



**Monarch**  
CHRISTIAN SCHOOL

**Parent / Student Handbook**

# MONARCH CHRISTIAN SCHOOL

## PARENT / STUDENT HANDBOOK 2018-2019

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 - [MonarchChristianSchool.org](http://MonarchChristianSchool.org) under Parent Forms link at the bottom of the homepage. 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!

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### MONARCH CHRISTIAN SCHOOL PARENT/STUDENT HANDBOOK ACKNOWLEDGEMENT

We have carefully read the Parent - Student 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 Signature	Student's Signature	Student's Signature
_____	_____	_____
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 2018-2019

August	14	Tuesday	New Student Orientation 9-11:00am
	15	Wednesday	First Day of School
	17	Friday	Back to School Family Fun Night
	23	Thursday	Back to School Night (Parents) 5:00pm
September	3	Monday	Labor Day – School Closed
	25	Tuesday	Progress Reports
	28	Friday	Parent-Teacher Conf. (early dismissal)
	29	Saturday	Annual Gala
October	11	Thursday	Morning Talk with Head of School
	19	Friday	Early Dismissal (12:00pm)
November	5	Monday	Report Cards
	12	Friday	Veteran’s Day – School Closed
	16	Friday	Grandparent’s Day (early dismissal)
	19-23	Monday-Friday	Thanksgiving Break – School Closed
	26	Monday	School Resumes
December	3-7	Monday-Friday	Missions Week
	19	Wednesday	Progress Reports
	21	Friday	Early Dismissal (12:00pm)
	24-28	Friday - Friday	Christmas Break – School Closed
	31	Monday	Christmas Break – School Closed
January	1-4	Tuesday - Friday	Christmas Break – School Closed
	7	Monday	School Resumes
	21	Monday	Martin Luther King Day - School Closed
	31	Thursday	Morning Talk with Head of School
February	18	Monday	President’s Day – School Closed
	19-22	Tuesday-Friday	Winter Break – School Closed
	25	Monday	School Resumes
	28	Thursday	Early Registration Deadline
March	4	Monday	Report Cards
	8	Friday	Parent-Teacher Conf. (early dismissal)
	22	Friday	Spring Musical (early dismissal)
April	4	Thursday	Morning Talk with Head of School
	8-12	Monday-Friday	Spirit Week
	11	Thursday	Progress Report
	12	Friday	Walk-a-Thon
	15-19	Monday - Friday	Easter Vacation – School Closed
	22	Monday	School Resumes

# SCHOOL CALENDAR 2018-2019 CONT.

April	30	Tuesday	5 <sup>th</sup> Grade DC Trip
May	1-4	Wednesday - Saturday	5 <sup>th</sup> Grade – Washington DC Trip
	17	Friday	Family Fun Fair & Open House (early dismissal)
	22	Wednesday	Graduation Evening
	23	Thursday	Report Cards
	24	Friday	Last Day of School (early dismissal)

\* One World – One Mission Days – 9/21; 10/26; 11/30; 1/25; 3/15; 4/26

\*Dates and events are subject to change.

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# 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 and *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)

## INSTRUCTIONAL HOURS

Instructional hours are 8:15 a.m. – 2:45 p.m.

## DAY CARE

Extended day care is available from 7:00am to 6:00pm daily. Students will be provided the opportunity to play or work on homework during day care with the benefit of having the teacher available to answer questions. Morning daycare is available from 7-7:45 am for a fee of \$3 per family. Beginning at 3:00 pm, afternoon day care fees are a daily flat rate of \$8.00 per child and \$15 for multiple children.

## AGES AND STAGES – EARLY EDUCATION

6 weeks to 6 years

Playful Pandas – Non-mobile infants

Happy Hippos – mobile infants

Excited Elephants – Toddlers

Cheerful Cheetahs - 2 years to 3 years

Zany Zebras - 3 years to 4 years

Laughing Lions - 4 years to 5 years

## TUITION POLICY

Monthly tuition payments are due on the first day of the month. 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 15<sup>th</sup> 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, field trips, yearbook, curriculum, 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 Head of School and/or school treasurer 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. If the parent feels the situation has not been resolved after meeting with the classroom teacher, an appointment can be made with the Head of School for further discussion. Concerns regarding adjunct classes should be directed to the classroom teacher.

## APPOINTMENTS WITH TEACHERS/CLASSROOM AND LUNCH 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 at the teacher's discretion, however, in order for the teacher to function most efficiently, all visitations to classrooms require advance appointments and approval of the teacher.

If a parent chooses to have lunch with their child on campus, the child must be signed out of school and with the parent for the duration of the lunch, away from the lunch tables and playground. The front courtyard may be used. Siblings may not play on the playground structure while MCS students are on the yard for safety reasons.

## LOST AND FOUND

Our lost and found is located in the office. Prior to Christmas break and the end of the school 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.

## EARLY EDUCATION 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.

## RESTROOM POLICY

The MCS daily school schedule provides multiple opportunities for students to use the restroom throughout the day. Parents should encourage their child to use the restroom during recess and lunch to minimize interruption of instructional time. However, if a child needs to use the restroom during classroom time, permission will be granted. Children will travel to and from the restroom in pairs.

## LUNCHESES AND SNACKS

Daily lunch and snack should be brought with students from home. 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. Please provide a healthy snack for your child to eat during morning recess and daycare, if applicable. Hot lunch menus will be provided at the beginning of each month. All hot lunches ordered on the day it is needed will be charged an additional fee. 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 only selected students are being invited, invitations may not be distributed at school.

## FIELD TRIPS

MCS believes that field trips are an essential part of our students' educational experience. Each class at MCS will take a minimum of three (3) field trips per year. Field trip transportation will be via bus or parent vehicles. Parent drivers will be required to provide MCS with current vehicle insurance. Not all parents are allowed to go on all field trips. Parents and legal guardians will sign up to be a chaperone and will have placement priority; however, teacher preference prevails on all field trips. No siblings, other family members, or non-custodial parents or adults are allowed to attend MCS field trips.

## COURT ORDERS AND NON-CUSTODIAL PARENT VISITATION

MCS abides by all court orders provided by the parents. The parents must ensure Monarch has the most recent and complete court order at all times. Limitations on pick up, participation at all school events, and similar matters will be enforced as written in the court order.

Visitation by non-custodial parents during school hours is not permitted. This disrupts the learning process and visitation arrangements should be made with the custodial parent in line with the court order outside of school hours.

As described in the Parent Expectation and Cooperation portion of the handbook, 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. This policy applies to custodial parents, non-custodial parents, and shared custodial parents.

## ELEMENTARY 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.

### ABSENCE

Acceptable absences are illness, medical/dental appointment, and illness or death in the immediate family.

Work must be made up when the student returns to school. If requested by 10a.m. parents may pick up work for an absent student at 3:00 p.m. on the same day. Students must make up all work within a period of time equal to the number of days absent unless other arrangements have been made with his/her teacher. Tests assigned before the absence, which occur during the absence, should be taken the day the student returns to school.

### EXCESSIVE ABSENTEEISM

Excessive absences are defined to be those which cause a student to be out of school more than 5 days per trimester. In order for a student to be promoted to the next grade, a student must not be absent more than 15 days in the school year unless a waiver is granted by the Head of School.

Known prolonged absences must be pre-arranged with the teacher at least two weeks in advance. An independent study agreement will then be assigned to ensure work is completed in a timely manner.

### PARTIAL DAY ATTENDANCE

Students who leave school before the end of the day, must be signed out by the person picking them up. The person picking the student up must be listed on the emergency card or have written permission from a parent or guardian with custodial rights.

### RE-ADMITTANCE PROCEDURE

Students who have been absent must bring to the teacher a doctor's note or a written note from the parent or guardian giving the following information:

- Student's full name
- Date/dates of absence
- Reason for absence
- Parent signature

### TARDINESS TO SCHOOL

Tardiness is defined as being late to class by 5 minutes or more. It is the responsibility of the students' parents to ensure that the student is on school premises with enough time to get to the classroom prior to 8:15am. **Tardiness is extremely disruptive to the class.** A parent or guardian must accompany tardy students directly to the office and sign in. A student with more than 5 tardies within a trimester will have his or her family contacted by the administration and will receive communication regarding the importance of arriving to school on time. Excessive tardiness, defined as more than 5 tardies in a trimester, may result in disciplinary action.

## EARLY EDUCATION 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 school. Parents must escort children to and from the classroom and **sign them in and out each day for each time the students arrive and depart.** 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 activities planned for them.

### HALF DAY STUDENTS

Half day children not picked up by the agreed time of 12:30 pm will be charged a late fee of \$10 at 12:30 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 parent account.

### SCHOOL DAY STUDENTS

School day children not picked up by the agreed time of 3:00 pm will be charged a late fee of \$10 at 3:00 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 pm will be charged a late fee of \$10 at 6:00 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 student's registration form. **Please keep these names and numbers current by immediately notifying the office, in writing, of any changes.**

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.

**Students that are sick are not to use their own cell phones to call parents. They are to notify the teacher who will contact the parents.**

### RE-ADMISSION AFTER HEALTH ABSENCE

Students that have vomited, had a fever (100.0 degrees or higher), or had and 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.

After the absence, parents must verify the absence with a signed note. Your student may return the note to the teacher.

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 illnesses. A doctor's note may be required for re-admittance at the discretion of school administration.

### P.E. EXCUSES

A parent's note will be adequate for up to three days. A physician's note is required if an excuse is needed for more than three days. All students with P.E. excuses will also be required to sit during recess.

### 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.

### NIT FREE POLICY

Monarch holds a nit-free policy in regards to lice. Students with nits or lice will be sent home from school and will need to be treated in order to return to school. It is strongly recommended that any child with suspected nits or lice be treated at a specialty salon or by a professional. A certificate of treatment can be provided to the school following a salon treatment for remittance. If a family chooses not to use a salon or professional service, and uses at home treatments instead, the student must be checked by an approved MCS staff member prior to admittance. If any nits or lice are found, the student will not be able to return that day and will be sent home for further treatment.

Lice is easily transferable and families of students with nits or lice should have all family members checked and thoroughly clean fabric items in the home, cars, etc.



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## MEDICATIONS ADMINISTERED AT SCHOOL

*All medications taken during the school day must be brought to the teacher.* A health care provider's authorization is required for the student to self-administer medication.

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. Pharmaceuticals will be kept in a locked cabinet in the classroom or the office.

It is the responsibility of parents of children taking regular daily medications to provide a one-month supply that they replenish on the first of each month and ensure all medications are up to date. Reminders are not provided when medication supplies are low or expired. Medications that require a one-half tablet need to be brought with tablets pre-cut. All medication must be renewed at the beginning of the school year.

All EPI-Pens are stored in the nurse's office. 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.

**Medications including aspirin or Tylenol are not to be carried by students on campus at any time.**

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## 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 Head of School will determine whether the school will agree to approve and follow a procedure. MCS reserves the right to discuss with parents 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 Head of School will determine whether the school will agree to approve and follow a procedure. MCS reserves the right to discuss with parents 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.”* This is the first and greatest commandment. *“A 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 Head of School 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 Head of School.

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. On field trips, or any formal gatherings, students are expected to come to order and give their attention to the speaker, applaud appropriately, to wait to be dismissed, and leave without pushing or crowding. 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, including bullying, 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.

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## 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.

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## 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.

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## 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.

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## EATING

Eating in the classroom and building is prohibited unless it is done with the approval of the teacher. Gum is not allowed on campus. Students are expected to pick up after themselves and others.

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## 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.

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## ELECTRONIC DEVICES

In order to maintain respect for others and the learning environment at MCS, the use of cellular phones by students for any purpose during school hours is prohibited. Students are allowed to carry cellular phones in their school bags only and the phone must be off or in the silent mode. Cellular phones are not to be visible during school hours. Students are responsible for the safety and security of any item that they may bring to school. Students who are not able to follow these guidelines will have their electronic devices taken from them. The following is the consequence escalation:

- 1- Violation – the device will be taken away for the remainder of the day
- 2- Violation – the device will be banned from school for 1 week
- 3- Violation – the device will be banned from school for the remainder of the school year

## 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 – ELEMENTARY

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.

- **Polo Shirts** – Long or short sleeve. **Colors options are Navy, Royal Blue (Cobalt), Black, Gray Heather, Blue, and White only**, with or without MCS logo. (Note: Beginning in the 2019-20 school year, only polo shirts WITH MCS logo will be acceptable via the MCS Land’s End website.) Embroidered MCS Chapel Polo shirts will not be required for the 2018-19 school year.
- **Pants and Shorts** – Slacks, walking shorts. **Color options are Khaki, Black, or Navy**. Uniform/chino style only. No cargo, corduroy, denim, or stretch material. Pants must be the correct size. Sagging pants and “Skinny Pants” are not allowed. Shorts may not be shorter than 4 inches above the knee. No leggings.
- **Skirts and Skorts (Girls only)** – Color options are MCS Plaid, Khaki, Black, Gray, or Navy. (uniform/woven style) Girls may wear Black, White, Gray or Navy Lycra “bike style” shorts or leggings under their skirts or skorts for the purpose of modesty. Skirts and skorts, may be no shorter than 4 inches above the knee. Leggings may not be worn without pants, shorts, or skirts over them.
- **Jumpers and Knit Dresses (Girls Only)** – Color options are MCS Plaid, Navy, Blue, Gray, and Cobalt WITH MCS logo. Girls may wear Black, White, Gray, or Navy Lycra “bike style” shorts or leggings under their jumpers or knit dresses for the purpose of modesty. **Only jumpers and knit dresses purchased through the MCS Land’s End website WITH the MCS logo will be acceptable**. Blouses (white or blue) or polo shirts (color choices above) to be worn under jumpers at all times.
- **Sweaters and Outerwear** – **Color options are Navy, Royal Blue (Cobalt), Black, Gray, and White only**. 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. The sweater or outerwear must have the **majority color options**. 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.
- **Grooming and Accessories**

Socks and tights – **Color choices are Navy, White, Black, and Gray only**. Socks must match each other.

Nail Polish is only to be worn by girls and must be well maintained. Chipped or peeling nail polish is not permitted. Black nail polish is not allowed.

Make-up is not permitted to be worn by students on campus except for Spirit Days and 5<sup>th</sup> Grade girls for graduation only.

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.

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.

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.

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## DRESS CODE VIOLATION PROCEDURES

1. **FIRST OFFENSE** – a reminder of dress code policy will be sent home
2. **SECOND OFFENSE** –Parent will be notified and given the option to purchase a replacement shirt (no guarantee of fit) for \$25 or bring compliant MCS clothing to school before student may be readmitted to class. In the event that the parent cannot be reached, the \$25 will be charged to the FACTS account.
3. **THIRD OFFENSE** – An automatic \$25 charge will be made to the FACTS account without notice and a replacement shirt (no guarantee of fit) will be provided.

## DISCIPLINE POLICY

### 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 Head of School.

1. **FIRST OFFENSE** – A conference between teacher and student discussing the inappropriate conduct, its impact and students 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.

### 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 and decisions made by school administration.

When working alongside the school, the proper chain of communication when problems or concerns arise is to speak with the classroom teacher. If a problem or concern has not been effectively or completely handled, then seek to speak with the Head of School.

### DISMISSAL FROM SCHOOL

Any student may be dismissed from the school for any violation of school policy, for 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 Head of School, which determination shall be made in his/her sole and absolute discretion.

### TEACHER CONDUCT

MCS encourages a supportive and edifying relationship between employees and students, one that will deepen the spiritual growth of each and encourage a dynamic intellectual life at MCS. In order to accomplish these aims, it is imperative that MCS faculty, staff, and students conduct themselves in a Christ-like and professional manner and maintain an exemplary lifestyle. Employees who fail to maintain proper standards of conduct toward their work, co-workers, students, or families, or who violate any of the School's policies, are subject to disciplinary action, up to and including dismissal. Anyone who is concerned about misconduct should refer all such situations to the HOS. Administration reserves the right to determine appropriate employee conduct.

# 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.

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.

## STATEMENT OF FAITH

As stated in Monarch's Mission Statement, Monarch strives to be "uncompromisingly Christian." The beliefs in Monarch's Statement of Faith detail the foundational principles all MCS students and families can expect at Monarch Christian School.

- We believe in one true, living God. He is the Creator, Redeemer, Sustainer, and Ruler of the universe. God reveals himself to us as Father, Son, and Holy Spirit, who exists as three distinct, but equal Persons. (Matthew 28:19-20, Genesis 1:1-3, II Corinthians 13:14)
- We believe that Jesus Christ is all God and all man, born of a virgin, and born without sin as the Son of God. (John 10:30; Luke 1:26-38)
- We believe in God the Holy Spirit, the Helper and Comforter, in His daily guidance and revelation of truth, in His conviction of sin, righteousness and judgment, and in His indwelling presence at the moment of salvation, enabling believers to live godly lives. (John 3:5-8, 14:16-17, & 16:13-14; Acts 1:8; I Corinthians 12:13; Ephesians 4:30-32, & 5:18)
- We believe the Bible to be the inspired, inerrant, infallible, authoritative, written Word of God. (2 Timothy 3:16; 2 Peter 1:20-21; Galatians 1:11-12; Proverbs 30:5; John 10:35; Hebrews 4:12)
- We believe we are created in God's image. However, by our own free choice, we sin and become separated from God and in need of salvation. (Isaiah 59:2; John 3:5-8, 16; 5:24; 14:6; Acts 2:21, 37-39; Romans 3:10-11, 23; 6:3-4, 23; I Corinthians 15:1-4; Ephesians 1:6-7, 2:1-10; Titus 3:3-8; I Peter 1:23)
- We believe that, only through Jesus Christ, God offers salvation from sin and a new way of life. We receive God's salvation and are born again by the Spirit of God when we repent and accept Jesus Christ as Savior and Lord. It is by faith through God's grace that we are saved. (John 3:16; Acts 4:12; 1 John 4:14; 2 Corinthians 5:19; Matthew 26:28; Ephesians 2:5-9; Romans 3:20-31; Romans 5; Hebrews 2:14-17; Colossians 2:13-15)
- We believe in Christ's atonement as the voluntary substitution of Himself in the sinner's place. He was crucified, buried, and resurrected from the dead with a glorified body, on the third day. (Romans 5:8; Matthew 20:18)
- We believe heaven is the final abiding state of the redeemed and hell is a place of everlasting fire and eternal punishment for all who reject Christ. (John 3:15; Revelation 21:1-22:5; Revelation 20:12-15)



- We believe that Jesus Christ calls us to discipleship, to take up our cross and follow him by the study of His word, praying and daily renewing of the mind. (Philippians 3:10; Romans 12:1-2; Matthew 5-7; Micah 6:8; 1 Peter 2:21; 2 Timothy 2:11-12)
- We believe that God instituted marriage and the family at the beginning of human history. Right sexual union takes place only within the marriage relationship, which is a covenant between one man and one woman for life, and the family formed from such a union is the God-ordained context for the birth and nurture of children. (Genesis 2:24; Hebrews 13:4; 1 Corinthians 7:1-5; Ephesians 5:21-33; 1 Peter 3:1-7; Mark 10:2-12; Malachi 2:14-16; Ephesians 6:1-4)
- We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complimentary genders together reflect the image and nature of God (Genesis 1:26-27).

## GRADES, RECORDS & HOMEWORK

### INSTRUCTIONAL TERMS

The school year is divided into trimesters for the 2018-2019 school year:

- **1st:** August 15- November 2
- **2nd:** November 3 – March 1
- **3rd:** March 2 – May 24

### GRADING PERIODS AND REPORTS

Trimester grades are the official grades recorded on the student's transcript; these reports will be sent home with students at the end of each trimester for parental review and signature. The school also issues mid-trimester grades that, while unofficial, give the student and parents an assessment of progress at the midpoint.

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## GRADE POINTS AVERAGES (GPA) GRADES ARE COMPUTED USING THE FOLLOWING:

<b><u>Letter Grade</u></b>	<b><u>%</u></b>
A	93-100
A-	90-92.9
B+	87-89.9
B	83-86.9
C+	80-82.9
C-	77-79.9
C	73-76.9
D+	67-69.9
D	63-66.9
D-	60-62.9
F	59.9 & Below

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## WORK HABITS AND CITIZENSHIP

This category may include, but is not limited to the following to evaluate a students' work habits: completion of assignments, following directions, quality of work, capability of students, make-up of missed assignments due to absence, neatness, use of time, etc. Following the rules, behavior notices, and misconducts are considered in the citizenship grade. Grades are as follows:

### **Letter Grade Explanations**

E	Excellent
S+	Above Average
S	Average
S-	Below Average
U	Unacceptable

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## HOMEWORK

Homework is one of the methods used to reinforce concepts taught, to promote progress, and to teach good work habits and responsibility. It may be in the form of daily assignments, long term projects, reading, studying, exam preparation, and reviewing of class work.

All homework is not necessarily graded.

If a student does not turn in assignments either in class or for homework, he/she may receive a letter grade reduction from the grade earned for turning in the late assignment.

If a student is absent, it is the student's responsibility to find out what he/she needs to do and when the work must be turned in. It is best if the parent calls the school or emails the teacher and requests the work for the day the student is absent. Make-up work not turned in within the time limit set by the teacher will be treated the same as work not turned in when present.

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## CHEATING/PLAGIARISM

Monarch Christian School expects students to do their own assignments whether they are homework, written projects or taking tests. Giving or receiving information or answers during an examination or class assignments is considered cheating.

Plagiarism is another form of cheating. It means "to steal or use the ideas or writings of another as one's own."

The minimum penalty for cheating/plagiarism is a grade of "0" on the assignment. The classroom teacher will determine whether further discipline is necessary. A continual pattern of cheating/plagiarism will result in the student being subject to the MCS 4-Step Discipline Process.

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## RETENTION

Students can be recommended for retention based on the academic, physical, and/or emotional needs of the student.

If a student is recommended for retention and the family does not agree, the Head of School will have final determination of placement while the student attends MCS.

Students' cumulative scores must consistently maintain a final grade of "C" (73.0%) or higher in Spelling, Language, Math, Reading, Social Studies, and Science in order to be promoted to the next grade level.

Students that have excessive absences may be retained. A student that is absent for 20% or more of the school year will be considered for retention.

Parents will be notified, in writing, no later than the date of the 3rd trimester progress report that their child will be retained.

# 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.