

CONTENTS

Welcome	1
Admissions Procedure	2
Financial Information	6
Financial Schedules	7
Curriculum Overview	8
School Hours	10
Attendance	11
School Attire	12
Behavior Expectations	13
Discipline	15
Extended Care	17
Classroom Policies	18
Field Trips	19
Campus Policies	20
Home School Enrichment	24
Network Use Policy	25
Policy Changes	27
Index	28

WELCOME TO MIRAMONTE SCHOOL

Miramonte School has an educational environment that reflects an active partnership of students, staff, parents and community. We are open to evaluating and using new ideas that foster an atmosphere conducive to developing responsible Christian students.

Our education program is approved by the Pacific Union Conference of Seventh-day Adventists and the State of California. Our operations are supervised by a board of directors elected from nine constituent churches. Miramonte School provides a high quality education that welcomes a wide variety of students from a multi-ethnic cross section of Bay Area communities.

OUR MISSION STATEMENT

We are committed at Miramonte School to provide opportunities for students to achieve their personal best, become responsible and productive citizens, and embrace lifelong learning in a safe and positive environment. Our goal is to help students become competent compassionate Christians by:

- encouraging an ongoing, personal relationship with Christ, manifested in our love for others.
- cultivating active, compassionate, responsible servants of our community and our world.
- building a loving, accepting community which nurtures the development of respect for self and others.
- teaching leadership, cooperation, and willingness to take responsibility.
- encouraging a life-long love of staying fit and healthy in mind, body and spirit.
- striving to develop life-long learners, enthusiastic problem-solvers and pursuers of excellence.

ABOUT US

EARLY BEGINNINGS

In the year 1906 the Pacific Press Publishing Association moved from Oakland to Mountain View to establish itself in a rural community. With the move, there came a considerable number of families who wanted their children to receive an education that would incorporate the fundamental principles of the Bible.

In 1906 a one-room church school was organized under the leadership of Elder and Mrs. Wilcox. Mrs. Viola Miller was the first teacher with an enrollment that year of 48 students. This was the early beginning of what would become both Miramonte School and Mountain View Academy.

TODAY

Miramonte School is supported by the Central California Conference of Seventh-day Adventists and its surrounding nine constituent churches. Currently, we have a teaching staff of fourteen for grades Junior Kindergarten through Grade 8. In the spring of 2002 the gymnasium complex was completed, offering our students an alternate indoor physical education area and two more classrooms. We also have a computer lab with current technology to help our students reach their highest potential as they move toward high school and college.

Miramonte School is accredited through the National Council for Private Schools, the Accrediting Association of Seventh-day Adventist Schools, Colleges, Universities, and the North American Division of Seventh-day Adventists.

ADMISSIONS PROCEDURE

Miramonte School admits students of any race, color, and national or ethnic origin, to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Miramonte School does not discriminate on the basis of race, color, ethnic background, country of origin or gender in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

Parents are encouraged to support the school's principles, programs and teachers, and to agree to direct their children to act in harmony with the standards, requirements and philosophies of the school. The Admissions Committee reserves the right to refuse admittance to any students who do not exhibit behavior in harmony with the school's principles.

NEW AND TRANSFER STUDENTS

Some of the areas the Admissions Committee evaluates in a new student to Miramonte School are chronological age, emotional, physical and social development, academic achievement, test scores, student behavior, attitude, attendance record, and special needs.

Before a student is placed in a classroom, he/she shall:

- Complete and submit the Application Form and the non-refundable processing fee of \$125.00. The processing fee does not guarantee admission.
- Provide verification of grade level and achievement from the school last attended. (The parent shall be notified of the transfer of the student's permanent record, their right to receive a copy of the record and their right to a hearing to challenge the content of the record.) This may be a report card, cumulative folder, letter from the principal of former school or telephone discussion between principals.
- All new transfer students are admitted on a 9-week probationary status. Two recommendations are needed for K-4 students and three for grade 5-8 students.
- Make an appointment to take a proficiency exam before entering Miramonte School. In lieu of this exam, parents may present results from an alternate approved national exam taken within the previous school year.
- Have an enrollment interview with the parents, Principal or Admissions Committee on a subsequent day to review the test or submission of alternate test results. Once the interview is over, the committee will meet to make a decision. Should concerns arise as a result of this first interview, the student may be given an opportunity to meet with the Admissions Committee once more. The family will receive a phone call should there be a need to set up a second interview. Notification of the Committee's decision for admission will be given to the family in writing. A registration packet will be mailed with the letter if the child is accepted.

Once the above steps have been completed, the student will be assigned to a classroom. This is done by action of the Admissions Committee and may be for a period of not less than two weeks, but may be for a period of up to nine weeks. At the end of the probationary period:

- The teacher and principal will evaluate the student as to his/her social adjustment, behavior, achievement and rapport with teachers and peers.
- A report of this evaluation with a recommendation from the principal and teacher will be taken to the Admissions Committee at which time the student will: 1) be admitted on regular standing, 2) have the probationary period extended, or 3) be asked to consider another school.

Students entering Kindergarten must be 5 by December 2. Kindergarten students may need to be tested if recommended by the teacher. Students must submit proper health records within two weeks of first day of attendance, after which time they will not be allowed to attend classes until health records are received.

NEW AND TRANSFER STUDENTS APPLYING AFTER THE SCHOOL YEAR BEGINS

- Students applying after the school year begins will follow the process as outlined above for *New Students*.
- In addition, an interview with the teacher will also take place before a decision is made by the Admissions Committee.

CURRENT STUDENTS

- Continued enrollment status at Miramonte School begins with completion of the Re-registration form and your non-refundable processing fee of \$125.00. The processing fee does not guarantee admission.
- Students who completed the previous school year at Miramonte School may consider themselves accepted unless notified by the Admissions Committee. Returning students who are admitted and fall into any of the categories below will be admitted on probationary status:
 - four consecutive quarters with 10 or more tardies
 - in school or out of school suspensions
 - K-5 students with more than 10 *Student Discipline Reports* in one year
 - 6-8 students with more than 7 *Student Discipline Reports* in one year
 - 3-8 students with less than a “C” average over the last semester
- The Admissions Committee will notify each student and his/her parents regarding the reasons for the probationary status and the student will be subject to the *Probationary Status* guidelines.
- According to the working policy of the Miramonte School Board, no student may be enrolled unless their account is paid in full or satisfactory arrangements have been made.

INTERNATIONAL STUDENTS

Miramonte School has been granted permission to issue I-20 forms for international students. Students who wish to attend Miramonte School on a F-1 Student Visa will be required to receive an I-20 form that is issued after they have been accepted to the school. Acceptance of each student will be based on the number of students presently enrolled in each grade, the number of international students already enrolled, and on a first come, first served basis. *All applications must be submitted in person to the school office by the guardian or host family.* An International Student Instruction Check-Sheet form will guide the applicants through the process of completing and submitting the required forms.

Complete and submit all of the Step One documentation. Once the documentation has been submitted, payment received, and the reference forms returned, the application will be processed.

- Based on the documentation and recommendations, students will be admitted on a probationary status. Students who do not meet school guidelines will not be admitted.
- Students will be notified of acceptance and the I-20 issuance. The local guardian will be responsible for delivering the I-20 to the parents.
- The student would then need to apply for their F-1 Student Visa. The school needs to be notified when the Visa has been received.
- The student may enter the U.S. up to 30 days prior to the start of school.
- Once here, the student and guardians will report to the school and meet with the principal.
- Prior to beginning classes, the remaining forms (immunization, Guardianship Authorization, and Parent/Student Agreement) need to be submitted and the remaining balance of tuition and fees paid.

Once all of the paperwork and fees have been paid, the student and guardian will be scheduled to meet with the assigned classroom teacher(s) for final room placement.

PROBATIONARY STATUS FOR NEW STUDENTS

All new students entering Miramonte School are on probationary status for the first quarter of attendance. At the end of the first quarter, if all above admission requirements have been met, the student will be removed from probationary status by the Admissions Committee as long as:

- the student has maintained at least a “C” average over the quarter
- the student has fewer than 10 tardies in one quarter
- the student has not been suspended
- the student has not been referred to the Miramonte School Discipline Committee or received multiple referrals.

Until these requirements are met, the student is enrolled on probation and may be dismissed from school due to any problems in attendance, behavior, or scholarship.

PROBATIONARY STATUS FOR CURRENT STUDENTS

Previously enrolled Miramonte School students who have been moved to probationary status by vote or standing policy of the Admissions Committee may return to regular status after one full quarter as long as the following requirements have been met:

- the student has maintained at least a “C” average over the quarter
- the student has fewer than 10 tardies in one quarter
- the student has not been suspended
- the student has not been referred to the Miramonte School Discipline Committee or received multiple referrals.

Students who cannot achieve regular status by the end of the second consecutive quarter must meet with the Miramonte School Discipline Committee.

MEDICAL EXAMINATIONS

Physical examinations are required of all students in the Pacific Union Conference as follows:

- upon entering school for the first time
- at grade 7 (this shall include the scoliosis examination)
- at other grades when required by the Central California Conference, Office of Education
- to participate in intramural athletics

A physical examination shall be considered current, except scoliosis examination, if taken not more than twelve months prior to any of the above dates and the report is submitted to the school.

When a student transfers, it is the parent’s responsibility to bring the health record file to the office within two weeks of acceptance, after which time they will not be allowed to attend classes until health records are received.

IMMUNIZATIONS

All students entering Miramonte School for the first time must present evidence of immunization compliance with the Santa Clara County Department of Health. Current immunization requirements are provided in your Registration Packet. The new HIPAA guidelines require **parents** to deliver health records from the previous school. Schools can no longer mail these records to other schools.

A student may be exempt from receiving the required immunizations by submitting:

- A written statement from a physician which states that the student is medically exempt as a result of having had the disease or
- A signed statement from the parent stating that the student is exempt because of personal beliefs. This personal exemption shall be recorded on the immunization record.

AIDS AND AIDS-RELATED CONDITIONS IN STUDENTS

Acquired Immune Deficiency Syndrome (AIDS) and persons with HIV-positive results in the school pose significant concern for others. Accordingly, the following guidelines are to be followed:

- The conference and school are committed to maintaining a safe and healthy school environment for all students.
- Based on overwhelming medical and scientific opinion, the AIDS virus is not casually transmitted in ordinary school settings. Therefore, subject to changes in available medical information, students with AIDS or any of its related conditions may continue to attend as long as they are able. Reasonable accommodation will be provided to students to allow them to continue to attend and participate in school activities. Other students who refuse to work with, harass or otherwise discriminate against any AIDS-afflicted student may be subject to discipline. Courts have only upheld exclusion of students from school with AIDS in young students where the students bit others and/or have open sores, thereby exposing other students to blood.
- Employees are to be trained in and use the universal precautions for the prevention of transmission of blood-borne pathogens as propounded by the Centers for Disease Control. Students are to be given age-appropriate instruction regarding precautions surrounding blood. Physical education teachers are to instruct their classes regarding specific precautions surrounding blood-borne pathogens.
- Instruction regarding AIDS is to be part of the curriculum and is to be done in accordance with the curriculum plan. In addition, the administration may include additional instruction on AIDS, its transmission and safety precautions when deemed necessary.
- Students or parents of students who have AIDS or are HIV-positive and who wish to disclose this fact to the school should discuss it only with the principal.
- Information about a student having AIDS or HIV-positive is confidential. It is not to be disclosed to any other individual without the written consent of the parents or the guardian of the student.
- The Christian response to an HIV-positive person must be personal, compassionate, helpful and redemptive.

PARENT VOLUNTEERS

We encourage all our parents to volunteer at the school. Please complete the survey form in your registration packet so we know how we can best use your skills. **All parents who volunteer at the school or accompany students on field trips must have a fingerprint clearance that has been received by the school before they are permitted to participate in school activities with students.**

STATEMENT OF RESPONSIBILITY

Each student is accepted to Miramonte School with the understanding that this student's parents or legal guardian is/are responsible for the legal aspects of his attendance. These include, but are not limited to, the following:

- payment of account
- damage to property
- liability through altercation

SPECIAL NEEDS STUDENTS

Miramonte School usually does not have the staff nor resources for special education services; therefore, we may not be able to accept students who have learning differences, mental or physical handicaps, or social skills deficits which would require the school to provide specialized staff, equipment or repeated interventions that take up a disproportionate amount of a teacher's time.

Our goal is to provide every child at Miramonte School with a quality education. To do so, we need full and accurate disclosure about your child's needs. If it comes to our attention that parents have intentionally withheld educational or behavioral information about their child and his/her needs from school staff, we reserve the right to ask your child to remain at home until your child's needs are clarified and we determine if we are able to meet those needs.

English language proficiency needs to be established before admission. Prior to admission, parents, teacher and principal may meet to discuss specific goals for a student.

TRANSFER OF PERMANENT RECORD

Whenever a pupil transfers from one school district to another public or to a private school, or transfers from a private school to a school district within the state, the pupil's permanent record or a copy is transferred by the former district or private school upon a request from the district or private school where the pupil intends to enroll. Any school district requesting such a transfer of a record shall notify the parent of his right to receive a copy of the record and a right to a hearing to challenge the content of the record. The State Board of Education is authorized to adopt rules and regulations concerning the transfer of records. Miramonte School and the Central California Conference of Seventh-day Adventists follow the California Education Code #48904/48904.3 in regard to withholding records for financial reasons. You may request a copy of these guidelines from the Principal or go online and read them there.

FINANCIAL INFORMATION

STUDENT INSURANCE

Accident insurance coverage is purchased by the school for each student. The cost of this insurance is included in the General Fee. The school is responsible for only that amount covered by insurance. Parents are urged to carry additional insurance to supplement that covered by the school.

FINANCES

Miramonte School endeavors to keep the cost of Christian education as low as possible so that all Christian young people may attend. The following statements outline the general financial practices that are important to the students, parents and/or financial sponsors.

Previous Balances: The account of the previous year's expenses at Miramonte School or other Seventh-day Adventist educational institutions must be settled before the student is permitted to enroll for the current school year. Any delinquent accounts remaining from a sibling who attended Miramonte School must also be settled before another member is admitted.

Statements: Statement are mailed by the 5th of the month and are due by the 15th. Accounts are past due by the 20th of each month and there will be assessed a \$20.00 late fee. Check returned for insufficient funds will be charged a \$20.00 fee. Failure to keep an account on a current basis could result in dismissal.

Account Status: The financial sponsor is expected to keep the account current at all times. Students whose accounts are more than thirty (30) days past due are delinquent, and the student will not be able to receive After School Care until the account is current. If an account is delinquent thirty (30) days, a student may be asked to withdraw.

In correlation with existing policies, Miramonte School will extend every effort to communicate with a debtor about any obligation due the school. After all good faith efforts have been exhausted in getting repayment of debt, Miramonte School may send said debt to a collection agency. All costs and fees incurred by this action will be added to the debt owed, and payment will be the sole responsibility of the debtor (including but not limited to all legal and court fees). Miramonte School will notify the debtor of the intended collection agency action in writing by certified mail 30 days prior to assigning the debt to the collection agency.

Refunds: When a student withdraws from school, an adjustment will be made to the account so that only actual tuition is charged. This will be done on a weekly prorated basis. The General Fee is not refundable after five days in attendance.

Grade Eight Diplomas and Graduation: Diplomas cannot be issued unless the account for the student has been paid in full. Students may not participate in graduation exercises unless their account is current or written arrangements have been made.

Contract Teachers: Approved contract music teachers come to our campus weekly to teach piano, voice, or strings. Parents deal directly with the teacher for lesson schedule and payment. Parents deal directly with any other contract teacher activities, e.g. children’s choir, after school programs, etc.

Online Payments: Online payments are available for both Visa and MasterCard. Please visit the school’s web site at www.miramonteschool.org for the link that will take you to the payment site.

MIRAMONTE SCHOOL FINANCIAL SCHEDULES

TUITION/FEES FINANCIAL PLANS: 2010-2011

Non-Refundable processing fee for each student **\$125.00**

General/Registration fees for each student due by July 15, 2010 **\$350.00**

Discount of \$50.00 per student if paid on or before June 15th.

(General fee covers the following: yearbook, student insurance, library fee, technology, home and school, art, and administrative costs)

Monthly Tuition: Tuition charges for the year are divided into 10 equal payments. The first month’s tuition payment will begin on August 1. The balance is paid in nine monthly installments that are billed September 1 through May 1.

All student accounts will be billed by the school office by the 5th of each month, due by the 15th, and past due on the 20th of each month. There will be a \$20.00 late fee assessed on past due accounts. Checks returned for insufficient funds will be charged a \$20.00. Failure to keep an account current could result in dismissal.

FOREIGN STUDENTS: Students who attend our school on an I-20 visa are required to pay the tuition for a full year prior to attendance. Foreign students entering any other time of the year will pay a pro-rated tuition.

FAMILY DISCOUNT: A discount of 10% is given for the second family member enrolled, and 15% for each additional student in the family. The discount is given on the lower tuition amount.

TUITION: PER YEAR

	K-5	6-8
Students from SDA Constituent Churches*	\$4060.00	\$4310.00
Students from other SDA churches	\$4670.00	\$4920.00
Students from the community	\$6090.00	\$6340.00

	Jr. K	
Junior Kindergarten	5 days per week	\$7070.00
	4 days per week	\$6360.00
	3 days per week	\$5660.00
	2 or fewer days per week	\$4240.00

*The following Constituent Churches subsidize Miramonte School: East Palo Alto, Mountain View Central, Mountain View Hispanic, Mountain View Japanese, Mountain View Korean, Palo Alto, Redwood City English, South Bay Chinese, and Sunnyvale.

MISCELLANEOUS CHARGES:

Band instrument rental, monthly charge	\$10.00 - \$20.00
Before School Care, per day charge	\$1.00
After School Care, per hour charge	\$4.00

After School Care charge <i>after closing</i> , per minute, per child	\$1.00
After School Care charge for students not signed out	Full Day Charge
Lost/Damaged Textbooks	Replacement Cost
Lost/Damaged Books/Materials	Replacement Cost or \$20

CURRICULUM

ACADEMICS

The curriculum at all levels reflects the philosophy and objectives of Christian education. It was chosen to be in harmony with the ideas expressed in our mission statement. The textbooks and course material used throughout the school are in compliance with the recommendations of the North American Division of Seventh-day Adventists, Office of Education. This is the central coordinating office for all schools operated by the Seventh-day Adventist Church throughout North America.

Programs offered at Miramonte School include instruction in the academic areas of math, language arts, science and social studies. Other areas of study generally include religion, communication skills, health and safety, physical education, practical applied arts and fine arts. These are taught with the objective of developing character, witness and service abilities, physical and social skills and career and work responsibility.

Key Learnings with more specific descriptions of the curriculum at each grade level are sent with the registration packet, are available on *Back-to-School Night* from the individual classroom teachers and can also be picked up at the office.

MUSIC

Classroom music instruction is taught in Kindergarten through Grade 3. Students in Grade Four are taught music fundamentals and how to play the recorder. Students in Grades Five through Eight have the opportunity to participate in band and/or choir. Private lessons are offered for piano, violin, voice, and band instruments, and fees are paid directly to the instructor.

All of the school music organizations have performances outside of school hours. The success of each group depends upon all members; therefore, all performances are required and missed performances will affect the music grade. If family plans prevent participation in a scheduled performance – including weekend church performances – advance arrangements must be made. The music teacher will announce the dates as far in advance as possible. Students wishing to drop elective music classes must drop the class at the end of a quarter and must have parental permission.

ACHIEVEMENT TESTS

The *Iowa Test of Basic Skills* is given to all students in grades three through eight in the fall. All students should be in school during this testing time, as these tests are used to help assess the strengths and weaknesses of the individual student. A report of the results is scheduled to be given to parents at the *Parent-Teacher Conference* in the fall.

COMPUTER NETWORK/INTERNET

Miramonte School is pleased to offer its students access to a computer network. To gain access to the network of computers and the Internet, both parent and student must sign and return the *Miramonte Network Responsible Use Policy*.

The Internet is a powerful resource for expanding the educational experience of each student. Access to the Internet will enable students to explore thousands of libraries, databases and bulletin boards. Unfortunately, it is true that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or

offensive. Miramonte School utilizes a content filter that prevents almost all offensive materials from reaching student workstations. If something offensive does manage to penetrate our filter, it is the responsibility of the student to notify the teacher in charge of the class immediately.

The Pacific Union Conference believes the benefits to students using the Internet as an information resource and its opportunities for collaboration exceed any disadvantages and, therefore, support the school's choosing to make the Internet available to its students. Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we respect each family's right to decide whether or not to approve their child's use of the Miramonte network and the Internet.

The network is provided for students to conduct research and communicate. With parental and school permission, access is given to students who agree to the guidelines outlined in the *Miramonte Network Responsible Use Policy*. Access is a privilege; not a right, therefore access entails responsibility.

Students are responsible for Christian behavior and communication on the school computer network, just as they are anywhere on the school campus. It is presumed that users will comply with school standards and will honor the agreement they have signed. The school takes very seriously the responsibility for appropriate use of the network. School staff will guide students toward resources acceptable within the framework of the general school standards. If a student should access inappropriate material, the school will not be liable and the student will forfeit network privileges at this school.

Computer storage files will be treated like school lockers. School staff may review files and communications to maintain system integrity and ensure that users are using the system responsibly.

Students will adhere to Christian principles and will:

- be responsible and courteous in all communications
- be responsible with all computer hardware and software
- keep their passwords to themselves
- respect the confidentiality of folders, work and files of others
- learn about and observe copyright laws
- use the computer when supervised by a teacher.

Any activity not in accordance with the general rules of the *Miramonte Network Responsible Use Policy* may result in a loss of access as well as other disciplinary or legal action.

ACCELERATION OF A STUDENT

Appropriate academic placement of the learner is a fundamental principle of education. When considering advanced placement for a student, the following policy should be implemented:

- On a standardized achievement test battery, a student is expected to have a composite score which places him/her at the 90th percentile or above.
- The student must demonstrate to the school staff and to the parents, satisfactory evidence of academic, emotional and social readiness for advanced placement.
- Prior written request for advancement of the student in elementary education (i.e. two years in one, or three years in two) must be submitted to and approved by the Central California Conference, Office of Education BEFORE a student is permitted to begin work on advanced placement. The application must include the written consent of the parents. A copy of the ITBS Student Profile Sheet must also accompany the application.
- The end of the second week of November is the deadline for submitting acceleration requests to the Central California Conference, Office of Education.

RETENTION OF A STUDENT

Consideration to retain a student at a given level must involve counseling with the student and the parents, so that a decision regarding placement is reached cooperatively. A decision to retain the student must have:

- Written approval by the parents no later than April 1.
- Completion of the Light’s Retention Scale – to be submitted along with the request form.
- Written approval from the Central California Conference, Office of Education.
- The end of the fourth week of April is the deadline for submitting retention requests to the Central California Conference, Office of Education.

No student is to be retained for more than one year during the elementary school years.

EIGHTH GRADE COMPLETION REQUIREMENTS

The required subject areas for completion of the eighth grade are:

- Bible/Religion
- Mathematics
- Language Arts (English, Handwriting, Spelling, Composition)
- Reading
- Physical Education
- Science/Health
- Social Studies
- Fine Arts
- Computer Literacy/Keyboarding

In addition to the subjects listed above, students must meet the practical arts/technology requirements as specified by the Central California Conference, Office of Education. A minimum of “D-” is the required academic grade for each of the subjects listed above. Students who do not meet the academic requirements to graduate will be notified at the end of the 3rd quarter of their deficiencies (or as soon as noted by the teacher). In order to participate in graduation, these students must make arrangements to complete the work in the summer. A diploma cannot be given until all work and financial obligations are completed.

SCHOOL HOURS

REGULAR SCHOOL DAY

The regular school day begins at 8:00 a.m. for all grades.

Dismissal times are:	Kindergarten through Grade Two	2:30 p.m. Monday through Thursday
	Grade Three through Eight	3:00 p.m. Monday through Thursday
	Kindergarten through Grade Eight	1:30 p.m. on Friday

AFTER SCHOOL GUIDELINES

Kindergarten through Grade Two may be picked up at class dismissal time or stay on campus (playground or classroom) under staff supervision until 3:30 p.m. Parents must sign their children out on the sign out sheets located in the breezeway or in the gym if it is raining, between 2:30 and 3:30 p.m. All students, K-8, who are not picked up by 3:30 p.m. must check into our After School Care Program, and the appropriate charges will begin. Students who live close enough and are of an appropriate age, can travel home on their own once the parents have given written permission to the school. Students who have permission to leave may not remain on campus once After School Care begins at 3:30 p.m.

MINIMUM DAYS

A minimum day begins at the regular time of 8:00 AM for all grades. Dismissal time is 12 noon. After School Care begins at 12:30 PM and ends at the regular time for that day.

The Miramonte School Board and the Central California Conference, Office of Education has scheduled the following minimum days throughout the school year. They are:

- Fridays prior to: Labor Day, Christmas Break, Spring Break and Memorial Day
- 2 parent-teacher conference days,
- last day of school

In addition, other minimum days may be scheduled when approved by the local school board and the Central California Conference Office of Education. Please check the school calendar.

Since school is out at 12:00 noon on a minimum day, there is no regular lunch period. However, there will be a snack sale fundraiser. (There will be no snack sale on the minimum day prior to Christmas break or on the last day of school due to the amount of food usually available in each classroom.)

ATTENDANCE

At Miramonte School we strive to teach our students the positive habit of being responsible with their time. We ask that parents help us with this area, through their example, by having their children on campus prior to 8:00 a.m. Habitual timeliness contributes positively to their school achievement and the lifetime responsibility of being on time for work and other responsibilities. We also want to honor God during our worship time, which is the first class activity after the 8:00 a.m. bell, by refraining from disruption of students entering the classroom late.

DAILY ATTENDANCE

Students need to be in the classroom seated, and ready for school to begin at 8:00 am. Students who are not in their classroom when the bells rings will be marked tardy. A student who arrives after the 8:00 a.m. bell will need to go to the office to receive a tardy slip before they enter the classroom.

The total days of attendance of a pupil at Miramonte School, maintained by the Central California Conference during the academic year, shall be the number of days school was actually taught (not less than the minimum school days during the academic year), less the sum of his/her absences.

EXCUSED ABSENCE

Teachers will mark a tardy or absence as excused if the school receives a call, note, or email from the parent indicating one of the following reasons: illness, quarantine, health appointment, religious observance, or death in the immediate family.

EXCESSIVE ATTENDANCE PROBLEMS

Class attendance and punctuality are very important and are valued highly by Miramonte. The staff wishes to encourage habits of responsible attendance. Excessive unexcused tardies and absences are unacceptable. We expect you to do what it takes to have your child in regular, punctual attendance. If unacceptable attendance problems do not improve, the student will be reported truant to the county truancy officer.

UNEXCUSED ABSENCE

Absences beyond five consecutive days due to medical reasons will be considered unexcused unless the office receives a signed, written physician's statement. Tardies and absences due to family inconvenience or vacations are not considered excused.

ILLNESS AND ATTENDANCE

It seems like elementary school classrooms are the perfect breeding grounds for all sorts of communicable illnesses. It's important that sick children (including those with common colds) stay at home, not only to allow their bodies to heal themselves, but to keep the rest of us from getting sick.

Keep these general guidelines in mind:

- Please don't send your child to school if they are contagious, have a fever of 99.5 or more, are vomiting, or have inadequate energy to participate in school activities.
- Please keep your child home for **24 hours** after vomiting has ceased, his/her temperature has been normal without use of Tylenol or other fever-reducing medicine, or after antibiotics have been started for contagious conditions.
- If your child arrives at school unwell and unable to participate, they will be asked to wait in the office until someone can pick them up.

If your child becomes ill at school, they will be sent to the office for further evaluation. Miramonte School office generally follows these guidelines:

- If a child has a temperature above 99.5 or is experiencing continued discomfort or pain, the family will be notified. It is essential for us to have emergency information and phone numbers on file in the office so we may contact you as needed. Please keep this information updated as changes occur during the year.
- Ill children are kept in the school office until parents or an approved person arrives. This helps limit the exposure of the rest of the class to the illness.

If your child has sustained an injury but is able to participate in scholastic activities, they may attend school as soon as his/her pain is manageable. Please send a doctor's note that outlines their restrictions so they can be properly supervised during their recess and PE activities.

PRE-ARRANGED ABSENCE

At times, a family may need to travel during the school year. If you know that your child will miss classes one or more days, a Pre-Arranged Absence Form should be completed so that you and your child know what the assignments are and when they need to be turned in. This form needs to be submitted to the teacher at least one week prior to the requested absence date so that there is time for the teacher to prepare alternate assignments for the student.

SCHOOL ATTIRE

ALL STUDENTS

All clothing is to project a positive and respectful message. Shabby, torn or ill-fitting clothing (too tight or baggy, too long or short) is not to be worn. Faddish hairstyles and clothing, as well as tattoos, are inappropriate. Sprayed-in hair color is only permitted during Spirit Week on the appropriate day(s).

Appropriate shoes must be worn at all times. Sandals with straps that completely surround the foot are acceptable. Beach shoes or flip flops are not appropriate to wear at school. A student must have shoes at school that will allow them to participate in all activities.

Any jewelry, including but not limited to bracelets, friendship bracelets, rings, earrings and necklaces, is not permitted. Although Miramonte School wishes to respect the religious beliefs of all its students, we ask that religious jewelry be worn at home.

Hats/caps, etc. are for outside wear only.

The guidelines and principles of the student dress policy apply to all school activities whether on or off campus.

ATTIRE FOR GIRLS

Girls in grades K-8 have the option of wearing dresses, skirts, slacks, jeans, sweat shirts, sweat pants or shorts with an appropriate top in any color or pattern. Tops, shorts, skirts and dresses should be loose enough and long enough – mid-thigh - to be modest at all times. Tank tops, tops with straps and tube tops are inappropriate. T-

shirts and sweat shirts may be worn. Acceptability of attire will be left to the discretion of the staff. Hair should be neatly combed and styled. High heels or inappropriate logos are unacceptable.

ATTIRE FOR BOYS

Boys in grades K-8 have the option of wearing slacks, jeans, shorts or sweat pants with a sport shirt, appropriate t-shirt or sweat shirt in any color or pattern. Acceptability of attire will be left to the discretion of the staff. Hair should be neatly combed and styled. Inappropriate logos are unacceptable.

GYM SHOES

The only shoes that are appropriate for use in the gym are non-marking athletic shoes. Students must wear this type of shoe to participate in gym activities including P. E.

PE CLOTHING

Certain classes may be required to wear specific clothing for PE. This clothing is only for PE and should not be worn to the classroom.

CONSEQUENCES

When a student is in violation of the dress code, the parents will be notified and given the option of bringing appropriate clothing, or the office may supply appropriate clothing to wear during that school day. Subsequent violations may result in a *Student Discipline Report* or a *Referral* that could affect their admission standing at the school.

BEHAVIOR EXPECTATIONS

For our school to be a safe place where respect for God, self, and one another is evident, you must accept responsibility for your own actions. It is our goal, as a staff, to teach you the skills you need to be a responsible citizen here at school, in your home, and in your community. We want you to have your needs met. We also want you to be honest with yourself about your own behavior in getting your needs met, to be aware of the choices that are available to you, and to be willing to make restitution when necessary.

We expect students to demonstrate a sense of worth in themselves and the school by:

- showing respect for adults and each other
- showing respect for school property and rules
- being in their assigned places and equipped with the proper tools at the proper times
- following the directions of the person in charge

We expect students to develop the following Life Skills:

- Responsibility: being accountable for your actions
- Cooperation: working together towards a goal
- Caring: showing concern for others
- Perseverance: sticking with it
- Integrity: being true to yourself, knowing what is right
- Effort: doing your personal best
- Friendship: making and keeping friends
- Initiative: doing what needs to be done without being told
- Flexibility: being able to alter plans cheerfully
- Organization: planning, arranging, and implementing in an orderly way
- Sense of Humor: laughing and being playful without harming others
- Common Sense: using good judgment
- Problem Solving: finding creative solutions in difficult situations and with everyday problems
- Curiosity: possessing a desire to investigate and seek understanding of one's world

- **Courage:** being willing to act according to one's beliefs

Even in a Christian school, problems happen. There are a number of choices you can make to avoid them or to resolve them.

STUDENT-TO-STUDENT PROBLEMS

Most student-to-student problems happen on the playground or in the bathrooms and halls where there is less structure than in the classroom. You will be able to solve many of these problems yourself by choosing from the following list of ideas:

1. Tell the person to stop the problem behavior
2. Ignore the problem behavior
3. Walk away from the problem
4. Go to another game or activity
5. Respectfully talk it over and respectfully listen to each other
6. Share and take turns
7. Wait and cool off
8. Compromise
9. Apologize

If you have tried at least two of the above ideas and still need help, please go to an adult supervisor. They will be happy to help you and your classmate(s) resolve the problem.

CONFLICT RESOLUTION

Because communication sometimes breaks down and can result in misunderstandings, we hope that the following steps, based on Matthew 18, will help resolve any problems between students, their families, and the staff at the school. As we work together, it is hoped that all of the individuals involved will approach the conflict resolution process with Christian courtesy and a focus on resolving the problem.

- | | |
|--------------|--|
| Level One: | The student and the teacher should discuss the issues that appear to be causing a conflict. The parent or teacher should encourage discussion at this level. |
| Level Two: | The parent and teacher should schedule a time to talk about the issue that is concerning them. The student may or may not be present at the conference. <u>Parents should not approach teachers during the school day unless prior arrangements have been made.</u> |
| Level Three: | If the concern remains unresolved, then a conference with the parent, teacher, and principal should be scheduled. The student may or may not be present depending on the situation. In certain extreme situations, Levels One and Two may be bypassed. |
| Level Four: | When there is evidence that the problem has still not been resolved, then another parent/teacher/principal conference will be held with the problem area stated in written form. Only first hand information which affects the current year and affects the individuals involved should be considered. The student may or may not be present at this level. |
| Level Five: | If the problem has still not been resolved to the satisfaction of all of the parties, an individual may request a meeting with a Conflict Resolution Committee through the principal. This committee will consist of both faculty and school board members. The request to meet with this committee needs to be in writing and should outline the problem, the previous steps taken, and the desired outcome of the process. (The principal will arrange for a person to assist with the written request if needed.) |

The intent of this policy is to assist parents, teachers, and students in discussing problems and concerns at an early time in order to avoid the negative consequences of poor communication. We believe that ultimately, the child will benefit most from his or her education if the guidelines above are followed.

DISCIPLINE

DISCIPLINE POLICY

Miramonte School expects its students to comply with the regulations it has adopted and to otherwise be models of Christian behavior, both in relationship to the school and otherwise. Failure of a student to comply with this standard of behavior will result in the imposition of appropriate discipline. The overall goal of Miramonte School in this regard is to work with parents in addressing unacceptable behavior and assisting students in correcting problems and achieving success in life with the minimum discipline reasonably necessary. Some misconduct is so serious that it may lead to immediate suspension or expulsion of the student. Miramonte School has a Discipline Committee made up of the School Board Chair, Principal and selected teachers, along with the classroom teacher of the student involved. Examples of such misconduct include, but are not necessarily limited to the following:

1. Willfully causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possessing, selling, offering, arranging, negotiating, or otherwise furnishing any firearm, knife, explosive or other dangerous object, or attempting to do so.
3. Possessing, selling, offering, arranging, negotiating or otherwise furnishing, or being under the influence of alcohol, tobacco or other nicotine containing product, or an controlled substance, without a doctor's prescription, or possessing, selling, arranging, negotiating, or otherwise furnishing drug paraphernalia, or attempting to do any of the above.
4. Committing or attempting to commit robbery, burglary, extortion, or theft, or receiving or attempting to receive any stolen property.
5. Willfully causing or attempting to cause damage to real or personal property of others.
6. Committing an obscene act or engaging in habitual profanity or vulgarity.
7. Willfully disrupting school activities or otherwise defying the valid authority of administrators, teachers, supervisors, school officials, or other personnel engaged in the performance of their duties.
8. Engaging in or conspiring to engage in hazing or any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any person.
9. Serious or continued sexual or other harassment as defined in this school's harassment policies.
10. Willfully engaging in the disruption of the school's religious environment through negative comments or by negative attitudes.

Consequences of Inappropriate Behavior: When a student does not follow the above stated behavior expectations, a *Student Discipline Report* will be completed and mailed home. The teacher will also notify the parents that same day by phone.

- Level 1 The teacher will give a verbal warning and talk with the student after class. An internal school report may also be completed.
- Level 2 A *Student Discipline Report* will be mailed to the student's parents. The teacher will also notify the parents that same day by phone.
- Level 3 A student-teacher-principal and parent conference will be arranged. During this meeting, a behavior contract will be set up.

CORPORAL PUNISHMENT

Corporal punishment is not used as a disciplinary measure at Miramonte School.

DETENTION

Students may be detained in school for disciplinary or other reasons for not more than one hour after the close of the regular school day. Parents are to be notified of this action prior to the detention.

SUSPENSION OF STUDENTS

A teacher may suspend a student from class temporarily. Suspension from school is to be done only by the principal. A student may be suspended for repeated offenses when other procedures have not been effective. Written evidence of prior corrective measures and parental notification should be maintained. In the case of a serious overt act or violation of school regulations, the Principal or the Discipline Committee may suspend a student from school even though there has been no prior serious misbehavior. The suspension period is not to exceed two weeks. Written notification of the length of the suspension should be provided to parents.

EXPULSION OF STUDENTS

Miramonte School follows the Central California Conference Office of Education guidelines regarding student expulsion. You may request a copy of these guidelines from the principal by stopping by the school office.

DISMISSAL OF STUDENTS

The school board is the ultimate authority in the dismissal or expulsion of a student upon the recommendation of the administration. As a general rule, dismissal or expulsion is used only when other means of correction fail to effect a change in conduct or the parent does not, or will not, voluntarily withdraw the student.

WITHDRAWAL OF STUDENTS

Following the withdrawal of any student who is required by state law to be enrolled in school, the school principal is to ascertain that the student has entered another school as stipulated by state law. If the student fails to do this within the required time period, it is the responsibility of the school principal to notify the attendance officer of the local public school district.

SEVERANCE OF STUDENTS

The school is to report to the public school superintendent of schools, where required by state or county regulation, the severance of all students between the ages of eight and eighteen. Severance includes: expulsion, exclusion, exemption, transfer, suspension beyond ten days, or other reason for terminating attendance.

STUDENTS ON PROBATION

Students on probation will be subject to the following behavior guidelines:

- First and second *Student Discipline Reports* in one quarter for any offense will warrant a preventative conference with the classroom teacher(s) and principal
- Third referral of any offense warrants:
 - a. Student conference with parent(s), teacher(s) and principal
 - b. Possible suspension with the number of days to be determined by the Discipline Committee
If a student is suspended for a second time while on probation, the student and his/her parents must meet for a review with the Discipline Committee.

“HAZING” OF STUDENTS

No staff member, student or any other person employed by or in attendance at a Seventh-day Adventist school shall concur with, cooperate, permit or participate in any act that injures, degrades or tends to injure, degrade or disgrace any student attending the school.

“Hazing” includes any method of initiation into the school or a student organization or any pastime or amusement in connection with an activity or organization which causes, or is likely to cause, bodily danger or physical harm.

DEFACING OR DAMAGING OF PROPERTY

Any student who defaces, damages, or destroys school property shall be liable to suspension or expulsion, according to the nature of the offense. Parents, guardians and/or students shall be responsible for replacement cost and may be asked to help clean up the damaged area. The school, after affording the student their due

process rights, may withhold the grades, diploma, and transcripts of the pupil responsible for the damage until the pupil or the pupil's parent or guardian has paid for the damages.

EXTENDED CARE

BEFORE AND AFTER SCHOOL CARE FOR JUNIOR KINDERGARTEN

Arrangements can be made for both Before and After School Care for students enrolled in the Junior Kindergarten program. Please work with the classroom teacher in advance to arrange for days when you will need this service.

BEFORE SCHOOL CARE GRADES K-8

Personnel are on campus beginning at 7:00 a.m. through 7:30 a.m. for parents who must leave their child(ren) at that time. There is a \$1.00 charge per child per day for this care. Parents are not to leave their children on our campus any earlier than 7:00 a.m. Students are not permitted to wait in the parking lot without parental supervision. At 7:30, general supervision begins on the playground for all students arriving for the school day.

AFTER SCHOOL CARE GRADES K-8

This is a special service offered to parents who are unable to pick up their child(ren) immediately after school due to their work schedules. All students on campus when the program begins will be checked into After School Care unless they are with their parents in a meeting.

It is for your child's safety and best interest that the After School Care (ASC) Guidelines have been established. After school care supervisors must devote their attention to supervising all of the students in the program, and time may not allow them to specifically address behavior or homework concerns. Because of this, supervisors cannot provide tutoring or counseling for students. Miramonte is happy to provide after school care services, but we need your cooperation to enable this program to meet your family's needs and the needs of our neighbors and the supervisors. If you cannot agree to the guidelines listed below, we suggest you look elsewhere for after school care services.

Students must be supervised when they are on campus. A student who is on campus with a parent must remain with that parent during the After School Care time. If they are not with the parent, then they must be checked into ASC. When a parent is on campus for a scheduled meeting with a teacher and the student is not attending the meeting, the student will be checked into ASC. (The fee for ASC in this case can be waived when the parent and teacher let the ASC supervisor know that they were in a scheduled meeting. The student still must be signed out, and the nature of the meeting must be noted.)

AFTER SCHOOL CARE GUIDELINES

When a student chooses to disregard any of the guidelines, he/she will be warned and possibly referred to the Principal. If the behavior persists, the After School Care supervisor will fill out a *Student Discipline Report* which will be sent home. Any further problem will lead to a meeting with the Principal, After School Care supervisor, student and parents. If any of the guidelines continue to be disregarded following this meeting, the student and parents will be asked to make other after school care arrangements.

At no time should students wait unsupervised at the front portion of the school. Any student who is found in an unsupervised area will be subject to discipline.

AFTER SCHOOL CARE HOURS AND CHARGES

After School Care begins 30 minutes after class is dismissed. All students remaining on campus will be checked into the program by the ASC personnel, and the \$4.00 per hour charge will begin. All students who are in ASC must be signed out by their parents or a designated adult. *The student account will be charged \$4.00 per hour for the full ASC timeframe if the student is not signed out for that day. (3:30 pm to 6 pm, M-TH, 2:00 pm to 5 pm on*

Friday, and 12:30 pm to 5:00 pm on minimum days). Parents must also notify the ASC personnel by phone or in writing if a person other than themselves will be picking up their child/ren. Parents must park their cars in the parking lot and come in to sign-out and pick up their child/ren.

ASC closes promptly at 6:00 p.m. Monday through Thursday, and at 5:00 p.m. on Friday. A pre-set school bell rings to alert the ASC personnel that regular hours have ended. After these stated closing times parents will be charged \$1 per minute. This overtime fee will be charged on your monthly statement. Repeated late pick-ups may result in parents being asked to find other after-school arrangements.

AFTER SCHOOL CARE ON MINIMUM DAYS

On minimum days After School Care begins 30 minutes after the close of school.

AFTER SCHOOL CARE PARENT/STUDENT RESPONSIBILITIES

1. It is the parent's responsibility to make sure the student is properly signed out.
2. It is the parent's responsibility to communicate with the ASC supervisor that their child has been signed out.
3. It is the student's responsibility to be in the proper place and checked in.
4. It is the student's responsibility to be within eyesight of the ASC supervisor.
5. It is the student's responsibility to make sure the supervisor knows he/she is working in a teacher's classroom. Direct notification from the teacher must be given to the supervisor.
6. It is the student's responsibility to keep all belongings properly stored, including snacks, homework, backpacks and other items on the shelves.
7. After school, students may sit at the tables closest to the playground to do their homework. Student sitting at these tables and not doing homework will be asked to put their backpacks on the backpack shelf and then play on the playground.

EXPECTATIONS OF STUDENTS

1. Students will treat each other with respect.
2. Students will treat and address the supervisors with respect.
3. Students will use all equipment properly. This includes returning and putting away all equipments, games or supplies. It may also include helping to put away someone else's item if asked by a supervisor.
4. Students will work properly and silently during reading time.
5. Students will come prepared with homework for homework time. Students who have no homework will bring books or magazines to read.
6. Students will work quietly during homework time and be cooperative with the supervisor's requests and reminders.
7. Students will remain within the eyesight of a supervisor at all times.
8. Students will follow any directions given by any of the supervisors.
9. When in doubt about the appropriateness of an activity, students will consult a supervisor.
10. Students will respectfully participate in all group activities.

Referrals will be written out by the supervisors or principal if any of the above guidelines are violated. These referrals will constitute our attempt at communicating with parents regarding after school care problems. Parents may set up appointments with the After School Care supervisor or principal if desired. Three after school care referrals will result in parents being asked to find another after school care program.

CLASSROOM POLICIES

JUNIOR HIGH ACADEMIC EXPECTATIONS

One of the goals at Miramonte School is to motivate students to develop good study habits. To reinforce this goal, sixth, seventh and eighth grades will be using an assignment booklet to record all assignments on a daily

basis. Students will be expected to complete all assignments and have them turned in on time. Back work will only be accepted for excused absences or family emergencies.

For every day a student has an excused absence, he/she will have the same number of days, multiplied by two, available to turn in late work. For example: if a student is absent for two days, he/she will have four days in which to complete the missing work. These days include week-ends and holidays.

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

The following will be required of all students participating in extra-curricular activities, including class officers, Student Council officers, yearbook staff and after-school sports programs. A student will have to maintain a "C" average or above for all subjects. If a student receives less than a "C" in any subject, this will result in suspension from the activity until the grade is raised to a "C".

LOCKERS

The school provides lockers for students in grades six through eight. A student's locker can be searched for reasonable suspicion if a student has violated a school rule. Students are responsible for the condition of their lockers and for keeping them locked at all times. Tape or other adhesives should not be used. Only locks purchased or loaned from the school office are allowed. Miramonte School is not responsible for the security of any locker or its contents.

BIRTHDAYS

When a food treat is provided in celebration of a birthday, we request that parents to send enough for every child in their student's class. Toys or goodie bags are not acceptable, as they often take away from the learning environment. Individual party invitations should always be mailed, never passed out or discussed at school.

CLASS FIELD TRIPS

Field trips, day or overnight, are considered part of our curriculum. The teachers strive to make the field trips an integral part of their curriculum. Field trip days are considered regular school days, and all school policies apply. The same attendance rules apply for every day that is considered an official school day. Please refer to the attendance section of this Handbook regarding tardies and absences, page 11.

If a student does not participate in the scheduled field trip, the student is still expected to report to the school. The student will be given class work to complete related to the trip learning objectives.

School policy does not allow siblings of the family or friends to attend class field trips.

Any activity on or off campus that puts you in contact with our students requires you to be fingerprinted. This includes helping anywhere on campus, field trips, overnight trips, etc.

FINGERPRINT POLICY - ADULTS

Parents/Guardians will only be able to attend field trips (in any capacity) if their fingerprinting clearance has been received by the school. A valid driver's license and current insurance also need to be on file one week prior to the trip if you are planning to drive. We suggest you get this done over the summer vacation, so that your results can be back in our office by the beginning of the new school year.

END OF THE YEAR TRIPS AND CLASS TRIPS

End of the year trips and 8th grade trip are considered school days where students are expected to attend school. Students who are ineligible or choose not to go, may be assigned to an alternate classroom, and school work may be assigned depending on the arrangements made with the parents. Students who do not show up for school without

proper arrangements will receive an unexcused absence. Siblings will not be allowed to attend class field trips by school policy.

CAMPUS POLICIES

ACCESS TO STUDENT RECORDS

Parents of currently enrolled or former students and students 18 years or older have the right of access to the cumulative and permanent student records maintained by the school relating to the children in the family or the individual student.

Records are to be inspected during regular school hours. Access shall be granted no later than five (5) days following the date of the request. A parent or student will be notified if the record is not centrally located and provide qualified certificated personnel to interpret records where appropriate.

BACK-TO-SCHOOL NIGHT

Back-to-School Night is held during the first week of school. This is when individual classroom teachers provide additional information regarding their classroom rules, field trips, grading systems and homework policies. All parents or legal guardians are required to attend. Arrangements for child care need to be made so that parents can pay full attention to the general and classroom presentations.

CAMPUS VISITS

All visitors/volunteers to Miramonte School are required to sign in at the school office, where they will receive a visitor's badge.

CELL PHONES

Cell phones can be a wonderful convenience for communication between members of a family. They can also be a disruption to class, a source of student conflict, and a distraction to individual students. The following cell phone policy is currently in effect.

- Cell phones should not be brought to school or be in the possession of a student. This applies to all school student activities. (Cell phones may be used for instructional processes directed by the teacher.)
- For special circumstances, cell phones may be permitted. This will happen after a written request form has been completed by the parents and approved by the principal and classroom teacher. A meeting between the parents, the student, and the principal must be held before permission is granted. The parent should also attend the Cyber Safety Parent Training Seminar offered during the first weeks of school.
- If permission has been granted, the following conditions apply:
 - During the school day, cell phones are to be turned off and kept in the student's backpack.
 - If parents need to contact the student during the day, they are to call the school office.
 - The school is not responsible for charges, loss, damage or misuse.
 - If students need to contact their parents during the day, the student needs to work through their classroom teacher.
 - Cell phone use on campus may only occur while the student is standing next to the staff member who granted permission for the phone to be used. Cell phones that are not turned off and/or kept in the student's backpack will be held in the office for the parents to pick up. Each subsequent offense will result in a fine that must be paid before the phone will be returned. The fines increase by \$10 for each violation.
- Cell phones on campus without permission will be held in the office for the parents to pick up. Each subsequent offense will result in a fine that must be paid before the phone will be returned. The fines increase by \$20 for each violation.
- Cell phones are not permitted on any school field trip, unless the parent and student has made prior arrangements with the teacher.

CHEATING

Academic integrity is highly valued and an integral part of Miramonte School. We do not permit any form of dishonesty or deception that “unfairly, improperly or illegally enhances the grade of an individual or group assignment or a final grade.” The following is a list of forms of cheating, plagiarism and other forms of dishonesty. If you have any doubt as to whether a particular act constitutes academic dishonesty, ask your teacher before you do it!

You are cheating if you---

- Copy, fax, or duplicate assignments that will each be turned in as your own.
- Submit as your own assignments and work that is exchanged with someone by print-out, disk transfer, or modem.
- Write key information on your person or objects for use in a test.
- Use hidden reference sheets during a test.
- Use electronic devices to store or recall information during a test
- Exchange answers with other students. This includes both allowing others to look at your answers and taking the answers from others.
- Take someone else's assignment and submit it as your own.
- Copy the work from another student.
- Submit material without providing the name of the source so the material looks like your own. (Plagiarizing)
- Ignore or fail to follow any additional guidelines on cheating given to you by any of your teachers.

Note: Attempted cheating will be treated the same as cheating. Having items that could be used to cheat will have the same consequences as actually cheating.

Students who are academically dishonest and cheat may receive a failing grade on the assignment and have the course grade dropped one letter grade. Second offenses may result in a failing grade for the class. Additionally, the Personal Development grade will be affected.

CLASSROOM VISITATION

The faculty and staff welcome visits by parents, board members and interested individuals. Such visits help acquaint persons with teacher practices and strengthen the home-school relationship. To facilitate the visiting process, the following is suggested:

- Notice of at least 24 hours to the teacher and principal prior to the time of the visit
- Explanation of the purpose of the visit, including any specific concerns
- Limitation of visit to one hour in the classroom. A visit of more than one hour requires prior written consent from the classroom teacher.
- Communication to the teacher of the visitor's observations, if possible.

CLOSED CAMPUS

Miramonte School is a closed campus, meaning students do not leave the school grounds after they arrive. Written permission stating time and reason, is to be submitted to the office and teacher for students to leave campus on their own any time during the school day. Students should sign out in the book provided in the office. Parents who come to the school to take their child off campus must come to the office and sign their child out in the book provided in the school office. The office will contact the teacher to send the child to the office. Prior written notification should be given to the teacher and the office.

DOGS AND OTHER PETS

After considering some of the liability issues that the school could face in the event that there was an incident with a dog or other pets on campus, the School Board has implemented a policy that does not allow dogs and

other pets, other than service animals, on the Miramonte School campus. (Dogs or other pets may be on campus if they are part of a educational teacher-sponsored activity.)

GUM/SNACKS

- Gum is not allowed on campus. Gum chewing presents special problems to the custodian, buildings, litter disposal and health.
- Snacks foods may be eaten only during lunch or during snack breaks designated by the teacher or After School Care supervisor. We encourage parents to send snacks that are healthy and low in sugar. Snacks should consist of foods that do not need heating or additional preparation. All food must be consumed in designated areas only.

HOME & SCHOOL

All parents are members of the Home & School Association. The purpose of this organization is to promote better understanding and cooperation among parents and teaches as they work together to educate their children. Home & School Association dues are collected as part of the school registration fee.

HOT LUNCH PROGRAM

Hot Lunch Monday through Thursday: The Lunch Master, a division of Nob Hill Catering, supplies our hot lunches. The lunches are pre-ordered on-line and must be paid in advance on a monthly basis to be guaranteed food service per month. Cost per lunch per-day is from \$4.35 to \$5.35 depending on size.

Hot Lunch on Friday: Each Friday a different class takes on the responsibility of serving a hot lunch to the students at Miramonte School. This provides an opportunity for the individual classes to raise money for their field trips and other class activities. Cost per lunch is estimated at \$5.00.

LOST & FOUND

Found clothing is placed in the green Lost & Found box located next to the breezeway. Other items are held in the office. These things should be claimed promptly. Unclaimed items will be given to Community Services at the end of each semester.

MAINSRING

The Mainspring is a weekly newsletter published by the school administrator. This newsletter is sent out on the first school day of the week and is accompanied by classroom newsletters, announcements, and information sheets. A copy may also be found on the school website: <http://www.miramonteschool.org>.

MEDICATION & HEALTH ISSUES

Medication: Parents of students who need to take prescription or non-prescription medication during school hours may either come to school and administer the medication to their children, or school personnel may administer the medication. For school personnel to administer medication, the form, "*Parent Consent & Physician Instructions for School Assisted Medication Administration, Required During School Hours*" must be completed by the parent/guardian and the authorized healthcare provider. (This is necessary for both prescription and non-prescription drugs.)

Once the form has been completed, it should be brought to the school office along with the medication. Prescription medication information must be on the label: student's name, doctor's name, name of medication, dosage, time schedule medication is to be given, and date medication was prescribed. Non-prescription medication (like Tylenol, Advil, Aspirin, Sudafed cough drops or decongestants) may be administered during school hours only when accompanied by the written instructions of the treating physician and the signed consent of a parent or guardian.

Medication should be picked up by the parent at the end of the school year, or it will be discarded. Medication will not be sent home with students. The authorization form must be renewed on a yearly basis and it must be completed before any medication (*prescribed or over the counter*) is to be administered at the school site.

Additionally, siblings are not permitted to administer medication, and over-the-counter medications must be delivered to the school in the original container. Please do not send medication in a student's lunch or backpack, as all medication must be given through the school office.

Health Issues: Parents are encouraged to let the teacher know during the first week of school of any special requirements or health issues their children face so we can be prepared to assist them, if necessary.

Health issues may include, but are not limited to:

- Asthma
- Glasses
- Food allergies
- Bee/wasp allergies

PARKING LOT

In order to take care of the delivery and send-off of our students safely, we ask that the following guidelines be followed:

- 5 mph anywhere in the parking lot
- 2 lanes of traffic can enter into the school parking lot. The right lane is for drop off, and the left lane is for access to parking your car in the parking slots, then walking your children into school.
- Drop-off is to take place at the end of the sidewalk closest to playground gate. Students are to exit the vehicle on the right side. In the case of a child riding on the left side of the vehicle, keep the child in the vehicle until a parking lot attendant can come and get the child out of the car and walk them to the sidewalk. Children being dropped off are to enter the playground through the playground gate.
- Parents who park their car are to keep their children within arms reach and walk them onto the playground, preferably through the playground gate.
- For the safety of our children and the children who attend school across the street and those who walk or ride bikes to school, please do not exceed the speed limit of 25 mph on Altamead Drive. Use your good judgment, because there may be cases where even 25 mph is an unsafe speed.

A map has been included at the end of the handbook as a guide of how traffic is to flow through the parking lot.

PERSONAL PROPERTY

Personal property that has not been specifically requested by a classroom teacher for use in class or for class assignments should not be brought to school. Personal property that is used in a manner that interferes with the educational process or conflicts with school standards will be confiscated. This includes, but is not limited to:

- Electronic games
- Electronic communication devices
- Personal entertainment devices
- Skateboards, roller blades
- Squirt guns and all other toys
- Dangerous items
- Digital cameras
- Video games
- Laptop Computers

Confiscated items will be returned to parents at the end of the school year or when requested by the parent. Dangerous items will not be returned.

TEACHER CONFERENCES

Conferences with a teacher need to be arranged by telephone, email, or through the office. The time just before school or after school is not an appropriate time for a "quick conversation," since the teachers are preparing for class and working with students. Your conversation may also delay the teacher from meeting with other

scheduled appointments. The time just before and after school is also critical to the safety and education of the students and the teachers are involved in numerous supervision and educational tasks. Please respect their time and make an appointment so that the teacher will be able to give you their full attention.

TELEPHONES

The phones at Miramonte School are business phones and should be used only occasionally by parents or students for urgent situations. Students are only to use the phone in the office after arrangements are made with the teacher. The office phones cannot be used for transportation arrangements on a daily basis.

TRANSPORTATION

Parents are expected to arrange transportation to and from school for their children. The school does not have a bus transportation system.

SEXUAL HARASSMENT POLICY

Miramonte School is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment should be reported in accordance with these procedures, so school authorities may take appropriate action. Students who sexually harass others are subject to discipline up to and including dismissal. Employees who engage in sexual harassment are subject to discipline up to and including termination.

Definition: Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature which is offensive. It can be spoken, written or physical behavior. It includes offensive pictures, graffiti, jokes and gestures.

If submission to offensive sexual conduct is made a condition of academic status, progress, benefits, honors or activities, it is sexual harassment. Sexual harassment also occurs when the offensive behavior or material creates a hostile school environment.

Reporting Procedures: Students who have experienced sexual harassment shall report the incident to school authorities as soon as possible. If the incident is between students, the student shall report the incident to the classroom teacher in grades K-8 or to any teacher. The student may also report to the principal, assistant principal or other staff members. If the harassment comes from an adult, the student shall report directly to the principal or another responsible adult.

Resolving Sexual Harassment Complaints: Any employee of the school, upon receiving a complaint or otherwise learning of alleged sexual harassment, shall notify the principal or, if the principal is allegedly involved in the harassment, the Central California Conference Superintendent of Schools. The school will investigate the matter promptly, thoroughly and confidentially. If harassment is found to have taken place, such appropriate corrective action will be taken as is reasonably necessary to end the harassment. After the investigation and response, the alleged victim will be informed that appropriate action has been taken. The school will also make appropriate follow-up inquiries to ensure that harassment has not resumed and that the alleged victim has not suffered retaliation.

Dissemination: the school administration shall distribute a copy of this policy to all present and future employees of the school. A copy of this policy shall also be distributed to all present and future students enrolled in the school and/or to their parents and guardians.

HOME SCHOOL ENRICHMENT GUIDELINES

Miramonte School respects those parents who choose to home school their children. We wish to provide opportunities to enrich the home schooler's education through participation in a supplementary class or classes. The home school enrichment program is available to students in grades 5-8 who are not enrolled in any other

private or public school but are actively instructed in a home school program. In order to participate in the listed supplementary activities, a student needs to be enrolled in one of the following programs: **Band** and/or **Choir**, **Physical Education**, or an academic class such as **Algebra I**. Once enrolled in one of the above programs, the students will also be eligible to participate in the following activities. A student would need to be able to attend each scheduled class during the week.

- Fall achievement testing in October
- Field trips as appropriate*
- Receive monthly newsletter/calendar of events
- Music lessons*
- Week of Prayer
- Intramurals*
- School pictures*
- Field Day
- Assemblies
- Other activities may be arranged with the classroom instructor of the enrolled class.

***There will be additional charges for each of these starred activities.**

Home school students may be on campus only for those specific activities listed above. Each home school student is required to sign in and out at the office for each activity.

Our current Home School Enrichment program is not available to students in grades K-4. However, students in grades 3 or 4 may participate in the standardized fall achievement testing. Since these tests will need to be administered outside of the classroom (due to the unpredictable timing nature of testing in these grades), there will be a \$120 fee for this testing. Special needs accommodation testing is also available but at an increased fee.

Many special classroom events (such as parties and reward activities) are not available to home school students.

Home School Enrichment Fee List:	Per Year
• Application Fee (Processing and Records setup)	\$ 75
• Enrollment Fee (Covers insurance, books, testing)	\$180
• Academic Class Fee (Per Class)	\$760
• Grade 6-8 Choir (Two days per week)	\$300
• Grade 5-8 Band (Two days per week)	\$300
• Grade 6-8 PE and Intramurals	\$600
• Grade 5 PE and Intramurals	\$500

Parents will be notified of all upcoming events through the monthly newsletter and calendar sent with the monthly billing.

As this is a Seventh-day Adventist Christian School, high moral principles and respect for God and others are expected from all students who associate themselves with our school. All home schooling students who take advantage of these opportunities should willingly pledge to observe the regulations and uphold the Christian principles upon which the school is founded.

Students who are not a part of the home school program will not be allowed to participate in Miramonte School activities such as those listed above unless the activity is open to the public.

MIRAMONTE NETWORK RESPONSIBLE USE POLICY

USE OF THE MIRAMONTE NETWORK SHOULD BE VIEWED AS A PRIVILEGE. STUDENTS WHO USE THE NETWORK MUST AGREE TO THE FOLLOWING:

CARE OF NETWORK

- Food & drinks should not be used in computer areas
- Hands should be clean and not touch the screen
- Items in computer areas should directly pertain to the activity, i.e. reference materials. Other items such as magnets, scissors, paints, etc. should stay in the classrooms.
- Equipment should be properly maintained – it should be covered and uncovered properly, turned on and shut down properly, etc.
- Deliberate damage to hardware, software, or the network will not be tolerated.
- Disks, including DVDs and CD-ROMs, should be handled properly
- All borrowed media should be returned promptly

PRIVACY

- Under no circumstances should passwords be shared or used by anyone else
- Students should access only their own files, unless receiving permission from the supervising adult
- Although privacy between individuals must be strictly maintained, it should be understood that the teacher, principal, or system administrator may access student files at any time

RESPONSIBILITY/RESPECT

- Respect the assigned computer time that has been given to others
- Respect other's work and make sure it has been saved before closing or quitting applications, even if it is your assigned time to use the computer
- Use of the network to send or display offensive messages or pictures and/or harass, insult, or attack others will not be permitted
- Use of obscene, profane, or vulgar language will not be permitted
- Any unusual incidents regarding hardware, software, individual's files, or the network should be reported **immediately** to the teacher or system administrator
- Students may not use computer equipment unless under close adult supervision
- Users may not use the network for commercial purposes

COPYRIGHT/PLAGIARISM

- Only software licensed to the school and/or the individual teacher should be used on Miramonte equipment. Students may not bring software programs from home.
- Borrowing/copying/pasting the ideas of others (including art, photos, music or audio clips) without giving credit will be considered plagiarism.
- Resources and items inserted into multi-media presentations must be properly cited and fall within the "Fair Use" guidelines governing student work.

STAFF RESPONSIBILITIES

- Staff members have the right and responsibility to access students' files
- Specific infractions of the *Miramonte Responsible Use Policy* and their consequences will be reviewed by the classroom teacher involved, the principal, the technology coordinator, and the system administrator. Signing the agreement form means you will abide by their decisions.

CONSEQUENCES

- Innocent or unintentional mishandling – Student must participate in an activity which will re-educate him/her regarding the proper use of the Miramonte network.
- Irresponsibility, disrespect, or privacy violations – Student may lose access to the network, its equipment, and its resources.
- Flagrant, deliberate, or repeated abuse – Student may face immediate suspension and possible expulsion.

REQUIREMENTS FOR USE OF THE MIRAMONTE NETWORK

- Students in grades K-2 must have signed *Responsible Use Policies* on file and checklists signed by their teachers indicating they have been educated regarding the Miramonte network rules.
- Students in grades 3-8 must have signed *Responsible Use Policies* on file and must pass a brief test over the use of the Miramonte network.

POLICY CHANGES

Deletions, modifications, or additions to the policies in this handbook may occur at any time. All changes will be published in the Mainspring, or a notification will be sent home. All policies published in the Mainspring or sent home shall have the full effect of policies published in the Student Handbook.

Index

About Us	1	Birthdays	19
Absence due to Illness	11	Campus Policies	20
Absence: Excused	11	Campus Visits	20
Absence: Pre-arranged	12	Car Pools: See Transportation	24
Absence: Unexcused	11	Cell Phones	20
Academic Expectations: Junior High	18	Cheating	20
Academics	8	Class Field Trips	19
Acceleration of a Student	9	Class Trips: Attendance	19
Account Statements	7	Class Trips: Siblings	19
Account Status	6	Classroom Policies	18
Achievement Testing	8	Classroom Visitation	21
Admission: Current Student	3	Closed Campus	21
Admission: International Student	3	Computer Network	8
Admission: New or Transfer Student	2	Computer Usage	25
Admissions Procedures	2	Computer Use	8
After School Care Charges	7	Computer Use: Responsibility	26
After School Care Charges	17	Conferences with Teacher	23
After School Care Expectations	18	Conflict Resolution	14
After School Care Guidelines	17	Consequences of Behavior	15
After School Care Hours	17	Contract Teachers	7
After School Care Late Charge	8	Corporal Punishment	15
After School Care Parent Responsibilities	18	Current Student Enrollment	3
After School Care Student Responsibilities	18	Curriculum	8
After School Care	17	Daily Attendance	11
After School Care: Minimum Day	18	Damaging Property	16
After School Guidelines	10	Detention	15
After School Sign-out Sheet	10	Digital Camera: See Personal Property	23
AIDS	5	Diploma: Held due to finances	7
Allergies: See Health Issues	23	Discipline and Detention	15
Animals on Campus	21	Discipline Policy	15
Appointments with Teacher	23	Discipline Policy: Consequences	15
Asthma: See Health Issues	23	Discipline Probation	16
Attendance Problems	11	Discipline	15
Attendance	11	Discounts: Family	7
Attendance: Daily	11	Dismissal of Student	16
Attire Consequences	13	Dogs on Campus	21
Attire for Boys	12	Dress Policy: See School Attire	12
Attire for Girls	12	Dressing for PE	13
Attire for PE	13	Drop-off Zone: See Parking Lot	23
Background Check	19	Early Beginnings	1
Back-to-School Night	20	Early Release: See Minimum Day	
Bee Stings: See Health Issues	23	Eighth Grade Requirements	10
Before and After School Care for JK	17	Electronic Devices: See Personal Property	23
Before School Care Charges	17	Eligibility for Extra-curricular Activities	19
Before School Care Charges	7	Enrollment	2
Before School Care Hours	17	Enrollment: Current Student	3
Before School Care	17	Enrollment: International Student	3
Behavior Expectations	13	Enrollment: New Student	2
Behavior Probation	16	Enrollment: Transfer Student	2
Behavior	15	Excused Absence	11

Expectations of Students: ASC	18	Mission Statement	1
Expulsion	16	Music Lessons	7
Extended Care	17	Music	8
Extra-curricular Activities: Eligibility	19	New Student Enrollment	2
Family Discount	7	Newsletter: See Mainspring	22
Fees	7	Noon Release: See Minimum Day	
Field Trips	19	Online Payments	7
Field Trips: Siblings	19	Parent Responsibilities	5
Finances	6	Parent Volunteers	5
Financial Information	6	Parking Lot Decorum	23
Financial Schedules	7	Parties: Birthday	19
Fingerprint Policy	19	Payments: Online	7
Foreign Student Tuition Payment	7	PE Attire	13
Friday Lunch	22	PE Clothing	13
Glasses: See Health Issues	23	Permission to use Cell Phones	20
Graduation Requirements	10	Personal Property	23
Graduation: Participation and Finances	7	Pets on Campus	21
Graduation: Diplomas and Finances	7	Phone Calls	24
Gum	22	Piano Lessons	7
Gym Shoes	13	Picking up Your Student: See Parking Lot	23
Hazing	16	Policy Changes	27
Health Issues	23	Pre-arranged Absence	12
Home & School Organization	22	Prescription Medication	22
Home School Enrichment Program	24	Probation	16
Hot Lunch Program	22	Probationary Status for Current Students	4
Illness: Attendance	11	Probationary Status for New Students	4
Illness: Preventing Spread	12	Property Damage	16
Illness: While at School	12	PTA: See Home & School	22
Immunizations	4	Punishment: Corporal	15
Inappropriate Behavior	15	Records, Transfer	6
Instrument Rental	7	Records, Withholding	6
Insurance, Student	6	Refunds	6
International Student Admission	3	Regular School Day	10
International Student Tuition Payment	7	Retention of a Student	10
ITBS Testing for Home School	25	Rides to School: See Transportation	24
Jewelry: See School Attire	12	School Attire	12
Junior High Academic Expectations	18	School Beginnings	1
Laptops: See Personal Property	23	School Hours	10
Leaving Campus	21	School Hours: Minimum Day	10
Lockers	19	School Hours: Regular Day	10
Lost and Found	22	School Policies: See Campus Policies	20
Lunch Fundraiser	22	Severance of Student	16
Lunch Program	22	Sexual Harassment	25
Lunch: Friday	22	Shoes: For use in Gym	13
Lunch: Minimum Day	11	Shoes: See School Attire	12
Lunch: M-Th	22	Siblings Attending Class Trips	19
Mainspring	22	Sickness: See Illness	
Medical Exams	4	Sign-in when visiting the campus	20
Medication	22	Snacks	22
Minimum Day Lunch	11	Software	26
Minimum Day	10	Special Needs Students	5
Minimum Day: After School Care	18	Statements	6
Minimum Days Scheduled	11	Statements	7
Miscellaneous Charges	7	String Lessons	7

Student Acceleration	9
Student Behavior	13
Student Behavior Problems	15
Student Conflict Resolution	14
Student Dismissal	16
Student Dress: See School Attire	12
Student Drop-off: See Parking Lot	23
Student Expulsion	16
Student Illness: See Illness	
Student Insurance	6
Student Lockers	19
Student Pick-up: See Parking Lot	23
Student Probation	16
Student Records	6
Student Retention	10
Student Suspension	16
Student to Student Problems	14
Student Withdrawal	16
Students Leaving Campus	21
Suspension	16
Tardy: See Daily Attendance	11
Teacher Conferences	23
Telephone	24
Testing: Achievement	8
Today's School	1
Transfer of Records	6
Transfer Student Enrollment	2
Transportation	24
Tuition Balances	6
Tuition Payments: Online	7
Tuition	7
Tuition: Monthly	7
Unexcused Absence	11
Visiting a Classroom	21
Visiting the School: See Campus Visits	20
Voice Lessons	7
Volunteer Fingerprint	19
Welcome	1
Withdrawal of Students	16
Withholding Records	6