



PARENT-STUDENT HANDBOOK

2020 - 2021

“Train up a child in the way he should go, and when he is old he will not depart from it.” Proverbs 22:6

*Pursuing academic excellence • Developing Christ-like character
Serving in love*

Mother Lode Christian School

18393 Gardner Avenue

Tuolumne, CA 95379

209-928-4126

www.motherlodechristian.com

Member of the
Association of Christian Schools International (ACSI)

MLCS Board, Staff Members and Volunteers

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PARENTS SEE ALSO:

- School Calendar
- Volunteer Form
- Photo Release Form
- Statement of Faith Acknowledgment
- Campus Conduct Agreement

For more information including calendar updates and recent events, visit: motherlodechristian.com

**Mother Lode Christian School
2020-2021**

OFFICE HOURS: Monday-Friday 7:45a.m.- 3:30p.m. or by appointment..... 928-4126

Office Staff

Administrator – TY Atkins
Business Manager - Shelli Oliver
School Secretary - Mary Reel
Registrar/Records - Kim Hartsell
Cafeteria Director - Betty Burkhart

Teachers

Pre-School Director - Stephanie Hart	Middle School - 6 th /7 th /8 th
Kindergarten – Michelle Evans	Laura Brinegar Anna Caldera
1 st grade - Amber Karpus	Jennie Radonich
2 nd - Brian Siemonsma	Art - Charis Hernandez
3 rd - Chara Revord	P.E. /Athletic Director - Donnie Wright
4 th - Laura Baker	Performing Arts/Band – Laura Brinegar
5 th - Stephanie Torok	ELA Specialist – Helen Betzler
Development and Resource Specialist – Stephanie Minick	

Board of Directors

President Ken Mitchell.....	209-768-3471
Walt Semsen	209-352-1581
Dave Atkins	209-352-1402
Carrie McKernan	805-231-8824
Ryan Detrick	209-769-2461
Justin Myers	209-559-3295

Volunteers

Thrift Stores - Kerry and Walt Semsen	Facilities Improvement – Steve Johnson and Ryan Detrick	
Parent Teacher Fellowship (PTF)	Women’s Service Fellowship	Winter Jubilee

Mother Lode Christian School

Dear Mother Lode Christian School families<

Welcome to Mother Lode Christian School!

I am excited to get to know you and for you to get to know me. I began my teaching career at MLCS a long time ago, and now it is a joy to be back as the administrator/principal. As you will find out as you read the following vision, mission, and distinctives of our school, you will see why we are so enthusiastic about what we provide here for our students. The biblically spiritual and academically engaging atmosphere that Jesus helps us create together is thoroughly rewarding, absolutely challenging, and yes, a whole lot of fun!

I am looking forward to meeting you all!

Mr. TY Atkins
Administrator/Principal
Mother Lode Christian School

Vision & Mission

Type of school

Mother Lode Christian School is a Christ-centered, biblically-inspired, non-denominational private school. We incorporate the educational strategies of private, public, and home-school learning in order to produce teachers who love to teach and students who love to learn, love the truth, and love the God who made them.

Vision

Our vision is to prepare a generation of spiritually mature, academically excellent, biblically sound, servant leaders who flourish as *light in the world*¹, living lives *worthy of the calling to which they have been called*² unto the glory of God. ~ ¹Matthew 5:14 ; ²Ephesians 4:1-2

Mission

The mission of Mother Lode Christian School is to nurture the whole student - mind, body, soul, and spirit within the context and community of Christian faith. We exist to help our students understand:

- The importance of cultivating a relationship with Jesus Christ
- The value of their own academic achievement
- The significance of their unique, God-given gifts and skills
- The future of a life completely given to the full potential of serving God in spirit and truth.

Philosophy of Education

We believe education begins in the home; therefore, our goal is to partner with parents who are in agreement with our vision and mission to prepare their children for their future in Jesus Christ. We believe education occurs in every area of life, beginning with the value of learning which is nurtured in the home. We have adopted educational standards that integrate proven public, private, and home school methodologies of teaching and learning. We believe that every student is a unique, individual person who is created in the image of God. Because our goal is the educational development of the whole child in body, soul, mind, and spirit, we are committed to having a staff who wholeheartedly support and embrace the vision and mission of Mother Lode Christian School.

What Sets Us Apart?

Relevant & Engaging Curriculum

Our curriculum has been carefully selected to not only be academically rewarding, but also to intellectually inspire our students with a lifelong love of learning. We do not follow the changing tides of mainstream education, but rather are free to choose subject matter, strategies, and motivation through a wholesome, robust curriculum that supports our philosophy of education and aligns with our vision and mission.

Our goal is to inspire our teachers in their instruction and motivate our students in their learning within the context of a Christian worldview. We are implementing a classical influence in the following areas: Latin language foundations to enhance vocabulary development and understanding; integrating classic literature with major historical events to strengthen character development and solidify the value of a sound, biblical worldview; the value of memorization - in addition to scripture memory, we are adding the memorization of portions of historical documents, great hymns, and inspiring leaders to aid in advancing each student's oral and written communication skills. We are excited about providing a cohesive and comprehensive K-8 course of study for our MLCS students!

Small Class Sizes

Mother Lode Christian School's goal of small class sizes enables teachers to truly know and engage with students in their learning. Teachers are better able to guide and encourage the unique gifts and abilities within each student, as they strengthen areas of need and challenge areas of strength.

Amazing Teachers

Our teachers are not only passionate about their Christian faith, they also love teaching and love inspiring their students to learn. They are dedicated to pouring their lives into preparing the next generation of godly servant leaders.

Integration of the Word of God

The wisdom of God's Word is integrated into the teaching of all subjects. With God being Creator of all things, we humbly recognize God's understanding of all things. In science, students learn about the beauty and complexity of God's design in His creation. In history, students learn about God's hand in and over all human affairs. In literature, students see how the greatest Story is the inspiration of all great literary works. God's desire is that our students learn to *love Him with all their heart and with all their soul and with all their mind*² Therefore, the educational pursuit of His *Spirit of wisdom and revelation*³ is critical to all our teaching and every student's learning. ~ ¹Matthew 22:37; ²Ephesians 1:17

Foundation in Apologetics

"Always be ready to give an answer for the hope that lies within," 1 Peter 3:15. Our desire is that when students leave Mother Lode Christian School they not only have an understanding of basic Christian principles and doctrine, but are able to reason and explain why they believe what they believe. Through their boldness and confidence in the the inerrancy of the word of God, they might shine as lights in their generation and be leaders in their sphere of influence.

Rich History

Parents have entrusted their children to Mother Lode Christian School since 1964 when Reverend Rex Heath, the pastor of Standard Community Church, realized his longtime vision to begin a Christian school in Tuolumne County. Mother Lode Christian School was established as an independent, non-denominational school governed by an appointed Board of Directors who represented different churches in the community. The "Little Red Schoolhouse" in Soulsbyville was purchased for \$7555.00, and Mother Lode Christian began its first year with 33 students and four teachers. When the school needed more space, the abandoned Summerville High School campus was purchased in 1969 for \$10,000. It still serves as our campus today. A high school program that developed a college prep curriculum was added in 1976. The elementary complex was added in the early 1980's. Over the past fifty-plus years the campus has been upgraded and expanded several times.

School Theme

Wisdom gently sown and deeply rooted

School Verse

Rooted and built up in Christ, established in the faith ~ Colossians 2:7

STATEMENT OF FAITH

1. We believe the Bible (Old & New Testament) to be the inspired, infallible, authoritative, inerrant Word of God. (2 Timothy 3:15, Proverbs 30:5, John 17:17, 2 Peter 1:21)
2. We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
3. We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His substitutionary atonement (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and in His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, that people are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved. (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5)
5. We believe in the resurrection of both the saved and the lost - they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28)
7. We believe in the present ministry of the Holy Spirit, who indwells and empowers the Christian as a helper, teacher, and guide. The supreme evidence of the Spirit-filled life is the fruit of the Spirit which is love. (John 6:13, 14:16-17, 16:8-11; Romans 8:26, 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18)
8. We believe God's plan for human sexuality is to be expressed only within the context of marriage, and that God created man and woman as unique biological persons made to complete each other. God instituted monogamous marriage between male and female as the foundation of the family and the basic structure of human society. For this reason, we believe that marriage is exclusively the union of one genetic male and one genetic female. (Genesis 2:24; Matthew 19:5-6; Mark 10:6-9; Romans 1:26-27; 1 Corinthians 6:9)
9. We believe that human life is sacred from conception to its natural end, and that we must have concern for the physical and spirit needs of our fellow man (Psalm 139:13, Isaiah 49:1, Jeremiah 1:5, Matthew 22:37-39, Romans 12:20-21, Galatians 6:10).

CODE OF CHARACTER

Jesus & His Word: We acknowledge that Jesus is the Author and Finisher of our faith, and that His Word is The Authority for wisdom and knowledge. It is our aim to develop ourselves according to His Word, realizing that as we seek first His kingdom and righteousness, He will minister to us through His Word. (Hebrews 12:1-2, James 1:5-6, 1 Peter 1:24, 1 John 2:5-6, 5:3-5)

Discipleship: We will endeavor to follow the will of God for our lives as we seek to model Christ-like character through personal prayer and the study of the word of God, through faithful fellowship both at school and church. This is possible as we yield to the ministry of The Holy Spirit. We will seek to love and honor God with all of our “hearts”. (Luke 10:27, Matthew 7:7-11, James 1:22, 1 Peter 1:13-16, 2 Peter 1:10-11, Galatians 4:7)

Academic Excellence: We are committed to following through with the academic requirements at MLCS. We seek to honor God by loving Him with all of our “minds”. (Luke 2:52, Philippians 2:5, 1Corinthians 1:5)

Health: We will practice good health habits and regularly participate in wholesome physical activities. We seek to honor God with all of our “strength”. (Luke 10:27, Colossians 3:23, 1 Corinthians 3:16-17, Romans 12:1)

Uniqueness : We recognize that there is a unique call of God on our individual lives, and seek to develop the gifts and abilities that God has given us. We believe that our gifts complement The Body of Christ. (1 John 2:20, 1 Corinthians 12:18-31, Ephesians 4:11-12)

Our Witness: We will seek to share the love of Christ through personal witness, servant leadership, on a practical level wherever and however we might be involved in our community. We recognize that when we are in the community that we reflect and represent all that Mother Lode Christian School stands for. (Matthew 5:16, 10:8, 28:19-20; John 15:17; 1 Corinthians 9:22, 15:58)

MLCS Leadership: We will submit ourselves to the leadership of Mother Lode Christian School. We realize that our enrollment at MLCS is a privilege and not a right. We are determined to give our best to support MLCS in both its educational and ministry philosophies, which provides a quality education that doesn't compromise the Word of God.

Technology Integrity : We acknowledge that we are being tempted to involve ourselves in inappropriate content that is available through social media and other outlets. We recognize that what we view can affect what we do. We will commit ourselves to digital integrity both publicly and privately, at school and at home. (1 Corinthians 10:13, 1 Thessalonians 4:3)

CAMPUS OPERATIONS & SCHOOL DAY PROCEDURE

Thank you for partnering with MLCS to give students every opportunity to learn and grow in their love for God, their love for others, and their love for learning!

School starts at 8:05 AM School ends at 3:00 PM

Drop-Off Procedures

- Parking gates open at 7:30 AM Monday-Friday.
- Student drop-offs start at 7:45 AM. (no earlier, please)
- Drivers pull into the drive-thru loop and circle to the front of the main building before letting your student(s) out of the vehicle. This is a safe place with adult supervision.
- The playground gate is unlocked for students to play at 7:45 AM.
- If your student arrives after 8:10 AM, an adult must accompany them to the office for a late pass.

Pick-Up Procedures

- Pull to the foremost position of the drive-thru loop to wait for your student(s).
- Please leave the pass-thru lane clear.
- Student(s) will only be released to their parent or authorized adult.
- Once you have your student(s), promptly exit the drive-thru loop to allow others to pull up.
- MLCS encourages fellowship among families. Should you want to visit before or after school, please park and congregate in the Cougar Connection area at the pick-up zone, in front of the gym, or on the playground.
- **The playground and official pick-up closes at 3:20 PM**
- Staff is contracted for specific hours; therefore, it is essential that all students be picked up prior to closing time. **A charge of \$5.00 per ten minutes will be charged for late pick-ups.**
- Parking gates close and lock at 5:30 PM (Exceptions are made for weekend events, sports practices, and after-school activities.)

School Closures or Late Starts

In the case of severe weather, school may be cancelled or delayed. Parents are encouraged to listen to KVML or check mymotherlode.com for information about closures or delays. MLCS will also send out a text and/or email message to parents. (See Communication p.11)

Campus Visitors

Visitors to MLCS are welcome. (No pets, please.) MLCS requires that:

- All visitors, including parents, check in at the office for a visitor's pass. This includes a visit to Wednesday chapel service. (See Chapel p. 12)
- Prearrange with the teacher if you would like to visit a classroom.
- Prearrange with staff for tours or private conferences.
- Visitors, please check out and leave office pass before leaving campus.

School Attendance

We are asking parents/guardians to make every effort possible to arrive on time for school. The beginning of the school day is eternally important. Each classroom begins the day with devotion and prayer. For your child to reap the spiritual benefits of your financial investment into their young lives, it is critical that each child arrives in class on time. If they arrive after 8:10 AM, they will be required to go to the office and receive a tardy slip to take to their teacher. If the tardy is excused (doctor/dentist appointment, bereavement, emergency, etc.), students will still qualify for a perfect attendance award at the end of the quarter. If the tardy is unexcused, students will not qualify for perfect attendance. When tardies become excessive, parents will receive a call from the principal.

Absences

For the health of our students and staff - especially in the current C-19 climate, for parents to keep children home for any sign of illness.

Please call in your child's absence to the office as soon as possible. If a student is absent for more than two days due to illness, the parent/guardian is responsible to pick up missed assignments from the teacher. The student has the same number of days absent to make up the missed work.

Absences are a hardship for the student and the teacher. ***Please make every effort to take vacations during scheduled holidays or summer.*** Although some reading and written work can be sent home, other learning opportunities such as classroom instruction, group discussions, peer editing, and team projects cannot be replicated or made up.

If a family plans to be absent for two or more consecutive days :

- A parent must fill out an absence request form in the front office.
- The form must be completed and signed by the teacher ***two weeks or more prior*** to the absence. This gives the teacher time to make special arrangements for missed work.
- The teacher will give the student a work packet to be completed during their absence.
- All missed work will be due the day of the student returns and graded for completion and accuracy.

Students exceeding 30 absences in a school year will be at risk of grade retention. Special exceptions can and will be made for circumstances beyond a student's control such as prolonged illness or injury. Thank you for your understanding and cooperation.

Truancy

By mandate of the State of California, all children of school age must attend school. A student is considered truant if he/she is:

- Absent without a valid excuse three or more days in a given school year.
- Tardy or absent for more than any 30 minute period during a school day without a valid excuse on three occasions during the school year.
- Repeated truanies are grounds for expulsion. (See Discipline p.18)

Dress Code

MLCS requires students to dress neatly and modestly. Thank you for remembering the range of ages on our campus, as well as the highly active nature of elementary school kids. Parents, please help your child respect and obey the following rules:

- Please be neat, clean, and modest in your appearance. This includes hair combed and clean.
- Natural hair color with modest highlights permitted.
- For safety reasons, no flip-flops or high heel shoes. All sandals must have a strap on the heel for safety reasons. Participation in P.E. requires proper lace up athletic shoes.
- All clothing, including jeans, must not have holes, frays, or rips.
- Skirts and shorts must be longer than the fingertips when the arms are straight down at the sides.
- Shorts or leggings *must* be worn under all skirts or dresses.
- Tight fitting legwear (yoga pants, leggings, jeggings, etc.) is not permitted without shorts, dress, or long shirt covering to arm length.
- Shirts must be buttoned to the second button. T-shirts free from offensive language or logos may be worn. Girls' tank tops and dresses must have 1 ½" wide strap; halter tops or racerback tank tops are not permitted. Tank tops are not permitted for 4-8th grade boys.
- No skin should show between pants/skirts and shirt. No skin should show when standing, sitting, or raising arms. Undergarments cannot be visible.
- No loose or sagging pants worn below the hips.
- No sweat pants, unless used in P.E. class only. Pajamas are unacceptable for school attire.
- Hair length is an issue for parents to decide. Keep in mind, hair in the eyes can cause problems in class, on the playground, and in sports.
- Hats must be removed inside buildings.
- No tattoos or body piercings. A maximum of two ear piercings per ear are permitted.

Mother Lode Christian School dress code is strictly enforced. Students not in compliance with the dress code may be given appropriate attire to borrow and their parent/guardian will be notified. Repeated offences could lead to detentions, suspension, or expulsion. See the Discipline section in your Parent Handbook for details.

Student Phone Use

Mother Lode Christian School is a cell phone free campus. Students are not permitted to have or use cell phones on campus during the school day. Students are encouraged to leave their cell phones and other electronic devices at home. When a cell phone is discovered at school, the parent or guardian may pick up the cell phone from the office. The student will receive a lunchtime detention and meet with the Administration. If it is necessary for them to bring a phone or digital device to school, it *must be checked into the office before school begins and can be checked out once school ends*. Phone calls can be made from the school office at any time during the school day.

Field trips would require cell phones to be collected during any educational time that the teacher feels necessary. This includes the transportation to and from field trip destinations. It is required that all browsers are silenced. During overnight trips, cell phones need to be collected by the teacher prior to students being sent to rooms.

Gum and Litter

Students are not permitted to chew gum on campus. Students are expected to clean up after themselves and help the school keep all areas of the campus (playground, cafeteria, lockers, outdoor eating area, classrooms, etc.) neat and trash-free. Parents will be held responsible for damage done to the buildings or campus.

Cafeteria Lunches

A great school day starts with a healthy breakfast at home; MLCS does not provide breakfast at school. The cafeteria offers a variety of well-balanced hot meals for lunch and healthy snacks. To pre-pay for cafeteria items, open an account in the main office. Charges are discouraged and only allowed in cases of emergency. All charges incurred must be paid off the same day.

Lunches and Snacks

Because a child's diet directly affects his/her ability to focus and learn, MLCS staff models and encourages healthy eating practices as an educational part of our school environment. Please help your student (and teachers) by sending snacks and lunches low in sugar and sodium. No sodas, energy drinks, or candy are allowed at snack or lunch time. (Due to staining issues, *drinks with red dye are not permitted.*) A microwave is available to students for heating lunches. Please remember kids need proper nutrients to grow and think well.

Below are suggestions for lunches coming from home:

- Main Meal
 - Sandwich (turkey, egg, tuna, etc.)
 - Hot lunch (chicken, soups, rice, chili, burrito)
- Drinks
 - Water, milk, or 100% fruit juice
- Snacks
 - Nuts, fruit, carrot sticks, granola
 - Cheese, yogurt, peanut or almond butter
 - Tortilla chips, pretzels

Lost and Found

Students lose items on campus every day! Please make a habit of checking the lost and found table located downstairs next to the cafeteria. **Please put your child's first or last name in coats, sweaters, lunch boxes, and sports equipment so the items can find their way home.** Unclaimed items are donated to the school thrift store at the end of every quarter.

HEALTH & SAFETY CONCERNS

Thank you for helping us keep MLCS a safe and healthy place for kids to learn!

On-Campus Accidents and Injuries

Accidents happen and MLCS staff is committed to caring for your student in case of any mishap. In the case of minor incidents, students are instructed to go to the office for personal care. An office staff member will wash, treat, and bandage small scrapes and bruises. An incident report will be made and, as long as the child can comfortably participate in regular activities, the parent will be informed when the student is picked up from school. In the case of more significant injuries (sprains, breaks, major lacerations, etc.), parents will immediately receive a phone call, and plans for the student's care will be made between the parent and office staff member. In the case of life or limb-threatening emergency, 911 will be called.

Excused from Participation

A student may be excused from any activity that may aggravate or prevent healing of an injury. If the student needs to be excused from physical activity, including P.E. class, for more than 2 days, written parental permission is needed. If a student will be unable to participate for more than one week, a doctor's note of explanation is required. Thank you for your understanding. See Participation Agreement for more details

Medication

If a student needs medication during the school day, please bring it to the office and fill out the medication form with clear instructions. Please do not send any medication, this includes over the counter medications such as cough drops or Tylenol - to school in your child's lunch box or backpack. Bring it to the office or give it to the teacher. Thank you for your cooperation.

Student Illness

To reduce the spread of communicable illnesses and aid a student's recovery, please keep your child home if he/she has a fever, cough, intermittent sneezing, or vomiting. An excessively runny nose, goopy eyes, and rash are also signs that your child's illness is contagious. If a child comes to school sick, or develops symptoms during the school day, a parent will be called to arrange an immediate pickup. Students need to be without a fever for 24-hours before they may return to school. Every effort is made during a school day to teach the children to wash their hands frequently and cover their mouths with their arm or a tissue when they sneeze or cough. Thank you for helping your child to be mindful of these practices especially during seasons of sickness.

Lice

Should lice be detected on any student, he/she will need to be picked up immediately by a parent or guardian. Parents must take the proper medical steps necessary to thoroughly eliminate the lice. The student will not be allowed back to class until the treatment is complete, the symptoms are gone, and no more lice are detected. The school will notify all parents if lice have been reported on campus.

Emergency Evacuation Procedures

Mother Lode Christian School has taken the necessary steps to prepare for natural and man-made emergencies. Staff receive annual training for fire and earthquake evacuation procedures, and specialized ALICE training for what to do in case of a campus intruder. Emergency procedures are drilled once a month with all students, preschool through 8th grade. We pray, of course, that such training would never have to be used.

*IN CASE OF EMERGENCY, DO NOT COME DIRECTLY TO CAMPUS!
Doing so may put everyone, including children, in danger.*

As soon as it is possible, MLCS will contact parents using the all-school email and/or Gradelink voice /text system. If necessary, instructions will be given about off-campus meeting locations and how to proceed in reuniting with your child.

Prayerfully consider your response to emergencies. MLCS takes all precautions necessary *even if the danger is minimal*. More times than not, concerning situations are rectified within a short amount of time and with few problems. It is our hope to de-escalate a tense situation and restore peace and normalcy as quickly as possible. Thank you for your cooperation.

Reporting Child Abuse

Mother Lode Christian School personnel are required to report any known or suspected instances of child abuse to a child protective agency immediately. No MLCS employee responsible for the care of children who reports a known or suspected instance of child abuse shall be civilly or criminally liable for any report required by law, unless it is proven that a false report was purposefully made. Failure to report an instance of child abuse known to exist is guilty of a misdemeanor. Staff will notify administration in the occurrence of Law enforcement on campus. Administration will cooperate and not interfere with law enforcement during an investigation.

SCHOOL COMMUNICATION & PUBLIC RELATIONS

Thank you for helping students succeed by staying connected to MLCS!

Office Hours: 7:45 AM 3:45 PM Monday-Friday (summer hours subject to change.)

MLCS desires to maintain ongoing communication with parents regarding all school events, programs, and campus happenings. The MLCS office staff is available to answer your questions or put you in touch with someone who can. The office is where parents open a cafeteria account (p.7), buy Scrip (p.18), turn in forms, and purchase Cougar paraphernalia. Get your answers in the office!

Website: www.motherlodechristian.com

The Mother Lode Christian School website contains updated information helpful to our families and students. Visit the site to view the calendar of events, the monthly cafeteria menu, sports opportunities, academic pursuits, technology policy, and much more. Point friends to the website, to learn about the heart of Mother Lode Christian, plus admission and tuition information.

Communication with Parents

Gradelink and Email: Gradelink and Email are the main sources of communication used by MLCS staff. Parents are encouraged to check Gradelink and their email inbox for messages from administration, teachers and/or staff and reply when necessary. MLCS makes every effort to protect your email address from virus or spam. Please inform the school office if you must have another means of communication.

SOCIAL MEDIA USE: MLCS uses Instagram and Facebook for publicity. Children's photos are never posted without prior written consent of parent/guardian. Families please do not post pictures of children other than your own on social media pages.

AVOID TEXTING TEACHERS: Please refrain from using text messaging to communicate with your child's teacher except in cases of emergency or during a field trip. Email is the appropriate mode of communication.

Complaint Protocol

Procedures for complaints will use the following protocol:

1. First go in person to the staff member with your concerns.
2. If the issue is not resolved with the staff member, the parent will meet with the Administrator. Administration will then discuss the matter with the staff member.
3. If the issue is still not resolved, the administration will meet with the parent and staff member.
4. If the issue is still not resolved, the Administrator will bring the matter to the School Board.

Campus Signage

Information is often shared through signs and banners posted on the gate, office bulletin board, doors, and marquee at the drive-up loop. If parents wish to post something, please get approval through the main office.

CLASSROOM & STUDENT-RELATED INFORMATION

Thank you for helping MLCS teachers to create a cooperative and creative learning environment!

Back-to-School Night

Welcome to MLCS! This is an evening to meet your child's teacher(s), hear plans for the school year, and ask any questions you might have. Don't underestimate the importance of this special time.

Morning Routine

All classes open with a pledge to the U.S. Flag, the Christian Flag, and the Bible. A daily devotion and prayer follows.

Chapel

Chapel service is a special and cherished part of the MLCS school week. All classes meet **Wednesday from 1:15 - 2:00 PM** for worship and a biblical message given by staff and/or guest speakers. Family members are encouraged to join staff and students every Wednesday! Please sign in at the front office for a visitor's pass.

Class Parent

A fun (but needed) position in every classroom is that of Class Parent. This parent acts as a liaison from the class and teacher to the parents. The job may entail coordinating special events, helping organize parent jobs for Jubilee, communicating classroom needs, sharing special happenings, or reminding parents of things going on. This person is very loved and appreciated by the teacher and class students. Thank you in advance for volunteering as a Class Parent. Please contact your child's teacher as soon as you can.

Resource Responsibility and Behavior

All students are responsible for the resources they use during their time at MLCS. Books, lab equipment, iPads, desktop computers, as well as all campus property, must be treated with care and respect. Failure to do so may result in fines or other means of compensation.

While in class or on campus, students are expected to be courteous. They are asked to speak in appropriate tones and act kindly toward other students and adults. Older students are asked to be mindful of younger students and to set an example of good behavior. All students are asked to clean up after themselves wherever they go – including in class, on the playground, and in the cafeteria. Students are instructed to seek

help from an adult when they cannot resolve a problem with another student. It is every student's responsibility to report harmful behavior that they have witnessed.

Holiday Celebrations

As a Christian institution, MLCS takes every precaution not to promote secular or religious holidays outside the faith. MLCS is sensitive to the personal choices and varying practices of individual families and pray that our holiday celebrations would not be misleading or unintentionally upset other families. Please refrain from bringing, displaying, or sending your child with clothing or treats that depict such things as witches, ghosts, monsters, skulls, jack-o-lanterns, Santa Claus, four-leaf clover, and the Easter bunny, which might offend others or distract from a Christ-centered celebration. Thank you for your cooperation and understanding.

Birthday Celebrations

Mother Lode Christian School loves to celebrate birthdays! Parents, who wish to celebrate their child's birthday in class, please observe the following guidelines:

- K-5 parties must take place the last 10-15 minutes of the school day in the child's classroom or playground, weather permitting.
- Middle school student parties must happen at lunchtime in the cafeteria.
- Sweets should be kept to a minimum. No sodas.
- High sugar treats will be sent home with the students to be consumed after school if their parents allow it.

As a courtesy, please notify the teacher of your birthday plans at least two days in advance. Lastly, please do not distribute personal birthday party invitations at school unless all the class is invited.

P.E. CLASS

CLASS ACTIVITIES

The first 10 minutes are devoted to changing (7th & 8th grades), attendance, warm-ups, stretches and jogging. The remainder of the time will consist of instruction and participation of sports-related activities and cool down. All students will participate in the Annual Jog-a-thon in October.

CLASS EXPECTATIONS

Students are expected to put forth their best effort while encouraging others to do the same. Mother Lode Christian School uses the examples put forth by Jesus Christ to create a compassionate yet challenging class. Students working together with positive reinforcement and the accepting of individual differences ensures every student has a positive P.E. experience.

- Injuries must be reported to the teacher immediately.
- Locker Rooms are for changing only.
- Students will be allowed to change into appropriate PE attire at the beginning of class.

GRADING SYSTEM (10 points per day)

40% - INDIVIDUAL EFFORT/ENGAGEMENT/ATTITUDE

- Grades are based on the student's effort observed throughout each quarter.
- Students are expected to participate daily with a positive and encouraging attitude in class.

20% - SKILL EVALUATIONS

- Grades are based on observed skill acquisitions, practice and application each quarter.

40% - PREPAREDNESS FOR CLASS

- All K- 8th grade students are expected to wear appropriate athletic clothing on P.E. days.
- Lace up or velcro shoes are required, i.e. ***no sandals, heels, hard soled shoes or boots.***
- Lack of being properly dressed and ready for class will result in a **0%** for their class preparation grade.

*Students will have an opportunity to make up 4 points lost during lunch recess when Coach Wright is present.

EXCUSED PARTICIPATION

Students bringing a note excusing them from P.E. from a parent or guardian should include the date, reason for excuse, and include what the student **CAN** do. Students excused from P.E. for more than 3 classes in a quarter grading period will receive a written assignment related to P.E. at the beginning of the class. The assignment needs to be turned in at the end of class. If a student becomes ill or injured at school or has forgotten a written excuse, participation will be excused for that day. The student will need to bring a note to the next P.E. class. If the student does not bring a note, he/she will receive **0%** for their preparation grade **AND** participation grade for the previous P.E. class. Students that miss multiple days of P.E. due to an injury or illness must present a doctor's note either excusing them from class or allowing them to participate in class. Students who are instructed by their doctor **NOT** to participate in P.E. will be required to present a

doctor's note indicating what the student **CAN** do, such as walking. Any student who is unable to participate in P.E. will be ineligible for participation in any after school athletic activities. If you have any questions, please call 928-4126 and your call will be returned as soon as possible.

5TH & 8TH WEIGHTED GRADE RUBRIC

PARTICIPATION = 75% **Grades)**

Positive Individual Effort: **40%**
(Daily Engagement & Attitude)
Skill Evaluation: **20%**
Preparedness for Class: **40%**

QUARTERLY TASKS = 25% (5th & 8th

1st Quarter - Health & Nutrition Assessment
2nd Quarter - Jog-A-Thon
3rd Quarter - Fitness Testing
4th Quarter - Game Design

GRADING SCALES

Kindergarten - 3rd

4 = Above Grade Level Requirements
3 = Meets Grade Level Requirements
2 = Approaching Grade Level Requirements
1 = Below Grade Level Requirements

4th - 8th GRADING SCALE

A+ = 98 - 100
A = 93 - 97
A- = 90 - 92
B+ = 88 - 89
B = 83 - 87
B- = 80 - 82
C+ = 78 - 79
C = 73 - 77
C- = 70 - 72
D+ = 68 - 69
D = 63 - 67
D- = 60 - 62
F = below 59

All students are **required** to participate in physical fitness three days a week. Grades 7 & 8 must wear athletic uniforms, which can be purchased through the main office. Please make sure your child has supportive, lace up or velcro athletic shoes, i.e. no sandals, heels, or boots, to use in P.E. class. Please refer to P.E. Participation Form.

Middle School Sports Participation

Mother Lode Christian School students (6-8th grade) may participate in boys' or girls' basketball, volleyball, cross-country, and track. Most team practices are held after school from 3:30 PM - 5:30 PM. Students also have the opportunity to participate in pre and post-season tournaments. Students must maintain a minimum 2.5 GPA with no F's per grading period (including progress reports) to be eligible to participate in any MLCS athletic event.

Mother Lode Christian School students must be present for all periods of the school day to be eligible to participate in an athletic competition. Students must participate in PE the day of an athletic event to be eligible to compete in school athletics.

Field Trips

Parent drivers and chaperones are always needed for field trips. These school-sanctioned outings are meant to enrich the students' studies. Please remember that while they are meant to be fun, they are also designed to be educational. Students will not be permitted to carry a cell phone on their outing. (Exceptions will be considered and worked out for overnight trips.) The teacher and chaperones can be contacted for emergencies or updates. A teacher or designated parent will make arrangements to have pictures sent to parents. *All parents planning to accompany the class must coordinate with the teacher and notify the office prior to the day of the field trip.* All parent drivers must:

- Submit documentation of their current CA driver's license
- Sign a MLCS Declaration form
- Fill out an insurance policy and DMV form
- NOT make unapproved stops (coffee, food, errands, etc.)
- NOT bring other children (e.g. siblings, friends)

All chaperones must:

- Recognize their responsibility to watch over *all* students on the trip (not only their child)
- Aid the teacher, docent, or guide by directing students to pay attention and participate
- Allow the teacher to handle all field trip details and plans
- Allow the teacher to settle disputes or issues that might arise during the trip
- NOT be a distraction to students by talking over guides or using their cell phone during presentations
- Be a godly role model and willing participant in the day's activities

For safety purposes and school spirit, students are required to wear their blue cougar t-shirt on all outings. (Included in school registration costs)

PICTURE POLICY: For the safety and privacy of everyone, parents who attend field trips are prohibited from posting pictures of MLCS students or staff on social media websites. Any pictures posted on the official MLCS Facebook page or website must be approved by the office. Don't forget to submit fun field trip pictures to the yearbook coordinator!

Homework

Homework is meant to be a purposeful extension of a student's classroom work. Homework teaches student skills like following directions, working responsibly, and meeting deadlines. Parents are encouraged to be available to assist a student, but should under no circumstance do the work for him/her. Teachers hope parents report any struggles they detect from their student while working at home. *Please minimize distractions by not allowing cell phone use, other forms of internet entertainment, or TV during homework time.*

Generally, homework should be up to 10 minutes per grade level (i.e. 10 min. for 1st grade, 20 min. for 2nd grade, etc.), not including their reading time. Completion of homework is always expected.

Late homework is handled in the following way:

- Kindergarten-3rd grade- left to the teacher's discretion. Response is based on overall student attitude and academic performance.
- 4th- 6th grade- A 10% deduction *per day* up to 3 days. 4 days or more, no credit. (Assignment completion is still required.)

- 7th- 8th grade- A 20% deduction *per day* up to 2 days. 3 days or more, no credit. (Assignment completion is still required.)

Progress Reports & Grading

Quarterly Progress Reports are sent home digitally. See the calendar insert for the quarter dates.

Kindergarten - 3rd grade student performance is systematically and carefully monitored. Their progress reports are based on personal effort, academic abilities, and classroom behavior. Students are given the resources and attention needed to do their best. Formal placement tests are given at the beginning of the year to help determine their abilities and needs. A second assessment is conducted at the end of the first semester to check their progress.

4th - 8th grade student performance is recorded and tracked through Gradelink, a school management system and online grading program. Parents and students are given access to their online grade information at the first parent-teacher conference.

Grades for 4th - 8th students are calculated using the following rubric:

- | | |
|-------------------------------|----------------------|
| ▪ In-class work/Participation | 30% (of total grade) |
| ▪ Homework | 20% |
| ▪ Exams | 25% |
| ▪ Quizzes/Evaluations | 20% |
| ▪ Organization | 5% |

Parent-Teacher Conferences

Teachers schedule a parent-teacher conference once a semester to update parents about their child's progress. There are no classes on this day. Fifteen minute appointments are set up for each family to meet with their child's teacher. This is a chance to connect one-on-one about our favorite part of school: the kids! Please make every effort to be on time, as teachers have parents back-to-back all day. Students and siblings may accompany parents to campus but are not allowed in the meetings. MLCS does not provide childcare these days. While waiting for the parent, kids are not allowed to play on the playground or around the buildings unsupervised. Thank you for your understanding and cooperation.

Student's Cumulative Records File

Parents, in consultation with MLCS personnel, are authorized by law to access their child's cumulative school records. If at any time a parent wishes to inspect his/her child's file, please give the school office a 24 hour advance notice. If, after review, a parent feels that any information in the file is inaccurate, misleading, or otherwise inappropriate as defined by federal and state law, the parent may file a written request for the removal or correction of the information.

DISCIPLINE

Thank you for working with MLCS to model and encourage Christ-like character!

Train Up a Child

Discipline, rightly administered, is an act of love meant to train godly character, and ultimately it blesses the recipient. Scripture states, *“For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it.”* (Hebrews 12:11) Of course, as children grow, we would like to see them develop *self-discipline*. To that end, loving, consistent discipline is needed at home and school.

MLCS desires to help students make right choices by sharing expectations and teaching appropriate behavior. With prayer, guidance, and discipline when necessary, we believe that students can take personal responsibility for their actions and learn what it means to become men and women of integrity.

EXAMPLES OF MINOR INFRACTIONS	EXAMPLES OF MAJOR INFRACTIONS
Unkindness, teasing, name calling, gossip	Profanity, Lord’s name taken in vain
Breaking dress code	Physical aggression
Show of disrespect	Excessive teasing, bullying, cyber bullying
Minor threats	Stealing, cheating, lying
Not following directions	Vandalism, destruction of property
Misuse or minor damage of property	Plagiarism, forgery
Inappropriate behavior/classroom disruption	Possession of a weapon (including pocket knife)
Academic infraction	Possession of tobacco or drugs
Excessive tardies	Multiple truancies

Minor infractions will result in a warning, time-out, or “clip down” (in the younger grades). Discipline for minor infractions, that the teacher feels necessary, will be reported in Gradelink by the teacher and may include a consequence such as time apart from the class, a verbal or written apology, or restriction from participating in a special activity. Any minor infraction that is on-going should be discussed with the child’s parents and may be declared a major infraction if the student is unwilling to follow the rules. After three minor infractions, a student will be given a lunchtime detention and the parents will be notified.

Major infractions will result in the student reporting to administration. Disciplinary action includes, but is not limited to, discussions, apologies, detentions, suspensions, or expulsion. Students will do what is necessary to make amends, including paying for damages, writing apologies, or providing service for the wrong done. If class time is missed because of an infraction or subsequent consequences, the student is responsible to make up all missed class work.

Detention Policy: Offending students will serve detention at lunch time. After two lunchtime detentions, the offending students will serve a one hour after school detention served on Wednesdays 3:15 PM - 4:15 PM. Multiple after school detentions could lead to a full day in-school suspension. Detentions are recorded by the teacher or an administrator in Gradelink and the child’s parents are notified. A meeting with a parent/guardian will be scheduled if offenses escalate to an in-school or after school detention. MLCS reserves the right to dismiss a student who is unable or unwilling to work in harmony with the school’s

mission and goals or whose behavior threatens the well-being of other students. The desired end result of discipline is repentance, forgiveness, and restoration for all involved.

PARENT PARTNERS

Thank you for the time, effort, and love you give. MLCS loves you!

Parent Teacher Fellowship (PTF)

PTF is made up of parents committed to supporting MLCS teachers and administration. Parents meet once a month to discuss projects and activities that would bless the school. Past activities include breakfast for teachers, flowers in the breakroom, and planning of school activities. They are vital to the success of school events such as Grandparents’ Day and Open House.

All parents are needed and invited to be a part of PTF. See the Cougar Calendar for meeting dates, and subscribe to the PTF email list through the school website (motherlodechristian.com).

Volunteer Service

MLCS has a rich history of volunteerism. Indeed, the school would not exist without the selfless people who over the years have contributed their time, resources, and skills. Tuition costs for MLCS are among the lowest in California in part because of the efforts of our generous volunteers. Won’t you consider where you can help?

AREAS OF SERVICE & WHO TO CONTACT:

- Campus maintenance (clean up, landscape, etc) or building maintenance & improvement (painting, remodel, repairs, etc.)..... Ryan Detrick and Steve Johnson
- Theatre (stage sets, costumes, props, etc.)..... Laura Brinegar
- Classroom HelperClassroom Teacher
- Recess Supervision..... Kim Hartsell and Donnie Wright

NOTE: To help mitigate the costs of operating MLCS, *all parents are asked to put in volunteer hours every year*. All MLCS families are required to work the largest fundraiser of the year, the Winter Jubilee in February. Visit the website for a list of current volunteer opportunities. Please understand how much you are needed and appreciated.

See **Thrift Stores** and **Women’s Service Fellowship** (p.19) for other volunteer opportunities.

Prayer

Mother Lode Christian School is undergirded by the prayers of its families and the community. Prayer groups are often organized by people moved to pray regularly for our school. Whether in a group or as an individual, your prayers are necessary for the peace and success of MLCS.

FUNDRAISING PROGRAMS & EVENTS

Thank you for supporting the programs and events that help finance your child's education!

WINTER JUBILEE!

This annual event is MLCS's largest fundraiser. It is vital to our school. Antiques, books, furniture, and countless other treasures are collected throughout the year and sold at this event. The Jubilee features a live auction, silent auction, and giant book sale as well as food and a children's game room. There is a preview and fundraiser dinner the night before. This is a community event and takes community effort. *All MLCS families are required to help in some way* whether in preparation for, help during, or for clean-up after the event. If you are able to oversee any part of the event, please contact Walt Semsen. Thank you for blessing MLCS by being a part of this annual tradition.

Scrip Fundraising

MLCS can benefit from purchases you plan to make anyway! By buying prepaid cards through the MLCS office, the school receives a percentage of your purchases. Of the total donation amount from each business you patron, the school receives 60%, and your student receives 40% to use the following school year towards registration fees, cafeteria account, or a teacher's classroom account.

Scrip is available for popular local grocery stores (including Tuolumne Market), Starbucks, and Regal Cinemas, as well as out-of-town businesses such as Pottery Barn, Macy's, and Target. There are fast food options and home improvement stores, too.

Scrip cards can be ordered through the school office. MLCS places a group order once a month. Some Scrip is kept on-hand for your convenience. Tell your family and friends about Scrip, too!

Box Tops for Education

MLCS can benefit from your everyday purchases. Simply cut and collect the "Box Tops" from participating companies' grocery or non-food items. Students can paste them to a special collection sheet (obtained in the office) or bring them in a baggie. They receive a small prize each time they turn them in. Visit www.boxtops4education.com for details and coupons you can use to save. MLCS is paid a dime per Box Top. Encourage others to help us collect.

Amazon Smile

If you are an Amazon shopper, shop through *Amazon Smile* and 5% of eligible purchases come back to MLCS. Same prices, same choices, same Amazon...but MLCS benefits! Even Amazon Prime members can shop through "Smile." Go to www.smile.amazon.com, type in Mother Lode Christian School, and choose us. Then shop Amazon as usual. Thanks for the kickback!

ebay Giving

MLCS is registered as a certified charitable organization for eBay sellers. Anyone selling items on eBay is encouraged to sign up to give a portion of their sales back to the school. Thank you!

Jog-a-thon

The jog-a-thon takes place during a school day in the fall. Kids ask for pledges and earn money for the laps they run. Past earnings have gone to purchase document cameras, laptops, classroom equipment, and a laminating machine. Kids are asked to wear their blue cougar t-shirts or jog-a-thon theme shirt.

Thrift Stores

MLCS operates two thrift stores: Mother Lode Thrift Store located on Pine St. at the school and Mother Lode Thrift Store Too located on Mono Way in East Sonora. All proceeds from the sales at these stores goes directly to the general fund and is vital in the effort to keep tuition costs affordable for the parents of Tuolumne county. The stores are staffed by volunteers, parents and paid employees. There is an ongoing need for volunteers to work in this ministry. Contact manager, Kerry Semsen for more information about how you can help. (209-352-1537)

Women's Service Fellowship

WSF was founded in 1985 to help in fundraising efforts at our school. It consists primarily of alumni parents and grandparents who help with the Winter Jubilee, thrift stores, the Washington DC trip funding, and other areas of service. For more info contact Kerry Semsen (209-352-1537) or Carole Sarkisian (209-586-2027).

Special Fundraising Efforts

Please watch for special fundraising opportunities throughout the year. Past efforts include:

- See's candy
- Operation Christmas Child
- Canned Food Drive
- Pancake Breakfasts
- Thanksgiving Pies
- Valentine's Day flowers/balloons
- Mother Lode Roasters Coffee
- Cougar jewelry/keychains
- Scholastic Book Fair
- Coffee/Root Beer Float Sale

NOTE: MLCS depends on families to help with the programs and events that financially sustain the school and students. Parent participation is necessary for these programs to succeed. If possible, be a part of organizing or overseeing a fundraising effort. Please share your creativity, time, and energy.

SPECIAL MLCS EVENTS

Thank you for joining MLCS special events and celebrations!

Every year, MLCS shares special days and events with families and the community. See the Cougar Calendar for this year's days and times, and look for new events to pop up, too!

Christmas Musical

A special community night featuring the Cougar Band and the Preschool-8th grade cast of kids. The performances are always wonderful, always Christ-centered. Families and community members are welcome at no cost. Refreshments and fellowship follow the performance.

Winter Jubilee

See Fundraising Events p.20

Science Fair

The Science Fair is a school-wide event open to the family and friends of the students. Every other year, MLCS students display and explain their projects. Judges score and top projects are recognized at an afternoon ceremony.

History Fair

The History Fair is a school-wide event open to the family and friends of the students. Every other year, all grades showcase the events, people, and places they have been learning about.

Grandparents' Day

A day to celebrate grandparents and the love they pour into their grandkids. Students prepare special projects and give tours of their classes. Grandparents are treated to a brunch served by our middle school kids and a special performance by our preschool - 6th grade students.

Open House

In the spring, the school opens the campus for MLCS families and prospective students to tour. Student projects are displayed throughout classrooms and the MLCS staff is available to answer questions about the school.

Special Class Trips

- 7/8th grade Washington DC Trip
- 6th Grade Science Camp
- 5th grade SF Ship Trip
- 4th grade 49er Camp

Graduation & Promotion Ceremonies

MLCS holds a special year-end celebration for all students. Kindergarten and 8th grade students are honored in a special ceremony that recognizes their milestone achievements.

PARENT NOTES:

May the Lord richly bless your family here at
Mother Lode Christian School

For this very reason, make every effort to add to your faith goodness; and to goodness, knowledge; and to knowledge, self-control; and to self-control, perseverance; and to perseverance, godliness; and to godliness, mutual affection; and to mutual affection, love. ⁸For if you possess these qualities in increasing measure, they will keep you from being ineffective and unproductive in your knowledge of our Lord Jesus Christ.

2 Peter 1:5-8