

Family Handbook



Monterey Bay Christian School

1184 Hilby Avenue
Seaside, CA 93955
(831)899-2060
www.mbcsonline.org

Revised December, 2017 – © 2017 Monterey Bay Christian School

TABLE OF CONTENTS

- WELCOME
- SCHOOL HISTORY
- OUR MISSION
- OUR FIVE PILLARS
- STATEMENT OF FAITH
- EXPECTED SCHOOLWIDE LEARNING RESULTS
- ORGANIZATION AND ADMINISTRATION
 - Superintendent
 - Principal
 - School Board
- ADMISSIONS POLICY
 - Age Requirements
 - Church Attendance
 - Non-Discriminatory Policy
- TUITION AND FEES
 - Withdrawal Policy
 - Extended Care
- HOURS OF OPERATION
- PARENT COMMUNICATION
 - Conflict Resolution
 - Parent-Teacher Conferences
 - Progress Reports
 - Weekly Email & Texts
- PARENTAL INVOLVEMENT
 - School Events
 - Parent Points
 - Action Committee
- ACADEMIC GUIDELINES AND POLICIES
 - Academics Standards
 - Awards
 - Class Supplies
 - Course Assignment
 - Extra Work Requests
 - Records Upon Withdrawal
 - Homework
 - Note-Taking

Standardized Testing
Academic Accountability Program (AAP)
Special Needs Adjustment Plan (S.N.A.P.)
Ignitia Policies and Procedures
Three Keys to Success

ATTENDANCE

Illness
Pre-Arranged Absence
Tardy Procedures
Suspension

INTERNET AND TECHNOLOGY

Responsibility and Awareness
Acceptable Use Policy
"Bring Your Own Device" Technology Policy
Not Bringing a Device

STUDENT DRESS CODE

General Appearance
Monday Through Friday Uniform
Exceptional Days

CAMPUS LIFE

Closed Campus
Bicycles
Buildings and Equipment
Phones
Chapel
Community Service Hours
Computer Rules
Field Trips
Lost and Found
Lunch
Medication
Playground Rules
Roller Blades, Skateboard, etc.
Toys and Electronic Devices
Visitors
Weapons

STUDENT MORAL CONDUCT

Code of Conduct

- Alcohol
- Inappropriate Language
- Narcotics
- Public Display of Affection (PDA)
- Tobacco

DISCIPLINARY ACTION

- Verbal Correction
- Loss of Recess (K-4th grades)
- Teacher (Lunch) Detention (6th-8th grades)
- Referral
- Other Detentions
- Probation
- Suspension
- Expulsion

HARRASSMENT POLICY

- Definition of Sexual Harassment
- What To Do

POLICY CHANGES

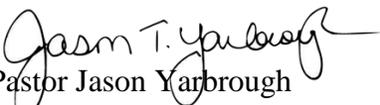
Superintendent's Welcome

It's going to be an exciting school year! Monterey Bay Christian Center believes in a revolutionary, yet simple educational philosophy: God created each person as a unique individual, so education should also be distinct and individually tailored.

Students, it's our desire for you to grow spiritually, academically, socially, and physically while you're a part of our school family. The time has come for you to receive an education that doesn't see you as just a member of a larger group, but as one created and loved by God, designed to fulfill His purpose for your life. You are beginning an exciting adventure which will influence you forever if you'll willingly embrace the process.

This handbook has been created to better acquaint you with MBCS. We ask that you give us your full support so that we are not only your educational facility but also your educational family.

"Direct your children onto the right path, and when they are older, they will not leave it." Proverbs 22:6



Pastor Jason Yarbrough

Principal's Preface

For almost all of my life- even as an adult- school has been a place where I was blessed, nurtured, and mentored by a whole host of people I would have never known otherwise. Looking back, I have come to deeply cherish the amount of sacrifice, dedication, and wisdom they poured into my development. Every year, I think back to their outstanding examples, and I search for ways to ensure that Monterey Bay Christian School is every bit as empowering, dynamic, and devoted to each student's success.

One of the greatest blessings in my life is the knowledge that I help to lead a school where Christian discipleship is not merely an additional class, but an integral and comprehensive system of enrichment, training, and discipline. Our faculty shares a singular prayer that each family and student who is called to join us in this school family, for whatever length of time, would find themselves strengthened as they press into the eternal journey of knowing and enjoying all that God is and has prepared.

I am deeply convinced that there is no better way to learn than to address the entire human person and the entire truth of the universe all as one beautiful composition. All of it holds together in Christ, and everything good ultimately flows from and through Him. Grasping this is critical to the successful navigation of all that follows in this handbook and in the year(s) of partnership to come. I can't wait to see what it holds for you!



Jacob Voyce

School History

Monterey Bay Christian School is a ministry of Monterey Bay Christian Center. It began in 1980 as the dream of our then senior pastor, Rev. J. Lee Mildon, to create a school with a truly Christian environment that didn't have to sacrifice quality academics. Since then, we have grown exponentially and had to expand our facilities to accommodate more students. Because of our approach that incorporates a unique, individualized attention to every child's education, parents have readily embraced our educational philosophy, building a community that works together to produce in a truly superior school experience.

We continue to trust God as He causes Monterey Bay Christian School to thrive as a ministry and a blessing to all our greater peninsula area churches, civic institutions, and businesses as we co-labor for the benefit and welfare of our community and beyond. We work to establish and maintain meaningful and long-term educational partnerships in pursuit of our mission.

Our Mission

VISION: Developing a Biblical world-view one child at a time.

MISSION: Helping parents raise Godly children by sharing a commitment to spiritual growth and individualized, academic excellence.

MOTTO: "Educating for eternity".

VERSE: Isaiah 40:31. "...But those who hope in the LORD will renew their strength. They will soar on wings like eagles; they will run and not grow weary; they will walk and not be faint."

Our Five Pillars

MBCS has a guiding philosophy that ensures our dedication to five basic values we believe are essential to quality education. We exist to provide a biblically based, family centered education that is academically excellent and individually tailored to meet the needs of each student while remaining financially affordable.

Biblically Based

At MBCS we believe that God's Word must be at the center of everything we do. If a foundation is unstable, then eventually the structure will fall. From science to civics, everything is presented with a Biblical worldview as the essential, defining aspect of quality, Christian education.

Family Centered

We firmly believe that a quality, Christian education functions best as an extension of the family environment at home. We exist to work with you, the parents, to reinforce the faith and values you are diligently teaching to your children (see our Statement of Faith). (Deut. 6:5-9)

Academically Excellent

When considering a school for your child, academic quality is of vital importance. Utilizing a wide variety of engaging classroom strategies and customized curriculum, including the implementation of industry-leading tools and resources, our certified staff members are deeply devoted to providing the very best in Christian education for your family. Our students start their educational journey with strong foundations as they master core content step by step, and they continue to grow in a rigorous and challenging learning environment that is also supportive and nurturing. Additionally, throughout all grade levels, a variety of enriching and practical opportunities in sports, arts, and electives is provided along with a central emphasis in faithful worship and community service.

Individually Tailored

At MBCS, we diagnose and prescribe courses of study based on each student's academic needs and interests, not simply according to their chronological age. Students find this approach richly rewarding without sacrificing the quality of their educational experience or subjecting them to academic peer pressure. Students thrive when education is not directed at them, but instead created for them.

Financially Affordable

We have endeavored to keep our pricing structure as inexpensive as possible to ensure all families can benefit from private education. On average, our total costs are significantly less than many other private institutions.

Statement of Faith

The following statement reflects the core faith and values that are not only taught at MBCS, but are also shared personally by our families who enroll their children. This set of values also includes a careful commitment to the expansion of the Kingdom of God through the benevolent extension of our community to those who may still be on the journey of discovering one or more of the following:

About God: We believe there is one God who is the Creator and the Ruler of the universe. He eternally exists in three persons: the Father, the Son and the Holy Spirit.

About Jesus Christ: We believe that Jesus Christ is the Only Begotten Son of God, in His virgin birth, His sinless life, His atoning death on the cross, His resurrection on the third day, His ascension into Heaven, and that He will return again to reign as Lord of lords.

About the Holy Spirit: We believe in the indwelling presence of the Holy Spirit that empowers each Christian to live a godly life. The Holy Spirit provides the Christian with power for living, understanding of spiritual truth, guidance in doing what is right, and spiritual gifts to edify the church.

About the Bible: We believe that the entire Bible is the inspired, infallible and inerrant Word of God and that men were moved by the Spirit to write the books of Scripture. The

words of the Bible are the primary source for teaching and equipping Christians for a life of righteousness.

About Humanity: We believe that human beings were created in the image of God to have fellowship with him. Human beings are each made one of two sexes/genders, male and female, and are designed for monogamous, heterosexual union according to God's will. Humankind became alienated from right relationship through sinful disobedience. As a result, humanity is totally incapable of coming back into a right relationship with God by one's own effort.

About Salvation: We believe that the shed blood of Jesus Christ on the cross solely provides for the forgiveness of sins. Therefore, salvation is received only when a person places his faith in the death and resurrection of Christ as the sufficient payment for one's acknowledged sin. This salvation is not earned, but is a gift available by the grace of God alone.

About the Christian Life: We believe that for every Christian the old way of living for oneself is in the past and the new way of living for Christ is for the present and for the future. By obedience to the Scriptures and daily yielding to the Spirit we will mature and become conformed to the image of Christ, which should be exhibited by love for God and for one's neighbor.

About the Church: We believe that the church is the body of Christ, of which Jesus is the head. The purpose of the church is to gather believers to glorify God by being a powerful witness for Jesus Christ in a lost world.

About the Future: We believe that Christians who have died will be reunited with those still alive at the second coming of Jesus Christ.

Expected School-Wide Learning Results

Our ESLRs are designed to apply to every area of a student's life, including but not limited to spiritual growth, academics, relationships, and physical health. We do not believe an individual can focus on one area to the exclusion of others. Jesus himself referred to "heart, soul, mind & strength." Our ESLRs demonstrate our commitment to growth in all of these areas.

E: Evangelistic Believers. Not only do we work with families to reach and train up each child in the Gospel of Jesus Christ, we work to disciple them into young believers who can articulate, defend, and lovingly share their faith with others in a confused and sinful world. We model, instill, and overtly instruct the Christian character and morality that is fitting for an ambassador of Christ, deeply inculcating a biblical worldview across all disciplines, content, and programs.

A: Agile Learners. With the goal of developing life-long learners who can adapt in a fast-changing environment, students will be inspired and challenged to intrinsically desire their growth, and progressively become more self-directed in the learning process, from developing and defining the problems to sharing solutions. Students will also gain a firm grasp of any necessary resources skills and tools that would enable them to thrive in the 21st century.

G: Graceful Communicators. We work with students to build the most solid foundation in language skills as possible, enabling them to both perceive and project critical ideas and messages in a world of information and media saturation. Students are led to understand the significance and power in their expression, including digital and virtual venues. They see the need for God's grace and wisdom, as well as obedience to the Holy Spirit, in all forms of communication.

L: Leading Thinkers. Our program is designed to continually introduce students to situations and assignments that call for a wide variety of critical skills. This includes their creativity and persistence as well as integrating and extending ideas across disciplines and contexts. While remaining faithful to a comprehensive reception of the truth, students will learn to critically evaluate and apply concepts in novel contexts, paving the way for new conclusions and insights.

E: Exemplary Members. MBCS helps prepare students to fulfil whatever vocation God may call them to. This includes home, college, military service, trade professions, church ministry/missions, and more. Foundational principles such as obedience, love, duty, service, and leadership are woven into our program design to allow students to appreciate, and desire to emulate, the sacrifices entailed in healthy communal life in local, global, and digital contexts.

Organization and Administration

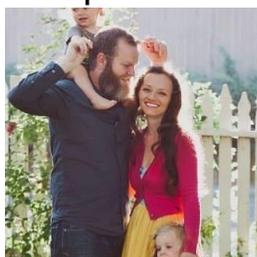
Monterey Bay Christian School is a ministry of Monterey Bay Christian Center. Our operational funds come from tuition, fees, and gifts, as well as regular support from our church and other community partners.

Superintendent



Rev. Jason & Susan Yarbrough are the Senior Pastors of Monterey Bay Christian Center, with Jason also serving as Superintendent of MBCS. After college, they taught at Shasta Christian Academy (Redding, CA) from 1989-1995, including time Jason served as principal. From 1995-1996, he taught Music and Communications at the college level in Texas where they also served on a church staff. After leaving education to be full-time associate pastors for 10 years, they returned to California in 2006 to start Real Life Church of Fairfield, with Jason teaching bi-vocationally at Vacaville Christian High School (Vacaville, CA) until June 2009. In the fall of 2009, they started Fairfield Christian school, and more recently in 2015, Natomas Christian School. Both preschool-12th grade schools have now served hundreds of families since their inception.

Principal



Jacob Voyce has served as MBCS Principal since 2017. Having earned his Bible and Theology degree from Simpson University, he began teaching in 2006 at Vacaville Christian School, working with middle and high school students. From 2009-2016 he served as a full-time teacher and Academic Dean at Fairfield Christian School (PK-12), also helping to launch Natomas Christian School. He received his MAED in Curriculum and Instruction from Concordia University- Irvine and continues to passionately pursue the vision of dynamic and rigorous Christian education that is designed to flex and bend with the needs of students and families. The Voyces are Northern California natives and feel very privileged to serve in the Peninsula community.

School Board

In the fall of 2016, the board of Monterey Bay Christian Center voted unanimously to re-establish a subsidiary school board. Our current board members are:

Jason Yarbrough, *Board Chairman (MBCC Member, MBCC Senior Pastor)*

Jimmy Cook, *Board Treasurer (MBCC Member, MBCC Board Member)*

Uziel Diaz *(MBCC Member; General Educational Consultant)*

Kristie Hernandez *(MBCC Member, Board Secretary, MBCS Parent)*

Vince Lombardi *(MBCS Parent)*

James Jacobs *(MBCC Member)*

Jacob Voyce *(MBCS Principal, Non-Voting)*

Jeff Scheff *(MBCC and MBCS Business Administrator, Non-Voting)*

Admissions Policy

Attendance at Monterey Bay Christian School is a privilege and not a right. Students or families whose behavior, whether in action or in attitude, whether on-campus or off-campus, is not in a spirit of cooperation with the school's faith, values, leadership, and/or policies, may be denied acceptance or asked to withdraw.

Age Requirements

MBCS tries to be as inclusive as possible, yet we recognize the need to be discerning when it comes to the age and maturity levels of our students. When entering into Kindergarten, students who are 5 years of age by September 1st are eligible to enroll that calendar year. Students turning 14 years of age by August 1st may be referred to off-campus programs in that calendar year to complete their education. Any exceptions to these requirements must be approved by the School Board.

Church Attendance

Regular church attendance is part of the expected culture for parents, students, and staff of Monterey Bay Christian School. The Bible emphasizes the importance of believers gathering together for the purpose of worship and learning. As we encourage students to develop their spiritual lives, we also encourage families to choose a Bible-believing, Christian church to attend. Antagonism around this notion may result in being asked to withdraw from MBCS.

This policy is not born out of a desire to control families, nor to elevate any one particular assembly or Christian tradition above another, nor to equate church attendance with any automatic, qualitative, spiritual judgement of people. Rather, our philosophy can be best illustrated by a simple, three-legged stool. Each leg represents a separate entity that is foundational in a child's development: home, church and school. If any one of the three is missing or becomes unstable, the stool (or child) becomes imbalanced and may eventually topple and fall. We believe it is crucial that every child have the needed benefit of a secure home, a quality school, and a life-giving church, with the parents being given the primary charge over their own child.

Non-Discriminatory Policy

It is and shall be the policy and practice of Monterey Bay Christian School, in the admission of its students, not to discriminate on the basis of the applicant's race, color, sex, national or ethnic origin. Families that embrace or encourage a lifestyle choice of transgenderism and/or homosexuality either for the parents or student(s) de facto do not share in the common faith and values of MBCS and, in accordance, will not be capable of being considered for enrollment (see Statement of Faith).

Tuition and Fees

We endeavor to keep tuition and fees at the absolute lowest amount possible so that private education is affordable for everyone. A current description of tuition & fees can be found at our school's website: www.mbcsonline.org. Parents will be provided ample notice if any other cost arises that is not already described in that document.

Withdrawal Policy

Enrollment at MBCS constitutes a contract for the entire school year. If a student is withdrawn for any reason, the balance of tuition will be pro-rated through the current week and a termination fee of \$300.00 will be assessed.

Extended Care

Extended care is available from 7:00 a.m. to 6:00 p.m., and is billed in 15 minute increments. Late pickup will result in being billed \$1.00 per 1-minute increment per occurrence, per child. Habitual abuse of time frames may result in mandatory exclusion from extended care services.

Hours of Operation

MBCS endeavors to stay true to our published schedule as much as possible. Occasionally, however, changes may be required. Every effort will be made to notify parents as soon as possible of any necessary changes, whether to calendars, schedules, and/or any event plans. Bell schedules and annual calendars are made available on the school website with additional copies distributed to students and families at the start of each year. Our school day is from 8:15am to 3:15pm every day for all grades. Our school year begins in mid-August and ends before Memorial Day in May each year.

The school office is open from 8:00am to 4:00pm on regular school days. The office closes at 12:30pm on minimum days and is closed during school holidays. During summer break, the office is open from 9:00am to 2:00pm on Monday-Thursday.

Parent Communication

Monterey Bay Christian School recognizes that we work in cooperation with parents to educate their children. Communication is essential for each student's success. Parents may contact teachers through email or by telephone. This information is included on the school's website. Parents are encouraged to call the office for any additional questions they may have.

Conflict Resolution

Parents must first address any concerns with their child's teacher before consulting administration (Matt. 18). If, after consulting together and praying for mutual understanding, there is no reconciliation, they should then agree to go together to consult with an administrator.

Parent-Teacher Conferences

Conference days are set up at the end of the first quarter for all parents and at any other time according to individual requests. Like all other parent and school communications, such additional meetings may be initiated by either party. Dates for scheduled conferences will appear on the school calendar.

Progress Reports

For all grades, parents can track their child's progress electronically on our QuickSchools database system. For grades 3-8, parents can also track the majority of their child's progress electronically, in real-time, through the use of the Ignitia Parent Portal, and will receive quarterly reports through our QuickSchools database system.

Weekly Email & Text Alerts

Every week when school is in session the school office sends out an informational email with news and event updates. This is our primary form of communication. We also send occasional text alerts as reminders for events and other special announcements. Parents and students are invited and expected to sign-up and engage through these services by visiting the school website at any time.

Parental Involvement

At MBCS, we consider it a sacred honor and joyful privilege to be partners with parents in raising children, and we want them to be involved as much as possible at our school! We have an "open-door" policy, which means parents are welcome, so long as they do not become a distraction or disruption to the school environment, to check-in at the office and observe classrooms, eat lunch with students, participate in class activities, and more.

School Events

Parents are highly encouraged to attend all school events throughout the school year. Events such as Back-to-School Night, Parent Information Night, Parent-Teacher Conferences, Awards Ceremonies, and Graduation are all key underpinnings and punctuations of the school-home partnership throughout the year. Making the effort and sacrifice to attend these is paramount in maintaining a strong connection and a positive experience for all parties.

Academic Guidelines and Policies

At Monterey Bay Christian School, we have taken what is best in traditional and classical wisdom regarding educational structure, abandoned what is most detracting and constraining in conventional models, and enhanced all we do through the use of industry-leading resources and technology, making the possibilities for maximizing your child’s learning experience truly unlimited in an unprecedented way. In our continued efforts to see that potential become reality for each family, this handbook includes a framework for greater familiarity with our unique programs and policies. We look forward to collaborating with families for the glory of God in every life we are privileged to help form.

Academic Standards

The academic year is divided into approximately two eighteen –week semesters with progress grades being formally reported every nine weeks. Teachers use the following grade scale:

A+ 97-100%	A 93-96%	A- 90-92%
B+ 87-89%	B 83-86%	B- 80-82%
C+ 77-79%	C 73-76%	C- 70-72%
F 0–69%		

In core Kindergarten and First grade subjects (language arts and math courses), an additional grading scale is used to help define a child’s progress in mastering concepts. The scores and marks are as follows:

Mastery (Ma) 90-100%	Emerging (Em) 30-49%
Proficiency (Pr) 70-89%	Needing Support (Ne) 0-29%
Developing(De) 50-69%	

If a student receives a grade of “incomplete” (I), it means the required work for that subject/course has not been completed at the time of reporting. Subsequent cumulative terms (when applicable) will reflect the correct grade when the necessary assignments are completed as expected.

Awards

In tandem with regular, affirmative support from home, we always strive to motivate all students to reach their full potential in all areas, with righteousness as its own reward. While all students in our school are appreciated for the unique ways God continues to manifest Himself in their lives, MBCS offers both ongoing and annual awards to honor student performance in academics and behavior. This includes regular character awards as nominated by homeroom teachers, and enrollment on the running Honor Roll for students maintaining the 85% average or higher (with no incomplete grades when quarterly reports are run. At the end of the year, we offer the John Mark award for overall growth, the Soar like an Eagle award for outstanding Christian character, and Academic awards for mastery completion, maintained honor roll (85% average every term), and Principal’s honor roll (straight A’s/E’s every term).

Class Supplies

Students will receive a classroom supply list prior to the school year, and it can always be found on our school website. Students and families are responsible to make sure that every item on the list is available and ready every day, all year.

Course Assignment

In alignment with our school's guiding philosophy, we treat each child uniquely as we determine his or her abilities, create and assign course material, develop academic plans, and make any necessary adjustments throughout their education. Students enrolling in the 3rd-8th grades will be given Math and Language assessments to aid in this determination.

When deemed appropriate, a course will be assigned in credit recovery (CRx) mode, which allows the opportunity to demonstrate mastery on a test which in turn, may replace the material for that unit. In addition to our regular differentiation and interventive responses for all students (i.e. small class sizes, graphic organizers for assignment tracking, customized course work/pace, and digital support tools), any student for whom specific exceptions are made to an all-school process or policy will meet with our administration to record these changes as a Special Needs Adjustment Plan (SNAP). This may include evaluation and implementation of district Individual Education Plan (IEP) recommendations/services and/or any other medical or professional diagnoses as well. It is within the power of the faculty, with included parental notification, to adjust a student's course assignments and expectations when it becomes apparently necessary.

Extra Work Requests

We believe that grades should reflect a student's core work and assessments, and therefore no extra work or extra credit is given for the purpose of improving grades. However, students may be given opportunities for optional, additional work throughout the term that is correlated to items in the class scope and sequence along the way. Additionally, numerous extensions, applications, and possibilities for enrichment or follow-up at home will be identified throughout the year- all of which are encouraged for the sole sake of learning itself, rather than any academic measurement or credit.

Records Upon Withdrawal

In the case of a student being withdrawn from MBCS mid-year for any reason, official academic records will not be made available until the school account is paid in full and all school books and other property have been returned and/or otherwise properly accounted for. Please note, and plan accordingly, that official requests for report cards or any other school records access may take as long as 5 business days to complete.

Homework

Our daily classroom structure is designed so that, if students take advantage of our support, they should not need to do large amounts of homework other than completing occasional projects. However, if a student does not successfully complete their assigned independent

practice for the day, they will need to complete work at home in order to stay on track to finish their course within the given time frame and continue receiving the most ideal mixture of classroom instruction each day as well. These additional homework priorities typically include:

1. Completing any assignments from the past or present day that were left unfinished.
2. Completing any assignment that was not finished at mastery threshold.
3. Conducting any necessary out-of-school research or activity steps for projects.
4. Reviewing and studying before any upcoming quiz or test.
5. Completing any desired note-taking.

Students can log in at any time on any day from home to complete this work, utilizing the same online tools that are used during school hours. This is also true of students who have to miss school for any excused absence. Since they will still have assigned work for those missed days, they should log in from any computer with internet access to stay current. For extreme situations of prolonged absence or lack of access, work can be rescheduled by our staff upon return to account for the difference.

Students who miss school due to excused absences have, at most, twice the number of days they were absent, to obtain and complete all work from that time as well as all subsequent work since returning. After that time frame, all assignments must still be completed in order to earn credit for the class, though point penalties will be applied according to classroom policies. Any family planning an excused absence should complete a Pre-Planned Absence Form as far before the day(s) of absence in question as possible (see Attendance below).

Note-taking

At Monterey Bay Christian School, one of the distinctive elements of our academic process is the requirement for students to take handwritten notes on their lessons. This process is regularly incorporated into teacher presentations, and should be reinforced when they work from home as well. Our requirements act as a starting point and progressive scaffold for the development of this skill.

Note-taking is seen first and foremost a tool for helping to frame engagement with the lesson material. It is to help students read critically and synthesize information, as opposed to rote memorization or copying of data. Only after this purpose do we discuss the use of notes as a long-term study tool in review before quizzes, tests, and finals. Though we do permit the use of these notes as an aid during quizzes, this is by no means their primary aim. Teachers will help direct the inclusion of items that go above the basic standard in order to help improve the learning process as a whole.

Each lesson should have corresponding notes which include, at a minimum, the lesson title, the objectives/goals from the lesson, and the review items from the lesson. The objectives/goals are very near the beginning of each lesson, are labeled as such, and are given in bullet-point format. The review items are similarly in bold and bullet-pointed at the end of the lesson. The emphasis will be on ensuring that each part of each objective is specifically addressed in the notes. They can be organized spatially in a variety of ways according to teacher expectation and/or student personality, but must all achieve this same end.

Depending on the subject and the lesson, teachers, at various times, may also advise

additional inclusions such as vocabulary terms, charts, rules, steps, formulas, etc. Conversely, there are various lessons that do not require notes, such as the reference and review lessons each unit.

Standardized Testing

While we do *not* believe that standardized testing is the best measure of learning for all students, for purposes of continued refinement of our curriculum and teaching methods, MBCS uses the McGraw-Hill Terra Nova test sections in math and language to help measure progress across grade levels when students are compared to *themselves* from previous years on the same test. Students in all grades are required to take this standardized test for one day every spring. A copy of the individual results will be placed in the student's academic record and also made available to parents. Dis-aggregated data will be shared with parents and reviewed with other school stakeholders at annual intervals.

Academic Assistance Program

In a concerted effort of helping to address students that struggle to keep up with a reasonable pace for their ability, our extraneous guidance process occurs at three levels:

1. Classroom:

Teachers will daily set and control the expectation of where students should be in their progress (especially with regard to the digital display for 3-8 Ignitia), though it is not always reasonable to expect advanced scheduling in print due to potential changes for each student each day. Multiple instances of homework not being completed as expected will result in various levels of disciplinary action (i.e. classroom correction, detentions, etc.). Teachers will also notify administration of any students who persist this way and/or fall more than one week behind in any subject, at which point parents will be additionally notified.

2. Administrative conference with student including parental notification:

This meeting serves to restate and ensure academic procedures are being followed, address any behavioral barriers (at school or at home) to staying caught up, and to discuss academic issues such as: utilizing teacher supports, note-taking, reading comprehension and fluency, a short-term plan for making up work, and any potential for Special Needs Adjustments (SNAP).

3. Academic Accountability Program enrollment (AAP):

Parents will be contacted to schedule a conference with administration to discuss the details of this program as it applies to their child. Generally, it includes the following:

- a. One month period (or until completely caught up with no overdue work) of closer awareness and communication with a daily overdue check-up.
- b. Daily productivity forms to be completed each period by teachers, detailing classroom completion of work.

- c. Regular “Action Steps” assigned and documented with disciplinary consequences for failing to complete them.
- d. Weekly email update to parents, clarifying any questions or policy concerns.
- e. Possible adjustments of academic plans and/or probation of other school privileges.

Special Needs Adjustment Plan (S.N.A.P.)

Our Principal is available for consultation to any family interested in pursuing special diagnostic testing for learning and/or behavioral disorders, disabilities, spectral analysis, etc. at any time during the year. To proceed with such formal testing, we will usually refer families to appropriate school district resources, and we will personally partner in the process of discernment, evaluation, and application of the results every step of the way. The same process of analysis occurs for students transferring in with district Individual Education Plan (IEP) documentation already established.

We see each and every child as an intentional creation of God, with his/her own gifts, talents, and purposes in His Kingdom. Our school environment is very welcoming to all students, and we integrate classroom and social settings for students to work in without stigmatization, while still reaching for academic standards that are appropriately adapted. Parents will be notified in conference whenever such structural components may create additional challenges for their own child or the classroom environment. SNAP documentation will be drafted in many cases in order to achieve the following goals:

- 1. Track our integration of external assessments, programs, and services.
- 2. Record continuing parent and teacher input on perceived needs.
- 3. Outline MBCS plans and projections for any student in need of exception to our standard guidelines.
- 4. Regularly update and evaluate the results of these plans according to student growth.

Ignitia Policies and Procedures

For grades 3-12, much of our curriculum is completed in an online learning environment. Students are expected to abide by the internet and technology agreement and declarations provided and signed during enrollment. They are trained during our new student orientation on the basic structure, navigation, and logic of the system. They are also given regular guidance from teachers on the most efficient and proficient use of the tools they are given. All of our policies have been carefully developed with your child’s ultimate success in mind, attempting to ensure they are truly engaging material in a thoughtful way. Students are expected to demonstrate full completion, as well as a basic level of mastery, before moving forward in their assignments. These aims are manifested in the following guidelines.

Assignments come in four categories (lessons, projects, quizzes, tests) and are generally weighted at 40%, 30%, 5%, and 25% respectively of their overall unit grade, though this may vary slightly from class to class. Every assignment must be completed for every unit in order to receive scores other than “I” for a class during reporting periods.

- 1. The lessons must be completed (with no question left unanswered) in sequence at an

80% score or they will be reassigned. After the second attempt, the lesson will become blocked until the student gets it manually reassigned from the subject teacher along with explicit guidance on the lesson material in question. Students are required and expected to pursue and receive such assistance before submitting the second attempt.

2. The projects in a unit are all accessible on the first day the unit begins and must be completed at a 50% score before moving on to the next unit. Students are strongly encouraged to use an external program (Google Docs, Microsoft Docs, Word Pad, etc.) to write their projects before submitting the work into the Ignitia system. Any project score can be improved by completing the assignment again for up to a maximum recovery of half of the missed points, though any original points lost for late submissions cannot be made-up.
3. The quizzes in the system can be completed at home or at school with the aid of any handwritten notes taken by the student. After this, students will benefit from reviewing the difficulties they faced on that quiz. These are viewed as a formative assessment for self-check and as an impetus to further learning.
4. The tests can only be completed at school. Students are not permitted to use notes. If a test score is below a 60%, their progress into the next unit in that subject will be temporarily blocked until a teacher reviews their overall performance on that unit and allows them to continue. Students are not permitted access to test results without the direct oversight of a teacher. Classes will review assessments and, where necessary, work to reteach, rehearse, and recall any identified areas of weakness to strengthen comprehension and performance before proceeding to more advanced concepts.
5. The overall unit score must be a 70% or higher. If it is lower, the subject teacher will work with the student to remediate portions for which they showed lack of comprehension. This may include additional or repeated assignments and assessments at the teacher's discretion. If a unit was tested out of through our credit recovery program by a score of 70% or higher, its score will not factor in to the overall course grade.
6. Any work copied or cut-and-pasted from any lesson or any other source must be cited for credit. Failure to cite sources for any work that has been copied or paraphrased constitutes **plagiarism** and is considered a form of cheating. A student involved in such dishonest activity will receive disciplinary consequences and will be required to re-do the assignment for up to a maximum of half credit (0 credit for quizzes or tests). It is also considered cheating if a student:
 - a. Has any other program, window, or tab open during an assessment.
 - b. Talks to another student once either one has an open assessment.
 - c. Helps another student with an assessment or receives such help.
 - d. Attempts to look up answers (except quiz notes) while an assessment is open.
(No notes are allowed for tests.)
 - e. Attempts to force a system disconnect, refresh, or to artificially access or exit an assignment.

- f. Attempts to disseminate or receive assignment questions, detailed results, and/or answers.
- g. Uses another student's notes or answers from any assignment.
- h. Fills out an answer for another student in any assignment.
- i. Accesses or attempts to access any other unapproved source of information for Ignitia questions or answer.

Three Keys to Success

1. Student Self-Direction

Our school system undoubtedly presents an academic standard that is more rigorous and challenging than what many students have faced before. It is also among the most thoroughly enriching educational experiences imaginable. One of the main aspects of our school that makes this true is the increasing reliance upon student ownership and initiative in their studies as they mature. Success at Monterey Bay Christian School is utterly dependent upon students:

- a. Reading lessons (including watching all multi-media components), and reviewing them after they are graded, checking for teacher comments and corrections.
- b. Asking for help when they don't understand something they encounter. This includes the use of the help button and the online messaging component, both of which are built into every assignment in the Ignitia learning management system (3rd-8th grade), for any question or concern with their experience in that subject.
- c. Abiding by all academic processes and policies (e.g., taking appropriate notes, completing subject-specific assignments as directed, completing unfinished work as homework each day, etc.).

2. Teacher Support

Our provision of robust directed instruction to guide students through lessons, along with additional individual attention as students work in self-directed ways, maximizes the quality of student interactions with the curriculum and the instructor, instilling an approach to education that extends beyond school years.

During the teacher-led portions of a class, the student lesson is surveyed. This includes clarifying the overall structure and narrative of the lesson, identifying the goals/objectives of the lessons for note-taking, and group engagement in dynamic multi-media components, collaborative annotations, major application discussions, further augmentation and extension that the teacher develops, and even a few of the assigned practice questions in the lesson.

During independent work time, the teacher is available for one-on-one help with lesson material as well as addressing any other obstacles to progress. Teachers are also working diligently to promptly respond with detailed guidance within the mechanisms of the Ignitia system as appropriate. This means helping students remediate areas when and where they fall short of mastery requirements.

3. Parental Accountability

In as much as we offer superior opportunities and support structures, we also call on

parents to be directly involved in a critical way with their child's education process. The most notable function of the parents in our program is that of holding the student accountable at home along the way. Having a parent check-up on a student's progress each day after school, and each weekend before planning any extra-curricular activities, is the best way of assuring that students are keeping up with their work, and that any complications or demands on the student are not being left unattended.

Familiarity with this process is actually quite user-friendly and includes a very small number of steps. It cannot be stressed enough what a world of difference it makes to have parents truly partnering in this way. Finally, close and regular communication between parents and teachers to this end will continue to raise the level of excellence achieved in all areas of our school. If a student falls significantly behind, our staff will implement steps to raise accountability and increase communication with families to help in this area (see AAP below).

Attendance

Regular attendance is not only vital to school success, but required by California state law. We request that medical and dental appointments be made at a time that does not interfere with school whenever possible. We also request, that whenever possible, family vacations not be taken at a time that interferes with school since prolonged absences can be extremely detrimental to academic success. Absences are excused in case of illness, death in the family, and emergency situations.

If a student is absent for any reason (illness, etc.) they must bring a note the day they return to school, or the parent may send an email to attendance@mbcsonline.org. The note should include: date of note, date of absence, specific reason for absence, and a parent's signature. A student may NOT write their own note. Any absence without a note is an unexcused absence and will remain such after three days from the time the student returned to class.

A parent may write a note to excuse a student for up to three consecutive days, but absences of more than three consecutive days will require a doctor's note. Without a doctor's note, any absences over three days will be considered unexcused.

Illness

Please do not send your child to school when he/she is ill. If a student is too sick to be outside, then he/she is too sick to be at school. This includes if a child has a fever, is vomiting, or has a persistent cough and/or sore throat. If a child becomes ill during the school day, a parent will be notified. State law requires that a child who becomes ill at school be isolated until they are removed from campus.

Pre-arranged Absence

Students who are planning to be absent are responsible for completing a Pre-Arranged Absence Form, notifying their teachers, getting their teachers' signatures, and getting all of their assignments before their absence. All work is expected to be completed by the date(s) listed on their form. If a long-term project/paper is due during their planned absence, it may be required by the teacher to be completed before the student leaves. Students who do not

submit this form prior to their planned absence will NOT have their absence excused.

Tardy Procedures

Students are required to be in class on time. If a student arrives for class after the designated start time, they are considered tardy and must go to the office to receive a tardy slip. Students with excessive tardy notices may be endangering their credit for the class or classes they missed. (See Consequences below.) Morning tardies will almost always be considered unexcused unless a doctor's note is presented or a specific incident has occurred beyond the family's control.

Three tardies will equal one unexcused absence. More than 12 unexcused absences in a semester may result in no credit given for courses and/or a student's mandatory withdrawal from school.

Suspension

Work not submitted on time due to a suspension will be due the day the student returns to school, and will *not* be treated as an excused absence for requesting extra time to work on the assignment.

Internet and Technology

MBCS incorporates numerous opportunities and components into its day-to-day programs that involve access to technology and web-based information systems. Training in the proficient operation and use of such resources will be provided every year. All students and families will sign a declaration of purpose regarding the responsible and acceptable use of any device or resource in relation to school programs, whether on or off campus. Together we will strive to ensure the provision of a safe, healthy, and wholesome experience in our technology implementation.

Internet access is strictly guarded and closely monitored for all devices in our network, whether the connected device is owned by the school or not. No personal networks are permitted to be in operation on school grounds (i.e. 4G access from a family's service provider). School-owned computers are managed by the school directors, with complete visibility and final control at their disposal. Web-traffic is censored with the use of specialized filtering technology appliances and all student access is also limited to the classroom context with the physical presence and direct permission and supervision of MBCS staff.

Failure to abide by the following policy, and related enrollment agreement, may result in modified or suspended privileges with regard to such access, and ultimately could be grounds for termination of enrollment as well as any potential legal action and consequences deemed necessary by the administration.

Responsibility and Awareness:

- a. Students and families must read and agree to all Acceptable Use Policy documents before being granted access or implementation of any device or technology resource.
- b. Students are personally responsible and accountable for any actions performed using his/her user ID and password on any device or in any system. Students must strive,

therefore, to maintain the security and privacy of their passwords and personal information. Password protection should be included on personal devices, and never saved or pre-filled into any device, browser, or system. Before leaving a station or system, students must always explicitly logout rather than simply closing or powering off. If there is suspicion that any personal information has been compromised, a teacher should immediately be notified to change it.

- c. All devices, regardless of ownership, must be treated with care and precaution, never left in vulnerable places (i.e. in a backpack on the ground) or exposed to hazardous conditions (i.e. rain, food/drink, and excess pressure). Students and families may be liable for the cost of repair or replacement of broken or damaged devices due to such negligence. Attention to the location of cords and wires will also help prevent possible accidents or problems. No student will be permitted to use another student's device for any purpose.
- d. No student should attempt any troubleshooting or administrative maintenance (i.e. updating software, etc.) for any school device. School staff may attempt as much for student devices as is required for the purpose of continuing to operate in class as needed for the period or day, but long-term maintenance will be left up to the management of families at home. Scans & updates, scheduled or otherwise, should be handled outside of school hours.
- e. Students and families should immediately notify the school staff if any problem is discovered, noticed, or encountered on any device or system. This includes any accidental errors or violations of acceptable use.
- f. A variety of apps, programs, and computer-based tools will be regularly employed for educational purposes. Teachers will take into consideration the variety of devices that are included in the BYOD classroom when selecting and implementing such systems. We will work with parents to ensure that parental controls do not conflict or block such functions. Any changes to students' devices will be led, step-by-step, by teachers in the classroom.
- g. Students are expected to follow the same decorum in online environments whether working from locally or at a distance. This includes any electronic communication with, to, or about school staff, families, or peers.

Acceptable Use Policy:

- a. The only purpose for personal computers, school computers and other information technology resources, on campus, is to support teaching and classroom learning. No resources are to be accessed or used outside of directed times and places, and under appropriate supervision.
- b. No student will search, access, copy, store, share, or print any inappropriate content (ex. offensive, obscene, indecent, vulgar, violent, or otherwise immoral). Some of the major additional personal categories of restricted behavior include: social media sites and profiles, video and music streaming services, gaming and other entertainment services, personalization configurations and image browsing, and other non-curricular document or image creation/editing software.
- c. Instant messaging, chat, and email features will only be used at the explicit direction

of teachers, and only for assigned collaboration and communication. Personal conversations or other sharing is considered abuse of the feature, and may be understood as constituting cheating when related to assignment work.

- d. Unless authorized by a teacher, use of CD's, diskettes, flash drives, and other such ancillaries is strictly forbidden. If incorporated for assignments, scans, formatting, and other precautions may be run before such information can be received. The school is not responsible for the consequences for lost or corrupted files in such formats.
- e. Students are expected to abide by all standard copyright user-end agreements for all systems and programs. When necessary, teachers can help to introduce and clarify the boundaries of any new implementation.
- f. Intentionally attempting to access or disseminate any administrative network information, settings, controls, or areas, along with any malicious behavior ("hacking") of any program or software will be addressed as a significant legal violation and threat to property rights and boundaries. Students who have any questions about a structural component of the network should address them to a staff member for further investigation.
- g. MBCS will educate students about, and strictly guard against, hurtful and negative digital behaviors such as cyber-bullying. Any attempt to use any electronic means to harass, shame, embarrass, or otherwise spread rumors, gossip, or put-downs about others online will be investigated to determine appropriate disciplinary consequences, up to and including expulsion and filing legal charges.

"Bring Your Own Device" Technology Policy

MBCS delivers the majority of its curriculum in an online format for grades 3rd-8th. All students in these grades are required to provide a computer for use at school. Acceptable devices include laptop computers with WiFi capability or a full-size tablet with portable keyboard and mouse. Chromebooks or similar are acceptable, with the largest screen available being the most preferable. Before purchasing a computer or tablet, please consult the school office for more information. Students are allowed to leave their computers at school in designated areas or may take them home daily. Regardless, the school will not be held responsible for loss or damage, nor for maintaining the computers in any fashion. Parents are strongly encouraged to purchase insurance for their devices.

Not Bringing a Device

A student's device (laptop or tablet) is the most important thing they can bring to school. If a student does not bring their device to school, or if they do not bring their charger for their device and their device runs out of power, they will need to borrow a device from the office. The first time a student has to borrow a device in a quarter from the office, they will be able to borrow it for free. The second time they have to borrow a device in a quarter, parents will be charged a \$25 daily rental fee. The school has a limited number of loaner computers, and we have no capacity for long term loans.

Student Dress Code

MBCS is in favor of attractive and tasteful dress. In all areas of appearance students should have an emphasis on cleanliness and modesty. The school depends on parents to work with us in maintaining the dress code guidelines. When buying clothes for school, parents should remember the dress code. Some of the criteria listed are to promote modesty, some are to eliminate distraction and/or establish an atmosphere appropriate for the important business of education, while others simply help ensure safety for all school activities.

It is significant to remember that through the individual student's response to the standards, important attitudes are developed. The main responsibility with enforcing the dress code lies with parents. *The final decision on appropriateness of a student's clothing will rest solely with the administration.*

Dress standards apply to all school-sponsored activities. Students are to be within the dress code the entire time they are on campus or attending a school-sponsored event. They are not to come to school out of dress code and change once here, nor are they to change before leaving campus. If there are any changes in the policy regarding standards of dress, there will be an official notification from the school.

If a student arrives out of dress code and has no additional appropriate clothing, the student will be sent to the office until proper clothing is secured and they may possibly face exclusion from a school-sponsored event. Inappropriate items may also be confiscated and returned to parents, with disciplinary measures taken to ensure the item does not get brought or worn again.

General Appearance

Hairstyles which communicate a desire to appear rebellious or unconventional will be considered inappropriate. Hair styles should be neat and are not permitted to affect the vision or concentration of the student, nor to prevent the teacher from having eye contact with the student (no sunglasses in the classroom). Parents should contact the school if they have a question regarding a particular hairstyle.

Hats are not allowed at school.

Make-up, if worn, should be modest and not draw attention to its extremity.

Jewelry or accessories that are not a positive reflection of MBCS, or that represent gangs, cults, satanic symbolism, or other occult memberships or superstitions are prohibited. Symbols of non-Christian religions are also prohibited. Piercings, posts, and studs are permitted, though allowance will be limited with regard to size (ex. large hoops, longer dangling items, or gauges), radical facial placement, and/or extreme accumulation.

Athletic material, active wear, see-through fabrics, and revealing styles are never to be chosen for school clothing. Jeggings and leggings are not acceptable as pants. Pants must always be worn at the waist. No sagging is tolerated, and underwear may never be seen.

Any closed toed shoes with non-slip soles are permitted. They may be any color or style. Tennis shoes are required for P.E. (K-4 has PE in the afternoons, Monday through Thursday).

Monday Through Friday Uniform

Shirts

Shirts must be a plain polo style shirt in a solid Red, White or Navy color. A small school logo is required. Polos can be short sleeve or long sleeve. Polos from previous years, that are in good condition, are still acceptable.

For MBCS Logos:

Cypress Sporting Goods

351 Kolb Avenue, Monterey, CA 93940 831-375-0866

(Located behind Jiffy Lube)

Dresses and Jumpers

In place of a polo shirt, girls may wear a polo dress that follows the same guidelines as shirts (solid school colors with logo) and skirts (material and length). Jumpers must be worn over a uniform polo shirt. They must also be solid school colors and follow the skirt guidelines for length and material. For K-4, All dresses, jumpers, or skirts should be accompanied by additional shorts or leggings as well.

Pants, Shorts, and Skirts

Pants, shorts and skirts can be any solid color. Pants and shorts should be made of cotton, khaki, or denim material and are required to have pockets and a zipper. They must not have holes or rips. Shorts may not be shorter than 2 inches above the knee. Skirts must be knee length and should be made of cotton, khaki, or denim material. Leggings/jeggings are **only** permitted under skirts. They may not be worn as pants. Skirts must remain at knee length when wearing leggings/jeggings underneath. Additional clothing such as leggings or shorts should always be worn under skirts for K-4 activities (i.e. playground and/or PE).

Outer Wear

All outer wear must be plain solid colors in Red, White, or Navy. Sweatshirts from previous years' school trips (ex. CIMI) may be worn as well.

PE Uniforms

5th - 8th Grade students are required to dress out for P.E.. Uniforms, which consist of sweatshirts, t-shirts, shorts and/or sweatpants, are required to be purchased through the school.

Exceptional Days

Chapel

Chapel attire will be the same as the uniform required Monday through Thursday- a polo shirt with pants, shorts or skirts. In addition, school spirit wear (see below) and/or a Christian shirt/sweatshirt is permitted.

Spirit Wear

Spirit wear is defined as any official school apparel. Spirit wear is acceptable on all school field trips

Free Dress Days

On announced Free Dress Days or on occasions when students have earned a Free Dress Pass, boys and girls are expected to dress in practical (no costumes) good taste. Students may wear any clothing that conforms to the general guidelines listed above. When a free dress pass is redeemed in the school office (before school starts), a wristband will be given to be worn for the day. Clothing with different colors or prints is accepted. Sweat shirts and t-shirts must not have inappropriate decorations or graphics (no violence, bands, offensive images or statements). Footwear and clothing style prohibitions still apply.

Campus Life

General guidelines have been established to encourage a healthy relationship with God, respect for authority, and to strengthen personal character. Adhering to rules does not make one a Christian, but observance of these rules is a natural expression of a life devoted to becoming more and more like Christ. Every student is expected to be a cooperative, positive member of our study body. This includes cooperative interaction with teachers and staff, consistent Christian testimony and obedience to school rules.

Closed Campus

MBCS operates a closed campus. Closed campus means that unauthorized visitors are not permitted on campus and students are not permitted to leave campus during school hours without administration approval. Students should remember that if they must leave during the day, they must bring a note from home or get permission from the office. Before leaving campus, students must sign out. Failure to do so will result in an unexcused absence, which may result in a referral. Every student at school must be in a class, on specific assignment, or in a designated area during class times.

Bicycles

Students are free to ride their bicycles to school. When arriving at the property, students must get off the bicycle and walk it to the designated bike lockup area, not riding through carpool or the parking lot. Students are also required to wear a helmet when riding their bicycles to and from school.

Buildings and Equipment

In addition to avoiding any form of vandalism, including keeping walls, desks, and surfaces free of graffiti, Students are urged to take pride in the school by keeping it clean, never leaving loose trash and litter. Chewing gum is not permitted anywhere on campus.

Phones

Cellular phones and similar items must be turned off when school is in session and kept out of

sight. Electronic devices may not be kept in a pocket, but must be placed in a purse, backpack, locker, or similar storage area. If a student has a device that also serves an educational purpose, it may only be used with permission during class times. The consequences for not following these procedures will be:

- First offense—the device will be confiscated. The student may claim it at the end of the day and a warning will be given.
- Second offense—the device will be turned in to the office and a parent may claim the phone.
- Third offense—the device will be confiscated and a parent may claim the phone. The student loses all cell phone privileges for the remainder of the quarter.

Parents who desire to contact their child during the school day must call the school office. Students may not use the school phone(s) without express permission from staff.

Chapel

Students are required to attend weekly chapel services that are held each week for the entire student body. We have a variety of services throughout the year, including special guest speakers, music and videos. While chapels are often enthusiastic and upbeat, students are expected to behave respectfully and reverentially with regard to the worship experience. Parents are always welcome to attend.

Community Service Hours

As a part of a well-rounded education, all students will be provided with opportunities to fulfill community service hours throughout the year. Each student should expect to serve a minimum total of 10 hours per year. Families are highly encouraged to do join us in these events and serve together with students and faculty.

Field Trips

Field trips are an extension of the classroom learning experience and absenteeism is treated the same as for regular school days. These experiences are carefully thought out and planned by the teachers and administration. Permission slips must be filled out and returned to the homeroom teacher. Only parents may drive students on Field Trips. Proof of insurance and a copy of a current driver's license need to be on file for a parent to drive other students.

Lost and Found

Lost and found items are located in the office. Clothing and items clearly marked with the student's name will be returned directly to the student. Otherwise, items will be held until the end of the quarter and then donated to charity.

Lunch

A lunch menu for each month will be made accessible for families that choose not to pack food for their children on any given day. Families will be billed monthly for these lunches. Parents can designate ahead of time which days lunches should be ordered, or choose to have their child order on the morning of any desired day. If a student does not have lunch provided for them, an emergency lunch will be given to them, and the family will be billed accordingly.

Students are not to exchange lunch items. Students may not leave the designated lunch area until allowed to do so by a teacher or staff member.

Medication

In order for school personnel to administer medications to students, a signed parental note must be turned in along with the medication. There must be clear instructions from the doctor explaining proper administration. Students may not, under any circumstance, have medication in their possession while on campus.

Playground Rules

We endeavor to make our playground a safe place for students. In order to keep all students safe, these rules must be followed at all times:

- Use good sportsmanship. Take turns and follow established game rules.
- Be polite and courteous at all times.
- Keep your hands to yourself, which includes no hitting, grabbing, play fighting, etc.
- Wood chips are to remain on the ground at all times.
- If you or a fellow student becomes injured, notify a teacher or staff member immediately.
- Use the playground equipment appropriately as designed.

Roller Blades, Skateboards, etc.

Roller blades, skateboards, etc., must not be used on campus. If this is a mode of transportation to and from school, the item must be walked through the parking lot, and checked into the school office immediately upon arrival on campus.

Toys and Electronic Devices

These types of items may not be brought to school. Items of this type will be confiscated and held by administration until claimed by a parent. If not claimed on the last day of the quarter it will be donated to charity.

Visitors

Visits are limited to family, pastors or alumni. Visits should generally be planned to coincide with the lunch period. Students may not bring friends to school without permission. All guests must go to the office and pick up a visitor pass before entering the school.

Weapons

No weapons (knives, firearms, bullets, etc.) of any kind (even toy weapons) may be brought to school. Violation of this policy could result in immediate suspension or expulsion.

Student Moral Conduct

In order to achieve your true potential not only as a student, but as a person of faith, it is essential that you know and follow the guidelines for behavior set in Scripture. As Paul wrote in

Romans 12, "we must submit ourselves as living sacrifices to Christ." Thus Monterey Bay Christian School believes firmly in holding its students accountable to a Biblical and appropriate code of conduct.

In addition to behavioral obligations, members of our community choose to impose upon themselves the following rules for behavior out of the conviction that they serve both the long-range interest of this institution and the immediate good of its individual members.

You have chosen to attend Monterey Bay Christian School and, therefore, have voluntarily submitted yourself to the rules of conduct and moral expectations. Violations will be regarded as breaches of integrity, possibly resulting in suspension, probation, and/or expulsion.

Code of Conduct

Students should conduct themselves properly at all times. Their testimony sends a powerful message that helps establish the school's reputation. Students are responsible for their conduct. No students shall threaten or be physically or verbally abusive to others (1 Cor. 9:12).

Every student of Monterey Bay Christian School is expected at all times, both on and off campus, to refrain from talking about, writing about, or engaging in the following non-Biblical, immoral activities: lying, cheating, stealing, swearing, dressing indecently, using narcotics or illegal drugs, using tobacco, any pornographic activity, using vulgar language and occult activity, or any sexual involvement with like or opposite gender.

Other types of behavior never permissible are incompatible attitude, uncooperative spirit, rebellion toward discipline, chronic complaining, sowing discord, and unexcused absences or tardiness. Every student of Monterey Bay Christian School is expected to act in an orderly and respectable manner, maintaining Biblical standards of courtesy, kindness, language, morality and honesty. Students are expected to strive toward unquestionable Christ-like character in the way they conduct themselves at all times, both on and off campus.

Hands Off

Our staff strives to provide an environment that is well-supervised in and out of the classroom. Students are expected to abide by a strict "hands off" policy with regard to horseplay, wrestling, or other physical grabbing, pinching, pushing, etc. (including doing so by extension with an object or another student's possessions). Each incident will be treated seriously, including notification of parents, with disciplinary consequences as well as reconciliation steps taken on campus. While we know there is such a thing as good humored physical play, even this will not be tolerated at school at any time for any reason, and we will work with all families involved to ensure that our campus remains a safe place to learn and play at every level and during the entire time they are with us.

Alcohol

Students will not possess or use any alcohol while they are attending MBCS. Violation may result in disciplinary action.

Inappropriate Language

Inappropriate language is not allowed, including on campus, at school related activities, or on

social websites. Violation may result in disciplinary action.

Narcotics

Students will not use illegal drugs. This includes the use of inhalants, prescription, or over the counter drugs or drugs prohibited by law. Students may be required to take a drug test at their expense if suspected. Violation may result in disciplinary action up to and including Expulsion.

Public Display of Affection (PDA)

Physical gestures, contact, or PDA (public display of affection), kissing or prolonged physical contact between students is not allowed (1 Cor. 10:31-33). Violation may result in disciplinary action.

Tobacco

As responsible stewards of our bodies, students will not be allowed to use tobacco products while attending MBCS, whether on-campus or off-campus. Violation may result in disciplinary action.

Disciplinary Action

Romans 13:1 states that "Everyone must submit to the governing authorities, for there is no authority except from God, and those that exist are instituted by God." Discipline for the MBCS community is to promote personal godliness and self-control. It is the goal of Monterey Bay Christian Schools to provide an environment and community where students can be respectful, responsible, safe, and prepared. Disciplinary action is necessary when students have violated the guidelines of the community. This action is taken with the goal of bringing restoration, and is tempered with good judgment and understanding.

One of the foundations of our school is the belief that students are individuals, and their education should be individualized to them. Additionally, when it comes to the discipline of behavior at our school, the staff needs the freedom to assess each situation and provide individualized discipline within consistent guidelines. The following forms of Disciplinary Action are standard for correction, though teachers and administration may use other forms of Disciplinary Action as well, as the incidents merit.

Verbal Correction

Teachers, administrators and staff may verbally correct a student for minor, non-recurring, behavioral issues. Occasionally, parents may be contacted to assist with correcting a student's behavior before a referral becomes necessary.

Loss of Recess (K-4th grades)

At the discretion of the teacher, a student may lose the privilege of recess as a part of classroom discipline. Parents will be notified if this sort of correction takes place. Students will be expected to sit quietly either in the classroom with a teacher or on a bench in the

playground (if a classroom is not an option) for the duration of the recess.

Teacher (Lunch) Detention (6th-8th grades)

As a part of the classroom discipline process, a teacher at times may give a student a Lunch Detention. Students arriving late for Lunch Detention may be assigned another Lunch Detention. The teacher will determine the activity for the Lunch Detention, and may include sitting quietly, picking up trash on campus, cleaning the classroom, or working on assignments.

Referral

A referral is a more severe disciplinary measure, usually administered when a student's behavior has become unmanageable, or when there is repeated, undesirable behavior. It indicates an on-going problem or a serious offense that merits involvement of the administration. The student will generally be referred to the Principal. In most cases, the Principal will notify the parents of the referral, and may ask for assistance from the parents in the correction of behavior. On a student's first referral, a parental meeting with the administration is optional; on further referrals, it is mandatory. During a referral, the Principal may administer some form of discipline. Students who receive three referrals in a year may be placed on probation or possibly suspended.

Other Detentions

After school and Saturday detentions may be assigned by the Principal for various discipline violations, usually of the more significant or recurring variety. Students will receive a written notice of the date the detention is to occur, and parents will receive an email notification. Unless previously prescribed by the Principal, the activity for the detention will be at the discretion of the overseeing teacher. After school detentions are from 3:15-4pm. Saturday Detentions are from 9:00am-12:00pm, and the family's account will be invoiced for \$25 to pay for a staff person to administer the detention. Failure to appear for detention will result in another detention being assigned along with another \$25 invoice.

Probation

Probationary status may be imposed for up to one semester. The student may not be permitted to participate in extracurricular activities and may be required to relinquish any positions of trust and responsibility. At the end of the probation, the administration will determine if the student should be returned to full status. If the problem(s) persists or recurs, the administrator may extend the probation, impose additional restrictions, implement more explicit behavioral plans, suspend the student, expel the student, or ask the family to withdraw their child.

Suspension

Suspensions may be imposed by the Principal for offenses that are either dangerous or considered very serious violations of school policy. Suspensions will generally be from 1-3 days, during which time the student will not be allowed on campus. Access to school work during the

time of the suspension will be at the discretion of the Administration.

Expulsion

Students may be expelled by administration on their first referral if the offense is of a degree that merits expulsion. Those expelled may not return to MBCS during the school year they are expelled, nor may they receive a diploma or graduate unless re-admitted.

To be re-admitted to MBCS, the student must show a repentant attitude. Re-admitted students will enter on probationary status. The administrator, in lieu of expulsion, may recommend withdrawal.

Harassment Policy

Monterey Bay Christian School is committed to maintaining an academic environment that encourages individuals to treat each other with dignity and respect. The school is to be an environment which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to act to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

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 a 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.

What to Do if You Are Harassed or See Someone Being Harassed

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to report the matter promptly to the principal or lead teacher. Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to a school official. All complaints will be promptly investigated. Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to investigate fully every complaint, and to notify a student’s parents/guardian and appropriate government officials as the circumstance warrants.

Policy Changes

MBCS administration & governing board reserves the right to change its policies at any time. If any changes are made during the course of the school year, parents & students will be notified in writing.