

**WELCOME TO
THE ELEMENTARY CAMPUS OF
MT. SALUS CHRISTIAN SCHOOL
2009-2010**

Dear Parents,

I would like to welcome you and your children to Mt. Salus Christian School. We are pleased and honored that you have chosen to entrust your children to us for the coming school year. I would like to tell you about our perspective on education, our teachers, and our curriculum, and to invite you to participate in making this year an outstanding educational experience for your child.

OUR PERSPECTIVE ON EDUCATION: Mt. Salus Christian School is committed to offering a quality education that is built upon a Christian world-and-life view. This means that we want children to learn that God is relevant in all subject matter and in every aspect of life. We also want the children to learn to take pleasure in actions that are right and pleasing to God.

OUR FACULTY: Mt. Salus Christian School is committed to assembling a first-rate faculty of Christian educators. We believe there is a difference between a teacher who teaches christianly and a teacher who is simply a Christian. All of our teachers teach all subject matter from a Christian perspective. Most have had substantial teaching experience, and have a deep love for children. As you get to know your child's teachers, you will see this love and concern and a willingness to "go the extra mile" in working with your child.

OUR CURRICULUM: Mt. Salus is committed to excellence in curriculum and in all areas related to the learning that takes place at the school. We are continually evaluating our curriculum, and we have chosen for each subject what we feel to be the best for our students.

OUR SCHOOL: We are committed to the idea of a "family school". You are always welcome to visit the school. We will provide ways for you to get to know your child's teachers and to get to know other parents. You are welcome to eat lunch with your children, and to attend any class parties or assemblies to enjoy these experiences with your children. We believe that involvement with the school is important for parent and child alike.

A GOLDEN RULE SCHOOL: We seek to live daily, and to teach our students to live daily, by the Golden Rule. May the Lord bless our efforts this year!

In Christian education,
Morris Richards
Elementary Principal

ACADEMIC STANDARDS

The purpose of the Board's policy on academic standards is to ensure that we have students whom we can adequately serve and that they are in fact benefiting from their time with us. At the end of any nine-week grading period, if a student is failing in two subject areas, he/she will be placed on academic probation. If the student continues to fail in two subjects at the end of the next nine-week period, he/she may be referred to another school that might better meet his/her academic needs. If a student is failing three subjects at the end of any grading period, he/she may be referred immediately to another school.

Such a referral may be appealed to the Board of Mt. Salus, should the student and his/her parents feel that the student's academic performance can be reasonably expected to improve. To make such an appeal, both the student and one or both parents must appeal in writing, and confirm the request in person before the Board at the next available opportunity. The final decision concerning this appeal will be left to the Mt. Salus School Board.

Occasionally, there is a question about the placement for a student in a particular grade level. The school retains the right to make the final decision. This is true both before school starts and during the course of the school year.

DISCIPLINE

Our goal is that each student be responsible and committed to doing what is pleasing to God. In cases where there is little or no evidence of self-discipline, the teacher is called upon to assist the student in the disciplinary process. The form that the corrective action takes depends on the nature of the misconduct, the age of the student, and the history of misconduct with that student. Emphasis is placed on the student's understanding that he/she is personally responsible for his/her actions. We want every student to have a heart or attitude of commitment to obey and to submit to the teachings of God and those placed in authority over him/her.

OFFICE VISITS FOR GRADES K-4: Students will be sent to the principal if they are disrespectful of authority, are vandalizing property, or are disrupting class without heeding the warnings of the teacher. Being sent to the office is a serious matter. The first time, the student will have a conference with the principal. The second time, the parents will be notified. If there is a third time, the parent will be called and may be asked to take the child home for the day. If there continues to be a problem, the child may be asked to leave Mt. Salus.

DETENTIONS IN GRADES 5 AND 6: In grades 5 and 6, students may be given detention if they consistently break classroom rules or if the teacher deems it necessary. Detention is served on the same day or the next day from 3-4:00 p.m. If a student receives three detentions in a 9-week period, he/she will be placed on probation. If a student receives a fourth detention in a nine-week period, the Board will review the situation and the student may be asked to leave Mt. Salus immediately.

DRESS CODE

School dress is regarded by Mt. Salus to be primarily the responsibility of the home. We allow a wide variety in dress, and recognize that fashions change as well. We want students to feel comfortable in their clothing while following Biblical standards for modesty. The following guidelines are designed to help parents and students with clothing choices.

Girls: Girls may wear dresses, jeans, culottes, and shorts. In grades 1-3, "short" shorts are not allowed. **In grades 4-6, the only styles of shorts permitted are the longer style "uniform shorts," which are available at many major department stores, or cargo shorts.** Any color is fine.

Dresses must be no more than 3" above the knee when measured from the floor with the student kneeling. Halter-tops and bare midriffs are not allowed.

Shirts/blouses/sweaters must be long enough so that arms can be raised without exposing bare midriffs. Tops with spaghetti straps and thin straps are not allowed. Tight jeans are not allowed. Only modest, one-piece bathing suits may be worn at school swimming parties.

Boys: Boys may wear jeans, slacks, and shorts. **In grades 4-6, the only styles of shorts permitted are the longer style "uniform shorts," which are available at many major department stores, and cargo shorts.** Any color is fine. Tank tops and cut-off shirts may not be worn. **Boys in the 5th and 6th grades must wear their Shirt-tails tucked in and belts must be worn.** Boys may not wear earrings.

SWEATPANTS: May be worn by students in K-4th grades.

Clothing containing writing, numbers, or adornment must be appropriate to a Christian school atmosphere (please, no rock group, beer, or tobacco T-shirts). Clothing should be clean and in good repair. Hair should be neat and clean and should be cut so as not to interfere with vision. Boys' hair must be above the collar. Hats or caps may not be worn in school.

Personal appearance must be appropriate to a Christian school atmosphere and must not be distracting to other students or teachers. **IF INAPPROPRIATE CLOTHING IS WORN,** parents will be called and asked to bring appropriate clothing. If no one can be reached, students will wear clothing from the office grab bag for the day.

ABSENCES FROM SCHOOL

It is expected that children will be in attendance except in cases of personal illness, serious illness in the family, or doctor's or dental appointments. A pupil is given two days for each day absent to make up work missed during an excused absence. After ten absences in a semester, a note from a doctor will be required for the absence to be excused. **Students who miss school during the day may not participate in school activities that same night, unless special permission is granted from the administration.**

The MPSA ACCREDITATION Handbook states, “No student shall be promoted to the next grade whose absences exceed twenty days during the school year.¹ The administration and school board may waive this requirement if it is determined that the absences resulted from unusual circumstances or extended illness.”

FAMILY TRIPS DURING SCHOOL

Mt. Salus also recognizes that family trips can be of educational value, and absences due to these trips will also be excused. Such trips should be discussed well in advance with the principal and teacher so that provision may be made for necessary work to be made up. **Trips will not be counted in the twenty-day limit.**

RETURNING AFTER AN ABSENCE

In the interest of keeping all of our children as healthy as possible, please observe the following health rule: The child's temperature should be normal for 24 hours before he/she returns to school. In other words, if your child has a fever in the evening, he/she must stay home the next day.

Your child must present a written excuse from you on the day he/she returns after an absence. The excuse should contain the pupil's name, the dates absent, and the reason for the absence. Please sign the excuse and have your child present it to the teacher upon his/her return to school.

MAKE-UP WORK AFTER AN ABSENCE

Pupils who have an excused absence should contact their teacher upon returning to school to get the assignments they missed. **IT IS THE RESPONSIBILITY OF THE STUDENT TO CONTACT THE TEACHER ABOUT MAKE-UP WORK.** Students will be given two days to make up work for every one day they are absent. Although the absence has been excused, students will lose credit on work missed unless it is made up.

TARDY POLICY

The first bell rings at 7:50, and students leave the gym and go to their rooms. Please drop off your children by 7:50 each day to give them a chance to prepare for the beginning of school. The tardy bell rings at 8:00 and classes begin promptly at that time. Students arriving after 8:00 a.m. disrupt classroom activities already in session and make the child feel as if he/she is “behind the eight ball” before his/her day even gets started.

Students who are not in the classroom at 8:00 a.m. must report to the office for a Tardy Slip. Three non-medical tardies, excused or unexcused, will count as one absence. For medical tardies, please bring a slip from your doctor or dentist.

After a child acquires six morning tardies, excused or unexcused, he/she will work after school from 2:45-3:00 p.m. each time he/she is tardy thereafter.

¹ Item 38.001, page 22

DOCTOR'S OR DENTIST'S APPOINTMENTS DURING SCHOOL

Please attempt to schedule these appointments after school. If this is not possible, have your child bring a note to his/her teacher, describing the nature of the appointment and the time you will pick up the student. When you arrive at school, ***please come to the office***. Office personnel will get your child from class and bring him/her to the office. This procedure minimizes class disruption and serves as a safety measure for the children.

FINANCES

REGISTRATION FEE: A student is not properly registered, and therefore his placement in the class is not guaranteed, until a Re-enrollment or Application form is on file in the office and the Registration Fee is paid, or arrangements are made to pay it. The multiple child discount applies only to tuition, not to school fees. Registration Fees are refundable until May 1, after which they become nonrefundable.

TUITION (paid monthly for 10 or 12 months, August /June - May): The tuition payment policy adopted by the Board states:

1. **Tuition payments are due on the tenth day of each month.**
2. A Late Payment Fee of \$25.00 will be assessed if tuition is not paid by the 10th.
3. Once enrolled, families that leave Mt. Salus for any reason must pay tuition for two additional months beyond the date of withdrawal.
4. If tuition becomes 30 days delinquent, the student may not be admitted to classes until the tuition is paid. This policy will be enforced by the school administration unless prior arrangements have been made with the Board.

Families paying for three or more children in grades 1-12 are allowed a **multiple child discount of 25% off the tuition of the 3rd child and 50% off on any additional children.** If a family leaves Mt. Salus, educational records are held here at the school until all outstanding balances have been paid.

ACCIDENTS OR ILLNESSES OCCURRING AT SCHOOL

In the case of illness or an accident resulting in injury, the administrator will make every effort to notify you. Any pupil who is injured or becomes ill at school will be kept under observation and control of school personnel until you or another properly designated person takes charge of the pupil.

If you cannot be reached, your emergency contact person will be called. If a severe emergency develops, the student will be taken to the emergency room at Baptist Hospital at once.

PARENT TEACHER RELATIONSHIPS

We pray for continued good relationships between parents and teachers. However, if an occasion should arise where there may be an apparent conflict, the parent should contact the teacher involved or vice versa. Only after this has been done and no solution is forthcoming should the principal be consulted. And,

of course, in extreme cases, the board of directors could be approached for a final word on the matter. This approach follows the Biblical direction of Matthew 5:23-24; 18:15-16 and works effectively for the development of proper relations.

ROOM PARENTS ORGANIZATION

The purpose of the Room Parents Organization is to aid the school with special projects, assist teachers with field trips and class parties, provide refreshments for school functions, and basically help wherever needed. There are monthly meetings the first Tuesday of each month to discuss and plan for future school activities. We encourage you to attend these meetings. Your ideas are welcome and needed!

Each room has a Room Mother who coordinates support for room and school activities. This provides parents an opportunity to help in the varied activities of the school. The leaders will be contacting you throughout the year about projects and activities the Room Parents Organization undertakes.

"PARENT TALK"

"Parent Talk" is a weekly newsletter issued by the office. It will be sent home with your child every Monday printed on blue paper. Since "Parent Talk" is the official means of regular communication between school and parents, if your child fails to bring one home, please stop by the office for another copy.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be scheduled at the end of the 1st 9-week grading period. You will receive your child's first report card at that time. All parents will be asked to attend these conferences. In addition, our teachers are always willing to schedule conferences at the parent's request.

Please schedule conferences through the office, or speak to the teacher after school to set up a time. **Please do not try to "catch" a teacher before or during school for a "mini-conference" or even a friendly visit when they are busy and have a lot on their minds.**

Also, please limit phone calls to teachers at home to matters that cannot be addressed in a note or that cannot wait until the next morning. Our teachers love and need uninterrupted time with their families. Thanks!

SCHOOL HOURS

School begins at **8:00 a.m.** The gym will be open at **7:30 a.m.** for the convenience of working parents who must drop their children off early. Parents may make special arrangements with the school if they must leave their children before 7:30 a.m. Someone will supervise the children until 7:50 when a bell rings and classes begin.

School dismisses at **2:45 p.m.** If you are not able to pick up your child before 3:00 p.m., please ask a friend to do so and notify the office of your plans. **Children who are still here at 3:15 p.m. will be supervised in our After**

School Care program for a minimum one hour charge of \$7.00. Students who remain after school for athletic practices must be picked up at the end of the practice session. Anyone remaining longer than 15 minutes after practice may be placed in After Care for their safety and supervision. The fee described above will be required by the parent.

SNOW, SEVERE WEATHER

In case of snow or severe weather when we may not have school, we will notify the Emergency Operations Center (EOC), which in turn notifies radio and television stations prior to 7:00 a.m. If the Clinton Public Schools are closed because of severe weather, we will also be closed, so you can listen for our name or CPS's name. The **Clinton radio station 93.5 FM** has offered to list us especially promptly so they would be the best radio station to listen to.

KINDERCARE & AFTER SCHOOL CARE AVAILABLE

Mt. Salus offers a Kindercare program for morning kindergartners from 11:30 a.m. to 3:00 p.m. daily and an After School Care program for students in all grades from 3:15 p.m. to 5:30 p.m. daily (except for half days) for \$7. per hour, \$15. per day or \$60. per week. Parents may pay by the week, the day, or the hour for either program. Contact the office (601.924.5863) for more information.

OFFICE HOURS & VISITORS

Parents are always welcome in the school. School office hours are from 7:30 A.M. to 4:30 P.M. during the school year. ***When you come to the school for any reason, please come by the office first.*** Messages or personal items must be left in the school office for delivery. This minimizes classroom interruptions.

Before and after school, parents may park in the parking lot directly in front of school. However, **parents who come any time during school are asked to park in the church parking lot and to walk to the school using the sidewalk.** Students are often crossing or playing in the school parking lot when parents arrive during school. Our play area will stay a safe place to play if parents use the church parking lot during the school day.

REPORT CARDS AND PROGRESS REPORTS

Report cards are issued to students four times a year at intervals of nine weeks. They are issued on Thursday following the close of the nine weeks period.

Please check the report card to see the progress your child is making, sign on the back, and have your child return it to his/her teacher the next day. There is a \$5. charge to replace a lost report card.

GRADES

The grading scale used at Mt. Salus is as follows:

A	100-93
B	92-85
C	84-75
D	74-70
F	Below 70
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

The grades received in Music, Art, P.E. and Spanish are for conduct only, and not for skill or ability. Since God has gifted each student in different ways as it relates to these areas and we want all students to fully participate in all activities without fear of failure, we believe this is the best practice for these grades.

PARTY INVITATIONS

If party invitations are handed out at school, either all the girls, all the boys, or everyone in the class must be invited.

TEXTBOOKS

The school furnishes textbooks and workbooks for all students. Textbooks remain the property of the school, while the pupil keeps his/her workbooks. No state or federal funds are involved. Pupils should see that their books are not abused, as a fine will be assessed for any book showing abusive or improper care. If a book is lost, the list price of the book must be paid for replacement.

PUBLIC RELATIONS

Parents and students are the best advertisement for Mt. Salus Christian School! Actually, no better qualified group could be called upon for such a service! You are encouraged to inform friends and acquaintances about the school's ministry and mission. Literature is available at the school office for distribution.

LIBRARY

The library schedule will allow every pupil to have access to the library as often as needed during the week. Books may be checked out for a period of two weeks. Encyclopedias, special reference books, and magazines are to be used only in the library and cannot be checked out. Please help teach your child to be responsible for and take care of library books. If a book is lost, a minimum \$10 Lost Book Fine up to the amount necessary to replace the book is charged.

TRAFFIC: BEFORE SCHOOL

ALL PARENTS: Parents who are dropping off children, but not entering school themselves, should form a **SINGLE FILE** line going south, (passing the church first), driving forward as far as possible along the sidewalk of the school. You may drop off children from anywhere in line. You do not need to wait until you are in front of the building because students may enter the building from the front or side doors. **Your children should enter and exit your car from the school side to avoid walking in front of or between cars.** Once your children are unloaded, you may turn out of the line and proceed slowly (**under 10 m.p.h.**) off the campus.

TRAFFIC: AFTER SCHOOL

PARENTS OF K – 3rd GRADERS: Please stay in the **RIGHT** lane as you enter the parking lot. Your children will be sitting on the gym steps and load from the front doors of the school. Always leave a large gap near the basketball goal for cars in the left lane to exit when they are loaded. *Once the teacher knows you are waiting, please pull up as far as you can along the sidewalk. More cars will be able to load at one time.*

PARENTS OF 4th - 6th GRADERS: Please stay in the **LEFT** lane as you enter the parking lot. Your children will be seated outside and load from anywhere in the dismissal line. Please veer to your left in order to pick up students as close to the grass as possible. This will leave more room for others to pass you in case you are stranded by a late student.

IF YOU HAVE BOTH A 1st-2nd GRADER AND A 3rd-6th GRADER: Please use the **right** lane and ask your upper grade student to proceed to the front of the school when they see you in the line in order to load with brother or sister.

EVERYONE: Once your child/children are loaded, you may pass the cars in front of you and proceed *carefully* out of the parking lot. We strive all day to teach your children Christian virtues, including patience. They learn by example, so please be a good one!

NOTE: In the morning, please do not park near the Fellowship Hall entrance to come into the school because Kindergartners are dropped off there each morning. Thanks!

BLUE & ORANGE DAY

Every Friday is Blue & Orange Day at Mt. Salus. Classes that have at least 90% wearing primarily our school colors of blue, orange & white receive 5 minutes of extra recess time that day! The best way to be blue, orange and white is to wear a Mt. Salus T-shirt or sweatshirt, but anything that is primarily blue, orange and white will do.

CARE OF BUILDINGS

Please help us keep our freshly painted school looking nice. Students can help by making sure that all candy wrappers, chip wrappers, and other trash is put in the trashcans. If you see someone else's trash laying around, please help by throwing it away. Many of the walls in the classrooms have been repainted. Please be careful not to get pencil marks or dirt on them. On rainy days, please make sure that your shoes have no mud on them before coming in the building.

In the bathrooms, please be sure to throw paper towels in the trashcans. If we all work together, our school can be the cleanest and prettiest in town!

FIRE AND TORNADO DRILLS

Fire and tornado drills will be held several times during the school year. On the signal, all pupils will leave their classrooms in quiet orderly lines and proceed to an assigned place. At the beginning of school, each teacher will give pupils detailed instructions regarding these drills.

SCHOOL STORE

Pencils, pens, loose-leaf paper, and glue sticks may be purchased at the school in the office. Students may buy supplies before and after school, during breaks, and during lunch.

LOANING MONEY

Upon request of a parent, the office will loan money to buy a lunch if the student has forgotten his lunch or lunch money. We will not let your children go hungry! We do not loan money for drinks or vending machine products.

LUNCHES

There are two options available for lunch. You may bring a sack lunch, or order a hot lunch from our cafeteria. Menus are sent home by the students monthly. Cafeteria lunches cost \$3.50 per day.

Milk and orange juice may be purchased separately from the office for 40 cents each. Parents are welcome to eat lunch with their children anytime. (Please notify the Office by 9:00 a.m. on days that you plan to eat.) Only students in 4th-6th grades are allowed to use the microwave.

LOST AND FOUND

Pupils should assume responsibility for their personal items such as books, pencils, articles of clothing, etc. **Please label** all coats, jackets, sweaters, hats, etc. Report promptly to the teacher any lost item. Any articles found should be returned to the owner, teacher, school office, or the Lost and Found rack.

PICTURES

Individual school pictures are taken in the fall. A class group picture and a Yearbook may be ordered in the spring. Purchase of either is voluntary.

TELEPHONE

The office telephone is a business phone and it may only be used by students in emergency situations. Sickness and forgotten lunches are considered emergency situations. Asking permission to go to someone's house after school is **not** an emergency.

STUDENT CONDUCT

The great commandment that Jesus gave (Matt. 22:37-40) tells us to love God first and foremost, and secondly, our neighbors. In other words, we are to obey God and we are to respect and care for those around us. Out of love for God, every student should use and develop the talents, possessions, and opportunities given to them for God's glory. Out of love for our fellow students, students should encourage their classmates to do the same.

The following **guidelines for acceptable and appropriate conduct** should be understood and subscribed to by all students:

1. Conversations held within the classroom are not to infringe on the rights of others. Within class discussions a student may speak when he has been properly recognized and "has the floor". At other times he/she should remain quiet, attentively and respectfully listening to the contributions of others.

Conversations, private or public, are expected to be positive, constructive, and respectful. Foul, dirty, or suggestive language or stories, gossip, misuse of God's name or spiritually meaningful terms, suggestive "sign language", "degrading names", "putting others down" by telling them to "shut up", "get lost", etc., even if "done in fun", are examples of conduct which is unacceptable at Mt. Salus Christian School.

2. Unnecessary bodily contact, whether it is affectionate, playful, or hostile, is not acceptable conduct while at school. Such incidents, which may seem harmless, often expand rapidly and tend to detract from the development of proper relationships and a constructive educational atmosphere.

3. All property, personal or other, is to be treated with due respect. Damaged or destroyed property belonging to others is to be replaced by the student(s) responsible. Each student is personally responsible for cleaning up after using a table or study area.

4. Students are asked not to bring to school cell phones, tapes, radios, CD players, electronic games, any electronic equipment and inappropriate magazines or books. If an item listed above is found in the possession of a student on school premises, the school reserves the right to keep the item until it is picked up by a parent.

5. All controlled substances, knives or weapons of any kind are prohibited at Mt. Salus. Possession of them will result in suspension or expulsion.

GUM CHEWING

Gum chewing will not be permitted at any time. Frequently, gum is found under desks, on carpets, or on clothing. All students are expected to comply with this regulation.

**Elementary Student/Parent Handbook Agreement Form
2009-2010**

(Please print, sign and return this page to the administrative office)

I, _____ (please print **student** name) have read, understand, and agree to abide by the policies, rules, and procedures contained in the *Mt. Salus Christian School Student/Parent Handbook*.

(Student Signature)

(Date)

I, _____ (please print **parent** name) as a parent/guardian of the student named above, have read, understand, and agree to my child abiding by the policies, rules, and procedures contained in the *Mt. Salus Christian School Student/Parent Handbook*.

(Parent/Guardian Signature)

(Date)