



Welcome to Modesto Christian Middle School!

**OUR MISSION IS TO DEVELOP CHRIST-CENTERED LEADERS
THROUGH EXCELLENCE IN ACADEMICS, ATHLETICS,
AND THE ARTS.**

On behalf of the administration, faculty, and staff we would like to welcome you to Modesto Christian Middle School (MCMS). During the year ahead, we look forward to assisting you in fulfilling your educational goals.

Modesto Christian School has a long history of academic and extracurricular accomplishments. We expect you to meet the rigorous goals that carry on the tradition, and to continue to uphold MC with integrity and excellence.

The information contained in this handbook is important for both parents and students to be familiar with the middle school campus and the many academic / extracurricular opportunities available to you. **PLEASE SIGN AND RETURN the Student Handbook Verification Form to your first period teacher no later than one week from the start of school, once you have read the handbook.**

You may benefit from everything Modesto Christian Middle School has to offer by being actively involved in the classes and programs available. The teachers, College Career Counselor, Administrators and members of the student government are here to support you. You are now a part of an amazing team and together, WE are ONE!

Scripture reminds us to...

Deuteronomy 31:6

Be strong and courageous. Do not be afraid or terrified because of them, for the Lord your God goes with you, he will never leave you, nor forsake you.

Have a great year!

MCMS Administrators, Faculty & Staff

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IMPORTANT INFORMATION

**The Modesto Christian Middle School Handbook for
2023-2024 supersedes all preceding handbooks.**

This handbook is also available at www.modestochristian.org.

MIDDLE/HIGH SCHOOL MAIN OFFICE

Office 209-529-5510 / Fax 209-545-0584

Email: mcstrong@modestochristian.org

Christina Wadlow, Attendance Clerk/Front Desk Assistant - 209-343-2330

Academic/College & Career Counselor - 209-343-2341

Erin Richerson, School Based Therapist (AMFT) - 209-343-2330

SUPERINTENDENT & PRINCIPAL'S OFFICE (A-5)

209-343-2350

Katie Hatton, Executive Assistant & Office Manager

Val Sutter, Middle School/High School Principal & Superintendent

VICE PRINCIPAL / ATHLETICS OFFICE (A-5)

209-343-2338

Elizabeth Zappacosta, Administrative Assistant

Greg Pearce, Vice Principal; Athletic Director & Director of Int'l Students

Kurt Bryan, Director of Development

Robb Spencer, Associate Administrator

Brice Fantazia, Administrative Designee

BUSINESS OFFICE (A-4)

209-343-2345

Lisa Medina, Business Manager

Marlene Hutton, Bookkeeper

Mary Gomez, FACTS Account Manager - mary.gomez@modestochristian.org

Vanicia Arreguin, Admissions Coordinator - 209-343-2337

DEPARTMENT CHAIRS

Julie Casion: Mathematics

Martin Cross: Science

Brice Fantazia, Physical Education

Rod Lemburg: Bible, Social Science

Julia Link, English & Yearbook

Cheryl Murphy: Fine Arts

Brittney Nunes, Animation



Modesto Christian Middle School 2022-2023 Intent of the Student-Parent Handbook

This student handbook is intended to be used by students, parents, Faculty and Staff as a guide to the rules, regulations, and general information as related to Modesto Christian Middle School. Each student is responsible for becoming familiar with the handbook. Parents are encouraged to use this handbook as a resource and to assist their student in following the rules contained in it.

Although the information found in this handbook is detailed and specific, we make every attempt to cover every possible situation and circumstance that may arise during the course of a school year. This handbook is not a contract and may be amended as needed. The administration reserves the right to make decisions and revisions at any time to implement the educational program and to assure the well-being of all students. In addition, it will be the responsibility of the administration to interpret the rules of this handbook. Should a situation arise that is not covered in this handbook, the administration will act fairly and promptly to make a decision based upon all applicable MCMS policies and the interests of the student, parents, and school community.

GENERAL MIDDLE SCHOOL INFORMATION ABOUT US

MODESTO CHRISTIAN MIDDLE SCHOOL

MCMS is a private, comprehensive middle school which offers a range of academic courses designed to prepare students for success in middle school in a non-denominational evangelical Christian educational environment. MC offers a broad range of programs specifically in academic, athletics and the arts, and promotes inclusivity through an abundance of student activities.

The school is fully accredited by the Western Association of Schools and Colleges (WASC) and Associated Christian Schools International (ACSI).

MCMS is administered by the Superintendent, Principal, Vice Principal, Associate Administrator, Faculty and Staff.

MCMS endeavors to ensure that all students will graduate with the academic and social skills needed to become self-reliant, positive, productive Christian citizens and life-long learners of Biblical truth and the world around us.

MISSION AND VISION

**OUR MISSION IS TO DEVELOP CHRIST-CENTERED LEADERS THROUGH EXCELLENCE IN ACADEMICS, ATHLETICS,
AND THE ARTS.**

Mission.

Modesto Christian is a mission-driven school with decisions made first and foremost with our mission in mind. We are not market-driven, chasing after notoriety or short-term success, instead we chase after God, His will and His way.

Christ Centered

Jesus is the center of all we do. We want every student to be a life-long, fully devoted follower of Jesus; our school is a community where students find Jesus and grow in a relationship with Him and others. All teachers, Faculty, and administration are called to a Christ-centered lifestyle, as well as Christ-centered work and service.

Leaders.

Leadership is influence. Everyone has influence. Everyone is a leader. This generation needs leaders who bring hope and transformation to their sphere of influence. Modesto Christian develops these Christian leaders of today and of tomorrow.

Excellence.

Excellence honors God and inspires people. Excellence is not perfection or a destination, nor is it solely defined by awards, test scores, or wins and losses. Excellence is a process, and continually being about the process. It is a steady pursuit of getting 'better' each day.

Academics, Athletics, & the Arts.

These are three key disciplines that provide an environment for growth and godliness, a platform for career and college, and an outlet for creativity and recreation. We offer a safe and healthy environment for vibrant spiritual growth; for the pursuit of excellence and exploration in academics, athletics, and the arts; and for forging lifelong relationships.

NON DISCRIMINATION POLICY

Modesto Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. MCS does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, and athletic and other school-administered programs.

ACCREDITATION

Modesto Christian School is accredited jointly by the Association of Christian Schools International (ACSI) and the Western Association of Schools and Colleges (WASC).

ADMISSION POLICY

Modesto Christian Middle School seeks applications from students of good character who have demonstrated scholastic achievement, and who have a positive attitude toward Christian values. Acceptance is based upon the evaluation of personal interview, references, educational performance, and a student's desire to attend MCMS.

Students are expected to observe high standards of conduct, to have respect for other people and their property, and to comply with the policies of MCMS. Our student body prides itself on good morals, friendliness, good manners and good sportsmanship. By virtue of enrolling at MCMS, each student agrees to live within the framework of the school's standard of conduct.

If a disciplinary action is in place or pending that contributes in any way to the decision to enroll or re-enroll at MCMS, an entire school year must elapse before the student will be allowed to make an application for enrollment/re-enrollment at MCMS. Appeals may be made to the middle school Principal.

Re-enrollment is required of all students on a yearly basis. Readmission is generally permitted if a student is not on behavioral or academic probation, and tuition is current.

CALENDAR 2023-2024

The current school calendar, including important dates and major school holidays, are located on the school website at www.modestochristian.org.

CAMPUS SECURITY/SURVEILLANCE

Modesto Christian School utilizes video surveillance throughout the campus. The purpose of our surveillance system is to ensure student safety on our campus as well as to reduce incidents of vandalism to school or personal property.

COMMUNICATIONS CALENDARS, FACTS, BULLETIN, INTERCOM, GOOGLE CLASSROOM

Before the school year begins, a yearly school calendar is created outlining special activity dates and times, mid and end of quarter dates, holidays, minimum days, and other important calendar items. Students and parents have access to these dates on www.modestochristian.org and/or through the MCS Student Calendar. Date changes will be communicated to parents and students through the school website.

- Parents receive essential updates through FACTS, a family portal for all things MC, including financial updates, all-school emails, academic reporting, and parent alerts.
- The **MCMS Bulletin** (*website Bulletin*) provides up-to-date details on school matters, events and deadlines and is available on our school website.
- On the first day of each week, ASB provides students with weekly announcements through the intercom system and leads students through salutes to the American Flag, Christian Flag, and to the Bible.
- Teachers communicate through **Google Classroom** to keep students current with weekly homework and class assignments. Google Classroom does not have a separate parent portal, but parents may receive daily reports of current assignments and projects. Please notify the teacher that you'd like to receive these daily reports.
- **Periodic announcements** are made on-site through classroom intercom systems to inform students of relevant and specific matters.

To check for special events, current information and announcements please log-on to the MCS website at [**www.modestochristian.org**](http://www.modestochristian.org).

EMERGENCY PREPAREDNESS

Modesto Christian School has implemented emergency preparedness drills in the event of a potential disaster (e.g. fire, earthquake, etc.). All students are expected to obey the instructions of the administration, faculty, staff, or bus driver during these drills. In the event of an emergency situation, or should the school be without power or telephone service, the school will make every attempt to communicate with the parent.

Modesto Christian School uses FACTS to notify parents of an emergency by email or text (please complete the required information on your personal FACTS page to activate your communication choice). Emails/texts are also used to inform parents of unexcused absences or major changes in the school calendar. Parents can control what type of message they wish to receive (email or text) by logging onto their FACTS account. If additional assistance is needed, parents are encouraged to contact the MS/HS office.

EXPECTED SCHOOL-WIDE LEARNER OUTCOMES (ESLRs)

ESLR's are created for all students at Modesto Christian Middle School. ESLR's are designed to help students identify the foundations of learning, set meaningful graduation goals, understand relationships between content and values, and achieve in school leads to later success. The Modesto Christian ESLR's follow the acronym of STRONG:

- **Spiritually Minded** – MC students recognize the deity of God and understand a Biblical Worldview as it applies to daily living.
- **Thinkers** – MC students express critical thinking skills through rigorous academic standards.
- **Responsible** – MC students demonstrate responsible behavior through exemplary citizenship.
- **Outstanding Communicators** – MC students modify verbal, written, and technological skills necessary for effective communication.
- **Nurturing Servant Leaders** – MC students support/serve others by volunteering their time and talents.

Growing – MC students become Christ-centered Leaders as they strive to improve academically, physically, socially, and spiritually.

MASCOT AND SCHOOL COLORS

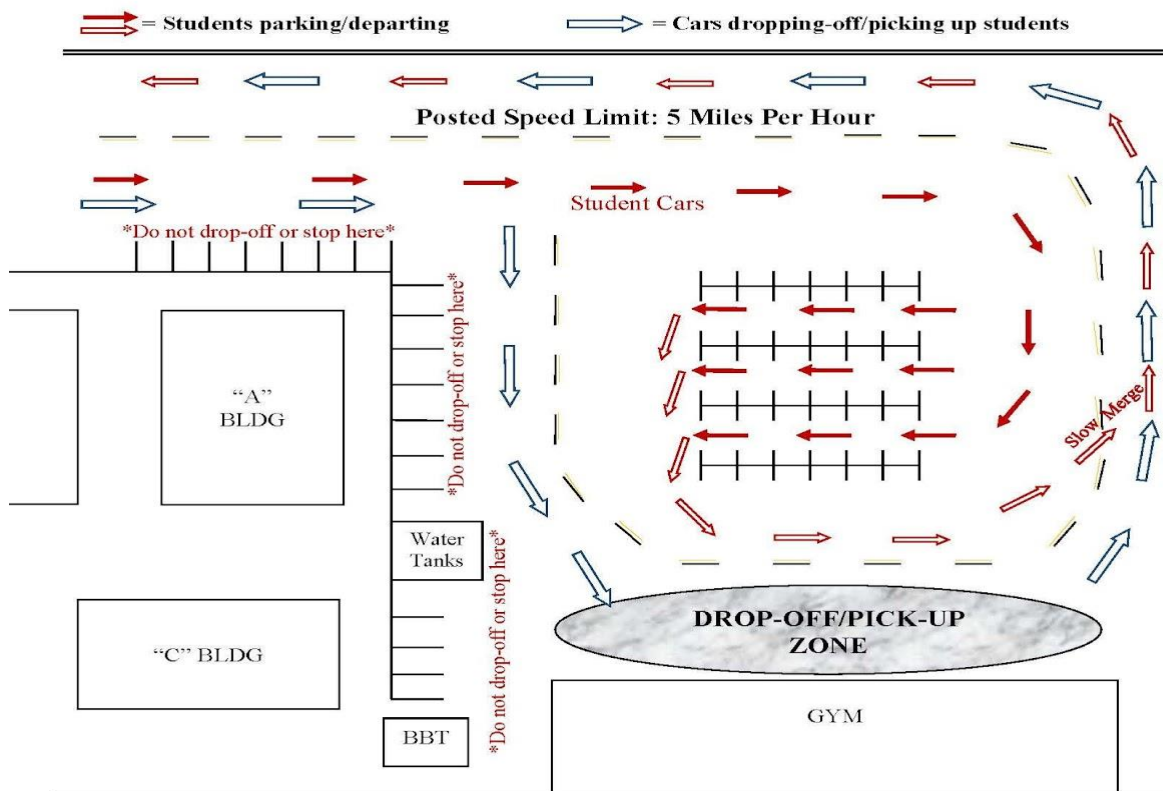
The "Crusader" is our mascot and our colors are red, white and navy blue.

SUICIDE AWARENESS & PREVENTION

Modesto Christian School recognizes that physical, behavioral, and emotional health is an integral component of a student's educational outcome and further notes that suicide has been deemed a leading cause of death among young people. For this reason, there are resources shared on the school's website at www.modestochristian.org/student-health.

If you or anyone you know is at risk for suicide, please contact the Suicide Prevention Helpline at 1-800-273-TALK or call 988.

MCS DROP-OFF & PICK-UP SAFETY PLAN



PARENTS/GUARDIANS ⇨

Due to safety concerns for our high school students and staff, the above drop-off/pick-up procedure is in effect. The drop-off/pick-up zone will be in the space after the water tanks and in front of the gym.

STUDENTS ⇨⇨

Please go straight into the parking lot and avoid the drop-off/pick-up zone. When exiting the parking lot, please follow the flow of traffic as shown above. Thank you for observing proper procedure.

MCHS Administration



STUDENT ACADEMICS

ACHIEVEMENT TESTING

Modesto Christian Middle School students participate in academic achievement testing in the spring of the school year. Students are required to take the Iowa Assessments. The test is given on campus and a fee is required. This test prepares students for the PSAT taken in high school and ultimately the SAT or ACT taken for admittance to college. Results are mailed to parents and individualized suggestions for improvement are given for each student in each academic area.

ACADEMIC PROBATION

Academic probation is on a semester basis. Students who have below a 2.0 or earn an F in any class that is required for graduation will be placed on academic probation during the following semester.

In addition to the grade requirements, students on academic probation may be required to satisfy additional expectations during the semester on probation, such as having no missing work or required attendance at tutorial periods. Students who do not meet the expectations of terms of probation may not be permitted to re-enroll the subsequent semester.

CLASSES AND CLASS SCHEDULES

Class Schedule Changes

In order to maximize the continuity and consistency of the school day, program changes are kept to a minimum and are allowed for academic or administrative reasons only. **SCHEDULE CHANGES ARE TO BE MADE WITHIN THE FIRST TWO WEEKS OF EACH SEMESTER.** Students should make an appointment with the Counselor or pick up a schedule request form from the front office or Counselor's office.

Students must remain in the originally scheduled course until notified by the Counselor's office. MC Middle School students cannot change classes' mid-year.

The following guidelines have been established in order for a student to change classes after two weeks of enrollment in a course:

1. Parent(s) and student conferences with the teacher and outline recommendations, in terms of modifications of curriculum, behavior, classroom management, etc. are made and agreed upon.
2. Parents, student, teacher and Administrator conference is scheduled.
3. Administrators may observe the classroom, as needed, and parents may also visit, though not required to do so. ***Refer to Visitor Policy in Student Activities section***
4. Administrator, parent and teacher conference to evaluate progress.

BELL SCHEDULE

The first bell of the day rings at 7:55am notifying a student to go to class. Classes begin promptly at 8:00am, therefore, each student is expected to be in his/her seat and ready to learn at the 8:00am bell. **(See Tardy Guidelines for more information.)**



Modesto Christian School 2023-2024 MS/HS Bell Schedule

Monday		Tuesday		Wednesday		Thursday		Friday		Rally & Assembly	
Period 0	7:00 - 7:50	Period 0	7:00 - 7:50	Period 0	7:00 - 7:50	Period 0	7:00 - 7:50	Period 0	7:00 - 7:50	Period 0	7:00 - 7:50
Period 1	8:00 - 8:50	Period 1	8:00 - 9:10	Period 5	8:00 - 9:10	Period 1	8:00 - 9:10	Period 5	8:00 - 9:10	Period 5	8:00 - 8:55
Period 5	8:55 - 9:45	Period 2	9:15 - 10:25	Chapel	9:15 - 10:25	Period 2	9:15 - 10:25	Period 6	9:15 - 10:25	Period 6	9:00 - 9:55
Period 2	9:50 - 10:40	Break	10:25 - 10:40	Break	10:25 - 10:40	Break	10:25 - 10:40	Break	10:25 - 10:40	Break	9:55 - 10:10
Break	10:40 - 10:55	Period 3	10:45 - 11:55	Period 6	10:45 - 11:55	Period 3	10:45 - 11:55	Period 7	10:45 - 11:55	Rally	10:15 - 11:00
Period 3	11:00 - 11:50	Lunch	11:55 - 12:30	Lunch	11:55 - 12:30	Lunch	11:55 - 12:30	Early Dismissal Day		Period 7	11:05 - 12:00
Period 4	11:55 - 12:45	Period 4	12:35 - 1:45	Period 7	12:35 - 1:45	Period 4	12:35 - 1:45				
Lunch	12:45 - 1:15	*FLEX ED Partner Office Hours Study Hall	1:55 - 2:45	*FLEX ED Partner Office Hours Study Hall	1:55 - 2:45	*FLEX ED Partner Office Hours Study Hall	1:55 - 2:45				
Period 6	1:20 - 2:10										
Period 7	2:15 - 3:05										
<i>Instructional Min. = 350</i>		<i>Instructional Min. = 280</i>		<i>Instructional Min. = 280</i>		<i>Instructional Min. = 280</i>		<i>Instructional Min. = 210</i>		<i>Instructional Min. = 240</i>	
<i>*Flex Period = Teachers are on campus to meet additional needs of students. During Flex, students can do the following: schedule service hours, take alternative PE, attend a sport, take an Ed Partner course, attend study hall, meet with a teacher during office hours, join a club, or get involved in an activity or event. Students are also encouraged to volunteer to help with campus maintenance, office support, student mentoring, bible study, etc. During Zero-Period and Flex, an academic "coach" is available in the Collaborative Media Center for dual enrollment and enrichment. Every student is encouraged to enjoy an Ed Partner "personalized" experience.</i>											

Revised 07/08/2023 tav

Class/Course Requisites

1. Students may only take courses offered for his/her grade level or below unless special arrangements are made with the teacher and Principal.
2. Some upper level courses may require prerequisite fulfillment, i.e. a student must take Spanish I before taking Spanish II.

LOCKERS

ALL LOCKS MUST BE MCS PURCHASED.

It is mandatory for lockers to remain locked at ALL times.

Each student will be assigned a locker at the beginning of the school year and are responsible for the orderliness and care of the locker. All lockers must have an MCS issued lock. Students may not share lockers and may not change lockers without obtaining permission from the office (i.e. locker is broken, jammed; not just because of location). MCS is not responsible for the loss of items from lockers. While it is understood that many backpacks and bags do not fit into lockers, any loose books will be picked up, placed in the lost and found located in the office and infraction

cards will be issued. **Books must be in lockers or backpacks. Gym lockers are available to store PE clothing. See MS/HS Front Office for additional details.**

Transferring from MCMS

Students transferring from MCMS should have their parents make arrangements with the office. All books and other school property must be returned at this time. MC will provide a transcript upon request but may withhold references if there is outstanding debt or uncollected items.

EXTRACURRICULAR ELIGIBILITY REQUIREMENTS

In order for a student to engage in any MCMS extracurricular activities, he/she shall maintain a grade point average of 2.0 on a scale of 4.0, or its equivalent, during the previous grading period (quarter). Students who are ineligible for extracurricular activities and wish to appeal will be granted one appeal each school year. (Grading Period dates are provided under "School Calendar" in the General Information section of this handbook.)

The probation period for the appeal shall not exceed one quarter in length. Students cannot appeal consecutive quarters. This includes the fourth quarter of a previous school year and the first quarter of a new school year. (Grading Period dates are provided under "School Calendar" in the General Information section of this handbook.)

Students are allowed to attend practices or rehearsals. Administration reserves the right to require a student to remain in study hall and not practice. **Refer to the MCMS Student Disciplinary Policy.**

FACTS/GOOGLE CLASSROOM

MCMS utilizes FACTS and GOOGLE CLASSROOM, an internet based program providing parents/guardians real time information on a student's academic records, attendance records, and the Weekly Bulletin throughout the year. Parents and students may access FACTS Family Portal by using a link on our website, under the *Academics Tab* at www.modestochristian.org. **Grades are updated by Monday of each week for student/parent awareness.**

MCMS teachers post up-to-date critical information on FACTS and GOOGLE CLASSROOM. Both parents and students can obtain information about the following topics:

- Homework assignments, projects and due dates
- Important information
- Links to helpful websites provided by teachers (curriculum, research, etc.)
- Class schedules, information & Calendar of Events

FINAL EXAMS

Students should avoid scheduling any appointments, trips, etc., during the school day before and during the week of finals, which is known as "Dead Week." It is a current practice that prior approval is not approved. Prior approval will be handled on a case by case basis and may or may not be approved. To make up finals missed due to severe illness the student must make an appointment with the Principal, or the Counselor. **Refer to Testing Policy in Academic Structure.**

GRADING POLICY

The individual teacher, according to the grading criteria established, determines class grades by that department. Your teacher will explain these criteria at the beginning of the course. Letter grades will reflect the following:

Grading System

A	Excellent	97-100	A+
		93-96	A
		90-92	A
B	Above Average	87-89	B+
		84-86	B

		80-83	B-
C	Satisfactory	77-79	C+
		73-76	C
		70-72	C-
D	Passing, but not satisfactory	67-69	D+
		63-66	D
		60-62	D-
F	Failure (No credit awarded)	Below 60	F
P	Passing (P grades are not computed into GPA)		
INC	Incomplete – to be replaced by final mark letter		
WF	Withdrawal – Failure		

CHEATING & PLAGIARISM TURNITIN.COM

Cheating and plagiarism will not be tolerated and will result in no credit for any portion of an assignment where academic misconduct is found, with a minimum grade deduction of 10%. Assignments cheated/plagiarized from 30-50% will earn no more than a 50% credit, cheated/assignments plagiarized from 50-75% will earn no more than 25% credit and cheated/assignments plagiarized 76% or more will receive zero credit. See teacher for further clarification. **Students will be issued an infraction for any cheating and or plagiarism determined to be at 30% or higher.**

This includes but is not limited to the following:

- Revealing or giving answers on a test or for homework in or out of the classroom;
- Turning around in seats during testing;
- Passing notes on paper during testing;
- Possessing notes under, around, or on desks during testing;
- Making hand or mouth communications;
- Cell phones are prohibited during tests/quizzes;
- Giving the appearance of cheating (at the discretion of the teacher);
- Writing answers on body/desk;
- Taking pictures of answers (and will result in a 3 day suspension on the first offense); and
- Stealing exams and/or answer key (and will result in a 3 day suspension on the first offense)
- Plagiarism: The practice of taking someone else’s work, words, product, or ideas and passing them off as one’s own or presenting such as new and original but in actuality are derived from an existing source. Without explicit permission, artificial intelligence (AI) writing is plagiarism.
- Artificial Intelligence (AI) writing: Having a computer program write any portion of an assignment or an assignment in its entirety claiming that it is original student work.

Refer to the MCMS Student Disciplinary Chart for consequences.

MCS subscribes to and uses **turnitin.com**, a system that checks students’ work against a database of millions of papers written by students around the world, as well as sources and electronic archives of journals. Furthermore, turnitin.com also detects artificial intelligence (AI) writing. This service is designed to deter and assist instructors in identifying plagiarism and academic misconduct. Regardless of the status of home computers, essays must be submitted to Turnitin.com by the due date and due time of 2:30 p.m. for all MCS classes. A hard copy of the essay must also be submitted to the teacher in class on the assigned due date and due time. ALL DEPARTMENTS FOLLOW THESE PROCEDURES WHEN ASSIGNING ESSAYS.

In order to uphold academic integrity as an exemplary value of Modesto Christian School, teachers use programs to help deter and identify academic misconduct such as plagiarism and artificial intelligence (AI) writing. These tools require teacher analysis and interpretation. For example, some papers are flagged as plagiarism that simply contain many properly cited quotes from a text. It is clear when the tracker tags random words or phrases that the student is not guilty of plagiarism. However, when entire paragraphs are flagged, or the entire paper is flagged, it is reasonable to understand that some level of plagiarism/AI has been applied. Teacher review is the final determiner of the application of the plagiarism/AI tracking information. Teachers are professionals who recognize the general writing style and abilities of their individual students. Teachers recognize that there are currently certain sentence structures and work choices used by AI; AI does not produce legitimate bibliography information, and that outright falsehoods can be AI generated.

Teachers can help students avoid plagiarism/AI by doing the following:

- Clearly define plagiarism/AI as outlined in the student handbook.
- Remind students that AI writing is plagiarism.
- Let students know that they should not use AI programs unless it is part of the assignment.
- Instruct students to cite all required sources. When in doubt, cite.
- Provide clear detailed instructions. Include a personalized component where applicable.
- When appropriate, scaffold assignments in a way to discourage plagiarism and cheating and to promote teacher understanding of the students' writing process.

GRADUATION CEREMONY PARTICIPATION REQUIREMENTS

Graduation exercises are held at the end of the school year. Participation in the graduation ceremony is a privilege and not a right. A student not completing required course work will not be permitted to participate in graduation ceremonies. Furthermore, students not displaying conduct worthy of this occasion will not be allowed to participate. Guidelines to guide you in this process include:

- An 8th grade student with a 2.0 or higher cumulative 8th grade GPA will receive a *Graduation Diploma* at the ceremony. A student receiving lower than a 2.0 cumulative 8th grade GPA may receive a *Certificate of Completion* rather than a traditional graduation diploma.
- Regardless of the GPA requirements for graduation, an 8th grade student who receives five or more quarter grades of F in core subjects (Math, Bible, English, Social Studies or Science) during the school year will not receive a *Graduation Diploma*. Instead they will receive a *Certificate of Completion*.

Graduation Dress Code for BOYS and GIRLS:

- Graduation Gown;
- Collared dress shirt with tie;
- Dress-type pants/slacks;
- Dress shoes (no flip flops or tennis shoes);
- Modest dress, 2 inch straps (if less, must be approved by the MS office or a sweater/cover-up must be worn).

Students may not engage in any of the following as part of the graduation ceremony:

- Possessing or being under the influence of drugs, alcohol or other substances which appear to alter a person's behavior and/or inhibit the person's judgment.
- Possession of fireworks, explosives or other items inappropriate to the occasion.
- Water guns, squirt guns, beach balls, silly string, mechanical/artificial noisemakers.
- Students agree to refrain from disruptive behavior, including but not limited to those listed above, and to dress in an appropriate manner to the occasion.
- Gowns shall be without any personal or group adornment.

HOMWORK POLICY

Homework is assigned for practice and repetition, extension beyond the lesson, and/or development of skills and concepts. Late work policy applies to all courses offered at MCMS. Classroom assignments and projects are due on the dates specified by the teacher and at the beginning of class. Late work is subject to the following penalty:

- Up to one day after the due date – 10%
- Up to two days after the due date – 20%
- Up to three days after the due date – 30%
- Up to four days after the due date – 40%
- Up to five days after the due date - 50%
- More than five days after the due date will receive a zero

INDEPENDENT STUDY

Under special circumstances, usually involving a medical or disciplinary action occurring at the end of second semester, a student may be placed on Independent Study at the recommendation of the MCMS Administration.

INDIVIDUALIZED ACADEMIC PLAN (IAP)

MCMS does not issue Individualized Education Plans (IEP) or 504 plans for students who need academic support. Instead, we issue Individual Academic Plans (IAP). IAPs are issued to help students who need additional academic support beyond what is normally provided in the classroom. IAPs may be issued for students with documented learning disabilities, and they may be issued in exceptional circumstances like a prolonged illness or academic interruption due to a death in the immediate family. Individual needs will be evaluated on a case-by-case basis.

The intent of an IAP is to help the student be successful in the classroom, but MCMS may not be able to provide all recommended services for a student. MCMS endeavors to provide the following:

- **Individualization** to determine, through qualified testing, the individual and specific needs of a student in order to develop an educational plan designed for that specific student;
- **Mainstreaming** is to enable a student to be mainstreamed into regular classes;
- **Independency** to achieve a level of independent function at grade level by improving basic skills;
- **Realization of Potential** to enable the student to attain his/her God-given potential.

ACADEMIC EDUCATION PARTNERS

COURSES ARE OFFERED IN THE COLLABORATIVE MEDIA CENTER WITH AN ACADEMIC COACH

- CAMPUS Dual-Enrollment video - HS
 - <https://www.campusedu.com/modesto>
 - <https://www.campusedu.com/courses>
- GCU - MS & HS
 - www.gcu.edu/livelessons
 - HS Dual Enrollment
- Northstar- MS & HS
 - <https://www.northstar-academy.org/academics/course-offerings/>
- MIT - K-12

MCS WEBSITE LINK FOR FACTS

MCS utilizes FACTS (formerly known as RenWeb) and GOOGLE CLASSROOM, a powerful internet based program providing parents/guardians real time information on students' academic records, attendance records, and the Daily Bulletin throughout the year. FACTS can be accessed by using the link on our website at www.modestochristian.org. **Grades are updated by Monday of each week for student/parent awareness.**

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences for grades 6th-12th are scheduled at the end of the 1st Quarter. Conferences are conducted in individual teacher classrooms from 1:00-6:00 p.m. or via virtual conference format. Additional conferences may be scheduled throughout the school year at the request of the parent, teacher and/or Administrator. All report cards are emailed home. Parents may sign-up through Sign-Up Genius. Details are emailed in the Fall semester.

Teachers are available after school for brief consultation. As a courtesy to the teacher please call in advance and arrange a time of mutual convenience, especially if more than 10 minutes are needed.

Log in instructions and passwords are issued at the beginning of the school year through the College/Career Counseling Office.

PASS / NO PASS

MCMS does not issue Pass/No Pass grades for core academic courses, such as Mathematics, English, Science, Social Sciences, and Bible, as well as most elective courses. Flex Courses and Elective Courses may receive a Pass/No Pass reporting bases on the current course syllabus.

PROGRESS REPORTS/REPORT CARDS

Progress Reports are available midway through each quarter. This provides an opportunity for students to improve or maintain their grade prior to the quarter grade. **In an effort to “go green”, parents will not receive progress reports in the mail.** Progress Reports may be **downloaded from FACTS** within three (3) days of mid-quarter date. (See **FACTS** on MCS website.)

Report Cards are issued for first quarter, first semester, third quarter and second semester grades (only semester grades are recorded on the transcript). Report Card grades are also used by some school activities to determine eligibility. Current grade information and assignments are available at any time through FACTS Family Portal (also known as RenWeb).

REPEATING A GRADE LEVEL

Modesto Christian School discourages students from repeating grade levels after elementary school, except in situations where students are not prepared academically, emotionally or socially for advancement.

In order for a student to be considered for retention in middle school, at least one of the following conditions must be met. Please note that even if one of the following conditions is met, it is still often in the student’s best interest to not repeat a grade level. Parents who would like for their student to repeat a grade level in middle school, who meets at least one of these conditions, must still meet with MCS administration to discuss the merits of retention. MCS administration must approve the decision to retain a student for a grade level in middle school.

Required conditions (students must meet one of these conditions):

1. An average GPA for the repeating school year of below a 2.8 with at least one F in a core class.
2. An average GPA for the repeating school year of below a 2.5.
3. Be younger than normal for the grade level, defined as being on track to be 17 years old or younger as of June 15 immediately following graduation from high school, if the student does not repeat a grade level.
4. Have a written recommendation from a licensed child psychologist, or psychiatrist specifically advising retention for the student on the basis of delayed emotional or social maturity.

Regardless of any of the reasons above, if retaining a student would cause the student to be older than 19 years old as of June 15 immediately following graduation from high school, the student will not be permitted to repeat a grade level.

In the event that a student has been approved to repeat a grade level while in middle school, the student will be ineligible to participate on any MCMS athletic team for the remainder of the time in middle school.

STUDENT BOOKS/TEXTBOOKS

Students will be issued textbooks on Crusader Round-Up Day from their teachers. When a book is issued, students should check for all damages or marks. If problems are suspected, the student should immediately return the book to the office so that a written record of the problem can be made. All textbooks need to be covered to prevent damages to the books; cloth covers are not permitted.

Students must protect the books issued at all times, as they will be billed for the full replacement price if books are lost, stolen, or damaged. Students are to complete the MCS Student Textbook Inventory Form and return to their first period teacher by the due date.

It is required that paper book covers be used to prevent accidental damage. Scotch tape and clear adhesive covers should not be used directly on the textbooks as it damages the interfacing and covers of the books.

Students leaving textbooks on the ground or on top of lockers will be issued an infraction. Refer to the MCMS Disciplinary Chart/Violation of Student Handbook for consequences.

SUSPENSION

Homework will be posted on **GOOGLE CLASSROOM**.

The student will receive full credit for all work that is made up within the required time allotment. **Students are given two (2) calendar class days during regular scheduled classes for every one day of absence, beginning on the first day a student returns to the class, with the following exceptions:**

- **Make-up quizzes and exams** must be arranged with the teacher on the day the student returns to the class.
- **Long-term projects** are still due on the original date assigned.
- If a student misses a class due to a **school activity**, (for example sporting event, fine arts event, fieldtrip, etc.) homework is due the day the student returns to class.

Refer to Homework Policy/Late Work Policy for details on late work penalties.

TESTING POLICY

All tests of any kind must be made up within two days of return or at the discretion of the teacher. Students are responsible to communicate with teachers regarding information related to testing. Test dates are posted on FACTS Family Portal, SIS/Google Classroom.

TURNITIN.COM

MCS subscribes to and uses turnitin.com, a system that checks students' work against a database of millions of papers written by students around the world, as well as sources and electronic archives of journals. **Furthermore, turnitin.com also detects artificial intelligence (AI) writing. This service is designed to deter and assist instructors in identifying plagiarism and academic misconduct.** Regardless of the status of home computers, essays must be submitted to turnitin.com by the due date and due time of **2:30 p.m. for all MCS classes**. A hard copy of the essay must also be submitted to the teacher in class on the assigned due date and due time. **ALL DEPARTMENTS FOLLOW THESE PROCEDURES WHEN ASSIGNING ESSAYS.**

Cheating and plagiarism will not be tolerated and will result in no credit for any portion of an assignment where academic misconduct is found, with a minimum grade deduction of 10%. Assignments **cheated**/plagiarized from 30-50% will earn no more than a 50% credit, assignments **cheated**/plagiarized from 50-75% will earn no more than 25% credit and assignments **cheated**/plagiarized 76% or more will receive a zero credit See teacher for further clarification. **Students will be issued an infraction for any cheating and or plagiarism determined to be at 30% or higher.**

WRITING/ESSAY STANDARDS

Essays, journals, other writing assignments or responses that reference guns, killings, bombs, threatening others, suicide, persistent themes of violence, etc., may result in possible parent notification, zero on assignment and/or local law enforcement notification. Students will need to demonstrate that he/she is not a threat to himself/herself or others as determined by administration and this may jeopardize continued enrollment.

WRITING STYLE GUIDE (WSG)

The WSG (based on the Modern Language Association, MLA) is used as a reference for all writing assignments (including essays and reports). As per the Writing Style Guide all assignments / projects are due to the teacher on the due date assigned. The Writing Style Guide may be downloaded from the school website at www.modestochristian.org.



STUDENT ACTIVITIES

ANNOUNCEMENTS, CALENDARS, FACTS, BULLETIN, GOOGLE CLASSROOM, INTERCOM

Before the school year begins, a yearly school calendar is created outlining special activity dates and times, mid and end of quarter dates, holidays, minimum days, and other important calendar items. Students and parents have access to these dates on www.modestochristian.org and/or through the MCS Student Calendar. Date changes will be communicated to parents and students through the school website.

- The **MCS Bulletin** provides up-to-date details on school matters, events and deadlines and is available on our school website.
- Teachers communicate through **Google Classroom** to keep students current with weekly homework and class assignments.
- **Periodic announcements** are made on-site over the intercom to inform students of relevant and specific matters.
- **ASB conducts student salutes to the American flag, Christian flag, and the Bible on the first day of each week.**

To check for special events, current information and announcements please log-on to the MCS website at www.modestochristian.org.

CHAPEL

Chapel is a time to praise and honor God, as well as a time when God's servants come to share the gospel with the students. In preparation for chapel, students are encouraged to follow these guidelines:

- Come ready to hear God speak;
- Bring a Bible and no other books;
- Demonstrate proper courtesy and Christian hospitality to all speakers and maintain a proper attitude of respect and worship;
- Do not talk or distract others (playing with each other's hair, reading magazines, using cell phones, etc.);
- Be seated in the area with assigned teacher; and
- No food or drink.
- No hats, doo rags, hoods
- Beanies are acceptable

Refer to the MCMS Disciplinary Chart for consequences.

CLUBS & ORGANIZATIONS

The following clubs and organizations are available at Modesto Christian Middle School. All students must meet the Extra Curricular Requirements to participate.

California Junior Scholarship Federation (CJSF) – Grade 7 & 8

CJSF is an affiliate of the California Scholarship Federation at the middle school level. CJSF was founded in 1967 for the purpose of fostering high standards of scholarship, service, and citizenship in the middle school grades. Emphasis

is placed upon service to the school and the community, as well as creating pride in scholastic achievement. Members are encouraged to participate in at least two community service projects per semester.

Membership is based on a point system established by grades received the previous semester. In the 7th grade, students are allowed to apply/join during the second semester only. In the 8th grade, students are allowed to apply/join during the first and second semester. Members who have been in CJSF for a total of 3 semesters will receive a special certificate at 8th grade graduation.

Students who have participated in CJSF in 8th grade, second semester, may apply for CSF in high school, first semester as an associate member.

Advisor: TBD

National Junior Arts Honors Society (NJAHS) – Grades 7 & 8

The National Junior Art Honor Society (NJAHS) is an excellent opportunity to prepare for involvement in NAHS at the high school level. This on campus art club gives students experience in leadership, community service, and opportunities for growth, fellowship and leadership. Interest in and appreciation of art are a must.

Club activities include fundraising, prop painting for drama, field trips and service projects. Students must maintain a minimum 2.5 GPA and attend all meetings (during lunch, bi-monthly) and participate actively.

Advisor: Cheryl Murphy

Middle School Leadership (MSL) – Grades 7 & 8

The purpose of Middle School Leadership is to encourage and promote Christian ideals and high standards of conduct among students, as well as to provide godly leadership as students organize and implement activities throughout the year under the leadership of Faculty advisor(s).

To be eligible for MSL, a student must:

- Complete and submit MSL application to faculty advisor (*applications provided during the Fall*);
- Have and maintain a minimum grade point average of 2.5 (as defined by quarter and semester grades);
- Have and maintain high citizenship standards at all times, with no suspensions from school; and give evidence of maturity sufficient for student leadership;
- Be able to occasionally miss other class time without falling behind;
- Be on time to class and ready to work immediately;
- Be able to work and cooperate with others as a team;
- Request a Faculty/Staff member to submit a brief statement in support of you running for an ASB position.

See ASB or Worship application for complete list of qualifications.

All applications are reviewed and all applicants are interviewed by MSL Faculty Advisors, Principal, and Dean of Students. MSL Advisors will notify students regarding whether or not they are qualified to run for office.

In the event that a student does not demonstrate behavior, according to the MCMS Student Handbook becoming of an MSL member, he/she will be removed from office immediately. **MSL members may not receive any suspensions during the school year.**

Advisor: Mike Casion

Science Olympiad – Grades 7 & 8

The Science Olympiad is an international nonprofit organization devoted to improving the quality of science education, creating a passion for learning science and providing recognition for outstanding achievement in science and education by both students and teachers. These goals are accomplished through classroom activities, research and encouragement of regional academic interscholastic tournaments.

Advisor: Mr. Cross

EXTRACURRICULAR ELIGIBILITY REQUIREMENTS

In order for a student to engage in any MCMS extracurricular activities, he/she shall maintain a grade point average of 2.0 on a scale of 4.0, or its equivalent, during the previous grading period (quarter). Students who are ineligible for extracurricular activities and wish to appeal will be granted one appeal each school year. The one appeal includes all extracurricular activities on or off campus, such as clubs, performing arts, athletics, school day events and field trips. (Grading Period dates are provided under "School Calendar" in the General Information section of this handbook.)

The probation period for the appeal shall not exceed one quarter in length. Students cannot appeal consecutive quarters. This includes the fourth quarter of a previous school year and the first quarter of a new school year. (Grading Period dates are provided under "School Calendar" in the General Information section of this handbook.)

Students are allowed to attend practices or rehearsals. Administration reserves the right to require a student to remain in study hall and not practice. **Refer to the MCMS Student Disciplinary Policy.**

Eligibility Appeals Committee Academic/Attendance/Athletic

Students who are ineligible and wish to appeal will be allowed one appeal per school year. The one appeal includes clubs, performing arts, athletics, school day events and field trips. If the appeal is granted the probation period for the appeal shall not exceed one quarter in length. Allow one week to process Eligibility Appeal.

FIELD TRIPS

School rules apply on all field trips and all school-sponsored events whether on or off the school campus. Faculty schedule periodic field-trips as related to field of study.

MUSIC

School Administration oversees the approval process for music played at school-sponsored events, including productions, classrooms, events, athletic games, practices and team travel. If you desire to play music at a school-sponsored event or location, please follow the guidelines below:

1. Music selection, with printed lyrics and a brief description of the group, must be attached to the "Music Approval" form, prior to the start of the event. All music must be submitted to the MS/HS Dean of Students/AD's office in A5 for approval. This includes Christian music, Secular music, jock jams, and beats.
2. MCMS allows the use of secular music, but strongly encourages the use of Christian music.
3. Music that compromises our testimony as a Christian and Modesto Christian School will be denied. Music is unacceptable if it contains words or themes that are **anti-God, anti-country, profanity, satanic, the occult, drug/alcohol use, sexual promiscuity or racism.**
4. Secular music that is remixed (instrumental) with the offensive words to the original song removed, are not allowed if the offensive words violate the above standards.
5. MCMS Employees, including Faculty, Staff, Coaches, are responsible to monitor the team's music and to ensure that no music is played that has not been approved.

PHYSICAL EDUCATION CLOTHING

An MCMS PE uniform is required for all students taking PE. The students must wear a gray or white t-shirt and navy shorts or sweatpants. Dress code guidelines still apply. **Refer to Dress Code Guidelines policy.**

STUDENT STORE

Snacks are available for sale to students. The Middle School Leadership club (MSL) operates the Student Store. The profits are used to provide revenue for our leadership club as well as to provide funding for special projects designated by the MSL.

TUTORING

The Counselor maintains a list of qualified students who can tutor other students. Tutors must be a member of CSF (the high school version of CJSF) or National Honor Society to qualify. See the Counselor for more details and / or to request tutoring, if available.

VISITORS

Any visitor to the MCS campus must check in at the office to receive a visitor's pass before proceeding to any other area of the campus. **Students must obtain permission from the Principal the day before anyone may visit MCS during lunch only. All visitors must abide by the MCS dress code and other policies and procedures. If they choose not to, they will be asked to leave the campus. MCS does not permit friends/relatives to attend school for the day. (Covid-19 Guidelines, as applicable)**

Teachers welcome visits from your parent(s) but they must sign in with the MS/HS office to begin their visit. It is required that any visit to the classroom be made by definite appointment with the office and teacher.

VOLUNTEERS

While volunteer assistance is greatly appreciated, it is important that volunteers complete an application. TB clearance and Live Scan (fingerprinting) is required before volunteering on a regular basis or for an overnight event. For additional information, please see the Administration Office in A-5.



RIGHTS OF STUDENTS

COMPLAINTS AND APPEALS

Students or parent(s) are entitled to appeal a decision or action made by members of the school Faculty/Staff by following the appropriate procedures. Modesto Christian School endeavors to follow Biblical principles for conflict resolution. To ensure successful resolution proper protocol must be followed as indicated within this section.

The appropriate procedure, if one feels the need to make a complaint, is to first request to meet with the person in private. Most complaints are the result of a misunderstanding and can usually be resolved by the persons meeting in private to discuss the problem. If such a meeting fails to resolve the problem, the student or parent(s) may wish to bring it to the attention of the Principal in a written letter detailing the reasons behind the filing of the complaint. The Principal will then assemble an Academic/Behavior Review Committee consisting of the appropriate department chair, Dean of Students, and/ or Counselor to review the documentation and then render a decision.

While every effort will be made to resolve conflict to everyone's satisfaction, if disagreements remain at the conclusion of the conflict resolution process, parents and students agree to cooperate with and support the final decision of the school. Fomenting dissent in the school community without following these procedures or after the conflict resolution process has been completed is divisive and detrimental to the students, the Faculty/Staff, and the community and may jeopardize continued enrollment.

DIGNITY AND RESPECT

Each individual is entitled to be treated with dignity, courtesy and respect as a student at Modesto Christian School. Such treatment from both members of the Faculty/Staff and fellow students should be expected.

DIRECTORY INFORMATION

Modesto Christian School releases certain information on students which is considered to be "Directory Information." This information is limited to name, address, telephone number, date and place of birth, major field of study, athletic and activity participation, weight and height of members of athletic teams, dates of attendance, degrees and awards, and most recent previous school. Directory information will be released to government agencies, representatives of the news media, employers or prospective employers, nonprofit youth organizations, and to public/private schools and colleges.

No Directory Information will be released regarding any student when a parent or guardian has notified the school through the initial application process that such information shall not be released.

FAIR HEARING BEFORE DISCIPLINE

A student has the right to a fair hearing before formal disciplinary action is taken. Prior to a possible suspension (except in an emergency), the student is entitled to an informal meeting with an Administrator to hear the evidence against him/her and to have an opportunity to explain his/her side of the story.

MCS endeavors to follow Biblical principles for conflict resolution. To ensure successful resolution proper protocol must be followed as indicated in this section.

If a student feels the need to make a complaint, the first appropriate procedure is to request a private meeting with the person. Most complaints are the result of a misunderstanding and can usually be resolved by the parties meeting privately to discuss the problem.

If such a meeting fails to resolve the issue, the student may bring it to the attention of administration in a written letter detailing the reasons behind the filing of the complaint. The Administration will assemble a Discipline Review Committee to review the documentation and render a decision. Decisions made by the Discipline Review Committee are final.

PARTICIPATION IN PROMOTIONAL MATERIALS

MCMS reserves the right to publish any student images, visual or audio, including any student work products, with or without student names. MCMS does not control, nor can it reasonably control, all uses of student images published for personal use by students, family members, MCMS employees, MCMS School Board members, or any other member of the general community, including any images that are published including student names. MCMS therefore assumes no liability for the publication of student images in any forum. In enrolling students at MCMS, MCMS parents/guardians fully release and forever discharge MCMS from and against any liability whatsoever from any claims, actions, causes of action, liability and damage for the use of student images.

By enrolling as a student at MCMS, you authorize MCMS to use, broadcast and publish a likeness, image or photograph and personal and professional qualifications for the purpose of promoting MCS in any form or format including, but not limited, to school sponsored yearbooks, newspapers, promotional brochures, books, magazines, social media and other internet activity.

If a parent desires to have his/her student excluded from any promotional materials (other than yearbooks), he/she must contact the school office to make the appropriate request in writing.

PRIVACY POLICY

Modesto Christian School releases certain information on students. This information is limited to name, address, telephone number, email, date and place of birth, major field of study, athletic and activity participation, weight and height of members of athletic teams, dates of attendance, degrees and awards, and most recent previous school. Modesto Christian School releases this information (unless parents specifically request in writing to not release this information) to the following groups: government agencies, representatives of the news media, employers or prospective employers, nonprofit youth organizations, and public/private schools and colleges.

PHYSICAL PRIVACY

Purpose

- In recognition of student physical privacy rights and the need to ensure student safety and maintain school discipline, this Policy is enacted to advise school site Faculty/Staff and Administration regarding their duties in relation to student use of restrooms, locker rooms, showers, and other school facilities where students may be in a state of undress in the presence of other students.

Biological sex

- “Biological sex” means the biological condition of being male or female as determined at birth based on physical differences, or, when necessary, at the chromosomal level.

Use of School Facilities

- Notwithstanding any other School Board Policy, student restrooms, locker rooms, and showers that are designated for one biological sex shall only be used by members of that biological sex.
- In any other school facilities or settings where a student may be in a state of undress in the presence of other students (i.e., changing costumes during school theatrical productions, etc.), school personnel shall provide separate, private areas designated for use by students based on their biological sex.

Accommodation of Biological Sex Non-Conforming Students

- Students that exclusively and consistently assert at school that their gender is different from their biological sex shall be provided with the best available accommodation that meets their needs, but in no event shall that be access to the school restroom, locker room, or shower of the opposite biological sex.
- Such accommodations may include, but are not limited to: access to a single-stall restroom; access to a unisex restroom; or controlled use of a Faculty/Staff restroom, locker room, or shower.

QUALITY EDUCATION

As a student at Modesto Christian School is entitled to a quality education.
A quality education:

- Provides a safe and comfortable environment;
- Is student centered and one in which the whole student is nurtured;
- Discovers and celebrates each student's intellectual, creative, and social abilities;
- Develops every student's passion for being a life-long learner;
- Trusts the teacher as fully prepared professionals who utilize curriculum as educational best practices;
- Recognizes that the continuous student and teacher relationship is essential.



STUDENT ATHLETICS

SPORTS AT MCMS

Boys: Winter: Basketball, E-Sports
Spring: Track, E-Sports
Girls: Fall: Volleyball, E-Sports
Winter: Basketball, E-Sports
Spring: Track, E-Sports

ATHLETIC AGREEMENT

All student athletes must have a signed Athletic Release Form (with parent(s)/guardian and student signatures) on file and any necessary fees paid prior to participating. This agreement is updated per sport per season and the forms are available in the office. All uniforms must be returned to the coach within one week after the end of the season.

ATHLETIC ATTENDANCE

School attendance is compulsory. Student athletes must attend a minimum of four full periods during a traditional school day and two full periods during a block schedule in order to participate in athletic games. If a student does not attend the required minimum number of periods during a school day and participates in a game, then he/she will be suspended from the next game. Exceptions are made only for those student athletes who are appropriately excused (i.e. doctor or dentist appointment, driving test, funeral attendance).

ATHLETIC ELIGIBILITY (MCMS REGULATIONS)

Students who are suspended with recommendation for expulsion due to violation of the MCMS Student Discipline Policy **will be suspended from all extracurricular activities for up to two weeks in addition to any suspension served.** The activity suspension includes all extracurricular activities such as clubs, organizations, productions, grade-level trips, athletics, school day events and field trips. Students may attend practices, on-campus meetings and rehearsals during the activity suspension. (Please note: during the initial disciplinary suspension, students may not participate in any school activities). **Refer to MCMS Student Discipline Policy in the student handbook.**

1. **Students** (including all incoming students) **must maintain quarter grades of 2.0** (or above) on a scale of 4.0 to be eligible for competition (games/scrimmages/etc.) with other schools.
2. **Academic eligibility/ineligibility for extracurricular activities** will be determined by the quarter grades and posted two weeks after the end of the quarter or as otherwise notified.
3. **No late work** will be accepted in altering these determinations.
4. Any **student who becomes ineligible for any sport** may continue to practice with the team. The athlete may continue to travel with the team, with the head coach's permission.
5. **Coaches may require** and enforce a more stringent dress code policy, including hair.
6. **MCS music policy** requires all music played on campus, including athletic and school sponsored events, to be pre-approved prior to use.
7. **Students who have repeated a grade level while in middle school** are ineligible to participate on any MMS athletic teams.

ATHLETIC EQUIPMENT

All uniforms are to be returned to the coach within one week after the end of the season. The family will be billed for unreturned items. **Refer to Athletic Agreement.**

TRANSPORTATION

Students are not permitted to be alone in a vehicle with an MC employee or representative, acting on behalf of MC, of the opposite sex unless accompanied by at least one other student, adult, etc. Exceptions include individuals identified on the Emergency Contact List or verbal permission granted from the parent with the MC event supervisor informed.



EXPLANATION OF RULES & INFRACTIONS

The MCMS Disciplinary Chart is located at the end of your Student Handbook with further details regarding each violation.

ASSAULT OF SCHOOL PERSONNEL

Abuse of school personnel, their property or their families will not be tolerated. This includes actions occurring on or off campus, whether during school hours or non-school hours. Any deliberate act intended to cause injury, insult or property loss or damage will result in disciplinary action at school as well as possible criminal prosecution.

In all cases of unprovoked assault, the offending student will be suspended pending expulsion and criminal charges will be filed with the local law enforcement. An unprovoked assault is one person attacking another who does not wish to fight. **Refer to the MCMS Student Disciplinary Chart for consequences.**

Negative statements, photos, recordings of Faculty/Staff on the internet (*on such sites as YouTube, Facebook, Twitter, Instagram, etc.*) are not permissible and could result in the student subject to suspension and/or expulsion.

BUS BEHAVIOR

Any student who violates safety and/or behavior guidelines established for student conduct on MCMS transportation/buses is subject to losing the privilege of being transported by MCMS provided bus services. Anytime MCMS students are transported in a school bus, they shall be under the authority of, and responsible directly to, the driver of the bus. The driver shall be held responsible for the orderly conduct of the students while they are on the bus. **Refer to the MCMS Student Disciplinary Chart for consequences.**

CELL PHONES/ELECTRONIC SIGNALING DEVICES/ CELL PHONE HEADSETS/EARBUDS

The administration understands that many students may need some form of communication device to communicate with parents or guardians. The following rules apply for these devices:

- Students may use the office telephone for emergency purposes only;
- MS Students are to **POWER-OFF** their cell phones during school hours;
- Cell phones may **NOT** be kept in a pocket;
- This policy applies to study hall classes;
- Laser pointers are not permitted;
- Electronic devices should not be used for texting “textual harassment” (by means of sexually explicit images or language), or to threaten, harass, or bully other students;
- Although students are permitted to carry electronic devices in their backpacks, they are encouraged to take care of all business and other arrangements before and after school;
- Electronic devices including laptops, e-readers, and notebooks may be used with teacher permission only.

For school policy and rules regarding cell phones please refer to the MCMS Disciplinary Chart/Electronic Devices category.

**CLOSED CAMPUS,
LEAVING CAMPUS WITHOUT PERMISSION,
RETURNING TO CAMPUS**

Students must remain on the campus until their school day is completed. School is in session Monday 8:00am-3:00pm, Tuesday, Wednesday, and Thursday from 8:00am-1:45pm and 8:00am-12:00pm on Fridays. This encompasses a period of time when classes are in session and when all school business may be conducted.

Students may only leave the campus with a parent/guardian permission note, email or phone call given to the office. Written permission verifies that the school and parent(s)/guardian(s) know of the student's whereabouts when not on campus. **Refer to the MCMS Student Disciplinary Chart for consequences.**

DEFIANCE

Defiance is the refusal to obey authority. Students at MCMS who defy any member of the school Faculty/Staff or the Faculty/Staff at any off-campus school event are subject to suspension. The teachers and other members of the Faculty/Staff are required to provide supervision over all students. They can only do this if the students are willing to obey them. It is essential, therefore, that our students submit to the authority of school officials.

Negative statements, photos, recordings of Faculty/Staff on the internet shared through postings published on social media sites (such sites as YouTube, Facebook, Twitter, etc.) are not permissible and subject the student to suspension and/or expulsion.

Students are to abide by the instructions of any member of the Faculty/Staff at MCMS, as long as it does not violate moral and ethical standards of the law and MCMS. This does not mean just obeying the student's own teachers in class – it means obeying any teacher or any other member of the Faculty/Staff at any time and in any place while at school or a school activity. If a student believes a teacher is wrong, the student can appeal or make a complaint to the Administration. If the student was right and the order was wrong, the student will be supported and the matter will be rectified; but **IF A STUDENT DEFIES A MEMBER OF THE FACULTY/STAFF, HE/SHE CAN EXPECT TO BE SUSPENDED.** Mistakes can and will occur, but the place for resolving these mistakes is in the administration offices – not elsewhere. **Refer to the MCMS Student Disciplinary Chart for consequences.**

**DESTRUCTION OF SCHOOL
FACULTY, STUDENT PERSONAL PROPERTY**

Destruction of school property includes graffiti, defacing of property, etc. This also includes destruction of the personal property of Faculty/Staff and other students. **Refer to the MCMS Student Disciplinary Chart for consequences.**

DISRESPECT

At MCS everyone is to be treated with respect. MCS desires to ensure that everyone who is a part of our school is happy to be here and has a chance to do his/her very best. If a Faculty/Staff member or student says or does something which is disrespectful that cannot be resolved between the parties involved, the student should discuss this matter with a Faculty/Staff member of his/her choice. No one needs to be afraid to speak up when something disrespectful happens. This ensures that our school remains a positive place of respect and it helps our common bond of God's love. **Refer to the MCMS Student Disciplinary Chart for consequences.**

DISRUPTIVE BEHAVIOR

Students disrupting school activities will be held accountable. When a student willingly defies the authority of supervisors, teachers, Administrators, school officials or other school personnel, it *is considered* defiance. Classroom disruptive behavior is when an action by a student causes the educational process to stop. **Refer to the MCMS Student Disciplinary Chart for details regarding bus, classroom, or any school activity.**

DRESS REGULATIONS

MCS bases its dress code on Biblical standards of modesty (1 Timothy 2:9) and a desire for a neat, clean, and attractive appearance.

Students are encouraged to learn to glorify God in their dress and should refrain from any dress that distracts from the spiritual and educational process. A student in violation of dress code will be sent to the office for a change of clothing. **See MCMS Student Disciplinary Policy/Student/Parent Responsibilities Dress Code for further details.**

DRUGS/ALCOHOL

MCMS has a NO DRUGS or NO ALCOHOL policy 24/7 on and off campus while enrolled. The possession, use, sale or being under the influence of unlawful drugs or alcohol, drug paraphernalia, or abusing/selling prescription drugs is forbidden on or off campus. Students who violate this rule may be taken into custody by local law enforcement and will be suspended with a recommendation to the MCMS Discipline Review Committee for expulsion.

A student who is involved in actions related to the procurement of any controlled substance by accepting and retaining money for said procurement but who subsequently fails to deliver the substance is still in violation of school policy pertaining to illegal drug transactions. Students involved in incidents of this nature may be referred to the local law enforcement and subject to suspension and/or recommendation for expulsion to the MCS Discipline Review Committee. The suspension may be extended beyond five (5) days as determined by the Student Review Committee.

State law also forbids offering a substance for sale as a drug even though, in fact, the substance is not actually an unlawful drug. Violation of this rule will result in referral to the local law enforcement and suspension pending a possible recommendation to the MCMS Discipline Review Committee for expulsion. **MCMS may contract the services of K-9s to search for and/or detect the presence of illegal contraband and controlled substances on campus.**

Drug dogs and breathalyzers may be utilized at any and all school functions.

A student is subject to random drug testing (at his/her expense) for reasonable suspicion and at the administration's discretion. **Refer to the MCMS Student Disciplinary Chart for consequences.**

EXPLOSIVE(S), FIRECRACKER(S), SMOKE BOMB(S) & INCENDIARY DEVICE(S)

Legal and illegal fireworks are not permissible, in and out of season, and are prohibited on campus at all times. **Refer to Weapons or Explosives and the MCMS Student Disciplinary Chart for consequences.**

EXTORTION / THREAT OF VIOLENCE

Committing or attempting to commit robbery/violence or extortion is prohibited at all times. **Refer to the MCMS Student Disciplinary Chart for consequences.**

FAILURE TO FOLLOW STUDENT HANDBOOK

Failure to follow guidelines and rules as stated in the current middle school student handbook is a violation. Any student who has been asked to leave MCMS due to a violation of the discipline policy is not permitted to attend a school function on or off the campus for one year or at the discretion of the administration. **Refer to the MCMS Student Disciplinary Chart for consequences.**

GUM/FOOD/DRINK

Chewing gum is prohibited during school hours. Eating food/drinking (other than water) in classrooms without permission is also prohibited. **Refer to the MCMS Student Disciplinary Chart for consequences.**

HAZING, HARASSMENT, UNWANTED ACTIONS, SOCIAL MEDIA & CYBER-BULLYING

The school maintains a safe, orderly, civil and positive learning environment, which is free from hazing, harassment and bullying, and based on sound instructional and classroom management practices and clear discipline policies that are consistently and effectively enforced.

Students must be aware that any inappropriate activity on social media networks or electronic communication that is brought to the attention of school administration may result in disciplinary action. This includes any obscene or inappropriate language, pictures, or other types of media severity, law enforcement may be notified. As a student at Modesto Christian, online and cell phone conduct must be appropriate, respectful of others, and in keeping with Modesto Christian School standards. Please see the Acceptance Use and Social Media Policy for more information.

Students posting remarks on any social media sites (such as Twitter, SnapChat, Instagram, Facebook, TikTok etc.) that perpetuate violence towards others (including guns, shootings, bombs, threats to others, derogatory descriptions, pictures, and other references) may require notification of parent(s) and, if necessary, the local law enforcement. The student will be required to demonstrate that he/she is not a threat to himself/herself or others as determined by administration. Such actions may also jeopardize continued reenrollment.

Students must be aware that any inappropriate activity on social media networks or electronic communication that is brought to the attention of school administration may result in disciplinary action. This includes any obscene or inappropriate language, pictures, or other types of media regarding other students, parents, school Faculty/Staff or Modesto Christian Middle School. Depending on severity, law enforcement may be notified.

As a student at Modesto Christian Middle School, online and cell phone conduct must be appropriate, respectful of others, and in keeping with Modesto Christian Middle School policies. **Refer to the MCMS Student Disciplinary Chart for consequences.**

Purpose and Philosophy

Harassment, hazing and initiation activities that involve hazing/harassment, are abusive and illegal behaviors that harm victims and negatively impact the school environment by creating an atmosphere of fear, distrust and mean-spiritedness.

Hazing means any action taken or situation created that causes, or is reasonably likely to cause, harassment, bodily danger or physical harm, serious mental or emotional harm, extreme embarrassment or ridicule, or personal degradation or loss of dignity to any student or other person associated with the school.

Harassment of other students or Faculty/Staff, including bullying, intimidation, hazing, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering, threatens the student with ostracism, or discourages the student from remaining in school or continuing the school activity is prohibited.

To make a hazing/harassment report, students, parents, Faculty/Staff members have the following options:

- Contact an Administrator directly, in person or by phone at 209-343-2345.
- Contact an Administrator in the middle school office to address your concerns.

Policy

The school strictly prohibits students from engaging individually or collectively in any form of hazing/harassment in conjunction with any school activity or involving any person associated with the school. Any student who participates in hazing/harassment will face immediate disciplinary action up to and including suspension, expulsion, exclusion and loss of participation in extracurricular activities. In addition, students who participate in hazing may be referred to appropriate law enforcement authorities, based on the severity of the offense and may face subsequent prosecution. "Conspire to engage in hazing" means to plan, encourage, fail to prevent or fail to report hazing and related initiation activities prohibited by this policy. Students may be held accountable and subject to discipline consequences if they fail to prevent or report hazing/harassment.

Examples of Unwanted Actions

The Modesto Christian Middle School anti-hazing/harassment policy contains several examples of hazing/harassment, which are listed to educate students, parents, coaches, club advisors, and educators about specific misconduct that may be defined as hazing/harassment. The examples include:

- Any act that involves physical brutality or physical aggression that causes or is reasonably likely to cause bodily danger or physical harm to an individual, such as whipping, beating, paddling, taping or otherwise restraining students against his/her will;
- Activities that unreasonably interfere with a student's academic efforts by causing exhaustion, prolonged loss of sleep or loss of study time;
- Degrading or humiliating games, pranks, stunts, practical jokes or other activities that make a student the object of amusement, ridicule, intimidation, or ostracism;
- Coercing or permitting students to drink alcohol or consume illicit drugs or controlled substances;
- Forcing, coercing or permitting students to eat or drink foreign or unusual substances or foods, or any other forced physical activity that could adversely affect the physical health or safety of an individual;
- Applying whipped cream, shaving cream, toothpaste or other substances to an individual's body;
- Requiring personal servitude;
- Requiring students to wear uncomfortable, ridiculous or embarrassing clothing;
- Requiring students to participate in vandalism, theft, assault, sexual acts or other criminal activity;
- Causing indecent exposure or any other gross or lewd behavior involving nudity;
- Subjecting an individual to cruel or unusual psychological conditions for any reason;
- Compelling an individual to participate in any activity that is illegal, perverse, publicly indecent, contrary to the individual's genuine moral or religious beliefs or contrary to the rules of the school district; and
- Any activity that intimidates or threatens a student for reporting, or to keep a student from reporting acts of hazing or harassment.

LITTERING

All MCMS students are expected to assist in keeping the campus clean. Crusader Campus Clean-up is observed at the beginning of lunch or up to 15 minutes after school dismisses. **Refer to the MCMS Student Disciplinary Chart for consequences.**

LYING, DISHONESTY, FORGERY

Any attempt to deceive Faculty/Staff and administration may result in greater consequences, at the discretion of Administration. **Refer to the MCMS Student Disciplinary Chart for consequences.**

MUSIC, BOOKS, MAGAZINES

Inappropriate music/books/magazines will be confiscated. Music of any type is not to be broadcasted publicly on campus unless it is on the school's music list. See Dean of Students in A5 for guidelines. Parent(s)/ Guardian(s) may schedule an appointment for the return of property. (See Profanity Policy) **Refer to the MCMS Student Disciplinary Chart for consequences.**

MUTUAL COMBAT

FIGHTING AGAINST STUDENT OR FACULTY/STAFF

Unlawful violence will not be tolerated at MCMS. Mutual combat situations, unless it is clearly a case of reasonable self-defense against an unprovoked assault, is when two students engage in a physical altercation (i.e. punches thrown) preceded by a heated verbal exchange and/or pushing and shoving. Students are required to contact a teacher, the Counselor, an Administrator or any Faculty/Staff member if they have reason to believe that they may engage in a physical altercation. If a student fails to follow this directive and subsequently engages in a fight, it will

be considered mutual combat and he/she will be suspended. Challenging and/or accepting a challenge to fight on or about campus is mutual combat. The result will be the suspension of all combatants.

In all cases of unprovoked assault, the offending student will be suspended pending expulsion and criminal charges will be filed with the local law enforcement. An unprovoked assault is one person attacking another who does not wish to fight. **Refer to the MCMS Student Disciplinary Chart for consequences.**

PROFANITY, VERBAL, WRITTEN, DIRECTIVE, NONDIRECTIVE MUSIC, BOOKS, MAGAZINES

Profanity, also known as swearing, cursing, foul speech, and cussing, is a show of disrespect, a desecration or debasement of someone or something, or just the act of expressing intense emotions. Profanity can take the form of words, expressions, gestures, or other social behaviors that are socially construed or interpreted as insulting, rude, vulgar, obscene, obnoxious, foul, desecrating or other forms. **Refer to the MCMS Student Disciplinary Chart for consequences.**

POSSESSION OF DANGEROUS OBJECTS

MCMS considers pepper spray and Tasers of any sort to be dangerous and, as such, forbids students from possessing and/or using on or about the campus during school hours, coming to or going from school, or at school events. Possession of dangerous objects also includes guns, knives, ice picks, brass knuckles, martial arts weapons, mace, pepper spray, clubs, swords, etc. **Refer to the MCMS Student Disciplinary Chart for consequences. (See Weapons/Knives/Firearms Policy)**

PUBLIC DISPLAY OF AFFECTION (PDA)

The MS/HS campus is not the place for overt displays of physical affection between students (other than holding hands). Students are expected to demonstrate appropriate restraint. **Refer to the MCMS Student Disciplinary Chart for consequences.**

RE-ADMISSION AFTER WITHDRAWAL, EXPULSION

A student who has been expelled or withdrawn by request of the Administration will be reconsidered for re-admission after a minimum of one year from the date of withdrawal and upon the approval of the Discipline Review Committee. During the year, the student must exhibit successful attendance and achievement in another private or public school through appropriate documentation.

SEXUAL HARASSMENT (BATTERY)

MCMS maintains a strict policy prohibiting harassment of students because of sex, race, color, national origin, ethnicity, religion, age, physical disability or mental disability. Sexual harassment runs the gamut from verbal sexual insults and assaults (i.e. language that hurts or degrades someone) to touching or abuse of the same or opposite sex. It can come in the form of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by any other person under the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress;
- Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual;
- The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive school environment;
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities at or through MCMS.

Unwelcome sexual conduct can include a wide range of verbal, visual or physical conduct. Among the types of conduct that would violate this policy are the following:

- Unwanted sexual advances;
- Offering academic benefits or penalties because of sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct such as leering, making sexual gestures, displaying suggestive objects, pictures, cartoons or posters;
- Verbal conduct, using derogatory comments, epithets, slurs, and jokes;
- Verbal sexual advances or propositions;
- Verbal abuse of sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters notes or invitations;
- Physical conduct such as touching, assaulting, impeding or blocking movements.

If any student feels they have been subjected to conduct of a sexually harassing nature, has observed conduct of a sexually harassing nature, or wishes to be advised on coping with potential harassment, they should promptly report the matter to an Administrator. The Dean of Students will promptly and thoroughly investigate all written complaints.

Examples of student conduct that may require intervention by an employee:

- Students commenting on the physical appearance of other students in a negative manner;
- Spreading sexual rumors;
- "Making out" anywhere on campus;
- Pressures for sexual activity;
- Pinching, poking or blocking another's freedom to move;
- Explicit pictures, posters or calendars in a student's possession;
- "Pantsing," pulling on other's clothes, bra snapping;
- Name calling of a sexual nature, verbal or written;
- Sexual threats, demands, teasing or taunting, whistling or catcalls;
- Sexual gesturing, grabbing, bumping or brushing;
- Passing or possession of sexual notes, cartoons, jokes, pictures, computer porn or calendars, pornographic or sexually suggestive materials;
- Homophobic sexual harassment;
- Racial comments or slurs
- Teasing about body development either over/under or early/late;
- Retaliation of a student reporting harassment.

Refer to the MCMS Student Disciplinary Chart for consequences.

SEXUAL IMMORALITY

Sexual Immorality is the engagement in sexual acts outside of the sanctity of marriage. (Romans 12:1-2, I Cor. 6:9-20) **Refer to the MCMS Student Disciplinary Chart for consequences.**

THEFT & VANDALISM OF SCHOOL TEACHER, STUDENT PROPERTY

All incidents of vandalism, stolen or attempted theft of school/teacher/student property should be reported immediately to a Faculty/Staff member. This would include any pranks (sometimes known as senior pranks) made

against the school or teacher's personal property. All damages done to school/teacher property will be at the student's expense. Although the school can assume no responsibility for student property losses, every reasonable effort will be made to apprehend the responsible person and to either return the property or order restitution. When appropriate, assistance will also be sought from the local law enforcement. **Refer to the MCMS Student Disciplinary Chart for consequences**

TOBACCO, NICOTINE, VAPE FREE SCHOOL

In the best interests of the students, employees and the general public, MCS prohibits the use of tobacco products at all times on MCS property. This prohibition applies to all students, visitors, and other persons at any school or school-sponsored activity or athletic event.

A student at MCMS is not permitted to either smoke or be in possession of cigarettes or any other form of tobacco and/or substances which contain nicotine while at school or a school sponsored activity. **Refer to the MCMS Student Disciplinary Chart for consequences.**

UNPREPARED

Unprepared infractions are issued to students who do not bring the following to class:

- Issued textbooks/novels (students with uncovered books will be issued infraction cards);
- Supplies: pens, pencils, paper, binder, calculator, etc.

If a student is given permission by his/her teacher to retrieve missing item(s) he/she will instead be issued a tardy. Refer to the MCMS Student Disciplinary Chart for consequences. ("Student Attendance: Tardy")

WEAPONS OR EXPLOSIVES

MCMS School Board forbids anyone except a peace officer to bring any type of weapon, explosive, and laser pointer on the MCS campus without the express written permission of the Principal. **Refer to the MCMS Student Disciplinary Chart for consequences.**

WORK STUDY HABITS

A student using class time unwisely (excessive talking, not doing assigned work, not following instructions) will be held accountable. As Yoda would say, "Do or Do Not – there is no try." **Refer to the MCMS Student Disciplinary Chart for consequences. Discipline Appeals Procedures.**



STUDENT ATTENDANCE

ATTENDANCE POLICY

It is well understood that faithful and regular attendance in school is related to student progress and achievement. In order for a student to do his or her very best, it is important that he/she be in school as many days as possible. Students are expected to attend all classes and to be on time unless properly excused. A pattern of irregular attendance and/or truancy is a valid indication that students' grades will decline.

Modesto Christian School uses FACTS to notify parents of unexcused absences by email (*please notify the MS/HS office in the event of any changes to your personal contact information*). Emails and texts are also used to inform parents of an emergency or major changes in the school calendar. If additional assistance is needed, parents are encouraged to contact the MS/HS front office, 209-343-2330.

ABSENCES

Whenever a student is absent from school a parent/guardian must contact MS/HS Administrative Assistant/Attendance Clerk, 209-529-5510, before 8:30 a.m. on the day of absence. Provide the name of the student, reason for absence and length of absence, if possible. **A written excuse or verbal message is required upon return. MCMS will contact the parent/guardian via email on all voice messages.** Homework is available on Google Classroom and/or FACTS Family Portal so it is the student's responsibility to check Google Classroom for assignments and due dates. The student is responsible to make up any missing assignments.

MCMS classifies absences in four categories: Excused, Unexcused, Pre-Approved, and Administrative Approved.

Excused Absences - Absences verified by the parent/guardian are considered excused, when verified within 5 days of the date of absence. **Refer to Unexcused Absence (Truant) policy.**

- To excuse a student's absence, a parent/guardian must contact the Administrative Assistant/Attendance Clerk at 209-529-5510 and provide the name of the student, reason for absence and length of absence, if possible.
- Excused absences count towards the Excessive Absence total. **Refer to Excessive Absence policy.**
- If a student arrives at class 15 minutes after the class has started, then the student is marked "Absent Due To Tardy". These absences will also count towards the Excessive Absence policy, even if the tardy is excused.
- **Refer to Schoolwork When Absent policy**

Unexcused Absences (Truant) - Absences unverified by the parent/guardian of the student, are considered unexcused/truant. The parent/guardian is given up to 5 days to clear the absence. Absences left unverified will result in the student receiving an infraction under the category of Truancy in accordance with the Modesto Christian MS/HS Disciplinary Chart. **Refer to Truancy Policy and Schoolwork When Absent policy.**

Administrative Approved Absences - Absences approved by the MS/HS Administrative Office are considered excused and will not count towards the Excessive Absence Policy. Administrative Approved absences are due to meeting with an administrator, office administration, counselor, therapist, family bereavement leave, etc. Long-term projects/assignments are still due on the original date due unless otherwise instructed by the teacher. **Refer to Schoolwork When Absent policy.**

Pre-Approved Absences for School Related Activities - Students are encouraged to participate in class sponsored field-trips, community service projects, college tours with the Academic Counselor, and etc. If a school related activity occurs during regular school operational hours, then the student must receive approval, in

advance, from the Principal to be excused from class to participate in the activity. Pre-Approved absences are only granted towards school related activities and will not count towards the Excessive Absence count.

- Pre-Approval request forms are available in the MS/HS Office and must be submitted to the MS/HS Principal at least 5 days prior to the date of the activity. Students must meet all eligibility and attendance requirements to be approved to attend any school related activities. **Refer to Extracurricular Eligibility Requirement policy.**
- Pre-Approval request forms do not replace Permission Slips or Liability Release Forms. Families and students are still required to complete and submit these forms to their teacher/supervisor.
- Long-term projects/assignments are still due on the original date due unless otherwise instructed by the teacher. **Refer to Schoolwork When Absent policy.**

ACADEMIC IMPACT FROM ABSENCES

MCMS students are responsible for learning content that is missed due to being absent from a class. Classwork and assignments are regularly posted in Google Classroom and/or FACTS Family Portal. If a student is in need of additional instructional time that exceeds the teacher's office hours, tutoring service may be available. Additional fees apply for tutoring services and are arranged individually with the teacher. Tutoring services must be scheduled in advance with the teacher.

ATTENDANCE SLIP

Students arriving late to school must report directly to the school office to obtain an Attendance Slip. A written note or verbal message from his/her parent/guardian will be required, or this will be considered an unexcused tardy and/or absence (see "Tardy to Class" in index).

If a student needs to leave the campus for medical and dental appointments or illness, then a written note or verbal message from the parent/guardian must be submitted to the school office. The student will be provided an Attendance Slip to submit to their teacher at the start of class (see "Leaving Campus").

ATTENDANCE SUPERVISION

If a student accumulates ten (10) absences during one school semester, the school Administrator will place the student on Attendance Supervision. Students on Attendance Supervision will be granted an Administrative Approval in the event of a family emergency only. A written request by a parent/guardian must be submitted to the Principal. **Refer to Excessive Absence policy for additional details**

EXCESSIVE ABSENCES

If a student accumulates ten (10) absences (*excused and unexcused*) during one school semester, the school Administrator will place the student on Attendance Supervision which imposes a requirement that additional absences must be verified by an MCMS Administrator or a licensed medical practitioner. Parent(s) will be notified by letter or conference of this excessive absence policy after the student has been absent five (5) days or more.

If a student accumulates fifteen (15) days or more absences (*excused or unexcused*) per semester, in any one class, **he/she MAY BE required to make up that course before continuing on to the next grade and may be moved to a study hall class for the remainder of the semester.**

MC strongly encourages parents to discuss attendance/academic standing with their student(s) before planning an extended school-time vacation. There have been situations where a student failed a class because of the impossible task of completing missed assignments without hearing the classroom instruction

ALTERING/FORGING NOTES

Students found guilty of forging signatures or altering notes will be held accountable according to the MCMS Disciplinary Chart. Notes of any kind for any reason may not be signed by a student even if he/she has been given permission to do so by a parent or guardian.

EXTRA-CURRICULAR ABSENCES

(Includes Fine Arts, Athletics, Clubs, etc.)

School attendance is compulsory. Students participating in extra-curricular activities must attend a minimum of four full periods during a traditional school day and two full periods during a block schedule in order to participate in athletic games. If a student does not attend the required number of classes during a school day and participates in a game, then he/she will be suspended from the next game/activity. Exceptions are made only for the student who is appropriately excused (i.e. doctor or dentist appointment, driving test, funeral attendance, school approved field trips, and performing arts tech week).

LEAVING CAMPUS

Students who need to leave the campus for medical and dental appointments or illness must adhere to the following procedures:

- A signed, dated, and timed **parent permission note, email or phone call** verifying that the student has parent/guardian or appropriate people listed on student's Emergency Contact list for permission to leave the campus;
- Submit request to the office for an early Attendance Slip (slip must be submitted to teacher prior to beginning of class in case of any test or quiz, otherwise student may receive an F grade);
- Parent(s)/Guardian(s) or driving students must sign the "Check In and Check Out Sheet" with the school office before leaving early and upon returning;
- When returning from medical appointments, students need a verification form from the doctor's office;
- If a student becomes ill during the day, he/she must check with the middle school secretary, call parent/guardian for permission and sign out before leaving. Students not following this procedure will receive unexcused absences for the class periods involved. Students may not use cell phones for this purpose; the office phone is provided;
- A student that has checked out for the day will not be permitted to return to campus with lunches, etc. (See the MCMS Disciplinary Chart: Out of Class Without Permission/On Campus without Permission);
- A parent is welcome to take a student to lunch but must abide by the allotted time. Arriving late to class will result in an unexcused tardy (if less than 10 minutes) or unexcused absence (if more than 10 minutes).

TARDY GUIDELINES

Students arriving late to school must report directly to the office to obtain an Attendance Slip. The student must present a written or verbal excuse from his/her parent/guardian or this will be considered an unexcused tardy and/or absence, see "Tardy to Class."

To Avoid being tardy:

One must arrive to class, be in his/her assigned seat, have electronic devices properly stored, and be ready to learn when the tardy bell rings.

Tardiness is defined as:

- Not arriving to class on time, sitting in the teacher's assigned seat, ready to learn with electronic devices properly stored, after the tardy bell has rung.

The following are not approved excuses for tardiness:

- Sleeping in, waking up late, running late, gassing the car, getting coffee, poor traffic, running errands, etc.

Tardiness may be approved for such reasons as this:

- Appointments with a doctor, orthodontist, therapist, etc. Please bring confirmation to ensure approval of a tardy.

Tardy Guidelines:

- Tardies will be recorded on a daily basis.
- Renweb reports will be given daily for parents/guardians to monitor his/her student's attendance record of proper attendance.
- All tardies within the first hour require a parent/guardian to provide either through a written or verbal excuse to the Attendance Office.
- All tardies within the first hour must be excused on the day of the tardy.
- Tardies within the first hour may be waived at the discretion of school administration
- Tardies during the school day may only be excused by a campus staff or administration unless a student has been checked in and out by a parent/guardian.
- Students arriving late, (after 8:00 am) are required to report directly to their first hour class.
- Attendance will be taken within the first five (5) minutes of the tardy bell which marks the beginning of each class. The Attendance Office will make an attempt whenever possible to notify the parent/guardian of any student not accounted for after the tardy bell has rung.
- If a student arrives at class 15 minutes after the class has started, without an Administration Approval, the tardy will be marked as "Absence Due to Tardy".
- Students arriving late to class without an Attendance Slip or Campus Pass will be counted as an unexcused tardy.
- Students are to proceed to the next class when the bell rings to avoid a tardy. Remaining in a class with the purpose to finish an assignment or test, is no excuse and will result in an unexcused tardy unless permission has been granted ahead of time by the next teacher.
- An infraction will be issued on the third unexcused tardy and every third unexcused tardy thereafter (6th, 9th, 12th, etc.).
- For every third unexcused tardy, the student will receive one (1) day of unexcused absence. The unexcused absence will be counted against the 15 days of absences allowed per semester.

Unexcused Tardies - Per Quarter Per Class**Step 1 - First Tardy**

- Teacher records the student as tardy.
- Teacher speaks with the student and reminds the student of the tardy policy and any consequences that will follow.
- Teacher documents the conversation with the student.

Step 2 - Second Tardy

- Teacher records the student as tardy.
- Teacher speaks with the student and reminds the student of the tardy policy and the consequences.
- Teacher documents the conversation with the student.
- Teacher notifies parents of the second tardy and informs them of the consequence of a third tardy.
- Teacher documents the conversation with parents.

Step 3 - Third Tardy

- Teacher records the student as tardy.
- Teacher speaks with the student and documents the conversation with an infraction card (list the three unexcused tardy dates on infraction).
- Teacher turns in the infraction card to the Executive Assistant to the Dean of Students.

- Admissions Clerk verifies the three unexcused tardies and notifies the Executive Assistant to the Dean of Students.
- Executive Assistant to the Dean of Students notifies parents that as a result of the third tardy, their child will receive one (1) day of unexcused absence.
- Unexcused absences are counted against the 15 days of absences allowed per semester.
- The Executive Assistant will also remind parents of the tardy policy.

Additional Tardies (4th tardy and beyond)

- Steps 1-3 will be followed for every group of three unexcused tardies starting with the 4th tardy.
- Every three unexcused tardies (6th, 9th, 12th, etc.) equals one (1) day of unexcused absence. The unexcused absence will be counted against the 15 days of absences allowed per semester.
- **The school reserves the right to determine excused or unexcused tardy/absences.**

PERFECT ATTENDANCE

Perfect attendance is achieved when a student has no tardy or absences throughout the school year.

PERMISSION TO LEAVE CLASS

Students may only leave class with the expressed permission of the teacher. Students who leave class without such permission or **remain away much longer than originally authorized** will receive disciplinary consequences. Students should be given a written pass or classroom pass to leave class. This pass must be displayed to any member of the Faculty/Staff upon their request.

PHYSICAL EDUCATION EXCUSES

Exemptions from participating in PE must be covered by a parent's note. A student is permitted two (2) parental notes per quarter, more than two days of excuses requires a doctor's note.

SCHOOLWORK WHEN ABSENT

Students who are absent will be held responsible to request and make-up all missed work. Students who are ill should check **GOOGLE CLASSROOM for assignments, check FACTS for grades** and email the teacher to request work that can be completed during their illness so as to not overwhelm them upon their return.

The student will receive full credit for all work that is made up within the required time allotment. **Students are given two calendar days to make up any missed assignments for every one day of absence, beginning on the first day the student returns to the class, with the following exceptions:**

- Make-up quizzes and exams must be taken/completed within 5 calendar days from the date of the absence
- Long-term projects are still due on the original date assigned;
- All assignments that were due on the date the student was absent, **MUST** be turned in on the day the student returns to school.
- If a student misses a class due to a school activity, (for example sporting event, fine arts event, fieldtrip, etc.) homework is due the day the student returns to class.
- See Homework Policy/Late Work Policy for details on late work penalties.

TRUANCY

A student is truant if he/she chooses to remain out of school without permission. ***Truancy absences count towards attendance total. See the Excessive Absences Policy above for details. Truancy absences are also subject to disciplinary action.***



STUDENT - PARENT RESPONSIBILITIES

We recognize that parents are examples of behavior to our students. It is expected that parents will demonstrate polite and respectful behavior at all times. This includes polite and common courtesies, respect for privacy and respect of school Faculty/Staff. Parents/students who use obscenities or speak in a demanding, loud, insulting or demeaning manner to a Faculty/Staff member or treat a Faculty/Staff member disrespectfully or in a threatening manner will be asked to leave the campus and may jeopardize the student's continued enrollment. Local law enforcement may be called for assistance, if necessary.

ACCEPTABLE USE AGREEMENT & SOCIAL MEDIA POLICY

Informational technology and its use is ubiquitous in our society, and it is expected that students will use the internet, personal mobile devices, and school-provided computing equipment and software regularly. To promote safety of our students and to ensure effective use of school technology, students are expected to abide by the following acceptable use policies.

All computer classes or classes that use a computer for some or all of the instruction may not use the computers for gaming, YouTube (unless assigned), social media, or any other form of entertainment/interaction.

General use of electronic devices

With permission, students in middle school may use electronic devices during breaks between classes and at lunch. During class periods or official school activities such as chapels and rallies, electronic devices may be used with permission from Faculty/Staff. Use of electronic devices during class time is subject to monitoring by school personnel, including the use of monitoring software. All other use during school hours is prohibited.

Internet Programs/Instructional Support

Modesto Christian School is pleased to subscribe to various external services to enhance and promote the educational mission of the school, student use of these services must comply with the MCS network/Internet Use Policy.

When any of these services are available for student use away from the school, the student must comply with the MCS network/Internet use policy while using the services. MCS carefully chooses such services for their educational usefulness and appropriateness for use in a Christian school. This includes but is not limited to Canvas, SeeSaw, Google Classroom, Zoom, Flipgrid, etc.

Internet usage

Use of the school-provided Internet is intended for school-related activities.

Use in violation of school discipline policies or expected behavior standards is strictly prohibited. Examples of prohibited use of the Internet include, but are not limited to:

- Cyber-bullying
- Accessing or transmitting pornography or other sexually explicit materials
- Illegal activities
- Harassment of any kind
- Threats of harm to people or property

Students may not use the school-provided Internet or school-provided devices to sell or purchase materials or to conduct any type of business activities not directly related to approved school activities.

The school-provided Internet will have filtering and other restrictions intended to prohibit unacceptable use of the Internet. Disabling or bypassing Internet restrictions is strictly prohibited.

Incidental use of school-provided Internet for personal purposes not restricted elsewhere in this policy is acceptable, as long as the use does not violate restrictions on time of use.

Given the rapidly changing nature of the Internet, it is not possible to adequately anticipate all Internet usage situations that may emerge. As such, MCMS reserves the right to prohibit, either permanently, or temporarily any particular use of the school-provided Internet at any time.

Downloading software or applications

No software or applications may be downloaded on school-provided equipment without prior permission from Faculty/Staff.

Plagiarism/Cheating

Cheating and plagiarism will not be tolerated and will result in no credit for any portion of an assignment which is plagiarized, with a minimum grade deduction of 10%. Essays plagiarized from 30-50% will earn no more than a 50% credit, essays plagiarized from 50-75% will earn no more than 25% credit and essays plagiarized 76% or more will receive a zero credit. See your English teacher for further clarification. **For further guidelines, please see page 9.**

Social Media

Social media is an important and integral part of our culture. While it is recognized that social media platforms serve many good and helpful purposes, they also unfortunately create opportunities for dangerous online behaviors. The opportunities for both beneficial and harmful uses of social media abound, and they change rapidly and continuously. It is understood that no policy can anticipate every potential use of social media. It is also understood that other behavioral policies for students apply to social media behavior, even if those other policies are not explicitly stated as applying to social media.

Here are general guidelines for social media use, but in all things related to social media behavior, no policy is a substitute for wise and common sense behavior to maintain personal safety in an online environment.

Students who are not legally authorized to use social media platforms (typically those under the age of 13) may not ever use school-provided equipment or the school-provided Internet for access to social media.

MCS strongly recommends that parents/guardians actively monitor any social media activity by their children.

Behavior that is represented in social media that violates school policies will be subject to normal school discipline.

Since cell phones or other electronic recording devices may not be used in class without specific permission from Faculty/Staff, any social media postings of photos or videos taken during class are not permitted, and the postings themselves are evidence of inappropriate cell phone use and are subject to corresponding school discipline.

Harassing or bullying behavior on social media will be treated as equivalent to harassing or bullying behavior in any setting.

Unfortunately, cyberbullying is sometimes viewed as an acceptable form of behavior or less severe than in-person bullying or harassment. It simply is not. Bullying or harassing online behavior will not be tolerated, and it will be treated for what it is - bullying and harassment.

Media Communication is Permanent

While some social media platforms specialize in creating seemingly temporary communications (for example, Snapchat), students need to assume that all forms of social media communication (including texting and emails) are permanent and will be shared. Even images and text on temporary platforms can be permanently captured and shared. MCS strongly advises students and parents/guardians to exercise caution and good judgment about content and images that are shared through social media.

Sexually Explicit Material

In particular, "sexting" or other forms of sharing pornography or other sexually explicit material is always inappropriate. Such behavior is a violation of school rules (and subject to appropriate disciplinary consequences,

including if appropriate involving law enforcement), but it is also extremely dangerous. Such behavior can result in significant emotional and psychological harm, and it can lead to physical endangerment as well.

Any posts that threaten harm to others or their property are inappropriate and subject to school disciplinary action, and if appropriate, will be shared with law enforcement. Students who make threatening statements must establish that they are not a threat to themselves, to others or to the school community before being allowed to return to school.

Given the wide variety and changing use patterns of social media platforms, it is understood that situations will arise which are not explicitly addressed by this policy. In those cases, the administration reserves the right to make decisions based on the nature of the incident, up to and including removing a student from enrollment at the school.

In compliance with AB 500 (effective 1/1/2018), the following MCS policies governing Faculty/Staff interactions with students are included here:

- In general, Faculty/Staff and students should not engage in social media interactions with each other.
- Social media settings that are specifically about school-related activities or events, such as a social media page for a school group or a group text, and are visible to any member of the group, may have Faculty/Staff and student interactions.
- Faculty/Staff and students who have legitimate reasons for social interaction apart from school are permitted to have an appropriate level of social media interaction. For example, Faculty/Staff members whose children attend MCS are expected to interact on social media with their own children, and may have some social media interaction with their children's friends as a result.
- Faculty/Staff should treat social media interactions with students, including texts, similarly to in-person interactions. Secret social media conversations between Faculty/Staff and students, beyond the legitimate reasons mentioned above, should not be happening.

AUTHORITY OF SCHOOL OFFICIALS DURING SCHOOL HOURS

According to the California Education Code, students are under the authority of school officials and are responsible for obeying the school rules while at school, while at a school activity, and while going to and from school or a school activity.

CHANGE OF ADDRESS OR TELEPHONE NUMBERS

Please notify the office immediately if you change your mailing address, cell/home telephone numbers, emergency numbers, email address or other contact information.

CONDUCT AT ATHLETIC EVENTS

The essential elements of **character building and ethics in CIF sports** are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character".

Trustworthiness — be worthy of trust in all you do.

Respect — Treat all people with respect at all times and require the same of your student-athletes.

Responsibility — Support the concept of "being a student first." Commit your child to earning a diploma and getting the best possible education. Be honest with your child about the likelihood of getting an athletic scholarship or playing on a professional level. Reinforce the notion that many universities will not recruit student-athletes who do not have a serious commitment to their education. Be the lead contact for college and university coaches in the recruiting process.

Fairness — Live up to high standards of fair play. Be open-minded, always willing to listen and learn.

Caring — consistently demonstrate concern for student-athletes as individuals and encourage them to look out for one another and think and act as a team.

Good Citizenship — Honor the spirit and the letter of rules. Teach your children to avoid temptations to gain competitive advantage through improper gamesmanship techniques that violate the highest traditions of sportsmanship.

Adult behavior affects student behavior. All spectators are encouraged to observe the **CIF LEAGUE AND SCHOOL SPORTSMANSHIP RULES**. Adults who repeatedly engage in inappropriate behavior will be immediately reported to the proper authorities and removed from the activity or event.

CUSTODY RIGHTS

Legal opinion states that each parent has equal rights to their children unless a “court issued legal document” is issued and filed in the child’s cumulative folder and recorded in the Principal’s office. In the event that a parent states that they have such a document, it is imperative that the document be brought to school to be included in the student’s school record.

DRESS CODE GUIDELINES

Modesto Christian Middle School bases its dress code on two criteria. They are Biblical standards of modesty (I Timothy 2:9) and a desire for a neat, clean and attractive appearance. This applies to all MCMS events, formals, etc. Students are encouraged to learn to glorify God in their dress and should refrain from any dress that distracts from the spiritual and educational process.

Final determination of dress code standards are left to the discretion of MCMS Administration and Faculty/Staff. Students in violation of dress code will receive an infraction and sent to the office. A change of clothing will be issued from the office and the student and will be issued an infraction if borrowed clothing is not returned and laundered within 2 days.

General Standards for All Students

- All “MC apparel shirts purchased from the school or school-sponsored online store are considered acceptable attire. Apparel with “Modesto Christian” written on it, but not purchased from the school or from a school-sponsored online store, is not permitted;
- Modesty is expected at all times;
- Clothing should be freshly laundered and tailored to fit comfortably;
- Clothing must be without bleach spots, rips, holes, or extreme fraying;
- Hair must be neat and clean, color/styles may not be extreme; may not deviate from the spectrum of natural hair colors;
- Clothing that is not supportive of the school’s Christian philosophy and are distractions from the Spiritual/Educational Learning Process **will not be permitted** (including script or printing even remotely connected to gang language or symbols, cults, eastern religions, sexual innuendos, sexual immorality, nicknames, words considered obscene or profane).

Pants, Slacks, Shorts & Skorts

- **Must be solid navy blue or khaki;**
- Must fit at the waist, not baggy or more than one size too large;
- Fabric: twill, cotton blend, polyester, or corduroy;
- Shorts must be no shorter than 4 inches up from the knee when kneeling and must be loose fitting;
- No jeans (except on designated days w/no holes or tears)
- No pajama type bottoms, sweat pants and/or style of sweat suit, overalls or jogging pants.

Shirts & Blouses

- **MC apparel shirts, polos, turtlenecks, long or short sleeves are acceptable in red, white, or navy blue;**

- Solid red, white, or navy blue trim is permitted in school colors only;
- Shirt size must not be too long or baggy;
- Tops must be long enough that when the arms are stretched straight above the head, the midriff may not be seen.

Jackets, Sweaters & Hats

- **MC Shirt/blouse must be worn under any sweater, vest, or sweatshirt;**
- Acceptable outerwear includes sweaters, vests, sweatshirts, jackets, and coats
- Pictures, designs and team logos are permitted if neat, discreet and acceptable to school standards;
- Hoods on sweatshirts are not to be worn in class;
- MC apparel baseball caps are permitted and must be worn with the bill facing forward, and must be taken off indoors;
- Beanies are allowed;
- Bandanas (not sweat bandanas) are permitted only in solid school colors.

Other

- Shoes must be worn at all times and should be safe and practical;
- No flip-flops or backless shoes; crocs are acceptable but must have strap on back
- Appropriate undergarments must be worn at all times, but not visible;
- No pajamas or bedroom slippers may not be worn to school (only on designated days);
- Jewelry must be modest (no excessive jewelry);
- Piercing of any body part is prohibited (exception: girls' ears);
- Pep Band and choir participants may be required to purchase performance/competition outfits;
- Blankets are not permitted.

Specific Standards for Boys

- Hair must not extend below the bottom of the ear or over the eyes;
- Hair must be neatly trimmed or styled so it does not rest below the shirt collar; no shaved portions of the head;
- No mustaches, beards or other facial hair on lip or chin; make-up and nail polish are not permitted.

Specific Standards for Girls

- Extremely tight fitting clothes are not allowed, including jeggings and yoga pants (unless covered appropriately);
- Capri pants are a combination of both shorts and pants and are acceptable if loose fitting;
- Clothing must be heavy enough material type/style so undergarments and prints of undergarments are not visible;
- Clothing must be modestly worn, loose-fitting;
- Low and revealing necklines are not acceptable;
- No shoulder straps less than two inches wide, no crude t-shirts, no midriff shirts;
- Tights in school colors are allowed – solid red, white, or navy blue – but must be covered appropriately;
- Students in grade 7 or 8 may wear face make-up if desired, but make-up should be natural and not in excess.

Free Dress Guidelines

- Free Dress Days will be announced for special occasions. Students must adhere to the general Standardized Dress Code guidelines for modesty, neatness, logos, etc. as described in all sections above.

Special Allowances for Free Dress Days

- Jeans that stay within the MCMS guidelines for length (cannot be shorter than 4 inches above the knee) and style and overalls are permitted (no holes allowed);
- Coordinated top and bottom sweat suit may be worn (logo cannot be on the backside bottom of the sweat outfit);
- Pajamas and slippers are permitted on special days if designated as such;
- Girls may wear dresses no shorter than 4 inches up from the knee.

EMERGENCY PREPAREDNESS

MCS has implemented emergency preparedness drills in the event of potential disaster. All students are expected to obey the instructions of MCS personnel. MCS will communicate with families as rapidly and as effectively as we can, in a developing situation. In the event of an emergency situation, parents should not come to campus until instructed to do so by school personnel or emergency personnel.

FOOD DELIVERIES TO CAMPUS

Professional individual food delivery services may not be used to bring food to campus for students to ensure student safety for all students. Group deliveries – for example, pizza for a lunchtime club meeting – must be ordered by a Faculty/Staff member involved in the meeting. Parents who bring lunch for their student must bring the food to the office as students are not permitted to go to the parking lot to pick up food without permission from the front office.

MEDICINE

Any student who is required to take, during the regular school day, medication prescribed by a physician, may be assisted by designated school personnel if the school district receives a written statement from

- the physician detailing the method, amount, and time schedule by which such medication is to be taken;
- The parent or guardian of the pupil indicating the desire that the school assist the pupil in the matters set forth in the physician's statement.

School personnel will cooperate with parents by providing a place for medication to be stored and by assisting in its administration pursuant to a parent's request and physician instructions. However, the primary responsibility for a student taking medication at school rests entirely with the student and student's parent(s)

- Parents are required to bring the student's medication to the school office in the original pharmacy container. All medication must have the student's name clearly marked on the container.
- A "Medication Consent Form" must be completed and accompanied with each medication.

PLEDGES OF ALLEGIANCE/NATIONAL ANTHEM

During pledges in class or at school functions, including the Pledge of Allegiance, the Pledge to the Christian Flag and the Pledge to the Bible, as well as during performances of the National Anthem, students are expected to stand as a sign of respect. Students are encouraged to say the words, but they are not required to do so. Students may not engage in any form of protest during recitation of pledges or the performance of the National Anthem.

Violations of this policy will be considered disrespectful behavior and will be handled according to the MCMS Student Disciplinary Chart.

READMISSION AFTER WITHDRAWAL/EXPULSION

A student who has been expelled or withdrawn by request of the administration will be reconsidered for readmission after a minimum of one year from the date of withdrawal. During the year, the student must exhibit successful attendance and achievement in another private or public school through appropriate documentation.

TUITION PAST DUE ACCOUNT

(School Sponsored Summer Activities/Extracurricular Activities)

The FACTS Account Manager will notify parents via phone call or email when an account is past due. If an account becomes 55 days past due, a student will not be permitted to attend school sponsored summer activities / extracurricular activities (including sports practice). If an account reaches 58 days past due, parents will be notified informing them that at 61 days past due the student will not be permitted to attend classes or events until the account is brought current. Accounts must be current before students are permitted to complete quarter/semester academic requirements as well as graduation requirements.

WITHDRAWAL FROM MODESTO CHRISTIAN

Parents must provide a written 30-day notice to the admissions coordinator and/or campus administrator when withdrawing students before the end of the school year.

Account balances will be prorated on the last day of attendance by counting the number of days the school has been in session while the student(s) is enrolled, using the current annual tuition rate and the number of school days in the current school year. Financial aid will be prorated accordingly.

All early withdrawals are charged a \$150 processing fee. Account balance is due the last day of attendance. Parents must complete an exit interview with the admissions coordinator and/or appropriate campus administrator, unless waived by the school a student's cumulative file will be sent upon request from the new school once the withdrawal process has been completed.



STUDENT DISCIPLINARY POLICY

GENERAL INFORMATION

DISCIPLINE PHILOSOPHY

The Faculty/Staff at MCMS is here to help students get the finest education possible, not to impose rules or discipline. Every middle school, however, just like every civilized society, must have rules and the means to enforce those rules to prevent disorder and chaos.

When problems occur, every reasonable effort will be made to rectify them to the mutual satisfaction of all concerned. People who behave irresponsibly, however, must expect to be held accountable for their behavior. People who repeatedly or seriously violate the rights of others will not be allowed to remain at MCMS.

DISCIPLINE PROCEDURE

The most important aspect of a student disciplinary policy is to affect a positive change in behavior. Note that repeat offenses affect a progressively more serious **DISCIPLINARY RESPONSE THAN THE INITIAL VIOLATION**. Every attempt will be made to follow the dictates of the MCMS Disciplinary Chart. However, the administration does reserve the right to objectively determine punishment based on the seriousness of a particular infraction and the previous discipline record of the student who commits the offense.

ABUSE OF STUDENTS

State law forbids any act that is likely to injure, degrade or disgrace any student. This includes attempting to cause, or threaten to cause physical injury to another person. This law, which also prohibits hazing, is punishable by fine and imprisonment in county jail.

In order to ensure the safe, secure and harassment-free learning environment of MCS, the administration reserves the right to recommend the removal of any student who poses a threat, real or perceived, to any MCS student or Faculty/Staff member.

MCS School Board and Administration reserves the right to notify local law enforcement prior to parent notification.

APPEALS/STUDENT INFRACTIONS

Infraction card is issued to a student who violates a school rule. Students desiring to appeal an infraction with a teacher may appeal one time, after school, at break, lunch or after school.

CAMPUS BEAUTIFICATION PROGRAM (CBP)

CBP has been established to help curtail continual disruptions in the educational process. It is the intention of the administration that CBP is a powerful tool to effect a positive change in behavior. If a student has been assigned to CBP, he/she works directly with the staff member who is assigned to supervise CBP.

CBP Guidelines

- CBP's are assigned Tuesday, Wednesday and/or Thursday
- CBP's will be assigned during "Flex Period" (1:50pm – 2:45pm)
- For every two-hour CBP, a student will be assigned two flex periods

- Students are to report to B7 no later than 1:50pm
- An infraction card and CBP notice will be issued to students in advance of their scheduled CBP date(s). This is the official notification for the students.
- Parents will be notified by email of the infraction card and CBP notice.
- If a student is absent from school on the day of an assigned CBP, the CBP will be reassigned.
- If a student attends school and fails to serve an assigned CBP, the student will receive an infraction for “Failure to Serve CBP”. See the MS/HS Disciplinary Chart for consequences.
- Failing to serve a CBP can be excused if the absence is verified by the parent/guardian within 5 days of the date of CBP absence. A written or verbal message is required by the parent and must be provided to the Dean of Students office.
- The following are excused CBP’s: Doctor’s appointment and family emergency.
- The following are not excused CBP’s; Attending practice (School team, AAU, Club), visiting a teacher, running an errand, going to lunch, hanging out with friends, no transportation.
- CBP’s include but are not limited to “Study Hall”, Campus Clean-up, and Campus Projects.
- Students are only allowed to reschedule one CBP per quarter.
- Students are to contact the Dean of Students office within 24 hours of notification for a rescheduled CBP.
- Students who fail to serve a CBP and it’s unexcused, are not allowed to attend any on campus activity until the CBP is served. This includes but is not limited to athletic practices (School teams, AAU, Club), flex class, co-curricular/extra-curricular programs.
- A student who fails to complete his/her CBP requirements by the end of the school year, will be required to make up the hours at the beginning of the new school year.
- All seniors must fulfill CBP hours incurred prior to Grad Nite and/or Graduation or they will not be able to participate. Not serving all CBP hours assigned may impede senior attendance and participation at Grad Nite and/or Graduation. There will be no refunds of Grad Nite fees issued if CBP hours are not served.

Refer to the MS/HS Disciplinary Chart for consequences.

KNOWLEDGE OF THE RULES

Students at MCMS are expected to know and obey the rules and regulations of the school. As young adults, students are responsible for knowing what is expected/mature and responsible behavior. A careful review of this handbook, however, should clarify any misunderstandings. **At the end of the student handbook is the Student Handbook Verification Form. It must be signed by the student and parent(s) and returned to the office by the due date.**

SEARCH AND SEIZURE POLICY

To maintain order and discipline on school property and at school-related events and to protect the safety and welfare of students and school personnel, and in the event there is reasonable suspicion, MCMS has the right to perform unannounced searches and to seize contraband, based on reasonable suspicion, and has the right to perform physical searches of students to determine whether they pose a danger to themselves or others, periodically uses a drug-detection dog service to search the campus. The Principal, and Dean of Students or other authorized Faculty/Staff members may search a student’s pockets, purse, backpack, gym bag, or other personal property; student lockers, desks; or student automobiles under the conditions described below.

No student may possess any illegal substance, object, or contraband that constitutes a threat to the health, safety, or welfare of any person or persons on school property. Contraband includes all substances or materials prohibited by school policy or state or federal law, including but not limited to controlled substances, drugs, alcoholic beverages, cigarettes, guns, knives, weapons, laser pointers, or incendiary devices. All items deemed to be illegal, illicit, disruptive, or a general nuisance to the educational process may be seized by Faculty/Staff. Storage, return, or destruction of such items shall be at the discretion of the Principal, Dean of Students, or designated agent. Items may be subject to legal impoundment.

SOCIAL NETWORKING (Twitter, Facebook, Snapchat & TikTok)

Students posting remarks on any social media platform that perpetuate violence towards others (including guns, shootings, bombs, threats to others, derogatory descriptions, pictures, and other references) may require notification of parent(s) **and, if necessary, the local law enforcement.** The student will be required to demonstrate that he/she is not a threat to himself/herself or others as determined by Administration. Such actions may also jeopardize continued enrollment.

SOCIAL NETWORKING & INTERNET USAGE OFF CAMPUS

MCS and administration have great concern with on-line social networks such as Facebook, YouTube, etc. Research indicates that these networks attract online predators, and the information posted can become a threat or an embarrassment. If students use these online web sites, we request that they keep safety and privacy in mind.

STUDENTS IN UNSUPERVISED ROOMS

Students are NEVER to be in any room, locker room, weight room, gym, wrestling room, athletic fields, classroom, library, or office area, etc. without school Faculty/Staff supervision.

SUSPENSION FROM EXTRA-CURRICULAR ACTIVITIES

Students in violation of the MCMS Student Disciplinary Policy resulting in suspension will also be suspended from participating in extracurricular activities on or off campus, including clubs, performing arts, athletics, school day events and field trips. **Students are given two (2) calendar class days during regular scheduled classes for every one day of absence, beginning on the first day a student returns to the class. Long term projects are still due on the original due date. Refer to the MCMS Student Disciplinary Policy in the student handbook.**

SUSPENSION

Homework will be posted on **GOOGLE CLASSROOM.**

The student will receive full credit for all work that is made up within the required time allotment. **Students are given two (2) calendar class days during regular scheduled classes for every one day of absence, beginning on the first day a student returns to the class, with the following exceptions:**

- **Make-up quizzes and exams** must be arranged with the teacher on the day the student returns to the class;
- **Long-term projects** are still due on the original date assigned;
- If a student misses a class due to a **school activity**, (for example sporting event;
- Fine arts event, fieldtrip, etc.) homework is due the day student returns to class;
- See Homework Policy/Late Work Policy for details on late work penalties

SUSPENSIONS/EXPULSIONS/DISCIPLINE REVIEW

Any student who has been suspended may also have a recommendation for expulsion. The recommendation for expulsion is at the discretion of the principal, Vice-Principal, Dean of Discipline and Superintendent and in accordance with the Discipline Policy. If a 5-Day Suspension is assigned, the student and parent(s)/guardian(s) must attend a Superintendent Conference in which a determination will be made to uphold an expulsion or willful withdrawal. In the event that this decision is contested, the parent(s)/guardian(s) may seek to be heard by the Discipline Review Committee. The DRC Hearing will take place within 3-5 school days from the date of the Superintendent Conference. The number of days absent within that period will be included in the overall Unexcused Absences for the semester.

During the hearing the infraction and all evidence along with the student's cum records, will be submitted for review. The student will have a chance to share his perspective, the parent will be allowed to share considerations, and one other (a therapist or pastor of the student), will be allowed to add perspective or support.

The length of the hearing will be 45 minutes unless extra time is granted by the DRC. At the end of the session, a student will either be allowed to return to school on a behavior contract, withdrawal on his/her own volition, or be expelled. All decisions of the DRC are final.

TEXTBOOKS

Students leaving textbooks on the ground or on the top of lockers will be issued an infraction. Students removing textbooks barcodes will be charged \$5.00 for replacement. In the event a student loses or damages a textbook, then the family will be billed through FACTS to cover the cost for replacing the lost/damaged textbook. Cloth covers are not permitted.

Refer to the MCMS Student Disciplinary Chart for consequences of Failure to Follow Student Handbook.

MODESTO CHRISTIAN MS / HS DISCIPLINARY CHART

The most important aspect of a discipline policy is to affect a positive change in behavior. Note that repeat offenses effect a progressively serious DISCIPLINARY RESPONSE THAN THE INITIAL VIOLATION. Every attempt will be made to follow the dictates of this chart. However, the administration does reserve the right to objectively determine punishment based on the seriousness of a particular infraction and the previous discipline record of the student who commits the offense.

CATEGORY 1	VIOLATION	1ST OFFENSE	2ND	3RD	4TH	5TH	6TH
Qtr/Class	Unprepareds	3 unprepareds, Documented warning, notify parent(s)	4 unprepareds, Documented warning, notify parent(s)	5 unprepareds, notify parent(s), 2 hr CBP	6 unprepareds, notify parent(s), 2 hr CBP	7 unprepareds, notify parent(s), 2 hr CBP	8 unprepareds, notify parent(s), 2 hr CBP
	Tardies	3 tardies, 1 infraction, notify parent(s), 1 day of unexcused absence	6 tardies, 1 infraction, notify parent(s), 1 day of unexcused absence	9 tardies, 1 infraction, notify parent(s), 1 day of unexcused absence	12 tardies, 1 infraction, notify parent(s), 1 day of unexcused absence	15 tardies, 1 infraction, notify parent(s), 1 day of unexcused absence	18 tardies, 1 infraction, notify parent(s), 1 day of unexcused absence
Per Qtr Cumulative	Failure to follow Dress Code	Documented warning, notify parent(s) change of clothing provided	Documented warning, notify parent(s) change of clothing provided	2 hour CBP, notify parent(s), change of clothing	2 hour CBP, notify parent(s), change of clothing	2 hour CBP, notify parent(s), change of clothing	2 hour CBP, notify parent(s), change of clothing
	Gum/Food	Documented warning	Documented warning, notify parent(s)	2 hr CBP, notify parent(s)	2 hr CBP, notify parent(s)	2 hr CBP, notify parent(s)	2 hr CBP, notify parent(s)
	Parking Lot Permit	Documented warning, notify parent(s)	Documented warning, notify parent(s)	2 hr CBP, notify parent(s)	2 hr CBP, notify parent(s)	2 hr CBP, notify parent(s)	2 hr CBP, notify parent(s)
	Public Display of Affection (PDA)	Documented warning, notify parent(s)	Documented warning, notify parent(s)	2 hr CBP, notify parent(s)	2 hr CBP, notify parent(s)	2 hr CBP, notify parent(s)	2 hr CBP, notify parent(s)
	Student Handbook	Documented warning	Documented warning, notify parent(s)	2 hr CBP, notify parent(s)	2 hr CBP, notify parent(s)	2 hr CBP, notify parent(s)	2 hr CBP, notify parent(s)
	Work/Study Habits: excessive talking / not doing assigned work/not following discipline plan	Documented warning	Documented warning, notify parent(s)	2 hr CBP, notify parent(s)	2 hr CBP, notify parent(s)	2 hr CBP, notify parent(s)	2 hr CBP, notify parent(s)

CATEGORY 2		1ST OFFENSE	2ND	3RD	4TH	5TH	6TH
SEMESTER CUMULATIVE Behavior	Chapel: disruptive / doing homework/distracting/not in assigned seating	Documented warning	Documented warning, notify parent(s)	Documented warning, notify parent(s)	2 hr CBP, notify parent(s)	2 hr CBP, notify parent(s)	2 hr CBP, notify parent(s)
	Cheating/plagiarism	Grade Reduction on assignment / test, 2 hr CBP, notify parent(s), 2 hr CBP	Grade Reduction on assignment / test, notify parent(s), 2 hr CBP	Grade Reduction on assignment / test, notify parent(s), 2 hr CBP	Grade Reduction on assignment / test, notify parent(s), 2 hr CBP	Grade Reduction on assignment / test, notify parent(s), 2 hr CBP	Grade Reduction on assignment / test, notify parent(s), 2 hr CBP
	Defiance	2 hr CBP, notify parent(s), Flagrant incident toward staff 1 day suspension	2 hr CBP, notify parent(s), Flagrant incident toward staff 1 day suspension	2 hr CBP, notify parent(s), Flagrant incident toward staff 1 day suspension	2 hr CBP, notify parent(s), Flagrant incident toward staff 1 day suspension	2 hr CBP, notify parent(s), Flagrant incident toward staff 1 day suspension	2 hr CBP, notify parent(s), Flagrant incident toward staff 1 day suspension
	Disrespect	Documented warning, notify parent(s)	2 hr CBP/Serious infraction may warrant an increased disciplinary response	2 hr CBP, notify parent(s), infraction may warrant an increased disciplinary response	2 hr CBP, notify parent(s), infraction may warrant an increased disciplinary response	2 hr CBP, notify parent(s), infraction may warrant an increased disciplinary response	2 hr CBP, notify parent(s), infraction may warrant an increased disciplinary response
	Disruptive Behavior: bus / classroom / any school activities	Documented warning, notify parent(s), may warrant an increased disciplinary response	Documented warning, notify parent(s), may warrant an increased disciplinary response	Documented warning, notify parent(s), may warrant an increased disciplinary response	2 hr CBP, notify parent(s) / Serious infraction may warrant an increased disciplinary response	2 hr CBP, notify parent(s) / Serious infraction may warrant an increased disciplinary response	2 hr CBP, notify parent(s) / Serious infraction may warrant an increased disciplinary response
	Electronic signaling devices of any kind	2 hr CBP, notify parent(s).	2 hr CBP, notify parent(s).	2 hr CBP, notify parent(s).	2 hr CBP, notify parent(s).	2 hr CBP, notify parent(s).	2 hr CBP, notify parent(s).
	Failure to serve CBP	Documented warning, notify parent(s)	2 hour additional CBP, notify parent(s)	4 hr additional CBP, notify parent(s)	1 day Suspension, notify parent(s)	3 day Suspension, notify parent(s)	5 day Suspension with recommendation for Expulsion
	Forgery / altered notes / bogus calls	Documented warning, notify parent(s)	2 hr CBP, notify parent(s)	2 hr CBP, notify parent(s)	2 hr CBP, notify parent(s)	2 hr CBP, notify parent(s)	2 hr CBP, notify parent(s)
	In cars without permission / Parking lot	Documented warning	Documented warning, notify parent(s)	Lose driving privileges for 1 week or 2 hr CBP, notify parent(s)	Lose driving privileges for 1 week or 2 hr CBP, notify parent(s)	Lose driving privileges for 1 week or 2 hr CBP, notify parent(s)	Lose driving privileges for 1 week or 2 hr CBP, notify parent(s)
	Leaving campus without permission / Truancy	Documented warning, notify parent(s)	Documented warning, notify parent(s)	Documented warning, notify parent(s)	2 hr additional CBP, notify parent(s)	2 hr additional CBP, notify parent(s)	2 hr additional CBP, notify parent(s)
	Littering	Documented warning	Documented warning, notify parent(s)	Documented warning, notify parent(s)	2 hr CBP, notify parent(s) / 8 lunch periods CBP	2 hr CBP, notify parent(s) / 8 lunch periods CBP	2 hr CBP, notify parent(s) / 8 lunch periods CBP
	Lying / Dishonesty	2 hr CBP, notify parent(s)	2 hr CBP, notify parent(s)	2 hr CBP, notify parent(s)	2 hr CBP, notify parent(s)	2 hr CBP, notify parent(s)	2 hr CBP, notify parent(s)
	Out of class without permission / On campus without permission	2 hr CBP, notify parent(s)	2 hr CBP, notify parent(s)	2 hr CBP, notify parent(s)	2 hr CBP, notify parent(s)	2 hr CBP, notify parent(s)	2 hr CBP, notify parent(s)
	Profanity / verbal / written / directive / nondirective	Documented warning, notify parent(s)	2 hr CBP, notify parent(s)	2 hr CBP, notify parent(s)	2 hr CBP, notify parent(s)	2 hr CBP, notify parent(s)	2 hr CBP, notify parent(s)
	Reckless driving	2 hr CBP, notify parent(s)	2 hr CBP, notify parent(s)	Lose driving privileges for 1 week, notify parent(s)	Lose driving privileges for 2 weeks, notify parent(s)	Lose driving privileges for 2 weeks, notify parent(s)	Lose driving privileges for 2 weeks, notify parent(s)

REFERRALS	VIOLATION	1ST OFFENSE	2ND	3RD	4TH	5TH	6TH
YEARLY CUMULATIVE	Alcohol / Drugs: Possession, use, or sale on or off campus		5 DAY SUSPENSION, RECOMMENDATION FOR EXPULSION				
	Controlled Substance		5 DAY SUSPENSION, RECOMMENDATION FOR EXPULSION				
	Chewing or smoking tobacco	3 day suspension, parent conference, referred to counseling	5 DAY SUSPENSION, RECOMMENDATION FOR EXPULSION				
	Possession of dangerous objects	Automatic 3 day suspension, parent conference	5 DAY SUSPENSION, RECOMMENDATION FOR EXPULSION				
	Dangerous Items	Explosive(s) (firecracker(s), smoke bomb(s), incendiary device(s), etc.)	5 DAY SUSPENSION, RECOMMENDATION FOR EXPULSION				
		Weapons: knives / firearms	5 DAY SUSPENSION, RECOMMENDATION FOR EXPULSION - POLICE CONTACTED				
	Behavior	Sexual immorality	5 DAY SUSPENSION, RECOMMENDATION FOR EXPULSION				
	School Property	Destruction of school and / or personal property	Flagrant incident: 4 hr CBP, restitution, notify parent(s). Others 2 hr CBP, restitution required	Flagrant incident: automatic 3 day suspension, parent conference. Others 4 hrs CBP, restitution required	Flagrant incident: 5 day suspension with recommendation for expulsion, restitution required		
		Theft: School and / or personal property / or in possession of	4 hr CBP, notify parent(s), restitution required	3 days suspension, parent conference, restitution required	5 day suspension with recommendation for expulsion, restitution required		
		Assault or battery of school personnel / unprovoked assault	5 DAY SUSPENSION, RECOMMENDATION FOR EXPULSION				
	Extortion / Threat of violence	5 DAY SUSPENSION, RECOMMENDATION FOR EXPULSION					
	Actions against persons	4 hr CBP, restitution required, counseling. Flagrant incident: hazing will result in 3-5 day suspension, depending on severity.	1 day suspension, parent conference, restitution required	3 day suspension, parent conference, restitution required	5 day suspension with recommendation for expulsion, restitution required		
	Violations against persons	Hazing / Harassment / unwanted actions	5 DAY SUSPENSION, RECOMMENDATION FOR EXPULSION				
		Mutual combat / fighting / verbal and/or physical confrontation students or staff	5 DAY SUSPENSION, RECOMMENDATION FOR EXPULSION				
		Sexual harassment, battery	5 DAY SUSPENSION, RECOMMENDATION FOR EXPULSION				
		3-4 days suspension, could result with recommendation for expulsion. Law Enforcement contacted if battery.	5 DAY SUSPENSION, RECOMMENDATION FOR EXPULSION				



**MODESTO CHRISTIAN MIDDLE / HIGH SCHOOL
2022-2023
STUDENT HANDBOOK VERIFICATION FORM**

We, the undersigned, acknowledge that we have read and understand the changes to the discipline policies and procedures contained in the Student Handbook for the rest of the school year.

Please return this form to the teacher of the first class you attend, no later than one week from the start of school. Failure to return the signed statement by the due date will result in the issuance of an infraction card.

Student and Parent(s) initial the following:

Student	Parent	
		We acknowledge that MCMS has a no sale/use policy of drugs or alcohol on/off campus (24/7).
		We acknowledge that MCMS maintains and enforces a student dress code policy.
		We acknowledge that MCMS is tobacco free for students, parents and visitors.
		We acknowledge changes to the MCMS Student Handbook for Fall Semester 2022.
		I/We acknowledge that if at any time my student is out of school, I/we will send a note, or call, explaining the reason for his/her absence.
		I/We acknowledge and agree to adhere to the Hazing/Harassment policy. I am aware of my responsibility and options for reporting hazing and/or harassment.
		I/We acknowledge and agree to adhere to the Search and Seizure Policy.

Student Name (Please Print) Grade Level

Student Signature Date

Parent Name (Please Print)

Parent Signature Date