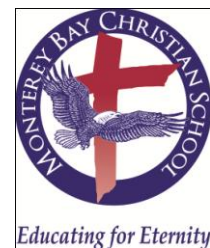


# Parent/Student Handbook



*Educating for Eternity*

2010/2011



## FROM THE PRINCIPAL

Welcome to Monterey Bay Christian School,

Monterey Bay Christian School (MBCS) is a ministry of Monterey Bay Christian Center (MBCC) located at 1184 Hilby Avenue, Seaside, CA 93955. Our school's primary purpose is training young people for Christian leadership. Christian curriculum is utilized in the academic training of our students. MBCS offers accelerated academic training, good discipline, and the upholding of Biblical values.

All school policies are set by the school board. The school board is composed of at least seven volunteer members who are elected from church membership by the Church Board. The school principal sits on the board as a non-voting member. The Board meets on the second Monday of each month. To address the school board notify the school principal or board chairman prior to the meeting. Addressing the school board may also be done in writing. Send your correspondence to the school noting attention school board.

This handbook has been written to offer information and suggestions to help parents and students have enjoyable and productive years at MBCS. The information contained in these pages is relative and important to you and your school experience. Ask God to help you understand and abide by these policies. For parents this handbook is a valuable aid to assist you as you guide your children in their MBCS experience. It will also help you in your relationship with the school by helping you to understand school policies. Our desire is that all students become productive members of our student body and grow to be influential members of our society.

MBCS is a parent-involved school. The responsibility for a child's education rests ultimately with the parents. Our staff is standing with you to aid and support. The staff will re-enforce the respect your children hold for you, and we ask that you do the same for the staff in the eyes of your children. Parents are encouraged to visit the classroom, to volunteer as classroom aides, drive on field trips and to help provide supervision during school parties and other activities. Our *parent point system* is designed to motivate you in your participation. Parents are asked to be mindful of the spirit of the school dress code when assisting at school-related events or in the classroom.

Monterey Bay Christian School cannot meet the educational needs of all children. We do not have a special education program. MBCS is not equipped to meet the needs of delinquent and/or emotionally unstable children. We do provide remediation for students

who have missed an area or concept in their education. This is done in our resource media program. Enrichment is also offered through this program.

Some children do not adjust to a disciplined academic and administrative structure. In such cases, the school reserves the right of full discretion in any discipline administered, in accordance with the discipline policy adapted by the governing board. Students may be put on a behavioral or academic probation for a reasonable, corrective period of time. If this probation period does not produce the desired change in behavior the student will be dismissed from our school. Any excessive violation of school rules or policy will result in immediate dismissal.

Parent cooperation with staff and administration is expected at all times. Parents set the tone by showing respect for school staff. Should a problem arise with a teacher or the school policy, please go to the party involved to solve the problem. If this step does not result in the problem being resolved, then go with that party to the principal for help. If dissatisfaction still remains, you may petition the school board. After following the above, and if you are still not satisfied you may make an appeal to the senior pastor of Monterey Bay Christian Center. If you find that at the end of this appeals process you cannot continue to give support and cooperation to the school and/or teacher, we ask that you find another school that can meet your needs.

Enrollment at MBCS is complete when all of the enrollment forms have been filled out and returned, registration fee has been paid in full, placement testing has been completed, and an interview with the principal has been conducted. After completing these steps you will be notified by phone or mail as to the placement of your child.

We trust you will find MBCS lives up to its reputation of high academic standards in a loving Christian environment. Thank you for sharing your family with us. We look forward to a growing relationship with you as we minister to your child. May God bless your time at MBCS.

**Mr. Schultze**  
**Principal**

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# MONTEREY BAY CHRISTIAN SCHOOL PHILOSOPHY

## Mission Statement

It is the mission of Monterey Bay Christian School to prepare our students to deal with the issues and realities of life by developing their spiritual, academic, social and physical potential, all from the foundation of Biblical truth.

## Goal

It is the goal of MBCS, as a ministry of MBCC, to its own constituency and to the community at large, to implement the above mission statement by carrying out the following strategies:

### PARENTS

- Help parents realize their responsibility for the education and training of their children.
- Support parents in their role by providing appropriate staff, curriculum, and environment for the education of their children.
- Provide instruction and material for the parents related to Christian child-rearing in the form of books, audio and video tapes, and seminars.

### ENVIRONMENT

- Employ faculty and staff members who are committed Christians and who will regard their respective jobs as a ministry to the pupils and their parents.
- Establish and maintain a high standard of conduct based on biblical principles of righteousness, joy and peace in the Holy Spirit.(Romans 14:17)
- Encourage every student to accept Jesus Christ as Savior and Lord of his/her life.
- Foster and develop growth of Christian character.

### CURRICULUM

- Select and develop curriculum based on biblical perspectives and a Christian world view.
- In addition to a specific Bible course for each grade level, teach each subject from a Christian perspective.
- Present the Bible as the living, life-changing Word of God; not merely a course in literature or history.

## STUDENT GROWTH AND DEVELOPMENT

- Develop and maintain a good balance between the emphasis on emotional, mental, physical, social and spiritual growth of each student.
- Promote a proper self-concept in the mind of each student based on the value God places on each individual.
- Encourage individual growth to each student's fullest potential; enabling him/her to become a well adjusted individual with the capability to impact society.

### **Nondiscriminatory Student Policy**

Monterey Bay Christian School admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its education policies, admissions policies, tuition assistance program and other school-administered programs.

### **Sexual Harassment Policy**

MBCS 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. The principal is prepared to take action to correct and prevent any violations of this policy. Any student who violates this policy will be subject to discipline, up to and including expulsion.

### **Objectives**

The following objectives have been established in order to implement the philosophy:

1. The Bible is the inspired and only infallible authoritative Word of God. We will develop attitudes of love and respect for God's Word (II Timothy 3:15-17).
2. We will provide opportunities for the student to confess Christ as Savior and Lord (Romans 10:9-10).
3. We will teach Biblical character traits and provide opportunities for the student to demonstrate these qualities (Galatians 5:22-23).
4. We will teach the student how to develop the mind of Christ (towards godliness) (Philippians 2:5), I Timothy 4:7).
5. We will encourage the student to develop self-discipline and responsibility from God's perspective (I Timothy 4:7).
6. We will teach the student the respect for and submission to authority from God's perspective (Romans 13:1-7).
7. We will help the student develop a Christian world view by integrating life, and all studies, with the Bible (II Peter 1:3).
8. We will teach the student to hide God's Word in his/her heart through memorization and meditation (Psalm 119:11).
9. We will help the student develop his/her identity in Christ as a unique individual created in the image of God (Psalm 113:13-16).
10. We will teach the student to treat others with love and respect as unique individuals created in God's image (Philippians 2:1-4).

11. We will teach the student how to become a contributing member of society by realizing his/her need to serve others (Galatians 5:13).
12. We will teach the student physical fitness, good health habits and wise use of the body as the Temple of God (I Corinthians 6:19-20).
13. We will teach the student Biblical attitudes toward material things and his/her responsibility for using them to God's glory (Matthew 6:18-20, I Corinthians 10:31).
14. We will teach the student to understand and use the fundamental process in dealing and communicating with others, i.e. reading, writing, speaking, listening (II Corinthians 5:20).
15. We will teach and encourage the student to use good study skills and habits (II Timothy 2:3-7).
16. We will teach the student how to research and reason logically from a Biblical perspective (Hebrews 5:15).
17. We will teach the student good citizenship through an understanding and appreciation of our Christian and American heritages (home, school, church, nation (Romans 13:1-7).
18. We will cooperate closely as servants to the parents in every phase of the student's development as it relates to the school program (Mark 10:45).
19. We will help the parents to understand the school's purpose and program.
20. We will encourage parents to realize and carry out their responsibility for the spiritual, moral and social education of their children (Deuteronomy 6:4-7; Proverbs 22:6).

## **GENERAL POLICIES AND INFORMATION**

### **School Hours**

#### ELEMENTARY K-5

Start 8:30

End K-1 2:50  
2-3 3:00  
4-5 3:10

At the elementary school students are not permitted in classrooms until 8:15 am  
Students arriving before 8:15 am or not picked up by 3:15 pm will be checked into  
Extended Care.

#### MIDDLE 6-8

Starts 8:15  
Ends 3:15

### **Office Hours**

The school office is opened from 8:00 am to 4:00 pm during school days. During the summer and school breaks office hours will be 9:00 am to 3:00 pm.

### **Attendance**

Students are expected to be in school except in cases of emergency or personal illness. MBCS closely follows the California Education Code, listing the following reasons for Excused absences:

1. Personal sickness
2. Medical, dental or optometrist appointments
3. Quarantine directed by a court or city health officer
4. Funeral services for a member of the student's immediate family (mother, Father, brother, sister, grandparent) for not more than one day if the service is conducted in CA and not more than three days if the service is out of state (CA Admin. Code, Title V, Div. 2, Chapter 2, Article 1.1, Section 420)

When your child is absent, upon their return, please send a note specifying the student's name, date of and reason for the absence. The student is to ask his/her teacher for make-up assignments. Students missing work due to an absence will have one day for each day of absence to turn in the missing work. It is the student's responsibility and NOT the teacher's to see that the work is completed in the allotted amount of time. Work accepted after the one day per day of absence will be accepted at the discretion of the teacher and, if accepted, will be subject to a lower grade.

### **Attendance Probation**

Students who accumulate more than eight absences in a quarter may be placed on Attendance Probation. This probation serves notice that although unexcused absences over any time period will not be condoned, any student with more than twenty cumulative absences (excused or unexcused) within the school year may be subject to retention in the same grade for the following school year or dismissal from school.

### **Tardies**

Arriving to school on time is very important. Students are to be in their classrooms by 8:15 a.m at the middle school, and 8:30 a.m. at the elementary school. Tardiness is detrimental to a student's character development and school progress. It also disrupts the classroom as valuable time is wasted when a teacher must interrupt the class to provide instructions and assignments for a tardy student. Unexcused tardies will void Perfect Attendance. When you know your child will be tardy, please call the school office. Excessive tardiness may affect a student's grade (You will be notified). Three tardies will equal 1 unexcused absence, which will result in a detention. Six tardies will equal 2 unexcused absences, which will result in Saturday school. Nine tardies will equal 3 unexcused absences, which will result in a suspension.

The student will not be allowed back to class without a meeting between the Principal and the parents.

### **Leaving During the Day**

If an emergency arises that makes it necessary for a student to leave school early, the parent must inform the school by note or by a telephone call. Please do not go directly to the classroom. Report to the office and the secretary will contact the student to meet you. Students who leave before the lunch recess will be considered absent for the day.

### **Dropping Off/Picking Up Children**

If you have kindergarten students please park in marked spaces, walk them to their classroom, and check in with the teacher before leaving. Students in grades one through five may be dropped off at the parking lot. Before 8:15 please do not leave until your child is inside the building. When picking up children at the end of the school day, please observe the pick-up schedule. Middle school students may be dropped off and picked up at the Waring St. entrance of the middle school building.

### **Code Word**

Please notify the school secretary whenever you send someone else to pick up your children. The secretary or office personnel will ask for identification which typically will include a driver's license and the family Code Word. When you turn in your "Emergency Card", you need to provide a list of others who will be permitted to pick up your children along with a code word that will be held in confidence and only used by those picking up their children.

### **Bicycles**

The school is not responsible for bicycles. Riding an expensive bicycle to school is discouraged. When ridden to school, bicycles are to be securely locked in the bike rack provided. Students are required to know and practice good bicycle safety rules and wear helmets at all times. Students choosing to ride a bicycle to school must have a note on file in the office. Bicycles are not to be ridden on the school grounds at any time.

### **Closed Campus/Visitors**

Unauthorized persons are not allowed on the campus. Parents are welcome on campus but must obtain a "Visitor pass" from the school office before going into the classroom(s). All visitors are required to check in at the office. MBCS students who wish to bring a visitor to school must obtain permission from the principal.

### **Boundaries**

Students are not allowed in the following areas without permission and without presence of an adult to supervise:

- a. In the office or staff area
- b. On the roof
- c. In a janitorial closet
- d. Behind the school building
- e. Over any fence
- f. In the church building
- g. Beyond school grounds

**Telephone Use:**

Students may use the telephone for good reason before school, at noon or after school. Conversations must be short and to the point. Students will not be called out of class to answer the telephone except in an emergency.

**Vandalism**

Students and their parents will be held responsible for the willful damage to school buildings, equipment, books, materials or other school property.

**Electronic Devices**

Students are not allowed to bring individual electronic devices to school or on field trips unless instructed to do so by their teacher for a school related project. This includes any music or video playing devices and all electronic games. Cell phones may be brought to school by middle school students and left in the school office during school hours.

**Accidents**

It is important for the school to have your current address, telephone number, doctor's number and person to contact in case you are not available. If any of this information should be changed during the school year, please notify the school by calling the secretary. If your child sustains an injury at the school that requires medical attention, you will be contacted. If you or your designated person is not available, your child will be taken to a medical facility.

**Fire Drills**

Fire drills are held each month. Students are required to clear the buildings as quickly as possible in a quiet, orderly manner. Each teacher will direct his/her class to the assigned area on the school grounds. Students remain quiet and in a single-file line until the ALL CLEAR signal is given.

**Medication**

School personnel are not allowed to administer medication without the permission from parents or physicians. Any medications to be taken at school must be taken in the office. This includes prescription drugs, aspirin, pain reliever and cough drops. Medicine containers must be clearly labeled with the student's name, the name of medication and dosage to be given.

**Illness**

If a student is too sick to be outside, he/she is too sick to be at school. Please do not send your child to school when he/she is ill. State law requires that a child who becomes ill at school be isolated until someone comes to pick them up. Any student with a fever should not be at school. A student will not be admitted to school until one complete school day has elapsed due to one of the following reasons: sore throat, fever, diarrhea or vomiting.

When a student becomes ill during the school day, he/she must report to the teacher for assistance. Parents will be called if it is necessary to do so.

### **Lost and Found**

All personal belongings of students MUST have identification labels on them. Students are responsible for their own items. All abandoned personal articles will be placed in the designated lost and found area. When you are at school, please check the lost and found area to see if there are items belonging to your child. Twice during each quarter these articles will be donated to a charitable organization.

### **Midmorning Snacks**

Students will follow the following rules when eating their snacks:

1. All students must bring their own snack
2. Students are NOT to exchange snack items
3. Manners and good behavior are expected when eating
4. Students are asked to clean up after themselves and throw away their trash
5. Please send only nutritional or high protein foods for the mid-morning snack. This includes: meats, shelled nuts, fruit, breakfast bars, shelled boiled eggs and/or cheeses.
6. Absolutely no sweets, chips or entire lunches will be eaten at snack time.

### **Lunch Period Rules**

Students will obey the following rules when eating in the lunch area:

1. All students must bring their own lunch
2. Students are NOT to exchange lunch items
3. Students will remain seated while eating during the first 10 minutes of The lunch period
4. Good manners and behavior are expected when eating
5. Students are not allowed to leave the lunch area without permission, i.e. to go to the restroom; get a drink of water, etc.
6. Students may visit only in a normal, quiet voice (not a loud playground Voice)
7. Students are required to pick up all food and trash dropped or remaining in their area before being dismissed to go to recess
8. Students will be dismissed from the lunch area in an orderly manner

### **Playground Rules**

1. Students are to display a Christian attitude at all times
2. The following are not allowed:
  - a. Fighting, hitting, kicking, biting, spitting, wrestling or kissing (even in play)
  - b. Tackle football
  - c. Throwing or kicking balls against or onto any building
  - d. Throwing rocks, pebbles, sticks, dirt or any other objects
  - e. Running on the porch or in the building

- f. Going without shoes
- g. Continuing play activities at the end of recess
- h. Littering or defacing property in any way
- i. Climbing in trees
- j. Using the monkey bars inappropriately
- k. Climbing on poles
- l. Taking play equipment or playing in the restrooms
- m. Sliding on stair rails
- n. Having more than three at a time on the horizontal bars
- o. Playing or going into landscaped areas or flower beds
- p. Climbing on, under, over or leaning against fence or gate
- q. Students are not to play in the driveways or on sloped parking lot
- r. Take any food outside the lunch area. Snacks may be eaten outside at morning recess/break
- s. Going the wrong direction on play equipment
- t. Doing cherry or death drops from the horizontal bars

### **Back to School Night**

Parents are invited to attend the annual BACK TO SCHOOL NIGHT which is held during the Fall. Staff, School Board members and Parent Teacher Fellowship (PTF) officers are introduced, teachers provide information about their program and refreshments are provided.

### **Open House**

Monterey Bay Christian School holds an annual open house in March of each year. Open house is a time for new families to view the school, meet the teachers, look at the Curriculum and register for the coming year.

### **Parent Teacher Fellowship (PTF)**

The purpose of the PTF is to support the school in ways deemed appropriate by the organization and the school board. Often this purpose is accomplished via special projects and fund-raisers. A copy of the PTF constitution and by-laws is available in the school office. PTF officers are nominated by parents and elected for the offices of President, Vice President, Secretary and Treasurer. The election is held in the spring. Officers serve for a full school year from July through June.

### **Parent Point Program**

All parents are required to participate in the Parent Point Program according to the following guidelines:

Family	Points Required	Value	Total
2 Parent	50	\$5 per point	\$250
1 Parent	25	\$5 per point	\$125

The purpose of this program is to enlist the participation and interest of all our parents.

Each point, if unearned, is valued at \$5.00. The dollar value if any unearned points will be added to your account at the end of the school year.

## **SPIRITUAL LIFE**

### **Affiliation**

Monterey Bay Christian School is a ministry of Monterey Bay Christian Center and functions as an interdenominational Christian school. We have many churches represented among the students and staff at MBCS.

MBCS is a member of the Association of Christian Schools International.

### **Statement of Faith**

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through his shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for salvation of the lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Christian life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of the damnation.
7. We believe that heaven and hell are definite places.
8. We believe in the spiritual unity of believers in our Lord Jesus Christ.

### **Prayer and Devotions**

Every day, in the classrooms, there is a time set aside for prayer and devotions. Students have the opportunity to share prayer requests as well as begin the day with the Word of God.

### **Bible Classes**

Each class uses a designated Bible curriculum. This curriculum introduces students to Scripture so that they not only understand the Word of God, but are motivated to obey it. Students are required to memorize a weekly Scripture verse as a part of the curriculum.

### **Spiritual Emphasis/Prayer Emphasis Week**

Spiritual Emphasis Week occurs in the fall and Prayer Emphasis Week occurs in the spring of each year. During Spiritual Emphasis Week there are chapel services every day and special activities to promote the spiritual growth of the students. During Prayer Emphasis Week the students collect and pray over specific prayer requests in their

classes. At Friday chapel these requests are brought before the student body with testimonies of how God has answered these prayers.

### **Chapel**

Chapel is part of the school program and attendance is required. Chapel services are held each week for the entire student body. This time is set aside for spiritual uplifting and instruction. Students along with their teachers often take turns in presenting chapel services. Occasionally there is a guest speaker or special program. Chapel is a church service in honor of the Lord. While chapels are often enthusiastic and upbeat, students are expected to behave with respect and reverence for the Lord. Students are asked to participate in the praise and worship service, to stand when asked, to not slouch in the pews and to give attention to the speakers. Teachers and staff will train students who have not previously been in this type of setting. Parents are welcome and encouraged to attend. A parent section is set aside for your convenience.

## **ACADEMICS**

### **Equipment and Supplies**

All necessary textbooks and workbooks needed for class work are supplied. Each student is responsible for taking care of his/her school supplies. Records of assigned textbooks will be maintained by staff. Students will be required to pay for abuse or loss of textbooks. Each student must provide his/her own Bible, a backpack for carrying a P.E. uniform (grades 2-8) and books from school to home. Please inquire at the office for other supplies that students are required to bring.

### **Aids to Students**

The following check list is offered to parents as an aid in assisting students to formulate good study habits:

1. Schedule a regular time and place for study.
2. Study in a quiet place.
3. Gather all of the materials needed beforehand.
4. Before beginning work, commit the study time to God.
5. Budget time to cover all studies.
6. Keep a homework book (such as suggested in class) and write down all Assignments. Check homework book before beginning study. Remember to have a parent sign homework book when required.
7. Skim over the entire assignment to get main points, then re-read for details
8. Study examples, maps, charts and formulas.
9. Cultivate the dictionary habit and keep one close by.
10. Ask for help only when unable to do the assigned work alone.

### **Pledges**

Students are required to memorize and participate in the following pledges at morning devotions and assemblies:

**American Flag** I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with Liberty and justice for all.

**Christian Flag** I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands, one Savior, crucified, risen and coming again, with Liberty for all who believe.

**The Bible** I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp Unto my feet and a light unto my path. I will hide its words in my heart That I might not sin against God. (Psalm 119:105)

### **Homework**

Students attending MBCS will be expected to complete homework appropriate for their age/grade level as set forth in the following chart:

Grade	Frequency (per week)	Minutes
K	1-2 times	15
1-2	4 times	30
3-4	4 times	30-60
5-8	4 times	60-90

Class work not completed during the day will be completed at home in addition to homework assigned. Students may be required additional time for reading and memorizing work.

### **Field Trips**

Field trips are valuable educational experiences. A field trip is defined as an activity held away from the school site. In order for your child to participate in field trips, your written permission is required. Prior to a scheduled field trip you will be notified of the destination, date, time of departure, and approximate time of return. Students may be denied the right to go on a field trip for misbehavior. Teachers will notify you in advance if your child is not permitted to go on a field trip (See Special Activities page 20). To drive on a field trip the school will need a photocopy of your driver's license and current proof of insurance. Parents who drive for field trips must obey the teacher's instructions and stay with the field trip schedule. Parents are not allowed to deviate from the scheduled activities or take side trips unless previously arranged. Any deviation from the field trip plan must be made in advance, and written permission must be obtained from the parents of all the students riding with that parent.

### **Physical Education**

The physical education of our students is important to their physical growth. MBCS has Physical Education teachers who plans and implements a well balanced P.E. program.

All students attending MBCS must participate in the physical education program, with the following exceptions:

1. A student is required to sit out due to a physical problem. The parent must Send a note of explanation to the P.E. teacher in this case, and the student Will be excused for one to three consecutive classes.
2. A student has a prolonged illness or physical incapacity. A doctor's note Is required in order to excuse the student for more than three consecutive days.

Students in grades two thru eight are required to change clothes and dress in the proper P.E. uniform. Students participating in P.E. are required to dress out in the normal manner and sit in a designated area unless the doctor has specified in the note that the student must remain indoors. Failure to dress out without proper excuse may result in a lower P.E. grade.

The P.E. uniform consists of the following and can be purchased at Dennis Uniform.

White/navy baseball shirt with school emblem  
 Navy sweat pants with school emblem (middle school/navy shorts may be worn)  
 Navy sweat shirt with school emblem  
 White, navy or black athletic shoes and white socks

### **Grading Scale**

The meaning of grades is generally stated on the report card. The grading scale for MBCS is as follows:

A+	97-100	C+	77-79	F	0-59
A	94-96	C	74-76		
A-	90-93	C-	70-73		
B+	87-89	D+	67-69		
B	84-86	D	64-66		
B-	80-83	D-	60-63		

The grading scale for primary grades is explained on the report card. There are four, nine week grading periods at MBCS.

### **Reporting Student's Progress**

Report cards are issued at the end of each quarter. For grades K-5 parent/teacher conferences will be held at the end of the first quarter. Report cards are mailed home at the end of the fourth quarter. At the middle of each quarter progress reports will be sent to parents for students who are behind in a given subject. Teachers may request a conference if the child's progress has declined noticeably. Parents may request a conference at any time.

### **Honor Roll**

Honor Roll is accessed in grades 3-8 at the end of the 3<sup>rd</sup> quarter. A student achieving an average of 86% or better without any D's will be awarded honor roll. A student achieving 95% or better without any D's will be awarded Principal's Honor Roll.

### **Standardized Testing**

MBCS students will take the Stanford Achievement Test (SAT's) in the spring of each year. Parents will be provided with a copy of the test results. Test results will be placed in the student's permanent school records.

## **DRESS CODE**

### **Dress Code Policies**

Due to the rapidly changing dress fashion designs and a multiplicity of fads, the necessity for dress standards becomes increasingly important. It is with these conditions in mind that the governing board has established the following dress code:

- ALL shirts, blouses and turtlenecks must be tucked in at all times.
- HAIRSTYLES which are indicative of punk rock, rebellion or unconventional hairstyles will be considered inappropriate. Hair may not be dyed a two-tone color. Hair should be a natural color, neat and the length in front is not to be so long that it affects the vision or concentration of the student or prevents the teacher from having eye contact with the student. Boys' hair must not extend below the top of the collar and all hair tails are prohibited. Boys may not shave their head unless it is the normal way their hair is cut and that hair style remains consistent all year. Parents should contact the school if they have a question regarding a particular hair style.
- HATS are not allowed at school (except for designated Hat Days)  
MAKE-UP is discouraged, however if it is worn, it must be modest and not draw attention to the person. Nail Polish is not allowed, natural nails only
- JEWELRY or accessories that are not a positive reflection of MBCS or represents gangs, cults or satanic symbolism is prohibited. Necklaces and chains are not permitted as well as ankle bracelets. Multiple rings and bracelets are not permitted. Earrings for boys are prohibited. Small earrings are permitted for girls however no dangling or multiple earrings are permitted.
- BELTS are required for boys 2<sup>nd</sup> – 8<sup>th</sup> grades at all times when pants/shorts have belt loops.

**SIZING/ALTERATIONS/REPAIR.** Any clothing that is improperly sized (too tight, too big) will not be permitted. Alterations may not be made to the manufacturer's clothes other than for the benefit of appropriate sizing. Clothes must be in good condition. Holes or tears are not permitted and must be properly repaired.

## **Uniform Clothing Code**

All uniform items below ***MUST*** be purchased through **Dennis Uniform**.

### **MONTEREY BAY CHRISTIAN SCHOOL** **UNIFORM FOR 2010-2011**

#### **Girls:**

##### **K-3**

Plaid Jumper (Style #172) (Color #53)

Navy Shorts (Polo shirt with school logo may be worn)

Navy Pleated Slacks (Polo shirt with school logo may be worn)

White short sleeve or long sleeve Peter Pan Blouse to be worn with jumpers; no Polo shirts with jumpers

White or Navy Turtleneck with school logo; may be worn with Slacks or Jumper

Burgundy V- Neck Cardigan Sweater with Embroidered School Monogram (Monogram is optional)

Navy Sweatshirt with Embroidered School Monogram

Navy Jacket with Embroidered School Monogram

##### **4-5**

Plaid Wrap Skort (Style #907) (Color #53)

Navy Wrap Skort (Style #907)

Navy Shorts

Navy Pleated Slacks

White or Navy short sleeve or long sleeve Polo Shirt with school logo

White or Navy Turtleneck with school logo

Burgundy V- Neck Cardigan Sweater with embroidered school monogram (Monogram is optional)

Navy Sweatshirt with Embroidered School Monogram

Navy Jacket with Embroidered School Monogram

Matching Hair Accessories Available (optional)

#### **Boys:**

##### **K-5**

Navy Slacks

Navy Shorts

Navy or White short sleeve or long sleeve Polo Shirts with school logo

Navy or White Turtleneck with school logo

Burgundy V- Neck Cardigan Sweater with embroidered school monogram (Monogram is optional)

Navy Sweatshirt with Embroidered School Monogram

Navy Jacket with Embroidered School Monogram

Navy or Black belt (Must be worn with Slacks or Shorts 2<sup>nd</sup> -8<sup>th</sup> grades)

**Shoes:**

Navy, Black or White (sport, dress or loafers). No open toe, no backless, no boots and no dress shoes with more than 1-inch heel.

**Jackets:**

School jackets may be worn in classroom. **Non-school jackets must be removed once in classroom.**

**No slacks or shorts on Chapel Day for Girls (Friday). All students must wear Chapel Sweaters on Chapel Day.**

**Middle School:**

**Girls:**

Plaid Skirt (Style #134) (Color #53)  
 Plaid Wrap Skort (Style 907) (Color #53)  
 Navy Pleated, Plain Front or Fashion Fit Slacks  
 Navy Shorts  
 Navy or white short sleeve or long sleeve Polo Shirt (with school logo)  
 Navy or white Turtleneck (with school logo)  
 Navy V- Neck Cardigan Sweater with Embroidered School Monogram (Monogram Optional)  
 Navy Sweatshirt with Embroidered School Monogram  
 Navy Jacket with Embroidered School Monogram

**Boys:**

Navy Slacks  
 Navy Shorts  
 Navy or white short sleeve or long sleeve Polo Shirts with school logo  
 Navy or white Turtleneck with school logo  
 Navy V- Neck Cardigan Sweater with embroidered school monogram (Monogram is optional)  
 Navy Sweatshirt with Embroidered School Monogram  
 Navy Jacket with Embroidered School Monogram  
 Navy or Black belt (Must be worn with Slacks or Shorts)

**Shoes:**

Sport, Dress or Loafers. No open toe, no backless, no boots and no dress shoes with more than 1-inch heel.

**Jackets:**

School jackets with logo are required in classroom. **Non-school jackets must be removed once in classroom.**

**No slacks or shorts on Chapel Day for Girls (Wednesday). All students must wear Chapel Sweaters on Chapel Day.**

### **Out of Uniform Days**

The first Wednesday of the month will be out of uniform day (*free dress*) at the Middle School and Elementary School. (*The third Wednesday of the month is Spirit T-Shirt day at the Elementary School only.. This is where you can wear a Christian t-shirt with jeans or your school polo shirt with jeans.*)

Boys and girls are expected to dress in good taste on these days. Non-school shorts, Baggy pants, half shirts, hats, sandals, boots, lycra/spandex pants, skinny jeans, and inappropriate decaled clothing are not acceptable dress for these days.

The following guidelines apply:

1. School shorts only
2. Appropriate fitting jeans
3. Sweat shirts (no violence/rock/offensive graphics)
4. Tee-shirts (no violence/rock/offensive graphics)

On occasion, other days during the school year may be designed for out-of-uniform dress. On such days parents will receive a notice stating specific information regarding type of dress to wear for that day.

### **Dress Code Violations**

Parents are to make sure that their child is appropriately dressed before leaving for school. If there is a doubt please bring in the clothing and let the principal make the decision. Students who come to school inappropriately dressed will be issued a dress code violation form and sent to the office to call their parents if the clothing is unacceptable. Parents will then be asked to bring the proper clothing or take the child home to change. If parents cannot be contacted, the student will do his/her work in the office all day. If your child has received one (1) dress code violation, they will not be able to participate in the next "Out of Uniform" Day. Students are required to leave campus in their uniform unless parents send a note stating that the child is going directly to a class or to practice for a sport. Upon receiving this note, the student may change just before leaving the campus.

## **ACTIVITIES**

### **Special Activities**

There are many special activities during the year. Leaving the school campus and representing MBCS requires students to be on their best behavior. Your child's teacher and/or principal will contact you if your child is a disruptive influence at school. For students with continued disruptive behavior, the teacher may make a recommendation of

nonparticipation in special activities to the principal. The principal will determine whether the student will participate in special activities and parents will be notified. Special activities include, but are not limited to field trips, sport events, dramatic plays, skating/swimming parties, etc.

## **EXTENDED CARE**

### **Hours**

Extended Day Care service is available for kindergarten through fifth grade students from the hours of 7:15-8:15 a.m. and 3:15-6:00 p.m. The same general behavior required for the school is required during day care. No extended day care is available for middle school students. (*Limited Extended Care is available at the middle school. Please contact the middle school office.*)

### **Check in/out**

Children arriving before 8:15 a.m. or remaining after 3:15 p.m. at the elementary school are logged into Extended Care. Parents must sign in children in the mornings and out in the evenings. Please record the time when you check your children in or out. If you do not write the time, 7:15 a.m. (check in) and 6:00 p.m. (check out) will be the time logged.

Please note the following procedures which are followed for extended care:

1. Children will sign in for extended care at 3:15, children must remain in line until signed in and released to an area.
2. Once a child has left the class line-up area at 3:15, he/she must be signed out in the Extended Care log before parents may take him/her home.
3. Any non-parent adult (aide, teacher, etc.) who needs to take a child from Extended Care, must check in with the Director. A child will not leave the school grounds with out parental permission. The child is to be escorted back to the Extended Care Director by the adult, and from there the parent can check him/her out to go home.

### **Cost**

Extended Care charges are payable in advance each month and a statement issued at the end of the month to let you know your balance/credits/amount owed. There is an additional charge for students who are left beyond the set hours. Students with accounts unpaid for sixty days may not stay for extended care unless the account is cleared. Several options are available for you if you choose to use the Extended Day Care service. Please pick up the "Extended Day Care Options" form in the school office.

## **DISCIPLINE**

## **General Discipline Policy**

(Proverbs 22:6, Ephesians 6:4, Hebrews 12:5-11)

Monterey Bay Christian School believes that all students can behave properly while at school. Students will not be allowed to prevent a teacher from teaching or a student from learning because of misbehavior. The goal of discipline is to train students to live successfully with others in the school setting. Stress is placed upon the prevention of problems rather than devising systems of punishment. The classroom teacher will work with you concerning behavior problems by keeping you informed and by requesting that you attend a conference to discuss your child's behavior. Each teacher establishes rules, rewards and consequences. Discipline is maintained with firmness and consistency. The staff maintains standards of behavior in the classroom through kindness, love and genuine regard for students. When disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding. Referral to the principal is done as a last resort; however, such referrals are encouraged for difficult situations. Students are encouraged to follow directions of teachers and other adults, demonstrate courtesy to all and exercise self control in their behavior.

The following are general behavior guidelines for the students to follow:

1. Obey and respect all staff members
2. Respect the rights of others and their property
3. Keep hands and feet to yourself (i.e. no fighting, kicking, hitting, slapping, holding, wrestling, etc.)
4. Refrain from the use of profanity, vulgarity, sexual or disrespectful talk
5. Refrain from cheating, lying or misrepresenting the truth
6. Playing on the stairs, in hallways, on the ramp or in driveways is prohibited
7. Loitering, littering, playing or visiting in the restrooms are not allowed
8. Roller skates, roller blades and skateboards are not allowed on campus
9. Gum is not to be chewed on campus during the school day
10. Inappropriate magazines and books, radios, CD and tape players, I-pods, MP-3 players, are not to be brought to school.
11. Hats are not allowed at school (except for designated Hat Days)
12. Knives, matches, fire crackers, playing cards, comic books, trading cards, articles resembling weapons, items with motifs that include witchcraft, white magic, rock stars, power figures (Pokemon, Batman, G.I. Joe, Power Rangers, etc.) shall not be brought to school. Notebooks, shoes, shirts, lunch pails and backpacks must not have any of the above motifs. If in doubt about an item, call the school before purchasing it.
13. Willful withholding of information concerning acts of prohibited conduct will be understood as condoning that conduct and will result in disciplinary action.
14. Respect will be shown for school property. Students who willfully damage school property will be disciplined and the cost of repairs or replacements added to their account.

## **Classroom Conduct**

The following general rules apply to all classrooms at MBCS. Rules may vary in each classroom according to teacher expectations.

1. Students will pay attention during instruction.
2. Students will remain orderly. They are expected to use properly and take care of all school equipment. Chairs are to be pushed in as students leave their tables/desks.
3. Unauthorized communication is not allowed.
4. Students are not permitted in classrooms or other areas without adult supervision.
5. Students are not allowed to throw things.
6. Students are to sit in assigned seats unless otherwise directed.
7. Students not in their assigned seats when roll is taken will be marked tardy. Tardiness may affect a student's grade and official school records.
8. Personal toys, objects or possessions are not to be brought to school. Items brought for sharing need to follow the teacher's direction and remain in a designated location after sharing until the end of the day.
9. Students are required to have a Bible in the classroom along with a three-ring binder, paper portfolio, or a folder with pockets to hold assignments and papers.

### **Detention**

Detention is keeping a student after school or during recess for misbehavior. Detention times will range from 10 – 30 minutes. In the event a student is to serve an after school detention, parents will be notified one day in advance of the detention so that appropriate transportation can be arranged. Detention time will be used to reflect on behavior and/or work on academics.

### **Referral Process**

When a student chooses to disobey the rules and is referred to the principal's office, the procedure outlined below will be followed:

1. **First Referral**  
The student is given the opportunity to state in his/her own words the reason(s) why he/she has been sent to the office. The student is counseled regarding appropriate ways to handle similar problems in the future, must apologize to the person he/she offended and ask for forgiveness and the session is closed with prayer. Parents are either called or informed of the referral in person by the principal.
2. **Second Referral**  
When a student is referred to the office a second time, the same steps outlined in "1" above are followed. Parents will be contacted and a plan of intervention will be prepared.

3. **Third Referral**  
When a student is referred to the office for a third time, he/she may be suspended for a period of one day, an intervention plan will be continued, and a parent meeting will be required.
4. **Fourth Referral and more**  
If willful disobedience continues, a conference will be convened at which time recommendations will be made as to the student's future at MBCS. If a student's behavior is unable to be corrected he/she will be expelled from school.

NOTE: The foregoing steps are dependent upon circumstances, grade level of the student and severity of the offense.

### **Suspension/Expulsion**

The following will constitute cause for suspension and/or dismissal:

1. Willful disobedience, profanity, lying, fighting, forgery, stealing or cheating
2. Intimidating or threatening a teacher, school personnel or another student
3. Open and persistent defiance of the authority of school personnel
4. Possession, conversation, use or sale of drugs, alcoholic beverages, or cigarettes
5. Possession of or conversation about a knife or other weapon on school premises
6. Excessive absences or tardies
7. Recurring incomplete assignments
8. Uncooperative attitude

### **Disciplinary Probation**

A student will be placed on probation for disciplinary reasons if: his/her behavior results in repeated referrals to the principal's office, an uncooperative attitude persists, and little improvement in behavior is evident. Parents will be asked to attend a conference when misbehavior becomes an issue. The length and terms of the probation will be determined by the administrator. If a student does not meet the terms of the probation within the required time, the student's enrollment may be terminated. While on academic probation the student is not allowed to participate in extra-curricular activities.

## **ENROLLMENT POLICIES**

### **Acceptance Policy**

Every returning student applying for re-enrollment will be reviewed. The student's parent support, past year's behavior, academic and attendance records are viewed before a decision on the acceptance of the student is made. A student whose attendance has resulted in a negative or detrimental environment to the school will be withheld from enrollment. Acceptance of new students to Monterey Bay Christian School will include a

review of their past academic and behavioral performance. Students who have recently been expelled from other schools are not accepted and need not apply.

### **Registration Fee**

The registration fee and submittal of registration forms reserves a place for the student at MBCS. Re-registration for the next school year starts on the first day of school after the Christmas break. Open registration begins on the day of open house in March.

### **Curriculum Fee**

A curriculum fee is established by the school board to cover the purchasing of curricular items for each student.

### **Tuition**

The annual tuition is due and payable by July 1<sup>st</sup>. As a convenience to parents, tuition may be paid in (10) monthly payments. Each payment is due on the first of each month from July 1<sup>st</sup> through April 1<sup>st</sup>. Parents are responsible for one-tenth of the annual tuition for any withdrawal from enrollment, regardless of whether the child ever attends. If the student leaves the school for any reason between the 1<sup>st</sup> and the 15<sup>th</sup> on any month thereafter, parents are responsible for one-half of the current monthly payment. If the student leaves the school for any reason after the 15<sup>th</sup> of the month, parents are responsible for the full monthly payment. A \$100.00 early withdrawal fee will be charged for each student withdrawing for any reason before the end of the school year.

A ten-day grace period will be allowed from the day payment is due, which is the 1<sup>st</sup> of each month. At the close of the 10<sup>th</sup> of each month all past due accounts will be assessed a 2% late charge per family. A \$15.00 service charge will be assessed for any returned checks, and \$25.00 for all stopped checks.

### **Recruitment Credit**

Parents referring a new student to our school will receive a one-time \$50.00 credit per new student. In order to qualify for this credit the new student must enroll by the first day of school. If the new student starts after school has already started, a credit of \$25.00 will be given.

### **Delinquent Accounts**

When an account becomes delinquent, the following action will be taken by the treasurer:

1. On the eleventh of each month all past due accounts will be charged a 2 percent finance charge and a statement will be mailed to the responsible parent.
2. On the last day of the month the responsible parent will be mailed a letter notifying them the account is thirty days late. This letter will also notify

the responsible parent that if payment or arrangement is not made within five school days the student will not be allowed to attend on the sixth day.

3. On the fifth school day a sealed letter will be sent home with the student or students notifying the parent that the student will not be allowed to attend the following day or days until the account is current or arrangements are made.
4. When account is sixty calendar days late a second past due statement with current late fees will be generated and sent to the responsible parent. A statement will include a notice that at ninety days the account will be turned over to a collection agency for collections

Parents are encouraged to contact the principal or business manager if you encounter financial difficulties that hinder your ability to pay tuition.

## **SCHOLARSHIP AND FINANCIAL AID**

Institutional Financial Aid is maxed at 75%. No assistance is given for book/registration and is required of families. Institutional Financial Assistance is given at 50% of F.A.S.T. recommendation. The parent may approve for additional funds up to the 100% recommended aid and given at the discretion of the principal.

Financial Aid shall be for 2010-2011 school year budget. The School board will be responsible to raise \$40,000 to reduce the annual liability of the school budget for the scholarship program.