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## Q & A FOR FAMILIES NEW TO MCS

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### **SCHOOL OFFICE INFORMATION**

School Office: (408) 945-6530 ext. 11200

Business Office: (408) 945-6530 ext. 13100

### **How do I report my child's absence from school?**

Please call or email the school office to inform the school office of your student's absence. Please include the following information when leaving a message: student name, grade, teacher, date, time, and the reason that the student is absent.

### **What do I do if my child is late coming to school (tardy, appointment)?**

- Middle School officially starts at 7:55 AM. Students not in their seats and prepared for instruction by 8:00 AM are considered tardy.
- Grades TK – 5 officially start at 8:25 AM. Students not in line when flag salutes begin are considered tardy.
- Tardy students and students coming late to school for other reasons must sign-in through the school office and obtain a pass to class.

### **I need to pick up my child from school early. What do I do?**

- Students need to be signed out of the school office. Advance notice is appreciated via email to Mrs. Williams (ext. # 11201) and Mrs. McCauley (ext. #11202) as well as your child's teacher.
- We do our best to have your child in the school office in a timely manner. However, due to unforeseen schedule changes, activities, and testing within the classroom this may not always be possible. We appreciate your patience in advance.

### **My child needs to take medication at school. How do I handle this?**

California Education Code mandates all medications, including over the counter medication, must be stored in the School Office and accompanied by an MCS Medical Release Form. The Medical Release Form must be completely filled out by parents and the child's physician. Please note we cannot accept medication without an MCS Medical Release Form.

### **What should I expect when my child receives a uniform violation?**

The School Office staff will notify you via email if your child has received a dress code violation. Repeated offences will result in a fine.

### **What do I do if my student forgets something from home?**

- Our School Office staff is unable to deliver items such as lunch or forgotten assignments to the classroom. We know this may sound unreasonable, but we are committed to preserving the learning environment by limiting interruptions in the classrooms. Our school office staff is also committed to student safety and providing a welcoming reception environment by remaining available in the office area at all times. We appreciate your support in this way.
- We have a wonderful hot lunch service in the event your child forgets his/her lunch. For your convenience, no cash is required. We will bill your school account.

### **What do I do if my student leaves something in the classroom?**

Students may return to classrooms or Middle School cubbies to retrieve forgotten items until 3:10 PM and if the teacher is present in the classroom.



**My contact or medical/insurance information has changed. How do I inform the school?**

Contact or medical/insurance information updates can be directed to the School Office or the Business Office for your convenience.

**ACADEMIC INFORMATION**

**Does MCS follow the Common Core State Standards (CCSS)?**

- Yes and no. We have formally adopted the CCSS for Language Arts as it better meets our learning goals for reading and writing. It improves the previous CA state standards in the area of informational text.
- We are assimilating portions of the CCSS for Mathematics. We are in the process of updating our elementary math curriculum using the Singapore Math model that is loosely aligned to the CCSS. We are choosing not to fully align with the CCSS for math to better fit our educational goals for competitive high school prep utilizing the three tracks of Pre-Algebra1A, Algebra 1, and Geometry in our Middle School.

**Does MCS complete standardized testing?**

- Yes we do. MCS uses a nationally normed test called the Terra Nova 3 (TN3). Results are used to measure student achievement, but more importantly to inform teachers and administration of curriculum and instruction needs, and staff development opportunities.
- The TN3 is aligned to a common set of national education standards, but not specifically to the CSS.

**Does MCS have an anti-bullying program?**

Yes, we do. Grades TK-2 receive introductory training using the Social Thinking curriculum. Grades 3 – 8 participate in a program called Raising Respect with an added emphasis on self-esteem this year. We have had great success with these programs as they provide a common vocabulary for our students and staff, and equip students to think outside of themselves to support others.

**How does MCS communicate with parents?**

- School documents, announcements, and general information about the school are accessible through the MCS website, also referred to as the MCS Online Community.
- Student academic progress, teacher announcements, and other academic information are available online through NetClassroom.
- MCS produces a “Weekly” or monthly electronic newsletter as well. This newsletter will contain important announcements and updates on school activities and events as well as upcoming workoff hour opportunities.

**How can I find out about my student’s academic progress?**

- Logging in to NetClassroom will provide an immediate source of information for students in grades 4 - 8.
- MCS values partnership with parents in the education of their children. Your face-to-face communication with your child’s teacher is not only welcomed, it is encouraged! The best way to do this is to email your child’s teacher directly to request a meeting.
- Progress reports and trimester report cards will be issued electronically through NetClassroom at regular intervals.
- Parents are required to attend a scheduled Parent-Teacher Conference in November following the completion of 1st Trimester.

## WORK-OFF HOURS PROGRAM - FREQUENTLY ASKED QUESTIONS

### Which families are required to perform work-off hours?

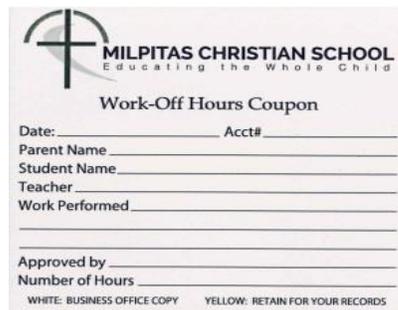
All families whose children attend the MCS Elementary or Middle School are required to perform work-off hours, unless a member of the family is an employee of the school.

### How many work-off hours must be performed each school year?

- Families with **one child** in the school must perform **twelve (12)** work-off hours.
- Families with **two children** in the school must perform **sixteen (16)** work-off hours.
- Families with **three or more children** must perform **twenty (20)** work-off hours.

### How do I find out about work-off hour opportunities?

- Work-off hour opportunities will be available online during the school year. Please watch out for the school newsletters for information.
- For opportunities specific to your child's class or pod, please talk with your child's teacher.
- School-wide opportunities can also be found:
  - In the school newsletter (via weekly emails).
  - Posted in the main school lobby (*Building A, east entrance*)
  - In Net Community



**MILPITAS CHRISTIAN SCHOOL**  
Educating the Whole Child

**Work-Off Hours Coupon**

Date: \_\_\_\_\_ Acct# \_\_\_\_\_

Parent Name \_\_\_\_\_

Student Name \_\_\_\_\_

Teacher \_\_\_\_\_

Work Performed \_\_\_\_\_

Approved by \_\_\_\_\_

Number of Hours \_\_\_\_\_

WHITE: BUSINESS OFFICE COPY    YELLOW: RETAIN FOR YOUR RECORDS

### Who can perform the work-off hours?

Any adult can perform work-off hours for a family: caretakers, grandparents, adult siblings, other relatives, etc. Please be sure these individuals have your MCS account number. It is critical that your account number is entered on the work-off hours coupon to ensure proper credit to your account. For example, if we don't recognize the name of the volunteer, we won't know where to credit the hours if the account number is missing.

Alumni or student volunteers may perform services for MCS. However, these will be "community service" hours, not work-off hours.

### If I work more than my required number of work-off hours, may I apply them to next year?

No. The "banking" of work-off hours for subsequent school years is not allowed.

### May I donate my extra work-off hours to other families?

Yes. Sometimes it's very difficult for a family or a single parent to fulfill their work-off hour requirements and paying for them at the end of the year can be cost prohibitive. Please contact the Business Office (Ext. # 13100) if you would like to donate your extra hours to a specific MCS family, or as a general "donation" for any family in need.

### How do I receive credit for the hours I work?

Work-off hours are credited to your account **only** from work-off hour coupons. These coupons must be submitted to the School Office or Business Office. Event sign-in sheets *do not* fulfill the coupon requirement.

- **Obtain** a Work-Off Hour Coupon from the MCS Staff member or special event coordinator for whom you will work. Coupons are also available in the School Office and Business Office.
- **Fill-out** the coupon with all of the required information: MCS account number, the date the work was performed, the name of the individual who performed the work, student's name, teacher's name, the work performed, and the number of hours worked.
- **Have the coupon signed** by the person in charge of the work you perform. For example, if you work at the book fair, the book fair coordinator should sign the coupon. If you go on a class field trip, the teacher should sign it.



- **Submit** the white copy of the coupon by placing it in one of the drop boxes (available in the School Office and Business Office).
- **Keep** the yellow copy for your records. We recommend you keep it in a safe place; if there are any discrepancies in the records at the end of the school year, your copy can be used to verify your hours.

**What type of work can be done for work-off hours?**

Any type of work that benefits the school can be applied toward work-off hours. Work for band, choir, sports teams, and extended care may also be applied. Work for which you receive compensation from the school, or for baking projects cannot be applied for work-off hours. When in doubt, ask your child's teacher, or a Business Office staff member.

**Will the person who signs my work-off hour coupon turn it in for me?**

No. It is your responsibility to turn in your coupons. This reduces the likelihood of the coupons becoming lost or misplaced. Also, if there is a discrepancy at the end of the year, the yellow copy in your records can be used to verify your hours. Most teachers and staff are not available over the summer, so it would be difficult to contact them to verify your hours or to ask them to search for your coupons if you do not have your yellow copy/copies.

**When am I required to have my 2017-2018 school year work-off hours performed and all coupons submitted?**

- All work-off hours must be completed on or before June 6, 2018.
- Work-Off Hour coupons must be placed in one of the drop boxes or submitted to the Business Office on or before June 6, 2018. If you perform the work, be sure to turn in your coupons!
- After June 6, 2018, your account will be billed for any unfulfilled required work-off hours, at the rate of \$40 per hour.

**Can I turn in my 2017-2018 work-off hour coupons *after* June 6, 2018?**

Yes, you may, according to the following:

- The work must have been performed on or before June 6, 2018.
- An MCS staff member must be able to confirm that the work was performed.
- You will only receive 75% credit for the hours on coupon(s) that are submitted after June 6, 2018.

If your account has already been billed you may request that the charges be reversed.

**Can I make a *donation* to MCS in lieu of performing work-off hours?**

No. It is not legal for MCS to accept a *donation*, which has a tax benefit, in lieu of work-off hours. You may *purchase* work-off hours at the rate of \$40 per hour, but you cannot report this as a tax deductible donation.

**My child was not enrolled for the entire school year, how many hours am I required to work?**

Work-off hour requirements are automatically prorated based on the date of enrollment or withdrawal. You will be informed of the number of hours you are required to work.