

Family Handbook



Monterey Bay Christian School

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.

1184 Hilby Avenue

Seaside, CA 93955

(831)899-2060

www.mbcsonline.org

TABLE OF CONTENTS

School History and Administration.....	4
Our Five Pillars.....	5
BIBLICALLY BASED:.....	5
FAMILY CENTERED:.....	5
INDIVIDUALLY TAILORED:.....	5
ACADEMICALLY EXCELLENT:.....	5
FINANCIALLY AFFORDABLE:.....	5
Statement of Faith.....	6
Expected School-Wide Learning Results.....	7
Admissions Policy.....	8
Age Requirements.....	8
Church Attendance.....	8
Non-Discrimination.....	8
Financial Policy.....	9
Financial Agreements.....	9
Withdrawals.....	9
Parent Connection.....	10
General Participation.....	10
Weekly Email, Text Alerts, and Other Communication.....	10
Conflict Resolution.....	10
General Campus Life.....	11
Hours of Operation.....	11
Closed Campus.....	11
Weapons and Searches.....	11
Bicycles, Roller Blades, Skateboards, etc.....	11
Phones, Electronics, and Toys.....	12
Lost and Found.....	12
Medications, Illness, and Injury.....	12
Lunches, Snacks, Other Food.....	13
Chapel.....	13
Community Service Hours.....	13
Field Trips.....	13
Student Moral Conduct.....	14
Playground Rules.....	14
Hands Off.....	14
Harassment.....	14

Disciplinary Action.....	16
Verbal Correction.....	16
Loss of Recess Time (PK-5th grades).....	16
Teacher (Lunch) Detention (PK-8th grades).....	16
Referral.....	17
Other Detentions.....	17
Probationary Enrollment.....	17
Suspension.....	17
Expulsion.....	17
Academic Guidelines and Policies.....	18
Academic Standards.....	18
Awards.....	18
Course Assignment.....	19
Extra Work Requests.....	19
Progress Reports.....	19
Records Upon Withdrawal.....	19
Homework.....	19
Note-taking.....	20
Standardized Testing.....	21
Special Needs Adjustment Plan (S.N.A.P.).....	21
Ignitia Policies and Procedures.....	21
Attendance.....	24
Pre-arranged Absence.....	24
Tardy Procedures.....	24
Suspension.....	24
Internet and Technology.....	25
Responsibility and Awareness:.....	25
Acceptable Use Policy:.....	26
“Bring Your Own Device” Technology Policy.....	27
Not Bringing a Device.....	27
Student Dress Code.....	28
GENERAL APPERANCE.....	28
UNIFORM REQUIREMENTS.....	28
Policy Changes.....	30

School History and Administration

Monterey Bay Christian School (MBCS) is a ministry of Monterey Bay Christian Center (MBCC). 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 continued to grow and expand our facilities to accommodate more students, and we have navigated many obstacles, challenges, and setbacks through the sacrificial commitments, adaptive transitions, and innovative developments of many. We continually reflect together in the task of envisioning a vibrant Christian school ministry for God's glory. In recent history, our school leadership discerned the need to more specifically define the direction and scope of our school's composition and programs. We are thus dedicated to providing a successful school environment by starting with an overt agreement with each family about the fixed heart of our curricular content. This baseline commitment sets the stage for our community to continue to work together to serve God through this ministry, even as we collaborate in its development, improvement, and change over the course of our future.

Key policy and procedural enforcement and administration, as well as overall accountability and direction, is managed by the school Principal at the approval, direction, and oversight of our school "Executive Committee", which is composed of a majority MBCC membership. The Senior Pastor of MBCC is our de facto Superintendent, and two of the church board members are chosen to serve on our committee along with other voluntary church members. In addition, we extend our leadership team to include non-MBCC school parents, pastors, and/or community members who otherwise fundamentally meet MBCC membership requirements. Our school "board" is thus a prayerful body of believers seeking to glorify God in discerning His wisdom and faithfulness in all things.

While MBCS is a completely Private/Non-Public/Religious/Parochial school ministry which is nonetheless legitimized in all basic ways with state registries, our Preschool and its Director are additionally licensed and regulated by the California Department of Social Services. Our enrollment process ensures that each family complies with all state forms and notices for child care center admissions. The licensing agency continues to have the authority to interview clients, including children or staff, and to inspect and audit our facility records without prior consent. The licensing agency shall also have the authority to observe the physical condition of clients, including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the clients.



License #27020

(See Health and Safety Codes: Section 1596.81, Section 1596.72, 1596.73, 1596.852 and 1596.853)

Our Five Pillars

MBCS has articulated a permanent guiding philosophy that ensures our unwavering dedication to five basic values we believe are essential to quality education. In short, we exist to provide a biblically based, family centered education that is academically excellent and individually tailored to meet the needs of each student, all while remaining as financially affordable as possible for families in our region. For further elaboration see the following:

BIBLICALLY BASED:

We believe that God's Word must be at the center of everything we do. The scriptures guide and shape our idea(s) of what school should be and how it should operate. From science to civics, everything academic is presented with a Biblical worldview as the essential, defining aspect of quality, Christian education. We strive to inculcate and nurture a fervent, personal faith in Biblical truth for each child.

FAMILY CENTERED:

We thus understand that we will be successful only when we function as an extension of the God-ordained family environment at home. We exist to work with you, the parents, to reinforce the faith and values you are diligently showing in your family. We're always looking to be a partner in everything, including academic skills and content, classroom behavior, and even extracurricular activities.

INDIVIDUALLY TAILORED:

At MBCS, we appreciate the uniqueness of each child, and we marvel as students begin to show their own God-given gifts and talents. We diagnose and prescribe courses of study based on each student's academic needs and interests, not simply according to their chronological age. We both support and challenge students in their placement, pacing, special needs, and budding interests.

ACADEMICALLY EXCELLENT:

Utilizing a wide variety of engaging classroom strategies and customized approaches, including the implementation of industry-leading tools and resources, our certified staff members are devoted to providing high quality ministry. Our students start their educational journey with strong foundations as they master core content, and are also exposed to a variety of extra curricular means for development.

FINANCIALLY AFFORDABLE:

We always endeavor to keep our pricing structure as inexpensive as possible so that money is not an obstacle to families. We intentionally and sacrificially keep our total costs significantly lower than most other private institutions, while also dedicating as much funding as possible to the attraction, retention, and development of quality staff members who make all the difference in serving each family.

Statement of Faith

The following is not only taught at MBCS, but is also shared personally by our families who enroll their children. This also includes a careful and benevolent extension of our community to those who may still be on the journey of discovering or understanding one or more of the following:

About God: We believe there is only one God. He 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 Christians to live godly lives. The Holy Spirit provides Christians with power for living, understanding of spiritual truth, guidance in doing right, and spiritual gifts to edify the church.

About the Bible: We believe that the entire Bible is the inspired, infallible, 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 made one of two sexes/genders, male or female, and are designed for monogamous, heterosexual union. Humankind became alienated 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 Christians, 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 student 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 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 will be taught 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 thinking 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.

Admissions Policy

While we seek to serve with an open heart and a loving manner, it is important to understand that 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 (or is decidedly perceived not to be) in a spirit of cooperation and agreement with the school's faith, values, leadership, and/or policies, may be denied acceptance, asked to withdraw, or firmly expelled for the continued health and growth of those present. We also seek to maintain a Christian witness and testimony in the community to the best of our ability.

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. We enroll children that are weaned from bottle and breast feeding into our Preschool programs starting no sooner than their 2nd birthday. Students who are 4 years old by September 1st are eligible for our Transitional Kindergarten program. When entering into Kindergarten, students who are 5 years of age by September 1st are automatically eligible to apply for that calendar year. Students turning 14 years of age by September 1st may be referred to off-campus programs in that calendar year to complete their education. Students turning 18 years of age before September 1st may be referred to adult school and/or community college programs to complete their diploma. Any exceptions to these requirements must be approved by the school's Executive Committee.

Church Attendance

Regular church attendance is part of the normal and expected culture for parents, students, and staff of Monterey Bay Christian School. This does not 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 Christ-centered school, and a life-giving church, with the parents being given the primary charge and responsibility to lead their own child (including by example).

Non-Discrimination

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. However, families that embrace or encourage a lifestyle choice of transgenderism and/or homosexuality de facto do not share in the common faith and values of MBCS and, in accordance, will not be capable of being considered for (nor continuing in) enrollment (see our Statement of Faith- section "on humanity").

Financial Policy

Financial Agreements

As a condition of continued enrollment, each family must sign an agreement detailing information on tuition payment expectations, including the term of tuition, applicable amount(s), payment plan breakdowns, and any other applicable policy information for that year. MBCS uses these agreements to complete invoicing arrangements as well as annual budgeting. Any significant change to these arrangements must be agreed upon in a subsequent written document for clarity and accountability of expectations. If a student misses school for any reason, including family vacations and illnesses, the monthly tuition (Distance Learning or Preschool) and/or payment of annual tuition installments (TK-8) remains due in the same amount as originally agreed, without proration or reduction. For early termination/withdrawal of a financial agreement, see below.

Withdrawals

Enrollment in our elementary (TK-8) program constitutes a contract for the entire school year. If, therefore, a student is withdrawn for any reason, the balance of annual tuition (not monthly payment) will be pro-rated through the current week and a termination fee of \$500.00 per student will be assessed, the sum of which will be due immediately. If a tuition refund is owed, payment will be delivered within 30 days from the date the completed withdrawal form is received in office. Enrollment and Curricular fees are always non-refundable.

Enrollment in our Distance Learning program or Preschool program constitutes an automatically renewing monthly contract during the school year (i.e. valid for the future month). If a student is to be withdrawn for any reason, our 30-day withdrawal notice must be filled out and submitted to the MBCS office, according to which we will be able to prorate the balance of the future month, and without which families remain liable for 30 future days from the time of unenrolling. Additionally, any discounts based on total year's pre-payment will be reversed and become due for months in which they were previously applied.

Students/families that are asked to withdraw or are expelled for reasons of policy violation or other conflict are not eligible for any exception to termination fees or 30-day costs. It is, however, common practice for our administration to excuse military families, who receive travel orders to move their families away mid-year, from elementary termination fees, though 30-day notice is still sought for their Preschool and Distance Learning students.

A family that withdraws with a remaining balance owed to the school will continue to be invoiced after their departure with the full expectation and obligation of payment for any time that a student was attending school, whether digitally or in person. Additionally, non consumable portions of school curriculum will remain the property of MBCS and/or may be reasonably billed to a student's account. State law also permits withholding of school records for cases of significant unpaid financial liability to the school.

Parent Connection

General Participation

We consider it a sacred honor and joyful privilege to be partners with parents in raising children, and we want to welcome parents to be involved as much as possible at our school! We have an “open-door” policy, which means parents (other visitors only by administrative approval) are welcome, so long as they do not become a distraction to the learning environment, to check-in at the office and observe classrooms, eat lunch with students, participate in class activities, and more. Friendly visits should generally be planned to coincide with the open activity time rather than core instructional parts of the schedule. All guests must pick up and display a visitor pass before staying on campus for any portion of the day outside of regular carpool times. The school reserves the right to refuse visits or visitors that are disruptive, who fail to work cooperatively under the supervision and direction of school staff, or when it is otherwise deemed most appropriate for the student(s) and/or teacher(s) in the classroom.

Many of our parents meet regularly in the form of the Parent Action Committee (PAC), whose sole function is to work in cooperation with the school administration and staff to help support the MBCS community. This could involve fundraising, events, activities, student life, parent cooperation and communication, volunteer service, planning, organizing, outreach, and the like. This committee is under the sole authority of the school Principal in its composition, operations, activities, and practices. All parents are actively invited to participate, and all are made to feel welcomed in contributing ideas and support to help make MBCS flourish. All PAC operations are on a voluntary basis, without quotas or limits on any amount of help offered.

Weekly Email, Text Alerts, and Other Communication

Every week the school office sends out an email with news and event updates. This is our primary method of ensuring that families are informed of all that is going on throughout the year. We also send occasional text alerts as reminders for events and/or other special announcements. Parents are expected to sign up and engage through these services. MBCS does not take responsibility for missed experiences or other adverse consequences that result from information that was not read or followed from school emails or alerts. Classroom teachers also generate regular newsletters to help parents stay in close touch with class activities and school events. All families have digital access to their own contact and emergency information, so they can keep it current and/or correct any possible mistakes. Our school also posts regular snapshots and videos on our social media pages to help stay in touch!

Conflict Resolution

Outside of radical circumstances, parents will be directed to first address any concerns with other adults and/or staff members before seeking administrative action (cf. Matthew 18). If, after meeting together there is no reconciliation, our administration would then entertain the opportunity to mediate any potential conflict in love and respect for all parties. If such concern is a matter involving the administrator(s), then a similar approach should be taken, providing a direct opportunity for clarification and correction before writing a letter to the school’s Superintendent, to be discussed with the school’s executive committee for resolution.

General Campus Life

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 paper copies distributed to students and families at the start of each year showing all major school holidays and out-of-session days. Our TK-8 school day is from 8:15am to 3:15pm Monday through Friday and our Preschool day is 7am to 6pm Monday through Friday. Our school year for all grades begins in early August and ends before Memorial Day in May each year. The school administrative office is open from 8:00am to 4:00pm on regular school days. The office closes at 1pm on minimum days and is closed during holidays. Special availability will be announced for school closures and out of sessions days/weeks.

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 proper administrative process(es). Before leaving campus, students must be signed out by parents, unless they have pre-arranged written permission on file for walking home, in which case they can sign themselves out after school when released by their teacher to do so. Every student at school must be in a class, on specific assignment, or in a designated supervised area during school hours. The main classrooms and main exterior doors remain closed and locked, and children are signed in and out of the main foyer (PK) or office (TK8). Only adults listed on the filed emergency contact form may sign a child in or out without express verbal permission (or code) from the primary parent/guardian.

Weapons and Searches

No weapons (knives, firearms, bullets, explosives, etc.) of any kind (even toy versions) may be brought to school. Violation of this policy could result in immediate suspension or expulsion. All students must submit to immediate and unannounced search and/or seizure by a school staff member of their personal belonging(s), including on their person/pocket(s), in their bag(s)/case(s), and also digital information on phones, computers, etc. Students will unlock, or otherwise provide access to any digital content requested as part of their cooperation.

Bicycles, Roller Blades, Skateboards, etc.

Students may ride bicycles to school. When arriving at the outer limit of the property, students must get off walk it to the designated lockup area, not riding through carpool or the parking lot. Students are also required to wear a helmet and follow all laws of the road when riding to and from school. 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. Wheeled shoes, etc. are allowable only if they can be converted/removed during school.

Phones, Electronics, and Toys

Cellular phones must be turned off and kept out of sight all day, including carpool and extended care. Electronic devices may not be kept in a pocket, but must be placed in a purse, backpack, locker, or similar storage area. A parent may, by prior approval, arrange to have their student wear a specialized device (ex. Smart/call-enabled watch). This privilege may be revoked upon students abusing its features, or it otherwise becoming a distraction on campus. Nonetheless, 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.

Other types of items (games, electronics, toys, etc.) 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 year, it will be donated to charity. Children are occasionally permitted to bring a toy on designated "Show and Tell" days as announced by classroom teachers. Fragile/valuable items, money, and toys promoting violence should be left at home and not selected for show and tell days. Soft "nap pals" (plush toys/stuffed animals) are permitted daily in the Preschool and may be allowed on other special holidays/event for TK-8.

Lost and Found

Lost and found items should be returned to the office. Clothing and items clearly marked with the student's name will be returned directly to the student. Otherwise, items will be held for parent claim until then end of the year and then donated to charity. Unclaimed school uniform wear may be made available for new/returning families in the coming year.

Medications, Illness, and Injury

In order for school staff to administer medications to students (including sunscreen and diaper cream of any sort), a signed agreement must be turned in along with the medication. Students may not, under any circumstance, have medication in their possession while on campus. MBCS does not have certified nursing staff and may not be able to provide all types of medical services requested by a family. Please do not send your child to school when he/she is ill. For the protection of your child as well as others, and in accordance with licensed care facility policy, he/she cannot be admitted for the day and must be kept home if he/she shows signs of any of the following: a fever of 100 degrees or more, diarrhea or vomiting, thick or green discharge from the eyes or nose, a rash, a sore throat, a nasal discharge with color, coughing that interferes with normal activity (frequent coughing or wheezing), congestion that interferes with normal eating and or sleeping, or known exposure to: strep throat, pinworms, chicken pox, lice, or impetigo.

Children with a fever must not return to school before an isolation period of 24 hours. Consequently, a child sent home from school due to a fever may not return to school the following day. A child being sent home ill will be kept separate from other students until they are picked up, as per state regulations. If your child sustains an injury at school, basic, non medical first aid can be administered (such as a washing a wound and applying a bandage). Any significant wound (bleeding, stings, orthopedic, joint, hard fall, etc.) will be accompanied by an incident report and a notice to parents. Head injuries will always be accompanied by a phone call to parents for follow-up.

Lunches, Snacks, Other Food

Students are required to bring their own lunch each day, to be stored in classrooms or other designated shelving. Special dietary plans should be discussed with staff as needed. Parents are urged to provide healthy nutrition, with minimal sugar or sweets, for the overall benefit of the educational process and their child's development each day.

You are welcome to send cookies, cupcakes, or another treat to share with your child's class on their birthday or special occasion. Please provide advanced notice as soon as possible to help make arrangements. Students with allergies will not be permitted to partake of any items that are not store bought with a full ingredient/manufacturing label available.

A light, healthy snack is provided daily by the Preschool for students both in the morning (all students) and afternoon (full-day students only). Elementary students are provided with morning snack time, during which they can eat items they brought with them for this purpose. Additional snack items should also be planned by parents for those staying for later extended care hours.

If a student does not have lunch to eat, and parents cannot be reached to deliver one on time, MBCS will provide an "emergency lunch" at a nominal cost to the family to ensure some basic nutrition is provided for the time. Teachers will occasionally also share edible treats with students. Often candy items will be sent home to consume rather than on campus. Students are strongly encouraged to eat what they are sent with, and they are not permitted to give, trade, or take from others, including not having emergency items as a preferred replacement.

Chapel

Students are required to attend weekly chapel services that are held each Friday morning for the entire student body in the MBCC sanctuary. 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 as appropriate. 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 volunteer civic and/or community service hours throughout the year. Each student should expect to spend a few hours per year (more or less depending on age-level), although no formal requirement is levied to enforce participation. Families are highly encouraged to join us in these events and serve together with students and faculty.

Field Trips

Field trips are planned an extension of the classroom learning experience and school cultural development. Permission slips must be filled out and returned to the homeroom teacher by listed deadlines in order to participate. Only parents, grandparents, or legal guardians may drive students on field trips, though occasionally addition family members may be invited to participate (see each permission slip for pertinent details). Proof of insurance and a copy of a current driver's license need to be on file for all drivers, and these are requested in the office for each new trip.

Student Moral Conduct

Every student of Monterey Bay Christian School is expected to act in an orderly and respectable manner, maintaining Biblical standards of courtesy, kindness, and honesty. Students are expected to strive toward unquestionable Christ-like character in the way they conduct themselves, both on and off campus. Their testimony sends a powerful message that helps establish the school's reputation. Students are responsible for their own conduct. They should never be found illicitly talking about, writing/digitally sharing about, or engaging in the following non-Biblical, immoral activities: using vulgar language, crude joking, chronic complaining, sowing discord, having an incompatible attitude or an uncooperative spirit, expressing rebellion toward discipline, threatening or being physically or verbally abusive to others, cheating, stealing, using any controlled substance, any kind of sexual/sexually suggestive involvement or pornographic activity, participating in occult activity, and the like. The perpetuation of any such behaviors is well outside the boundaries of acceptable Christian lifestyle, and the school must defend itself and its families from all such influences with appropriate disciplinary actions, up to and including immediate expulsion.

Playground Rules

In order to make our playground a safe place for all students, the following will be enforced:

- Use good sportsmanship. Take turns and follow established game rules.
- Be polite and courteous.
- Keep your hands to yourself (see Hands Off below).
- Wood/rubber chips are to remain on the ground.
- Use the playground equipment appropriately as designed.
- If you or a fellow student becomes injured, notify an adult immediately.
- Do not use violent or extreme screams or gestures in games or play.

Hands Off

Our staff strives to provide an environment that is well-supervised in and out of the classroom. Students are also 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. Additionally, physical gestures, or PDA (public display of affection), such as kissing, hand holding, or other prolonged physical contact between students (especially of the opposite gender) will not be allowed.

Harassment

Monterey Bay Christian School is committed to maintaining an academic environment in which individuals 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.

“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.

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 every complaint fully, and to notify a student’s parents/guardian and appropriate government officials as the circumstance warrants.

Disciplinary Action

Proper discipline is one of the most challenging and important aspects of any child care program or school. While striving to provide children with the most stimulating and ideal learning environment, the staff at MBCS seeks to establish boundaries that are clear and guidelines that are consistent.

We realize that Children in the preschool years have not yet developed their ability to express emotions, needs, and desires in ways that are fully mature, appropriate, and/or meaningful. Consequently, teachers will assist children in the mastery of this skill through positive and affirming supervision with proper modeling and coaching, through verbal and careful re-direction, and through implementation of various rewards (ex. stickers, toys, etc.) and punishments (ex. time-outs, loss of recess, etc.) as needed.

However, at all ages, realistic and appropriate limits are set for the safety and security of the students and staff. We strive to work in partnership with parents to completely prohibit the following behaviors. Probationary enrollment may be implemented as an extreme intervention step:

1. Acts of physical violence intending to harm self or others.
2. Vandalism of school or student property.
3. Direct and/or malicious defiance to authorities.
4. Persistent and uncorrectable disruption of the learning environment.

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 options for correction, though teachers and administration may use other creative means.

Verbal Correction

Teachers, administrators, and staff will verbally correct (firmly and respectfully) 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 Time (PK-5th grades)

At the discretion of the teacher, a student may lose the privilege of recess as a part of classroom discipline. 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 part of, or the entire duration of, the recess period. Some students may be given a walking path to follow to allow them to be active during this time, while not being permitted to play with peers.

Teacher (Lunch) Detention (PK-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. Parents are notified of student lunch detentions by email during that lunch time.

Referral

A referral is a more severe disciplinary measure, usually administered when a student's behavior has become resistant to correction, 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 or Director. 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 as outlined here. Students who receive recurring referrals in a year may be placed on probationary enrollment.

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. Families will receive a notice of the date the detention is to occur. Unless previously prescribed by the Principal, the activity for the detention will be at the discretion of an 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.

Probationary Enrollment

Probationary status may be imposed for up to one semester at a time. 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 a more explicit behavioral plan, suspend the student, expel the student, or ask the family to withdraw.

Suspension

Suspensions may be imposed (only) by the Principal or Director 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 the Principal 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 to Distance Learning, or in total.

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%	B+ 87-89%	C+ 77-79%
A 93-96%	B 83-86%	C 73-76%
A- 90-92%	B- 80-82%	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%
- Proficiency (PR) 70-89%
- Developing (DE) 50-69%
- Emerging (EM) 30-49%
- Needing Support (NS) 0-29%

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).

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.

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.

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 as 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 for 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.

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.

- 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.
- 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.
- 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.
- 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.
- 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 into the overall course grade.
- 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:
 - Has any other program, window, or tab open during an assessment.
 - Talks to another student once either one has an open assessment.
 - Helps another student with an assessment or receives such help.

- Attempts to look up answers (except quiz notes) while an assessment is open. (No notes are allowed for tests.)
- Attempts to force a system disconnect, refresh, or to artificially access or exit an assignment.
- Attempts to disseminate or receive assignment questions, detailed results, and/or answers.
- Uses another student's notes or answers from any assignment.
- Fills out an answer for another student in any assignment.
- Accesses or attempts to access any other unapproved source of information for Ignitia questions or answer.

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.

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. Morning tardies will almost always be considered unexcused unless a doctor's note is presented or a specific and significant incident has occurred beyond the family's control (i.e. not routine morning traffic fluctuations).

Three tardies will equal one unexcused absence. More than 12 unexcused absences in a semester (or over 30 total equivalent missed days of any kind in a school year) 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:

- 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.
- 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.
- 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.
- 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.

- 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.
- 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.
- 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:

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.

- 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

GENERAL APPEARANCE

The following applies, even for “Free Dress” days/times/passes throughout the year, with possible exception by prior approval, for special “dress-up” days (e.g. school spirit weeks). The administration will serve as the sole arbiter of any unique questions or allowances:

- Hairstyles that communicate a desire to appear rebellious or flagrantly unconventional will be considered inappropriate. Hair should be neat and is not permitted to affect the vision or concentration of the student, nor to prevent the teacher from having eye contact with them.
- Hats are generally not allowed at school. Beanies or other items for keeping warm in winter and/or visors for sun shade in the warmer times should be free of graphics and/or logos.
- 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. Sunglasses are not allowed at school.
- Ultra-thin, see-through fabrics, and other revealing styles are never to be chosen for school clothing. In general, leggings should also be covered by a long shirt, dress, or shorts. 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. Supportive shoes with socks are required for safe daily P.E. activities.

UNIFORM REQUIREMENTS

Shirts - Shirts must be a plain polo style (short or long-sleeve) shirt in a solid Red, White or Navy color. A small school logo is required

- *Embroidery available at Cypress Sporting Goods 351 Kolb Ave, Monterey, CA 93940 (831-375-0866).*
- *School Uniforms may also be purchased from CA Logos: <https://ca-logos.printavo.com/merch/mbcsp>*

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 not in the style of leggings/jeggings or sweats/joggers. They must not have holes or tears. Shorts and skirts may not be shorter than 2 inches above the knee. Leggings/jeggings are only permitted under uniform clothing.

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, if used, must be worn over a uniform polo shirt and do not need their own logos. They must also be solid school colors and follow the skirt guidelines for length and material. For TK-5, all dresses, jumpers, or skirts should be accompanied by additional shorts or leggings as well for active play.

Outer Wear (Coats/Jackets/Sweaters) - All outer wear must be plain solid colors in Red, White, or Navy. Since a polo shirt is still required underneath, no logos are required on coats.

PE Uniforms – If/when required (TBA), these consist of red, white and/or navy solid-colored t-shirts, athletic shorts and/or sweatpants along with tennis shoes.

Spirit Wear - Spirit wear is defined as any official school-sold apparel, any overtly Christian gear, or any official college/military branch t-shirt/outerwear. It can be worn on Chapel days (Fridays) and other school events/activities as announced.

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.