

MOUNTAIN VIEW CHRISTIAN ACADEMY



Student Handbook

Mountain View Christian Academy
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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.

ABOUT MVCA

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 school and is pleased that all training is from a biblically centered philosophy and viewpoint of Christian education. All students are required to participate in worship services, Bible classes, scripture memorization, prayer, and other Christian activities.

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

Mountain View Christian Academy exists for the purpose of providing an excellent education while leading students to grow in Christ.

PURPOSE OF THE SCHOOL

MVCA exists for the purpose of providing an excellent education while leading students to grow in Christ. 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](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. All

payments for tuition, books fees, registration and lunches are made online using the RENWEB/FACTS financial payment system. Once a student is enrolled, the parent/guardian must login to the Renweb system at <https://logins2.renweb.com/logins/ParentsWeb-Login.aspx> or following the instructions at www.renweb.com, choose Parentsweb in the right corner, and creating a username. Please use the email address provided to the school.

The district code for MVCA is MV-AL. Once an account is created, MVCA office staff with post tuition fees, book fees, and registration to the account. Parents are also encouraged to pre-pay lunches at this time. A credit card or a bank account may be used to automatically withdraw funds at the date chosen by the parent/guardian.

Any returned amounts will be charged \$30 for the 1st occurrence monthly. 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. If an account goes unpaid for 15 days, a letter will be sent home requesting a payment be made. After 30 days of non-payment, the family will be asked to withdraw from the school.

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: Tuition helps cover the expense of staff salaries. Tuition may be paid in full in August for a 5% discount or it may be paid in 10 monthly installments. The first month's tuition is due before attending the first day of school. The remaining installments are due by the first day of each month. A \$10 charge per child will be added to each account that has not had a payment made on it by the 10th. 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: A non-refundable registration fee helps cover the cost of the school's ACTS membership, technology fees, and annual testing. This fee is due once the student has been accepted into 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: A non-refundable fee will cover the cost of renting books, locker fees (grades 7-12), insurance, and graduation fees (K5 and 12). This fee is due once the student has been accepted into MVCA. The student's position will not be secured until this fee is paid.

BOOSTER FEE

This non-refundable registration fee helps cover the expense of sports equipment, uniforms, referees, etc. It is due before a student is allowed to practice, play, or participated with a team. The fee is \$100 for each sport. These fees are due at the beginning of each sport season. (Uniforms are not included, but fundraisers are done to cover participants.)

DISCOUNTS (FOR DOMESTIC STUDENTS)

UP FRONT PAYMENT: If a student's tuition is paid in full by August 1, there will be a 5% tuition discount. This discount is in addition to any other discounts for which the student qualifies. The discount is forfeited if a student withdraws, and account(s) will be prorated to include months attended.

MULTIPLE CHILDREN:

2 children- \$20 family discount

3 children- \$50 family discount

4 children- \$150 family discount

5th child attends free

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 academic performance that might cause persistent problems. If such matters go uncorrected, a student may be asked to withdraw from MVCA.

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

ACADEMICS

CURRICULUM AND SPIRITUAL DEVELOPMENT

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

AWARDS PROGRAMS

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

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

REPORT OF STUDENT PROGRESS

Reports of student progress can be tracked daily on the school's info direct 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 as follows:

A = 94 – 100

B = 85 – 93

C = 75 – 84

D = 65 – 74

F = 0 – 64

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.

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.

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. 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 Junior to Senior-17 units

Current Sophomore to Junior-10 units

Current Freshmen to Sophomore-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.

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 parents' full cooperation in seeing the assignments are completed. **Repeated delinquent homework could result in a student's failure.**

MVCA PLAGIARISM POLICY

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

SEMESTER AND FINAL EXAMS

Early sign out procedure during exams – students who must 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 student 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 (2nd 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 they wish to 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 they wish to exempt.

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

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 a diploma. These units must include the following courses:

• 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

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 10th, 11th and 12th grade years

The student should meet the minimum state requirements for graduation. The requirements are:

- Applications 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 10th, 11th and 12th grade years

The student should meet the minimum state requirements for graduation. 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

PARENT-TEACHER CONFERENCES

Beginning of school year conferences – Within the week before the opening day of school, the school secretary may make appointments for new 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 trips are designed to be informative as well as fun. Students 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 students will receive training in the art of self-control and gracious deportment in various social conditions.

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 a priority. **MVCA encourages and expects students and their families to regularly participate in church worship services and be active members of their church body.** The Family, School, and Church are a three piece team forming the life of a child together.

SCHOOL DAY

All students are required to be in attendance for a full seven-period day of instruction, exclusive of breaks, lunch, and homeroom, regardless of the number of units earned toward graduation for 1 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

SCHOOL HOURS: 8:30-3:30 K5-12th GRADE

Students will be supervised beginning at 8:00 a.m. **ALL students are required to be picked up by 4:00 p.m.** If an emergency should arise, please notify the school that you will be late. 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.

END OF DAY RELEASE PROCEDURES

In the afternoon, parents may arrive as early as they feel necessary; however, students will not be released from school until classes are dismissed, unless the parent comes to the office and signs the student out. At dismissal, the names of children whose rides are outside will be announced over the intercom. All other students will remain in the gym with the teachers until their names are called. At 4:00, students whose names have not been called will report to the office. After 4:00 no staff member will be on duty at the front door so parents will need to park and come inside to pick up their children.

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.

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.

STUDENT DRIVERS

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

- Students must complete an application for registration of their 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 arriving.
- Students must obtain permission from the office to return to their 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.

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.

Traffic is a problem in and around the school. Students may only be picked in front of the school. **If for any reason parents need to come into the building, they are asked to find a parking space.** Please do not block the flow of traffic because someone 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 their children up only.

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 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.
- 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:
 - K5-6th grade-more than ½ day missed
 - 7th -12th grade-Each class is accounted for individually. The student must be present for at least ½ of the class time to be considered present.
- Students may accumulate up to 5 absences without consequence. For 6 or more absences, the student must have a doctor’s note to cover the absence.
- Excessive absences not covered by medical notes must be made up during summer school.
- Students that are absent more than 15 days in a semester will be referred to the school board for review with the possibility of being withdrawn from the school and awarded failing grades for each class.
- 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:

- **Illness, immediate family or personal**
- **Death in the immediate family**
- **Inclement weather which would be dangerous to the life and health of the student as determined by the principal**
- **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 above 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.

STUDENT CHECK OUTS AND MESSAGES

Students will be allowed to check out of school only by a parent, parent note, or a parent phone call to the office. **The office should have on file the names of anyone other than a parent who 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 a parent, the parent must 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 disruption 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 a student to leave their assigned place, they must secure a pass or note from the teacher in charge.

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 12th grade are REQUIRED to wear uniforms.

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.

Monday, Tuesday, Thursday, and Friday

- Polo shirts or a button up dress shirt. Short or long sleeves are acceptable.
- Any color is acceptable. Stripes, checks, or patterns are acceptable.
- Only MVCA images / logos, or small shirt logos are acceptable. No other images are acceptable.
- Only MVCA hoodies are acceptable.
- Navy, khaki or black pants, shorts or skirt (see below about length requirements)
- Jeans are acceptable but please no tight legging type pants. Jeans may not be ripped or have holes.
- Pants or Jeans must not be too tight.
- Dress slippers, oxfords, loafers, sandals, and tennis shoes. (No flip-flops or slides during regular school hours)

Wednesday

Each Wednesday is a chapel worship service. Students are expected to be dressed up for a church worship service. They should be wearing a dress shirt (polo or button up) and dress pants or dresses / skirts. Dress/Skirt length must reach the knee. No shorts, T-shirts, hoodies, sweatpants, etc. should be worn to chapel.

P.E.

- MVCA P.E. t-shirt or MVCA Spirit shirt (past or present)
- Athletic shorts or sweat pants (not required to be MVCA shorts or pants)
- Tennis shoes

DRESS CODE GENERAL CONSIDERATIONS

- Cargo or utility style pants may be worn but pockets may be inspected by teachers or administrators
- 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 any time, including P.E. (boys and girls)
- 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
- No sunglasses can be worn inside
- Field trip attire must be determined by a staff member, approved by administration, and follow all general dress code considerations
- Jackets must remain open when worn inside the building. No hoodies or 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 sport 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

SKIRTS AND SHORTS

- Shorts and Skirts **must be** modest and non-revealing.
- Shorts must be no more than 2.5 inches from the knee.
- Skirts must reach the knee. Skirts that are shorter **must** have pants underneath.

REMEMBER....IF IT IS QUESTIONABLE...DO NOT WEAR IT!

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 students, for others, or reflect negatively on the school. If students color hair with vivid, or unnatural shades, it must be less than 25%. Fully colored (non-natural shade) hair is unacceptable.

MISCELLANEOUS

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

HEALTH AND WELLNESS

CHILD NUTRITION LUNCH PROGRAM

Students are encouraged to take the full meal offered 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 \$3.50. Milk and Bottled Water 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. **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 online. **Parents are asked to keep a positive voucher balance in their accounts. Students should not charge.**

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.

MEDICATIONS

Any medication is to be given to the office staff with proper labeling and instructions. Students are not allowed to have medications, prescribed or over the counter (OTC) in their possession while at school.

ILLNESS, INJURY, AND INSURANCE

ILLNESSES

Any child that seems to be ill will not be admitted to the school class. If a child should become ill, or appear to become ill, while in our care he/she will be separated from the other children, and you will be contacted to pick up your child. A child should not attend if they have any of the following conditions:

- Has a fever of 100.0 or higher in the past 24 hours
- Has vomiting or diarrhea in the past 24 hours
- Has constant green or yellow runny nose, constant cough, or coughing up mucus for two days or more.

- Has any symptom of pink eye, strep throat, hand foot and mouth, etc (see communicable diseases below).
- Has any infestation: lice, scabies, fleas. In the case of lice a child cannot return until all signs of lice are gone.
- Has a new or ongoing rash. Because rashes are symptoms of so many communicable diseases, a doctor's note should be provided stating that the child is safe to return.
- Has an open or oozing wound. Wounds that can be covered completely are acceptable if there is no continuous oozing or bleeding.

MVCA reserves the right to require a doctor's note stating that a child is safe to return for any reason whatsoever.

In an instance where a child needs medical attention MVCA staff can provide only emergency medical attention. State law prevents staff from administering medication that is not considered emergency medication. Staff cannot administer medication without the written consent and instructions from a parent.

ACCIDENTS AND INJURIES

In the event of an accident or injury, the child will be given first aid immediately; the parent will then be contacted. Enrollment of a child is considered to grant permission for first aid treatment from an accident, injury, or emergency. In the event of a critical accident, if the parents cannot be reached, the physician named on the medical form will be contacted. If necessary, the child will be taken to the Primary Health Center or an ambulance may be called.

COMMUNICABLE DISEASES

A communicable disease is highly contagious and easily transferred. Many are critically dangerous, but some are mild. Even a mild disease or condition that is highly contagious is a high risk to our school's students. If a child is exposed to a communicable disease while in our facility, you will be notified. We also request that you report to us when your child has been exposed outside of our care. Alabama Department of Human Resources and Health Department requires that a child that has been exposed, even if they show no symptoms, must be excluded from a childcare facility for a period of time designated by the Health Department or Center for Disease Control (CDC). This means that students exposed to sick family members may be required to stay out of school for a certain period of time. If your student must miss time at school the tuition will be discounted by 50%. The Preschool Director or Head of Schools can evaluate or increase the tuition discount for a student that must miss more than two weeks of school because of a communicable disease exposure. A student who contracts a communicable disease must provide a doctor's note before being allowed to return to school.

The CDC communicable disease / highly contagious list is provided online at the CDC website. The list includes Athlete's Foot or Ring Worm, Whooping Cough, Hand Foot and Mouth Disease Diphtheria, Meningitis, Chicken Pox, Influenza, Pink Eye, Head Lice, Mumps, Infectious Hepatitis, Impetigo, Polio, HIV / AIDS, Fifth's Disease, Tuberculosis, Rocky Mtn Spotted Fever, Measles, Rubella, RSV, Adeno Virus, COVID 19, or any STD. In the interest of protecting our students and staff MVCA reserves the right to add any highly contagious illness or disease to this list without prior notice. Any student exposed to any illness or disease listed here, or any illness designated by the Preschool Director or Head of Schools, must provide a doctor's note before returning to school. The student may be required to miss a certain required number of school days even if a doctor's note allows for earlier return. The intent of this policy is to protect students and staff from an outbreak. For this reason, MVCA reserves the right to be stricter than CDC or doctor guidelines.

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.

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 them.

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.

MEDIA/INTERNET ACCEPTABLE USE POLICY

MVCA does offer student 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 have the option of allowing or not allowing their child to participate in the activities, however MVCA has taken extreme measures to make sure all students are protected from violent or inappropriate material by purchasing software programs and very expensive hardware applications.

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 school policy. 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.**

STUDENT 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

- MVCA reserves the right to request school-related images or content posted without permission to be removed from the internet.
- When responding to others, remember to be respectful and avoid comments that may be hurtful. Do not use profane, obscene, or threatening language.
- Cyberbullying is considered an act of harassment, and Discipline could occur if this is found online or in person.
- 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.

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.

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 8:30-3:30.

- Cell phones are **not allowed** 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:

1st offense-- taken up and given to the principal until end of week

2rd 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 but students are not allowed to use them for any form of communication during a class. If the watch becomes a distraction students will be asked to remove them.

DISCIPLINE POLICIES

MVCA is not a corrective institution. We desire to work with the home, but we cannot take the place of parents who are experiencing difficulty fulfilling their roles. All students are admitted on a probationary basis for the first five months. The student must conduct themselves 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.

Consider the following:

If a child complains about the policy or discipline, please:

- Give the staff the benefit of the doubt
- Realize the child's reporting is emotionally biased and may not include all the information.
- Realize the school has reason for all the rules and those rules 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 abstaining for smoking, use of or talking favorably 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, tempered by good judgement and understanding. Students are reminded that Jesus 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 they 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 counseling for correction. At all times school personnel are to proceed in a manner that helps maintain and develop proper self-esteem in a child. Forms of corrective action include extra assignments, after school detentions, revoking of privileges, 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 a student may need direction in the development of responsibilities or principles of character in their life. Conferences with the teacher and/or principal are sometimes necessary if detention is repeated very often.

OUT OF SCHOOL SUSPENSION (OSS)

Out of school suspension is sometimes a necessary step in correction if detention is repeated multiple times or if behavior continues to be an issue. OSS is usually 1-3 days dependent on the severity of the offense. Cases are referred to the School Board in coordination with the principal to determine days of OSS and the return day for the student. However, there are instances when suspension is immediate. See Type III offenses in section labeled Discipline Code.

EXPULSION

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

DISCIPLINE CODE

- I. **Preschool to 2nd Grade**
 - A. **Conduct:** The teacher will deal with each situation as it occurs. If or when the behavior becomes repetitive or abusive, the teacher will bring the child(ren) to the Preschool Director’s or the Principal’s office. The option then becomes a conference with the student with a stern warning. If a problem persists, the parent must come in for a conference and further measures will be agreed upon.
 - B. **Dress Code (K5-2nd Grade):** Violations will receive the following discipline:
 1. 1st-3rd violations: Uniform on Friday
 2. Subsequent violations: Missed privileges for that day (line leader, classroom helper, etc.)
- II. **3rd-12th 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 tardiness (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 profanity
- 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 on school property
- Improper conduct in chapel
- Misconduct at school-sponsored events
- Use of pagers or cell phones within the building
- Any other violation that school officials may deem reasonable to fall within this category after consideration of circumstances

TYPE II

- Insubordination or disrespect toward authority person
- Intentional use of obscene or profane communications (verbal or non-verbal)
- Threats or harassment targeting other students
- Fighting
- Stealing (less \$100)
- Possession of potential weapon
- Vandalism (less than \$200)
- Offensive touching of another student
- Skipping class or school (including school-sponsored events)
- Possession and/or use of tobacco products on school or church property
- Trespassing (willfully entering or remaining in a structure, conveyance, or property without being authorized or refusing to leave after being warned)
- Possession of stolen property with knowledge 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, 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 (see section labeled Federal Weapon Law)
- 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 more than \$200)
- Robbery (value over \$100 or unlawful possession of knowledge)
- Burglary of school property
- Bomb threats
- Sexual acts (including battery and rape)
- 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 immediate out of school suspension and the notification of the School Board for review of necessary expulsion.

SEARCHES AND DRUG TESTS

Although a student may have control of their 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 a search if there is reason to believe something is concealed 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 our school is not designed to deal with serious emotional, physical, or addiction problems; consequently we will recommend 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 behavior is not only taught but also taught. While our churches seek to minister to our whole society, our school's purpose is training our students to follow Biblical standards set forth in Scripture (Gal. 5:19-24; I Cor. 6:9-10). Any student found to be involved in any activity conflicting with the standards of conduct as agreed upon by the school, students will be asked to withdraw immediately.

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 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 of 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 their person or in belongings at school will be suspended and referred to the Board for review of their necessary expulsion.

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.

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 a worker can get 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 student returns to school. Administration reserves the right to approve or deny 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 drills 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 as deemed by the principal.

DISMISSAL

MVCA reserves the right to permanently remove a child from the school program for these reasons:

- Not paying tuition and fees
- If the director and teachers feel that the program is not meeting the needs of the child.
- If the parents display behavior that is disruptive, detrimental, or damaging to the school, staff, or students. This includes use of profanity, physical aggressiveness, publicly slandering the school or staff, or other such behaviors.
- If parents fail to follow the policies or act in disagreement with the statement of faith of MVCA.
- Excessive behavioral problems persist with the child.

In case of any litigation or threat of litigation against MVCA or its employees, attendance will be suspended until the matter is resolved.

ELASTIC CLAUSE

MVCA's school Board and Administration reserves the right to make changes to this policy or the entire handbook without prior notice. Parents will be notified if any changes are made.

MVCA reserves the right to dismiss or otherwise remove any student from enrollment for any reason.

Confirmation of Receipt and Agreement for MVCA School Policy 2022

Content Section	Initial to confirm agreement
Statement of Faith	
Enrollment Procedure and Admission Policy	
Payments and Fees	
Absences, Sickness, Vacations	
Open and Closing times and procedures	
Holidays and School Closings	
Academics, Promotion, and Graduation	
Discipline	
Withdrawal and Dismissal	
Illness, Accidents & Injuries, Communicable Diseases	
Elastic Clause	

I agree that I have received, read, and understood this School Policy in its entirety for Mountain View Christian Academy’s 2022-2023 school year. I confirm my agreement to this policy. I recognize the right of MVCA to enforce this policy up to and including dismissal of my child(ren) from the school.

Parent / Guardian Printed Name **Parent / Guardian Signature** **Date** **Relationship to Child(ren)**

Parent / Guardian Printed Name **Parent / Guardian Signature** **Date** **Relationship to Child(ren)**

Child(ren) Printed Name(s): _____
