



Student & Family Handbook

2026-2027



Strong Foundations. Successful Lives.

1330 Cobb Parkway N Marietta, GA 30062

Call or Text : 770. 335.0230

CarmanAdventistSchool.com



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School Board Members

Chairperson
School Principal
Treasurer
Finance Committee Chair
Head Pastor
Associate Pastor
Head Elder
Home & School Leader
Parent
Parent
GCC Associate Superintendent of Education

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Jeff Freeman
Elva Bowman
Jared Twomley
Joe Wamack
Eileen States
Leland Davis
Judi Meyer
Lemuel Bajo
Ebony Pearson
Wesley Gennick

Welcome

For over 70 years, Carman Adventist School has provided an exceptional (and affordable) private education for students from Pre-K to 8th grade. Centrally located in Marietta, Georgia, we are an inclusive school community that warmly welcomes families from all cultures, faiths, and traditions.

Our fully-certified, experienced teachers deliver a comprehensive educational experience grounded in Christian values, fostering character, integrity, and compassion in our students. We educate and support the whole child, academically - socially - spiritually - physically - mentally.

Our unique approach to educating the whole child ensures that Carman students grow to be independent learners who are able to think critically, communicate effectively, and attain greater intellectual and spiritual discernment. We instill students with social-emotional proficiency, executive function skills, and strong academic competencies as part of a well-rounded educational experience. Carman exists to build strong foundations for successful lives!

Vision

Carman exists to provide affordable, quality Christian education for students from Pre-Kindergarten through 8th grade in a nurturing, equitable environment.

Mission

The mission of Carman Adventist School is to build strong foundations that lead to successful lives by cultivating Christ-like characters, achieving academic excellence, developing healthy minds and bodies, and growing as servant-leaders.

Philosophy

At Carman we believe:

- The existence of God as Creator is the foundation of all knowledge.
- True education develops the spiritual, mental, and physical capabilities of each student, preparing them for this life and the life to come.
- It is critical to provide a nurturing, Christ-filled environment of educational excellence by teaching core academic content, executive function skills, and social-emotional proficiencies that will allow students to adapt to an ever-changing world.

Core Goals

At Carman we educate and empower students to:

- Embrace a Christ-centered life of servant leadership.
- Achieve excellence in academic, spiritual, social, mental, and physical development.
- Demonstrate mastery of grade-level standards and skills.
- Think critically, reason effectively, and independently pursue knowledge.
- Communicate effectively with others.
- Work collaboratively to achieve goals.
- Exhibit respect and compassion to all.

Policy Interpretation

Carman's administration and school board reserve the right to change, formulate, and/or implement additional policies, rules, and regulations throughout the course of the year in order to ensure the safe and appropriate operation of the school. If the interpretation of any policy is questioned or disputed by a student, parent, or guardian, the principal may further explain/interpret the policy. The Carman Adventist School Board reserves the right to make final interpretations of school policy.

Accreditation

Carman Adventist School is a Seventh-day Adventist School, fully accredited 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 has been approved by the State Board of Education and by the Board of Regents of the University System of Georgia for transfer of credits, and by the Georgia Student Finance Commission for HOPE scholarship eligibility.
- Carman also holds additional accreditation for having met the requirements established by the Middle States Association of Colleges and Schools (MSA-CESS) Commission on Elementary and Secondary Schools.

Equity Advocate

We recognize that based on factors including, but not limited to, disability, race, ethnicity, and socio-economic status, students can be deprived of equitable educational opportunities. Educational equity is the intentional allocation of resources, instruction, and opportunities according to need, requiring that discriminatory practices, prejudices, and beliefs be identified and eradicated.

Carman Adventist School proudly supports the GCC Office of Education's Equity Advocate Initiative which is based on the core principles of Matthew 18:1-6 to establish awareness, provide advocacy, and advisement on equity issues. Carman's equity advocate is Dr. Seneca Vaught.

Nondiscrimination Policy

Carman Adventist School rigorously upholds the non-discriminatory policies of the Seventh-day Adventist Church. Therefore, Carman admits all students to all of the rights, privileges, programs, and activities generally accorded or made available to students, and makes no discrimination on the basis of race, color, ethnic background, country of origin, or gender in administration of education policies, application for admission, scholarship or loan programs, and extracurricular programs.

Entrance Requirements

Attendance at Carman is a privilege. Families/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 each candidate's eligibility for acceptance/readmission.
- School administration reserves the right to refuse admission based upon failure to support Carman's mission, philosophy, or standards of conduct, or due to a negative behavioral, academic, or attendance records, or any outstanding school accounts.
 - We also reserve the right deny requests to transfer in from another school during the last quarter of the school year.
- At Carman, students shall be addressed by their legal given name or an accepted diminutive of that name (e.g., "Ben" for Benjamin). All gender-differentiated policies including, but not limited to: pronoun use, restroom access, and uniform requirements shall be governed by the sex recorded on the student's birth certificate.
- Seventh-day Adventist schools have not been established for the purpose of offering special education services and they are, therefore, unable to accept students who have exceptional physical, scholastic, or behavioral challenges.
 - Parents must submit full disclosure of all diagnostic/medical/psychoeducational reports to appropriate school personnel before registration in order to determine if the student's needs can be met.
 - The Admissions Committee will screen all such applications on an individual basis and determine whether Carman can in good faith provide an equitable educational experience.
- Evaluation and testing of all incoming students may be required as a tool for admissions and placement. If transferring from another school, all records must be received by the admissions committee before a new student will be accepted and enrolled as a Carman student.
- All students are admitted on a six-week trial basis to determine if there are behavioral or learning concerns.
 - Carman is unable to serve students with severe learning and behavioral concerns. We can not accept any student requiring an Individualized Education Program (IEP).
 - Under certain circumstances, the probationary period may be extended at the discretion of the administration.
- Age requirements, as outlined by the state of Georgia, exist for entry into the following grade levels:
 - *Kindergarten*: Applicant must be at least 5 years of age on or before September 1.
 - *First Grade*: Applicant must be at least 6 years of age on or before September 1.

Pre Acceptance Checklist:

- A. New Applicant application
- B. Request for Records
- C. Copy of Birth Certificate
- D. Consent to Treat
- E. Two recommendation forms (teacher, spiritual leader, etc.)
- F. Signed Financial Plan

Post Acceptance Checklist:

- A. Georgia State Certificate of Ear, Eye, and Dental Examination
- B. Georgia State Certificate of Immunization or notarized waiver
- C. School entry medical examination
- D. Medication Administration Form
- E. Student Media Release

Financial Information

Tuition, Fees, and Expenses

Tuition/Fees	MAC Member	Community
Application Fee (new students only)	\$150.00	\$150.00
Registration Fee	\$630.00	\$630.00
Discounted Fee (paid in full before July 1)	\$530.00	\$530.00
Annual Tuition Rate (full-time PreK-8th)	\$6,794.00	\$7,120.00
10-Month Plan (August 1-May 1)	\$679.40	\$712.00
Payment in Full -entire year (3% discount)	\$6,590.00	\$6,906.00
Payment in Full -entire semester (1% discount)	\$3,363.00	\$3,524.00
Graduation Fee for 8th Grade Students	\$75.00	\$75.00
Annual Technology Fee	\$70.00	\$70.00
Other Expenses		Per Student
Hot Lunch - 3 Times Per Week		\$24.00
Uniforms (Uniform Source/Carman) <i>Approximate Cost Per Year</i>		\$850.00
Middle School Band Instrument Rental <i>Approximate Cost Per Year</i>		\$70.00
AfterCare - Cost Per Day (3:30-6:00 or any portion thereof)		\$15.00
After School Activities (Per Activity, 10-week Camp or 10 meetings)		\$100.00

Discounted Tuition Rates - Multiple Students per Family

Discount per Child	MAC Member	Community
1st Child - Standard Tuition Rate	\$6,794.00	\$7,120.00
2nd Child - 15% Discount	\$5,775.00	\$6,052.00
3rd Child - 20% Discount	\$5,435.00	\$5,696.00
4th Child - 20% Discount	\$5,435.00	\$5,696.00

Financial Information Cont...

Tuition Payments

- All tuition payments are due by the 1st of each month and are considered late after the 8th of the month.
- Our Treasurer, **Elva Bowman**, will answer any financial question or help set up payments/accounts.
 - Please contact her at **(404)312-7608** or via email at: **elva_bowman@bellsouth.net**.
- Payments for tuition may be submitted online via the FACTS payment portal, mailed to the school address, or paid in-person in the school office.

Registration Fee

- Registration Fee covers textbooks/workbooks, student insurance, library fee, standardized testing, report cards, PE expenses, yearbook, and fall individual and class portraits.
 - Registration fees are due July 1 for \$100 discount, or prior to the 1st day of school attendance.

Fee Payment Policy

- Prior to a student attending class at Carman, a parent must sign a Financial Agreement and the following items must be paid in advance:
 - Any outstanding account balances
 - One-time Application Fee for new students
 - Registration Fee

Returned Check Fee

- The returned check fee is \$30. Any family with more than two returned checks in a single school year will be required to make payment by certified check or money order for the remainder of the year.

Delinquent Accounts

- Payments are to be made on or before the 8th of each month. Delinquent accounts will be assessed a late fee of \$30.00 or 10% of the outstanding balance, whichever is greater.
 - Any account with an outstanding balance will be considered delinquent.
- Any account that is more than 35 days past due will result in the 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 collections.

Financial Aid Recipients

- Financial aid is awarded on a need basis. Everyone receiving financial aid is expected to make all payments in a timely fashion.
 - If payment is not made on-time or is returned due to insufficient funds, there is a 15-day grace period before all financial aid may be removed.
 - The 15 days of the grace period begins on the 8th of the month when the payment is not made.
 - This includes both not making a payment or making a payment that is then returned for non-sufficient funds.

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 written notice, unless the student was requested by administration to withdraw.

Eighth Grade: Class Trip and Graduation

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

Fundraisers

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

Dress Code

Carman's dress code policy is designed to encourage neatly groomed students and to create an atmosphere that promotes modesty, integrity, and a focus on learning. Carman Administration has the final word regarding interpretation of the guidelines below.

- All clothing must be in good condition: no holes, tears, fraying, excessive fading, or stains.
- All shirts, dresses, sweaters, and jackets must bear a Carman logo and be purchased from an approved vendor (p. 10).
- All clothing must fit modestly.
 - Because interpretations of modesty may vary, Carman reserves the right to define the term as it applies to the school's standards of dress.
 - Carman's definition of modesty is as follows:
 - All clothing must be properly sized to fit the student — neither too tight nor too baggy.
 - Shorts, skirts, and dresses should not be more than 3 inches above the knee, measured at both the front and back.
- Carman Dress Code infractions will be addressed through our Three Strikes Policy (p. 10).

Carman Adventist School Dress Code

Shirts: long or short sleeve polo shirts with the Carman logo.

- Approved colors: white, light gray, light blue, and navy blue
- Required: one navy blue shirt for field trips and casual programs.

Pants/Shorts: khaki or navy blue chinos.

- May be purchased at any store as long as they are 4-pocket chino style.

PreK-5th Only **Skirts:** khaki, navy blue, "white plaid"

- Must be worn with leggings or privacy shorts.

PreK-5th Only **Skorts:** khaki, navy blue, "white plaid"

- These come with built-in shorts for privacy.

PreK-5th Only **Jumpers:** khaki, navy blue, or "white plaid"

- Must have embroidered Carman logo and be worn with leggings/privacy shorts

PreK-5th Only **Polo Dresses:** navy blue polo dress with the embroidered Carman logo.

- Previously-purchased Carman polo shirt dresses in light blue may also be worn.

Friday Dress-Down: Students have the privilege of wearing denim shorts/jeans with their Carman polo.

- Shorts/jeans are to be selected to meet the same guidelines as the uniform shorts/pants.
 - Failure to do so is considered a Carman Dress Code infraction.

Sweatshirts/Hoodies: gray or navy; must have the Carman logo.

- Hoods may not be worn on the head in the school building.

Jackets: full/quarter-zip fleece or hooded windbreaker in navy blue with the Carman logo.

Sweaters: navy blue cardigan with embroidered Carman logo.

Socks or tights: must be worn daily

Shoes: must be flat, closed-toed and closed-heeled, and suitable for recess and PE.

- Shoes must fit properly and be tied/velcroed at all times.
- Christian-appropriate characters only, no platforms, heels, wheels, or sandals may be permitted.

Hair: must be clean, well-groomed, and neat.

- Extreme hairstyles, including but not limited to unnatural hair colors, will not be permitted.

Hats/Caps: are to espouse pro-Christian values and are not to be worn inside the building.

Nails, Make-up & Jewelry

- Clear/nude nail polish only.
- Make-up should have a natural look.
- No jewelry: this includes but is not limited to: bracelets, rings, necklaces, earrings, and multiple hair ties on wrist.
 - Clear plastic studs may be worn in ears if needed.

Backpacks & lunchboxes: simple colors and patterns are preferred; no wheeled backpacks are permitted.

Vendors for Uniforms & Logos

Options for Obtaining Logos

Below are the only three approved vendors who have the current Carman logo. Utilizing a different vendor/source without prior approval from the Principal may result in the garment being considered out of dress code.

Uniform Source

Uniform Source is a local company that provides screen-printed or embroidered logos. They have a store at 2141 Cobb Pkwy NW, Kennesaw, in which clothes may be tried on. They have our dress code information, please indicate that you are from Carman to ensure only dress-code approved items are purchased.

Their website is: uniform-source.com

Atlanta Custom Graphics

ACG is a local Adventist-owned company that provides screen printing. To use ACG you purchase the clothing items on which you desire to place a logo and bring them to the school with a check made out to Atlanta Custom Graphics or cash in the exact amount owed. The items will then be taken to ACG and returned to the school –usually within a week. The fee is \$6 per item. Some items, including hoodies, can be ordered directly from their website at: atlantacustomgraphics.com.

Lands' End

Items, both with and without logos, can be purchased through the Lands' End's website at landsend.com. Click "School" near the top and then "Shop by School". You'll need to search for "Carman" after choosing "Georgia" or use the school number 900039918.

- This is the only retailer where the "white plaid" option can be purchased.

Carman

For those receiving the AAA Scholarship, please contact the office to request a Carman Adventist School Uniform Store order form. A selection of uniform basics, both preloved and new, can be purchased through our storefront.

Carman Dress Code: Three Strikes Policy

All Carman Dress Code infractions will result in the following consequences:

- **Strike 1:** The teacher or staff member will address the dress code violation with the student. The student will report to the office, where an alternative clothing item will be provided to replace the inappropriate item. Parents will be notified of the violation.
- **Strike 2:** The teacher or staff member will address the dress code violation with the student. The student will report to the office and remain there until a parent brings a dress-code-compliant item. The student will be reminded of the consequences of a third strike. Parents will be notified of the violation.
- **Strike 3:** The teacher or staff member will address the dress code violation with the student. The student will report to the office and remain there until a parent brings a dress-code-compliant item. The student will then be assigned a mandatory alternate uniform for the remainder of the school year, and/or the parent and student will be required to meet with the principal and/or the school board.



Curriculum & Assessment

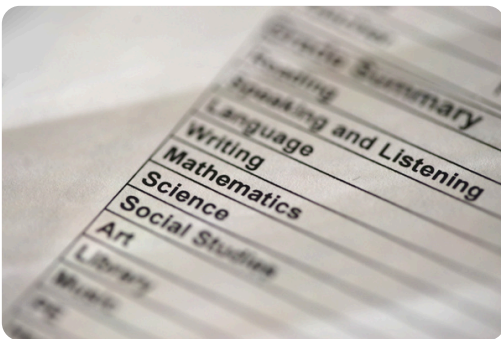
The learning environment at Carman encompasses a wide variety of developmentally-appropriate activities, teaching methods, and technologies. From our PreK/K students in their outdoor classroom to our 5th-8th grade students creating videos with green screens and operating a 3-D printer, we utilize unique and creative methodologies for learning.

- Our curriculum capitalizes on the God-given curiosity of students stimulated by teacher-led instruction. Teachers love to use student-centered activities such as hands-on exploration, labs, music, art, and technology to guide students in exploring the world around them.
- Carman operates in harmony with the philosophy of the North American Division (NAD) of Seventh-day Adventists and all instruction is based on the NAD Elementary Standards and recommended curricula.
 - Standards, what learners should know (content) and be able to do (skills), serve as the framework for curricula. Standards in NAD Seventh-day Adventist schools reflect our Adventist worldview as well as purposeful integration of national and provincial/state standards across grades K-12.
- Teachers regularly use a variety of both formative and summative assessments to adapt instructional content and practices. This allows the teachers to ensure that they are providing effective instruction and that students are acquiring skills and mastering standards.

Standardized Testing

Three times a year Carman also administers the nationally-normed Measure of Academic Progress (MAP) to grades 3-8 and MAP Fluency to grades K-2. MAP is a computerized adaptive test that helps teachers, parents, and administrators improve learning for all students and make informed decisions to ensure students' academic achievement.

- Due to the adaptive nature of the MAP assessment, the data is only accurate when students understand the necessity to do their best. Teachers and parents must work together to encourage students to perform at their best at all times.



Report Cards & Grading

- Report cards will be issued following the end of each of the four quarters.
- After the first grading period, parent-teacher conferences will be scheduled by the school office to discuss the progress and initial assessments of each student.
- During the following three quarters, either parents or teachers may request a conference at any time they feel would be beneficial to the progress of a student.
 - In addition, when deemed necessary, formal conferences may be scheduled by the school office at the end of the third quarter.
- Report cards will be hand-delivered to parents or mailed to the home address we have on file.

Report Cards & Grading Cont...

Most student work will be sent home weekly for parents, however particular assessments or assignments may be retained by the teacher in order to build a portfolio of the student's work. Grades are weighted to give priority to performance rather than practice. This ensures that students are given ample opportunity to practice new skills and acquire new concepts without negatively impacting their grades.

- Homework, classwork, and formative assessments are all opportunities for students to practice.
- Summative assessments, projects, reports, and papers are opportunities for students to demonstrate mastery and are weighted more heavily when determining grades.
- To ensure academic equity and developmentally-appropriate grading, grade weighting percentages may vary at the teacher's discretion.

RenWeb/Facts

RenWeb/FACTS is a web-based program that allows parents and students to track grades and attendance, and also communicate with the teacher. While regular grade reports will be sent home, parents can access a student's grades at any time by checking RenWeb.

To set up RenWeb/FACTS for at-home access:

1. Go to CarmanAdventistSchool.com
2. Select the "Parents" drop-down menu, select the "FACTS Portal".
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 case-sensitive
7. Press Parent or Student to view student's attendance and grades

Academic Equity

To provide an equitable educational experience for all students, teachers and administration may determine that simple modifications may be made to ensure that instruction, opportunities, and resources are allocated so that every student has an equal opportunity to achieve academic success.

- These may include but are not limited to: reteaching, modified assignments, alternative assessments, one-on-one coaching, and remediation opportunities.

If teachers observe that issues, academic or behavioral, continue to inhibit successful performance, further assessment/consultation will be needed to determine next steps.

- If further testing or evaluation is deemed necessary, teachers and administration will work with parents to identify and pursue appropriate options.
- Carman is not equipped to serve students with significant academic or behavioral challenges. We can not accept nor continue enrollment for any student with an Individualized Education Program (IEP).

English Immersion Program

Carman offers a limited number of places for English Language Learners who wish to enroll for an English immersion experience. Each student's situation is unique, so we will assess and develop an individualized plan of action, this may include enrolling that student in a lower grade level or giving them two years in their current grade level.

- Entering school as an English Language Learner (ELL) in an English-immersion program is a significant challenge. Students must adapt to a new school, acquire a new language, make new friends, and master rigorous academic expectations—all at the same time.
- Research and classroom experience show that to become fluent and academically at-level with their English-speaking peers, ELL students, regardless of age, must progress systematically through the developmental stages of literacy: listening, speaking, reading, and writing.
 - It is imperative that strong listening and speaking skills be developed first. Once students have built sufficient English vocabulary, they are ready to learn to read and write in that new language. Research indicates that this process typically takes one to three years and cannot be rushed without long-term negative consequences.

Our goal is not simply to move students forward but to ensure they are truly prepared for long-term success. In an immersion setting there is no first-language tutoring or instruction. ELL students benefit from the gift of time in the form of either a lower grade placement or a second year in their enrolled grade-level to strengthen language development, confidence, and foundational literacy.

At Carman, placement and promotion decisions are based on readiness and are fully at the discretion of the Admissions Committee. They will evaluate and consider language development, academic readiness, and social-emotional maturity, not solely age or previous school experience.

Academic Standing

At Carman, it is our goal for every student to achieve educational excellence. This academic policy is a gentle reminder to parents and students that Carman supports and recognizes each student's journey to excellence will be unique.

Each semester, Carman will hold an Awards Chapel to celebrate the accomplishments of each student in Grades 3-8 who have achieved Principal's List or Honor Roll.

- *Principal's List:* A student must maintain all A's to be on the Principal's List. A student who has achieved this high standing is to be 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 superior achievement.
- *Regular Standing:* A student must maintain a minimum of a C- average to remain in regular standing in 3rd to 8th 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 Probation

In the event that a student consistently makes choices that negatively impact their academic performance, resulting in a grade of D or F in any subject, they will be placed on academic probation and the following procedure will be followed.

- The student's classroom teacher(s) and administration will meet together to discuss the student's particular challenges and develop an academic improvement plan which will outline the actions necessary and timeframe for completion. The student will be responsible for completing this plan in order to restore themselves to regular academic standing.
- The teacher(s)/administration will then meet with the student and review the latest RenWeb report (which will outline assignments both graded and missing) and the academic improvement plan. Parents will be apprised of the plan in writing.
- A student on academic probation may not be permitted to participate in after-school activities/sports.
- A student who continues to make choices that negatively impact their academic progress and disregard the process of completing the academic improvement plan may not be invited to return to Carman.

Make-Up Work Policy

- Missed assignments due to illness are completed at the direction of the individual classroom teacher. The individual teacher will decide the assignments they deem necessary for the student to make up, as well as the timeline for completion when they return to school.
 - A minimum of one day for every day of illness will be given for the work to be completed.
- Missed assignments due to at-will tardies or absences are available only at the discretion of the administration and classroom teachers. Parents will be notified as to what assignments will be available for make-up when the work will be given to the student, and when those assignments will be due.

Late & Missing Work Policy

- All assignments and homework are due on the date given by the classroom teacher.
 - Unless prior arrangements are made, all late assignments may incur a penalty.
- Students are responsible for completing all assignments to the best of their ability.
 - Teachers who identify students who consistently underperform or turn in late assignments will work with administration to develop an individualized plan to improve performance.
 - A meeting will be scheduled with parents to discuss the implementation of the plan.
- Students who maintain a consistent backlog of missing assignments will meet with administration to develop an individualized plan for improvement.

Music Program

At Carman, we believe that artistic expression and appreciation are a vital part of a well-rounded education. We provide a vibrant music program that involves every student in age-appropriate musical education and community outreach.

- Several times during the year students will be required to participate in various performances with small groups/ensembles/choirs as well as two whole-school performances: Christmas Program and Spring Program.
 - Missing any performance without making prior arrangements with the principal may negatively impact a student's music grade.

Athletics & After School Activities

At different times of the year, various enrichment activities will be made available to the students after school. These activities can include but are not limited to music, Lego Club, Lego robotics, chess, soccer, basketball, martial arts, etc. These activities vary by season and registration information will be sent home well in advance.

Field/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 signature prior to the field or class trip.
- Persons providing transportation for field trips must complete a background check, a driver questionnaire, and provide a copy of their driver's license along with a valid proof of insurance.
- All students/adults must follow Georgia law as relates to seating/seat belt/booster seat use.

Library Lending Policy

Students are welcome to borrow books from Carman's library for Accelerated Reader, class assignments, 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's account. The fee will be used toward the replacement of the book by the school.

Media Release Policy

Parents are asked to sign a media release form that will allow the school to use a student's image (still or moving) on sites such as the Carman and MAC websites and Facebook pages. To ensure safety, no students' names will be used at any time.

- This form does not allow parents on campus or attending field trips to deviate from the Federal Educational Right to Privacy Act regulations that state that absolutely no audio or video recordings may be made of students anywhere on campus or on any field trip.

Behavioral & Classroom Management

Becoming more like Christ is a life-long journey. As such, the faculty and staff strive to use constructive interactions to coach students to develop positive self-concepts, problem-solving skills, and self-discipline. Based on these goals, the faculty utilizes the following techniques, taken from the biblical example of Jesus, to design behavioral and classroom management plans that provide a safe, respectful, and equitable classroom environment.

At Carman we use consistent, age-appropriate, restorative behavioral management methods that include:

- Communicating calmly, using age-appropriate language and positive statements.
- Modeling appropriate behaviors for typical classroom interactions.
- Intentional training in daily procedures and problem-solving techniques to minimize potential issues.
- Verbal praise and encouragement for positive behavior.
- Setting consistent limits, explaining unacceptable behavior, and giving appropriate opportunities for resolution and restitution.
- Coaching students in the use of appropriate words or frameworks to solve conflict.
- Communicating consistent behavioral issues to parents when more support is needed.

We create an equitable environment for all by:

- Applying rules consistently.
- Designing the classroom environment to prevent potential issues.
- Giving students ample age-appropriate opportunities to make choices and solve problems.
- Listening to and respecting each student's needs, desires, and feelings.
- Utilizing individualized behavior plans when further support is necessary.

The following steps may be taken if/when necessary:

- Teachers will inform parents in writing if a particular behavior has become a consistent issue.
 - It may be determined that a conference with the student, parent, and teacher is necessary.
 - The teacher/staff member may refer the student to the principal for further intervention if the issue continues.
- Should a student exhibit defiance or disrespect to the classroom teacher, they will immediately be referred to the principal.
 - It may be determined that a conference with the student, parent, and principal is necessary.
- The principal may contact parents to schedule a conference for issues including, but not limited to, academic dishonesty, fighting, bullying, harassment via in-person or electronic media, and/or actions that endanger self/others, etc.
 - Further disciplinary measures such as in-school or out-of-school suspension may result.
- If a student's continued behavioral choices are determined to be detrimental to themselves, others, or the mission of the school, school administration (principal/school board) shall act responsibly by carefully and prayerfully assessing the viability of that student continuing at Carman.
 - When a student's behavior endangers the mental or physical safety of themselves or those around them, school administration has the right, after meeting with the parents and presenting documentation of continued negative behavior, to terminate that student's enrollment at Carman.
- If there are indicators that a student has unique behavioral needs, Carman Adventist School will share that information with the student's family and assist in making appropriate referrals for further evaluation.

Carman's Standards of Conduct

At Carman we bring honor to God by exemplifying the words and actions of a servant leader by:

- Respecting the Lord's name and using it reverently.
- Demonstrating respect to everyone in both word and action.
- Demonstrating respect for Carman in both word and action.
- Respecting the property rights of others
- Exhibiting honesty and integrity in all assignments and interactions.
- Bringing only academically or spiritually appropriate materials to school.
- Using positive and uplifting language to others.

At Carman we do not allow students to harm themselves, others, or the property of others by:

- Fighting or bullying at any time, either in-person or via any type of electronic media.
- Possession or use of tobacco, alcohol, or any controlled substance.
- Undermining the religious ideals of the school.
- Use of profane language, possession or display of obscene literature, pictures, or electronic media.
- Dishonesty, including theft, cheating, or misrepresentation.
- Willful disrespect, disobedience, or negative attitude toward any member of the school community.
 - This includes any form of harassment, or any display of racial, religious, socio-economic, or gender bias either in-person or via any type of electronic media.
- Use of skateboards, scooters, in-line/roller skates, personal electronic devices, or gaming cards on campus.
- Possession of harmful devices or weapons (see Weapons & Dangerous Instruments Policy)
- Vandalism, stealing, destroying/defacing property.

Harassment Policy

Carman is committed to reflecting Christ's love by providing a safe, respectful, and inclusive learning environment for all students, staff, and families. Harassment of any kind is not tolerated.

- Harassment is defined as unwelcome conduct, whether verbal, physical, written, visual, or digital, that is based on a protected characteristic (such as race, color, national origin, gender, disability, or religion) and is severe, persistent, or pervasive enough to interfere with a person's ability to participate in or benefit from the school's educational programs or activities.

All reports will be taken seriously and addressed promptly and fairly. The school will investigate concerns in a manner appropriate to the age of the students involved and will take reasonable steps to stop the harassment, prevent its recurrence, and address its effects.

- 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 it necessary.

We seek to respond in ways that are just, restorative, and consistent with our Christian values and applicable law.

Electronic Device Policy

Cell phones are allowed on school property, but must be kept in backpacks for safekeeping and may not be used during BeforeCare, school, or AfterCare without permission from a teacher or staff member.

- All electronic or mobile devices need to be switched **off** unless authorized by a teacher.
 - Smartwatches used appropriately will be allowed. However, if a teacher/staff member believes that the device is being used inappropriately (e.g., calling, texting, recording, etc.) or it is a distraction in the learning environment they will request that the student remove it and put it in their backpack.
 - A second infraction will result in that student no longer being allowed to wear their smartwatch to school for the remainder of the year.
- No unauthorized electronic devices may be used by students under school supervision (from 7:00 A.M. to 6:00 P.M.).
- If the above guidelines are disregarded, the electronic device will be confiscated and returned to a parent. Because bringing these items on campus is voluntary, Carman is not liable for any loss, damage, or theft that occurs.

Gum Chewing Policy

Research shows that between 80-90% of all chewing gum is disposed of incorrectly. Unfortunately, most of it does not biodegrade, it is unsightly, and it is costly to remove. To ensure that our campus remains clean, gum chewing is not allowed anywhere on campus, including the church, gym, school, or any outdoor area. Nor is it allowed on any off-campus field trip.

Personal Belongings Policy

Students may not bring extraneous personal items to school, BeforeCare, or AfterCare. This policy includes but is not limited to: toys, money, cosmetics, electronic devices, etc.

- These items are a distraction to the learning environment and can cause a variety of unnecessary issues such as fighting over ownership, trading, and theft.
- Any such items discovered or found in the possession of any student will be confiscated by teachers/staff and these items will only be returned to a parent.

Additionally, Carman bears no responsibility for loss, damage, or theft should a student disobey this policy.

Right to Search Policy

School administration reserves the right to search the backpack or any other personal belongings brought on campus by any student when there is a reasonable basis to believe that the student has violated a school policy outlined in this handbook.

- *Campus* is defined by, but not limited to, Carman Adventist School, Marietta Adventist Church, the gymnasium, and any outdoor space surrounding these buildings.
- Desks, cubbies, and lockers are the property of the school and may be searched at any time.

School Hours & Attendance Policy

Like report cards, attendance records are legal documents that follow students throughout their academic careers and are included as part of school transcripts along with academic grades. Multiple research studies show a negative correlation between poor attendance and academic success. However, regular, on-time school attendance is not just a critical component of academic performance, it is Georgia state law, reference codes: 20-2-690.1. and 20-2-690.2.

- School Hours are 8:30 A.M. to 3:10 P.M. Monday through Friday. All students enrolled at Carman are expected to be punctual and regular in attendance.
 - In order to arrive at class on time, students should arrive no later than 8:25 A.M. each day.
- If parents must bring students to school early, morning supervision, BeforeCare, is available from 7:00 to 7:55 A.M. for no additional charge.
 - Students participating in BeforeCare must abide by Carman's Standards of Conduct or they may be unable to use this service.
 - After 7:55 A.M. families must join the main drop-off line (that goes through the covered lane) where morning check-in will begin at 8:10.
- Office Hours are 8:30 A.M. to 3:30 P.M. Monday through Friday.
- Dismissal begins at 3:10 P.M. and continues until 3:30 P.M. All students who remain after this time will be checked in to AfterCare.
 - AfterCare costs \$15.00 per day, per student. See *AfterCare* section for more information.

Sign In/Sign Out Procedures

- Parents of students arriving late must sign the Sign In/Out Roster at the front podium. The student(s) should then progress quietly and directly to their classroom(s). Parents are not permitted to escort their student(s) to the classroom door unless they have been authorized to do so by the administrative assistant or principal.
- Parents (or their authorized representatives) of students being picked up early must sign the Sign In/Out Roster at the front podium, then request that the administrative assistant contact the classroom(s) so the student(s) can be sent to the office.
- Parents are not permitted to collect their student(s) directly from the classroom.

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 approved student pickup.

- Parents must call or email the office in advance and provide the name and phone number of the individual(s) being added to their student(s) "approved" pick-up list. That person will be asked to show photo government identification when they arrive at the school.

If prior arrangement has not been made and someone not listed on the application form arrives to pick up a student, the student will not be allowed to leave with that person until a parent has given authorization and photo government identification is checked.

Tardy Policy

Time after time, research has shown that regular and on-time attendance at school is one of the most common predictors of academic achievement. Tardies and absences negatively impact students in many ways and disrupt a positive school environment. Carman takes attendance very seriously and we are sure that you do too.

Please, note the following components of our Tardy Policy:

- Students are expected to be in their classrooms by 8:30. Please plan morning routines accordingly.
 - Atlanta traffic can cause people to be late on occasion, and families may not have control over it. On those occasions, if you are tardy due to traffic, communicate that with the principal or whoever is meeting you during the drop off line.
 - If we note a significant traffic event, all tardies will be excused proactively for that day.
 - If you are regularly tardy due to Atlanta traffic, it can be concluded that it is actually a scheduling or priority problem over which families do have control.
- Parents who arrive after 8:30 am are required to park and come into the building to sign in their student(s) at the podium inside the front door before students go to their classrooms.
 - Parents are not permitted to escort their student(s) to the classroom door unless they have been authorized to do so by the administrative assistant or principal.
- Tardies are excused for appointments (doctor/educational/other) with a note from the provider.
- Families can receive up to 5 unexcused tardies/quarter/student without any questions.
 - After 5 unexcused tardies the family will be charged \$5/tardy/student for up to another 5 more unexcused tardies in that quarter.
 - After 10 unexcused tardies, accumulated within the same quarter, the charge will be increased to \$10/tardy/student and an intervention meeting with the principal will be required.
 - After 15 unexcused tardies within the same quarter, the charge will be \$20/tardy/student. At this point the family will be required to attend an intervention meeting with the school board.

Additionally:

- Tardies that extend past 10:15 am or early dismissals that occur before 11:30 are considered to be a 1/2 day absence.
 - At-will or unexcused tardies may result in no assignments being made available to complete, per Carman's Make-Up Work Policy on page 14.

Excused & Unexcused Absence Policy

Excused Absences are granted for personal illness, serious illness of an immediate family member (including a grandparent), death in the immediate family (including a grandparent), medical appointments, special/religious holidays observed by a student's faith, or quarantine.

- Notification is required for all absences. Communicate promptly, via email (info@caschool.org) or via a note delivered to the office, whenever it is deemed necessary for an absence to occur.
 - A parent/guardian may write an excuse note for up to 5 absences/semester, while all other excused absences for illness or medical appointments will be determined by doctor's note.
 - If a student was sent home because of illness, Carman will excuse up to 48 hours of absence. A doctor's note will be needed for further absences to be excused.
- Unexcused Absences are marked whenever a student does not come to school and none of the above-mentioned circumstances are communicated regarding the student's reason for absence.
 - After 5 unexcused absences/semester, parents will be required to attend an intervention meeting with the principal.
 - After 2 more (7 unexcused absences/semester in total) unexcused absences the administration will contact the Truancy officer in your home county.
 - After 2 more (9 unexcused absences/semester in total) unexcused absences the administration will contact Division of Family and Children Services (DFCS) in your home county.
- At-will or unexcused absences may result in no assignments being made available to complete, as per Carman's Make-Up Work Policy on page 14.
 - Any student absent without notice or excuse may be given a 0% for any assignment due during the missed classes. This includes, but is not limited to: daily assignments, quizzes, tests, and in-class presentations.
 - Receiving a zero for any assignment can significantly impact the grade average; multiple zeros can cause a failing grade for the quarter. Students who receive failing grades because of unexcused absences may be retained in their current grade for the next year or invited to find another school that better fits their needs.

AfterCare

Aftercare is available from 3:30 P.M. until 6:00 P.M., Monday – Friday August-October and January-May.

- Friday AfterCare ends at 5:00 P.M. during the months of December and January due to the early sunset. AfterCare is an additional charge of \$15.00 per day/per student (effective beginning 8/6/26) and must be prepaid by parents planning to utilize the service. If a parent is unexpectedly late to pick up a child, then payment can be made through our online payment system.

AfterCare is governed by the following general guidelines:

- A late fee of \$1.00 per minute per student will be charged for every minute past 6:00 P.M. on Monday – Friday (August-November, February-May) and 5:00 P.M. for the months of December and January.
- Appropriate school behavior guidelines apply to students during AfterCare. Inappropriate behavior may result in a student being suspended or dismissed from AfterCare.
- Should school close in the event of inclement weather, or for an early-dismissal, AfterCare will also be closed.

Only designated persons approved by parents may pick up/sign-out a student from AfterCare. If someone other than the designated driver(s) listed on the registration form is needed to provide transportation, prior arrangements must be made with school administration.

Lunch

At Carman, we provide a pre-paid hot lunch program on Monday, Wednesday, and Friday; any students not participating in that program will need to bring their lunch from home each day.

- Please contact the front office for more information about this year's hot lunch program and the ordering process.
- Food delivery services may **not** be used to send students their lunch. If a student forgets their lunch and a family member is unable to drop it off by 11:45 A.M., Carman will provide a basic meal to the student for a charge of \$8.00.

We strive to educate the whole child, this includes helping students understand the research-proven connection between proper nutrition and a healthy body that is ready to learn. Eating a healthful nutritious lunch each day can be an important aspect of a student's success.

Please consider the following:

- We encourage parents to send vegetarian lunches.
- We request that no bags of candy, large desserts, and sugary or caffeinated drinks be sent to school. This includes flavored water and energy drinks.
- Please note: the kitchen is not available for student use, however, microwaves are provided in the classrooms.
 - There are a limited number of microwaves and each lunch period is only 30 minutes. Food items which need to be microwaved for extended periods of time will significantly reduce the time a student has to eat.
 - There is no refrigerator available for use by students; please send lunches with an ice pack if the food needs to remain cold.

Students are not allowed to share anything edible due to the potential for allergic reactions—for both known and previously-unknown allergens.

Parties: Birthday, Classroom, School

Occasionally, classrooms or the whole school will celebrate an event, holiday, or milestone. When this occurs, it is possible that food will be a part of that celebration. Because food safety, intolerances, and allergies are a concern for many students, the school provides all refreshments.

When celebrating birthdays at school, we do not celebrate with food/drink, instead, students are allowed to wear a special birthday outfit of their choosing. We also allow students to bring non-edible treats for their fellow students if they desire. Teachers celebrate birthdays in a grade-level-appropriate manner within the classroom.

Allergies

It is Carman's goal to provide a safe environment for all students. However, it is not feasible to guarantee that students with allergies will not be exposed to potential allergens within the school environment. This includes food allergens such as wheat, soybeans, dairy products, and peanuts.

Therefore, it becomes the responsibility of the parents of students with allergies to assist the school in developing procedures to minimize potential exposure and determine the appropriate course of action should an allergic reaction take place.

Parents should do the following:

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

It is our goal to provide a safe environment for all students. However, the Carman 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 student's allergy condition when parents have notified the school of the concern.

Accidental Injury Insurance

Accident insurance is provided for each student and is included in the registration fee. If a student is in an accident and needs medical attention, please request a claim form from the school office.

- It is the sole responsibility of the parent to complete the form, acquire necessary information/signatures from the doctor/hospital and return it to the school office within the designated time frame.

Illness & Injury Policy

Keep student(s) home if they have a temperature of 100°F or above. Regardless of temperature, any student exhibiting stomach illness symptoms such as vomiting/diarrhea should remain at home.

- Please contact the administration to report any illness that meets the above criteria.
- Students must be fever-free for at least 24 hours without the help of fever-reducing medication before they may return to school.
 - Please, do not give students medication to reduce fever/nausea then send them to school. Inevitably, the symptoms will return and the school office will be required to contact parents during the middle of the day to come pick up their student(s).
- The school office will contact parents if a student becomes ill during the school day. When requested, please come immediately.
- In the case of injury or medical emergency, the staff will administer first aid and parents will be called immediately.
- In the rare event of severe injury, 911 will be called and the student will be taken to the nearest medical facility.
 - All faculty and staff are certified in CPR and first aid.

Medication Policy

If a student must have prescription medicine administered during school hours, the parent must 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 in the possession of the student (exception: see Allergies p. 23).
- All medicine needs to be in the 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.

Safety Drills

As outlined by the State of Georgia, the Southern Union, and the Georgia-Cumberland Conference, our campus has been reviewed by safety experts and plans have been developed for dealing with a variety of scenarios. Various safety drills (fire, inclement weather, intruder, etc) are conducted monthly. Students are provided with explicit training so that they can react appropriately and safely in each situation.

Inclement Weather

In the event of inclement weather, Carman will generally follow the same course of action as Cobb County or Marietta City Schools. If these two districts are not in session due to inclement weather, Carman will usually not be in session.

- Carman's closings will be announced via our email/text system as well as through the local news media.
 - There may be some situations when Carman will be open even when these two districts are closed.
 - Parents must make any final decision regarding the safety of their students and may choose to keep them home if conditions warrant.

Security Measures

Carman's entire campus is covered by a surveillance camera system that monitors activity throughout the buildings (church, school, gym), exterior field, parking lot, playground, etc. The monitors are located in the school and church offices and all activity is recorded.

- All doors and windows are protected with 3M™ Scotchshield™ Safety & Security Window Films Ultra Series + 3M™ Impact Protection Attachment. The campus is entirely fenced; the lower gate is locked at all times, except for arrival and dismissal each day
- The entire campus also has magnetic locking doors for all exterior entrances and exits. Anyone entering the school must ring the doorbell and be admitted by school personnel. Any attempt to tamper with these locks or to open any door with a physical key before entering the code/scanning a key card will trigger the alarm system.

Weapons & Dangerous Instruments Policy

Students shall not possess weapons or dangerous instruments of any kind on school grounds, buildings, or buses, or at any school-related or school-sponsored activities away from school facilities.

- Weapons and dangerous instruments include, but are not limited to:
 - Firearms: pistols, revolvers, shotguns, rifles, "zip guns," "stun guns," lasers, and/or any other device capable of chemically propelling a projectile.
 - Cutting and puncturing devices: dirks, daggers, knives with blades longer than three inches, folding knives with a blade that locks into place, disks with points or blades, or razors with unguarded blades.
 - Explosive and/or incendiary devices: matches, lighters, pipe bombs, time bombs, cap guns, and/or other hazardous devices.
 - Fireworks: though fireworks are generally not considered to be a weapon, they are prohibited due to their destructive capability.
 - Any instrument used for the purpose of inflicting harm or injury constitutes a weapon for the purpose of this policy.
- Any school employee shall confiscate any weapon or dangerous instrument.
- The principal and/or the local school board reserves the right to take any disciplinary action deemed appropriate in response to the offense.
- Upon information that a student is suspected of violating this policy, the principal/head teacher shall notify the student's parent(s) or guardian(s).
- In case of firearms, explosive or incendiary devices, and knives with blades longer than three inches the appropriate law enforcement officials shall be notified.

Asbestos Notification

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

Home & School Association

Carman's Home and School Association is a volunteer organization that includes Carman staff, parents, students, and friends and exists to unite the home, school, and community in their endeavor to provide Adventist Christian education.

Additionally, Carman has a teacher-nominated council of parent representatives that works closely with the principal and Home & School leader to plan and implement extracurricular events that benefit the school environment.

Regularly participating in activities hosted by the Carman Home and School Association helps to create a school community that is more like a family. The association involves volunteers in on-campus activities, projects, fundraisers, and field trips. A leader chosen by the Administration heads the association. Parents and friends of Carman are asked to find ways to be part of this beneficial collaboration.

Volunteers

Carman welcomes and encourages volunteers to participate in pre-planned activities at the school.

- Volunteers are needed to drive students for field trips, help with after-school activities, outreach opportunities, etc.
- All volunteers must complete a volunteer application and background screening through Sterling Volunteers and Adventist Child Protection Screening in partnership with the North American Division of the Seventh-Day Adventist Church. Contact the school office for more information about this process.



Communication Between Home & School

Regular communication between home and school builds effective partnerships that positively impact students' education. Please check email and Bloomz regularly to stay up-to-date on all that is happening at Carman.

- Emails will be sent home regularly to parents from Carman; parents must register with an email address that is checked frequently.
- Classroom teachers use the Bloomz app for communication; they will send registration information to parents within the first week of school.
- Completed work for each student will be sent home on Tuesdays in a "Tuesday Folder". Within the folder may be a sheet for parents to sign indicating that they have reviewed the papers and received any messages included inside.
- The *Tuesday Times*, Carman's weekly newsletter, will be sent via email each Tuesday evening.
- Parents who wish to speak with a teacher, may schedule, in advance, a meeting before or after school.
 - Parents may request the meeting by sending an email/Bloomz message to the teacher directly. Please outline the key points of the issue you would like to discuss at that time.
 - Allow a reasonable amount of time for response (24 hours). Teachers may not have time to read emails/messages throughout the day, nor do they generally have time to respond during school hours. Please respect the teacher's time in the classroom as well as their responsibilities outside of school hours.

Conflict Resolution Policy

As a close-knit community that espouses Christian values, respectful communication and Christ-like compassion is the standard we uphold in all interactions. When dealing with concerns all parties should proceed with full confidentiality. Under no circumstances should any Carman School Board member be contacted directly.

Instead, the following steps are the official procedure for conflict resolution:

1. First, as outlined in Matthew 18:15, privately address the concern by bringing the situation directly to the attention of the teacher or staff member involved.
 - a. It is best to do this in writing, via email or a Bloomz message, to give everyone the opportunity to fully and dispassionately outline/respond to the situation. This ensures that there is a written record and no one is required to rely on "hearsay".
2. If an amicable agreement cannot be reached, a conference will be scheduled for the parent, teacher, and principal to discuss further.
3. After that meeting, if further assistance is needed, contact the Carman School Board Chairperson in writing, and a second meeting will be scheduled with all parties.
4. If the concern remains unresolved, contact the GCC Associate Superintendent of Education assigned to supervise Carman and a third meeting will be scheduled with all parties.
5. If all previous steps are unsuccessful and the concern remains unresolved, a final appeal of the issue can be made to the full Carman School Board in person.
 - a. The teacher, associate superintendent, principal, and parent are to be present at that meeting.
 - b. If the parent is a school board member, they must recuse themselves from any vote.
 - c. A final resolution to the concern will be acted upon by the Carman School Board.
 - d. All parties will be officially notified in writing of the Carman School Board's decision.