



PARENT/STUDENT HANDBOOK

2021-2022

MISSION STATEMENT

Mountain Christian School seeks to partner with parents who desire their children to know Biblical truths and receive quality academic education integrated with a Christian worldview.

GOALS OF MCS

1. All students will be invited to develop a personal relationship with Jesus Christ.
2. All students will be afforded the opportunity of receiving a quality academic education.
3. A safe learning environment both physically and emotionally will be provided for all students.
4. Students will be surrounded by Christian staff members who lead by example in their daily walk with Jesus.
5. All students will be encouraged to apply both spiritual and academic knowledge in their daily life and in the world around them.

HISTORY OF MCS

Mountain Christian School is an independent, inter-denominational Christian school.

In 2006 a small group of parents and teachers had a vision for a Christian school in the White Mountains. This group had a conviction that their children should not only receive a sound academic education, but a strong Christian education using the Bible and Bible-based curriculum. MCS began in the fall of 2006 with 33 students in grades K-8.

PHILOSOPHY OF MCS

MCS believes that God has given parents the responsibility to raise their children in a Godly manner (Duet. 6:4-7). The role of the Christian school is to come alongside the parents and to help them in the raising of their children with a Biblical worldview, not to take over that job. Therefore, the school works in close cooperation with the parents in teaching each child.

MCS believes a Christian school should have high academic standards with each student being a good steward of the abilities God has given him. However, of greater importance is the spiritual growth of each child. If MCS educates only the mind and neglects the spirit, the school has failed (Prov. 4:23). When taking care of the child's spiritual well-being, academic growth falls into line. In a Christian school, the Bible is not just a subject like reading or math; rather, it is the foundation of all learning and is integrated into all subjects (Ps. 119:11). The application of God's Word shows evidence of biblical teaching in the lives of students by the testimony of how they act both in school and outside of the school setting.

The Christian school is a training ground for young people, teaching them to live their lives for Christ in this world without conforming to the standards of the world. MCS does not exclude families who do not hold these same beliefs, but this school does require that families acknowledge this to be the position of the school. By placing their children in MCS, the parents agree to allow them to be taught according to the beliefs and standards held by MCS.

MCS provides the student opportunities for prayer, Bible study, scripture memorization, weekly chapels, Christian example and leadership, Christian character and conduct, Christian attitude and behavior, as well as basic academic studies.

NON-DISCRIMINATORY POLICY

MCS welcomes students of any race, gender, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. MCS does not discriminate on the basis of race, scholarship programs, and other school activities.

STATEMENT OF FAITH

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (*2 Timothy 3:15, 2 Peter 1:21*)
2. We believe there is only one God, eternally existent in three persons - Father, Son, and Holy Spirit. (*Genesis 1:1, Matthew 28:19, John 10:30*)
3. We believe that God is the absolute and sole Creator of the universe, and that creation was by divine order, not through evolutionary process. (*Genesis 1:1-27, John 1:1-2, Colossians 1:16-17*)
4. 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*).
5. 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. (*John 3:16, 5:24, Romans 3:23, 5:8-9, Ephesians 2:9, Titus 3:5*)

6. We believe in the spiritual unity of believers in our Lord Jesus Christ. (*Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28*)
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life. (*Romans 8:13-14, 1 Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18*)

SCHOOL STAFF

Teachers and school administrators are called by God to help raise up the young in the ways of faith. Jesus, the Savior, was also a teacher. He gathered His disciples and other around Him and taught with conviction and truth. Teachers and school administrators are to:

- Know that the order and discipline of mathematics and physics reveals the mind of God;
- Instill the faith by teaching students to know that God created the mountains, the sea, the rivers, forests, and all creatures that inhabit them;
- Help students to understand that human language is a primary means by which students might explore the wonders of poetry and narrative and Scripture itself;
- Instruct not just through rational explanation, but even more important, through word, deed, and example and shared experience;
- Keep political opinions, theological opinions nor social opinions will be taught, as that should be left up to parents and pastors;
- Teach the faith by modeling the faith and by modeling faithfulness.
- Share their faith with students;

- Be professional and enthusiastic about their calling to teach;
- Have earned degrees and teaching credentials and are either state or ACSI certified (or working towards such certification).

BIBLICAL INSTRUCTION

All students participate in the memorization of Bible verses. Daily Bible lessons are given in each class as a regular part of the curriculum. Biblical principles toward attitude and behavior are applied throughout the day. Students in grades K-8 also meet weekly for chapel services. Being a non-denominational school, the aim in all Bible instruction is to emphasize the essential biblical truths for salvation and godliness. The non-essential beliefs characteristic of different denominations are avoided.

CURRICULUM

MCS uses a variety of Christian publishers for the majority of its subjects. This curriculum may be supplemented in some areas by other publishers. MCS believes the curriculum chosen and used in the classroom raise the level of learning for students and provide good character training.

SPECIAL CLASSES

MCS attempts to provide a variety of special classes to its students in grades 1-8. These classes may include, but are not limited to, PE, music, and Spanish. Additional classes will become more readily available as more students and volunteers join the ministry at Mountain Christian School.

REPORT CARDS

Report cards are distributed quarterly. At the end of the first and third quarters, report cards will be distributed after fall/spring break. Parents with questions or concerns are encouraged to meet with teachers at any time during the school year, not just at conference times.

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 that 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: In order 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: In order 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

The majority of 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

STUDENT COVENANT

Each student must understand what is expected of him and be committed to doing his best to make choices in behavior that support the school's goals. The student covenant reads, "I commit ..."

1. To exhibit Christian behavior at all times. I will do my best to be an example for my fellow students and others to follow.
2. To be mindful of each student's right to an education by not interrupting the learning process. I will leave electronic games, CDs, DVDs, MP3s and other electronic devices home except for when used during specific class projects with the approval of the teacher.
3. To respect my body by not using or possessing tobacco, alcohol, or drugs.
4. To refrain from the use of vulgar, obscene, or profane language.
5. To bring only Christian music and videos to share with my fellow students.
6. To respect authority by responding politely and promptly to teachers and other adults.
7. To show an appreciation for property and buildings by treating them with respect.
8. To respect other students by not fighting, rough housing, bullying, name-calling, or using put-downs. I will not bring weapons or look-alikes to school, or even suggest that I will do so.
9. To be appropriately dressed in accordance with the school dress code.
10. To keep interpersonal relationships in good taste without an outward show of affection.

PARENT / FAMILY COVENANT

All parents who enroll their children at MCS are to read and accept the Statement of Faith and this Family Covenant. By enrolling their student(s), parents indicate their willingness to support the school in all endeavors. Should there come a time that parents can no longer support the school, they may be asked to withdraw their child from Mountain Christian School.

When parents and the school come together for the mutual benefit of a child, both parties should be in agreement on certain fundamental principles. MCS has set forth certain policies and standards that are very important to how MCS functions as a school. Mountain Christian School covets families who want to be committed to the same principles. MCS asks that each family accept the following statements. The family covenant reads, “I/We commit ...”

1. To refrain from involving another parent or third-party should I have any questions or criticisms that need to be addressed. Instead, I will bring all necessary complaints to the proper school personnel and work with them to resolve the differences. In all our discussions, I will maintain a proper Christian testimony, as I am an example for all children to see.
2. To accept the directive of Proverbs 22:6, “Train up a child in the way he should go and when he is old, he will not depart from it.” We attest that godly principles are being taught and reinforced in the home, and that our family is actively involved in a church or diligently seeking a church where God’s Word is preached.
3. To cooperate in keeping doctrinal controversy and denominationalism out of the school at all times, “endeavoring to preserve the unity of the Spirit.” (Ephesians 4:3)

4. To uphold and support the high academic standards of MCS by encouraging and working with my child on his daily homework assignments.
5. To allow my child to be disciplined by the teachers and administration in accordance with the guidelines established in the MCS handbook. I will assist the school in producing the peaceable fruit of righteousness in my child (Hebrews 12:11) as together we seek to develop in them a Biblical standard of conduct.
6. To grant MCS sole discretion to suspend or dismiss any student who does not adhere to the standards in the handbook. In addition, I understand that my child's continued enrollment at MCS may be jeopardized if my child becomes involved in any activities outside of school that violate biblical principles, dishonor God, or might damage the reputation of MCS.
7. To volunteer my time, energy, and resources to the school in order that the school might become the best possible example of what can be accomplished by a unified Christian community. Some areas of service include the following:
 - a. Fundraisers: These are held each year to help keep tuition costs down. All families benefit from these efforts, and each family is required to participate to its fullest ability.
 - b. SALT Hours (Serving And Laboring Together): This program is designed to meet the needs of our school, keep our costs down, and give parents the opportunity to be actively involved in the total educational process. Parents are required to serve 25 hours each school year or pay \$20 per hour not served.
 - c. Board meetings, PTF meetings, school work days, and field trips.

8. To honor my financial obligations to MCS. I will adhere to the policies set concerning the timelines of payments realizing my biblical obligation.

PARENT TEACHER FELLOWSHIP (PTF)

MCS supports and appreciates an active Parent Teacher Fellowship. This organization of parents and teachers work to bring fellowship between parents, teachers, and school administration. The PTF sponsors many activities and fundraising events. All parents are members and are encouraged to participate. Officers are elected annually from among school parents.

PTF meetings will be held as needed.

LINES OF COMMUNICATION

Due to human nature, people may at times irritate others, resulting in misunderstanding or strong disagreement. Jesus provided His formula for solving person-to-person problems in **Matthew 18:15-17**. MCS believes that praying for the other party prior to and during this process is essential as well.

- Keep the matter confidential.
- One of the two people involved needs to initiate a face-to-face dialogue. Most problems are solved at this level.
- Be forgiving.
- If the disagreement has not been resolved, the people involved should agree to share the matter with the administrator.

Parents wishing to discuss problems or receive clarification in some area should refer to the above guidelines based on Matthew 18:15-17. MCS encourages those concerned to approach all matters in a Christ-honoring fashion, keeping biblical principles foremost in mind and refrain from drawing conclusions before all sides have been heard.

The school's desire is to resolve issues satisfactorily with good communication and to please the Lord in all matters. Parents concerned about problems in the classroom or on the playground should contact the respective classroom teacher or playground teacher, explain the problem and listen to the teacher's explanation. If this does not lead to a satisfactory resolution, the parent should then contact the administrator. If resolution is still not achieved, the parent may then contact the school board.

Mountain Christian School believes that education is an extension of the home and that God has given parents the responsibility to raise their children. Therefore, MCS works closely with parents in teaching children. MCS provides the following to communicate with parents:

- ***Weekly MCS Newsletter*** – The newsletter provides school-wide announcements, upcoming events, and SALT opportunities as a minimum. The newsletter is e-mailed to all families on Monday. Families will be given a hard copy upon request.
- ***Monthly Calendar*** – The monthly calendar is e-mailed to all families on the last day of the month. The calendar lists the optional Tuesday/Thursday meal options, payment deadlines and events for the upcoming month. School calendar and upcoming events are also available for review on www.mcsaz.org.

- ***Flyers*** – Flyers will be sent home regarding special events.
- ***Back-to-School Night, Parents Night*** – MCS will schedule informational meetings for parents throughout the year. Parents will be advised of any new programs and policies.
- ***Parent/Teacher Conferences*** – Conferences are held during the 1st and 3rd quarters. Conferences are scheduled for ½ hour. The conferences are mandatory and both parents are encouraged to attend.
- ***Report Cards*** – Report cards are issued quarterly. Parents with concerns or questions are encouraged to meet with teachers at any time during the school year.
- ***Progress Reports*** – Progress Reports are given out mid-quarter in order to keep parents apprised of their student’s progress.

WITHDRAWAL FROM MCS

When a job transfer, financial change or family crisis necessitates withdrawal from MCS:

- A written notification of withdrawal, at least three days before the child’s last day of school, is required.
- The classroom teacher will clear students when all school texts and materials have been returned in satisfactory condition.

We realize withdrawal may also be precipitated by dissatisfaction with MCS. It is our hope that every avenue has been exhausted by parents and the school to address and resolve concerns prior to withdrawing a student.

A prorated refund for tuition may be given if parents have already paid in cash or check.

PAST DUE ACCOUNTS

MCS is operated on a stringent financial budget, and the cooperation of parents is essential to the sound management and success of the school.

Tuition payments are due on the 1st of each month. If the 1st falls on a non-school day, payment is due on the next school day. Any tuition paid after the 10th of each month will be considered late and may result in a \$5.00 per day late charge with a maximum of \$50.00. **Any account that becomes one month delinquent may result in the suspension of the student(s) until the account is paid, unless special arrangements are made with the MCS School Board.** A written notice will be sent home five school days prior to the end of the month advising that the child will be withheld from class if the account is past due.

Delinquent accounts may also result in:

- Withholding of report cards
- Re-enrollment denial
- Accounts taken to collection agency

RETURNED CHECKS

A \$25.00 service charge will be added to any check that is returned by the bank for insufficient funds.

REFUND POLICY

The enrollment fee is non-refundable. The registration fee will only be refunded if MCS is notified prior to the 1st day of school that the student will not be attending MCS. If a student attends any portion of the month, tuition may be refunded on a pro-rata basis.

Students, who have not officially withdrawn, will be considered enrolled and will be charged for attending even if they have been absent.

DRESS CODE POLICY

In order 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
EMBROIDERED THROUGH LAND’S END.**



Oxford – Long Sleeve or Short

Mock Turtle Neck

Long Sleeve Polo Shirt

Short Sleeve Polo Shirt

White Only

- 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 EMBROIDERED THROUGH LAND’S END.**



PeterPan –
Short Sleeve
or Long
White Only

Oxford – Long
Sleeve or Short
Sleeve
White Only

Turtle Neck;
Mock Turtle
Neck

Long Sleeve
or Short
Sleeve

- Pants/Shorts/Capri's/Skirts/Skorts: Bottoms must be either Navy or Khaki (**Tan**) 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/Skorts:
 - Land's End Jumpers which are authorized are as follows: Knit Jumper, Solid Jumper, Side Pleat Jumper. **All jumpers must be plain.**
 - **Plain jumpers** must be **Classic Navy** or **Khaki**.





- **ALL** skirts and jumpers must have shorts, biker shorts, or non-transparent tights worn underneath for modesty. Classic Navy” or Khaki only. Or Navy Large Plaid from Lands’ End
- **Any jumper worn at MCS must be purchased from Land’s End and have the MCS logo.**
- Dresses:
 - Mesh Polo Dress
 - Classic Navy, White and Red are authorized
 - Shorts, biker shorts, or **non-transparent tights** must be worn underneath for modesty.
 - Dresses must be purchased 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 are to 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. 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.
- **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. Piercing 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).

Land's End Information:

- **Preferred School Number: 9001-1418-2** – Please use this number when placing orders on-line or by telephone.
- The Land's End Uniform Section does list authorized uniform items for MCS.

The Administration reserves the right to determine what is appropriate.

WEATHER

Recess will be conducted on the MCS school grounds, weather permitting. Parents are therefore responsible to make sure their student is appropriately dressed for the weather. Winter attire should include appropriate coats and waterproof boots or shoes. Students are not permitted to wear muddy/wet shoes in school facilities. Therefore, parents should provide students with slippers to wear when shoes become muddy or wet.

If the weather does not permit outside recreation, students will be allowed to have recess in the gym. Once again, it is recommended that parents insure appropriate shoes for play in the gym.

Any school closures or delays due to inclement weather will be announced to the school community with a text message. Additionally, it will be announced on the school answering machine, the school's website, social media, and local radio stations.

In most cases, MCS will delay the start of school by 1 or 2 hours.

STUDENT ARRIVAL

- Parents are encouraged **not** to drop students off at MCS prior to 7:45 a.m. If parents need to drop students off before 7:45 a.m., they must make arrangements with the school administration.
- Students upon arrival will be directed to the gym to play.

ABSENCES

School success is closely related to good attendance. While some absences may be necessary due to illness or family emergencies, planned absences are discouraged. If at all possible, vacations need to be planned during regularly scheduled school breaks.

- Parents are required to contact MCS by 9:00 a.m. when a student will be absent.
- Parents may make arrangements with the teachers to pick up homework after school hours.
- Dentist and other scheduled doctor appointments need to be made on Fridays whenever possible.
- Assignments/Homework will be made-up when the student returns. Homework will be given ahead of time for prolonged absences only at the discretion of the teacher.
- No more than 5 absences per semester are allowed in order to retain scholarships.

TARDY POLICY

Promptness is a standard that MCS want to develop within each student. **Tardiness disrupts the classroom and causes the student to miss important instructions and other information commonly given at the start of the day.**

Tardiness is arriving in class after class has started. A student will be considered tardy if he is not in his classroom by 8:00 a.m. Three unexcused tardies are allowed per quarter. Additional tardies may result in 1 additional SALT hour per tardy.

Parents must sign students in who arrive after 8:05 a.m.

HOMEWORK POLICY

Homework is a necessary part of each pupil's educational program. Homework should be regular, reasonable, and should fall into the following areas:

- Practice is given to help student's master specific skills that were taught in class.
- Preparation is given to prepare students for subsequent lessons.
- Extension is given to determine if students can transfer a skill or concept to another situation.

Homework is used to help establish good study habits and to inform parents of the work and progress their student is making. The homework load, including oral and silent reading, should be reasonable and fit. The average time for home should be 10 minutes per grade in addition to reading. The completion of homework assignments is recorded by the teacher each day.

CHEATING

*A truthful witness gives **honest** testimony, but a false witness tells lies.*

Proverbs 12:17

As Christians, we need to follow Christ's example with honest behavior. Cheating on homework, tests, or other papers may be a temptation, but it is actually practicing fraud or deception. Cheating includes the following:

- Taking answers from another student.
- Giving answers to another student for any graded assignment.
- Any advantage given by discussing tests, pop quizzes, or assignments for a class as yet unattended.
- Missing school to finish an assignment or to give yourself extra time to prepare for a test.
- Using internet sites to plagiarize writing assignments or book reviews.

Cheating is a level 2 infraction and taken very seriously. It will be dealt with swiftly by the teacher and administrator.

REWARDS PROGRAM

- Teachers will utilize a concrete reward system that documents rewards earned for a 9-week period. ("Concrete" defined as: can be quantified and documented, i.e. agenda book signed or all homework in.)
- Plan shall include what the tangible part of the reward will be, i.e. points, stickers, pennies, stars etc.
- Rewards should accumulate and not be taken away.

GRADING POLICY

Grades evaluate a student's progress. A student's work, including homework, tests, class participation, quizzes, projects, etc., are all taken into consideration for grades. The grading standard for MCS is as follows:

Kindergarten through 2nd Grade:

- E – Excellent
- G – Good
- S – Satisfactory
- I – Improving
- N – Needs Improvement
- √ - Indicates Area of Concern
- + - Area of Strength
- X – Not studied this Quarter
- M – Modified for this Student

3rd Grade through 8th Grade

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = 0 – 59
- **E** = Excellent
- **G** = Good
- **S** = Satisfactory
- **I** = Improving
- **N** = Needs Improvement
- √ = Indicates Area of Concern
- + = Area of Strength
- **X** = Not studied this Quarter
- **M** = Modified for this Student

ADJUSTMENT TO GRADES

The teacher, parent and administrator may meet to determine whether modifications to the student's academic program are necessary if a student is failing. Further action will also be discussed.

SCHOOL HOURS

Kindergarten (mornings only) 8:00 a.m. – 11:30 a.m.*
**no lunch*

Grades K through 8 8:00 a.m. – 3:00 p.m.

Students may arrive on campus beginning at 7:45 AM and proceed to class at 8:00 AM.

Students arriving after 8:00 AM will be marked tardy.

OFFICE HOURS

MCS office hours are from 7:30 a.m. until 3:30 p.m. Monday through Thursday. Friday 8:00 a.m. until 12:00 p.m.

OFFICE CHECK-IN

In order to keep our school secure, we are asking everyone who has business with MCS to check-in at the office. Once School is in session, the front doors will be locked. In order to gain access to the school, please push the buzzer. Students in kindergarten through the 8th grade needing to leave campus during the day must be signed out in the office by a parent/guardian or by a previously authorized adult with picture ID. Students will not be able to leave campus without this authorization. If a student returns before the end of the day, he must be signed back in at the school office.

AFTER SCHOOL PICK-UP PROCEDURE

Students need to be picked up on time when school is dismissed. Kindergarten students enrolled in the half-day program must be picked up no later than 11:55. All other students must be picked up no later than 3:15. Parents who pick up after 3:15 may be charged ½ hour of SALT time unless arrangements are made ahead of time with the principal. Only people previously authorized by the parent may pick up a child from school. If a child is going home with a friend, a note must be sent to the school with the child, or the principal must be called by the parent. Care and courtesy should be used in the parking lot. **Pulling forward and to the side or into a parking space while waiting to load students is appreciated.**

CHANGE OF ADDRESS, PHONE NUMBERS, EMERGENCY INFORMATION

Parents should contact MCS immediately with regards to any changes of address, phone numbers or emergency contact information.

LOST AND FOUND

MCS encourages that all articles brought to MCS be clearly labeled with your student's full name to ensure identification. Lost articles, without identification, will be placed in a lost and found box in the school office. Parents are encouraged to check the lost and found frequently for missing articles. Unclaimed items will be given to a charity.

SCHOOL BOOKS AND PERSONAL PROPERTY

Textbooks

- Textbooks are the property of MCS and loaned to students. Textbooks are to remain neat and clean.
- Do not place any tape on textbooks as it may cause irreparable damage.
- Families will be charged for any damaged textbooks. The fee will be based on the extent of damage which was done to the textbook.

Personal Property

- MCS is not responsible for loss or damage to any personal property.
- Electronic games, CDs, DVDs, cell phones and other electronic devices should be left at home except for when used during specific class projects with the approval of the teacher. Unauthorized items will be confiscated by the school and will be returned to parents only.

LUNCH PROGRAM

MCS has an optional “Hot Lunch” program on Tuesday and Thursday. Parents will be notified monthly of the food items which will be available for purchase for Tuesday and Thursday.

Parents can pay for these optional meals on a day by day basis, weekly, monthly or annual basis. All lunch orders must be turned in by 10:00am the day before, in order to be included in that day’s order. If a lunch has been pre-paid and ordered, it is the parent’s responsibility to make sure the lunch has been cancelled in a timely manner. No refunds and/or credits will be given if the lunch has not been cancelled by 9:00 a.m. on the morning of the lunch.

Since MCS does not have a school cafeteria, parents are responsible for making sure their students have a healthy lunch and snack which do not require refrigeration. **Students are not authorized to use the kitchen microwaves.** If a student does not have a lunch, MCS will provide a PB & J sandwich at a cost of \$5.

BIRTHDAYS

Each family is welcome to provide a special snack for the class on their child's birthday. This should be cleared with the teacher who will designate a time for the celebration. Distributing party invitations at school is not permitted unless every boy, every girl, or the whole class is invited. This policy helps to alleviate hurt feelings among those students not invited.

HOLIDAYS

Christmas and Easter are wonderful times of celebration for Christians. MCS does much during these seasons to remember the birth, death, and resurrection of Christ. The school avoids the secular trappings of these holidays - Santa, eggs, bunnies, etc. - and asks parents who might want to help in the celebration to keep with the Christian symbols. No acknowledgement of any kind is given to Halloween, St. Patrick's Day, ETC.

HEALTH/MEDICAL

EMERGENCY FORMS

Emergency forms will be completed on all students and the forms must be completed prior to the first day of school.

- Allergies, medications and known medical conditions must be included
- Special instructions for students who may have split households

- Any change in family information (i.e., telephone number, e-mail addresses, or home address) should be reported as soon as possible.

IMMUNIZATIONS

All new students attending MCS must provide the school with a current copy of their student's immunization records. MCS will follow the Arizona Department of Health guidelines and Federal immunization guidelines.

- Immunization records must be turned in to the MCS office prior to the 1st day of school. **Students will not be allowed to attend class until the appropriate records have been submitted.**
- If students require additional immunizations, families will receive a letter indicating the type of immunization required and a deadline will be given. **Students will not be allowed to attend class until the appropriate records have been submitted.**
- Families, who wish their student to be exempt from immunizations, must complete a Waiver Form.

IMMUNIZATION WAIVER

If you wish for your child to be exempt from the immunization requirements, a Waiver must be signed by the parent and the family's physician.

- By state law (A.R.S. § 15-873) your child will not be allowed to attend school until either a record of immunization or this exemption statement is submitted.

- **In the event of an outbreak of a vaccine preventable disease for which you cannot provide proof of immunity of your child, your child will not be allowed to attend school until the risk period ends.**

- **Waiver Reasons –**
 - Health risk to the child because of pre-existing medical conditions. Your physician must state the reason for the medical exemption. The exemption may be for one or more vaccines, and may be either permanent or temporary. If the condition is temporary, the date of its end must be given, at which time the child must receive any necessary vaccine doses.
 - Personal Beliefs.
 - Laboratory Evidence – If your child has previously had a vaccine preventable disease, immunization against that disease is not required if laboratory evidence of immunity signed by a physician can be provided. *Copies of lab results must accompany this request.*

MEDICATION – OVER THE COUNTER

- MCS will not dispense any over-the-counter medications; including: Tylenol®, Advil®, Pepto Bismol®, and cough drops without parental notification.
- MCS will confiscate all non-prescription medications.
- Parents may come to MCS to dispense the above medications.

PRESCRIPTION MEDICATION

- A “Statement of Need” is required by the student’s physician and filed in the school office.
- Medications must be brought to MCS in their original containers and stored according to the physician’s request.
- It is the parent’s responsibility to make sure medication has not expired, forms are current and complete, listing the correct dosages.
- Medical consent forms must be on file at MCS.

MEDICAL/DENTAL APPOINTMENTS

Since MCS students attend class only 4 days a week, we ask that all parents schedule dental and medical appointments for Friday whenever possible.

- Please notify the school office or teacher the prior day, if the appointment is scheduled in the morning. The MCS phone will take messages 24 hours a day.
- Please notify the school office or teacher first thing in the morning if your student has an afternoon appointment.
- Parents must come to the office to check the student out.

STUDENT INJURIES

- Parents will be contacted immediately.
- In the event parents or family members listed on the Emergency Card cannot be notified and if the situation warrants, the paramedics will be notified.
- MCS will continue to contact person(s) listed on Emergency Card.
- An accident report will be completed.

- Teachers are CPS/First Aid qualified. First aid treatment will be administered to stop bleeding, restore breathing, or prevent shock and/or infection.

STUDENT ILLNESSES

Students should not be sent to MCS if:

- Students have a temperature of 99.5° or higher or within 24 hours of having a fever.
- Students are vomiting or has diarrhea or within 24 hours of having vomiting or diarrhea
- Skin rashes with fever or upset stomach, as it could be the onset of a contagious illness

Parents will be contacted if a student has:

- A temperature of 99.6° or higher.
- A continuous cough
- Vomiting or excessive diarrhea

MCS will monitor students. However, MCS is not equipped to handle sick students and they should be picked up immediately when illness warrants.

FIELD TRIPS

Field trips are a part of the students' educational experience. Classes will have a maximum of 4 field trips a year with 1 local field trip and 1 out of town field trip per semester. Information will be sent home regarding parental authorization and help. Major field trips will be scheduled at least 2 months in advance.

MCS relies on parents to transport students to and from field trips, competitions, sporting events, etc.

- There will be a parent/student ratio of 4 to 5 students per adult on each field trip.
- A lottery will be held to select the adult chaperones if too many adults volunteer for the field trip.

- All drivers must provide proof of adequate insurance (as set forth by the school's insurer)
- Provide a valid Fingerprint Clearance Card or have completed the MCS Security Search prior to chaperoning on a field trip.
- Drivers must also agree to play only Christian music and/or watch only movies from an approved list during travel times.
- All students must return a signed field trip permission form in order to go with their class on each field trip.
- Drivers and students are not allowed to leave the group for any reason.
- Parents will be notified of student chaperons and vehicle placement prior to the field trip.
- Siblings are not authorized to attend field trips without prior approval from classroom teacher and the principal.
- No younger or older MCS students are permitted to miss school in order to attend a sibling's field trip.

VOLUNTEERS

All parents who wish to volunteer in student classrooms or field trips will be required to provide MCS with the following:

- a current fingerprint card; or
- Submit a consent form for a background screening through Secure Search. The background search must be completed yearly. The screening includes, but is not limited to: multi-state criminal search with alias and social security number trace; National Sex Offender Search, social security number validation; social security number death index search, name and address history, and MVR driving history.
- A \$13.50 processing fee is required.

All adult family members or family friends wishing to volunteer for MCS student functions must have pre-approval by the principal to participate in any classroom function or activity.

- They will also be required to provide a current fingerprint card.
- Submit a consent form for a background screening through SecureSearch. The background search must be completed yearly. The screening includes, but is not limited to: multi-state criminal search with alias and social security number trace; National Sex Offender Search, social security number validation; social security number death index search, name and address history, and MVD driving history.

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Mountain Christian School

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Website: www.mcsaz.org

Membership:

www.acsi.org



Non-Discrimination Policy

Mountain Christian School welcomes students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, scholarship programs, and other school activities.