



**STUDENT/PARENT HANDBOOK
GRADES TK-8
2018-2019**

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Handbooks are subject to change without notice by decision of the Milpitas Christian School Board of Directors.

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FOUNDATIONAL DOCUMENTS

VISION STATEMENT

Transforming lives for Christ through excellence in education, relationships, and service.

MISSION STATEMENT

Equipping followers of Christ to transform their world

We honor God by partnering with parents and churches to provide a well-rounded, excellent education with a biblical worldview. We prepare students for a lifetime of learning, service to their communities, leadership and future success.

STATEMENT OF FAITH

We, at Milpitas Christian School (MCS), believe we can personally know God through Jesus Christ. We worship one God – Father, Son, and Holy Spirit. We believe God loves us so much that He sent His Son, Jesus Christ, fully God and fully man, to pay for our sins. He makes possible a relationship with Him, and gives us eternal life through His death and resurrection. In order to be united with God we must accept by faith what God has done through Christ.

We agree that the Bible is God’s Word, completely true, providing His direction and authority for our lives. The Bible shows us how to know Jesus Christ and become more like Him and desire to do His will. We learn to rely on Him and grow in our relationship with Him as the Holy Spirit acts in our lives.

This school is an outgrowth of this personal relationship with Jesus Christ. Our commitment as a school is to share this relationship and our lives with each other, with our students, and with our community, upholding each other in our spiritual growth and everyday struggles. Together we look forward to Christ’s return.

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God’s grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; that they are saved unto the resurrection of life, and that they are lost unto the resurrection of condemnation (John 5:28–29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 2:12–13, Galatians 3:26–28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).

PHILOSOPHY OF CHRISTIAN EDUCATION

Milpitas Christian School is dedicated to a philosophy of education based upon the word of God. The purpose of the school is to glorify God by partnering with parents to achieve academic excellence, spiritual maturity, and the emotional, physical and social development of children.

Milpitas Christian School is evangelistic in its ministry and seeks both to bring its students to a saving knowledge of Jesus Christ and to disciple them in biblical truth and application of that truth in developing a Christian lifestyle.

The academic program, while stressing basics, must provide a wide range of studies and use both traditional and modern methodology, with materials which are current and academically sound. Along with the acquisition of facts, stress will be placed on development of skill in logical, biblical, and creative thinking and ability to share information with others clearly and concisely in both written and oral form.

We will provide a progressive, future-oriented program, incorporating the most current information about skills and needs of the future with the biblical moral values we have always cherished. We will seek to develop healthy, spiritually dynamic, mentally alert, academically prepared individuals, ready to interact meaningfully with each other, our society and our world. We endeavor to instill a love of learning that will take them far beyond their formal schooling years and into a lifetime of challenges and growth.

We recognize differences in innate ability and expect students to perform at their highest level possible. We will assist parents in getting special services for special needs. If we cannot meet the intellectual, physical or emotional needs of the student, we will assist the parent in an alternative placement rather than jeopardize the child’s best educational advantage.

Christian character development is of primary importance at Milpitas Christian School and every effort will be made to assist students to become good citizens. To this end, the discipline plan is developed along biblical guidelines, not to be punitive, but to develop in the student strength of character leading to self-discipline. The goal is that students will be conformed to the image of Jesus Christ, know the truth and the freedom it brings, and do the will of God, which is good and acceptable and perfect.

Milpitas Christian School will offer music, drama, art and physical skill development for the purpose of helping students appreciate beauty in God's creation, learn to express their creative impulses in pleasing ways, and develop healthy habits and a sense of Christian fellowship and sportsmanship.

Milpitas Christian School accepts children of all races and nationalities and does not discriminate in any of its programs on the basis of gender, race, or national origin.

Statement on Marriage, Gender, and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; I Cor. 6:9-10).

We believe that in order to preserve the function and integrity of Milpitas Christian School, Inc. as the local body of Christ, and to provide a biblical role model to the Milpitas Christian School, Inc. members and the community, it is imperative that all persons employed by Milpitas Christian School, Inc. in any capacity, or who serve as volunteers, agree to and abide by the Statement of Marriage, Gender, and Sexuality (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; I Cor. 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Milpitas Christian School, Inc.

Core Values

We:

1. Value the Bible as the true Word of God.
2. Pray because our lives depend on it.
3. Model Christian ethics.
4. Respect each person's uniqueness before God.
5. Build relationships with kindness.
6. Are culturally sensitive.
7. Listen intentionally.
8. Communicate respectfully, openly, and effectively.
9. Apply a biblical worldview in all activities.

Student Learning Outcomes

MCS graduates will be:

1. **Followers of Christ** who model a biblical worldview in daily living that strengthens or results in a personal relationship with Jesus Christ.
 - a. Articulate answers to basic worldview questions
 - b. Effectively communicate and defend the basics of the Christian faith as they apply to real-life situations
 - c. Demonstrate self-discipline and identify Christian character traits in themselves and others
2. **Community Contributors** who demonstrate civic and moral responsibility in engaging our world from a biblical worldview perspective.
 - a. Identify and celebrate the God-given talents and abilities of themselves and others
 - b. Utilize their talents and abilities to benefit the school, home, church and the communities in which they live
 - c. Participate in service opportunities as caretakers of God's creation
3. **Creative and Complex Thinkers** who
 - a. Work independently and collaboratively to build on the ideas and reasoning of others
 - b. Analyze and evaluate information to solve problems
 - c. Create and apply innovative solutions to real life situations
4. **Effective Communicators** who
 - a. Gather and interpret information from a variety of sources
 - b. Organize, synthesize and evaluate relevant information
 - c. Articulate concepts, ideas and opinions in a variety of forms (oral, written, non-verbal, artistic, technology)

SCHOOL GOVERNANCE

Milpitas Christian School, Inc. is operated as a 501(c)(3) religious corporation under the laws of the State of California. Our purpose is to provide Christian education, childcare, and outreach for evangelism. MCS is more than an organization. It is a ministry. It is a part of the family of God, joined in Christ to bear the fruit of Christian education. To that end, our school is organized and administered to function according to the leadership of the Holy Spirit. The final authority for governance is expressed through the Board of Directors of the corporation.

The Board of Directors has legal responsibility for the corporation. The Head of School is the chief executive officer of the corporation and is charged with the oversight of the operation of the school. The leadership of MCS is:

- The MCS Board of Directors, which focuses on the mission and vision of MCS
- The Head of School and administrative staff who develop and recommend policy and goals to the Board of Directors
- The Head of School and administrative staff who implement policy and control the day-to-day operations
- Administrators, teachers, and other staff members who fulfill their assigned responsibilities under the overall supervision of the Head of School

Copies of the bylaws of the Board of Directors are available in the Business Office. Parents interested in serving on the Board of Directors are encouraged to inquire in the Business Office. As required by the IRS, annual financial information is available for public review. Please contact the Business Office.

A Word from the Principals

We thank you for choosing MCS to assist your family in the education of your child. We hope to be a vital part of the home-school-church triangle that forms the essence of the educational delivery system. We hope to support your efforts as you support ours. We encourage you to also enlist the support of a Bible believing church of your choice.

You, the parents, are your child's most influential teachers. We, however, will do all in our power to help you by creating a loving, supportive environment in which skilled professionals and talented support staff will help your child build solid academic skills while learning sound Christian values.

Nurturing is an important word at MCS. This is evident in the loving staff of Christians who model caring, Christ-like behavior whether imparting scriptural concepts; supervising academic, creative, or recreational activities; tending to hurts (both physical and emotional); or attending to the work of running the business or keeping the buildings and grounds in order.

We feel that the entire atmosphere of the school is important. In this framework, we are able to provide a high quality academic program and a comfortable, caring, attractive place in which to learn.

We take very seriously our commitment to work together with you and your church in the training and nurturing of your child. We pledge our prayerful efforts and enlist your support and your prayers.

PARENT COMMITMENT

I (We) understand and agree:

1. That it is a privilege to attend Milpitas Christian School (MCS) and therefore I/we will read the foundational documents and uphold the School with a positive attitude and our prayers. I/We agree to share any complaints only with the appropriate School staff and not with our child(ren) or other parents.
2. That our child(ren) will be taught to worship one God; Father, Son and Holy Spirit; and to honor the Bible, as God's Word. Our child(ren) will be taught that the God of the Bible is a personal God and that through Christ's death and resurrection one can have a personal relationship with God. I/We agree that the School will accept students of varying religious backgrounds, but all students must comply with behavior, dress, and spiritual requirements as established from time to time by the School Board.
3. Milpitas Christian School forms a partnership with the home and family to help educate students and to guide them in the development of biblical character and a biblical lifestyle. The Bible is the basis for determining what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches. (See Galatians 5:16- 26, Ephesians 4:17-5:7, Romans 1:18-32.)
4. That MCS Preschool is licensed by the California Department of Social Services (DSS); and that the facility, operations, and records are open to DSS inspection at any time and DSS has the right to interview children and staff at any time. That I/we have been informed of our parental rights, and our child's personal rights; and that I/we may contact the DSS with any concerns about our program. To provide, at the time of admission, any information that will assist the School staff in its consideration of our child(ren)'s admission or the staff's efforts to meet the needs of our child(ren).
5. That by enrolling our child(ren) I/we indicate our willingness to abide by the policies, procedure and rules set forth in the **Preschool Handbook**. I/We will withdraw our child(ren) or accept the School's right to dismiss them, if I/we become unable to support these policies, procedures and rules.
6. To uphold the School's standards of conduct and discipline; therefore, I/we authorize the School to employ such discipline as seems wise and expedient for our child(ren). I/We understand that corporal punishment is not used at School. Please refer to the **Preschool Handbook**.
7. To be financially responsible to any injury to any person, or damage to the property of the School or others caused by our child(ren).
8. To read and fully understand our financial obligations to the School with regards to payment for tuition, day care, fees and withdrawal policy (which requires a 30 day notice) as outlined in the **Financial Handbook**. I/We understand the School will withdraw our child(ren) if I/we fail to meet these financial commitments. That this is a legal and binding contract and uncollected fees will be pursued within our legal rights.

9. That the safety of our child(ren) is a collaborative effort so that I/we must sign in and out our child(ren) from preschool daily and maintain proper emergency and authorized pick up information at the school. I/we understand that I/we will be charged late fees as outlined in the Preschool Handbook if I/we pick up my/our child(ren) beyond the scheduled class time.
10. I/We authorize MCS to use photographs or streaming video of our child(ren) in school-sponsored yearbooks, newspapers, promotional brochures, books or any other form of promotional material including, but not limited to, the MCS WEB page on the Internet.
11. Binding Arbitration Agreement: I/We agree to submit any dispute including, but not necessarily limited to negligence, contract or statutory, we have with MCS that may otherwise lead to legal action, first to the Superintendent of MCS, and if not satisfied, to the MCS Board, and if not satisfied, then and only then to binding arbitration that will be handled according to the rules and guidelines of the *Peacemaker Ministries*. By submitting to such *Peacemaker Ministries* binding arbitration, I/we have chosen to follow the biblical command for the resolution of conflicts (I Corinthians 6:1-8), and in so doing, I/we understand that I am/we are expressly waiving any right we may have to submit such a dispute to either a court of law or to an administrative or government body for resolution. (Copies of the *Peacemaker Ministries* guidelines are available in any of our office for parents' review.) In the event of any litigation or arbitration to enforce the terms of this Agreement, the prevailing party in the litigation or arbitration is entitled to recover from the other party the prevailing party's costs of litigation or arbitration, including without limitation reasonable attorney fees and costs.

ADMISSIONS

Standards for Evaluating Prospective Students

1. **Spiritual Considerations**
 - a. Openness of parents and students to the school's teaching of Christian principles and a world and life view in accordance with the Holy Bible.
 - b. Willingness of parents and student to be supportive of the school's Christian philosophy of education.
 - c. Willingness of parents and student to support the administration and faculty in carrying out the goals and programs of the school.
2. **Behavioral Considerations**
 - a. History of acceptable citizenship in previous school experience.
 - b. Agreement of parents and student to abide by the behavior standards established by the school.
3. **Academic Considerations**
 - a. Documented record of acceptable grades in previous school experience.
 - b. Acceptable scores on achievement tests.
4. **Personal Considerations**
 - a. Student's special interests, talents, and skills.
 - b. School makes no distinction in its admission policy on the basis of race, color, or national and ethnic origin.

After priority reenrollment (which includes current enrolled students, their siblings, and children of staff members), admission is on a first-come, first-served basis.

Parents of students entering grades TK-8 must schedule an interview and testing appointment with the registrar. In order to maintain a high standard of academic excellence, MCS exercises discretion in admission based on results of admissions screening. This screening includes math, writing, and reading tests. Students who score below grade equivalent on admissions testing will be referred for further assessment. Students showing academic deficiencies may be admitted conditionally on recommendation by the Student Study Team. An agreement for tutoring or other special services may be required until MCS grade level standards have been met.

Students entering Transitional Kindergarten (TK) and Kindergarten must meet the birth date requirement in order to apply. Developmental and/or academic screening is part of the admission process for all grades.

MCS admits students of any race or ethnic background to all the rights and privileges, programs and activities generally accorded or made available to its students. MCS does not discriminate on the basis of race in administration of its educational policies, scholarship and loan programs, and athletic and other school administered programs.

Admissions Process

The following documentation will be required as part of the admission process:

- Registration and application information must be completed and appropriate fees, as outlined in the current year's Tuition and Fees Brochure, must be paid to complete registration.
- Annual parent commitment form
- Birth certificate or passport
- EFT form
- Copies of most recent report card and standardized test scores
- Immunization documentation as described below

Immunizations

California law requires that all students entering MCS receive a complete checkup and all required immunizations.

Each student entering 1st grade must submit a *Report of Health Examination* signed and properly filled out by a physician. This form contains the student's immunization record.

The following schedule indicates the county requirements to be met by all students:

- | | | |
|-----------------------|---------|---|
| 1. Polio | 4 doses | |
| 2. DTap, DTP, or DT | 5 doses | |
| 3. MMR | 2 doses | |
| 4. Hepatitis B Series | 3 doses | |
| 5. Chickenpox | 1 dose | (2-dose varicella requirement for ages 13-17 years applies to transfer students who were not admitted to a California school before July 1, 2001) |
| 6. Tdap | 1 dose | (booster required for 7 th grade students) |

Kindergarten entrants and transferring students from outside Santa Clara County into grades one through eight must present a completed "Santa Clara County Public Health Department TB Risk Assessment for School Entry" form.

All forms and required documents must be completed and on file with the registrar, in the School Office, prior to class placement.

The *Child Health and Disability Prevention* program can provide additional information to parents if a physician is needed: (408) 937-2250. The C.H.D.P. will also help those families who qualify for a free C.H.D.P. checkup with immunizations. The School Health Centers of Santa Clara County is a good resource also: (408) 284-2280.

Student Records

Student records pertaining to student progress, health, and attendance are maintained by the School Office staff and are kept in the School Office with the School Office Manager as custodian of record.

Student records pertaining to athletic activities are maintained in the Physical Education Office with the Athletic Director as immediate custodian.

Special education IEPs are maintained by the Learning Lab Director and kept in the Learning Lab Office with the Learning Lab Director as immediate custodian.

Some student records, such as discipline and psychological records may be maintained in the Principal's Office.

MCS recognizes that certain aspects of HIPPA and FERPA may apply to a private, nonprofit and religious organization. The circumstances of possible compliance are far too numerous and complicated to summarize in this handbook. Please be assured that MCS values as a high priority the privacy and security of all members of the MCS community, from administration and staff to parents and students, and will comply with HIPPA and FERPA where applicable.

ATTENDANCE, HEALTH

We believe that there is significant value in the student-teacher interactions that take place in the classroom daily. Student attendance is important.

When a student is absent, parents must phone the automated system on each day of the absence before 9:00 a.m., giving the following information:

- Student's name (please spell it out)
- Grade
- Teacher
- Date
- Your relationship to the child
- The reason for the absence

At that time, homework for elementary students may be requested and may be picked up in the School Office after 3:15 p.m. Please do not request homework for elementary students if a student is only absent for one day. In the event of an absence of more than one day, the student is expected to finish the assignments in a timely manner, as directed by the teacher. Middle school assignments are available online.

Students must be fever-free for 24 hours prior to their return to school without the aid of medication. A fever is defined as 99.4 degrees or higher. This guideline is given to us by the Santa Clara County Department of Health. Students who become ill at school must be picked up within one hour by a parent or his/her designee. A photo ID will be required upon arrival.

Absences

Regular attendance is vital in order to receive the necessary instruction that contributes to successful mastery of the required standards for each grade. MCS strongly recommends that family trips be planned during non-school days. Please make every effort to avoid medical appointments during school hours. Except in the case of illness or family emergency, teachers are not required to provide work in advance or make-up work for unexcused absences and grades may be affected.

If a student misses more than seven school days during a trimester, an incomplete may be issued for that grading period. If a student misses more than 20 days per year, regardless of the cause or combination of causes, that student will be a strong candidate for repeating the same grade the following school year. Repeated or prolonged absences may jeopardize your enrollment.

All students must be signed out in the School Office during the school day and signed in upon their return.

Tardy Students

Elementary students are to arrive and be in line for the flag salute by 8:25 a.m. School officially begins at this time. Students not in line for the flag salute are tardy.

Middle School students must be prepared to enter their classrooms at 7:55 a.m. and are tardy if not in their seats and prepared for instruction at 8:00 a.m.

To promote orderliness and efficiency, parents are not to walk students to class.

After the first week of school, parents and siblings of students 3rd grade and above may not be in the line-up areas.

Morning doctor/dental appointments or school-related testing are considered excused tardies if verified by the doctor or therapist in writing. All other tardies are unexcused.

Along with the importance of regular attendance, MCS values the importance of punctuality. To this end, admit slips are issued without regard to reason for late arrivals. In the rare case of a major traffic alert, the school may exercise the option to send all students to class without consequence. Detention will also be assigned to any Middle School student for tardiness to any instructional period during the day. At the third tardy per billing trimester* (Aug-Nov; Dec-Feb; Mar-Jun), parents will be sent a written warning. Subsequent tardies will result in the following:

4 tardies per trimester* per student	\$5.00 fine	6 tardies per trimester* per student	\$15.00 fine
5 tardies per trimester* per student	\$10.00 fine	7 tardies or more per trimester* per student	\$20.00 fine

Ten (10) tardies per trimester may result in an academic penalty and will jeopardize your child's enrollment for the following school year.

Elementary Arrival

School begins at 8:25 a.m. Elementary students arriving on campus before 7:45 a.m. must be signed in to Extended Care. If they are not signed in, as required, it will be done automatically and parents will be billed accordingly. Students arriving after 7:45 a.m. must remain in the playground area, or in the rainy day area(s) as determined by school staff, until they line up at 8:25 a.m.

Middle School Arrival

School begins at 7:55 a.m. Middle School students arriving on campus before 7:45 a.m. must be signed in to Extended Care. If they are not signed in, as required, it will be done automatically and parents will be billed accordingly. Students arriving after 7:45 a.m. may wait in the MS lunch area the black top, or in the rainy day area(s) as determined by school staff until they are dismissed to the classrooms at 7:55 a.m.

Elementary and Middle School Dismissal

Students must be picked up within 15 minutes of dismissal, otherwise students will automatically be signed in to Extended Care and parents will be billed accordingly.

Students who are allowed to leave campus on their own (walking or biking home) must have a signed parental consent form on file in the School Office. A new form must be filed each school year. Once a student leaves campus, he/she is not to return, wait across the street, or wait in the immediate neighborhood. Loitering is not permitted. Parents are not to put students in an awkward situation by disobeying this rule.

MCS does not condone students leaving campus in third-party car services and, specifically, ridesharing services whose own policies explicitly prohibit minors from using them. MCS will release students only to those persons listed on the emergency form or in the student's record in our student information system.

We believe every effort should be made to provide a safe and secure campus and to preserve the learning environment for students and teachers. Therefore, class interruptions will be kept to a minimum. Responsibility training is an important part of education at MCS and students are expected to come to school prepared for learning and with all necessary materials. We expect parents to support and reinforce this as well. The following procedures are in place toward this end:

SCHOOL OFFICE PROCEDURES

- Parents are to inform the teacher(s) AND school office staff (School Secretary and School Office Manager) at least 24 hours in advance if a student will be leaving during the school day for an appointment. Please be specific as to the date and time the student will need to be available to be signed out in the school office. School office staff will attempt to have students in the school office ready to be signed out by the time given. Parents are asked to plan extra time and to be patient as school activities and schedules are subject to change on a daily basis without notice.
- Student health, safety, and security are of primary importance. School office staff must remain present in the office area. Therefore, lunches and forgotten items will not be delivered to classrooms. Students who have forgotten lunch will be given a hot lunch and family accounts will be billed.
- To avoid interruptions to the learning environment for all students and teachers, and to promote individual student responsibility training, students will not be called out of class to retrieve items from the school office during the school day.

MEDICAL ISSUES

Students who become ill in class will be sent to the School Office and cared for by the school receptionist, or other staff member, until a parent or parent's designee arrives. Parents must have someone available who can pick up the student within 60 minutes. Students must be fever free for 24 hours, without the help of medication, prior to their return to school. Regularly updated emergency information must be on file for every student so that parents or other responsible persons may be contacted in case of accident or illness.

MCS considers all over-the-counter health products (including but not limited to pain relievers, allergy medications, and cough drops) and prescriptions as medication. Students are not allowed to have medication in their possession at any time. A Medication Authorization Form completed in advance by a physician must accompany any medication administered at school. Medication will not be administered to students without a form on file. This form can be downloaded from the MCS parent portal on the website. All medications must be in the original container with the directions as prescribed by a physician.

Additional infectious disease policies may be enforced. MCS will follow the recommendations of the County Health Department and the CDC in cases of major outbreaks. The following infectious diseases must be reported to the school:

Hand, Foot & Mouth Disease	Impetigo	Pinworms	Roseola Infantum	Scabies	Shigella
Head Lice	Pink Eye	Ringworm	Salmonella	Scarlet Fever	Strep Throat

MCS admits students who have food and environmental allergies. No school can be completely allergen-free (e.g., "peanut-free"), but MCS will partner with parents and medical providers to be prepared in appropriate management and care of students with these allergies. Students with such allergies must disclose the specific allergy, sign a waiver, and supply the school with an Epi-Pen at all times.

To ensure the safety of our students with allergies, all MCS parents and students are asked to avoid bringing foods to school that contain nuts and to refrain from wearing strong fragrances while on campus.

SAFETY

Emergency Response

In general, the school will respond to emergencies by moving students to the safest possible location. During fires or earthquakes, students will be moved out of the classrooms to a safe assembly area away from buildings, usually the blacktop. During a lockdown or shelter in place, students will be moved indoors to use the buildings as protection. During an emergency, parents who want to pick up their children will be required to go to the Request Gate located on the school's northeast side, and show identification. This is the specific location that the school will use to release students.

Please remember that students will only be released to a person whose name is listed on the student's Emergency Form. Parents must make sure that the Emergency Form is current and correct. Please notify the School Office as needed to update emergency contact information.

During a threat of violence, students will be sheltered in a locked classroom away from anything that can hurt them. During an emergency when the campus must be protected, parents will not be able to pick up their children until the school campus is declared to be safe by law enforcement. Parents need to understand that the students are being sheltered in a secure classroom for their safety and will be released only when it is safe to do so.

School staff will care for students until a parent or a representative arrives. Parents and their representatives are urged to walk to school, if possible. In any event, if driving is a must, please park on an adjoining street and walk in.

School staff will keep a record of the name and address of the person who takes each student home so that parents may be directed concerning the student's whereabouts. In the event the student's emergency form is not accessible, the student will be released to a neighbor, friend or relative who is known to the student, unless the staff is specifically instructed to release the student only to a person on the Emergency Form. In the event of a major disaster, MCS may be required to release students to a public or government agency.

First Aid supplies, water, food, and other necessary items are stored at each school site and labeled for use in emergencies. These supplies are in addition to our usual supplies on hand.

Staff Preparation

The *American Red Cross* trains all staff members in First Aid and CPR. In a major disaster, freeways may be damaged and access to the school inhibited. MCS staff members are prepared to remain with the students overnight, if necessary. Regular disaster planning and training meetings are held each year. In cooperation with local law enforcement officials, a plan is in place to handle an intruder or other emergency situations.

Student Preparation

Fire drills or "duck, cover and hold" exercises are held monthly. In case of an explosion or earthquake, students will be instructed to "duck, cover and hold" and will be evacuated by the teacher when it is safe to do so. In the event of an intruder on campus, students will be instructed to build barricades, to follow lock-down procedures, or to shelter in place. A school-wide disaster drill and a school lock-down drill are held every year.

Child Abuse

Most school employees are mandated reporters by law. Any mandated reporter with a reasonable suspicion that child abuse has occurred or is occurring is required by law to file a suspected child abuse report with an appropriate child protective services agency. Suspected child abuse reports are confidential as to the identity of the person making such a report.

Security

Your child's safety and protection is of utmost concern to the staff at MCS. Therefore, we require that all visitors register in the School Office or Business Office. Visitors must sign the visitor's log and wear a visitor's badge while on school premises. No one may be in a classroom if the teacher is not present.

All outside classroom doors remain locked during the day. No one is to go into a building, classroom, or onto the playground without first reporting to the School Office.

Proper identification will be required before a student will be released to an adult. Students will only be released to adults who are listed on the Emergency Form or the student's record in our database system.

STANDARDS OF CHRISTIAN CONDUCT

Students at Milpitas Christian School are expected to display positive Christian character traits. This is the overriding principle relative to all the rules for student behavior. Every effort is made to guide the Christian student to live each day in such a manner as to manifest both his love for and faith in the Lord Jesus Christ.

Students, by virtue of their enrollment, agree to live within the framework of the school's standards of conduct. Agreeing to these standards obligates the student to assume responsibility for honorable adherence to them while under the jurisdiction of the school. This is a matter of integrity.

It is our policy to involve the parents of our students when there is a continued difficulty at school or school related activities. Consistent support of the faculty and administration by parents, both publicly and in private, is greatly appreciated and is of great importance in our work of teaching and training children and young people.

Faculty, staff, and students are expected to operate within the rules and policies of the school. While individual teachers may have additional classroom procedures, no one has the authority to give students permission to violate the written rules and policies of the school. While rules and policies are occasionally changed for good reasons, everyone is expected to follow all rules and policies as long as they are in place.

Any behavior, either on or off campus, which is in violation of the school standards, is sufficient cause for disciplinary action, including suspension or expulsion. The school generally follows the discipline procedures contained in this Handbook. However, there are circumstances in which the school administration may determine that it is appropriate not to follow progressive discipline steps. In cases in which a student has engaged in egregious, immoral, or other unacceptable behavior, the school reserves the right to suspend or expel the student immediately.

With appropriate guidance students will:

1. Follow school and classroom rules.
2. Keep a safe and clean campus.
3. Respect the rights and property of others.
4. Show empathy and compassion.
5. Treat others with respect and solve conflicts appropriately, without physical or verbal violence.
6. Serve as positive role models and help create a positive school environment.
7. Identify with, dress in accordance with, and use the facilities associated with their genetic gender.
8. Report any bullying, harassment, or hate-motivated incidents.
9. Display good sportsmanship both on the athletic field and playground.
10. Attend school on time, with textbooks, assignments, basic supplies, and prepared to learn.
11. Produce their own work, maintaining honesty and integrity.

Discipline Policy and Procedures

The discipline plan for MCS is based upon biblical mandates such as Hebrews 12:5-11, Colossians 3:23 and 1 John 1:9. Our theme is taken from Hebrews 13:17 "Do this with joy." Obey rules for safety and to show respect, "Love one another." 1 John 4:7.

Students at MCS are expected to be respectful, honest, and obedient at all times, and to exhibit the Christian character qualities as taught in Scripture and reinforced in the classrooms. Rewards and consequences are outlined below.

Rewards for Good Behavior

- Praise
- Stickers
- Positive notes to parents
- Awards for individuals and classes
- Special privileges or activities
- Rainbow Awards
- Token Systems

Consequences for Unacceptable Behavior

Advisory Notes

Notices of unsatisfactory behavior are issued by teachers, playground supervisors, or administrators. Such notices must be signed by parents and returned. Repeated notices may result in further consequences as described below.

Detention

Detention may be assigned in 15-minute increments for classroom disruptions, repeated missed assignments or general misbehavior. No more than one hour may be served on any given day. MCS reserves the right to detain students up to 15 minutes after school without notice.

Students will receive a notice of detention that must be served on the assigned day. A parent signature is required on the detention notice and failure to return such signed notice, or failure to serve, is cause for doubling the required detention minutes. Detention is served in an assigned classroom from 3:05 to 4:05 on specified days.

Parents must sign out their students from the detention supervisor unless they are going to Extended Care or another on-campus function. Students not signed out by a parent within 15 minutes of the end of their detention will be signed in to Extended Care and the parents billed accordingly.

Excessive detentions or excessive missing work will preclude a child from Academic Honor Rolls or Christian Character Awards.

At-school Suspension

At-school suspension of one to three days is assigned by the administration or their designee, for disobedience, disrespect, dishonesty, or unsafe behavior. A written notice is sent home and parents are called. Parents must return the signed notice.

Example of disobedience/defiance: refusal to obey any staff member. Examples of disrespect: use of profane language or gestures, name calling, unkind teasing, misuse or destruction of property, behavior which has potential to physically harm, embarrass, or isolate another student.

Examples of dishonesty: failure to tell the entire truth when questioned; cheating on homework, tests, or any school project; giving unauthorized help to another student; allowing others to copy answers; falsifying parent signatures on notices, tests, etc.

One day is usually assigned for a first offense, with two days being assigned for the second offense. Two to three days may be assigned for more serious infractions at the discretion of the administrators. A second at-school suspension in the same school year may result in a behavior contract as described below.

Students assigned to at-school suspension will report to the School Office to be assigned a place to work for the day. Students are responsible for securing work from their teachers the day before the assigned suspension. No academic penalties apply if the student fulfills this responsibility. Missed tests must be made up on the student's own time unless the teacher makes other arrangements.

Home Suspension

Any student assigned suspension may be assigned to home suspension at the discretion of the administrator. This is usually done in the case of physical violence, uncontrollable emotional outbreaks, or severe disruptions. Students incapable of sitting quietly and working independently may be assigned to home suspension.

Parents may be called to take a child home in the event of a serious offense or in the event that the child is not complying with directions during at-school suspension.

Behavior Contract

A behavior contract may be issued for repeated unsatisfactory behavior, multiple suspensions, or for severe infractions as described under "Severe Disciplinary Action" below. Such a contract is equivalent to behavioral probation and will describe the conditions under which the student may remain at MCS. Such a contract is active until the end of the school term unless terminated by the consent of the administration, parents, student, and teachers, or unless otherwise decided by the administration.

Academic Contract

An academic contract may be issued to a student who is not meeting the academic standards of MCS due to lack of effort. Failure to make progress under an academic contract may result in termination of enrollment.

Extended Care Behavior Contract

An Extended Care behavior contract may be issued for misbehavior. This contract may result in the student being excluded from Extended Care but not necessarily from school.

Expulsion/Withdrawal from School

The final consequence of any behavior contract is termination of enrollment. When all prior disciplinary actions fail, a student may be expelled by the school, or withdrawn by the parents.

Some behaviors may result in an immediate expulsion. See “Severe Disciplinary Action” below. If an expulsion is likely under the severe clause, the student will be placed on home suspension while the principal and/or head of school investigate the matter and reach a final decision.

Permission to Search and Question

MCS administrators and teachers reserve the right to search personal belongings on reasonable suspicion of unauthorized substances, devices, or weapons of any kind, or to question students concerning any incident. A minimum of two staff members will be present during a search.

MCS is required to cooperate with local law enforcement agencies and the Department of Social Services in questioning of students involved in serious discipline events or suspicion of child abuse.

Severe Disciplinary Actions

Some offenses may be cause for automatic suspension and possible immediate expulsion without prior disciplinary actions. Police may be called at the discretion of the administration. These offenses may include:

- Possession of drugs, non-prescription medications, or tobacco products
- Possession of weapons of any kind
- Threats or acts of intimidation that cause a fearful or hostile environment
- Any form of harassment, including but not limited to, the description in the “Harassment Policy” below
- Activities which might result in injury to self or others
- Blatant disobedience or disrespect for adult authority
- Possession of pornography
- Breaking city, state, or federal law
- Violations of the technology acceptable usage agreement

Respecting Individual Differences

At MCS everyone is to be treated with respect. The school staff is committed to maintaining relationships in which all individuals treat each other with dignity, honor, respect, and gentleness (Romans 12:10, 1 Peter 2:17).

Disrespect includes making fun of others’ differences or hurting their feelings. The student whose feelings have been hurt may not do well in school and may not enjoy coming to school any longer. At MCS, we want to be sure that everyone who is part of our school is unafraid to be here and has a chance to do their very best. If a staff member or student says or does something disrespectful which cannot be resolved between the parties involved, discuss this matter with your teacher. Seeking help when something disrespectful happens ensures that our school remains a positive place of respect and it strengthens our common bond of God’s love.

Bullying and Cyber-Bullying

MCS takes the safety of students very seriously. Students have the right to feel safe and secure while in and out of school. Bullying and/or cyber-bullying may be punishable by detention, suspension, or expulsion. Both bullying and cyber-bullying are intentional, hurtful acts, words or other behavior such as, but not limited to: name-calling, threatening, hurtful letters or e-mail, or other social media. Although cyber-bullying will most likely occur off campus, the effects of it are definitely felt on campus. Therefore, MCS will take the appropriate steps necessary to stop the act and restore a safe environment for our students. Following is a summary of the current anti-bullying curriculum for grades 3-8.

Step 1: Identify the Issue

Teasing: Playfully making fun of a friend. It is done in fun and stops if someone feels hurt.

Taunting: Repeatedly making fun of someone with the intent of hurting or ridiculing him or her.

Conflict: A difference of opinion or disagreement that all involved parties want to find a solution for.

Being mean: Actions that intend to harm but are not repeated

Bullying: Using an imbalance of power to repeatedly and intentionally harm someone.

Step 2: Resolve the Conflict

Conflict resolution strategies:

- Active listening - make eye contact, ask questions, convey understanding of what has been said
- Look at the situation from the other person’s perspective
- Compromise - find the middle ground or agree to accept less than you wanted
- Peer mediation – find another student to act as a moderator

Victim-response strategies:

- Don’t react
- Be assertive
- Strengthen friendships with others
- Talk to an adult

Step 3: Be an ACTIVE bystander! When you see bullying happening you can:

- Refuse to take part in the bullying
- Support the bullying victim by offering comfort
- Speak privately to the bully, if you feel safe
- Stand up for and speak out on behalf of the victim

Harassment

MCS is committed to maintaining an environment in which all individuals treat each other with dignity, honor, respect and gentleness. MCS will not tolerate any form of intimidation, exploitation or harassment, including sexual harassment, which creates a hostile or offensive school climate. This includes interaction between an employee and a student, or between students.

Physical/Emotional Harassment

Harassment may include, but is not limited to, the following behavior/overt acts and/or circumstances that have the purpose or effect of causing injury, discomfort, fear, or emotional suffering to the victim:

- Verbal, non-verbal, physical or written harassment, bullying, hazing, or other victimization
- Repeated remarks of a demeaning nature
- Implied or explicit threats concerning one's grades, achievements, or property
- Demeaning jokes, stories, or activities directed at the student
- Racial Slurs

Sexual Harassment

Sexual harassment is defined as unwanted sexual advances or visual, verbal or physical conduct of a sexual nature.

Examples of student-to-student sexual harassment:

- Unwanted sexual advances or propositions
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct such as leering, making sexual gestures, displaying of sexually suggestive material
- Making or using derogatory comments, epithets, slurs, or jokes
- Abuse of a sexual nature including comments about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, notes or invitations

Examples of employee to student sexual harassment:

All of the above listed in the student-to-student harassment section, and the following:

- Offering benefits in exchange for sexual favors
- Employee's conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive educational environment
- Submission to or rejection of such conduct by a student is used as a basis for decisions affecting the student

COMMUNICATION

Biblical Model of Communication

Our policy for communication is based on the biblical principle of Matthew 18:15: "And if your brother sins, go and reprove him in private..." Other persons who may need to be brought into any discussion, could be asked to come in for a meeting should they be able to assist in resolving an issue. As in every home or company, clear understanding and progress are a result of open, concerned communication. We desire to have open minds and hearts to any parental concern. The Bible, as well as our experience, has taught us that the following guidelines are beneficial for the child, the teacher, and the school. We appreciate your cooperation.

Most questions and concerns are to be taken directly to the classroom teacher or the staff person involved. Such concerns might include:

- Progress of students in the established curriculum
- Discipline or social problems concerning one's own student
- Special health problems or emotional upsets
- Grade level programs, projects or events

Problems to be taken directly to the school administration include critical questions regarding the establishment, implementation, and interpretation of school policy. These concerns might include:

- Questions or concerns about teacher qualifications
- Question about policies and procedures of the school, for example: discipline policy, admission or dismissal policy, curriculum development or implementation, goals, tuition or registration procedures, dress code, etc.

Expectation of Parents:

It is expected that parents will refrain from discussing the following matters with other parents or in the presence of any students. This often leads to hurt feelings, negative attitudes, "labeling" of students, and loss of community.

- Behavior of any student other than your own
- Behavior of your student in comparison to other students
- Behavior or parenting skills of other parents
- Complaints or concerns about teachers, aides, or other staff
- Academic progress of students
- Comparison of staff members

Parent Behavior

We recognize that parents and teachers are role models of behavior to our students. It is expected that parents and staff members will demonstrate polite and respectful behavior at all times.

Parents who use obscenities, or speak in a demanding, loud, insulting, or demeaning manner to a staff member will be asked to leave the campus, may be banned from campus, and will jeopardize their student's enrollment. Parent drivers who fail to behave in a safe and obedient manner may be fined and be required to make other arrangements for bringing their students to and from school.

Conclusion

The above policy is in compliance with the scriptural exhortations of Matthew 18. Other people, who may need to be involved in any discussion, could be asked to come in for a meeting, if they might assist in resolving an issue concerning them.

"Remind your people of this, and give them a solemn warning in God's presence not to fight over words. It does no good, but only ruins the people who listen. Keep away from profane and foolish discussions that only drive people farther away from God. But keep away from foolish and ignorant arguments; you know that they end up in quarrels. The Lord's servant must not quarrel. He must be kind toward all, a good and patient teacher who is gentle as he corrects his opponents." II Timothy 2:14, 16, 23, 24, 25

ACADEMICS

Grading and Promotion/Retention Practices

MCS believes that grading and progress reporting are crucial parts of the educational process. Included are:

- Progress Reports and Report Cards at specified intervals
- A conference is required at the end of the first trimester and optional conferences, based on need and/or parental desire, can be scheduled at any time.
- Homework is assigned to extend and reinforce the lessons being taught.
- Certificates for Honor Roll are awarded to all qualified students.
- Parents are encouraged to make an appointment with the teacher if additional information is desired.

Grading Scales are as follows:

- TK/2: The policy and reporting format is skill based and aligned to MCS and California State Standards.
- Grades 3-8: Teachers use the following weighting system in assigning final grades. Spelling application is incorporated into grading of individual tests, reports, and assignments.

Core courses: Bible, Language Arts, Math, Social Studies, and Science. Music, Physical Education and Technology courses are academic but not Core classes, and may be weighted differently.

Major Assessments:	60% of the final grade	(Bible = 40%)
Minor Assessments:	30% of the final grade	(Bible = 40%)
Daily Work:	10% of the final grade	(Bible = 20%)

All other courses will be weighted differently with significant weight being given to participation and less to skill assessment (Music, Physical Education, and Technology). If a student is failing any subject, the teacher will inform the parents. Criteria for promotion for Grades 1-8 is a core curriculum average of C or above. Core curriculum for promotion/retention purposes includes all Language Arts (Reading, Spelling, Grammar, Literature, and Composition), Math, History/Social Studies, Science, and Bible. Opportunities for remediation, summer school, conditional promotion, and other alternatives will be considered in each individual situation. Students with an average below C may be recommended for promotion based on effort, behavior, and the recommendation of the student study team. Special consideration will be given to students enrolled in the Learning Lab.

After examination of the evidence upon which the recommendation for retention was based, if parents disagree with the recommendations, they may request a waiver. However, the final decision rests with the administration and the student study team. Only one waiver per child may be granted while enrolled at MCS.

Honor Roll awards are computed on the basis of all grades, including Penmanship, Music, Spelling, Technology, and Physical Education.

- Letter grades will be as follows:

100	A+	88-89	B+	78-79	C+	68-69	D+	<60	F
94-99	A	84-87	B	74-77	C	64-67	D		
90-93	A-	80-83	B-	70-73	C-	60-63	D-		

Awards

Appropriate recognition for academic accomplishments, good citizenship, and other meritorious activities is given regularly. The precise form this recognition takes may change from year to year and may include a reward activity, Honor Roll Certificates, and Christian Character Awards. Perfect Attendance Awards will be given to students who have no absences or tardies. In addition, the staff accentuates the positive throughout the year through the use of certificates, stickers, and special activities in recognition of special accomplishments.

Academic Eligibility

Middle school students must meet eligibility requirements to participate in Athletics, Leadership, and other clubs or activities. Students must maintain a minimum core subject GPA of 2.0 without an F in any class.

LEARNING LAB

MCS admits and offers support for a limited number of students who need assistance with academic skills. While the Learning Lab is not a Special Education Program, a selection of programs is offered. These programs are research based and correspond to individual student needs. Parents, administrators, and the Learning Lab staff work together to determine the programs best suited for each student. The selection of programs may change over time. Learning Lab services are fee based.

Assessment designed to determine the need for additional testing and remediation is available at MCS. Several local agencies offer a full range of services. The Learning Lab staff, upon request, offers assistance and advocacy services to families to assist them in securing services and placement.

In order to preserve the integrity of our overall academic program, outside assessments and support services may be required in order to remain at MCS. Full disclosure of previous assessments ensures the most appropriate service for your child. All tutoring is one-on-one. The goal of the Learning Lab is to equip students to function independently at grade level.

The Learning Lab also provides support for gifted learners, both within the classroom and via extracurricular activities. At the end of grade 2 and for any new students enrolling in our school in grades 3 through 8, students are identified as academically gifted using norm-referenced, standardized tests, as well as other criteria. Once students are identified as gifted, they are invited to take part in an enrichment program provided by MCS.

ENGLISH LANGUAGE LEARNER (ELL)

English Language Learner (ELL) screening and tutoring is available. The purpose of this program is to develop students' English vocabulary and grammar skills. Weekly ELL tutoring options are based on student need and tutor availability. These services are provided through the Learning Lab at an additional cost.

HOMEROOM PLACEMENT

Homeroom placement is the decision of the MCS staff. It is done prayerfully and carefully considers such factors as class size, male-to-female ratio, student-to-student behavioral issues, teaching styles, etc. Parents with specific information regarding student's homeroom placement should direct their questions or concerns to their student's teacher before the end of May. Doing so is not a guarantee of placement.

OTHER**Chapel**

Weekly worship service at MCS is a special part of the school program. A variety of speakers from churches, missionary organizations, as well as our own staff provide the message during our worship time. Parents are welcome to attend.

Class Parties and Treats

Class parties will be arranged by room coordinators and parents, with the guidance of the teacher. Younger siblings are not to be present during class parties.

Grades TK through 2 usually celebrate birthdays in class with treats provided by the parent with prior clearance by the teacher. Grades 3 through 8 may also choose to do so, with prior clearance by the teacher. For student safety, treats are to be nut-free. We do not celebrate Halloween, but focus instead on the harvest and God's provision for His people. We do not have Easter egg hunts and other such Easter parties in order to preserve the dignity and emphasis of the pre-Easter season and as respect to those who are keeping the tradition of Lent. All holidays are celebrated with a distinctively Christian emphasis.

MCS seeks to provide a social environment of inclusion and social acceptance for all students. We recognize the extension of friendships and social activities (parties) outside of school and resulting requests to distribute invitations. In order to preserve an emotionally safe learning environment at school, homeroom teachers will assist students in distributing invitations if there is an invitation for everyone in the class, or an invitation for every one of the same gender. Distribution of invitations to a select group of individual classmates is not allowed as this results in hurt feelings and feelings of exclusion by other students. MCS ensures family privacy. We do not provide class lists, email lists, addresses, or other contact information.

Field Trips

Field trips are one of the most enjoyable aspects of our academic program. Field trips are considered extensions of the school environment, thus all rules, regulations, and procedures stated in the Student/Parent handbook apply to field trips. We realize that sometimes there seems to be several rules to follow. However, child safety and well-being are most important to us. Thus, we are willing to take whatever measures necessary to ensure that all students and field trip participants are safe during field trip events. At MCS we depend upon, value, and appreciate parents who volunteer to drive and chaperone on our field trips. We also believe that volunteering to drive and chaperone on a field trip is a serious responsibility. When volunteering to drive and chaperone a field trip, parents agree to and will actively support the following:

General Expectations of Parents on Field Trips

- As a school function, the teacher in charge has complete authority over all students going to, at, and return from a field trip (even though the student's parent or other parents are present).
- When parents attend a field trip, they represent Milpitas Christian School. Parents are expected to dress in moderation and to use only actions and language that reflect Christian character.
- Unless there is an emergency that requires immediate attention, parents should hold suggestions, issues, or comments until a later date. Safety and accountability of all students is the priority of the teacher during the trip. Suggestions or comments will be welcomed later.

Parental Supervision of Students

- Parents are required to actively supervise students. It is clearly understood that students will be supervised at all times. Each student in your group must be within your immediate vision and hearing range and accounted for at all times.
- Students must stay together in assigned groups through the field trip. Students may not be exchanged between groups without permission of the teacher in charge.
- If a student misbehaves or will not follow parent instructions, the child should be corrected by the parent with a warning that if the behavior continues, the student will be taken to the teacher in charge. Never use physical force, threats, or harsh/abusive language or tone of voice.
- Cell phone use (including texting) is to be limited to field trip business or emergencies only. Personal use is not permitted during the trip. Attention must be given to the supervision of students.
- Parents should refrain from giving any food to students unless authorized by the teacher. There are many allergies within each classroom and only the teacher knows for sure what the students can eat.
- Purchasing of items from facility gift shops for students is prohibited.
- Smoking is NOT permitted at any time.
- Student emergency forms contain private information and must be returned to the teacher at the end of the field trip. Copying and/or use of any information contained in the emergency form for purposes unrelated to the safety of students is prohibited.

Transportation, Insurance Requirements, and Trip Itinerary

It is expected that drivers will:

- Provide the following information for approval prior to driving on the field trip and have in his/her possession during the field trip. The driver will voluntarily provide:
 - Copy of valid driver's license and permit MCS to check driving record
 - Copy of Insurance ID card showing effective dates of the insurance policy
 - Copy of insurance declaration page showing limits of insurance
- Refrain from taking any drugs, prescription or other that has a warning about operating a vehicle or are known to impair mental alertness or cause physical impairment including but not limited to drowsiness and dizziness.
- Obey all traffic laws and operate the vehicle in a safe manner.
- Never exceed the speed limit. Do not drive faster than is safe for existing road conditions.
- Follow California laws for child safety seats:
 - Children under the age of 8 must be secured in a car seat or booster seat in the back seat.
 - Children under the age of 8 who are 4' 9" or taller may be secured by a safety belt in the back seat.
 - Children who are 8 years and over shall be properly secured in an appropriate child passenger restraint system or safety belt.
 - MCS requires that students 6th grade and younger must ride in the back seat.
- Have plenty of gas in the car before arriving at school.
- Arrive at school at the time designated for the drivers.
- Stay with the group of cars as much as possible while driving safely.
- Adhere to the schedule itinerary (i.e. do not stop along the way to get coffee, treats, visit a friend, drop off a child for an appointment, etc.).
- Arrive back at the school at the scheduled time unless circumstances are beyond control (traffic, child gets sick, etc.). Remember, parents are waiting for their child to arrive back safely. When drivers are late, they begin to worry.
- Follow through with the commitment to drive and chaperone on a field trip. The teacher is counting on parent commitments. Backing out at the last minute puts a lot of extra work and stress upon the teacher and could potentially result in cancelation of the field trip.

Field trip drivers must have liability insurance. The school requires that minimum limits for volunteer drivers be not less than: Bodily Injury \$100,000 per person /\$300,000 per accident, Property Damage \$50,000 per accident or Combined Single Limit BI/PD \$300,000, Medical payments at \$5,000 and uninsured Motorist \$30,000 per person/\$60,000 per accident. In accordance with California law, the insurance on a specific vehicle is the primary coverage in the event of an accident. The insurance of the school becomes effective once the policy limits of the specific vehicle are exhausted. Additionally, California law mandates that all parties being transported in a motor vehicle be secured with a shoulder strap, lap belt, or both. Students being transported by volunteer drivers must have appropriate car seat apparatus for age and size of child based on California State law.

Volunteer drivers understand that personal auto insurance is the primary insurer if an accident should occur during the course of this trip. Legal evidence of the insurance and driver's license information must be carried on the field trip as is required by the State of California.

Parent/Teacher Fellowship

It is the desire of the school to foster a closer relationship between home and school and to promote the welfare of children. The purpose of this organization is to promote fellowship activities, provide educational and informative programs for the family, and conduct limited fundraising.

Participation in Promotional Materials

From time to time MCS will photograph or videotape students and student activities, which are included in school publications and promotional materials, including the web-site and social media. According to the enrollment documents you have signed, general parental consent is given for your child(ren) to be photographed or videotaped by the school in the course of school activities. Consent is also given for MCS to use any photographs or videotapes in these publications or promotional materials.

Personal Property

MCS strongly discourages student possession of cell phones at school. If students must have them, cell phones must be turned off and stowed in backpacks during school hours and use must be limited to emergencies during Extended Care. Inappropriate use of cell phones or possession of any other electronic equipment will result in the immediate confiscation of the article by a staff person. A parent will be required to reclaim the confiscated item. The school is not responsible for lost, damaged, or stolen equipment.

Students may not give or receive money for personal items on school property.

Other personal items of an entertainment nature, including wearable technology games, and toys, are not permitted on campus unless requested by a teacher for instructional use.

Traffic Flow

Parking and traffic flow is very important at MCS. We have established arrival and departure procedures for student safety. Parents are required to read and sign the Parking and Traffic Safety Bulletin, agreeing to patiently support and obey all school traffic rules and the directives of all MCS staff.

Skating and bicycle riding are prohibited on campus during school and Extended Care hours.

All students riding bicycles to and from school are to:

- Be well versed in and follow basic safety rules.
- Wear a helmet.
- Have bicycles locked when parked at school.
- Keep bicycles in good working order.
- Park bicycles in the bicycle parking area only.
- Walk bicycles on and off the school grounds.

MCS strives to operate smoothly and safely. Parental cooperation is appreciated. Please drive with utmost caution in the school area and obey traffic staff! Parents are asked to avoid putting their children in an awkward situation by telling them to disobey traffic staff. Parents are to refrain from honking the horn in the drop-off/pick-up areas, and on the streets adjacent to the school, for the purpose of getting a student's attention. Horns should be used for safety reasons only.

Traffic Citations

Any parent or individual authorized to pick up a student, who is observed driving in an unsafe or discourteous manner or who violates the school traffic policy, could receive a written citation issued by the traffic staff. Each additional citation within six months will result in a \$25.00 fine being billed to the family's account.

Drivers who are discourteous to, or refuse to follow the directives of school staff may jeopardize their student's enrollment.

Work-Off Hours

It is the policy of MCS to require parental participation from all of its Elementary and Middle School families. Twelve hours are required for one child and four additional hours for any additional siblings, with a maximum of twenty hours per family. Hours are recorded in the Business Office.

Reporting

Hours served must be reported on a Work-off Hours Coupon, which can be found in the School Office and Business Office. It is the parent's responsibility to turn in the coupons.

Billing

Incomplete work-off hours are billed at the end of the school year at a rate of \$40.00 per hour for service that is not performed. Work-off hours are prorated when necessary, by dividing the total requirement by 9 months and multiplying by the number of months the student is enrolled. If the service was completed, but work-off hours were not reported to the Business Office, the family will still be billed for the hours. If proof of service is provided after the family has been billed at the end of the school year, the family will only receive a 75% credit against the amount originally billed. Payments for work-off hours are not tax deductible. Inquiries regarding billing should be directed to the Business Office.

Performing Work-off Hours

Any adult can perform work-off hours for a family: parents, caretakers, grandparents, adult siblings, other relatives, etc. Most tasks that benefit the school can be applied toward work-off hours, except work for which you are compensated by the school. Work for the band, choir, sports teams,

and Extended Care can also be applied. Hours may be donated to other families, if desired. Volunteers working in classrooms on a regular basis (10 hours per month) are required to submit verification of a negative TB test.

Finding Work-off Hour Opportunities

Talk to your child's teacher about opportunities specific to your child's class or grade level. School-wide opportunities can be found in the enrollment packet, the school newsletter, or maybe posted in the school office. Parents sponsor several events during the school year and we encourage all families to be involved.

Library

MCS is proud of its library. The library has a media center for student use, with staff supervision. The computerized book catalog is available to students and faculty in the library. Time permitting, library staff can provide you with answers to specific reference questions.

The library is reserved for use by classrooms exclusively from 8:00 a.m. to 3:00 p.m. daily. Family members and friends are welcome to use the library services after 3:00 p.m., during posted hours. If the librarian is not present, parents and students may not take books from the shelves or use the media center.

Overdue/Damaged Book/Lost Book Policy

- Sufficient notice will be given of overdue books.
- Upon receipt of this notice, the book must be returned or paid for so it can be replaced. The charges will be \$15.00 for a paperback book and at least \$20.00 for a hardbound book. The Business Office will bill the parents.
- A receipt for the payment is available upon request from the Business Office.
- If a book is found and returned after payment has been made, one-half of the charge will be credited to the student account.

Lunch Program

Hot lunches and cold lunches are available through online ordering. This gives us more choice in the menu. Lunches are to be ordered 2 days in advance. Students with bigger appetites may order a second entree. Milk and water are included in the full me price or may be purchased separately.

You may choose to send a bag lunch with your child. Facilities for warming lunches from home are not provided. Bag lunches may be required for field trips or other special events. MCS admits students with nut allergies. Parents are asked to support student safety by avoiding sending food to school that contains nuts.

EXTENDED CARE PROGRAM

MCS provides before and after school Extended Care for students who attend our school. Parents must select an Extended Care option for each student. Please see the current Tuition and Fees Brochure for Extended Care options and rates.

Program Guidelines

- Program options are for the school year only; the summer program is by separate arrangement.
- Options are available for monthly, hourly or emergency drop-in care.
- Option changes must be made in the Business Office by the 1st of the month to take effect that month. Changes submitted after the 1st of the month will take effect the next month.

Students must be signed in and out by their parent or a person on the Emergency Form. A staff person in charge will sign them in for afternoon care. To ensure the safety of the students, we have instituted a fee for failure to sign in or out.

Payments

Payments are to be made as follows:

- Monthly extended care contracts will be billed with the current month's tuition payment, beginning in September and ending in June.
- Hourly extended care contracts will be billed at the end of each month and are due with the next month's tuition payment.
- Emergency drop-in extended care used within a month will be billed at the end of the month and will be due with the next month's tuition payment.

Please contact the Business Office for questions regarding Extended Care usage and account balances.

Program Information

Extended Care hours are from 7:00 a.m. to 6:30 p.m. Late pick-up fees will be in effect after 6:30 p.m. and will be billed. See your Extended Care Contract for fee amounts.

Elementary teachers generate a daily Extended Care list, which is given to each Extended Care team. Parents should inform the student and the classroom teacher on the day(s) the child will attend Extended Care. Students on the Extended Care list should report immediately upon being dismissed from class. All other students have up to 15 minutes after being dismissed from class to be picked up or leave campus. Students remaining on campus 15 minutes after dismissal will be signed in to Extended Care and the proper charges will be assessed.

Students who are allowed to leave campus on their own must have a signed parental consent form on file in the School Office. A new form must be filed each school year. Once a student leaves campus, he/she is not to return, wait across the street, or wait in the immediate neighborhood.

Loitering is not permitted. Parents are not to put students in an awkward situation by disobeying this rule.

Once a student is signed in to Extended Care, he or she must be signed out by a parent, guardian, or a person on their Emergency Form. Older students may not sign out younger siblings. If a student is not signed out, the parent will be contacted to ensure the safety of that student, and the following consequences will apply:

- 1st, 2nd, and 3rd times — warnings
- 4th time — parental contract as designated by the Extended Care Director.

Notification is required for a student to be picked up by someone not authorized on the Emergency Form.

FINANCIAL INFORMATION

MCS operates its programs through the collection of tuition and fees. It is not subsidized by any church, denomination, or through government funds. MCS is careful to set and maintain a balanced budget. However, capital improvements and the purchase of property or items not in the regular budget may be acquired through fundraising efforts.

The financial commitment for the services MCS provides to your family is between parents and the staff of the Business Office. In doing so, we free the school staff and teachers to care for and educate your child(ren). We do not send any financial information home through the classrooms and we ask the same of you. Please do not put your child in the position of responsibility for financial issues.

The Financial Policies Handbook is available on the MCS website. Please refer to this handbook or the Business Office for any questions regarding your account or the financial policies of the school.

Delinquent Accounts

Our programs and services require consistent payments. A \$25.00 late fee will be assessed each month that a tuition payment is late (e.g., if tuition has not been paid for two consecutive months, the late fees would be a total of \$50.00). If an account becomes more than thirty (30) days overdue, the student(s) may be withdrawn from the school until the account is brought current. The MCS Business Office staff works with families that are currently enrolled and whose account has become delinquent. Parents who communicate their particular situation may receive some grace. Should a family leave and their account is not paid in full within thirty (30) days, the balance will be turned over to collections and the parent's credit report will be noted.

Student Withdrawal

MCS does not enroll students on a month-to-month basis. It should be understood that, once enrolled, each student would attend school for the entire school year, unless a prior exception has been made.

If you choose to withdraw your child, it is necessary to notify the school one full month in advance. Please see the Financial Policies Handbook for current student withdrawal policies.

DRESS CODE

Uniform Dress Code

MCS Elementary and Middle Schools have adopted a Prescribed Dress Code for everyday wear. A variety of clothing styles and colors is available. These are the only garments and colors to be worn at school.

Purchase Options

Garments and color styles are available through Merry Mart Uniforms in Santa Clara and online at www.merrymartuniforms.com.

Style, Quality, and Color Variation

Because of the wide variety of purchase options, style, quality, and colors will vary. To ensure consistency, Merry Mart Uniforms garments will be the standard by which all others will be evaluated. By casual observation, the style, quality, and color variation must be consistent with those of the Merry Mart Uniforms garments to be in compliance with the Prescribed Dress Code.

Sizing and Appearance

- All garments must be appropriately sized. No tight fitting or oversized garments may be worn.
- Shorts should be fingertip in length, but end above the knee.
- If belts are worn, they must be navy, black, or brown.
- Plain color coats and jackets may be worn to and from school and on the playground.
- Logos, other than MCS logos, are not allowed.
- Hooded sweaters and sweatshirts are never allowed. However, hooded jackets of non-sweatshirt fabric are allowed as weather dictates.
- 5th grade outdoor education sweatshirts may only be worn during that school year. MCS music or sports team sweatshirts, t-shirts, etc. may not be worn as part of the prescribed dress code.
- Long-sleeved garments may not be worn under short-sleeved garments.
- Shoes must be safe for the school environment and physical activity, and must be worn appropriately.
- Navy or white leggings, with matching ankle socks and no lace, are acceptable for girls in grades K-1 only.
- Nylons may be worn by Middle School girls only.

Backpacks

For safety reasons, rolling backpacks are not permitted. However, due to the weight of books and the increased homework requiring that the textbooks go back and forth daily, rolling backpacks will be permitted at grades 4 and 5 only. These rolling backpacks are to be appropriately sized and labeled as such. They may not be luggage styles. Students wearing backpacks are to wear them appropriately, as designed.

MS students will be issued a set of text books to keep at home. A \$100 book deposit fee will be charged to student accounts in July. The deposit will be credited back to families in June of the following year if all text books are returned in good condition.

Spirit Wear

Official spirit wear may be worn only on half days and Fridays, with appropriate dress-down bottoms. Spirit wear jackets may be worn as outerwear at any time, but the sweatshirts may be worn only on half days and Fridays. Race for education t-shirts, outdoor education sweatshirts, MCS sports team apparel, MCS music apparel, etc., are NOT spirit wear.

Dress Down Attire

Theme dress days and/or dress-down days are announced in the school calendar and in class by the teacher.

The following guidelines are to be followed on dress-down and/or theme days and sports/musical practice:

- Pants and shorts should be worn appropriately and in good repair. They are not to be baggy or tight-fitting in style.
- Pajama type bottoms, tight fitting yoga-style pants and sweat pants are not allowed.
- Shorts must be at least fingertip length.
- Shirts must be modest in style. Tight-fitting shirts or shirts showing cleavage are not allowed.
- Sleeveless shirts are acceptable, but tank tops, spaghetti straps, and shirts not covering the midriff area are not.
- Advertising logos are to be avoided on t-shirts.
- Other writing or symbols appearing on the garment are to be appropriate and represent the ideals and values of MCS.
- Shoes must be worn in accordance with the safety needs of the activity.
- Flip-flops or open-toed shoes are not allowed at any time.

Hair

Hairstyles should not call undue attention to the wearer or be associated with any particular social group. Attention-getting styles, or styles which interfere with vision in any way, are not allowed.

Girls should secure hair away from their face with moderate decorative hair accessories such as small ribbons or clips. Girls must keep bangs trimmed and out of their eyes. No obvious coloring of hair is allowed.

Boys are to keep their hair neatly trimmed (above collar level, above eyebrows, mid-ear). Long bangs or partially shaved hairstyles are not allowed. No obvious coloring of hair is allowed.

Head Covering

We encourage students to wear hats outdoors. However, hats and other head covering may not be worn indoors or during flag salute.

Jewelry

Girls may wear jewelry such as rings, necklaces, and bracelets, but the school is not responsible for the loss of or damage to such items. Earrings must be modest and not unduly long for safety reasons. Any jewelry that a teacher determines to be distracting must be removed.

Boys may wear jewelry within the guidelines above with the exception of earrings. Earrings may not be worn by boys on campus at any time. Pierced ears for girls are acceptable. Other body piercing or visible body art is not acceptable.

Makeup and Nails

Eighth grade girls may wear lipstick, eye shadow, and blush in moderate amounts and light colors. The student must comply with staff guidance.

All students must keep fingernails clean and short. Long nails are a safety hazard during vigorous play, recess, and P.E. Light-colored nail polish is permitted for girls only.

Enforcement

All students are expected to be in compliance with the Prescribed Dress Code at all school functions, including Extended Care and athletic contests, unless an exception is made (e.g., field trip, dress-down activity). Parents may be called to bring a change of clothes to school, and the student removed from class until appropriate clothing is obtained. Therefore, such items will be subject to a warning and violations.

Violations of the Prescribed Dress Code will be enforced as follows (per school year):

First violation:	Written warning
Second violation:	Written warning
Third violation:	\$5.00 fine
Any further violation:	\$10.00 fine

2018-2019 MCS PRESCRIBED UNIFORM DRESS CODE

NOTE: If parents choose to purchase uniforms other than Merry Mart, it is their responsibility to make sure that the style and color are similar to Merry Mart uniforms.

TK- 5 th GRADE		
Boys/Girls Uniform	Color Choices	Purchase from
Polo shirt (long or short-sleeved). * For girls, no peter pan collars or capped sleeves.	White, Navy, Wine	Merry Mart (Preferred)
Long pants or shorts	Navy	Merry Mart (Preferred)
Skort	Navy Melrose Plaid (TK-1 st Grade Only)	Merry Mart only
Jumper (TK-1 st Grade only)	Melrose Plaid	Merry Mart only
Socks or tights with toes	White, Navy	Any store
Leggings- (TK-1 st Grade Only)	White or Navy (must be worn with same color of socks)	Any store

6 th – 8 th GRADE		
Boys/Girls Uniform	Color Choices	Purchase from
Polo shirt (long or short-sleeved) * For girls, no peter pan collars or capped sleeves.	White, Navy, Wine	Merry Mart (Preferred)
Long pants or shorts	Navy	Merry Mart (Preferred)
Long pants or shorts	Khaki (with MMU logo)	Merry Mart only

OTHER GARMENTS		
Boys/Girls	Color Choices	Purchase from
Shoes: athletic shoes, Oxfords, Mary Janes (no boots, sandals, platforms, high heels, lights, or wheelies)	Navy, White, Black, Grey Combination of solid colors: no patterns or trim/shoelaces in other colors	Any Store
Socks	White, Navy	Any store
Belts	Navy, Black, or Brown	Any store
Crew neck sweatshirt- no hoodies (School logo optional)	Navy, Wine, White (Solid Color)	Any uniform store
Sweater (flat knit): cardigan, pullover (School logo optional)	Navy, Wine, White	Any uniform store
Coat / Jackets: (no sports insignias, stripes, or designer logos)	Navy, Wine, White, Black (Solid Color)	Any uniform store

FRIDAYS AND HALF DAYS	
Top	Uniform or Spirit Wear T-Shirt
Bottom	Uniform pants/shorts/skort or jeans (no leggings, tight fitting jeans, and ripped jeans).
Shoes	Any shoes. Open toes are not allowed.

DRESS DOWN ATTIRE:

Every last Friday of the month, and when announced.
Shorts must be at least fingertip in length. Skirt and skort lengths not more than 2 inches above the knee.
(Please refer to the Student/Parent Handbook for more detailed requirements.)

**STUDENT TECHNOLOGY USAGE AGREEMENT
2018-2019**

Milpitas Christian School (MCS) provides a wide variety of technology access for students. Our goal as a school is to provide technology to promote educational excellence. Technology access has been established for a limited educational purpose that shall be consistent with the school's curriculum and the State Standards. The term "educational purpose" includes academic activities, career development, and approved limited, high-quality web-based learning. All students and parents/guardians must sign a copy of this agreement and return it to the student's teacher prior to being allowed to use MCS Technology.

Technology Terms and Conditions - Failure to follow these rules and standards can result in the suspension of the student's accounts, and/or other disciplinary action.

1. **Acceptable Use** - The purpose of technology is to support research and education providing access to unique resources. The use of your account must be for educational purposes only and directly related to the instructional objective at the time of use.
 - a. By signing this form, parents and students consent to the terms of use and privacy policies of all MCS subscriptions. This information can be obtained from the MCS technology teacher or IT manager.
2. **Privileges** - The use of technology and the Internet is a privilege, not a right, and inappropriate use can result in a cancellation of those privileges. To ensure the health, safety and security of all students, MCS reserves the right to monitor the use of its technology and email systems. You are to have no expectation of privacy with respect to any computer hardware, software, email, or other computer electronic means of communication or storage.
3. **Network Etiquette** - You are expected to follow the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Use existing programs and computer setups as established by MCS staff. Changes to computer programs or setups on computers are limited to MCS staff.
 - b. Use appropriate language.
 - c. Promote positive communication and digital citizenship. Do not intentionally access, transmit, copy, or create material that violates the school's rules (such as text or pictures that are inappropriate, threatening, rude, discriminatory, or meant to harass; i.e., cyber bullying).
 - d. Sending of unsolicited or mass emails is not allowed.
4. **Safety and Security** – Student safety and security on all computers and accounts is a high priority.
 - a. If you can identify a security problem on the school network, you must notify a teacher immediately.
 - b. Do not use other users' individual accounts or share your password with anyone.
 - c. Do not give out your own or someone else's personal information such as last name, address, phone number, email address, or screen name.
 - d. Images of students are not to be used as profile pictures.
5. **Vandalism** - Vandalism will result in a suspension of your computer privileges. Vandalism is any attempt to damage a computer or to intentionally upload a computer virus. You do not have permission to install any software programs or download any programs from the Internet to the computers.
6. **Responsibility** - Students are to exercise digital citizenship within our school community and the community at large.
 - a. Academic Integrity - copying and pasting work from the Internet into your work without proper citation is plagiarism.
 - b. Follow the rules for acceptable use of information on the Internet and copyright law (use of photos, graphics, etc.).
 - c. Immediately report any problems you see to a teacher.
7. **School Community** - Any inappropriate conduct off campus that negatively impacts our school learning environment will be investigated and appropriate disciplinary action will be taken.

Parent Agreement – A signature is required indicating that you have read and understand the Student Technology Usage Agreement and that you have discussed it with your child. Your signature also indicates agreement to provide payment for any damages incurred by your student.

Parent Signature

Date

Student Agreement: I _____ (print student name) have read the Student Technology Usage Agreement and agree to follow these rules and guidelines when using technology. This applies while I am at Milpitas Christian School as well as when I am off campus. I understand it is my responsibility to honor the Student Technology Usage Agreement online and offline. I understand that my actions can affect others and that I will be accountable for my behavior. I will not engage in activities that are in violation of the Student Technology Usage Agreement. I understand there will be disciplinary actions taken if I violate this agreement.

Student Signature

Date

Grade

Teacher

**MILPITAS CHRISTIAN SCHOOL
2018/2019 HANDBOOK AGREEMENT FORM
FOR PARENTS AND STUDENTS
TK – 8TH GRADE**

PARENTS – ALL GRADES

Please read the following statements carefully and sign below to indicate your agreement. Please complete one form for each student.

I hereby affirm that I have read the Student/Parent Handbook and have discussed its policies with my student. I certify that I consent and agree to and will submit to all governing policies of the school, including all applicable policies in the Student/Parent Handbook.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate enrollment at any time, as stated in the Student/Parent Handbook and the Financial Policies Handbook. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

Student Name (please print)

Teacher

Father/Guardian Name (please print)

Mother/Guardian Name (please print)

Father/Guardian Signature

Date

Mother/Guardian Signature

Date

MIDDLE SCHOOL STUDENTS (GRADES 6TH - 8TH)

Please read the following statement carefully and sign below to indicate your agreement.

I hereby affirm that I have read the Student/Parent Handbook. I certify that I consent and agree to and will submit to all governing policies of the school, including all applicable policies in the Student/Parent Handbook.

I understand that admission to the school is a privilege, not a right, and that any behavior, either on or off campus, which is not consistent with the school's standards could result in the loss of that privilege.

Student Signature

Date