

# MOUNTAIN VIEW CHRISTIAN ACADEMY

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## Student Handbook

Mountain View Christian Academy  
3665 Alabama Highway 73 • Bryant, AL 35958  
Phone (256) 597-3467 • Fax (256) 597-3467  
Jonathan D. Aultman, Principal • [www.mvcalions.com](http://www.mvcalions.com)

## **WINNER'S CREED**

I will prepare diligently, study purposefully, work productively.

I will give others the benefit of the doubt and seek to discover the goodness in every person I meet.

I will be a booster, not a complainer; a builder, not a fault finder.

I will accept my setbacks as challenges and will view my failures as teachers.

I will give the world the warmth of my smile, the joy of my encouragement and the blessing of my love.

## **MVCA ALMA MATER**

In these rolling hills called home  
Reared against the sky;  
Proudly stands our Alma Mater  
Molder of mankind,  
Greater glory, love unending  
Be forever thine.

Cooling breezes gently blowing  
Through inspiring halls,  
Memory's leaflet closely twining  
Shall fore'er recall  
Yesterdays that waken in our  
Hearts a tender glow,  
Making greater still the love that  
We have learned to know.

## **CHURCH AFFILIATION**

Mountain View Christian Academy (hereinafter “MVCA”) is a non-denominational ministry of the Mountain View Church of God. MVCA seeks to minister to all who desire a Christian preschool and is pleased that all training is from a biblically centered philosophy and view point of Christian education. We expect all students to participate in various devotions and special services which are scheduled from time to tome.

## **STATEMENT OF FAITH**

As a ministry of the Mountain View Church of God, MVCA maintains the fundamental teachings of God’s Word.

### **WE BELIEVE:**

- The Bible is the inspired and only infallible and authoritative rule of faith and conduct (II Timothy 3:16)
- There is one God, eternally co-equal, and co-existent, in three persons: Father, Son and Holy Spirit (I John 5:7)
- In the pre-existence, incarnation, virgin birth, sinless life, miracle, substitutionary death, bodily resurrection and ascension to Heaven of the Lord Jesus Christ, and His promised second coming to earth in power and glory to rule a thousand years (I Peter 2:21-24; I Cor. 15:3; John 3:16)
- In the fall of man, and the need of regeneration by the Holy Spirit on the basis of grace, through repentance and faith in the blood of Jesus Christ (Romans 3:21-30)
- The redemptive work of Christ on the cross provides healing of the human body for all believers and produces the fruit of the Spirit in the believer’s life (Mark 1:8; Acts 2:4; Gal 5:22-26)
- The baptism of the Holy Spirit is provided for all believers and produces the fruit of the Spirit in the believer’s life (Acts 2:4; Gal. 5:22-26)
- In the sanctifying power of the Holy Spirit, by whose indwelling the Christian is enabled to live a holy life of righteous works, separated from the world, witnessing the saving grace of God through the ministry of the Holy Spirit (Acts 1:8; 9:31; Rom. 15:13)
- The Blessed Hope, the rapture of the Church at Christ’s second coming (I Thess. 4:13-18)
- In the resurrection of both the saved, and the lost, the one to everlasting life and the other to everlasting damnation (John 5:29)
- In the unity of believers in our Lord Jesus Christ (Ephesians 4:1-6)

## **MISSION STATEMENT**

MVCA is committed to helping children develop their full potential in Christ, taking the challenge of the Great Commission as we provide a quality education from a Biblical point of view.

## **PURPOSE OF THE SCHOOL**

MVCA exists for the purpose of providing a quality education while instilling a Christian world view that includes both spiritual and physical aspects. We believe that the very cornerstone of all truth is God’s Word, that a firm foundation in God’s Word is vital to a true education, and that every subject taught should be from a Biblical point of view.

We desire that our students evidence not only a personal relationship with Christ, but also spiritual growth in their lives. Our ultimate goal for the pupil is Christ-likeness. As Christ matured spiritually, mentally, socially and physically, we seek a balanced program to train the child toward a well-rounded maturity.

## **ADMISSIONS POLICY**

MVCA admits students of any race, color or national or ethnic origin to all of the rights, privileges, programs and activities generally accorded or made available to the students of MVCA. It does not discriminate on the basis of race, color or national or ethnic origin in administration of its educational policies, admissions policies or other school administered programs.

## **SCHOOL ADDRESS AND PHONE NUMBER**

Mountain View Christian Academy  
3665 Alabama Highway 73  
Bryant, AL 35958  
(256) 597-3467  
www.mvcalions.com

## **ON-LINE ACCESS**

MVCA offers a wide array of services on our website. All announcements, school calendar information, sports schedules, homework, grades and financial information can be accessed with the school provided user id and password on ParentsWeb Login. Parents and students are able to access the website by going to <https://logins2.renweb.com/logins/ParentsWeb-Login.aspx> and entering their passwords and usernames. If you do not have a password or username it can be obtained by calling or coming by the office. The Schools District is MV-AL

Parents with a valid e-mail address on file will receive all progress reports, report cards, teacher/office correspondence and financial information via Renweb as listed above. We ask that all parents provide the office with a valid e-mail address that goes to them and not their students.

## **FINANCIAL INFORMATION**

Although tuition is stated in yearly amounts, a convenient payment plan is based on 10 months, with **the first payment due on August 1<sup>st</sup>** and the rest of the payments due on the 1<sup>st</sup> day of each consecutive month through May 1<sup>st</sup>. Monthly payments are late after the 10<sup>th</sup> day of each month. **On the 11<sup>th</sup> day of each month, a late charge of \$10.00 per child will be added to any account that has not had a payment made.** If a check is returned for insufficient funds, you will be notified by phone. The check must then be picked up in the front office and redeemed in cash for the full amount plus a \$30.00 NSF fee. MVCA does **NOT** re-deposit returned checks. Should a customer have two or more returned checks, payment of fees must be made in cash or money order for a period of six months.

Any past due account will be reviewed by the Board of Directors. If a parent encounters financial difficulty and is unable to pay on time, the parent should contact the office and explain the situation to the Principal. This does not mean that past due balances will be accepted. Any “arrangements” that have been made in the past years need to be addressed, do not assume that they are still valid. If an account goes unpaid for 45 days, a letter will be sent home requesting a payment be made. After 60 days of non-payment, the family will be asked to withdraw from the school.

## **SCHOOL DAY**

All students are required to be in attendance for a full seven-period day of instruction (360 minutes), exclusive of breaks, lunch and homeroom, regardless of the number of units earned toward graduation for 180 days a year. (Seniors may obtain special permission from the Board to be allowed to sign-out at whatever time their academic coursework is completed for the day.)

School hours are:

8:30 – 4:00 6th-12th Grade

8:30- 3:00 K5-5th Grade

**Students will be supervised beginning at 8:00 a.m. ALL students are required to be picked up by 4:30 p.m.** If an emergency should arise, please notify the school that you will be late. Students who arrive before 7:45 or are left after 4:00 will be placed in before/after care services. Charges of \$5 per hour will be applied to the student family account. Exceptions to this policy include help classes, special student activities, athletic practice or detention. Students in these activities must stay in assigned areas at all times and be picked up promptly when finished. MVCA cannot be responsible for students who violate these rules. The violating student will receive the appropriate discipline.

Should it be necessary to check a student out of school, the check out procedure, under the section titled Student Check Outs and Messages, **MUST BE** followed.

## **CLUBS AND ORGANIZATIONS**

Jr. Beta Club

Sr. Beta Club

Student Gov't

National Honor Society

## **TRANSPORTATION**

MVCA does not provide buses or any other transportation to and/or from school. The parents/guardians are responsible for the transportation of students. If a student is to be transported by another student, the school should be informed.

Traffic is a problem in and around the school. Students may only be picked up in front of the school. **If for any reason parents need to come in the building, they are asked to find a parking space.** We ask that you not block the flow of traffic or someone who may be trying to leave. Because preschool students must be accompanied inside the building, the first three spaces to the left of the front door are reserved for preschool parents dropping off and picking up their children only.

## **END OF THE DAY RELEASE PROCEDURES**

In the afternoons, parents may arrive as early as they feel they necessary; however, students will not be released from school until classes are dismissed, unless the parent comes in the office and signs the student out. At dismissal, the names of the students whose rides are outside will be announced over the intercom. All other students will remain in the classroom with the teacher until their names have been called. At 4:30, the students whose names have not been called will report to the office. After 4:30 no staff member will be on duty at the front door; hence, parents will need to park and come inside to pick up their students.

## **DRESS CODE**

MVCA students are to abide by the school dress code while on church/school property, during school hours, athletic practices and all other school sponsored activities. All MVCA students from 1st to 12<sup>th</sup> grade are REQUIRED to wear uniforms. (K4 and K5 students may wear any MVCA t-shirt and their choice of pants, shorts, or skirts. Please no tight legging type pants.) Flip flops are not allowed at any time on Campus.

Uniforms allow the student to give a message of life, rather than dress. They save money in the long run and prevent competition for styles and brands. A clean, neat, natural look enhances a student's testimony. The uniform may change occasionally, but the current uniform will be made available to parents well in advance.

### **Uniform Dress Code (1st-12th)**

Monday, Tuesday, Wednesday, and Thursday

- ◆ Polo shirts or a button up dress shirt. Short or long sleeves are acceptable
- ◆ Navy, khaki or black pants, shorts or skirt
- ◆ Dress slippers, oxfords, loafers, sandals or slides and tennis shoes.( No flip-flops please)

Friday

**Each Friday will be a SPIRIT DAY!** All students with no dress code violations and no referrals may wear a spirit shirt (either past or present) with jeans, shorts etc.. The dress code will still be in affect. **NO EXCEPTIONS will be made.**

P.E.

- ◆ School t-shirt
- ◆ Any color athletic shorts or sweat pants
- ◆ Tennis shoes

Dress Code General Considerations

- ◆ **Cargo or utility style pants may be worn**
- ◆ Uniform pants must be of the casual twill dress style (**no stretching type fabrics allowed**)
- ◆ General rule of neatness – no slouch or baggy clothes allowed
- ◆ **NO undergarments may show at anytime, including P.E. (boys and girls)**
- ◆ Belts are required to be worn with uniforms – if it has belt loops a belt must be in them
- ◆ Boys Uniform tops **must be** tucked in at ALL times
- ◆ Any article of clothing that does not promote the Christian values and standards held by MVCA **may not** be worn at all (even during special events, sporting events, field trips, etc.)
- ◆ No hats or head coverings may be worn in the building
- ◆ Field trip attire must be determined by a staff member, approved by administration and follow all general dress code considerations
- ◆ **Shorts must be modest and non-revealing. (general rule is past the fingertips of the wearer If they are questionable, DO NOT wear them!**
- ◆ **Jackets** must remain open when worn inside the building. No large park type coats inside the classroom
- ◆ No ragged or clothes with holes or rips
- ◆ No tight clothes

- ◆ No sleeveless or cut-off shirts at any school functions other than Basketball practices
- ◆ None of the four B's (butts, breasts, bellies or backs) may be showing at any time
- ◆ **REMEMBER....IF IT'S QUESTIONABLE...DON'T WEAR IT..YOU WILL GET SENT HOME IMMEDIATELY!**

## **Hair**

Students hair must be kept clean neatly groomed and out of the eyes; length, color (in natural range) and style should not create a distraction for the students, for others, or reflect negatively on the school. Colored hair is unacceptable.

## **Miscellaneous**

Student body piercings, other than girls' earrings, and tattoos are not allowed. Earrings are not allowed for boys.

## **ATTENDANCE**

Regular school attendance is essential for students to do their best consistently. Regular attendance promotes proper learning habits, good character and academic excellence. Attendance in a Christian school is a privilege parents have paid for and should never be abused as it reflects on all those involved in a negative light.

### **ATTENDANCE POLICY (PER SEMESTER)**

- Perfect attendance means that the student has been present at least ½ day every day (3 ½ hours). Students that have 3 or more tardies or have 1 – 3 OSS days but have “perfect attendance” will be eligible for the certificate but not the financial award.
- Students are expected to have all necessary books and supplies when they come to class. Attendance will be checked by each teacher each period (grades 7 – 12). Students absent from class and not on the absentee list will be reported to the office.
- An absence is defined as:
  - K5 – 6<sup>th</sup> grade – more than ½ day missed
  - 7<sup>th</sup> – 12<sup>th</sup> grade – Each class is accounted for individually. The student must be present for at least ½ of the class time to be counted as present.
- Students may accumulate up to 5 absences without consequence. For 6 or more absences, the student must have medical notes to cover the absence.
- Excessive absences not covered by medical notes must be made up during summer school.
- 1 – 3 days Out of School Suspension (OSS) does not count against attendance.
- Students assigned OSS will receive 0's for all work missed.
- Excusable reasons for absences are as follows and will be coded as such in the teacher's roll book:
  - A – illness, immediate family or personal
  - B – death in the immediate family
  - C – inclement weather which would be dangerous to the life and health of the student as determined by the principal

**D – Pre-arranged absence (prior permission of the principal with the consent of the parent or legal guardian). This must be done at least 3 days in advance of the expected absence, and all work must be completed and turned in before the absence. The form for this may be obtained in the office.**

- The day the student returns from an absence, the parent should send a **dated** note to the office explaining the reason for the absence. The absence will be considered un-excused until the note is sent.
- A school sponsored event such as a chaperoned missions trip or athletic competition is not considered an absence; however, all work should be made up to the satisfaction of the teacher.
- Tardies are defined as arriving at school after 8:30 or arriving late to any class. Students arriving late for class, other than those checking in from an absence, will be marked as such on that period's teacher's roll book. The same excusable reasons for absences apply for tardies. The student must have either a note explaining the circumstances or the parent comes in and explains in person.
- Students are expected to report on time to all scheduled classes, assemblies, etc.
- Punishment for tardies comes under Duties and Responsibilities.
- **It is the student's responsibility to request make up work within three (3) days following the absence no matter if it is prearranged, excused or unexcused. Any work not made up within three days will result in a "0".**
- Pre-arranged absences that don't fall under the A-C criteria are considered un-excused; however, students are allowed to make up work as stated above.
- Excessive absences or tardies may result in dismissal from school. No refunds on tuition are made because of absences.

### **CHILD NUTRITION LUNCH PROGRAM**

A monthly lunch menu is posted on our website each month, as well as, sent home with students before the first day of every month so that parents may see what is being served.

Students are encouraged to take 5 foods from the serving line, but are required to take 3 choices. An additional charge will apply to second servings of single serve entrees, desserts and other items as posted in the cafeteria a la carte prices.

Regular lunch prices are \$3.00. Milk, Bottled Water, and/or tea (Tea is only available for grades 5 – 12) is available for 50¢. Extra servings of milk or water are 50¢ each. Regular breakfast price is \$2.00 and includes 1 serving of milk or juice. Extra servings of milk or tea are 50¢ each. **Breakfast is served until 8:20 a.m.** **Students arriving after that time can not be served.**

All students are to go to the cafeteria with their class at the appointed time unless otherwise instructed. The cafeteria is an extension of the classroom that provides students an opportunity to practice their decision-making, math, nutrition, communication and social skills daily. Each student is responsible for leaving the dining area the way he/she wants to find it.

Payments for meals are to be paid in the office. **Parents are asked to keep a positive voucher balance in their accounts. Students should not charge.**



## **DRIVER'S LICENSE**

In compliance with state law (Acts 93-368 and 94-820), students must be enrolled in school in order to obtain and keep a driver's license. School officials must furnish proof of enrollment for students under the age of nineteen (19) and report withdrawals to authorities. Students are required to drive safely on campus. Any driving deemed dangerous will result in student's driving privileges being revoked.

## **IMMUNIZATIONS AND MEDICAL HISTORY**

All students entering school are required to present an Alabama Certificate of Immunization (blue slip) or religious exemption before attending school at any grade level. **Any medication should be given to the office staff with proper labeling and instructions.** Students are not allowed to have medications, prescribed or OTC medications, in their possession while at school.

## **NEW AND TRANSFER STUDENTS AND WITHDRAWAL PROCEDURES**

**Students will not be accepted having been expelled from school or had any suspensions for the previous 12 months.** The parents must agree to support school policies and fulfill their financial obligations. Students transferring in will be tested to determine grade entry level. Credits from other schools are transferable for grades 9 – 12. We do not accept students from families who have not fulfilled their financial obligations to previously attended schools.

After being accepted, a student will remain on standard probation for the first 5 months. MVCA will be watching attendance, attitude, behavior or poor academics that might cause persistent problems. If such matters go un-corrected, a student may be asked to withdraw from MVCA.

Students who are withdrawing from school or transferring to another school must complete the proper paper work, turn in any library books or school owned textbooks and pay all debts owed to the school. Seniors and Kindergarteners must clear all accounts before graduation.

## **CURRICULUM AND SPIRITUAL DEVELOPMENT**

ABEKA and BJU Press curricula are the main courses of study in all grades, preschool through 12<sup>th</sup> grades. The exception may be in certain Bible classes where we use the ACSI (Association of Christian Schools International) or other non-denominational curricula. . Our scope and sequence can be viewed in the office. Both BJU Press and ABEKA utilize a traditional classroom setting that is Bible centered and builds character and high academics.

The staff of MVCA realizes the solemn responsibility before God in molding the life and character of each of their students in order to give a good foundation for each child's future. For this reason, the most important act of the day is to teach God's Word and Biblical principles for living.

## **STUDENT CHECK-OUTS AND MESSAGES**

Students will be allowed to check out of school only by a parent, parent note or parent phone call to the office. **The office should have on file the names of anyone other than the parent that is allowed to pick up a**

**child.** A sign-out sheet is provided in the office and must be filled out completely at the time of departure. If a student is to leave with someone other than the parents, the parents must so specify.

When checking out a student, the parent or guardian should come to the office and the office personnel will call for the student and issue a check-out pass for high school students for the remaining teacher to sign. **Parents may NOT go directly to the classroom!** This prevents classroom disturbances and is for the safety and protection of all involved.

All messages from parents directed to students during the day must go through the office. Messages should be kept at a minimum, but, in the event of an emergency, school personnel will be glad to convey any message.

### **PASSES**

When it becomes necessary for students to leave their assigned place, they must secure a pass or note from the teacher in charge.

### **TRADING, SWAPPING AND SELLING ITEMS**

Students are **not** permitted to trade, swap or sell items among themselves on school property. Only school related and approved fund raising is permitted.

### **ITEMS TO BE LEFT AT HOME**

Students are not allowed to bring toys, games, electronic hand-held games, iPods, playing card, etc. to school unless permission is received from the teacher for certain occasions.

### **STUDENT DRIVERS**

Students will be permitted to drive to school in accordance with the following regulations:

- Students must complete an application for registration of his/her automobile and obtain a permit from the office.
- Students must have a valid driver's license.
- Automobiles must be parked in the prescribed student parking area – in front of the church.
- Students must present proof of insurance coverage, having sufficient coverage of public liability, property damage and medical liability.
- Students shall not remain in cars after arriving on campus and are not able to leave campus after having arrived.
- Students must obtain permission from the office to return to the vehicle during the school day.
- Students who drive to school should be on time. The office will excuse only one tardy due to car trouble or traffic problems. Tardy drivers will receive the same penalty as anyone else arriving late to school.

### **ILLNES, INJURY AND INSURANCE**

If a student becomes ill at school, he/she should report the sickness to the teacher in charge so appropriate actions can be taken.

A medical history is required for all students at the time of registration. Parents should make known any physical problems or illness in order for school personnel to be prepared in case of an emergency.

Insurance is required for participation in athletics. The cost of a school-time policy is included in the book fee total, which all students are required to pay. Waivers are required from parents for payment of claims not covered by insurance and to relieve the school of liability.

The school will not assume the expenses from injury at school or during participation in a school activity. Expenses in connection with an injury that is not covered by insurances will be the responsibility of the students and their parents. MVCA will not assume payment for bills not covered by insurance.

### **SEARCHES AND DRUG TESTS**

Although a student may have control of his/her automobile and locker, the possession is not exclusive. The school policy is to reserve the right to search a student's automobile or locker. Any search must be approved by the principal. The principal will authorize such a search if there is reason to believe that something is concealed there that is illegal. Searches may also apply to individual student belongings such as book bags or purses.

Since a Christian school seeks to maintain a high standard of conduct, it is expected that random drug testing may be done at any time for any high school student. Full cooperation of the parents will be necessary at all times. We will work to help families if such problems arise; however, we do expect parents to understand that our school is not designed to deal with serious emotional, physical or addiction problems; consequently, we will recommend other alternatives.

### **IMMORAL CONDUCT**

Students involved in immoral practices must be prepared to appear before the School Board for proper action. Our goal is to raise up a Godly generation of youth, and we realize that behavior is not only taught but also caught. While our churches seek to minister to our whole society, our school's purpose is to train our students to follow Biblical standards as set forth in Scripture (Gal. 5:19-24; I Cor. 6:9-10). **Any student who is found to be involved in any activity that is conflicting with the standards of conduct as agreed upon by the school, parents, and students will be asked to withdraw immediately.**

### **MVCA SOCIAL MEDIA GUIDELINES**

Mountain View Christian Academy (MVCA) recognizes the rights of students, faculty, staff, and employees who want to participate in online social networking. Our guidelines are designed to create an atmosphere of good-will, honesty, and individual accountability. MVCA students, faculty, and staff should always keep in mind that information produced, shared, and retrieved by them is a reflection on the school community and is subject to the School's policies. When accessing, creating, or contributing to any blogs, wikis, podcasts, or other social media for classroom or, in most cases, for personal use, we expect you to keep these guidelines in mind. Failure to meet or follow these guidelines may result in disciplinary action. MVCA Staff is not allowed to have direct communication with students via cell, text, or social media.

## **Students: Social Media Guidelines:**

In accordance with The MVCA School handbook, we expect MVCA students to set and maintain high ethical standards in their use of social networking. Since social media reaches audiences far beyond the community, students must use social sites responsibly and be accountable for their actions. If a student sees anything of concern on a fellow MVCA student's social networking page or account, they should immediately contact the Principal or another adult within the MVCA community.

### **Rules:**

1. In the online environment, students must follow the moral standards set for in scripture and conduct themselves online as in School.
2. MVCA reserves the right to request school-related images or content posted without permission to be removed from the internet.
3. When responding to others, remember to be respectful and avoid comments that may be hurtful. Do not use profane, obscene, or threatening language.
4. Cyberbullying is considered an act of harassment, and Discipline could occur if this is found online or in person.
5. Use of MVCA logos or images on your personal social networking sites is prohibited. Promotion of a specific MVCA activity or event may only be done by means of a link to the official MVCA Facebook account, Twitter account, WeChat or Instagram App.

### **Recommendations**

1. Do not misrepresent yourself by using someone else's identity.
2. Social media venues are public and information can be shared beyond your control. Be conscious of what you post online as you will leave a long-lasting impression on many different audiences.
3. Do not post or link anything (photos, videos, web pages, audio files, forums, groups, fan pages, etc.) to your social networking sites that you wouldn't want friends, peers, parents, teachers, college admissions officers, or future employers to access. What you present on social networking forums represents you forever.
4. Think before you post. MVCA asks students to use discretion when posting to the internet.
5. Only accept invitations to share information from people you know. Utilize privacy settings to control access to your network, web pages, profile, posts, blogs, wikis, podcasts, digital media, forums, groups, fan pages, etc.
6. Online stalkers and identity thieves are a real threat. Never share personal information, including, but not limited to, Social Security numbers, phone numbers, addresses, exact birthdates, and pictures with parties you don't know or on nonsecure sites.
7. Users should keep their passwords secure and never share passwords with others. If someone tampers with your blog, email, or social networking account without you knowing about it, you could be held accountable.
8. Cyberbullying is considered an act of harassment, and Discipline could occur if this is found online or in person.
9. Use of MVCA logos or images on your personal social networking sites is prohibited. If you wish to promote a specific MVCA activity or event, you may do so only by means of a link to the official MVCA Facebook account, Twitter account, or Instagram App.

## **VISITORS AND VOLUNTEERS**

Students from other schools will not be allowed to visit on campus during the school day unless special arrangements are made in advance for prospective students. Visitors who come to school on business should

first report to the school office to obtain a visitor's pass. The School Board welcomes and encourages parents and other school patrons to visit the school at appropriate times. Whenever possible, all visits should be pre-arranged so that the plans can be made to make the visit productive. Volunteers are welcome and a great blessing to our total program; however, proper planning helps us to have an orderly program and make full use of our volunteers.

## **PARENT-TEACHER CONFERENCES**

**Beginning of school year conferences** – Within the week before the opening day of school, the school secretary may make appointments for parents to meet with their student's teacher(s). This meeting is highly recommended since the teachers will be giving out information needed for their classes.

**New student conferences** – a parent-teacher conference near the beginning of the school year helps the new student adjust to our routines, habits and academic work and lets the parents know that we are interested in their child and in his progress in our school. It establishes an open rapport with the parents and gives the teachers the opportunity to make suggestions as to how they can help their child at home. The conference should be scheduled before the end of the first month.

**Other conferences** – the principal and teacher will set up other conferences with parents as needed to discuss student progress or behavior. Parents are always welcome to call for a conference and should if any problem exists that we can work together to improve. We are here to train our children to become productive and contributing citizens in our society and to be a blessing for the Kingdom of God. We are not intimidated when parents call to ask questions or ask for a conference. Parent conferences should be scheduled at times when teachers are not engaged in classroom instruction and at least one day in advance.

## **FIELD TRIPS**

Various field trips are scheduled throughout the year to reinforce class learning. These are designed to be informative as well as fun. Pupils who meet the minimum requirements of conduct, Scripture memorization and up-to-date class work will be eligible to attend. A natural outgrowth of such field trips, which are conducted under adult supervision, is that the students receive training in the art of self-control and gracious deportment in various social conditions. For more information, see Board Policies.

## **HEAD LICE**

**Removal of students with head lice** – an infested child should be removed from class and the parent called to take the child home for treatment. Care will be taken not to embarrass the child and to assure that no stigma is attached to him/her.

**Return of student to school** – once the student has been given the first treatment and the nits have been manually removed, they are to be examined by doctor and declared nit free prior to returning to their classroom. A second treatment will still need to be given 7-12 days later for all products except the cream rinse. Students should be examined again upon the completion of this second treatment. Should nits or lice be found, the exclusion and treatment procedure must be repeated.

**Absence of infested child from school** – the day the child is sent home and the following day will be considered excused absences.

## **SCHOOL PHONES**

Teachers or students will not be called from the classroom to receive a phone call unless the phone call is extremely urgent. Individuals wishing to speak to a student or teacher may leave their name and number in the office to have the call returned at a convenient time. A time limit of 2 minutes has been established for student use of any school phone. This time limit will be strictly enforced.

## **CELL PHONES**

MVCA recognizes that cell phones are commonplace and provide a sense of safety for parents/guardians. However, cell phones in the school environment may be used inappropriately to take objectionable pictures, pass answers, incite others, etc. In order to maintain an environment conducive of learning for all students, students at MVCA are not allowed to have cell phones *in their possession* between 8:30-4:00.

- Cell phones are **not allowed** during the school day
- Cell phones are to be turned into the office during the school day
- Cell phone usage by students on school sponsored activities/events will be at the discretion of the principal and/or event sponsor

Misuse of cell phones will result in the following manner:

- 1<sup>st</sup> offense-- taken up and given to the principal until end of week
- 2<sup>rd</sup> offence- taken up and parent conference scheduled to be returned.

Inappropriate use of cell phones on the school campus after hours and/or at schools sponsored events that result in a violation of existing code of conduct rules will be subject to disciplinary actions which includes, but is not limited to, confiscation of the phone and parental contact.

## **SMART WATCHES**

Smart watches are allowed in classes. Connecting cell phones must be left in the office. If the watch becomes a distraction students will be asked to remove them.

## **SEVERE WEATHER CLOSINGS**

In case of severe weather – snow, ice, etc. – the official announcement for school closing can be found on the school website, facebook site, and will be announced via Text Message. We will open the Nursery/Preschool if we can get a worker to the school. Our policy is as follows for questionable weather conditions:

If **Parents believe** it is not safe to transport students to school due to poor weather conditions, please stay home. Simply bring a detailed, signed parent note to the office when the students return to the school. Administration reserves the right to approve or disapprove the note and determine excused or non-excused status of the absence.

## **FIRE AND SEVERE WEATHER DRILLS**

Fire and severe weather drills will be conducted on a regular basis, including the first week of school and one each month thereafter. At least two tornado drill a year will be conducted.

## **LOST AND FOUND**

Lost and found items are taken to the school store. If a parent or child thinks they may have lost something, they may request to be allowed to search through the items in the lost and found. All remaining items will be discarded if left in the store for an extended period of time as deemed by the principal.

## **MEDIA/INTERNET ACCEPTABLE USE POLICY**

MVCA does offer students access to the Internet. All parents and students will be asked to sign the Internet Acceptable Use Policy permission form before the student will be allowed to access the Internet. These forms are available in the school office. Parents always have the option of allowing or not allowing his/her child to participate in the activities, however MVCA has taken extreme measures to make sure that all students are protected from violent or inappropriate material including purchasing software programs and very expensive hardware applications.

## **HONOR GRADUATES**

In order to be considered for valedictorian, the student must meet the following qualifications:

- The student should have attended MVCA for at least their 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade years
- The student should meet the minimum state requirements for the advanced diploma. The requirements are:
  - 4 units of English Language Arts
  - 4 units of Mathematics
  - 4 units of Science
  - 4 units of Social Studies
  - 2 units of Foreign Language
  - 1 unit of Physical Education
  - ½ unit each: Health, Fine Arts and Computer Applications
- The student should have the highest overall academic average of 85 or above for grades 9-12 in English, Math, Science, Social Studies and Foreign Language

In order to be considered for salutatorian, the student must meet the following qualifications:

- The student should have attended MVCA for at least their 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade years
- The student should meet the minimum state requirements for the advanced diploma. The requirements are:
  - 4 units of English Language Arts
  - 4 units of Mathematics
  - 4 units of Science
  - 4 units of Social Studies
  - 2 units of Foreign Language
  - 1 unit of Physical Education
  - ½ unit each: Health, Fine Arts and Computer Applications
- The student should have the second highest overall academic average of 85 or above for grades 9-12 in English, Math, Science, Social Studies and Foreign Language

## **AWARDS PROGRAMS**

At the end of the school year, MVCA sponsors two (2) awards programs:

- Kindergarten and Preschool awards and graduation
- Awards Day – 1<sup>st</sup> through 12<sup>th</sup> grades are recognized for superlative grades, achievement certificates and character traits

## **COURSE CREDIT**

Credits for high school courses will be awarded at the end of each school year. Students receive credit for each course taken each year with a passing grade of 65. High School Math and English courses require ample comprehension due to the building of concepts and therefore must be passed with a grade of 70 in order to move into the next level. Exceptions may be presented to the school board for consideration by the parents or administration.

## **GPA (GRADE POINT AVERAGE)**

High school GPA's are based on the grades earned in the required core courses as defined by the State of Alabama. If a student fails a course and passes it later, both the passing and failing grades are included in the GPA. GPA's at MVCA are calculated as number grades since our entire grading system is numerical. These numerical GPA's are easily recalculated by colleges and other post-secondary institutions on the 4.0 type GPA's used by some of them. GPA's are the basis for determining who is honored at graduation as Valedictorian and Salutatorian.

## **DUAL ENROLLMENT COURSES**

MVCA is proud to offer dual enrollment classes with Northeast Alabama Community College as well as other partner schools via SeveStar Academy. A listing of available course may be found at [www.nacc.edu](http://www.nacc.edu). All costs and travel expenses are to be covered by the parents. Please inquire with the guidance counselor for scholarship information.

## **REQUIREMENTS FOR PROMOTION**

Current Juniors to Seniors – 17 units

Current Sophomores to Juniors – 10 units

Current Freshman to Sophomores – 4 units

This policy applies to students entering high school at MVCA from other counties and states as well as long-term students. There are no exceptions.

## **GRADUATION REQUIREMENTS**

Diploma requirements – in order to receive a diploma, students must earn 24 Carnegie Units as required by the State of Alabama to receive either the Advanced or the Standard diplomas. These units must include the following courses:

### Advanced Diploma

- English Language Arts: I, II, III, IV

### Total Credits

4



• Mathematics (must include Algebra I & Geometry)	4
• Science (must include Biology, Physical Science and an Additional life and/or Physical Science)	4
• Social Studies (must include advanced levels of Grade 9, World History, U.S. History, Government & Economics)	4
• Physical Education	1
• Health Education	½
• Fine Arts	½
• Keyboarding (computer applications)	½
• Foreign Language	2
• Biblical Studies (total units vary for transfer students)	4
	Total.....24 ½

Standard Diploma – the standard diploma shall include all levels of the above subjects with the exception of foreign language and levels of advanced math or science.

• English Language Arts: I, II, III, IV	4
• Mathematics (must include Algebra I & Geometry)	4
• Science (must include the equivalent of Biology and a Physical Science)	4
• Social Studies (must include advanced levels of Grade 9, World History, U.S. History, Government & Economics)	4
• Physical Education	1
• Health Education	½
• Fine Arts	½
• Keyboarding (computer applications)	½
• Biblical Studies (total units vary for transfer students)	4
• Electives	1 ½
	Total.....24

**REPORT OF STUDENT PROGRESS**

Reports of student progress can be tracked on a daily basis on the school’s infodirect website. Report cards are issued every 9 weeks. Report cards are emailed to those families who have a valid email address on file and printed off for those who do not. Final report cards will be available after school is out in May.

Student progress shall be reported according to the following:

- A = 94 – 100
- B = 85 – 93
- C = 75 – 84
- D = 65 – 74
- F = 0 – 64

**HOMEWORK**

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid students to advance in their studies. Therefore, each student is required to complete his or her homework assignments. Homework is given for several reasons:

- **For preparation.** Students profit most from classroom explanation and discussion when preparatory reading assignments are given.
- **For practice.** Following classroom explanation and illustration, homework is given so that the material will be mastered.
- **For remedial activity.** As instruction progress, various weak points in a student's grasp of a subject become evident. Homework following instructions may be given to overcome such difficulties.
- **For special projects.** Book reports, compositions, special research assignments and projects are some of the activities that are frequently the subject of homework attention.

Since most homework in the lower elementary grades is to complete class work that was not finished, **we request the parents' full cooperation in seeing that the assignments are completed. Repeated delinquent homework could result in a student's failure.**

### **SEMESTER AND FINAL EXAMS**

**Early sign out procedure during exams** – students who have to come to take an exam will be allowed to sign out after the exam. However, the office **will not** be accepting phone calls giving permission to sign out early, nor will the students be allowed to call someone to come and get them before the scheduled release time. All arrangements need to be made according to the following instructions:

- Parents/guardians may come into the school and sign the student out.
- For students signing out and leaving (student drivers) or leaving with someone other than the parent/guardian, a signed note from the parent/guardian **must** be left in the office before 8:30 **each morning**. Otherwise, the student will be required to stay until the official dismissal time.
- If a student is going home with another student, we **must** have a signed **AND** dated note from both sets of parents/guardians giving permission. The note should be left in the office by 8:30 (or upon arrival) for verification.

**Exam Exemptions** – Students may exempt final exams based on the following criteria:

- Senior Exemptions – seniors may exempt final (2<sup>nd</sup> semester) in any class that they have
  - B average or above
  - No conduct referrals
  - Less than 5 attendance transactions
- Underclassman Exemptions – students in grades 7-11 may exempt a maximum of 3 exams. They may choose from the following
  - Attendance Exemption – One (1) exam may be exempted because of attendance if the students meet the following requirement:
    - An average of 75 or higher
    - 3 or fewer attendance transactions (tardies to school/class or sign outs from school/class)
    - No conduct referrals from the teacher whose exam he or she is exempt. The office will advise the students or their eligibility.
  - Academic Exemption – Up to two (2) exams may be exempted if the student meets the following requirements:
    - An average of 95 or higher
    - No conduct referrals from the teacher whose exam he or she wishes to exempt.

Students will need to pick up an Exam Exemption Form from the office, fill it out, have the teacher complete his/her part and return the form to the office, by the date specified, to be signed by the principal.

## **CHURCH ATTENDANCE**

The church is a spiritual force against the attack of Satan on the family. Faithfulness in this area speaks a message of commitment to God as to priorities and is highly encouraged by MVCA.

## **DISCIPLINE POLICIES**

MVCA is not a corrective institution. We desire to work with the home, but we can not take the place of the parents who are experiencing difficulty in fulfilling their roles. **All students are admitted on a probationary basis for the first five months.** The student must at all times conduct himself in a manner that follows the standard of conduct set forth by the school. Any student who fails to follow these standards will be asked to withdraw.

**Griping and complaining will not be tolerated!** If a child complains about policy or discipline, please consider the following:

- Give the staff the benefit of the doubt
- Realize the child's reporting is emotionally biased and may not include all of the information
- Realize that the school has reasons for all of the rules and that they are enforced without partiality
- Support the administration to the child and call the office for an explanation if the situation warrants it. A conference can be called to clear the air
- Pray daily for God's hand to be on the school and your family. Satan is the author of confusion and discord. He will set up warfare against God's plan for all of us

High school students in particular, because of their testimony before younger children, are trained to adhere to the school's philosophy and Christ-centered program. Such adherence includes abstinence from smoking, use of or talking favorable about alcoholic beverages or drugs, swearing, viewing pornographic or obscene programs or materials, or any other immoral or ungodly practices.

We seek to maintain a discipline here at MVCA which is firm, consistent, fair and tempered with love. However, when a disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding. Students are reminded that the Lord Jesus Christ expects us to be disciplined in all of life:

- "Children, obey your parents in all things; for this is well pleasing to the Lord." Col. 3:20
- "Let every soul be subject unto the higher powers." Rom. 13:1
- "Obey them that have rule over you, and submit yourselves." Heb. 13:17
- "For the commandment is a lamp; and the law is light; and reproofs of instruction are the way of life." Prov. 6:23
- "Chasten thy son while there is hope, and let thy soul spare not for his crying." Prov. 10:18
- "He is the way of life that keepeth instruction, but he that refuseth reproof erreth." Prov. 10:18
- "Foolishness is bound in the heart of a child, but the rod of correction driveth it far from him." Prov. 22:15

## **STAGES OF DISCIPLINE**

Specific wrong behavior problems are dealt with thorough and careful explanation of the wrong done and counseled to do right. At all times school personnel are to proceed in a manner that helps maintain and develop proper self-esteem in the child. Forms of correction include extra assignments, after school detentions, revoking of privileges, corporal punishment, suspension and expulsion.

**Detention** – when a student receives detention, a “Detention Slip” is sent home with the student and is to be signed and returned the following morning. The offense and time of detention will be on the slip. Detention is an indication that a student may need direction in the development of responsibilities or principles of character in his or her life. Conferences with the teacher and/or principal are sometimes necessary to assure growth if detention is repeated very often.

**Corporal Punishment** – MVCA reserves the right to have parents paddle a misbehaving child in the presence of the principal. We believe that it is Biblical and something done *for* a child and not to him. Paddling is to be done when other methods are ineffective. We do not believe in or condone the striking of a child in anger, but believe paddling should be done only in love. It is never our intent to physically abuse a child with such correction; no more than 3 licks may be given.

**Expulsion** – for very serious offenses, repeated offenses or behavior counter-productive to the school, a student may be expelled. Expulsion removes the student from the school until the School Board can meet to review his or her case. Re-admittance would be at the discretion of the School Board.

## **DISCIPLINE CODE**

### **I.     Preschool to 2<sup>nd</sup> Grade**

- A. Conduct – the teacher will deal with each situation as it occurs. If and when the behavior becomes repetitive or abusive, the teacher should bring the child(ren) to the Preschool Director’s or Principal’s office. The options then become either a conference with the student with a stern warning or a paddling of 1 to 3 swats to be administered by a parent or guardian. If a problem persists, the parental will need to come in for a conference and further measures will be agreed upon.
- B. Dress Code (K5 – 2<sup>nd</sup> Grade) – violations will receive the following punishments:
  - 1. 1<sup>st</sup> – 3<sup>rd</sup> violations – uniform on Friday
  - 2. Subsequent violations – missed privileges for that day (line leader, classroom helper, etc.)

### **II.    3<sup>rd</sup> through 12 Grades**

Referrals accrue per semester unless otherwise noted.

- A. Dress code violations
- B. Duties/Responsibilities – referrals accrue per teacher
  - Papers not signed and returned in a timely manner
  - Homework not completed
  - Report cards not signed and returned in a timely manner
  - Excessive tardies (4 or more)
  - Chronic failure to bring supplies to class
- C. Conduct – referrals accrue regardless of which teacher
  - Type I
    - Minor disruptions in class
    - Running in the hall/classroom
    - Restless/inattentive
    - Excessive talking/loudness
    - Rude/discourteous to other students
    - Unintentional and/or non-directed use of profane or obscene language
    - Betting or unauthorized fund raising or selling
    - Vehicular violations (sitting in car, speeding, no permit, etc.)
    - Cheating

- Giving false information/lying (or concealing information directly related to school business)
  - Littering of school property
  - Unauthorized use of school property
  - Failure to follow instructions
  - Improper conduct in chapel
  - Misconduct at school-sponsored events
  - Use of pagers or cell phones within the building
  - Any other violation that the school officials may deem reasonable to fall within this category after consideration of extenuating circumstances
- Type II
    - Insubordination or disrespect toward authority person
    - Intentional use of obscene or profane communications (verbal or non-verbal)
    - Threats to or harassment of other students
    - Fighting
    - Stealing (less than \$100)
    - Possession of potential weapon
    - Vandalism (less than \$200)
    - Offensive touching of another student
    - Skipping class or school (includes school sponsored events)
    - Possession and/or use of tobacco products on church property
    - Trespassing (willfully entering or remaining in a structure, conveyance or property without being authorized or being warned to leave, refuses)
    - Possession of stolen property with the knowledge that it is stolen

Discipline for Type I or Type II offenses will be dealt with in a timely manner. Discipline will include detention, parent conferences, paddling, OSS and School Board referrals. Parents will be notified with either a slip and/or be contacted personally by a staff member in any event of inappropriate behavior.

- Type III
  - Possession of firearms
  - Possession of a weapon with intent to do bodily harm
  - Possession, use and/or sale of unauthorized drugs and/or alcohol
  - Arson
  - Possession or ignition of explosives (including firecrackers, fireworks or smoke bombs)
  - Criminal mischief (at or in excess of \$200)
  - Robbery (value over \$100 or unlawful possession of knowledge)
  - Burglary of school property
  - Bomb threats
  - Sexual acts (including battery and rape)
  - Battery
  - Inciting a major student disorder
  - Vehicular endangerment
  - Any other similar offense deemed by the Board to be in this category

Discipline for Type III behavior is to immediately send home the student with suspension and notify the Board for review of necessary expulsion.

## **MVCA Plagiarism Policy**

Any student that is caught plagiarizing will receive a “0” and the parents/guardians will be required to appear before the school board for advisement of consequences.

## **FEDERAL WEAPON LAW**

It shall be unlawful for non-staff to carry or to possess or have under control any weapon within a school safety zone or at a school building, school function or on school property or on a bus or any other transportation provided by the school. The term “weapon” means and includes any pistol, revolver or any weapon designed or intended to propel a missile of any kind or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of three inches, straight edge razor, spring stick, metal knuckles, blackjack or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as num chucks, shuriken or fighting chains, or any disc or whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as throwing star, oriental dart or any weapon of like kind and any stun gun or laser. Any student found with a weapon on his person or in belongings at school will be suspended and referred to the Board for review of necessary expulsion.

## **EXPLANATION OF CHARGES AND DUE DATES**

*Note: The fees are intended to help defray expenses. There may be expenses to the student associated with school life through the course of the year that are not included in these fees.*

**Tuition** – the tuition helps to cover the expense of staff salaries. The tuition can be paid in full in August for a 5% discount or it may be paid in ten (10) monthly installments. **The first month’s installment is due before attending the first day of school.** The remaining installments are due by the 1st day of each month. A \$10.00 charge per child will be added to each account that has not had a payment made on it by the 10<sup>th</sup>. There is a \$30 NSF fee for all returned checks. Any student with an account balance over 60 days will be asked to withdraw until arrangements can be made to pay the account in full.

**Registration Fee** – the non-refundable registration fee helps cover the cost of the school’s ACTS membership and annual testing. This fee is due once the student has been accepted to MVCA. The student’s position will not be secured until this fee is paid. Any student with an outstanding balance will not be allowed to register for the upcoming school year until their account has been paid in full.

**Academic/Book Fee** – this non-refundable fee will cover the cost of renting books, locker fees (grades 7<sup>th</sup> – 12<sup>th</sup>), insurance, and graduation fees (grades K5 and 12<sup>th</sup>). This fee is due once the student has been accepted to MVCA. The student’s position will not be secured until this fee is paid.

**Technology Fee** – a \$10.00 fee is charged monthly for each student to cover the cost of communications made available through paper and electronic means, and allowance to the mobile Laptop lab. This fee is charged directly to the accounts and may be paid in full at the beginning of the year. This fee is non-refundable.

**Booster's Fee** – this non-refundable fee helps to cover the expense of sports equipment, uniforms, referees, etc. It is due before a student is allowed to practice, play or participate with a team. The fee is \$50.00 for the first sport and \$20.00 for each additional sport. These fees are due at the beginning of each sports season.

## **DISCOUNTS (for Domestic Students)**

**Up Front Payment** – If a student’s tuition is paid in full by August 1<sup>st</sup>, then there is a 5% tuition discount. This discount is in addition to any other discounts for which the student qualifies. This discount is forfeited if a student withdraws, and accounts will be prorated to include months attended.

**Multiple Children** – a \$10.00 discount is given for each additional school age child enrolled per household up to two children. Families with more than three children only pay for the first three.

**ELASTIC CLAUSE**

MVCA reserves the right to enforce disciplinary procedures when the health and welfare of an individual student, or the community, is best served. The school reserves the right to require a student to withdraw for cause, medical or otherwise.

MVCA’s School Board and Administration reserve the right to make changes to this entire handbook and the policies contained therein. Parents will be notified in writing of any changes deemed necessary