer the medication.
- ♦ The parent will provide instructions including the dosage and the time medication is to be given to the student.
- ♦ Medication must be in the original container. (Directions from the parent should not exceed the medication instructions on the label.)
- ♦ Students **WILL NOT** be allowed to transport non-prescription medication.
- ♦ Cough drops are considered non-prescription medication.

METERED DOSE INHALERS FOR STUDENTS WITH ASTHMA

- ♦ Florida statues authorize students to carry a metered dose inhaler on their person when they have approval from their parents and their physician.
- ♦ The Headmaster shall be provided a copy of the parent's and physician's written statement of approval.
- ♦ Metered dose inhalers may also be kept in the clinic and administered under the "prescription medication" guidelines.
- ♦ **PLEASE NOTE: All medications not picked up by the parent at the end of the school year will be discarded.**

ACTIVITIES

Safety Patrol

Fifth grade students serve as patrols for the entire school year. A student must exhibit exemplary citizenship qualities and maintain a "C" overall average to be a safety patrol member. The duty of the safety patrol is to assist students before and after school as they arrive and leave the building. Students participating in the safety patrol must be able to arrive thirty (30) minutes before school and/or stay thirty (30) minutes after school is dismissed. Patrols will have monthly meetings and a field trip at the end of the year. Serving as a safety patrol member is an honor and privilege and is considered a position that comes with a great deal of responsibility at Mandarin Christian School.

Student Government

Student Government gives students an opportunity to participate in a democratic organization and learn how one operates. It also serves as a liaison between students and faculty. It consists of officers, elected by the whole upper school student body, and classroom representatives elected by the students in the homeroom class.

A student who wishes to be a classroom representative must maintain a "B" overall average and exhibit exemplary citizenship qualities. Each third through fifth grade class is represented by one member on Student Government. Student Government offices are reserved for students in eighth through twelfth grade. For more information, see the Student Government Sponsor.

Extra-Curricular Activities

A variety of activities are open to students before and after school including: Praise Team, Kindermusik, intramural sports, dance classes, and instrumental band for fourth and fifth grade. Specific information regarding these classes is provided at Orientation.

Various performance ensembles are available for third through fifth grade students, including choral, vocal, dance, and drama.

Orff Ensemble is available for fourth and fifth grade students. They play recorders, Orff instruments, and other percussion instruments.

EXTENDED CARE PROGRAM

The Extended Care program is provided for the convenience of parents whose children attend Mandarin Christian School. The Extended Care program provides an enjoyable atmosphere for students before and after school. Extended Care opens at 7:00 AM and the afternoon program closes at 6:00 PM. The Extended Care program is closed when school is dismissed for holidays. Fees are listed on the financial information sheet in the information packet. There will be a \$25 fee for returned checks. For more detailed information regarding the Extended Care program, please call the Extended Care office at 268-5353. An enrollment fee must be paid for students to utilize this program at anytime.

SUMMER CAMP

Mandarin Christian School's regular day camp is eight weeks of summer fun designed for children entering kindergarten through sixth grade. Children may register **for one week or up to eight weeks**. The regular day camp program provides Bible lessons, crafts, games, skits, swimming, field trips, and outdoor recreation.

Mini camps are offered each week in the areas of academics, special interests, and sports. These camps are instructed by Mandarin Christian School faculty members.

PARENT-TEACHER PARTNERSHIP

The Parent-Teacher Partnership (PTP) has been a tremendous support system for MCS. The PTP sponsors and/or facilitates a number of activities including Turkey Fest, vision and hearing screening, Christmas Shop, Coin Drive, and the Spring Auction. There are many opportunities for parents to volunteer. Please check with the Welcome Center or your child's teacher to ask how to volunteer as a homeroom parent, library assistant, cafeteria assistant, computer assistant, or in any school program or activity in which you have a special interest or skill to share with our school. Together, parents and teachers can truly make a difference in making this a wonderful school for our students.

EMERGENCY PROCEDURES

Fire, severe weather, and disaster drills are conducted regularly. Students should walk silently and quickly to their class-assigned area when the alarm rings. Silence should be maintained until all students return to the classroom.

Please watch T.V. Channel 27 and Channel 12 news stations for advisement of Mandarin Christian School closings. Safety is always our first and foremost concern. We have a weather monitor in the school office that alerts us to bad weather at all times.

LIBRARY

The Library is open from 7:55 AM to 4:00 PM Monday through Friday. Students are encouraged to use the library after school in addition to scheduled class visits.

- ◆ Students may borrow one book for a period of one week.
- ◆ Borrowed books may be renewed twice for a period of one week each time. Books must be brought to the library for renewal; exceptions can be made for particular circumstances, such as reports.
- ◆ Reference books and current periodicals may be enjoyed in the library, but not checked out.
- ◆ Students with an overdue book will be given a written notice. Additional books may not be checked out until overdue books are returned.
- ◆ Students will be charged for lost or damaged books. The librarian should be contacted in reference to lost or damaged books.

The library is a place of learning and growth. We encourage the use of this resource by every student. Parents are welcome to visit. Please contact the office for this opportunity. Parents are also appreciated as volunteers. Please contact the librarian if interested in sharing your talents.

LOST AND FOUND

All lost and found items such as books, jewelry, or apparel should be turned in at the Welcome Center. **Clothing and student possessions, such as cardigans, jackets, gym clothing, personal books, book bags, etc. should be clearly labeled with students name for purposes of identification.** Lost and

Found items not claimed that cannot be identified may be given to Goodwill or re-sold in the used uniform sale.

Textbooks are assigned to students. Students will be charged for lost or damaged textbooks, and library books.

FIELD TRIPS

Field trips are a vital part of a well-rounded instructional program and offer many opportunities for enhanced teaching. **Each trip is considered part of the curriculum and all students are urged to be present.** The Principal must approve all trips. **Under no circumstances is swimming permitted on any field trip or school event, without prior Administration approval.**

Electronic Devices

The following may not be brought on a trip, unless given permission from the administration: laser pointer, cell phone, digital camera, video camera, music player, video game, or any other electronic device.

Transportation for field trips will be by school bus or chartered bus. Each child must present a signed parent consent form before the child can leave school for a field trip. Parent consent forms will be sent home at least one week in advance of a field trip, and needs to be returned the next day. Students may ride home from a field trip with their parents only if the school Principal approves it two (2) days before the scheduled date of the field trip. It is the intent that every child enjoys and profit educationally from these experiences, but a child may be excluded from a field trip for any of the following reasons:

- ◆ Failure to meet the deadline for funds
- ◆ Repeated behavioral problems in the school environment
- ◆ Behavioral problems on a previous field trip

Parent Chaperones

The number of parent chaperones may be limited due to the location and nature of the field trip. Each teacher will strive to allow every parent an opportunity to attend at least one field trip during the year. **When serving as chaperones, parents may not bring siblings with them.** It is important that chaperones are able to give their full attention to the safety of our students.

LUNCH PROGRAM

Students may bring or buy their lunch. A hot lunch program is available five days a week. A lunch menu will be sent home at the end of each month for the next month. The cost of meals for students and adults is \$3.50 and includes milk or juice. Students who bring their own lunch may also purchase milk, water or juice for \$.50. Lunch will not be served on early release days. **There will be a \$25 charge for all insufficient fund checks returned to the school.**

Lunch may be paid for in cash or by setting up an account. To set up an account send in at least a \$35.00 deposit, for each student. The account will need to be replenished when the balance reaches \$15.00.

In order to offer a hot lunch program, it is necessary for a significant number of students to participate each day. We encourage all of our parents to give our lunch program a chance by having your children try it out and see if it adequately meets your family's needs.

We also invite our parents to come and have lunch with their child/family during their scheduled time. There is a Guest Table set up where you and your child/family may eat lunch. Due to limited seating, we request that you have only your children/family at the table. When the weather is nice, you may eat in the courtyard after notifying your child's/family's teacher and/or the cafeteria assistants on duty in the cafeteria. Please do not take your child/family outside without letting the teacher or the cafeteria assistant know. Your child's/family's safety is always our first concern. Students need to return to their class at the end of lunch.

PARTIES

Class parties are held on designated days and times during the school year. Parties will still be limited to students in that specific class.

Teachers will work with parents to recognize a student's birthday but will need advanced notice. Birthday celebrations will no longer be held during lunch or in the cafeteria. Birthday celebrations will be during class recess and limited to dessert or treat only. Flowers, balloons, gifts, stuffed animals, etc. may only be delivered to the

Welcome Center. Office personnel will then deliver these items to the student at lunchtime or the end of the school day.

PHYSICAL EDUCATION PARTICIPATION

All physical education students are expected to participate in class unless they are injured or sick and have a note from a doctor or parent. Students will not be excused for any other reason.

PUBLIC DISPLAY OF AFFECTION

Public displays of affection are not appropriate on campus. Friendship is encouraged, while public romance and physical expression of mutual attraction are not permitted.

PETS

For the safety of our children, pets are not allowed in the building, or on any school grounds which includes the athletic fields. No pets are allowed out of your vehicle. Individual classroom policies regarding pets will be pre-approved by the administration.

PARENT MESSAGES TO STUDENTS

Any parent who needs to get a message to his/her child should call the school **before 2:30 PM**. Parents are requested to make calls to students only when absolutely necessary.

TELEPHONE USE BY STUDENTS

Students are responsible for bringing to school needed items, homework, books, and gym clothes. Students will not be permitted to call home for these or other items. A student needing to use the school phone must have a teacher's written permission.

CELL PHONES

If a student has a cell phone, it must be turned off and out of sight at all times. If a cell phone is turned on or used without permission, it will be taken from the student and a parent must pick it up from the Elementary Principal.

TECHNOLOGY AND INTERNET USE

Each student must return a signed **Technology and Internet Acceptable Use Agreement** form before accessing the Internet on school computers. Access will be denied to any student who does not return the agreement. The agreement will be provided at Student Orientation.

ACCEPTABLE USE POLICY

- School technology (computers, printers, projectors, sound system, etc.) and the Internet will be used under faculty supervision and for educational purpose only.
- Students should not rearrange, delete, add, or otherwise change any computer hardware and/or software settings established by the technology or administrative staff.
- Students can download or transmit files from the Internet **only** with the permission of the technology staff or supervising teacher.
- Students are not to save files to school computers unless directed to by the technology staff or supervising teacher.
- Printing can be done with permission of the technology staff or supervising teacher.
- Students should not save bookmarks or “favorites” on school computers.
- Students should not access or transmit on personal, web-based email accounts.
- If inappropriate material appears on the screen, students need to immediately minimize the window and notify the teacher/technology staff.

Consequences of Misconduct

Violation of the *MCS Technology & Internet Acceptable Use Agreement* may result in the student’s loss of technology and/or Internet privileges as well as possible disciplinary action. Technology and Internet usage is a privilege, not a right.

DELINQUENT FINANCIAL ACCOUNT

The enrollment contract for each student states:

“In addition, I understand that by signing this contract for the coming school year, I have accepted the rules and regulations of the school and the policy regarding payment of tuition and fees as stated on the current financial information sheet. Full financial obligations for a student must be met before: (1) student is permitted to complete final week of the second semester; (2) student's records may be forwarded; (3) student receives a report card or test results.”

All fees must be current in order for a student to receive a re-enrollment contract or for a student to receive his/her report card and/or test results. Fees included in this policy are: cafeteria charges, technology fee, Extended Care fees, sports fees, unreturned books (library and/or textbooks), tuition fees, etc. In addition, all returned check issues must be resolved. Student records will be released as soon as all financial obligations are met.

RETURNED CHECK

Parent(s) will be billed \$25.00 if a check they have submitted to MCS is returned from the bank. The check will immediately be resubmitted. If the check is returned again, parent(s) will have to submit cash, a money order, or a cashier's check to replace the returned check.

MCS will no longer accept checks from a family who has had three returned checks in one school year. That family will have to pay all future fees with cash, a money order, or a cashier's check – this includes cafeteria charges, field trips, extended day fees, etc.

This handbook was prepared in an effort to assist parents and students in understanding the policies and services of Mandarin Christian School.