



BUILDING A FIRM FOUNDATION THROUGH CHRIST-CENTERED EDUCATION

# PARENT—STUDENT HANDBOOK

“I WILL INSTRUCT YOU AND TEACH YOU  
IN THE WAY YOU SHOULD GO; I WILL  
COUNSEL YOU AND WATCH OVER YOU.”  
PSALM 32:8



“TRAIN UP A CHILD IN THE WAY HE SHOULD GO: AND WHEN  
HE IS OLD, HE WILL NOT DEPART FROM IT.”

PROVERBS 22:6

## **Administration**

Mr. Troy Moore, Head of School

Mrs. Reggie Biancalani, Elementary Principal

Mrs. Heather Harrison, Middle School Principal

Mr. Keven Kroehler, Director of Business Operations

Mrs. Barbara O’Brian, Director of Advancement

### **Office Hours: 8:00 a.m. to 4:00 p.m.**

(each regular school day)

The school office is closed during school holidays. Summer hours vary.

## **Email**

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MARINERS CHRISTIAN SCHOOL IS ACCREDITED BY  
WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES (WASC)

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## **History**

Mariners Christian School (MCS) was established in 1987 through the vision, dedication, and efforts of pastoral staff, elders, lay people, and the original Mariners Church “Steering Committee” committed to starting a local Christian school. After a great deal of prayerful planning, Mariners Church established a Christian school with a vision to provide an educational setting, which assists parents with their responsibility to raise their children in the nurture and instruction of the Lord. This is accomplished through a mutual commitment to educational excellence and biblical values.

MCS has grown from a “pioneering” school of 44 students in 1987 to a student body of nearly 700 students. During the first eight years of its existence, Mariners Church graciously provided our school campus, allowing us to use their facility for classrooms, office space, playground areas, etc. In March of 1995, MCS moved to its current location, developing a full-service campus through the generosity, and efforts of so many parents.

In September of 1994, we began a middle school program complete with competitive league sports (with teams for both boys and girls), student council, electives, intramural sports, and extra-curricular activities. Each elementary grade (kindergarten through 5<sup>th</sup>) has three classes. In middle school each grade has expanded to four classes in order to meet the demand for a high quality middle school education. The MCS faculty and staff are comprised of committed Christians, who model faith through everyday events and who teach academics within a biblical framework. MCS students are learning in a loving, supportive environment. A set curriculum with scope and sequence has been established at all grade levels. Music, physical education, art, technology, library, and Spanish programs provide a well-rounded curriculum and are also staffed by full-time faculty. Meeting the needs of the whole child through a focused, yet enriched curriculum promotes a balanced education for all students.

Mariners Christian School is accredited by the Western Association of Schools and Colleges. Awarded in 2007, Mariners Christian School is recognized as a National Blue Ribbon School, the highest honor given by the United States Department of Education and an indicator of outstanding school achievement amongst peer schools.

The vision and commitment of the original steering committee in starting Mariners Christian School is now a responsibility that we all share. As we “partner together” in the educational process of our children, we look forward with anticipation to all that God will accomplish through each of us at MCS

## **Mission Statement**

*“Building a firm foundation through Christ-centered education.”*

Mariners Christian School recognizes that parents have the primary responsibility to raise their children in the nurture and education of the Lord, developing young people who bring glory and honor to God. Mariners Christian School is committed to work in partnership with parents to build a firm foundation in Christ.

Stemming from our mission, core values guide all decision making:

- Love for Christ
- Exemplary Academics
- Whole Child Focus
- Connected Community
- Culture of Innovation

## **Commitment to Excellence**

Mariners Christian School strives for excellence in four equally important areas:

- Spiritual Formation
- Academic Excellence
- Whole-Child Development
- Christ-Honoring Environment

## **Purpose Statement**

Mariners Christian School believes that each child is unique, equipped with special gifts by God, and has a God-ordained purpose in life. Teachers seek to develop those special gifts. Thus, we are committed to academic excellence in conjunction with biblical values. The school strives to meet each child's needs in four primary areas: academic, physical, spiritual, and social. The school promotes a disciplined academic environment, wherein each student is challenged and a love for learning is developed. In the physical area, the school desires to develop in each student a healthy respect for his/her body. Spiritually, the school helps the student grow in his/her respect and love for God, as well as others according to the wisdom of God's Word (the Bible). Within a Christian worldview, our philosophy emphasizes developing a student who realizes and enjoys who he/she is and how he/she relates to authority, family, and peers. Making and keeping friends is essential. Thus, our objective is to help students follow the example of Jesus outlined in Luke 2:52.

### ***Our students will grow:***

- in wisdom and knowledge (academically and in God's Word).
- in stature (in physical growth and the ability to care for one's own body and health).
- in favor with God (in relationship with God, in growing into a fully devoted follower of Christ).
- in favor with man (in Godly character, in a distinctive lifestyle, in leadership which others respect and depend upon).

## **Philosophy Of Education**

Mariners Christian School exists to assist parents in their responsibility for raising their children in the nurture and instruction of the Lord and developing children who bring glory and honor to God. By interacting with their environment to internalize experiences, children develop a personal framework from which they can evaluate their world. We desire each child to arrive at a worldview that permits him/her to analyze life, see it accurately, and respond appropriately. This leads to the highest goal in life, which is godliness.

To assist in this process, MCS commits to educational excellence in conjunction with biblical values. MCS seeks to develop in each child a Christian world view distinctly based on a sovereign God, who has chosen to reveal Himself through His creation (His spoken Word), His Holy Bible (His written Word), and His Son Jesus Christ (His living Word). Whatever is derived from philosophy, anthropology, psychology, sociology, history, literature, art, science, and mathematics must be consistent with what God has already revealed in His Bible and in His Son. All truth is God's truth; therefore, the Word of God is taught daily and used as a framework for the understanding of attainable truth acquired from the experiences and reason of man.

Mariners Christian School strives to meet the needs of its students in four primary areas: academic, physical, spiritual, and social. In the spiritual area, we desire the students to develop a Christian worldview, a love for God and a greater understanding of His attributes, as God develops their faith. In the socio-emotional area, it is the goal of the school to develop a student who realizes and enjoys who he/she is and how he/she relates to authority, family, and peers. The school is committed to providing a structured and nurturing environment that,

in cooperation with the family and the church, will produce balanced, caring, and responsible individuals who will impact their world for Christ.

In the area of intellectual growth, MCS shares responsibility with parents for developing each student's fullest academic potential. Our philosophy emphasizes a disciplined academic environment, wherein each student is challenged and an enthusiasm for learning is developed. As teachers, we are to strive to develop in the children the ability to think, reason, study, create, and communicate. Our curriculum reflects the school's philosophy through its detailed, sequential goals and objectives, which progress from grade to grade. MCS emphasizes an academic approach, which accelerates in intensity from grade to grade, so that students are well prepared to make a smooth transition into a new school setting when they leave MCS.

In the physical area, we desire to develop in each student a healthy attitude toward his or her body. A Christ-centered approach to competition and teamwork is encouraged. An awareness of sports fundamentals, motor skills, and proper nutrition will be taught.

We believe students learn very little when they don't think about what they are reading or being told. Therefore, in addition to the memorization of facts, we actively seek to provide an environment where students are encouraged to ask questions, think with sound judgment, and develop skills of analysis and logic in the process of mastering a time-tested body of knowledge. We challenge students in their learning with balance and care for their socio-emotional needs. MCS seeks to build the student's self-esteem through challenge and nurture.

Mariners Christian School joyfully and humbly accepts its partnership with parents in the education of their children. We are prayerfully committed to providing an educational atmosphere conducive to optimum development of each individual spiritually, socially, academically, and physically. In cooperation with the Bible believing churches in the community, MCS seeks to serve the needs of the school's families in the Christian education of their children.

## Statement of Faith

**We believe** in one God, eternally existing in three co-equal persons: Father, Son, and Holy Spirit.

*Deuteronomy 6:4; Matthew 28:19; II Corinthians 13:14*

**We believe** that God the Son became human in the person of Jesus Christ, was conceived by the Holy Spirit, born of the Virgin Mary, and is fully God and fully man. *Matthew 1:18-25; John 1:14; Colossians 1:15, 19*

**We believe** that Jesus Christ lived a sinless life and offered himself as the only perfect sacrifice for the sins of all people. All who believe in Him are declared righteous on the basis of His death.

*Romans 3:24-26; 5:6-10; II Corinthians 5:14-15, 21; I Peter 3:18*

**We believe** Jesus Christ rose physically from the dead and ascended into heaven to demonstrate His power over sin and death. *John 20:25-27; Acts 1:9-11; Romans 1:4*

**We believe** that Jesus Christ will return again to earth to establish His kingdom and reign forever in righteousness and peace. *Isaiah 9:6-7; Matthew 24:30; Acts 1:11; Revelation 21:1-8*

**We believe** that the Bible, consisting of all sixty-six books of the Old and New Testaments, is the written Word of God, our final authority on all matters to which it speaks, without error in the original manuscripts.

*Psalms 19:7-11; II Timothy 3:16-17; II Peter 1:20-21*

**We believe** that human beings were created in the image of God to be like Him in character and to be in relationship with Him. Human beings are born with a sinful nature and, apart from Jesus Christ, are eternally separated from God. As a result, each one has sinned by defying God and has fallen short of God's perfect standard. *Genesis 1:26-27; 2:15-17; 3:6; Romans 5:12-19; Ephesians 2:1-3*

**We believe** that salvation from our sinful condition is a free gift of God. It is not something we earn or deserve because of good works. It must be received personally by repentance and faith in Jesus Christ alone.

*John 1:12; 3:16; 10:27-30; Romans 3:28; 8:31-38; Ephesians 2:8-9*

**We believe** that the Holy Spirit lives in every believer from the moment of salvation. He provides all Christians with power for living and is in the on-going process of transforming believers into the likeness of Jesus Christ.

*John 14:16-17; Romans 6:1-14; 8:9-17; Galatians 5:16-26; Ephesians 2:10; Philippians 1:6*

**We believe** that human beings were created to exist forever. They will either exist eternally separated from God in hell or eternally united with Him in heaven.

*John 5:28-29; I Corinthians 15:50-58; I Thessalonians 4:15-18; Revelation 20:12-15*

**We believe** in the reality and personality of Satan, who attempts to defeat Christians through deception. Believers overcome Satan's schemes by applying biblical truth in the power of the Holy Spirit.

*Job 1:6-12; John 8:44; Ephesians 6:10-18; I Peter 5:8-9*

**We believe** the Church consists of all who put their faith in Jesus Christ. Jesus Christ is the head of the Church. Believers need to maintain a regular commitment to attend a local church fellowship. Believers are to grow in spiritual maturity, love each other as Christ loved us, and proclaim the Good News of Jesus Christ through words and compassionate actions.

*Matthew 16:16-18; 22:37-38; 28:19-20; John 13:34-35; Acts 1:8; II Corinthians 5:18-20; Ephesians 4:11-16; Colossians 1:18; Hebrews 10:25*



## **Admissions-New Students**

*(includes siblings of current students and new families)*

Mariners Christian School is operated on a non-discriminatory basis, and no child shall be excluded from admission on the basis of race, color, or national origin. We do reserve the right to screen applicants on the basis of religious preference. **At least one parent of each student must be a professing and active born again Christian.**

The formal admissions process begins in January of each school year.

### **Acceptance of New Students**

The following procedure will be used in accepting all new students (including transferring from another school) to Mariners Christian School:

1. Receipt of completed admission forms (or online packet) with application/testing fees.
2. Signed Statement of Faith.
3. Teacher Questionnaire (grades TK-1) and Teacher Recommendation (grades 2<sup>nd</sup>-8<sup>th</sup>) submitted.
4. Church/Ministry Leader Recommendation form completed and returned.
5. Testing to assess child's strengths as well as areas for further growth (see below).
6. Parent and student interview with an administrator to discuss school philosophy and program.
7. Required documentation from current school.

NOTE: School tours are conducted at regularly scheduled times and prospective families are welcome to visit the school for a tour.

### **About the Entrance Exam**

All new students applying for entrance into 1st through 8th grade at Mariners Christian School are required to take an entrance exam. This exam is used to help determine admission as well as class placement.

### **Kindergarten-1st Grade Development Screening**

Kindergarten applicants are given a developmental screening by an outside educational development-testing agency to determine their readiness to begin school. There is no particular way to prepare children for this screening. Children are either ready for school or will be ready at a later date. However, quality interaction with your children, reading to them, taking them to interesting places, and giving them opportunities to creatively express themselves through art, music, movement, and play will enhance their appreciation for learning when they are ready for school. It is not required that a student know sounds or letters or is able to read or write any words to qualify for MCS Kindergarten.

### **Transitional Kindergarten Applicant Age Requirements**

MCS Transitional Kindergarten is for children whose 5th birthday is on or before September 1st of the school year for which they are applying. Non-sibling children may be considered if the class does not fill up with MCS siblings.

### **Kindergarten Applicant Age Requirements**

Applicant must be five years of age on or before September 1 of the year the child begins kindergarten and must be developmentally ready to enter kindergarten that year as determined by developmental screening.

**Students entering kindergarten** must have a copy of their birth certificate or other legal document on file.

**All new students must have** the following items in the school office prior to the first day of school:

1. An MCS Emergency Card (which includes medical and emergency contacts)
2. California School Immunization Record
3. Physician's Report (or waiver)
4. Fees and tuition paid and/or current

## **Admissions-Re-Enrollment**

For those who desire to re-enroll their child for the subsequent school year, a non-refundable re-enrollment fee is due in January of each school year. In order to re-enroll, the family's account must be current (i.e., tuition paid through the month of January). Families are strongly encouraged to indicate their intent to re-enroll by January, after which new applicants will be offered openings.

Mariners Christian School desires to meet the needs of each student enrolled. However, if it is determined that we cannot meet the educational needs of a student, or if a student's conduct is inconsistent with the school's behavior guidelines, MCS reserves the right to deny re-enrollment.

### **About Emergency Information**

Every child enrolled at MCS must have **up-to-date emergency information** on file at all times. This information is completed in RenWeb with a copy in the student's classroom, accompanying the student on field trips and off-campus events. This information is also used to contact parents in the event of illness or injury of a child. Since it is very important for the school to be able to contact parents in the event of an emergency, we ask that you inform the school office whenever there is a change in any of the information contained on the emergency card. When child custody information changes, be sure to inform the office clearly when and where emergency contacts will be available.

**When both parents will be out of town, it is very important that the school is notified in writing of those dates, names, and phone numbers of caregivers.**

## **Admissions-Withdrawal**

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

- written notification at least three days before the child's last day of school is requested.
- students will be checked out by the classroom teacher when all school texts and materials have been returned in satisfactory condition.

We realize withdrawal may also be precipitated by dissatisfaction with the school. Since our goal is "partnership with parents," our hope is that every attempt would be made by the school and by the parents to address any concerns before a decision is made to withdraw a student. We value your input, which ultimately makes us a better school. Please see Refund Policy under Financial Obligations.

## **Financial Obligations**

A schedule of fees is established annually by the School Board and is distributed to current families prior to re-enrollment. These fees cover the cost of all operating expenses including educational material/equipment, faculty and staff salaries, facility mortgage and maintenance, and office supplies.

### **Application Fee for New Students**

Each applicant will be charged a testing and application fee. This non-refundable fee is due when the application is submitted.

### **Activity Fee**

The student activity fee includes the cost for yearbook, emergency provisions, classroom activities, MCS events, T-shirt, miscellaneous materials, and grade-level field trips. The cost for overnight field trips in fourth, sixth, and eighth grade will be collected separately from this fee by MCS or the field trip tour company.

### **Registration Fee (non-refundable)**

An applicant should be prepared to pay a registration fee for each child being enrolled as soon as notification of acceptance is received. Payment of registration fee implies intent to attend. This fee is used to purchase textbooks and classroom supplies for the year. This fee is non-refundable.

### **One-Time New Family Facility Fee**

Families who are enrolling their children for the first time in TK-8th Grade will be assessed a one-time facility fee per family. There is a prorated fee for Middle School grades. This fee is used for ongoing maintenance of the building and grounds and is due during the first year at MCS. Arrangements may be made to pay the fee in installments.

### **Re-Enrollment Fee (non-refundable)**

Re-enrollment is completed online via RenWeb/ParentsWeb in January. The re-enrollment fee is due in January. Families are requested to indicate their intent to re-enroll by January, after which new applicants will be offered openings.

### **Annual Tuition**

This is an annual fee charged to parents for educating each child. MCS offers tuition payments through FACTS with payment processed by ACH or automatic credit card charges. An annual service fee is charged for the outside tuition payment service.

Parents may choose one of these three tuition payment plans:

1. **Total Annual Tuition Paid in Full** in July. Payments are made through automatic bank transfer or automatic credit card\*, with an annual service fee.
2. **Two Automatic Semester Payments** due July and December. Payments are made through automatic bank transfer or automatic credit card\* with an annual service fee.
3. **Eleven Automatic Monthly Payments** starting in July and continuing through June, excluding January. Tuition is not collected in the month of January in order to collect re-enrollment for the next school year. Payments are made through automatic bank transfer or automatic credit card\* with an annual service fee.

\*A convenience fee is charged for credit card payments.

### **Tuition Refund Policy**

MCS wants to emphasize that MCS operating expenses do not diminish upon the departure of a student during the course of the school year. MCS also trusts that with the enrollment/re-enrollment fee, parents are making a firm commitment for the entire school year. MCS makes yearlong commitments to staff and other contracts based, in large part, on re-enrollment numbers. In the event of a withdrawal, MCS requires full tuition through the student's final enrollment day at MCS (calculated on a daily basis). Then, to partially compensate for the loss of tuition, MCS also requires a payment of 10% of the annual tuition. To avoid the 10% penalty, written notice of withdrawal needs to be received by MCS by May 1, 2018 (prior to staff contract renewals).

### **Uniform Expenses**

The cost of uniform clothing will be the responsibility of each family.

### **Incidental Fees**

Incidental Fees will be collected through FACTS Management. This includes: Student Activity Fee, Athletics, Performing Arts, Family Fee, Tech Fee, and other fees.

### **Tuition Assistance**

Tuition assistance is available to returning MCS families. Families interested in receiving financial aid must apply through [www.factstuitionaid.com](http://www.factstuitionaid.com). Online applications are then reviewed and approved by the school's financial aid committee. Applications must be completed by March 1 as awards are announced in April. Due to the level of demand, first year families are not eligible for tuition assistance. Please note that financial aid will cover only a portion of tuition. Questions about tuition assistance should be directed to the Director of Business Operations or Accounting department.

## **Giving to MCS**

Mariners Christian School recognizes that parents have the responsibility to raise their children in the nurture and education of the Lord and for developing children who bring glory and honor to God. We are committed to provide an outstanding, first-rate Christian education for our students. Supplying our students with this education depends on financial resources to support an excellent faculty, programs, technology, and facilities. Annual tuition and charitable contributions together enable us to excel in accomplishing our mission of building a firm foundation through Christ-centered education. Charitable contributions are essential to the immediate and long-term financial stability of Mariners Christian School and are handled according to Matthew 6 principles.

The Head of School is responsible for enfolded and facilitating the generosity of our families, alumni and alumni families, grandparents, foundations, and community to fulfill our mission. A Gift Acceptance and Donor Recognition Policy is available upon request.

We anticipate that you will experience life change that comes with serving and giving back to God through Mariners Christian School. There are three primary ways that you can find the joy of giving back to God for the work He is doing through Mariners Christian School: the Annual Fund, Endowment, and the Auction. Please prayerfully consider how you can help further these vital efforts. If you have specific questions, please contact the Head of School.

## **Annual Fund**

Gifts to the Annual Fund are an essential part of Mariners Christian School's operation budget. While tuition covers annual expenses such as teacher salaries and benefits, maintenance and utilities, textbooks, and school supplies, contributions to the Annual Fund enable Mariners Christian School to increase the level of excellence in all aspects of our educational programs. This excellence means that teachers and students have the finest tools available for learning; technology is current; facilities are state-of-the-art; financial aid is available to

families in need; opportunities for faculty to grow professionally are ample; and most importantly, the spiritual vitality of the entire Mariners experience is thriving. Mariners Christian School's commitment to students and parents is to provide an outstanding academic experience and to point children toward Jesus Christ in every aspect of their educational training. This is what the Annual Fund makes possible.

Even more important than reaching a specific dollar amount is the participation level of our school community. It is our goal to reach 100% parent participation by the conclusion of the school year.

## **Endowment**

One of the hallmarks of an outstanding school is the size and impact of its endowment. Endowment funds distribute to the school, in perpetuity, income and realized capital gains that assist in reaching strategic goals and long-term improvements. There is no invasion of the principle, and funds are used in accordance with the guidelines put in place when established.

The primary initiatives funded by the Endowment at this time are faculty professional growth (partially sponsoring master's degree programs), and financial aid (scholarships for students in need of short-term tuition assistance).

## **Spring Benefit and Auction**

The annual Spring Benefit and Auction is the biggest fundraising event for Mariners Christian School. It is also a time to celebrate God's work at MCS! Parents, grandparents, teachers, and friends enjoy a fabulous evening of fellowship, complete with silent and live auctions, and a gourmet dinner. Mariners' parents participate in various ways, whether donating an item, procuring an item, volunteering on a committee, underwriting an event cost, or simply attending the event.

## **How to Give**

Restricted or unrestricted donations: Gifts of cash, check, or credit card are accepted. You can designate your gift toward one particular need or program or allow it to be used wherever it is needed most.

Stock, securities, life insurance, and other appreciated assets: Ask your financial advisor or tax planner to share with you more about these options, which may even bring you a tax deduction. Call the Director of Business Operations to receive stock transfer instructions.

In-kind donations: If you would like to provide a product or service that the school has designated as a need, such as new office furniture, or print services, we welcome your assistance in meeting these needs.

United Way: If you already support the United Way through your company, consider choosing Mariners Christian School through United Way's Donor Designation Program.

Matching gifts: Many companies have a matching gift program and will match your contribution 1:1, 2:1, or 3:1. Ask your human resource director if they will match your contribution.

Memorial/Tribute: Perhaps you would like to honor a grandparent for a birthday or give a gift to Mariners Christian School in remembrance of a loved one. Simply inform the Chief Administrative Officer of your desire and they will send a special notification.

Create a legacy: Please consider designating Mariners Christian School as a partial beneficiary in your will, bequest, or living trust, in order to create a gift that keeps giving.

Shop and Support MCS (i.e. AmazonSmile): Shop at AmazonSmile and other community support programs.

## Share the Vision!

No question, our parents are our strongest advocates in the community, so we encourage you to share the good news about Mariners Christian School with individuals in your church, neighborhood, and workplace. If you know of someone who is interested in finding out more about the school, or perhaps even helping to fund one of our programs, contact the Head of School or the Director of Business Operations.

Mariners Christian School is a non-profit, tax-exempt, 501(c)3 corporation. All donations to Mariners Christian School are tax-deductible to the fullest extent allowed by law.

## Organizational Overview

### Where Do I Go For Help At MCS?

Mariners Christian School is committed to work in partnership with our parents to build in our students a firm foundation in Christ. Communication between parents and the school is an essential element in this process. In order for your questions and concerns to be handled expeditiously, please take the time to review the guidelines below.

#### The School Board

The School Board is a dynamic group of volunteers committed to the success of the students, families, and faculty of Mariners Christian School. Their primary responsibilities are to set policy, assist in long-range planning, provide financial and legal oversight, serve as ambassadors for the school, and hire, support and evaluate the Head of School. In rare occasions, the Board may respond to policy in keeping with the school's grievance policy. Members are carefully selected through a self-perpetuation process. Questions for the Board should be directed to [mcsboard@marinerscs.org](mailto:mcsboard@marinerscs.org). We look forward to hearing from you.

#### The Administration

It is the responsibility of the Head of School and Administration to run the school day-to-day and implement policies set forth by the board. If you have a question related to a school-wide policy, the administrators are available to you. They also are available for counseling and discussion, should you feel the need to pursue an issue after talking with your child's teacher. Please feel free to contact the administration via email or phone.

#### The Faculty

Your child's teacher is your communication link for questions and concerns relating to the classroom, the instructional program, or any issue relating to your child's educational experience at MCS. They are willing and eager to hear from you, whether it is regarding a success, question, or an explanation. Should you have any concerns regarding your child, please discuss the situation with his/her teacher. Teachers can be contacted via email or phone/voice mail.

#### Office Staff and Customer Experience Coordinators

The Office Staff and MCS Customer Experience Coordinators are available to answer any question you may have relating to their area of expertise. Please feel free to contact them with questions, suggestions, or needs. They are here for you.

## **Conflict Resolution-Matthew 18**

Maintaining good communication with other believers is critical. Mariners Christian School encourages the application of the Matthew 18 principle in dealing with all situations. *“If your brother sins against you, go and show him his fault, just between the two of you.”* **Simply stated...**

1. Go to the person with whom you have a conflict. We have found that written communication, if possible, is the most effective way to begin communication.
2. Approach the person with humility and state the concern.
3. If the concern is legitimate and an understanding is reached, the goal has been achieved.
4. If the conflict remains, go through steps 1, 2, and 3 again.
5. If, after a second attempt to resolve the concern, the conflict remains, then you are obligated to bring the concern to the attention of a second party.
6. In the case of issues concerning MCS students relating to the classroom, the appropriate organizational progression in conflict resolution is as follows: go to the Teacher first, then if unresolved go to the appropriate Principal, then if unresolved go to the Head of School.

With the use of the Matthew 18 principle and a prayerful spirit, God will grace us, as individuals, with the ability to tactfully confront one another and to hear with humility.

## **Role of Parent**

Mariners Christian School’s philosophy of “partnership with parents” relies on a high degree of parent involvement through the Parent Teacher Fellowship to develop into an effective institution. The role of the parent is significant and cannot be filled by the teachers or the administration.

**It is our hope that all MCS parents will become involved through the following activities:**

- Seek the advancement of the school in every area: spiritually, academically, and physically.
- Pray regularly and fervently for the school, faculty, students, and administration.
- Cooperate fully with the educational functions of the school.
- Attend meetings and parent functions regularly.
- Pay financial obligations on time.
- Support the school with gifts in addition to tuition and fees.
- Undertake volunteer duties.
- Recommend the school to other families as opportunities arise.
- If you become dissatisfied with the school in any way, seek to resolve the issue.
- See that your child develops good study habits, and organizational and time management skills.
- Cooperate fully with school policies and disciplinary actions.
- Assume the responsibility for good attendance and arriving at school on time.
- To stay informed, please read your classroom and school-wide communications.

**Parents can help their child(ren) succeed in school in the following ways:**

- Send your child to school in a good frame of mind.
- Celebrate your child’s accomplishments.
- Encourage self-sufficiency, responsibility, and independence.
- Use mistakes and set-backs as teachable moments
- Support the teacher and the school. If you have a complaint, take it up with the teacher, but not in front of your child.
- Expect to see samples of schoolwork often and ask for it.
- Take what you hear with a grain of salt. Seek clarification from school personnel when needed.
- To resolve conflict, employ the use of the Matthew 18 principle (see page I.12).

- Have books around your home and encourage a regular reading time.
- Keep your child well supplied with school supplies. All workers must have their tools to achieve.
- Show real interest in school. Attend meetings and class functions whenever possible.
- Look carefully over your child's homework and graded papers, and encourage your child to complete all work carefully.
- Encourage your child to inquire, to look things up, and to figure things out for himself/herself.
- Utilize Schoology regularly to monitor your child's progress.

## **Communication with Parents**

To provide a quality program for your child, open communication is vital. Communication, on the part of the school, is provided through several different means:

**Classroom Updates and Newsletters:** Informs parents of class activities and responsibilities of students during the upcoming week. Written by the classroom teacher, the newsletter is sent home or posted on Schoology weekly.

**Agenda Books:** Provided by the school for grades 4 and 5; grades 6-8 must provide their own and utilize the weekly Schoology agenda.

**Email Communication:** Avenue for direct communication with school personnel regarding attendance, discipline, and health.

**Schoology:** Learning management system for all students.

**Weekly E-News:** Parents will receive a weekly email (E-News) with pertinent school-wide information.

**Website:** School-wide information and the school calendar may be found online under "MCS Family" (or Quicklinks) top right link.

**Social Media:** Follow MCS on Facebook and Twitter at [facebook.com/marinerschristianschool](https://facebook.com/marinerschristianschool) and [twitter.com/marinerscsk8](https://twitter.com/marinerscsk8), [instagram.com/marinerschristianschool/](https://instagram.com/marinerschristianschool/),

**Parent Forums:** Gives parents an opportunity to hear from our administration and dialogue about various topics.

**Giving Impact Report:** Provides MCS stakeholders with a comprehensive summary of the school year. The Report contains testing results for the school as a whole, seminars and workshops which the teachers participate in during the school year, and outside competitions and activities participated in by our students, as well as a financial overview of the school's income and expenditures.



## **Volunteer Involvement**

### **Parent Teacher Fellowship**

*“The mission of the Mariners Christian School Parent Teacher Fellowship is to prayerfully support MCS; provide opportunities for parents to be involved; sponsor events which encourage fellowship and build a sense of community; support the strategic plan; and raise funds to enhance the overall MCS experience. “*

Mariners Christian School values the role of parents as an important part of our campus life. The PTF was organized to improve and enhance the relationship between MCS families and the school, with prayerful dependence upon God. The PTF exists to support our school and our faculty and to enrich our children’s education. It provides parents with the opportunity to participate in school events and special projects and programs, which enrich the MCS experience. All parents of students enrolled in Mariners Christian School are members of the PTF. The PTF functions in coordination with the administration of the school.

The goals of PTF are:

1. to encourage and promote an extended Christian family within the MCS community by sponsoring fellowship activities and events which focus on family participation.
2. to continually work to improve and enhance the quality of MCS by supporting the vision and strategic plan, and by providing support to teachers with volunteers and enrichment experiences.
3. to invite, recruit and coordinate parent volunteers for involvement in MCS school life.
4. to generate funding for PTF sponsored events.

Roles on the PTF Board include President, Secretary, Treasurer, Community Events Coordinators, Room Mom Coordinators, Communications Coordinator, and MCS Dad Liaison.

Yearly opportunities to be involved in the PTF Board, event committees, and additional volunteer options are posted via MCS eNews and the PTF Newsletter.

## **Student Health and Emergency Preparedness**

Mariners Christian School is committed to the safety of students in the event of a disaster/emergency situation during the school day. We have a detailed emergency plan and drills are conducted on a monthly basis. In the event of a disaster, please try to remain calm and be assured that our teachers and staff will care for your children in your absence. All MCS faculty members have been first aid and CPR certified.

### **In the case of a fire at school:**

- All students will be evacuated to the field area.
- No student will be allowed to return to any classroom until it has been cleared by the proper authorities.
- Parents will be notified to pick-up their children if necessary.

### **In the event of a severe earthquake:**

- Students will be instructed to take cover under their school desks until the quaking stops.
- Students will be evacuated to a safe area on the field once the movement has stopped.
- The students will remain outside under the supervision of a teacher if the building is not safe.
- Students will only be released to parent/persons authorized on student emergency card.

In accordance with our earthquake preparedness plan, we have an extensive first aid station, rescue equipment, and three-day site set up. Our faculty undergoes disaster training and simulation along with our regular fire and

emergency training. The school provides, through the student activity fee, emergency supplies for all students including food, water, first-aid, and search and rescue equipment.

If your child has severe food allergies, you may provide the health office with a three-day supply of appropriate food for emergencies at school.

#### **In the Event of a Disaster**

In the event of a disaster during the school day, we will activate the RenWeb text notification to keep you informed. The students will be taken to a safe location for supervision. We will have a clearly visible student release center for students to be reunited with their parents or guardian. **In the event that a parent is unavailable, your child may be released only to those adults named as authorized on your child's emergency card.** Please keep the office informed with any changes of telephone numbers.

If your child takes daily medication, please provide the health office with a three-day emergency supply.

**So that we are aware of all individuals on campus should a disaster occur, all parents and guests are required to sign in at the front desk and wear a visitor's badge upon arrival, and then sign out when leaving.**

#### **Conduct During Disaster Drills**

Students are to remain silent, file out of the building in an orderly manner and, in particular, follow explicitly the teacher's instructions. **Parents on campus during a drill are to follow the same procedures as the students and check in with the Command Center on the field.** All visitors and parents must be accounted for during drills and actual emergencies.

## **Student Health and Safety Policy**

**When both parents will be out of town, it is very important that the school is notified in writing of the dates gone, names and phone numbers of caregivers, and carpool drivers if there are changes to your carpool plans while you are gone.**

In order to provide a healthy school environment for all children and staff, Mariners Christian School has created the following guidelines to promote health and wellness and to assist you in making decisions relating to your child's health and school attendance. If your child is feeling ill and you are unsure about sending them to school on any given day, we advise you to keep your child at home and observe him/her for worsening symptoms. If a child is too ill to attend school in the morning, it is recommended that he/she stay home all day. When you make the decision to keep your child home, please notify the front desk or attendance line that your child will be absent and state the nature of your child's illness. **If your child experiences the following symptoms, please be advised of our Health and Wellness policies:**

**Strep Throat:** Student must remain at home for 24 hours after beginning antibiotics before returning to school. Report illness to the Health Office. Students can return to school after 24 hours (fever free without medication).

**Fever:** Students may return to school when they have been fever-free (less than 100.4°F) without fever-reducing medication for at least 24 hours

**Vomiting:** Student is to remain at home if he/she has vomited within the past 24 hours. Should a student experience vomiting during school hours, he/she will be sent home and needs to remain home for one school day after vomiting subsides.

**Diarrhea:** If student has diarrhea 2 times in a day, he/she needs to remain at home until diarrhea subsides and no other symptoms of illness are present.

**Respiratory Illness:** If your child has significant symptoms of respiratory illness (thick colored mucus from eyes or nose, serious cough, wheezing, runny eyes or crusty eyes, sore throat, or earache) we will expect you to keep your child home.

**Rash:** Student is to remain at home with any undiagnosed skin rash and may return when the rash has cleared, or with a doctor's note stating diagnosis and clearing him/her to return to school.

**Head Lice:** Student must be treated with shampoo or rinse as recommended by a doctor or pharmacy or professional Lice removal salon. All Nits and Lice must be fully removed. The Health Office does not perform Lice or Nit Removal. In order for your child to return to school, they must be cleared by the health office that they are free from symptoms. You must provide treatment verification to the Health Office.

**Eye Infections:** If redness, drainage, or watering of the eyes is present, assessment by a health care provider is advised to determine the cause of the conjunctivitis (pink eye) or possible eye injury.

**Fractures/Surgeries:** Mariners Christian School must be notified when a student has sustained a serious injury or has had surgery. A note from the physician must describe any limitations, accommodations or special needs when student is cleared to return to school. Possible modifications to school schedule, physical activity and mode of travel on the school campus should be evaluated. For the student's safety, if crutches, a wheelchair or any other assistive devices will be needed, the physician must specify this in writing.

**Contact the MCS Health Office immediately if your child contracts a communicable disease such as (but not limited to) strep throat, scarlet fever, head lice, chicken pox, impetigo, ringworm, fifth disease, hand-foot-mouth disease, pink eye, mononucleosis.**

### **Injuries at School**

The Health Services Coordinator or other school staff will assess the injury, administer first aid, and notify parents as soon as possible, by phone and/or note, as to the type and status of injury.

### **Illness at School**

When a student is not feeling well at school, they should report to the teacher in charge of the class or activity. When necessary, the student will be sent to the health office and parents notified as deemed appropriate. The school is not equipped to provide extended care for sick children. Students must be picked up within 30 minutes after parents are notified that their child is ill or injured. In the event that parents cannot be reached by phone, persons authorized on the emergency card will be contacted to pick the child up. Working parents should make arrangements in advance for the care of children when they are sick. Students are not permitted to request that a parent pick them up if they are feeling ill, they must first check in with the health office. When a student has had a fever, they must be fever free for 24 hours (without the use of fever reducing medication) before returning to school. If a child is sent home with a fever or from vomiting, they must remain at home for one school day. When taking a student home before scheduled dismissal time, the parent/guardian must sign the child out at the front desk.

### **Treatment**

When a student becomes ill or is injured at school they are given appropriate first-aid, depending on the type of illness/injury. In the event that a student is seriously injured at school, parents will be contacted immediately. If the parents cannot be contacted and the student's condition merits, the paramedics will be called. The school will continue to make attempts to reach the parents and/or other emergency card contacts, even after the paramedics have been called. Payment for emergency medical services will be the responsibility of the student's parents or private insurance.

### **Administration of Medication Policy**

If your child requires medication to be administered at school, please complete the Request for Administration of Medication by School Personnel form available online. These authorizations must be renewed whenever the prescription changes and at the beginning of each new school year. This form must be completed by an authorized health care provider. All medications including prescription and over the counter require a form. Medication must be in the original pharmacy container with the prescription label attached and must be prescribed to the student to whom it will be administered. Medication must not be expired, and must be in the same form in which it was prescribed.

## **Student Health-Insurance (Student Accident)**

Mariners Christian School maintains a student insurance program, which covers students while they are in attendance during a regular school day or during special school activities. This insurance is a secondary policy and becomes effective once the family's personal primary insurance has paid. The school will, upon parental request, provide an insurance claim form. Further information can be obtained from the school health office.

### **Responsibility of the Parent or Guardian**

1. Parents/guardians shall be encouraged to cooperate with the physician to develop a schedule so the necessity for taking medication at school will be minimized or eliminated.
2. Parents or guardians will assume full responsibility for the supply and transportation of all medications to and from school. Do Not send Medication to school with your child.

### **Responsibility of the Physician and Parent or Guardian**

1. A request for administering prescribed medication must be completed by the parent or guardian and healthcare provider and filed with the school office. This form is available online or in the health office.
2. The container must be clearly labeled by the physician or pharmacy with the following information:
  - a. Student's name
  - b. Physician's name
  - c. Name of medication
  - d. Dosage, schedule and dose form
  - e. Date of expiration of medication
3. Each medication is to be in a separate pharmacy container prescribed for the student by a physician.
  - a. Physician's name
  - b. Name of medication
  - c. Dosage, schedule and dose form
  - d. Date of expiration of medication

### **Responsibility of School Personnel**

1. The Health Services Coordinator will assume responsibility for placing medication in a locked cabinet.
2. Students will be assisted with taking medications according to the physician's instructions and the procedure observed by a school staff member.
3. Each administration of medication will be recorded on a medication log at or immediately following the time of its administration by the individual who gave the medication.

## **Employee Child Abuse Reporting Requirements**

Penal Code, Section 11166, requires that private school personnel report any observed or suspected instances of child abuse, both by telephone and in writing, to the appropriate public authorities. Any person who is employed in a private school must, prior to commencing his/her employment, sign a statement in acknowledgment of these requirements.

## **Parent Information—Carpool Procedures**

***The safety of YOUR children is our ONLY concern.  
Please comply with the directions of our carpool staff at all times.***

All MCS students are transported to (and picked up from) school by parents, parent-arranged transportation, or parent-sponsored carpools. Students are not permitted to ride bicycles or self-transport to or from school for safety reasons.

### **Morning & Afternoon Carpool Procedures**

**\*Students are to utilize the following carpool procedures** and should not enter the school through the front doors.

**\*Morning Drop-Off TK through 8th Grade:** Please pull into the driveway furthest from Redhill and enter the gates. Enter Fischer from Airway so that you turn right into the driveway (***no left turns into the driveway***). Using the far right lane, pull forward until you reach the designated drop-off area. The carpool assistants will let you know where to stop and drop off your children.

**VERY IMPORTANT:** All students are dropped off in the regular carpool line at the back of the field until the gate is closed. The gate is closed at the start of school. When the gate is closed and a carpool assistant is present, parents may drop off their child/children in the front. When the gate is closed and there is no carpool assistant, parents must park their car in a parking stall, exit the car with their child/children and walk them into the building to obtain a tardy slip. Elementary students who are not inside the gate when the bell rings are tardy.

**When Your Child is Tardy:** Elementary students will obtain their tardy slip from the designated outdoor staff located at the front walk gate. Middle School students will obtain their tardy slip from the upstairs middle school attendance office. Middle School students dropped off in the back after their start bell (but before the gate is closed) must obtain a tardy slip from the upstairs middle school attendance office. The student will give his/her teacher the note with the reason for being tardy.

***All students dropped off prior to 7:30 a.m. will be checked into ASP. TK students not picked up by the end of carpool will be taken to TK-Care. Full-Day K-8th grade students not picked up by 3:15 p.m. will be checked into ASP. Charges begin at 3:15 p.m.***

**12:30 TK Pick-Up:** You may start forming lines at 12:15pm in the driveway of the main parking lot in front of the school. Pull forward as far as possible and form three lines. The students will be escorted out by their teacher at 12:30pm.

**Afternoon K–3rd Pick-Up #1:** Please pull into the driveway furthest from Redhill and enter the gates. Enter Fischer from Airway so that you turn right into the driveway (***no left turns into the driveway***). The drive gate will open by 2:20 p.m. Please do not park in front of the gate or double park on Fischer. Please turn off your car engine and remain by your car while waiting for the afternoon pick-up. Students are dismissed and escorted through the carpool lines. Children staying in the After School Program will go directly to the ASP room. Children leaving the TK-Care program will be escorted through carpool by TK-Care staff. Cars are dismissed at 2:45 p.m.

K-3rd grade students in carpool with a 4th-8th grade student will be taken directly to the lunch tables to wait for the second carpool pick-up. Any K-3rd grade student not picked up will wait for the 4th-8th grade release and then walk through the second pick up carpool.

**Afternoon 4th–8th Pick-Up #2:** Please pull into the driveway furthest from Redhill and enter the gates. Enter Fischer from Airway so that you turn right into the driveway (***no left turns into the driveway***). Please turn off your car engine and remain by your car while waiting for the afternoon pick-up. Students are dismissed and escorted through the carpool lines. Children staying in the After School Program will go directly to the ASP room. All other students will walk the carpool line. The drive gate will close at 3:05PM and cars are dismissed at 3:10 p.m.

**Afternoon Pick-Up #3:** When the 2nd carpool is full, the gates are closed. Overflow cars line up in the front parking lot. After the 2nd carpool leaves, students are escorted through the 3rd carpool starting at the far gate. Students not picked up by the end of 3rd carpool are escorted to the ASP room.

Please pull into the driveway furthest from Redhill and enter the gates. Enter Fischer from Airway so that you turn right into the driveway (***no left turns into the driveway***). Please turn off your car engine and remain by your car while waiting for the afternoon pick-up. Students are dismissed and escorted through the carpool lines. Children staying in the After School Program will go directly to the ASP room. All other students will walk the carpool line.

**Front Parking Lot Etiquette:** Unattended cars must always be left in a marked parking space. No double parking OR parking in red zones. Please do not park in the handicapped spaces or reserved spaces. No double parking, or parking by a red curb to “just drop something off.”

**To keep you alert to the safety needs of your children:**

- Do not enter Fischer Avenue from Redhill. From Redhill take Kalmus, Baker, or Paularino to Airway and then onto Fischer. You will then make a **right hand turn** into the parking lot furthest from Redhill. This applies to both morning and afternoon carpool. This reduces traffic and congestion.
- Do not park in our neighbors’ parking lots.
- Do not double park on Fischer or neighborhood streets.
- Drive slowly (5 mph)
- No cell phone use while driving through carpool.
- Do not pull out of the line to pass or to stop and talk with someone.
- Do not stop to let anyone enter or exit your car while the carpool line is moving.
- Do not walk in or out through the gates during carpool.
- Turn off your car engine while waiting for the afternoon pick-up.
- Remain in or by your car while in the carpool line.
- Do not park in handicapped or reserved parking spaces.

*Please help us keep all students safe by adhering to our carpool procedures.*

**Messages To Your Child Regarding Carpool Changes:** If it is necessary to get information to the student regarding carpool changes, these messages must reach the front desk prior to lunch in order to be delivered to the student. We are unable to deliver carpool change messages after lunch to students or classrooms as they are frequently in other classrooms or at other activities. Children who are not picked up go to ASP, and they will receive the message there.

**Driving Services:** Driving services may not be used for early check-outs as each student must be signed out by a parent if they are being checked out early. Driving services may only be used to pick up students after school dismissal and must follow all carpool procedures. If you choose to use a driving service, please ensure the service knows carpool procedures as they will be expected to drive through carpool.

## **Parent Information – Morning Care - After School Program – TK-Care**

Children are supervised on the playground at no charge to our MCS parents during regular morning drop-off times beginning at 7:30. All students arriving at school before 7:30 a.m. must report to the ASP room.

**After School Program “ASP” for TK-8th Grades:** Morning care is available from 7:00–7:30am and Afternoon ASP is available from 2:30-6:00 p.m.

**TK-Care for Transitional Kindergarten Students:** TK-Care is a program that runs from 12:30 p.m. to 2:35 p.m. every school day and is designed for all TK students. When dismissed from their classroom, students are walked to the After School Program room to be checked in. They will then be walked outside for lunch and recess with the other students. The participants will be involved in crafts, guided learning activities, group games, cooking classes, or free play.

The cost for 7:00-7:30AM morning care is a flat fee of \$3. The cost for ASP is \$6.00 an hour. The cost for TK-Care is a flat fee of \$12. Invoicing and payments are handled through FACTS Incidental Billing. Questions regarding payment should be directed to our ASP Director.

If a student is not picked up in carpool or is involved in after-school sports or activities (and is not picked up within 15 minutes of the ending time) the student will be checked into ASP. Parents will be billed according. All Mariners Christian School students must be under appropriate supervision at all times while on campus. **Students may not wait unsupervised in our lobby area or at the flagpole.**



# Student Policies & Procedures

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## **Academic Standards**

MCS believes it must maintain academic standards in line with the best practices in order to prepare students adequately for a successful public or private high school experience. Students will be challenged to do their very best

### **Standardized Testing**

The Terra Nova is administered to middle school students during the spring of each year. It measures achievement in 2 major areas: Language Arts and Mathematics. It is used to assess student progress and the school's overall instructional program. The Terra Nova results are available online after the last report card of the year. The MAP assessment is administered to elementary students three times a year (fall, winter, spring). It measures student growth in math, reading, and language. MAP results are sent to parents after each testing window.

### **Report Cards**

Parents and teachers are encouraged to keep clear lines of communication and work hand-in-hand for the benefit of each child. MCS seeks to work closely with the home regarding academics, behavior, and school-related matters. To better communicate with parents on their child's progress in school, several forms of communication have been developed to aid in this process. Report Cards are issued two times a year, at the end of each semester. Progress reports are provided at the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarters.

### **Elementary Conferences**

A parent/teacher conference is scheduled during the fall. A spring conference is scheduled at the request of the teacher or parent only. We strongly encourage both parents to attend parent/teacher conferences. In addition to the arranged conferences, parents are invited to request a conference with their child's teacher as the need arises. Likewise, teachers may request extra conferences with parents. Parents are advised to schedule conferences with the teacher to ensure sufficient time to discuss any important matters. These conferences may also include resource personnel and/or administration. The administration may schedule or sit in on a previously scheduled conference to discuss a student's behavior and/or academic progress in the classroom. These conferences are held in confidence.

### **Middle School Conferences**

All middle school teachers will be available to meet with parents for individual conferences during the fall. If necessary, MCS may schedule a parent/teacher conference for your child during the spring. Scheduled conferences will be done in "round table" fashion where the teachers for a particular student gather and meet with the parents together. This saves time and allows the parents to get a complete picture of their student's progress. The administration may schedule or sit in on a previously scheduled conference to discuss a student's behavior and/or progress in the classroom. These conferences are held in confidence. Fall and spring conferences are scheduled at the discretion of the teachers and/or parents. Please note, some conferences will be required.

*If a parent is scheduling a conference with administration to discuss a concern, the parent is strongly encouraged to use the Matthew 18 principle with the person(s) involved in the concern, **prior** to seeking the assistance of the administration. Involvement by the administration hinges on following this biblical principle. Parents may stay up-to-date with their student's progress through Schoology.*

## Academic Probation

Students on academic probation are ineligible for extra-curricular activities including clubs, athletics, performing arts, and school activities. A continued pattern of academic failure, and/or failure to meet academic standards may result in a recommendation to seek outside resources for help or a more suitable educational setting. In addition, students may not be allowed to re-enroll for the next grade level. Eighth grade students on Academic Probation will be in jeopardy of losing graduation privileges. Parents will be notified in writing when their student is on academic probation.

A student is placed on Academic Probation at the end of a grading period, progress report, or report card based on the following criteria:

- An "F" in one or more classes
- Two or more "Ds"
- A grade point average of 2.0 or below

## **Athletics 6th-8th Grade (see Athletic Handbook on our website)**

MCS is a member of the Christian Athletic League of Orange County. Competition takes place between schools after school. Practice and game days vary depending upon the sport and league schedules. Parents are notified of both game days and practice days in advance. Because athletics at MCS is team oriented, teamwork is essential for success. Teamwork is ONLY developed at practice. Showing up for the games and expecting to start because one is good is not a team attitude, is not fair to those who do practice, and is not good for team success because players need to know not only the fundamentals but the sophistication of the offenses and defenses. At the sixth through eighth grade level, all team members play based upon ability and practice participation. Playing time is not based upon seniority in school, social friendships, or a concept of equal playing time for all team members. An athletic handbook and schedule will be handed out so that all may know the length and specifics of the season.

Athletes need to talk directly to coaches concerning any problems, conflict, or schedule concern. The athlete should notify the coach of any schedule problems as soon as a conflict arises. For same-day conflicts, the athlete should contact the coach early in the morning. An open athlete to coach communication line promotes trust and confidence between the two parties and is essential for coaches to plan practices and game line ups; more importantly, it teaches young athletes the skill of direct problem solving, the ability to confidently handle their own situations, and to develop a strong rapport between the student athlete and coach or vice versa. Disrespect for other athletes, coaches, or a referee is not acceptable.

The academic eligibility requirement for athletics is in line with Academic Probation criteria above. Students are required to complete the Middle School Sports Eligibility Form before trying out for any sport to determine academic eligibility. Any student on Academic Probation or found to be academically ineligible based on the Middle School Sports Eligibility Form is ineligible for participation in the athletic program.

If a student is involved in after-school sports or activities and is not picked up within 15 minutes of the ending time, they are expected to check into ASP. Parents will be billed accordingly. Students must be under the appropriate supervision at all times while on campus and may not wait unsupervised in our lobby area or at the flagpole.

Please see our website under Athletics to view the Athletic Handbook, practice schedules, game schedules, and game results.

# Attendance Policy

## Philosophy

Regular attendance and punctuality are vital to success and provide students the maximum benefit from their educational experience. Excellent attendance is a foundation for academic excellence and promotes a positive attitude toward school. Therefore, parents should enforce a strong family standard that aids their child's academic success and seeks to avoid all unnecessary absences or tardiness. While the school recognizes that there will be unusual circumstances that arise from time to time, vacation plans, regular medical appointments, etc. should not interfere with school if it can be avoided.

## Excused Absences

The California Education Code section 48205 (a) defines excused absences as: 1) Due to illness; 2) Attendance at a medical doctor's appointment; 3) Attendance at a funeral of an immediate family member; 4) Quarantine by county or city health officials; 5) Justifiable reasons such as religious holidays or celebrations, appearances in court, etc. All other reasons for absence are deemed unexcused. A student must be in attendance at least half of the school day in order not to be marked absent.

Students who are absent for a full day of school may not participate in any after-school activities unless given prior approval from an administrator.

## Pre-Arranged Early Check-Outs

If early dismissal cannot be avoided due to a necessary appointment, parents are required to contact appropriate school personnel to request a pre-arranged early checkout. For elementary, please contact the front desk at 714.437.1700. For Middle School, please contact the Middle School Administrative Assistant at ext. 157. When contacting personnel, please indicate the time for pick up and the reason. Once you have requested early dismissal, your student will be given a dismissal slip and will be sent to the lobby at the appropriate indicated time. **An early dismissal request must be received by 12:00 p.m. so that the slip can be generated and delivered prior to the time the student will need to be dismissed.** *In the rare instance a quick and last-minute departure request (during dismissal times) is necessary, students may not wait or be dismissed to the lobby. Students may be picked up from the blue lunch tables inside the walk gate.*

## Excessive Absences

Students must be in attendance for a minimum of 90% of the school year. This means that a student's absences are considered **excessive** when he/she misses up to (9) days per semester or (18) days per year, no matter the reason for the absences. Students will be considered eligible for retention or citizenship grade reductions based upon a review by the administration. Special consideration will be given for prolonged illness or death in the immediate family. All absences, regardless of the reason, will be reported on school transcripts. In an effort to avoid a pattern leading to excessive absences, the following steps will be taken:

Per semester:

- 5<sup>th</sup> absence – parents are notified through RenWeb
- 8<sup>th</sup> absence – parents are given a second notification through RenWeb
- 10<sup>th</sup> absence – conference with Dean and attendance contract will be required
- Subsequent absences and/or violation of attendance contract will result in further disciplinary action up to and including further dismissal.

### **Reporting Absences**

All absences must be reported and the reason for the absence provided. In the event of an absence, parents are asked to notify the Front office (TK-5) or the Middle School office (6-8) by 9:00 AM.

### **Planned Absences for Two or More Days**

While it is vitally important for students to be in school, there are rare or unique circumstances when it is beneficial or necessary for a student to miss school. In such cases, it is the school's desire to partner with parents by providing work to assist the student's smooth transition in the learning process. A minimum of 72 hours' notice is required to ensure the preparation of materials by the classroom teacher, after which there is no guarantee that materials will be prepared. The student is responsible for contacting teacher(s) prior to the absence to identify work to be completed before or during the absence. **Deadlines for all make-up work, tests, etc. need to be determined prior to the absence.**

A Planned Absence form may be accessed under "Downloadable Documents" on the "Current Families" section of our website or from the school offices. Attendance notification will still be sent after a student accrues 5 absences, regardless of the submittal of a Planned Absence Form.

### **Educational or Missional Experience Application**

Families can apply to receive educational credit for a planned absence through the Educational or Missional Experience Application available under "Downloadable Documents" on the "MCS Family" (or Quicklinks) section of our website or from the school offices. Planned absences must meet the established criteria for an educational or mission-oriented experience and receive approval prior to the absences in order to receive educational credit.

### **Tardies**

Middle School students are expected to be in their seats and ready to work when the tardy bell rings. Elementary students are expected to be in their class line when the tardy bell rings. Being late to class is disruptive to everyone, including the tardy student. Five tardies per semester is considered excessive.

### **Communication Procedure for Middle School (6<sup>th</sup>-8<sup>th</sup>)**

<b>Absences (per semester)</b>		<b>1<sup>st</sup> Period Tardies (per semester, )</b>	
<b># of Absences</b>	<b>School Response</b>	<b># of Tardies</b>	<b>School Response</b>
5	Parent Letter 1	5-7	Lunch detention with parent notification
8	Parent Letter 2	8-9	After school detention with parent notification
10	Conference with Dean, Signed Attendance Contract will be required	10	Conference with Dean, Signed Attendance Contract will be required

### **Communication Procedure for Elementary (TK-5<sup>th</sup>)**

<b>Absences (per semester)</b>		<b>Tardies (per semester)</b>	
<b># of Absences</b>	<b>School Response</b>	<b># of Tardies</b>	<b>School Response</b>
5	Parent Letter 1	5	Parent Letter 1
8	Parent Letter 2	8	Parent Letter 2
10	Conference with Dean, Signed Attendance Contract will be required	10	Conference with Dean, Signed Attendance Contract will be required

Parent letters are sent via RenWeb. Subsequent absences/tardies in elementary or middle school, and/or violation of Attendance Contract will result in further disciplinary action, up to and including dismissal.

## **Birthday Celebrations TK-8th Grade**

### **Celebrating Your Child's Birthday at School (TK-5th Grade):**

Please coordinate any plans to celebrate your child's birthday at school with the classroom teacher PRIOR to your child's birthday. A simple treat may be brought to school for the occasion. Please check with the teacher for any allergies or special dietary needs of students within the class. The teacher will be happy to offer suggestions for alternatives to sweet treats. Birthday celebrations should take place during recess, after lunch, or near the end of the school day based upon the teacher's schedule.

### **Celebrating at School (6th-8th Grade):**

Birthday recognition will be coordinated by middle school staff and administration including public recognition and locker decoration. Parents who wish to celebrate their child's birthday must coordinate with their child's homeroom teacher.

### **Celebrating Your Child's Birthday Outside of School (TK-8th Grade):**

If your child is having a birthday party outside of school, and school children are involved, please follow these courtesies:

- If you plan to invite all of the students in the class or in the case of a girl student, all the girls; or a boy, all the boys, invitations may be handed out at school.
- If your child prefers to invite a select few classmates, invitations should be mailed or hand delivered outside of school. It is very difficult for a child to be excluded, especially in front of other children. We would encourage you to keep your guest list smaller rather than inviting "all of the boys except one."
- Also, please be aware that the most successful, well-adjusted and "friendly" classes are those in which the parents of these students lead the way in activities and parties by including all of the group...be it boys or girls or both!

## **Calendar/Yearly School Events & Activities**

You will find a complete listing of all activities on the calendar at [www.marinerschristianschool.org](http://www.marinerschristianschool.org).

Mariners Christian School participates in events and competitions from year to year. Through our special programs, parents are given an opportunity to learn about their child's classroom and teachers, as well as to see all the wonderful talents that God has given our students. Special programs held annually at MCS include:

- Meet the Teacher Day
- Back to School Night
- Fall Picnic
- Golf Tournament and Ladies Luncheon
- Christmas Programs
- Family Dinner & Bingo
- Student Recognition Chapels
- Instrumental Concerts
- Spring Benefit & Auction

- Middle School Theatre Production
- Open House
- End-of-Year Character Quality Awards
- Eighth Grade Blessing
- Graduation of 8<sup>th</sup> Grade

## **Chapel**

Chapel is an important part of our week. It is a time to come together to be challenged spiritually as a group, learn more about God, and interact in a Christ-like manner with one-another. All parents are invited to come and share this special time of worship with our school family.

### **Elementary Chapel**

Chapels are conducted weekly for Transitional Kindergarten through fifth grade. Each chapel usually includes prayer, worship, and a short devotional.

### **Middle School Chapel**

Chapels are conducted weekly for sixth through eighth grade. Chapels are designed to strengthen spiritual development and are centered on biblical teaching, acts of worship, prayer and response.

## **Class Parties & Holidays TK-5th Grade**

Classroom parties take place two times during the year: **Christmas and Valentine's Day**. Halloween is not celebrated and treats should not be sent to school with your child on this day.

### **General Information Relating to Class Parties**

- Room Moms coordinate school parties with classroom teachers.
- Parents may be contacted to send a healthy snack for parties.
- In promoting a Christian world view, treats and decor should reflect the Christian celebration rather than the secular.
- Valentine's Day party will include the exchange of Valentine cards. If your child chooses to participate in the exchange, he/she should have a valentine for each classmate.

Guidelines for teacher, aide, or specialist birthday celebrations will be communicated by the room moms per grade level.

## **Closed Campus**

In an effort to ensure School Safety and to minimize disruptions to the school learning environment, MCS is a closed campus. Only approved visitors may enter classrooms and instructional area. Approved visitors include parents, relatives of students (as designated by parent approval), invited guest speakers, and MCS graduates. In addition, approved visitors must be on campus for a designated purpose such as school/classroom events, volunteer participation, chapel, and community connection events.

MCS does not allow students to leave campus except in the company of an appropriate adult. Any adult picking up an MCS student, other than the student's parents, requires written permission from the parent. Taking students to lunch is discouraged because the time frame is too short as to allow for return to academic class on time.

### **Guests/Visitors/Siblings**

All guests and visitors are required to sign in at the front office, wear a visitor's nametag, and sign out when leaving the building.

When a parent brings younger siblings to visit at school, they must be attended by an adult at all times. When volunteering in the classroom or attending a field trip, younger siblings are not allowed (for safety reasons and to preserve the learning environment).

For student safety and parent protection, guest parents and volunteers should never be alone with a student in the restroom, classroom, or other confined space.

## **Curriculum**

MCS strives to offer a balanced curriculum, which promotes the spiritual, social emotional, intellectual, and physical development of all students. Our philosophy emphasizes an innovative and engaging academic environment wherein each student will be challenged and can develop an enthusiasm for learning. The curriculum reflects Mariners Christian School's philosophy through its detailed, sequential goals and objectives, which progress from grade to grade.

### **Subject Matter**

- Bible
- English
- Mathematics
- Science
- Social Studies

### **Physical Education**

- Involvement in exercises, relays, individual, and team competition
- Participation in President's Physical Fitness Program
- Teal and Black competition

**Note to Parents:** All students are expected to fully participate in P.E. throughout the year. A parent may write a note excusing a student from P.E. for one to three days due to illness or injury. Longer periods of absence from P.E. class must be in the form of a doctor's note, explaining the length of illness or injury and reason.

### **Spanish**

- Instruction in basic conversational Latin-America Spanish
- Appreciation/history of culture
- Provides exposure to the language and preparation for Spanish in High School

### **Enrichment Classes**

- Allow for some choice by student based on interest and passions
- Receive pass or fail mark and do not impact GPA



## Daily Schedule

A current daily schedule is available on our website and from the school office staff. Each middle school student is given his/her personal schedule the first day of school. Middle School student schedules are also available on RenWeb.

## Delivery of Student Items

We are not able to accommodate lunch deliveries from outside companies.

It is the responsibility of each student to remember all materials and to not be dependent on parents to correct the omission. However, when parents need to bring something, they may leave items for students at the front desk (TK-5th grade) or with the upstairs middle school administrative assistant (6th-8th grade). Our goal is to protect the instructional time in the classroom and minimize disruptions. Therefore parents may not disturb the classroom to deliver items or visit your child during school hours.

For the rare times when students forget to *bring lunch in the morning* and parents need to drop off a lunch after school begins, please adhere to the following procedures: **Lunches must be dropped off by 11:30 a.m.** All lunches are to be placed on the lunch trolley located in the front lobby. To avoid spillage, beverages must be sealed (no glass or fountain drinks). Students do not have access to a microwave so all food should be ready to eat without heating. We are not able to accommodate lunch deliveries from outside companies. The lunch schedule can be found on our website.

If a parent delivers a lunch after 11:30, the parent will need to sign in, take a badge, and deliver lunch to the outside cart.

## Discipline Policy

*"Listen to counsel and accept discipline, that you may be wise the rest of your days."* Proverbs 19:20

### Philosophy

MCS strives to promote a culture in which kindness, common courtesy, and respect are normative behaviors. MCS also strives to promote the optimal learning environment for all students. As a result, MCS students are held to biblical standards of behavior so that they will grow in and display Christ-like character. In this way, students will be equipped for every good work and learn to do that which is right and pleasing to the Lord.

All discipline by school authorities is tempered with love and administered with the best interests of the student at heart. Students are expected to follow the policies and rules of the school and are held accountable for their behavior. The School reserves the right to determine, at our sole discretion, the appropriate consequences in all disciplinary cases based on the facts of each case. As a private school, MCS is not subject to the same laws and/or protocols utilized by California public schools, although MCS still employs best practices that are informed by public standards.

### MCS Student Expectations

- Honor God in word and deed
- Encourage others to learn and not disrupt the learning environment
- Strive to do their best in all circumstances
- Demonstrate respect for peers, authorities, and property
- Show compassion and never put others down
- Use appropriate language, including holding God's name in high regard

- Honor school and classroom rules even when a person of authority is not present
- Stay on campus unless given permission to leave
- Care for the school facility and ground

### **On-Campus School Events**

Students are expected to stay within the area designated for activities and are not to be in any other part of the school without specific permission by school authorities. Students are not permitted to enter classrooms or the school offices when a teacher or school authority is not present.

### **Off-Campus School Events**

When attending off-campus school activities such as field trips, arts or athletic events, service activities or the like, students are expected to behave as they would on campus, as they represent our school and the Lord. The appropriate attire is required as specified by designated school authority.

### **Bullying and Harassment**

There will be zero tolerance for bullying or harassment. Everyone – student, parent, volunteer, or employee - is to treat others with Christ-like character. Harassment and/or bullying is defined as repeated, persistent, and/or aggressive behavior intended to cause fear, distress, or harm to another person’s body, emotional well-being, or reputation. This includes verbal, written, cyber or physical harassment. Bullying is considered a flagrant violation of school rules and will be disciplined accordingly. ***Use of digital devices or social media to bully, slander, or demean others is also subject to disciplinary action if such use negatively impacts the school environment.*** (See Technology Handbook)

### **Sexual Harassment**

The use of sexuality to harass or assert power, will not be tolerated whether on or off campus, at a MCS function, non-school function or gathering. This includes but is not limited to:

- Pressure for sexual activity or a relationship that exceeds the limits of a friendly relationship
- Any demeaning or repeated unwanted sexual propositions
- Unwelcome touching of a person’s body
- Sexually explicit or suggestive remarks, sexually charged insults, humor, or verbal abuse
- Use of digital devices to transmit any sexual image or inappropriate language

All persons in the MCS community – students, parents, employees - are obliged to take each instance of bullying or harassment seriously and inform the administration.

### **Discipline Structure**

As a Christian school, we believe it is important that each student understands the importance of and learns to submit to authority so they can, in turn, submit to God’s will and authority. MCS administration reserves the right to discipline students in a manner that is appropriate. Administrators are dedicated to communicating with parents regarding behavioral concerns. The following disciplinary actions that may be used once classroom/playground discipline is exhausted:

- **Detention:** Assigned for minor infractions in or out of classroom. This is time outside of class spent separated from peers. It may be assigned to be served during lunch, before school or after school for 30-60 minutes. Students are encouraged to use this time to reflect on behavior choices.
- **Suspension:** Assigned for major and flagrant infractions in or out of the classroom. This is time served either at home or in school at the discretion of the administration. It varies in length from one to five days. It is an unexcused absence.

- **Behavior Contract:** Established as dictated by pattern of behavior in which alternate means of correction have not brought about permanent change and alignment to conduct standards. The contract outlines expectations according to discipline plan with a timeline for probation.
- **Expulsion:** A student is dismissed from MCS.

### **Behavioral Consequences**

**Minor offenses** of school rules will follow a Progressive Discipline Plan. These may include but are not limited to disruptive or unkind behaviors, dress code violations, or failure to observe school rules. In **elementary**, students will be subject to age-appropriate consequences following a progressive discipline plan (see teacher for clarification).

### **Elementary Progressive Discipline Plan**

#### **Level 1: Pattern of behavior arises/Teacher Intervention**

- Teacher implements age appropriate consequences and monitors student behavior both in the classroom and on the playground.
- Parent contact made by Teacher
- Ongoing monitoring of student behavior-coaching, accountability, prayer, support

#### **Level 2: Behavior pattern persists without improvement/Administrative Intervention**

- Dean conference with Student
- Parent contact made by Dean
- Improvement strategies put in place to support success
- Consequences as deemed appropriate

#### **Level 3: Improvement strategies unsuccessful; Further disciplinary action required**

- Parent-Student Conference required with Dean
- Disciplinary action determined on a case-by case basis to include:
  - Removal from class
  - Probation with established Behavior Contract, Suspension, Release/Counseling Out, Expulsion

### **Middle School Progressive Discipline Plan**

#### **Level 1: Detentions 1 & 2**

- 30 minute Lunch or After School Detention
- School to home communication through detention form and/or RenWeb

#### **Level 2: Detentions 3 & 4**

- Automatic 1 hour After School Detention
- Vice Principal conference with Student
- Parent contact made by Dean and/or Teacher(s)

#### **Level 3: Detentions 5+**

- Parent-Student Conference required with Dean (teachers will be invited)
- Disciplinary action determined on case-by-case basis to include but not limited to:
  - Probation with established Behavior Contract, Suspension, Release/Counseling Out, Expulsion

**Major offenses** do not follow the progressive discipline plan because of the severity of the behavior and will be handled by an administrator on a case-by-case basis. Parents will be notified whenever suspension, probation,

or expulsion is necessary. Major offenses that could result in suspension, probation or expulsion include, but are not limited to:

- Possession, use, or being under the influence of alcohol, tobacco, drugs or related paraphernalia while on campus or at a school event
- Possession of sexually explicit or obscene materials while on campus and/or the transmission of such material with other MCS students
- Commitment of an obscene, vulgar, or profane act
- Possession or use of a dangerous object or weapon while on campus
- Intimidation or threat against the school, MCS students, families, or personnel
- Physical aggression, causing, and/or attempting to cause injury/harm to another person
- Flagrant use of a cell phone or electronic device to violate the privacy rights of others
- Bullying/Harassment in any form including but not limited to: verbal, physical, technological, emotional, mental
- Stealing
- Destruction of private and/or school property
- Disruption of school activities or otherwise willfully defying the valid authority of school personnel

**In extreme cases, students may be subject to criminal or civil penalties. MCS will cooperate with law enforcement officials if a law is broken.**

### **Zero Tolerance**

Under no circumstances are drugs, alcohol, tobacco, cigarettes/e cigarettes, vaping or drug paraphernalia, or weapons of any kind allowed on campus or during any off-campus school activity. MCS agrees with and enforces California Education Code of zero tolerance for the first offense. Offenses will be dealt with in the most severe manner including expulsion and potentially criminal action. MCS will cooperate fully with law enforcement agencies in the enforcement of the law and reserves the right to conduct random searches to ensure the safety of our campus and protection of our students. The MCS Zero Tolerance Policy also extends to violent, racial, weapon-related or otherwise threatening jokes, drawings, memes, or any other created representation. Language or images that violate Zero Tolerance will also be met with the most severe of consequences including a first offense. If a student, teacher, or staff member is aware of any issues related to zero tolerance, they are to contact administration immediately.

## **Digital Devices & Social Media Use Policy**

*"I'm not asking that you take them out of the world, but to keep them safe from the evil one."*

John 17:15

### **Philosophy**

MCS recognizes the fact that school issued as well as personal digital devices, including mobile phones, tablets, smartwatches, and various products that access the Internet or capture pictures/video have become an integral part of daily life for families and students. Responsible use of a mobile phone, tablet, smartwatch or other personal electronic device can serve to accomplish many legitimate and/or educational purposes. Therefore, it is the goal of MCS to train students in the wise and appropriate use of digital devices and social media, ensure the privacy rights of all students, maintain academic integrity, and limit disruptions to the learning environment. ***Based upon the ever-changing advancements of technology, this policy will be adapted or revised as necessary to keep in step with changes in culture or technology.***

### **Digital Device Use**

- Students may possess a digital device, including mobile phones, while on the school campus as long as the presence of this device does not disrupt the educational environment and is not used for illegal or unethical purposes (i.e., cheating, harassment). Students caught using digital devices for illegal or unethical purposes will lose the privilege of possessing a digital device at school and face other disciplinary action as appropriate.
- Personal digital devices are to be kept off and in the student's backpack or locker at all times during the instructional day unless a student has the specific permission of a school employee to use the device.
- Students are prohibited from the unauthorized use of a digital device, including mobile phones to access the school's wireless internet system. Students are prohibited from accessing internet sites or material not permitted under the school's Acceptable Technology Use policy. The accessing of obscene, sexually explicit, or other objectionable material while at school will result in disciplinary action that may include loss of digital device use privileges, suspension, or expulsion.

### **Before and After School**

Students may turn on their mobile phones at the end of the school day outside the school building. Students are not permitted to use their mobile phones while walking in and out of the carpool lines in an effort to promote safety and minimize congestion.

### **Long-Term Field Trips**

Students may be permitted to take mobile phones on long-term field trips, such as the 6<sup>th</sup> grade Science Camp and 8<sup>th</sup> grade Washington DC trip. Specific permission is given at various times for students to use their mobile phones. All other undesignated use is not permitted and any infraction would be handled by school authorities in attendance.

### **Consequences**

The School reserves the right to determine, at our sole discretion, the appropriate consequences in all disciplinary cases based upon the facts of each case. Further, the school will take into account previous disciplinary history when making all disciplinary decisions.

Unauthorized use of a digital device will subject a student to the following progressive discipline (any step in this process may be bypassed depending upon the severity of the offense):

- First time offense – Confiscation of the phone to be picked up by student at the end of the day from an administrator
- Second offense – Confiscation of the phone – must be picked up by a parent at the end of the day. Students will be assigned a detention.
- Third offense – loss of cell phone privileges at school
- Repeated infractions of this policy will be considered defiance and will be dealt with as such within the discipline policy (detention, in-school suspension, out-of-school suspension, or expulsion as necessary).

### **Social Media Use**

- Students are prohibited from posting video images or audio recordings taken at school anywhere online, including the web or in applications. Students are also prohibited from taking pictures while on campus, unless specific permission is granted. The inappropriate posting of material will result in disciplinary action including the possibility of suspension or expulsion.
- Cyber-bullying will not be tolerated. "Cyber-bullying" is when a student is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another student using the internet,

interactive technologies or mobile phones.

- No student may use a digital device to infringe on the privacy rights of another student, teacher, or member of the school community. Use of the digital device's camera, video recording, or audio recording capabilities to capture unauthorized images or sound recordings of others are examples of privacy infringement. Misuse of a digital device in this manner will constitute a flagrant violation of school rules and may result in suspension or expulsion. The use of a digital device in restrooms, locker rooms, or the health office is strictly forbidden.

### **School Jurisdiction**

The following guidelines and policies apply whenever a student is under the school's jurisdiction. Students are generally considered to be under the school's jurisdiction when:

- On the school grounds (campus)
- On or off campus at school-related events, including but not limited to athletic or arts events, field trips, or service activities
- Please note: There might be circumstances where the school will impose disciplinary consequences on students for actions that occur out of the school's normal jurisdiction where those actions negatively impact the school, including but not limited to, its students, members of the community, or the school's reputation.

### **Loss, theft or damage**

Students are responsible for personal devices brought to school. The school will not be responsible for the loss, theft, or destruction of a device brought onto school property unless a device has been confiscated by school personnel. Confiscated devices will be stored in a secure location by school officials.

### **Enrichment Assemblies**

Throughout the school year, special assemblies are scheduled which offer guest speakers, programs, or demonstrations to enrich the student's learning beyond the usual academics. Enrichment programs are generously provided by the PTF.

### **Field Trips**

At MCS, field trips are an integral part of the learning experience. Each teacher arranges field trips which will enrich the curriculum for that particular grade level. Parents may serve as chaperones on field trips. Due to the restrictions imposed upon us by the sponsoring field trip agencies, siblings are not allowed on classroom field trips. In order to participate in a field trip, students must have up-to-date emergency information on file. A signed permission slip will be requested by the teacher. Parents will be notified as to the time, location, cost (if any), and other pertinent details of all field trips well in advance of the trip.

### **Annual overnight field trips**

- **4th Grade:** Three-day adventure in Sacramento learning about our California history
- **6th Grade:** Four-day Pine Valley outdoor Camp
- **8th Grade:** Seven-day trip to Williamsburg, Washington D.C., and Gettysburg

### **Flag Salutes**

In recognition and reverence to God and our country, MCS includes a salute to the American Flag, the Christian Flag, and the Bible on a regular basis.

**Salute to the American Flag:** I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, One Nation under God, indivisible, with liberty and justice for all.

**Salute to the Christian Flag:** I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands, one Savior, crucified, risen, and coming again with life and liberty for all who believe.

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

## Graduation Honors

Graduates are honored in a variety of ways:

- Bill Jones Leadership Award: Recognizes the boy and girl who most exemplify Christ-like leadership, character, integrity, and service
- Valedictorian and Salutatorian: Recognizes the students with the highest and second highest cumulative GPA. Criteria for this recognition includes a weighted academic GPA, full participation in all academic courses including Spanish as well as strength of academic schedule
- Distinguished Scholar Award: Students who maintain a 4.0 GPA in 6<sup>th</sup>-8<sup>th</sup> grade
- Principal's Award: Recognizes the student who the Principal has chosen to recognize
- Presidential Academic Awards: Based on academic performance and excellence
- Servants Heart Award: Awarded to the student dedicated to service within the classroom, school and community
- Tricia Heins Mariners Institute of the Arts Award: Awarded to the student who has exemplified excellence in visual and performing arts.
- Ambassador Award: Given to the student who exemplifies the character of Jesus and demonstrates His love to the world
- Additional Awards include subject specific, athletic, and leadership awards

## Homework

Homework is designed to reinforce concepts learned at school. The purpose of homework at MCS is to instill a sense of responsibility in students, as well as provide reinforcement of skills and concepts previously learned.

Long-range assignments should be carefully planned so as to avoid last-minute rush efforts. In the event that quality homework time exceeds what is set forth in this handbook, parents should contact the teacher so that the problem can be resolved. A parent/teacher conference may be necessary to initiate an individualized plan that meets the needs of your child.

Though it is recognized that all students require a different amount of time to complete homework, following is a general guide:

- **Elementary homework** is on average 10 minutes, per grade, per night, 3-4 nights a week.
- **Middle School homework** is not to exceed 2 hours 4-5 nights a week.

If your child's homework load goes beyond these time frames, please contact your child's teacher.

## Honor Roll 6th-8th Grade

Sixth through eighth grade students are acknowledged at various chapels throughout the year.

Honor roll is calculated based upon a 4 point scale (A=4, B=3, C=2, D=1). The points are added for all graded subjects on a 4.0 system.

Distinguished Honors = 4.0 and above  
Honors = 3.5 to 3.9

A low mark in citizenship, work habits ("U" or "N"), excessive discipline issues, suspension and disqualifies a



student from honor roll.

## **Kitchen**

For safety reasons, the kitchen is out of bounds for all students at all times unless directly sent there by a teacher. Please do not send snack or lunch items requiring use of a microwave.

## **Lockers 6th-8th Grade**

Lockers are the property of the school and are provided for student use. Each student is assigned a locker for storage of supplies. Students are responsible for maintaining an organized locker – good organization encourages success. The outside of the locker may not be decorated and no adhesive or permanent decoration is allowed inside. Damage inside or out will be charged to the student. Students may not access another student's locker at any time.

## **Lost and Found**

All school articles, including lunch boxes, backpacks, clothing, and supplies should be clearly labeled with your child's full name and grade level to ensure identification. Lost articles will be placed in lost and found (one upstairs at the top of the back stairway and one downstairs in the gym). Physical education equipment and clothing may also be found in the lost and found or the athletic office. Parents are encouraged to check all lost and found areas frequently.

## **Lunch/Snack (Nutrition Break)**

Research has shown that children who begin each morning with a nutritious breakfast are better equipped mentally and physically to deal with the demands of a workday at school. Please make sure your child has a nutritious breakfast and snack to get him/her through the morning. In addition to lunch, please pack your child a morning snack. We do not have extra lunches available for those students who forget their lunch.

**A nutrition break is given each day during morning recess time.** We encourage students to bring a nutritious snack that will sustain them until the lunch hour. You may check with your child's teacher for a list of appropriate snack items.

### **Two options are available for lunch at MCS:**

1. **Students may bring their own sack lunch.** Lunch bags or lunch pails should be clearly labeled with the student's full name and grade level. For the rare times when students forget to *bring lunch in the morning* and parents need to drop off a lunch after school begins, please adhere to the following procedures: **Lunches must be dropped off by 11:30 a.m.** All lunches are to be placed on the lunch trolley located in the front lobby. To avoid spillage, beverages must be sealed (no glass or fountain drinks). Students do not have access to a microwave so all food should be ready to eat without heating. We are not able to accommodate lunch deliveries from outside companies. The lunch schedule can be found on our website.
2. **Students may purchase lunch from Choice Lunch.** Lunch may be ordered online at [www.choicelunch.com](http://www.choicelunch.com). Make sure you do not order lunch on days when your student will be off campus for a field trip.

A designated peanut-free table and trash can are provided.

## **Personal Property**

Students must assume sole responsibility for loss or damage to any school or personal property (issued to or belonging to them) such as garments, equipment, books and materials, or electronic devices. The school is not responsible for personal items.

## **Physical Education/Clothes/Locker Room 5th-8th Grade**

New physical education clothing will be issued to fifth and seventh grade students as well as all new students. The cost is covered by the student activity fee. It is important to label these items as they all look alike. Clothing will be labeled by the coaches for identification. Students are issued a lock and locker at the start of each school year. They are to use the locker to store PE clothes during the week, and are required to take them home on the last day of PE for the week. Locks are the responsibility of each student and must be used. Lost locks must be purchased for \$10 each.

Students are to exhibit appropriate classroom behavior while dressing in and out of PE clothes in the locker room. P.E. coaches will supervise the locker rooms to ensure safety and promote promptness. All students must participate fully in class activities to earn the maximum points available. As part of the class requirement, students will run each day as part of their warm-up routine. Students will be required to run a mile regularly which will be timed, logged, and monitored for improvement over the year. The 5 and 6 Minute Mile Club recognizes students who run the mile in under 5:59 and 6:59 respectively. Students are awarded a special T-shirt to honor this achievement. Notes from doctors may excuse a student from participation for medical reasons. In an effort to ensure full participation in our program, parents are strongly discouraged from writing notes to excuse their child from P.E. activities.

## **Playground Standards**

For the safety of the student as well as his/her peers, all children on the playground will be expected to adhere to the following rules:

- Use God-honoring and respectful language
- Keep hands, feet, and objects to yourself
- No fighting
- No wrestling
- Use equipment properly and safely at all times
- Use good sportsmanship and obey game rules
- Return all equipment at the end of recess
- Stay within playground limits
- Skateboards, skates, and scooters are not allowed on campus before, during, or after school

Additionally, each year the teachers will instruct the students on the proper use of specific playground equipment and standards for various activities and games.

Bells/Whistles: A bell or whistle will signal the end of recess. At that time all students freeze before being excused to line up.

Games: There are NO closed games. Any student may join any game or activity that is already in progress provided they are willing to abide by the rules already set by the group who started the activity and take their turn on games with a wait time.

## **Rainy Days**

All students will remain inside for recess and lunch on **rainy days** (activities are provided in the classroom, gym, chapel, or auditorium supervised by teachers and aides). Students will be allowed outside to play on the blacktop areas if the rain has stopped, even though the ground may still be wet. They will not be allowed to play on the playground equipment or on the field, if it is wet.

## **Recess**

Students have two recess opportunities: the mid-morning break and the break following lunch. These are designed to give the students social connection and relaxation time, and to allow the student to play games.

## **Restroom Standards**

All students are expected to use only restrooms designated for student use. Students are expected to:

- wash his/her hands after using restroom facilities.
- keep restrooms clean and quiet.
- never play in the restrooms.
- never take food into the restrooms.
- leave playground equipment outside when entering restrooms.
- go directly to and from the restrooms when dismissed from class.
- refrain from using digital devices.

## **Student Activities 6th-8th Grade**

The Student Life Director oversees student council, organizes social events, directs lunch activities, supervises spirit days, and implements middle school service projects in addition to overseeing many other activities.

Middle school students may participate in student council as elected officials or appointed commissioners. Candidates campaign and are elected by student votes at the end of each school year. Student Council is governed by a constitution and serves together to promote school spirit, unity, and outreach opportunities. Class representatives report current information to their homeroom.

Additional leadership opportunities include serving as home-room class rep or participating in PAL.

## **Supplies**

An annual registration fee or re-enrollment fee is charged, per child, to cover the cost of workbooks, textbooks, and miscellaneous supplies. A supply list for each grade level is posted on our website during the summer. Parents are asked to send their child to school, on the first day, with the appropriate materials and supplies. Any materials or supplies necessary for art, music, computer, physical education, and additional classroom items not covered by the annual activity fee will be requested after the school year begins or as the need arises.

## **Support Services - Academic**

Mariners Christian School offers a support program to students who may need accommodations within the curriculum in order to experience success. Based upon academic performance and assessment documentation, students are identified by teachers and administration for additional support. Progress is monitored and exit strategies are put into place.

## **Teal and Black Competition 5th-8th Grade**

The purpose for this competition is to increase school spirit among our students. Our goal is to promote student sportsmanship and teamwork and to give our students an opportunity to develop leadership through participation. Grade level captains are chosen by their peers to represent their team throughout the year. Teal and Black competition will take place during physical education. All students in fifth through eighth grade will be divided in an athletically fair way to be a "Teal" or a "Black." Siblings will always be the same color. Competition will occur weekly. Points are given for participation (10 - 5 - 0), winning or losing (10 - 5), and sportsmanship (10 - 5 - 0). Points are tallied for the entire year. During our eighth grade academic awards ceremony, recognition is given to the winning team by presentation of the Teal and Black plaque.

## **Textbooks K-8th Grade**

It is expected that care will be taken of all texts through proper handling and by transporting books to and from school in a book bag or backpack. Damage to school texts, materials or equipment in excess of normal wear, or loss of any of these items, will be charged to the parents of the student responsible for the damage or loss. Students in third through eighth grade will be required to cover their hardbound textbooks with non-sticky covers at the start of the school year and keep them covered to protect them.

## **Uniform Guidelines**

MCS has encouraged students to take pride in their appearance and to dress appropriately for all occasions. Recognizing that the quality of their character is more important than clothing (1 Peter 5:5b), MCS has an established a uniform. We require students at every grade level to be in uniform at all times while on campus. Support of this policy begins at home with parents. For a copy of our current MCS Uniform Guidelines, please visit our website.

*The administration reserves the right to make changes to this handbook at any time.*



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