



Early Education Parent Handbook

2017-2018

EARLY EDUCATION

PARENT / STUDENT HANDBOOK 2017-2018

Our handbook has been compiled for the benefit of both parents/guardians and students. Though not exhaustive, it contains major expectations for students at Monarch Christian School.

The school handbook is located on our website - www.MonarchChristianSchool.org under the 'parents' tab at the bottom of the website. Prior to the first day of school, please read and review each section carefully with your student. Discuss, and stress the importance of abiding by the rules established for the efficient day-to-day school operations.

Please sign and return the acknowledgement below within 5 school days of the commencement of the school year. **Failure to return the acknowledgement provided below signed by student(s), all parents or guardians with parental rights may cause the student to be suspended until received.** Please refer to this handbook as needed throughout the year.

Thank you for your cooperation!

Mandy Diaz
Head of School

EARLY EDUCATION PARENT/STUDENT HANDBOOK ACKNOWLEDGEMENT

We have carefully read the Parent Handbook. We have discussed its importance with our child(ren) and agree to abide by the rules, regulations, and policies contained therein. We acknowledge that these rules, regulations and policies are subject to change and agree to be bound thereby upon written notification.

_____	_____	_____
Student's Printed Name	Student's Printed Name	Student's Printed Name
_____	_____	_____
Parent's/Guardian's Signature	Parent's/Guardian's Signature	Date of Signatures

ALL parents/guardians must sign.

SCHOOL CALENDAR 2017-2018

August	15	Tuesday	New Student Orientation 9-11:00am
	16	Wednesday	First Day of School
	18	Friday	Back to School Family Fun Night
	24	Thursday	Back to School Night (Parents) 5:00pm
September	4	Monday	Labor Day – School Closed
	29	Friday	Parent-Teacher Conference Week
October	5	Thursday	Morning Talk with Head of School
November	10	Friday	Veteran’s Day – School Closed
	17	Friday	Grandparent’s Day
	20-24	Monday-Friday	Thanksgiving Break – School Closed
	27	Monday	School Resumes
December	4-8	Monday-Friday	Missions Week
	22-29	Friday - Friday	Christmas Break – School Closed
January	1-5	Monday - Friday	Christmas Break – School Closed
	8	Monday	School Resumes
	15	Monday	Martin Luther King Day - School Closed
	19	Friday	Family Movie Night
	25	Thursday	Morning Talk with Head of School
February	10	Saturday	Family Admissions Fair 9am-noon
	15	Thursday	Musical
	19	Monday	President’s Day – School Closed
	20	Tuesday	Professional Development – School Closed
	21-23	Wednesday-Friday	Winter Break – Vacation Camp
	28	Wednesday	Early Registration Deadline
March	2	Friday	Parent-Teacher Conference Week
	12-16	Monday-Friday	Spirit Week
	16	Friday	Walk-a-Thon
	30	Friday	Good Friday – School Closed
April	2	Monday	Professional Development – School Closed
	3-6	Tuesday - Friday	Easter Vacation – Vacation Camp
	26	Thursday	Morning Talk with Head of School
May	19	Saturday	Open House
	23	Wednesday	Graduation Evening
	25	Friday	Last Day of School

*Way Cool Wednesdays (W.C.W.) – Every Wednesday

* One World – One Mission Days – 9/22; 10/27; 1/19; 3/9; 4/27; 5/18

*Dates and events are subject to change.

TABLE OF CONTENTS

Early Education Parent Handbook	1
2016-2017	Error! Bookmark not defined.
Early Education	2
PARENT / STUDENT HANDBOOK 2016-2017	2
Early Education PARENT/Student HANDBOOK ACKNOWLEDGEMENT	2
School Calendar 2016-2017.....	3
School Calendar 2016-2017 (cont.).....	Error! Bookmark not defined.
Table of Contents.....	4
Mission Statement.....	1
Latin Motto	1
School Motto.....	1
<i>Honor God, Pursue Excellence</i>	1
School Verse	1
School Colors.....	1
<i>Silver</i> represents <i>refining by the Lord and strength derived from Him</i>	1
School Mascot.....	1
<i>Lion</i> – signifies our powerful God and King and His mighty strength	1
School Hours of Operation	1
Ages of Children accepted.....	1
Tuition Policy.....	2
registration fees.....	2
Past Due Accounts	2
Financial Issues.....	2
Parent Communication Protocol.....	2
Appointments with Teachers/Classroom Visitation	2
Lost and Found	2
School Supply List.....	2
Newsletter	3
Business and/or Ministry Promotion	3

Photo/Video of Students	3
licensing	3
right of Licensing officials to interview children.....	3
School Pledges	4
American Flag	4
“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.”	4
Christian Flag	4
Bible	4
Bible and Chapel Policy.....	4
Bathroom Policy	4
Lunches and Snacks	4
Basic Lunch and Snack Rules:.....	4
Birthday Policy	4
Party Policy	5
ATTENDANCE	5
Overview	5
Transportation, arrival and departure.....	5
Half-day students	5
school day students	5
Full-Day Students	5
drop-in days	5
MEDICAL/HEALTH	6
Overview	6
Re-admission after Health Absence.....	6
First Aid	6
Medications Administered at School	6
Food and Other Allergies	7
EMERGENCY PREPAREDNESS	8
DISASTER POLICY	8
DISASTER dRILLS	8
DISASTER dRILLS	8

Overview.....	9
STUDENT EXPECTATIONS.....	9
Good Manners.....	9
Rights of Others.....	9
Hands off Policy.....	10
Safety.....	10
Weapon Policy.....	10
Eating.....	10
Ball Policy.....	10
DRESS CODE.....	11
Overview.....	11
Clothing.....	11
DISCIPLINE POLICY.....	12
Parent Expectation and Cooperation.....	12
Discipline Procedure.....	12
dismissal from school.....	12
Appeals of student discipline.....	12
Overview.....	13
A CHRISTIAN WORLDVIEW.....	13

GENERAL INFORMATION

MISSION STATEMENT

With uncompromising Christian education and in partnership with home and church, Monarch Christian School strives to provide every opportunity for excellence academically, spiritually, socially, and physically- all for the glory of God.

LATIN MOTTO

Ad Maiorem, Dei Gloriam (LATIN) = *“For the greater glory of God”*

SCHOOL MOTTO

Honor God, Pursue Excellence

SCHOOL VERSE

Psalm 25:5 (NLT)

*“Lead me by your truth and teach me,
for you are the God who saves me.
All day long I put my hope in you.”*

SCHOOL COLORS

Silver represents *refining by the Lord and strength derived from Him*

Royal Blue represents *unity* and is a reminder to always keep an *eternal perspective*

SCHOOL MASCOT

Lion – signifies our powerful God and King and His mighty strength

SCHOOL HOURS OF OPERATION

Students are not permitted on campus before 7:00 a.m. or after 6:00 p.m. unless there is a school activity scheduled. There is no supervision before or after school hours. (see Day Care Policy)

AGES OF CHILDREN ACCEPTED

6 weeks to 6 years

Playful Pandas - 6 weeks to walking

Happy Hippos - walking to 2 years

Excited Elephants – Young 2's

Cheerful Cheetahs - 2 years to 3 years

Zany Zebras - 3 years to 4 years

Laughing Lions (Transitional Kindergarten) - 4 years to 5 years

TUITION POLICY

Monthly tuition payments are due on the first day of the month. Tuition is charged monthly based on a 12 – month calendar, August through July 31. Full monthly rates are due regardless of holidays, vacations, school closure, or sick days. A 15% late fee will be assessed on any payment that is over 15 days delinquent. Tuition may be paid on FACTS, or in cash, check, money order, or cashier’s check. Returned checks for any reason will be assessed a service charge of \$20.00 for the first check and \$30.00 for the second check as well as revocation of check acceptance for tuition for the remainder of the school year.

If the 15th of the month falls on a non-school day, the late fee will be assessed at the end of the following regular school day.

A 30-day notice is required for all student withdrawals.

REGISTRATION FEES

Annual registration is collected during early registration and into the school year as space allows. Registration fee covers application expenses, school spirit shirt, onsite field trips, yearbook, wipes, cleaning supplies, and much more.

PAST DUE ACCOUNTS

A tuition account that remains delinquent for 45 days will result in your child(ren) being suspended until the balance is paid in full by cash, money order or cashier’s check. Check payments will not be accepted for past due accounts.

Registration will not be accepted for the following MCS school year until the existing account balance is paid in full.

FINANCIAL ISSUES

All parents/guardians are highly encouraged to contact the Director of Early Education to discuss any financial difficulties resulting in the inability to pay tuition or requiring a delay in payment.

PARENT COMMUNICATION PROTOCOL

When any situation with a teacher arises in which a parent deems it necessary to be involved, proper protocol dictates that parents should first go to the teacher in order to resolve the situation. Any questions regarding school policy or procedure should be directed first to the teacher. Teachers can be contacted via email, or on most days they are available after class for a quick question. For questions that are more involved, appointments are recommended.

APPOINTMENTS WITH TEACHERS/CLASSROOM VISITATION

Parents/Guardians are encouraged to discuss any issues concerning their children with the child’s teacher. Any parent/guardian desiring a conference with the teacher to discuss their child’s work, behavior, or records is asked to make an appointment in advance with the teacher.

Parents are welcome to visit and observe their child’s classroom, however, in order for the teacher to function most efficiently, all visitations to classrooms require advance appointments and approval of the teacher.

LOST AND FOUND

Our lost and found is located in the office. Periodically throughout the year, unclaimed items will be bundled up and given to charity. Please be sure to label each piece of your child’s clothing and other belongings to assure that they will be returned.

SCHOOL SUPPLY LIST

School supply lists will be provided to families enrolled, prior to the beginning of the school year. Students must bring all items on the supply list on the first day of school.

NEWSLETTER

MCS teachers will make every effort to communicate effectively with parents on a weekly basis. Information regarding the school activities and events, as well as classroom activities, homework and special events will be provided in the weekly communication from the teacher to the parents. Parents are encouraged to regularly visit the MCS website for up-to-date information.

BUSINESS AND/OR MINISTRY PROMOTION

MCS desires to have an awareness of local community and ministry opportunities. Groups/organizations such as church groups, tutoring organizations, music lessons, sports groups, martial arts lessons, and mission organizations to name a few, will be evaluated by the Head of School to determine if the group will be promoted by and provided to families.

Persons interested in distributing and/or posting any information (school and non-school related) on school property must submit a request to the Head of School. Upon approval from the Head of School, materials are not to be posted on windows or doors, but only on the designated bulletin boards or locations.

PHOTO/VIDEO OF STUDENTS

Please be aware that there is the possibility that your child will be photographed and/or videotaped during activities and events associated with MCS. Unless specifically requested by parent(s) in writing, and on file, that their student(s) be excluded from these publications, you imply authorization and give full consent to Monarch Christian School to publish and copyright all photographs/videos in which your child appears. MCS may transfer or use these photographs/videos in and for classroom decorations, school brochures, website, newsletters, advertising, displays, or materials without limitations or reservations.

LICENSING

Monarch Christian School is a state licensed facility. We willingly adhere to state guidelines; licensing analysts visit our facility annually to ensure compliance. License # 197418341, 197419340

RIGHT OF LICENSING OFFICIALS TO INTERVIEW CHILDREN

Parent understands and acknowledges that MCS is a licensed Child Care Center and that, under California law, the California Department of Social Services has the right, at any time, without notice or prior consent, to privately interview children or staff at any licensed Child Care Center, to inspect and audit children's records, to observe the physical condition children, including conditions which could indicate abuse, neglect or inappropriate placement, and to have a licensed medical professional conduct physical examinations of children. As Child Care Providers, the staff members are mandated Child Abuse Reporters and are required to file a report if there is knowledge or reasonable suspicion a child has been abused or is being abused. (California Penal Code Section 11165-7{A} and 11166-5)

STUDENT LIFE

SCHOOL PLEDGES

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."

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."

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 might not sin against God."

BIBLE AND CHAPEL POLICY

Chapel will be held weekly; exceptions will be made for school special events and shortened weeks. Chapel will consist of worship, Bible study, and special speakers throughout the year. Students are expected to bring their Bibles with them to all chapel services. Parents are welcome to attend chapel as well.

BATHROOM POLICY

The MCS daily schedule provides multiple opportunities for students to use the bathroom throughout the day. If a child needs to use the restroom during classroom time, permission will be granted.

LUNCHEES AND SNACKS

Daily lunch should be brought or bought through our hot lunch program. When packing a lunch, please provide students with a balanced, nutritional lunch. Due to severe allergies, *foods containing peanuts are not allowed on campus. Candy, gum, and carbonated soft drinks are not permitted at MCS*; please do not send these items with your children. Hot lunch menus will be provided at the beginning of each month. Hot lunch is \$5.00 per meal ordered in advance. All hot lunches ordered on the day it is needed will be charged \$6.00 per lunch. Early Education provides a morning and afternoon snack.

BASIC LUNCH AND SNACK RULES:

- Students must eat their own food. Due to health and safety reasons, sharing is not allowed.
- Students must clean up their mess and dispose of all trash in the proper receptacle.
- Students must remain seated during lunch until receiving teacher approval to leave the table.

BIRTHDAY POLICY

Birthdays are special days! It is acceptable for your child to celebrate his or her birthday with his or her classmates. Birthday treats are permitted; however, parents need to contact the teacher before bringing birthday treats to class, and the entire class must receive a treat. No birthday treats may contain peanuts. If a child has food allergies, parents are encouraged to provide a treat alternative to be stored in the classroom.

PARTY POLICY

When inviting students to birthday or other parties and handing out invitations on campus, all students in the class or all of the boys or all of the girls must receive invitations. Families are strongly discouraged from excluding any students from the class. If selected students are being invited, invitations may not be distributed at school.

ATTENDANCE

OVERVIEW

The classroom is the center of learning activity. Missing a class means that a student will miss the class activity, important instructions, class discussion, and the interpretations of the teacher. Students are expected to be present at all classes, assemblies and field trips. **When it becomes necessary for a student to miss school, parents are expected to inform the school, if possible, ahead of time.** If a parent is unable to inform the school prior to the absence, a parent phone call regarding the absence must be received within 48 hours of the absence. No tuition credit will be given for absences.

TRANSPORTATION, ARRIVAL AND DEPARTURE

Parents are responsible for transportation of each child to and from preschool. Parents must escort children to and from the classroom and **sign them in and out each day for each time the students arrive and departs.** For safety reasons, a child must never be dropped off at the curb or at the entrance of the building. Please acknowledge your child's arrival with the teacher on duty. Please have your children to school by 9:00 a.m. to ensure participation in all the special activities planned for them.

HALF-DAY STUDENTS

Half-day children not picked up by the agreed time of 12:30 p.m. will be charged an overtime rate of \$10 at 12:30 p.m. and \$1 for each additional minute thereafter. The maximum late fee charge for a half-day student will be \$35. This fee will be automatically charged to the parents' account.

SCHOOL DAY STUDENTS

School day children not picked up by the agreed time of 3:00 p.m. will be charged an overtime rate of \$10 at 3:00 p.m. and \$1 for each additional minute thereafter. This fee will be automatically charged to the parents' account.

FULL-DAY STUDENTS

Full-day children not picked up by the agreed time of 6:00 p.m. will be charged an overtime rate of \$10 at 6:00 p.m. and \$1 for each additional minute thereafter. This fee will be automatically charged to the parents' account.

DROP-IN DAYS

Available to currently enrolled families when space is available. See the tuition schedule for drop in rates.

MEDICAL/HEALTH

OVERVIEW

In case of serious emergency, every effort will be made to immediately contact the family. If the family cannot be contacted, we will call the one or two responsible adults designated on the registration form. **Please keep these names and numbers current by immediately notifying the office, in writing, of any changes.**

In a life threatening situation, 9-1-1 will be called.

Monarch Christian School has a policy that every family is to have a plan for the prompt pick up of their child from school in the event of injury or illness. If both parents work, they are to designate friends or relatives that are available during school hours to take the child home. The school cannot provide long-term care for students waiting to go home. Students need to be picked up within one-half hour from the time contact is made.

RE-ADMISSION AFTER HEALTH ABSENCE

Students that have vomited, had a fever (100.0 degrees or higher), or had any other signs of illness during the night before school should not be brought to school to “try and make it through the day.” Students must be free of fever or signs of illness **twenty-four hours** prior to re-admission.

All students returning to school with casts, braces, sutures, or using crutches must have a physician’s note releasing them to return to school. This note, along with a parent note, must be given to the teacher prior to returning to normal class activity. No student will be allowed to play on the playground with sutures or casts for the student’s protection.

Communicable illness must be reported to the teacher even if the student has been treated and is already well. This would include strep throat, chicken pox, pink eye, any unusual rash, head lice, scabies, or other common illnesses. A doctor’s note may be required for re-admittance at the discretion of school administration.

FIRST AID

Sores, cuts, sprains, blisters, splinters, etc., occurring at home should be attended to when they occur. The care of day-old casualties does not fall within the realm of first aid given at school. The dressings that are applied at home or before school attendance will not be disturbed except in cases where they interfere with the functioning of school activities.

MEDICATIONS ADMINISTERED AT SCHOOL

All medications taken during the school day must be brought to the teacher.

All medication at school must have a doctor’s prescription. Special forms are available from MCS, or the doctor may write it on his prescription form. The teacher or another designated adult administers medications. All medications brought to school must be in the original container (pharmacy labeled). The following information should be on the medication container: student’s full name, physician’s name and phone number, name of medication, dosage, schedule, and date of expiration of prescription.

It is the responsibility of each family to provide an EPI-Pen for any student prescribed one. A second EPI-Pen should be sent with the child for off campus activities including field trips.

FOOD AND OTHER ALLERGIES

Upon application for admission or re-enrollment to MCS, parents are required to fully disclose all foods or substances to which a student may have an allergic reaction.

Parents of students with allergies may submit procedures designed to avoid exposure to certain foods to the teacher. The Director of Early Education will determine whether the school will agree to approve and follow a procedure. MCS reserves the right to discuss with parent's modifications to the procedure or reject a procedure. The approval of any procedure does not indicate that the school assumes any liability regarding following a procedure.

Parents of students with life-threatening allergies must provide MCS with adequate emergency medications and a written medical treatment procedure and training on the plan for their student for addressing allergy-related events. The Director of Early Education will determine whether the school will agree to approve and follow a procedure. MCS reserves the right to discuss with parent's modifications to the procedure or reject a procedure. The approval of any procedure does not indicate that the school assumes any liability regarding following a procedure.

MCS cannot guarantee that a student will never be exposed to an allergen or experience an allergy-related event while at school. MCS is committed to student safety, and therefore has created this policy in an attempt to reduce the risk that children will have an allergy-related event.

EMERGENCY PREPAREDNESS

DISASTER POLICY

MCS is committed to student safety in the event of any natural disaster (earthquake, fire, flood, etc...), however it is critical that parents pay close attention to local news programming regarding any disaster. MCS will make every effort to contact all families, however, in the event of a disaster follow these guidelines:

- **IF** Los Angeles City Schools are closed in our area, for a disaster/weather/emergency related reason, then MCS will close also.
- **IF** Los Angeles City Schools are open in our area despite the disaster/weather/emergency related reason, then we will be open also.

DISASTER DRILLS

MCS's disaster drill procedure is as follows:

- Fire drills are held periodically during the school year as mandated by the State of California. Instructions and directions for leaving each room will be given during orientation during the first week of school.
- Earthquake drills may also be held during the school year following guidelines suggested by the State of California.
- Other drills, such as lock down and evacuation drills will also be held throughout the year.

DISASTER DRILLS

Student safety is the primary concern in all such situations. Each protocol below highlights the procedures that will be taken unless the event makes it unsafe to follow. Should that be the case, new protocol procedures will be explained at the time.

In the event of a natural disaster or lockdown, the campus will be on complete lockdown. Parents will go to the main Devonshire gate to request their child/ren from the appropriate school personnel. Parents will then go to the Valley Circle gate to pick up their child/ren.

In the event of a natural disaster or lockdown, students will only be released to their parent or legal guardian. Daily pick up lists will not be in effect and only the parent or legal guardian will be able to request their child.

Monarch Christian School works closely with the local Los Angeles Police Department division to prepare for, prevent, and implement procedures to keep students safe at all times.

STUDENT EXPECTATIONS AND DISCIPLINE POLICY

OVERVIEW

Monarch Christian School (MCS) is committed to providing an exemplary education in a safe environment where God is honored. The guiding principles for conduct at MCS are found in the words of Christ in the gospel of Matthew 22:37-38 regarding love: “ ‘You must love the LORD your God with all your heart, all your soul, and all your mind.’ ³⁸This is the first and greatest commandment. ³⁹A second is equally important: ‘Love your neighbor as yourself.’ ” Members of the MCS community treat each other with respect, dignity and kindness. Led by the teacher, MCS will work with parents during the discipline process. Students who are unable to meet the student conduct standards set by the school will not be able to remain at MCS.

In the classroom, teachers are responsible for maintaining the control and discipline necessary to establish a quality-learning environment. The Director of Early Education supports the teacher in this disciplinary role and will become involved whenever it appears that student disruption and lack of cooperation warrant their attention. Teachers look upon discipline as an opportunity to teach and train the student and will be consistent with their disciplinary actions. MCS believes this process should be constructive and life changing, thus there is an expectation that parents take responsibility to be consistent with the school at home.

Final decisions on advanced disciplinary actions, including suspension and expulsion, are made by the Director of Early Education and or the Head of School. The goal of the disciplinary process at MCS is reconciliation and redemption. The MCS community is encouraged to resolve matters quickly and properly.

Before students are able to attend class, they and their parents will be required to sign and return the Agreement form at the front of the Parent/Student Handbook and return it to the Head of School. By signing the Agreement, families agree to abide by all policies in the Parent/Student Handbook as implemented by the school. Attendance by a student shall be deemed an agreement by the student and their parents that they have reviewed the Parent/Student Handbook and agree to abide by all MCS policies.

STUDENT EXPECTATIONS

GOOD MANNERS

Certain rules and expectations make living together safe and beneficial to all at MCS. All teachers and staff members deserve respect, cooperation, and submission to their authority. The school has the right and responsibility to make and enforce rules that govern manners and how the students treat one another. Throughout the day students are expected to demonstrate courteous behavior: to use words such as “please”, “thank you” and “excuse me” when dealing with teachers, staff and peers. Asking permission to join an activity, or use the restroom is required by all students as an act of respect and safety MCS believes that these rules/principles are core to the upbringing of a child of high moral character.

Continual disrespect toward the teacher or other students will not be tolerated and will result in discipline through the 4-Step discipline procedure.

RIGHTS OF OTHERS

MCS believes the foundation of respect for others is derived from the Word of God, 1 Peter 2:17 says, “Respect everyone, and love your Christian brothers and sisters. Fear God, and respect the king.” Absolute respect for the rights of others is expected of all members of the school community. Academic disruption, which includes inappropriate behavior inside the classroom, on the playground, in the lunch area, essentially on anywhere on school campus, will not be tolerated. Rudeness, profanity, socially offensive language, or malicious behavior (physical or verbal) to students or MCS staff will not be tolerated. Students involved in fighting are subject to suspension or dismissal from the school, in the sole discretion of the Head of School. Dishonesty, lying, insolence, profanity, verbal abuse, hectoring, unlawful harassment (including sexual harassment and any sort of harassment by phone, text message, email or other electronic venue), physical abuse, or acts endangering the safety of others are regarded as serious breaches of conduct and may result in dismissal from the school. Additionally, stealing or vandalism in any form will not be tolerated and may result in dismissal. These offenses include “borrowing” another’s belongings, which includes entry into their school bag, cubby, or other personal item without permission; or writing on desks, walls, bulletin boards or other property. Again, these offenses will not be tolerated and may result in dismissal.

HANDS OFF POLICY

The “hands off policy” is defined by any physical contact that is interpreted by the MCS staff as aggressive or unwanted. This includes public display of affection or any sort of romantic affection – holding hands, kissing, etc. is not allowed. Students are encouraged to develop healthy friendships.

SAFETY

The following are prohibited whenever the school is responsible for student safety and at all official school functions:

- Running, throwing balls or other objects except while being supervised
- Leaving campus or a school event (field trip) without notification of teacher
- Possession or use of any gun, toy or real; fireworks or other explosives; knives or any weapons of any sort
- Skating, rollerblading, or skate boarding

Commission of any of the offenses may lead to dismissal from the school.

WEAPON POLICY

MCS will never tolerate weapons of any type on the campus at any time. Any violation will result in immediate and permanent expulsion. Prop or fake weapons are not allowed at any time.

EATING

Gum is not allowed on campus. Students are expected to pick up after themselves and others.

BALL POLICY

Students are required to respect school property. A fee of \$10 will be collected from the family of a student for any ball that is bounced, kicked, hit, or thrown off MCS property and is not retrievable.

DRESS CODE

OVERVIEW

The standard dress at MCS is designed to contribute positively to the learning environment and maintain a high level of personal character and appearance. The options provided are affordable and provide the students with choices. The dress code expectations and consequences are clearly stated below:

CLOTHING

On normal dress days, students are to wear clothing as listed below while on campus or while representing the school off-campus. Clothing must be clean, worn in good taste and the appropriate size and length. Permission for special non-uniform dress day is only granted by the Head of School.

- **Sweaters and Outerwear** – Students may wear jackets or sweatshirts that display logos in good taste. Logos such as professional sports teams, university names, and appropriate brand names are acceptable. MCS staff has the final say and if a message is deemed inappropriate, the student will be asked to remove or wear the clothing inside out. A student is still required to wear the proper school uniform under outerwear.
- **Hats** – Students are allowed to wear hats outdoors. Hats may include logos such as professional sports teams, university names, and appropriate brand names are acceptable. MCS staff has the final say and, if deemed inappropriate, the student will be asked to remove the hat. When indoors, students are to remove any head coverings, including sweatshirt hoods.
- **Shoes** – Proper shoes are required. For safety reasons and appearance reasons, beach sandals, combat boots, shoes open at the toe or heel, slippers, or shoes with a heel in excess of ½ inch inches are never allowed to be worn by students at school. Students should have rubber-soled tennis shoes for PE days.
- **Grooming and Accessories** – Make-up and nail polish are not permitted to be worn by students on campus. Hair may only be natural colors and must be well-groomed and proper length. For girls, hair covering the eyes is not allowed. For boys, hair covering the eyes or below the collar is not allowed. Unusual haircuts such as mohawks, faux-hawks, etc. are not allowed. No design or words may be carved into the hair. Jewelry is to be modest. Visible body piercing is not allowed, except for one pair of earrings for girls. At no time shall students wear any article of clothing, jewelry or make-up or carry any item (e.g. notebook, folder, or backpack) that displays an offensive quality or slogan, or that does not support the values, rules, or philosophy of MCS.
- **Consequences** – The entire MCS community, including staff, students and parents, is responsible for making sure that students follow the dress code expectations set by the school. Students not following the school guidelines will lose recess privileges, and parents will be contacted. Repeated female skirt violations will result in removal of the privilege to wear skirts at school for a period of time. Continued violation of the MCS dress code policy will be regarded as defiance of authority and the student will subject to the MCS 4-Step Discipline Process, leading to suspension or expulsion.

DISCIPLINE POLICY

PARENT EXPECTATION AND COOPERATION

MCS believes that a positive and constructive working relationship between the school and a student's parents/guardians is essential to the accomplishment of the school's educational mission. MCS reserves the right to dismiss a family if the school concludes that the actions of a parent or guardian make such a positive and constructive relationship impossible or otherwise interferes with MCS's accomplishment of its educational purposes. It is also expected that the parents/guardians cooperate with all rules established in this handbook.

DISCIPLINE PROCEDURE

To ensure that behavior and rules are followed and that our students are honoring the Lord in all that they do, Monarch Christian School has adopted a 4-Step Discipline Process. The teacher handles minor infractions to school rules. Often, a simple reminder is sufficient to remedy conduct issues. On occasion, the teacher may notify the parent verbally or by email as to an issue with the expectation that the parent will team with MCS to rectify conduct issues. However, when this does not bring the desired behavior and the offense in either repeated or compounded with other conduct violations the 4-Step Discipline Process will begin. Some severe offenses, as noted above, may result in immediate suspension or expulsion as determined by the Director of Early Education and or Head of School.

1. **FIRST OFFENSE** – A conference between teacher and student discussing the inappropriate conduct, its impact and student's responsibility. A note is sent home with the student notifying the parent of the behavior/violation and details. The note must be signed by the parent and returned to the teacher the following school day morning. The student will receive a consequence during recess the following day such as writing a letter of apology or some form of campus cleanup.
2. **SECOND OFFENSE** – A conference between student and teacher discussing the inappropriate conduct will be held and parents are contacted verbally by teacher to pick up the student from school. A special assignment and possible in-school suspension may be issued. The student will receive a consequence during recess the following day such as writing a letter of apology or some form of campus cleanup. The Head of School is notified of on-going conduct issue.
3. **THIRD OFFENSE** – Parent is contacted to pick-up student immediately from school, and the student is suspended for the rest of that day and the following day. Parent-Student-Teacher conference conducted prior to student returning to school. Action plan to be developed by parents and provided to MCS to remedy students conduct issues.
4. **FOURTH OFFENSE** – Dismissal from Monarch Christian School.

DISMISSAL FROM SCHOOL

Any student may be dismissed from the school for any violation of school policy, for seriously unacceptable behavior, or when a student's conduct is deemed detrimental to the school's reputation and/or good name. Final and binding determination in the matter of separation from the school lies with the Director of Early Education and/or the Head of School, which determination shall be made in his/her sole and absolute discretion.

APPEALS OF STUDENT DISCIPLINE

Student dismissal (expulsion) is the only form of student discipline that can be appealed. The appeal is made directly to the Head of School. The rules and procedures governing such appeals will be provided to the parents/guardians of any expelled student at the time of dismissal.

ACADEMICS

OVERVIEW

Monarch Christian School strives to provide research based, cutting edge, and relevant curriculum in order to meet the needs of each individual student. The multiage setting of MCS provides a unique format in which curriculum and pacing meet students where they are and allows them to advance at an accelerated pace. All curriculums are the most current edition and encompass hands on and experienced based learning, as well as progressive technology. The curriculum at MCS incorporates the whole student: mind, body, soul and spirit. Teachers do not separate intellectual life from spiritual life. In the academic environment at MCS, students will be challenged, and integral to our mission is that students get to know God.

MCS Early Education program boasts developmentally appropriate practices. Early Education teachers assess each child with a developmental profile designed specifically to observe individual growth and development. With hands on, interactive curriculum, early educators provide many opportunities for student development and achievement within a caring and nurturing environment.

In accordance with MCS' Mission Statement, "...in partnership with home and church...", it is vital that parents and/or legal guardians partner with the classroom teacher in order to maintain the rigorous, advanced academics at Monarch Christian School.

A CHRISTIAN WORLDVIEW

A Christian worldview is one built on the premise that all truth is God's truth. For if He is Sovereign Creator, then all areas of inquiry are beneficial for our edification. The facts upon which Christianity rest, as found in the scriptures and Christian doctrine, inform and make up the framework for the Christian Worldview. At MCS we look at all of learning and life through the following truths of scripture:

- Creation (humanity made in God's image; creation is good; innate desire to know; God's sovereignty)
- The Fall (sin and its effects; death; humanity's constant struggle with God)
- Redemption (of humanity back to God; the incarnation of God in Christ; salvation)
- Future Hope (eternity; the temporal versus eternal world; the Second Coming of Christ)

It is through these ideas that we look at art, history, science, and language.

Integrated Pest Management Plan

IPM STATEMENT

It is the goal of Monarch Christian School to implement IPM by focusing on long-term prevention or suppression of pests through accurate pest identification, by frequent monitoring for pest presence, by applying appropriate action levels, and by making the habitat less conducive to pests using sanitation and mechanical and physical controls. Pesticides that are effective will be used in a manner that minimizes risks to people, property, and the environment, and only after other options have been shown ineffective.

PEST MANAGEMENT CONTRACTING

- Pest Management services are contracted to a licensed pest control business.
Pest Control Business name(s): Terminix
- Prior to entering into a contract, the child care center has confirmed that the pest control business understands the training requirement and other requirements of the Healthy Schools Act.

PEST IDENTIFICATION, MONITORING, AND INSPECTION

- Pest Identification is done by: Terminix, School Staff and Faculty
- Monitoring and inspecting for pests and conditions that lead to pest problems are done regularly by: Terminix
- Specific information about monitoring and inspecting for pests, such as locations, times, or techniques include: Terminix conducts a monthly pest management program consisting of observation of perimeter and preventative post control spray.

REVIEW

This IPM plan will be reviewed (and revised, if needed) at least annually to ensure that the information provided is still true and correct.