

2016-2017

Student Handbook



CARMAN
ADVENTIST SCHOOL

**Strong Foundations.
Successful Lives.**

1330 Cobb Parkway N
Marietta, GA 30062
(770) 424-0606
www.CarmanSchool.org

Our Contact Information

Carman Adventist School

1330 Cobb Parkway N
Marietta, GA 30062
Office: (770) 424-0606
Fax: (770) 420-9145
www.CarmanSchool.org

Principal - Rebekah Helbley

rhelbley@caschool.org

Ashley Wade - Pre-K/Kindergarten

awade@caschool.org

Dana Holland - 1st Grade

dholland@caschool.org

Jeanie Boyd - 2nd and 3rd Grade

jboyd@caschool.org

Ashleigh Sciulli - 4th Grade

asciulli@caschool.org

Daniel Craft - 5th and 6th Grade

dcraft@caschool.org

Melanie Fanelli - 7th and 8th Grade

mfanelli@caschool.org

Calvin Cummings - Administrative Assistant

info@caschool.org



CARMAN
ADVENTIST SCHOOL

School Calendar 2016-2017

| Date | Event |
|---------------------|----------------------------------------------------------------------|
| August 8 | First Day of School |
| August 15-16 | Dibels Testing for Grades K-2 |
| August 18 | Open House |
| September 5 | No School - Labor Day |
| Sept. 26 – Sept. 30 | Iowa Assessment for Grades 3-8 |
| October 7 | 1 st Period Ends |
| October 10 | Cookie Dough and Pecan Fundraiser Kick-off |
| October 14 | Parent/Teacher Conferences - No School |
| October 17-21 | Fall Break/Teacher In-services |
| November 1 | Cookie Dough and Pecan Fundraiser Ends |
| November 3-4 | Elementary Choir/Bells Festival - GCA |
| November 18-25 | Brunch/Thanksgiving Vacation Begins, 11:30 A.M. |
| December 8 | School Christmas Program |
| December 16-30 | Christmas Vacation, 11:30 A.M. Dismissal/2 nd Period Ends |
| January 2 | School Resumes |
| January 4-5 | Dibels Testing for Grades K-2 |
| January 16 | Martin Luther King Jr. Holiday - No School |
| February 20 | President's Day - No School |
| February 23 | Open House |
| February 24 | Bring A Friend - Visitation Day |
| March 3 | 3 rd Period Ends |
| March 6-10 | Spring Break |
| March 13-17 | WrAP Testing, Grades 4, 6, 8 |
| April 13 | Parent/Teacher Conferences - 4-7 P.M. |
| April 14 | Good Friday - No School |
| April 20-23 | Pathfinder Camporee |
| May 3-5 | 8 th Grade Class Trip |
| May 8-12 | Dibels Testing for Grades K-2 |
| May 12 | Family Vespers Program |
| May 15 | Carman Move-A-Thon |
| May 17 | K Graduation - 9:30 A.M., 8 th Grade Graduation - 7 P.M. |
| May 19 | Last Day of School/Noon Dismissal/4 th Period Ends |

Welcome

Carman is an independent private school serving the greater Marietta and Atlanta areas. As a part of the school system for the Georgia-Cumberland Conference of Seventh-day Adventists, Carman continually strives to nurture the spiritual lives of its students, while offering the best in educational excellence. We welcome each student and parent to our school for an engagement in learning and an environment of safety. Our school is blessed to embrace the special qualities your child brings to the classroom. Thank you for choosing Carman for your child's education!

Our Promise

We, teachers and principal, will do our very best with God's help to nurture your child, create a safe environment, and educate your child in excellence. Our goal is to engage each student in academic learning to create a desire for greater understanding and attainment. We give our utmost to help each student achieve beyond his or her skill levels. Students are educated to accept service as a way of life, to be sensitive to the needs of people in the home and society, and to develop skills to adapt to a world that is ever-changing. Thank you for letting us share in your child's success!

Vision Statement

Affordable, quality, Christian education for children from Kindergarten through 8th grade in a safe, encouraging, nurturing environment.

Mission Statement

The mission of Carman Adventist School is to connect students to God through:

Caring
Achieving
Service

Philosophy

Carman believes the existence of God as Creator is fundamental to all knowledge. True education develops the spiritual, mental, and physical capabilities of each student, preparing them for the joy of service in this life and for the higher joy of service in the life to come. Carman strives for educational excellence and spiritual nurture. Students are educated to accept service as a way of life, to be sensitive to the needs of people in the home and society, and to become active members in the church and community by developing skills to adapt to an ever-changing world.

Objectives

The goal of Carman is to help students:

- ❖ Aspire to excellence
- ❖ Embrace diversity
- ❖ Create a safe environment
- ❖ Achieve excellence
- ❖ Realize success
- ❖ Engage team spirit
- ❖ Uphold dignity
- ❖ Ensure mastery
- ❖ Maintain communication
- ❖ Espouse God-centered life
- ❖ Sustain high academics
- ❖ Employ credentialed teachers
- ❖ Involve parents and community
- ❖ Gain knowledge

Location:

Carman is located at 1330 Cobb Parkway N in Marietta, Georgia. The school is just north of the Bells Ferry Road intersection, between Bells Ferry Road and Barrett Parkway off U.S. Highway 41.

Directions:

When coming from Interstate 75, exit on 267B and stay in the far right lane on U.S. Highway 41 Cobb Parkway N. Turn right at the end of the exit ramp onto Cobb Parkway N. and go through the next two lights. The second light is Bells Ferry Road. Turn right on Field Parkway and then make an immediate left up the hill. The drive fronts Cobb Parkway N. and the signage indicates Marietta Adventist Church. Carman sits to the left of the church.

Accreditation

Carman is accredited with the Seventh-day Adventist Schools by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, a member of the National Council for Private School Accreditation (NCPSA), which is approved by the U.S. Department of Education as a school accrediting agency, and by the U.S. Immigration and Naturalization Service (INS) for the purpose of enrolling non-immigrant (F-1) students.

In Georgia, Seventh-day Adventist schools are also accredited by the Georgia Private School Accreditation Council (GAPSAC), which was accepted by the State Board of Education on August 13, 1998, as an accrediting agency. In addition, Carman holds an accreditation for having met the requirements established by the Middle States Association of Colleges and Schools (MSA-CESS) Commission on Elementary and Secondary Schools.

Non-Discrimination Policy

Carman makes no discrimination of race, color, nation, ethnic origin, or religion in educational policies, admissions, scholarships, finances, or school-administered programs. Carman embraces all students as children of God.

Interpretation of School Policy

The Administration and School Board reserve the right to change, formulate, and implement policies, rules, and regulations throughout the course of the year in order to assure the safe and appropriate operation of the school. If an interpretation is questioned or disputed by a student, parent, or guardian, the principal or may give the interpretation. The School Board reserves the right to make final interpretations of school policy.

Entrance Requirements

Attendance at Carman is a privilege. Students seeking admission agree to support the school's principles, programs, and personnel, and act in harmony with the standards of the school. New and returning students must complete and return all documents required by the application process. The admissions committee will determine acceptance and school administration reserves the right to refuse admission based upon failure to support Carman's mission, philosophy, standards of conduct, behavior record, academic and attendance record, special needs exceeding Carman's services, outstanding school accounts, or requests to transfer from another school during the last quarter of the school year.

Evaluation testing of students may be required as a tool for admissions and placement. If transferring from another school all records must be presented no later than registration day of the school year. All students are admitted on a six week trial basis to determine if there are behavioral or learning concerns. Carman is not equipped to teach students with severe learning and behavioral concerns. Under certain circumstances the probationary period may be extended at the discretion of the school.

Kindergarten Entrance: Applicant must be at least 5 years of age on or before September 1.

First Grade Entrance: Applicant must be at least 6 years of age on or before September 1.

Enrollment Checklist:

- ✓ A. New Applicant Information
- ✓ B. New Family Information
- ✓ C. New Student Information
- ✓ D. New and Returning Student Supplemental Information
- ✓ E. New and Returning Student Continuing Consent to Treat
- ✓ F. New and Returning Student Transportation Authorization
- ✓ G. New and Returning Student Media Release
- ✓ H. New and Returning Student Fees and Conditions
- ✓ I. New and Returning Student Aftercare program Rules
- ✓ J. Carman Adventist School New and Returning Student Internet Usage Policy
- ✓ K. New and Returning Student Parent/Teacher Communication for Conflict Resolution

Acceptance Checklist:

- ✓ A. State certified copy of birth certificate
- ✓ B. Georgia State Certificate of Ear, Eye, and Dental Examinations
- ✓ C. Georgia State Certificate of Immunization or notarized waiver
- ✓ D. School entry medical examination
- ✓ E. Signed financial agreement and required payment (contact the treasurer)

School Hours and Attendance Guidelines

School Hours are 8:30 A.M. to 3:15 P.M. Monday through Friday.

Office Hours are 8:00 A.M. to 4:30 P.M. Monday through Friday.

Morning Childcare is from 7:00 A.M. until 8:15 A.M. for no additional cost.

Students are to arrive on time each day. If parents need to drop their students off early, childcare is available from 7:00 A.M. until 8:15 A.M. at no additional cost. Pickup is promptly at 3:15 P.M. All students enrolled at Carman are expected to be punctual and regular in attendance.

Students arriving late must sign in at the school office and then progress quietly to the classroom with no talking in the halls. Students dismissed early must sign out of the school office to the custody of the parents or other person the parent has given written permission.

Absences and tardiness are excusable for personal illness, serious illness of immediate family member, including grandparent, death in the immediate family, including grandparent, medical appointments, special or religious holidays observed by a student's faith, or quarantine. Written excuses are required for all absences and tardiness. Other emergencies may arise when a child needs to be out of school. Please notify the school office and teacher ahead of time to make arrangements for school work to be completed while away from school.

School Visits

The school welcomes visitors to watch the school program in action. All parents must enter through the front door by the office. However, we do make the following requests of parents who desire to schedule visitation times in the classroom for any reason:

- Please schedule your visit with the classroom teacher to make sure the time is not disruptive to the class schedule.
- Please sign in at the school office before visiting the classroom and obtain a visitation badge.
- Please arrange a time in advance for a parent and teacher conference in after school or before school hours.
- During school hours if you need to speak with your child, please wait in the office for the child to be brought to the office by the office personnel.

Phone Calls

The school phones are for school business purposes only. Please call the school during school hours for business or emergencies. The school administrative assistant will take the messages and notify the teachers. Students should not receive phone calls or place phone calls without office permission. Please do not call, text, or email a student or teacher directly during the school day and expect a return message. If a student becomes ill during the day the parent will be called. Routine arrangements such as lunches, permission slips, etc. should be arranged before the student comes to school.

Afterschool Care

Afterschool care is available from 3:30 until 6:00 P.M. on Monday through Thursday and 3:30 until 5:30 P.M. on Friday, at an additional charge on a prepaid basis. There is no afterschool care on noon dismissal days.

Guidelines for Afterschool Care:

1. Afterschool Care is \$8.00 per day per student and must be prepaid in the school office by parents planning to use the service. If a parent is unexpectedly late to pick up a child, then payment must be received at pickup time by the aftercare individual.
2. A late fee of \$1.00 per minute per student will be charged for every minute past 6:00 P.M. on Monday through Thursday and past 5:30 P.M. on Friday.
3. School behavior applies during Afterschool Care. Inappropriate behavior may result in withdrawal from the Afterschool Care.
4. If school closes for inclement weather, Afterschool Care will also be closed.
5. Only designated drivers on the registration form may pick up the student from the Afterschool Care and must sign out the student each day.

Leaving School Grounds

The school office must be alerted prior to departure if a student is to be picked up by someone other than those listed on the application form for student pickup. If prior arrangement has not been made, and someone other than those listed on the application form arrives to pick up a student, the student will be held at school until the parent has given authorization. Students may not make arrangements during the school day for their transportation from the school without prior written permission from all parents or guardians involved. No student may leave the school at recess or any other time before regular dismissal without prior written permission from the parent(s) or guardian(s) and school office approval.

Sickness Policy

- Keep your child home if he or she has been running a fever.
- Keep your child home if he or she has a temperature of 100°F or above.
- Child must be fever-free for at least 24 hours without the help of fever reducing medication after the fever subsides before he or she may return to school.
- Please, do not give your child medication to keep down a fever and then send him or her to school.
- The school office will call you if your child becomes sick or is injured during the school day. Please come as soon as possible to get your child.

Accidents at School

Accidental insurance is provided for each child and the cost is included in the registration fee for accidents at school. Claims are completed by the hospital or doctor and must be returned to the school office as the insurance company dictates. Claim forms are available in the school office. The responsibility of the parent is to complete the forms and return them to the school office within the designated time frame.

Students with Allergies

The goal of the school is to provide a safe environment for all students. However the school cannot guarantee that students with allergies will not be exposed to potential allergens within the school environment. Utmost care will be given to manage a child's allergy condition when parents have notified the school of the concern.

Parents should do the following:

1. Notify the school in writing of potential allergens
2. Work with the principal and teacher to develop a plan to minimize potential exposure
3. Provide medical doctor's plan to follow in Carman of allergic reaction
4. Train the student how to avoid potential exposure to allergens and what to do should an allergic reaction occur
5. If medication, such as Epinephrine pen is required or an inhaler, a form must be completed and the medication must be left in the school office
6. A 2nd medication may be kept in the classroom or with the student through prior arrangement with the school office
7. Children with food allergies may be requested to bring all food and drink from home as a cautionary measure

Prescription and Non-prescription Medication

If students must have prescription or non-prescription medicine administered during school hours, then the parent needs to fill out a Request for Administration of Medication Form signed by both the doctor and the parent. All prescription and non-prescription medicine must be kept in the school office. No medicine may be kept by the student or in possession of the student (except see Students with Allergies). All medicine needs to be in original pharmaceutical container, the medicine needs to be clearly labeled with the name of the student, the appropriate dosage, and the time to be given.

Asbestos Notification

Carman is free from all forms of asbestos and is in compliance with regulatory guidelines.

Safety Drills

Safety drills are conducted monthly. Students will walk to designated locations for both fire and disaster emergencies.

Inclement Weather

In the event of inclement weather, Carman will follow the same course of action as the Cobb County Public School System. If Cobb County schools are not in session due to inclement weather, Carman will not be in session. Cobb County Public School System closings may be found on the news media.

Lunches

1. Please provide a healthful nutritious lunch for your student each day. The school encourages parents to send vegetarian lunches with their student.
2. The kitchen is not available for student use at lunch. If needed, microwaves are provided in the lunch room for 30 second warm-up of food. Please do not send lunches that require over 30 seconds of warm-up.
3. Please send lunches in a lunch box with an ice pack if the lunch needs to remain cool. The refrigerators at the school are not available for use by the students.
4. On Fridays the 8th grade will serve hot lunch, and students may prepay to order lunch.
5. Students may not share lunches due to the concerns with allergies of some students.

Classroom, School, or Birthday Parties

Parents or students are requested not to bring food for other students without first making arrangements with the classroom teacher and the school office. Please note that anything brought for other students (such as cupcakes for birthdays, etc.), must be accompanied by complete nutrition information labels, which should be given to the school office for permanent filing.

Gum Policy

Gum chewing is not allowed on the Carman campus or in the school. Carpets, desks, sidewalks, and parking lots need to remain clean and free from disposed gum.

Home and School Association

The Home and School Association is a volunteer cooperation between Carman and its parents. The Home and School Association blends the involvement of parents with the school for a spirit of cooperation. The association involves volunteers in on-campus activities, projects, fund raisers, fun events, and field trips.

Volunteers

Carman welcomes and encourages volunteers to participate in preplanned activities in the school. Volunteers are needed to drive students for field trips, help in the classrooms as room mothers or fathers, help with after-school sports, or many other activities. All volunteers must complete a volunteer application and complete the "Shield the Vulnerable" background check. This must be completed through the school office.

Field Trips or Class Trips

Field trips and class trips are an integral part of the educational experience at Carman. Permission slips will be sent to parents for written signature permission by the parent or guardian prior to the field or class trip. Persons providing transportation for field trips must complete "Shield the Vulnerable" background check, complete a driver questionnaire, and provide a copy of their driver's license along with a valid proof of insurance. All students must wear seat belts with younger students using a booster seat, and sit in the correct seating according to Georgia law.

Athletics and After School Activities

At differing times of the year varying activities will be made available to the students after school. The teams play other Adventist and Christian schools across the north Georgia region. Each student's grades will be evaluated at the end of each quarter. If any grade falls to a D or below, the student will be ineligible to participate in the extra-curricular activities for the following quarter. Once the student completes a full quarter with grades above a D, they are again eligible to participate the following quarter. All students are eligible the first quarter of each school year.

Internet Usage Policy

All students in grades K through 8th and their parents or guardians, are required to sign the Internet Usage Policy statement. This agreement is part of the registration requirements found in the registration packet.

Cell Phones and Electronic Devices

Cell phones may be allowed at school, but must be in backpacks for safe keeping and not used during the before care, school, or after care times without permission from a teacher or staff member. All electronic or mobile devices need to be turned off, unless authorized by a teacher. No unauthorized electronic devices may be used during school supervised hours on the school campus. If the rule is broken, the electronic device will be confiscated.

Library Lending Policy

Students will be checking out books from the Carman library for use in classes or book reports. In the event of a lost, damaged, or seriously late book, a standard fee of \$20 will be charged to the student account. The fee will be used toward the replacement of the book by the school. No books may be checked out of the library until overdue materials or books are returned or replaced.

Dress Code

The dress code policy for students at Carman is designed to encourage neatly groomed students and to create an atmosphere of integrity and learning. Uniforms may be purchased at Uniform Source, 2141 North Cobb Parkway, Kennesaw, GA 30152, telephone number (770) 919-9967. Uniforms are also available through Land's End at www.LandsEnd.com. Uniform shirts and sweatshirts are available through Atlanta Custom Graphics at www.atlantacustomgraphics.com

| | |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Shirts | Properly fitted and tucked-in long sleeve and short sleeve polo shirts in burgundy, hunter green, navy, white, corn, red, or light blue may be worn with the previous logo. New shirts purchased at Uniform Source should be white, corn, light gray, light blue, and navy with the new embroidered school logo. |
| Pants | Pants are to be in either khaki or navy blue colors. K through 2 nd grade may wear pull-on elastic waist styles of pants. 3 rd through 8 th grades must wear pleated or flat front pants with belt loops and a belt. The pants may be purchased at any store as long as they have no more than a 4-pocket chino style pant. (No cargos, flares, bell-bottom, baggy styles and not stone or off-white in color). |
| Shorts | Modest shorts are to be in either khaki or navy blue colors. The shorts may be purchased at any store as long as they have no more than a 4-pocket chino style. K through 2 nd grade may wear pull-on elastic waist styles of pants. 3 rd through 8 th grades must wear pleated or flat front pants with belt loops and a belt. |
| Belts | Belts may be black, brown, navy, or identical color of trousers with no ornamentation. K through 2 nd is exempt when wearing an elasticized waist. |
| Skirts | Skirts are to be in khaki, navy blue, or plaid color (plaid color 80), with a modest hemline. Must be worn with dark colored biker-type or privacy shorts. May be purchased at Uniform Source. |
| Skorts | Modest skorts are to be in khaki, navy blue, or plaid color (plaid color 80), and worn with built-in privacy shorts. May be purchased at Uniform Source. |
| Jumpers | K through 4 th grades may wear modest length logoed jumpers with a non-logoed Peter Pan blouse. Must be worn with biker-type or privacy shorts. May be purchased at Uniform Source. |
| Polo dress | K through 4 th may wear modest length logoed polo shirt dress in navy, green, burgundy, or red with the previous logo. New polo dresses purchased at Uniform Source should be navy with the new embroidered school logo. |
| Sweatshirts | Sweatshirts are to be a logoed crew-neck pullover in navy purchased showing the school logo. Students may wear a logoed navy, royal blue, gray, or pink hooded sweatshirt showing the school logo. Hoods may not be up on the heads in the school building. |
| Jacket | Jackets must be logoed, full zippered pullover fleece or hooded windbreaker in navy. |
| Sweaters | Sweaters must be a navy cardigan with school logo and purchased at Uniform Source. |
| Socks/Tights | Socks, tights, or leggings must be worn. |
| Shoes | Shoes must be flat, closed-toed and closed-heeled, and suitable for recess and PE. No cartoon or TV characters, no platforms, heels, or sandals may be permitted. All shoes need to fit correctly, tied or buckled for safety. |
| Hair/Headwear | Hair must be clean, well groomed, and neat. Extreme hairstyles will not be permitted. Young men's hair should be above the shirt collar. Hats are not permitted. |
| Nails, Jewelry, and Make-up | Clear nail polish only. No jewelry. Make-up should have a natural look. |
| Backpacks and Lunchboxes | Plain backpacks and lunchboxes with simple colors and patterns are preferred. |
| Spirit Wear | Spirit wear t-shirts may be worn on specified Spirit Days and may be purchased at Uniform Source or specified source. The uniform pants, shorts, or skorts will be worn with the spirit wear t-shirts. |

Standards of Conduct

Expectations include:

1. Respect the Lord's name and use it reverently.
2. Be respectful toward teachers, staff, and other students in both word and action.
3. Be respectful of your school, guarding how you speak of it and treat the physical campus.
4. Respect the property rights of others and use your own equipment.
5. Deal honestly with yourself and God by completing your own class work, examinations, and homework.
6. Bring only academically or spiritually appropriate materials to school.
7. Be positive and speak kind words.
8. Bring honor to God, your family, and your school with proper conduct.
9. Be helpful to your friends, family, and teachers.

Practices not allowed:

1. Fighting in school, before or after school.
2. Bullying in school, before or after school, or in any kind of electronic media.
3. Possession or use of tobacco, alcoholic beverages, or controlled substances.
4. Undermining the religious ideals of the school.
5. Use of profane language, possession, comments or displaying obscene literature, pictures, electronic media.
6. Dishonesty, including theft, cheating, or another person doing your homework.
7. Willful disrespect, disobedience, or poor attitude to friends, teachers, or any member of the school community.
8. No use of skateboards, scooters, in-line skates, roller skates, televisions, radios, CD and DVD players, electronic games, personal electronic devices, or game cards.
9. Possession of harmful devices or weapons, such as, guns, knives, matches, fire-crackers, etc.
10. Vandalism, stealing, destroying building, or harmful defacing of building.
11. Chewing of gum.

Sexual Harassment Policy

Students, teachers, staff members, or volunteers may not participate in, or allow any act of harassment which degrades, injures, or disgraces a student or staff member. Harassment includes jokes, intimidation, or any physical or verbal attack directed at a person's race, religion, national origin, age, gender, or physical features. This kind of behavior interferes with an individual's ability to perform work or school assignments due to the intimidating and hostile environment that is created. Incidents of harassment must be reported to the administration immediately. These situations will only involve necessary personnel and will be treated with the utmost confidentiality. The school will contact the appropriate authorities or agencies should the seriousness of the situation deem necessary.

Discipline

Discipline methods used by the teaching staff are consistent and appropriate to each age or maturity level of the student. Each teacher will outline the procedures which will be used within their classroom at the beginning of the school year. Every effort will be made by Carman to make discipline an informative and redemptive process. Willingness of the student to change to more appropriate behavior and cooperation of the parents and guardians will make discipline a positive experience.

Disciplinary actions may include one or more of the following, as appropriate:

- Phone call to parents
- Meeting with teacher, student, parents, or principal as appropriate
- Individualized discipline plan developed and followed
- Apologies when needed
- Written commitment for future behavior in a written contract
- Written assignment appropriate to the infraction
- Limiting recess activity with friends, thus running laps or exercises
- Creative activities that fit the infraction
- Points removed from a classroom reward program

- Restitution when appropriate
- Supervised activity
- Parents called for early pick-up of student with a commitment of better behavior before the student returns
- Individualized discipline plan developed and followed
- Behavioral or academic contract
- Parent asked to sign a daily report until the student is able to maintain self-discipline
- In school or out of school suspension
- Expulsion as the last resort

Communication from the School and Home

Notes or emails will be sent home periodically to parents. The completed papers for each student will be sent on Friday. The Tuesday Times will also be posted on the school website and sent as an email each Tuesday. If you would like to speak with the teacher of your student, please set up, in advance, a meeting via the school office or as an email to the teacher the night before or earlier. Teachers do not read emails throughout the day, nor do they have time to communicate during the school hours via phone call, email, or texting. Please respect the teacher's time with your child. Please call the school office during the school hours.

Communication for Conflict Resolution


1. Discuss the situation with your child's teacher.
2. If amiable agreement cannot be reached, a conference will be set up for the parent, teacher, and principal.
3. If further assistance is needed, contact the Carman school board chairperson in writing.
4. If concern remains unresolved, you may contact the Associate Superintendent of Education in Georgia-Cumberland Conference.
5. If all steps are unsuccessful and the concern remains unresolved, a final appeal of the issue can be made to the Carman school board. The teacher, associate superintendent of education, and parent are requested to be present with the school board. If the parent is a school board member, then he or she will need to remove him or herself from the decision-making process. A final resolution to the concern will be acted upon by the Carman School Board. All parties will be officially notified in writing of the Carman school board's decision.
6. Under no circumstances should an individual Carman school board member be contacted to solve a conflict or problem.

Grades and Assessment

Report cards will be issued at the end of the second week following each of the four periods. Parent-teacher conferences will be scheduled by the school office to discuss the progress and assessments of each individual student after the first grading period. After that, the parents or teachers may request a conference at the end of a grading period or at any time during the period. The report cards will be hand delivered to parents or mailed to the home address. In addition, formal conferences may be scheduled by the school office at the end of the third quarter. Student work will be sent home on a regular basis on each Friday of the school year for parents to see weekly progress.

Progress Report for Kindergarten

Class Grades

- | | |
|------------------------------------------------------------------------------------|-------------------------------------------------------|
| I | Independently achieves objectives and performs skills |
| P | Progressing toward objectives and performing skills |
| N | Needs more time to develop |
|  | Not addressed in this marking period |

Progress Report for Grades 1 – 2

Class Grades

| | |
|---|-------------------------------------------------------|
| I | Independently achieves objectives and performs skills |
| P | Progressing toward objectives and performing skills |
| N | Needs more time to develop |
| ■ | Not addressed in this marking period |

Skill Grades

| | |
|---|---------------------------|
| + | Excellent |
| / | Satisfactory |
| ~ | Needs to improve |
| ■ | Not assessed at this time |

Social Development/Work Ethic

| | |
|---|---------------------------|
| + | Puts forth special effort |
| / | Does what is expected |
| ~ | Needs improvement |

Letter Grades and Percentages for Grades 3 – 8

| | | | |
|----|---------|----|--------|
| A | 93-100% | C | 73-78% |
| A- | 90-92% | C- | 70-72% |
| B+ | 87-89% | D+ | 67-69% |
| B | 83-88% | D | 63-68% |
| B- | 80-82% | D- | 60-62% |
| C+ | 77-79% | F | 0-59% |

RenWeb

RenWeb is a web-based program which allows a parent or student to track the student's grades, attendance, and communicate via email with the teacher.

Set Up of RenWeb for Parents and Students:

1. Log onto www.Renweb.com/Logins/ParentsWeb-Login.aspx
2. Go to parent website
3. Enter district code GCC-SDA
4. Enter the email address you provided the school
5. Leave password blank
6. Click on new parent log-in. After getting the password, re-enter RenWeb using the password. Remember the password is Carman-sensitive.
7. Press Parent or Student to view student's attendance and grades.

Academic Policy

Carman strives for educational excellence. The academic policy is a gentle reminder to parents and students that Carman takes seriously the value of learning for each student. Each quarter Carman will celebrate the accomplishments of each student to achieve Principal's List or Honor Roll.

High Honor Roll: A student must maintain all A's to be on the Principal's List. A student with the high standing is congratulated for excellent achievement.

Honor Roll: A student must maintain all A's and B's to be on the Honor Roll. A student with A's and B's is doing very well and is to be congratulated for good achievement.

Regular Standing: A student must maintain a minimum of a C- average to remain in regular standing in 3rd to 8th grades. A student must maintain a minimum of an "S" to remain in regular standing in 1st and 2nd grades.

Academic Probation: A student with a D or F grade in any subject is placed on academic probation until the grade is raised to a C- or higher.

Academic Steps for Improvement from Academic Probation

1. The teacher will talk with the student and document the grade/s on the Academic Improvement Document. Both the student and teacher will sign and date the form. The student and teacher will work out a plan to complete the assignments and improve the grade/s to return to regular academic standing. The parent/s will be sent the form by hand or email to sign and return to the teacher.
2. If the grade/s has not improved in one week, the principal will talk with the student and document the grade/s on the Academic Improvement Document. The student and principal will work out a plan to complete the assignments and improve the grade/s to return to regular academic standing. The parent/s will be sent the form to sign and return to the principal.
3. If the grade/s has not improved in the third week, the parent/s and student will be requested to come to the school to meet with the teacher and/or principal to create a plan to improve the grades and return to regular academic standing. All parties will sign the Academic Improvement Document.

Missed Assignments Due to Sickness: For 3rd to 8th grades students are allowed one day to make up missed assignments for each day missed due to sickness. Each day afterwards the assignment will count as late with an additional 10 percent loss of grade each day up to three days. Parent/s and student are to work closely with the teacher as per teacher discretion to complete all missed assignments.

All Assignments and Homework: All assignments and homework are due the day for the given assignment, unless a specific date has been given to the assignment. Each day afterwards the assignment will count as a late with an additional 10 percent loss of grade each day or according to the teacher's discretion. Students are responsible to complete all assignments to the best of their ability. Assignment books are given to the students and each teacher takes the time to reiterate the assignments to be written in the book. Each student is responsible to daily write all assignments in the book as a continuous reminder of assignments due.

Finances

Carman endeavors to keep tuition at a rate affordable for parents. The tuition is applied on a two-tier system for students whose families are members of the Marietta Adventist Church (MAC) or families whose students are from the community. The registration and tuition fees required for attendance reflect only a portion of the total cost of providing a Christian education. The members of MAC play a key role in keeping the cost of private Christian education affordable to members via direct Carman subsidies and indirect facility subsidies from MAC to the school. The discount for members of MAC reflects the additional commitment members of MAC make to Christian education by their tithe and offerings.

2016 - 2017 Tuition and Fees Schedule

| Tuition Item | MAC Member Rate | Community Rate |
|-------------------------------------------------------------------------|-----------------|----------------|
| Application fee for new students | \$100.00 | \$100.00 |
| Registration fee | \$475.00 | \$475.00 |
| Discount of \$100.00 for registration fee if paid in full before July 1 | \$375.00 | \$375.00 |
| Annual activity fee | \$100.00 | \$100.00 |
| Annual tuition rate | \$4,460.00 | \$4,676.00 |
| 10 month plan (August 1 – May 1) | \$446.00 | \$468.00 |
| 12 month plan (June 1 – May 1) | \$372.00 | \$390.00 |
| Payment in full for entire school year with 3% discount | \$4,327.00 | \$4,536.00 |
| Payment in full for a semester with 1% discount | \$2,208.00 | \$2,315.00 |
| Graduation fee for 8 th graders | \$75.00 | \$75.00 |

Discounted Rate for Multi-Students from One Family

| Tuition Item | MAC Member Rate | Community Rate |
|-----------------------------------------------|-----------------|----------------|
| 1 st Child - Standard tuition rate | \$4,460.00 | \$4,676.00 |
| 2 nd Child - 15% discount | \$3,791.00 | \$3,975.00 |
| 3 rd Child - 20% discount | \$3,568.00 | \$3,741.00 |
| 4 th Child - 20% discount | \$3,568.00 | \$3,741.00 |

Tuition Payments

All tuition payments are due by the 1st of each month and late after the 10th of the month. The treasurer, Elva Bowman, will answer any financial questions or help set up the payments. Please call Elva Bowman at (404) 312-7608. Payments for tuition may be mailed to the school address or paid in person at the school office.

Registration Fee

Registration Fee covers textbooks and workbooks, student insurance, library book fee, standardized testing, report cards, PE expense, yearbook, Friday Flyer, and beginning of the year individual student pictures. Registration fees are due July 1 prior to each school year.

Note: Individual student and class pictures at the beginning of the year in uniform are included in the registration fee. Individual pictures will be taken in the spring with the option for parents to purchase a variety at an additional expense.

Activity Fee

The annual activity fee of \$100.00 covers field trips and class parties for the school year. This fee will be prorated over the school year with each monthly payment.

Fee Payment Policy

Prior to a student attending class at Carman, a parent must sign a Financial Agreement and the following items need to be paid in advance:

- Any outstanding account balance
- One-time application fee for new students
- Registration fee
- Current month's tuition

Returned Check Fee

The returned check fee is \$30.00. Any family with more than two returned checks in a school year will be required to make payment by a certified check or money order for the remainder of the year.

Delinquent Accounts

Any account with an outstanding balance will be considered delinquent after the 10th day of the month. Delinquent accounts will be assessed a late fee of \$30.00 or 10% of the outstanding balance, whichever is greater. Any account that is more than 45 days past due will result in suspension of the student(s) unless prior arrangements have been approved by the Carman Adventist School Finance Committee. Any account that is more than 90 days past due will be subject to collection.

Intent to Withdraw

A thirty-day written notice of intent to withdraw must be received by the school office to avoid future charges. There will be no partial month tuition refund without a written notice, unless a student is requested by the administration to withdraw.

Eighth Grade Class Trip and Graduation

Financial accounts need to be current for a student to participate in the eighth grade class trip and graduation exercises.

Fund Raisers

All fundraising must be reviewed by the principal and approved by the Carman Finance Committee.