

## TABLE OF CONTENTS

INTRODUCTION .....	3
VISION STATEMENT.....	3
MISSION STATEMENT .....	3
STUDENT RESPONSIBILITIES .....	4
HOMEWORK TIPS.....	4
POSITIVE STUDENT EXPECTATIONS .....	5
ACADEMIC DETENTION .....	<b>Error! Bookmark not defined.</b>
ACADEMIC PROBATION .....	5
ACCEPTANCE OF CREDITS OUTSIDE OF THE MLC ENVIRONMENT .....	5
ADMISSIONS POLICY .....	6
ADMISSION OF HOME-SCHOOLED CHILDREN IN EXTRA-CURRICULAR AND CO- CURRICULAR PROGRAMS .....	8
AFTER-SCHOOL ACTIVITIES.....	<b>Error! Bookmark not defined.</b>
ATHLETIC ACTIVITIES.....	9
ATHLETIC PHILOSOPHY:.....	<b>Error! Bookmark not defined.</b>
ATTENDANCE POLICIES AND PROCEDURES.....	9
AUTOMOBILES .....	12
BEFORE SCHOOL ACTIVITY .....	<b>Error! Bookmark not defined.</b>
BIBLE MEMORIZATION .....	13
BIBLE TRANSLATION.....	13
BICYCLES .....	13
BOOK COVERS.....	<b>Error! Bookmark not defined.</b>
BULLYING.....	13
BUS DISCIPLINARY PROCEDURES .....	13
BUS PASSES .....	<b>Error! Bookmark not defined.</b>
BUS RULES .....	14
CARE OF BUILDING AND EQUIPMENT .....	<b>Error! Bookmark not defined.</b>
CARPPOOL AREA GUIDELINES .....	<b>Error! Bookmark not defined.</b>
CELL PHONES .....	16
CHAPEL/MISSIONS/SERVICE MINISTRY .....	16
CHILD ABUSE POLICY .....	17
CLOSED CAMPUS.....	17
COLD WEATHER RECESS .....	17
COMMUNICABLE DISEASE GUIDELINES .....	17
CURRICULUM.....	<b>Error! Bookmark not defined.</b>
DAMAGE TO SCHOOL PROPERTY.....	18
DISCIPLINE PROCEDURES for HIGH SCHOOL .....	18
MLC DRESS CODE .....	19
DROP/ADD A COURSE .....	20
EXPLOSIVES OR FLAMMABLE MATERIAL .....	20
FAMILY EXIT INTERVIEW.....	<b>Error! Bookmark not defined.</b>
FEES-Variou .....	20
FIELD TRIPS .....	21
FINANCIAL AID .....	21

FOLLOW UP ON THREATS.....	21
FUNDRAISING PROJECTS .....	21
GRADING SCALE.....	21
GRIEVANCE PROCEDURE .....	22
HIGH SCHOOL GRADUATION REQUIREMENTS .....	23
HOT LUNCH PROGRAM .....	23
ILLEGAL AND ILLICIT SUBSTANCE PROCEDURE .....	23
LIBRARY .....	24
LOCKERS.....	24
LOCKER SEARCHES.....	25
LOST and FOUND.....	25
MAKE UP WORK.....	11
MEDICATION and SICK CHILDREN.....	25
MID-QUARTER REPORTS .....	<b>Error! Bookmark not defined.</b>
MONEY and VALUABLES .....	26
MUSIC CLASSES: .....	26
NEWSLETTER .....	26
OPEN CAMPUS – SR. HIGH.....	35
OPPORTUNITIES to HELP OUR SCHOOL.....	26
PARENT-TEACHER CONFERENCES .....	27
PHYSICAL EDUCATION .....	28
PICKING UP a STUDENT DURING the SCHOOL DAY.....	28
PLAGIARISM.....	28
POSTING of SIGNS and ADVERTISEMENTS.....	29
PUBLIC RELATIONS.....	29
REPORT CARDS.....	29
RESTRICTED MATERIALS .....	29
RETENTION.....	29
RIGHT OF DISMISSAL.....	30
SCHEDULE OF CLASSES FOR JUNIOR/SENIOR HIGH.....	<b>Error! Bookmark not defined.</b>
SCHOOL CLOSING-Weather Related.....	30
SCHOOL HOURS .....	30
SCHOOL OFFICE HOURS.....	31
SCHOOL PICTURES .....	<b>Error! Bookmark not defined.</b>
SERIOUS OFFENSES.....	<b>Error! Bookmark not defined.</b>
SEXUAL HARASSMENT .....	31
SPECIAL EVENTS .....	<b>Error! Bookmark not defined.</b>
STUDENT SUPPLIES .....	33
TARDINESS .....	33
TELEPHONE USEAGE .....	<b>Error! Bookmark not defined.</b>
TUITION.....	34
VISITATION DAY .....	<b>Error! Bookmark not defined.</b>
VOLUNTEER DRIVERS.....	<b>Error! Bookmark not defined.</b>
WEAPONS.....	<b>Error! Bookmark not defined.</b>
WITHDRAWAL FROM SCHOOL .....	34
WITHHOLDING OF STUDENT RECORDS.....	35

# Mountain Lake Christian

## INTRODUCTION

The following policies and procedures cover a broad range of topics. They represent the most recent expression of the Mountain Lake Christian Board and provide for equitable and consistent treatment of the students enrolled at Mountain Lake Christian. To assure that Mountain Lake Christian achieves and maintains the purpose of this Handbook and to assure the organization's continued ability to meet its needs and those of its constituents under changing conditions, Mountain Lake Christian reserves the right to modify, augment, suspend, or revoke any and all policies, procedures, practices, and statements contained in this Handbook at any time. Any changes made during the school year will be published in the Bear Facts newsletter.

## VISION STATEMENT

(adopted 9/10/2013)

At MLC, we desire to see God glorified by passionate disciples of Jesus Christ, driven by a desire to grow in wisdom and understanding; able to take the Truth revealed in God's Word and His creation into any discipline, confidently engaging others with love and discernment.

## MISSION STATEMENT

(adopted 9/10/2013)

As a Christ-centered learning community in partnership with the family, we...

- Value each child as a unique person now, an individual created in the image of God, capable of their own relationship with Him.
- Provide a learning environment that actively pursues genuine discovery and ownership of Truth.
- Encourage learning beyond facts, engaging the fullness of God's created order.
- Invest in relationships as we walk alongside our students welcoming all questions and leading them to consider complete devotion to God as Father, Son and Holy Spirit.
- Place Christ as our foundation with Scripture as the framework by which the Holy Spirit reveals Christ to us.

## **STUDENT RESPONSIBILITIES**

Read, understand, and follow the applicable policies in this handbook.

Each student has the responsibility to develop good work and study habits.

The student should clarify with the teacher any questions pertaining to the instruction for homework at the appropriate time.

The student should take home any materials and information needed to complete assignments.

The student should learn to budget his/her time.

The student should take advantage of study time provided during the day.

It is the student's responsibility to return all work completed to the teacher by the date requested.

Students are required to make up work missed during an absence.

## **HOMEWORK TIPS**

1. Set aside a specific time to do assignments.
2. Choose a quiet, private place free from excessive noise, interruptions, and other distractions.
3. The study area should be well lighted and well equipped with pencils, pens, paper, ruler, dictionary, etc.
4. **Organize.** Successful study depends on an efficient use of time, which requires organization. Use a student planner to help organize your work.
5. Student planners are designed to help students develop organizational skills. An organized student will do better in school. It is important to use this book daily—carry an assignment book to all classes.
6. Carefully check the completed assignments.

### **POSITIVE STUDENT EXPECTATIONS**

1. Come to class prepared. Students who need to go to their lockers or forget work at home can slow down the entire class. It is important for student to have their books, pens and pencils, homework, and other materials with them when they come to class.
2. Be on time. Out of respect for your teachers and other students, arrive for class on time. Teachers lose valuable teaching time if students come to class five or ten minutes after the bell has rung. Promptness is important. Disciplinary action will occur for students who are perpetually late.
3. Try. Students should make an effort to do every assignment to the best of their ability. However, effort and results are not always equal.
4. Show respect for others. Respect others in authority and respect your peers.
5. Listen to the teacher. Listening is an important part of learning.

### **ACADEMIC PROBATION**

Mountain Lake Christian expects to help students achieve minimum academic standards; this is an important part of the school's philosophy of teaching to the whole child.

Students in Grades 7-12 who will receive two D's or an F in any unit will be placed on academic probation. Students who remain on academic probation for more than two consecutive units or 4 cumulative units may be removed from the school at the Administrator's sole discretion. Students removed for academic non-performance will not be entitled to a refund of tuition or fees.

All new students will serve a two-unit probationary period. Within this timeframe, periodic assessments of the student's progress will be noted and communicated to the parent(s)/guardian(s). If needed, an additional one-unit probationary time period may be added to allow for sufficient student evaluation. This probationary period will not count towards the 4 cumulative units necessary for removal.

Students on academic probation will be ineligible for financial aid.

### **ACCEPTANCE OF OUTSIDE CREDITS**

Students may from time-to-time take courses at other educational institutions. Such courses may be applied to MLC graduation requirements if (a) the course is not substantially similar to any course offered by MLC and (b) has been pre-approved by the administrator. Such approval shall be at his/her sole discretion.

In the case of a student taking course work in an institution of higher education (PSEO), the student may request that college credits to be used for high school graduation. The student may, at the same time, receive college credit for approved course work. There will be no limit on the number of college courses for dual credit, as long as the MLC graduation requirements are fulfilled. Credits

earned through dual credit may be used toward meeting high school graduation requirements providing the courses have been approved, in advance, by the school administrator. Grades received in college courses will be used to determine GPA and honor roll listings. The amount of credit for each college course will be determined by the high school administrator. Normally a 3-4 college credit course for a semester will be the equivalent of one-half high school credit.

Transfer students must submit transcripts from all previous high schools attended. Transcripts will be reviewed for correlation to MLC courses and credit given appropriately. Courses from any accredited high school will be accepted. Courses from non-accredited schools and home school programs will be accepted at the discretion of the administrator.

### **ACCIDENTS AT SCHOOL**

While every precaution is taken for proper supervision and the prevention of accidents at Mountain Lake Christian, accidents do happen. Help is readily available in the office. While Mountain Lake Christian does carry a small student accident insurance policy covering injuries incurred under proper supervision, student's parents are responsible for having adequate insurance to cover their child(ren) while at school. Anyone witnessing an accident on MLC property should report it to the office.

### **ADMISSIONS POLICY**

#### **New Admissions**

Since our school is an extension of the Christian home, and since our calling is to help Christian parent's disciple their children, we may not be able to *effectively* help children from non-Christian homes. It is difficult for a child to integrate what he/she learns if the parents do not support what is taught at school. Therefore, at least one custodial parent or legal guardian must acknowledge Jesus Christ as personal Lord and Savior, and be in agreement and in support of our Mission Statement and the MLC Statement of Faith.

It is the Biblical responsibility of Mountain Lake Christian to work with the Christian home to nurture students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be in opposition to the biblical lifestyle the school teaches. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

Immunization records must be submitted to the school prior to the first day of school.

- All students at Mountain Lake Christian must have, on file, a certified copy of their birth certificate issued by the state of their birth.
- Students entering **Pre-Kindergarten** must have 5 DTP immunizations, 3 polio immunizations 1 MMR immunization, and 1 HIB immunization.
- Students entering **Kindergarten** must have 5 DTP immunizations, 4 polio immunizations, 3 Hepatitis B immunizations, 1 MMR immunization.
- Students entering **grades 1-6** must have at least 3 DTP immunizations, at least 3 polio immunizations, and 1 MMR immunization.

- Students entering **grades 7-12** must have at least 3 DTP immunizations, at least 3 polio immunizations, 2 MMR immunizations, a Td booster given at or after age 11, and 3 Hepatitis B immunizations.

In the event that prospective students need to be tested for academic ability, parents will be asked to pay a fee.

Mountain Lake Christian reserves the right to not enroll a child with significant health, social, or academic problems.

Mountain Lake Christian admits students from Christian families of any race, color, national or ethnic origin.

In order to help students experience success during their formal education, the staff and administration of Mountain Lake Christian shall recommend grade placement, retention, or promotion based on certain criteria. Assessment will include:

- the child's chronological age group
- teacher assessment of academic achievement and physical/social/emotional/behavioral development
- standardized and informal test scores
- parental consultation

Before a student will be admitted, parents shall be required to sign a statement of agreement, which may include but is not restricted to, policy regarding:

- discipline
- admissions
- finances
- absences
- grievance procedure

All students seeking admission to Mountain Lake Christian must submit a copy of their most recent school transcript and/or report card. Junior and senior high students must have at least a 2.0 g.p.a. in core classes on their semester work preceding his or her entrance into Mountain Lake Christian in order to be considered eligible for enrollment. Students will not be accepted if they have one or more F's in a core class on their previous semester work. Exceptions to this will be considered on an individual basis. Students entering grades 7-12 must complete and sign a "Standard of Conduct and Student Pledge" form as a part of the student application process.

### **Re-enrollment and Re-admission**

Re-enrollment is when a student enrolls at Mountain Lake Christian in consecutive years, while re-admission is when a student enrolls at MLC after attending another school the previous year.

In order for students to re-enroll for the academic school year, all tuition and fees must be paid in full from the previous school year.

Mountain Lake Christian reserves the right to not re-enroll or re-admit a child:

- with significant health, social, or academic problems because of the limitation of our school at this time.
- based on the school's assessment of the school's ability to meet the needs of the child. An evaluation by school personnel may be required for re-enrollment or re-admission of any student.
- who has been expelled, or whose custodial parent(s) or legal guardian(s) have removed him/her from enrollment at Mountain Lake Christian.

Supportive service programs may be made available to aid students already in our school who need help. Provision of this aid will be considered upon recommendation from the teacher and with agreement from the custodial parent(s).

### **Entrance Age Requirements**

Pre-Kindergarten: All children entering Pre-Kindergarten for the first time must be three years of age on/before Aug 31.

Kindergarten: All children entering kindergarten for the first time must be five years of age on or before Sept. 1 and meet the following behavioral criteria:

- Your child will sit and listen to a story.
- Your child listens to others.
- Your child can use scissors to cut paper.
- Your child can identify and trace basic shapes.
- Your child recognizes and attempts to write his/her name.
- Your child counts aloud to 12.
- Your child can count 5-10 objects.
- Your child recognizes some alphabet letters (capital and lowercase).
- Your child can build with blocks and tell about what he/she is building.
- Your child can look at a picture and tell about it.
- Your child can draw a face.
- Your child can recognize some rhyming sounds.
- Your child can sort objects by color, size and shape.
- Your child can hop on one foot.
- Your child can bounce a ball.
- Your child will follow simple directions.

First Grade: All children entering first grade for the first time must be six years of age on or before Sept. 1.

### **ADMISSION OF HOME-SCHOOLED CHILDREN IN EXTRA-CURRICULAR AND CO-CURRICULAR PROGRAMS**

Home-schooled students may be included in extra-curricular and co-curricular programs for a fee, when there is room in the program and if the following rules are applied.

Per Minnesota State High School League rules, the following applies:

1. MN home-schooled students may participate at the high school level once they have first formed a co-operative agreement with the Minnesota State High School League (MSHSL). The student/family must then co-op with Mountain Lake Christian for that specific sport. Each request will be reviewed on a case-by-case basis.
2. Junior high and elementary students may participate in sports at the elementary or junior high level, *without* filing for MSHSL membership

### **ATHLETIC and AFTER-SCHOOL ACTIVITIES**

Athletic opportunities are made available to Mountain Lake Christian students via an athletic pairing agreement with area schools. Our pairing agreement with MLPS includes the following sports for the current school year: Football, Girls Volleyball, Boys/Girls Basketball, Boys/Girls Track, Baseball, and Softball. Our pairing agreement with St. James Public School includes Boys/Girls Tennis.

All students participating in sports at the junior or senior high level are required to have a physical examination every three years before they may participate in practices. Athletic fees are based on the level of participation, not grade level. For example, a junior high student participating at the varsity level will pay varsity level fees.

For elementary and Jr. High students, after-school activities generally run four days a week (not on Wednesdays), 3:30-5:30 p.m. or 5:30-7:30 p.m.

Senior High students may have activities scheduled on Wednesdays. Parents are asked to pick up their child(ren) promptly after scheduled practices.

Students who are absent from school more than half the day (4 periods) may not participate in after-school activities or competitions the day of the absence. If a student is absent on Friday, they may not participate in weekend after-school activities.

### **ATTENDANCE POLICIES AND PROCEDURES**

A classroom functions best when all the students are present and participating in the learning activities provided and supervised by the teacher. To optimize the learning at Mountain Lake Christian, parents are encouraged to minimize absences.

School is in session Monday-Friday, from 8:00 to 2:50. If a student comes to school after 10:00 am or leaves before 1:00 pm, the student will be counted absent for one half day.

Students, at the high school level, who exceed 10 absences in a class (either excused or unexcused) in a semester may lose credit for the course..

### **Types of Absences**

**Excused Absences**

The administration will make final determination of the legitimacy of all absences. **The following reasons are recognized for excused absences:** personal illness, death in the family, emergency in the immediate family, inclement weather, and medical appointments. Other reasons that could be acknowledged are: personal requests for absence made 48 hours in advance, i.e.: legal appointments, church activities. We encourage parents to hold these requests for absence to a minimum.

**Notification of Excused Absences**

If a student is going to be absent for a partial or whole day, we ask that the parent/guardian call the school office (427-2010) or send a note with the student when the student returns to school with the following information:

1. Student's name
2. Date of absence
3. Reason for absence
4. Any special directions regarding the student's return
5. Signature of the parent/guardian

In elementary grades, the note should go to the classroom teacher. In Junior/Senior High, the student should bring the note to the high school office. Students must pick-up a pre-planned absence form and complete it in its entirety. It must be returned to the school office prior to the absence.

**If the absence is foreseeable, a written note from a parent/guardian must be sent to school in advance – the same number of days as the number of days the student will be absent.**

Jr. and Sr. High students are responsible to get their makeup work completed by the due date noted on the makeup slip. Failure to do so will result in a lowered/failing grade as deemed appropriate by each corresponding teacher. The makeup slip does not need to be returned to the school office.

**Short-term Excused Absences**

Short-term absences are missed class time of three (3) school days or less. A student has the right and obligation to make up any work missed with full credit. For excused absences, a student shall be allowed two (2) school days for each absent day to complete any work missed and receive a grade. Schoolwork not turned into the teacher within the two-day guideline will result in the assignment receiving a lower grade or no credit at all.

**Extended Excused Absences**

Extended absences are excused absences that are missed class time of more than three (3) school days. Extended preplanned absences will require makeup work to be completed voluntarily outside of class time. A teacher may require additional assignments to compensate for any loss of class discussion and lecture information. A student has the right and obligation to make up any work missed with full credit.

**Requests for Extended Absences**

Students will occasionally request to be absent for an extended period of time. Requests of this nature are difficult to deal with and should be limited. In an effort to be consistent, such requests should be limited to trips with parents/guardians that are of an educational nature. If a request is made for an extended absence, a written note from a parent/guardian must be given to the teacher (for elementary students) or the Junior/Senior High school administrator (for Junior/Senior High students) explaining the educational nature of the trip and be given in advance—the same number of days as the number of days the student will be absent. If a note is not received, the absences will be considered unexcused and no credit will be given for missed work.

**Unexcused Absences**

Unexcused absences are all absences which:

- can be avoided or delayed, and for which prior arrangements and/or approval have not been made through the administrator's office.
- indicate that the student is absent from school with consent of the parent/guardian, but the excuse given is not acceptable to the school administration based on School Board policy.
- indicate that the student is absent without the consent of the parent/guardian or with the consent of the parent/guardian but without proper notification to the school regarding the absence.

**Common Unexcused absences are:** missing a bus, oversleeping, working at home, need for extra sleep, babysitting, shopping, or visiting friends. Parents should not request permission for absence for personal convenience reasons (i.e. babysitting, running errands, etc.).

Students who miss or are required to miss for reasons not acceptable to school officials will report for academic detention until such time as they have made up all missed work. Referral to the proper authorities will be made if persistent unexcused absences occur.

**Make-Up Work**

The school and/or teacher(s) will not be responsible for lessons not completed or any of the work the student misses during his/her absence.

Assignments are not optional. All homework is required to be completed. For absences due to medical reasons, students are required to make up their missed work within a proper time limit (two [2] days for every day absent). Extended preplanned absences will require makeup work to be completed voluntarily outside of class time in a timely fashion arranged with the individual teachers. In certain subjects a student may complete the work prior to the absence upon agreement between teacher/custodial parent/legal guardian. In order to catch students up on missed class work, parents may be asked to hire a tutor. Failure to turn in quality, completed work in a timely fashion may result in a student's grade being lowered, which could jeopardize the student from passing to the next grade.

**Advance Make-Up Work**

In some subjects it is very difficult for teachers to know what material will be covered during a student's upcoming absence. It is up to the teacher's discretion to determine if and what make-up work will be assigned before or during an extended absence. However, if make-up work is

assigned before the extended absence, it must be completed before the student returns or the student may receive a late grade for the work. If a student does not get an assignment before he/she leaves on an extended absence, parents/students need to contact the teacher upon return and work out a reasonable schedule for work to be completed in a timely fashion.

### **Elementary Students**

If a student is ill and wants to work on makeup assignments before returning to school, please allow the classroom teacher at least one full day to gather up the assignments and books.

### **Jr./Sr. High Students**

Students who are absent and want their textbooks prior to returning to school must make arrangements with parents or a friend to get the needed items from the student's locker. Makeup assignments can be completed after the student returns to school. If a student wants to work on makeup assignments before returning to school, arrangements to get the assignments are to be made with the student's classmates. Teachers will not be asked to collect books or materials or write out assignments for the absent student.

### **Make-Up Work for Unexcused Absences**

Unexcused absences will receive no daily credit for work missed. However, all work must be completed and turned in to the teacher. Any student who returns to school after an absence without proper notification by the parent/guardian (i.e. telephone call or signed note) will receive an unexcused absence. This unexcused absence can be changed to an excused absence upon the receipt of parent notification and the reason for the absence is an excused type of absence as noted under "Excused Absences".

### **AUTOMOBILES**

Cars must be parked within the designated parking spaces. Parking along the sidewalk or diagonal parking across spaces is prohibited. MLC reserves the right to tow vehicles that do not comply.

The school is not responsible for any theft or damage to motor vehicles while on school property.

### **Parking**

1. Visitors and parents are welcome to park in the main lot west of the school.
2. While parking in the main lot, park in parallel lines if possible.
3. Students must park in the lot north of the school.

### **Student Driving Violations**

Student violators will be subject to the following disciplinary action:

- First Offense – verbal warning
- Second Offense – loss of privileges will be at the discretion of the school administration. Parents will be notified.
- Continued Violation – will result in the loss of driving privileges on school property for the remainder of the school year.

Vehicles parked on school grounds after parking privileges have been suspended will be towed at owner's expense.

#### **Automobile Searches**

Students are permitted to park on school premises as a matter of privilege, not a right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exterior of student automobiles on school property. The interior of student vehicles may be inspected whenever a school authority has a reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

#### **BIBLE MEMORIZATION**

Memorization of and meditation on Bible passages not only trains the mind, but it fills one's being with the Living Word, which is as powerful as a two-edged sword. Students will be required to memorize Scripture on a regular basis. The particular selections follow curriculum outlines.

#### **BIBLE TRANSLATION**

MLC does not mandate the use of a particular translation for either students or teachers.

#### **BICYCLES**

Students may ride their bicycles to school, but they must be left outside. No bicycles are to be brought into or left inside the school building. It is highly recommended that bikes be secured to the bike rack. Bikes are not to be ridden by closed-campus students at any time during school hours. Bikes should be walked on sidewalks and in the bus loading area at all times. Students are not to ride bikes to a school activity during school hours. MLC assumes no responsibility for the loss of or damage to any bicycles brought on campus.

#### **BULLYING**

MLC tolerates no bullying behavior of any kind. Bullying may include, but is not limited to, physical abuse, emotional abuse (excessive teasing, malicious remarks, etc.), or action towards another which causes discomfort, physical harm or retaliatory action. Bullying behavior may include cyberbullying and students can be held responsible for their actions even if it takes place outside of MLC.

Bullying is to be reported immediately to the teacher, who is to report the allegation to the administrator for discretionary action which may include suspension or expulsion from school.

#### **BUS DISCIPLINARY PROCEDURES**

The school bus driver shall attempt to identify the offender and will then promptly notify the administrator in writing on forms provided to each driver as to the type of behavior problem being experienced.

In every reported incident (reported in writing) the bus coordinator or the administrator shall promptly discuss the matter with the student and parent and investigate as is necessary to determine if and what disciplinary action is warranted. The administrator or bus coordinator will then, on the same report form, notify the bus driver as to the action taken and will proceed with the prescribed action.

Bus disciplinary action is as follows:

- **First Offense:** The student will receive a verbal warning from the bus driver. If the first offense is deemed to be of a very serious nature, disciplinary action could be the same as for the second or third offense.
- **Second Offense:** The student will receive a bus conduct referral form from the bus driver. Detention will be assigned to the student and the bus conduct referral form will have to be signed by a parent and returned to the school the following day. (It is hoped that the parents will make a strong effort to assist in preventing any further behavioral problems.)
- **Third Offense:** The student will receive a bus conduct referral form from the bus driver. The student will also lose riding privileges for one week. The bus conduct referral form will have to be signed by a parent and returned to the school the following day.
- **Fourth Offense and/or continued offense:** The student will receive a bus conduct referral form from the bus driver. The student will also lose riding privileges for 2-3 weeks and may have his/her bus riding privileges permanently withdrawn.

### **BUS RULES**

To ensure the safety of our students, the Mountain Lake Christian Board has set bus behavior guidelines. It is strongly recommended that these rules be reviewed. As in society, ignorance of these rules is no excuse for non-enforcement. Students violating these rules may forfeit their bus riding privileges. The guidelines are as follows:

1. As students wait for the bus, they stay back from the road's edge so they won't accidentally slip and fall onto the roadway or distract passing motorists. They need to stand quietly. Students may not trespass on nearby property.
2. Students should stay back and wait for the bus to come to a complete stop. They should then board the bus without delay, holding the handrail as they go up the steps. Students should take a seat quietly and stay seated until the bus comes to a complete stop and they are discharged.
3. Students should follow the instructions of their driver promptly and willingly.
4. Students, remember, good conduct is the first rule of safety. There is nothing wrong with quiet conversation, but loud talking and any kind of active play is not acceptable.
5. Older riders should assume leadership roles by helping younger students evacuate the bus in an emergency. They should be good examples at all times.
6. As in school, name-calling and putting other students down will not be permitted.
7. Students should never put their head, elbows, arms, or anything else out the window.
8. Students should treat the bus and seats with care and respect as you would furniture in their own house.

9. Students need to help keep the bus clean! They should not leave anything on the seats or floor of the bus.
10. Students should get off the bus quickly and quietly without crowding, shoving, or pushing.
11. Firecrackers, knives, weapons, or items that pose a threat to the safety of those riding the bus will be confiscated. Possession of these items will result in student discipline.

**Forbidden Acts While Riding the Bus**

1. Throwing any item inside the bus or any item outside the bus window.
2. Standing while the bus is in motion.
3. Riding without permission on any bus on which the individual is not normally scheduled.
4. Vandalizing the bus or its equipment.
5. Other acts of disrespect, disobedience or belligerence, which may create a hazard to the safe transportation of students.
6. Failing to take a designated seat when specifically directed by the driver.
7. Using profane, foul, and /or vulgar language.

**Prior to Loading Instructions**

1. Be on time at the designated school bus stops to help keep the bus on time.
2. Walk on the left side of the road, facing traffic, whenever possible and practical.
3. Use care when approaching bus stops; be on the alert for traffic.
4. Stay off the road at all times while waiting for the bus.
5. Wait quietly at the bus stop; do not engage in pushing or roughhousing.

**Boarding Instructions**

1. Form a single line. Don't crowd or push.
2. Take steps one at a time.
3. Go directly to a seat.

**On the Bus**

1. Keep hands, arms, and head inside the bus at all times.
2. Keep feet off seats.
3. Speak quietly; loud talking, boisterous laughter, or unnecessary confusion diverts the driver's attention.
4. Do not tamper with bus equipment.
5. Obey the bus driver's directions promptly.
6. Using profanity, indecent language, or making indecent gestures will not be permitted.
7. Keep books, coats, or other objects on laps or under seats. Never put anything in the aisle.
8. Do not bring materials aboard the bus that are of a dangerous, hazardous, or objectionable nature, such as guns, gas cans, or animals.
9. Never throw objects around the bus or out the windows.
10. Remain seated while the bus is in motion.
11. Never roughhouse or fight on or near the bus.
12. Never light matches or use tobacco in any form on the bus.
13. In case of emergency, remain in the bus unless the driver informs passengers to evacuate the bus.

**Leaving the Bus**

1. Never push and shove.
2. Use handrail and take steps one at a time.
3. Use emergency door only for emergencies.
4. When necessary to cross the road, cross at least 10 feet in front of the bus, but only after looking to be certain that traffic is not approaching from either direction.
5. Get off the bus only at the designated stop unless proper authorization is obtained from the parent or school official.

**CELL PHONES**

Cell phones are valuable pieces of personal technology that may be used for communication and obtaining information. As adults, we use cell phones in the workplace, places of worship, and social gatherings. It is important, therefore, that we teach students how to use cell phones responsibly and respectfully.

A student may possess a cellular telephone in school, on school property, at after school activities and at school-related functions. Each classroom teacher shall develop their own policies for cell phone usage in the classroom. If cell phones will not be allowed in a particular class, the teacher shall provide a basket or some other drop off point near the door for students to easily deposit the phone when entering and collect it when exiting. If phones will be permitted to be used during class, students must place their phones face down on their table/desk except when using the phone for a teacher-approved use. Cell phones should be set to silent/no vibrate at all times in the classroom. Using phones to access or post to social media during class time is strictly prohibited.

Students are permitted to use their phones between classes and during breaks. Social media use is permitted during these times. Students must ensure, however, that they are on-time for each class. Persistent tardiness may result in the loss of phone privileges during breaks.

**CHAPEL/MISSIONS/SERVICE MINISTRY**

The purpose of Mountain Lake Christian's Chapel service is to provide an opportunity for the student body to gather together to worship God and receive edification through scripture and music. Chapel programs may include guest speakers and prayer services. Students will be asked to participate in various aspects of the Chapel programs to begin developing the talents and abilities needed for leadership in their church or community.

Throughout the Bible curriculum, chapel, short-term missions, and service to the community, the emphasis is on the instruction and character development necessary to foster Godly relationships. It is our hope that students become strong Christian leaders and ministers in their family, church, and community. Retreats and various conferences are also made available to Jr./Sr. High students throughout the school year.

Chapel services are held weekly, on Mondays for students in Grades K-4 and on Fridays for students in Grades 5-12. Parents are encouraged to attend; please check-in with the school office.

**CHILD ABUSE POLICY**

It is the policy of Mountain Lake Christian to comply with the law that requires the reporting of suspected physical or sexual abuse and conditions of neglect involving children. The reporting of maltreatment of minors shall be strictly in accordance with the provisions of Minnesota State Statute 626.556 sub. (3). The Child Abuse Policy is on file in the office for your review.

**CLOSED CAMPUS**

Students must remain on the Mountain Lake Christian campus from the time they arrive in the morning until dismissal. Permission from a parent or guardian is necessary for a student to leave campus during the school day. Parents may give permission by phone, email, or with a written note. Parents or others picking up students with permission from the parent(s)/guardian during the school day are asked to sign the student out at the front desk in the office.

**COLD WEATHER RECESS**

We expect all children to go outside for recess unless we have a note from parents. It is the guideline of Mountain Lake Christian to have students in grades 1-6 out-of-doors for recess when the temperature is above 0° F or the wind-chill is above -10° F. Should the temperature or wind-chill drop below this, the students will be kept indoors for recess in the gym and/or classrooms.

**COMMUNICABLE DISEASE GUIDELINES**

<b>Disease</b>	<b>Student with Disease</b>	<b>Those With Whom Student Has Had Contact</b>
Measles (Rubeola)	Exclude 7 days from date of rash	Attend school for 7 days after exposure, then daily observation in school and exclude if symptoms appear or temperature reaches 100° F.
German Measles (Rubella)	Exclude 4 days from date of rash.	Daily observation. Incubation period 14-21 days.
Mumps	Exclude until inflammation and discharge is cleared up.	Daily observation. Incubation period 14-21 days.
Fifth Disease	May return to school if asymptomatic, even though rash is still present.	No restrictions.
Chicken Pox	Exclude 5-7 days from date of rash. May return to school when all pox have scabbed over.	Daily observation in school. Incubation period 11-21 days. Commonly 13-17 days.
Impetigo	Exclude until pustules are healed or under treatment and covered.	No restrictions.
Pink Eye	Exclude until inflammation and discharge is cleared up—after student has been under treatment for 24 hours.	No restrictions.
Head Lice	Exclude until after treatment with a pediculicide shampoo.	No restrictions.
Ring Worm	Exclude from school until treated and determined to be non-communicable.	No restrictions.
SAARS		

Scabies	Exclude from school until treated and determined to be non-communicable.	No restrictions.
Strep Throat	Exclude from school until 24 hours after treatment with a prescription medication.	No restrictions.

### **DAMAGE TO SCHOOL PROPERTY**

Students are to respect themselves, peers, staff, and others, as well as the property gifted to the school and the property of others. Students shall not misuse, damage, or destroy school or personal property of others. Destruction of such property will result in the student paying to replace the misused, damaged, or destroyed item(s). Textbooks are loaned to students. Failure to take proper care of these books will result in a book fine.

### **DISCIPLINE PROCEDURES for HIGH SCHOOL**

The purpose of the rules and guidelines is to help our students understand what behavior is acceptable to God (first) and to society (second). We also want our students to understand that the breaking of rules is a form of disrespect of authority and is sinful behavior (Rom 13:1). All sin is against God (Gen 39:9); therefore, our disciplinary procedures will be conducted in such a way as to bring the student back into a right relationship with God and the Christian community. Restoration is at the heart of our disciplinary philosophy.

#### **Responsibility**

Responsibility is personal accountability for one's words, attitudes, actions, and choices. Words spoken and attitudes expressed towards others are the responsibility of the student. "...everyone should be quick to listen, slow to speak, and slow to become angry." James 1:19 Included in student's responsibilities is control of physical actions toward peers, school property, and the property of others. Completed assignments and projects are a reflection of accountability developing within each student. Colossians 3:17 admonishes with "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus..."

#### **Discipline Rules, Procedures, and Guidelines**

All students are expected to be accountable for their own actions and handle themselves in a way that is pleasing to God. Thus, many of the rules/guidelines enforced at Mountain Lake Christian School place more responsibility on the student. Disciplinary action will be handled on a case-by-case basis with all parties involved. (The individual teachers will give out other classroom specific rules to students.)

#### **Behavioral Expectations**

All students at Mountain Lake Christian School are expected to:

Show a deep reverence for God, the Bible, and Christianity and demonstrate a Christ-like example by showing a positive attitude and positive behavior, including words and actions. Further students are to obey and show respect to all teachers and supervisors—in class, at lunchtime, and during after-school activities.

**DRESS CODE**

MLC is a professional learning environment. Consequently, student appearance should encourage concentrated study and should in no way distract from the learning process. We want students to be comfortable but also expect that an MLC student's appearance should meet the basic standards of professional dress. Professional dress should be modest, moderate, non-distracting and appropriate as outlined below. If a student or a parent has a question of whether a specific garment or style is appropriate, the time to check is before wearing it. Appearance standards apply when students are on campus or at any school activity, unless otherwise specified. Parents are responsible for their student's dress.

**PROFESSIONAL**

**Clothing:** All clothing should be clean and in good repair. Clothing with holes, patches or ragged/frayed ends may not be worn; this includes ripped or torn blue jeans. Athletic, gym, and running shorts and sweat pants are not appropriate in a professional setting. Athletic pants may be acceptable if they are neat, free of holes and tears, and don't contain distracting or obnoxious logos or wording. Skirts, dresses, gauchos, dress shorts, or cargo shorts should cover the knees when standing. Cutoffs, fringed shorts, spandex, tights, translucent shorts and gym shorts are not acceptable.

Boys and girls both should take care to wear modest clothing styles that consistently cover their midsections, shoulders, thighs, and chests at all times (at all times includes bending and stretching). Tank tops for either girls or boys are not acceptable as school attire unless a cover-up blouse or shirt is worn. Undergarments should never be visible for boys or girls. Words and pictures on clothing must be in good Christian taste and non-distracting.

**Hair:** Hair should look neat and natural with an emphasis on cleanliness.

**Jewelry and Tattoos:** Girls may wear rings, bracelets, necklaces and earrings that are in good taste, moderate in number (including earrings), traditional, and non-distracting as determined by the school. Boys may not wear earrings on the school grounds, buses or at school-sponsored events. Body piercing, (except for ears), including tongue, eyebrows, nose, lips, cheeks etc., which are visible, are not allowed for any student at MLC. Visible tattoos are not allowed.

**Infractions**

Students that violate this dress code will be notified by the faculty or administration and asked to make the necessary changes. In some instances students will be referred to the office and required to correct the violation before returning to class and, if necessary, students will need to wait in the office until parents bring alternative attire. Students wearing items that are explicitly prohibited may have the item temporarily confiscated. Because we believe there are many more important things to focus on, we do not intend to debate personal appearance issues at MLC. A student whose appearance intentionally or repeatedly violates our standards may be asked to withdraw.

**The administration of Mountain Lake Christian reserves the right to make final determination of what is appropriate dress for students at the school.**

### **DROP/ADD AN ELECTIVE COURSE**

#### **Junior/Senior High**

A junior or senior high student may drop/add an elective class from their course load, within the first ten school days after the class has started. A new student also has ten days to drop/add a class from the first day he/she attends school. Any student who wishes to drop/add a class must complete a Drop/Add Form, which is available in the administrative offices. The teacher of the class being dropped or added must sign the form before the change will be granted. The student and parent/guardian must also sign the form before it is brought to the school administrator. All schedule changes require parental, teacher, and administrative approval and signatures.

Day ten of a unit is the last day to drop a class without recording a failure. ***It must be remembered that six credit classes must be maintained each semester.*** When adding a class, all previous work must be completed in order to receive a passing grade. Designated yearly courses are to be taken for the entire year and cannot be dropped or added at semester break unless there are extenuating circumstances as determined by the administration.

### **DROPPING OFF/PICKING UP**

1. Students who are waiting for carpool rides should wait on the sidewalk area.
2. Students are to stand and visit quietly with each other while waiting for their rides.
3. Students should not wander off to the bus loading area, go back into the school, or walk to the parking lot until they see their ride.
4. Tag, tossing a ball, and other running games are not allowed.
5. Backpacks, clothing, and all belongings should be kept with the student.

### **EXPLOSIVES OR FLAMMABLE MATERIAL**

Students are prohibited from bringing matches, firecrackers, gun caps, or other types of explosives or flammables to school. Disciplinary action for first and subsequent offenses shall be determined by the Mountain Lake Christian administration.

### **FEES-Variou**

- **Instrument Fee:** Students who rent an instrument from school will be charged a rental fee.
- **Registration Fee:** The registration fee is due when the child is first enrolled or re-enrolled. Until the registration fee is paid, the child is not enrolled in the school. **THE REGISTRATION FEE IS NOT REFUNDABLE.**

- **Extra-Curricular:** Some clubs, teams, or programs may be charged an activity fee to help offset their expenses. The fees will range from \$30-\$75 depending on the length of the season and costs required for that particular program, team, or club. The fee must be paid in full before the student may participate in competition.

Comment [m1]: Is this still accurate?

### **FIELD TRIPS**

As part of the registration paperwork, Parents complete and sign a field trip permission slip. This slip covers all field trips that may be taken during a normal academic day. Overnight trips, field trips that extend beyond the normal academic day, and mission trips may require an additional permission slip.

Some field trips may require an additional fee. Parents are required to pay the stated fee for their child to participate in the field trip. Any student not having a signed permission slip or not paying the admission fee will remain at the school during the field trip time.

Emergency Cards for each student are to be on file in the main office before a child may participate in a field trip.

### **FINANCIAL AID**

We don't want any family to forgo Christian education because of concerns about cost. We understand that it can be a financial burden to choose MLC. We have scholarships and other financial aid available on a needs basis to make MLC accessible to anyone who desires to attend.

Financial needs analyses are done by FACTS Management Company. The school administrator and the school financial secretary will have access to the needs analysis. No other staff or board member will have access to the needs analysis or your personal financial information. Please consult the office for additional information.

### **FIREARMS**

Students are not permitted to bring a firearm into the school building without prior permission of the administrator. Students are never permitted to bring ammunition into the school building. Students may possess an unloaded firearm in their vehicles. Students may never possess a loaded firearm on campus or at a school-sanctioned event.

Parents and visitors who may lawfully carry a firearm under the laws of the state of Minnesota may bring their weapon into the building. They must declare the weapon at the school office when signing in.

Regardless of the above, any student or visitor who threatens or assaults another person with a firearm will face immediate removal from the premises. Additional sanctions may include expulsion, a permanent ban from campus, and criminal prosecution.

### **FUNDRAISING PROJECTS**

Any fundraising projects must have prior approval from the administrator.

### **GRADES**

In grades 2-12, the following percentages are used in determining student grades:

A+	98% - 100%	C	74% - 76%
A	94% - 97%	C-	70% - 73%
A-	90% - 93%	D+	67% - 69%
B+	87% - 89%	D	64% - 66%
B	84% - 86%	D-	60% - 63%
B-	80% - 83%	F	59% or below
C+	77% - 79%		

Incompletes must be made up within two weeks (10 school days) of the close of the marking period unless the teacher grants an extension. Failure to do so will result in the teacher submitting a “grade to date” for the final grade average.

### **Poor Performance Reports**

If a student is performing at a low C, D, or F levels, doing work below his/her potential, or not turning work in on time, a report will be written up by the teacher and sent home to the parent(s)/guardian(s) to notify them of the situation. Reports may be mailed, emailed, or sent home with students. A poor performance report may be sent home at any time during the year. Every student should be urged to work up to their ability and to achieve the potential the Lord has given them.

### **GRIEVANCE PROCEDURE**

There may be times when a parent will have a grievance against a teacher, a staff member, an administrator or a board member. In all such situations, Mountain Lake Christian covenants to observe the principles outlined by our Lord in Matthew 18:15-17 and Galatians 6:1. We ask you to observe these principles, and we agree to do the same.

“If your brother sins against you, go and show him his faults, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and, if he refuses to listen to even the church, treat him as you would a pagan or a tax collector.” (Matt. 18:15-17)

“Brothers, if a man is trapped in some sin, you who are spiritual should restore him gently. But watch yourself; you also may be tempted.” (Gal. 6:1 NIV)

1. The complaint should be settled at the nearest level of origin possible. If a parent has a complaint against a teacher, the parent should go directly to the teacher, not to the administrator, a board member, or another parent. If a parent has a complaint against an administrator, the parent should go to the administrator, not the Board.
2. If the complaint cannot be settled at the nearest level of origin, the person with the complaint should go to the next higher authority. For instance, if a parent has a grievance against a teacher and cannot settle it with the teacher, the parent should then go to the administrator. If the parent still does not receive satisfaction, he/she should request to be placed on the next board meeting agenda to discuss the matter.

### **HIGH SCHOOL GRADUATION REQUIREMENTS**

A minimum of 26 Credits are required to graduate.

- English 4 credits
- Math 4 credits
- Social Studies 4 credits
- Science 4 credits
- Bible 4 credits
- Foreign Language 2 credits
- Electives (min.) 4 credits

### **HOT LUNCH PROGRAM**

Hot lunch is served every school day. A lunch plan must be purchased at the beginning of the school year. MLC does not offer a pay-as-you-go plan. There will be no refunds or pro-ration for meals not eaten or students who withdraw before the end of the year.

Proper nutrition is critical to a healthy learning environment. If students are not on a meal plan and arrive at school with no or insufficient lunch will be fed and the parents will be charged at the current guest rate.

**Students are not to leave the school grounds during lunch unless a written notice from a parent/guardian has been received and a designated person picks them up from the office.**

#### **Guest Lunches**

Guests of students are welcome to eat lunch, but must pay in advance in the main office. The cost of a guest meal is \$5.

#### **Additional Hot Lunch Information**

- Mountain Lake Christian does not receive state or federal subsidies for its hot lunch program.
- Milk is provided with the hot lunch meal.

### **ILLEGAL AND ILLICIT SUBSTANCE PROCEDURE**

Mountain Lake Christian aims to provide and maintain a healthy, safe, and spiritually pure environment through clear, consistent rules and consequences. No student shall use, possess, sell, distribute, or be under the influence of alcohol, other mood-altering chemicals, or tobacco on or off school grounds.

Tobacco, alcohol, and chemical offenses may be cumulative during a student's career at Mountain Lake Christian. The consequence of disobedience shall be the discretion of the school administration.

If a student is suspected of possessing any of these substances on his/her person or in his/her personal property, searches will be conducted.

If a student is suspected of using an illegal substance they may be required to take a drug urinalysis exam at a certified medical facility approved by Mountain Lake Christian. This will be done at the expense of the parents.

### **KNIVES**

Students may carry pocket knives provided the blade does not exceed 3 inches in length. Knives should remain in a student's pocket or backpack unless being used for a cutting purpose. Any use of a knife in an unsafe or joking manner will result in the loss of this privilege. Using a knife to damage or deface school equipment will result in the loss of this privilege and possible discipline including expulsion and financial restitution. Any student who threatens or assaults another student with a knife will face immediate removal from the premises and possible expulsion and criminal prosecution.

### **LIBRARY**

Students will not be allowed to check out another book until they return the book previously checked out.

### **Replacement Charges**

When books are lost or damaged, they must be replaced by the student or by the student's parents. The charges are as follows:

- \$10.00 Paperback
- \$20.00 Hardcover
- \$50.00 Encyclopedia or other reference book.

### **LOCKERS**

Lockers are the property of Mountain Lake Christian. Use of the lockers should be considered a privilege, which can be taken away if the student is not using reasonable care while using his/her assigned locker.

Students cannot trade lockers or occupy multiple lockers without advanced permission from the administrator.

Students may not put locks on lockers without permission from the administrator. If students are granted permission to lock their own lockers, a combination (or key) must be on record with the administration.

Straps, clothes, laces, etc, must not hang out of the lockers during the school day. Make sure they are placed inside the locker. Nothing is to be left on the top of the lockers. Items left unattended or in inappropriate places may be confiscated by the administration.

Lockers should not be forced shut. If a locker is too full to shut, the student needs to remove the item(s) obstructing the locker closing and carry it with him/her during the school day. Lockers should not be filled with bags or other items that cause the locker door to bend when closing or restrict the locker from closing. Damage to lockers for any reason will result in damage charges being assessed to the student.

Lockers contain an individual student's personal property. The student assigned to the locker is responsible for his/her books and personal possessions at all times. All student-owned items must be stored in the student's assigned locker.

Students are not permitted to enter another student's locker during the school day without permission from the student who has the locker assigned to him/her and/or supervision of a teacher or administrator. Violation of this standard will result in consequences of discipline.

Lockers should be kept in an orderly condition. Teachers will do periodic locker inspections. Students with lockers that are not neat and organized will be asked to clean them.

No tape or adhesive products are permitted on the lockers. Students should use magnets to attach items to the locker doors or walls. Students must clean out their lockers on the last day of school.

All paper, pencils, books, etc. around locker areas must be picked up between class periods throughout the entire school day.

#### **LOCKER SEARCHES**

Student lockers are the property of the school and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their lockers. School authorities, for any reason, may conduct periodic general inspections of lockers at any time without notice, without student consent, and without a search warrant.

#### **LOST and FOUND**

All articles left in classrooms, halls, or on school grounds will be placed in the lost and found area in the office. Included with these articles are items lost during evening and extra-curricular activities. Unclaimed articles will be periodically put out on tables to be claimed. If they are not claimed, they will be given away or discarded.

#### **MEDICATION and SICK CHILDREN**

If at all possible, medication should be given at home. **NO MEDICATION WILL BE ADMINISTERED BY SCHOOL PERSONNEL WITHOUT A WRITTEN AUTHORIZATION SIGNED BY BOTH PARENT AND PHYSICIAN.** All medicine must be in the original bottle, labeled with the child's name, the name of the medication, and the dosage to be given. Copies of the authorization form have been sent home to each family, and additional copies are available in the school office.

If you want your child to take any over-the-counter medication during the school day a note must be sent, signed by the parent/guardian, with the medication. The school will not give any medication without your written permission. Aspirin, Tylenol, cough medicine, or cough drops are over-the-counter medications. A child may keep cough drops with them and take when needed with a parent's/guardian's note of permission.

We do not have adequate facilities to care for sick children at school. If your child is too sick to stay in the classroom, you will be called and requested to come and get your child.

Hearing and vision screenings are done for Kindergarten through 5<sup>th</sup> grade and 7<sup>th</sup> grade students. Scoliosis screening (back checks) is done for 5<sup>th</sup> and 7<sup>th</sup> grade girls and 8<sup>th</sup> grade boys. Parents will be notified if a problem is found. Health records are maintained for all students.

Watch your child for symptoms of illness. When ill, keep your child home and call the school office at 427-2010. The school needs to be notified of contagious diseases (e.g. strep throat, chicken pox, scarlatina, mono, pneumonia), or infestations such as lice and scabies. Prompt reporting enables us to control contagions and prevent re-infestation. Notes will be sent home to inform of head lice in your child's classroom. It is important to continue checking your child for three weeks for evidence of lice or nits. Students may return to school after completion of necessary treatment for infestation, when symptom-free of disease, or with a written note from the doctor.

The Mountain Lake Christian has a cooperative arrangement with Mountain Lake Public Schools for its health services. When necessary, the school will refer all health questions to the Mountain Lake Public School nurse.

**IT IS VITAL THAT ALL STUDENTS HAVE A COMPLETED EMERGENCY CARD ON FILE IN THE OFFICE BY THE FIRST WEEK OF SCHOOL.** Information included on this emergency card are as follows: doctor's name, dentist's name, preferred hospital, who to contact in case of emergency, known allergies, medication currently taking, and insurance company information. It also includes the work, home, and cell phone numbers of parents, so that they may be contacted in case of illness or injury.

#### **MONEY and VALUABLES**

Students are encouraged to not bring large amounts of money or valuables to school. If there is a specific reason for them to bring the money/valuables to school, they may bring it to the office for safekeeping.

#### **MUSIC CLASSES:**

Because music is often a medium of individual self-expression, it is understandable that the musical tastes and standards of students and families who attend MLC will vary from one individual to the next. When considering whether or not a particular music selection should be used within the official school sponsored context, teachers, parents and students should exercise good judgment and err on the side of conservatism. The school administrator reserves the right to determine if a particular piece of music is acceptable.

#### **NEWSLETTER**

Mountain Lake Christian will publish a Bear Facts bimonthly during the school year. The newsletter may also be found on our web page at [www.gomlc.org](http://www.gomlc.org). Be sure to get a copy of the newsletter from the web or by mail since it contains valuable information for both parents and students.

#### **OPPORTUNITIES to HELP OUR SCHOOL**

Mountain Lake Christian collects the following items and earns cash or purchasing points for school equipment. You may want to ask your relatives, friends, and neighbors to also help us out. While we are not trying to promote any of these businesses or products, we are using programs developed by these companies that promote education. If you know of similar programs that might benefit our school, please make us aware of them. Thanks for your help.

- **Campbell's Soup Labels:** To procure school equipment, we collect Campbell's soup product labels. Please send in only the front portion of the soup label.
- **Milk Moola labels & caps**
- **Maynard's and Hy-Vee:** Purchase at face value coupons for these stores, and the school receives a percentage of your purchase.
- **Great Lakes Scrip:** Log into [www.shopwithscrip.com](http://www.shopwithscrip.com) using Mountain Lake Christian's code: **93L522FA351L9**. Follow the instructions on the website.
- **General Mills Box Tops for Education:** General Mills will donate .10¢ for each "Box Tops for Education" official coupon collected by our school. The money will be used to purchase computer software programs. Please send in the "Box Tops for Education" coupons from the tops of cereal boxes, etc.
- **Fruit Sale**
- **Recycling Printer Cartridges:** Send your empties to the office and they will be recycled.
- **Target Take Charge of Education:** Target donates 1% of all purchases made on their Guest Card to the school of your choice. To participate, customers simply need to fill out one of the Target Guest Card applications available at Target Stores. If you already have a Target Guest Card, you can participate by calling the Target store and designate Mountain Lake Christian as the recipient.
- **Amazon Smile:** Start your shopping at [smile.amazon.com](http://smile.amazon.com). Choose MLC to support and the school will receive ½% of everything you purchase. Services, prices, and options are identical to the regular Amazon site.

### PARENT-TEACHER CONFERENCES

In order for parents to know their child's progress first hand, parent-teacher conferences will be held towards the end of the first quarter and mid-way through the third quarter. At both times, elementary parents will have a time scheduled for them to come and discuss their child's progress with the classroom teacher. Jr./Sr. High parents will have an opportunity to conference with each teacher during designated hours.

Parents are urged to call the school at any time throughout the year and schedule a conference before or after school to discuss their student's work. The teachers welcome these opportunities.

### PHOTO USAGE AND SOCIAL MEDIA POLICY

MLC reserves the right to photograph any student event and post the photos to social media sites such as Facebook and Twitter. It is not feasible to edit out the faces of students and guests. By attending these events, you agree to the use of your image by MLC for such promotion and marketing usages as MLC sees fit. Your child will never be photographed individually without your consent.

If you object to a photo that has been posted on social media or used for a promotional activity, please notify the school office. We will discuss the issue with you and may, at our sole discretion, remove the offending photo.

## **PHYSICAL EDUCATION**

Physical education classes are an important part of the educational program at Mountain Lake Christian. All students are expected to participate in scheduled P.E. classes and P.E. events (i.e: track/field days) unless the physical education teacher has received a written note from home or a doctor's excuse. A note from home is good for three days only. After this, a doctor's excuse is required. Alternative assignments will be given to students who cannot participate in P.E. classes and/or events. Unexcused absences will result in a lower grade in P.E.

Students must wear appropriate shoes in P.E. classes when using the gym. This is a safety precaution. The shoes must be clean. Students not having appropriate shoes will attend gym class, but will not be permitted to take part in activities. The teacher may assign alternative gym activities.

## **PICKING UP A STUDENT DURING THE SCHOOL DAY**

### **Elementary Students**

If an elementary student is being picked up for an appointment or for another reason during the school day, a parent/guardian needs to send a note with their child in the morning informing the teacher that they will be taking the student out of school. When picking the student up at school, the parent must come into the school office to have the student paged and sign the student out. For precautionary measures, we do not allow students to wait outside or at the door for their ride. The parent also needs to sign the student out in the main office before leaving campus.

### **Junior/Senior High Students**

Junior/Senior High students leaving for an appointment must sign out of study hall or be released from class by the classroom teacher if they leave during an instructional class period. They must sign out in the main office before leaving campus.

Please do not park in the **No Parking Zone** when coming into the building to pick up your child(ren).

## **PLAGIARISM**

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- Copying another student's homework;
- Working with others on projects that are meant to be done individually;
- Looking at or copying another student's test or quiz answers;
- Allowing another student to look at or copy answers from your test or quiz;
- Using any other method to get/give test or quiz answers;
- Taking a test or quiz in part or in whole to use or to give to others;
- Copying information from a source without proper attribution; and
- Taking papers from other students, publications, or from the Internet.

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing assignment/retaking test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, detention, suspension, or expulsion.

### **POSTING of SIGNS and ADVERTISEMENTS**

All signs or advertisements to be displayed in the entryway or Junior/Senior High hallways must be approved by the administrator or his designee(s). Signs to be displayed in the commons will be hung by the office personnel. If you have something you want displayed, please bring it to the front office for approval. If the sign or advertisement is not approved, it will be removed.

### **PUBLIC RELATIONS**

Parents and students are the best public relations staff of the school. We encourage you to inform other people of our school's ministry. The administrative staff and members of the Board are available to speak on Christian education at home meetings and church groups upon request. Literature concerning Christian education and Mountain Lake Christian is available upon request.

### **RECESS**

1. If necessary, students should use the bathroom before they go outside.
2. Each elementary student is to stay on the playground during the entire lunch recess time, unless he/she has the permission of his/her teacher to remain in the classroom under supervision. Once outside, no student is to come back in to the building until the end of the recess time without permission from the supervisor.
3. Tackling, kicking, fighting or other rough activities are not permitted.
4. Snowball throwing at any time is not permitted.

### **REPORT CARDS**

The purpose of our report card is to give parents and the student an indication of the student's progress. When report cards are sent home for students in grades 1-6, they should be signed and returned to school the next day. The original is kept in the school office until the 4<sup>th</sup> quarter. In 7<sup>th</sup>-12<sup>th</sup> grades, report cards do not have to be returned.

### **RESTRICTED MATERIALS**

- **Candy and Pop:** Candy and pop may be consumed in designated areas. Candy and pop is not to be eaten by students in class. The only exception is when teachers have parties in the classroom.
- **Laser Lights:** Laser lights are not permitted at Mountain Lake Christian because they can be very dangerous to the eye. They are not needed by students throughout the day and therefore, should not be brought to school. Student safety is our primary concern. If a laser light is found in a student's possession, it will be confiscated and brought to the school office. Parents will be contacted to pick up the laser light from the school office.

### **RETAKE POLICY**

Students may retake any course(s) for the purpose of improving their grade(s) or to enhance their knowledge in the subject(s). If the retake course grade is higher or the same as the original grade, the retake course grade becomes the course grade of record on the student's transcript. The replacement course(s) will be noted as a replacement course on the transcript. If the retaken course grade is lower than the original course grade, the original course remains as the course grade of record on the transcript and the retake course is deleted from the transcript. Thus, the student's GPA reflects only the highest grade earned. This policy also applies to transfer students who retake a course at MLC to replace a course taken elsewhere.

**RETENTION**

Students who have chronic attendance problems that interrupt the learning process may have a conference with the administration and custodial parent/legal guardian to determine if retention is a viable option. An evaluation of each case will occur after 10 absences.

**RIGHT OF DISMISSAL**

When a student's attitude or behavior is not in accord with school policies or principles, and school personnel are not able to help him/her correct the situation, the parents will be called for a conference. If, after such a conference, and a reasonable period of time for readjustment, the administration and concerned teacher(s) believe the student's presence is detrimental to the school and/or student body, the parents may be asked to remove the student from enrollment. The constant infraction and lack of regard concerning the conduct items listed in this Parent/Student Handbook may result in student expulsion. Also, the following are justification for suspension or expulsion from school regardless if it occurs on or off campus:

- Profanity
- Immorality
- Cheating
- Illegal possession, arranging sales, taking about, or being under the influence of alcoholic beverages or non-prescription drugs
- Smoking/other use of tobacco products
- Gambling
- Harassment
- Theft
- Destruction of school property

Students dismissed from school will not be entitled to a refund of tuition or fees.

**SCHOOL CLOSING-Weather Related**

Tune in to KDOM and KJLY radio or KMSP, KSTP, WCCO OR KARE11 TV for weather-related school announcements. **PLEASE DO NOT CALL THE SCHOOL OFFICE OR THE STATIONS LISTED ABOVE. In addition, an email and/or a text message will be sent out plus it will be announced on our web site: [www.gomlc.org](http://www.gomlc.org). If you would like to receive text messages regarding school closing/2 hr. late announcements, please let the office know.** Announcements will be given beginning at 6:30 am. Mountain Lake Christian School makes closing decisions independent of Mountain Lake Public School. While we often come to the same conclusions, it is not a safe assumption to assume we are closed if they are. Check the website, sign up for text messaging, and ensure we have a working email address to ensure you have the most accurate information.

**SCHOOL HOURS**

The school's starting and ending times are as follows:

Pre-Kindergarten 1	12:25-2:45 Tu/Th
Pre-Kindergarten 2	8:00-11:30 Tu/Th
Kindergarten	8:00-2:45 M/W/F

Grades 1-12

8:00-2:50

**All students must be picked up no later than 10 minutes after the end of school unless they are in after-school activities.** After that time (3:00), elementary students still in the building must wait in the office and Junior/Senior

High students must wait in the Student Commons area. All elementary students should notify the office prior to leaving.

**School hours are from 8:00-2:50 and if students are left after 3:30 p.m., a \$15 after-school-care fee will be charged to compensate for the time a staff person has given up to watch the child(ren).**

If a student is left unattended at Mountain Lake Christian after 3:30 without parent or teacher permission, Mountain Lake Christian does not assume responsibility or liability for that student.

**To help students learn responsible behavior, students will not be routinely admitted into the classroom for homework and/or instruments, etc. after 3:30 p.m.**

Siblings of students in after-school activities should not stay after school during practice times. Mountain Lake Christian does not have a supervised area for them to stay and the coach does not have the time to supervise other student(s).

#### **SCHOOL OFFICE HOURS**

The school offices are open from 7:45 a.m. to 3:30 p.m. Monday-Friday. The office will be closed during non-school days.

During the summer, the school offices are open 9:00 a.m. to 1:00 p.m. Monday-Thursday. While there are often office personnel here outside those hours, it is always best to call before you come outside of scheduled hours.

#### **SEXUAL HARASSMENT**

Mountain Lake Christian is committed to providing a safe, positive learning and working environment for everyone. Therefore, Mountain Lake Christian prohibits sexual harassment and sexual violence (SHV). It will not be tolerated in any form.

It shall be a violation for any student or employee of Mountain Lake Christian to use SHV toward any other student or employee. Mountain Lake Christian will investigate all formal and informal verbal and written complaints of SHV. Any student or employee who is found to have used SHV towards any other student or employee will be disciplined.

**Sexual Harassment and Sexual Violence Definition:** Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

These behaviors may include but are not limited to:

- touching (arm, breast, buttock, etc.)
- verbal comments (about parts of body; what type of sex the victim would be “good at”, clothing, looks, etc.)

- name-calling
- spreading sexual rumors
- leers and stares
- sexual or “dirty” jokes
- cartoons, pictures, and pornography
- using the computer to leave sexual messages or graffiti or play sexually offensive computer games
- gestures with the hands and body
- pressure for sexual activity
- cornering, blocking, standing too close, following
- conversations that are too personal
- “rating” an individual-for example, on a scale from 1 to 10
- “snuggies” (pulling underwear up at the waist so it goes in between the buttocks)
- sexual assault and attempted sexual assault
- rape
- touching oneself sexually in front of others
- howling, catcalls, whistles
- repeatedly asking someone out when he or she is not interested
- graffiti
- facial expressions (winking, kissing, etc)
- “slam books” (lists of students’ names with derogatory sexual comments)
- “making out” in the hallway
- Sending nude photos or sexually suggestive message via social media

Sanctions (consequences) for the student harasser may include the following, but are not limited to:

- verbal warning/reprimand
- written warning/reprimand entered into student’s file
- suspension
- expulsion
- an apology to the victim
- writing a paper on “Why Sexual Harassment is Wrong”
- referral for psychological assessment
- a parent/student/school administrative conference
- police involvement
- not being permitted to participate in extra-curricular activities according to Minnesota High School League’s regulations
- community service
- other sanctions deemed appropriate by Mountain Lake Christian

Sanctions (consequences) for the adult harasser may include the following, but are not limited to:

- verbal warning/reprimand
- written warning/reprimand entered into adult’s file
- suspension without pay
- termination of employment

- an apology to the victim
- fine paid to the county sexual assault program
- special class required on SHV
- referral for psychological assessment
- police involvement
- community service
- other sanctions deemed appropriate by Mountain Lake Christian

Information concerning any SHV complaint shall be treated confidentially and consistently with Mountain Lake Christian obligations, the need to investigate, and the need to take disciplinary action if it is found that SHV has occurred.

Any person who believes he/she has been a victim of SHV by a student or employee of Mountain Lake Christian shall report the conduct immediately to the administrator. Any third person with knowledge or belief of conduct that may constitute SHV shall report the conduct immediately to the administrator. If the report is made verbally, the administrator shall document it in writing within 24 hours. The necessity of mandatory reporting will be determined. If necessary, a detailed report will be sent to a law enforcement agency.

Within ten days, the administrator shall provide a written report of the status of the investigation to the alleged victim, the alleged perpetrator, and the School Board. A decision will then be made as to the steps to take regarding the allegation.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Anyone who retaliates against an individual who reports SHV will be disciplined. Anyone who retaliates against an individual who testifies, assists, or participates in an investigation, proceeding, or hearing related to a complaint of SHV will be disciplined.

Submission of a SHV complaint or report shall not affect the individual's employment, grades, work assignment, etc. Every student at Mountain Lake Christian has the right to a safe learning environment, to be treated with respect and to attend a school that is free of discrimination.

### **STUDENT SUPPLIES**

The registration fee pays for textbook rental, workbooks, special paper used for penmanship, art supplies, copies and printing, and other instructional material.

Students must furnish their own Bible, notebooks, assignment book, paper, pens, pencils, and crayons. It is recommended that students have at least three pencils at their desks. Gym shoes are required for all P.E. classes. Student Supply Lists will be mailed out to families during the summer. Students may also check supply lists and purchase their supplies with a single click by visiting [www.classbundl.com](http://www.classbundl.com).

### **TARDINESS**

Punctuality is a critical life success skill. Whether one is a pastor, a plumber, or a pianist, being on time will affect how successful you are in your work and how people perceive you. In an

educational setting, late students disrupt the class and shorten the amount of instructional time available to the teacher. It is imperative, therefore, that students are on-time for class.

All students are expected to be in their classroom and ready for work at 8:00 a.m. Any students who arrive to class after this time will be counted tardy. Junior/Senior High students must go to the school office to receive a tardy slip. A record of unexcused tardies will be kept in the office. Parents are expected to write a note for their child when they know they will be tardy (i.e. medical appointments). Each teacher will deal with missed work due to tardiness.

Students in grades 7-12 receiving a combined total of three or more tardies in any class(es) will serve one hour of detention. Detentions will be served on Wednesdays. It is the responsibility of the student to notify coaches, parents, and/or bosses of their detention.

If school busses run late, no tardiness is counted on the student's record. Tardies will be reset at the end of each unit.

#### **TUITION**

Tuition payments are collected by FACTS Management Company. Tuition may be paid in a single lump sum (\$0 fee), at the beginning of each semester (\$10 fee), or in 10 payments (\$45 fee). All parents must register for one of these three payment plans before class begins.

If you have an unusual circumstance or will have trouble meeting your tuition programs, contact the MLC administrator immediately. Simply missing payments with FACTS will result in late fees that can be avoided by working out an alternate plan with the school in advance.

Tuition covers less than 25% of the annual expenses of the school. Mountain Lake Christian relies upon gifts and donations to cover the rest. We ask that you consider each month whether you can give a contribution over and above your child's tuition to help support the ministry of Mountain Lake Christian.

#### **VISITING MOUNTAIN LAKE CHRISTIAN**

Parents are welcome to visit the school and classrooms. Please call the school a day in advance if you plan to visit. All visitors must check in at the office and pick up a Visitor's Pass. Past students are welcome to visit the school during lunch hours and with prior notification and approval. Prospective students are encouraged to spend a day with us. Arrangements can be made with the school office to spend a full day attending classes and meeting teachers and other students.

#### **VOLUNTEERS**

Volunteers are critically important to the success of many of our activities. Please watch the Bear Facts and your email for requests for volunteers. Volunteers for certain activities may be asked to conduct a background check at the school's expense.

#### **WITHDRAWAL FROM SCHOOL**

Once a student has completed the application process and paid the registration fee or completed the re-enrollment process and paid the registration fee, the student is considered enrolled at Mountain Lake Christian. Students who withdraw from school for any reason must notify the MLC

Admission's office of their intent to withdraw. No student under 18 years of age may withdraw without written consent from his/her parent or guardian.

Students withdrawing from MLC during the school year will not be entitled to a refund of any tuition and fees for the semester last attended. For instance, a student withdrawing during first semester (first 3 units) may receive a refund of second semester tuition and fees, but all tuition and fees for first semester will be due and payable in full. Any student withdrawing during the second semester (last 3 units) will owe tuition and fees for the full year. If on a 10-pay plan, parents must either make payment in full or continue to make the monthly payments as scheduled. Records will not be released until the student's account balance is zero. Exceptions may be made at the sole discretion of the administrator for withdrawals due to medical conditions or an unexpected job transfer.

### **WITHHOLDING OF STUDENT RECORDS**

At the end of the school year, if money is still owed for tuition, fees, lunch, etc., report cards will not be sent home. Access to student assignments and grades via RenWeb will be suspended. Student records, including transcripts, will not be released to any other school until payment is made in full. For seniors, diplomas will be withheld and transcript requests will not be honored until the balance is paid in full.

A student may not re-enroll at Mountain Lake Christian until all tuition, fees, and other charges have been paid in full.

### **WORK PRIVILEGES – SR. HIGH**

**JUNIORS/SENIORS:** Juniors/Seniors may leave campus during the final period of the day for the purposes of working at a job or internship provided:

1. Their GPA for the previous quarter was 2.0 (C) or higher, they are currently passing in all classes, and have not received a failing (F) grade the previous quarter. (First quarter will be based on last year's 4<sup>th</sup> quarter report card).
2. Their character and over all school behavior models Christ as indicated in this Parent/Student Handbook.
3. The MLC office has a signed Work Permit form from their parents/guardians.
4. They are not scheduled for a class or direct study required for graduation.

Proof of employment may be required.