

CONTENTS

Welcome	1
Admissions Procedure	2
Financial Information	7
Financial Schedules	8
Curriculum Overview	9
School Hours	13
Attendance	14
School Attire	15
Behavior Expectations	16
Discipline	19
Extended Care	21
Classroom Policies	23
Field Trips	24
Campus Policies	24
Home School Enrichment	29
Network Use Policy	30
Policy Changes	31
Index	32

WELCOME TO MIRAMONTE CHRISTIAN SCHOOL

You have become a member of a dynamic Christian educational environment, in which staff, students, parents, and the community work together to provide a high-quality Christian education. Miramonte students are from a wide variety of multi-ethnic backgrounds within the Bay Area communities. Students who graduate from Miramonte Christian School enjoy successful high school and college experiences, then become productive and significant members of society.

Miramonte Christian School hires professionals recognized for their outstanding ability to teach and for having a living relationship with Jesus Christ. They operate in a collaborative, collegial atmosphere, in which they continually reflect upon their methodology and curriculum, evaluate its effectiveness, and provide a top quality, relevant education to children from preschool to eighth grade.

Our educational program is approved by the Pacific Union Conference of Seventh-day Adventists and the State of California. Our school is accredited through the National Council for Private Schools, the Accrediting Association of Seventh-day Adventist Schools, Colleges, Universities, and the North American Division of Seventh-day Adventists.

OUR MISSION STATEMENT

Miramonte Christian School provides a Christ-centered, whole child education by building upon the strengths of our diverse cultures, learning styles, and spiritual backgrounds to create compassionate citizens, discerning leaders, and purpose-empowered individuals.

ABOUT US

EARLY BEGINNINGS

In the year 1906 the Pacific Press Publishing Association moved from Oakland to Mountain View to establish itself in a rural community. With the move, there came a considerable number of families who wanted their children to receive an education that would incorporate the fundamental principles of the Bible.

In 1906 a one-room church school was organized under the leadership of Elder and Mrs. Wilcox. Mrs. Viola Miller was the first teacher with an enrollment that year of 48 students. This was the early beginning of what would become both Miramonte Christian School and Mountain View Academy.

TODAY

Miramonte Christian School is supported by the Central California Conference of Seventh-day Adventists (CCC) and its nine constituent churches. Currently, we have a teaching staff of eleven professionals for preschool through Grade 8. In the spring of 2002 the gymnasium complex was completed, offering our students an alternate indoor physical education area and two more classrooms. We also have a computer lab with current technology to help our students reach their highest potential as they move toward high school and college.

ADMISSIONS PROCEDURE

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

Parents are expected to support the school's principles, programs and teachers, to agree to direct their children to act in harmony with the standards, requirements and philosophies of the school, and to follow the policies and procedures outlined in this handbook. The Admissions Committee reserves the right to refuse admittance to any student who does not exhibit behavior in harmony with the school's principles. By September 2nd, students entering our preschool, the Miramonte Early Learning Center, must be 3 years of age, and students entering Kindergarten must be 5 years of age. All preschool and kindergarten students will be evaluated prior to admission. Students must submit proper health records within two weeks of the first day of attendance, after which time they will not be allowed to attend classes until health records are received.

NEW STUDENTS

Miramonte Christian School assesses applicants for admission in several areas; some of these are chronological age, emotional, physical and social development, academic achievement, test scores, student behavior, attitude, attendance record, and special needs.

Before a student is placed in a classroom, he/she shall:

- Complete and submit the Application Form and the non-refundable admission fee of \$160.00. The admission fee does not guarantee admission.
- Provide verification of grade level and achievement from the school last attended. (The parent shall be notified of the transfer of the student's permanent record, their right to receive a copy of the record, and their right to a hearing to challenge the content of the record.) These records may include a report card, cumulative folder, letter from the principal of the former school, or telephone discussion between principals.
- Provide three recommendations (for grades 5-8).
- Complete a student information sheet (for grades 5-8).
- Provide a norm-referenced exam (for example - Iowa, Stanford Achievement, or California Assessment).
- Participate in a test at Miramonte, if requested by administration.
- Participate in an enrollment interview with his/her parents, the classroom teacher, and the principal. Once the interview is over, the Admissions Committee will meet to make a decision. Should concerns arise as a result of this first interview, the student may be given an opportunity to meet with the Admissions Committee once more. The family will be contacted to schedule a second interview.

Notification of the Committee's decision for admission will be given to the family in writing with directions to complete online enrollment. Once the above steps have been completed, the student will be assigned to a classroom. All new students are admitted on a nine-week probationary status. Regardless of when the new student applies, he or she will follow the same process and guidelines as outlined above.

CURRENT STUDENTS

- Continued enrollment status at Miramonte Christian School begins with completion of the online enrollment for returning students.
- Students who completed the previous school year at Miramonte Christian School may consider themselves to be accepted on regular status unless notified by the Admissions Committee. Returning students who have exceeded the maximums specified in the disciplinary actions outlined on pages 16-21 will, if admitted, be on probationary status.
- The administration will notify each student and his/her parents regarding the reasons for the probationary status, and the student will then be subject to the *Probationary Status* guidelines.
- According to the policy of the Miramonte Christian School Board, no student may be enrolled unless their account is paid in full or satisfactory arrangements have been made with the principal.

INTERNATIONAL STUDENTS

Miramonte Christian School has been granted permission to issue I-20 forms for International students. Only fifth or sixth grade students (at any time during the school year) and seventh grade students who are in their first semester of the year will be initially accepted to this program; students at any other grade level are not eligible for this program, but may appeal to the Admission Committee for consideration if there are unique circumstances. Acceptance of each student will be based on meeting the U.S. Government requirements AND the following Miramonte Christian School criteria:

- Any International student applying for any grade under the fifth grade must be living locally with one of his or her parents.
- The student must pass an English proficiency test as designated by Miramonte Christian School.
- The number of International students presently enrolled in each grade;
- The number of International students presently enrolled in Miramonte Christian School;
- The student will not be 16 years old when enrolling nor have his or her 16th birthday during that school year;
- The student will not be 3 years older than the minimum age for that grade (minimum ages for entering each grade are: K – 5; 1st – 6; 2nd – 7; 3rd – 8; 4th – 9; 5th – 10; 6th – 11; 7th – 12; 8th – 13); &
- On a first come, first serve basis.

The Admission Committee admits International students in one of two statuses: Immersion or Regular International. Any student admitted on immersion status will have his or her education focused on learning the English language and mathematics. Teachers will include immersion students in other subjects to the degree that the students can participate; however, grades will only be for English Language Arts (ELA – reading, English, spelling, handwriting) and mathematics. An International student’s status will be changed from immersion to regular status when his or her English acquisition improves so that the student can understand the reading and vocabulary of the social studies, science, and Bible curricula. Improvement will be determined by a second English proficiency test and teacher recommendation.

International students who wish to attend Miramonte Christian School on an F-1 Student Visa are required to receive an I-20 form that is issued after they have been accepted to the school. *The guardian or host family must submit all applications in person to the school office.* An International Student Instruction Check-Sheet form will guide the applicants through the process of completing and submitting the required forms. The student’s family must complete and submit all of the documentation that is listed in step one of the Check-sheet. Once the documentation has been submitted, payment received, and the reference forms returned, the application will be reviewed, and admission determined.

- Based on the documentation and recommendations, International students who are admitted will be on a probationary status. Students who do not meet school guidelines will not be admitted.
- Students will be notified of acceptance and the I-20 issuance. The local guardian will be responsible for delivering the I-20 to the parents.

- The student would then need to apply for his/her F-1 Student Visa. The school needs to be notified when the Visa has been received.
- The student may enter the U.S. up to 30 days prior to the start of school. Once here, the student and guardians will report to the school and meet with the principal.
- Prior to beginning classes, the remaining forms (Immunization, Guardianship Authorization, and Parent/Student Agreement) need to be submitted and the remaining balance of tuition and fees paid. Fees and tuition for international students may be found on a separate Financial Worksheet.
- Once all of the completed paperwork has been submitted and fees have been paid, the student and guardian will be scheduled to meet with the assigned classroom teacher(s) for final room placement.

Reenrollment as an International Student for successive school years is dependent upon completing all necessary U.S. Government requirements, meeting all Miramonte Christian School criteria, and finishing the previous school year with a C- average or higher.

PROBATIONARY STATUS FOR NEW STUDENTS

All new students entering Miramonte Christian School are on probationary status for the first quarter of attendance.

At the end of the first quarter, if all above admission requirements have been met, the student will automatically be removed from probationary status as long as he/she has not exhibited behavior outlined in one or more of the disciplinary actions outlined on pages 20-21 of this **Student Handbook**. Until these requirements are met, the student is enrolled on probation and may be dismissed from school due to any problems in attendance, behavior, or scholarship. Students who cannot achieve regular status by the end of the second consecutive quarter must meet with the Miramonte Christian School Admissions Committee.

PROBATIONARY STATUS FOR CURRENT STUDENTS

Previously enrolled Miramonte Christian School students who have been moved to probationary status by vote or standing policy of Miramonte Christian School may return to regular status after a conference that includes the student, parent, teacher, and principal. Students who cannot achieve regular status by the end of the second consecutive quarter must meet with the Miramonte Christian School Admissions Committee.

PROBATIONARY STATUS FOR RETURNING STUDENTS

Students who have had an in-house and/or an out of school suspension or received other disciplinary action during the prior school year may be placed probation for the following school year. The Admissions Committee will notify each student and his/her parents regarding the reasons for the probationary status for the subsequent school year.

MEDICAL EXAMINATIONS

Physical examinations are required of all students in the Pacific Union Conference as follows:

- Entering school for the first time;
- Entering Kindergarten;
- Entering, advancing or transferring into grade 7; the examination shall include the scoliosis examination and adolescent whooping cough booster immunization (called “Tdap”);
- At other grades when required by the Central California Conference Office of Education;
- Participating in the athletics program.

A physical examination shall be considered current, except a scoliosis examination, if (1) it is conducted within twelve months the student’s first day of school and (2) the report is submitted to the school.

When a student transfers, it is the parent’s responsibility to bring the health record file to the office within two weeks of acceptance, after which time they will not be allowed to attend classes until health records are received.

IMMUNIZATIONS

All students entering Miramonte Christian School for the first time must present evidence of immunization compliance with the Santa Clara County Department of Health. Current immunization requirements are provided in the Registration Packet.

A student may be exempt from providing evidence of immunization compliance by submitting a written statement from a licensed medical doctor (MD), which states:

- that the medical circumstances of the child are such that the required immunization(s) is not indicated;
- which vaccines are being exempt;
- whether the medical exemption is permanent or temporary;
- the expiration date if the exemption is temporary.

AIDS AND AIDS-RELATED CONDITIONS IN STUDENTS

Acquired Immune Deficiency Syndrome (AIDS) and persons with HIV positive results in the school pose a significant health concern for others. Accordingly, the following guidelines are to be followed:

- The CCC and school are committed to maintaining a safe and healthy school environment for all students.
- Based on overwhelming medical and scientific opinion, the AIDS virus is not casually transmitted in ordinary school settings. Therefore, subject to changes in available medical information, students with AIDS or any of its related conditions may continue to attend as long as they are able. Reasonable accommodation will be provided to students to allow them to continue to attend and participate in school activities. Other students who refuse to work with, harass or otherwise discriminate against any AIDS-afflicted student may be subject to discipline. Courts have only upheld exclusion of students from school in young students with AIDS, where the students bit others and/or have open sores, thereby exposing other students to blood.
- Employees are to be trained in and use the universal precautions for the prevention of transmission of blood-borne pathogens as adopted by the Centers for Disease Control. Students are to be given age-appropriate instruction regarding precautions surrounding blood. Physical education teachers are to instruct their classes regarding specific precautions surrounding blood-borne pathogens.
- Instruction regarding AIDS is to be part of the curriculum and is to be done in accordance with the curriculum plan. In addition, the administration may include additional instruction on AIDS, its transmission and safety precautions when deemed necessary.
- Students or parents of students who have AIDS or are HIV positive and who wish to disclose this fact to the school should discuss it only with the principal.
- Information about a student having AIDS or HIV positive is confidential. It is not to be disclosed to any other individual without the written consent of the parents or the guardian of the student.
- The Christian response to an HIV positive person must be personal, compassionate, helpful and redemptive.

PARENT VOLUNTEERS

Miramonte Christian School encourages all parents to volunteer at the school. The purpose of parental participation is to develop a strong bond between families and staff and to support the school in all of its activities. **All parents who volunteer at the school or accompany students on field trips must complete the *Verified Volunteers* training. Verification that the training has been completed and clearance has been granted must be received before a volunteer is permitted to participate in school activities with students. There is a small charge for *Verified Volunteers* training, if completed after September 30. (The certificate is good for 3 years)**

Parents are required to participate for a minimum of 14 service-hours for a two-parent family or a minimum of 7 service-hours for a single-parent family. The smallest unit of time for service-hours is one half hour. To receive credit, parents will receive a voucher from the school, obtain - at the end of the activity - the signature of the

school staff in charge, and then submit the signed form to the office. Unsigned vouchers will not be credited. Service hours can apply to a variety of activities, such as Back to School Night, Olweus Parents Night, Parent-Teacher Conferences, field trips, helping with hot lunch, and other activities that Miramonte staff designate as a Volunteer Voucher Activity. A family will be charged \$10 an hour for any service-hours which have not been served during the current year. This charge will be applied to each family's account in the January statement, but the family will still have time to submit additional service hours the second semester.

STATEMENT OF RESPONSIBILITY

Each student is admitted to Miramonte Christian School with the understanding that the student's parents or legal guardian is/are responsible for the legal aspects of enrollment. These include, but are not limited to, the following:

- payment of account
- damage to property
- liability through altercation
- harassment

SPECIAL NEEDS STUDENTS

It is the mission of Adventist education to educate as many children as possible. However, when a child with special learning needs applies for admission, it becomes the school administrator's responsibility to determine whether or not the child's needs can be met at that school. This will be done in consultation with the classroom teacher, other faculty member(s) who will be responsible for the child's education, the Student Success Team, and the Admissions Committee. Special needs students will be evaluated through the following procedures:

1. Interview by the administrator and the classroom teacher.
2. Review special education records.
3. Testing as required by the administrator.
4. A recommendation for placement is made after discussion between the principal, teacher(s) and Admissions Committee. The principal will contact the parents in writing and by telephone to communicate the admissions and placement status of the student.

When reviewing the records of the students and interviewing the students and parents, it is important to remember the following definitions:

Accommodations are any variation in the educational environment or process that does not fundamentally alter the content of the course. Examples of accommodations include using alternative forms of textbooks (Braille, audio, etc.), allowing a student a different seat in the classroom, oral examinations, extra time for examinations, etc.

Modifications are any variation in the educational environment or process that fundamentally alters the content of the course. Examples of modifications include reduced or enhanced assignments, translating assignments or tests, a scribe for certain subjects, use of aides that interact with the independent work of the student, etc.

If the decision is made to accept a student with special needs, the school will:

1. Prepare a contract (based on the student's Individualized Education Plan, or IEP, which the public school prepared for the child) stating which accommodations/modifications are feasible and will be utilized and which are beyond the scope of the school to provide. Admission and continued placement will then be contingent upon signed parent consent indicating acceptance of the conditions and limitations which have been outlined by the school.

2. Hold regular meetings with the student, parents, and teachers of the student to determine progress made and to make adjustments to the program being offered or the methods of communication being utilized. If necessary, a new contract will be developed.

Students accepted with **accommodations** will receive grades and credit in the same manner as students without accommodations.

Students accepted with **modifications** may receive report cards, which indicate progress of the student toward the goals outlined in the IEP. However, permanent school records may not indicate that a student received special education or related services. Schools may, however, indicate that the student was enrolled in a different course. For example, at a secondary school, the US History course may be listed on the transcript as a college-prep US History course for students with no modifications. For a student with modifications, the course may be listed as an Intro to US History. Differences in grading systems (letter grade vs. pass/fail) may not be based on a student's need for special services.

In the case of students with modifications, the contract mentioned above must be very clear about what modifications are being made and that the course listed on the permanent record will have a different name.

In cases where records are not accessible for review, the school may tentatively accept the student subject to receipt and review of the records. Miramonte Christian School may elect to request the records by a chosen deadline, which, if not met, would result in the student's admission being delayed.

TRANSFER OF PERMANENT RECORD

Whenever a pupil transfers from one school district to another public or private school, or transfers from a private school to a school district within the state, the pupil's permanent record or a copy is transferred by the former district or private school upon a request from the district or private school where the pupil intends to enroll. Any school district requesting such a transfer of a record shall notify the parent of his right to receive a copy of the record and a right to a hearing to challenge the content of the record. The State Board of Education is authorized to adopt rules and regulations concerning the transfer of records. Miramonte Christian School and the Central California Conference of Seventh-day Adventists follow the California Education Code #48904/48904.3 in regard to withholding records for financial reasons. Parents may request a copy of these guidelines from the Principal or go online and read them at <http://www.leginfo.ca.gov/>.

FINANCIAL INFORMATION

STUDENT INSURANCE

The school purchases accident insurance coverage for each student. The cost of this insurance is included in the Registration Fee. The school is responsible for only that amount provided by said insurance.

FINANCES

Miramonte Christian School endeavors to keep the cost of Christian education as low as possible so that all Christian young people may attend. The following statements outline the general financial practices that are important to the students, parents and/or financial sponsors.

Previous Balances: The account of the previous year's expenses at Miramonte Christian School or other Seventh-day Adventist educational institutions must be settled before the student is permitted to enroll for the current school year. Any delinquent accounts remaining from a sibling who attended Miramonte Christian School must also be settled before another member is admitted.

Account Statements: Statements are mailed by the 5th of the month and payment is due by the 15th. Accounts are past due by the 20th of each month and there will be assessed a \$20.00 late fee. Checks returned for

insufficient funds will be charged a \$30.00 fee. Failure to keep an account on a current basis could result in dismissal.

Account Status: The financial sponsor is expected to keep the account current at all times. Students whose accounts are more than thirty (30) days past due are delinquent. No student will be allowed in school if the family account is 60 days overdue; any family with their account over 60 days must make a revised finance agreement with the principal prior to their child’s return to class.

Account Collections: In the event that a student account becomes delinquent beyond thirty (30) days, the Miramonte Christian School Board has adopted the following procedure for collecting past-due accounts.

1. If any student account is thirty (30) days past due, the accounting department will call the family to arrange for the account to be brought up-to-date.
2. Student accounts that are still past due two (2) weeks after the initial phone call, will receive a written request for payment from the accounting office.
3. For student accounts that are sixty (60) days past due, a Certified letter will be sent from the principal or School Board Finance Chairperson requesting payment to bring the account up-to-date. The parents/guardian will be contacted to inform them that their student may no longer attend Miramonte Christian School, until they pay the past due amount or make a revised agreement that is approved by the principal.
4. All costs and fees incurred by any collection action the school takes to collect the family’s debt will be added to the debt owed, and payment will be the sole responsibility of the debtor (including but not limited to all legal and court fees).

Refunds: When a student withdraws from school, an adjustment will be made to the account so that only actual tuition is charged. This will be done on a weekly, prorated basis. The Enrollment Fee is non-refundable.

Grade Eight Diplomas and Graduation: Students may not participate in graduation exercises unless their account is current or written arrangements have been made.

Locally Funded Teachers: Approved, locally funded music teachers come to our campus weekly to teach piano, voice, or strings. Parents work directly with the teacher for lesson schedule and payment and/or with any other locally funded educational programs, e.g. children’s choir, after school programs, etc.

Credit Card or Online Payments: Parents and sponsors may pay using their credit cards with the following limitations. (Parents can now use our new card-scanning terminal in the office to make payments.)

1. Credit card and online payments are available using VISA, MasterCard, or Discover Card.
2. Miramonte Christian School requests a minimum credit card payment of \$50.
3. A family or sponsor will not receive the semester or annual discount if it is paid by credit card.

FINANCIAL SCHEDULES

TUITION/FEES FINANCIAL PLANS: 2018 - 2019

Non-Refundable Application fee for each student	\$160.00
Enrollment fees for each student	\$460.00

(The Enrollment fee covers the following: textbooks, student insurance, library fee, technology, art (partial), yearbook, and administrative costs.)

Monthly Tuition: Tuition charges for the year are divided into 10 equal payments. The first month’s tuition payment will be billed by August 5. The balance is paid in nine additional monthly installments that are billed September 5 through May 5. All student accounts will be billed by the school office by the 5th of each month, due by the 15th, and past due on the 20th of each month. There will be a \$20.00 late fee assessed on past due accounts. Checks returned for insufficient funds will be charged a \$30.00 fee. Failure to keep an account current could result in dismissal.

INTERNATIONAL STUDENTS: Students who attend our school on an I-20 visa are required to pay the tuition for a full year prior to attendance. International students entering any other time of the year will pay a pro-rated tuition. All International students must have their account paid in full prior to attending; International enrollment and tuition is non-refundable.

FAMILY DISCOUNT: A discount of 10% is given for the second family member enrolled, and 15% for each additional student in the family. The discount is given on the lower tuition amount.

TUITION: PER YEAR	K-5	6-8
Students from SDA Constituent Churches*	\$5,745.00	\$6153.00
Students from other SDA churches	\$6,604.00	\$7,002.00
Students from the community	\$8,863.00	\$9,295.00

*The following are Constituent SDA Churches who pay a subsidy to Miramonte Christian School: East Palo Alto, Mtn. View Central, Mtn. View Hispanic, Mtn. View Japanese, Mtn. View Korean, Palo Alto, Redwood City English, South Bay Chinese, and Sunnyvale.

MISCELLANEOUS CHARGES:

Band instrument rental, monthly charge	\$20.00
Before School Care, per day charge	\$3.50
After School Care, per hour charge	\$7.00
After School Care charge <i>after closing time (6 pm – Mon-Thurs; 5 pm – Fri)</i>	\$1.00/minute per child
After School Care charge for students not signed out	Full Day Charge
Lost/Damaged Textbooks	Replacement Cost
Lost/Damaged Library Books/Materials	Replacement Cost or \$20

CURRICULUM

ACADEMICS

The curriculum at all levels reflects the philosophy and objectives of Christian education. It was chosen to be in harmony with the ideas expressed in our mission statement. The textbooks and course material used throughout the school are in compliance with the recommendations of the North American Division of Seventh-day Adventists, Office of Education. This is the central coordinating office for all schools operated by the Seventh-day Adventist Church throughout North America.

Programs offered at Miramonte Christian School include instruction in the academic areas of math, language arts, science and social studies. Other areas of study generally include religion, communication skills, health and safety, physical education, practical applied arts and fine arts. These are taught with the objective of developing character, witness and service abilities, physical and social skills and career and work responsibility.

MUSIC

Classroom music instruction is taught by the homeroom teacher in Kindergarten through grade three. Students in grade four are taught music fundamentals and how to play the recorder. Fifth grade students continue in music fundamentals and participate in beginner band. Students in grades six through eight must participate in either band or choir (or both). Students in grade eight also participate in a hand bell choir. A variety of private music lessons are offered, and parents pay fees directly to the instructor.

All of the school music organizations have performances outside of school hours. The success of each group depends on all members; therefore, all performances are required and missed performances will affect the music grade. If a family’s plans prevent participation in a scheduled performance – including weekend church

performances, advance arrangements must be made. The music teacher will announce the dates as far in advance as possible.

ACHIEVEMENT TESTS

The *Iowa Assessment* is given to all students in grades three through eight in the fall. All students should be in school during this testing time, as these tests are used to help assess the strengths and weaknesses of the individual student. A report of the results will be given to parents at the *Parent-Teacher Conference* in the fall.

COMPUTER NETWORK/INTERNET

Miramonte Christian School is pleased to offer its students access to a computer network. To gain access to the network of computers and the Internet, both parent and student must sign and return the *Miramonte Network Responsible Use Policy*.

The Internet is a powerful resource for expanding the educational experience of each student. Access to the Internet will enable students to explore thousands of libraries, databases and bulletin boards. Unfortunately, it is true that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or offensive. Miramonte Christian School utilizes a content filter that prevents virtually all offensive materials from reaching student workstations. If something offensive does manage to penetrate our filter, it is the responsibility of the student to immediately notify the teacher in charge of the class.

The Pacific Union Conference believes the benefits to students using the Internet as an information resource and its opportunities for collaboration exceed any disadvantages and, therefore, support the school's choosing to make the Internet available to its students. Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we respect each family's right to decide whether or not to approve their child's use of the Miramonte network and the Internet.

The network is provided to students for appropriate educational use. With parental and school permission, access is given to students who agree to the guidelines outlined in the *Miramonte Network Responsible Use Policy*. Access is a privilege, not a right; therefore, access entails responsibility.

Students are responsible for Christian behavior and communication on the school computer network, just as they are anywhere on the school campus. It is presumed that users will comply with school standards and will honor the agreement they have signed. The school takes the responsibility for appropriate use of the network very seriously. School staff will guide students toward resources acceptable within the framework of the general school standards. If a student should access inappropriate material, the school will not be liable, and the student will forfeit network privileges at this school.

Computer storage files will be treated like school lockers. School staff may review files and communications to maintain system integrity and ensure that users are using the system responsibly.

Students will adhere to Christian principles and will:

- be responsible and courteous in all communications;
- be responsible with all computer hardware and software;
- keep their passwords to themselves;
- respect the confidentiality of folders, work and files of others;
- learn about and observe copyright laws; and
- use the computer when supervised by a teacher.

Any activity not in accordance with the general rules of the *Miramonte Network Responsible Use Policy* may result in a loss of access as well as other disciplinary or legal action.

PERSONAL ELECTRONIC DEVICES/CELL PHONE AND SOCIAL MEDIA POLICY

Personal Electronic Devices (PED): Miramonte Christian School is an organization committed to high quality education, the safety of both students and staff, as well as the preservation of our outstanding reputation. As technology evolves, Miramonte Christian School is excited about the academic uses associated with these tools. However, due to the advanced capabilities of these devices, guidelines must be put in place in order to protect students, staff, parents, constituents, alumni (these individuals are identified as Miramonte Christian School community members), and facilitate a positive learning environment.

- iPads, iPods, cell/smart phones, e-readers, and other electronic devices may only be brought on campus by students with parental permission. Parents must complete a PED permission form to ensure that their student has permission to bring personal electronics to school. All electronics are brought to Miramonte Christian School at the parent’s and student’s own risk. Parents should discuss with students their family rules regarding sharing/loaning of electronic devices to others, and Miramonte Christian School policy. Miramonte Christian School will not be responsible for damage or theft of personal electronics.
- iPads, iPods, cell/smart phones, e-readers, and other electronic devices are not to be used as gaming devices, video players, recording devices, or internet devices from the time a student arrives on campus to the end of the school day.
- **All** electronic devices, including smart watches (Apple, Google, etc.), cell phone watches, and cell phones must be powered off and given to the homeroom teacher at the beginning of the school day, and will be collected by the student in the office just before he or she leaves campus for the day. It is the student’s responsibility to turn in all personal electronics at the beginning of each day. The teacher will send all electronics to the office where it will be kept in a secure location. Once office personnel leave for the day, the after school care supervisor will be in charge of the remaining electronic devices. For security reasons, students may not retrieve their electronic devices from their secured location; they will be retrieved only by the school staff in charge.
- Cell phones are not permitted for use during the school day. When a student needs to use a phone for necessary calls, he/she must use the office phone. The use of cell phones will be restricted to before and after school activities when contact needs to be made with parents. If a student is found in possession of a cell phone during the school day and/or violates the above policy regarding appropriate cell phone usage, the teacher will immediately confiscate the phone and take it to the office, where only the parent may retrieve it.
- Students may not use personal electronic devices during the school day except for academic use with teacher approval. This includes smart watches. This provision does not apply to adaptive technology that is required per a student’s IEP.
- Student use of personal electronic devices on class trips, field trips, et cetera, is left to the discretion of the staff member in charge. Permission must be obtained from the teacher **prior** to the trip; otherwise, the electronic device will be confiscated as outlined in the policy.
- Students will not use their electronic devices/phones to circumvent the established internet restrictions of Miramonte Christian School. While students are on campus or attending school-sponsored activities, access of restricted websites via electronic devices/phones is prohibited.
- Students who use electronic devices/phones for the purposes of bullying or harassment of any kind will be subject to the same guidelines discussed in Miramonte Christian School’s **Respectful School Policy** and outlined in this **Student Handbook** on pages 16.
 - Electronic devices/phones used in the harassment of students or staff may result in confiscation. The administration may inform proper authorities (e.g. Police and FBI) and will follow legal precedent.
- Students will not use electronic devices/phones to distribute inappropriate* pictures or videos of themselves or others. Students caught sending, receiving, or posting inappropriate* pictures/videos will have their electronic devices/phone confiscated.
 - If a student, staff member or parent receives a text, picture, or video containing sexually suggestive/explicit material from a student, staff member, or parent, the administration will

inform the proper authorities (e.g. Police and FBI) and will follow legal precedent.
 (* inappropriate as determined by the Miramonte Christian School Discipline Committee)

- Consequences for infractions of these policies are:
 - **First offense** – The item is taken from the student and requires a parent/guardian to pick it up. The appropriate staff member will complete a Student Discipline Report.
 - **Second offense** – The item is taken from the student, requires parental/guardian pick up, and the item is not allowed on campus for thirty (30) days. The appropriate staff member will complete a Student Discipline Report.
 - **Subsequent/Major Offenses** – Continued minor infractions or a single major infraction will result in Discipline Committee involvement and consequences that may include suspension and/or expulsion.

Internet/Social Media Policy: First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications both within the Miramonte Christian School community and beyond. Students who participate in online interactions must remember that their posts reflect on the entire institution and, as such, are subject to the same behavioral standards as set forth in the Miramonte Christian School **Student Handbook**.

- Students may be held accountable for online conversations, pictures, video, and other forms of online activity describing or depicting the use of illegal drugs, alcohol, tobacco products, and the **misuse** of common household products for the purpose of intoxication.
 - In the above-mentioned scenarios, Miramonte Christian School may contact the proper authorities (e.g. Police and FBI).
 - These actions are grounds for expulsion; based on their online actions, students may be expelled.
- Neither students nor parents/guardians may use social media sites to publish defamatory or harassing material--whether in the form of remarks, digital pictures/video recordings, or otherwise--about Miramonte Christian School staff or community members, extra-curricular or academic contest rivals, Seventh-day Adventist beliefs and teachings, etc.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submissions do not violate **Student Handbook** policies regarding profanity, coercion, threat, intimidation, fear, bullying, or other policies.
- Miramonte Christian School students are expected to support the positive Christian reputation of Miramonte Christian School. Students, parents, or guardians who post defamatory remarks about Miramonte Christian School, its programs, its staff, et cetera, may face disciplinary action, and their expressed attitudes will influence the longevity of their enrollment. Students, parents, or guardians who have legitimate concerns are encouraged to express themselves in the proper manner befitting a Christian (see **Student Handbook** regarding Conflict Resolution, pages 18 - 19).
- Failure to abide by this policy, as with other policies at Miramonte Christian School, may result in disciplinary action as described in this **Student Handbook**, or as determined by school administrators in consultation with the Discipline Committee.

Miramonte Christian School also reserves the right to amend these policies to address issues that may arise, changes in its operation, or the law. Notification of these changes will be disseminated to the Miramonte Christian School community in written form - either hard-copy or electronically.

ACCELERATION OF A STUDENT

Appropriate academic placement of the learner is a fundamental principle of education. When considering advanced placement for a student, the following policy will be implemented:

- On a standardized achievement test battery, a student is expected to have a composite score which places him/her at the 90th percentile or above.
- The student must demonstrate to the school staff and to the parents, satisfactory evidence of academic, emotional and social readiness for advanced placement.
- Prior written request for advancement of the student in elementary education (i.e. two years in one, or three years in two) must be submitted to and approved by the Central California Conference Office of

Education BEFORE a student is permitted to begin work on advanced placement. The application must include the written consent of the parents and a copy of the Iowa Student Profile Sheet.

- The end of the second week of November is the deadline for submitting acceleration requests to the Central California Conference, Office of Education.

RETENTION OF A STUDENT

Consideration to retain a student at a given level must involve counseling with the student and the parents, so that a decision regarding placement is reached cooperatively. A decision to retain the student must have:

- Written approval by the parents no later than April 1.
- Completion of the Light’s Retention Scale – to be submitted along with the request form.
- Written approval from the Central California Conference Office of Education.

The end of the fourth week of April is the deadline for submitting retention requests to the Central California Conference Office of Education. No student is to be retained for more than one year during the elementary school years.

EIGHTH GRADE COMPLETION REQUIREMENTS

The required subject areas for completion of the eighth grade are

- Bible/Religion
- Mathematics
- Language Arts (English, Handwriting, Spelling, Composition, and Reading)
- Physical Education
- Science/Health
- Social Studies
- Fine Arts
- Computer Literacy/Keyboarding

In addition to the subjects listed above, students must meet the practical arts/technology requirements as specified by the Central California Conference, Office of Education. A minimum of “D-” is the required academic grade for each of the subjects listed above. Students who do not meet the academic requirements to graduate will be notified at the end of the 3rd quarter of their deficiencies (or as soon as noted by the teacher). In order to participate in graduation, these students must make arrangements to complete the work in the summer. A diploma cannot be given until all work and financial obligations are completed.

SCHOOL HOURS

REGULAR SCHOOL DAY

The regular school day begins at 8:00 a.m. for all grades.

Dismissal times are:	Kindergarten through Grade Two	2:30 p.m. Monday through Thursday
	Grade Three through Eight	3:00 p.m. Monday through Thursday
	Kindergarten through Grade Eight	1:30 p.m. on Friday

AFTER SCHOOL GUIDELINES

- On Monday through Thursday, **Kindergarten through Grade Two** students may be picked up at class dismissal time at 2:30 p.m. or stay on campus (playground or classroom) under staff supervision for no additional charge until 3:25 p.m.
- On Monday through Thursday, **Grade Three through Grade Eight** students may be picked up at class dismissal time of 3:00 p.m. or stay on campus (playground or classroom) under staff supervision for no additional charge until 3:25 p.m. Any students (Grades K-8) that remain on campus after 3:25 must be signed in to the After School Care program, and appropriate charges will begin. On Monday through Thursday, After School Care ends at 6 p.m.
- Parents picking up their student/s before 3:30 p.m. must log out their children on the supervisor’s tablet, using their personal pin number, which will be assigned by Miramonte Christian School.

- Students who live close enough and are of appropriate age can travel home on their own, once the parents have given written permission to school administration. Students who have obtained permission to leave campus may not remain on school premises once After School Care has begun at 3:30 p.m.
- On Fridays, **all grades** are dismissed at 1:30 p.m. Students may be picked up at dismissal time or stay on campus (playground or classroom) under staff supervision for no additional charge until 1:55 p.m. After School Care charges will begin at 2:00 p.m. Please remember that After School Care **ends** at 5:00 p.m. on Fridays, and late charges will apply per the **Policy** on page 22.

MINIMUM DAYS

The Miramonte Christian School Board and the Central California Conference Office of Education has scheduled the following minimum days throughout the school year. They are:

- Fridays prior to Labor Day, Christmas Break, Spring Break and Memorial Day;
- The first day of school
- Two parent-teacher conference days; and
- The last day of school.

In addition, other minimum days may be scheduled when approved by the local school board and the Central California Conference Office of Education. Please check the school calendar for current information.

A minimum day begins at the regular time of 8:00 a.m. for all grades; dismissal time is at 12 noon.

- On Minimum Days, **all grades** are dismissed at 12:00 noon. Students may be picked up at dismissal time or stay on campus (playground or classroom) under staff supervision for no additional charge until 12:25 p.m. Appropriate After School Care charges will begin at 12:30 p.m., and After School Care ceases at the regular time.

There is no regular lunch period on minimum days. If a student plans to remain after school, he/she should bring a lunch. There may be a snack sale fundraiser scheduled on a minimum day; however, there is typically NOT a snack sale on the minimum day prior to Christmas Break or on the last day of school. Please check the *Mainspring* and/or classroom newsletters for current information.

ATTENDANCE

At Miramonte Christian School we strive to teach our students the positive habit of being responsible with their time. We ask that parents help in this area, through their example, by having their children on campus prior to 8:00 a.m. Habitual timeliness contributes positively to their school achievement and the lifetime responsibility of being on time for work and other responsibilities. We also want to honor God during our worship time, which is the first class event after the 8:00 a.m. bell, by refraining from disruption of students entering the classroom late.

DAILY ATTENDANCE

Students need to be in the classroom seated and ready for school to begin at 8:00 am. Students who are not in their classroom when the bells rings will be marked tardy. If a student arrives after the 8:00 a.m. bell, they will need to go to the office and receive a tardy slip, which the student will give to the classroom teacher.

The total days of attendance of a pupil at Miramonte Christian School, maintained by the Central California Conference during the academic year, shall be the number of days school was actually taught (not less than the minimum school days during the academic year), less the sum of his/her absences.

EXCUSED ABSENCE

Teachers will mark a tardy or absence as excused if the school receives a call, note, or email from the parent indicating one of the following reasons: illness, quarantine, health appointment, religious observance, or death in the immediate family.

EXCESSIVE UNEXCUSED TARDINESS

Class attendance and punctuality are very important and are highly valued by Miramonte Christian School. The school wishes to encourage habits of responsible attendance. We do understand that many families travel long distances to arrive at school, and that students are often not responsible for excessive tardiness. However, excessive tardiness (defined as 10 or more instances of tardiness in one quarter) results in an extra administrative load for both teachers and office staff; therefore we have implemented the following policy.

- When a student accumulates 9 unexcused tardy slips in one quarter, Miramonte Christian School office staff will contact the parent or guardian and require him/her to post a \$100 attendance bond to assist with the extra administrative costs. The parent or sponsor will have one week to post the attendance bond. Paying the bond does not excuse the instances of tardiness nor remove them from record.
- Parents will also be asked to attend a meeting with the principal when a student has reached nine instances of tardiness in one quarter.
- When a student incurs their 10th unexcused tardiness, a \$10 administrative fee will be charged against the attendance bond per instance of tardiness occurring in that quarter. Any attendance bond money remaining at the end of the quarter will be held in an account for use in the subsequent quarter. The remaining balance in the attendance bond will be returned to the parent/sponsor or applied to their account following two quarters without excessive tardiness.
- Students that exhaust their attendance bond will not be admitted into class until the attendance bond has been replenished.
- Tardiness due to family inconvenience or vacations is not considered excused.

UNEXCUSED ABSENCE

Absences beyond five consecutive days due to medical reasons will be considered unexcused unless the office receives a signed, written physician's statement. Absences due to family inconvenience or vacations are not considered excused.

ILLNESS AND ATTENDANCE

Students that are ill (including those with common colds) must stay at home, not only to allow their bodies to heal, but also to keep from transmitting their illness to other students and staff.

These are the guidelines that parents are expected to follow:

- Students should not be sent to school if they are contagious, have a fever of 99.5 or more, are vomiting, or have inadequate energy to participate in school activities.
- Keep the student home for **24 hours** after vomiting has ceased, his/her temperature has been normal without use of Tylenol or other fever-reducing medicine, or after antibiotics have been started for contagious conditions.
- Students that arrive at school unwell and unable to participate will be asked to wait in the office until a parent or their designee can pick them up.

Students that become ill at school will be sent to the office for further evaluation. The Miramonte Christian School office staff generally follows these guidelines:

- If a child has a temperature above 99.5 or is experiencing continued discomfort or pain, the family will be notified. It is essential to have current emergency information and phone numbers on file so office staff and teachers may contact parents as needed. Please keep this information updated as changes occur during the year.
- Ill children will be kept in the school office until parents or an approved person arrives. This is intended to limit the exposure of the rest of the class to the illness.

Students with injuries, but able to participate in scholastic activities may attend school as soon as his/her doctor approves and the student's pain is manageable. A doctor's note, outlining the student's restrictions, is required

upon re-entering class to allow the staff to properly supervise the student during class activities, recess, and PE. Students fitted with a cast, or prescribed the use of crutches or other medical devices, must supply the school with instructions regarding limitations that may apply.

PRE-ARRANGED ABSENCE

A family may occasionally need to travel on dates other than scheduled school vacation days. If parents know that their student will miss two or more days of class, parents must complete a Pre-Arranged Absence Form. This allows the teacher time to prepare assignments prior to the absence, inform students and parents of work that must be completed, and the date the work will be due. The Pre-arranged Absence Form must be completed at least two weeks prior to the requested absence.

SCHOOL ATTIRE

ALL STUDENTS

All clothing is to project a **positive and respectful message**. Shabby, torn or ill-fitting clothing (too tight or baggy, too long or short, is not to be worn. Faddish hairstyles and clothing, as well as tattoos are inappropriate. Sprayed-in hair color is only permitted during Spirit Week on the appropriate day(s). Hair is only to be colored natural hair colors.

Jewelry (including rings, studs, earrings, necklaces, or bracelets) is not permitted. Although Miramonte Christian School respects the religious beliefs of all its students, we ask that religious jewelry be worn at home. Since piercing ears takes a while to heal, we ask that piercing be done early in the summer when there is time to heal before school. If there is a health need, small clear plugs may be placed in the pierced holes temporarily.

Appropriate shoes must be worn at all times. Sandals with straps that completely surround the foot are acceptable. Beach shoes or flip-flops are not appropriate to wear at school. A student must have shoes at school that will allow them to participate in all activities.

Hats and caps are permitted for sun protective purposes. Hats may be worn as long as they are not detracting from the educational activities.

The guidelines and principles of the student dress policy apply to all school activities whether on or off campus.

ATTIRE FOR GIRLS

Girls in grades K-8 have the option of wearing dresses, skirts, slacks, jeans, sweat shirts, sweat pants or shorts with an appropriate top in any color. Shorts, skirts and dresses should be loose enough and long enough – mid-thigh - to be modest at all times. Leggings, or other tight fitting apparel, may only be worn with appropriate tops that are long enough to cover. Sleeveless shirts are acceptable; however, tank tops, tops with straps and tube tops are inappropriate. T-shirts and sweatshirts may be worn. Acceptability of attire will be left to the discretion of the staff. Hair should be neatly combed and styled. Inappropriate logos or graphics are unacceptable.

ATTIRE FOR BOYS

Boys in grades K-8 have the option of wearing slacks, jeans, shorts or sweat pants with a sport shirt, appropriate t-shirt or sweat shirt in any color. Acceptability of attire will be left to the discretion of the staff. Hair should be neatly combed and styled. Inappropriate logos or graphics are unacceptable.

GYM SHOES

The only shoes that are appropriate for use in the gym are non-marking athletic shoes. Students must wear this type of shoe to participate in P.E. and other gym activities.

PE CLOTHING

Certain classes may be required to wear specific clothing for PE. This clothing is only for PE and should not be worn to the classroom.

CONSEQUENCES

When a student is in violation of the dress code,

- For the first violation, the office staff will notify the parents and give them the option of bringing appropriate clothing, or the office may supply appropriate clothing to wear during that school day. For any school clothing borrowed due to dress code violation, the parents will need to be freshly laundered and returned to the office within a week.
- Subsequent violations will result in the same response by the school.
- After the 4th dress code violation, the parents will meet with the principal. Multiple dress code violations may affect the student's enrollment status.

BEHAVIOR

RESPECTFUL SCHOOL POLICY

Miramonte Christian School is committed to providing faculty, staff, and students with learning and working environments that are free from harassment (verbal and/or physical). Therefore Miramonte Christian School requires all employees, students, board members, volunteers, vendors, and other individuals at school or at school-sponsored events to conduct themselves in a manner that is professional and respectful of others at all times. The goal is to maintain a school climate that is conducive to learning, thus supportive and respectful.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while in school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school.

Miramonte Christian School will investigate all complaints, formal or informal, verbal or written, of disrespectful behavior or harassment. Miramonte Christian School will discipline, or take appropriate action against any member of the school community who is found to have violated this policy.

DEFINITIONS OF HARASSMENT AND BULLYING

In general, **harassment** includes communications such as gestures, jokes, comments, innuendoes, notes, display of pictures or symbols, communicated in any form, including orally, in writing, or electronically via the Internet, cell phones, text messaging or in any other way, that shows disrespect to all persons including those in a legally protected class.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals.

Bullying is aggressive behavior that is intentional and that involves an imbalance of power. Most often, it is repeated over time. It may take the form of name calling, excluding or ostracizing, teasing, making threats, hitting or other types of physical assaults, and/or cyber bullying.

The Miramonte Christian School Board has carefully looked into several bullying prevention programs in an effort to protect our students from any kind of Bullying that may be taking place on our campus. The School Board voted to participate in the *Olweus Bullying Prevention Program*, and started implementation of the three year program in the 2014-2015 school year.

The *Olweus* handbook defines bullying as:

“Bullying is when someone repeatedly and on purpose
says or does mean or hurtful things to another person
who has a difficult time defending himself or herself.”

“Bullying can take many forms, such as physically hitting, verbal taunts, the spreading of false rumors, intentional social exclusion, and sending nasty messages on a cell phone or over the internet.”

“Students need to understand that bullying is more than just physical in nature. *Difficulty in defending* means that the person being bullied feels he or she is not big enough, popular, etc... or just perceives that they do not have the ability to take on the other person and defend themselves.”

All School Board Members, School Staff, Students & Parents/Guardians must participate in the *Olweus Bullying Prevention Program*. Additional information will be distributed at the beginning of the school year. If you would like to learn more about the *Olweus Bullying Prevention Program*, go to www.violencepreventionworks.org.

STUDENT EXPECTATIONS

For our school to be a safe place where respect for God, self, and one another is evident, students must accept responsibility for his/her own actions. It is our goal, as a staff, to teach students the skills they need to be responsible citizens here at school, at home, and in their community. While we want students to have their needs met, we also want students to be honest with themselves about their own behavior in getting their needs met, to be aware of the choices that are available to them, and to be willing to make restitution when necessary.

We expect students to demonstrate a sense of worth in themselves and the school by:

- showing respect for adults and each other
- showing respect for school property and rules
- being in their assigned places and equipped with the proper tools at the proper times

We expect students to develop the following Life Skills:

- Responsibility: being accountable for one's actions
- Cooperation: working together towards a goal
- Caring: showing concern for others
- Perseverance: sticking with it
- Integrity: being true to one's self, knowing what is right
- Effort: doing one's personal best
- Friendship: making and keeping friends
- Initiative: doing what needs to be done without being told
- Flexibility: being able to alter plans cheerfully
- Organization: planning, arranging, and implementing in an orderly way
- Sense of Humor: laughing and being playful without harming others
- Common Sense: using good judgment
- Problem Solving: finding creative solutions in difficult situations and with everyday problems
- Curiosity: possessing a desire to investigate and seek understanding of one's world
- Courage: being willing to act according to one's beliefs

Even in a Christian school, problems may arise. These life skills will help students make wise decisions to help resolve issues or avoid them all together.

STUDENT-TO-STUDENT PROBLEMS

Most student-to-student problems happen on the playground or in the bathrooms and halls where there is less structure than in the classroom. Students will be able to solve many of these problems themselves by choosing from the following list of ideas:

1. Tell the person to stop the problem behavior
2. Ignore the problem behavior
3. Walk away from the problem
4. Go to another game or activity
5. Respectfully talk it over and respectfully listen to each other
6. Share and take turns
7. Wait and cool off
8. Compromise
9. Apologize
10. Forgive

CONFLICT RESOLUTION

The intent of this policy is to assist parents, administration and staff, and students in discussing problems and concerns at an early time and in an appropriate way in order to avoid the negative consequences of poor communication. We believe that ultimately, the child will benefit most from his or her education if the guidelines above are followed.

If a student has tried at least two of the above ideas and still needs help, they should ask an adult supervisor or teacher for assistance. Supervisors will promptly notify the classroom teacher(s) regarding discipline issues. The staff is here to help students and their classmate(s) resolve problems that may arise.

Based on Matthew 18:15-16 ¹⁵“If your brother wrongs you, go and show him his fault, between you and him privately. If he listens to you, you have won back your brother. ¹⁶But if he does not listen, take along with you one or two others, so that every word may be confirmed and upheld by the testimony of two or three witnesses.” Because communication sometimes breaks down and can result in misunderstandings, the following steps will be followed to resolve any problems between students, their families, and the staff at the school. As we work together, it is expected that all of the individuals involved will approach the conflict resolution process with Christian courtesy and a focus on resolving the problem.

- Level One: The student and the teacher will discuss the issues that appear to be causing a conflict. The parent or teacher should encourage discussion at this level.
- Level Two: The parent will fill out the first section of the Appreciation/Concern Form, submit the form to the office, and then schedule a time to talk with the teacher about the issue that is concerning them. The student may or may not be present at the conference. Parents should not approach teachers during the school day unless prior arrangements have been made. This meeting should occur within a week after the parent fills out the Appreciation/Concern Form. After the meeting, the parent and teacher will fill out the response to meeting section of the Appreciation/Concern Form and sign it.
- Level Three: If the concern remains unresolved, then a conference with the parent, teacher, and principal should be scheduled. The student may or may not be present depending on the situation. Only under certain extreme situations may Levels One and Two be bypassed. The Level Three meeting should occur within ten days of the Level Two meeting, or after any Level Two action plan is completed. After the Level Three meeting, the parents, teacher(s), and the principal will fill out their part of the response to the (Level Three) meeting and sign it.

- Level Four: If the parent considers the situation unresolved, then that parent will note it on the Appreciation/Concern Form and a Level Four meeting will be scheduled. The Level Four meeting should occur within a week of the parent's notation on the form or after any Level Three action plan has been completed. The Level Four meeting participants will be the parent, the teacher, the principal, and the school board chair. Only first-hand information which affects the current year and affects the individuals involved should be considered along with the documentation from the Appreciation/Concern Form. The student will not be present at this level. After the Level Four meeting, all participants will fill out the appropriate section of the Appreciation/Concern Form and sign it.
- Level Five: If the problem has still not been resolved to the satisfaction of all parties, the parent may request a Level Five meeting through the principal. This committee will consist of the parent, the teacher, the principal, the board chair, and the Central California Conference Superintendent of Schools or his/her designee. The parent makes the request on the final section of the Appreciation/Concern Form. If a parent is still not in agreement with the outcome, then during the meeting, the discussion will turn towards whether withdrawal may be the best solution. All participants in the Level Five meeting will sign the Appreciation/Concern Form with final comments as well.

The staff at Miramonte Christian School believes that excellent behavior in students begins with excellent examples from adults. The teachers and staff at Miramonte Christian School work very hard to make sure that a high standard of behavior is established throughout the year. Children learn from watching their parents and teachers, so it is important that adults refrain from gossip, personal attacks, and generally negative behavior. If there is a conflict that needs to be resolved, please remember that the Miramonte board, administration, and staff will do their best to handle it productively and amicably.

DISCIPLINE

DISCIPLINE POLICY

Miramonte Christian School expects its students to comply with the regulations it has adopted and to be models of Christian behavior, both in relationship to the school and otherwise. Failure of a student to comply with this standard of behavior will result in the imposition of appropriate discipline and will impact students' personal development grades. The overall goal of Miramonte Christian School in this regard is to work with parents in addressing unacceptable behavior and assisting students in correcting problems and achieving success in life with the minimum discipline reasonably necessary.

Some misconduct is so serious that it may lead to immediate suspension or expulsion of the student. In such cases, the principal relegates the case to the Discipline Committee. Miramonte Christian School's Discipline Committee is composed of the Principal, Assistant Principal, a selected teacher, and the involved classroom teacher(s). Examples of such misconduct include, but are not necessarily limited to the following:

1. Willfully causing, attempting to cause, or threatening to cause physical injury to another person or to oneself.
2. Possessing, selling, offering, arranging, negotiating, or otherwise furnishing any firearm, knife, explosive or other dangerous object, or attempting to do so.
3. Possessing, selling, offering, arranging, negotiating or otherwise furnishing, or being under the influence of alcohol, tobacco or other nicotine containing product, or a controlled substance, without a doctor's prescription, or possessing, selling, arranging, negotiating, or otherwise furnishing drug paraphernalia, or attempting to do any of the above.
4. Committing or attempting to commit robbery, burglary, extortion, or theft, or receiving or attempting to receive any stolen property.
5. Willfully causing or attempting to cause damage to real or personal property of others.

6. Committing an obscene act or engaging in habitual profanity or vulgarity.
7. Willfully disrupting school activities or otherwise defying the valid authority of administrators, teachers, supervisors, school officials, or other personnel engaged in the performance of their duties.
8. Engaging in or conspiring to engage in hazing or any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any person.
9. Sexual or other harassment as defined in this school's Respectful School policy.
10. Willfully engaging in the disruption of the school's religious environment through negative comments or by negative attitudes.

Consequences of Inappropriate Behavior:

Classroom teachers will address classroom discipline issues according to their classroom management plans as explained to the students on the first days of school and explained to the parents on Back to School Night. If a student's inappropriate behavior does not stop after teacher interventions, then the teacher will fill out a *Student Discipline Report*, and the report and student will be referred to the principal. A copy of the report will be sent home to the parents/guardians. Students who show a pattern of repeated violations will be moved to a probationary status and referred to the Discipline Committee.

The Discipline Committee will notify each student and his/her parents regarding the reasons for the probationary status and will be subject to the Probationary Status Guidelines.

CORPORAL PUNISHMENT

Corporal punishment is not used as a disciplinary measure at Miramonte Christian School.

DETENTION

Students may be detained in school for disciplinary or other reasons for not more than one hour after the close of the regular school day. Parents are to be notified of this action prior to the detention.

SUSPENSION OF STUDENTS

A teacher may suspend a student from class temporarily. Suspension from school is to be done only by the principal. A student may be suspended for repeated offenses when other procedures have not been effective. Written evidence of prior corrective measures and parental notification should be maintained.

In the case of a serious overt act or violation of school regulations, the Principal or the Discipline Committee may suspend a student from school even though there has been no prior serious misbehavior. The suspension period is not to exceed two weeks. Written notification of the length of the suspension will be provided to parents.

Further discipline, including being accepted on probation or non-acceptance for the following school year may be applicable for students who have had an in-house and/or an out of school suspension during the prior school year. The Admissions Committee will notify each student and his/her parents regarding the reasons for the probationary status or non-acceptance for the subsequent school year.

EXPULSION OF STUDENTS

Miramonte Christian School follows the Central California Conference Office of Education guidelines regarding student expulsion. Parents may request a copy of these guidelines from the principal in the school office. The school board is the ultimate authority in the expulsion of a student upon the recommendation of the administration. As a general rule, expulsion is used only when other means of correction fail to effect a change in conduct or the parent does not, or will not, voluntarily withdraw the student.

WITHDRAWAL OF STUDENTS

Following the withdrawal of any student who is required by state law to be enrolled in school, the school principal is to ascertain that the student has entered another school as stipulated by state law. If the student fails to do this within the required time period, it is the responsibility of the school principal to notify the attendance officer of the local public school district.

SEVERANCE OF STUDENTS

The school is to report to the public school superintendent of schools, where required by state or county regulation, the severance of all students between the ages of eight and eighteen. Severance includes: expulsion, exclusion, exemption, transfer, suspension beyond ten days, or other reason for terminating attendance.

STUDENTS ON DISCIPLINARY PROBATION

Students on probation will be subject to the following behavior guidelines:

- A *Student Discipline Report* in one quarter for any offense will warrant a preventative conference with the classroom teacher(s), parents, and principal.
- A second *Student Discipline Report* of any offense warrants:
 - a. Student conference with parent(s) and the Discipline Committee.
 - b. Possible suspension with the number of days to be determined by the Discipline Committee.
- If a student is suspended for a second time while on probation:
 - a) the student and his/her parents must meet for a review with the Discipline Committee.
 - b) the principal and the Discipline Committee may recommend expulsion.

ACADEMIC PROBATION

Students in 3rd through 8th grade who have not maintained a minimum “C” average from the last semester will be placed on Academic Probation. This will result in suspension from extra-curricular activities and may have an impact on their personal development grade. Students will remain on probation until their grade average is raised to a “C”.

Students who cannot achieve regular status by the end of the second consecutive quarter on Academic Probation must meet with the Student Success Team to discuss his/her plan for academic success.

DEFACING OR DAMAGING OF PROPERTY

Any student who defaces, damages, or destroys school property shall be liable to suspension or expulsion, according to the nature of the offense. Parents, guardians and/or students shall be responsible for replacement cost and may be asked to help clean up the damaged area. The school, after affording the student their due process rights, may withhold the grades and/or diploma of the pupil responsible for the damage until the pupil or the pupil’s parent or guardian has paid for the damages.

EXTENDED CARE

BEFORE SCHOOL CARE GRADES K-8

Personnel are on campus beginning at 7:00 a.m. through 7:30 a.m. for parents who must leave their child(ren) at that time. There is a \$3.50 charge per child per day for this care. Parents are not to leave their children on our campus any earlier than 7:00 a.m. Students are not permitted to wait in the parking lot without parental supervision. At 7:30 a.m., general supervision begins, at no cost, on the playground for all students arriving for the school day.

AFTER SCHOOL CARE GRADES K-8

This is a special service offered to parents who are unable to pick up their child(ren) immediately after school due to their work schedules. Miramonte recognizes the need for a safe, supervised After School Care program for your child(ren) and provides the best possible solution for busy school families.

It is for your child’s safety and best interest that the After School Care (ASC) Guidelines have been established. After school care supervisors must devote their attention to supervising all of the students in the program, therefore, occasional behavior or homework concerns may arise. Because of their limited time, supervisors

cannot provide individualized tutoring for students. Miramonte is happy to provide after school care services, but parental cooperation is required to ensure that this program meets the needs of all of our families.

Students must be supervised when they are on campus. A student who is on campus with a parent must remain with that parent during the After School Care time. If they are not with the parent, then they must be checked into ASC. When a parent is on campus for a scheduled meeting with a teacher and the student is not attending the meeting, the student will be checked into ASC. (The fee for ASC in this case can be waived when the parent and teacher let the ASC supervisor know that they were in a scheduled meeting. The student still needs to be signed out, and the nature of the meeting must be noted.)

AFTER SCHOOL CARE GUIDELINES

After School Care is a privilege for Miramonte students and their families; this privilege is offered by Miramonte as long as the school has the cooperation and appropriate behavior from students and parents.

1. When a student chooses to disregard any of the guidelines:
 - a. he/she will be warned and given a 5-minute time out.
 - b. he/she may be referred to the Principal.
 - c. the After School Care supervisor will inform the parents.
2. If the behavior persists,
 - a. the After School Care supervisor will fill out a *Student Discipline Report* and send the student and form to the Principal. The Principal may assign further discipline.
 - b. A copy of this report will be sent home.
 - c. The Principal will inform the parents.
3. If the student continues to misbehave in After School Care,
 - a. There will be a mandatory meeting with the Principal, After School Care supervisor, student and parents the same day if possible. (If not possible, as soon as possible.)
 - b. The student will not be allowed in After School Care for at least one day. (The duration will be determined by the Principal.) The parents will need to make arrangements for the student to be picked up right after school during that time period.
4. If any of the guidelines continue to be disregarded by the student following this meeting,
 - a. the parents will need to make other after school care arrangements.

At no time are students allowed to wait unsupervised at the front portion of the school. Any student who is found in an unsupervised area will be subject to discipline.

AFTER SCHOOL CARE HOURS AND CHARGES

After School Care begins 30 minutes after class is dismissed. All students remaining on campus will be checked into the program by the ASC personnel, and the \$7.00 per hour charge will begin. All students who are in ASC must be signed out by their parents or a designated adult. Parents will enter their 4-digit pin number onto the supervisor's tablet to sign out their child. (The school will assign a 4-digit pin number for each family at the beginning of the year.) *The student account will be charged \$7.00 per hour for the full ASC timeframe if the student is not signed out for that day (i.e., 3:30 pm to 6 pm, M-TH, 2:00 pm to 5 pm on Friday, and on minimum days 12:30 pm until the regular closing time on that day).* Parents must also notify the ASC personnel by phone or in writing if a person other than themselves will be picking up their child(ren). Parents must park their cars in the parking lot and come in to sign-out and pick up their child(ren).

ASC closes promptly at 6:00 p.m. Monday through Thursday, and at 5:00 p.m. on Friday. After the stated closing times, parents will be charged a \$1 per minute per student fee that will be charged directly to the monthly statement. Repeated late pick-ups may result in parents being required to find other after-school arrangements.

AFTER SCHOOL CARE ON MINIMUM DAYS

On minimum days After School Care begins 30 minutes after the close of school.

AFTER SCHOOL CARE PARENT/STUDENT RESPONSIBILITIES

1. It is the parent's responsibility to make sure the student is properly signed out.
2. It is the parent's responsibility to inform the ASC supervisor that their child has been signed out.
3. It is the student's responsibility to be in the proper place at check-in times.
4. It is the student's responsibility to be within eyesight of the ASC supervisor at all times.
5. It is the student's responsibility to make sure the supervisor knows he/she is working in a teacher's classroom. Direct notification from the teacher must be given to the ASC supervisor.
6. It is the student's responsibility to keep all belongings properly stored, including snacks, homework, backpacks and other items on the shelves.
7. It is the parent's responsibility to keep their children, who are not enrolled at Miramonte, by their side while they come to pick up their students.
8. It is the parent's responsibility to keep their children by their side once they have been checked out.

EXPECTATIONS OF STUDENTS

1. Students will treat each other with respect.
2. Students will treat and address the supervisors with respect.
3. Students will use all equipment properly. This includes returning and putting away all equipment, games or supplies. It may also include helping to put away someone else's item if asked by a supervisor.
4. Students will work properly and silently during reading time.
5. Students will come prepared for homework time. Students who have no homework will bring books or magazines to read.
6. Students will work quietly during homework time and be cooperative with the supervisor's requests.
7. Students will remain within the eyesight of a supervisor at all times.
8. Students will follow directions given by any of the supervisors.
9. When in doubt about the appropriateness of an activity, students will consult a supervisor.
10. Students will respectfully participate in all group activities.

Student Discipline Reports will be written by the supervisors or principal if any of the above guidelines are violated. Parents may set up appointments with the After School Care supervisor or principal if desired.

CLASSROOM POLICIES

STUDENT PLANNERS

One of the goals at Miramonte Christian School is to motivate students to develop good study habits. To reinforce this goal 4th – 8th grade students will be using an assignment planner to record all assignments on a daily basis. Students will be expected to complete all assignments and have them turned in on time.

LATE WORK POLICY

In Grades 4 through 8, for every day a student has an excused absence, he/she will have the same number of days, multiplied by two, available to turn in late work. For example: if a student is absent for two days, he/she will have four days in which to complete the missing work. These days include weekends and holidays. 4th Grade is considered a transition year moving towards this upper-grades policy.

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

The following will be required of all students participating in extra-curricular activities, including class officers, Student Council officers, yearbook staff and after-school sports programs. A student will have to maintain a "C" average or above in all subjects. If a student is receiving or receives less than a "C" in any subject, this will result in suspension from the activity until the grade is raised back up to a "C" or higher.

LOCKERS

The school provides lockers for students in grades six through eight. A student's locker is the property of the school and is subject to search if needed. Students are responsible for the condition of their lockers and for keeping them locked at all times. Tape or other adhesives should not be used. Damage to lockers beyond the usual "wear and tear" may result in charges to the student's account and possible disciplinary action. Only locks provided through the school office are allowed. Miramonte Christian School is not responsible for the security of any locker or its contents.

BIRTHDAYS

When a food treat is provided in celebration of a birthday, parents will send enough for every child in their student's class. Toys or goodie bags are not acceptable, as they often take away from the learning environment. If a student delivers written or verbal party invitations in his or her classroom, each child in the class must receive an invitation.

CLASS FIELD TRIPS

Field trips, day or overnight, are considered part of our curriculum. The teachers strive to make the field trips an integral part of their curriculum. Field trip days are considered regular school days, and all school policies apply. The same attendance rules apply for every day that is considered an official school day. Please refer to the attendance section of the ***Student Handbook*** regarding tardiness and absences, page 14.

If a student does not participate in the scheduled field trip, the student is still expected to report to the school. The student will be given class work to complete related to the trip learning objectives.

School policy does not allow school age siblings of the family or friends to attend class field trips. **It is the** Any activity, on or off campus - ie: field trips, overnight trips, hot lunch preparation, etc. - which puts an adult in contact with Miramonte students requires the adult to complete the *Verified Volunteers* training.

VERIFIED VOLUNTEERS - ADULTS

Parents/Guardians will not be able to attend field trips (in any capacity) until they have completed their online *Verified Volunteers* training. The *Verified Volunteers* certification is valid for three years. There is a small fee for taking the online training, however, if completed before September 30 the fee will be waived. A valid driver's license and current certificate of insurance also need to be on file one week prior to the trip if a parent or guardian is planning to drive. We suggest this task be completed over the summer vacation so the school office can be prepared by the beginning of the new school year.

END OF THE YEAR ACTIVITIES, CLASS TRIPS, AND SKI TRIPS

End of the year activities and overnight trips, such as class trips and the ski trip, are considered school days where students are expected to attend school. Students who are ineligible or choose not to go may be assigned to an alternate classroom, and schoolwork may be assigned depending on the arrangements made with the parents. Students who do not show up for school without proper arrangements will receive an unexcused absence.

CAMPUS POLICIES

ACCESS TO STUDENT RECORDS

Parents of currently enrolled or former students and students 18 years or older have the right of access to the cumulative and permanent student records maintained by the school relating to the children in the family or the individual student. Records are to be inspected during regular school hours. Access shall be granted no later than five (5) days following the date of the request. A parent or student will be notified if the record is not centrally located and provide qualified certificated personnel to interpret records where appropriate.

BACK-TO-SCHOOL NIGHT

Back-to-School Night is held during the first full week of school. This is when individual classroom teachers provide additional information regarding their classroom rules, field trips, grading systems and homework policies. All parents or legal guardians are expected to attend.

CAMPUS VISITS

All visitors/volunteers to Miramonte Christian School are required to sign in at the school office, where they will receive a visitor's badge.

CHEATING

Academic integrity is highly valued and an integral part of Miramonte Christian School. We do not permit any form of dishonesty or deception that unfairly, improperly or illegally enhances the grade of an individual or group assignment or a final grade. The following is a list of examples of cheating, plagiarism and other forms of dishonesty. Students having any doubt as to whether a particular act constitutes academic dishonesty should ask their teacher before taking that action.

Students are cheating if they---

- Copy, fax, or duplicate assignments that will be turned in as his/her own.
- Submit as his/her own assignments that have been exchanged electronically.
- Write key information on his/her person or objects for use during a test.
- Use hidden reference sheets during a test.
- Use electronic devices to store or recall information during a test
- Exchange answers with other students. This includes both allowing others to look at their answers and taking the answers from others.
- Take someone else's assignment and submit it as his/her own.
- Copy work from another student.
- Submit material without providing the name of the source so the material looks his/her own. (Plagiarizing)
- Do not follow any additional guidelines on cheating as given to students by any of his or her teachers.

Note: Attempted cheating will be treated the same as cheating. Having items that could be used to cheat will have the same consequences as actually cheating.

Students who are academically dishonest and cheat may receive a failing grade on the assignment and have the course grade dropped one letter grade. Second offenses may result in a failing grade for the class. Additionally, the student's Personal Development grade will be affected.

CLASSROOM VISITATION

The faculty and staff welcome visits by parents, board members, and interested individuals. Such visits help acquaint persons with teacher practices and strengthen the home-school relationship. To facilitate the visiting process, the following is required:

- Notice of at least 24 hours to the teacher and principal prior to the time of the visit
- Explanation of the purpose of the visit, including any specific concerns
- Limitation of visit to one hour in the classroom. A visit of more than one hour requires prior written consent from the classroom teacher.
- Communication to the teacher of the visitor's observations

CLOSED CAMPUS

Miramonte Christian School is a closed campus, meaning students do not leave the school grounds after arrival.

DOGS AND OTHER PETS

Dogs and other pets, other than service animals, are not allowed on the Miramonte Christian School campus.

GUM/SNACKS

- Gum is not allowed on campus. Gum chewing presents special problems to the custodian, buildings, litter disposal and health.
- Food may be eaten only during lunch or during snack breaks designated by the teacher or After School Care supervisor. We encourage parents to send snacks that are healthy and low in sugar. Snacks should consist of foods that do not need heating or additional preparation. All food must be consumed in designated areas only.

HOME & SCHOOL

All Miramonte parents are members of the Home & School Association. The purpose of this organization is to promote better understanding and cooperation among parents and teachers as they work together to educate their children. Home & School Association dues are collected as part of the school enrollment fee.

HOT LUNCH PROGRAM

Hot Lunch: Each Tuesday the upper grade classes sponsor a pizza hot lunch, and every Friday a different class serves a hot lunch to the students at Miramonte Christian School. This allows the individual classes to raise money for their field trips and other class activities. Cost for a basic lunch is \$5.00. Additional items may be available at an additional cost.

LOST & FOUND

Found clothing is placed in the green Lost & Found box located next to the breezeway. Other items are held in the office. Please claim items promptly. Unclaimed items go to Community Services at the end of each semester.

MAINSRING

The *Mainspring* is a weekly newsletter published by the school administrator. This newsletter is sent out on the first school day of the week and is accompanied by classroom newsletters, announcements, and information sheets. A copy may also be found on the school website: <http://www.miramonteschool.org>.

MEDICATION & HEALTH ISSUES

Medication: Parents of students, who need to take prescription or over-the-counter medication during school hours, may come to school and administer the medication to their children, or school personnel may administer the medication. For school personnel to administer medication, the form, *Parent Consent & Physician Instructions for School Assisted Medication Administration, Required During School Hours* must be completed by the parent/guardian and the authorized healthcare provider. (This is necessary for both prescription and over-the-counter medications.)

Once the form has been completed, it should be brought to the school office along with the medication. Prescription medication information must be on the label: student's name, doctor's name, name of medication, dosage, the time the medication is to be given, and date medication was prescribed. Over-the-counter medication (like Tylenol, Advil Sudafed, cough drops or decongestants) may be administered during school hours only when accompanied by the written instructions of the treating physician and the signed consent of a parent or guardian. All medications must be delivered to the office personnel in the original container by the parent or guardian; all OTC medication must be delivered in unopened containers with the student's name written on the container.

Medication should be picked up by the parent at the end of the school year, or it will be discarded. Medication will not be sent home with students. The authorization form must be renewed on a yearly basis, and it must be completed before any medication (*prescribed or over the counter*) is to be administered at the school site. Additionally, students are not permitted to administer any medication to their sibling(s). Please do not send medication in a student's lunch or backpack, as all medication must be given through the school office.

Health Issues: Parents are encouraged to let the registrar and teacher know during the first week of school of any special requirements or health issues their children face so we can be prepared to assist them, if necessary.

Health issues may include, but are not limited to:

- Asthma
- Glasses/contact lenses
- Food allergies
- Bee/wasp allergies

PARKING LOT

In order to take care of the delivery and dismissal of our students safely, we ask that the following guidelines be followed:

- 5 mph anywhere in the parking lot.
- 2 lanes of traffic can enter into the school parking lot. The right lane is for curbside drop off only, and the left lane is for parents who wish to park their car in a parking space and walk their children into school.
- Drop-off is to take place at the end of the sidewalk closest to playground gate. Students are to exit the vehicle on the right side. In the case of a child riding on the left side of the vehicle, keep the child in the vehicle until a parking lot attendant can come and get the child out of the car and walk them to the sidewalk.
- Parents who park their car are to keep their children within arm's reach and walk them onto the playground.
- For the safety of our children and the children who attend school across the street (especially those who walk or ride bikes to school), please do not exceed the speed limit of 25 mph on Altamead Drive and Carmel Terrace. Parents should use good judgment, because there may be cases where even 25 mph is an unsafe speed.

PERSONAL PROPERTY

Personal property that has not been specifically requested by a classroom teacher for use in class or for class assignments should not be brought to school. Personal property that is used in a manner that interferes with the educational process or conflicts with school standards will be confiscated. This includes, but is not limited to:

- Electronic games
- Electronic communication devices
- Personal entertainment devices
- Skateboards, roller blades
- Squirt guns and all other toys
- Fidget spinners
- Dangerous items
- Digital cameras
- Video games
- Laptop computers
- Smart watches
- Phone watches

Confiscated items will be returned to the parents at the end of the school year or when requested by the parent. Dangerous items will not be returned.

TEACHER CONFERENCES

Conferences with a teacher need to be arranged by telephone, email, or through the office. The time just before school or after school is not an appropriate time for a "quick conversation," since the teachers are preparing for class and working with students. Conversations may also delay the teacher from meeting with other scheduled appointments. The time just before and after school is also critical to the safety and education of the students,

and the teachers are involved in numerous supervision and educational tasks. Parents are asked to respect the teachers' time and make an appointment so that they will be able to give the issue their full attention.

TELEPHONES

The phones at Miramonte Christian School are business phones and should be used only occasionally by parents or students for urgent situations. Students are only to use the phone in the office after arrangements are made with the teacher. The office phones cannot be used for transportation arrangements on a daily basis.

TRANSPORTATION

Parents are expected to arrange transportation to and from school for their children. The school does not have a bus transportation system.

SEXUAL HARASSMENT POLICY

Miramonte Christian School is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment should be reported in accordance with these procedures, so school authorities may take appropriate action. Students who sexually harass others are subject to discipline up to and including expulsion. Employees who engage in sexual harassment are subject to discipline up to and including termination.

Definition: Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature which is offensive. It can be spoken, written or physical behavior. It includes offensive pictures, graffiti, jokes and gestures.

If submission to offensive sexual conduct is made a condition of academic status, progress, benefits, honors or activities, it is sexual harassment. Sexual harassment also occurs when the offensive behavior or material creates a hostile school environment.

Reporting Procedures: Students who have experienced sexual harassment shall report the incident to school authorities as soon as possible. If the incident is between students, the student shall report the incident to the classroom teacher in grades K-8 or to any teacher. The student may also report to the principal, assistant principal or other staff members. If the harassment comes from an adult, the student shall report directly to the principal or another responsible adult.

Resolving Sexual Harassment Complaints: Any employee of the school, upon receiving a complaint or otherwise learning of alleged sexual harassment, shall notify the principal or, if the principal is allegedly involved in the harassment, the Central California Conference Superintendent of Schools. The school will investigate the matter promptly, thoroughly and confidentially. If harassment is found to have taken place, such appropriate corrective action will be taken as is reasonably necessary to end the harassment. After the investigation and response, the alleged victim will be informed that appropriate action has been taken. The school will also make appropriate follow-up inquiries to ensure that harassment has not resumed and that the alleged victim has not suffered retaliation.

Dissemination: The school administration shall distribute a copy of this policy to all present and future employees of the school. A copy of this policy shall also be distributed to all present and future students enrolled in the school and/or to their parents and guardians.

HOME SCHOOL ENRICHMENT GUIDELINES

Miramonte Christian School respects those parents who choose to home school their children. We wish to provide opportunities to enrich the home school student's education through participation in a supplementary class or classes. The home school enrichment program is available to students in grades 5-8 who are not enrolled in any other private or public school but are actively instructed in a home school program. In order to participate in the listed supplementary activities, a student needs to be enrolled in one of the following programs: **Band** and/or **Choir**, **Physical Education**, or an academic class such as **Algebra I**. A student would need to be able to attend each scheduled class during the week. Students who are enrolled in the program need to be dropped off on time and picked up at the end of the class. If a student is dropped off early or picked up late, there will be an additional hourly fee for extended care during school hours. Once enrolled in one of the above programs, the students will also be eligible to participate in the following activities.

- Fall achievement testing in October*
- Field trips as appropriate*
- Receive monthly newsletter/calendar of events
- Music lessons*
- Week of Prayer
- Intramurals*
- School pictures*
- Field Day
- Assemblies
- Other activities may be arranged with the classroom instructor of the enrolled class.

***There will be additional charges for each of these activities.**

Home school students may be on campus only for those specific activities listed above. Each home school student is required to sign in and out at the office for each activity.

Our current Home School Enrichment program is not available to students in grades K-4. However, students in grades 3 or 4 may participate in the standardized fall achievement testing. Since these tests will need to be administered outside of the classroom (due to the unpredictable timing nature of testing in these grades), there will be a \$120 fee for this testing. Special needs accommodation testing is also available but at an increased fee. Many special classroom events (such as parties and reward activities) are not available to home school students.

Home School Enrichment Fee List:	Per Year
• Application Fee (Processing and Records setup)	\$160
• Registration Fee (Covers insurance, books, testing)	\$460
• Academic Class Fee (Per Class)	\$890
• Grade 6-8 Choir (Two days per week)	\$360
• Grade 5-8 Band (Two days per week)	\$360
• Grade 5, 6, 7 or 8 PE and Intramurals	\$680
• Charge per hour for early or late drop-off	\$ 40

Parents will be notified of all upcoming events through the weekly Mainspring and classroom newsletter.

As this is a Seventh-day Adventist Christian School, high moral principles and respect for God and others are expected from all students who associate themselves with our school. All home schooling students who take advantage of these opportunities should willingly pledge to observe the regulations and uphold the Christian principles upon which the school is founded.

Students who are not a part of the home school program will not be allowed to participate in Miramonte Christian School activities such as those listed above unless the activity is open to the public.

MIRAMONTE NETWORK RESPONSIBLE USE POLICY

USE OF THE MIRAMONTE NETWORK SHOULD BE VIEWED AS A PRIVILEGE. STUDENTS WHO USE THE NETWORK MUST AGREE TO THE FOLLOWING:

CARE OF NETWORK

- Food & drinks are not allowed in computer areas.
- Hands shall be clean and not touch the screen.
- Items in computer areas should directly pertain to the activity, i.e. reference materials. Other items such as scissors, paints, etc. should stay in the classrooms.
- Magnets are not allowed near any computer or in the computer lab.
- Equipment should be properly maintained: it should be covered and uncovered properly, turned on and shut down properly, etc.
- Deliberate damage to hardware, software, or the network will result in disciplinary action.
- Disks, including DVDs and CD-ROMs, should be handled properly.
- Students are not allowed to connect USB drives, external hard drives, DVDs, or any other media to the computers without staff approval.
- All borrowed media should be returned promptly.

PRIVACY

- Under no circumstances should passwords be shared or used by anyone else
- Students should only access their own files, unless receiving permission from the supervising adult
- Although privacy between individuals must be strictly maintained, it should be understood that the teacher, principal, or system administrator may access student files at any time.

RESPONSIBILITY/RESPECT

- Respect the assigned computer time that has been given to others.
- Respect other's work and make sure it has been saved before closing or quitting applications, even if it is another student's assigned time to use the computer.
- Use of the network to send or display offensive messages or pictures and/or harass, insult, or attack others will not be permitted.
- Use of obscene, profane, or vulgar language will not be permitted.
- Any unusual incidents regarding hardware, software, individual's files, or the network should be reported **immediately** to the teacher or system administrator.
- Students may not use computer equipment unless under close staff supervision.
- Users may not use the network for commercial purposes.

COPYRIGHT/PLAGIARISM

- Only software licensed to the school and/or the individual teacher should be used on Miramonte equipment. Students may not bring software programs from home.
- Borrowing/copying/pasting the ideas of others (including art, photos, music or audio clips) without giving credit will be considered plagiarism.
- Resources and items inserted into multi-media presentations must be properly cited and fall within the "Fair Use" guidelines governing student work.

STAFF RESPONSIBILITIES

- Staff members have the right and responsibility to access students' files.
- The classroom teacher involved, the principal, the technology coordinator, and the system administrator will review specific infractions of the Miramonte Responsible Use Policy and their consequences.

CONSEQUENCES

- Innocent or unintentional mishandling – Student must participate in an activity which will re-educate him/her regarding the proper use of the Miramonte network.
- Irresponsibility, disrespect, or privacy violations – Student may lose access to the network, its equipment, and its resources. The teacher or staff supervisor will notify the parents.
- Flagrant, deliberate, or repeated abuse – A *Student Discipline Report* will be filled out; the student and report will be sent to the Principal. Depending on the severity of the situation, the Principal may relegate the discipline to the Discipline Committee. The student may face immediate suspension and possible expulsion. The Principal will notify the parents.

REQUIREMENTS FOR USE OF THE MIRAMONTE NETWORK

- Students in grades K-2 must have signed *Responsible Use Policies* on file and checklists signed by their teachers indicating they have been educated regarding the Miramonte network rules.
- Students in grades 3-8 must have signed *Responsible Use Policies* on file and must pass a brief test over the use of the Miramonte network.

DISPLAY OF STUDENT ELECTRONIC WORK

While we are very concerned with the privacy and safety of our students, we would also like to begin a limited expansion of the Miramonte web site. We would like to publish student work and photographs of student activities. The following policy was developed from responses to the parent survey.

Student work displayed on Miramonte’s web site will be identified by grade with first names only. Group or individual photos of students may be included on the web site, church newsletter and monthly slideshows; the listing of individual first names may appear with the photos. Students mentioned in the Mainspring (weekly parent newsletter posted on the Miramonte web site) articles will be identified by first name only. No information on student addresses or phone numbers will be posted on the web page.

Student electronic work and files stored on the Miramonte network server are the property of Miramonte Christian School. Periodically, student work stored on the server may be used for professional development or training of other teachers interested in improving their implementation of technology in their classrooms.

Because Miramonte is concerned about each family’s privacy, the school will honor any and all limitations that are listed on the *Parental Agreement* form signed at the beginning of the school year.

POLICY CHANGES

Deletions, modifications, or additions to the policies in this handbook may occur at any time. All changes will be published in the Mainspring, or a notification will be sent home. All policies published in the Mainspring or sent home shall have the full effect of policies published in the **Student Handbook**.

Index

About Us	1	Campus Visits	25
Absence due to Illness	15	Cell Phones	10-12
Absence: Excused	14	Cheating	25
Absence: Pre-arranged	15	Class Field Trips	24
Absence: Unexcused	14	Class Trips: Attendance	24
Academic Probation	21	Class Trips: Siblings	24
Academics	9	Classroom Policies	23-24
Acceleration of a Student	12	Classroom Visitation	25
Account Statements	7	Closed Campus	25
Account Status	7	Computer Network	9-10, 30-31
Achievement Testing	9	Computer Usage	9, 30
Admission: Current Student	3	Computer Use: Responsibility	30
Admission: International Student	3	Conferences with Teacher	27
Admission: New or Transfer Student	2	Conflict Resolution	18-19
Admissions Procedures	2	Consequences of Behavior	20-21
After School Care Charges	8, 22	Corporal Punishment	20
After School Care Expectations	23	Current Student Enrollment	3
After School Care Guidelines	13, 22	Curriculum	9-12
After School Care Hours	22	Daily Attendance	14
After School Care Late Charge	8, 22	Damaging Property	21
After School Care Parent Responsibilities	22-23	Detention	20
After School Care Student Responsibilities	23	Digital Camera: See Personal Property	28
After School Care: Minimum Day	22	Discipline and Detention	19-20
After School Guidelines	22	Discipline Policy	19-20
After School Sign-out Procedure	22	Discipline Policy: Consequences	20-21
AIDS	4-5	Discipline Probation	21
Allergies: See Health Issues	26-27	Discipline	19-21
Animals on Campus	25	Discounts: Family	8
Appointments with Teacher	27-28	Dogs on Campus	25
Asthma: See Health Issues	26-27	Dress Policy: See School Attire	15-16
Attendance Problems	14-15	Dressing for PE	16
Attendance	14-15	Drop-off Zone: See Parking Lot	27
Attendance: Bond	14	Early Beginnings	1
Attendance: Daily	14	Early Release: See Minimum Day	13
Attire Consequences	16	Eighth Grade Requirements	12
Attire for Boys	16	Electronic Devices	10, 27
Attire for Girls	16	Eligibility for Extra-curricular Activities	23
Attire for PE	16	Enrollment	2-4
Attire	15-16	Enrollment: Current Student	3
Background Check	24	Enrollment: International Student	3
Back-to-School Night	24	Enrollment: New Student	2
Before School Care Charges: Policy	21	Excused Absence	14
Before School Care Charges: Fees	8	Expectations of Students: ASC	23
Before School Care Hours	21	Expulsion	20
Before School Care	21	Extended Care	21-23
Behavior Probation	21	Extra-curricular Activities: Eligibility	23
Behavior	16-19	Family Discount	8
Birthdays	24	Fees	8
Bullying: Definition	17	Field Trips	24
Campus Policies	24-28	Field Trips: Siblings	24

Financial Information	7-8	Payments: Online	8
Financial Schedules	8	PE Clothing	16
Foreign Student Tuition Payment	8	Permission to use Personal Electronics	10-11
Friday Lunch	26	Personal Electronic Devices	10-11
Glasses: See Health Issues	27	Personal Property	27
Graduation Requirements	12	Pets on Campus	25
Graduation: Diplomas and Finances	7	Phone Calls	28
Gum	26	Piano Lessons: See Locally Funded Teachers	9
Gym Shoes	16	Picking up Students: See Parking Lot	27
Harassment: Definition	17	Policy Changes	31
Health Issues	27	Pre-arranged Absence	15
Home & School Organization	26	Prescription Medication	26
Home School Enrichment Program	29	Probation	21
Hot Lunch Program	26	Probationary Status for Current Students	4
Illness: Attendance	15	Probationary Status for New Students	4
Illness: Preventing Spread	15	Property Damage	21
Illness: While at School	15	PTA: See Home & School	26
Immunizations	4	Punishment: Corporal	20
Inappropriate Behavior	20	Records, Transfer	6
Instrument Rental	8	Refunds	7
Insurance, Student	7	Regular School Day	13
International Student Admission	3	Respectful School Policy	16
International Student Tuition Payment	8	Retention of a Student	12
Internet Policy	11-12	Rides to School: See Transportation	28
ITBS Testing for Home School	29	School Attire	15-16
Jewelry: See School Attire	15	School Beginnings	1
Laptops: See Personal Property	27	School Hours	13
Leaving Campus	25	School Hours: Minimum Day	13
Lockers	23	School Hours: Regular Day	13
Lost and Found	26	School Policies: See Campus Policies	24-28
Lunch Fundraiser	26	Severance of Student	21
Lunch Program	26	Sexual Harassment	28
Lunch: Friday	26	Shield the Vulnerable	5
Lunch: Minimum Day	13	Shoes: For use in Gym	16
Lunch: M-Th	26	Shoes: See School Attire	15
<i>Mainspring</i>	26	Siblings Attending Class Trips	24
Medical Exams	4	Sickness: See Illness	15
Medication	26	Sign-in when visiting the campus	25
Minimum Day Lunch	13	Snacks	26
Minimum Day	13	Social Media Policy	11-12
Minimum Day: After School Care	13	Software	30
Minimum Days Scheduled	13	Special Needs Students	5-6
Miscellaneous Charges	8	Statements	7
Mission Statement	1	Student Acceleration	12
Music	9	Student Behavior	16-21
Music Lessons	9	Student Conflict Resolution	18-19
New Student Enrollment	2	Student Electronic Work	31
Newsletter: See <i>Mainspring</i>	26	Student Lockers	24
Noon Release: See Minimum Day	13	Students Leaving Campus	25
Online Payments	8	Suspension	20
Parent: Statement of Responsibility	5	Tardy: See Daily Attendance	14
Parent Volunteers	5	Teacher Conferences	27-28
Parking Lot Guidelines	27	Telephones	28
Parties: Birthday	24	Testing: Achievement	9

Today’s School	1
Transfer of Records	6
Transfer Student, Enrollment	2
Transportation	28
Tuition Balances	7
Tuition Payments: Online	8
Tuition	7-8
Tuition: Monthly	8
Unexcused Absence	14
Visiting a Classroom	25
Visiting the School: See Campus Visits	25
Volunteer, Shield the Vulnerable	5
Welcome	1
Withdrawal of Students	20-21