

# Family Handbook



## Monterey Bay Christian School

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## 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

I consider myself blessed to lead a school where Christian discipleship is not merely an additional class, but an integral and comprehensive system of faith commitment, character development, and academic enrichment. Our faculty shares a singular prayer that each family and student who is called to join us, 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 through Jesus Christ. Our educational approach and daily operation flows from this hope, and so does all else that follows in this handbook. I can't wait to see this year holds!

*"He is before all things, and in Him all things hold together."* Colossians 1:17



Mr. Jacob Voyce

## Director's Note

I'm looking forward to meeting you and your children! I hope you both have an amazing experience with us here at Monterey Bay Christian Preschool. This is your child's first years of school and I'm excited that, while your child is here with us, they will have fun learning and develop not only academically and socially but also spiritually. It's a pleasure to work with all of you and to build a relationship with you

and you children. Please feel free to contact me at any time if there is a question or situation you would like to discuss. God bless!

Mrs. Elisa Buss

## 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 continued to grow and 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 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 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 even as we work to maintain a cooperative approach with families enrolled in our school.

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.

## Our Vision and 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 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. 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. We strive to inculcate a fervent, personal faith in Biblical truth for each child.

### Family Centered

We understand that a quality, Christian education functions best when the school is an extension of the family environment at home (cf. Deuteronomy 6:6-9). We exist to work with you, the parents, to reinforce the faith and values you are diligently teaching to your children.

### 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 steady emphasis in faithful worship and community service.

### Individually Tailored

At MBCS, we appreciate the uniqueness of each child, and we watch as students begin to show their unique 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. Students find this approach richly rewarding because it liberates them from unhealthy peer pressures and it improves the effectiveness of their educational experience.

## Financially Affordable

We always endeavor to keep our pricing structure as inexpensive as possible to ensure all families can benefit from Christian education. On average, our total costs are significantly less than many other private institutions. To achieve this while also continuing to develop the best program we can, MBCS families all participate in regular fundraising efforts and campaigns, and we continue to rely on the generous donations of our community partners.

## 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 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 21<sup>st</sup> 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.

## Organization and Administration

Monterey Bay Christian School is a ministry of Monterey Bay Christian Center, operating under the guidance of an Executive Committee of the church board. In addition to guiding leadership from MBCC deacons and members, this committee includes two current school parents, a non-MBCC pastor, and a non-MBCS educational consultant. For current membership, please see our school website.

### 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-12<sup>th</sup> 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.

## Preschool Director



Elisa Buss has worked with children since 2005. Over the years she was a caregiver for infants and teacher for toddlers. She spent some time as the lead PreK teacher, and she is deeply passionate about early childhood development. She loves to nurture children as they grow, helping them to have fun! She was born in Monterey and grew up on the Peninsula, but also loves to travel, spending time in Mexico, Alaska, Hawaii, the Caribbean, and Europe. She cherishes her faith, her Italian heritage, and her family (husband and two children- one being expected in March, 2019).

## 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 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. We enroll children that are weaned from bottle and breast feeding into our Preschool programs, and children 18 months to 30 months of age into our separate and parallel toddler component. Our upper limit is 5 years old for those in our transitional kindergarten program. When entering into Kindergarten, students who are 5 years of age by September 1<sup>st</sup> are automatically eligible to apply for that calendar year. Students turning 14 years of age by September 1<sup>st</sup> may be referred to off-campus programs in that calendar year to complete their education. Students turning 18 years of age before September 1<sup>st</sup> may be referred to adult school and/or community college programs to complete their diploma. Any exceptions to these requirements (such as Kindergarten students turning five after the September date) must be approved by the school's Executive Committee.

### Church Attendance

Regular church attendance is part of the normal 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 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”).

### Preschool Licensing

We are licensed and regulated by the California Department of Social Services. Our enrollment process ensures that each family complies with all state regulations and forms 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 the client, including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the client.



**License #27020**

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

## Financial Policy

### Financial Agreements

Invoices are automatically sent out by email on the 20th of each month to request payment for the coming month’s costs. Payment is due on the 1st day of each month. Penalties for delinquency begin on the 6th day, and students are automatically withdrawn by the 16<sup>th</sup>.

Automatic payment plans are easily available and strongly encouraged. Families who have 2 or more late payments at any time during the duration of the school year may be required to enroll in automatic payments as a condition for continued enrollment.

MBCS currently awards a very limited number of tuition reductions depending on individual circumstances and need. Applicants must agree to extensive financial

disclosure, as well as potential additional requirement (such as enrollment with automatic payments or 10-month commitments for Preschool) if the application is approved.

A default elementary (K-8) tuition payment plan spans 10 months, beginning on July 1<sup>st</sup> and concluding with April 1<sup>st</sup>. Families enrolling after July 1<sup>st</sup> will be assigned a 10-month payment plan, starting August 1<sup>st</sup> and concluding with May 1<sup>st</sup>. Any changes to these defaults (such as options for 12-month plans that begin in June preceding the fall semester) must be made via financial agreements in the office.

### Withdrawals

Enrollment in our elementary (K-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 \$300.00 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/registration 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 to, 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 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.

### Absences

If a student misses school for any reason, including family vacations and illnesses, the monthly tuition (DL and PK) and/or payment of annual tuition (K-8) remains the same. This is because our contracted agreements (as well as our budgets) are not on a daily or hourly cycle and most operational costs cannot be recouped for that window. Timely notification of such absences, whether planned or otherwise, will be greatly appreciated by phone, email, or paper notice to the MBCS office to ensure healthy operation of the school day and/or other events.

## Parent Connection

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 best for the student(s) or classroom.

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, Wrap-up Night, Award Ceremonies, and Graduations 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. In addition are many field trips, service projects, and fundraiser events throughout the year. We work to prevent from having too much happening at once, and we understand that not everyone can attend every function. We are thankful for the sacrifice that families make to be more involved in their child's school and education.

### 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 K-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 12:30pm on minimum days and is closed during school holidays. During summer session, the office is open from 9:00am to 2:00pm on Monday through Thursday.

### Weekly Email & Text Alerts

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. Our office is always happy to help troubleshoot when and why you may not have received any given weekly announcement that you otherwise expected.

### Other Communication

Classroom teachers generate regular newsletters to help parents stay in close touch with classroom activities and school events as well. Parents also have multiple digital

options and profiles for staying better connected. All families have 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 (such as “Thursday Thoughts” from the Principal) on our social media pages. Many classes also use a Classdojo to help give parents a running picture on how the day/week went!

### Conflict Resolution

Outside of radical circumstances, parents will be directed to first address any concerns with their child’s teacher before seeking administrative action (cf. Matthew 18). If, after meeting together and praying for mutual understanding, there is no reconciliation, our administration would then entertain the opportunity to mediate and help resolve 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 providing a written letter to the school Superintendent (and chair of the Executive Committee), to be discussed with the committee, as necessary, seeking peaceful resolve and healthy mediation. He can typically be reached at the MBCC (church) office during normal business hours.

## General Campus Life

The following 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 positive, contributing member of our study body. This includes cooperative interaction with teachers and staff, consistent Christian lifestyle 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 administrative approval. 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. Every student at school must be in a class, on specific assignment, or in a designated area during class times. The main classrooms and exterior doors remain closed and locked, and children are signed in and out of the main foyer (PK) or office (K8). Only adults listed on the state emergency contact form may sign a child in or out without express verbal permission (or code) from the primary parent/guardian.

### Preschool Details

Upon enrollment, preschool families will receive a “welcome letter” from our director, outlining further information for families providing their child’s crib sheet/bedding (our school provides each child a sanitary mat), diapers and wipes (if

needed), water bottles, and personal effects (ex. spare set of clothes, family picture, etc.). Personal items should always be labelled, and will be sent home regularly to be washed and returned.

### Toddler Component Separation

Students in the toddler component are kept in a schedule that staggers with the other students so that they do not share the same space at the same time. Additionally, major playground structures that are designed for 2-5yrs of age are not accessible to the toddlers during outside time, but rather a designated area and appropriate play structures. Toddler students will not be incorporated into the Friday chapel plan with the other students.

### Bicycles, Roller Blades, Skateboards, etc.

Students are free to ride their bicycles to school. When arriving at the outer limit of 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 and follow all laws of the road when riding their bicycles 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.

### 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.

### Phones, Electronics, and Toys

Cellular phones and similar items (call-enabled watches, etc.) must be turned off and kept out of sight when school is in session. 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 express permission during class times. 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, 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 toy on designated "Show and Tell" days as announced by classroom teachers. Soft "nap pals" (plush toys/stuffed animals) are permitted daily in the Preschool. Fragile/valuable items, money, and toys promoting violence should be left at home and not selected for show and tell days.

### 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 the end of the year and then donated to charity. School uniform wear may be made available for new/returning families in the coming year.

### Medication and Illness

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, sore throat, a nasal discharge with color. (yellow or green)

- Coughing that interferes with normal activity. (Frequent coughing or wheezing)

- Congestion that interferes with normal eating and or sleeping.

- 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. Parents will be notified to pick up their child immediately if any one or more of the above symptoms appears during the day. If you know that you will not be able to pick up your child quickly, please try to include someone on the emergency list that can. The child 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 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 further follow-up.

### Chapel

Students are required to attend weekly chapel services that are held each Friday morning for the entire student body (with the exception of the Toddlers) 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 community service hours throughout the year. Each student should expect to spend a few hours per year (more or less depending on age-level). Families are highly encouraged to 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 and grandparents may drive students on field trips. Proof of insurance and a copy of a current driver's license need to be on file for all drivers.

## 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, which includes no hitting, grabbing, play fighting, etc.
- Wood/rubber chips are to remain on the ground.
- If you or a fellow student becomes injured, notify an adult immediately.
- Use the playground equipment appropriately as designed.

## Lunch and Snacks

Students are required to bring their own lunch each day, to be stored in classrooms or the lunch room 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 such 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.

## 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, language, morality 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 about, or engaging in the following non-Biblical, immoral activities: lying, cheating, stealing, swearing, dressing indecently, using any controlled substance, any kind of sexual involvement or pornographic activity, using vulgar language, crude joking, participating in occult activity, having an incompatible attitude or an uncooperative spirit, expressing rebellion toward discipline, chronic complaining, sowing discord, threatening or being physically or verbally abusive to others.

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. Students and families waive all right to student privacy protection from searching of persons, profiles, possessions, and/or specific drug detection or testing as necessary, and from temporary seizure of any property from a student.

### 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 fully every complaint, 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 modelling 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%	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%  
Proficiency (Pr) 70-89%  
Developing(De) 50-69%

Emerging (Em) 30-49%  
Needing Support (Ne) 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 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 ensuring 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](mailto: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 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).

### Outerwear

All outerwear 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

Middle school students are required to dress out for P.E. This consists of T-shirts, knee-length athletic shorts, and/or sweatpants/sweatshirts in solid school colors.

### Preschool

Students are to attend school under the "general appearance guidelines" each day, especially emphasizing the need for active, outside play clothes, which means closed-toed shoes, with socks, pants or shorts (including under dresses or skirts if worn), positive graphics or images, and no costumes or such accessories (masks, head gear, or hand-held pieces).

### 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. Sweatshirts and t-shirts must not have inappropriate decorations or graphics (no violence, bands, offensive images or statements). Footwear and clothing style prohibitions still apply.

#### School Spirit Days/Weeks

Each year, special weeks and/or days are announced when students and staff show their school spirit by dressing up in fun and unconventional ways (crazy hair, twins, colors, themes, etc.). For these days, students who do not participate in the dress up fun are expected to remain in uniform dress. Costumes and creative attire do still need to meet general appearance guidelines. If there is any question of exception, please contact the office beforehand to get confirmation.

## 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.