

TCS Lower School Supplement



2019-2020 TCS Family Handbook
The Cumberland School Lower School

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Melody Spencer, M.Ed.
Lower School Principal

Dear Parents,

It is an awesome pleasure to partner together with you in the education of your child(ren). We consider it a blessing and privilege to work in Christian Education at The Cumberland School and with your child(ren).

Our Lower School Campus represents many grade levels and developmental stages K3 through 6th grades. It is the desire of our faculty, staff, and administration to represent Christ and help each student grow in all areas of functioning: academically, spiritually, socially, emotionally, and physically, based on their developmental stage. We partner together with parents to see positive student outcomes and have prepared this guide to assist parents and students in this process.

Please feel free to contact me anytime at 678-426-1600 Ext. 2 or m.spencer@cumberlandschool.org.

Many blessings,

Melody Spencer, M.Ed.
Lower School Principal

The Cumberland School Lower School Faculty and Staff

CLASSROOM TEACHERS	CLASSROOM ASSISTANTS
Mr. Michael Battie m.battie@cumberlanschool.org	Mrs. Peggy Bailey p.bailey@cumberlandschool.org
Mrs. Lydea Cheeks l.cheeks@cumberlandschool.org	Mrs. Vanessa Jones v.jones@cumberlandschool.org
Mrs. Tiffany Harris t.harris@cumberlandschool.org	Mrs. Brenda Pettitt b.pettitt@cumberlandschool.org
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Mrs. Chelsi Jacques c.jacques@cumberlandschool.org	ADMINISTRATIVE ASSISTANT
Dr. Mark Ohliger m.ohliger@cumberlandschool.org	Mrs. Melitha Alvey m.alvey@cumberlandschool.org
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Mrs. Ashley Warren a.warren@cumberlandschool.org	Mrs. Cherita Neal c.neal@cumberlandschool.org
Mrs. Pam Warren p.warren@cumberlandschool.org	
Mrs. Cassie Whitt c.whitt@cumberlandschool.org	

Policies and Procedures

Attendance School Term

The school calendar is made up of 4 nine-week periods (quarters) approximately 45 days. K5-5th grade students attend 180 days and K3/K4 students attend 178 days.

Lower School Procedures

- Campus Safety –
locked doors, security
cameras, compliance
with county drill
regulations



ABSENCE

School attendance is essential to student success. A student's presence in school is the responsibility of both parent and student. Any excessive absences not due to sickness are an indication of a parental problem. An excused absence is one validated by a parent's or physician's note to the office. It is required the day the student returns to school. If a student comes to school after 11:15 AM or leaves before 11:15 AM, he is counted absent. Any student who is absent from school on a given day may not participate in any co-curricular activities for that day. Lower school students are allowed a maximum of 10 excused absences per semester. After 10 days, the parent will be requested to have a joint meeting with the principal and a Cobb County School System truancy officer. Absences exceeding 15 days may cause dismissal from

school, not entering the next school term, or graduation denial. For all grade levels, excessive absences create tremendous pressure for students and teachers. It often generates hours of extra work for classroom teachers to review or repeat exercises and administer missed tests or exams. A fee of \$15 per half hour will be assessed to administer missed work after the 5th absence. Extended leave for medical reasons, etc., must be approved by the academic committee and will normally result in a one-time charge of \$300 for the administration of missing work. (Note: all fees including Saturday Schools are passed on directly to the teachers that do the extra work.)

MAKE-UP WORK

The campus office assists students and parents in contacting teachers when a student's illness requires a prolonged absence from school. When contacted by the parent, the office will notify teachers of the student's illness and request assignments. The parent may pick up the instructions and material sent by the teachers at the end of the following day. This allows teachers time to gather materials and provide meaningful assignments. In addition, students could contact a friend in the class who is willing to share notes and to return completed work to the teacher. Students are responsible for all assignments given by teachers. It is the responsibility of the student to ask the teacher for make-up work. Work missed due to an excused absence must be made up within two school days of his return to school. Assignments missed because of an extended illness must be made up within the same number of days the student was absent. Students who fail to complete work within the designated time frame may receive a zero for incomplete assignments. In all cases teachers, parents, and students should work together to assure missed work is completed.

ARRIVAL

As a convenience for our working parents/guardians, lower school students may arrive as early as 7:00 AM at the lower school campus and should report to the designated area for early arrivals where a faculty member will supervise students. Students who participate in early morning must maintain appropriate behavior and personal space boundaries or may be asked to arrive to school after 7:45 AM.

SCHOOL HOURS

K3–K4 8:10–12:15 or 2:15

K5-2nd 8:00–2:45

3rd-6th 8:00–3:00

LATE START FRIDAYS

Beginning in the 2018-19 school year, we will institute Late Start Fridays. This will allow for faculty and staff to have staff devotions, faculty meetings, and professional development on Friday mornings. Classes will begin 30 minutes later. K5-6th grades begins at 8:30am and K3-K4 begins at 8:40am.

LATE ARRIVALS

A student who arrives after school begins should report to the front desk with parent and be signed in. There he will sign in and receive a tardy slip that will admit him to class. Tardies will be excused for the following reasons:

- Dental/Medical appointment - The student must bring a note from the physician which verifies that the student was seen by the doctor. The note must be presented NO LATER than the next school day after the appointment.
- Personal illness - The student must bring a note from the parent to verify that the parent was aware of the illness and gave the student permission to come to school late. The note must be presented NO LATER than the next school day after the student was tardy.
- Students who arrive late for any other reason must bring a note from a parent explaining the reason for the tardiness. This note must be delivered NO LATER than the next school day after the student was tardy.
- Three (3) unexcused tardies will be counted as one unexcused absence. If a student receives ten (10) or more unexcused tardies, a conference with the principal will be scheduled in order to resolve the problem. Excessive tardies may cause a reduction in a student's grade or even failure. This would always be applied in consultation with the principal.
- Parents of non-driving students may be charged a fee of \$10 per day for each tardy after the 8th tardy in order to minimize disruption caused by habitually tardy students.

DEPARTURE

Parents are expected to make arrangements for the pick-up of their students immediately after school dismisses. Parents of students in grades K-3 through 5th will be required to fill out a pick-up authorization form to be kept on file in each school office.

- K-3/K-4 half day students are dismissed at 12:15 and must be picked up no later than 12:25 PM
- K-3/K-4 full day students are dismissed at 2:15 and must be picked up no later than 2:25 PM
- K-5 - 2nd students dismiss at 2:45 and must be picked up by 2:55 PM
- 3rd – 6th grade students dismiss at 3:00 PM and must be picked up by 3:10 PM

***NOTE:** Children dismiss with the oldest sibling at that campus. ANY PARENT WHO DOES NOT PICK UP THEIR CHILD BY REQUIRED TIMES MAY BE CHARGED A DAILY AFTER SCHOOL FEE OF \$15.00. If not paid, this amount will be forwarded to our accounting office to be added to their tuition account.

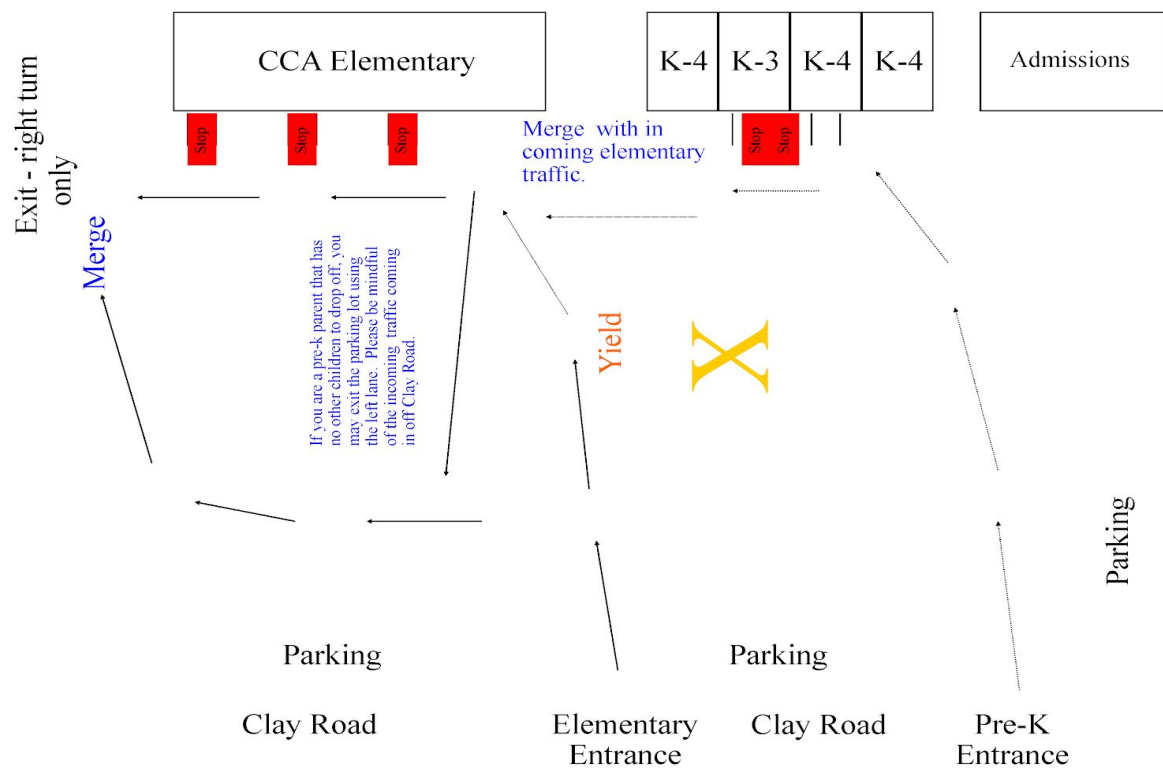
EARLY DEPARTURE

If a student is to leave school early, a parent must notify the school office/teacher. A parent picking up a student must first sign out the student at the school office. The office personnel will then summon the student.

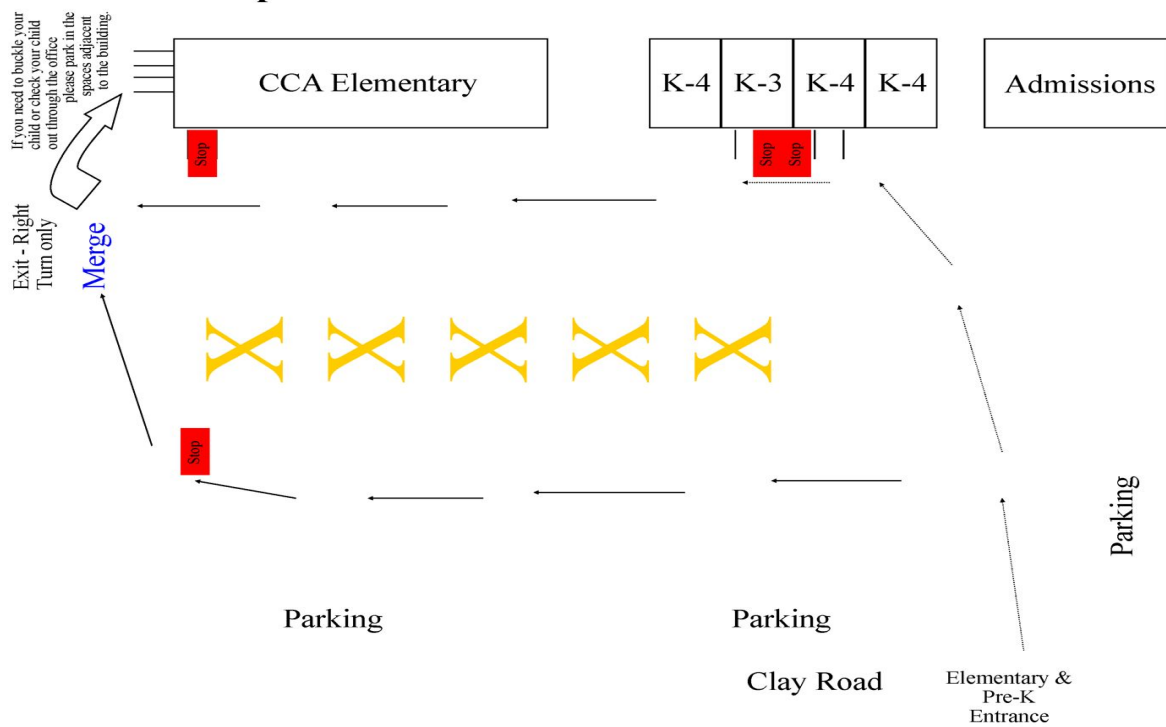
CARLINE DEPARTURE

Carline procedures and AM/PM maps are given to parents at the beginning of the school year or when a student enrolls. Grade level car tags are used for authorizing PM carline pick-up of students. These are color coded with student's grade and teacher name to help expedite the loading process. All drivers must turn right when exiting the campus onto Flint Hill Road during AM and PM carline. Parent cooperation is needed to insure the safety of all and to keep carline moving efficiently.

AM Drop Off



PM Pick Up



MEDICAL AND PICK-UP AUTHORIZATION FORM

All parents are required to complete a medical and pick-up authorization form. This gives us necessary information about your child and the names of those you authorize to pick-up your student.

GRADING WEIGHTS

Most 1st-6th grade teachers will calculate a student's subject grade using the following percentages. Teachers will notify parents in writing if there are any exceptions as these grading weights may vary according to grade level and subject.

Daily Class-work/Daily Homework 20%

Quizzes/Small Papers or Projects 20%

Tests/Large Papers or Projects 50%

Class Participation (Teacher Discretion) 10%

CHEATING

On the first incident of cheating on a test, a student will be required to retake the test for a maximum grade of 70%. Additional incidents will be handled in collaboration with the school principal.

REPORT CARDS

Parents are urged to consult the school calendar in the main handbook for the dates report cards are sent home. The K-5 through 5th grades have 4 quarters. The yearly grade is the average of all four quarters. Semester averages appear on Q2 and Q4 report cards.

CONFERENCES

Parent/teacher conferences will be offered every fall and as needed throughout the course of the school year. Parents are encouraged to attend and review their child's progress. If a teacher or administrator requests a conference regarding a behavioral issue with your child, please know we are not against your child, and our goal is to work together to rectify the issue by offering support and encouraging growth in the area of concern.

TESTING

TCS administers the Iowa Test of Basic Skills (ITBS) each year to grades K5 through 6. These scores provide both a measure of the individual's and the school's achievement.

RENWEB

Parents of students in grades 1-6 may view their grades online. Updates are generally made weekly. To access this information use the RenWeb login button on TSC's website at www.cumberlandschool.org. An email account is necessary in order to set up parental and/or student access.

LOWER SCHOOL SPECIALS

3rd-6th grade students will attend music, Spanish, technology and PE each week. Preschool students will attend music and PE. K5-2nd grade students will attend music, PE, and a Piano Lab (2nd semester). Grade level classes have a specific schedule that teachers will review with students at the beginning of the school year.

CO-CURRICULAR ACTIVITIES

Co-curricular activities at the lower school include, basketball 5th grade. Students may try-out; if selected to participate, an eligibility agreement must be signed and applicable fees paid. Students failing subjects may be ineligible to participate; eligibility may be re-evaluated at the time of the progress report. Unpaid sports, trips, or activities fees will be added to a student's tuition balance.

CLASSROOM CHAPEL STANDARDS

Lower School Chapel is on Thursday. Preschool chapel is from 8:30 AM-9:00 AM K5 - 2nd grade chapel is from 9:00 AM to 9:30 AM and 3rd-6th grade chapel is from 9:30 AM-10:30 AM. Attendance by all students and teachers is required. Please see your principal for exceptions. Proper courtesy and respectful behavior toward the speaker and other students is expected. Parents are always welcome to attend.

CLASS DOJO OR REMIND SYSTEM

The lower school teachers typically use Class Dojo or Remind website to communicate with the parents. Some lower school teachers, who use Class Dojo can use it also to reinforce positive behavioral expectations. Students can receive both positive and negative Dojo points commensurate with them meeting classroom expectations or lack thereof. Parents are issued a password and link to access the website/app. The school/teachers will send home applicable information. Class Dojo is used in our K5-2nd grade classes, and Remind is used for our 3rd - 6th grade classes.

DEALING WITH MINOR DISRUPTIONS OF THE LOWER SCHOOL CLASSROOM

All individuals have a "bad day" every now and then. As educators we are seeking to:

1) manage and ultimately prevent patterns of behavior that disrupt the classroom and hinder learning on an ongoing basis without significant impact to other students within the classroom setting, 2) teachers will seek involvement from the parents and principal for any student that exhibits signs of ongoing disruption to the learning environment. Remember, all staff will immediately and urgently deal with extraordinary events that constitute a threat or major disrespect for authority in consultation with the principal.

CODE OF CONDUCT - HONOR CODE

An Honor Code has been developed through thoughtful consideration of guiding principles that reflect loving God and others. Student will explore, discover, and prepare this Honor Code that will

reflect personal responsibility and accountability for one's actions, behaviors, and choices. Students will be asked to sign the Honor Code once it is completed.

LOWER SCHOOL LUNCH PROGRAM

- The lower school lunch program begins the second week of school. The first week will be disposable lunches only, no heat-up lunches please.
- Lunches are ordered on a weekly basis, prepaid only
- Menus are sent home on Monday for the next week (email)
- Lunch orders are completed online with credit or debit card payment
- Lunch orders must be completed online by Thursday morning.

STUDENT UNIFORM POLICY

SHIRTS

- Lower School: In lower school, shirt tails can be worn in or out.
- Any undershirts must be solid with no writing, character advertisements, cartoon characters or slogans.
- When uniform sweatshirt is worn, the appropriate uniform shirt is to be worn underneath.

PANTS

- Pants must be traditional in style with pockets in side seams, not jean style, and must be hemmed.
- Pants cannot be fleece, denim or corduroy and cannot be rolled.
- Pants must fit properly at the waist and are not to be baggy or too tight (no skinny jeans please)
- Jeans must be in good condition and without holes and tears (applies daily to K3 & K4, applies to kindergarten through grade 6 when a jeans day is announced or earned).

CASUAL DAY

Every Friday will be "jeans day" at the Lower School Campus. Attire should consist of jeans that are fitted at the waist, hemmed, not touching the floor, and not ragged in any way. Jeans must fit properly and be neither too tight nor too baggy. Students should wear a crew-neck T-shirt or sweatshirt that is appropriate. Neither undershirts nor overalls are permitted.

UNIFORM POLICY GRADES K5-6

ELEMENTARY SCHOOL GIRLS CHAPEL ATTIRE

SHIRT: TCS polo shirt with school crest, short or long sleeves (purchased from TCS)

SKIRT/JUMPER/SLACKS: Modest length of skirt and jumpers (not more than 2 inches above the knee)

SHOES: Conservative, modest styles with white or navy socks or tights. No sandals/open toe shoes

SWEATER: Navy, Red or White cardigan or pullover sweater

ELEMENTARY SCHOOL GIRLS NON-CHAPEL ATTIRE

SHIRT: TCS polo shirt with school crest, short or long sleeves

SLACKS: Navy or khaki tailored twill with NO EMBELLISHMENTS SHORTS: Navy or khaki tailored (not more than 2 inches above the knee) shorts with

NO EMBELLISHMENTS SKIRT/SKORT/JUMPER: Khaki or navy of same styles as above

SHOES: Conservative, modest styles. No sandals/open toe shoes

SWEATSHIRT: Red, gray or navy TCS sweatshirt with school crest purchased from TCS

JACKET: available through TCS with logo, or solid color Red or Navy – no logos

SWEATER: Navy, Red or White cardigan or pullover sweater JACKET: Fleece or nylon jacket with TCS logo or plain colors are acceptable. Jackets with offensive language are prohibited

ELEMENTARY SCHOOL BOYS CHAPEL ATTIRE

SHIRT: TCS polo shirt with school crest, short or long sleeves

SLACKS: Khaki or navy tailored twill slacks (khaki or navy shorts, not more than 2 inches above the knee, are permitted in warm weather)

SHOES: See Non-Chapel Attire

SWEATER: Navy, Red or White cardigan or pullover sweater

ELEMENTARY SCHOOL BOYS NON-CHAPEL ATTIRE

SHIRT: TCS polo shirt with school crest, short or long sleeves (from TCS)

SLACKS: Navy or khaki tailored twill slacks

SHORTS: Navy or khaki (not more than 2 inches above the knee) shorts

SHOES: Conservative, modest styles. No sandals/open toe shoes

SWEATER: Navy or Red cardigan or pullover sweater

SWEATSHIRT: Red, gray or navy TCS sweatshirt/ jacket: Fleece or nylon jacket with TCS logo or plain colors are acceptable. Jackets with offensive language prohibited

UNIFORM SOURCES

Any item with the school crest or logo, such as TCS Polo shirts, may be purchased directly through The Cumberland School. You may order online through our website or obtain an order form from the campus secretary. Other items may be purchased at a store of your choice as long as they conform to the dress code. For assistance, you may also contact our school store at the Admissions office at 678-426-1600, ext.1. Final decisions regarding interpretation of the dress code will be made by the administrator/principal.