



MONTEBELLO CHRISTIAN SCHOOL

PARENT-STUDENT HANDBOOK

2026-2027

Seeking the Mind of Christ

A ministry of Word Church L.A. | Since 1970

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www.montebellochristian.com

How to Use This Handbook

Start with the topic directory below. It points to the numbered section where each subject is addressed. The current school calendar, annual tuition-and-fee schedule, enrollment agreement, and written program notices provide details that change from year to year.

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1. Welcome and Family-School Partnership

Welcome to Montebello Christian School (MCS), a ministry of Word Church L.A. We count it a privilege to partner with families in the academic, spiritual, physical, and social development of each student.

Purpose and scope

This handbook explains the school's principal policies, procedures, and expectations. It applies to students and families while on campus, during day care and extracurricular programs, while traveling to or attending school-sponsored activities, and when off-campus conduct has a direct and substantial effect on student safety, the learning environment, or the school community.

Enrollment and continued attendance constitute agreement by the student and parent or guardian to support the mission of MCS and follow the current handbook, enrollment agreement, tuition schedule, and other school procedures communicated in writing.

Policy updates

The School Board and administration may interpret, clarify, or revise policies when needed for safety, legal compliance, effective operations, or the school's mission. When a change materially affects families, MCS will provide reasonable notice. The most recently issued school policy controls.

What families may expect from MCS

- Christ-centered teaching and daily Bible instruction integrated across the curriculum.
- Rigorous instruction designed to help students grow through reasonable effort, responsible study, critical thinking, and academic support.
- Qualified Christian educators who care for students, communicate concerns, and model the fruit of the Spirit.
- Orderly, nurturing classrooms that promote academic excellence, spiritual formation, and respectful relationships.
- Timely communication about significant academic, behavioral, health, or safety concerns.
- Fair, age-appropriate application of school expectations, with administrative discretion when individual circumstances warrant it.

What MCS expects from families

- Read school communications and respond within stated deadlines.
- Support regular attendance, punctuality, homework, uniform standards, and school discipline.
- Communicate respectfully and address concerns through the problem-resolution process in this handbook.
- Keep emergency, custody, medical, and authorized-pickup information current.
- Meet financial obligations according to the enrollment agreement and annual fee schedule.
- Partner with the school in a way that protects unity, student dignity, and the school's Christian mission.

2. Christian Identity and Educational Philosophy

Mission

To partner with parents in providing a learning environment conducive to each student's unique giftedness from a biblical Christian worldview, so students may grow,

respond to the gospel of Jesus Christ in faith, and positively impact their communities, churches, and the world.

Vision and expected student outcomes

MCS seeks to help each student grow in four connected areas: spiritual, academic, physical, and social. Students are encouraged to seek the mind of Christ, pursue truth and knowledge, practice healthy habits and self-discipline, communicate and think critically, appreciate God-given differences, serve others, and develop responsible Christian citizenship.

Verse of the year

“Those who accept my commandments and obey them are the ones who love me. And because they love me, my Father will love them. And I will love them and reveal myself to each of them.”
— John 14:21

Philosophy of Christian education

MCS understands all truth and knowledge within a God-centered view of life. God reveals Himself through creation, Scripture, and His Son, Jesus Christ. Because parents hold the primary God-given responsibility for their children, the church and school serve as partners with the home. Faculty members teach through both instruction and personal example, relying on the Holy Spirit and Scripture as the foundation for Christian formation.

MCS is owned and operated as an integral ministry of Word Church L.A. The School Board provides governance and the church provides the school's facilities.

Statement of faith - summary

MCS affirms the historic Christian faith: one God eternally existing as Father, Son, and Holy Spirit; the divine inspiration, truth, and authority of the 66 books of Scripture; the creation and fall of humanity; salvation by grace through faith in the person and completed work of Jesus Christ; Christ's virgin birth, sinless life, substitutionary death, bodily resurrection, present intercession, and return; the person and work of the Holy Spirit; the church as the body of Christ; baptism and the Lord's Supper; the resurrection and final judgment; the sanctity of human life; and God's design for marriage as a covenant between one man and one woman, with sexual intimacy reserved for marriage.

The complete Word Church L.A. Statement of Faith is incorporated into MCS's governing beliefs and is available from the school office. Nothing in this summary is intended to modify the church's complete statement.

Chapel and spiritual formation

Chapel is normally held weekly and includes worship, prayer, Scripture, and a message. Parents may attend after checking in at the office. Chapel offerings may support local and global missions. Students must follow the chapel uniform requirements in Section 8.

School identity

- Motto: “Seeking the Mind of Christ”
- Mascot: Chargers
- Colors: Navy blue and white

3. Admissions and Continued Enrollment

Nondiscrimination

MCS admits students of any race, color, and national or ethnic origin to all rights, privileges, programs, and activities generally available to students at the school. MCS does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational policies, admissions policies, financial assistance, athletics, or other school-administered programs.

As a Christian ministry, MCS may give enrollment preference consistent with its religious mission and requires families to understand and support the school's Christian philosophy, standards, and community expectations. This policy will be administered consistent with applicable law.

Application and review

- A completed application places a student in the applicant pool; it does not guarantee admission or reserve a seat.
- MCS may review prior school records, conduct an age-appropriate academic assessment, observe student behavior, and interview the family and student.
- Admission depends on available space, academic and behavioral readiness, the school's ability to support the student within its program and resources, and family alignment with the school's mission and expectations.
- Families must provide complete and accurate information about academic history, behavior, health, learning needs, custody, and prior school services. Withholding material information may affect admission or continued enrollment.

Educational support and program fit

MCS considers each applicant individually. When a student needs services beyond those MCS can reasonably provide, the school will communicate its concerns and may recommend outside evaluation, tutoring, summer instruction, a different grade placement, or another educational setting. Admission or continued enrollment is not a representation that MCS can provide every service that may be available in a public-school program.

Enrollment priority

When qualified applicants exceed available space, MCS may consider current Word Church L.A. families, siblings of enrolled students, returning families, family alignment with the school's Christian mission, date of completed application, and the educational needs and composition of the class.

Continued enrollment

Re-enrollment is reviewed annually and is not automatic. MCS may decline re-enrollment or discontinue enrollment for failure to meet academic, behavioral, attendance, financial, safety, or partnership expectations; for material misrepresentation during enrollment; or when the school determines it cannot adequately serve the student within available resources.

4. Tuition, Fees, and Daily Schedules

Financial responsibility

MCS is a nonprofit, self-supporting ministry that relies primarily on tuition and fees. The annual enrollment agreement, tuition-and-fee schedule, and FACTS account govern amounts, due dates, discounts, refunds, and

payment-plan terms. If those documents conflict with a general statement in this handbook, the signed enrollment agreement and current fee schedule control.

- Textbook and technology costs are included as stated in the annual registration materials. Registration and other identified fees are nonrefundable except as expressly stated in the enrollment agreement.
- Families using monthly payments must enroll in the FACTS Tuition Management plan and authorize the required payment method.
- A \$30 late charge may be applied to tuition received after the due date, subject to the annual agreement.
- Families should contact the office promptly if a hardship may affect payment. Any alternative repayment plan must be approved in writing.

Delinquent accounts and enrollment

If an account remains delinquent on the first day of the following month, MCS may suspend attendance or cancel enrollment after notice to the family, unless a written repayment plan has been approved. The administration will report material delinquent accounts and enrollment cancellations to the School Board as required by school procedure.

Student records will be handled and transferred in accordance with applicable law. Financial obligations remain enforceable even when records must be released.

Regular school schedule

Item	Time / Requirement
TK and Kindergarten - half day	8:30 a.m.-12:05 p.m.
TK and Kindergarten - full day	8:30 a.m.-2:50 p.m.
Grades 1-5	8:30 a.m.-3:00 p.m.
Grades 6-8	8:00 a.m.-3:00 p.m.
Half day - TK and Kindergarten	8:30 a.m.-11:50 a.m.
Half day - Grades 1-8	8:30 a.m.-12:05 p.m.
Study Hall - designated days	3:15-4:00 p.m.
Morning day care	7:30-8:00 a.m.
Afternoon pickup grace period	3:00-3:15 p.m.
Afternoon day care	3:15-6:00 p.m.

The published school calendar and current school communications control when a special schedule, minimum day, holiday, or program change applies.

Drop-off and pick-up

- Morning drop-off is through the 7th Street side from 7:30 to 8:30 a.m. Follow staff directions and use marked spaces if parking. Do not leave young children unattended in a vehicle or block driveways.
- Students arriving after 8:30 a.m. must use the 6th Street drop-off zone and check in through the office.
- The 7th Street lot opens for pickup at 2:50 p.m. and closes at 3:15 p.m. Follow entrance- and exit-only signs and drive slowly.
- Students remaining after the pickup grace period will be checked into day care and fees will apply. On half days, day care charges begin at 12:20 p.m.

Day care

- Students must be checked in and out through day care staff. Students will not be sent to a vehicle alone and may not return to day care after being checked out.
- For safety, students will not be released to a rideshare driver. Release to another adult requires advance authorization consistent with Section 12.
- Day care charges are billed monthly and are due by the 15th of the following month. Late fees may apply.
- Day care closes at 6:00 p.m. A charge of \$15 per child applies for each 15-minute period or portion of a period after 6:00 p.m. A second non-emergency late pickup within 30 days may result in a \$20 first-period charge. Repeated late pickup may result in loss of day care privileges.

5. Attendance and Punctuality

Regular, punctual attendance is essential. Assignments can be made up, but direct instruction, classroom interaction, and collaborative learning cannot be fully replaced.

Reporting an absence

- A parent or guardian must notify the school office by phone or email before 8:30 a.m. each day the student is absent, unless the school has approved a longer absence in advance.
- Report a diagnosed communicable disease promptly so the school can follow health guidance and provide any required exposure notice while protecting privacy.
- Excused absences ordinarily include student illness, medical or dental appointments, bereavement, critical family illness, and other reasons approved by the administration.
- Family travel and other discretionary absences should be requested in advance. Approval does not eliminate the academic impact of missed instruction.

Make-up work

Students are responsible for completing missed work within the timeline set by the teacher. For an unplanned absence, contact the office by 8:30 a.m. if same-day work is requested. For a planned absence, notify the teacher at least 24-48 hours in advance; teachers may provide work before or after the absence depending on the lesson and student needs. Students absent more than one day may be assigned study hall or another support period to complete missing work or assessments.

Unexcused absences

An absence not approved as excused is unexcused. Teachers are not required to recreate missed classroom experiences. Academic grades will reflect work completed and mastery demonstrated; missing or late work may reduce a grade under the teacher's published grading practices. Repeated unexcused absences may result in a parent conference, attendance plan, detention, or review of continued enrollment.

Tardiness

A late student must check in through the office and receive a tardy slip before going to class. The school will address habitual tardiness through progressive intervention. The first five tardies in a quarter may result in a parent conference, an attendance plan, and consequences for missed work. Additional tardies may result in after-school or Saturday detention. Supervision fees may apply at the current published rate. Failure to report to an assigned detention may result in additional consequences.

6. Academic Program and Progress

Grading and reporting

Item	Time / Requirement
TK-K	O = Outstanding; S = Satisfactory; I = Improving; N = Needs Improvement
Grades 1-8	A = Excellent; B = Good; C = Average; D = Barely Passing; F = Failing
GPA values	A = 4; B = 3; C = 2; D = 1; F = 0

Report cards are issued after each nine-week quarter. The first report card is normally shared at a parent-teacher conference; later report cards are available through FACTS. Progress reports are normally issued near the middle of each quarter. Families may request additional conferences.

Semester grades, GPA, and honor roll

- First-semester grades average quarters 1 and 2; second-semester grades average quarters 3 and 4.
- Semester grades are recorded beginning in grade 4 and become part of the permanent academic record.
- GPA is calculated by totaling grade points in major subjects and dividing by the number of major subjects. Designated advanced middle-school courses, such as Algebra I, may receive an additional 0.5 grade point per grading period.
- Beginning in grade 4, Honor Roll requires a semester GPA of 3.50 or above; Honorable Mention requires 3.30-3.49.
- Students are expected to maintain at least a 2.0 GPA. A lower GPA may lead to academic probation, a support plan, required summer instruction, conferences, or consideration of grade retention.
- An eighth-grade student must earn at least a 2.0 GPA and meet all other graduation requirements to receive a diploma and participate in graduation.

Homework and study hall

Homework supports practice, responsibility, preparation, and strong study habits. Teachers communicate grade-level expectations. Study hall is available on designated days for students who want focused work time or need assistance. Students must first check in and later check out with day care staff.

Academic honesty, plagiarism, and artificial intelligence

Students must submit work that honestly reflects their own knowledge and effort. Cheating includes unauthorized help, copying, sharing answers, plagiarism, fabrication, and using a calculator, website, translator, generative AI system, or other tool when the teacher has not permitted it.

When a teacher permits AI or another assistance tool, the student must follow the teacher's directions, verify the accuracy of the work, and acknowledge the assistance in the required form. Submitting AI-generated or copied work as one's own is academic dishonesty. Consequences are described in Section 7.

7. Student Conduct and Discipline

Standard of conduct

Students are expected to honor God, respect authority, protect the dignity and safety of others, act honestly, care for property, and contribute to an orderly learning environment. These expectations apply to school, day care, transportation, field trips, athletics, performances, and other school-sponsored activities.

Prohibited conduct

- Profanity, taking God's name in vain, obscene or demeaning language or gestures, gang-related signs, harassment, intimidation, threats, fighting, unwanted physical contact, or sexual misconduct.
- Dishonesty, lying, stealing, cheating, plagiarism, forgery, or knowingly providing false information.
- Possession, use, distribution, or being under the influence of illegal drugs, alcohol, tobacco, nicotine products, or other prohibited substances.
- Possession or use of a weapon, replica weapon, fireworks, matches, flammable material, or any object used or threatened to be used as a weapon.
- Sexting, possession or distribution of sexually explicit material, or other use of technology that violates school standards or student safety.
- Leaving the closed campus or an assigned area without permission.
- Damage, defacement, or misuse of school, church, staff, student, or visitor property. Families may be responsible for repair or replacement.
- Bringing prohibited or disruptive items, including unauthorized personal electronics, games, toys, permanent markers, skateboards, skates, magazines, cards, or pets.
- Repeated disruption, defiance, unsafe behavior, or violation of a specific school, classroom, transportation, athletic, or day care rule.

Discipline philosophy and process

Christian discipline is training intended to restore, teach responsibility, protect the community, and help a student grow in self-control. Depending on age, seriousness, pattern, impact, safety, honesty, and prior interventions, consequences may include correction or counseling, parent contact, restitution, loss of privilege, a behavior agreement, detention, removal from an activity or class, suspension, probation, required outside support, non-reenrollment, or expulsion.

MCS ordinarily uses progressive discipline, but it is not required to begin with the least serious consequence. A serious first offense may result in immediate suspension, expulsion, or referral to law enforcement or another authority. The principal has final administrative responsibility for student discipline, subject to School Board governance.

Academic dishonesty consequences

- First documented offense: a failing or reduced grade on the affected work, student conference, parent notification or conference, and an opportunity for corrective learning as determined by the teacher and principal.
- Second documented offense: parent and student conference, additional academic consequence, and suspension or academic probation as determined by the principal.
- Third or especially serious offense: administrative and School Board review of continued enrollment.

Discipline records are maintained in the manner determined by the school. Academic records will accurately report the grade earned under the school's grading practices.

Detention

- Detention may be assigned for serious or repeated misconduct, repeated dress violations, unauthorized items, or failure to complete a required corrective action.
- The notice will identify the conduct, date, time, and length. A parent must sign and return the notice by the next school day unless the school uses electronic acknowledgment.
- After-school detention ordinarily begins at 3:15 p.m. and lasts 30-60 minutes. Saturday detention may be used for major or repeated offenses.
- A student assigned detention on the day of a practice, game, performance, or activity must attend detention and forfeit the activity.

- Supervision fees may be charged at the current day care or published detention rate.

Search of school and student property

Lockers, desks, school accounts, and school-owned devices remain school property and may be inspected at any time for safety, maintenance, or rule enforcement. When school officials have a reasonable basis to believe a student possesses evidence of a violation or an item presenting a safety concern, they may inspect a student's backpack, purse, outer clothing, vehicle on campus, or personal device to the extent reasonably related to the concern. The school will consider the student's age, the seriousness of the concern, privacy, and applicable law. A parent may be contacted when practical, but an urgent safety concern may require immediate action.

8. Dress and Appearance

Student dress should be neat, modest, safe, and consistent with the school's Christian identity. The administration makes final decisions about whether an item meets the intent of the dress code.

Uniform vendor

Red Dot Uniforms, 10932 Main Street, El Monte, CA 91731 | (626) 401-2923 | www.reddotuniforms.com. An MCS logo is required on student polo shirts and physical education uniforms.

Daily and chapel uniform

Category	Requirement
Girls - tops	Navy polo required for Chapel and Picture Day; white or burgundy polo optional. Long- or short-sleeve; tuck into bottoms.
Girls - bottoms	Navy or approved plaid skort/jumper, navy shorts, or navy pants. Chapel/Picture Day: approved plaid/navy option by grade. Hem no shorter than three finger-widths above the knee.
Girls - chapel accessory	Approved plaid crossover required for middle school; optional for elementary.
Boys - tops	Navy polo required for Chapel and Picture Day; white or burgundy polo optional. Long- or short-sleeve; tuck into bottoms.
Boys - bottoms	Navy pants or navy shorts. No Dickies.
Boys - chapel accessory	Approved plaid tie required for middle school; optional for elementary.
All students	Navy or burgundy cardigan/outerwear; black, white, or navy socks. Uniform shirt must be worn under outerwear.
Shoes	Closed-toe shoes. Black shoes are required for Chapel. No Uggs, Crocs, or Doc Martens boots.
PE - grades 5-8	Approved navy MCS-logo PE shirt and shorts/pants; approved logo sweatshirt or hoodie as needed.

Grooming and accessories

- Hair must be clean, well groomed, and kept away from the face. Unnatural hair colors are not permitted.

- Navy or burgundy hats or beanies may be worn outdoors in appropriate weather. Hats, hoods, and beanies are not worn in classrooms or chapel.
- Nails must be short; acrylic nails are not permitted; polish must be clear. Students may not wear makeup.
- Jewelry is worn at the student's risk. Earrings must be small and safe for school activities. Body-piercing jewelry is not permitted.
- Belts must be conventional and may not hang below the belt line. Oversized or initial buckles are not permitted.

Free dress and special events

Free-dress clothing must remain modest, safe, and appropriate for a Christian school. Prohibited items include short shorts; exposed midriffs; low-cut, tight, sheer, or overly revealing tops; spaghetti straps; plain white undershirts worn as shirts; leggings or jeggings worn as pants; pants with holes or excessive fraying; oversized or sagging pants; warm-up suits; basketball shorts; and clothing or accessories with inappropriate words, images, symbols, or messages. Regular-fitting jeans are permitted. Written event instructions may establish additional requirements.

Regular dress standards apply to field trips, athletics, performances, and after-school, evening, or weekend school functions unless the administration authorizes an exception in writing.

9. Safety, Respect, and Student Protection

Bullying, harassment, and retaliation

MCS prohibits bullying, cyberbullying, harassment, intimidation, hazing, and retaliation. Prohibited behavior may be physical, verbal, social, written, visual, sexual, or electronic. It includes conduct that is severe, persistent, or pervasive enough to harm a student, create a hostile or intimidating environment, interfere with education, or materially disrupt school. A single serious incident may also violate this policy.

The policy applies on school property, during school transportation and school-sponsored activities, and to off-campus or online conduct that has a direct and substantial connection to school safety or the learning environment.

Reporting

- A student should report a concern promptly to any teacher, counselor, staff member, or the principal. A parent should contact the teacher or principal.
- Any person who witnesses conduct that may present immediate danger should alert staff at once. In an emergency, call 911.
- Reports will be reviewed promptly and as confidentially as circumstances permit. MCS may interview students, review relevant communications, contact families, use interim safety measures, and impose discipline or supportive interventions.
- Retaliation, knowingly false reports, pressure on witnesses, and interference with an investigation are prohibited.

Child protection

MCS is committed to appropriate boundaries and student protection. Employees who are mandated reporters must report reasonably suspected child abuse or neglect to the appropriate agency as required by law; an internal report does not replace a mandated report. Concerns about an adult's conduct with a student should be reported immediately to the principal or, if the concern involves the principal, to the senior pastor or School Board chair.

10. Technology and Personal Devices

Cell phones, smart watches, earbuds, and personal electronics

Students may not use or display cell phones, smart watches, earbuds, headphones, tablets, gaming devices, or similar personal electronics from arrival on campus through departure, including day care and extracurricular activities, unless a staff member or administrator gives specific permission. A device brought with permission must remain powered off and stored as directed.

Unauthorized use may result in confiscation. A confiscated device will ordinarily be released only to a parent or legal guardian. Repeated noncompliance may result in loss of permission to bring the device and additional discipline. MCS is not responsible for loss, theft, or damage. Families should communicate urgent messages through the school office.

Acceptable use

- Use school networks, accounts, and devices only for assigned educational purposes and according to staff directions.
- Do not bypass filters or security, share passwords, impersonate another person, access another person's files, or record staff or students without permission.
- Do not create, access, send, or store material that is obscene, threatening, harassing, dishonest, discriminatory, sexually explicit, or inconsistent with school standards.
- School systems are subject to monitoring. Students should not expect privacy in school accounts or school-owned devices.

Social media and online conduct

Families and students are expected to use communication that protects the dignity and safety of others. Do not post confidential student information, private images or recordings, threats, harassment, knowingly false allegations, or content that substantially disrupts the school community. Concerns about school decisions should be addressed through the problem-resolution process rather than argued through students or public online exchanges.

MCS may respond to online conduct when it affects student safety, violates another person's rights, breaches a school rule, or has a direct and substantial impact on school operations. Responses may include a request to remove content, a safety plan, discipline, or legal or law-enforcement consultation when appropriate. Good-faith reports of concerns are protected from retaliation.

11. Student Life and Enrichment

Enrichment, electives, athletics, and student leadership

Offerings may include Jam 4 Jesus praise team or worship band, Poms 4 Jesus cheer, Flags 4 Jesus, electives for grades 5-8, after-school athletics, and Student Council. Programs depend on student interest, staffing, facilities, and scheduling and may change from year to year.

- Athletes and Student Council members must maintain at least a C average or 2.0 GPA in major subjects and demonstrate conduct consistent with school expectations.
- A student may be removed temporarily or permanently from a program for poor academic effort, attendance concerns, unsafe behavior, disrespect, or other misconduct.
- Detention takes priority over a practice, game, performance, meeting, or other activity.
- Student Council candidates are reviewed for academic eligibility and citizenship. The president must be in grade 8; other office and representative eligibility is announced annually.

Hot lunch, snacks, and food delivery

Hot lunch may be purchased through FACTS when offered. DoorDash and other third-party food deliveries are not accepted for students during school hours. The school cannot heat or refrigerate student meals.

- Send nutritious snacks. Candy, gum, soda, energy drinks, coffee drinks, sunflower seeds or pistachios in shells, and glass containers are not permitted.
- Food may not be sold by students unless part of a school-sponsored activity approved by the principal.
- Families must communicate serious food allergies or dietary medical needs to the office and teacher.

Birthdays and class celebrations

- A family may send a small classroom treat or modest goodie bag with teacher approval. Large deliveries, pizzas, elaborate balloons, and flowers are not accepted.
- Invitations may be distributed at school only when the entire class is invited. Invitations to a smaller group must be shared privately outside school.
- School celebrations must be coordinated with the teacher and room-parent structure, maintain an appropriate spiritual focus, and avoid placing an unreasonable financial burden on families.
- Individual classes may not collect money for parties unless the administration approves the collection in advance.

Core-subject enrichment trips

MCS may offer Nature Camp for grades 5-6, a Catalina marine-biology experience for grades 7-8, and an East Coast history tour for grade 8. Nature Camp and Catalina may alternate by school year. Dates, costs, fundraising, eligibility, and participation requirements will be issued separately. The East Coast tour ordinarily requires at least a 2.0 GPA in major subjects.

12. Campus Operations and Security

Secure campus and visitors

- The gate near the school office is the primary visitor entrance and exit and remains locked during school hours. Do not prop open any gate.
- Visitors must obtain office approval, check in, and display a visitor pass. Visitor access may be limited based on safety, student privacy, or school operations.
- A background check is required for volunteers whose role or access meets the school's screening criteria; ordinary office visitors are not automatically authorized to volunteer or supervise students.
- A parent or visitor may not confront, question, photograph, discipline, or physically intervene with a student who is not their child. Bring concerns to school staff.
- Security cameras are used in designated campus areas. They are for safety and operations and do not guarantee that every area or incident will be recorded or monitored in real time.

Custody, authorized pickup, and student release

MCS will release a student only to a parent, legal guardian, or person authorized in the school's current records, unless required otherwise by law. The school may require photo identification. A parent is responsible for providing complete, current court orders or custody documents; MCS cannot enforce restrictions it has not received and reviewed.

A parent must notify the office in advance when another authorized adult will pick up a student. Telephone or electronic requests may require identity verification. Students will not be released to a rideshare driver or sent off campus unaccompanied.

Office telephone

Students may use the office telephone for an emergency, urgent need, or another reason approved by staff. Routine forgotten items or social arrangements are not ordinarily emergencies.

13. Parent Partnership and Volunteers

Parent Teacher Fellowship (PTF) CommUnity

Families are encouraged to participate in PTF CommUnity meetings, events, fundraisers, and service opportunities. The elected PTF Board supports the school under the oversight established by the school and uses funds for approved projects, transportation, technology, learning resources, and community activities.

Volunteer screening and conduct

Volunteers must complete the application, background screening, training, and confidentiality requirements assigned to their role before serving. Screening may include criminal-record, identity, reference, and other lawful checks described in the separate authorization. Approval to volunteer is discretionary and may be limited or withdrawn.

- Follow staff directions and remain within the assigned role and area.
- Protect confidential information about students, families, and employees.
- Maintain appropriate adult-student boundaries and never be alone with a student except under an approved school procedure.
- Report suspected abuse, unsafe conduct, injuries, or policy concerns immediately to the supervising employee or principal.
- Do not photograph or post information about students without school authorization.

Communication and problem resolution

MCS values candid, respectful communication. Questions about classroom instruction, assignments, or an ordinary classroom concern should begin with the teacher. If the matter is not resolved, or if it involves serious safety, discrimination, harassment, retaliation, or employee misconduct, contact the principal directly. A concern involving the principal may be submitted in writing to the senior pastor or School Board chair.

Families should state the concern, relevant facts, people involved, steps already taken, and the requested resolution. The school will review the matter, protect privacy as far as reasonably possible, and communicate an appropriate response. Good-faith concerns will not result in retaliation. Families must not use students, group messages, or social media to pressure, shame, or mobilize others while a concern is being reviewed.

Donations and sponsorships

Donations, sponsorships, and estate gifts are welcome and may be designated for approved purposes such as the general fund, financial assistance, equipment, or special projects. Donors should contact the office for current procedures and tax documentation.

14. Transportation and Field Trips

School bus and van conduct

- Obey the driver and supervising staff immediately; use the assigned vehicle and seat; remain seated and facing forward while the vehicle is moving; wear a seat belt when provided.

- Keep aisles clear and all body parts inside. Do not throw objects, communicate with people outside the vehicle, create excessive noise, or distract the driver.
- Do not bring animals, alcohol, drugs, weapons, glass containers, or bulky items that create a safety hazard.
- Report damage immediately. A family may be charged for intentional or reckless damage, and transportation privileges may be suspended or revoked.
- School conduct, dress, technology, and cell-phone rules apply during transportation and field trips.

Parent drivers

A parent transporting students must be approved in advance, complete the required background check and driver forms, provide a valid driver's license and proof of insurance, use a safe vehicle with a working seat belt for every passenger, obey all traffic laws, and travel directly between approved destinations without unauthorized stops.

Students in private vehicles

Students must wear seat belts, respect the driver and vehicle, follow seating directions, and observe the same conduct rules that apply on a school bus or van.

15. Student Health and Medication

Families should keep students home when illness could prevent participation or expose others. MCS follows current public-health requirements and may use current state or local guidance when deciding exclusion and return.

When a student should stay home

- Fever of 100.4°F (38°C) or higher; return after the student has been fever-free for at least 24 hours without fever-reducing medicine and is well enough to participate.
- Vomiting more than once in 24 hours, uncontrolled diarrhea, severe or worsening respiratory symptoms, or symptoms that prevent normal school participation.
- A rash with fever or behavior change, draining skin sores that cannot be covered, suspected contagious conjunctivitis with significant discharge, or another condition requiring exclusion under public-health guidance.
- A diagnosed communicable disease until the student meets the applicable return criteria. The school may request medical guidance or documentation when needed for health or safety.

A student who becomes ill at school may be separated from others and must be picked up promptly when the office determines the student cannot safely participate. Emergency services may be contacted when warranted.

Health and immunization records

Families must provide required birth, health, physical-examination, and immunization records by the applicable deadline. California immunization requirements apply to new admissions and designated grade transitions unless a valid exemption or conditional-admission rule applies. The office will provide current forms and requirements. Requirements may change during the year based on law or public-health direction.

Medication at school

- All prescription and over-the-counter medication must be delivered to the office by an adult in the original labeled container, with current written parent authorization and any required healthcare-provider instructions.

- Medication may not be kept in a backpack, desk, or locker unless the school has approved a written self-carry plan for emergency medication or another documented need.
- The label and authorization must identify the student, medication, dose, time or circumstances for use, and relevant precautions. Expired medication will not be administered.
- The family must notify the office of medication changes and retrieve unused medication. The school may require an updated plan for allergies, asthma, seizures, diabetes, or another condition that may require emergency response.

Student accident insurance

Students may be covered for eligible medical expenses arising from injury at school or a school-sponsored event under the school's current accident policy. Coverage is subject to policy terms, exclusions, deductibles, and other available insurance. An incident report should be completed promptly; families remain responsible for obtaining needed medical care.

16. Emergency Response and Threats

Emergency and disaster procedures

MCS conducts safety drills and maintains response procedures for fire, earthquake, severe weather, hazardous conditions, violence, and other emergencies. Staff priorities are to account for students, provide first aid, contact emergency services, move students to a safer location when needed, maintain supervision, and reunify students with authorized adults.

- Do not call the school during a major emergency unless directed; telephone capacity may be needed for emergency response.
- Follow school alerts and reunification instructions. Do not enter a restricted campus or remove a student without completing the release process.
- No student will be sent home alone. Students will be released only to an authorized adult who presents identification and signs the student out.
- Keep emergency contacts, authorized pickup names, medical information, and custody orders current.

Threats, weapons, and dangerous conduct

All threats to harm a person or destroy property are taken seriously, including written, spoken, gestured, posted, or electronic statements and purported jokes. Students and adults must report a threat immediately to a teacher, the principal, or emergency services when danger is imminent.

MCS may separate and supervise involved students, contact parents and potential targets, search for safety-related evidence, require a risk or mental-health assessment, suspend a student while investigating, contact law enforcement or another agency, and establish a safety plan. Discipline is determined case by case and may include expulsion. No person may retaliate against someone who makes a good-faith safety report.

17. Family Acknowledgment

By signing the enrollment agreement or handbook acknowledgment, the parent or guardian and student confirm that they have received access to the 2026-2027 Parent-Student Handbook, understand that it contains important school expectations, and agree to support and follow it.

The handbook is not an enrollment contract and does not create a guarantee of continued enrollment or a promise that every situation will be handled in an identical manner. MCS retains reasonable discretion to interpret and apply policy in light of its Christian mission, student age and needs, community safety, the facts of the situation, and applicable law.

Student name _____	Parent/guardian name _____
Student signature _____	Parent/guardian signature _____
Date _____	 _____