

# Montebello Christian School

*Since 1970*

*A ministry of Montebello Christian Fellowship*

## **PARENT STUDENT HANDBOOK 2021 – 2022**



136 S. 7<sup>th</sup> Street, Montebello, CA 90640

Phone (323) 728-4119 / Fax (323) 728-8396

[www.montebellochristian.com](http://www.montebellochristian.com) / Email: [school@montebellochristian.com](mailto:school@montebellochristian.com)

Facebook: @montebellochristian / Instagram: @montebellochristian

By attending **Montebello Christian School (MCS)**,  
families agree to abide  
by the rules, policies, procedures,  
and conditions of MCS including,  
but not limited  
to, those expressed  
in the most current parent handbook.

The School Board reserves the right to change any policy or procedure at its sole discretion, after reasonable notice is given to parents and students.

# **What can be expected from Montebello Christian School**

## **We are delighted that you have enrolled in Montebello Christian School!**

This handbook is to help you to know what to expect from Montebello Christian School (MCS) as well as what we will expect from our students. The MCS staff and administration are committed to partnering with you with the education of your child as well as overseeing their spiritual development.

### **This is what you can expect of us:**

- Written or personal communication from the teachers to allow parents to provide added assistance to the student if needed.
- Rigorous educational instruction at a level which students can succeed with reasonable effort. Reasoning, critical thinking skills, and internalization of Christian values are important educational goals.
- Daily Bible instruction; every subject taught is integrated with the truths and Christian values contained in the Bible. Prayer is an important part of every student's school day.
- Effective, well-trained Christian teachers who love the Lord and your child.
- Nurturing classrooms managed by teachers who are committed to academic excellence as well as to modeling the fruit of the Spirit in their lives.
- The teachers teach Biblical views which are doctrinally aligned with the Bible; that Jesus Christ is the risen Son of God and the only way to salvation, that the loving grace of our Lord Jesus extends to all who would "call upon the name of the Lord."
- All students are taught to seek forgiveness for sin, accept Jesus Christ as their Savior, take personal initiative to study God's Word and make it their primary objective to love, serve, and honor Jesus Christ.

**We count it a privilege to work beside you in preparing your child(ren) for the future.**

## VERSE OF THE YEAR

Don't be afraid, for I am with you.  
Don't be discouraged, for I am your God.  
I will strengthen you and help you.  
I will hold you up with my victorious right hand.

~ **Isaiah 41:10** (NLT) ~

Our Bible Verse of the Year will be integrated into with our **Expected Student Learning Results** (ESLRs). These will reflect our mission statement which states that MCS will prepare its students to:

Grow Spiritually

Pursue Knowledge

Develop Physically

Develop Socially

We greatly appreciate your prayers and support throughout the school year.

# MISSION STATEMENT

**“Seeking the Mind of Christ” – Philippians 2:5**

The mission of Montebello Christian School is to direct students in an understanding of a God-created world view. Using a Biblically-integrated curriculum, students will develop spiritually, intellectually, physically and socially. This will equip them to discern truth, leading toward a lifetime commitment of doing God’s will.

**Montebello Christian School will prepare its students to:**

<p style="text-align: center;"><b><u>GROW SPIRITUALLY</u></b></p> <p><b><i>“Grow in favor with God” by being students who:</i></b></p> <ul style="list-style-type: none"> <li>• Study the Bible as God’s inspired Word, developing attitudes of love and respect for it.</li> <li>• Follow Jesus Christ as their Savior and Lord.</li> <li>• Desire to know God’s will as revealed in the Scripture, carrying out God’s will daily and in the future.</li> <li>• Apply moral values as related to spiritual truth, developing the mind of Christ.</li> <li>• Develop self-discipline and responsibility based on respect and submission to God and all other authority.</li> <li>• Grow in Christian leadership.</li> <li>• Seek spiritual counsel at times of need.</li> <li>• Are actively involved in a local church.</li> </ul>	<p style="text-align: center;"><b><u>DEVELOP PHYSICALLY</u></b></p> <p><b><i>“Grow in stature, health &amp; stamina” by being students who:</i></b></p> <ul style="list-style-type: none"> <li>• Understand the need to develop and maintain physically fit bodies, avoiding detrimental habits because the body is the temple of the Holy Spirit.</li> <li>• Have developed motor skills and athletic skills according to their individual readiness.</li> <li>• Are informed and practice concepts of health, physical fitness, personal hygiene, human development, and sexual purity.</li> <li>• Understand that maintaining a healthy body maximizes the total effectiveness of a person committed to serving God and mankind.</li> </ul>
<p style="text-align: center;"><b><u>PURSUE KNOWLEDGE</u></b></p> <p><b><i>“Grow in wisdom, knowledge and pursuit of truth,” by being students who:</i></b></p> <ul style="list-style-type: none"> <li>• Endeavor to develop their full academic potential according to their God-created individual ability.</li> <li>• Understand that all subjects are related to the world God created.</li> <li>• Practice good study habits.</li> <li>• Are capable in communicating through listening, speaking, reading, writing and the arts.</li> <li>• Think critically which includes discernment of biblical truth.</li> <li>• Are competent in calculation and logical thinking.</li> <li>• Are committed to a lifelong habit of learning.</li> <li>• Are prepared academically with current, relevant curriculum and technology to live a God-centered life in the environment of today’s world.</li> </ul>	<p style="text-align: center;"><b><u>DEVELOP SOCIALLY</u></b></p> <p><b><i>“Grow in favor with man in Christ-like behavior,” by being students who:</i></b></p> <ul style="list-style-type: none"> <li>• Develop their individual personalities to their full potential, realizing that they are, each one, created in the image of God, and thus, are encouraged to experience joy in being themselves.</li> <li>• Love others as creations of God, appreciating differences in ethnicity and culture.</li> <li>• Demonstrate positive, productive Christian citizenship through understanding dependence on others, and responsibility toward others, in the peer group, community, nation and world.</li> <li>• Apply problem-solving strategies to real life scenarios.</li> <li>• Seek God’s direction for their future.</li> <li>• Understand God’s plan for the Christian home and are equipped with Christian attitudes and goals toward their own future establishment of lifestyle for single life and/or marriage and family life.</li> <li>• Are aware that God has provided material for our use, but the use of these possessions must be kept in perspective and used to His glory.</li> </ul>

# STATEMENT OF FAITH

## OUR MISSION

Our desire is to develop a positive and fruitful relationship with every school family. This handbook is intended to give direction and understanding concerning our general goals and standards. Complete attention and cooperation by our school families contribute to the building of a partnership that honors the Lord and strengthens homes. Therefore, we request that each family become familiar with this handbook and abide by its guidelines. **At any time during the school year, the administration reserves the right to amend or clarify certain rules relating to school operations and student conduct.**

## MISSION

The mission of MCS is to provide a distinctively Christian education. We provide a safe, loving Christian environment where students are challenged academically and encouraged to follow the Bible as the reference point on all matters of morality, character development, and personal responsibility.

## VISION

MCS is a community of learners where knowledge is applied and all students and staff are supported in continual personal and spiritual growth, scholarship, and leadership. MCS provides an environment that is Christ-honoring, safe, welcoming, and challenging.

## PURPOSE

MCS is a ministry of the Montebello Christian Fellowship (MCF) of Montebello, California. The school's primary purpose is the teaching and training of young people in a rigorous academic program from a Biblical perspective. We stress wholesome Christian living, including personal salvation through Jesus Christ, obedience to the Word of God, and the use of our talents for the glory of God.

{[insert link](#) to complete and detailed **Statement of Faith**}

# PHILOSOPHY OF EDUCATION

The educational philosophy of Montebello Christian School is based on the God-centered view of life as opposed to a man-centered (humanistic) view of life. We therefore seek to view life in every dimension as God sees it. God is truth and He has revealed Himself to man through His creation; His Word, the Bible; and His Son, Jesus Christ. The Bible is the unerring truth of God. Man was created in God's image for the purpose of glorifying God. Man is sinful by nature and choice, and is therefore separated from God. Jesus, God's Son, sacrificed Himself and was resurrected for man. A person may become a part of God's family by recognizing his sinful state and spiritual need, and by receiving Christ as his Savior and Lord. Being born again spiritually, a person is enabled to do God's will, which is the ultimate purpose of his life.

As all knowledge is created by God, there can be no division between that which is sacred and that which is secular. There can be no complete education apart from God's written revelation, the Bible. Total education is the process of understanding, learning, and sharing what God's truth is. This education is the process of bringing the child into fellowship with God, guiding him to seek the mind of Christ, to become the whole person God created him to become, and to diligently seek God's will for his life daily in the future.

The authority of such an education comes from the Bible which teaches that God created each individual, and that God has a personal plan for everyone. This plan will result in the glorification of God. God has given the parents the direct responsibility and authority over the child to train in God's way. The parents choose the church and the school to be partners with them in carrying out this God-given responsibility.

Such an education can only be taught by born again models. These teaching persons not only teach by words, but their lives teach by living example. Thus, the born-again teachers of both the Christian school and the church reinforce the home training and living examples of born-again Christian parents. This education receives power through the trusting of the Master Teacher, the Holy Spirit. With each of these four spiritual influences being activated in the child's life, complete Christian education is in process.

[Montebello Christian School is owned and operated as an integral part of the ministry of Montebello Christian Fellowship. The church provides rent-free facilities for the school. School Board members, who are elected by MCF & MCS, are the governing group of the school.]

# SCHOOL IDENTITY

**School Motto:** "Seeking The Mind Of Christ"  
**School Mascot:** Chargers  
**School Colors:** Navy Blue & White

## FINANCIAL POLICIES

Montebello Christian School is a non-profit organization. We are self-supporting which means that we rely on tuition and registration fees to meet our operating expenses. Our school makes every effort to be a good steward in administering the finances to provide a quality education while meeting the needs of our students and their families. Parents are asked to be wise stewards of their family finances in such a way as to be able to meet their financial responsibilities associated with their child's education.

**BOOK FEES:** Annual textbook fees are included in the registration fee and are non-refundable.

**TUITION AND REGISTRATION FEE:** Schedule is available in the Office or on school website.

**TECHNOLOGY FEE:** This is included in the 2021-22 school year registration fee.

### FACTS Tuition Payment Plan

(Montebello Christian School uses the FACTS Tuition Payment Plan)

- Parents paying 10 or 12 monthly payments will be required to authorize an automatic payment to be paid directly from a checking or savings account.
- There is a one-time \$50 fee and it is included in the registration fee.
- Completing the forms for this payment plan will be part of the student enrollment process.
- Full tuition payment is due by August 20 to be eligible for the 5% discount.
- To avoid handling cash, MCS requires families to sign up for FACTS.
- There may be a \$20 administrative fee, per month, for non-use of FACTS.

**LATE CHARGE:** This fee will be assessed on any outstanding balance after the 15<sup>th</sup> of each month.

## UNPAID BALANCES

### CANCELLATION OF ENROLLMENT DUE TO UNPAID BALANCES

In the event that a balance due remains delinquent on the 1st of the following month, the student's enrollment will be cancelled. The student will not be allowed to attend MCS until the past due balance is paid in full. A repayment plan may be established to avoid cancellation of enrollment.

(Any **UNPAID BALANCES** and **CANCELLATION OF ENROLLMENT** MUST BE reported to the School Board.)



# SCHOOL SCHEDULES

## **ELEMENTARY** (Kindergarten - 5<sup>th</sup> grade):

8:30 a.m. - 12:05 p.m. Kindergarten (1/2 Day)  
8:30 a.m. - 2:50 p.m. Kindergarten (Full Day)  
8:30 a.m. - 3:00 p.m. Grades 1 - 5 (Daily)

## **MIDDLE SCHOOL** (6<sup>th</sup> - 8<sup>th</sup> grade):

**8:30 a.m.** - 3:00 p.m. Late Start Monday  
8:00 a.m. - 3:00 p.m. Tuesday, Wednesday, Thursday, Friday

## **HALF DAY** (9/7, 11/4, 11/15-19, 1/28, 3/25, 6/10)

8:30 a.m. - 11:50 p.m. Kindergarten  
8:30 a.m. - 12:05 p.m. Grades 1 - 8

## **STUDY HALL** (Grades 1 – 8)

3:15 - 4:00 p.m. No fees apply (fees will apply if student is sent to Day Care)  
All students are required to check in with Day Care Staff before attending Study Hall.

## SCHOOL SCHEDULES (cont.)

### DAY CARE:

7:00 a.m. - 8:00 a.m.	Morning Day Care (fees apply) (Middle School: no-fee supervision begins at 7:50 a.m.)
<u>3:00 - 3:15 p.m.</u>	<u>Pick Up Grace Period (no fee)</u>
3:15 p.m. - 6:00 p.m.	Afternoon Day Care (fees apply)

### DROP OFF (7:00 – 8:30 a.m.)

- In the morning, please enter the campus on the 6<sup>th</sup> Street side of the school. There will be check-in questions and temperature checks upon arrival.
- Please park in a marked parking space and let your child out in a safe area.
- Please walk younger children inside.
- Please do not leave young children unattended in vehicles.
- Please do not block the driveway at any time.

### PICK UP (3:00 - 3:15 p.m.)

- The 7<sup>th</sup> Street parking lot will open at 2:50 p.m. One gate will be for **Entrance Only** and the other for **Exit Only**. Cars may pull into the parking lot in a “circle driveway fashion”.
- The 7<sup>th</sup> Street parking lot will close at 3:15 p.m. If you need to visit the Office or pick up your child, please park in the 6<sup>th</sup> Street parking lot.
- All students remaining by 3:15 p.m. will be checked into Day Care (fees will apply).
- On **Half Days**, school is dismissed at 12:05 p.m. Day Care charges will accrue from 12:20 p.m.

**\*\*\* PLEASE DRIVE SLOWLY AND CAUTIOUSLY \*\*\***

*We have students and traffic together in the same areas before and after school.*

# DAY CARE POLICIES

## CHECK IN

- Any students remaining by 3:15 p.m. will be checked into Day Care for their safety (fees apply).
- Students must be picked up and clocked out by Day Care Staff. MCS uses a computerized time clock. Fees will be assessed accordingly and billed monthly. Balances must be paid by the 15<sup>th</sup> of the next month. Late payments are subject to a late fee.
- Students **WILL NOT** be allowed to go out to the car by themselves. Once a student has been picked up and checked out of Day Care, they cannot come back to Day Care.
- For safety reasons, students **WILL NOT** be released to an Uber or Lyft driver.

## LATE PICK UP POLICY

- Day Care **begins** at 7:00 a.m. and **ends** at 6:00 p.m. Please do not drop your student off before before 7:00 a.m.
- A late charge will apply for each additional 15 minutes after 6:00 p.m. (\$15 per child)

### Examples of late pick up times:

6:01 - 6:16 p.m. .... \$ 15 per child

6:16 - 6:31 p.m. .... \$ 30 per child

- A non-emergency, second occurrence late pick up within a thirty-day period will result in \$ 20 fee being charged for the first 15 minutes after 6:00 p.m.
- If you have an emergency and will be tardy for pick up, please call the Office.

# ATTENDANCE POLICY

As a student in school, regular and punctual attendance is essential for success. Even though missing assignments are completed, the learning experiences of teacher presentation and student-teacher interactions cannot be replaced. Students are expected to be seated and prepared to start the school day on time.

## EXCUSED ABSENCE

Excusable absences are due to students' illness, doctor or dental appointments, family bereavement or family critical illness.

## UNEXCUSED ABSENCE

Absences not including the above reasons are considered unexcused. Teachers are not required to give make-up work for unexcused absences. Grades will be lowered due to unexcused absences.

## **INDEPENDENT STUDY**

If a student has an above average academic record a parent/guardian may arrange for a planned absence to meet the needs of a family situation. An independent study program will be assigned. This only is appropriate for a student with strong study habit

## **PROCEDURES**

When it is necessary for a student to be absent, please follow the procedures below:

- Student **MUST** have a note from the parent or guardian stating the dates and reason for the absence in order for the student to be readmitted to school. An absence beyond 5 days **MUST** have a re-admittance note from a doctor.
- Parents of Middle School students are to call the school office after 8:30 a.m. on the morning of their absence. Call the office **EACH DAY** the student is absent, this prevents truancy. An official written note will still be required from the parent on the day the student returns to school.
- Communicable diseases (i.e.: chicken pox, mumps, etc.) are to be reported to the school office by telephone as soon as diagnosed. The office can then inform the parents of the other students of the possibility of exposure.
- Students who are absent for more than one day will be required to stay for Study Hall until all work is made up and turned in. This includes any tests that are missed due to an absence.
- Make up work will be available after 3:30 p.m. in the school office.

## **TRUANCY**

Absence without the knowledge of parents or school officials is considered truancy and is an unexcused absence. This includes **NOT** coming to school, leaving school before the end of the day without permission or staying out of any part or all of a scheduled class without permission. A student who is more than 30 minutes late to a class may be counted as truant. Truancy is considered an absence with no opportunity to make-up work. All missed assignments and tests will result in a zero. Discipline for truancy will be decided by the administration upon evaluation of the individual situation. Truancy may result in dismissal from school.

## **MAKE-UP WORK**

- If the child is absent for more than 3 consecutive days due to extended illness, disability or family situation, please contact the office and make arrangements for school work.
- When parents request make-up work, the teacher is notified. The teacher will try to have the assignments ready by 3:30 p.m. on the day requested or by the following morning.
- When a student returns to school, the student is responsible to make-up assignments missed due to absences.
- Middle School students are responsible for getting make-up assignments from their teachers.
- Repeated absences from any one class will result in detention.
- Middle School students who have one or more un-excused absence in one week are required to attend Study Hall the following Monday.
- MCS recognizes the correlation between regular school attendance and academic achievement. Make-up work is important for student academic success. However, absences detract from a student's complete learning experience.

## TARDIES

It is important that your student always be on time to school and to class. When your student is prompt, he or she is demonstrating self-discipline and responsibility. Self-discipline in this area is not only important for proper academic achievement, but it is also essential for the development of good habits which are characteristic of success and good citizenship in every walk of life. Students late to school MUST report to the school office for a "Tardy" slip and then to their own class. Teachers will issue discipline for habitual tardiness. TARDINESS WILL affect grades.

## CONSEQUENCES FOR EXCESSIVE TARDIES

A student's re-enrollment may be discontinued if tardiness becomes excessive or a chronic situation.

- The following steps are intended to encourage students to be on time for school.  
The first five (5) tardies in a quarter will result in the following:
  - a. Parent conference
  - b. One-hour detention after school at the rate of \$10 per hour
  
- More than 5 tardies in a quarter will result in the following:
  - a. Saturday morning detention (7:30 - 9:30 a.m.) at a rate of \$15/hour to cover the cost of teacher supervision
  - b. Fees will double if a student does not report for a Saturday morning detention.  
A make-up detention is to be served before a student is allowed to re-enter school.

# ACADEMIC STANDARDS AND PROCEDURES

## GRADING SYSTEM

Kindergarten	1st – 8 <sup>th</sup>
O = Outstanding	A = Excellent
S = Satisfactory	B = Good
I = Improving (not yet proficient)	C = Average
N = Needs Improvement	D = Barely Passing
	F = Failing

## REPORT CARDS

Report cards of student progress are issued quarterly at 9-week intervals. When the first quarterly report card is issued, it is given to the parents at a parent-teacher conference. The other three quarterly report cards are posted in Gradelink. You may schedule additional parent-teacher conferences as needed. Report cards are to be viewed by the parent each quarter in Gradelink.

## TRADITIONAL SCHOOL CALENDAR - SEMESTER SYSTEM

**FALL:** September - January

**SPRING:** February – June

**SUMMER:** July – August

## **PROGRESS REPORTS**

At about 5 weeks into each quarter, teachers will mail home a Progress Report for students who are at that time making grades below "C". These notices may be sent at other times also.

The purpose of Progress Report is to give parents an opportunity to encourage their child to bring up their grades before the grading period is finished and to notify Middle School parents if their child's GPA is in danger of falling below 2.0. Parents will be requested to sign a copy of the Progress Report to send back to the teacher showing that they have read the notice. This is also a good time to request a parent-teacher conference.

## **HONOR ROLL**

Starting at 4<sup>th</sup> grade, a quarterly honor roll is posted and is figured from the quarterly grades. To be on the honor roll, the quarterly grade point average MUST total 3.50 or above. To receive honorable mention students MUST have a grade point from 3.30 to 3.49. Even though other grades may qualify, any student receiving a "D" or below in major subjects is NOT eligible for honor roll.

## **QUARTER GRADES**

First semester grades are an average of the first and second quarters. Second semester grades are an average of third and fourth quarters. Semester grades are given starting in 4<sup>th</sup> grade. Semester grades are recorded in the permanent cumulative records.

### **PROCEDURES FOR TABULATING STUDENT GRADE POINT AVERAGE - (GPA)**

Grade Point Average (GPA) is tabulated by using the following method:

A	=	4 Points
B	=	3 Points
C	=	2 Points
D	=	1 Point
F	=	0 Points

Grade points in major subject areas are added together and divided by the number of major subjects.

*\* Middle School advanced classes (i.e. Algebra I) will receive a 0.5 GPA higher per grading period.*

## **HOMEWORK**

Students in our school work hard during the school day, at which time primary emphasis is upon academic and spiritual needs of the student with adequate emphasis upon their emotional, social, and physical needs. In order to prepare the child for future work, homework will be required from all grades to establish good study habits.

Most of the homework in grades K-3 consists of that work NOT completed during the day and other work appropriate to their learning level. Bible verses and spelling words will need to be studied at home regularly. When additional drill seems advisable, parents may be asked to work consistently with the child at home in the area that needs to be strengthened.

For students in grades 4-8, the broad topic of homework includes regular daily assignments, studying for tests and quizzes, as well as weekly and long-term projects. Students are encouraged to learn to budget their time. They should not procrastinate until the night before long-term assignments are due. Teachers assign this type of project realizing that several sittings are necessary to properly complete the work. The 4-8 grade students will average from 30 minutes to 2 hours of homework each day, depending on the grade level, type of assignments and individuality of the student.

### **STUDY HALL**

- Study Hall is available after school until 4:15 p.m. from Monday to Thursday at the Day Care
- Study Hall is designed for students who want to focus on completing most of their homework or are in need of homework assistance.
- Faculty are available to assist students with their homework during the Study Hall period.
- Students remaining after school for Study Hall are to first check in with Day Care.

## **MIDDLE SCHOOL ACADEMIC STANDARDS**

*“Be diligent to present yourself approved to God as a workman who does not need to be ashamed, handling accurately the word of truth.” - II Timothy 2:15*

The School Board of Montebello Christian School has set down clear academic standards for our students. Overall, our students have maintained a strong standard of achievement here at Montebello Christian School. However, there are a minority of students who DO NOT apply themselves.

### **MAINTAINING STANDARDS**

Students NOT maintaining a “C” average or 2.0 GPA and proper standards of behavior or attitude may be dismissed from school or not re-enrolled for the next school year. GPA is based on major subject areas ONLY.

Unacceptable behavior not listed in this handbook does not mean it will be allowed or tolerated. Parents are urged to act responsibly by using discretion in discussing unacceptable behavior with their child.

### **ACADEMIC MONITORING PROCEDURES**

The following procedures are designed to enable students to focus on achieving the minimum academic standard. The following remedies apply to 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students who DO NOT meet the minimum academic standards.

### **1<sup>st</sup> Quarter**

A parent-teacher conference will be held to discuss the students academic performance. The parents and student will be advised that NOT achieving the minimum academic standard by the end of the second quarter will result in the student being placed on academic probation.

### **2<sup>nd</sup> Quarter**

A parent-principal conference will be held with the student being placed on academic probation. A contract will be developed outlining expected progress in achieving the minimum academic standard.

### **3<sup>rd</sup> Quarter**

A parent-principal conference will be held to determine if a 6<sup>th</sup> or 7<sup>th</sup> grade student is academically prepared to advance to the 7<sup>th</sup> or 8<sup>th</sup> grade. A parent-principal conference will be held to determine if an 8<sup>th</sup> grade student is meeting the minimum academic standard to graduate.

### **4<sup>th</sup> Quarter**

Students who do not pass with a 2.0 at the end of the 4<sup>th</sup> quarter will be admitted to the next grade level only if they pass summer school. 8<sup>th</sup> graders who do not pass with a 2.0 at the end of the 4<sup>th</sup> quarter will not be eligible for graduation.

### **BEHAVIORS CONSIDERED BELOW STANDARD**

- Indifference or negative attitude toward God and personal and spiritual growth.
- NOT doing class work regularly and on time.
- NOT turning in homework regularly.
- NOT turning in class projects and major reports.
- NOT studying and preparing for tests.
- Doing careless or sloppy classroom work or homework.
- Poor attendance or habitual tardiness to school or classes.
- NOT dressing for physical education.
- Negative attitudes toward school staff or peers.
- Uncooperative attitudes toward classroom and campus standards.

Montebello Christian School emphasizes the importance of maintaining a minimum standard relative to academic achievement. Standards are set to ensure excellence in academics throughout the student body. The minimum standard grade in all major subjects is a "C". Grades of "D" and "F" are considered NOT meeting academic standards.



## MIDDLE SCHOOL ACADEMIC STANDARDS

(Continued)

The Middle School curriculum is designed for the student to meet the minimum academic standard if the student:

- Possesses a positive attitude toward God.
- Possesses a positive attitude toward teachers and peers.
- Completes class work regularly and on time.
- Turns in homework regularly and on time.
- Turns in class projects and major reports on time.
- Studies and prepares for tests.
- Attends class regularly and is on time.
- Attends class prepared to learn.
- Actively participates in class discussions.
- Dresses for physical education.
- Values personal and physical growth.

### Advancement to 7<sup>th</sup> or 8<sup>th</sup> Grade

#### 6<sup>th</sup> & 7<sup>th</sup> GRADE STUDENTS

- MUST HAVE a grade point average (GPA) of 2.0 or above in major subject areas to advance to the next grade. Receiving a GPA below 2.0 each quarter will place students on academic probation and future academic performance will be monitored.
- A GPA earned by a 6<sup>th</sup> or 7<sup>th</sup> grade student that is below 2.0 at the end of the school year will NOT be allowed to advance to the next grade without attending and passing summer school.

#### 8<sup>th</sup> GRADE SPECIAL ACTIVITIES

During their last year at Montebello Christian School, 8<sup>th</sup> grade students will have the opportunity to earn the privilege of participating in two special activities:

##### EAST COAST HISTORY EXPERIENCE:

***Pursuant to our School Board's policy, 8<sup>th</sup> grade accounts must be current in order for the 8<sup>th</sup> grade student to be eligible to go on the East Coast History Experience.***

- This is designed to be an educational experience. A daily journal and a notebook project will be required.
- Students NOT participating in this trip will be required to attend school and assigned an alternative assignment.
- Students are required to maintain a minimum of a 2.0 GPA in major subject areas to be eligible to participate in this trip.

##### 8<sup>th</sup> Grade Class Day:

***Pursuant to our School Board's policy, 8<sup>th</sup> grade financial accounts must be paid in full in order for the 8<sup>th</sup> grade student to be eligible to go to Magic Mountain and to participate in the Graduation Ceremony.***

- This day is intended to be a fun-filled farewell activity for 8<sup>th</sup> grade students.
- Students are required to maintain a minimum of a 2.0 GPA in the major subject areas to be eligible to participate in this activity.

## **GRADUATION**

Students **MUST HAVE** a grade point average of 2.0 or above in major subject areas during the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade year to be eligible for the graduation ceremony and activities. All tuition fees **MUST** be paid prior to graduation in order to receive a graduation diploma or to participate in the graduation ceremony pursuant to our School Board's policy. A graduation fee will be assessed to all 8<sup>th</sup> graders to cover yearbook, class day, graduation picture and graduation ceremony. An additional fee may be required to cover the cost of the 8<sup>th</sup> grade T-shirt used for Magic Mt.

### **Valedictorian and Salutatorian**

The commencement exercises for 8<sup>th</sup> graders traditionally honors a valedictorian, the graduate with the highest Middle School grade point average, and a salutatorian, the graduate with the second highest junior high grade point average. The criteria for our selection are determined by numerous factors, some of these factors are: cumulative GPA for the past three years, Christ-like behavior, and leadership skills. The Valedictorian and Salutatorian will have the opportunity of giving a speech during the graduation ceremony.

## **PROSPECTIVE STUDENT ACCEPTANCE MINIMUM REQUIREMENTS**

We do not discriminate on the basis of race, sex, national origin or disability. We do screen student applicants and personnel on the basis of Christian faith and lifestyle and on the basis of academic ability.

# **OUR STANDARDS OF CONDUCT**

A lifestyle that reflects love for Jesus Christ stands out in today's world. The things we do, say and think should indicate that we are Christians. At Montebello Christian School we have standards of dress and conduct that we feel should be part of the lifestyle of our students. Most of these come from Biblical standards of behavior. Others are simply for the protection of our students and for orderly operation of our school.

### **GENERAL BEHAVIOR STANDARDS**

- Students will **NOT** take God's name in vain.
- Students will **REFRAIN** from swearing, using offensive hand gestures or gang signs, dirty stories and other language, both spoken and written, which is unbecoming of a Christian.
- Students **MUST BE** courteous, respectful and obedient of all members of faculty and staff including Dady Care staff.
- Students **MUST** respect the rights and property of others.
- Students will use the restrooms and locker rooms according to their God given gender.
- Acts of dishonesty, such as cheating, lying, stealing and plagiarism will **NOT** be tolerated.
- A **"keep hands to yourself"** policy will be applied for all grades.
- Students are to refrain from calling each other names.
- Montebello Christian School has a closed campus. Students will not leave the campus without permission or leave campus to purchase lunch or snacks. This also applies to after-school activities.

## **GENERAL BEHAVIOR STANDARDS (cont.)**

- Students MUST at all times refrain from the use/possession of illegal drugs, narcotics, alcoholic beverages, tobacco in any form or be involved in sexual immorality including sexting (sexually explicit pictures sent via text message). Those violating this standard may be expelled from school.
- Weapons (guns, knives, etc.) or items with the potential to be weapons, are prohibited by law and are NOT allowed on campus. Those violating this standard may be expelled from school.
- Students will NOT use tobacco in any form.
- Fireworks, firecrackers, matches, and other flammable materials are prohibited by law and are NOT allowed on campus. Those violating this standard may be expelled from school.
- iPods, iPads, Kindles, MP3 and video games may NOT be brought on campus without permission of administration.
- Wallet chains are NOT to be worn to school.
- Magazines, comic books and collection cards are NOT to be brought to school -- only with permission of administration.
- Markers are NOT to be brought to school without permission of administration.
- Shoes with built in skates of any kind are NOT allowed.
- Skateboards or skates are NOT to be brought to school. NO skateboarding is allowed on church/school grounds.
- Bicycles ridden to school MUST BE walked by student while on the school property and parked and locked in a safe area.
- Toys and pets are not allowed on campus unless given teacher permission for specific share days.
- Students MUST NOT litter the campus. All trash SHOULD be placed in trash cans. Recyclables SHOULD be placed in recycle bins. Students SHOULD pick up trash, even if they did not throw it down.
- Students MUST NOT damage or deface school property (i.e.: buildings, books, lockers, desk, walls, etc.). Parents will be financially responsible for the repair or replacement of any damaged property.
- Students will NOT play with the water in restrooms or at the drinking fountains.
- Standing or walking in line will be orderly WITHOUT pushing or boisterous conduct.
- School supplies (ie notebooks, book covers, lockers and backpacks) are NOT to be decorated with pictures, radio station insignias, slogans, music groups, or fad personalities. All decorations MUST BE appropriate to the Christian value system.
- Students need to use the restrooms and locker rooms / changing facilities that conform with their biological gender (Genesis 1:26-27).

## **Search of School and Student Property**

To ensure the safety of MCS and its community and to allow enforcement of the school's rules, Montebello Christian School retains the right to search any student's locker, desk, backpack, purse, iPod, iPad, Kindle, cell phone, computer, or tablet (including all files, emails, text messages, etc.) or any other item brought onto campus with or without notice or cause. No student or family should have a reasonable expectation of privacy with respect to any of the above-described or similar items.

## **SOCIAL MEDIA USE POLICY**

While attending MCS, all students are expected to live by a scriptural standard of behavior that is consistent with the principles found in the Word of God. It is always our prayer that MCS students be committed to follow Christ and bring glory to Him in all they say and do 365 days a year, 24 hours a day, on and off campus.

*“Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity.” 1 Timothy 4:12*

Parents and students should be aware that Facebook, Instagram, Twitter, Snapchat, etc. requires users to be at least 13 years of age or older to open an account. Before posting anything on social media MCS strongly encourages students to consider whether their posting may be regarded as offensive, hurtful, or otherwise inappropriate by others. This would include pictures and comments that are posted. Remember these posts can spread far very quickly when others repost. Parents should be aware of what your child does while on the internet.

*“Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.” Philippians 4:8*

### **BECAUSE WE ARE SEEKING THE MIND OF CHRIST . . .**

#### **We always try to be courteous:**

- Greet the teacher with a cheerful, *“Good Morning!”*
- Keep very quiet when someone else is speaking.
- Wait patiently inside the door until recognized when entering a class which is engaged in prayer or Bible reading.
- Boys remember - it is always polite to let girls go first.
- *“Treat others as you want them to treat you.” Luke 6:31 (Living Bible)*

#### **We are never discourteous by:**

- Making fun of anyone under any circumstances.
- Telling secrets in the presence of others; this is very impolite.
- Teasing others. If we find something our classmate is sensitive about, we keep it to ourselves.
- Telling or listening to stories or jokes which we could NOT repeat to our parents.
- Being a tattletale - always trying to get someone in trouble.

**REMEMBER:** If someone mistreats us, we do our best to forgive and forget it and to remember that Jesus taught that we SHOULD return good to them that do evil toward us. If we mistreat someone or say something unkind that may have hurt one of our classmates, we are to say sorry and ask to be forgiven.

Bullying is NOT consistent with Biblical standards of conduct. Students, staff, and the school community are expected to conduct themselves in a Christ-like manner, and demonstrate respect and dignity towards others. Bullying is unacceptable.

MCS seeks to maintain a learning and working environment that is free of bullying, harassment, and intimidation. We encourage students to tell a staff member, teacher, or the principal if they feel they are being bullied, or if they see someone bullying or being bullied. Bullying can be verbal, physical, social exclusion, psychological, or any form of severe demeaning of an individual or group that causes distress, reluctance to attend school and/or a decline in work standards.

Bullying may result in loss of recess or exclusion from the playground along with a phone call home, parent conference, detention, suspension, and expulsion from school.

## **CLASSROOM CONDUCT STANDARDS**

Teachers deserve respect. They are responsible for maintaining a positive class atmosphere, conducive to quality education. Students will be respectful, cooperative, and obedient to the teachers' authority.

Students **MUST** come to each class on time and be properly prepared with textbooks, notebook, paper and writing materials.

Each teacher will establish specific rules for activities in his or her class.

A teacher's desk, cabinets, bookcases, etc., is to be regarded as personal property and students are **NOT** to meddle with anything on or in these places without the teacher's permission.

Students will **NOT** disrupt other class members in any way.

Students should **NOT** talk back or argue with teachers or administration.

## **GENERAL PLAYGROUND STANDARDS**

- Food is **NOT** to be brought onto the playground. Eating is to be done in the lunch area only.
- Elementary: Students **ARE TO** stand still (freeze) on hearing the playground buzzer. The supervisor will then give instructions.
- Middle School: When the buzzer rings, Middle School students are to stop activities, put away equipment and walk to line up.
- Students **ARE TO BE** involved in games or activities such as jumping rope, bouncing balls, etc.
- Students **ARE NOT** to play chase or tag.
- Students **ARE NOT** to play "a war ball" or "dodge balls".
- Students **ARE NOT** to walk along brick ledges of the gym or play among the plants or in the planters.
- Students **SHOULD** walk around the games of others.
- There is to be **NO** throwing of rocks, sticks, mulch or any dangerous objects.
- There will be **NO** army or shooting games or play fighting.
- Balls that go over the fence are to be reported to the teacher on duty. The teacher may give permission, with directions, for **ONE OLDER STUDENT** to retrieve the ball from 7<sup>th</sup> Street or the Goodyear parking lot. If the ball goes over the fence to an adjoining neighbor's yard, report it to the office.
- Students who show poor sportsmanship will **NOT** be allowed to participate in the game.
- During recess, students **ARE NOT** to leave the playground unless special permission is given to do otherwise.

## **GENERAL PLAYGROUND STANDARDS (cont.)**

- Students are to get permission from the supervisor on duty to get a drink of water or use the restroom. Students are to check back with the supervisor on duty after drinking water or using the restrooms.
- Parents should not be on the playground without the sole permission from the Administration.

## **USE OF STAIRS, BALCONY, AND WALKWAY**

- Lower grade students (K-2) are not to be on the stairs.
- Walking only on stairs, balcony, walkways - all movement MUST be extremely orderly.
- NO RUNNING!
- Stairs, balconies and patio are to be a "QUIET ZONE".
- NO stair skipping.

## **Playground Apparatus**

- Students playing in the designated lower grade playground may do so under staff supervision.
- Running IS PROHIBITED on the playground apparatus.

## **Gymnasium Standards**

- The same general rules will be followed in the gym as on the playground except that games and areas may need to be more structured.
- Tables and equipment MUST be put away after using the gym.
- NO kicking the ball in the gymnasium.

## **Equipment Standards**

- ONLY balls are to be thrown on the playground.
- Toys and equipment from home are NOT to be used on the playground.
- The ONLY balls to be kicked are kickballs or soccer balls.
- Students MUST wait behind designated areas when waiting for a turn to use equipment.
- SLIDES: There is to be NO running UP THE SLIDE. There is to be ONLY sitting and forward sliding. ONLY one person is to be sliding at a time and there is to be ONLY one person at a time waiting on the ladder. Students are to get off of the slide immediately after sliding. NO rubber mulch or other foreign objects are to be put on the slide.
- BATS, BALLS and ROPES: Rubber balls are NOT to be kicked. Ropes are ONLY for jumping games and are NOT to be swung high. There is to be NO lassoing, tying others up or ropes put around necks or in mouths. Bats are to be used in the backstop areas ONLY and ONLY GRADES 4-8 may use them when supervised. Students NOT at bat MUST wait behind the backstop.

# DISCIPLINE POLICY

Discipline is integral to *"Bringing up children in the training and instruction of the Lord."* *Ephesians 6:4*

The following guidelines describe the framework relative to the philosophy and applications of discipline at Montebello Christian School.

## **The Goal of Discipline:**

That the child might develop a lifestyle both in attitude and behavior that are in conformity with God's Word.

## **The Facts of Discipline:**

- Discipline means "training that molds character."
- Discipline reveals love.
- Discipline is NOT punishment.
- Discipline motivates students to learn.
- Discipline teaches self-control.
- Discipline sets limits.
- Discipline is clear about predictable consequences.

## **The Guides for Discipline:**

II Timothy 3:16 states that all scripture is given by inspiration of God and is profitable for:

- **Doctrine:** The basic knowledge of what is right and wrong.
- **Reproof:** The pointing out of the fault of offense.
- **Correction:** Showing the student how to right the wrongdoing.
- **Instruction:** positive teaching which gives the child direction for the future.

## **The Principles of Discipline:**

- Students need firmness, fairness and consistency.
- Punishment is a process of discipline and SHOULD fit the offense and be administered as quickly as possible and without anger.
- The range of discipline includes time out, benched, standards, detention, suspension and expulsion.
- Discipline is a supportive and partnership effort between the home and school.

## **HOW MISCONDUCT IS HANDLED**

Misconduct may include taking God's name in vain, profanity, bringing dangerous objects to school, repeated problems with behavior, bullying, repeated detention offenses, disrespect to adults or other students, lying, cheating, stealing, drugs, alcohol, cigarettes, fighting, unauthorized reading material, vandalism, dress code violation and any other problems deemed to need the administration's attention.

When a student's behavior or attitude violates school standards, various types of discipline are applied. These include counseling by teacher, a staff member or principal, removal of privileges, added responsibilities, added physical activity, detention, isolation, suspension, or expulsion. Teachers and staff have authority to reprimand students, to counsel with them, to remove privileges, to add responsibilities and activities, to use isolation and detention. Teachers and staff may refer students to the school office when behavior violations are chronically repeated or if a single offense is particularly serious. Teachers are encouraged to contact parents about problems when discernable patterns appear. When behavior problems are serious enough that detention is given or an office referral is used, a written record is kept of the situation.

### **Probation for Misconduct**

If a student is failing to meet the school's standards of conduct or attitude, the administration may choose to put the student on conduct probation. If this is done, the parents will receive a written letter stating the terms of the probation. If there is NOT sufficient and continual improvement in the student's conduct and attitude during this probationary period, the student will be dismissed from school.

### **Policy on Cheating**

As a Christian school, we feel that cheating is a serious offense and is NOT to be allowed. Students participating in cheating are purposefully violating God's standards. In view of this fact, the School Board has established the following guideline.

- 1<sup>st</sup> OFFENSE:**
- a. An automatic "F" on the assignment or test will be given.
  - b. There will be a conference with the student, parents and principal.
  - c. A record of the offense will be placed in the student's cumulative file.
- 2<sup>nd</sup> OFFENSE:**
- a. Student, parents and principal will meet to discuss the student's behavior.
  - b. The student will be suspended from school for 3 days.
  - c. A record of the offense will be placed in the student's cumulative file.
- 3<sup>rd</sup> OFFENSE:**
- a. Student, parents, principal and a member of the School Board will have a hearing regarding the student's enrollment outcome.

Plagiarism is considered cheating. Plagiarism is defined as taking and using as one's own, the work of another writer. This includes copying and pasting work from the internet into the body of a report.

It is our belief that a student refusing to comply with our standards of honesty is NOT desiring a Christian school education and therefore SHOULD be withdrawn from the school.

**★ IT IS A SCHOOL STANDARD THAT WIKIPEDIA IS NOT USED AS A SOURCE ★**



# Detention Process

1. Detentions are given in the following situations:
  - a. Misconduct on playground, walks, patio, stairs, balconies, restrooms, lunch area or classroom.
  - b. Homework NOT returned on time.
  - c. Tardiness.
  - d. Bringing unauthorized toys, iPods, cell phones, iPads, Kindles, video games, or skateboards to school
  - e. or a school activity.
  - f. Bringing gum, candy, carbonated beverages to school or a school activity.
  - g. Other problems which may arise in which teachers, staff, or principals deem that detention is the appropriate method of discipline.
  - h. Repeated dress code violations.
2. The detention form will give explanation of the offense and upcoming detention to be served.
  - a. Students are to take the form home to their parents. Parents are asked to discuss the detention with their child and give home discipline as is appropriate.
  - b. PARENTS ARE TO SIGN the detention slip and students are to RETURN THE SIGNED SLIP to their regular class teacher the next school day after receiving it.
  - c. PARENTS SIGNING THE DETENTION signifies to the school that they have seen it. When parents sign if they are verifying their student's integrity that they carried out the responsibility of showing it to them. Your signature does NOT mean you do or do not agree with the detention.
  - d. A NOTE FROM THE PARENT on the back of the detention is appropriate if the parent wants to make comments. If the parent needs to discuss the situation with the person who gave the detention, a note may state such and a telephone reply will be made to the parent as soon as feasible.
  - e. When the student does NOT return the detention slip the next day, it will result in a call to parents and possible further discipline. Either of these actions may be taken, depending on the situation.
  - f. DETENTION BEGINS AT 3:15 after school. Detentions are given for either 30 to 60 minutes.
  - g. The student MUST BRING a pen or pencil and paper (and occasionally other materials) to detention.
  - h. Students' detention time is NOT begun until they are in their seats with all needed materials.
  - i. Misbehavior in detention will be referred to the office and more serious discipline will be administered.
  - i. Students who are absent MUST serve the detention on the day they return to school.
  - j. Detention is given on a day of sports practice, ball game or after school activity, the student will FORFEIT the activity and attend detention. Parents should hold the same policy for their student's personal after school social plans.

## DETENTION FEES

Detention is held after school for one hour from Monday to Thursday at the Day Care rate of \$ 15 per hour.

## SATURDAY DETENTION

Saturday morning detention is held from 7:30 a.m. to 9:30 a.m. at the rate of \$15 per hour to cover the cost of teacher supervision.

Saturday detention is held for students falling within at least one of the following:

- Excessive absenteeism and / or tardiness
- Not achieving academic standards
- Defiant in attitude and behavior towards school staff

***Detentions may require students to  
clean the school grounds or classrooms***

## **DRESS CODE**

*Montebello Christian School desires for our students to please the Lord and to be a good witness to others in appearance and behavior. Our school believes there is a definite relationship between good dress, good work habits and proper school behavior.*

*Montebello Christian School believes that proper student dress, in association with continued effort for good attitude and behavior, are important elements for a wholesome Christian learning environment.*

*Montebello Christian School reserves the right to determine acceptable and unacceptable standards of dress.*

*Failure to comply with the expected standards of Christian dress and conduct will subject the student to potential disciplinary action, up to and including suspension or dismissal from the school.*

### **Our Standard of Dress**

Montebello Christian School is in favor of tasteful, modest dress. Neatness in dress is a prime requirement at our school and brings honor to our school, our families and to the Lord. The guidelines of SAFETY, MODESTY AND GOOD GROOMING are used in forming our dress code. School is a place of business and clothing needs to reflect that idea.

Our dress code is based on a "uniforms *with choices*" plan. The uniform company that handles our plan is:

**CKW School Uniforms**  
9400 Las Tunas Drive  
Temple City, CA 91780  
(626) 287-1994  
[www.ckwuniforms.com](http://www.ckwuniforms.com)

A consultation can be scheduled with CKW in person or virtually, please visit their website for further information.

## **SCHOOL PROGRAM AND ACTIVITIES**

While students are participating in ANY school events, they represent Montebello Christian School and all regular dress standards are to be followed unless a written notice from the administrator states otherwise.

### **FIELD TRIPS**

Field Trips are an extension of the school setting and all regular dress standards are to be followed. Exception would be when the administrator states otherwise.

### **CASUAL FRIDAYS**

Students may wear a college t-shirt of choice or school shirt with uniform bottom on the last Friday of the month.. (See "Free Dress Days" box below for further information).

### **PARENTS**

- It is the parent's primary responsibility to enforce the school's standard of dress.
- Parents are urged to read the standard of dress very carefully and then act responsibly by encouraging and guiding their student to comply with acceptable dress at school.
- Parents of students in violation of the dress code will be **notified by phone** and may be **requested to bring** appropriate attire to school on the day of the dress code violation. This will allow the student to resume classes.
- Proper exercise of parental concern and authority will help prevent dress code violations.

### **STUDENTS**

- Students need to identify and dress in conformity with their biological gender.
- Students who are improperly dressed may be suspended from class by a teacher, staff member or administrator until the violation is corrected.
- Students need to use the restrooms and locker rooms / changing facilities that conforms with their biological gender. (Gen.1-26-27)

### **GENERAL**

#### **JACKETS**

- Jackets MAY BE purchased from the uniform company (burgundy or dark blue).
- Jackets NOT purchased from the uniform company MUST NOT have any writing or pictures.

#### **SWEATERS**

- Cardigan pullovers and vests MAY BE purchased from the uniform company in gray, burgundy or navy.
- A uniform shirt MUST BE worn under the sweater/sweater vest at all times with the collar out.

#### **SWEATSHIRTS**

- Pullover or zipper sweatshirts may be worn in solid gray, burgundy and navy ONLY.
- NO writing is permitted on the sweatshirts.
- A uniform shirt MUST BE worn under the sweatshirts at all times with the collar out.

**LOGO:** The MCS logo patch is optional on all uniform items.

## **GIRLS ~ STANDARD OF DRESS**

There are choices of clothing within the uniform program. The uniform pants, walking shorts or skorts may be worn on any usual school day unless requested otherwise. Jumpers are always appropriate.

Girls' uniform SHOULD BE modest and reflect Christian standards. All uniforms SHOULD fit properly. They SHOULD NOT be tight, too short or too revealing. – I Timothy 2:9 states that women should *“adorn themselves with proper clothing, modestly and discreetly ... as is proper for women who claim godliness.”*

Jumpers and Skorts SHOULD NOT be worn shorter than 3 inches above the knee!

Measurement is taken when student is kneeling! PARENTS, PLEASE BE ADVISED: Jumpers or Skorts that are hemmed or altered shorter than 3 inches above the knee ARE NOT ALLOWED.

## **SHORTS UNDERNEATH**

Girls wearing jumpers need to wear shorts under their jumpers. This prevents “underwear” talk when games are played. Kindergarten girls who stay for nap time are also encouraged to wear shorts under their jumpers.

## **GRADES K-5 - JUMPERS OR SKORTS**

- MAY BE purchased from the Uniform Company.
- Choice of colors: Navy or plaid
- Leggings may be worn under skorts or jumpers when it is cold, but MAY NOT be worn alone.

## **ALL GIRLS PANTS/WALKING SHORTS**

- MAY BE purchased from the Uniform Company.
- Color choices: navy twill or grey.
- Leggings or other skin-tight pants are NOT to be worn.

## **BLOUSES AND SHIRTS**

- Polo Shirts and broadcloth blouses are to be in white, pink, gray, burgundy, dark and light blue and MAY BE purchased from the Uniform Company.
- Polo shirts, turtlenecks, and broadcloth blouses MAY BE purchased elsewhere as long as they meet the uniform color requirement. They MUST have a collar. NO writing or pictures. A turndown turtleneck is considered a collar.
- Blouses, polo shirts and turtlenecks are to be TUCKED IN.
- Black articles of clothing are NOT allowed.

## **GRADES 5-8 SKORTS**

- MAY BE purchased from the Uniform Company.
- Choice of same fabrics as K-5 girls.
- Two fabrics, gray and navy plaid or gray and burgundy plaid, were selected for Middle School use.

### **PANTS AND WALKING SHORTS**

- MAY BE purchased from CKW.
- Color choices: navy twill or grey.

### **SHIRTS**

- Any shirts or blouse approved for K-5 girls.
- Blouses, polo shirt and turtlenecks are to be TUCKED IN.

### **ALL GIRLS: SHOES AND SOCKS**

- Any style of shoes MAY BE worn which is conducive to running or playing safely. EXCEPTION: NO Doc Martens are to be worn. NO black boots or boots with studs. Shoes with metal toes may NOT be worn. (Metal inside or outside).
- NO sandals are allowed.
- Socks, stockings or tights MUST be worn. Leggings can be gray, white or navy blue. Knee high socks must be below the knee.
- NO shoes with skates or wheels.

### **JEWELRY**

- Expensive jewelry SHOULD NOT be worn to school.
- Jewelry worn is the responsibility of the child, NOT the teacher or the school.
- Jewelry should be worn in moderation.
- The wearing of one earring is limited to the bottom large earlobe. Earrings MUST be small due to the safety factor for playground, P.E. and sports. NO big hooped earrings or spiked earrings may be worn.
- Body piercing and accompanying jewelry is NOT allowed.

### **ACCESSORIES**

- Belts - NO cloth style (gang style) belts which hang below the belt line will be worn.
- NO dog type collars, NO Gothic or Death Rock attire, NO all black attire.
- NO iPods, MP3 players or pepper spray.
- NO facial glitter, NO stickers on the face, and NO tattoos.
- Wallet chains hanging from pockets MAY NOT be worn.
- Students MAY NOT wear more than one bracelet or band of any kind of material on their wrists.

### **HAIR, NAILS AND LIPSTICK**

- Hair MUST BE groomed, clean and out of the eyes. Extreme faddish hair styles will NOT be allowed. NO shaved strips, uneven thatched cuts, hair weaves and NO coloring. Please avoid the extremes of new fads.
- Hair bows, headbands and clips should be small and no higher than 1 inch to avoid blocking the view of other students in the classroom.
- Nails should be kept short. Acrylic nails ARE NOT to be worn at school. This is a safety issue. Nail polish is to be clear. NO unnatural colors are allowed (green, blue, red, etc.) NO black nail polish is allowed.
- Nail polish brought to school will be taken from the student and NOT returned.
- NO lipstick, eyeliner, or eyeshadow is to be worn.

## **BACKPACKS**

- Backpacks ARE TO BE consistent with a Christian school learning environment.
- Students ARE TO refrain from writing graffiti on backpacks, book covers and notebooks.

## **BOYS ~ STANDARD OF DRESS**

There are choices of clothing within the uniform program. Long pants or uniform walking shorts may be worn on any usual school day. Certain events may require long pants. Parents need to insist that boys wear long pants during colder days. Long pants and walking shorts are NOT to be worn in a sagging fashion. Clothing is NOT to be worn in such a way that it exposes undergarments, such as boxer shorts

## **GRADES K-8 LONG PANTS**

- Cotton twill or corduroy pants (navy or gray) MAY BE purchased from the Uniform Company.
- Regular Jeans
- Pants MUST BE sized to fit, straight cut and standard styles. NO skater pants or skinny jeans.
- Pants MUST have NO holes or frayed hems.
- NO overalls are to be worn.
- Oversized, baggy pants are NOT acceptable. (Baggy is defined as more than 5 inches of excess material when pants are gathered at the knee).
- NO skinny or tight fitting pants are to be worn.
- Pants are to be worn with a regular leather belt.

## **WALKING SHORTS**

- MAY BE purchased from the Uniform Company.
- Color choices: navy twill or grey.
- MUST BE above the knee in length.
- NO "Dickies" brand shorts.
- Shorts are to be worn with a regular leather belt.

## **GRADES K-8 SHIRTS**

- Polo shirts and turtlenecks are to be TUCKED IN.
- Polo shirts and turtlenecks MAY BE purchased from the Uniform Company in white, gray, burgundy, dark and light blue.
- Polo shirts and turtlenecks MAY BE purchased elsewhere as long as they meet the uniform color requirements. They MUST have a collar. A turndown turtleneck is considered a collar. NO writing or pictures. Trademarks need to be small.
- Black shirts are NOT allowed.

## **ALL BOYS: SWEATSHIRTS**

Properly fitting sweatshirts are to be navy, gray or burgundy ONLY. NO black sweatshirts are allowed. NO pictures or writing.

## **SHOES AND SOCKS**

- Most any style shoes MAY BE worn which is conducive to running and playing safely.
- EXCEPTION: NO Doc Martens are to be worn. Shoes with metal toes may NOT be worn (Metal inside or outside).
- NO sandals are allowed.
- NO shoes with skates or wheels.
- Socks MUST be worn at all times.

## **ALL BOYS HATS AND HAIR**

- Hats or caps are NOT to be worn to school.
- Boys' hair is to be clean, well-groomed and out of the eyes. Avoid extreme and unruly appearance. Boys' hair should be cut so it does NOT rest below the collar.
- Extreme faddish styles will NOT be allowed. This includes shaved strips, spikes, long hair on top, uneven thatched cuts, bald cut, and unnatural coloring. DO NOT remove all hair on sides while leaving hair long on top. (Leave some hair on sides).
- Long strips of hair that hang and are NOT blended into the hair cut are NOT allowed.
- Boys who come to school with styles that DO NOT comply will be suspended from school until the style fits our standard. Barber clipper settings that are too short (shorter than a #2 setting) or other inappropriate hair styles may result in a week's suspension. Further noncompliance from the same student may result in dismissal from school.
- Spike haircuts: Boys may wear a "moderate" spike hair cut style. Hair MUST NOT be allowed to grow longer than 1½ inch and should NOT be spiked into a Mohawk or Frohawk.

## **ACCESSORIES**

- NO tattoos.
- Body piercing and accompanying jewelry is NOT allowed.
- NO iPods, MP3 players or pepper spray.
- NO dog type collars.
- NO Gothic or Death Rock attire.
- NO all black attire.
- Boys MAY NOT wear earrings or plugs.
- Students MAY NOT wear more than one bracelet or band of any kind of material on their wrists.

## **BACKPACKS**

- Backpacks are to be consistent with Christian school learning environment.
- Students are to refrain from writing graffiti on backpacks, book covers and notebooks.

## **BELTS**

- Boys are to wear regular leather belts.
- Belts and wrist bands with rivets are NOT to be worn.
- NO cloth (gang style) belts which hang below the belt line are to be worn.
- ONLY regular belt buckles are allowed. NO oversized or buckles with initials.

## **JEWELRY**

- Expensive jewelry SHOULD NOT be worn to school. Jewelry worn to school is the responsibility of the child, NOT the teacher or the school.
- Boys may NOT wear earrings to school. Additional body piercing and jewelry are NOT allowed. NO plugs.
- Wallet chains hanging from pockets may NOT be worn.

Unacceptable standards of dress NOT listed  
does NOT mean it will be allowed or tolerated.  
Parents are urged to act responsibly by using discretion  
in discussing standards of dress with their students.

## **Free Dress Days ~ Standard of Dress (Special Designated Days)**

Parents are urged to encourage their students to use discretion following these guidelines:

- NO** short shorts
- NO** exposed midriffs
- NO** low tops
- NO** overly exposed shoulders
- NO** spaghetti straps (even if covered by another garment)
- NO** plain white T-shirts
- NO** pants with holes
- NO** oversized pants
- NO** pants with frayed pockets or frayed hems
- NO** warm up suits
- NO** tight fitting clothes
- NO** skinny jeans, jeggings (or leggings worn by themselves)
- NO** skirts or dresses
- NO** basketball shorts
- NO** writing, slogans, pictures, or symbols that are inappropriate to a Christian setting.
- YES**, you may wear regular fitting jeans.

**Free Dress Rules apply for all after school, evening or weekend school functions or sports events. If you are not in uniform, modesty and good taste should guide choices in dress and appearance both on campus and at school-related functions.**



# ENRICHMENT ACTIVITIES

## ELEMENTARY CHOIR

The 1<sup>st</sup> through 5<sup>th</sup> grade students participate in choir for one semester of the school year. Each student and parent MUST sign a contract stating willingness for good cooperation and attendance at performances. Those who are not in choir will attend Study Hall.

## PRAISE TEAM /WORSHIP BAND

Those in the 4<sup>th</sup> through 8<sup>th</sup> grade may try out for the Praise Team or Worship Band: Jam4Jesus. This group helps lead worship during upper grade chapels.

## ELECTIVE COURSES

Electives will be offered first and second semester for grades 5-8. Parents will receive a form listing the electives available and can assist their student in making an appropriate choice. The form needs to be signed by the parent and student and returned to the administrator on time to be eligible for consideration of their first choice. If a form is submitted past the deadline, and the class chosen is full, a second or third choice will be assigned. Elective classes are subject to change due to teacher availability.

## SPORTS

There is an after school co-ed sports program for 5<sup>th</sup> through 8<sup>th</sup> graders. We are in a Christian school league. The sports available are flag football, basketball and volleyball. All students participating in sports are required to wear the P.E. uniform to practice and team uniforms for games.

All students participating in sports are required to report to Day Care to sign the practice/game list each time there is a practice or game. Students participating in sports will be picked up from Day Care by their coach. Those students who DO NOT sign the practice/game list in Day Care WILL NOT be allowed to participate in sports that day.

- All sport participants MUST maintain their grades at a minimum of a "C" or 2.0 in major subject areas.
- Students displaying an overall poor attitude, lack of class work effort or lack of respect for others will NOT be allowed to participate.
- After school sports is an extension of our school setting. Overall school standards of conduct will apply.
- If a detention is given on a day of sports practice or game, the student will FORFEIT the activity and attend detention.

## SPORTS ~ STANDARD OF DRESS

### AFTER SCHOOLS SPORTS PROGRAM

- 5<sup>th</sup> through 8<sup>th</sup> grade boys and girls are to purchase school approved P.E. shorts and a game shirt. During sports practice, students are to wear the P.E. shirt or game shirt.
- The shirt SHOULD be labeled with the student's name.
- Uniforms are to fit properly and modestly in accordance with our Christian school setting: NO oversized, too short or long or tight fitting. Shirts MUST NOT be torn or have holes.

- NO shirts with pictures, writing, half shirts, or tank tops are acceptable.
- For games, students will wear their official game shirt.
- Gray or navy blue sweat pants may be worn on cold days - NO BLACK is allowed. Students participating in our after-school sports program are to check in with Day Care prior to practice.
- Students waiting to be picked up by their parents after practice will be directed to check in with Day Care.
- Parents who are late in picking up their student following practice or a game will be charged a late fee. Example of late pick up time: 6:01 p.m. to 6:15 p.m. or 6:16 p.m. to 6:30 p.m.
- Parents who are not available to pick up their student immediately following an away game are required to pick up their student at the school.

## STUDENT COUNCIL

Student Council is made up of Middle School students who are elected to serve the student body. The overall purpose of the Student Council is to plan, organize, publicize and direct student activities. All Student Council members MUST:

- Be a Christian who has accepted Jesus Christ as their personal Lord and Savior.
- Show evidence of being a Christian. This MUST be demonstrated in word and deed in all aspects of being a student at MCS.
- Realize that to hold such a position is a commitment to God, to the faculty and to all the students, and that they will strive to maintain a Christian character and be a spiritual leader.
- Maintain an attitude and behavior that is consistent with a Christian school setting.
- Maintain their grades at a minimum of a “C” or 2.0 in major subject areas.
- The office of President will be held by an 8<sup>th</sup> grade student only. All other offices may be held by 7<sup>th</sup> or 8<sup>th</sup> grade students.
- Students in grades 4-6 may select a representative to attend student council meetings.

The principal and the Middle School teachers will examine the applicants school records and approve those who are qualified academically and in citizenship to run for office. Students MUST be 5th grade or above to vote for Student Council members. Once elected, there is a faculty advisor to oversee the Student Council members.

## HOT LUNCH PROGRAM

MCS has partnered with the School Eatery’s Hot Lunch Program. Please head to our ordering platform to register your student(s) for this school year. Please note that School Eatery will be following the CDC guidelines for all meal deliveries and offering a **contactless** delivery for school lunches. Safety precautions are our main priority.

Please sign up at <https://schooleatery.ahotlunch.com/login> and choose “PARENTS CLICK HERE TO SIGN UP”. You will receive an email to activate your account and will need a school code to add your child(ren). Our school code is **MCS** (all caps). To download the app (available on Apple iPhones), please search “ahotlunch” and enter DOMAIN: schooleatery (all lowercase and no spaces).

## Snack and Lunch Time Standards

- Morning recess snack time - bring only healthy foods (NO candy, cookies, donuts, cake or chocolate). We encourage veggies, fruit, cheese, half a sandwich, nuts and real juice.
- Please DO NOT send glass containers for snack time or in lunches.
- Gum, candy, soft drinks, sunflower seeds in shells, pistachios in shells, energy drinks, and coffee drinks are NOT to be brought to school.
- NO selling of food items except school-sponsored items approved by the principal.
- There is no provision for heating or refrigerating food.

## **PARENT TEACHER FELLOWSHIP (PTF)**

*Parents are encouraged to become an active participant and supporter of our school's PTF. Meetings are usually held on the first Tuesday of each month. Please refer to the school calendar and the weekly newsletter for exact meeting dates.*

The Parent Teacher Fellowship (PTF) Board is elected by the parents of Montebello Christian School. The PTF serves our school, student body, and families through school events and fundraisers. Funds are used for special projects, field trip transportation, technology, and for materials that provide learning resources for our students.

## **PARTIES / CELEBRATIONS**

### **BIRTHDAY PARTIES**

We will NOT be able to celebrate individual student birthdays at school with refreshments from home. With full classes it takes away from teaching time throughout the year to do this for each child, some students get missed, and some treats become extravagant creating competition. Thus, it is policy that classes will NOT receive treats for celebrating individual birthdays. *PLEASE DO NOT SEND* cakes, cookies, favors, balloons, flowers, etc. Classroom teachers will incorporate an age-appropriate way to recognize your child's birthday.

### **CLASS CELEBRATIONS**

Each class has regularly scheduled parties during the school year. These parties are for celebrating special holidays and usually emphasize a spiritual theme as well, providing a special fun time for students. Scheduled celebrations are:

NOVEMBER . . . . .	Thanksgiving . . . . .	Thank The Lord
DECEMBER . . . . .	Christmas . . . . .	God's Gift, Jesus
JANUARY . . . . .	Missions Month. . . . .	International Day
FEBRUARY . . . . .	Valentines . . . . .	Love One Another
APRIL . . . . .	Easter . . . . .	He is Risen
JUNE . . . . .	School Picnics * . . . . .	Grades K-6 (7 <sup>th</sup> to the Beach)

There is a \$5 student activity fee charged with each student's registration fee. This provides a budget of \$ 1 per child per party.

## CELEBRATION POLICIES

- The spiritual focus that is appropriate to each party is to be creatively planned and implemented during the party.
- The party needs to be coordinated within a “school wide” structure at a planning meeting directed by the Room Parent Chairpersons and attended by the room parents (Equality of provisions needs to be throughout the grades).
- The party planning MUST include communication with the classroom teacher.
- Collection of monies for individual class parties WILL NOT BE PERMITTED. (This becomes a real burden for families with multiple students with limited income).
- Parties will NOT include lunch unless this is incorporated into a learning experience or theme. (Such as: students preparing, cooking, and eating their own Thanksgiving meal; or, a Jewish Passover meal for Easter). These special events SHOULD be discussed both with the administrator and the classroom teacher.
- Although, we need to give special experiences to our students, we need to keep all this in balance. Thus, even our parties MUST be done in good order, to bring honor to our Lord.

## OTHER PARTIES OR STUDENT EVENTS

For the 2021-2022 school year it is recommended families volunteer service hours for the calendar year. Service hours are not recommended and not required. Effective July 1, 2022 service hours will be required for the 2022-2023 school year. Room Parent Chairpersons, Room Parents, Parents, Grandparents, etc. are all needed as volunteers. There will be donation solicitations of time, service, and food for the following and will be accepted in lieu of service hours:

✓ Jog-a-thon

✓ International Day

✓ Other Events

## VOLUNTEER BACKGROUND CHECKS

Montebello Christian Fellowship intends to obtain information about you for volunteer purposes from an investigation reporting agency. Such report may include information about your character, general reputation, and personal characteristics. The company may investigate the information contained in your volunteer application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, and your social security number. The results of this report may be used as a factor in making volunteer positions decisions.

## DONATIONS / SPONSORSHIPS / ESTATE GIFTS

It takes funds to operate a quality school. Donations are ***Tax Deductible*** and are always welcome. Donations may be put in the general fund for expenses, the financial aid fund used for emergency relief, or may be applied to special equipment or projects. Please visit our website for further information.

# SCHOOL OFFICE TELEPHONE

Students may be allowed to use the school office telephone under certain circumstances. These circumstances may include family emergencies, personal emergencies, or anything of urgent necessity.

## CELL PHONE POLICY

The School Board has adopted the following policy regarding student cell phones:

- Cell phones and accessories (i.e. Bluetooth air pods or headphones) are NOT allowed at school unless special permission is granted. If special permission is granted, any cell phone misuse will result in the phone being confiscated.
- Cell phone use and text messaging is NOT allowed on campus during school hours (from 7:00 a.m. - 3:00 p.m.). Parents should call the Office to contact their child when absolutely necessary.
- Students are not permitted to use cell phones during after school activities conducted on campus (this includes any extracurricular activities).
- Any students found using a cell phone – without special permission - while on campus will be sent to the Office. The cell phone will be confiscated and only turned over to a parent or legal guardian of that student. The student will no longer be allowed to bring a cell phone to school. \*\*A student's continued noncompliance will be subject to further discipline.

**\*\* MCS is NOT liable for lost, damaged, or stolen cell phones.**

## CHAPEL SERVICES

- Chapel services are held weekly on Wednesday mornings. Parents are welcome to attend after checking in at the Office.
- Chapel is a designated time to worship and praise God through singing, praying, reading God's word, and listening to a short message.
- Our students' spiritual development is key.
- Chapel offering is collected weekly and will support local and global missions.
- It is recommended that students dress up for Chapel services with the following:
  - A) uniform shirt and tie (boys)
  - B) uniform shirt and continental tie (girls)
  - C) If chapel falls on a PE day, students will be required to follow the dress code above. (PE schedule will be adjusted accordingly.)

# SECURITY

## SECURITY GATES

The security gate by the school office is to be the main gate for entering and exiting the school campus. The gate will be locked during regular school hours. Please pick up students from the NEW kindergarten room near the 6<sup>th</sup> Street parking lot after 3:15 p.m.

In order to enter the campus, parents and visitors need approval from Administrator. Visitors must ALWAYS wear a visitor's pass while on campus.

The security gates are to remain CLOSED AT ALL TIMES. Please DO NOT prop open the gates. This is for our student's safety.

\*\*\*\*Security cameras are located throughout the campus, and are monitored in the office.\*\*\*\*

## PARENTS ON CAMPUS

In order to maintain a safe and secure school setting for students, PARENTS, FAMILY MEMBERS and VISITORS:

- Obtain a background check first.
- Are REQUIRED TO check in with the school office before entering the campus.
- Under any circumstances, parents are NOT to confront a student who is NOT their child.
- ENTER and EXIT the campus by the gate located by the school office only.

# PLEDGES

*Montebello Christian School works diligently to instill in its students a sincere and deep appreciation for God and country by helping them to memorize the three pledges:*

## **PLEDGE TO THE AMERICAN FLAG**

*I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands. One nation, under God, indivisible, with liberty and justice for all.*

## **PLEDGE TO THE CHRISTIAN FLAG**

*I pledge allegiance to the Christian flag and to the Savior, for whose kingdom it stands. One Savior, crucified, risen, and coming again with life and liberty to all who believe.*

## **PLEDGE TO THE BIBLE**

*I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I may not sin against God.*

# **CORE SUBJECT ENRICHMENT TRIPS**

## **2021-2022**

Parents and students are encouraged to take advantage of the opportunity to participate in school fundraisers designed to defray the costs of the following study trips:

**5<sup>th</sup> & 6<sup>th</sup> Grade**  
**NATURE CAMP**  
*(An extension of students' science experience)*  
**Date:** MAY 6 - 8, 2022  
**Approximate Cost:** \$300.00

**7<sup>th</sup> Grade**  
**CATALINA ADVENTURE**  
*(An extension of students' science experience)*

Marine Biology Experience is a 3 day, 2 night activity on Catalina Island.

**Date:** February 9-11, 2022  
**Approximate Cost:** \$ 350.00

**8<sup>th</sup> Grade**  
**EAST COAST HISTORY TOUR**  
Participation requires a 2.0 GPA in major subject areas!  
*(The trip is part of students' history experience)*  
\*\* High School credit is available on-line \*\*  
Travel by airplane.

**Date:** TBD  
**Approximate Cost:** \$3,000.00



# FIELD TRIP & BUS SCHEDULES

In order to provide student transportation service with maximum safety for all students and to ensure the continuance of their bus riding privileges, approved standards of bus conduct have been established. Failure of students to meet these standards will result in the suspension or loss of their school bus riding privileges.

- Students will obey the instructions of the driver at all times.
- NO pets, animals, intoxicating liquors, drugs, weapons, knives, glass containers, large parcels, bulky or unwieldy objects will be permitted on a school bus or van.
- Students are to report promptly to the bus driver any damage to the seats or any other parts of the bus near where they are sitting, in order that they may NOT be charged with responsibility for such damage.
- Any damage to seats and any other parts of the school bus or school vehicles caused by malicious mischief or misbehavior of students will be investigated promptly to determine responsibility. The parent or guardian of the wrongdoer will be liable for all damages so caused. The student or students found responsible for the damage may be denied transportation for the remainder of the school year.
- Students may ride only the bus to which they are assigned and MUST be seated during the entire period the bus is in motion.
- Students may be assigned seats by the bus driver or teacher at their discretion. Students may NOT exchange assigned seats without permission of the driver or teacher.
- Unruly conduct on the bus will NOT be permitted. Students will be courteous to the bus driver and to other students
- LOUD talking, shouting or singing is prohibited. Students will avoid actions that may create unnecessary confusion or which may divert the bus driver's attention and thereby contribute to an accident.
- While in the bus, all students will keep all portions of their bodies inside the bus at all times.
- Students MUST sit in the bus seats facing forward with their feet on the floor.
- Students will keep the bus clean and free from litter
- Trash or other articles will NOT be thrown out of the bus at any time.
- The aisle of the bus MUST be kept clear of books, feet, lunches, athletic equipment or other impediments.
- Students will NOT communicate with those outside the school bus.
- If provided, students MUST wear seat belts.
- Cell phones are to be put away during all field trips. Cell phone use will result in confiscation of the phone.

***Bus transportation is an extension of our school setting. Overall school standards of conduct will apply.***

## TRANSPORTATION BY PRIVATE VEHICLE

Montebello Christian School greatly appreciates parents who volunteer to transport students. The following guidelines for parents and students are aligned with one of our school's top priorities – student safety:

## **PARENTS VOLUNTEERING TO DRIVE**

- **Must complete a background check**
- NEED TO fill out the school "Verification of Insurance" form and submit it to the office.
- NEED TO have a copy of their valid license and insurance made in the school office.
- MUST have a vehicle that is in safe running condition.
- MUST have working seat belts.
- ARE NOT authorized to deviate from their destination point at any time. NO unauthorize stops.
- ARE TO obey all traffic laws.

## **STUDENTS RIDING IN A PRIVATE VEHICLE**

- ARE TO wear seat belts at all times.
- ARE TO respect the driver and their vehicle.
- ARE TO keep to the school bus/van standards listed above.

# **STUDENT HEALTH AND WELFARE**

The physical health and welfare of each student are of highest priority at Montebello Christian School. Our effectiveness in teaching is largely dependent upon the physical well-being of the child. Please take the initiative to keep your child at home whenever he or she is ill, for his/her sake and the sake of other students. Never send your child to school with an illness, respiratory infection (cold), a temperature (even though he or she feels fine) or a rash. (See Communicable Diseases List). Upon recommendation of the school, parents may be called to take the child home during school hours. Students with communicable diseases could affect classmates adversely if such pupils were allowed to attend classes.

Montebello Christian School is committed to providing a strong Christ-centered instructional program. Every effort will be made to protect students at Montebello Christian School from influences negatively affecting their well-being and educational progress.

## **STUDENTS TAKING MEDICATION DURING THE SCHOOL DAY**

School personnel are under no authority to administer medication of any kind with the exception of over-the-counter first-aid hygiene preparations. However, under certain circumstances, physician-prescribed medications may be held in the office for the family's convenience.

Please follow these guidelines if your child MUST take medicine during school hours:

1. Be sure you have signed a "Permission For Medicine" form. This form will stay in our child's record in the school office.
2. Carefully instruct your child when to go to the office to take the medicine. We will remind the teacher to let the child out of class to take medication.
3. The container should be clearly marked with the child's name, doctor's name and prescribed dosage.
4. Special problems SHOULD be discussed with the administrator.

## **STUDENT ACCIDENT INSURANCE**

Students are covered for medical expenses due to injury while at school or at school-sponsored events. It is of great importance that a medical form be filled out by the teacher/aide on duty and signed by the parent in a timely manner. This is a deductible policy and excludes any covered medical expenses payable under any other valid and collectible insurance or service medical plan.

## **CALIFORNIA STATE LAWS**

### **Birth Certificate**

We are required by law to maintain a copy of your child's birth certificate in our health files. A hospital record does NOT meet this requirement. You MUST obtain a birth certificate through the Registrar Recorder's Office in the country where your child was born.

### **Immunization Requirements**

California law requires that each child entering school for the first time present evidence that he or she has been protected against Polio, Diphtheria, Pertussis (whooping cough), Tetanus (lockjaw), Measles, Mumps, Rubella, and Hep B. A Mantoux test is also required to verify NO presence of tuberculosis.

### **Physical Examination for Entry**

All students entering Kindergarten MUST have a physical examination and be certified (or waived) for school entry in writing. Your family physician has the form or you may obtain one from the school office.

### **Communicable Diseases**

If your child is returning from an absence due to a communicable disease, he or she **SHOULD** present a written release from his/her doctor before admittance to class. The school has the final authority whether or not to admit any child suffering from a contagious disease, even though the doctor may have suggested that the child be permitted to return to school. The following communicable disease regulations will be used by the school administration as guidelines for admitting or excluding students for health reasons:

#### **1. Skin Disease (Insurance Diseases):**

Any child with an abnormal skin disorder should be excluded from school until the condition has been adequately controlled. Students with infected brothers and sisters at home should be observed.

##### a. Impetigo

Exclude from school until crusting and oozing are past. Students with mild cases being adequately treated may attend school if the lesions are appropriately covered to prevent spreading.

##### b. Scabies (Itch)

Exclude from school until adequately treated and follow-up of contacts has been made. Single infections in family without spread to others is uncommon. Patients are communicable until mites and eggs are destroyed by treatment. Ordinarily one or two courses of treatment a week is adequate.

c. Ringworm (Skin)

If it is on an exposed part of the body, the child should be excluded until recovered. If under adequate treatment and lesions are **NOT** spreading, the child may be permitted to return to school. Infected students should be excluded from activities likely to lead to exposure of others.

Ringworm (Scalp)

Exclude from school and URGE MEDICAL CARE. If under care, the child may be permitted to return to school if hair is covered by a cap which can be washed and sterilized frequently.

Ringworm (Feet)

The child may be in school for classes as long as a treatment is being given.

Ringworm (Fingers and Nails)

Exclude as long as lesions are present.

d. Pediculosis (Head Lice)

Exclude from school until under adequate treatment and the child is free from lice and nits. All infected persons and all personal belongings from the same household should be thoroughly cleansed.

e. Pink Eye

Exclude from school during the acute stage or until the doctor has treated and released the child.

**2. Common Cold**

The child should be kept home for 48 hours upon first symptoms of a cold to avoid direct and indirect exposure to others. This, however, does **NOT** mean that all students are then ready to return to school, since some individuals are predisposed to longer periods of communicability and secondary infections than others. **STUDENTS WITH A FEVER SHOULD NOT BE SENT TO SCHOOL.**

**3. Influenza**

A highly communicable vital disease requiring isolation and bed rest. If no physician has been in attendance, the temperature should be normal for at least 24 hours before returning to school. If the patient has been extremely ill, it is much better to remain at home for 48 hours following a normal temperature.

**4. Chicken Pox**

Exclude from school for one week after eruption first appears and avoid contact with susceptible students.

**5. Whooping Cough**

Exclude from school for 21 days after the onset of the typically paroxysmal cough.

**6. Mumps**

Exclude from school until swelling has completely subsided and temperature has been normal

for 48 hours. Exclusion for mumps will usually be at least 19 days.

#### **7. Measles (Red or Rubeola)**

Exclude from school during period of red, running eyes and nose and coughing before rash, and 7 days after the appearance of the rash.

#### **German Measles (Rubella)**

Exclude from school for 7 days if NOT seen by a doctor. If seen by a doctor during the time the rash is evident, exclude for 5 days after the appearance of the rash. Child excluded in this manner to protect the student who is ill and those students who are well from the possible exposure to infection, such as strep throat and scarlet fever.

#### **8. Other Virus Rashes**

Exclude from school for 7 days unless the child has been seen by a medical advisor to rule out measles, scarlet fever and other strep infections.

#### **9. Scarlet Fever (Strep Throat and Other Hemolytic Strep Infections)**

Child is to be excluded from school for NOT less than 7 days from onset of infection. Those treated with an effective antibiotic may be released upon absence of clinical symptoms, provided the therapy is continued for 10 days.

#### **10. COVID-19** - Please refer to 2021-2022 reopening plan regarding detailed COVID-19 procedures.

### **IN CASE OF DISASTER**

Besides regular fire drills and “drop” drills (earthquake), our staff has prepared a plan of what we will do in case a disaster (such as a severe, damage causing earthquake) hits our community during school hours.

#### **WHAT OUR SCHOOL STAFF WILL DO**

- Evacuate students.
- Administer first aid if needed.
- Call for emergency help if needed.
- Find safe holding area for students (which may be to remain outside in the center of the playground).
- Comfort, maintain control and entertain students.
- Take care of physical needs (food, water and sanitation).
- NO CHILD will be dismissed to go home unaccompanied.
- Students will ONLY be released to adult family members or those designated on the school “Disaster Form”. They will be signed out by the supervisor.

#### **WHAT PARENTS MUST DO**

- Trust that the school personnel are prepared and will do the best they can to care for your student.
- DO NOT telephone the school. Lines are to be open in case emergency services need to be contacted.
- Come to the school to get your student as soon as you are able and sign him/her out.  
*We have implemented plans under guidelines published by the Federal Emergency Management System, “Guidebook for Developing a School Earthquake Safety Program”.*

## **THREATS OF VIOLENCE**

All threats by students to inflict serious harm to anyone or to destroy property are taken seriously – whether the threat be written, oral, non-verbal, or electronic. NO student shall cause, attempt to cause or threaten to cause physical injury to another person. NO student shall harass, intimidate or threaten another student or intentionally harass, threaten or intimidate student(s) to the extent of disrupting classwork, creating a disorder or creating a hostile environment. A student MAY NOT make terrorist threats against school officials or school property or both. Practical jokes or offhand comments of a threatening nature will also be taken seriously, and may be disciplined.

Any student who has been threatened, harassed, or intimidated should immediately report it to a teacher or the principal. Whoever observes or becomes aware of any threat made by a student should immediately report it to a teacher or the principal. The parents/guardians of the student who has made the threat will be notified, and the student who has made the threat will be kept under supervision until his or her parents/guardians arrive.

Any adult or student who has been identified as a potential victim will be notified immediately by a teacher or the principal. The parents of a student who has been identified as a potential victim also will be notified; the police may also be notified. The student who has made the threat may be suspended until an investigation of the threat has been completed, and may be suspended for an additional period of time or expelled from the school upon completion of the investigation. The decision regarding discipline of a student who has made a threat will be made by the principal on a case-by-case basis.

The student who has made the threat may be suspended from school or recommended for expulsion if the principal determines that the student has intentionally engaged in harassment, threats, or intimidation, directed against any student or school personnel, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either students or school personnel by creating an intimidating or hostile educational environment.