

Parent Handbook

2024-25



MOUNT MADONNA SCHOOL
SERVING PRESCHOOL-GRADE 12

Mount Madonna School
is a diverse learning community,
dedicated to creative,
intellectual and ethical growth.

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SECTION 1 – INTRODUCTION

MOUNT MADONNA SCHOOL OVERVIEW

Mount Madonna School (MMS), founded in 1979, is a private, nonprofit, independent college preparatory school accredited by Californian Independent Schools Association (CAIS) and the Western Association of Schools and Colleges (WASC).

Mount Madonna School Mission, Values and Philosophy

Mount Madonna School Mission

We are a diverse learning community dedicated to creative, intellectual and ethical growth. We support our students to become caring, self-aware, discerning and articulate individuals. We believe a fulfilling life includes personal accomplishments, meaningful relationships, and service to society.

We Value:

- Our learning community, which includes our students, faculty, administrators, staff, families, alumni and local, national, and international peers communities
- Each individual, and all of their unique qualities - including race, culture, religion, gender identity, sexual orientation, ability status, and socio-economics which weave into the tapestry of our shared humanity
- Continual exploration of how our students learn
- Creating a responsive and equitable learning environment where diverse perspectives are explored
- Intellectual inquiry that fosters a love of learning, open-mindedness, curiosity, self-discipline and perseverance
- The transformative power of the creative process
- Experiential outdoor learning that prioritizes an interconnectedness with nature, individual and collective well-being, and environmental stewardship
- Development of relationships based on self-acceptance, openness, empathy, honesty and respectful communication
- Experiences that cultivate a sense of belonging and visibility
- Commitment to practices that support equity and racial, social, economic and environmental justice

Philosophy

We pursue our values and mission through the integration of Academic Excellence, Creative

Self-Expression and Positive Character Development. These principles permeate all we do, and bring depth, meaning and enthusiasm to learning at Mount Madonna School.

Academic Excellence

We offer a balanced academic program that is developmentally appropriate and prepares students to become lifelong learners. With the understanding that children learn best by doing, the lower school provides a stimulating, secure environment where students build a strong foundation of skills through exploration, critical thinking, inquiry and problem solving. The upper school builds student independence by providing opportunities and challenges that develop initiative and discipline, preparing students for college and beyond.

Our multifaceted curriculum engages students through:

- **Cognitive learning** - critical thinking, reading, writing and speaking skills, scientific and mathematical investigation, research and problem solving
- **Experiential learning** - outdoor education, performances, science life labs, service projects, personal interviews, domestic and international travel
- **Reflective learning** - self-inquiry, journaling, dialogue, presentations, collective problem solving, and creative projects

These processes encourage curiosity and help students develop a personal commitment to learning, and the understanding that trial, error and mistakes are essential to growth and learning.

Creative Self-Expression

Creative self-expression is part of all academic coursework. We integrate creative arts and academics with the belief that they are mutually reinforcing. This allows students to discover new gifts and talents and overcome limitations.

All students study acting, voice, dance, art, creative writing and participate in the performing arts program. Our productions demonstrate and encourage the collaborative process. Here, individual effort and a willingness to contribute to the greater whole results in an inspiring and fulfilling experience. Performance builds self-confidence, and collaboration prepares students for effective working relationships well beyond their school years.

Positive Character Development

We recognize that each student's character is influenced at school by the interaction of the explicit and implicit curriculum. The explicit curriculum is found in the choice of content, activities and materials that shape our program. The implicit curriculum is expressed in our school culture through relationships, teacher modeling and classroom practices. These dynamic processes create a context that promotes learning and positive character development.

We encourage relationships that build trust and safety between teacher and student, peer to peer, and all members of our school community. We focus on learning that brings forth thinking and discussions of ethical relevance. We strive to create opportunities for students to engage in open and honest communication. We work closely with families to encourage a thoughtful

exchange of ideas around the many issues that confront youth in our modern society.

We create opportunities for older students to mentor and care for younger students through school-wide activities including theater productions, buddy programs and athletic events. We teach and model responsible citizenship through service projects, civic participation and environmental stewardship.

We offer techniques to support healthy living, reduce stress, enhance physical fitness, and increase personal reflection using yoga and other awareness practices.

Our school community is dedicated to universal values, including empathy, honesty, forgiveness, respect, cooperation, generosity, compassion and kindness. We work together to take responsibility, practice self-reliance, exercise leadership and integrity, and to assist and care for one another.

MMS/MMC Relationship

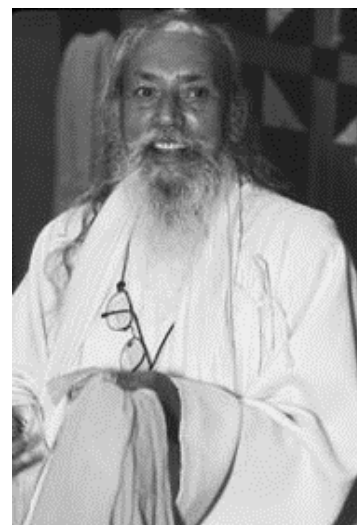
Mount Madonna Center and Mount Madonna School coexist with a shared aim of education, personal growth and self-development. Mount Madonna Center (MMC) was founded in 1978 as an intentional community by students of Baba Hari Dass. Mount Madonna School (MMS) was started a year later by the founding members of the community to educate their children “on the land” and offer an excellent educational opportunity.

The Mount Madonna Center community is designed to nurture the creative arts and health sciences within a context of personal and spiritual growth. MMC is host to many programs and retreats offering housing, vegetarian meals and workshop space to groups from around the globe. Many MMC community members work or volunteer in the school. MMC residents value the School’s contribution to their community and to the surrounding larger communities. For Mount Madonna School, MMC offers a safe, nurturing and fertile environment to educate young people. MMS and MMC support the values and aim of positive character development, creative self-expression and academic excellence in learning.

Inspiration

Baba Hari Dass, Babaji, as he is called by his students, was the inspiration behind Mount Madonna Center and Mount Madonna School. Babaji came to the United States in 1971 and began teaching yoga. When several of his students suggested that land might be purchased so that a Center could be established, Babaji responded “and a children’s school.”

Later when the land was actually purchased, Babaji designated the top portion to be set aside for the children’s School. After the Center survived its first year, Babaji suggested that a carport be enclosed so that a school could begin.



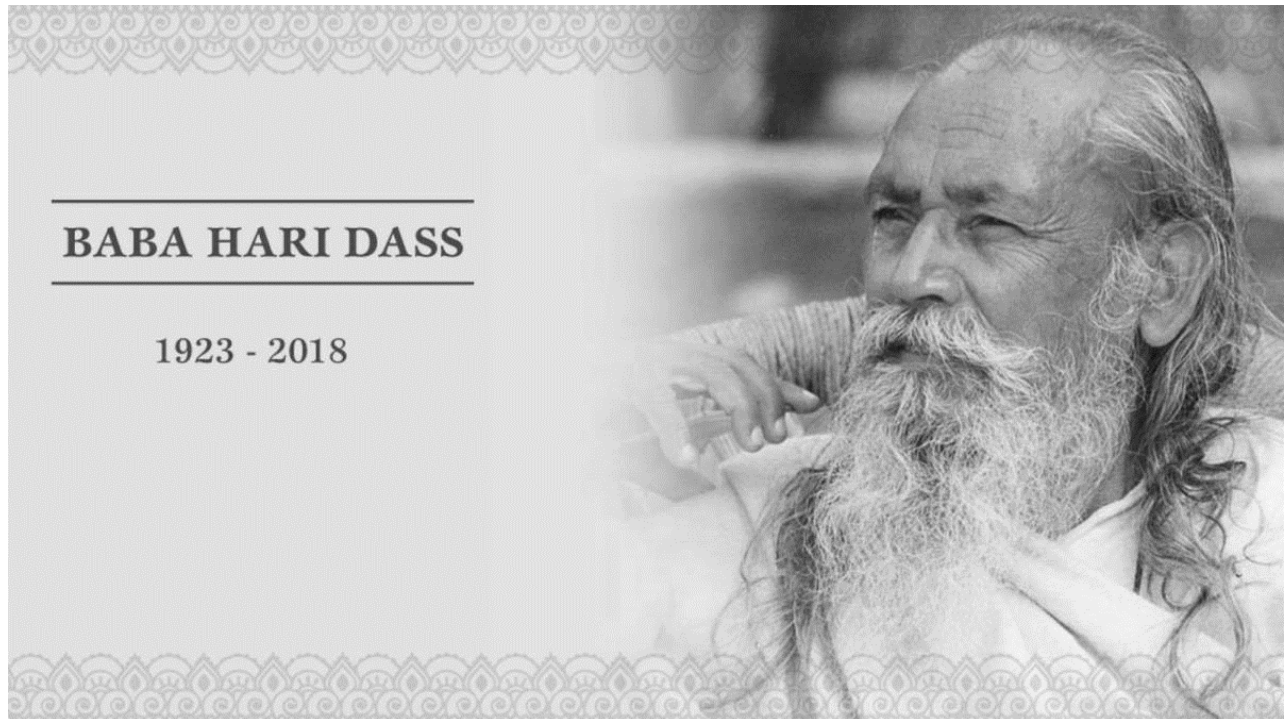
Throughout the history of Mount Madonna School, Babaji provided silent support and many of his students have been inspired to volunteer their time in teaching and serving the school. For several years he taught martial arts to the students and made props, designed costumes and tied turbans for *Ramayana!*

Babaji came from a region of the Himalayas in India. He was a lifelong monk and yogi, an accomplished sculptor and builder, the author of several books and the inspiration for schools and centers in Canada and India.

Babaji practiced continual silence beginning 1952, a yogic method used to calm the mind, conserve energy and develop nonattachment. Although he didn't speak, he was a great communicator, fluent in several languages. His main mode of communication was writing. His example of selfless service, love for children and his teachings on self-development and unlocking hidden talents inspired the educational philosophy of Mount Madonna School.

Baba Hari Dass, founding inspiration of Mount Madonna Center, Mount Madonna School and Sri Ram Orphanage in India passed away September 25, 2018 at the age of 95.

"Work honestly, meditate every day, meet people without fear and play." ~ Baba Hari Dass



GOVERNANCE

MMS School Trustees

School Trustees are the “vision keepers” of the school. They hold the highest level of oversight and are responsible for appointing the Head of School and the MMS Board of Directors. For MMS Trustees, visit the MMS website:

<https://www.mountmadonnaschool.org/about/governance/trustees/>

Executive Council

Executive Council is a committee of the MMS Board of Directors that serves as an advisor to both the Board and Head of School and acts as the Board between meetings. The Executive Council is composed of 3-5 members, including the Head of School and is directly responsible for oversight and steering the direction of the school.

In its executive function, it is responsible for:

- Enacting established policies
- Insuring the health of the school including climate and strategic planning
- Prioritizing areas of development and innovation
- Economic policy
- Developing board of directors’ leadership
- Personnel issues
- Legal issues
- Grievances
- Supervising board of directors’ committees
- Planning board of directors’ meetings with the President and Vice President of the board
- Recommending Nominating Committee to Trustees
- Meeting with all members of the school community

For Executive Council members, visit the MMS website:

<https://www.mountmadonnaschool.org/about/governance/executive-council/>

Board of Directors

Our board is responsible for the organizational health and well-being of Mount Madonna School. For Board of Director members, visit the MMS website:

<https://www.mountmadonnaschool.org/about/board-of-directors/>.

The responsibilities of the board of directors, outlined below, are carried out collectively by the full board, in collaboration with the Executive Council:

Strategy and Vision

- Be well-informed of our mission and long-range strategies for the sustainability of the school
- Approve strategic plan, assist in the efforts to achieve our goals, monitor progress and evaluate outcomes

Advocacy and Outreach

- Serve as an ambassador to key organizational stakeholders, including parents, faculty, students, donors, government entities and other nonprofit/nongovernmental organizations
- Increase awareness of the school in different networks and communities
- Represent the school positively both publicly and privately

Development and Fundraising

- Shape development strategy and help to lead fundraising progress and performance
- Participate personally in fundraising efforts, including annual giving
- Identify donor prospects, make introductions, invite them to school events
- Make a personal leadership gift in order to establish meaningful giving levels
- Determine major capital campaign projects and assist in fundraising efforts
- Suggest and review grant recommendations

Financial Oversight

- Develop basic knowledge of the school's budget and be responsible for the school's financial well-being
- Approve annual operating budget and review year-end financial statements
- Approve tuition annually
- Advise the finance committee on major financial priorities related to capital campaigns, loans and adopting financial policies
- Establish and periodically review investment policies

Leadership Development

- Approve Executive Council members
- Identify, cultivate and recruit strong candidates for the Board
- Complete biannual self-assessment of Board performance

Personal Involvement

- Attend four board meetings annually
- Actively participate in events and committees

Follow the School's conflict-of-interest and confidentiality policies

New Board Member Appointments

The Nominating Committee will receive nominations for available board positions in April and the Trustees will approve all new members to begin terms in July.

Administration

The Administration includes the Head of School and Directors. The Directors work with the Head of the School to ensure the mission, philosophy and program of MMS is realized. They meet regularly with the Head and other Directors, faculty and staff, fostering support and communication between the various areas.

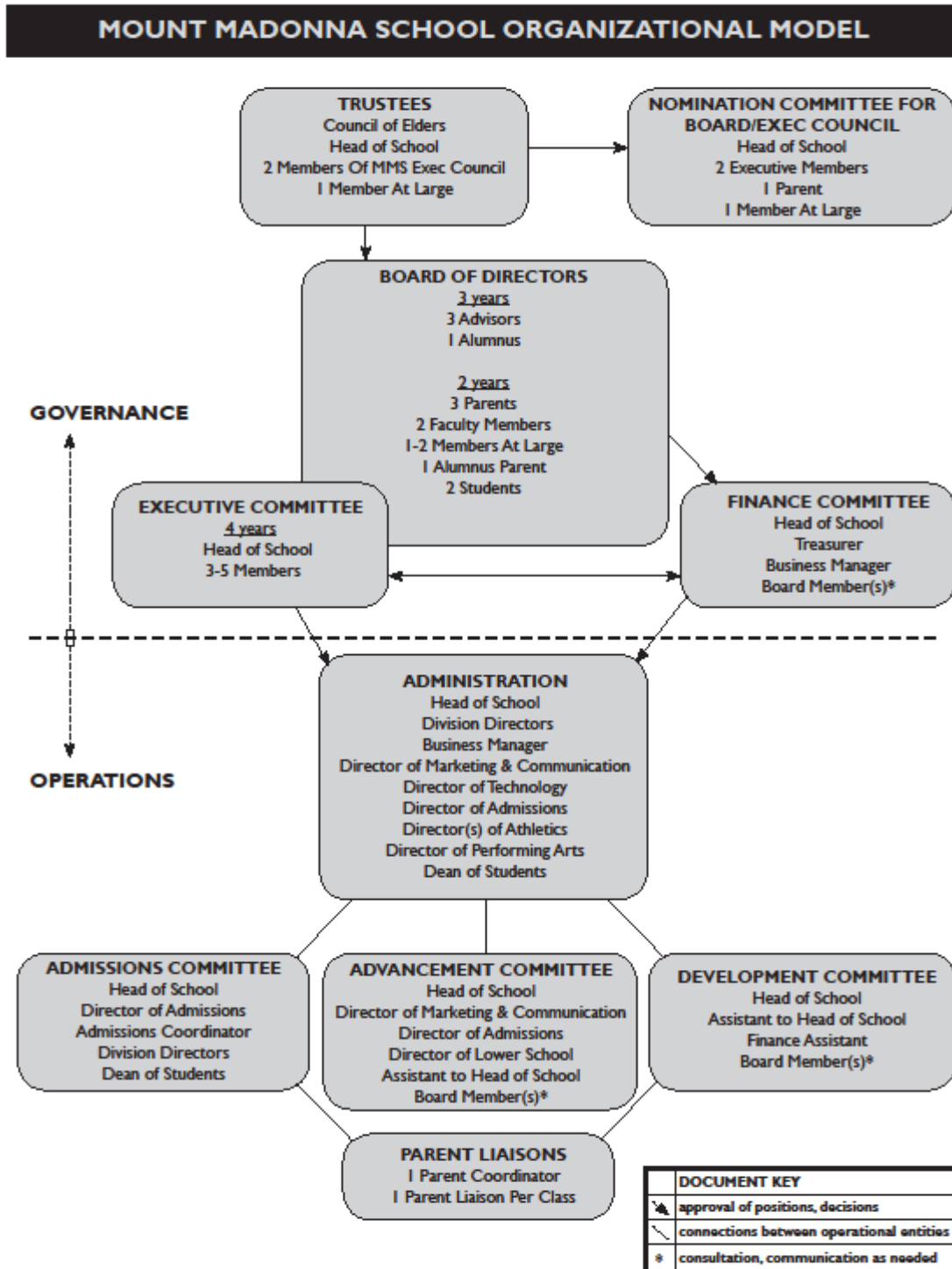
The Head of the School works in conjunction with the Executive Council, Administration, faculty, parents and students to ensure that the mission, philosophy and program of MMS are realized.

The Division Directors are responsible for implementing curriculum, program development and faculty leadership of the High School, Middle School and Lower School. The Administrative Directors are responsible for the functioning of their areas, including budgets, procedures, staffing and successful operation of the School.

For MMS Administration, visit the MMS website:

<https://www.mountmadonnaschool.org/about/administration/>

Governance Chart



MOUNT MADONNA SCHOOL ORGANIZATIONAL MODEL

RESPONSIBILITIES AND MEETING SCHEDULES

TRUSTEES

Annual Meeting

- 1. Appoint MMS Board of Directors
- 2. Highest level of oversight; "The Vision Keepers"
- 3. Appoint Head of School

BOARD OF DIRECTORS

4 Meetings per Year

- 1. Economic oversight
- 2. School community development
- 3. Forum for community dialogue
- 4. Outreach to community
- 5. Development and fundraising
- 6. Approves Executive Committee
- 7. Long range strategic planning

EXECUTIVE COMMITTEE

Meets Weekly

- 1. Acts on behalf of Board between Board meetings
- 2. Steering and oversight
- 3. Prioritize areas of growth and innovation
- 4. Economic policy
- 5. Approves Head's proposals for hiring and compensation

FINANCE COMMITTEE

Meets Weekly

- 1. Make recommendations to board regarding financial decisions
- 2. Set and review employee policies and compensation.
- 3. Determine financial assistance grants for students.
- 4. Establishes school contracts with families.
- 5. Oversees all department budgets.
- 6. Implements short- and long-range financial goals

FACULTY AND STAFF

Classes at Mount Madonna School are taught by faculty approved by the State of California, as specified in the California Education Code for Private Schools and supplemented by numerous enrichment classes. The School's faculty are dedicated in service and energy and work directly with each and every student. They are what sets the School's high standards of excellence. Our teachers are far more than instructors of specified subjects; they are counselors, helpers and role models for the development of positive qualities and values in our students.

For MMS faculty and staff members, visit the MMS website:
<https://www.mountmadonnaschool.org/about/faculty-and-staff/>

SECTION 2 – PROGRAM

OVERVIEW

Academics, Positive Character, and Creative Arts

Mount Madonna School offers a rigorous academic program throughout the grades. Students throughout their time at MMS are offered the opportunity to study English language, mathematics, science, social studies, health, communication skills, Spanish and the arts. All students participate annually in performing arts and travel experiences.

Preschool has a multi-age program. Kindergarten is a stand alone program preparing students for elementary school. First through fifth grades are considered elementary school. Each elementary class has its own core teacher and specialists in technology, engineering and art (TEA), art, creative expression and dance, science life lab, physical education and music. In middle and high school, our students attend classes by subject and are taught by a variety of teachers who support their growing independence.

While the full program reflects our own unique educational philosophy, High School students complete graduation requirements that meet the most demanding criteria of the nation's four-year universities.

We offer a full program in both academic skills and the creative arts in the belief that each enriches the other. The visual and performing arts provide a vehicle for total involvement of body and intellect, a context for students to work cooperatively together across age and gender groupings, and an activity where students overcome fears and self-limitations. Throughout the grade levels, drama, music, creative expression and dance, fine arts, digital arts and computer science are integrated into the curriculum, providing contexts within which academic skills can be utilized and developed along with creativity, responsibility, and self-esteem.

We prepare our students by focusing on:

- Academic skills
- Social skills
- Self-discipline
- Development of honest and positive character
- Environmental awareness
- Physical activities that promote a healthy lifestyle
- An appreciation of and sensitivity for the arts
- An understanding and valuing of community service
- A familiarity with the creative process

Students are taught to live in relation to their surrounding society and to make positive contributions to it. Our students are encouraged to look forward to serving society in some capacity upon completion of their formal schooling.

We strive to prepare students for an active and fulfilling adult life, as well as for entrance into and success in college. Our course of study meets the highest standards, and our students have been accepted by this country's finest institutions of higher education.

Mount Madonna School provides an enriched, individualized, creative and supportive learning environment. While class sizes vary, our overall student/staff ratio of 8 to 1 is low enough that caring attention can be given by our dedicated staff to nurturing responsibility, creativity, cooperation, and positive values in every one of our young people. Rigorous academics, creative self-expression, and the development of positive character: these form the foundation of education at Mount Madonna School.

Community Standards

As in any family or organized living situation, it is necessary to have a set of community standards that allows us to operate in a meaningful and understandable way. Some sacrifices must be made by each individual in order to strengthen the larger community. It must be clearly understood that some behavior options, which are available away from Mount Madonna School may be unacceptable at MMS, if we are to be a strong, healthy community.

There are several expectations that are the cornerstones of Mount Madonna School. Every student at MMS has a right to an excellent education. Along with that right comes the responsibility to respect, cooperate with and actively participate in the educational process administered by the school staff. In addition, all members of the community are expected to interact with one another in a respectful and positive way.

Mount Madonna students need to remember that by choosing to attend MMS, they specifically and consciously commit themselves to these principles. Various forms of behavior such as stealing, lying and cheating (see academic integrity policy) are unacceptable at MMS. Furthermore, student use of alcohol, illegal drugs and inappropriate displays of affection are prohibited.

To maintain the integrity of our community, all members interact honestly and respectfully with one another. We ask adults to model the principles and codes of behavior we ask our students to adhere to, refrain from substance use at school events where students are present, and engage in safe, appropriate and respectful behavior with all students.

Mount Madonna School is committed to providing an inclusive and equitable learning environment. This is an inherent core value of our school. As a diverse community of learners, we believe that an inclusive and equitable education system is critical in unlocking the full potential of each and every student, faculty and staff member at Mount Madonna School.

What we have learned in over 40 years is that we cannot have equity without inclusion. We also recognize that creating an equitable and inclusive school is an iterative process. We are committed to engaging in this important work in several ways:

- By continually exploring the ways in which teaching and learning are used to bring

awareness of unjust and harmful systems of oppression, and how they can also be used to help develop empathy and compassion

- Exploring the structural ways that Mount Madonna School can actively support equity and inclusion
- Helping our students and ourselves reflect on our own knowledge and experience of race, color, ancestry, culture, religion, ability status, sexual orientation, gender identity, gender expression, and socioeconomics
- Focusing on developing behaviors, forms of communication, and relationships that reinforce our commitment to equity and inclusion
- Dismantling conditions that prevent everyone from inhabiting the educational space, and feeling seen, heard, and valued

In supporting the rights and culture of respect for all students, MMS supports transgender students in accordance with California state law. We work closely with their families to protect student privacy and use preferred names and pronouns and will follow legal advice with student records. Any harassment or issues based on sex can be directed to the Title IX Coordinator.

The MMS spirit and code are based on trust. At MMS there is a real friendship and respect between faculty, staff, parents and students. Such things are based on honesty, integrity, cooperation and non-harmfulness to one another.

California State Assembly Bill 452 and Senate Bill 906

[Assembly Bill 452](#) requires schools to annually notify parents and guardians of information related to the safe storage of firearms. Starting in 2022, firearms surpassed motor vehicle accidents as the leading cause of death for children and teens in the United States. Each year 19,000 children and teens are shot and wounded or killed by gun violence. In the United States, California is one of the leaders in enacting legislation, both criminal and civil, to reduce firearm-related violence. One of the easiest and most effective measures to prevent firearm-related violence is to safely lock up firearms. In California, it is a crime to keep a loaded or unloaded firearm in the home of a minor without properly storing and locking it in either a gun safe or with a firearm safety device. The State of California Department of Justice states, "Guns and ammunition should be stored separately. When the gun is not in your hands, you must still think of safety. Use a California-approved firearms safety device on the gun, such as a trigger lock or cable lock, so it cannot be fired. Store it unloaded in a locked container, such as a California-approved lock box or a gun safe. Store your gun in a different location than the ammunition. For maximum safety you should use both a locking device and a storage container." Mount Madonna School is a firearm-free zone.

[State Senate Bill 906](#) requires school officials to immediately report threats or perceived threats made by pupils to law enforcement. School officials are defined as any certificated or classified employee whose official duties bring the individual in contact with pupils in any of the grades of 6 to 12. As such, threats or perceived threats, are defined as writings or actions of a pupil that creates a reasonable suspicion that a pupil is preparing to commit a homicidal act related to school or school activity. Reasonable suspicions are defined as rational inferences from

articulable facts, warranting an objective suspicion. In other words, an official's report must stem from actual facts that warrant an objective suspicion. The facts can include writings, pictures, journal entries, social media post, or warnings by a parent, another student, or individual.

Admissions

Mount Madonna School is dedicated to providing a quality education for our students. This is achieved, in part, by welcoming new students who enrich our school. If you have friends who might be interested in receiving application materials, please call the school and speak with the Admissions, Enrollment, and Development Manager.

Admission Process

Parents/guardians submit application materials including application and application fee, parent essay, confidential reports, report card, standardized testing and student essay/work where applicable. The admissions committee then reviews material.

All applicants must be in good standing academically and behaviorally to be considered eligible. Mount Madonna School's open admissions and flexible tuition policies do not discriminate on the basis of sex, race, color, ancestry, national origin, religion, sexual orientation, physical or mental disability, medical condition, gender identity or gender expression. This policy applies to all areas of student concerns: admissions, athletics, educational policies, flexible tuition, and other school administered programs. We reserve the right to cancel any offer of admissions and/or contract should information be withheld or misleading. If eligible, and the student and MMS are considered to be a good match, the student is asked to come for an interview/assessment.

A student may be admitted, admitted conditionally, wait pooled or denied. With a limited number of spaces available, students who are most qualified and can best benefit from and contribute to the program we offer will be given priority. Letters of admission or denial are sent beginning in January for early admission applicants and in March for regular admissions. For a student who does not enroll in the year for which the application was submitted, the application fee can be used towards an application to the following year.

For application forms and more detailed information, please go to www.mountmadonnaschool.org/admissions/

Flexible Tuition

Mount Madonna School is committed to maintaining economic diversity within our community of families. The Bernice Arnold Scholarship Endowment and other special donations are allocated for flexible tuition. Flexible tuition awards are based on the family's economic needs.

Approximately 60% of the student body receives flexible tuition grants with a diverse range of awards. If you are questioning whether you can afford Mount Madonna School, we encourage you to apply for flexible tuition and talk with the Head of School or Admissions, Enrollment, and Development Manager about possible ways to make an MMS education affordable for your family.

For new applicants, please plan to file your application early in the admissions process. The Flexible Tuition Committee continues to award assistance as long as there are funds available. Current families apply for flexible tuition in January by filling out [FACTS Grant & Aid Assessment](#). For more information about flexible tuition, please go to <https://www.mountmadonnaschool.org/admissions/tuition/financial-assistance-process/>.

TRANSITIONS

Preschool through High School Overview

One of the unique opportunities that MMS offers as a Preschool – 12th grade school is connection through community. As students transition through the divisions of our program, they build lifelong friendships that support transitions through different stages of life. We invite you to travel with us on the journey from early childhood to young adulthood.

Transition from Home to Preschool/Kindergarten

The program, for children ages 2.5-6, is a nurturing, inviting and stimulating Montessori-based program that helps students transition from home to school. Cognitive skills are developed through a developmentally appropriate balance between free exploration, individual lessons and group directed activities. Explorations into the natural world through outdoor hikes are an integral part of our science curriculum. Imagination, creativity and social skills are fostered with individual attention in our one to seven, adult to student classroom. Children who are 5 years old by September 1st are eligible to be in our Kindergarten program.

Transition from Kindergarten to Elementary School

The elementary program builds a foundation of meaningful thinking skills in an environment of supportive relationships that encourages each child's natural love of learning to unfold. Students have a core teacher for Language Arts, Mathematics, Social Studies, Science and Health. Their core teacher supports the students in their social interactions and communicates regularly with parents. Enrichment classes with teaching specialists are offered weekly in PE, Music, art, creative expression and dance, library science, Life Lab and Technology, Engineering and Arts (TEA) Classes. We invite you to visit with the first grade teacher so that you can view the classroom and learn about the curriculum both at the Fall Open House and at a special first grade parent meeting.

Successful transition from Kindergarten to First Grade is based on social, emotional, physical and cognitive readiness for the elementary program. Most first grade students are six by September 1st.

Transition from Elementary to Middle School

Successful transition from Elementary to Middle School is based on social and academic readiness for the Mount Madonna Middle School Program. This includes good to excellent evaluations in all academic subjects, satisfactory scores on standardized exams and good conduct standing.

The Middle School Program is fun and demanding. The program supports students as they transition from childhood to adolescence by stimulating their critical thinking skills, encouraging self-reflection and social independence, and creating bonding experiences through performing arts, athletics, extended field trips and engagement with local communities. The MMS Middle School begins each year with a three-night camping adventure. This trip integrates new students and faculty, provides a wonderful outdoor learning adventure and helps students transition from summer to school.

Building a foundation of thinking skills in a supportive environment helps to foster our students' love of learning. Students have several core subject teachers, advisors and enrichment specialists and they receive academic grades 4 times per school year. The Middle School Program has extended class periods, project-based work and advisory and communication classes. Fifth grade parents are invited to view the Middle School at Open House and at Middle School Parent Information Night where a round-table discussion is held.

Transition from Middle to High School

Successful transition from Middle School to High School is based on social and academic readiness for the Mount Madonna High School Program. This includes a 3.0 overall average with no grade lower than C and good conduct standing. At MMS, our high school begins the year with a rafting trip on the American River that serves to create and strengthen friendships and build an environment of cooperation and team work.

The High School experience at MMS is academically challenging and strives to prepare students for college while supporting individual talents and needs. MMS High School seeks to develop relevant learning experiences that connect students to our global and local communities. School spirit is enhanced through student leadership roles, extended travel trips, performing arts and athletics. Eleventh and twelfth grade students meet with a college advisor to help them navigate the college application process. Parents can learn about the High School program at Open House and at High School Parent Information Night where a round-table discussion is held.

Home Study Guidelines

- Grades 1-2 10-20 minutes per night
- Grades 3-4 30-40 minutes per night
- Grade 5 50 minutes per night
- Grades 6-7 60 minutes per night
- Grade 8 90 minutes per night
- Grade 9-12 approximately 2 hours per night

ATHLETICS

Philosophy

Team Success

The success of a team depends on the eagerness to sacrifice personal agendas for the good of the team by the players and parents.

At all levels we promote the development of:

- Physical fitness, stamina and skill development
- Fun and enjoyment of playing with others
- Focus
- Respect and conflict resolution skills
- Leadership
- Learning to compete as a group, both winning and losing as a team
- Develop discipline and commitment required to develop skills and abilities

Sports and PE Program Goals:

Grades 1-3:

Regular PE classes begin twice a week during the school day in first grade. Goals for grades 1-3 include:

- Promote fitness
- Encourage physical exploration
- Develop new skills
- Get comfortable in the gym environment and using the equipment
- Create a safe zone for developing skills by respecting all levels of development
- Enjoy movement
- Learn to play with others
- Learn game rules and strategies

Grades 4-5

In addition to the preceding goals, grades 4-5 include:

- Learning competitive games
- Develop good sportsmanship, including learning how to lose and support team mates
- Begin some extra-curricular practices after school and form volleyball teams in grade 5 that are developmental and may or may not compete depending on the availability to find other school teams to play in this age range.
 - A girls' combined grade level team (e.g., 5/6 or 5/6/7) is often formed and does compete in the Santa Cruz County Small School League
 - A boys' grade level team (e.g., 5/6 or 5/6/7) is often formed and does compete in the Santa Cruz County Small School League
 - Depending on team size, they may compete on the middle school team.

Grades 6-8

We are members of the Santa Cruz County Small School League for Girls' Volleyball, Boys' Volleyball, Co-ed Soccer, Track and Field and Cross Country in the Middle School. These are competitive leagues that include meets, games, tournaments and championships. In addition to the preceding goals the Middle School goals include:

- Understand that playing in regular practice develops skills
- Learn to play a position
- Learn to play as a team
- Prepare for High School level sports
- Amount of play time during games for any one player is not guaranteed. Playtime is guaranteed for practice only, which is where most of the growth is developed in a safe environment without game pressure.
- Learn to support all members of the team and encourage one another

Grades 9-12

We are members of the Santa Cruz Coast Athletic League (SCCAL) for both girls and boys and compete in League, Central Coast Section, Nor Cal and State level tournaments and championships. In alignment with California Interscholastic Federation (CIF) and Central Coast Section (CCS), we follow Title IX guidelines for secondary schools. MMS is a full member of CCS and offers a boys and girls athletic opportunity for each season. We offer cross county and girls volleyball in the fall, basketball and wrestling in the winter and boys volleyball and track and field in the spring. In addition to the preceding goals the high school goals include:

- Play for love of the game, honored to be members of the league and represent our School locally and state-wide.
- Develop higher levels of skill and discipline
- Increase focus and stamina
- Develop confidence internally under pressure situations
- Support others in a common goal through competition and performance
- Students are encouraged to talk to the coach about their position and advocate for their own playing time by learning what they need to do to develop the skills for that position.
- Develop leadership skills
- Learn to be in the moment, take responsibility without blame and learn from mistakes
- Make a commitment to self and others to honor and respect the team and put personal agendas aside for the sake of the team.

Communication and Policies**Athletic Eligibility for Upper School Participation**

To participate on the school's competitive athletic teams, a student must have at least an overall C average (GPA of 2.0), with good conduct standing and may not have an F or D in any 5-unit academic course. Students must be enrolled and passing a minimum of 20-units. Student eligibility will be determined by quarter grades. If a student earns a D at the quarter they will be suspended from participating in competition at least a week and until that grade rises above a 70%. If a student earns an F they will be suspended from practices and competitions at least a week and until that grade rises above 70%. Student must be in attendance for at least 1/2 day to participate in after school athletics that day. All high school players must have a current sports

physical on file. We recommend that all middle school students have one on file as well.

Parents and students understand that some physical risks are assumed in athletic participation. Students should immediately report any and all injuries to their coach. Coaches and parents will communicate about the student's injury and ability to compete. A physician's note may be required.

Concussion Bill

AB 25 - Schools must remove from school-sponsored athletic activity any student suspected of having a concussion; medical clearance is required prior to return to sports.

Cardiac Arrest Prevention

Defibrillators are located in both gyms and the Upper Campus office. Training is provided to all P.E. teachers and coaches in August and students are educated in Health Class and on sports teams.

Opioid Facts

Prescription opioids can be used to help relieve moderate-to-severe pain and are often prescribed following a surgery or injury, or for certain health conditions. These medications can be an important part of treatment but also come with serious risks. It is important to work with your health care provider to make sure you are getting the safest, most effective care.

Prescription opioids carry serious risks of addiction and overdose, especially with prolonged use. An opioid overdose, often marked by slowed breathing, can cause sudden death. The use of prescription opioids can have a number of side effects as well, even when taken as directed:

- Tolerance—meaning you might need to take more of a medication for the same pain relief
- Physical dependence—meaning you have symptoms of withdrawal when a medication is stopped
- Increased sensitivity to pain
- Constipation
- Nausea, vomiting, and dry mouth
- Sleepiness and dizziness
- Confusion
- Depression
- Low levels of testosterone that can result in lower sex drive, energy, and strength
- Itching and sweating

Risks are greater with:

- History of drug misuse, substance use disorder, or overdose
- Mental health conditions (such as depression or anxiety)
- Sleep apnea
- Older age (65 years or older)
- Pregnancy

Avoid alcohol while taking prescription opioids. Also, unless specifically advised by your health care provider, medications to avoid include:

- Benzodiazepines (such as Xanax or Valium)
- Muscle relaxants (such as Soma or Flexeril)

- Hypnotics (such as Ambien or Lunesta)
- Other prescription opioids

Talk to your health care provider about ways to manage your pain that don't involve prescription opioids. Some of these options may actually work better and have fewer risks and side effects. Options may include:

- Pain relievers such as acetaminophen, ibuprofen, and naproxen
- Some medications that are also used for depression or seizures
- Physical therapy and exercise
- Cognitive behavioral therapy, a psychological, goal-directed approach, in which patients learn how to modify physical, behavioral, and emotional triggers of pain and stress.

If you are prescribed opioids for pain:

- Never take opioids in greater amounts or more often than prescribed.
- Follow up with your primary health care provider
 - Work together to create a plan on how to manage your pain.
 - Talk about ways to help manage your pain that don't involve prescription opioids.
 - Talk about any and all concerns and side effects.
- Help prevent misuse and abuse.
 - Never sell or share prescription opioids.
 - Never use another person's prescription opioids.
- Store prescription opioids in a secure place and out of reach of others (this may include visitors, children, friends, and family).
- Safely dispose of unused prescription opioids: Find your community drug take-back program or your pharmacy mail-back program following guidance from the Food and Drug Administration (www.fda.gov/Drugs/ResourcesForYou).
- Visit www.cdc.gov/drugoverdose to learn about the risks of opioid abuse and overdose.
- If you believe you may be struggling with addiction, tell your health care provider and ask for guidance or call SAMHSA's National Helpline at 1-800-662-HELP.

Pupil Rights

The research is clear: when students feel safe, supported and included in school, their learning increases, their engagement increases, and more students graduate from high school who are college and career ready. We want all of our students to feel safe, supported and included. Our policies and procedures are aligned with California Education Code, federal and state laws, standards and frameworks in support of our LGBTQ+ students and their families, just as our policies and procedures support a positive school and learning climate for all students and their families. (Ed Code: 220, 221.5, 234, 51204.5, 51930-51939)

AB 1266 - MMS adheres to the California State Law, AB 1266, in an effort to reduce discrimination against transgender students in Preschool-12th grades. This law prohibits discrimination on the basis of specified characteristics, including gender, gender identity and gender expression, gender non-conforming, and specifies various statements of legislative intent and the policies of the State in that regard.

Existing law requires that participation in a particular physical education or sport if required of

one sex be available to pupils of each sex. AB 1266 requires that a pupil be permitted to participate in sex-segregated school programs and activities, including athletic teams and competitions, and use facilities consistent with his or her gender identity, irrespective of the gender listed on the pupil's records.

Transportation

Transportation to "away games" during or immediately following the school day (3:25 PM) will be provided by MMS to the extent of available resources. It is the parents' responsibility to transport students to away games that begin two hours or more after the school day ends. Parents may be asked to be volunteer drivers for away games. Parents are responsible for rides home after all games.

Transportation for practice is provided on a first come, first serve sign up basis. Students must sign up during 1st period class on the day of the practice if they need a van ride. Changes or late requests go to the transportation coordinator in the office or emailed to mmstransport@mountmadonna.org

Student Driver Guidelines for Athletics, Events and Fieldtrips

- All DMV laws must be followed and students must adhere to the regulations associated with their California driver's license.
- Students must have the permission of their parent to drive other students to any school event, and the passengers must also have the permission of their parent.
- Students are not allowed to drive other students on school fieldtrips, and must have parent permission if they are driving to a fieldtrip.
- School personnel does not provide, arrange or monitor transportation for athletic events that begin 2 hours or more after the school day ends, or occur on weekends. Parents need to arrange this transportation by communicating directly with other parents.
- We do not let students drive to an event that is out of Santa Cruz County or more than 45 minutes away.

Advisory:

The School is unable to monitor and supervise student drivers for after school transportation and we understand that parents/guardians are assuming responsibility and liability for their student driver. However, we advise and encourage all students to seek permission from their parents/guardians before driving other students and to limit the passengers to 2. We advise and encourage passengers to receive parent permission before riding with a student driver.

Uniforms

Uniforms are included in the tuition for grades 5-12 and are returned to the office at the end of each season. Warm-ups may be purchased by the parents through the website store; students purchase their own shorts. Any customization is organized by the parents with an approval of Athletic Guidance and costs are incurred by the families.

Schedules

Schedules are posted on the School Calendar and updates are made regularly so parents and players are advised to consult the calendar often. Team parents will also be alerted of changes if they happen at the last minute and emails will be sent to the team. The Morning Bulletin will

alert teachers of the early dismissal times for games and students may be asked to change into uniforms during their lunch or recess period, prior to departure time.

Parent Team Meetings

Parent Team Meetings are held before each season begins and the athletic team will discuss team goals, procedures and communication channels. Parents are encouraged to ask questions and sign-up for a supporting role as needed by the team and guided by the team parent.

Team Parent Responsibilities

- Contact the school office to receive the current roster. Use the updated email group maintained by the office for team communication
- Ensure that a team photo with the coach is taken and shared with MMS Reception.
- Ensure that the parent responsibilities for home games are filled.
- Coordinate extra parent drivers for most away games.
- Coordinate game and tournament food needs for the team.

Dinner or Light Snack Guidelines

The JV teams usually have a light snack because they play early and Varsity teams usually have a larger meal because they play later in the evening. Team meals are provided by parents and follow the guidelines of student lunches by adhering to the MMC Vegetarian Policy. Team meals are optional and up to parent discretion. As such, players may choose to bring their own food.

- Always provide a vegetarian option.
- No heating or cooking of meat or fish on campus.
- Serve meat or fish outside of the snack bar using containers and utensils brought from home.
- Supply paper goods and utensils for dinner or snack.
- No eating in classrooms without office permission; no food in the library
- Players should clean up after their meal.

Parent Home Game Participation

Ticket/Door Responsibilities:

- Arrive one hour before home game. Sit at table by the door.
- Cost is on a small poster
- Supervise money box at all times.
- Hand off to the parent volunteer for the next game or an administrator at the end of the night.

Concessions:

- Arrive one hour before home game.
- Pricing is on a small poster.
- Don't leave the money box unattended.
- Hand off to the parent volunteer for the next game or an administrator at the end of the night.

Scoreboard:

- Arrive ½ hour before home game. Sit at the score table.
- The instructions to run the scoreboard are on a laminated card.
- You do not need to wait for the next parent to show up before you leave.

Libero (volleyball) Tracker:

- Arrive at least ½ hour before home game. Sit at the score table.
- This person tracks when the libero enters or leaves the court and for whom.
- More detailed instructions are at the table.

Athletic Concerns and Issues

The Athletic Guidance Group (AGG) has the role of investigating and responding in a timely manner to complaints, issues and concerns. Members include but are not restricted to: Coaches, Head of School, Dean of Students, Athletic Directors and Athletic Advisor, who serve as the concerns arise in the various divisions.

Steps to Follow for Athletic Concerns:

1. Encourage students to talk directly to their coach about their concerns. If that is challenging, then ask them to talk to the athletic director (AD) for their division.
2. Parents may contact the AD if the issues are not resolved, or if the student is unable to talk to the coach or the athletic director. Parents should not take their concerns to the coach.
3. If the issue is not resolved, the AD can ask the Athletic Guidance group to meet, or the parent can contact the AD or Dean of Students to request a meeting. We routinely recuse the coaches directly involved in the complaint from these meetings and ask other coaches to serve with the group.

Sportsmanship

Mount Madonna teaches and expects the highest standards of courtesy, emotional discipline, and service to act as excellent hosts and guests for our sporting events. We create an environment that enhances positive self-growth, promotes a selfless attitude of how to make the team better, and seeks ways to make the game better. MMS expects everyone to model good sportsmanship and will not tolerate behavior that violates these principles.

Code of Conduct Athletes, Parents and Spectators

- Respect the integrity and judgment of all coaches, judges, officials, game administrators, and players without taunting or approaching them before, during, or between games.
- Do not make derogatory comments to coaches, officials, tournament directors or players of either team.
- Respect all coaching decisions regarding lineups, playing positions, game management, player discipline and playing time.
- Be in control of your emotions.
- Respect the rights of others and treat the visiting team and their spectators courteously.
- Abide by all applicable federal, state and local laws while attending any match.
- Cheer positively for your team, using socially acceptable language.
- Be aware of and follow the rules of tournaments and host facilities (i.e. No food, drink, or beach chairs in gymnasium, etc.).
- Use litter receptacles to properly dispose of trash.
- No smoking on school premises.
- Help with pre/post-match setup/breakdown.

- Applaud good performances by both teams.
- Discourage all forms of violent behavior.
- Physical or verbal intimidation is unacceptable.
- Help when asked by coaches or officials, and thank coaches, officials, tournament directors, and other volunteers who conducted the event.
- I understand there is some risk of physical injury when participating in sports.

In addition to the above rules, we ask spectators and parents to:

- Remain in the spectator area during games. Practices may be closed to parents and spectators by coach's discretion.
- Do not drink alcohol at all team events or come having drunk too much.
- Do not coach your child during the game.
- Cheer for your child's team.
- Show interest, enthusiasm, and support for your child.

Parents of players must agree to and sign the "Code of Conduct" as requested by CCS in order for their student to participate. We uphold the highest level of sportsmanship as a core school value. Individuals who violate these principles will speak with a school administrator and may be asked to leave the game site, cease attending sporting events and/or cease contact with the team.

PERFORMING ARTS

Mount Madonna School has an exciting and well-developed Performing Arts Program. The Performing Arts Program weaves the strands of voice, dance and acting classes together in a way that generates enthusiasm and excitement for the creative process.

We believe that students can learn many important life skills through dramatic performance: creative risk taking, singing, acting, dance, poise and confidence in public speaking, responsible participation in a group endeavor, character development through introspection and a deep understanding of the creative process. Our program begins in preschool and is tiered for each developmental level.

Lower School

All students participate in performing arts with a concentration on creative expression and dance and music. The lower school students perform for audiences several times per year, including the Winter Concert, Spring Performance (a presentation around a culture or theme that is part of the Social Studies Curriculum) and the all-school production of *Ramayana!*

Upper School

The middle and high schools each present a major dramatic or song and dance revue event; middle school in December and high school in January. Parent participation is necessary for each production. All parents are asked to share their talents in areas such as costumes, props, makeup, concessions, cleanup and/or backstage help.

Ramayana!

Each year, Mount Madonna School stages its lavish musical, *Ramayana!* involving the entire student body. All of their parents, teachers and many members of the Mount Madonna Center Community support and participate in this grand event which has enjoyed critical acclaim and sold-out audiences since 1979.

Ramayana! is an ancient epic originating in India. It is a classical teaching tool describing the battle between good and evil - both externally and internally. The characters include royalty, demons, animals and common folk who learn about the challenges of living a virtuous life and eventually overcome those challenges.

Participating in *Ramayana!* helps children overcome fear and shyness, develops reading, language and memory skills, develops discipline and cooperation, brings the entire school together to focus on a shared project and provides a bridge to the larger community.

DIVISION PROGRAM DESCRIPTIONS & GUIDELINES

Preschool and Kindergarten Program

Our Preschool and Kindergarten program is a Montessori-based classroom that blends developmentally appropriate lessons with exploration and imagination. Our setting inspires children to learn social skills, gain confidence, expand thinking skills and develop appreciation for beauty and the creative process. The classroom environments invite and encourages children to interact with materials that foster all areas of development. The child is our curriculum and we are committed to nurturing feelings of self-worth and a sense of independence within each child. We engender a love of exploration and learning, as well as positive values and trusting relationships that continue to grow with the child and are the stepping stones to higher learning.

Mount Madonna School has a combined preschool for children ages 2.5–5. Students may enter the program when they are three years of age by September 1st of the entering year, completely toilet trained and able to verbalize needs and wants. Our birthday cutoff date for kindergarten is five years old by September 1st of the entering year.

Creating a Culture of Respect in Preschool and Kindergarten

It is our belief that true discipline, to be real and lasting, must come from within. In the process of helping the children develop inner discipline, we offer them purposeful activity that calls to their need to learn and grow. We do this through educational manipulatives of various kinds: art, music, drama, movement and many opportunities for play both inside and outside the classroom. Ultimately, this program helps to develop their concentration through “work/play” that is both purposeful and enjoyable.

There are times when children do display inappropriate behavior. “Inappropriate,” as it is used here, simply means disturbing other children, destructive or potentially dangerous handling of materials and/or doing or saying things that cause harm to oneself, others or to the classroom environment. When this behavior occurs, we look for the underlying cause and use active listening and other resolution techniques to help the child express their needs and the problem. The teacher facilitates the child’s effort to work out problems by using words respectfully. We explain the inappropriate behavior and remind the child of the alternate appropriate behavior and/or redirect the child to appropriate activities or material. If the behavior continues the child is then directed to an area for a “time-by-myself.”

If, after corrective steps have been tried, the inappropriate behavior continues (or for serious cases of misbehavior), the parents and Preschool Director are informed either by phone or by letter. A parent conference is then set up to discuss solutions to the problem. We may need support services (psychologists, counselors, OT, speech/language) beyond the scope of MMS, to assist us in planning and supporting the needs of the child.

Elementary School Program - Grades 1-5

The primary goal of the Elementary program is to provide a stimulating, secure environment where students discover a love for learning, build a strong foundation of thinking skills, and develop a positive self-image. Exploration, critical thinking, inquiry and problem solving are

employed with the understanding that children learn best by doing. Skills are taught within the context of an integrated curriculum in language arts, mathematics, science, social studies and health by elementary trained classroom teachers. Students have enrichment classes with additional teachers. Examples of classes offered in the past are creative expression and dance, physical education, music, garden science, Spanish, technology, engineering and art (TEA), martial arts, library and computer science. Our Performing Arts Program seeks to build confidence, public speaking skills and familiarity with creative expression as students perform for audiences three times per year. Field trips expand the program beyond the classroom environment and grades third through fifth have a few overnight trips to science camps and Sacramento that are built into the course curriculum. Optional after-school participation in athletics begins in grades four and five.

Creating a Culture of Respect in Elementary School

The Elementary teachers strive to make the learning environment a friendly, welcoming and safe place for each child. We want students to learn to identify and express their feelings, develop empathy and understand how their behavior affects others. We work with students to develop emotional intelligence, responsibility, respect and safe behavior. We believe that true discipline comes from within. Each classroom discusses a set of core values at the beginning of the year, and their class "rules" of conduct reflect these values. Teachers model these values and teach them implicitly and explicitly. The classrooms have opportunities to problem solve and settle conflicts through class meetings, dialogue with peers, teachers and administrators.

When a child acts in a harming way, we clearly convey that the child's behavior needs to change, as it is in conflict with the groups' agreed upon values and we affirm that we know the child is capable of choosing a better way to behave. We ask questions of the child to see what the underlying issues may be and help the child strategize other ways of acting or responding. We contact parents to let them know when behavior incidents have occurred. We collaborate with parents to help support their child to make better choices in their actions, so that the school environment can be a place of safe learning for all.

If disrespectful or unsafe behavior continues, among the many possibilities, teachers may ask students to sit apart from the class, write a letter home to be signed by their parent, or call an administrator to facilitate a discussion about misbehavior with the child. Students, teachers, parents and administrators work as a team to develop agreements for appropriate behavior. We may need support services (psychologists, counselors, OT, speech/language) beyond the scope of MMS, to assist us in planning and supporting the needs of the child.

Lower School Behavior (Pre-5th)

A large part of being a student at Mount Madonna School is learning to develop respectful relationships with oneself, one's peers, and the environment. When our students know that it is safe to make a mistake, that they have the power to learn and change their behavior in a way that makes school safe and fun, then we have done our job by creating opportunities for them to grow in a loving, compassionate environment.

Student Guidelines

In addition to the individual Classroom Core Values, the following general Lower School

Guidelines are used to create a safe environment conducive to learning.

Students are encouraged to:

- Be honest, kind and respectful
- Resolve conflicts peacefully and seek adult help when needed
- Take responsibility for their learning and behavior
- Achieve excellence by striving for their personal best
- Contribute positively to their community through words and deeds

Students are not allowed to:

- Use verbal or physical violence, or any bullying behavior. School bullying is traditionally defined as an intentional act that causes harm to others, and may involve verbal harassment, verbal or non-verbal threats, physical assault, stalking, or other methods of coercion such as manipulation, blackmail, or extortion. The act is often unprovoked, repeated, aggressive and intended to cause fear, distress or harm by someone with the power over a target.
- Be in the classroom alone or leave a classroom without teacher permission
- Use electronic devices or cell phones during school without teacher permission
- Participate in cyberbullying (harassment or bullying using information or communication technologies) on or off campus
- Bring inappropriate items (weapons, pornography, drugs, alcohol, cigarettes, vaporizers, fireworks, stink bombs) onto the school grounds, into school vehicles or on field trips.

MMS reserves the right to check personal belongings brought on to campus at any time. This includes opening and inspecting lockers and backpacks, either for a suspected violation or at random.

We enlist parents as partners in teaching children the core values of respect, responsibility and safety. If a parent has any concerns regarding classroom climate, safety, or relationships, we encourage them to tell the classroom teacher or an administrator so that we can help remedy the situation. We believe in direct communication and observing family/student confidentiality as a form of caring for each other. We will honor and respect different points of view that lead to the goal of creating a caring learning environment for all students.

Incident Response Procedure

Below are the steps and procedures we use when responding to behavior issues that arise at school. Circumstances may differ, but these are the general procedures that we follow when an incident occurs.

- Teachers report an incident through a referral sheet or verbally to the Dean of Students and a period of investigative "fact collecting" happens. During this time, we use the following principles:
 - We involve only those people who have direct knowledge of the incident.
 - We respect confidentiality for all parties involved.
 - We value truth-telling and create safe opportunities for sharing points of view to gain a mutual understanding between the differing parties.
- We directly communicate with the parents of the students involved to inform them of the

incident, gather more information about the situation, as well as partner with the parents to support their child in the learning environment.

- At times, we will talk with the whole class or several classes about issues when it is deemed to be useful and involves the class climate or many students.
- We may send written notice to share correct information and let parents know the process we are following and agreements made between groups.

Behavior Contracts and Support

When a serious incident occurs or a repeated pattern of behavior develops, the Dean of Students will call a student's parents. The student may have a "time-out" in the office where we will talk about the issues. The consequences of incidents vary but may include a meeting with the parents, teacher and student, developing a behavior "contract" or written plan of action. Often a referral to a counselor or support person is valuable. In most cases, students do change their behavior and are welcomed back to the group. Depending on the maturity of the child, and the progress they are making towards change, we create ample time and space for children's natural development and learning to unfold.

Suspension and Dismissal Criteria

Mount Madonna School reserves the right to suspend or dismiss a student who engages in repeated or severe incidents of harmful behavior. Theft, vandalism, physical violence, verbal abuse, use of drugs, inappropriate use of technology and other such behaviors may result in immediate suspension or dismissal.

Parent Guidelines

As a caring community, it is natural for all of us to want to know what is happening in our children's school life. It is extremely helpful to the teachers when parents share information with them and let teachers directly know of their concerns as they arise.

In an effort to create respectful communication, we encourage parents to follow these guidelines:

- Push the "pause" button when your child tells you about a school incident that is concerning to you. Ask clarifying questions, be a supportive listener and try to gather information without forming conclusions at this stage. We want to create a space for our children to develop without being labeled by adult judgments.
- In the best interest of all of our students, we should refrain from unnecessary talk or gossip about a situation. Ask yourself, "Who am I telling, and for what purpose?"
- Please first contact your child's teacher when you feel concerned about something. Know that your concern will be investigated, and we will follow up with you to talk again.
- Please communicate privately through phone or email, or in a private meeting space, rather than talking in a public space (bus stop, office)
- We expect all of us as adults to practice and model respectful communication which fosters the positive relationships needed to resolve challenges and conflicts.
- To preserve a quality learning environment, we expect parents to work collaboratively with the school. MMS reserves the right to suspend or terminate the attendance or refuse to extend the privilege of re-enrollment to a student if MMS concludes that the actions of the parent or any family member or family employee make such a positive and constructive relationship impossible or otherwise seriously interfere with the MMS accomplishment of its educational purpose.

Middle School Program - Grades 6-8

Mount Madonna Middle School is attuned with the social-emotional, intellectual and physical growth of our students. The unique nature of middle school students requires both teaching and learning to be congruent with the students' developmental needs. Our faculty models respect, with the goal of providing a safe, structured and productive learning environment.

Academic Program

We offer a challenging and well-balanced academic program, including English, Social Studies, Science and Math. All students participate in Performing Arts (music, dance, and acting), Visual Arts and Physical Education. Enrichment and elective classes are offered. The schedule provides longer blocks of time for uninterrupted study. These longer classes invite deeper investigation and connections between classes.

We combine community service with classroom teaching to enrich students' learning, personal growth and sense of civic responsibility. Our beginning of the year camping trip helps students integrate and build a collaborative relationship with teachers.

Physical Education

In our commitment to Physical Education and maintenance of our gym, we require each student to have non-marking, clean athletic shoes available to be worn only inside the gym.

High School Program - Grades 9-12

Mount Madonna High School seeks to guide and prepare students for a successful, articulate and ethical life. The majority of our students go on to four-year institutions of higher learning and our curriculum prepares students for the finest colleges in the country. Our A-G courses are approved by the University of California and we are accredited for grades K-12 by CAIS and WASC. We require that students have four years of English, mathematics, laboratory science, social studies, performing arts and three years of second language acquisition. Honors courses are available in these subjects and, when interest and ability warrant, classes at local community colleges can be arranged. Advanced Placement courses are also available in some academic subjects.

In order to foster each student's growth, we offer a challenging academic curriculum, an exceptional performing arts program, visual arts, athletics and unique courses including Values in World Thought. Our travel-study program provides academic enrichment and opportunities for leadership, self-discipline, reflection and critical thinking. Students travel on extended field trips with faculty to broaden their world experience. They go to Washington, D.C. in their junior year and India in their senior year.

Our high school students are the leaders of the campus and act as mentors for younger students. They have a student government organization that represents the student body and organizes events for the students.

While our program is highly successful, our definition of success is not limited to where our graduates go to college, but rather in how prepared our graduates are to achieve their goals and contribute to the world as young adults. Our students are trained to lead and to serve, to take responsibility, discipline themselves and care for one another.

Behavioral Guidelines in the Upper School

At Mount Madonna School, we wish to foster a cultural of mutual respect and caring. Our guidelines can be summed up under the idea that we want our students, faculty and families to take good care of themselves, care for each other, and to help take care of our school and community.

In order to support an atmosphere that is conducive to positive engagement with others in the learning environment and that encourages active participation in MMS community life, the students and faculty support the following examples of appropriate behavior on campus. The students and faculty, in discussion, came up with the following examples of respectful behavior they would like to see on campus:

We wish our community members to be:

- Welcoming
- Helpful and Cooperative
- Honest
- Inclusive and kind

The students and faculty agree the following behaviors are not supported at Mount Madonna School:

- Negative peer pressure
- Exclusion, teasing, taunting, ridiculing or bullying in any form (see Student Guidelines for Bullying policy)
- Prejudice or discrimination based on race, gender, religion, sexual orientation, socioeconomic class, or age
- Littering, vandalism, stealing or destroying personal or school property
- Violence, either verbal or physical, active or passive
- Excessive and/or inappropriate displays of affection
- Sexual harassment of any kind
- Use of, or providing illegal substances or drug paraphernalia
- Bringing inappropriate items (weapons, pornography, drugs, drug paraphernalia, alcohol, and cigarettes) to school, in vehicles, or on field trips.
- Use of technology and cell phones to harm or marginalize others
- Classroom behavior that interferes with the teacher's ability to teach, or other students' or ones' own ability to learn, including but not limited to
 - Arriving late to class
 - Profanity
 - Cheating
 - Disruptive behavior
 - Poor Sportsmanship

Faculty Responsibility

In order to develop a culture of mutual respect and care, faculty members and administrators agree to model behaviors we wish to see in the students, and support students in developing awareness and habits conducive to a safe and caring learning community. The faculty will respond to inappropriate behavior by:

- Identifying the behavior and/or discuss with the student
- If behavior persists, further dialogue with the student, referrals to Guidance/Director/or Head of School, “work in progress” reports and communication with parents.

General Dress Code

We agree that our community members will maintain an appearance that is neat, clean and suitable to the program of the day. This means we agree to avoid attire such as:

- Clothing with negative slogans, drug or alcohol references, or demeaning symbols or language
- Clothing unsuitable to a Pre-K to 12th grade learning environment

Dress for Public Events

Public events include Open House, Graduations, Special Friends days, guest speakers on campus, certain field trips etc.

The standard expectation is quality casual, although the administration or faculty in charge may designate specific attire for an event. Quality casual includes: skirt and conservative top, or dress, or collared shirts, clean slacks or chinos with a belt and dressy shoes.

Physical Education Dress Code

In our commitment to Physical Education and maintenance of our gym, we require each student to have non-marking, clean athletic shoes available to be worn only inside the gym. For Outdoor Education, we encourage families to have their children wear appropriate attire:

- Shorts or sweats
- T-shirt and/or sweatshirt
- Athletic socks
- Athletic shoes

MIDDLE/HIGH STUDENT GUIDANCE

Mount Madonna School is committed to providing the highest level of educational experience for our students. We are dedicated to preparing our students academically, providing them with a wide variety of creative outlets and instilling in each student a sense of personal discipline and social responsibility.

The student guidance system has been developed to facilitate these aims by protecting our students and their learning environment from harmful distractions.

We believe that parents are in an essential position to affect positive behavior in students. The more open the communication between faculty members and parents, the better the chance that we will help students learn how to make informed and responsible decisions about their lives.

This system is set up to guide and promote positive behavior and constructive change, rather than to punish. Where there are consequences, it is for the purpose of helping students to become accountable for their actions and offering them the opportunity to address their behavior in a constructive manner.

The Guidance System at Work

The Guidance Council functions in support of the guidance system. Members include:

- Blythe Collier, M.A., Dean of Students
- Shannon Kelly, B.A., Director of Upper School
- PK McDonald, B.S., Athletic Director, Faculty
- Luis Hernandez, M.A., Faculty

The Guidance Council meets on a weekly basis. The Council's interest is in supporting behaviors that build trust, honesty, positive relationships, and a healthy learning community and in responding to behaviors that do not. Responses will vary and may not be transparent to the school community at large, due to issues of confidentiality. The Council, through a discovery process, seeks to learn what is true, to understand motives for behavior, to support change in individuals, and to protect the School. Responses to student behavior will generally include communication with the student and the parents/guardians and may also entail conferences, contracts, referrals and in more serious circumstances, changes in student standing. Students may move from good standing to conduct warning, conduct probation, final probation, and finally to dismissal. Students may also resolve issues and be reinstated in good standing.

The school reserves the right to place a student on any level of warning, probation, suspension or dismissal.

The students and parents are presented with a clear statement of campus policies at the beginning of the year. Students are expected to know and observe the school rules. If students are engaged in off campus behavior that negatively impacts the learning environment at school, the school will take appropriate action.

Definition of Minor Infractions

These are violations of rules concerning tardiness, inappropriate language, classroom rules, bus decorum and facility guidelines.

Definition of Major Infractions

These are infractions that deal primarily with use of illegal drugs, alcohol tobacco or weapons; with harassment, disrespect; academic dishonesty; stealing; misuse of technology; or abuse of property, persons or animals; creating fire hazards; unexcused absences or attendance violations; and inappropriate displays of affection. Issues of personal and emotional safety, as well as repeated patterns of minor infractions, also fall under this category. (see Section 3 Policies: Bullying, Harassment and Grievance Procedure for more detail.)

Responses to Student Behavioral Issues

Minor infraction includes:

- We address in-class minor infractions or disturbances by simple verbal warning. The behavior is also documented on a Student Referral form or a Work in Progress form, which is sent to the Dean of Students and Director of Upper School. The student is informed of the violation and may be asked to meet with the Dean of Students or a member of the Guidance Council and to reflect on the impact of their behavior. Parents will be informed if the student is not able to change the behavior and/or if a pattern of misbehavior develops.

Major infraction includes:

- Serious single event such as physical or verbal disrespect or classroom disruption. Teacher informs the Director of Upper School, who in turn can communicate to a member of the Guidance Council. Written documentation is required.
- Pattern of physical or verbal disrespect or classroom disruption; symptoms of emotional disturbance; academic dishonesty; drug, alcohol, or tobacco use; fighting; stealing; vandalism; sexual misconduct; personal crises. Communication goes directly to the Guidance Council. They will convene, collaborate with the Head, determine a course of action and communicate with the parents.
- The school reserves the right to place a student on Final Conduct Probation, or immediate suspension or dismissal.

Other areas of student behavior that may be directed to the Guidance Council would be issues relating to extreme negative attitude, use of drugs or alcohol, self-destructive behavior or health problems.

If any staff member observes or hears of any major infraction or other student problem, they are asked to report it immediately to a member of the Guidance Council. When such situations are reported, the Guidance Council will meet and determine an appropriate response. When a major infraction is reported, generally there is a period of discovery in which appropriate parties are interviewed and then a response is fashioned.

A general range of responses includes:

- Student and Parent/Student conference

- Appropriate consequences such as warning, withholding of privileges, formal apology or other restorative response.
- Probation, suspension or dismissal may be warranted depending on the severity of the incident and history of behavior.
- Referral to appropriate resources for evaluation and/or counseling

Academic Integrity

This student policy is modeled after the current UCSC guidelines

As a student, you are responsible for maintaining your academic integrity. Ensure that your course work is the result of your own effort and respect the work of others. Cheating and plagiarism are serious violations of academic integrity. Established cases of academic dishonesty result in academic sanctions (e.g. disqualified work or failed classes) and disciplinary sanctions (e.g. warning, probation, or expulsion). As a matter of personal honor, resolve now that you will always hold yourself to a high standard of academic integrity.

Don't cheat

Clear cases of cheating (copying on assignments, using unauthorized resources during exams, turning in another person's work as your own, and failure to explicitly acknowledge the sources of information which you have used) are easy to recognize and avoid. They are easier for instructors to spot than some students seem to believe.

Don't enable anyone else to cheat

Assisting someone else to cheat is cheating. Students must take care in "helping" another student by sharing work with them. Someone who enables another person's violation of academic integrity is subject to the same penalties.

Distinguish between group learning and unacceptable collaboration

Learning can be a collaborative activity. In many classes, students will be allowed or even encouraged to work together with others in the class on certain kinds of assignments. In such cases, collaboration isn't cheating. But one should always assume that written work submitted is to be solely the individual's own work. Students should find out what instructors consider the limits on this kind of cooperative activity. For exams and assignments, the instructor should clarify what kinds of aid and collaboration, if any, are permitted. Ambiguous areas should be clarified. Students should ask questions if anything isn't clear.

If the instructor encourages work on problems or projects with other classmates, they should make sure to ask in what form work is to be submitted (if a separate or joint submission of work is expected). Computers make unauthorized sharing of material both easy and tempting—but doing so may not be acceptable. When in doubt about expectations, ASK for clarification.

Face the situation

If an instructor ever approaches a student with a question about the integrity of work that they have submitted for a course, they should respond promptly and honestly. It is the best way to clarify the situation and resolve any doubts. If a student is found to be engaged in academic

dishonesty the following procedures are in place:

- Parents will be informed.
- Student will be referred to Guidance Council; and
- Student will be placed on academic warning and/or probation with resulting consequences.

Cheating and/or plagiarism will be treated as academic dishonesty. MMS has a responsibility to notify other institutions (schools and colleges) if there is a repeated pattern of academic dishonesty.

Parent Guidelines

When there are major infractions or serious issues, actions by the Guidance Council are taken, which include notification of and consultation with parents. Parent contact, as well as dialogue with the students, is considered an essential part of our response when problems of a serious nature arise. We are dedicated to working with parents and family members to create a solid support system for our students. Our goal is to help students understand and take responsibility for their choices. The Guidance Council has final authority for all decisions regarding major infractions.

It is important for parents and students to know that when difficulties arise, it can often take some time to assess the situation and fashion a response. This reflects the caution and care that goes into understanding the events for the purpose of assuring fairness, accuracy and appropriate confidentiality.

Our goal is to inform and consult with parents and students as quickly as possible, but care and patience help us avoid misjudgments. Parents are always encouraged to call one of the members of the Guidance Council should they want more information about an event which concerns their child, or to know the status of our process.

In an effort to create respectful communication, we encourage parents to follow these guidelines:

- Push the "pause" button when your child tells you about a school incident that is concerning to you. Ask clarifying questions, be a supportive listener and try to gather information without forming conclusions at this stage. We want to create a space for our children to develop without being labeled by adult judgments.
- In the best interest of all of our students, refrain from unnecessary talk or gossip about a situation.
- Please contact a teacher, guidance member or Division Director (whomever you deem most appropriate) when you feel concerned about something. Know that your concern will be investigated, and we will follow up with you to talk again.
- Please communicate privately through phone or email, or in a private meeting space, rather than talking in a public space (bus stop, office).
- We expect all of us as adults to practice and model respectful communication that fosters the positive relationships needed to resolve challenges and conflicts.

To preserve a quality learning environment, we expect parents to work collaboratively with the school. MMS reserves the right to suspend or terminate the attendance or refuse to extend the

privilege of re-enrollment to a student if MMS concludes that the actions of the parent or any family member or family employee make such a positive and constructive relationship impossible or otherwise seriously interfere with the MMS accomplishment of its educational purpose.

Disciplinary Consequences

At Mount Madonna School, proper conduct and personal discipline are values essential to a successful education. Violations of our conduct code demand our full attention.

For the safety and well-being of all, we have policies on (Please see Section 3: Policies):

- Appropriate use of technology
- Harassment and bullying
- Cell phone use
- Drugs and alcohol
- Social media
- School publication guidelines
- Academic Integrity

Conduct Warning

Minor infractions may result in a status of Conduct Warning if there is a pattern of distracting or disrespectful behavior. In this case, a student will confer with the Guidance Council (or a member thereof). Parents will be notified but not required to attend a conference. A behavioral contract may be drawn up to help the student to focus awareness on the behavior in question. The contract is established in conjunction with the student, the parents and School. After a specified length of time with no further violation of the contract, the Conduct Warning will be removed. Any violation of the warning results in the student meeting with Guidance to determine consequences.

Conduct Probation

Major infractions or a significant pattern of minor infractions will trigger a meeting with the student, conversations with the parents, and conversations with the student's teachers.

In more serious situations, there may be a convening of a special committee, comprised of student, faculty, Head of School and parents who will discuss the issues with the particular student and brainstorm avenues for improvement.

In the above situations, a status of Conduct Probation or Final Conduct Probation may be levied. A contract is established in conjunction with the student, the parents and School. After a specified length of time with no further violation of the contract, the Conduct Probation will be removed or reduced to Conduct Warning. Any violation of the contract results in the student meeting with Guidance to determine consequences. Further violation may result in the loss of the privilege of attending Mount Madonna School. Students may not serve on the MMS Board of Directors while on probation. The school reserves the right to suspend or dismiss students on any type of conduct probation.

Academic Probation

The faculty of MMS is dedicated to providing an atmosphere of continued support and encouragement for student improvement. When students encounter academic difficulty, they are provided multiple opportunities and methods to raise their grades within the marking period of the current quarter. Yet, sometimes the student does not respond to these options and a more intensified and supervised study program is needed.

The Status of Academic Probation goes into effect when a student earns a D or F in a class at the Quarter or Semester marking period. Teachers, parents, and advisor meet with the student to offer support and strategies to help the student improve his/her grades. A contract will be drawn up detailing particulars of probation, covering methods, guidelines and/or deadlines. A copy of the contract will be given to the Division Director for distribution to appropriate parties (parents, student, advisors and specific teachers).

If a student in the midst of a grading period is either receiving a "D" or failing a course, and the individual faculty member concerned has exhausted the communication steps necessary (with the student, parents, including written notice in a work in progress report), then he or she may recommend Academic Probation to the Guidance Committee without waiting for the end of the grading period.

Final Academic Probation

If, after the specified period of time, the student has not raised his or her grade and has not followed the guidelines established in the probation contract, then the student will be placed on Final Probation. This is the final step before removal from school. A student able to raise his/her grade up to C, after being placed on Final Probation, will be returned to Academic Probation. After continued success, the probation is lifted.

While the student is on Final Probation, they may not serve on Student Council, the MMS Board of Directors or participate in MMS extracurricular activities (See Section 2: Athletic Eligibility) until the evaluation, completed at the next marking period, shows improvement to at least a grade of C.

Family participation and support for the student's academic welfare is essential to success. If, after an allotted period of time, the student is able to raise his/her grade, then the probation is removed and full participation in activities is restored.

If a student is unable to meet the academic and conduct requirements, they may be asked to transfer to another school.

Students on Final Probation are reviewed periodically, as stated in the contract. If the student is able to improve, his or her Final Probation is converted to regular Probation. If not, at the end of Final Probation the student is asked to withdraw from Mount Madonna School.

MIDDLE AND HIGH SCHOOL ACADEMIC REQUIREMENTS

High School Academics

As a college preparatory campus, it is our responsibility to give our students a challenging and rigorous educational program that will enrich them intellectually. To this end, each teacher plans his or her curriculum and the evaluation of students.


High School Graduation Requirements

Units of Credit

240 credits are required for graduation. The average number of credits taken per year in high school is 60, or 30 per semester.

Course Map for Middle and High School

Academic year 2023-2024

	6th	7th	8th	9th	10th	11th	12th	MMS Graduation Requirement (9th-12th)	UC/CSU Eligibility Requirement
English (B)*	English 6	English 7	English 8	English 9*	English 10*	AP Literature & Comp*, or English 11*	English 12*, Values 12: Self and Society*	4 years (5 recommended)	4 years
History/Social Science (A)*	World History 6	World History 7	US History	World History*	U.S. History*	AP Government* (1 sem), Values 11: Constructing Self (G)		2.5 years	2 years
Science (D)*	Science 6	Science 7	Science 8	Biology (H)*, Biology*, TEA 9	Chemistry, Engineering Principles, Oceanography, Marine Bio*	Physics*	Science with Humanity* or AP Physics	5 years	2 years
Math (C)*	Math 6	Math 7	Math 8	Algebra 1 or Algebra 1/2	Geometry* or Algebra 2	Geometry or Precalculus	Statistics (AP)* or AP Calculus BC*	4 years (must include Algebra 1, 2 and Geometry)	3 years (must include Algebra 1, 2 and Geometry)
Spanish (E)*	NA	Spanish 7	Spanish 1*	Spanish 2*	Spanish 3*	AP Spanish		3 years (4 recommended)	2 years
VPA (F)*	PA 6, Music 6, Art 6, Creative Self Expression 6	PA 7, Music 7, Art 7, Creative Self Expression 7	PA 8, Music 8, Art 8, Creative Self Expression 8	PA 1*, Digital Art*	PA 2*, Fine Art	PA 3*, Art Studio* Advanced Art Studio (2 sem) (combined 11th and 12th offering)	PA 4*, Yearbook	4 years of Performing Arts (PA)	1 year
Computer Science	Computer Science 6	Computer Science 7				Computer Principles Elective (G) (2 sem) (combined 11th and 12th offering)			
Engineering			TEA 8	TEA 9 (D)	Engineering Principles (D), Oceanic Engineering (D)	Biomedical Engineering (D)		2 years	
Enrichment/Well-Being	Culinary/Garden Science 6, PE 6, MS Orientation (1 sem), 21st Century Skills 6 (1 sem), Advisory 6, Academic Flextime	Culinary/Garden Science 7, PE 7, 21st Century Skills 7, Advisory 7, Academic Flextime	Culinary/Garden Science 8, PE 8, Advisory 8, Academic Flextime	High School Orientation, Creative Writing, PE, Choir, Yoga, Culinary/Garden Science	Health, Creative Writing, PE, Choir, Yoga, Culinary/Garden Science	College Advisory (1 sem), Creative Writing, PE, Choir, Yoga, Culinary/Garden Science	College Advisory (1 sem), Creative Writing, Collective Capstone Project	NOTE: 9-11 choose between Creative Writing, Choir, PE, Yoga, Culinary/Garden Science	
College Prep Elective (G)*						Psychology Modern and Post Modern* (combined 11th and 12th grade offering) Values 11: Constructing Self, Computer Principles*	Computer Principles*	2 years	1 year

* UC/CSU A-G All classes are 1 year courses unless otherwise indicated. Italic = offered alternating years

Bold=Honors option

Service Learning Statement of Purpose

We at Mount Madonna School believe that part of our job of educating individuals is to help them develop into responsible world citizens. We believe that cultivating an awareness of their place in the world, understanding how their actions impact the planet, and developing empathy and compassion towards self and others, is an essential part of this goal.

We believe that service-learning and community service are key to developing the kinds of citizens that the world needs. For this reason, we place a high value on service to family, to the school community, to the larger local community, and lastly on a global level. At Mount Madonna School our Service Learning curriculum supports this vision at every level, from Preschool to High School.

Middle/High Community Service Requirement

Middle School students are asked to complete a minimum of 6 hours/year (at least two hours to the school community and 4 hours to the larger local community). High School students are required to complete a minimum of 8 hours/year (at least two hours to the school community and 6 hours to the larger local community) prior to graduation. Forms to track service activities and hours can be picked up at school or downloaded from the school website, and turned in to the registrar.

Honors Program

Honors programs are designed to challenge those students who are performing exceptionally in a given subject. Prerequisites for the Honors program are established by the faculty. The Honors program is open only to those students fulfilling those prerequisites. Honors programs are semester long commitments between the teacher and the honors students to complete work that is more rigorous than the normal class requirements, both in quality and quantity. Honors level courses must have a comprehensive written final examination each semester. Students, with faculty consent, will enroll in honors level classes at the beginning of each semester. Students may withdraw from an honors class by submitting a withdrawal request form to the Registrar one week prior to the end of the 1st or 3rd quarter. Students may not withdraw from an honors class after these dates.

Class Withdrawal Policy

Mount Madonna School's program is tailored to the individual student as much as possible. However, the college prep program is not arbitrary. Once a course of study has begun, students and their parents do not have the prerogative to withdraw the student from a class.

To withdraw from a class, a student must complete a Change of Schedule Form a week before the end of the 1st or 3rd quarters. The form needs signed approval by the teachers of the entering and exiting courses as well as the Director of Upper School. The Head of the Math Department needs to approve any math class changes. Once approved the form is routed to the Registrar for processing.

GRADING

Elementary Report Cards and Evaluations

Elementary report cards are produced at the end of the first and second semesters. Formal written evaluations, along with the standards, are completed for each individual student. The evaluations include a statement of class content, and student achievement and areas for improvement. The second semester report card is cumulative, containing the standards and comments of the first semester as well.

The elementary school evaluations use the following standards:

- 4: Exceeds grade level expectation.
- 3: Meets grade level expectation.
- 2: Progressing towards grade level expectation.
- 1: Needs support to meet grade level expectation.

Middle and High School Universal Grading Percentages

The numerical grading system is:

97 - 100% A+	93 - 96% A	90 - 92% A-
87 - 89% B+	83 - 86% B	80 - 82% B-
77 - 79% C+	73 - 76% C	70 - 72% C-
67 - 69% D+	63 - 66% D	60 - 62% D-

Middle and High School Students with a grade point average of 3.7 or above, with no grade lower than a C, and good conduct standing.

High School Grading

The High School numerical point system on report cards, and for computing the G.P.A., is as follows:

A's = 4 points	B's = 3 points	C's = 2 points	D's = 1 point	F's = 0 points
Honors and AP = 1 extra point*	P's = 0 points	INC's = 0 points		

Parent/Student Access to Teacher Grade Book

In an effort to help support our students' continuing growth and independence as learners, middle school and high school parents have access to your child's grade books throughout the school year. Parents may log in and check their student's grades in the PowerSchool Parent Portal or on Schoology.

Teachers are given a reasonable amount of time to post their grades. The expectation is that all assignments and tests that contribute to a student's final grade will be graded and entered in the grade book within two weeks of when they were submitted. Teachers will indicate when assignments have been turned in if it will be a while before they can enter the final grade for the assignment.

In order to access the student grade book, you have three options:

- Visit mountmadonna.powerschool.com
- Download the PowerSchool app on your Android or iOS device. You will need our specific district code: DDFG.
- Visit mountmadonna.schoolology.com

Lower school class gradebooks are not open

Report Cards and Evaluations

Quarters are approximately 8 weeks long. The school calendar lists specific start/end dates of each grading quarter and semester. Students will receive a formal evaluation at the end of each quarter. Narrative evaluations are written at the end of the first semester only (for upper school) and both semesters for lower school. Teachers' grade books are open for students and parents in upper school. Gradebooks will be closed at the end of each term until report cards are completed.

If a student's progress in a class is evaluated at C level or below, Mid-quarter Reports and/or Work-in-Progress (WIP) Reports are given to students and sent to the parents by the teacher. These reports are generally sent to alert the parents and student that additional support is needed in order to avoid a poor grade.

Incomplete Work Policy

If a student has not completed the assigned work by the end of a reporting period, the student may receive an incomplete grade if the following process has been followed and communicated to the division director and the registrar.

- A contract is created that states assignments and the final due dates
- Parents, students and teachers sign the contract and give it to the registrar
- Incomplete grades must be resolved before the end of the following quarter
- Consecutive incompletes in the same course are not permitted, without documented reasons such as health or family issues.
- If the overdue work is not submitted by the final due dates, the student may receive a failing grade for that grading period.

Community College Program

Students in 10th-12th grades may attend Gavilan or Cabrillo College (with prior permission of MMS) to take a class that is not being offered at Mount Madonna School.

The State of California permits high school students to enroll in academic courses at community college during the school year if those courses are not offered at their high schools. Summer school is sometimes an exception. If a student has taken a course for college credit, they are responsible for requesting the transcript be sent to the college they plan to enroll in.

Students who wish to attend Cabrillo should contact the Director of Upper School for the particular forms ahead of walk-in registration time. Students may need to take an assessment test at Gavilan and Cabrillo College to enroll in academic classes.

TESTING

Standardized Testing for Grades 3-9

MAP Growth Testing is given three times per year and is used in grades 3-9. MAP Growth Testing is employed to assess student growth and curriculum development. We administer standardized tests to meet CAIS guidelines.

PSAT / SAT and ACT for High School Students

All High School students in grades 10 and 11 take the PSAT administered at School. When appropriate, it is recommended that students in grades 11 and 12 take either the ACT or the SAT Reasoning Test. In addition, many students take AP (Advanced Placement) exams in a variety of subjects. The SAT is not administered at MMS. The AP exams are administered at MMS.

Final Exams

Final examinations are conducted in High School. Final exam weeks are set at the end of each semester. Individual faculty members determine the content, valuation, and scope of the class exam. The exam may cover the entire semester, the entire year, or some subset of these. All Honors Courses require comprehensive semester exams covering the full course of study.

PARENT-TEACHER CONFERENCES

Elementary

Parent-Teacher Conferences are scheduled in the late Fall and late winter. The objective is to provide an opportunity for parents to visit specific teachers and discuss the progress of their children. During the assigned time period, there are no classes for elementary students in order to allow time for the teachers to meet with the parents during school hours or directly after normal school hours.

All Kindergarten and Elementary parents are encouraged to attend conferences which are scheduled by the teachers. Parents are usually asked to attend without the student or other children present.

Middle/High

Middle school conferences are available during Tech Week for the MS production in December and high school conferences during Tech Week for the HS production in January. They can be scheduled by signing up online or directly contacting faculty members. Students may be present if requested. Additional conferences may be requested by the faculty or parents if a student is experiencing any kind of difficulty.

Conferences often begin solely with the student and are expanded promptly to include parents and the student's advisor as needed. Difficulties may include missing homework, low test scores, discipline or social problems. The communication can be one-on-one or can include specialists or faculty.

SUPPORT AND LEARNING ACCOMMODATIONS

At MMS, our goal is to identify and address issues that affect a student's ability to learn in the school environment.

A Student Success Team is scheduled with teacher(s), parent(s) and school administrator (either the Division Director or a designated representative). The conference follows the Pajaro Valley Unified School District's (PVUSD) guidelines for data gathering.

- A Study Team Report for helping the student is created. It may include recommendations for testing, counseling, evaluations for speech, language, psychology, motor skills, educational testing, classroom accommodations, etc. is produced and a timeline is established.
- A copy of the Study Team Report will be provided to the parent(s).
- A list of Professionals available for private testing may be provided, or help with the PVUSD process for testing by going through the Head of School or Division Director.
- A **Release of Information Form** is given to the parent to sign from the teacher or administrator. If a Professional is retained, or if the parent chooses to pursue testing and assessment through the school district, the signed form must be on file with the Registrar before any sharing of information between the School Personnel and Professional/District Personnel happens.

If a teacher is invited to attend a District Assessment of Special Education Needs to determine if and extent of services to be offered, the teacher must inform the Division Director with as much advance notice as possible for the Division Director to possibly attend or advise.

- The Teacher/Administrator is responsible to obtain (to follow up with obtaining) copies of the Report of Assessment for Special Education, the Individual Service Plan (ISP), the Individual Education Plan (IEP), the Review of Data for Eligibility, and any list of accommodations recommended.
- All documents from the meeting are submitted to the Registrar for keeping with the student cumulative file.
- The Registrar will track and ensure compliance with the list of accommodations for standardized testing.

If a parent gives a teacher a copy of testing results either from the District or from a private Professional, the teacher will:

- Ask if the document can be kept in the student cumulative file, which is securely locked and accessible only to Head of School, Division Directors, Registrar and teachers.
- If the parent agrees the documents are given to the Registrar.
- At the beginning of each school year, and as reports are submitted, the Registrar updates the Accommodations log, and informs the Division Director. Updates to the Accommodations log are made throughout the year, and Division Directors are informed of any changes.
- If the parent does not agree, the teacher will read the report and give it back.
 - Remind the parent that it will become their responsibility to inform each teacher each year of the necessary accommodations.

- Remind the parent that accommodations on standardized testing are not available without a documented need.
- Do not keep any reports in personal student files, and absolutely do not keep any reports that are not fully shared with MMS.
-

There is an annual meeting in August with the Directors to communicate the documented classroom accommodations that are needed. The Directors will then meet with the relevant faculty.

RESOURCES AND RECORDS

Tutoring and Resource Specialists

From time to time, a student needs extra help and/or evaluation in order to succeed at school. MMS maintains a list of qualified evaluators, specialists, tutors, and counselors. MMS may require that you provide this type of support for your child if, in our professional judgment, it is deemed necessary. Responsibility for payment for these services rests solely with parents.

A Confidential Release Form is signed by the parents to allow school faculty to discuss a student's needs with the specialists. The Release Form also allows the teachers to share information about the student that will enable other MMS teachers to support the student's needs.

Student Records

Student Records are retained permanently at the school site. Administrators take care to preserve both the integrity and the privacy of the required school records. School personnel shall have access to students' records for legitimate educational interests only. All school personnel are bound by federal and state laws that detail their responsibility to respect the confidentiality of student records and to act in a professional manner in the handling of student personal and performance data. Each staff and faculty member are required to review the school's confidentiality policy and sign that they agree to be bound by it. Each year the policy is reviewed with all staff and faculty members prior to the start of school. The school confidentiality policy is available for review at the school office upon request.

The student records may not leave the grounds and prudence is exercised that the federal Family Educational Rights and Privacy Act not be violated.

According to Education Code section 49069.7, parents of currently enrolled (or former) pupils have an absolute right to access any and all pupil records related to their children that are maintained by Mount Madonna School. Parent and/or legal guardians must make a written request to the Registrar to view the record. However, these records are the property of Mount Madonna School and may not be given to the parent and/or student. When a student transfers, MMS will release the full original cumulative file upon receipt of written request from the new school.

Challenging the Content of the Record

Challenges to the content of the record are concerned with the correction of data in the student record, not with substantive decisions on academic grades. These challenges are settled by the appropriate Division Director/Head, in conjunction with the registrar. The parent of a student may file a written request to the appropriate Division Director/Head to correct or amend any information in the child's permanent records which is alleged to be:

- Inaccurate
- An unsubstantiated personal conclusion or inference
- A conclusion or inference outside of the observer's area of competence, or not based on personal observation

If the request is denied, the parents shall be given the opportunity to present evidence relevant to the issue raised. This should be done in a meeting with the Executive Council or designated school official(s). After the hearing is concluded, the appropriate Division Director/Head or official shall inform the parents in writing of the conclusion reached.

If the decision is not to amend according to parental request, the parents have the right to place in the student's records a statement commenting on the information in the records and/or parent's reason for disagreeing with the decision. If the contested portion is released, the parental comment must also be released.

Transcripts

Requests for transcripts should be submitted, in writing, on the transcript request form available from the Registrar. Requests should be put in the Registrar's box at least one week ahead of the date needed. The name and address of the school should be accurate and complete.

Official transcripts cannot be given directly to the student or parent. It must be mailed directly to the requesting organization. It is possible, however, to provide a transcript in a sealed envelope and signed on the back, if the student must include the transcript along with the application or if hand-carrying is necessary for timing. Unofficial transcripts are available to the student or family upon request.

Admission Files

Admission files contain the Application for Admission, the proposed school contract, unofficial student academic records (those not received directly from the student's active school or records received NOT as a result of an official request for the cumulative record), student work samples, student Confidential Reports, and proof of payment of the Application Fee. For students that are: 1) accepted and subsequently enrolled, or 2) accepted and wait pooled, or 3) accepted and then the acceptance offer is declined, the admissions file is kept confidential and separate from the student's permanent cumulative file for a period not to exceed two years. After two years, the admissions folder is destroyed, except for the application and admissions letter, which are transferred to student's permanent file. For students that are not accepted to the school, the application file is kept for a period not to exceed two years, except for the student confidential reports. The confidential reports are destroyed immediately following the application process.

Middle and High School Permanent Records

Enrollment

PowerSchool generates all report cards and records of class enrollment. Therefore, the middle and high school teachers are asked to track grades using the PowerTeacher Grade book. Students are listed in their relevant section in the PowerTeacher Grade book. Changes to enrollment are made through the Registrar using the Change of Schedule form. Any student not listed in their relevant section in PowerSchool will not receive a grade or credit for their work, including in Honors or AP section transfers. Student's legal names are used in PowerSchool and on report cards.

Report Cards

Quarters are roughly 8 weeks long, with some variance. Report cards are generated on a quarterly basis with credits awarded only at the semester end

Grade Changes

Except for removal of "Incompletes," grade changes for any quarter are to be submitted within two weeks from the date report cards were mailed, using the change of Grade form submitted to the Registrar.

Transcripts

Student Requests for Transcripts

Any student wanting a transcript sent should submit the request in writing on the Transcript Request Form available from the Registrar. Requests should be put in the Registrar's box at least one week ahead of the date needed. The name and address of the college should be accurate and complete.

Elementary Permanent Records

Evaluations and Report Cards

Each semester is roughly 85 days long, ending in January and June. The January report cards are followed by Parent Teacher Conferences. Please consult your school calendars for exact dates. Report cards are completed for each student at the end of each semester.

Work Permits

California law requires that any student over the age of 12 who works for pay must have a work permit on file at the workplace. A work permit is obtained from the Registrar and is specific to the particular job. This is a three - step process, and needs time to be accomplished. Students looking for jobs during the year should ask the Registrar ahead of time for instructions about this process.

ANNUAL EVENTS

School life is marked by many annual events including dramatic productions, music performances, Grandparents and Special Friends Days, travel/camping trips, and all school gatherings. A partial list of several important events appears here.

Back-to-School Nights

This is an evening set aside for the parents to visit the school and interact with the faculty. At the Preschool and Elementary levels, parents meet in the students' classrooms to hear presentations by the classroom teachers, ask questions, meet other parents and meet the Heads of School.

At the Middle and High School level, the evenings are typically divided into two parts. The first is a general session in which an overview is presented by the Director of the Upper School and the Head of School, followed by general questions. The second provides the opportunity for parents to meet most of their children's teachers in 10-15 minute class sessions. Faculty, in general, are expected to bring course descriptions and be prepared to discuss the course content and direction during the second half of the evening.

Open House

We hold an Open House in the fall for current and prospective students and their parents to visit the campus and to view the students' work. Typically, the program consists of a general gathering with an overview presented by the Head of School, student performances, classroom tours, and an elementary garden party.

The faculty is responsible for organizing the classrooms with exhibits of student-generated material and teachers are expected to be present to answer any questions. Student volunteers are solicited as both guides and in-classroom docents. Parents are encouraged to visit the next level of classes as well as their own student's classroom.

Annual Productions

- Middle School Play
- Elementary Winter Concert
- High School Play
- Lower School Spring Performance & Grandparents/Special Friends Day
- High School Values/Grandparents and Special Friends Day Presentation
- Ramayana!

Summit for the Planet Walk-a-Thon

Our walk-a-thon fundraiser eco festival and community-building annual celebration attended by the school community and members of the public is held each spring. It is a free event that includes local educational nonprofit organizations with solar vehicle races, an eco-carnival, live music, organic foods, "green" businesses, learning expo and Trash Fashion. It is one of our three major school fundraisers.

SECTION 3 – POLICIES

ATTENDANCE

Regular attendance from 8:45 am to 3:25 pm is critical for academic, social and emotional development and success. We learn from each other as much as we learn from textbooks. Classes promote cognitive and non-cognitive skills by creating space for debate, discussion, collaboration, teamwork, and critical thinking (to name a few), all of which are directly linked to success in academics and beyond. Deep development of these skills requires being present on a daily basis.

Frequent tardiness also affects the student's understanding and class bonding, as they have usually missed a morning greeting or activity that helps students know what will be happening that day or during that class period.

Daily Schedules

Lower School

- Daily attendance at school is required for all students.
- The Mount Madonna Lower School day is from 8:55 AM - 3:20 PM.
- Students are not allowed on campus before 8:45 AM or after 3:25 PM without adult supervision.

Upper School:

- The school day is from 9:00 am to 3:25 pm. Lower School teachers take attendance at the lower school bus stop before students walk to their classrooms at 9 am. Upper school teachers take attendance at 9 am in the classroom.
- Students should not be on campus before 8:30 am or after 3:45 pm without arranging for adult supervision. This includes the interval between the end of the school day and the beginning of an evening event or activity. Exceptions may be made for students staying to support or participate in school community events.
- In upper school, a five minute class transition is built into the schedule.

Tardy

Being late affects more than just the student who is late. Tardiness to individual classes impedes learning: not only does the student who is tardy miss out on important information, but the student's classmates are unable to gain from that student's insight. Moreover, the arrival of a tardy student may disrupt the class.

- If a student arrives late for school (at or after 9:00 am), the student must get a tardy slip from the office to gain entry to the classroom.
- Tardies are recorded for each class and the number is tallied on the student's report card.
- The Division Director or Dean of Students will be in contact with the family if students are tardy 5 times in one quarter.
- Students with more than 5 tardies per quarter will be required to complete 25 minutes (5 minutes per tardy) of community service work during lunch or after school. In addition,

the Guidance Council may meet with students and their parents to create a contract to improve attendance.

Absences-Explained and Unexplained

Regular attendance from 8:45 am to 3:25 pm is critical for academic, social and emotional development and success. We learn from each other as much as we learn from textbooks. Classes promote cognitive and non-cognitive skills by creating space for debate, discussion, collaboration, teamwork, and critical thinking (to name a few), all of which are directly linked to success in academics and beyond. Deep development of these skills requires being present on a daily basis.

- Attendance is mandatory in all classes and required events. A parent must notify the office by 9:30 am to explain an absence for that day.
- Absences are recorded for each class and the number is tallied on the report card.
- If a student is absent for 3 or more consecutive days or 7 or more absences in one quarter (totaling 21 or more periods in middle and high school), or 5 tardies in one quarter, the Division Director or Dean of Students will be in contact with the family to discuss the situation.
- Parents will be notified of excessive absences.
- Missed class periods or school days (unexcused) are cause for academic and disciplinary action.
- Make up for class work missed is at the discretion of the teacher.
- In High School, there may be a threshold of absences past which credit cannot be given for a course based on the UC requirements and the laws of the state.

Student Absences and Work Due

- Students are responsible for all schoolwork missed during any absence, regardless of the reason for absence. Students are responsible for contacting teachers or fellow students in order to obtain assignments. In all cases, students must turn in all course work necessary for full participation in class.
- If a student misses a scheduled exam due to illness, please arrange a time to make up the exam with the teacher. If a student is absent due to illness, check with individual teachers as to their policy for when missed homework may be turned in for full credit.
- If a student is absent during finals, for any reason other than extreme illness or a family emergency, they may not be able to make up their finals. Please plan accordingly.
- Students and parents/guardians should expect to be contacted by the school if a student's pattern of attendance is of concern to the school. Students and parents/guardians should also note that the Upper School utilizes attendance thresholds for the purpose of granting credit in any given course. If a student misses more than 30% of a given course, they may be asked to withdraw from the course, and may no longer be eligible for credit.

Missed school days due to illness or appointments:

- We understand that students miss school for a variety of reasons including illness and necessary appointments. If a student is going to miss school due to illness they or their parents are asked to inform the school registrar as well as the impacted teachers. If a student is absent more than 3 consecutive days due to illness, they must provide the registrar with a note from their child's doctor. If they are too ill to complete work while

absent, a plan to complete work will be agreed upon with each teacher upon the return to school.

- If a student will be absent from school due to a necessary appointment, please inform all impacted teachers at least 2 days in advance if possible. The day of the absence please inform the registrar. Each teacher will determine what work students can make up. As much as possible, please limit the number of appointments that are scheduled during the school day.
- If excessive absences are due to a medical or mental health condition, the student may be placed on medical leave. Students on medical leave may pursue continued study in their academic coursework via alternative assignments and adapted timelines and expectations. Letter grades may be replaced with Pass/Fail marks that are not included in the calculation of a student's GPA. Exceptions to these rules may be granted only in rare circumstances and solely at the discretion of the Division Director and Head of School.

Missed School Days due to family vacations:

- We understand the importance of family time and as such we have scheduled several times within the school year for family vacations. It is extremely disruptive to the learning environment when students miss school. In addition to students missing important instruction time, absences place an undue burden on teachers. If a family chooses to take their child(ren) out of school for any reason other than illness or a family emergency the following process is applicable.
- If a family will be taking their child/ren out of school for more than three consecutive days, they must inform the administration a month in advance of planned absences.
- To help support and structure potential extended absences, students must meet with each of their teachers to complete the "Request for Pre-Arranged Absence Form" and submit it to the Dean of Students and the Division Director for approval. Students must be in good academic standing and are responsible for completing all home and classwork for those days absent.
- Please note that some learning objectives can only be met by participating in class work, this is especially applicable to lab work for science courses. The upshot of this is that students that do not participate cannot be assessed on those objectives and thus cannot receive credit. This may impact the overall grade. It is up to each teacher to determine what work students can make up if they miss school.
- Students should note that such planned absences may require them to submit work or complete assessments before their planned absence if the due date for such work occurs while they will not be in attendance.

Notification of Absence

Parents are asked to either call in or email attendance@mountmadonnaschool.org to notify the school of all absences and late arrivals in advance of 9:30 am on that day. If a student is marked absent and we have not received advance notification, the office sends an automated call by 10:35 am to parents informing them of the absence. Parents are required to contact the school to explain the absence after the call. Attendance is recorded throughout the day as explained absence, unexplained absence and tardy. For middle and high school, missing more than 15 minutes of a period is considered an absence. For lower school, missing more than 20 minutes

will be considered and recorded a partial day absence by the Registrar.

Late Arrivals and Early Departures for Lower School Campus

Late Arrival Safety Protocol

For safety reasons, all Preschool, Kindergarten and Elementary students must be escorted by an adult to their teachers if they arrive late to school. Please do not drop off students without direct communication with the teacher, as schedules vary and the class may be in a different location than their classroom. Any arrival after 8:55 is considered tardy and the driver must email attendance at attendance@mountmadonnaschool.org or call the MMS office to report when the student arrived on campus and the reason, they are late. This allows us to have an updated record at all times of who is on campus in the event of any emergency.

Leaving Early Safety Protocol

If a Preschool, Kindergarten or Elementary student needs to leave early for any reason, please contact the core teacher and the MMS office at attendance@mountmadonnaschool.org or call, the day before if possible. If the early pick up is unplanned, please contact the MMS office as soon as possible, and they will let teachers know of the early pickup. In an effort to minimize classroom and learning disruptions, the office will only notify a teacher in the event of an unplanned or emergency pick up. It is the parent's responsibility to communicate with the teachers ahead of time.

The day of the pickup, the parent (or adult driver) needs to communicate directly with the teacher in charge, upon arrival, so they are aware of when and with whom the student is leaving. This may be done from a class, but not on the road or as students are walking to the bus stop. If a student leaves early on a regular schedule, the day and time need be communicated in advance to both the office and the teacher.

After School Pickup- At the Bus Stops

For safety reasons, no students should be picked up on the road from the Courtside classrooms to the Bus Stop. Once the class has started walking, students are not permitted to get in cars until they reach the bus stop picnic table, and say goodbye to the teachers there. This way staff can safely supervise departures and bus loading effectively. All drivers must meet students at the picnic table. Please do not encourage students to load into parked cars in front of the lake or across the street.

On rainy or very hot days, all carpool students will be at the 1st grade porch at the crosswalk, across from the bus shed. Drivers are to come to the porch to meet the students upon their arrival between 3:15-3:20 pm and check students out with teachers.

Late Pick-up Students Will Go to Upper Campus

If a carpool or parent driver is late for pick up, please call the main office to inform them. First through 5th graders, without Preschool or Kindergarten siblings, will be sent on the bus at 3:25 to the upper campus to wait for their drivers in the upper school office. If a parent, guardian or caregiver is running late and will not be at the lower school by 3:20, they may meet their 1st to 5th grade student at the upper school. All Preschool and Kindergarten students and their older

siblings will be waiting for their drivers at the Lakeview building.

Early Departures for Upper School Campus

Early Departure

While we prefer that all appointments be scheduled outside of school hours, we realize that sometimes there is no other choice.

- Parents/guardians must call the office or send a note for you to be released early.
- In addition to notifying the office, please notify teachers at least 24 hours in advance if you must miss class due to a medical/dental appointment.
- Students must “check out” with their last period teacher, and then sign out at the office if they leave campus for any reason (other than scheduled field or athletic team trips) during the school day.
- If a student misses a class, they are responsible to find out about – and complete – missed assignments.
- If a student is not in class and not signed out, they will be given an “unexplained absence.”
- Teachers may choose to not allow students to make up class assignments missed during an absence (explained or unexplained).

Students on Campus after School Hours

Students may only remain on campus after hours when an adult (teacher, administrator, coach, parent or MMC resident) takes full responsibility for that student. The Office should be notified beforehand when a student will be staying on campus and who the supervising adult will be. Students participating in a school-sponsored event (e.g., athletes called for practice or match, cast called for rehearsal) do not need to arrange for additional supervision but students staying late to watch a match or performance do.

Start of Year Trips and Learning Journeys

Start of Year Trips:

The days we are gone are considered part of the school year and as such there are requirements that must be met if a student does not participate in the trip. If a student chooses to not participate for any reason other than illness or a pre-approved reason, they are required to come to school to participate in 4 community service hours per school day missed.

Class Learning Journeys

Mount Madonna School learning journeys are designed with intention and serve curricular as well as SEL objectives. Each trip has established learning objectives that can only be met by participating in the trip. The upshot of this is that students that do not participate cannot be assessed on those objectives and thus cannot receive credit. This may impact the overall grade depending on how much those assessments count overall. It is up to each teacher to determine what work students can make up if they miss school.

Additionally, the week we are gone is considered a week of school and as such there are requirements that must be met if a student does not participate in the trip. Those requirements

will vary from class to class but at a minimum, students are required to come to school to participate in community service hours.

ANNUAL REGISTRATION

Each year families must complete the annual registration process to reserve their student's space in class by March 1st for the upcoming school year. Registration is done online and is not complete until you have returned a signed contract and a non-refundable registration deposit. See the steps below. If you have more than one student at MMS you will need to complete the registration process for each student.

Student Criteria

Student criteria for re-enrollment in the school requires that students be in good standing academically and behaviorally.

In the Upper School, the Division Director will contact the parents if a student is not eligible to re-enroll and discuss steps to improve their status.

In the Lower School, students must meet benchmark admissions criteria including positive peer interaction, ability to follow directions and participate cooperatively in groups. The Lower School Director will contact the parents at the January conference to inform them of the student's status and develop a plan for improvement.

If the student becomes eligible to register, the Division Director will contact the parents and the Contracts Coordinator. The family will not be penalized for late registration as long as they register within the allotted time specified by the Director.

Emergency Information

Emergency Information must be updated each year and is required for a student to attend school. For ongoing medical conditions, including allergies, relevant information should be indicated in the Online Registration process. Medication provided by the family should be given to the office with instructions for use. Immunization records must be up-to-date in order for students to attend school or go on field trips. All medications for a specific illness that need to be administered at school must be accompanied with a parental permission note.

Registration Timeline for Returning Students

January: Currently enrolled families will receive from the Business Office the upcoming year's Schedule of Fees, and an information letter for access to the online registration. Early Online Registration begins for returning students

February: Regular Online Registration begins. If you have misplaced your login and/or password please contact the MMS Business Office. The signed contract and registration fee must be returned to complete the process.

Notification of Address, Phone, Email Changes

It is necessary for parents to notify the School Office when there is a change in address or phone number. This is extremely important so that we keep our emergency information up to date.

PROFESSIONAL STANDARDS AND BOUNDARIES

Understanding Professional Boundaries

Guiding Principles

1. Practice school policies in all interactions
 - Anti-Harassment
 - Anti-bullying
 - Employee conduct – staff and faculty
 - Respectful Communication
 - Confidentiality
2. Remember the school's core values (rules cannot cover every situation, values can)
 - Respect for all
 - Honesty
 - Kindness
 - Integrity
 - Compassion
 - Empathy
 - Service
 - Appreciating diversity
3. Practice appropriate boundaries
 - Boundaries can define what is and what is not appropriate
 - Do not blur professional and personal boundaries
 - Be consistent regardless of your current role
4. Remember the power differential
 - Adults, especially faculty, are in a position of authority over students.
 - Grades
 - Discipline
 - Advice and Guidance
 - Students are inherently in a vulnerable position.
 - They yearn for positive feedback
 - Want to avoid negative feedback
5. Maintain Transparency and Accountability
 - Act transparently (no secret conduct) and be accountable.
 - Report concerns about students, employees or administrators
 - Seek help from Directors or/and Head of School if warranted
 - Avoid gossip and talk to people directly or seek help from those in charge.

Acceptable and Recommended Behaviors to Protect Employees and Students

1. Obtain prior permission
 - Field trips
 - After school activities
 - Use of non-school technology- both school and parents should approve and only for school related activities and must use professional conduct

2. Maintain and reinforce boundaries with students
 - Avoid late evening, weekends and holiday emails, texting and chatting
 - Stop and correct students if they cross a professional boundary
 - Keep after class discussions brief and class related
 - Give praise without touching students or employees
 - Keep a reasonable space between you and employees
 - High Fives and handshakes acceptable versus hugs
 - Don't assume younger students want to be hugged
3. Act transparently
 - Keep parents informed as issues arise
 - Let supervisors know when there are issues
 - Keep your door open and/or window blinds open when meeting with student alone
4. Be accountable
 - Ask another staff member to be present if meeting with a special needs student, or if you are meeting after school hours it is better to use the conference room where others are nearby
 - Seek advice if a student or coworker's behavior seems uncomfortable
 - Recognize the responsibility to report and stop any behavior that crosses professional boundaries of students or employees.
 - Make notes of any incident that could evolve into something more serious

Sample list of Unacceptable Behaviors

- Kissing of any kind
- Any type of unnecessary physical contact with a student in a public or private place
- Intentionally being alone with a student on or off campus
- Making or participating in any sexually inappropriate comments
- Sexual jokes, stories or innuendos
- Seeking emotional involvement with a student
- Discussing inappropriate personal troubles or intimate issues with a student
- Becoming involved with a student such that a reasonable person might suspect inappropriate behavior
- Giving rides to and from school or places without expressed permission of parents
- Being alone with a student in a closed room with blinds drawn
- Asking students to visit you at home
- Sending communication that is not related to school especially at night, or weekends, holidays and over summer vacations
- Remarks about a student's physical attributes
- Excessive attention towards one student

Gray Areas

- Hugging
 - Depends on age of students, or when a tragedy occurs like a death in the family- but only in public with student permission
 - Hugging employees- only if agreed to and in public
 - Handshakes and High fives are safer behaviors

- Dancing with students
 - Only in public
 - No touching
 - Or be safe and politely decline
- Dress code issues
 - Report to the director of the division or Dean of Students
 - Always determine who is the best person to communicate about the inappropriate dress
 - Employees should have a witness with them when speaking privately with the student about their attire
- Off campus school activities
 - Follow school guidelines and expectations for behavior
 - No alcohol if students are present at the school sponsored event
 - No alcohol use if driving school vehicles
- Social Media Guidelines
 - Do not use private accounts to email or "friend" current students and recent alumni who may have contact with current students
 - Use the school sites to post info about the school
 - Best to avoid use of private accounts for school matters- for example use school email account for all school work versus a private email account

Faculty Conduct Standards

We expect our faculty to support and exemplify the school values by demonstrating the following:

- Strive to be positive and respectful with students, parents and other staff members, in-person, by phone and through email communications.
- Respect the confidentiality of students, families and staff by avoiding gossip and refraining from any public ridicule.
- Clearly communicate homework and class policies and keep parents informed as issues arise.
- Follow the field trip procedures.
- Request or notify the Division Director and Reception of absences and submit the Absence Notification Form to the office.
- Be punctual for all school related activities.
- Discuss all school and student issues in a private setting.
- Refrain from non-professional associations with students in person or technology.
- Refrain from inappropriate physical contact with students.
- Keep door and window blinds open when meeting with students alone.
- Use the conference room in the office for private meetings with a student.
- Do not attempt to persuade students to believe in or embrace a particular religious or political view, or any personal lifestyle choice.
- Please refrain from casual conversations about students with office staff. Instead, schedule parent/teacher conferences with all staff after work hours or during breaks.
- Students are to be supervised by an authorized adult at all times during the school day. Do not leave students unsupervised in a classroom.

- Confer with the Division Director if a student exhibits any concerning behavior that you think may warrant an evaluation or referral.
- Report to your supervisor any uncomfortable issues.
- Help keep our campus and classrooms clean.
- Lock classroom doors and turn off heat and lights when leaving for the day.
- The computer lab should be locked at all times when not in use.

Staff Conduct Standards

Staff members are expected to demonstrate courtesy and respect in all dealings with students, faculty, administrators and support staff. This includes the following behaviors:

- Demonstrating a welcoming attitude
- Using a friendly tone of voice with a low volume, so as not to disturb others
- Leave your desk as appropriate to discuss confidential information or speak directly with a person
- Notice when another employee is busy and ask permission to interrupt them if needed
- Discuss concerns or upsetting situations with a supervisor in a private setting

Staff shall refrain from excessive personal business, conversations or communications (email or telephone) during working hours with your child, students, faculty or staff.

If an emergency arises with a staff member's child treat it in the same way MMS would handle an emergency incident with any student. If the staff member needs to be excused from work, they should tell their supervisor that they need to leave their area to deal with the emergency, as a parent.

If a staff member needs to meet with a teacher or his/her child, it should be done on his/her own time, before or after school or during lunch.

Staff members need to be attentive to the noise level when entering other offices, approaching quietly the person you would like to communicate with.

Please enter classrooms, if necessary, to deliver a non-urgent message, before or after or between classes rather than disrupt a class in session.

Please let your supervisor know if you need to miss work for any reason. When necessary and possible, please arrange for someone else to cover your area. You may trade with someone if you like; however, if someone works for you, you may not be able to makeup those hours at a later time.

Respect confidentiality agreements. Any school business or program information that is not generally available to the public is considered confidential. This information should not be shared with others. This may include financial, relationships, health concerns or school strategy information, as well as personal interactions. Examples include:

- Student conduct or academic issues.
- You notice that a student in your child's class is sent to the Office for disciplinary action.

That information is confidential and should not be discussed with others.

- You have to call a parent about a health concern.
- Refer calls to the appropriate person as soon as possible without soliciting details of the call.
- If a student comes to the Office for disciplinary reasons, the receptionist should ask the student which teacher sent them to the Office and if they have a note for you. If there is no directive from the teacher, please ask a member of the Guidance Council (Dean of Students, Director, faculty member) to come to the Office and speak with the student.
- Direct your personal parent concerns to the appropriate director or teacher.

Employee as Parents

MMS values the commitment and service that parent employees bring to the learning environment at school. We understand that the parent role is not a “hat” that anyone can truly “take-off” as the parent’s role is to help their child grow and succeed. With this in mind, we are asking parents to practice the following guidelines to promote positive, respectful and transparent communication between employees at school.

Guidelines for Interacting with Your Child’s Teacher:

Show respectful communication and courtesy by:

- Schedule appointments to conference in advance
- Send notes or emails when communicating information about your child as other parents would need to do.
- Find a private location for your meetings about your child.
- Refrain from discussing your child’s teacher with other employees.
- Refrain from expressing negative opinions or feelings about your child’s teacher with your child, students or parents.
- Seek clear communication and ask questions if you have a concern for clarity and to foster open dialogue.
- State clearly your role as your child’s parent when talking with the teacher, so it is clear to both parties what role you are playing for the conversation.
- Ask for facilitation from a director if you anticipate a difficult conversation, or are uncomfortable or unsure of how to best state your concerns.

Guidelines for Employees with Your Child’s Friends, Other Parents, General Public:

When interacting with other parents/students, or others outside the school community, employees are viewed as school employees who have correct and accurate knowledge about the school. As such it is important to:

- Remember to follow the school’s confidentiality guidelines and refrain from gossip or unnecessarily discussing a teacher, administrator, student, or family.
- Direct others to the proper source for fact finding or resolving their issues or concerns.
- Ask others if they wish you to keep their comments confidential or if they want you to refer their concerns to the appropriate person.
- All employees have the duty as mandated reporters to report any suspected child abuse or neglect. If you have any reason to be concerned for the well-being of a child, please consult with the division director or Head of School.

- Model how conflicts can positively be resolved by asking questions and dropping negative assumptions.

Teaching Your Child Your Employee Role at School

As an employee, your child needs to understand and be taught that at work, you are a professional and have duties to perform that alters your parent relationship while at work.

Guidelines to model this role include things like:

- Ensure your child has their lunch and all supplies needed for the day.
- Teach them about your role in an emergency school drill.
- Be clear about school hours, drop-off and pick-up.
- Keep children home when ill and not allowing them to rest in your classroom, with or without students.
- Find supervision for after school meetings, conferences.
- Have an honest dialogue about how you will treat them and how you expect them to treat you in your teaching/staff/administrator role.
- Ensure your children are not privy to your private conversations with others.
- Let your child know when you deem it appropriate to share information that they may share with you and respect their right to privacy too.

Students in the Office during School Hours

Respecting Student Confidentiality

Please be respectful of students who are sitting in the office reception area by *not* asking them why they are there. It is often for health or behavior reasons, both of which are confidential.

Office Notification of Student Arrival

Teachers sending students to the office for any reason must call extension 250 or 408-847-2717 to notify Reception of the student's pending arrival or to ask for assistance.

COMMUNITY RELATIONS

A caring community is central to the Mount Madonna School vision. To maintain this value, the school's communication and social media policy is based on the principles outlined below.

When writing or speaking as a representative of Mount Madonna School, we will ensure our communication is:

- Respectful – supportive, non-judgmental, caring. Protect confidential and proprietary information. Respect copyright and fair use.
- Professional – reflects role of faculty or staff and appropriate relationship with intended audience. Act appropriately toward other people: use good judgment and follow established conduct policies.
- Accurate – factually correct.
- Well-written – appropriate spelling, grammar, style, and voice.
- Appropriately directed – i.e., directed to the appropriate audience.
- Supportive of a healthy community and consistent with MMS' core values.
- Timely – proactively addressing needs and issues.

Email Etiquette

Mount Madonna School domain emails (i.e., "@mountmadonnaschool.org") are to be used for the sole purpose of School related business. Additionally, MMS group emails should not be used by any faculty, staff, student or parent/guardian for "personal" or non-school related or school sponsored activities. (Note: Birthdays or special occasions to which the whole class is invited may be an exception to this rule.)

To ensure consistency, all official communications and publications are to be reviewed by the school Administration prior to distribution. The Administration members will respond within one business day. Examples of official communication are:

- Any web posting on the public MMS webpages (does not include homework portal)
- Liaison Coordinator letter to class liaisons & Liaisons' letters to class families
- Teacher's email to all MMS families, or more than families in one class (does not include Teacher's note to his/her own class)
- Newsletters and other publications

Social Media

Social media is defined as any form of online presence that allows Mount Madonna School community members to engage in interactive conversations and exchange content that reaches out in multiple directions using internet-based technologies. Examples include, but are not limited to, Facebook, LinkedIn, Twitter, Instagram, Snapchat, YouTube, TikTok, blogs (such as our own MMS web pages, WordPress and BlogSpot), wikis, social bookmarking, document sharing and email.

Current best practices of private and public schools recommend policies designed to protect students and employees by creating clear boundaries between their personal and professional lives.

Both in professional and institutional roles, employees should follow the same behavioral standards online as they do when they represent the school at events, meetings or any in-person situation. The same laws, professional expectations, and guidelines for interacting with students, parents, colleagues, alumni, donors, media, and other school constituents apply online as in the non-virtual world. Employees are personally responsible for anything they post to social media sites. If you are unclear about the appropriateness of any online social media situation that involves you, a co-worker, a student or the school, please contact a Division Director or Dean of Students.

Faculty and staff are encouraged to share photos and class projects with the advancement team to tell the story of MMS using MMS Facebook, LinkedIn, Instagram, and YouTube accounts. This facilitates communication with all current audiences and “followers” and makes for a lively social media environment that represents the multifaceted nature of the educational environment at MMS.

Employees should not engage with current students online using their private accounts. Please use school email accounts and discuss only school matters when communicating with students online.

Employees should avoid texting with students individually using their private phones as group or team texts may better protect employees. Texting should be specifically related to a school course, class, event or activity. The recommended action is to use school email and school accounts to share information.

It is important that employees use good discrimination when posting anything that is school related on social media. Talking about students or a class of students can be misinterpreted and perceived as harmful by others. Anything that may affect the nexus of the learning environment will be brought to the employee’s attention by the Head of School and discussed.

If employees wish to start a new social media page or blog:

- Please notify a Division Director and the Director of Marketing and Communications. All institutional pages must have a school representative who is identified as being responsible for updating and posting content.
- Have a plan and strategy for keeping information on social media site up-to-date. Do not abandon a social media site once it is established.
- Link back to the school website. When linking to a news article about MMS, check first to see whether you can link to a press release or article on the website instead of sending the viewer to a publication or other media outlet.
- The site should be in alignment with the school’s mission and values, and follow school rules, modeling respect, honesty and integrity. The site should not harm the nexus of the learning environment, nor hurt the school’s reputation or harm any students or employees.

Guidelines for School Publications-Soft and Hard Copy

Students and faculty collaborate in producing a variety of publications both on and off-line at MMS. There are the long standing and traditional publications created by students and supervised by faculty advisors such as the school yearbook and other class books. In addition, some classes and divisions of the school produce newsletters, in which student writing is posted for public review. There are class and student produced web sites. Such showcasing of student art, photography, writing, reportage and creativity is encouraged. Indeed, it provides essential insight into the life of the school.

Whereas school publications encourage students to express themselves, it must be kept in mind that every publication represents the school to the whole school community and indeed to the general public. Every publication issued under the aegis of the school should show our students and faculty at their best. What is issued in print or electronically from MMS should represent the best of who we are and what we think, write and create.

The following standards should be followed by all students and their advisors who publish material representing school life and work at MMS.

- All publications should display the official MMS logo, unaltered, on the masthead and wherever “MMS” appears, except within the text.
- All publications must be examined and approved by the appropriate Division Director well before the deadline for publication.
- The appearance of our publications should do justice to the best talents of the student and faculty creators. Every effort should be expended to produce a polished and attractive product.
- All writing and graphics will avoid any words, phrases, photos or ideas that overtly or by innuendo denigrate any race, gender identity, creed, sexual preference or national origin.
- All writing must conform to Standard English and be free of grammar and punctuation errors.
- Students who edit creative publications (under the discretion of the faculty advisors) featuring poems, stories, graphics, etc., need to keep in mind that the readership is not limited to their fellow classmates. In fact, the readership consists of parents, members of the governing board, members of the MMC community and all the people who come to us interested in a positive, nurturing school for their child. Thus, all that is issued under the school logo functions as public relations for the school.

Use of Students’ Names, Photographs and Videos:

Each year MMS requests permission from parents/guardians to publish, internally and publicly, the child’s name, photo or video, for events, posters, media articles and the MMS website.

Sometimes parents/guardians do not grant this permission, or some do but with the agreement that the student’s name will not be used in association with a story, photo or video. It is important that anyone writing or speaking as a representative of Mount Madonna School obtains a list of students for which MMS does NOT have permission to publicize and adheres to the agreement to not publish those children’s names, nor photos or videos. Contact the Director of Marketing and Communications in advance for this “do-not-publish” list.

Campus Visitation

Mount Madonna School is committed to serving our students. All visitors must check-in at our school office. All school facilities, gym and playgrounds are closed to visitors and non-school personnel without permission from 9:00-3:30.

Sign in Procedure for Visitors

For security/emergency reasons, we request that you let our office know of your presence on campus so they can sign you in as a Visitor and give you a badge. Special Events are an exception to the sign-in visitor policy.

- Check in at the upper campus office in person.
- Receive a visitor's badge upon check in at the upper office.
- Return the badge when you leave.

Classroom Visitation Guidelines

Parent participation is encouraged at Mount Madonna School. There are many scheduled event times when parent help is needed in the classroom, including: class parties, dramatic productions, Thanksgiving feasts, art and sewing projects, outdoor gardening, playground supervision and coverage for teacher luncheons. Often Parent Liaisons contact parents when help is needed, but you may also volunteer directly by talking with the classroom teachers. In addition to special events, some parents volunteer on a regular basis and do a task each week for the teacher; others share their talents during a particular lesson time. All of this help is encouraged and welcomed!

Below are guidelines to help you understand your role in the classroom, how to schedule an observation time and how to best protect the confidential learning environment for all.

- Please notify the teacher in advance of your desire to assist or observe. Dropping into a class, because it is convenient for you, doesn't work well for the overall learning environment. As a classroom assistant, training may be required to accomplish the goals of the lesson and the teacher needs to communicate with you prior to the lesson. If you want to observe, please remember that all children act differently when they are being observed, especially yours!
- It can be difficult for some children to fully concentrate on their lessons or work while their parents are watching them. Planning in advance can make your visit a positive and welcomed one.
- Observations should be scheduled at least one week in advance. Discuss with the teacher what subject/activity you would like to observe. Observation times are usually scheduled for one 30-50 minute class period to see the subject being taught and get a feel for the environment.
- Anything that you observe during the observation or while assisting should be regarded with the utmost confidentiality. This is how we show respect and protect the learning environment for all.
- If you are concerned or have questions about anything that you observed, please discuss it ASAP with the teacher or an administrator.
- If you are leading a group or monitoring children, please state calmly and positively what

the expected behavior should be. Some examples are, "Please use the rope for jumping only," or "Please apologize when you bump into someone." Some exceptions may be needed for safety concerns like "No throwing rocks" or "No running with sticks."

- All student conflicts or discipline issues should be brought to the teacher's attention immediately.

Preschool Visitation Guidelines

Visiting the Preschool/Kindergarten in action is a wonderful experience and we do hope you will be able to come to the class and participate during the year. Advanced notice is helpful but not required for the PreK visitations. We have noticed that students adjust to school more easily if parents begin their visits after the first three weeks of school so that children can adjust to the routines and separate from their parents more easily.

If you would like to help in the classroom, please follow the above "Classroom Visitation Guidelines" so that the teachers can have something prepared for you to do. If you wish to simply observe a lesson, it is also considerate to let the teachers know so that you can see the part of the day that best meets your interests.

Our Preschool program is a licensed Child Care facility and as such parents sign The Notification of Parent's Rights each year. This entitles "parents to inspect the child care center without advance notice whenever children are in care."

Child Abuse Reporting Obligations

In accordance with California law, The Mount Madonna School staff members are obligated under penalty of fine and jail term to report reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. Any sexting or transmission of nude or partially nude photos of minors is a reportable offense.

In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities.

The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff members will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make a report to the proper authorities for the investigation and review.

Mount Madonna School Library

Our Mission: The mission of our Library is to encourage our students to develop a life-long love of reading and learning, and to help them develop the skills needed to become effective users of information. In addition, we want our students to learn organizational skills and responsibility through borrowing and returning books from our Library.

Schedule: The Library is open for classroom visits. We also have a special schedule during our

annual Scholastic Book Sale to enable parents and students to have extra time for shopping. Each Elementary School class comes to the Library once per week. They return their books, learn a word-of-the-day, are read a story, then browse/choose books to borrow and check them out. We have occasional special guest programs too!

Donations Policy: We accept donation books in good condition that fit into our curriculum guidelines. We request that the books be hardcover with a recent publication date, unless the book is a “classic” or award winner. Books that are not accepted into our collection will be returned to the donor at their request.

Circulation Policy: Library books are checked out for one week. Students may renew a book up to three times, which allows them four weeks to read or research that book. Students in 1st and 2nd grades are allowed to check out one book each week, and students in grades 3rd through 12th may check out three books each week.

Overdue/Lost Book Policy: Students with overdue books may not check out additional books. We do not charge fines for overdue books. Students will receive overdue notices weekly, and parents will be notified after one month of any outstanding books. Lost books and books damaged beyond repair will be billed to the student/parent. The student may again check out books when their bill is paid.

How you can help us: When your child brings a book home, have them keep it in a special place, apart from other books or magazines in the house. Be especially careful to keep Public Library books and MMS Library books separate. If the book is overdue/lost, please organize a search checklist for you and your child to follow. Be sure to check the following places: Among the books in the bedroom, between the dresser and the wall, under the bed. Check closets and under/behind house furniture. Look under the car seat. Check siblings’ rooms and books. Look in the classroom and enlist the teacher’s help.

MMS Food Guidelines

We have an agreement with Mount Madonna Center, our host, that no meat, fish and poultry items will be cooked and/or heated up on the property, including in microwaves and your own cooking pots. The Upper Campus Snack Bar sells vegetarian lunch, drinks and snack items during lunch. The guidelines are the same for student lunches and athletic team snacks/dinners.

Eating in the classroom is generally prohibited, but teachers can make exceptions. Food and drinks (including water) are not permitted in the library or around computers. Lunch clean-up should begin 5 - 10 minutes before lunch ends. Students are expected to clean up their own lunch area, including placing items in either the recycle, compost or trash cans. Chewing gum is not permitted anywhere at any time, including on the bus, except by special arrangement (e.g. note from a doctor sent to an administrator).

Healthy choices

At Mount Madonna School we are working to promote healthy eating habits. We suggest all homemade lunches include healthy choices like protein and vitamin rich foods with low sugar

and fat content. We appreciate parents sending students to school with enough food for a healthy lunch and a snack. We ask students not to share or trade their food. If needed, the school can provide a student with a vegetarian lunch and bill the family.

We request that parents do not send candy or other sugary treats to school, unless they are assigned to bring in a treat for a pot luck. At all class and school pot luck parties, teachers will encourage a balanced menu with main and side dishes, and only a small portion of treats to be eaten after lunch. Thank you for supporting healthy food choices at Mount Madonna School.

Concessions, Events and Parties

Parents are often asked to donate, bring or purchase items for events. Potluck meals and events need to be vegetarian, meaning no fish or meat. Listed below are some additional things to keep in mind when supplying food for an MMS event, concessions or cast parties.

Please avoid sending items with:

- Peanuts or nut products – We have some students who are very allergic to peanuts so we ask that you please check labels for any peanut product before providing food for an event. Since this is a relatively common problem, labels sometimes say “cooked in containers that have used peanut oil”, meaning it would be an unsafe choice for those with allergies.
- Trans fat; artificial food colorings; caffeine, MSG – many studies have proven that these ingredients are harmful to health and some students are especially sensitive to foods containing food colorings, MSG or caffeine. When possible, items containing these ingredients should be avoided at school events.

Alcohol Use at School Events

The school recognizes the strong impact adult modeling has on children and as such prohibits serving alcohol at school events when students are present. In general, Mount Madonna School events are open to families and no alcohol should be served at these events. If an adults only school event planning group is considering serving alcohol, then a written request should be given to Head of School with reasons for the request. Adult only events are usually related to fundraising and require advance permission. Although marijuana is now legal in California, it is not legal at the federal level and should not be used at school events, even adult only events. Faculty and coaches are advised to not drink when students are present and are prohibited from drinking when driving students, chaperoning trips or driving MMS vehicles.

We also suggest that parents use good judgment and discretion should they choose to serve alcohol to adults when hosting parties for families at their house.

Class Liaisons

The Class Liaisons provide communication between the school and parents and help parents stay informed about MMS activities and events. The Class Liaisons are parents (1 from each class) who volunteer their time and energy to coordinate a plan of action and communication for their grade level. They are guided and supported by the Liaison Coordinator. Class Liaisons meet yearly and attend the New Parent Orientation evening in August. The liaison from your

child's class will contact you at the beginning of the school year and send monthly newsletters during the school year. Families are encouraged to reach out to their Class Liaison whenever there is a need for more details on events or happenings at the school.

Welcome Liaisons and New Families

To help our new families navigate the school year, each division will have a Welcome Liaison. The Welcome Liaisons are parents that currently have a child in the division they are serving. They volunteer to come alongside the new families in order to provide guidance and support through the first year. The Welcome Liaisons attend the Liaison Meeting and the New Parent Orientation evening in August.

The Welcome Liaisons personally contact new families at least monthly to help them stay informed, feel supported and answer any questions they may have. New families are encouraged to reach out to their Welcome Liaisons whenever there is a need for clarity or information on events or happenings at the school.

Parent Participation Policy

The success of the Mount Madonna School community depends on the interactive participation of all parents, students, Mount Madonna Community members, and the school staff working together to support the school's programs. In coming together to support events on and off campus, we get to know one another, learn from one another, respect one another and community is built one event at a time.

All families are asked to participate in the school's annual walk-a-thon called *Summit for the Planet*, as well as in the winter/spring productions and the annual production of *Ramayana!* In addition to these events, families are asked to support the school by helping with class sponsored events.

Class Sponsored Events

Each class is asked to come together each year to "sponsor" one event at MMS. Time spent in helping to execute an event is a way for parents to build community by contributing to the success of the MMS event or activity. Details of the tasks, setup, cleanup, refreshments and decorations or accessories, are communicated by the Class Liaison approximately two weeks in advance of the event. At the beginning of the school year, each class is notified of the event that is to be their class's event. Plan to support your class and build community by volunteering for your Class Sponsored event.

Upper School Productions

In addition to the annual *Ramayana!*, the Middle and High School has two productions each year, one that includes all middle school students and one that includes all high school students. The success of these two productions depends on full participation from all families. Community is built through volunteering alongside other parents within each division in support of the performance. Parents are given an opportunity to sign up online for the area in which they prefer to help. Those that do not choose where they would like to help will be

assigned to an area of need.

Annual Summit for the Planet Walk-a-Thon

Mount Madonna School's annual *Summit for the Planet* walk-a-thon, eco-carnival and celebration takes place in April around the time of Earth Day. For MMS, this event is a fun, educational, community-building event for our current students and their families. Besides being one of our three all-school fundraisers, the celebration allows us to showcase our campus, student work and talent to our own families and the larger community.

All families are asked to help either before, during or after the event. A Sign-Up Genius list is emailed to all parents and offers a choice of jobs. We ask families to encourage and help students to get a minimum pledge for donations to meet class and all-school financial goals.

Annual Production of *Ramayana!*

Ramayana! is our largest community building event, and perhaps the most rewarding experience for everyone. Families participating for the first time can feel overwhelmed during the preparation, rehearsals and performances. Don't hesitate to call the office, Class Liaison or Buddy Family with any questions or concerns you may have.

There are many areas that require support by parents/guardians, faculty and staff. In March families are placed in a specific area to help and will then be contacted by the coordinator of that area to schedule the hours to work.

Event Support Fee

Our preference is for all families to join their class parents and help in building community within their class as well as contributing to a successful event. Should you not be able to help with an upcoming event, one option is to commit to helping with another event. This can be arranged by contacting the Office. There are support fees when families are not able to volunteer their time. These fees help cover the cost of hiring outside help. See "Section 4 – Event Support Fees" for specific amounts.

FUNDRAISING

Mount Madonna School provides a rich and varied educational program. This quality educational program requires an ongoing commitment of energy, time and money. Tuition covers only a portion of the actual cost of educating each student. Approximately 85% of costs are covered by tuition and fees; 15% is paid for through fundraising. In addition, community and parent participation serve as a benchmark for our accreditors to assess the health and sustainability of the school community.

Support and participation in the annual fundraising activities are vital to maintaining the programs at Mount Madonna School. Our annual whole school fundraising efforts include the following:

- Annual Giving Fund Campaign
- Drive for Schools
- Summit for the Planet Walk-a-Thon
- Mount Madonna School Endowment Fund (ongoing)
- Concession sales (at athletics events and performing arts productions)
- Performing Arts Sponsorships
- Ramayana! Dress Circle Patronage
- SCRIP program

Annual Giving Campaign

The school conducts an Annual Giving campaign that is vital to the financial health of the School and to the quality of the School's programs. We ask each family, faculty, staff, and board and trustee members to make a meaningful donation. "Meaningful" is defined as commensurate with a family's financial ability and use of the school's services and facilities. Parents are encouraged to consider how many children they have enrolled and the per-student costs not covered by tuition.

MMS requests that each family contribute to the Annual Giving fund. A one-time gift may be made to the current Annual Giving drive, pledges may be made and paid over the course of the school year to be paid in full by June 1st or a gift may be added to enrollment contracts.

Unlike tuition, gifts to the Annual Giving fund are fully tax deductible to the extent provided by law. The Annual Giving fund is also supported by alumni, alumni parents, grandparents, businesses, matching corporate money and other friends of the school. For a list of matching donor companies, please call the office.

Drive for Schools

Mount Madonna School participates in Drive for Schools, an event sponsored by the Santa Cruz Beach Boardwalk. Drive for Schools is an event where students sell tickets to family and friends to be entered into a drawing where the grand prize is \$25,000. 100% of the proceeds are given to the school making this a no cost fundraiser to further support existing programs. Each student is given booklets and encouraged to sell \$125 worth of tickets to family and friends.

Summit for the Planet Annual Walk-a-thon and Celebration

Mount Madonna School's annual Summit for the Planet walk-a-thon, eco-carnival and celebration raises money for the school through business sponsorship of the event, activity tickets for the eco-carnival, and through students, parents/guardians, faculty, staff, alumni gathering pledges and walking a 5K course. This is a major tax-deductible fundraiser and a suggested goal per student is encouraged to support the alternative revenue the school needs for program support.

Scrip Cards

An easy way to support Mount Madonna School is by purchasing gift cards to use like cash when purchasing groceries, gas and gifts. There are a variety of gift card options ranging from online retailer, Amazon and hardware supply store, Home Depot. The Scrip program has proven to be a good resource that provide easy 'passive' fundraising for our school. You may purchase cards online at mountmadonnaschool.org/support/scrip/ or in the school office.

Optional Fundraisers

Throughout the school year many ideas and requests arise from individual classes or groups who are committed to raising funds for worthy organizations or causes in which they have a personal interest. All requests for such fundraising activities must follow the guidelines indicated below under *Guidelines for Other Fundraising Activities*.

Such fundraisers may or may not be approved by the Advancement Committee, depending on how the additional fundraising will impact MMS and its families. If approved, families should understand that their participation in these student or class-driven fundraisers is optional, and does not contribute to the required parent participation as outlined in the Parent Participation Policy in this section.

Parent Financial Planning Timeline

September

- ***Drive for Schools Car Drawing** – supports current year's program costs

October

- Values program fundraising planning begins
- ***Annual Giving Campaign** begins– supports faculty/staff compensation, scholarships and program costs

December

- Flexible tuition FACTS forms available online
- Last month to contribute to Annual Giving to get your 2024 tax deductible letter.
- Early admissions consideration for MMS siblings

January

- Next school year's Tuition and Schedule of Fees published
- Registration opens for upcoming school year

February

- Registration due
- Flexible tuition applications due

- Ramayana! Sponsorships opportunity

March

- Flexible tuition grants announced
- Contracts due
- ***Summit for the Planet Walk-a-thon** pledges begin – supports field trips, Performing Arts and Athletics

April

- Summit for the Planet Walk-a-thon

May

- Ramayana! Sponsorship opportunity deadline

June

- Textbooks returned – deposits and/or fees credited or deducted
- Payment due on all pledges for the current school year (Annual, Capital, other)

***Bold indicates the school’s major fundraisers which need 100% community participation.**

Guidelines for Other Fundraising Activities

In order to better coordinate MMS fundraising activities and ensure the school has a comprehensive overview of fundraising, we request that any activities that involve solicitation of the Mount Madonna School community (including parents, faculty, alumni, extended families, etc.), come to the Advancement Committee for consideration prior to implementation.

‘Fundraising’ refers to anything that generates cash donations or substantial in-kind solicitations, whether it benefits the school specifically or is run by students, faculty or parents/guardians to benefit a cause.

Please note that 10% of the gross amount raised is due to MMS to cover administrative costs.

We request that families and students refrain from using the MMS Community emails and contacts for solicitation or fundraising requests that are not directly related to the MMS program.

If considering a “new” fundraiser, please follow this process:

- Complete the School Fundraiser Proposal form (available in the school office)
- Submit the form to the Advancement Committee no later than 4 weeks to the start date of your proposed fundraiser
- The Advancement Committee will respond to the request based on established criteria. (see below)
- The Advancement Committee will help advise on projects, if needed, and if unable to support the project, will try to suggest alternatives to help the group meet its goals.

General criteria for project approval include the following:

- Timing of activity in relation to and impact on other fundraising activities
- Having a faculty adviser or school sponsorship
- Need for use of facilities, school scheduling and staff resources
- Making sure that the project is consistent with MMS values and goals

Exceptions

- Concessions sales at athletic events and Performing Arts productions
- Lower School annual food drive
- In-kind solicitations for items less than \$500

501(c)(3) Status and Tax Documentation

The Mount Madonna School Development Office is responsible for accepting all donations to the school and issuing receipts and acknowledgment letters under Mount Madonna School's 501(c)(3) nonprofit status.

HEALTH AND SAFETY

Illness

The school will follow the guidelines of the Community Health Department regarding communicable illness and quarantine. The following guidelines have been developed to help parents know when to keep their children home from school:

- **Fever:** If your child has a fever greater than 100.4 degrees Fahrenheit, they must wait for 24 hours after the temperature is normal before sending the child back to school. This means that if your child is sent home from school with a fever, they cannot come back to school for two days.
- **Diarrhea:** Your child cannot come to school until they have had no diarrhea for 24 hours. If they have diarrhea the night before school, please keep them home the next day.
- **Vomiting:** If your child vomits, please keep them home for 24 hours after the last throw-up time.
- **Coughs:** If your child is starting to have a cough, please keep them home. Colds often start with a cough and this is when your child is most contagious. If your child has been sick, they may come back to school if they are only coughing once an hour.
- **Pink eye:** Children may return to school after they have used the medication from the physician for 24 hours. You need to bring a note from the doctor that says your child can come back to school.
- **Runny nose:** If your child has clear mucus, please do not send them to school. Clear mucus happens at the beginning of the cold and this is when the child is the most contagious! The child may return to school if they have green mucus only twice in the morning. The child is not contagious if they only have green mucus in the morning, two times, when they wake up. If the mucus is all day, or several times an hour, please keep them home.
- **Allergies:** If your child has allergies, and this is causing clear mucus, please tell the school that your child has allergies. You only need to bring one note per year.
- **Rash, ringworm, scabies:** You must bring a note from the doctor that says your child can return to school.
- **Lice:** Your child can come back to school if there are no live lice on their head.

Illness at School

The student will be sent to the office and their temperature checked. The parents will be called for instructions to the school regarding disposition. Parents or guardians may be asked to pick up their child at school if they are deemed by school personnel to be contagious (fever), vomiting, in extreme pain or in need of medical care.

Bodily Fluids

Blood, saliva, fecal material, urine or vomit shall be cleaned immediately by any available staff member to avoid contamination. The staff member will use appropriate gloves, the cleaning material and debris will be disposed of properly and the area cleaned with a solution of bleach and allowed to dry.

Communicable Disease Management Guidelines

In order to facilitate effective management of communicable disease the following guidelines are practiced at MMS.

Initial Disease Notification:

1. When any employee receives notification that an employee or student of MMS has been medically diagnosed with a communicable disease, they will notify either a division director, the Head of School or Registrar.
2. The administrator will notify the head of school and a plan of action will be enacted.
3. The type of disease will determine if the Santa Cruz County Health Services Agency will be notified. MMS follows all best practices advised by the California state preschool licensing board, county health department and the national Centers for Disease Control.
4. Parents and guardians will be contacted and confidentiality protected in communicating with the broader school community regarding exposure notification. The type of illness and contact exposure likelihood will determine which school groups will receive notification. It may be one class, one division, or all school.
5. The type of disease will determine which form or fact sheet will go out to parents and guardians regarding the date of exposure and relevant information about symptoms, treatment and any required exclusion from school.

Control and Prevention:

1. A plan for the control and prevention of a communicable disease will be developed by the school administration in consultation with medical advice. Staff, faculty and parents will be alerted if some action on their part is required.
2. Students or employees who have certain communicable diseases, as determined by the Santa Cruz County Health Services Agency, are not allowed to return to school until they have received treatment and have been cleared by medical standards for that condition.
3. If warranted, employees and students who are not immunized for a particular communicable disease may need to be excluded, until the incubation period is over, or they have received clearance from a physician. Exclusion also applies to any employee choosing not to receive recommended preventative treatment.
4. If the communicable disease is a reportable condition (as described in Title 17, California Code of Regulations), the school administration, with guidance from the public health services, will review any disease-related communication before release and determine how to educate the rest of the school community. This may include written information, as well as consultation or in-service trainings with staff and/or parents and guardians.
5. Mount Madonna School will comply with all state and federal guidelines and may need to allow approved officials to review student and/or employee health records. This is extremely rare and the school will advise the parties involved if this is required of the school.

Plan Considerations:

1. Determine what classroom and/or environment cleanup, if any, is medically indicated per organism and route of transmission. The maintenance supervisor and/or staff may be contacted for some classroom needs.
2. Develop and approve with the head of school, a communication message about the disease

and determine who should receive the message. Maintain student and/or employee confidentiality at all times.

3. Develop a follow-up system for monitoring new cases.
4. Enforce any exclusion policy, which may include proof of treatment from the health care provider for readmission.
5. Ensure the follow-up of any recommended preventative treatment, depending upon the degree of exposure and organism.
6. Notify other appropriate sites, depending on where the contact occurred, such as the residents of Mount Madonna Center, other schools, field trips etc.
7. Consult with the county health department about the need to close school in the event of a high number of absences or a specific reportable disease.

Q and A on flu prevention from the CDC

What can families, students, and school personnel do to keep from getting sick and spreading flu?

Families, students, and school staff can keep from getting sick with flu in three ways:

- Practicing good hand hygiene. Students and staff members should wash their hands often with soap and water, especially after coughing or sneezing. Alcohol based hand cleaners are also effective.
- Practicing respiratory etiquette. The main way that the flu is spread is from person to person in the droplets produced by coughs and sneezes, so it's important to cover your mouth and nose with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your elbow or shoulder, not into your hands. Stay home if you're sick.
- Keeping sick students and employees at home means that they keep their viruses to themselves rather than sharing them with others. Students, staff, and their families must take personal responsibility for helping to slow the spread of the virus by practicing these steps to keep from getting sick with the flu and protecting others from getting the flu.
- A sick student or employee can return to school after 24 hours have passed with a normal temperature (98.6 degrees Fahrenheit or 37 degrees Celsius) without the use of fever-reducing medications. As the sick person begins to feel better, you may decide to stop giving fever-reducing medicines. Continue to monitor their temperature until the temperature has been normal for 24 hours.

Can the virus live on surfaces, such as computer keyboards?

Yes, flu viruses may be spread when a person touches droplets left by coughs and sneezes on hard surfaces (such as desks or door knobs) or objects (such as keyboards or pens) and then touches his or her mouth or nose. However, it is not necessary to disinfect these surfaces beyond routine cleaning.

Clean surfaces and items that are more likely to have frequent hand contact with cleaning agents that are commonly used in these areas.

What are the different types of school dismissals?

There are three types of school dismissals:

- **Selective dismissal** is used when all or most students in the school are at higher risk for

complications once infected with flu. For example, a school for medically fragile children or for pregnant students may decide to close based on the local situation, while other schools in the community may remain open.

- **Reactive dismissal** is used when many students and staff are sick and are not attending school, or many students and staff are arriving at school sick and are being sent home.
- **Preemptive dismissal** is used early, during a flu response in a community to decrease the spread of the flu before many students and staff get sick. This is based on information about the spread of severe flu in the region. This dismissal is most effective at decreasing flu spread and burden on the healthcare system when done early in relation to the amount of flu activity in the area.

No matter what type of school dismissal is chosen, all school-related mass gatherings should be canceled or postponed in order to decrease the spread of flu among students, their families and staff. This includes sporting events, school dances, performances, rallies, commencement ceremonies, and other events that bring large groups of people into close contact with one another.

How will the decision be made to dismiss schools?

The decision to dismiss students will be made at the community level. School officials should work closely with their local and state public health and government officials to make sound decisions, based on local conditions. The decision should consider the number and severity of cases in an outbreak (looking at national, regional, and local data); the risks of flu spread and benefits of dismissal; the problems that school dismissal can cause for families and communities; and the different types of dismissal (selective, reactive, and preemptive). The CDC may recommend preemptive dismissals based on information that the outbreak is becoming more severe. An increase in flu spread without an impact on disease outcomes will not lead to the use of preemptive dismissals in most cases.

CDC and other public health agencies will be monitoring national data on the number of people who seek care for flu-like illness, as well as the number of hospitalizations and deaths. The CDC will also look at the geographic spread of flu-like illness and will look for changes in the virus. In addition, the CDC will compare data on a weekly basis with seasonal flu trends from other years, and with data collected currently. State and local health departments will also be on the lookout for increases in severe illness in their areas.

How long will schools have to stay dismissed?

The length of time school should be dismissed will vary depending on how severe the flu is and how many people are sick. When the decision is made to dismiss students, CDC recommends doing so for 5-7 calendar days. Near the end of this period, communities should reassess the severity and impact of the flu, the benefits of keeping students at home, and the consequences of doing so. Based on this reassessment, communities can decide whether to extend the school dismissal for another week or to reopen the school. However, if a flu outbreak is determined to be severe, a longer time period may be recommended.

What can a parent do to prepare for flu?

- Plan for child care at home if your child gets sick or their school is dismissed (for a

minimum of 5 school days).

- Plan to monitor the health of a sick child and any other children by checking for fever and other symptoms of flu. Update emergency contact lists.
- Identify a separate room in the house for care of sick family members. Consider designating a single person as the main caregiver for anyone who gets sick.
- Pull together games, books, DVDs and other items to keep your family entertained while at home.
- Get your family vaccinated for the seasonal flu.

What can a school do to prepare for a flu response?

- Review and revise existing pandemic plans and focus on protecting high-risk students and staff.
- Update student and staff contact information as well as emergency contact lists.
- Identify and establish a point of contact with the local public health agency.
- Develop a plan to cover key positions, and tasks necessary for school functioning in each area.
- Set up a separate room (a sick room) for care of sick students or staff until they can be sent home.
- Purchase Personal Protective Equipment (PPE) such as masks for nurses and other staff providing care for sick people at school. Provide training for this staff about basic infection control and the use of PPE. Develop an education campaign to encourage hand hygiene and respiratory etiquette.
- Develop communication tools (e.g., letters to parents) that can be used to send sick students at home, dismiss students, help families identify students who are at high risk of complications from the flu, help staff members self-identify who is at high risk of complications from the flu, or cancel mass gatherings. Remind parents and staff how long sick students and staff should remain at home.
- Identify ways to increase social distance (the space between people). Discourage hand holding circles etc.
- Review school policies and awards as a way to encourage social distancing and avoid incentives for people or staff to go to school when they are sick (e.g., cancel perfect attendance awards).
- Develop a school dismissal plan and options for how school work can be continued at home (e.g., homework packets, web-based lessons, phone calls), if school is dismissed or students are sent home when sick. Communicate this plan to all community members who would be affected.
- Collaborate with the local health department, community organizations, local businesses, and social services on a plan for response.
- Help families and communities understand the important roles they can play in reducing the spread of flu in schools.

Resources:

- <https://www.hennepin.us/childcaremanual>
- <https://www.cdc.gov/h1n1flu/schools/toolkit/pdf/questions.pdf>

Injury

The school will provide basic first aid; eye wash, ice, minor dressings and wound cleansing. The school does not have on site nursing so anything requiring a medical opinion will result in a call to parents and request to either transport the child home or to the appropriate setting for care. In an emergency the school may choose to contact paramedics first if immediate care is considered to be needed.

Injury Notification

If a student has an injury or illness which prevents them from participating in hikes, any class activities, recess or sports, a note from the parent and/or doctor is requested, stating the length of time the student should be excused from physical activity. The student should give the note to the teacher who will then give the note to the office to be filed with the registrar. Teachers will exempt the student in this situation from assignments that require the restricted activity, or provide an alternative whenever possible.

Medications for Students

For the purpose of this document “medication” shall refer to any prescribed, over the counter, herbal or complementary medicines. It will also be assumed that medications that can be given outside of school hours with equal efficacy will be given outside of school hours.

As needed medications: The school will keep a supply of Acetaminophen, Ibuprofen and Diphenhydramine. They will administer such medications in doses as recommended by the manufacturer as appropriate only if parental consent has been given via PowerSchool or by phone.

The school agrees to administer any prescribed medication to a student with the following necessary steps. The parent needs to make sure it is appropriately entered in PowerSchool. The Medication is in an originally labeled container with the prescribing physicians name on it dosing and administration instructions noted on the label. Medications will not be allowed on the school grounds in unlabeled containers, pockets, or plastic bags. It will be the parent’s responsibility to make sure that the medication is not outdated. The Medication can be handed in to the main office or to a teacher but will need to be collected by the parent at the end of school. All Medication left two weeks after the end of school will be destroyed. If the medication requires specific skill or instruction (for example, an epi-pen) parents will provide staff instruction and any instruction materials needed.

Administering Medication-Upper School

Middle School and High School students can be allowed to administer their own medications. These medications must be kept in their original labeled and prescribed containers, even over the counter and herbal medications. Parental consent for staff to administer medication must be in PowerSchool and a copy of the prescription, dosing and administration kept in the office. The school can determine that the student is not able to self-administer on grounds of student, student body or staff safety, and or security of the medications. For instance, prescription pain medication, benzodiazepines, and medications for ADHD will need to be administered by the

staff with medications to reside in the office at all times.

Administering Medication-Lower School

Preschool and Elementary students will not be allowed to have medications of any kind including herbal supplements, over the counter medications or prescription medications for self-administration. The teaching staff will provide a safe and secure place to store such medications and aid in their delivery. The medication will be noted in PowerSchool by the parent if regularly administered and with a written letter if short term and the parent will provide the medication in its original packaging or container with instructions for dosing and administration as above.

The school will keep accurate records of medication administration.

Field Trips

Staff will be identified during field trips to manage the safety, carriage and distribution of medications. Again, all medications must be in the original container and labeled with the student's name, dosing and administration.

Accident Insurance

Students who are injured at school, while on a school trip or participating in a school sponsored event, are covered by the school's accident policy. Mount Madonna School's accident policy is a secondary policy only.

If the student has other health insurance, MMS's insurance company will work with that insurance to coordinate benefits. If the student has no other health insurance, the MMS accident policy will cover school related accidents.

If an injury occurs that requires immediate medical attention, the student will be taken to the closest hospital. MMS cannot use any facility that requires immediate payment. The parent's name will be given as the responsible party.

An accident report is filed in the MMS office for all accidents. MMS will report the incident to its insurance agency. MMS will contact the parents regarding any necessary additional information to be submitted and send the parents the paperwork, or secondary claims application with instructions, to be sent in by the parents.

Clean and Sober Student Body

The school's policy on drug use is an important part of the discipline system and addresses one of the most critical issues facing students and their families today.

Mount Madonna School holds as an important value a clean and sober student body and expects students to honor that value of a clean and sober lifestyle, both on and off campus. Using drugs or alcohol takes students energy away from their education and obstructs the purpose of the school.

Our policy is that we will respond to the use of drugs or alcohol by any student. This policy is

based on the school's value system, our sense of caring for our students both individually and as a group, and knowing that the results of non-response are undesirable.

The following are grounds for immediate school response, and may lead to suspension or expulsion:

- Bringing drugs, alcohol, drug paraphernalia, including but not limited to vaporizers onto campus.
- Providing drugs or alcohol to other students.
- Attending any school function under the influence of drugs or alcohol, on or off campus.

Additional responses are outlined below:

First drug or alcohol offense

Generally, for a first offense, our objective is to find an appropriate way to help students avoid future involvement with drugs and alcohol.

- The school will discuss the situation with the student and their parents.
- Parents may be asked to have their student evaluated for counseling, or enrollment in a remedial drug program, as a condition for continued attendance at school.
- Students will be asked to re-evaluate their commitment to continuing as a member of the School Community. To continue, students may receive a conduct warning, or go on conduct probation and enter into a contract that outlines their conditions for continued enrollment.
- Community service hours to the school of 4-5 hours will be required
- Athletic eligibility will be discussed with the Athletic Guidance group with possible suspension.
- Co-curricular eligibility will be discussed with leaders of trips and clubs (i.e. Model UN, field trips)

Second drug or alcohol offense

- The student's family will be consulted.
- Students may be suspended or dismissed.
- If a student is allowed to remain in school, he or she will be required to enter counseling or an appropriate drug or alcohol program.
- Students will be placed on summary (final) probation and a contract of behavior will be enacted. There will be appropriate disciplinary measures.
- Community service hours to the school of 6-8 hours will be required.
- Athletic eligibility will be discussed with the Athletic Guidance group and a minimum of one game suspension required.
- Co-curricular eligibility will be discussed with leaders of trips and clubs (i.e. Model UN, field trips) Any expenses incurred will still be the responsibility of the family whether or not the student is eligible to participate.

Third drug or alcohol offense

- The privilege of attending Mount Madonna School is withdrawn.

We would like to work with students and families in a spirit of cooperation and trust on this very important issue. We will respond to drug or alcohol use with the intention of making it as difficult as possible for students to use these substances. The risk of damage to the individual and to the learning community is too great for us to choose any other course of action.

Drug Testing Policy

Mount Madonna School is a drug and alcohol-free environment. Drug testing for controlled substances and alcohol at Mount Madonna School is done as required by California law for bus drivers before they are licensed and hired, in addition to regularly required intervals. The school does not require drug testing of other employees on a routine basis or without cause. However, in order to protect the safety of students, employees and the learning environment, the School reserves the right to require testing of students or employees. The School also reserves the right to test any substances or paraphernalia that is deemed suspicious and found on campus or in vehicles, backpacks, lockers and desks.

Human Sexuality

Mount Madonna School's Health Curriculum includes Human Sexuality. Letters are sent home in elementary grades to inform and include parents in these important discussions. These issues are also a part of the curriculum in our Middle and High School Life Skills and Science classes. Our policy includes informing parents beforehand of these discussions.

Bullying

What is bullying?

Following is an excerpt from CA Dept of Education. Bullying is a form of violence. It involves a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. Bullying may be physical (hitting, kicking, spitting, pushing, and sexual), verbal (taunting, malicious teasing, name calling, threatening), or emotional/psychological (spreading rumors, manipulating social relationships, extorting, or intimidating). Bullying can occur face-to-face or in the online world.

- Bullying is exposing a person to abusive actions repeatedly over time. Being aware of children's teasing and acknowledging injured feelings are always important. Bullying becomes a concern when hurtful or aggressive behavior toward an individual or group appears to be unprovoked, intentional, and (usually) repeated.
- Exclusion may or may not be a form of bullying depending on the social factors involved.
- Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils. Bullying may cause the following affects in the person who is the target of the bullying actions:
 - Fear of harm to person or property
 - Substantially detrimental effect on physical and mental health
 - Substantial interference with academic performance
 - Substantial interference with ability to participate in or benefit from school services, activities or privileges.

Cyber Bullying

Cyber Bullying is an “Electronic act” which means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following for the purposes of bullying listed above:

- Message, text, sound, video or image
- Post on a social network site
- Creating a credible impersonation of another person
- Creating a false profile
- An act of cyber sexual bullying which means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described listed above and includes nude or partially nude or sexually explicit photographs or other visual recordings of a minor.

Sexting

Sexting is a reportable offense. Any sexual photos that are transmitted of minors is a reportable offense both to CPS and to the police. MMS follows the guidance given to them by these agencies when it is determined that such transmissions have occurred, whether there is bullying involved or not.

Types of Bullying-Direct and Indirect

Direct bullying or identifiable bullying actions may include:

- Hitting, tripping, shoving, pinching, and excessive tickling
- Verbal threats, name calling, racial slurs, and insults
- Demanding money, property, or some service to be performed
- Stabbing, choking, burning, and shooting

Indirect bullying may be more difficult to detect and may include:

- Rejecting, excluding, or isolating target(s)
- Humiliating target(s) in front of friends
- Manipulating friends and relationships
- Sending hurtful or threatening e-mails, texts or written notes
- Blackmailing, terrorizing, or posing dangerous dares
- Developing a Web site devoted to taunting, ranking, or degrading a target and inviting others to join in posting humiliating notes or messages

Although bullying among youths involves both bullies and targets of bullying, some students can be both a target and a bully at the same time.

School's Response to Bullying

Mount Madonna School believes that all students have a right to a safe and healthy school environment. We partner with students, parents, teachers and administrators to promote mutual respect, tolerance, and acceptance.

Mount Madonna School will respond if students' behavior infringes on the safety of any student.

Students who intimidate, harass, or bully another student through words or actions will be referred to the guidance committee or the division directors to stop their negative behavior. Such behavior includes but is not limited to: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

Mount Madonna School expects students and/or staff to immediately report incidents of bullying to their teachers or division director. Staff who witness such acts take immediate steps to intervene when safe to do so. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity and field trips. Any off campus bullying that is deemed to impact the learning environment at school will also be investigated as the school determines is necessary to preserve a positive school climate.

When bullying behavior is reported to the teacher or administrators the school will:

- Investigate the claims- this may include students meeting with administrators or the guidance team members.
- The guidance team members or teachers, report the findings to the division directors, guidance team and the Head of School if warranted.
- Parents of all parties involved will be contacted.
- Student consequences will be discussed and determined by the MMS administration and guidance members. These are confidentially administered by the school.
- At times, whole class or division conversations may be warranted to educate about the bullying behaviors that are impacting the learning environment.

Bullying Prevention

For bullying prevention, the school discusses and educates at all levels so students understand what is bullying, who to report to and how to be an ally. This is practiced in lower and upper school classroom discussions, assemblies and through various role play situations as is age appropriate.

In August faculty and staff review the teachers' and administrators' roles in identifying and stopping bullying at Mount Madonna School.

The Student Code of Conduct around bullying includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including dismissal.
- Students are expected to immediately report incidents of bullying to a teacher or school administrator.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- The school prohibits retaliatory behavior against any complainant or any participant in the complaint process.
- Any person who has a complaint about the process used to stop bullying should contact the Head of School.
- Mount Madonna School reserves the right to immediately suspend, dismiss or refuse re

enrollment if deemed necessary.

The procedures for bullying prevention include but are not limited to the following:

- All staff, students and their parents will receive our policy prohibiting intimidation and bullying at the beginning of the school year, as part of the online parent and student handbooks.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witness acts of bullying shall take steps to intervene as soon as possible. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

Harassment Policy

The Administration of Mount Madonna School maintains a policy of non-discrimination and non-harassment in the work place. All relationships in the work place are to be professional and respectful, free of bias, prejudice and harassment. MMS administration and directors receive training every other year maintaining a harassment free work place and strive to model and enforce the State and Federal policies. Any person doing business for or with MMS will be subject to these policies and all recommended procedures will be followed for employees, volunteers, students, contractors. These policies do extend to on or off campus business, field trips and school sponsored social events. Reports of all unacceptable conduct will be promptly investigated and corrective action taken. Any behavior that is found to be discriminatory, harassing or retaliatory will have consequences.

Purpose

The School is committed to providing an academic and work environment that respects the dignity of individuals and groups. All forms of harassment are contrary to basic standards of conduct between individuals, are prohibited by this policy, and will not be tolerated. Such conduct may also violate state and/or federal law. The purpose of this Policy is to: establish a strong commitment to prohibit and prevent discrimination, harassment, and retaliation in employment; to define those terms; and to set forth a procedure for investigating and resolving internal complaints. The School encourages all covered individuals to report, as soon as possible, any conduct that is believed to violate this Policy to a Division Director, Financial Controller or Head of School.

Equal Opportunity Statement

Mount Madonna School is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age, race, ethnicity, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition (including genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), gender, gender identity, gender expression (including transgender), sexual orientation, military or veteran status, citizenship status, or any other status protected by federal, state, or local laws. The School is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to

recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The School will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The School will take appropriate corrective and remedial action, if and where warranted. The School prohibits retaliation against any employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your manager, division director or the Head of School.

Policy against Workplace/School Harassment

Mount Madonna School has a strict policy against all types of workplace and school harassment, including sexual harassment and other forms of workplace harassment based upon an individual's age, race, ethnicity, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition (including genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), gender, gender identity, gender expression (including transgender), sexual orientation, military or veteran status, citizenship status, or any other status protected by federal, state, or local laws. All forms of harassment of, or by, employees, students, parents, guardians, applicants, unpaid interns, volunteers, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors;
- Lewd or derogatory comments or jokes;
- Comments regarding sexual behavior or the body of another;
- Sexual innuendo and other vocal activity such as catcalls or whistles;
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature;
- Repeated requests for dates after being informed that interest is unwelcome;
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the School or any government agency;

- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors;
- Any unwanted physical touching or assaults, or blocking or impeding movements.

Other Harassment

Other workplace/school harassment is verbal or physical conduct that insults or shows hostility or aversion toward an individual because of the individual's age, race, ethnicity, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition (including genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), gender, gender identity, gender expression (including transgender), sexual orientation, military or veteran status, citizenship status, or any other status protected by federal, state, or local laws.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace/school harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on our premises, or circulated in the workplace;
- A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group.

Reporting Discrimination and Harassment

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, immediately notify the school's Title IX Coordinator

The School prohibits retaliation against employees who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate corrective and/or remedial action where we find a claim has merit. If the School begins an investigation, we will endeavor to conduct the investigation in a timely manner and will keep the investigation confidential to the extent possible. In the same way, anyone involved in an investigation of harassment has an obligation to keep all information about the investigation confidential. That is why the School will only share information about a complaint of harassment with those who need to know about it. Failure to keep information about an investigation confidential may result in disciplinary action. Investigations will be documented and tracked for timely resolution.

When the investigation has been completed, the School will normally communicate the results of the investigation to the complaining individual, to the alleged harasser and, if appropriate, to

others who are directly involved. If our policy against harassment is found to have been violated, appropriate corrective action, up to and including termination, will be taken against the harasser so that further harassment will be prevented. Both the rights of the alleged harasser and the complainant will be considered in any investigation and subsequent action.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the School determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the School may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the School will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

In addition to our internal complaint procedure, employees may also contact either the Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH) to report unlawful harassment. The EEOC and the DFEH serve as neutral fact-finders and will attempt to assist the parties to voluntarily resolve their disputes. For more information, contact the Office of Human Resources or the nearest EEOC or DFEH office.

Complaint Procedure

- An employee, student, parent, guardian, job applicant, or contractor who believes they have been harassed may make a complaint verbally or in writing with any of the following. There is no need to follow the chain of command:
 - Title IX Coordinator
 - Immediate supervisor, manager
 - Financial Controller
 - Division Director
 - Head of School
- Any supervisor or division director who receives a harassment complaint should notify the Head of School or Financial Controller immediately.
- Upon receiving notification of a harassment complaint, the Head of School or Financial Controller shall:
 - Authorize and supervise the investigation of the complaint and/or investigate the complaint. The investigation will include interviews with: 1) the complainant; 2) the accused harasser; and 3) other persons who have relevant knowledge concerning the allegations in the complaint.
 - Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, discrimination or retaliation giving consideration to all factual information, the totality of the circumstances, including the nature of the conduct, and the context in which the alleged incidents occurred.
 - Report a summary of the determination as to whether harassment occurred to appropriate persons, including the complainant, the alleged harasser, the supervisor, and the division director. If discipline is imposed, the level of discipline will not be communicated to the complainant.

- If conduct in violation of the School's policies occurred, take or recommend to the appointing authority prompt and effective remedial action. The remedial action will be commensurate with the severity of the offense.
- Take reasonable steps to protect the complainant from further harassment, discrimination or retaliation.
- Take reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.

Responsibilities

Administrators and Supervisors are responsible for:

- Informing employees and students of this policy.
- Modeling appropriate behavior.
- Taking all steps necessary to prevent harassment, discrimination, or retaliation from occurring.
- Receiving complaints in a fair and serious manner, and documenting steps taken to resolve complaints.
- Monitoring the school environment and taking immediate appropriate action to stop potential violations, such as removing inappropriate pictures or correcting inappropriate language.
- Following up with those who have complained to ensure that the behavior has stopped and that there are no reprisals.
- Informing those who complain of harassment or discrimination of his or her option to contact the EEOC, DFEH or OCR regarding alleged policy violations.
- Assisting, advising, or consulting with employees regarding this policy, and complaint procedure.
- Assisting in the investigation of complaints involving employee(s) in their departments and, if the complaint is substantiated, recommending appropriate corrective or disciplinary action in accordance with the School's Handbook, up to and including discharge.
- Implementing appropriate disciplinary and remedial actions.
- Reporting potential violations of this policy of which they become aware, regardless of whether a complaint has been submitted, to the division director or Head of School.
- Participating in periodic training and scheduling employees for training.

Each employee, student or contractor is responsible for:

- Treating all employees, students and contractors with respect and consideration.
- Modeling appropriate behavior.
- Participating in periodic training.
- Fully cooperating with the School's investigations by responding fully and truthfully to all questions posed during the investigation.
- Maintaining the confidentiality of any investigation that the School conducts by not disclosing the substance of any investigatory interview, except as directed by the division director or Head of School.
- Reporting any act that he or she believes in good faith constitutes harassment,

discrimination, or retaliation as defined in this policy, to their immediate supervisor, division director, or Head of School.

Dissemination of Policy

All employees and students shall be directed and required to read this policy when they enroll or are hired. The policy may be updated from time to time and redistributed via the School's Handbook. Updates are reviewed at the August faculty and staff trainings.

Whistle Blower Policy

Mount Madonna School requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Mount Madonna School, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that Mount Madonna School can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of Mount Madonna School's code of ethics or suspected violations of law or regulations that govern Mount Madonna School's operations.

No Retaliation

It is contrary to the values of Mount Madonna School for anyone to retaliate against any board member, officer, and employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of Mount Madonna School. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

SB 497 – Enhances Protections for Employees And Applicants Who Engage In Certain Protected Activity

Under existing law, the Labor Code prohibits certain employers from retaliating against an employee or applicant because the employee or applicant engaged in certain protected activity. Under existing law, Labor Code Section 98.6 prohibits an employer from discharging an employee or in any manner discriminating, retaliating, or taking any adverse action against any employee or applicant for employment because the employee or applicant, as applicable, engaged in certain protected activity, including certain whistleblower activity under Labor Code Section 1102.5. Under existing law, Labor Code Section 1197.5 generally prohibits employers from discharging, or in any manner discriminating or retaliating against, any employee because the employee invoked or assisted in any enforcement of California's Equal Pay Act. Effective January 1, 2024, Senate Bill 497 (SB 497) creates a rebuttable presumption in favor of an employee or applicant's claim if the employer engaged in retaliation or other conduct prohibited by these laws within 90 days of the time the employee or applicant engaged in the relevant protected activity. As a result, SB 497 makes it easier for employees and applicants to establish a prima facie case of retaliation.

Under existing law, Labor Code Section 1102.5 generally prohibits an employer from retaliating against an employee for engaging in certain whistleblower related activity, as specified, if the employee has reasonable cause to believe that the information discloses a violation of state or federal statute, or a violation of or noncompliance with a local, state, or federal rule or regulation, regardless of whether disclosing the information is part of the employee's job duties. Section 1102.5 also generally prohibits employers from retaliating against an employee for refusing to participate in an activity that would result in a violation of state or federal statute, or a violation of or noncompliance with a local, state, or federal rule or regulation.

SB 497 modifies an employer's penalties for a violation of Section 1102.5 to include a civil penalty not exceeding \$10,000 per employee for each violation, which is awarded to the employee who was retaliated against. SB 497 requires the Labor Commissioner, in assessing this penalty, to consider the nature and seriousness of the violation based on the evidence obtained during the course of the investigation, which shall include, but is not limited to, the type of violation, the economic or mental harm suffered, and the chilling effect on the exercise of employment rights in the workplace.

Reporting Procedure

Mount Madonna School has an open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with the Head of School, or President of the Board. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the Mount Madonna School's Head of School or Board President, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor or the Head of School or the Board President.

Compliance Officer

Mount Madonna School's Head of School is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Head of School will advise the Board of Directors of all complaints and their resolution and will report at least annually to the Treasurer on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

Mount Madonna School's Head of School shall immediately notify the Finance Committee of any concerns or complaints regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

Mount Madonna School's Head of School will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Title IX Notice of Nondiscrimination

In accordance with the requirements set forth in Title IX of the Education Amendments of 1972 (Title IX), Mount Madonna School (MMS) provides this notice of nondiscrimination and states that the School does not discriminate on the basis of sex in its education programs and activities.

MMS has a responsibility to respond promptly and effectively to sex-based discrimination, including sexual harassment and sexual violence. If MMS knows or reasonably should know about sex discrimination, it must act to eliminate the sex discrimination, prevent its recurrence, and address its effects. MMS must resolve complaints of sex discrimination promptly and equitably. Information on filing a complaint alleging sex-based discrimination is below, including contact information for the MMS Title IX Coordinator.

Blythe Collier: Dean of Students, Title IX Coordinator
Blythe.collier@mountmadonnaschool.org

You may also file a discrimination complaint with the U.S. Department of Education Office for Civil Rights. For more information, visit <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>. The electronic complaint form for the Office for Civil Rights is available online at <https://ocrcas.ed.gov/>.

Contact the Office for Civil Rights at:
San Francisco Office
Office for Civil Rights
U.S. Department of Education
50 United Nations Plaza
San Francisco, CA 94102
Telephone: (415) 486-5555
Fax: (415) 486-5570; TDD: (800) 877-8339
Email: ocr.sanfrancisco@ed.gov

CAMPUS FACILITIES

The school is located in an exceptionally beautiful environment at the Mount Madonna Center for the Creative Arts and Sciences, situated on 375 rolling mountaintop acres overlooking all of Monterey Bay. Located just east of Watsonville in Santa Cruz County, the school is approximately 10 miles from both Watsonville and Gilroy, 25 miles from Santa Cruz, and 35 miles from Monterey. Our quiet rural setting, amid stately redwood forests and hillside meadows, helps to support an open, relaxed learning environment and inspires appreciation for the beauties of the natural world.

We have three main areas on the Mount Madonna Center property where our school buildings are located. These include the centrally located Farmhouse area, lower Courtside/Gym area and the Upper School campus located at the second entrance gate.

Building History

The Farmhouse is the oldest structure on the property and was an original ranch house that was here when the property was purchased in 1977. It has gone through many remodels and uses from housing residents, to Programs/Center main office, to classrooms and school offices.

The Community Building (CB), built in 1982, is the hub of activity for Mount Madonna Center. Residents and guests have meals, socialize and practice yoga in the CB main area daily. There are also programs and center offices on the main floor and upstairs areas. The Main Room is used for Elementary Cultural Awareness performances. The lower level has resident housing, a conference room, resident staff lounge, clinic and bathrooms. The Costume Room is also located in the lower level of the Community Building.

Other classrooms are the School's own Lakeview Building, which was completed in 1986; the Garden House, completed in 1988; the Farmhouse Annex 1993; the Courtside Gym, added in 1994; the Courtside Building, built in 1995 and renovated in 2004 to accommodate elementary classes. The Courtside Annex was purchased in 2002 and is located next to the Courtside Building.

After many years of planning, the Middle and High School Campus opened in September 2004. This state-of-the-art campus was designed to serve grades 6-12 and Administrative Offices.

A second gymnasium, designed as a multipurpose space at the Upper Campus opened April 2017. The purpose of this new building is to provide space for the growth of athletics, including basketball and wrestling and for middle and high school athletics during inclement weather.

Courtside Gym- History and Usage

Mount Madonna Center built the Courtside Gym in the late 1990's for community and school use. It was done through donations and volunteer labor from Mount Madonna Center. Our lease agreement allows the school to use it from 9-5:30 and as needed on weekends in exchange for the school maintaining and caring for the facility. The School has refinished the floor two times and purchased the large plastic covering to protect the gym from the stage build and

Ramayana/performing arts practices. The School purchased the solar panels and maintains the roof, and cleans the gym as necessary.

Center Use of the Courtside Gym

The Center community and program guests are allowed to use the facility without asking the school for permission after school use hours. Occasionally, programs or the Center retreats will use the gym by contacting the school to reserve the space. No revenue is exchanged since this is a Center facility, which is maintained primarily by the School. The School has agreed to let the community use the Hawks' Nest gym during the time when the Courtside gym is not available for sports, November-January, due to the theater built by the School. Permission to use the Hawks' Nest must follow the guidelines published every fall in the Messenger and on file at the MMC or MMS reception offices.

School Use of the Courtside Gym

- **Athletics:** The School uses the Courtside gym primarily for grades 1-5 PE and grade 6-8 co-curricular sports from August-November 1, and February 1- May 31. It is also used in July and August for summer program for the Lower School. Both courts are needed for activities and teams. In late September, the School hosts two weekend high school tournaments and uses both gyms for girls' volleyball, In February, the School hosts a high school boys' volleyball tournament as well.
- **Performing Arts:** Beginning in November, the lights are hung for the winter performing arts productions. These are rented for three months and care must be given to protect them. The stage build begins in November and we go to half gym athletic usage until mid-November, when the bleacher seating is brought in. There are three shows produced during this time with three different set builds; Winter Concert, Middle School Play and High School Play. For the Upper School shows, grades 3-4 move out of their classrooms for three days. The end of January the stage is struck with lots of volunteer parent help and the stage is stored behind the Courtside Gym with the stage props going to the upper lot storage.

Transforming the gym each year for 2.5 months is a lot of work and takes two full-time maintenance workers, plus volunteers and a performing arts coordinator, who keeps the calendar and does the contracts for set design, lighting and sound support. The coordinator works closely with the directors of all shows and provides logistical and communication support.

There are several reasons we need to return the gym to a whole athletic facility each year.

- **Community Use:** The Courtside Gym is the property of MMC and it is used by the community for athletic events. Indoor soccer, basketball and volleyball are the most common activities and require a full court. As part of the amenities offered to program visitors, they are allowed to use the gym after checking in with the MMC reception office.
- **Special Use of Hawks' Nest Gym:** The Hawks' Nest gym is not a regular option for year-round community use. The School shares the Hawks' Nest gym only when the Courtside gym is a theater. This is largely because of the security, cleaning and care concerns we have about the Hawks' Nest usage.

- Lower School PE classes take place twice a week for a total of 10 classes weekly. They travel to the Hawks' Nest gym during November, December and January, but this is an expensive option in terms of time and travel as personnel transports them to the upper area.
- Lower School uses the CS Gym for assemblies, games and indoor recess time during inclement weather.
- After school sports programs Grades 4-8 use the gym Aug-November and Feb-May for their sports programs. A full gym is required during these months to accommodate the teams. The Hawks' Nest gym is full with high school sports offerings. During the winter, accommodations are being made due to the winter productions as we squeeze everyone into the Hawks' nest for wrestling and basketball season. (Nov-Jan) It is not ideal as the middle school and high school basketball and wrestling teams do not get a full week of practices, but share the gym space.
- Summer use and rentals: The summer program and athletic camps use the Courtside gym during the July summer camp and the Center often uses it for childcare during the summer retreat time. Program rentals have requested the gym space before in the summer as well.
- Gym Building Design: The Courtside gym was designed as an athletic facility. The stage we have is a temporary structure, not designed for permanent installation. Using half court to store stage pieces is not an economical use of the space given the other demands.
- Safety and Liability: The stage is a temporary structure not meant as a permanent fixture. Keeping the stage up with no supervision means unaccompanied guests will have access to it and may misuse the stage. Students also require extra supervision when using the half gym set up and that is not feasible year-round.

School Administrative Offices

The main Mount Madonna School Office is located in the Administrative Building at the Upper Campus. The Head of School, Director of Upper School, Facilities/Operations, Marketing and Communication and Admissions have offices in this facility. Also located here are the Financial Controller, Finance, Reception, Accounting/Bookkeeping and Coordinators of the following areas: Contracts, Registrar, Personnel, Events, Purchasing, Transportation and Maintenance.

The Director of Preschool has an office located in the Farmhouse. The Administration Office in the Upper Campus and the Farmhouse work room each have a copy machine, fax, staff mailboxes, phones, office supplies and a work table. In addition, there is a work room and kitchen in the Courtside Building for the teachers.

Elementary Campus

Elementary classrooms are housed in the following buildings:

- Preschool is in the Lakeview Building
- Kindergarten is in Farmhouse Annex
- Grade 1 is in the Farmhouse Classroom
- Grade 2 is in the Garden House
- Grades 3 and 4 are in the Courtside Building
- Grade 5 is in the Courtside Annex

- PE classes are held in the Courtside Gym

Middle and High School Campus

Middle and High classes are at the Upper Campus. Elementary students visit the Upper Campus for the Library and Computer, Dance and Makers classes.

The Upper Campus has three buildings:

- A Building – houses Administrative offices and classrooms A-1 – A-3.
- B Building – houses classrooms B-4 – B-10, Library, Computer Lab
- C Building – houses the Assembly Room, SnackBar, Performing Arts office and classrooms C-13 – C-18

Additional facilities include:

- Costume Room downstairs in the CB
- Prop Shop is located behind the Garden House
- Courtside Gym is located in the Courtside Area
- Tennis Court located in the Courtside Area

Facility Guidelines

Janitors are hired to clean facilities twice a week. Please help the cleaners by asking students to pick up all trash and stack chairs at the end of the day. Teachers need to be attentive to their environment, model cleanliness and ask students to clean up before leaving a space. The outdoor environment also needs to be respected and students need to throw away trash or recycle their garbage. Items that are left behind will be put in designated lost and found barrels located at the Courtside Gym and upper campus. At the lower campus bus stop, items are hung on hooks in the shed.

Shoes and Backpacks

In some classrooms everyone is asked to remove their shoes (exceptions are the labs and offices). Please place shoes and backpacks in designated shelves/hooks or next to the walls. Do not leave items in the walkways, causing tripping hazards.

Gym Rules

Mount Madonna School has an excellent gym floor. In an effort to keep the floor in good condition, we have implemented rules for the gym's upkeep and maintenance. Please be aware of the rules. These rules are strictly enforced, so please pass this information on so that any misunderstandings can be avoided.

- No food.
- No drink except water.
- No gum.
- No shoes which will mark the floor (running shoes and some other types of tennis shoes will leave marks on the floor and should not be worn).
- Please don't leave any items in the entry way.
- No spitting on the floor or in the entry way.

There are no drinking fountains in the gym but water bottles are allowed. If a spill occurs, please clean it up immediately.

Tennis Court

The tennis court is available for student use. Please wear non-marking shoes and only ball games are allowed on the court. No games or items with wheels are allowed on the court. Please help us to keep the court in good condition.

Playground & Outdoor Rules

Safety should be the focus of all playground rules. The rules are determined by the classroom teachers in their respective locations. Students should not be in their classrooms alone at the elementary level. Boundaries should be set in each area and explained to the students. Stick and rock play should be limited or supervised with the understanding that no one throws rocks or sticks on the playground. Students should always be supervised by a teacher when hiking or walking from one area of the campus to another. Please note the Swimming Policy on the following page.

Playground Guidelines for Recess Monitors

- Wipe the tables off with the classroom cleaning supplies.
- Let teachers know when you have arrived and when you are leaving.
- Teachers will direct children to eat for at least 10 minutes before playing. Help reinforce this as necessary.
- Watch for any unsafe behavior and ask students to stop/or redirect behavior.
- Report all injuries to teachers right away.
- Report any conflicts that are physical in nature or seem to have a lot of energy to the classroom teacher, either at the end of recess or in the moment if it appears necessary. Remember to use confidential discretion and DO NOT discuss playground incidents with anyone other than the teachers or dean of student/director.
- Ask teachers for any rules, boundaries they want enforced and to communicate any specific behaviors to be watchful for if they anticipate someone is having difficulty. For example, at the Farmhouse, the students are not to climb on the concrete walls around the play structure or go down the steep hill.

- Exclusion from a game is NOT acceptable behavior, so students may be asked to either include all who want to play, change the game rules and take turns, share the court or equipment, etc. Please report to teachers any exclusion that you may observe.
- Encourage students to ask for what they need and want from other students when they report a minor incident to you. Go with them as a support.
- Be aware if students are using foul language and ask them to stop.
- Stick and rock play is ok only when building or grinding; no running with sticks or throwing rocks.
- Ropes are to be used for jump rope games only.
- Please report any unsafe or broken equipment or maintenance items on the playground to the Facilities Coordinator (facilities@mountmadonnaschool.org).
- Please scan all areas of the playground when on duty and walk around the playground areas with an ear open to conversations.
- Err on the side of caution and communicate any concerns or questions with teachers or the Lower School Director.

Skateboarding and Biking Policy

Skateboarding, roller-skating, hover boarding, unicycles, heeies and riding on Zuka bags and other such devices are not permitted. The school will not cover injuries resulting from these activities on campus. Bike riding on roads is permitted with helmets. Trail riding on some pathways may be permitted under special conditions with permission from the school office and in consult with MMC permission.

No Dogs Policy

Dogs and other pets are not allowed to be brought to Mount Madonna School or Center by any student, family or guest. Personal pets are not allowed at any time at the Elementary Bus Stop, nor on the Lower or Upper Campus.

With prior approval from the teacher pets may be brought for "Show and Tell," however, they must be taken home at the end of the presentation.

MMS Swimming Policy

- Middle and High School students may swim in the lake only under the supervision of a certified lifeguard during school hours.
- Elementary School students are not permitted to swim during school hours. After school hours, students may swim if accompanied by a certified lifeguard and supervised by their parent or guardian.
- Students must comply with the posted MMC Rules (see below) at the lake.
- The lake water quality is not tested regularly and does contain bacteria. Certain times of the year, swimming will not be permitted.

MMC Swimming Rules

- Use of this lake reserved for residents, guests, and students of Mount Madonna School.
- Facilities at the Conference Center (CC) are for guests only; all others use facilities at Community Building (CB) or Farmhouse.

- Swim at your own risk.
- No lifeguard on duty.
- Always swim with a buddy.
- No swimmers under 13 years without adult supervision.
- NO DIVING.
- Swimsuit required.
- MMS rules apply to students during school hours and activities.

Computers and Technology

Technology Philosophy

Mount Madonna School recognizes that technological tools, in all their forms (computers, phones, cameras, glasses, watches, activity bands, game consoles, software, etc.) are a relevant and important part of our lives today. Within the educational context of this broader community, we strive to teach social and ethical responsibility, engage technology tools in our creative and analytical enterprises, and teach skill sets that will help our students become effective world citizens. Beginning in elementary and continuing through high school, we engage our students in discussions about appropriate behavior, safety, and responsibility in the online community. Through using the technology available today, we strive to engender in our student's flexibility and confidence to explore the ever-changing digital world. Our faculty and administration work to stay informed about the emerging wealth of new resources, recognizing that technology tools are just one set of resources available to support the learning environment. We continually and carefully evaluate and select tools we feel most support our curriculum and school mission.

Our expectations of technology use for all members of our community include:

- Respect the learning environment
- Respect and protect the privacy of others
- Respect and protect the integrity, availability, and security of all electronic resources
- Respect and protect the intellectual property of others
- Respect and practice the principles of community

We will evaluate technology tools and infrastructure improvements used at MMS based on the following criteria:

- Does it support the learning environment that develops critical thinking, communication, collaboration and creativity?
- Does it support our philosophy of integrating academic excellence, creative self-expression and positive character?
- Does it support our values of relationship, community, stewardship, inquiry, love of learning and creative process?
- Does it support our best-practices of instructional strategies, approach to teaching and student learning?
- Does it support effective methods for assessment and accountability to determine both its effectiveness and evaluation of those using it?
- Does it contribute to the overall effectiveness of our technological infrastructure, or

support the continued growth and development of our community?

Supervision and Monitoring Computer Use

Use of the school's computers by students must be supervised by an adult or faculty member at all times unless special permission from the Director of Upper School or the Director of Technology has been granted.

The school network administrator monitors the use of information technology resources to help ensure that users are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks and equipment in order to further the health, safety, discipline, or security of any student, staff, faculty, or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Information Technology Acceptable Use Policy (AUP)

The school's information technology resources, including digital cameras, camcorders, laptops, computers, email and Internet access, are provided for educational and business purposes. Adherence to the following policy is necessary for continued access to the school's technological resources. Additionally, as faculty, staff, and students are allowed to bring their own devices (BYOD) onto campus to support the educational and learning environment, the following policy of use also applies to their personal devices when they are used on campus:

Students, staff and faculty must:

1. Respect and protect the privacy of others
 - Use only assigned accounts
 - Not view, use or copy passwords, data, or networks to which they are not authorized
 - Not distribute private information about others or themselves
2. Respect and protect the integrity, availability, and security of all electronic resources
 - Observe all network security practices and specific classroom guidelines as posted
 - Report security risks or violations to a teacher or network administrator
 - Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner
 - Not connect personal computers or wireless devices or access points to the network without specific approval by the network administrator
 - Respect the registration policies of age-restricted online services (e.g. Facebook, Twitter, Instagram, Snap Chat, etc.)
 - Conserve, protect, and share these resources with other students, staff, and faculty
3. Respect and protect the intellectual property of others
 - Not infringe copyrights (no making illegal copies of music, games, movies, or other online content)
 - Not plagiarize
4. Respect and practice the principles of community
 - Communicate only in ways that are kind and respectful
 - Report threatening or discomforting materials to a teacher or administrator

- Not intentionally access, transmit, copy, or create material that violates the school's values (such as messages that are pornographic, threatening, discriminatory, or meant to harass) - this includes Cyberbullying (harassment or bullying using information or communication technologies)
- Not use the resources to further other acts that are criminal or violate the school's values
- Not send spam, chain letters, or other mass unsolicited mailings
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project or as part of your job function

Students must:

Respect the learning environment.

- Not send spam, chain letters, or other mass unsolicited mailings
- Secure digital devices and laptops in their backpacks at all times
- Only use digital devices and laptops at the Lower School with teacher approval
- Only use personal digital devices and laptops in Upper School classrooms only with teacher approval
- Not consume food, beverages, or gum around any computers in the Computer Labs, Library, or any classrooms

We incorporate regular use of computer and training beginning in the third grade. As a result, all third graders and all new students entering MMS in the 4th through 12th grades are required to sign a *Technology Guidelines* agreement. The content of this is reviewed with the students each year. Additionally, in high school students will be issued emails and must sign the *MMS Student Digital Communications Guidelines* document each year.

Consequences of Violations

Violations of these rules or failure to sign the technology and/or digital communication agreement documents may result in disciplinary action, including loss of one's privileges to use the school's information technology resources, confiscation of a personal device for a period of time, or the loss of the privilege of bringing a particular personal electronic device on campus for a period of time. The cost of repairing computers or other technology resources resulting from careless or irresponsible use or conduct will be the direct responsibility of the staff member, faculty, or student and their family.

Cell Phones

The faculty and administration of Mount Madonna School agree that both the upper and lower campus including the lower campus bus stop shall be a "cell phone free zone" for students from 9:00 AM to 3:25 PM. Parents needing to communicate with students can leave messages through the school office, and students needing to communicate with parents during the day can visit the office to make outgoing calls. We believe that the learning and social environment is improved by removing the temptation and distraction of cell phones during the course of the day. If students are found using their cell phone during the school day, it will be confiscated. Behavior consequences may result.

Exceptions to / exemptions from cell phone policy

Students requiring the possession of cell phones during the school day for medical or specific learning needs will be granted exemptions to this policy. In those cases, students may only use their phone for the specific purpose(s) agreed upon with school administration. Please contact the Division Director or the Dean of Students with questions, requests for exemptions, etc. Additionally, teachers may authorize the use of cell phones for course work, e.g. Digital Photography.

Personal Electronic Devices Other Than Cell Phones

Personal electronic devices other than cell phones (laptops, tablets) are only allowed to be used in the classroom with teacher permission. They may be used before and after school, during breaks and during lunch. The primary purpose of technology (including personal devices) while at school should be for school purposes.

Cell Phones on Field Trips

There may be some field trips where cell phones are allowed for portions of the trip. This will be communicated to parents in writing on the permission slip before the field trip. Students may use their cell phones during designated portions only, if applicable.

Lost and/or Broken Devices

Students bringing digital devices (phones, tablets, laptops, headphones, etc.) to school do so at their own risk. MMS is not responsible for damaged or lost devices. We will make every effort to help students find lost items.

Consequences of Violations

Consequences for violations of the digital device policy may include the device being confiscated by staff/faculty and given to the appropriate Division Director or a member of Guidance. The school staff may not ask the student to show the contents of the device without first getting written parental consent or having the parents physically present while viewing the contents. Unacceptable use of digital devices includes but is not limited to:

- Inappropriate digital communication (e.g. texting, messaging, email)
- Inappropriate digital imagery (e.g. taking, creating and/or distributing images, photos, etc.)
- Posing as another person
- Unauthorized use of digital device(s) during tests, school work and homework
- When a teacher explicitly prohibits use of devices

DRIVING AND PARKING

Driving To and From School and On Campus

Be courteous and safe! Leave early so you have plenty of time to arrive at school by 8:45am. Classes begin promptly at 9:00am.

The speed limit:

- on the property is 5-10 mph
- on Summit Road is 35 mph
- in Mount Madonna County Park is 20 mph
- on Mount Madonna Road (ocean side) is 15 - 20 mph, conditions and width of road permitting

Right of Way: cars traveling uphill on mountain roads have the right of way. Yield to those driving up the hill.

Driving on Field Trips

Personal Vehicles - Parents or Guardians, Faculty and Staff

At times, parent or guardians, faculty and staff may be asked to drive their personal vehicle for a MMS sponsored event. All parents or guardians are required to fill out the Driver Information when registering online. Faculty and staff will be asked to submit documentation to the Business Office. When approved, the individual will be placed on the "Approved Volunteer Driver List."

In order to be an approved driver, the driver must:

- Be at least 24 years of age.
- Have not have received more than one minor moving violation in the past 3 years.
- Have not have received any DUI violations in the past 7 years.
- Have Liability Insurance Coverage with a minimum of
 - a. \$100,000 per person/\$300,000 per accident Bodily Injury Liability
 - b. 50,000 Property Damage per occurrence Liability
 - c. Provide proof of in-force coverage with a copy of their current auto declarations page showing the vehicle they'll be driving.
- Have a safe, well-maintained vehicle with a passenger seat belt for each passenger.

To be approved, Drivers must submit the following information to the Business Office (Laurie.Romero@MountMadonnaSchool.org) if driving a personal vehicle.

- A copy of a valid driver's license
- A copy of the declaration page from their Auto Insurance Policy

School Vehicles -Parents or Guardians, Faculty and Staff

Parents or guardians, faculty and staff can be added to the MMS/MMC driver insurance list and be eligible to drive students in MMS vans or cars. All individuals who agree to drive students on MMS field trips or to athletic events will need to provide to the office a copy of Driver License.

Students

At no time are students allowed to drive on any school sponsored field trip.

Student Drivers

Students may drive to and from school only if their car insurance information is on file in the school office. They must also register their vehicle with the office and will then be assigned a school parking space. Any driver may have the privilege of driving to and from campus, or on campus, revoked for reckless driving.

Students must follow the current DMV laws, including those regarding driving other students.

Transportation to Athletic Events

Transportation to “away games” during or immediately following the school day (3:25 PM) will be provided by MMS to the extent of available resources. It is the parents’ responsibility to arrange transportation for their student to away games that begin two hours or more after the school day ends. Parents are responsible for rides home after all games.

After School Activity Van

Middle and high school students and 5th graders who participate in after school activities such as athletics, rehearsals and clubs may ride the 5:30pm van. After school activity vans are available only for school sponsored, faculty supervised activities, such as sports and rehearsals. Students must sign up by 1:00pm of that day to reserve a seat. Students are required to follow all “bus rules” when riding the van.

Students can disembark only at the designated stops. If a parent is not at a stop and prior arrangements have not been made with the parent, the driver will ask another parent to wait with the student or the driver will try to reach the parent by phone to make a plan. The driver may need to continue the route and meet the parent elsewhere. The van needs to stay on schedule, so please pick up your children promptly.

Parking

Students who drive to school are expected to arrive at campus and park their vehicles in their assigned parking spot for the day. They are not to move their vehicles during the school day without specific permission from a faculty member. Faculty members are to use discretion. For example, it is not OK for students to drive just because of inclement weather or because someone is running late.

Upper Campus Bus Turn-Around

There is no parking allowed during school hours, 8:30am – 5:30 pm, at the Upper Campus turn-around. This area needs to be available for busses, vans and deliveries.

Please do not use the short term (30 minute) parking in front of the CB. Leave the handicapped spaces open for those who need them.

Entrance Gates

The Mount Madonna Center gate is open for drop off and pick up hours. Mount Madonna School gate is open from 8:30pm - 5:30pm on regular school days and is closed on weekends and school holidays. Gates will also be opened for special school events that fall outside the normal “open gate” hours. If you have any questions about access to the campus outside of the hours mentioned above, please contact an Operations staff member.

BUS TRANSPORTATION

Bus Information

We run buses going to each side of the mountain. The buses arrive at school between 8:45 and 8:55am at the bus loading zones (Elementary-next to the lake, M/H Campus-entrance circle). The buses depart from the Elementary Bus Stop at 3:25pm each day and the M/H campus at 3:33pm.

Mount Madonna School buses and drivers comply with all California State laws and regulations, including:

- Daily bus inspections
- Maintenance requirements
- Documentation requirements
- CHP inspections
- Bus driver certification and testing
- Bus driver continuing education
- Bus driver random drug testing

Bus Stops and Times

<i>On the Ocean Side</i>		AM	PM
Santa Cruz – AM/PM	Pacific Cultural Center Seabright/Broadway,	7:35 am	4:40 pm
Soquel – AM	Sunnyside Produce, 2520 Main St	7:46 am	
Soquel – PM	Michael’s On Main, 2605 Main St		4:30 pm
Aptos – AM	Aptos Natural Foods, 7486 Soquel Dr.	7:56 am	
Aptos – PM	Aptos Library, 7695 Soquel Dr.		4:20 pm
Corralitos – AM	Alladin Nursery, 2905 Freedom Blvd.	8:10 am	
Corralitos – PM	5 Mile House, 2904 Freedom Blvd.		4:10 pm
Freedom – AM	Airport & Freedom Blvds	8:16 am	
Freedom – PM	VFW Hall, 1960 Freedom Blvd.		4:05 pm
Watsonville – AM	Fruit Stand, Holohan near E. Lake Ave.	8:20 am	
Watsonville – PM	Valley Catholic Church, 2401 E. Lake Ave.,		3:55 pm
<i>On the Inland Side</i>			
Morgan Hill – AM/PM	Church Parking Lot @ Dewitt & Dunne	8:05 am	4:05 pm
Gilroy – AM	Fortino’s Winery Route # 152 & Watsonville Rd.	8:25 am	
Gilroy – PM	Watsonville Road @ Redwood Retreat Road		3:50 pm

Bus Stop Policies

Meet Student on Same Side of Road – In order to conform to CHP policy, parents must meet students on the same side of the road on which the bus is stopped. If parents need to cross the street, parent and student must use the crosswalk at the closest traffic signal.

Call Office to Switch to a Different Bus Stop – If parents want their child(ren) to get off at a different bus stop, they must call the school office before 1:00 PM.

No Unauthorized Stops – The bus driver is only authorized to stop at scheduled bus stops. Students will not be dropped off between stops in the afternoon, nor will the bus stop between stops for late students in the morning.

Arrive at Bus Stop 5 Minutes Early – Students should arrive at their bus stops approximately 5 minutes before scheduled pickup time. Parents should arrive at the bus stops approximately 5 minutes before scheduled drop off time.

After Driver has Closed Bus Doors – Mount Madonna School has a policy and a procedure to follow when parents are late in dropping off children at their bus stops. State law requires that once the driver closes the doors of the bus at a stop, they must drive on and the parent must take the student to the next stop to board the bus.

Bus Stop Monitors

Morning and afternoon Bus Stop Monitors are needed to ensure the safety of our children. It is especially important to educate Preschool and Kindergarten students regarding what to do if they get off at the wrong stop or if the person picking them up is late.

Elementary school parents (whose children ride the bus) need to sign up for at least one afternoon shift per week. Parents of middle and high school students may find that mornings work best for them, due to the after-school events in which their children may participate. A sign-up sheet will be emailed to bus rider families.

Morning Bus Stop Monitor’s Responsibilities

If the bus is late or breaks down, the Bus Stop Monitor needs to stay with the children until all children are picked up and taken to school. An attempt should be made to contact the school office or an administrator listed on the Family Transportation Information sheet that is mailed to all Bus Rider Families. Monitors or another parent are encouraged to bring the children to school if the bus is not going to be available and other transportation has not yet been arranged.

Afternoon Bus Stop Monitor’s Responsibilities

Connect with the bus driver each day so that the driver knows that a responsible adult is supervising the bus stop. If a parent does not show up to pick up a child, the Bus Stop Monitor will either stay with the child until their ride arrives or make other arrangements with the parent picking up. Call MMS to notify them that you are with the child.

Permission to be Left Unattended

Sixth through 12th grade students may be left at the bus stop unattended with parents’ permission. Permission to be left unattended is included on student’s emergency release form and listed on the bus rider list.

Preschool through 5th grade students, and those older students without permission to be left unattended, will never be left at a stop without supervision. On our afternoon run, if there is no one to meet a student, the Bus Stop Monitor at that stop (or the next) will take responsibility for the child and contact the parent.

On the morning run, parents are to wait with their preschool - 5th graders (and those without permission to be left unattended) until the bus arrives. Permission to be left with a MS/HS sibling is included on student's emergency contact information.

Missed Connections

Parents who do not connect with a student at the bus stop, for whatever reason, should check their phone messages. The Bus Stop Monitor will leave a message for you there. If you do not hear from the monitor, call the MMS office at 408-847-2717 and leave a number where you can be reached.

If neither the parent nor a Bus Stop Monitor is at the bus stop, the bus driver will leave your child with the Bus Stop Monitor at the next stop. If it is the last stop, the bus driver will contact the Mount Madonna School office and decide what to do at that time. Check your home answering machine and then call the school office. If the office is closed, call a Transportation Administrator at the number listed on the Family Transportation Information Sheet.

Our drivers have been instructed to follow this procedure for the safety of the children and so that the bus can stay on schedule for the run.

Bus Fees

Mount Madonna School provides bus service to Santa Cruz, Soquel, Aptos, Watsonville, Gilroy and Morgan Hill. Bus fees are based on distance and number of passengers. Bus fees for students who ride the bus on a regular basis are added to the tuition agreement. Students who wish to ride the bus on an occasional basis (up to 10 rides per quarter) must make reservations with the MMS office by 1:00 pm.

Bus Rules

The following bus rules have been developed by the Mount Madonna School staff for the safety and well-being of all the students and passengers. The bus driver is responsible for the safety of all students and passengers and your cooperation is needed. Consistent misbehavior will result in the issuance of a citation and possible loss of riding privileges. The rules are as follows:

- Observe the same standards of conduct as in the classroom.
- Use an inside voice and refrain from yelling
- Be polite and no inappropriate language or behavior
- Keep your hands and feet to yourself. (tickling, pinching, etc.)
- Stay in your seated in your assigned seat and visible while the bus is in motion facing forward until your bus stop
- Always wear seat belts when available
- Students must sit in their assigned seats Do not sit sideways or backwards (it is illegal).
- Keep aisles clear (no legs, backpacks, etc).
- No throwing of any objects.
- Hands, arms or objects must be inside the bus at all times.
- Keep the bus clean and pick up your trash
- No eating on the bus (It can cause a choking hazard)
- No skateboards on the bus

- Do not poke holes in seats or write on the bus. Parents will be charged for any damages.
- No pretend or real weapons or animals on the bus
- When waiting for the bus, stay 6 feet from the curb.
- The driver is in charge of the bus and students and passengers must follow instructions promptly and cheerfully.
- No standing while the bus is in motion.
- No throwing of any objects in the bus or out of the window. Passengers must not at any time extend hands or arms out of the bus windows.
- Do not be disruptive.

Bus Citation Procedure

1st Citation

A copy of the citation is given to the parents and the Dean of Students. Student bus privileges may be suspended.

2nd Citation

A copy of the citation is given to the parents, the Dean of Students, and Guidance Team. Student bus privileges may be suspended.

3rd Citation

The student is suspended from using the bus for at least one ride. A copy of the citation is given to the parents, teacher and Head/Director.

Please note: A student can be suspended from riding the bus at any time if their behavior is deemed unsafe for themselves or others in the bus or nearby. Ex: standing or changing seats while the bus is moving.

Bus Schedule Variances

All bus drivers strive to be on time. Arrival times are subject to weather, road conditions and traffic. If the bus will be significantly later than usual, you will be notified through the automated calling system. Please be patient and work together to make the bus experience as safe, smooth and pleasant as possible.

Bus Emergency Transportation Procedures

All buses are inspected daily before operation. Should a defect be discovered that cannot be fixed before the bus run, the driver will notify the Transportation Coordinator, who will arrange alternate transportation for the bus riders.

Annual Bus Evacuation Drill

Near the beginning of each year we schedule a “Bus Evacuation Drill”. The drill usually takes place in Mount Madonna Park in the morning on the way to school when most riders are present. The students practice evacuating from a side door and meeting/waiting together a distance from the bus until the driver signals the end of the drill.

EMERGENCIES

School Closure Procedures

Mount Madonna School's policy is to remain open unless any of the following conditions occur:

- Roads are closed or are deemed hazardous
- Extreme weather conditions.
- Wild fire danger
- Communicable disease or other unsafe conditions

Power Outage

The Upper Campus has a generator that allows school to function when power is out. If the lower school is without power, classes will be held at the Upper Campus.

Preschool/Kindergarten will either be optional or may be closed if it is determined to be unsafe.

Communication for school closures is through the automated calling system.

Security/Lockdown Preparation

MMS engages all the students (except students in preschool/kindergarten) in discussions and training about lockdown drills, which have been very well-performed. We have taken particular care with our elementary students to help them understand that the drills we practice are being put in place to keep them safe. Our interactions with the students are primarily around procedures, simple explanations about the difference between our different emergency drills (Fire, Earthquake, Reverse Evacuation, Hall Check, Evacuation and Lockdown), and the introduction of our security team.

If you have any questions about what the Security Team and faculty are practicing and discussing at school around this topic, please contact the school Security Coordinator. We encourage you to engage with your children around the topic of safety as we proceed through this year and practice the drills at school. During the school year, we will hold at least two lockdown drills, in addition to a number of earthquake and fire drills.

In the unlikely event that you arrive at campus during a lockdown or a lockdown drill, you will not be allowed into any of the classrooms or offices. The security team, known by the orange security vests they wear, may be able to give you information or instructions. If there is no one available, please return to your vehicle. Lockdown drills generally last 20 to 25 minutes. We appreciate your patience and understanding during our drills or an actual event.

Entrance Gates

See Policies: Driving and Parking

Emergency Procedures

Mount Madonna School is fortunate to have Mount Madonna Center, which has a volunteer staffed fire engine located on campus. Being on the grounds of Mount Madonna Center also gives MMS access to food and lodging. Should there be a major disaster, we have the ability to

provide basic needs until the students can be returned to their families. In a disaster situation, never pick up a student without checking them out through the command center. We must know where all students are at all times.

In the event that any emergency occurs on campus, communication will be very important. The main phone at the school will not be answered during an emergency. Please do not attempt to contact the school directly. We will work hard to keep families informed through the School's automated communication system but it will be critical that the school phone lines remain available for communication with the authorities. The School will initiate communication to all families through the automated communication system that will send an emergency message to parents and guardians. The emergency message will let parents know where to pick up students if we are evacuating the campus.

Evacuation of Students

On the Mountain

Unless otherwise communicated, the pickup site will be the north end of Mount Madonna Park in the Bay View Youth Area. As with the phones, it will be important that Mount Madonna Road, Summit Road, and the school entrances not be filled with vehicles in order to allow emergency vehicles easy access to the site.

Off the Mountain

Our planned evacuation sites are the Fairgrounds in Watsonville and Gilroy Gardens in Gilroy. You will be notified by our automated communication system of where to pick up your student.

Fortino Winery

408-842-3305

4525 Hecker Pass Hwy

Gilroy, CA 95020

Watsonville Fairgrounds

831-724-5671

2601 East Lake Avenue

Watsonville, CA 95076

MOUNT MADONNA/SCHOOL AND CENTER

Mount Madonna Center (MMC)

Mount Madonna Center is a community that includes a school, a residential and extended community and a business (retreats, conferences, programs, rentals, stores). Please remind students to be polite and mindful of center residents and program guests.

Events

Mount Madonna is the setting for a wide variety of activities and often members of the school community arrange or organize social events on the land, i.e., class parties or gatherings. The school community is welcome to do so, however, it is necessary to submit a request to the Operations Manager regarding the event. Details as to where it is to be held, who and how many may be attending should be included in the request. The administrator will communicate with MMC, and others who it may affect, for approval.

Fires or Barbecues

If a barbecue or campfire is part of the event you are planning, further requirements are needed. The MMC Fire Department must be notified and you must obtain their permission. They may require one of their fire fighters to be at the event during the fire and they would need to be paid for their time.

MMC Vegetarian Policy

Mount Madonna Center is a vegetarian community. Students and staff may bring non-vegetarian food from home, but are asked to be respectful of the lifestyle of the Mount Madonna Center Community.

In our agreements with MMC, we respect the non-cooking of meat on campus. Non-vegetarian food cannot be cooked on or in any appliance (stove-top, oven, microwave, toaster oven) on campus. At the Upper Campus, heated water is provided for instant soups, etc. For safety reasons, thermoses are encouraged. Please do not dispose of non-vegetarian scraps in the compost. When bringing food for any school potluck, activity or event, we request vegetarian items.

Meals at Mount Madonna Center Community Building

You are welcome to enjoy meals at MMC. Meal prices are posted near the kitchen. Reservations are required 72 hours in advance of your meal by emailing Programs@mountmadonna.org.

Paying for Faculty Meals

If you need to stay for a School function in the evening, and you eat dinner at the Center, the School will pay for your dinner. (Please pay for your guests and children). The School does not pay for a faculty meal if they are staying after work, but not required to stay for an evening event.

If the school is providing your meal, please record your name on the "MMS Guests" sheet in the binder on the silverware table. Write the date and "amount spent" in the proper columns,

then bring the balance up-to-date (it's like a checkbook register). If you just eat for free and don't sign the sheet, then Mount Madonna Center ends up paying for your meal, and it is the School that is providing you with a meal. Signing the sheet ensures that the School will be billed.

If staying for dinner for your own reasons, you must make a reservation 72 hours in advance and purchase a meal card, or pay for individual meals as you partake in them. If you occasionally need to eat breakfast or lunch, please pay by using your meal card. If there are MMC Programs having meals, please let them get their meals first.

Meal Card (sheet) Instructions

Before the meal window you will see a binder and instructions posted regarding purchasing a meal card. Please follow those directions. By purchasing a meal card, this allows anyone in your family to obtain food without having to have cash on hand. Families can all have one meal sheet. Kid's prices are for 12 and under.

Basic Notes

- Use either a filled-out Meal Sheet, the MMS or a Personal Meal Sheet at all times
- If using MMS sheet, (under 'M'), please indicate the event you are staying for.
- If paying cash, MMC requests that you fill out the little manila envelopes, insert cash and then place it in wooden box.

Rules for Using the Community Building

Mount Madonna School shares its facilities with Mount Madonna Center, which is a program and rental conference center. Many of the rules below have been devised out of respect for the needs of the Center. Unless noted, the rules apply to all students and faculty, whether residents or day students/faculty.

General

Whether you are here for the day or a resident, Mount Madonna is our home. Respect the environment, understand and abide by the following rules and be a positive contributing member of our community:

- Please do not use the short term (30 minute) parking in front of the CB (Community Building) for longer than 30 minutes.
- Leave handicapped spaces open for those who need them.
- Students are not to use tea bar or any MMC food during school hours or for after-school snack. After-school snacks should be brought from home. If students wish to reserve a dinner in advance, they may follow the meal reservation and purchase system.
- No shoes in the buildings (except front lobby).
- No food or drink in hallways, computer room, offices, main room or stairways.
- Students are not permitted on the main floor of the CB during school hours unless specifically directed by a teacher. Classes should enter and exit the building through the West Wing doors when using the CB Main room. Shoes are stored away from the Programs Office windows and students should be reminded to be quiet on the deck.
- No books, packs, shoes or clothing may be stored in the lobby.
- Students are permitted to enter the lobby to deliver mail during lunch hour, provided

they are orderly and do not disturb the staff. The same applies to after school hours.

- Limit pay phone use to emergencies.
- No shouting or running in the building.
- No abuse of the physical plant in any form. Graffiti, banging doors, rough housing, bouncing balls, hitting walls etc. are forbidden. Any incident of damage must be reported immediately to school staff. The student will be responsible for any repairs.
- Teachers and students should make reservations through the school office before noon the day before, if they plan to stay for dinner. Follow the procedures for payment as listed in the handbook

Offices and Services

The Center's Offices are located in the Community Building and primarily serve the needs of Center visitors, residents and program participants. The business office is available to answer questions. However, it is preferable that all school business, including mail, phone calls, supply requests and photo copying be conducted at School Offices. The business office is available to help in case of an emergency.

MMC Requests

- Please park in designated spaces only.
- Please conserve water.
- Please obey all auto speed signs on and off campus. Summit Road residents request that you keep to a maximum speed of 40 m.p.h.
- Use school phones and computers whenever possible at the Farm House, Courtside or Upper Campus.

Housekeeping

- Please leave rooms as neatly as you found them. Turn off lights, close windows.
- Pick up clothes, books and trash.
- Please remove shoes and leave backpacks in designated spaces rather than the walkways or hallways.

Center Use of Athletic Facilities

The community is welcome to use the Lower School Courtside Gym and tennis courts when students are not present. Availability of each gym is as follows:

- Courtside Gym/Tennis Courts:
 - Monday-Friday, after 3:30pm, or after 5:30pm when athletic teams are practicing.
 - Available most weekends
 - Exception: November-January if gym is converted to a theater.
- Hawks' Nest Gym
 - Only during November-January
 - After 5:30pm on weekdays and most weekends

The school no longer has a weight room that is available for community use. The facility formerly used as a weight room, was converted back to a maintenance work area, as it was originally intended. The weight room at the upper Hawks' Nest gym is used only by students

under the direct supervision of trained staff.

The Hawks' Nest gym is available with prior permission to use in the months of December and January when the lower Courtside Gym is converted into a theater. When using either gym, please follow the guidelines below:

- Wear only clean gym shoes with non-marking soles.
- Turn off the lights after use.
- Close all the doors after use.
- When using the Hawks' Nest gym, get the key from the office during school hours and return it the next day.
- Lock all doors at the Hawks' nest gym
- Bring your own balls and equipment and clean up after use.
- The facilities are for school and community members only, so please advise the school if you are considering hosting a game with others who are not from the community.
- No food or drink other than water inside either gym.
- Please help us maintain and care for these facilities and report any issues to the school office.

SECTION 4 – FEES

Application

An Application Fee is required for all new applicants. This fee is used to offset the costs of processing the applications. The application fee is charged when an applicant is submitted, regardless of the outcome.

Tuition

The *Schedule of Fees* at the end of this section contains the Mount Madonna School current fees, payment schedules, and payment plans. You will also find it at our Website www.mountmadonnaschool.org/admissions/tuition-and-financial-assistance/

Tuition Refund Plan Policy

The Tuition Refund Plan, offered by A.W.G. Dewar, is important for Mount Madonna School and its families. MMS requires full payment for the academic year and will make no adjustment of fees for absences, withdrawal or dismissal. Because we do not give refunds for unused tuition, we recommend that all parents participate in this Tuition Refund Plan. More information is provided at the end of this section.

Annual Registration

Each year families must complete the annual registration process to reserve their student's space in class by March 15 for the upcoming school year. Registration is done online and is not complete until you have returned a signed contract and a non-refundable registration deposit. See the steps below. If you have more than one student at MMS you will need to complete the registration process for each student. Registration deposit published in this handbook are for the current school year.

Contract Amendment Fee

A Contract Amendment Fee of \$25 will be charged for the second and additional changes made to a student's contract in any given year.

Withdrawal or Dismissal

The student may be withdrawn from the School by submission of a written notice to the appropriate Division Director. The student may be dismissed from the School for an infraction of school rules warranting such action.

In the event that a student is withdrawn from the School after the school year has started, the full year's fees shall be due to the School. Please see the information on the Tuition Refund Plan Tuition Insurance (see Section 4, Fees). If a family chooses to withdraw a student after enrolling, but before the school year has begun, then 21% of tuition will be withheld.

Admission Policy for Returning Students

If a student reapplies to MMS after being gone for only one year, the application fee is waived. If the student is readmitted, then they are considered a returning student and the Current

Student Registration Deposit apply. Exceptions to this rule may be granted by the Head of School by prior arrangement and following our policy on Travel Abroad or study in another academic program.

Field Trips

All grades, including preschool through 12th grade, go on field trips. Overnight field trips begin in 3rd grade. Extended trips (2-10 days) are part of the curriculum for middle and high school. Most field trip fees that support students' travel excursions throughout the school year are incorporated into the fees for tuition.

Values in American/World Thought Trip

The annual "Values in American/World Thought" trip to Washington D.C. and India can be a life-changing experience for juniors and seniors. Juniors travel to Washington D.C. and seniors travel to India. The trip to India requires additional funding beyond tuition. As part of the curriculum students often collect items and/or raise funds to bring to those in need in the country they are visiting.

Textbook Deposit and Responsibilities

A \$275 textbook deposit is charged to middle and high school student accounts prior to each school year. Fees for any damaged or missing textbooks will be deducted from this deposit at the end of the school year.

Throughout the year, faculty will assign textbooks for student use both in the classroom and at home. These textbooks are the property of Mount Madonna School and are expected to be treated with care and returned in good, usable condition at the end of each semester and/or academic year.

Textbooks rated in "Good" condition means:

- Binding fully intact
- Limited highlighting, doodling, or paragraph notes
- Covers unbent and intact
- No mold or substantial water damage
- Pages are intact and all accounted for

Please note: Any damaged textbooks will be accounted for prior to student distribution. Students will be responsible for any further damages.

In October a letter will be mailed out to each family that includes a list of distributed textbooks, including their specific copy numbers, for each student. Additionally, a textbook reminder letter will be mailed to families in May. This letter is to provide parents an additional copy of the textbooks distributed to each student. This includes all circulation changes that may have been made throughout the year. We advise parents to use the updated list to assist their child in gathering textbooks. The students must then turn in their textbook to the Library by the end of the school year.

The Librarian will check in all received textbooks. Letters will be mailed to families in June to notify them of any missing textbooks and replacement fees. All textbook replacement fees are nonrefundable.

Event Support Fee

We intentionally create opportunities for parents and guardians to take an active role in their child's education through support with school-sponsored activities and events. Support from our families is necessary to bring these events to life. As outlined in section 3 Policies: Parent Participation, there are support fees when families are not able to volunteer their time. These fees help cover the cost of hiring outside help. The fees per event are:

Event	Support Fee	Payment Due
Class Sponsored Event	\$100	June 15
Productions	\$200	February 15
Summit for the Planet	\$250	June 15
<i>Ramayana!</i>	\$300	June 15

Athletic Event Fees

MMS is a member of SCCAL for High School Athletics. Admission is charged at Varsity/JV athletic events at rates established by the league. This funding helps support our participation in the Santa Cruz Coast Athletic League.

Flexible Tuition and Scholarships

Mount Madonna School is committed to maintaining economic diversity within our community of families. The Bernice Arnold Scholarship Endowment and other special donations are allocated for flexible tuition or scholarships.

Flexible Tuition Process

Financial grants are based on the family's economic needs. Families apply for flexible tuition in January by filling out FACTS online form for flexible tuition. Information is available through our office in December. All flexible tuition information is kept in strictest confidence. The Head of School, Administrator and Financial Controller review the information and make decisions on grants based on the data from the FACTS reports and the student's eligibility.

2024-2025 SCHEDULE OF FEES

New Students

Application Fee: non-refundable	\$100
Enrollment Fee & Tuition Deposit: non-refundable	
Preschool, Kindergarten, Elementary School (1-5)	\$1,526
Middle School (6-8) and High School (9-12)	\$1,841

Current Students

Non-Refundable Annual Registration Fee Schedule

Step	Start Date	Payment Postmark end by:	Preschool to Grade 5	Grades 6 to 12
Early Online Registration	January 5	February 15	\$786	\$1,080
Regular Online Registration	February 16	March 15	\$886	\$1,180
Late Online Registration	March 16		\$1,036	\$1,330

Return signed contracts within 30 days of receipt to avoid \$100 processing fee

Yearly Tuition

The following is the tuition which includes most activities and most travel. Tuition for the next year is determined and announced by the Board in December.

	Flexible Tuition Range
Lower School	
Preschool & Kindergarten	
Preschool 3 days	\$8,277-\$15,049
Pre/K 4 days	\$9,693-\$18,289
Pre/K 5 days	\$10,572-\$21,144
Grades 1-5	
Grades 1-2	\$10,572-\$21,144
Grades 3-5	\$10,908-\$21,815
Upper School	
Grades 6-7	\$13,923-\$27,057
Grades 8-10	\$15,673-\$28,888
Grades 11-12	\$18,382-\$33,164

Other Fees & Deposits

- Middle/High Textbook Refundable Deposit \$275
- Tuition Refund Plan (See Payment Plans next page) 2.2% of Tuition

Bus Fees

Optional transportation is available for the ocean and inland sides of the mountain at an additional cost.

Watsonville / Santa Cruz Side		1-2 Days	3 Days	4-5 Days
	Holohan Road/Valley Catholic Church	\$1,843	\$2,563	\$2,871
	Airport & Freedom Blvds./VFW	\$1,843	\$2,563	\$2,871
	Aladdin Nursery/5-Mile House	\$1,843	\$2,563	\$2,871
	Aptos Natural Foods/Aptos Library	\$2,017	\$2,838	\$3,130
	Sunnyside Produce/Michaels on Main	\$2,017	\$2,838	\$3,130
	Pacific Cultural Center (PCC)	\$2,408	\$3,240	\$3,675
Gilroy / Morgan Hill Side				
	Fortino’s Winery/Redwood Retreat – Gilroy	\$1,736	\$2,380	\$2,667
	Church at Dewitt/Dunne – Morgan Hill	\$2,408	\$3,240	\$3,675

One-Way Riders: pay 2/3 the rate; Riders with two bus stops (e.g., AM/PM) pay 1/2 each rate

Occasional Rides: must be pre-arranged with the Office - \$12 per ride, max 10 rides per quarter, billed each semester. All transportation offered on a space available basis. Priority will be given to more frequent riders.

Payment Plans Available

- Full payment for the entire school year paid by April 5, 2024 directly to the School (a 1% discount will be applied if payment is received by check or in cash by the due date on the contract); Tuition Refund Plan (see below) at 2.2% of tuition is optional but recommended.

FACTS Tuition Management Plans – (FACTS allows payments using your savings account, checking account or credit card (payment using credit card includes a 2.95% convenience fee). The family will be responsible for payment of the \$15 annual fee for the Two-payment option or \$50 annual fee for the monthly plan.)

1. Two-payment option: pay 50% by April 5, 2024 and 50% by August 5, 2024 through FACTS Tuition Management. Tuition Refund Plan (see above) at 2.2% of tuition is optional, but recommended, as long as the School receives the final payment before classes begin.
2. Monthly payment plans are available through FACTS Tuition Management. Payments will begin in April 2024 and continue through March 2024. Payment schedule is adjusted based on enrollment date, however all payments are due no later than June 2025. Tuition Refund Plan (see above) at 2.2% of tuition is required.

Additional Financial Expectations

- Three annual fundraisers supplement tuition and provide an additional 10 - 15% of revenue to cover Program expenses. Our goal is 100% family participation. Your contributions are tax deductible.
- Incidental charges may include the following: snack bar purchases, occasional bus use, club fees, school supplies, book fees, athletic gear, and additional field trips not already included in the tuition.
- Parents can expect tuition to increase annually by 3% to 7%, depending on operating costs.
- By signing a Contract, parents enroll students for an entire academic year. In the event that a student withdraws before August 26, 2024 the contract states that 21% of the annual tuition is owed to the school. As of August 26, 2024 the full tuition is due the school. See the following Tuition Refund Plan for details.

Tuition Refund Plan Policy

The Tuition Refund Plan is important for Mount Madonna School and its families. MMS requires full payment for the academic year after August 26, 2024 and will make no adjustment of fees for absences, withdrawal or dismissal. Therefore, we are pleased to be able to help protect families' financial investment with the Tuition Refund Plan.

This Plan, offered by A.W.G. Dewar's, provides an allowance of tuition fees in the event of withdrawal of a student, for any reason, or dismissal by the School. The Tuition Refund Plan becomes effective on August 1, 2024 if a student is unable to attend school due to a covered medical reason. The non-medical coverage, which covers voluntary withdrawals and dismissals, becomes effective after the student attends 14 consecutive calendar days beginning with the student's first day in the academic year.

The cost is 2.2% of the annual tuition fee for the 2024-25 school year. Parents who do not pay the total annual fees by August 26, 2024 must participate in the Tuition Refund Plan or present evidence of comparable insurance coverage. Participation is optional, but recommended, for those who pay the total annual fees by August 26, 2024. Because we do not give refunds for unused tuition, we recommend all parents participate in this Tuition Refund Plan.

New Family Referral and Sibling Incentive Program

This incentive rewards current families for referrals that result in newly enrolled students. A referring family receives a one-time:

- \$2,000 tuition credit for each new family they refer who enrolls one or more students for a full year.
- \$500 tuition credit for each new sibling within their own family enrolling for the 1st time for a full year.
- If a new student enrolls for a partial year, a partial incentive reward will be given.

Credits

When a new student enrolls, the registration paperwork must indicate the referring family. All incentive discounts will be credited to the referring family's account in October following the

new student’s start date. The recipient family must have a student enrolled at MMS to receive a credit.

MMS reserves the right to discontinue this program, with notice, at the end of any school year.

SCHOOL FACILITIES RENTAL

Location	All Organizations
Hawks’ Nest Gym	\$60/hour
Assembly Room	\$50/hour
Classroom	\$40/hour
Kitchen/Snackbar	\$30/hour
Library	Not Available