



Mountain Christian School

Serving our King in the White Mountains

ENROLLMENT PACKET – NEW STUDENTS

Dear Parents,

Thank you for your continued interest in Mountain Christian School. This packet contains all informational pages pertinent to the 2022-2023 school year. This packet is for information only, any documents to be signed are located on the parent portal or hard copies can be obtained from the MCS Office.

Our procedure for processing admissions is as follows:

1. Complete and submit the NEW STUDENT APPLICATION via the link on the MCS website. Visit www.mcsaz.org and hover over Students, then click on Enrollment. A new page will launch with the application, fill in all the necessary information and click “Submit Data” once complete.
2. Call our office to set an appointment with an administrator to go over the rest of the enrollment process, all other necessary forms will be provided at the appointment.
3. Complete 1 TUITION CONTRACT per family (*Be sure to note the tuition payment option you are choosing*) and 1 EMERGENCY CARD for each student you plan to enroll. If your student is transferring from another school, please fill out an AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION form so we can request records from the previous school. Links to fillable versions of these items are available on the MCS Website or hard copies can be obtained through the MCS office.
4. An Enrollment fee of \$150 per new student is due at the time of enrollment to secure a spot for your student(s).
5. Submit a copy of each child’s current BIRTH CERTIFICATE and IMMUNIZATION RECORD or Exemption Form. If you do not have all the necessary data at hand, you may submit it later in order not to delay your application. *Any missing data must be turned in by the start of school.*
6. Tuition may either be paid in full for the year or in ten monthly installments starting August 1st. We work with several different Scholarships or Tuition Organization, you will need to apply yearly with the Organizations. Contact the office for websites and deadlines.
7. We will contact you with more information and instructions regarding the beginning of school, and the date and time for Back to School Night/Open House. **Back to School Night/Open House attendance is essential for parents.** This is a one-evening commitment during which time you will become better informed concerning our system and philosophy of Christian Education.

We thank you for your interest in our school and in a Christ-centered education for your child. We are available to answer any questions you may have during the application process. The rest of this packet is for information only, however it is very important information about our Doctrinal Statement, Philosophy of Discipline and Dress Code.

DOCTRINAL STATEMENT AND STATEMENT OF FAITH

Doctrinal Statement

The educational philosophy of Mountain Christian School is based on a God-centered view of the truth and man as presented in the Bible. Since God created all things and sustains all things through His Son, Jesus Christ, the universe and all life are dynamically related to God and have the purpose of glorifying Him. Mankind, made in God's image, is different in kind from all other creation in that he has the unique capacity to know and to respond to God personally and voluntarily. Because man is sinful by nature and choice, he cannot in this condition know or honor God in his life. He can glorify God only by being born again through receiving Jesus Christ as his personal Savior and Lord. Through Christ, man is enabled to do God's will. The entire process of education is seen as a means by which the Holy Spirit brings the student into fellowship with God, develops a Christian mind in him, and trains him in godly living, so that the student can fulfill God's total purpose for his life.

- The student must be taught the Bible so that he may understand God as well as his own nature and role in God's image.
- The student must relate to God and develop as a whole person - spiritually, mentally, physically and socially.
- The student must learn to recognize all truth as God's truth and use God's Word as the standard by which all interpretation and integration takes place.
- The student must be educated as an individual with his own unique abilities and personality as one who must learn to live and work with others at home, in the church and in a changing secular society.
- The student must interact with, and be taught by, the parent/guardian and teacher models who are themselves born again and have this perspective on life.

Statement of Faith

- We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. References: 2 Timothy 3:15, 2 Peter 1:21
- We believe there is only one God, eternally existent in three persons - Father, Son, and Holy Spirit. References: Genesis 1:1, Matthew 28:19, John 10:30
- We believe that God is the absolute and sole Creator of the universe, and that creation was by divine order, not through evolutionary process. References: Genesis 1:1-27, John 1:1-2, Colossians 1:16-17
- We believe in...
 - The deity of Christ- John 10:33
 - His virgin birth. - Isaiah 7:14, Matthew 1:23, Luke 1:35
 - His sinless life. - Hebrews 4:15, 7:26
 - His miracles - John 2:11
 - His vicarious and atoning death - 1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9
 - His resurrection - John 11:25, 1 Corinthians 15:4
 - His ascension to the right hand of the Father - Mark 16:19
 - His personal return in power and glory - Acts 1:11, Revelation 19:11

- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Jesus Christ and that only by God's grace and through faith alone we are saved. References: John 3:16, 5:24, Romans 3:23, 5:8-9, Ephesians 2:9, Titus 3:5
- We believe in the spiritual unity of believers in our Lord Jesus Christ. References: Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28
- We believe in the present ministry of the Holy Spirit by who's indwelling the Christian is enabled to live a godly life. References: Romans 8:13-14, 1 Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18

PHILOSOPHY OF DISCIPLINE

The Mountain Christian School plan of discipline is based on our motto: ***“Committed to being the best we can be in order to glorify the Lord.”***

No child is perfect, and on occasion, each one needs correction and guidance. MCS is willing to work with parents to resolve conflict. However, MCS is unwilling to battle parents to administer needed discipline. When an offense occurs, simple corrective measures such as timeouts or the loss of recess will be tried. If these measures fail, the parents will be contacted for their input and support. Should there come a time that parents can no longer support the school, they would be asked to withdraw their child from Mountain Christian School.

We expect students:

- To work hard with full attention to the business of education and glorification of our Lord and Savior Jesus Christ.
- To play fair by learning the rules and then following them.
- To be kind by treating others with respect and consideration regardless of the circumstances.

Teachers are expected to:

- Provide a safe, structured classroom environment governed by a clearly communicated and consistently reinforced set of class rules and procedures.
- Deal with most student classroom discipline problems that arise quickly and consistently and communicate with parents about these incidents.
- Provide students with classroom recognition for effort and behavior.
- Participate in assemblies to acknowledge Honor Roll recipients, student who made the Principal's List, and the Lion's Award.

Violence Policy: MCS takes threats or perceived threats of violence very seriously. Such threats will be reported to parents and the proper authorities, and students may be subject to suspension or expulsion. One of the school's first responsibilities is the protection of all students, faculty, and staff

from physical, mental, and emotional harm. If administration deems that a threat of violence is credible and specific, the student will be suspended immediately.

Students are not allowed to talk about committing an act of violence, threaten to commit an act of violence, or joke about committing an act of violence toward anyone at MCS. In the event the administration determines that a threat is not likely or credible, the school may still decide to suspend the student after a parent meeting (including cases where the student was “just joking”).

Weapons Policy: Weapons and other dangerous objects and look-alikes in school facilities cause substantial disruption to the school environment and present a threat to the health and safety of students, employees, and visitors on school premises. These items will be confiscated; parents will be informed and may come pick up these items from teacher or administration.

Bullying Policy: To provide a safe academic and emotional environment for all students, MCS takes bullying very seriously. Examples of bullying include but are not limited to:

- Malicious intent to cause physical or emotional harm
- Teasing, humiliating, or intimidating actions/language
- Insulting someone’s race, family status, culture, gender, size, or appearance.

Students who bully others will be subject to strong disciplinary consequences or immediate suspension.

Harassment Policy: To provide a safe academic and emotional environment for all students, MCS takes harassment of any kind very seriously. This includes any touching, threats, or harassment of a sexual nature. Such behavior is inconsistent with Christian tenets and the biblical philosophy of MCS. This policy applies to unlawful and immoral conduct occurring at any time, on or off school property. Students are encouraged to report any incidents of harassing conduct promptly to a teacher or administrator.

While sexual contact of any kind is inappropriate at MCS, sexual harassment between students is defined as any unwelcome sexual conduct by another student that is severe, persistent, or pervasive enough to limit a student’s ability to participate in or benefit from an educational program or activity or creates a hostile or abusive educational environment. This conduct can be nonverbal, verbal, or physical, and the behavior in question does not necessarily have to be aimed at the student who is complaining of harassment.

Prohibited acts that constitute sexual harassment may take many different forms. School administration will determine if the offense constitutes sexual harassment. Examples of the kind of behavior that may be determined as sexual harassment include, but are not limited to:

- Sexual advances including propositions, flirtations, or obscene gestures.
- Physical assault or unwelcome physical contact
- Using words, pictures, objects, gestures, or other actions relating to a sexual activity or someone’s gender that causes discomfort or embarrassment to another.

Sexual harassment or inappropriate touching between students will be treated very seriously by administration, dealt with swiftly, and may result in immediate expulsion and/or action by law enforcement.

Office Referral Process

Most behavior problems will be dealt with by teachers or staff using classroom policies, rules, and procedures. If students are consistently violating classroom/school rules and repeatedly being disciplined for the same behavioral offenses, the following steps will be implemented by the administrator.

- **Step 1** - Students will receive in-school detention and/or a temporary loss of a privilege such as PE or sitting with friends at lunch. Administrator will communicate details with parents.
- **Step 2** – Students will receive after-school detention in which the parents will be responsible to arrange transportation. Administrator will communicate details with parents.
- **Step 3** – A conference will be set up with the student’s parents to discuss the behavioral issue and whether MCS is a good fit for the student moving forward. Possible solutions and future consequences will be discussed. Student will be placed on a behavioral contract.
- **Step 4** – Parents will be contacted, and student will be given a one-day suspension. Upon return, the student will be placed on a behavioral contract and may lose privileges until they can regain the trust of the teacher and administrator.
- **Step 5** – Parents will be contacted, and student will be suspended. Recommendation will be taken to the MCS School Board regarding possible expulsion of the student.

**For serious student offenses, the administrator may decide to move directly to step 4 or 5 in dealing with incidents.*

Levels of Discipline Infractions

The following infractions are based on the severity of a behavioral issue.

- **Level 1:** This is the lowest level. These behaviors are handled by the teacher or staff member in charge at the time of the occurrence. These behaviors are usually not referred to the office unless they are excessive in terms of damage, loss, disruption, or injury whereupon they become level 2 events. Any level 1 behavior that shows a pattern of repetition despite teacher intervention will be referred to the office as a level 2.
- **Level 2:** These are moderate behaviors but nonetheless cannot go unchecked. These behaviors may be referred to the office for administrative action. The administrator and teacher will work together to assign consequences. Consequences may depend upon the situation, severity of the violation, and the student’s past behavior. Repeated level 2 behaviors will result in increasing penalties and may be handled as level 3 behaviors. Behaviors that are excessive in terms of damage, loss, disruption, or injury will become level 3 events. The office referral process will be used to deal with repeat violations.
- **Level 3:** This is the category of serious offenses. It includes dangerous, defiant, and highly disruptive behaviors. Administration will immediately contact the student’s parents or guardians.

The first offense in this category will result in strong disciplinary consequences possibly including suspension. Repeated behaviors at level 3 may result in recommendation to expulsion.

- **Level 4:** This is the category of most serious offenses. Level 4 behaviors may result in action by law enforcement, charges being filed and/or removal of the student from MCS by the Board. This category includes repeated fights or assaults, assault on a staff member, possession of deadly weapons, and sale or transfer of drugs.

Behavioral Violation Codes

Level 1 Offenses*

- Defiance of authority / not following directions of teachers, administrator, or staff
- Disrupting class or speaking at inappropriate times
- Running in the hall
- Throwing objects outside of PE
- Name calling or teasing
- Use of electronic devices not allowed by teacher
- Copying homework
- Littering or defacement of school property
- Excess noise in the cafeteria
- Failure to be prepared for class
- Minor use of unwholesome language (not swearing)
- Tampering with another student's property

**If any of the above infractions are more serious or repeatedly violated, students may be moved up a level at the discretion of the teacher or administrator.*

Level 2 Offenses*

- Stealing
- Cheating on an assessment or contributing to cheating
- Being physical in an overly aggressive manner
- Intimidation or threatening physical harm
- Use of profanity or offensive gestures
- Inappropriate pictures or stories
- Spreading rumors or engaging in gossip
- Possession of fireworks
- Vandalism or destruction of school property
- Spitting on another person
- Direct disobedience

**If any of the above infractions are more serious or repeatedly violated, students may be moved up a level at the discretion of the administrator.*

Level 3 Offenses*

- Fighting

- Pranks involving personal property of any school personnel
- Vandalism
- Arson or false alarm
- Severe disrespect or defiance toward any school staff
- Pushing or harming any school staff
- Bullying as defined in the Bullying Policy
- Inappropriate touching
- Falsifying documents or forging signatures

**If any of the above infractions are more serious or repeatedly violated, students may be moved up a level at the discretion of the administrator.*

Level 4 Offenses

- Sexual Harassment
- Violence or threats of Violence
- Possession of Weapons
- Possession of Drugs or Alcohol

DRESS CODE POLICY

To avoid overemphasis on changing fashion and immodest dress that can appear in fashion trends, MCS has adopted a school dress code for its students in grades K-8. MCS desires to avoid social pressures that may result by children trying to conform to the latest fashion trends. **To ensure conformity, all shirts, dresses, jumpers, plaid skirts/jumpers must be purchased from Land’s End.**

The MCS Dress Code is as follows:

- **Boys Authorized Shirts:** Polo shirts, turtlenecks, tailored button-down oxfords shirts (short sleeve or long sleeve). **WHITE, CLASSIC NAVY AND RED – AUTHORIZED COLORS WITH THE MCS LOGO EMBROIDED THROUGH LAND’S END.**



Oxford – Long Sleeve or Short Sleeve
White Only



Mock Turtle Neck



Long Sleeve Polo Shirt



Short Sleeve Polo Shirt

- **Girls Authorized Shirts:** Polo shirts, turtlenecks, tailored button-down, Peter Pan Blouse and Oxford shirts (short sleeve or long sleeve). **WHITE, CLASSIC NAVY AND RED – AUTHORIZED COLORS WITH THE MCS LOGO EMBROIDED THROUGH LAND’S END.**



Peter Pan – Short Sleeve or Long



Oxford – Long or Short Sleeve
White Only



Turtle Neck; Mock Turtle Neck



Long Sleeve or Short Sleeve

- **Pants/Shorts/Capri's/Skirts/Skort's**: Bottoms must be either Navy or Khaki (**Tan, NOT Dark Brown**) in color. They must be twill, corduroy, or cotton-type of fabric. These may be purchased at any store of your choice. Bottoms from uniform companies are encouraged. Shorts and skirts must be fingertip in length when the arm is relaxed at side. No jeans, knit, stretch, or sweat pants allowed. **Absolutely NO logos or brand names or design may be visible.**
- **Girls Skirts/Jumpers/Skort's**:

- Land's End Jumpers which are authorized are as follows: Knit Jumper, Solid Jumper, Side Pleat Jumper. **All jumpers must be solid in color.** ALL skirts and jumpers must have shorts, biker shorts, or non-transparent tights worn underneath for modesty. Biker shorts may be black, however tights must be solid white, red or navy.
- **Plain jumpers** must be **Classic Navy** or **Khaki**. **Any jumper worn at MCS must be purchased from Land's End and have the MCS logo.**



- Classic Navy" or Khaki only. Or Navy Large Plaid from Lands' End



Dresses:

- Mesh Polo Dress in Classic Navy, White and Red are authorized
- Shorts, biker shorts, or **non-transparent tights** must be worn underneath for modesty.
- Dresses must be purchased from Land's End and have the MCS logo



- **Socks/Tights/Leggings:** Socks, **non-transparent tights** and leggings must be in a coordinating solid color (red, navy, white, or khaki) without designs or embellishments. Leggings can be worn under a dress or skirt but not solely as uniform bottoms.
- **Shoes:** Sturdy durable shoes such as tennis shoes, penny loafers, or street shoes are allowed. No open-toed shoes are allowed. No heels higher than 1½ inch are allowed. Tennis shoes are required for PE.
- **Outerwear:**
 - **Outerwear for Outside:** Coats, sweaters or sweatshirts which will be removed in the classrooms may be of your own choosing. We encourage neat, tidy outerwear that is in good repair.
 - **Classroom/Chapel outerwear:** Students may wear Land’s End Cotton Sweaters/Vests which have the MCS logo embroiled on the item or MCS approved Sweatshirts in the classrooms and chapel. MCS approved sweatshirts are available through the office.
- **Hats:** Hats may not be worn in any of the campus buildings. If a hat is brought to school, it must be removed upon entering any building. MCS hats are available in the office and can be worn outside at recess times and before and after school.
- **Jewelry:** Jewelry should be minimal and in good taste. Large-hoop earrings should not be worn for safety purposes. Boys are not allowed to wear earrings to school. Piercings other than ears are not allowed.
- **Hair:** Hair must be neatly kept. Hair may not be dyed in a blatantly unnatural color. Hairstyles and cuts may not be extreme in nature (for boys this means out of the eyes, above the ears, and off the collar.)
- **Under Shirts:** Shirts that are worn under an MCS uniform that shows must be navy, red or white (i.e. a long sleeve shirt under an MCS short sleeve uniform shirt).

The Administration reserves the right to determine what is appropriate.

Uniform Infractions

If a student attends school out of uniform, they will receive a yellow uniform infraction card. The first infraction is a warning, the student will be told what the infraction was and be instructed on what to wear next in the future. On the second infraction, the student will wait in the office while parents are called to bring an appropriate item for them to wear. Any further infractions can result in lost recess or after school detention based on Administration decision.

Land’s End Information:

- **Preferred School Number: 9001-1418-2** – Please use this number when placing orders on-line or by telephone. Create an online account and attach our school to it, then you can add students with their sizes. Once you’ve done that, the website will filter out anything not in MCS dress code and help you find appropriate items for your child based on gender and sizing.