



**MCCS**  
MASON COUNTY  
CHRISTIAN SCHOOL

# PARENT & STUDENT SCHOOL HANDBOOK

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START CHILDREN OFF ON THE WAY THEY SHOULD GO,  
AND EVEN WHEN THEY ARE OLD THEY WILL NOT TURN FROM IT.  
PROVERBS 22:6

## MASON COUNTY CHRISTIAN SCHOOL STAFF AND BOARD MEMBERS

<u>STAFF</u>	<u>SCHOOL BOARD</u>
School Coordinator:	Mike Dorcy
Pre-School:	Kathy Ausetz
Pre-Kindergarten:	Dr. Carol Hollum
Kindergarten:	Steve Unkie
First Grade:	Lynn Settle
Second Grade:	Glen Keeffe
Third Grade	
Fourth/Fifth Grade:	
Middle School Science	
Middle School History/English	
9 <sup>th</sup> Grade English/History	
Physical Education:	
Middle School Math	

# TABLE OF CONTENTS

<b>THE BIG PICTURE</b>	<b>05</b>
Mission Statement	
Twelve Major Big Picture Objectives	
Statement of Faith	
<b>ADMISSIONS</b>	<b>07</b>
Parent Pledge	
Student Pledge	
<b>ACADEMICS</b>	<b>09</b>
Curriculum & Subjects	
Homework	
Grading	
Oral Reports	
Scripture Memory	
Student Achievement Testing	
Technology Policy	
<b>SCHOOL PROGRAM OVERVIEW</b>	<b>12</b>
Class Information	
Arrival Time	
Picking Up Your Child Early	
Staff Devotions	
Chapel	
Campus Visitors	
Emergency Closure of School & Weather Delays	
Library Procedures	
Annual Hearing & Vision Testing	
<b>ATTENDANCE</b>	<b>15</b>
Absences	
Tardiness	
Part-time Students & Home School Co-op	
<b>STUDENT BEHAVIOR EXPECTATIONS</b>	<b>18</b>
Behavior Expectations	
Classroom Discipline Procedures	
Playground Rules	
School Environment	
Student Birthday Party Invitations	

**DRESS CODE** **20**

---

- Uniform Guidelines (K-8)
- P.E. Uniforms
- Service Project Uniforms
- Middle School Casual Friday
- Hair Standards
- Jewelry
- Makeup
- Tattoos
- Field Trip Attire

**EXTRA CURRICULAR ACTIVITIES** **23**

---

- Athletics
- Washington D.C. Trip
- Field Trips & School Outings

**PARENT FUNCTIONS** **24**

---

- Orientation Program
- School Functions
- Parent-Teacher Conferences
- Volunteer Opportunities
- Background Checks

**TUITION** **26**

---

- Tuition Rates
- Tuition Payments
- Referral Program

## THE BIG PICTURE

Mason County Christian School seeks to partner with Christian families to develop well-educated, spiritually-balanced persons, dedicated to Christ, and equipped to contribute to His Church, society, and their own well-being.

This is accomplished through 12 major big picture objectives:

1. To provide a God-centered, Christ-honoring education with a Bible-centered curriculum in a positive learning environment that promotes a Christian world and life view.
2. To teach the Bible as God's inspired work, revealing its application to every area of life; to place an emphasis on scripture memory; and to encourage students to desire to know and obey the will of God as revealed in the Scriptures.
3. To lead children and family members to confess Jesus Christ as Savior and Lord, and then on to responsible Christian maturity.
4. To impart an understanding of the Christian's role in the church and its worldwide mission of service, community investment, evangelism, discipleship; and to stimulate interest and involvement in this mission.
5. To encourage, support and give guidance to the Christian home; to aid families in Christian growth; to cooperate with parents in every phase of developing their children; and to encourage parents to understand and bear their responsibility of being the primary educator and trainer of their children.
6. To commit to on-going professional development for teachers; and maintain spiritually vibrant staff who embrace their function as role-models to students, families, and the community.
7. To promote high academic standards and help students realize their full potential, with respect to the value and uniqueness of each individual.
8. To help students gain a thorough comprehension and command of the fundamentals of interpersonal communication with an emphasis on reading, writing, speaking, listening, technology, and arithmetic.
9. To teach and encourage good study habits; to teach students to work independently and cooperatively, reason logically, apply themselves, and fulfill their responsibilities; to set positive examples for their peers and model these values through multi-age student relationships.
10. To provide activities designed to arouse curiosity, stimulate creativity, think critically, enrich understanding, and foster an appreciation of the arts.

11. To promote good citizenship through the development of an understanding and appreciation of the American heritage and Christian traditions of responsible freedom, human dignity, and acceptance of authority.

12. To develop an understanding and appreciation of God's world, an awareness of man's role in his environment, and our God-given responsibilities to properly use and preserve it.

## STATEMENT OF FAITH

- We believe the Bible to be the only inspired, infallible, authoritative, inerrant Word of God. (II Timothy 3:15-17; II Peter 1:20, 21)
- We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30)
- We believe in the deity of Christ (Colossians 2:9), His virgin birth (Isaiah 7:14; Luke 1:35), His sinless life (Hebrews 4:15; Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9), His resurrection (John 11:25; I Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19) and His personal return in power and glory (Acts 1:11; Revelation 19:11).
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith are we saved (John 3:16-21, 5:24; Romans 3:23, 5:8, 9; Ephesians 2:8-10; Titus 3:5).
- We believe in the resurrection of the saved, unto full and abundant relationship with God; and we believe in the resurrection of the lost, unto eternal separation from God. (Matthew 13:49-50; John 10:10b; Revelation 20:11-15)
- We believe in the universal Church, invisibly uniting all true believers in our Lord Jesus Christ as brothers and sisters (1 Corinthians 12:12-13). We believe in local churches, the visible gatherings of believers for worship, fellowship, instruction, and service for Christ (Acts 2:42-47).
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life and to do the good that God has prepared for us (Romans 8:13,14; I Corinthians 3:16, 6:19, 20; Ephesians 2:10, 4:30, 5:18).

## **FINAL AUTHORITY ON MATTERS OF BELIEF AND CONDUCT**

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of MCCA's faith, doctrine, practice, policy, and discipline, our board is MCCA's final interpretive authority on the Bible's meaning and application.

### **STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY**

- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27)
- We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as outlined in Scripture. (Genesis 2:18-25)
- We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18; 7:2-5; Hebrews 13:4)
- We believe that any form of sexual immorality is sinful and offensive to God. (Matthew 15:18-20; 1 Corinthians 6:9-10)
- We believe that in order to preserve the function and integrity of MCCA as the local Body of Christ, and to provide a biblical role model to MCCA and the community, it is imperative that all persons employed by MCCA in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22)
- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11)
- We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of MCCA.

## ADMISSIONS

Mason County Christian School acknowledges that it takes parent, student, and school partnership to see these objectives and goals reached within each young person and family. To that end, we ask both parents and students to agree to the following pledges upon application, as MCCS pledges its goals and objectives.

### PARENT PLEDGE

- We understand that the school's guiding principle is to provide a God-centered, Christ-honoring education with a Bible-centered curriculum in a positive learning environment that promotes a Christian world and life view.
- We understand that the school's desire is to teach the Bible as God's inspired work, revealing its application to every area of life; to place an emphasis on scripture memory; and to encourage students to desire to know and obey the will of God as revealed in the Scriptures.
- We understand that the school's desire is to lead children and family members to confess Jesus Christ as Savior and Lord, and then on to responsible Christian maturity.
- We understand the school's desire to impart an understanding of the Christian's role in the church and its worldwide mission of service, community investment, evangelism, discipleship; and to stimulate interest and involvement in this mission.
- We understand the school's desire to encourage, support and give guidance to the Christian home; to aid families in Christian growth; to cooperate with parents in every phase of developing their children; and to encourage parents to understand and bear their responsibility of being the primary educator and trainer of their children.
- We will call the school for clarification of any matter we do not understand and will share any concerns with school administration in the spirit of Matthew 18:15-17.
- We will support the discipline of the school.
- We will see that our children reach school on time, and we will send written excuses for absence or tardiness. We will be punctual in picking our children up after school.
- We will assume responsibility for completion of homework and will work with our child as requested by the teacher.
- We will respond to all school communications that solicit a response and sincerely attempt to attend all parent functions, understanding that good communication is a key to successful relationships.
- We will pay our financial obligations to the school promptly.
- We will commit to 30 volunteer hours from July-June of each school year. (15 for single parents.) Unfulfilled volunteer hours will be billed at \$10.00/hour.
- We have read the handbook and agree to abide by school policies contained within it.
- We understand that if at any time the school feels the need to review the items in this pledge, a conference will be scheduled with the student's family to review and recommit to the above items.



## **STUDENT PLEDGE**

- I understand that the school's guiding principle is to provide a God-centered, Christ-honoring education with a Bible-centered curriculum in a positive learning environment that promotes a Christian world and life view.
- I understand that the school's desire is to teach the Bible as God's inspired work, revealing its application to every area of life; to place an emphasis on scripture memory; and to encourage students to desire to know and obey the will of God as revealed in the Scriptures.
- I understand that the school's desire is to lead children and family members to confess Jesus Christ as Savior and Lord, and then on to responsible Christian maturity.
- I understand the school's desire to impart an understanding of the Christian's role in the church and its worldwide mission of service, community investment, evangelism, discipleship; and to stimulate interest and involvement in this mission.
- I will strive to be Christ honoring in character, attitude, and conduct.
- I will ensure that my spiritual and moral influence on my classmates and peers will not be negative.
- I will accept the training of the school by being cooperative, courteous, and respectful.
- I will ask questions of the staff if there is something I do not understand, either in my work or about the school rules or procedures.
- I will strive to use school time diligently.
- I will cooperate with my parents when they help me study at home.
- I will attempt to attend school functions.
- I will dress according to the dress code.
- I will accept the discipline of the school.

**Mason County Christian School does not discriminate based on race, color, national, and ethnic origin in admissions policies, athletic, and other school-administered programs. MCCS reserves the right to select students based on academic performance, religious commitment, and personal qualifications, including a willingness to abide by the school's policies, and cooperate with the administration of the school.**

## ACADEMICS

Academics are of great importance to us at Mason County Christian School. We seek to promote high academic standards and help students realize their full potential, with attention to the value and uniqueness of each individual. We place a strong emphasis on regular student assessments, individual learning styles, and specialized instruction. We believe that effective instruction must engage students in the learning process and differentiate for individual learning styles and ability levels. Through frequent assessments, teachers discover where students are excelling and struggling so that they can craft learning plans and implement teaching strategies to help each student reach their goals. MCCS uses an education model which allows students to be challenged across a wide-range of developments, not just at their age-based grade level. MCCS has the freedom to evaluate, select, and schedule its own assessments and is not limited to learning standard, curriculum, or other requirements. MCCS is not tied to, or limited by, a specific assessment strategy and will choose a strategy to meet its needs, both educational and financial.

Learning schedules and course syllabi are communicated from teacher to parents on a regular basis.

### LEARNING STANDARDS & CURRICULUM

MCCS is a small, private Christian school in Mason County, in Washington State, in the United States of America. While we are afforded the freedom to develop unique and individual academic standards and grade level expectations, our limited resources lead us to believe it is prudent, largely, to defer to child development and educational experts who have already done the vast majority of the work. For this reason, MCCS has adopted, as its baseline, the Washington State K-8 Learning Standards (as they were before Common Core). They call their learning standards Essential Academic Learning Requirements (EALRs), which define what all students should know and be able to do at each grade level. Mason County Christian School's goal is for our students to meet and exceed the established Washington State Learning Standards.

Learning requirements are a set of generic skills and abilities that students are expected to master during their time at the specific grade level. The vast majority of these learning requirements will be viewed as appropriate and acceptable to the leadership and community of MCCS. Where there are differences in opinion, or a perceived conflict with what is taught in Scripture, as a Christian school, we are afforded the freedom to deviate from the Washington State Learning Standards. All objections will be reviewed with the teacher and administrator, and an action plan will be put in place to ensure our children receive the Truth of Scripture, while still maintaining the educational standards provided.

It is important to understand the difference between a Learning Standard and a Curriculum. Learning Standards are like way points on the way to a destination. A Curriculum is like a course plotted on a map that directs the travelers (students) through those way points. MCCS reviews and selects appropriate curricula to meet the established learning standards and reflect the values and truth found in Scripture. MCCS is not tied to, or limited by, a specific curriculum and will choose a curriculum or a variety of curricula to meet its needs, both educational and financial.

Comments, questions, or concerns about Learning Standards and Curricula should be brought directly to the Administrator. The staff and leadership at MCCS have every intention of being guarded and responsible to lead our school in a way that is worthy of Jesus' calling. MCCS does not receive and is not dependent on any funding or requirements from any state or federal agency.

The learning standards as a whole can be found on MCCS's website.

## **GRADING**

**\*\*\*THIS SECTION UNDER REVIEW AND SUBJECT TO CHANGE\*\*\***

All grades, including the quarterly report card, should be documentation of what has already been communicated to the parents throughout the quarter. For most grade levels, objectively graded subjects such as Math, Language, etc., will be given a percent grade only. Non-academic subjects or subjects for which the teacher did not record percent grades will be given an E (exemplary progress), S (satisfactory progress), or N (needs improvement). Kindergarten and first grade classes have a separate report card that includes more specific details about the student's achievement in basic classes.

Please pay special attention to the character and written comments portion of the report cards- they are just as important as the academic grades.

Mid-Quarter Reports will be given to the parents of those students who are not doing satisfactorily in an academic or behavioral area. Teachers will send home mid-quarter reports for students who are around or under the 70% mark in an academic area. A report will also be sent to the parents if the student's behavior is unsatisfactory.

Quarterly Honor Roll: Here at Mason County Christian School, academics are very important. Each quarter, we acknowledge students who meet our Honor Roll Requirements. The Honor Roll requirements for 4th-8th grades are:

Honors: 85-89%; High Honors: 90-94%; Highest Honor: 95-100%.

## **HOMEWORK**

We ask that parents be aware of the daily and weekly assignments for the classes in which their students are involved, and offer as much motivation and assistance as possible. Good communication and cooperation are necessary as we work together toward a high academic standard. Teachers will communicate their classroom routines to students and parents.

Students who are involved in school and community athletics or other activities will need to assume a greater responsibility to adjust their own homework and time schedules in order to participate. We will work toward creating a workable and reasonable homework/activity schedule with the students while maintaining an acceptable level of academic preparation.

### Time:

When homework is assigned, as a general rule, teachers will assign no more than 10 minutes of homework per grade level. For example, a 3rd grader might have up to 30 minutes (half hour) of homework on a given day. A 6th grader could have up to 60 minutes (one hour) of homework. If a student is absent, they are given one school day

for each day absent plus one extra day to turn in their work. It's the students' responsibility to get work they have missed due to illness or absence.

#### Major Projects:

Major Projects include research reports, oral reports, book reports, major essays, and other assignments teachers designate as major projects. At certain times, work on these projects may exceed the recommended minutes per night. Teachers will announce these projects with ample lead time so that students and parents may plan ahead for the preparation of these assignments.

### **ORAL REPORTS**

Throughout the year, students in 3<sup>rd</sup> grade and higher will give an oral report in front of an audience of their parents and classmates. Subjects may include famous people, important places, plants, animals, performing arts, or a scientific principle and demonstration. Students develop speaking skills at an early age and sharpen them throughout their years at MCCS.

### **SCRIPTURE MEMORY**

Throughout the year, students will be responsible to memorize and recite passages of scripture at age-appropriate levels and through age-appropriate methods. Often times, the scripture memory assignments lead to questions and classroom discussions about the life application found in the selected verses. The Bible places a high importance on relationship with the LORD through His Word, which is why we place a high value on scripture memorization at MCCS: "I have hidden your word in my heart that I might not sin against you." (Psalm 119:11). Typically, MCCS memorizes from the New International Version. Other translations are acceptable with teacher approval. There is a general scripture memory schedule available for review through the office or the classroom teacher.

### **STUDENT ACHIEVEMENT TESTING \*\*\*SECTION UNDER REVIEW AND SUBJECT TO CHANGE\*\*\***

As a general rule, the ITBS (Iowa Test of Basic Skills) has been administered to students in the first through seventh grades in the spring of even-numbered years with the eighth grade students being tested each year with the ITBS.

### **TECHNOLOGY POLICY**

MCCS believes that technology (i.e. computers, the internet, etc.), with its wide variety of resources has much to offer students. It is our goal to educate students about the proper care of MCCS technology equipment, plus the efficient, ethical, and appropriate use of these resources. Each parent and student must review and sign the MCCS Technology, Computers and Internet Policy annually.

# SCHOOL PROGRAM OVERVIEW

## CLASS INFORMATION

Mason County Christian School offers classes for Pre-School through 8<sup>th</sup> grade. Details are as follows:

<u>Class</u>	<u>Age</u>	<u>Days</u>	<u>Times</u>
Kindergarten*	5	Weekdays	8:00 - 3:00
1 <sup>st</sup> - 8 <sup>th</sup> Grades	6 and up	Weekdays	8:00 - 3:00

\*Kindergarten students must be five years old on or before August 31<sup>st</sup> to be enrolled.

### Pre-School\* and Pre-Kindergarten Program

Morning Session Options 8:15 am - 11:00 am

Pre-Kindergarten (Ages 4 - 5 years; preparatory for Kindergarten)

- 5 days per week (Mon - Fri)
- 3 days per week (Mon, Wed, Fri)

Afternoon Session Options 12:15 pm - 2:30 pm

Combination Pre-School and Pre-Kindergarten (Ages 3 - 5 years)

- 5 days per week (Mon - Fri; Combined ages and focus [see below])
- 3 days per week (Mon, Wed, Fri; Combined ages and focus)
- 2 days per week (Tues, Thurs Combined ages and focus)

\*Pre-school students must be two-and-a-half years old and potty trained on or before August 31<sup>st</sup>. **\*\*\*STILL UNDER DISCUSSION\*\*\***

\*\*If a student is to be enrolled in both the morning and afternoon sessions, a parent or guardian must have care of the child between sessions, and they are not to be left under the care of the school in between those times.

## ARRIVAL TIME (K-8)

Students may enter the classrooms after 7:45 a.m. and school begins at 8:00 a.m. Students are not allowed in classrooms unless a teacher is present. Students should never be dropped off at school prior to 7:45 a.m. unless special provisions have been made with the classroom teacher.

If a student arrives at school late, they must first check in at the school office prior to going to class. Please make every effort to notify the teacher if you know your child will be late.

## PICKING UP YOUR CHILD EARLY

We ask that you make every effort to schedule doctor and other appointments outside of the school schedule. However, we realize this is not always possible. If you do need to pick up your child early please:

- Send a note with your child to school, so the teacher knows in advance.
- Come to the school office and sign your child out. Please do not go to your child's classroom first.

## **TRANSPORTATION**

Parents must provide transportation to and from school. If other arrangements for student pick up are made, parents need to notify the school in writing, stating the name of the approved adult that their child is permitted to go with.

## **STAFF DEVOTIONS**

From 7:30 to 7:45, the faculty of MCCS meet together in the teacher's workroom for announcements, a short devotion and prayer. This is important preparation time for the staff, and no students are to be in classrooms during this time. You may leave a message with the school answering service if it is necessary to call during the time of devotions.

## **CHAPEL**

**\*\*\*SECTION UNDER REVIEW AND SUBJECT TO CHANGE\*\*\***

On the last Friday per month, and other special days, we invite a special speaker to come and talk to our students. Christian community leaders, pastors, youth workers, and missionaries are among those who are asked to share with us. Singing, scripture recitation, and student recognition are also a part of this school gathering.

## **CAMPUS VISITORS**

If you are visiting or volunteering at the school, please be sure to always sign in and out at the school office and pick up a badge to wear so we all know who you are. We monitor who is in the building to keep students safe.

## **EMERGENCY CLOSURE OF SCHOOL & WEATHER DELAYS**

During times of unsafe driving conditions due to bad weather, the school administrator may decide to delay or cancel classes for the day. This decision will usually, but not always, be consistent with the Shelton Public Schools. Notice of closure will be published on our website and broadcast on KMAS Radio, AM 1030, KING 5 TV by 6:00 a.m. You can also call the school and listen to our answering machine message, which will be updated with the latest information.

If classes are delayed two hours, the Pre-School and Pre-Kindergarten classes will meet from 10:00 - 12:00.

## **LIBRARY PROCEDURES**

**\*\*\*SECTION UNDER REVIEW AND SUBJECT TO CHANGE\*\*\***

Insert introduction to Library Procedures here, referencing a future Library Procedures document or agreement when it is developed.

## **ANNUAL HEARING & VISION TESTING**

Each year the Lion's Club sponsors the Health Van to come to Mason County and provide students with a state-required hearing and vision check-up. Typically, MCCC students will be assigned a 1-2 hour time-block at the Health Van location, which may vary. The school coordinator will arrange for a bus, either through the school district or Mason Transit to transport our students to the Health Van location. The bus will remain there until all check-ups are completed then students will be transported back to MCCC.

## ATTENDANCE

### ABSENCES

- Illness Policy: Do not send your child to school if he or she is sick. Students who have been vomiting, have diarrhea, coughing with runny nose, or a fever of 100 degrees or more should not come to school until symptoms have ceased for 24 hours without using fever reducing medications. This will help to keep our students and staff healthy! Please call the office to let us know your child is sick and we will set up a time for you to pick up homework.
- Make up Work: Because work that is not accomplished at the time it is assigned often causes extra work for staff, limitations must be placed in this area. In the case of illness, the student will get one day to make up work for each day absent. This will be in addition to the regular assigned work that is ongoing upon the return of the student. Effort should be made to start the catching up at home when the student is well enough to study. It is the parent's and student's responsibility to find out the missed assignments. If the information cannot be obtained from another student, the faculty is available to help at lunchtime for half-time staff, or after school for full-time staff.
- Pre-arranged Absences: When parents have something of a special nature planned and would like their child to miss school for that event, the following steps shall be followed: All students excused for a pre-arranged absence shall be responsible for the accomplishment of the learning assigned to them. The teacher may require that certain assignments be handed in prior to being absent. All other work is due when they return to school. Any work handed in late will be subject to the same established rules for late work within the class in which they are enrolled.
- Unexcused Absences: If a student is absent from school for a reason other than an emergency leave or a pre-arranged absence, then this would be construed to be an unexcused absence. No work will be accepted for the absence, and tests or quizzes given will receive a zero.
- Excessive Absences: It is the position of the school that no student can be absent from their studies without running the risk of damaging academic progress. As we share the responsibility with the parents for the education of the child, the following rules are necessary to spell out expectations.
  1. If a student misses more than five days per semester due to illness, the administration may request a doctor's statement of illness.
  2. Five days of unexcused absence shall require the parent and administrator to meet and explore if it is in the best interest of the student and school to continue enrollment.

If the faculty and administration, after conference with the parents, feel that there is no reasonable expectation that the student can make acceptable progress in school, it may determine that the child will be withdrawn from school. Parents have the right to request



that their situation be reviewed by the school board prior to withdrawing the student from the school.

Tuition charges will be suspended at the end of the month in which the student was withdrawn.

## **TARDINESS**

Being late has a direct, adverse effect on the one arriving late as well as on the staff and other students. It is expected that students arrive on time at school in the morning, and leave school on time in the afternoon. In the morning, lateness disrupts learning; in the afternoon, it infringes on the faculty's work time.

The following are general rules for tardiness:

- Students who arrive at school after the school starting time are considered tardy
- More than three tardy days per quarter will be deemed excessive
- Parents will be asked to give direct attention to this area of their responsibility

## **PART-TIME STUDENTS & HOME SCHOOL CO-OP OPPORTUNITIES**

### **\*\*\*SECTION UNDER REVIEW AND SUBJECT TO CHANGE\*\*\***

It is the school's strong recommendation that all students attend school on a full time basis in order to fully develop their academic skills, biblical knowledge and commitment, and social development. However, the school also recognizes that there may be exceptions for considering part time enrollment.

Students may attend MCCS on a part time basis in grades Kindergarten through 8<sup>th</sup> grade. Examples of those who might enroll in a part time program could include:

- Home school students who only need to take an individual class
- Students who have an illness that precludes their being at school all day
- Other students, based on parent request and approved by the administration

Students who attend part time are entitled to the rights and privileges of full time students, and will be expected to follow the rules and standards of the school - e.g. wear uniforms, attend class every day unless excused, etc. There may be restrictions or guidelines regarding specific activities. Students may participate in the following:

- Student honor roll provided they are enrolled in four or more academic classes to include Language Arts, Science, Math, Social Studies.
- Field trips that are associated with the class/classes in which they are enrolled.
- Washington DC trip provided they meet the grade level requirements, are enrolled in the appropriate social studies class, are attending school at least half-time, and are approved by the sponsoring teacher and the administrator. Students who attend this activity and who receive any financial sponsorship must participate in fund raising events.
- Activities that are designed as an all-school activity such as roller skating, bowling, all-school end of year picnic, etc.

- School athletic teams provided the league rules allow this participation, the student athlete meets the age limitations, and the coach has given approval.

Part time students will require a similar registration process including normal registration forms to be submitted, but with reduced registration fees; \$75 for a new family enrolling one student, + \$50 for each successive student. Part time students and families will also be asked to agree with our Statement of Faith and the Parent/Student Pledges.

The classroom rate is \$5/classroom period. For example, if our Spanish class is selected, it meets one day per week, for one hour. This class would cost \$5/week. If PE is selected, it meets two days per week, for one hour each period. This class would cost \$10/week. Classes are setup to be prepaid, to be billed monthly. Refunds are not provided for absences.

~OR~

Regarding fees, the rate is \$5 per classroom period. For example, if you want your student to take Spanish for the whole year, since it is only taught 1 day per week during the ordinary portion of the school year (not including early release/non-typical days), that results in approx. 30 weeks of school time. Therefore, the estimated tuition will be \$150.

At the time of registration, a tuition deposit equal to 10% of the total estimated annual tuition costs per student is required; this deposit is considered as a pre-payment toward the final month's billing. Each month, M CCS will invoice families for the actual periods of attendance, with payment due by no later than the last day of the billing month. For families with multiple students there is a 25% tuition discount for successive students. The 25% discount will be applied in the monthly billing toward the students with the least periods of attendance.

# STUDENT BEHAVIOR EXPECTATIONS

## BEHAVIOR EXPECTATIONS

Students are expected to behave in a way that reflects the student pledge and Christian character found throughout scripture.

Colossians 3:12-14 gives a good example of what this looks like:

*Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity.*

Ideally, compliance with these principles will be an expression of healthy inner attitudes; regardless of the motivation for obedience, students are expected to behave according to them.

Students are expected to respectfully obey the rules and guidance of teachers, staff, and the administrator.

## CLASSROOM DISCIPLINE PROCEDURES

Each teacher has standard rules for the management of his/her classroom. These would best be summed up as "showing courtesy and respect for the teacher and other students."

Disobedience to a general classroom rule will follow this procedure:

1 <sup>st</sup> infraction	Verbal warning
2 <sup>nd</sup> infraction	Loss of recess or other break time
3 <sup>rd</sup> infraction	Visit to Administrator's office.

Parents will also be contacted at this point.

Additional disciplinary actions may be taken by the school, at the discretion of the administrator, and/or school board. It should be remembered that discipline is usually not pleasant, but is necessary and is always done because of our love for one another.

## PLAYGROUND RULES

The MCCS playground rules are for the safety and enjoyment of all students while playing outside around campus. Students are expected to obey the staff members or adult volunteers who are on playground duty. Playground discipline will be handled in the same manner as classroom discipline (see above).

## SCHOOL ENVIRONMENT

Fighting, physical violence, intimidation, harassment, and bullying; drugs and alcohol; tobacco products; marijuana products and paraphernalia; weapons, firearms, knives, clubs, mace, spray, or other dangerous objects; inappropriate viewing material; and other questionable items are not permitted on school campus or at school-sponsored events.

Violations of this policy may result in confiscation of the items, school discipline, and involvement of civil authorities.

All students have the right to be respected as children of God and the responsibility to respect others as children of God. All students have the right to be safe at school and have the opportunity to learn, and they are expected to grant other students the same rights and opportunities.

The following items should be left at home unless the administrator grants special permission: Magazines and all electronic entertainment or communications devices. If students need to carry a cell phone for after school purposes, phones must be turned off and left in lockers or backpacks while at school. Violations will result in the parent needing to pick up the item from the school office.

### **STUDENT BIRTHDAY PARTY INVITATIONS**

Students who have birthday parties and other celebrations are encouraged to invite their entire class, or all boys, or all girls, if they distribute invitations at school. If only a few class members are to be invited, invitations should be sent through the mail, phoned, or otherwise communicated outside of school. Exclusive invitations have the potential to hurt feelings and cause a disruption to the educational atmosphere of the school.

## DRESS CODE

The goal of the MCCS dress code is to encourage students to view school with an attitude of seriousness, as opposed to one of casualness. The manner in which people dress has an effect on their confidence and performance in all areas of life. At MCCS, we would like the manner of our students' dress to reflect that God has made them uniquely male and female while at the same time allowing for individuality, and taking into account economic feasibility.

The dress code below should be enforced by the parents and adhered to by the student. Please do not transfer the responsibility of dress code enforcement to the school. Students in violation of the dress code will not be admitted to class until parents have brought appropriate clothing to the school.

Another consideration for appropriate dress is the safety factor for students. With physical education, school athletics, and recess times on the playground, certain regulations must be followed for safety.

The administrator and/or school board reserves judgment on all questionable uniform or personal grooming issues. If a uniform or personal grooming choice causes distraction or disruption to the school environment, the student will be asked to remedy the situation and parents will be contacted to review the issue in question. If there are questions regarding the dress code or appropriate uniform or grooming options, students and parents are encouraged to discuss them with the administrator directly.

### UNIFORM GUIDELINES (K-8)

- The basic MCCS uniform consists of a white, navy or burgundy polo shirt (long or short sleeved) and khaki, navy, or black pants.
- Students may also wear black jeans. No acid wash or hole-y jeans will be allowed.
- Khaki, navy, or black walking shorts may also be worn as weather allows.
- Pants and shorts are to be properly fitted and in good condition, not over-sized or undersized. This often becomes a challenge in the spring, as children grow out of their start-of-the-year uniform pants.
- Shorts should be no higher than 6 inches above the knee.
- K - 5<sup>th</sup> grade girls may wear a navy or khaki jumper or knee-length skirt; 5<sup>th</sup> - 8<sup>th</sup> grade girls may wear a long or knee-length skirt.
- Girls may wear tasteful, modest, and clean shorts or leggings under dresses or skirts in navy, white, black, or burgundy.
- Students may wear MCCS sweatshirts or solid navy blue sweater/cardigan in the classroom.
- Footwear must be worn at all times. Sandals with a heel strap are acceptable, "flipflops" are not. Tennis shoes with "wheels" are not allowed at school.
- Hair must be a natural occurring shade (say goodbye to those fun summer colors).

Used uniform items are available for purchase from the school's uniform room or you may purchase new uniforms from French Toast or a similar source. You may also purchase MCCS logo crew sweatshirts, hoodies and P.E. shirts from the school office.

### **P.E. UNIFORMS (5<sup>th</sup> - 8<sup>th</sup> Grades)**

For P.E. class, students may wear navy or black sweat pants or shorts, and a red MCCS T-shirt. These items are required, and T-shirts are available new and used in the office. For safety purposes, students should not wear dangly or hoop earrings during P.E.

P.E. uniform attire should be tasteful and modest.

### **FIELD TRIP ATTIRE**

Students will generally wear non-uniform clothes, including jeans and non-collared shirts, for field trips unless the teacher requests students wear their uniforms. Non-uniform clothes should be tasteful, modest, and clean. Unless otherwise notified, off campus school program such as music presentations at a church or senior center will require white polo shirts and navy pants/skirts.

### **SERVICE PROJECT UNIFORMS**

Throughout the year, MCCS students participate in off-campus community service events. On these days, students may wear work clothes appropriate for the task. The organizing teacher will provide suggested attire when planning the service project.

Community service will be an emphasis for the 6<sup>th</sup> - 8<sup>th</sup> grades. The goal is to have a service project at least twice per month. Students will have the opportunity to wear a “service” t-shirt and blue jeans in good repair on service days. The service t-shirt design and color will be chosen by the students, with supervision provided by the middle school teacher.

### **MIDDLE SCHOOL CASUAL FRIDAY**

Middle School students (Grades 7-8) may choose to wear casual non-uniform clothes on Fridays, including jeans and non-collared shirts. Clothes should be tasteful, modest, and clean. Casual Friday clothes should comply with the spirit of the uniform guidelines. Objectionable clothing, slogans, or marketing should not be worn. The student’s primary teacher, in accordance with the school administrator, reserves the right to make all final decisions on questionable clothing. Students in violation of the dress code will not be admitted to class until parents have brought appropriate clothing to the school.

### **HAIR STANDARDS**

Students’ hair should be well-groomed and a naturally occurring hair color. Hair styles should be tasteful and modest.

### **JEWELRY**

Jewelry should be tasteful and modest. Piercings in students should be limited to the ear lobe.

**MAKEUP**

Cover-up for blemishes is appropriate.

Middle School girls (Grades 7-8) are allowed to wear minimal, tasteful makeup in moderation. Excessive makeup will be determined by the student's primary teacher, in accordance with the administrator. Caring guidance and shepherding will be given to the student by a female staff member, possibly including communication with a parent.

**TATTOOS**

Students should not get real tattoos during their time as students at MCCS. Existing tattoos, temporary or permanent must be covered at all times during the school day and at school functions.

## EXTRA CURRICULAR ACTIVITIES

Extracurricular activities are above and beyond the primary student responsibilities. As such, appropriate academic standards, including teacher and administrator approval, must be met in order to participate in these activities.

### ATHLETICS

During the school year we offer various sports for all 5<sup>th</sup> - 8<sup>th</sup> grade girls and boys. In the fall, we offer boys' flag football and girls' volleyball. In spring, a co-ed track program is offered. Athletes participate in an organized league with several other Christian and rural public schools in the area. Fourth and Fifth grade students travel to Shelton High School each year for the county-wide grade-school track meet. Home school students, who are not enrolled in at least two classes at MCCS, will be assessed a \$25.00 fee for participation on an athletic team.

Athletic uniform and practice attire should be sport-appropriate and should be tasteful and modest.

### WASHINGTON D.C. TRIP

Every other year, the 7<sup>th</sup> and 8<sup>th</sup> grade class goes on the ultimate field trip to Washington D.C. and the surrounding areas. This is an opportunity for students to see the places where American history was made and to learn more about the Founding Fathers. Our tour is organized through American Christian Tours, a tour company that provides a program from a Christian perspective. ([www.acts-tours.com](http://www.acts-tours.com))

The trip is open to 7<sup>th</sup> and 8<sup>th</sup> grade students, their parents/grandparents/other adult family members. Family members that are younger than 7<sup>th</sup> grade are not allowed to go on this trip. Homeschooling students in the same grade are also welcomed to travel with us. The students and families spend two years prior to the trip fundraising with the goal of raising as much of the cost as possible.

### FIELD TRIPS AND SCHOOL OUTINGS

Each year the classroom teachers arrange educational field trips. Parents are asked to help with chaperoning and driving. A copy of the chaperone's driver's license and proof of insurance must be submitted to the office prior to driving students. We generally have an all-school activity in the fall or spring, and an annual all-school picnic during the last week of school. We encourage all families to participate in this fun way to end the school year.



## **PARENT FUNCTIONS**

### **ORIENTATION MEETING**

An orientation night is scheduled near the beginning of each school year. The teachers and the school program are introduced and new families have an opportunity to get acquainted. Parents can learn about procedures in each individual classroom during this time.

### **SCHOOL PROGRAMS**

Each year, students present a Christmas program for their parents. This is a time for inviting relatives and friends to come and hear singing and drama focusing on the birth of Jesus. At the end of the year, our annual Awards Ceremony takes place. Students receive awards and recognition for their accomplishments during the year, and our 8th grade students will receive their certificate of completion.

### **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are scheduled in the fall and spring. School is dismissed at noon for two days during this time and teachers schedule appointments for parents/guardians to come and discuss their children's progress. Academic, behavioral, and spiritual needs and accomplishments will be discussed. The school calendar will have each year's exact parent-teacher conference dates.

### **VOLUNTEER OPPORTUNITIES**

Each family enrolled in K through 8th grade is expected to contribute a minimum of 30 hours per school year in volunteer hours (15 hours for a single parent). It is important for us to have your help as we strive to develop a quality program at MCCS. Some areas that volunteer help is appreciated are:

- Classroom Help - Your child's teacher may need help in areas such as art, music, field trips, science projects, or class parties. Arrangements to help should be made with the classroom teacher.
- Transportation - There are many opportunities during the year for parents to help transport students. A copy of the parent's driver's license and proof of insurance must be submitted to the office prior to driving students.
- Recess Duty - Help is needed for morning, lunch and afternoon recess.
- Annual Fund Raiser Auction - A large school-wide event that provides numerous hours for volunteers!

### **BACKGROUND CHECKS**

In light of the era in which we are living and the desire to always serve in ways that are above reproach in the eyes of our community, an important first step in serving at Mason County Christian School is to complete a release for MCCS to run a background check. This is standard practice in community service agencies for anyone working with children, youth or vulnerable adults.

It will only take a couple of minutes to complete the release. The information provided both on the release and the results of the background check are considered confidential information and will be shared only as needed with relevant MCCS staff/school board and the school coordinator, who processes the requests. Any concerns raised will be brought to your attention and do not automatically disqualify you from volunteering. If you have concerns, please contact the school administrator.

# TUITION

## TUITION RATES

Please see the Tuition and Fee Schedule for the current tuition rates and any applicable registration fees.

## TUITION PAYMENTS

Tuition is due on the 10th of each month. A \$25.00 late fee will be assessed if tuition payments are not received by the last business day of the month in which it is due unless prior arrangements have been made to the administration. Any deviation from this schedule requires prior approval by the MCCA Administrator. If an overdue balance exceeds one month's tuition and late fee, the family is at risk of being asked to leave the school.

## REFERRAL PROGRAM

Our current families, our alumni and our friends are our best ambassadors. Your experience and relationship with Mason County Christian School allow you to give insight and encouragement to others who wish to provide their children with a Christ-centered, quality education in partnership with MCCA. For your willingness and effort to help others in this way, we want to thank you tangibly... and, to be completely honest, we'd like to offer an incentive.

## ELIGIBILITY

- An eligible "Referred Family" must identify in the application the party who referred them, enroll, and attend MCCA.
- An eligible "Current Family" has at least one student enrolled at MCCA at the time of referral and at the time of receipt of the benefit, and must have known the referred family prior to their first contact with MCCA.
- An eligible "Other" is a past parent, alumnus, current or former staff member, or friend of the school, and must have known the referred family prior to their first contact with MCCA.

## BENEFITS

- The Referred Family will have their first month's tuition payment waived.
- Once the Referred Family begins paying tuition, the Current MCCA Family who referred them will receive a credit equal to the tuition the enrolling family pays for one month after financial aid. One current family may refer multiple families and receive a credit for each. The credit may be applied to their child(ren)'s tuition, or gifted back to MCCA to help other families.
- Once the Referred Family begins paying, the Others (past parents, alumni, current or former staff, friends) who referred them may choose to bless a current family of their choice by directing to that family's account the amount equal to the tuition the enrolling family pays for one month after financial aid. Or they may choose to bless the school by simply leaving it in the general fund.
- These benefits apply regardless of what time of year a Referred Family enrolls.

### HOW TO REFER A FAMILY

- All new student applications will include an area on which to indicate the referring family. This area must be filled out by the new family.
- Upon the student's acceptance to MCCS, the Referral Program form will be submitted to the Office to process your tuition credit or bonus.

### RESTRICTIONS AND QUALIFICATIONS

- One (1) referral discount per new family.
- Referral discount may not be divided between two families.
- Prospective student(s) must be eligible for enrollment, be accepted, enroll and attend at MCCS.
- Does not apply to a member of a family who has other siblings currently or previously enrolled.
- Previously enrolled student eligibility for the program will only occur if the student has been out of the school for four or more quarters.
- Subject to approval by the School Administrator.