

Mountain

CHRISTIAN SCHOOL

FAITH KNOWLEDGE SERVICE LEADERSHIP

PARENT-STUDENT HANDBOOK

2009 - 2010

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FAITH KNOWLEDGE SERVICE LEADERSHIP

WELCOME TO MOUNTAIN CHRISTIAN SCHOOL!

The mission of Mountain Christian School is to develop well-educated servant leaders equipped for a life of discipleship.

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Dear MCS Families,

Welcome to Mountain Christian School! We are dedicated to honoring God as a community. This requires prayer, commitment to a common purpose, and guidelines to govern our relationship. This Handbook is an effort to clarify basic rules enabling us to live and think in a Christ-like manner.

The policies contained in this Handbook are based on biblical principles. They incorporate man-made perspectives; therefore, they are open to review and modifications as our school grows and responds to our culture. We ask that you support these guidelines and offer wise counsel in making improvements.

We at Mountain Christian School pray that this handbook serves as a helpful tool for you as the school year unfolds. May it be used by God to regulate our community and give Him His right-ful glory.

Your Servant and His,



Nadine Wellington

Director of School Ministries

MOUNTAIN CHRISTIAN SCHOOL POLICY HANDBOOK

SEPTEMBER, 2009

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Mountain Christian School

Administrative Staff

Tom Clark

Chairman of School Ministry Team

Joe Leturgez

Mountain Christian Church Director of Finance

Nadine Wellington

Director of School Ministries (Principal)

Donna Rea

Assistant Principal

Traci Olson

Assistant Principal

WELCOME TO MOUNTAIN CHRISTIAN SCHOOL

OUR CHRISTIAN PHILOSOPHY OF EDUCATION

We are a community of Christian educators who desire to have our Lord glorified through a holistic Christian approach to life. We desire to have the children who are entrusted to us be proud of their Christian beliefs and be able to express them. We desire to have our children grow into mature adults with knowledge of the world around them, their relationships in that world, and a belief in the God who created it. We want our children's families to grow in unity and in love for each other and for God.

We are a community of Christian educators who:

- ... believe that all life is a gift from God. This requires us to be responsible for the care of His creation, including the Earth and its natural resources and all its people. We acknowledge His divine Kingship over all the universe.
- ... believe as stated in Genesis 1:1 that, "In the beginning God created the heavens and the earth," and in John 1:3, "Through Him all things were made, without Him nothing was made that was made." We believe that God is directing the natural order of all that He has created.
- ... believe in the indwelling power of the Holy Spirit to be both Comfort and Guide in our relationships with God and man.
- ... believe that we must "... increase in wisdom and stature, and in favor with God and men" (Luke 2:52) and that this wisdom is found in our relationship with God and His Word.
- ... believe that Christian education is the process of telling and learning God's truth and knowing that God's truth is applicable to all of life. God has given us the knowledge of our world which enables us to discover and explore His truths.
- ... believe that Satan (evil) exists in the world and that we have subjected ourselves to sin. However, the redemption of man was accomplished through Christ's sacrifice on the cross and His resurrection from the dead. We must accept this redemption to be in a right relationship with God.
- ... believe that the Bible alone is our all-sufficient rule of faith and practice and the revelation of God's Word and Will.
- ... believe that parents have the ultimate responsibility of rearing their children in the Kingdom of God and that the school shares that responsibility through the body of knowledge in its curriculum.

MOUNTAIN CHRISTIAN SCHOOL MISSION STATEMENT

The mission of Mountain Christian School is to develop well-educated servant leaders equipped for a life of discipleship.

HISTORY OF MOUNTAIN CHRISTIAN SCHOOL

Dr. William Walker served as the senior pastor of Mountain Christian Church from 1946 – 1969. During his time at Mountain, Dr. Walker had a vision for children to be able to undertake their academic studies in a Christ-centered environment.

Dr. Walker shared his vision with various leaders within the church, and, after much thought, study and planning, a Christian Day School Committee was formed. The committee held its first meeting on May 23, 1974. As one of its first items of business, the committee determined that the name of the school would be Mountain Christian School. In order to further Dr. Walker's vision for the school's study environment, the committee implemented a program that stipulated that in addition to the academic subjects taught, each class would have daily devotions and patriotic exercises, a weekly chapel service, and Bible classes.

Kindergarten and pre-kindergarten classes began September 3, 1975, with 15 children registered in the school. The school's plan was to add grades 1-3 the next year, and a grade each year thereafter until grade 8. At the first pre-registration held in January 1976, 22 students were enrolled for classes in pre-K through grade 3. Since these early beginnings, the school has continued to grow each year. At the present time, the school has two sections in each grade from K through grade 8.

VISION STATEMENT

The vision of Mountain Christian School is to prepare our students for success in high school and beyond by providing an excellent, well-rounded education immersed in a biblical worldview.

Students will have a sense of determination that no matter where the Lord leads them, they will have a purpose and a standard to guide them in their lives. (*“Whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.” Colossians 3:17*)

To achieve this, we will:

- Partner with parents, community and business leaders to develop students’ unique gifts and abilities to their highest potential for the glory of God.
- Provide a contemporary campus facility designed to secure the safety and well-being of the church and school community
- Recruit a faculty of committed and empowered life-long learners who will nurture, challenge, and equip students to think biblically and critically.
- Provide a holistic curriculum rooted in Christ through which our students will become transformational leaders for Christ and His kingdom locally and throughout the world.

CORE VALUES

Faith: Mountain Christian School will help each student mature spiritually according to the teaching and example of the Lord Jesus Christ as set forth in Holy Scripture.

Knowledge: Mountain Christian School will enable each student to achieve his/her academic potential using research-based, developmentally appropriate strategies and techniques within an engaging curriculum.

Service: Mountain Christian School will instill in students a commitment to an intentional and obedient life of service to Christ in the school, church, society, and the world.

Leadership: Mountain Christian School will foster a climate in which each child has the opportunity to realize and develop his/her leadership potential.

MOUNTAIN CHRISTIAN SCHOOL MINISTRY TEAM STATEMENT OF FAITH

As members of Mountain Christian Church, the members of the School Ministry Team hold the following beliefs:

- Our ministry and members accept Jesus Christ as the Living Son of God and our personal Savior and Lord.
- We believe the Bible alone to be our all-sufficient rule of faith and practice and the revelation of God's word and will.
- We are a free church under Christ. Led by Elders and Deacons, we determine our own policies and practices, voluntarily cooperating with Christian groups in fulfilling our Lord's Great Commission.
- We are devoted to the cause of Christian unity, and we will work with anyone anywhere on the basis of the Holy Scriptures.
- We require for church membership just what was required in New Testament times. We practice only that baptism taught and practiced in the Scriptures—immersion of a penitent believer in the symbol of Christ's own death, burial and resurrection.
- We believe all persons of all races to be created in the image of God and to need the saving grace of Jesus Christ.

Ministry Team Members:

Tom Clark, Chairman
Joe Leturgez, Mountain Christian Church Director of Finance
Nadine Wellington, Director of School Ministries
Bob Rufenacht
Peter Carpenter
David Flumbaum
Shelly Huggins
Lyn Murphy
Jim Payne
Don Sheffy

ADMISSIONS POLICY

Mountain Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

CHRISTIAN LIFESTYLE POLICY

The Biblical role of Mountain Christian School is to work in conjunction with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter to or in opposition to the Biblical lifestyle taught by the school. This includes, but is not limited to: sexual immorality, homosexual orientation, or the inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission and/or dismiss an enrolled student or applicant.

PARENTAL COOPERATION STATEMENT

Mountain Christian School's educational mission involves working with the home in the overall Christian education of students. On occasion this cooperation between the school and home may become difficult. To avoid such situations, the school requires parents enrolling their children or maintaining enrollment of their children to affirmatively support and cooperate with the school.

The use of email or other public communication avenues by parents to publicize their concerns will be considered grounds for dismissal of the child of the parent(s) involved in the aforementioned actions. In such cases there will be no refund of tuition monies. The policy of Mountain Christian School is to only meet individually and privately with families to discuss their concerns. This affords both the school and parents the freedom to deal personally and confidentially with the subject(s) before them. We, at the school, promise to listen, pray and deliberate over all expressed concerns. As a parent:

1. I/We agree to support the school with my/our prayers and with a positive attitude. Complaints or negative comments will be shared only with the teacher, administrator, principal, or other person involved and not with my/our child or other people, following the Matthew 18 principle.
2. I/We understand that if at any time the school determines, in its sole discretion, that my/our actions do not support the ministry, or reflect a lack of cooperation and commitment to the home and school working together, the school has the right to dismiss my /our child(ren).

POLICIES AND PROCEDURES

The following pages contain specific policies and procedures pertaining to students and instruction.

500 STUDENTS

With many prospective students seeking acceptance to Mountain Christian School, it is a privilege, rather than a right, to be admitted to Mountain Christian School. All student policies shall be stated in writing in the Student Handbook for the benefit of the parents, students and staff.

Mountain Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

It is the desire of MCS to enable every student to succeed spiritually and academically to his/her fullest potential. Students requiring accommodations and/or modifications resulting from I.E.P.'s, 504 plans, tutorial services, physical handicaps, etc., will be considered on an individual basis. In order to ensure that the needs of the student can be adequately met, admission will be determined by the Director of School Ministries.

Parents of students who have been diagnosed with learning disabilities and/or a physical handicap should be aware that the legislation which mandates that public schools make modifications and educational adjustments for students with documented learning or physical disabilities does not apply to private or parochial schools. The campus facilities of Mountain Christian School are not fully equipped to accommodate physically handicapped children.

510 ADMISSION, TRANSFER, REGISTRATION AND TUITION

Admittance to Mountain Christian School is based on academic ability, self-discipline, and Christian character.

511 ADMISSION PROCEDURES

- 511.1 A member of the administrative team will interview all applicants and their parents prior to their admission to the school.
- 511.2 All applicants to the school will be tested before admission. The testing fee must be paid at the time of the appointment for testing.
- 511.3 No student will be admitted to Mountain Christian School who is more than one and one-half years behind the normal grade placement for his/her chronological age.
- 511.4 After the application, test and interview are completed, parents will be notified of the school's decision. Parents will be asked to sign a Parent Agreement defining the working relationship with the school.

- 511.5 All new MCS students are automatically placed on academic probation for the first six weeks of school. This period may be extended at the discretion of the Director of School Ministries. Throughout the probationary period the progress of the student will be reviewed and parent conferences requested for students not passing major subjects or having difficulties adjusting socially and emotionally. Probationary students not meeting MCS standards and expectations may be dismissed at the discretion of the Director of School Ministries at any time during any given period of probation.
- 511.6 Placement will be determined by the Director of School Ministries or a designated member of the administrative staff based upon the MCS entrance exam, previous school records, and family interview. Acceptance is based on a thorough review of academics, behavior, and Christian character.
- 511.7 For families new to MCS, at least one parent/guardian must attend a new parent orientation meeting prior to the beginning of school. A new parent orientation meeting is typically scheduled for an evening during the week prior to school beginning.

512 TRANSFER STUDENTS

- 512.1 If a student is transferring from another school, parents must sign a Records Release Authorization Form allowing MCS to request the student's academic and health records from the previous school.
- 512.2 Transfer students will be subject to the same admissions procedures as described in section 511.

513 REGISTRATION

- 513.1 Registration Fees - Two checks are to be presented with each new registration. These fees are identified as Part A and Part B. See explanation below:

Part A - A **non-refundable** processing fee will be assessed each applicant. (See details in the MCS information packet.)

Part B - A separate enrollment fee is refundable under the following circumstances:

- A position is not available.
 - A student is tested and screened and not accepted.
 - A position is offered and declined.
- (See details in the MCS information packet.)

See Section 513.2.2.2.1 regarding applications which were not processed by MCS.

- 513.2 Testing Fees--A testing fee of \$50 is due at the time of testing. All applicants are tested prior to acceptance (see 511.2). All testing fees are non-refundable regardless of final admission status.

513.3 Registration Policy – It is the practice of Mountain Christian School to give preferred registration to returning students, siblings of these students, active participants of Mountain Christian Church, and to those students remaining on the previous year’s waiting list.

513.2.1 Re-Enrollments of Current Students and Sibling Registration

513.2.1.1 Time of Registration – Current families of Mountain Christian School must register returning students between December 1 and January 1. Parents desiring to submit registrations for siblings of current students must also submit those registrations at this time.

513.2.1.2 Fees – Re-enrollment fees are not refundable. Registration fees for siblings follow the same guidelines outlined in part B, Section 513.1. Additionally, testing fees for siblings will follow the same guidelines outlined in section 513.2.

513.2.1.3 Financial Status – All accounts for re-enrollments must be current at the time of re-registration. Re-registrations submitted when accounts are in arrears will result in the return of the registration to the family of the student affected. Sibling registration shall not be accepted from any family whose accounts are not current. See Section 513.2.5.1 regarding end of year account status.

513.2.1.4 Loss of Preference – Re-enrollment and sibling registrations not accomplished during the period specified will be accepted only during registration periods identified in the policy. Re-enrollment and sibling registrations are then subject to the same rules, guidelines, acceptance criteria and waiting list assignments as all other applicants. Exceptions to this policy must be submitted in writing to the School Administration for consideration by the School Ministry Team.

513.2.2 New Registrations – New registrations will be accepted based on the policy identified below. Mail-in registrations will not be accepted at any time.

513.2.2.1 Registration Preference for Mountain Christian Church families.

- 513.2.2.1.1 Definition – In order for a family to be considered eligible for preferred church family registration, membership at Mountain Christian Church is not required. It is, however, required that each registration submitted under this category be accompanied by completed documentation on the form letter provided by the school. The purpose of the letter is to demonstrate involvement of the family for at least one year at Mountain Christian Church, and it must be signed by a pastoral staff member or ministry team leader.
- 513.2.2.1.2 Registration Dates for MCC Families – Registration shall occur beginning the second Monday in January each year. Only registrations received during this week will be given preferred registration status.
- 513.2.2.2 Registration Preference for families on the previous year’s waiting list.
 - 513.2.2.2.1 If a family remains on the waiting list from the previous enrollment period, Part B of the registration fee will be returned with information regarding new registration dates. The family may then re-apply for the following school year during the “Mountain Family” application period prior to Open Enrollment.
 - 513.2.2.2.2 All applicable paperwork and fees must be submitted with the new application.
 - 513.2.2.2.3 Families in this category will receive preference over open enrollment and will be accepted or wait-listed with Mountain families. The Wait List order is maintained through this week for anyone re-applying, based on the current Wait List position.
 - 513.2.2.2.4 Re-applications not occurring during the time period specified will be subject to registration periods as further outlined in Policy for Open Registration.
- 513.2.2.3 Policy for Open Registration**
 - 513.2.2.3.1 Beginning the third Monday in January, registrations will be accepted from any applicants for the upcoming school year.
 - 513.2.2.3.2 Re-enrollments and re-registrations not completed during the earlier periods will be accepted during this period.
 - 513.2.2.3.3 Re-enrollment and re-registrations occurring during this period will not receive preferred enrollment as defined elsewhere in Policy.
 - 513.2.2.3.4 Applicants for Open Registration shall pay applicable Refundable and Non-Refundable application fees.

513.2.3 Waiting Lists

- 513.2.3.1 Waiting lists are established for each grade for the upcoming school year resulting from registrations submitted during the open enrollment timeframe.
- 513.2.3.2 Waiting lists are maintained until Noember 1st of the next school year.
- 513.2.3.3 Admissions shall not be made from the waiting list after the close of the second grading period without the following:
- Successful testing and interview of the applicant, and
 - Approval of the Director of School Ministries.
- 513.2.3.4 During a one-week period, after three attempts have been made to contact a family on the waiting list, the applicant will be bypassed and the next applicant on the list will be contacted. There is no available recourse for families not responding to contact attempts.
- 513.2.3.5 Any applicant refusing placement from the waiting list will be removed from the list.

513.2.4 Special Waiting List Exceptions

- 513.2.4.1 The school reserves the right to make exceptions to the waiting list in cases of extenuating circumstances, as deemed appropriate by the Director of School Ministries. Examples of such circumstances would include, but not be limited to, accommodations for faculty or school/ church staff children.

513.2.5 Final Class Lists

- 513.2.5.1 In developing final class lists, the school requires that all accounts for the previous school year must be current. Students whose accounts are not current will be removed from the class list for the upcoming school year and openings offered to those on the waiting list. Final class lists will be distributed in August.

514 TUITION

- 514.1 Tuition fees are reviewed annually and set by the School Ministry Team.
- 514.2 Tuition fees paid in full by July 1, or upon initial acceptance if after that date, shall be given a discount.
- 514.3 Ten Month Payment Plan–Mountain Christian School uses FACTS, a third-party tuition management company, to process monthly payments. For those families choosing the monthly payment option, MCS will require that each family contract with FACTS for automatic monthly payments from the account of their choice. All monthly tuition payments must be made through FACTS.

- 514.4 Withdrawal Penalty – If a student leaves for any reason, a withdrawal fee will be charged equal to one (1) month’s tuition. All other pre-payments will be refunded. Notification of a student’s withdrawal must be made in writing and become effective once the school has received the written withdrawal notice.
- 514.5 If an account becomes more than one month past due, the student may be dismissed from MCS until the balance is paid.
- 514.6 Past-due Accounts:
MCS will be notified by FACTS Tuition Management Company regarding past-due accounts. It is the obligation of the responsible party to immediately contact FACTS or the MCS Financial Office to make arrangements for payment of past-due monies and fees. If the issue is not immediately resolved, the Director of School Ministries will contact the responsible party. Unresolved accounts will subject the student(s) to dismissal. Payment for past-due accounts must be made with a certified check or money order.
- 514.7 A financial report is prepared monthly showing the status of all outstanding accounts and is submitted to the Director of School Ministries.
- 514.8 Checks not honored by the bank are not considered payment.
- 514.9 Students are considered enrolled for the entire year. Therefore, no tuition reductions will be made for extended absences, regardless of the cause of such absence(s).

519 TRAFFIC PROCEDURES

Drop-off lanes in front of both the elementary and the middle school buildings are intended for the quick exit of the student(s) and smooth flow of traffic during morning arrival. If parents need to open a trunk, conduct last-minute family or school business, exit the vehicle to help a child out of the vehicle, or do anything else which will impede the steady flow of drop-off traffic, they must park in a designated parking spot and the student(s) can then walk to the building when ready.

NOTE: Detailed procedures for the morning and afternoon flow of traffic are updated and distributed to families at the beginning of each school year.

520 ATTENDANCE

School doors open at 7:55 a.m. All students are expected to be in their respective classrooms and ready for the school day to begin by 8:15 a.m.

- 520.1 During regular school hours, teachers will issue a hall pass if a student is leaving the classroom for any reason.
- 520.2 Early releases are discouraged. If **for any reason** a student must leave prior to the end of the school day, the school office must be notified no later than 8:30 a.m. of the day in question. Parents must sign out the student in the office before leaving.
- 520.3 A student must be present a minimum of five hours between the school hours of 8:15 a.m. and 3:20 p.m. to be considered present one full day.
- 520.4 A student must be present in school a minimum of three hours to be considered present for one-half day.
- 520.5 Absences** – Students must bring a written note to the teacher on the day they return, clearly stating the reason for the absence, as well as the date(s) of the absence. For absences due to family vacations, see section 520.5.6. Students with perfect attendance will be recognized for each quarter and at the conclusion of the school year.
- 520.5.1 Excused Absences.** A student is still marked absent but has the opportunity to make up any missed work or assignments.

The following are considered excused absences:

- Death in the immediate family. The immediate family shall include a parent, a sibling, a grandparent, a person who is the primary care provider, or anyone who lives regularly in the household of the student, and others as determined by the school Director of School Ministries.
- Illness of the student.
- Court summons.
- Hazardous weather conditions that would endanger the health or safety of the student when in transit to and from school.
- State emergency.
- Other circumstances, which, in the judgment of the Director of School Ministries, constitutes a good and sufficient cause for absence from school.
- A limit of two excused absences will be permitted for eighth grade students, only, who elect to shadow at prospective high schools. One week prior to their scheduled visit, students must submit written requests from their parents to the middle school administrator for approval. Immediately upon the student's return to MCS, written verification must be provided to MCS from the high school visited
- Professional appointments are considered excused absences upon written confirmation from the professional.

520.5.2 Unexcused Absences.

A student is marked absent and will receive a “0” for missed work or assignments. An absence will be considered unexcused for any portion of a day for any reason other than those cited as excused in section 520.5.1.

After three unexcused absences, the following steps will be taken:

1. Upon the third occurrence of an unexcused absence, a warning letter will be sent home to parents assessing a \$25 late arrival fee to the family of each child for each future occurrence.
2. More than three occurrences in one marking period or five occurrences during the school year may result in dismissal from Mountain Christian School.

520.5.3 Written Excuse Notes

Because teachers are responsible for keeping accurate records of student attendance, students must bring a written note to the home-room teacher on the day they return from being absent. The note must include:

- The date(s) the child was absent.
- The reason for the child’s absence.
- The date the note was written.
- Signature of parent/guardian.

520.5.4 When students are absent two (2) consecutive days, parents should contact the school office prior to 9:00 a.m. to give the reason for the absence and to make arrangements to get assignments at the end of the school day.

520.5.5 Students who are absent three (3) or more consecutive days due to illness or injury **MAY BE ASKED FOR A DOCTOR’S NOTE**. If a note is not brought in, the student may not be allowed to return to school.

520.5.6 Family vacations or absences for other reasons are strongly discouraged, but they may be approved if the administration is given advance written notice of at least SEVEN school days. Homework, missed quizzes or tests may be made up in cooperation with the teacher. If the absence is unapproved, the teacher is not obligated to accept or to provide make-up work. It is not possible to make up classroom instruction time or participation grades.

If approved, the maximum number of lawful days for family vacations and family trips for any school year shall not exceed five (5). Once a written request has been submitted to and approved by the Director of School Ministries, teachers will be notified of a student’s pending absence. Teachers will use their discretion and professional judgment with respect to assigning work to be completed during a student’s absence. **Work assigned to be completed during a vacation absence is due the day the student returns to MCS.**

520.5.7 A student who misses more than 28 days of school will jeopardize promotion.

521 ATTENDANCE RECORDS – Teachers are responsible for keeping accurate records of student attendance.

522 TARDINESS

Late arrivals are discouraged. Parents are responsible for getting students to school on time. Any student arriving late to the school (after 8:15 a.m.) will be sent to the school office to obtain a late pass. The office will issue a late pass to the student for admission to the classroom. The pass will indicate if the lateness is “excused” or “unexcused.”

Reasons for lateness will be marked ‘excused’ or ‘unexcused’.

522.1 Excused Tardiness

The following are considered excused reasons for being late to school:

- Hazardous weather conditions.
- Doctor or other professional appointment; must have a written note from the practitioner.
- Family emergencies.
- Extreme traffic emergencies.

522.2 Unexcused Tardiness

A late arrival will be considered unexcused for any reason other than those cited as excused in section 522.1.

Any student arriving late to school without parental validation regarding the reason for the lateness will be marked with an “unexcused tardy.”

In the event that a student is marked ‘unexcused’ late three times, the following steps will be taken:

1. Upon the third occurrence of an unexcused late arrival, a warning letter will be sent home to parents assessing a \$25 late arrival fee to the family of each child for each future occurrence.
2. More than three occurrences in one marking period or five occurrences during the school year may result in dismissal from Mountain Christian School.

523 LATE AFTERNOON PICKUP

All children who are not part of the Mountain Christian Extended Care After-School Program must be picked up by 3:30 p.m. (The only exception would be for a child participating in an after-school activity, e.g. chorus, sports, prayer club, etc.)

523.1 In situations in which a student has not been picked up on time, the following steps will be taken:

1. The office will immediately contact the parent/guardian of the student.
2. The parent/guardian must sign out the student in the school office.
3. Upon the third occurrence of a late pickup, a warning letter will be sent to the parent assessing a \$25 late arrival fee for each future occurrence.
4. More than three occurrences in one marking period or five occurrences during the school year may result in dismissal from Mountain Christian School.

524 EXTENDED CARE

- 524.1 Extended Care is a service provided before and after school hours for the benefit of working parents.
- 524.2 Hours of operation are from 7:00 - 7:55 a.m. and 3:20 - 5:30 p.m. on school days.
- 524.3 Fees for Extended Care—See Extended Care Contract.
- 524.4 The guidelines for tuition payment are also applicable to the Extended Care fees.
- 524.5 The ratio of Extended Care workers to students shall be one to 15.
- 524.6 Placement in the Extended Care Program is not guaranteed; acceptance or continuation in the program are contingent upon the adherence to all guidelines of the program. Repeated infractions on behalf of students and/or parents may result in dismissal from the program by the Director of Extended Care or by the Director of School Ministries.

530 PROGRESS

- 530.1 GRADING POLICY** – The grading system is a reflection of a child’s progress. Teachers objectively justify grades through tests, class work, class participation, homework, quizzes and special projects. Tests alone do not determine the report card grades.
- 530.2 Students in grades K-2 will receive a quarterly non-graded evaluation of their progress based upon the scope and sequence of skills and concepts taught.
- 530.3 Students in grades 3-5 will be graded on the traditional A, B, C, D and E scale:
 A-Exceeding Expectations: 90-100
 B-Above Average: 80-89
 C-Average: 70-79
 D-Below Average: 60-69
 E-Unsatisfactory: 59 and below

- 530.4 Students in grades 6-8 will be graded on a numeric system:
A - Exceeding Expectations: 92-100
B - Above Average: 83-91
C - Average: 74-82
D - Below Average: 65-73
E - Unsatisfactory: 64 and below
- 530.5 Participation in major concerts, i.e. Christmas and spring, is mandatory for students in grades K-5 and counts as a major part of their overall evaluation in music.

531 HOMEWORK

- 531.1 A well-educated servant leader will be self-disciplined, responsible, organized, and independent. The **purpose of homework** is to provide an opportunity for students to develop these qualities through preparation, practice, extension, and creativity as reinforcement of classroom instruction. Additionally, homework is assigned to prepare students for a time (high school and college) when the majority of their work will be done outside of the classroom. **Homework** will **NOT** be given as busy work or punishment.
- 531.2 While Mountain Christian School acknowledges that family activities and church-sponsored events may conflict with evening study hours, it is the responsibility of the family and the student to plan and balance these activities and events in light of his/her obligation and commitment to completing homework.
- 531.3 Long-term assignments, such as book reports and projects, may require work over the course of a weekend or holiday. Additionally, homework may be individualized according to a child's needs. Therefore, it is essential that parents support the homework policy by encouraging their children in the effective use of homework time.
- 531.4 The main source of communication for homework assignments will be through the daily planners, teacher-generated weekly/monthly calendars, and/or classroom newsletters. **ALL HOMEWORK ASSIGNMENTS MUST BE RECORDED IN STUDENTS' PLANNERS.**
- 531.5 Personal best is required on all assignments. Homework is assessed based upon the completion of assignments including accuracy. Missing or incomplete homework assignments may result in one or more of the following consequences:
- No credit awarded resulting in a zero.
 - A reduction in the credit awarded.
 - Missed recess.
 - Morning, after-school, or lunch detention.

531.6 ELEMENTARY SCHOOL REQUIREMENTS

Homework in the **elementary grades, (K - 5)**, will be assigned no more than three nights per week per subject with the possible exception of language arts and math. In general, homework will not be assigned on weekends with the possible exception of long-term projects.

Time may be given in class for students to begin their homework. Suggested time allotments for completion of homework for the average elementary student are as follows:

- 15 - 30 minutes for students in Kindergarten and first grade.
- 30 - 45 minutes for students in second and third grades.
- 45 - 60 minutes for students in fourth and fifth grades.

Among grade level and special area teachers, the scheduling of homework assignments will be coordinated in order to avoid overlapping of tests, quizzes, and/or projects.

531.7 MIDDLE SCHOOL REQUIREMENTS

Homework in the **middle school grades (6 - 8)** may be assigned by content area and special area teachers on a daily basis. In general, homework will not be assigned on weekends with the possible exception of math and long-term projects. The suggested time allotment for the completion of homework for the average middle school student is 60 to 90 minutes per night.

Among content and special area teachers, the scheduling of homework assignments will be coordinated in order to avoid overlapping of tests, quizzes, and/or projects.

531.8 MAKE-UP WORK

- 531.8.1 Late assignments will be accepted only for the following reasons: 1) parent or physician-determined illness; 2) bereavement; 3) appointments for professional services; 4) family vacations with advance notification. See Section 520 regarding attendance. **Note: Work assigned to be completed during a vacation absence is due the day the student returns to MCS.**

With the exception of approved vacations, students will have one day for every day absent to complete missed assignments. It is not possible to make up classroom instruction or participation grades.

Students will receive a failing grade for work not completed within the guidelines of this policy.

- 531.8.2 When absent for any reason, the student is responsible for securing from the teacher a list of missed assignments. Teachers are not expected to pursue students to see that work is made up.

- 531.8.3 Absentees who are unexcused may not be able to make up work. Such missed work may be graded zero for that day in each subject that had graded work.
- 531.8.4 Same-day requests for makeup work or homework must be called in to the school office by 10:00 a.m. on the day of the absence.

532 REPORTING TO PARENTS

- 532.1 At the end of the first marking period, parent conferences will be held for grades Kindergarten through 5. Conferences are suggested for grades 6-8 but are not mandatory unless the student is failing a major subject. Additional conferences may be scheduled upon the request of either the parents or teachers whenever needed.
- 532.2 Students in grades K-8 will receive report cards four times a year. Report cards may be withheld each grading period until the tuition payments are up-to-date and overdue books are returned or payment is made for lost or damaged books.
- 532.3 Interim progress reports are sent home in the middle of each marking period.

533 STANDARDIZED TESTING

- 533.1 The Stanford 10 will be given annually in the spring to all students.
- 533.2 Computerized diagnostic results are given to the parents.

534 PROMOTION

A student will be promoted to the next grade if s/he has: (1) successfully completed the academic requirements for the current grade and (2) maintained his/her Christian conduct as outlined in the Conduct Code (Section 541) and (3) exemplified positive Christian character.

535 RETENTION

Kindergartners and first grade students not meeting readiness expectations for the first and second grades respectively, may be retained.

A student will not be promoted to the next grade if the yearly average reflects that s/he is failing:

Grades 1-5: Reading or mathematics or two or more academic subjects. (The following are not considered academic subjects: Spanish, handwriting, physical education, music, computer, and library.)

Grades 6-8: English or mathematics or two or more academic subjects. (The following are not considered academic subjects: health, physical education, and computer.)

- 535.1 It is the policy of Mountain Christian School to involve the parents in the discussion of retention. Conferences concerning retention will be held with the teacher, parent and administrator(s). If a child is failing in a major academic area, suggestions will be made for remedial assistance.

536 ACADEMIC PROBATION

536. All new students at MCS are automatically on academic probation for the first six weeks of school. At the conclusion of six weeks, the progress of students new to MCS will be reviewed and parent conferences requested for students not passing major subjects or having difficulties adjusting socially and emotionally. The Director of School Ministries may extend a student's probationary period.
- 536.2 Probationary status is assigned to those students in grades 4 and 5 who are failing reading or math or two other required academic courses for any marking period. Probationary status is assigned to those students in grades 6-8 who are failing English or math or two other required academic courses for any marking period.
- 536.3 Students who are assigned probationary status for two consecutive report card periods and who, after the second consecutive report period, have not made significant progress may be required to withdraw from Mountain Christian School for the remainder of the year. "Consecutive" may include the last marking period of the previous year and the first marking period of the current school year.

Individual Plan of Assistance – At the conclusion of each marking period, students in grades K-2 not meeting readiness expectations, or students in grades 3-8 receiving D's or E's in major academic subjects must have an Individual Plan of Assistance to be reviewed and revised quarterly. A student may be placed on a Plan of Assistance any time he or she is not meeting with success.

538 ACADEMIC ACHIEVEMENT AWARDS

1. Quarterly Academic Awards are presented for:
 - Distinguished Honor Roll
Students in grades 6-8 with a grade average of 95 or higher for the quarter.
 - Honor Roll
Students in grades 6-8 with a grade average of 90-94 for the quarter.
2. Year-End Academic Awards are presented for:
 - Academic Excellence – Eighth Grade
This award is presented to the graduating eighth grade student with the highest overall grade point average for the school year. This student is awarded a certificate, a monetary award, and has his/her name engraved on the Academic Excellence Plaque in the school office.

- Academic Excellence – grades 6-8
This award is presented to students in grades 6-8 who have achieved an overall grade point average of 95 percent or higher for the school year.
- Academic Excellence – grades 4-5
This award is presented to students in grades 4-5 who have achieved an overall grade point average of 95 percent or higher for the school year.

*Students with a “D” or “E” in any subject and/or a “U” in any special area class will not qualify for honor roll or distinguished honor roll.

539 GRADUATION – A student will become an eighth grade graduate from Mountain Christian School if s/he has met the following criteria for graduation:

- 539.1 S/he must have successfully completed all academic requirements for Mountain Christian School. Should s/he fail a major subject (math, literature, language, Spanish, history, science, or Bible), for the overall year, s/he will not graduate nor will s/he be permitted to participate in graduation activities.
- 539.2 S/he must have demonstrated high standards of Christian character and behavior while at Mountain Christian School.
- 539.3 The financial account of the student must be paid in full by April 30.
- 539.4 Eighth grade students with unpaid balances will not graduate.

540 CONDUCT CODE

- 540.1 All students are expected to conduct themselves in such a manner as to reflect Christian character. They must adhere to all the policies of the school and be respectfully obedient to all in authority. Students will be taught to look to Jesus as the perfect example for their conduct.
- 540.2 Students are expected to come to class with all the materials required for academic instruction (homework, texts, paper, pens, pencils, etc).
- 540.3 Any device or item disruptive to class procedure may not be brought into the classroom (i.e., cell phones, tape recorders, electronic games, etc.).
- 540.4 Failure to abide by these guidelines will result in an office referral and confiscation of the device until picked up by a parent. Repeated infractions will result in appropriate disciplinary action by the Director of School Ministries.

540.5 Telephone Use

School Telephones - During the school day, students are not allowed to use or be called to the telephone except in case of emergency. School staff will receive and relay any urgent messages. Students should not request calls to be made for forgotten items, or to make arrangements for dismissal pickup. In case of an emergency, school staff will contact the parent.

540.6 Cell Phones

Elementary School: Students in grades K-5 are not permitted to have cell phones on school property for any reason.

Middle School: Middle school students are not permitted to use cell phones before, during, or after school.

The following conditions must be met in order for a middle school student to bring a cell phone to school:

1. Parents must complete and submit a Cell Phone Usage Request Form to the Director of School Ministries for approval. (These forms are available in the Middle School office.)
2. With the approval of the Director of School Ministries, a student may bring his/her cell phone to school to be stored in his/her locker throughout the school day. Cell phones may not be stored in any other location.
3. While in the locker, the cell phone must be turned off.
4. Should a student be found, at any time, using or in possession of a cell phone, the cell phone will be confiscated and given to a school administrator. The student's parent will be contacted and the cell phone will be given to the parent. The student may lose the privilege of bringing the cell phone to school for the remainder of the school year.
5. Should a student's cell phone be used or found in the possession of someone other than the student, the consequences previously stated will apply to the owner of the cell phone.
6. Should a student be found using or in possession of someone else's cell phone, the cell phone will be confiscated and given to a school administrator who will investigate the circumstances and follow up with appropriate disciplinary action if necessary.

541 CONTROL OF PUPIL CONDUCT

541.1 Discipline is a major emphasis in our school. For this reason, and because we are a Christian school, it is incumbent upon Mountain Christian School to have a clear discipline policy.

- 541.2 Discipline is used for the protection of our students and for the orderly operation of our school. Our discipline procedures are rooted in the following stated philosophy: We believe discipline is more than punishment. It is a learning experience. Therefore, our primary motive is not to inflict punishment but to train for correction by the use of discipline. Discipline must be administered out of love and concern, not out of hostility or frustration.
- 541.3 It shall be the responsibility of all teachers and staff members of MCS to immediately address any student on MCS property whose conduct is not in accordance with our Christian school standards.
- 541.4 Teachers are to handle discipline problems in their classrooms in a professional manner. Parents should be contacted and advised about any significant disciplinary problem.
- 541.5 Extreme violations of classroom/school guidelines will result in an immediate referral to an administrator. Examples include:
- The use of profanity or sexual vulgarities
 - Blatant disrespect
 - Fighting (invading another's space, physical contact of any kind)
 - Destruction of property
 - Lying
 - Cheating
 - Bullying (threatening, intimidating, browbeating, maligning, name calling, teasing)
 - Possession of a weapon
 - Inappropriate use of the internet
 - Misuse of electronic devices
 - Stealing
 - Forging a Signature
 - Skipping Class
- 541.6 Any time a student is referred to an administrator for corrective action, a referral will be sent home to the parents. The bottom half of the referral form must be signed by the parent and returned to the office the following morning.
- 541.7 An administrator may require a student to remain after school and have the student perform academic or physical work. Advance notice of one school day will be given to the parents so that transportation may be arranged. After the parents of the student have been given proper notification of the detention, the student will not be excused because of transportation problems.

542 SUSPENSION/DISMISSAL

Failure of a student and/or his/her parent(s) to comply with the policies and procedures set forth in the MCS Handbook may result in the suspension or dismissal of the student.

- 542.1 A student who continually shows a lack of concern for school policies will have a personal conference conducted with an MCS administrator, the student, and the student's parents. A faculty member may be required to attend. This meeting will result in the development of a Behavioral Plan of Action. Should a student fail to improve his/her behavior, and/or attitude, as prescribed in his/her Behavior Plan of Action, the student will be referred to the Director of School Ministries for further review.
- 542.2 Before a student is suspended from school, an administrator may assign an "in-house" suspension. The student will be required to complete all assignments in a supervised work area isolated from fellow students.
- 542.3 The term of a suspension from school is to be reviewed by the Director of School Ministries. Suspension is to be utilized when severe problems have been encountered. It is not our aim in this Suspension Policy to cause a student to fail an academic marking period but rather to teach a lesson in behaving responsibly by honoring Christian values and principles. It is also our goal to help students move forward in their desire to mature and grown spiritually, academically, emotionally, and socially. It is expected that the school and parents work collaboratively towards this end.
- 542.4 A re-entry conference must be held with an administrator, the parent(s), and the student before the student can be readmitted to MCS.
- 542.5 Should any student be suspended more than once during his/her tenure at MCS, he/she will be referred to the Director of School Ministries at which time the Director of School Ministries may invoke dismissal based upon the severity and nature of the infraction.
- 542.6 Any student who is suspended from MCS will be given a zero for each class missed for each day of suspension. No student on suspension should receive more than one zero per class, per day, regardless of the amount of the in-class or homework assignments. Students may be given assignments missed during the period of their suspension; however, this work will not be graded. This includes tests, quizzes, and projects. (Exceptions to these guidelines may only be determined by the Director of School Ministries.)
- 542.7 Students suspended are not permitted on school property or permitted to attend or participate in any school related activities or events without the permission of the Director of School Ministries.

- 542.8 A student suspected to be under the influence of a controlled dangerous substance, alcohol, or an inhalant (other than an inhaler medically prescribed for the specific individual) or other intoxicant will be referred to an MCS administrator. If the investigation of the matter yields no material evidence, but if the administrator has reasonable cause to suspect that the student is under the influence of a controlled dangerous substance, alcohol, or an inhalant or other intoxicant, the administrator will notify the student's parents immediately and the student will be suspended from school for up to ten days. The Director of School Ministries may take further disciplinary action. In addition, the appropriate police agency will be notified.
- 542.9 A student who has been found to be in possession of or under the influence of a controlled dangerous substance, alcohol, inhalant or other intoxicant, or to be in possession of paraphernalia or a substance misrepresented to be a controlled dangerous substance or alcohol, will be referred to an MCS administrator. The administrator will notify the student's parents immediately and will suspend the student from school for up to ten days. The Director of School Ministries may take further disciplinary action. The appropriate police agency will be notified.
- 542.10 Any student possessing or using a dangerous weapon on MCS and/or MCC property will be referred to an MCS administrator. The administrator will notify the parents immediately and the student will be suspended from school for up to ten days. The Director of School Ministries may take further disciplinary action. The appropriate police agency will be notified. (A dangerous weapon is any object which reasonably could cause physical harm or injury to a person, including any firearm and knives of any kind.)
- 542.11 Any student possessing matches or a lighter will be referred to an MCS administrator. The administrator will notify the parents immediately and request a conference. After considering the nature and severity of this behavior, the administrator may suspend the student for up to ten days. The Director of School Ministries may take further disciplinary action.
- 542.12 If an MCS administrator determines that a student has committed an act of arson/fire to a school/church building or property, the administrator will suspend the student up to ten school days. The Director of School Ministries may take further disciplinary action. The parents will be immediately notified as well as the Maryland State Fire Marshall's Office.
- 542.13 In a situation involving a student making threats of violence, MCS has adopted a "no tolerance" policy. Credible threats will result in immediate dismissal and contact with the local authorities. An MCS administrator will notify the parents and the Director of School Ministries immediately. For the purposes of this policy, "credible" means a reasonable belief or suspicion,

determined at the sole discretion of the Director of School Ministries, that the threat was or might be genuine or that the student was or might be capable of carrying out the threat. In case of a threat that is determined not to be credible, the Director of School Ministries will suspend the student immediately, pending a meeting with parents. (This also includes “just joking” incidents.) After further investigation and meeting with the parents, the Director of School Ministries may require counseling for the student at parent expense, from a Christian counselor or other professional approved by the school, as a prerequisite for permitting the student to return. No student will be permitted to continue enrollment in the school until the counselor advises the school that the student, in the counselor’s opinion, does not present a threat of danger.

- 542.14 Students are prohibited from possessing and using electronic devices such as cell phones, pagers, and electronic games for any reason during the course of a regular school day. Students who violate this restriction will be referred to an MCS administrator who will notify the student’s parents immediately. The device will be confiscated and examined by an administrator. Appropriate disciplinary action will be taken. Repeated infractions will be referred to the Director of School Ministries for further disciplinary action. The use of a recording device, such as a tape recorder, may be used only with the permission of the classroom teacher.
- 542.15 Students are prohibited from misusing the internet, both in and out of MCS. Please refer to Addendum 3 for Mountain Christian School’s Internet Use Policy. Students who violate this policy will be referred to an MCS administrator who will notify the student’s parents. Appropriate disciplinary action will be taken. Repeated infractions will be referred to the Director of School Ministries for further disciplinary action.
- 542.16 The following will be considered inappropriate uses of the internet: sending messages defaming MCS including its staff, students and parents, describing or depicting illicit behavior, and/or using inappropriate language. These actions neither promote or reflect Christ-like character or the standards of MCS. Parents will be notified and appropriate disciplinary action will be taken.
- 542.17 Dismissal can be implemented only by the Director of School Ministries. A student who has been dismissed from MCS will not be allowed to return to the school during or after school hours without the express permission of the Director of School Ministries.

543 HEALTH/SAFETY

School personnel will take every precaution to ensure the health and safety of all students. The following provides a general guideline for the care of your child while attending Mountain Christian School.

Staff members certified in first aid, CPR, and medication administration are available each school day to address emergency and routine health needs of the students and to administer approved medication. Trained personnel are available to assist students in identifying, coping with, and solving problems that inhibit their social and academic success. Students and families having long-term issues are referred to outside agencies for support and intervention.

543.1 Required Health/Safety Forms — The following list of forms must be completed and submitted to the main office prior to the first day of school. It is the responsibility of each parent/guardian to keep health information current. Emergency cards must be updated annually.

- Current Maryland Immunization Certificate (In compliance with Maryland State Law concerning immunization, all students must have proof of current immunizations documented on the Maryland Immunization Certificate.)
- Health Inventory Form
- Health Inventory Addendum (Lead Screening)
- Emergency Contact Form (MD Form OCC 1214) –

The following is a list of forms which must be completed and submitted to the school prior to the first day of school. These forms must be updated yearly.

543.2 Insurance – Mountain Christian School is covered under the insurance policy of Mountain Christian Church for accidents occurring on the MCC/MCS campus. All students are covered by this insurance as part of the registration fee. Immediately following a serious school accident or injury, a staff person will complete the accident form and submit it the church office.

543.3 Emergency Contact – In the event of injury, illness, or communicable disease or condition, a child's parent will be contacted by phone as soon as possible. First aid will be administered in an appropriate manner. In the case of communicable disease or condition, the child will be isolated until the parent can pick up the child from school. Circumstances may warrant a doctor's written release permitting a child to return to school.

543.4 Illness/Injury – A child should remain at home if he/she is unable to participate fully in all activities. The classroom teacher is responsible for the overall needs of the class and is therefore not able to provide the attention necessary for special monitoring or a requirement for activities which differ from the class at large. Any exceptions must be authorized by the respective administrator. Please be sure that your child can care for his/her personal needs while at school.

Children should be kept at home for the following health reasons:

- Diarrhea.
- Vomiting two or more times with a 24-hour period.
- Oral fever of 100 degrees Fahrenheit or above.
- Sore throat or severe cough.
- Red eyes with discharge that have not been treated.
- Infected, untreated skin patches or lesions.
- Labored or rapid breathing.
- Severe pain or discomfort.
- Communicable conditions such as, but not limited to, pertussis, chicken pox, measles, flu, mumps, strep throat, hepatitis, impetigo, scabies, lice, pink eye.
- The first 24 hours of a newly prescribed medication.

When a student becomes ill or injured at school, the classroom teacher will notify the office of the situation via intercom. If immediate treatment or isolation is required, the child will be escorted to the office and the parent will be notified to pick up the child from school. If the parent/guardian cannot be reached, the office staff will attempt to contact the person(s) named on the Emergency Form. Upon notification, the parent/guardian or contact person must pick up the child within a reasonable time. Please bear in mind that Mountain Christian School does not have a nurse or health suite available.

Parents are required to keep the school updated as to the most recent emergency numbers and contact information.

In cases of severe injury, the student may be transported by emergency medical personnel to the nearest available hospital. The child's parent/guardian will be notified immediately. An Accident Report will be completed and placed in the student's file.

It is the responsibility of the parent/guardian to report all of the child's health problems (medical or physical) so that proper precautions can be taken. Any special accommodations for an illness or injury

- 543.5 Communicable Disease or Condition – Parents/guardians must notify the school if a child has a communicable disease or condition (i.e., chicken pox, pink eye, fifth disease, lice), or if a child must be home for an extended period of time. Arrangements should be made with the teacher to complete assignments at home. A note from the child's doctor or health care provider is required prior to readmission to school.

- 543.6 Medication Administration – Medication administration is only accommodated within the guidelines of the State of Maryland Board of Nursing. Only those MCS employees who have been certified by the Board of Nursing as Medication Technicians may dispense medication, under the oversight of a Delegating Nurse. The Delegating Nurse is not on site at the school every day, but reviews all medication orders and ensures proper compliance of all doctor’s orders and parent authorizations within the guidelines established by the State.

All medication, including over-the-counter medication, can only be administered if accompanied by a Medical Form/Physician’s Order. This form must be completed, signed, and authorized by a physician. No medications will be administered under any circumstances without this signed order from the physician. Forms are available in the school office.

All medication must be delivered to school by a parent/guardian (medication must never be carried by the child) in a prescription container, properly labeled with the child’s name, dosage, times of administration, name of physician, and the name of the pharmacy. Medication of any sort – including vitamins and throat lozenges - must NEVER be put in a student’s lunch or bookbag.

- 543.7 Special Medication Accommodations – Any student requiring the use of any special devices for medical reasons (i.e., wheel chair, crutches, cane, special or tinted eyeglasses, etc.) may be required to furnish a statement from a physician stating the need for the use of such device before being admitted to class. Some areas of the campus are not wheelchair accessible or conducive to the use of crutches, etc. The parent must receive permission from an administrator before the child return to school needing special accommodations.

- 543.8 Special Health Conditions – It is the responsibility of the parent/guardian to ensure that a school emergency protocol plan is developed for any student who may be subject to special health concerns or needs – i.e., asthma, severe allergies, food allergies, seizures, diabetes, etc. The parent/guardian should schedule a conference with the Designated Nurse to discuss any special health conditions, particularly those which may require urgent/emergency intervention.

- 543.8 Sports Physical/Medical Liability Forms – A Sports Physical Form and Medical Liability Form must be submitted to MCS prior to a student’s participation in all extracurricular sports and activities – including try-outs and practice. See Addendum 2 in the back section of this manual – Eligibility for Extracurricular Activities.
- 543.9 General Safety – MCS staff members must always be on the alert for potential hazards. If, in their judgment, any equipment, activity, or condition of the school grounds is deemed unsafe, immediate action should be taken. The activity should be stopped and/or the equipment or area should be declared off limits. The office should be notified and appropriate staff be made aware of the problem.

544 DRESS CODE

Students attending Mountain Christian School shall adhere to the Regulation Uniform Dress Code as set forth by the School Ministry Team.

Parents are required to purchase uniforms through a designated uniform company. Uniforms must fit properly and be kept in good condition. Because fashion trends change often, MCS reserves the right to adjust guidelines accordingly throughout the school year.

See the following pages for specific dress code information.

General Uniform Requirements

Girls (Grades K-5)

Jumper - Choice of split front or drop waist, from Flynn & O'Hara.
Slacks - Hunter Green, from Flynn & O'Hara.
Shorts - Blackwatch Plaid, from Flynn & O'Hara.
Skorts - Navy, from Flynn & O'Hara.
Blouse/Shirt - White, long or short-sleeved; choice of Peter Pan collared blouse, golf shirt, or turtle-neck. No embellishments or logos other than the MCS logo. (Shirt tails must be tucked in the uniform.) See Chapel Day uniform section.

Girls (Grades 6-8)

Kilt - Blackwatch plaid kilt, from Flynn & O'Hara.
Slacks - Khaki flat front girls slacks, from Flynn & O'Hara.
Shorts - Blackwatch plaid girl's shorts, from Flynn & O'Hara
Skorts - Blackwatch plaid girl's skort, from Flynn & O'Hara.
Shirt - Navy (Flynn & O'Hara only) golf shirt, short or long sleeved. No embellishments or logos other than the MCS logo. (Shirt tails must be tucked in the uniform.) See Chapel Day uniform section.

Boys (Grades K-5)

Pants - Forest Green pleated twill pants, from Flynn & O'Hara.
Shorts - Forest Green twill, from Flynn & O'Hara. Optional in the fall from school beginning through October 31, and in the spring beginning April 1. Long pants only from November 1 - March 31.
Shirt - White, long or short-sleeved golf shirt, or turtle-neck. No embellishments or logos other than the MCS logo. (Shirt tails must be tucked in the uniform.)
Dress Shirt - White button-down collar oxford dress shirt, short or long-sleeved. (Required on Chapel Day)

Boys (Grades 6-8)

Pants - Khaki twill pants, from Flynn & O'Hara.
Shorts - Khaki twill walking shorts, from Flynn & O'Hara. Optional in the fall from school beginning through October 31, and in the spring beginning April 1. Long pants only from November 1 - March 31.
Shirt - Navy (Flynn & O'Hara only) golf shirt, short or long sleeved. No embellishments or logos other than the MCS logo. (Shirt tails must be tucked in the uniform)
Dress Shirt - Light blue button-down collar oxford dress shirt, short or long-sleeved is required on Chapel Day.

Chapel Day Uniform

Girls must wear jumpers (grades K-5) or kilts (grades 6-8).

Boys must wear long pants, dress shirt (white for K-5, light blue for 6-8), and tie.

Shoes & Accessories

Shoes - Rubber-type sole, non-skid, non-marking. Heel no higher than 1". Cannot resemble boots, moccasins, cros, ballet slippers, tennis shoes, Skechers, hiking shoes, helixes, etc. All shoes must have closed toes and closed backs. Color may be black, brown, tan or dark navy.
Socks - Colors: White, Black, Navy, Dark Green — Girls may wear tights, knee highs or crew socks which cover the ankle. Tights or knee-highs are required with jumpers, shorts or skorts from November 1 - March 31. Ankle socks are not permitted.
Belt - Brown or black belt to be worn with any items which have belt loops.
Tie - Boys in grades K-5 wear the blackwater plaid tie from Flynn & O'Hara on chapel days. Boys in grades 6-8 wear a navy/red/green/yellow striped tie from Flynn & O'Hara on chapel days.
Sweat Shirts/Sweaters - Students may wear either an MCS sweatshirt or MCS sweater over the school uniform during class. No other outerwear may be worn inside the building during school hours.

Uniforms for P.E.

Students in grades K-3

All students in grades K-3 wear tennis shoes to school on designated P.E. class day. Girls may wear shorts, skorts, or shorts under their jumpers. Boys wear their regular uniform shorts (except for Nov. 1 - March 31) or regular uniform long pants.

Boys in grades K-3 may wear uniform shorts if their P.E. day coincides with Chapel Day until November 1 and beginning April 1. Boys and girls in grades K-3 scheduled to participate in P.E. class on Chapel Day may wear tennis shoes to school.

Students in grades 4-8

Students in grades 4-8 change for P.E. Students are required to have the MCS P.E. uniform from Flynn & O'Hara and tennis shoes. During the months on November-March, students are required to wear sweat pants and sweat shirt, available from Flynn & O'Hara.

Please be sure to label ALL clothing with your child's first and last names; regular school uniforms as well as P.E. uniforms.

Restrictions

1. Skirts will be no higher than the tops of the knees.
2. Only white undergarment tops are permitted.
3. Girls may have no more than two evenly matched earrings in the lower lobe of each ear. Earrings may be no larger than the diameter of a quarter and may not hang more than one-half inch from the ear lobe. Earrings are not permissible for male students.
4. Students may wear no more than one necklace, two rings and two bracelets.
5. Body piercings are not permitted.
6. Tattoos of any kind are not permitted — temporary or permanent.
7. Head coverings are not to be worn in school, including hats, scarves, and sweatshirt hoods.
8. Extreme hairstyles are not permitted.
9. Hair accessories may only be worn in the following colors: white, black, navy, grey, or hunter green. Hair wraps are not permitted.
10. Boys' hair must be neat, trimmed, and above the collar, ears, and eyebrows.
11. Hair may not be bleached, dyed, streaked or highlighted.
12. Girls may not wear makeup or body glitter.
13. Nail polish may only be clear; nail decorations, including artificial nails, are not permitted.
14. Non-uniform functions — Appropriate dress requirements will be issued for each function. As a general guideline for non-uniform functions, clothing should not be tight, short, or low in the front. The heels of shoes must be no higher than 1 inch. Clothing must be modest at all times.

Note: fashion trends change often. Mountain Christian School reserves the right to adjust guidelines accordingly throughout the school year.

Infractions of the dress code will result in appropriate disciplinary action.

600 INSTRUCTION

610 THE SCHOOL DAY

- 611 School Calendar–The annual school calendar will be drafted by the end of April for the following academic year. It will provide for 175 instructional days with a minimum of 170 days. The calendar will also include special events and holidays as approved by the School Ministry Team.
- 612 School Day–The length of the school day for both elementary and middle school shall be from 8:15 a.m. to 3:20 p.m.
- 613 The cancellation of school for any purpose is the responsibility of the Director of School Ministries or her designee. Cancellations will be announced on local radio stations, on the school recording, on the website schoolsout.com, and on the MCS website, mountainchristianschool.info. (See 520.3)

620 CURRICULUM

- 621 **Scope and Sequence:** The Scope and Sequence provides an overview of the educational benchmarks for each grade level. It is reviewed and revised annually by the entire staff. Any concerns regarding instruction which might be considered controversial in nature, including doctrinal issues, should be reported to the Director of School Ministries.

630 EXTRACURRICULAR ACTIVITIES - Participation in extracurricular activities is strongly encouraged.

- 630.1 Athletics – Mountain Christian School sponsors various athletic teams, e.g., cross country, soccer and basketball. See Addendum 2 for MCS Eligibility Policy for participation.
- 630.2 Musical groups–Mountain Christian School sponsors three (3) choral groups: Kids Praise (grades 1-2), Elementary Chorus (3-5), and Middle School Chorus (6-8). MCS also sponsors Beginner, Advanced, and Jazz bands.
- 630.3 Yearbook – Students have the opportunity to serve as assistant yearbook editors.
- 630.4 Academic Competition–Students may participate in Math Olympics and Bible Quiz programs.

640 GENERAL GUIDELINES

- 641 Class Size: Class size may vary as circumstances warrant; however, it is our goal to limit class size to 20 students.
- 642 Grouping: Homeroom classes are heterogeneously grouped. Students may be regrouped homogeneously in math and reading as the year progresses.
- 643 Field Trips: Field trips are arranged by the teacher of each class and/or the administrative staff as necessary.
- 644 Visitors: ALL visitors must first report to the school office. Volunteers must sign in and receive a Visitor's Pass. No one is permitted to visit classrooms without prior approval.
- 645 Live Broadcasts: All videos and broadcasts must be previewed for appropriate content and instructional and curricular value. Exceptions must be approved by the Director of School Ministries.

650 MATERIALS OF INSTRUCTION

- 651 Textbook Selection and Evaluation
 - 651.1 A textbook committee composed of faculty and administration shall be formed.
 - 651.2 Both Christian and secular books will be evaluated for the best educational content and presentation of facts.
 - 651.3 No text should be selected that has not been revised or printed within the past 10 years.
 - 651.4 Currently used texts should not have a copyright or published date older than ten years.
 - 651.5 All texts should be reviewed every five years from the date of their introduction into the curriculum.
 - 651.6 Any major revisions to the curriculum by the textbook committee should have input from all the teachers affected by the change.
 - 651.7 The media center shall maintain high standards not only in the quantity but also in the quality of the materials.

700 COMMUNITY RELATIONS

- 710 PROMOTION** – All school promotions/advertisements must be coordinated through the Director of School Ministries and The School Ministry Team. Any other publicity or contact with the news media must be approved by the Director of School Ministries.
- 720 EDUCATION ASSOCIATIONS** – Mountain Christian School is a member and active participant in the Mid Atlantic Christian School Association (MACSA) and the Association of Christian Schools International (ACSI).
- 730 GOVERNMENTAL ACTIVITY** – Mountain Christian School encourages parents and teachers to actively participate in community and governmental activities; however, as a ministry of Mountain Christian Church, MCS does not support any political program or candidate.

STUDENT SEXUAL HARASSMENT POLICY

(EMPLOYEE-STUDENT and STUDENT-STUDENT)

POLICY:

MCS is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, including dismissal from MCS.

DEFINITION OF SEXUAL HARASSMENT:

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

EXAMPLES OF SEXUAL HARASSMENT:

Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among the types of conduct that would violate this policy are the following:

1. Unwanted sexual advances or propositions;
2. Offering academic benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Visual conduct such as leering, making sexually suggestive objects or pictures, cartoons or posters;
5. Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes;

6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations; and,

7. Physical conduct such as touching, assaulting, impeding or blocking movements.

EMPLOYEE-STUDENT SEXUAL HARASSMENT:

Employee-student sexual harassment is prohibited.

STUDENT-STUDENT SEXUAL HARASSMENT:

Student-student sexual harassment is prohibited.

WHAT TO DO IF YOU EXPERIENCE OR OBSERVE SEXUAL HARASSMENT:

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated in this document.

Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the school officials designated in this document. All complaints will be promptly investigated.

HARASSMENT

MCS is committed to providing an educational environment for all students that is safe, optimal for academic achievement, and free from any form of discrimination or harassment. Members of the school community are expected to treat each other with mutual respect.

Discrimination occurs when any person in the school community has, on the basis of race, color, gender, national origin, religion, region, language, age, socioeconomic status, or disability, been subjected to differential treatment, conditions, or decisions which substantially affect the person's ability to participate in or benefit from any educational program or activity.

Harassment is a form of discrimination which includes a) verbal conduct such as derogatory comments, slurs, offensive jokes, name calling, spreading rumors, extorting, threatening, bullying, mockery, and negative stereotypes, b) visual conduct such as the production and/or posting of degrading posters, photography, cartoons and gestures, graffiti, and the use of symbols of hate, and c) physical conduct such as threatening, assault, unwanted touching, acts of aggression, and blocking movement.

If a student believes s/he is a victim of discrimination or harassment, which also includes hate/bias incidents, he/she should report this to the principal for appropriate action. In the event of sexual harassment, the following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment:

WHERE TO REPORT SEXUAL HARASSMENT:

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment:

1. Nadine Wellington

Principal, Mountain Christian School

(410) 877-7333

2. Joe Leturgez

Director of Finance, Mountain Christian Church

(410) 877-1824

3. Donna Rea

Assistant Principal, Mountain Christian School

(410) 877-7333

4. Traci Olson

Assistant Principal, Mountain Christian School

(410) 877-7333

CONFIDENTIALITY:

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

PROTECTION AGAINST RETALIATION:

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted in or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

PROCEDURE FOR INVESTIGATION OF THE COMPLAINT AND FOR TAKING CORRECTIVE ACTION:

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the Director of School Ministries or Mountain Christian Church Administrator. The Director of School Ministries or Mountain Christian Church Administrator will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

CHANGES TO POLICIES AND PROCEDURES

The preceding policies and procedures cover a broad range of topics. They are not intended to create, nor are they to be construed to constitute a contract, expressed or implied, between the Mountain Christian School and any parent or student with regards to acceptance or enrollment in the school.

The preceding policies represent the most recent expression of the School Ministry Team of Mountain Christian Church in order to provide for equitable and consistent treatment of all parents and students. To assure that Mountain Christian School achieves and maintains the purpose of this policy manual and to assure the organization's continued ability to meet its needs and those of its parents and students under changing conditions, the School Ministry Team reserves the right to modify, augment, suspend, or revoke any and all policies, procedures, practices, and statements contained in this manual at any time.

Mountain Christian School is a member of the Association of Christian Schools International (ACSI), and several of the statements contained in this Handbook, particularly those found on pages 7, 8 and 9, have been adapted from suggested policy statements issued by A.C.S.I.

ADDENDUM 1

BIBLICAL PATTERN FOR RESOLVING DISPUTES

Mountain Christian School expects all parents of children enrolled in the school, as Christians, to believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of I Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, parents are expected to agree that any claim or dispute arising out of, or related to, any aspect of their child's enrollment and attendance at Mountain Christian School, including statutory claims, shall be settled by Biblically based mediation.

If resolution of the dispute and reconciliation does not result from such efforts, the matter shall then be submitted to a panel of three arbitrators for binding arbitration. Each party to the agreement shall have the right to select one arbitrator. The two arbitrators selected by the parties shall jointly select the neutral, third arbitrator. If there is an impasse in the selection of the third arbitrator, the Institute for Christian Conciliation, Billings, Montana [(406) 256-1583], shall be asked to provide the name of a qualified person who will serve in that capacity. The arbitration shall be conducted in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation as printed in the Christian Conciliation Handbook.

Both the school and the parents agree to honor these methods for any controversy or claim arising out of their child's enrollment at Mountain Christian School, and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her/its own arbitrator and one half of the fees and costs of the neutral arbitrator and any other arbitration expenses.

ADDENDUM 2

MCS Eligibility Policy **For Participation in Extracurricular Activities**

For participation in extracurricular activities at Mountain Christian School, students must be officially registered, enrolled, and attending Mountain Christian School.

We must remember that the individual is a student first; class work and academic work are a high priority. Participation in extracurricular activities at MCS is a privilege granted to the student who successfully maintains high academic and citizenship standards. A student may not be granted the privilege of participation in extracurricular activities if s/he does not maintain a high academic and citizenship standards.

Academic Requirements:

- Students in grades 3-5 will maintain a C Average (70%-79%) or above each quarter.
- Students in grades 6-8 will maintain a C average (74% - 82%) or above each quarter.
- An elementary school student will have no more than one failure in a major subject (language, reading, math, literature, science, social studies, or Bible) per quarter.

A middle school student will have no more than one failure in a major subject (English, Spanish, math, literature, science, social studies, or Bible) per quarter.

Citizenship Requirements:

A student will be ineligible to participate in any school sponsored extracurricular activities beginning the first day of a suspension or its equivalent.

Physical Requirements:

Any student participating in an interscholastic activity (including cheerleading) must have a physician's sports physical form on file in the office, as well as a release of liability form.

Ineligibility:

Eligibility is reviewed when progress reports are distributed and again at the conclusion of each marking period. Should a student not meet the academic standards stated above either at progress report time or at the conclusion of a marking period, s/he will be ineligible to participate until either the next progress report or report card.

A student who has not maintained at least a C average (see Academic Requirements), or who has had more than one failure in a major subject for both the first and second quarters, is ineligible for the entire second semester. Likewise, failure to maintain eligibility for both the third and fourth quarters renders the student ineligible for the entire first semester of the following year.

No student will be allowed to miss a class in which that student is receiving a failing grade for that quarter so that s/he may participate in an extracurricular activity.

Any student demonstrating serious negative citizenship may be removed from participation in an extracurricular activity. Actions on the part of the student that require suspension from school shall be considered as demonstrations of serious negative citizenship.

Reinstatement:

- A student will be reinstated to eligible status when passing marks are obtained by the time of progress reports or by the end of the next marking period.
- A student will be reinstated to eligible status at the conclusion of the suspension or its equivalent.

Appeal:

The student's parent(s) may appeal the ineligible status to the Director of School Ministries or the designated representative. The decision of the Director of School Ministries and/or the designated representative is final.

ADDENDUM 3

MOUNTAIN CHRISTIAN SCHOOL'S INTERNET USE POLICY

We are pleased to provide computer network services for student access to educational resources, to present information, and to work collaboratively with peers and experts internationally. These services are provided as a privilege to the user and this Internet Use Policy provides an opportunity to educate the user on the school's expectations and the responsibilities of the user.

1. User Responsibilities – “Do’s and Don’ts”

- Do use the network in accordance with the school's code of conduct.
- Do cite the sources of information properly.
- Do use the network only for activity that is legal.
- Do be courteous and respectful in your messages to others.
- Do use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Do not degrade or disrupt equipment or system performance.
- Do not intentionally waste finite resources or use them carelessly.
- Do not change the data or trespass in the account of another user.
- Do not gain unauthorized access to resources or entities.

2. Personal Safety

- Use only your account and password and keep any password private.
- Report to a teacher or administrator any unsolicited e-mail, security problems, or information that makes you uncomfortable.
- Students: Do not reveal your home address, image, or phone numbers, or those of other students or colleagues. Use school addresses and phone numbers only.
- Do know that electronic mail (e-mail) is not guaranteed to be private.

3. Inappropriate Use

The network account holder is held responsible for his/her actions and activity within that account. Unacceptable uses of the network will result in the suspension or revocation of these privileges. Students will be referred to the Director of School Ministries.

4. Consent

By signing the acknowledgement page of this policy, the student and parent indicate understanding and acceptance of the stated rules of the Internet Use Policy and grant permission for their child to use school-networked computers. By signing the Handbook acknowledgement page, both parent and child accept responsibility for setting, conveying, and complying with these standards for Internet use. The acknowledgement page must be signed and returned prior to internet use by a student.

ADDENDUM 4

MOUNTAIN CHRISTIAN SCHOOL **STUDENT LAPTOP USER AGREEMENT 2009-2010**

All Dell laptops provided by Mountain Christian School for student use are pre-configured with the following software and hardware components:

- Microsoft Internet Explorer • Microsoft Outlook • Microsoft Word
- Microsoft Excel • RealPlayer • Microsoft PowerPoint • Microsoft Access
 - Microsoft Publisher • Adobe Acrobat Reader • WiFi
- Macromedia Flash, Shockwave, and QuickTime plug-ins

1. Student Use:

- Each laptop is best suited for Microsoft Office applications and research via the Internet using www.Google.com as the search engine.
- Students may not connect to the Internet without the approval and supervision of a Mountain Christian School administrator or teacher.
- Prerequisites for student use include student and parent signatures on the Mountain Christian School Parent-Student Handbook Acknowledgement Page.
- Mountain Christian School forbids any student to install any additional software or hardware to the laptop.
- Students are not to make any changes to the desktop (ie: theme, color, fonts, shortcuts, rearrangement of icons, etc...).
- Students are not permitted to make a copy of programs installed on the laptop. Unauthorized copying of software is illegal.

2. User Responsibilities:

- Students will be responsible for their assigned laptop during the timeframe in which it is used.
- Students will return laptops and all attached equipment (power cord, network cable, etc.) to the laptop cart after using it in class.
- Students will not leave laptops unattended at any time.
- Students will remain in the classroom with their laptops.
- Students will not take Mountain Christian School laptops to any other location on or off the Mountain Christian School campus.
- Students will be the only person(s) using the laptop assigned to them.
- Students will use laptops in accordance with the Internet Agreement contained in the Mountain Christian School's Parent-Student Handbook.
- Student's will save work to a removable media (external storage – USB) and understand that all remaining information remaining on the laptop will be erased.
- Students will not attempt to dismantle, destroy, or repair any MCS laptop.
- Students will immediately report to the classroom teacher any malfunctions or damage to their assigned laptop.

3. Parent/Guardian Responsibilities:

- Parent/Guardian accepts financial responsibility for all costs associated with damage to or loss of a Mountain Christian School laptop assigned to their child and accessories totaling up to \$2,000. Damage and loss includes the following but is not limited to:
 - Unreasonable use, abuse, neglect, and/or alterations.
 - Improper service, improper installation, and improper connections with peripherals.
 - Damage to or loss of any programs, data, or removable storage media, whether it occurs during warranty repair or other repair service.
 - Damage to or loss of an MCS laptop.

**Failure to comply with the terms of this agreement
will result in the loss of laptop privileges.**

Note: Should any damage or loss of a Mountain Christian School laptop be determined accidental, the school will accept responsibility for replacing the laptop. In such circumstances, the Director of School Ministries will make the final determination.

Handbook Acknowledgment Page

Child's Name _____ **Class** _____

I/We have received and read the Mountain Christian School Handbook 2009-2010 and agree to support and abide by the policies of Mountain Christian School as stated therein.

Household 1: _____

Signature of Parent/Guardian _____ Relationship _____ Date _____

Household 2: _____

Signature of Parent/Guardian _____ Relationship _____ Date _____

This agreement must be signed and returned to the homeroom teacher by September 30, 2009.
(one form per child)

*Multiple parent/guardian signatures are required if the child resides in more than one household during the school year.