

# Parent - Student Handbook



Commit your actions to the LORD and your plans will succeed.

**Proverbs 16:3**

## **OPEN DOOR POLICY**

Believing whole heartedly that all people are created equally by God and have been made in His image, Mountain View Christian Academy welcomes students of all races, colours, and religious, national or ethnic backgrounds, who wish to be taught according to our mission, vision and statement of faith to all rights, privileges, programs, and activities at Mountain View Christian Academy.

## **MISSION STATEMENT**

Mountain View Christian Academy is a Christian educational institution that anchors its purpose to the authority of God's Word. Our vision is to lead students to a deep, profound relationship with Christ. We are committed to our calling to humbly rely on God to lead us as we demonstrate to students how to work diligently, give our best to God, and surrender our lives to His Kingdom work. We will also provide a safe, loving, and encouraging environment for our students while fostering excellence in academics, trades, and mission work.

## **VISION STATEMENT**

We are committed to providing a Bible-based learning environment with high standards in academic as well as practical life skill applications. Our aim is to exemplify and teach:

1. Spiritual discernment and the value of personal walk with Jesus Christ.
2. Critical thinking for seeking the path of righteousness.
3. The identification and development of unique gifts
4. Awareness and stewardship of creation.
5. Servant leadership in the community.
6. Communication skills and development.
7. An enthusiastic approach to lifelong learning for all vocations.

## **STATEMENT OF FAITH**

1. We believe that the Scriptures of the Old and New Testament are the inspired Word of God and that they contain the will of God completely. The full revelation of God's will for the salvation of people and the entire manner of service which God requires of us is revealed in these Scriptures and illuminated by the Holy Spirit. Revelation 22: 18 and 19 say, "I warn everyone who hears the words of the prophecy of this book: If anyone adds anything to them, God will add to him the plagues described in this book. And if anyone takes words away from this book of prophecy God will take away from him his share in the tree of life and in the holy city, which are described in this book."
2. We believe in the Trinity: One God, eternally existing in the three persons of Father, Son and Holy Spirit. He created all things and is Lord of all. He is infinitely perfect and all powerful.
3. We believe that Jesus Christ is fully God and He became genuinely human; He was conceived by the Holy Spirit and born of the Virgin Mary. He died on the cross and rose again from the dead to conquer sin and death, as the sacrificial payment for our sins.

He ascended into heaven, where, at the right hand of the Father, He is now our High Priest and Advocate. We emphasize a personal relationship with Him through the Holy Spirit, and we believe in His bodily, physical and imminent return.

4. We believe that through man's fall into sin, we all fall short of the glory of God. Eternal salvation is available to us only by God's grace through Jesus Christ. His sacrificial death on the cross is the only acceptable substitution for our eternal condemnation.
5. We believe in eternal life for the saved and eternal punishment for the lost.
6. We believe that Satan is real and loose on earth. He is actively trying to bind people in sin with temptation, lies and deception. He attempts to lure people away from Jesus Christ who is the Way, the Truth, and the Life. Satan has been defeated by Jesus' death on the cross, and he is powerless against the authority of Christ.
7. We believe that the true church universal is composed of all persons who, through faith in Jesus Christ, have been regenerated by the Holy Spirit. While continuing to struggle with sin, committed Christians are eternally united together in the body of Christ, of which He is the head.

## **ADMISSION, RE-ENROLLMENT, AND WITHDRAWAL PROCEDURES**

### **All Grades**

Parent/guardians who desire to enroll their child/children in Mountain View Christian Academy must complete a Student Enrollment Form for each child and return it along with the non-refundable registration fee that is applicable for each student enrolled. Parent/guardians must also sign and return the admissions form to indicate that they read, acknowledge, and understand MVCA's philosophy of Christian education, core values, and statement of faith and commit to supporting the school in cultivating a Christ-centred learning environment. Acceptance into Mountain View Christian Academy does not guarantee re-enrollment privileges to a student. The right to re-enroll is based on the student's performance at Mountain View Christian Academy.

### **MVCA Admissions Policy**

Mountain View Christian Academy (MVCA) is committed to providing Christ-centered education rooted in the truth of God's Word. Because our constitution, mission, culture, and instruction are grounded in Scripture, families seeking admission are asked to review and agree to the following admissions policy.

Upon completion of all enrollment forms and receipt of the signed admissions policy, parents/guardians will be scheduled for an admissions meeting with the MVCA Board as part of the enrolment application.

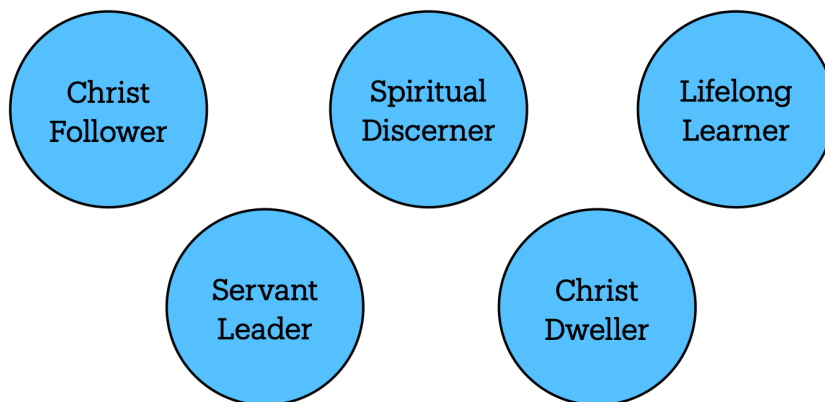
## Admissions Process

### 1. Parent/Guardian Meeting With the MVCA Board

During this meeting, the school's Statement of Faith, core values, MVCA profiles, and school culture will be discussed. All teaching and learning at MVCA is anchored in the Bible, and the school maintains the expectation that parents understand and support this biblical foundation.

### 2. Core Values and MVCA Profiles

#### MVCA Core Values



## THE MVCA STUDENT PROFILE

**A Mountain View Christian Academy (MVCA) student is a lover of God's Word** who lives by a Biblical worldview, **walking steadfastly in truth** and **secure in their identity in Christ**. They are **unashamed of the Gospel**, **discerning God's wisdom** from worldly philosophies, and **reflecting Jesus** in word and deed. **Teachable and humble**, they **pursue righteousness**, **seek knowledge**, and **serve others** with a Christlike attitude. At MVCA, we desire every student to be **a true follower of Christ** living out Biblical values, **showing God's love**, and **leading others to know Him** personally.

A Mountain View Christian Academy (MVCA) student is a lover of God's Word, one who chooses the right way and lives with a Biblical worldview, steadfastly walking the talk and knowing who they are in Christ.

They are a living example of Jesus Christ, unashamed of the Gospel, and grounded in truth. They have a strong understanding of Scripture and are able to discern between the wisdom of God and the philosophies of the world.

An MVCA student is teachable and moldable, with a hunger and thirst for righteousness, a desire for knowledge, and a willingness to apply it. They demonstrate spiritual maturity and a Christlike attitude, serving humbly alongside others.

At MVCA, we desire every student to be a true follower of Christ, reflecting Biblical values and the love of God through their words, actions, and character while leading others to know Jesus personally.

## **THE MVCA GRADUATE**

**The MVCA Graduate is a hardworking, dependable, and faith-driven individual grounded in a Biblical worldview. They think critically, act with integrity, and live out their faith with humility and conviction.** Secure in Christ, they **reflect His character through compassion, grace, and love.** Equipped with wisdom, discernment, and a heart for service, they **lead with grace, serve selflessly, and shine as salt and light** bringing glory to God in all they do.

The MVCA Graduate is a hardworking, dependable, and self-motivated critical thinker who demonstrates integrity, accountability, and a strong work ethic in all areas of life. Grounded in a Biblical worldview, the MVCA Graduate is a defender of truth who communicates effectively, works well with others, and lives out their faith with humility and conviction.

They will model Christlike character showing compassion, grace, and love to others. They are secure in their identity in Christ, confident in His love, and committed to deepening their relationship with Him. This firm foundation equips them for post-secondary education, adult life, and lifelong service to God.

At MVCA, we envision every graduate to hold steadfast Biblical values and to walk in obedience to the Word of God. They are equipped with spiritual discernment, wisdom, and a life devoted to prayer. The MVCA Graduate exemplifies Christ's love, being salt and light in their families, communities, and the world around them.

They lead with grace and compassion, serving others selflessly and joyfully. With a teachable spirit and a heart for the Great Commission, they live purposefully as visionaries whose lives bring glory and worship to God in all they do.

## **MVCA STAFF PROFILE**

**A Mountain View Christian Academy (MVCA) staff member is a devoted servant of God** who equips students to follow Christ with gratitude and integrity. They **model**

**creativity, unity, and the fruit of the Spirit**, fostering a Christ-centred environment for spiritual, academic, and personal growth. **Approachable and compassionate**, they invest in students' lives, lead with wisdom and patience, and **inspire others** through joy, service, and steadfast commitment to Christ.

A Mountain View Christian Academy (MVCA) staff member is an encouraging and committed servant of God, dedicated to equipping students to follow Christ with a grateful and accountable heart. They model creativity, flexibility, and unity, cultivating a Christ-centred environment where students can grow spiritually, academically, and personally.

An MVCA staff member is a Christlike role model, exuding the fruit of the Holy Spirit through their words, actions, and relationships. They are approachable, trustworthy, compassionate, and loving, investing in students' lives to guide them in their walk with Christ. Their versatility and servant hearts shine as they prioritize the needs of others for God's glory.

MVCA staff members are strong leaders, leading others with wisdom and patience while demonstrating the values they teach. They love God above all, love others through tangible actions, and display joy and enthusiasm for the Word of God regardless of circumstances. By leading through example, they inspire students and colleagues alike to live with integrity, compassion, and a steadfast commitment to Christ.

### **3. Biblical View of Human Identity and Marriage**

MVCA upholds the biblical teaching that God created humanity in two distinct sexes: male and female (Genesis 1:27). We further affirm that marriage is ordained by God as the covenant relationship between one man and one woman (Genesis 2:24). While we extend kindness and respect to all individuals, the school's instruction, policies, and community life reflect this biblical conviction. Parents/guardians enrolling their children must acknowledge and support MVCA's adherence to these Scriptural truths.

### **4. Biblical Account of Creation**

MVCA affirms the biblical teaching that God created the world in six days and rested on the seventh day (Genesis 1–2). This understanding of creation informs the biblical worldview through which subjects are taught, discussed, and applied in the classroom.

### **5. Partnership in Christian Education**

By enrolling your child at MVCA, parents/guardians acknowledge that:

- Instruction across all subject areas integrates a Christian worldview based on God's Word.
- Biblical principles will be taught openly and without compromise.
- The home and school work together to encourage students in Christlike character, spiritual growth, and academic excellence.

### **6. Agreement to School Expectations**

Parents/guardians agree to:

- Support MVCA's mission, biblical foundation, and faith-based environment.
- Encourage their child to participate respectfully in all school activities, including prayer, Bible instruction, and worship times.
- Partner with the school in fostering a Christ-honouring environment.

### **Re-Enrollment**

No student is automatically re-enrolled. To re-enroll, a parent/guardian must submit a re-enrollment application each year along with the required **non-refundable re-enrollment fee**. Mountain View Christian Academy retains the right to deny a student the right to re-enroll based on his/her behavior and academic performance. No student will be re-enrolled until all the required fees for the present year are current and their account settled from the previous school year.

### **TUITION/FEES**

The Mountain View Christian Academy School Board, administration, faculty, and staff work hard to keep the cost of educating your child/children as low as possible as we strive to provide them an excellent Christian-based education in a positive, loving environment.

The yearly tuition for children in Kindergarten-12th grade will be divided into ten equal payments and is **due on the 1<sup>st</sup> day of the month beginning in September and ending in June**. Postdated cheques are appreciated.

#### **Tuition fees are as follows:**

Annual tuition per family is \$4,850.00 or \$485.00 per month. A \$200.00 discount applies for families that elect to pay the entire tuition in September. Additionally, there is a \$50 per student miscellaneous fee that goes toward technology use, subscriptions, software licensing, and instructional resources. Students in Grade 8 to G12 will also pay a \$100 Food Studies fee to cover ingredients and other costs related to the foods program.

For families that have just one child enrolled and registered in Kindergarten, the annual tuition is \$3,850.00 or \$385.00 per month. A \$150.00 discount applies for families that elect to pay the entire tuition in September.

Tuition and fees must be paid by cheque, money order, or cash (exact amount only). A \$25.00 fee will be charged for each returned check. A yearly one-time, non-refundable registration fee is due at the time the enrollment form is submitted to the school, there are no exceptions. If your tuition is not paid by the end of each quarter, your child/children will not be allowed to return at the beginning of the next quarter.

**Parent/guardians, please remember that we do not bill you each month. Therefore, you must remember that the payment is due the 1<sup>st</sup> day of each month from either September through June.**



## **SCHOOL HOURS**

### **DROP-OFF AND PICK-UP TIMES FOR STUDENTS**

Classrooms are not open to students until 8:45am;  
Students are expected to be picked up by 3:15pm.

## **SEVERE WEATHER CLOSINGS**

Families will be phoned if there will be a school cancellation.

## **SCHOOL ATTENDANCE**

### **Kindergarten – 12<sup>th</sup> Grade**

It is imperative that each student is in attendance each school day, except in times of illness, family bereavement, family emergency and medical appointments. Therefore, the School Board and the administration have adopted attendance guidelines based on excused and un-excused absences and tardiness.

#### **Excused Absences**

Included in this category are absences due to illness, medical appointments, a death in the family.

#### **Un-Excused Absences**

Included in this category are absences for which no written excuse was received, cutting of school, fatigue from a trip or going to bed late, over sleeping, family outings etc. Students to make up all academic materials missed due to an unexcused absence. If make-up work is not turned in and a zero(s) given for the un-excused day/days missed, they will be counted as a grade. All make-up work must be returned to the teacher within three days or within the teacher's required amount of time for the unexcused absence or the grade will result in a zero.

#### **Tardiness**

Each student is required to be at school and in class prepared to begin at 9:00 am. If a student arrives after 9:00 am, the student will be marked tardy. Only tardiness related to illness, medical appointment, or family emergency will be classified as Excused.

All absences and tardiness to school require **A WRITTEN EXCUSE FROM THE PARENT/GUARDIAN STATING THE SPECIFIC REASON FOR THE ABSENCE OR TARDINESS WHEN THE STUDENT RETURNS TO OR ARRIVES AT SCHOOL**

## **MAKE UP WORK**



When a student misses academic work for any reason, he/she is required to make up all materials missed. In the self-contained classroom, the individual classroom teacher will establish the schedule for make up following this guideline: a student will be given two days for each day absent up to five days. The classroom teacher will work out the make up schedule for absences longer than five days due to illness.

## **ASSIGNMENTS AND REPORTS**

All assignments and reports are to be handed in completed on their due dates. For each day late the student will receive 10% off their grade. If the assignment is not handed in the student will receive an incomplete on their report card.

## **HOMEWORK**

Homework is reinforcement of daily work. Homework is classified as practice to master skills; preparation to gain maximum benefits from subsequent lessons; extension to transfer a skill or concept to another situation; or creative to integrate skills and concepts in the process of producing a response or product. Students are required to write upcoming tests in their planners so parent/guardians will be able to practice/review with their child(ren) beforehand as needed. We expect students to complete all assigned homework.

## **PHOTOCOPIES**

If a student forgets or loses any of their schoolbooks and this requires photocopying, there will be a charge of 25¢ per page.

## **EARLY PICK UP FROM SCHOOL**

If you know you will be picking up your child(ren), you must write an early dismissal excuse, in which you state the reason and time for the early pick up, and turn that excuse into the Administrative Assistant or your child's teacher upon your arrival at school. If you have an emergency early pickup, please read carefully the "Call-in message" rule. When you arrive at school, you should go to the office before you pick up your child(ren). **If you pick up your child before 11:00 a.m., and he/she doesn't return to school that day, it will be treated as an absence and will count in the student's allowed number of absences for the year.**

## **CALL-IN MESSAGES**

When necessary, a parent/guardian may call the school office to leave a message for their child(ren). If the message involves a change in transportation arrangements, the parent/guardian will be asked to identify themselves in a manner that will provide positive identification of the caller by the Administrative Assistant. The parent/guardian will also be asked to adequately identify the designated caretaker who will be picking up the child. Please

limit your called-in messages for your child to those that couldn't be made prior to the child's coming to school.

### **SCHOOL PROPERTY**

School property includes all the land and buildings located at Mountain View Christian Academy and all the land and buildings where a school related activity is taking place and is under the jurisdiction of the school. This part of the definition will include all field trips, mission trips, and group outings that are held for the students by the school.

### **WEAPONS AND DANGEROUS OBJECTS**

Firearms, knives, martial arts weapons, lighters, matches, and other types of weapons or facsimiles of any of the above are prohibited on school property. **It is the responsibility of each parent/guardian to ensure that their student adhere to this rule.** If a student should break this rule, he/she will be suspended immediately for five-days and recommended for expulsion at the discretion of the Principal/Board. According to the type of weapon brought, the police may also be contacted.

### **PERSONAL ELECTRONICS/CELL PHONES**

Personal electronics and cell phones are not permitted to be used on school property. If any of these items are brought to school, they must be turned off and stored in their backpacks. If a student is found using any of these items, it will be taken from them and will only be returned to the parent/guardian. It is the responsibility of each parent/guardian to ensure that their student adheres to these rules. Parents must discuss any exceptions with administration.

Cell phones and other personal electronics will be surrendered by students at 9:00 AM and returned at the end of the school day. Students are encouraged to leave personal electronic devices at home.

### **MEDICINE**

If a child must take a prescription medicine while at school, the parent/guardian must give written permission for the teacher to give it to the student. If the student is allowed to take an over-the-counter medication while at school, the parent/guardian must send it with the student and given written permission to the teacher to give to the student.

### **LICE**

If lice are found on any student, that student must be sent home and the lice must be treated. It's also imperative that the family take actions to eliminate the lice from the home. Information packages will also be sent home with each student.

## ACCIDENTS

Any accident that happens during school hours must be reported to the school office as soon as possible. Accident/incident form must be completed by the classroom teacher and sent home and returned with parent/guardian signature then placed with the child's records.

## ALCOHOL AND DRUGS

The use and/or possession of alcohol or drugs, illegal or prescribed, is forbidden on school grounds or at school sponsored events. There are rules concerning the use or possession of these items, which have the potential of destroying our children's God-given bodies and mind.

***Therefore, brothers, by the mercies of God, I urge you to present your bodies as a living sacrifice, holy and pleasing to God; this is your spiritual worship. Do not be conformed to this age, but be transformed by the renewing of your mind, so that you may discern what is the good, pleasing, and perfect will of God.***

***Romans 12:1-2 (HSCB)***

Students may not use, possess, or distribute illegal, prescription, or over-the-counter drugs/medicines or alcohol on school property or at school sponsored activities. This rule pertains to the improper sharing of a prescription drug with another student. If a student should break this rule, the student's parent/guardian will be contacted immediately as well as the police if appropriate. The student will be placed on suspension while the School Board reviews the incident, and the School Board will notify the student and their parent/guardians of its decision. If the student is permitted to remain in school, he/she is responsible for making up all missed academic work.

## TOBACCO

No form of tobacco may be used or brought to school or to any school-sponsored event. Student usage of these substances may result in expulsion from school. Parents and visitors are required to observe this rule and refrain from using tobacco products at school or any school sponsored activity. Tobacco products include Vapor "Vaping" devices. Marijuana products are also prohibited under the school's Tobacco policy.

## VANDALISM/IMPROPER USE OF BUILDINGS & GROUNDS

A student involved in willfully or negligently damaging school or another person's property will receive an automatic suspension from school for up to five days, with consideration of expulsion. School pranks, especially those involving school safety equipment such as the fire alarms, will be treated as vandalism and will be dealt with accordingly. The student will also be responsible for paying the costs of repair for any damage, regardless if he/she is permitted to return to school.

## **GUM**

Students are not permitted to chew gum before, during, or after school because it becomes a form of vandalism in its clean up requirements from desks, floors, and carpets.

## **FIGHTING OR THREATENING OR PHYSICAL/VERBAL/WRITTEN HARASSMENT**

Any student or group of students found fighting, or threatening to harm another student, faculty or staff member may be suspended for up to five days with consideration for expulsion. Similar consequences will be applied to a student who harasses another student in any form, physical, verbal, or written, for any reason, racial, physical, behavioral, ethnical, or religious.

## **STEALING/CHEATING AND/OR LYING**

### **Stealing**

The removal of school or personal property without permission or without using the proper checkout procedure as well as finding and not returning someone else's property is considered stealing. The consequences for stealing will be determined by the Principal and may include suspension for up to five days with consideration for expulsion.

### **Cheating/Lying**

The following actions will be termed as cheating/lying:

- Copying another student's homework or class work.
- Permitting another student to copy your homework or class work.
- Copying answers from another student's test or looking at another student's paper during a test.
- Looking at or having in your possession a copy of a test that you haven't taken.
- Talking with another student about the contents of a test that he/she has taken, but you haven't.
- Using a cheat sheet or notes while taking a test.
- Reporting to a teacher an incorrect score for yourself or another student.
- Forging: signing a signature that is not your own.
- Plagiarizing someone else's work.

When a student is caught doing one of the above, he/she will receive a "zero" on the work in question, without any chance of making up the work. The consequences for cheating/lying will be determined by the Principal and may include suspension for up to five days with consideration for expulsion.

## Appeals Policy

The board of MVCA values each student as a creation of GOD; made in his image. For this reason, the school practices procedural fairness in its dealings with students, be it the assignment of grades, or the application of discipline. The board believes that parents are the ultimate authority over their children and the school recognizes GOD's divine order in these matters. The board sees the school as an institution that, along with Christ's church, supports parents as they seek to raise Godly children.

The principles governing our various policies are based in scripture, federal and provincial law, and, "PROCEDURAL FAIRNESS BEST PRACTICE GUIDELINES FOR INDEPENDENT SCHOOLS", (a document produced by FISA). Our appeals policy will apply to issues of discipline as well as issues regarding student grades; the processes will differ somewhat depending upon which issue applies.

## LANGUAGE

All faculty, staff, administrators, and students of Mountain View Christian Academy are expected to use language that reflects a desire to please God. Therefore, using the Bible as our source for Truths concerning "the words that proceed out of our mouths," each member of the Mountain View Christian Academy school family will refrain from using coarse or vulgar language/stories as well as gossip, angry outbursts, and slander. Appropriate action to assist the offender in these areas will be taken by the Principal. The school is also committed to assisting each other in the usage of correct English in his speech and writing.

***But no one can tame the tongue; it is a restless evil and full of deadly poison. With it we bless our Lord and Father, and with it we curse men, who have been made in the likeness of God; from the same mouth come both blessing and cursing. My brethren, these things ought not to be this way.  
James 3:8-10(NASB)***

***He who guards his mouth and his tongue, Guards his soul from troubles. Proverbs 21:23(NASB)***

## PUBLIC DISPLAY OF AFFECTION

We emphasize to all students that the improper display of affection between two students, heterosexual or homosexual, isn't proper behavior and should not occur on school grounds or at a school sponsored activity. Examples of public display of affections can include but is not limited to the following: hugging, holding hands, kissing, inappropriate touching, resting heads on shoulders, groping, etc. The principal will handle this problem as it is observed.

## **MISCELLANEOUS GUIDELINES**

### **Lost and Found**

Any item found on school property without a means of identification will be placed in the lost and found. All items unclaimed at the end of each grading period will be donated to The Salvation Army or some other charity agency.

### **Lost/Stolen Items**

Mountain View Christian Academy cannot and will not accept the responsibility for lost or stolen items on school grounds or at a school sponsored activity. Students should not bring valuable items or excessive cash to school. If they do, they accept full responsibility for those items or cash.

### **Personal Book Policy**

The school's policy for possession of personal books brought to school for pleasure reading is similar in tone as the policy for material selection for the school library. All students are encouraged to enjoy reading for personal pleasure and many students will be required to read books for book reports and similar assignments. It is not necessary that all reading material be from Christian authors or publishers. There are many good books available from non-Christian sources that involve all genres of literature. However, while we recognize that within families there are various opinions as whether certain books would be appropriate reading for their children, generally our policy is that books such as Harry Potter, Pokemon, Magic Tree House (note: Magic School Bus is ok), Twilight, which deal with controversial subjects would not be acceptable reading for children at school.

It is the responsibility of parents/guardians to ensure their students do not bring this type of material to school. If a student does not adhere to this policy, the book will be confiscated by the attending staff person. The student may retrieve the book from the office at the end of the school day. A repeat offence will result in notification to the parents/guardians and they will be required to pick up the book from the office.

### **Restricted Areas**

In school setting, there are areas that must be off limits to students to protect the rights and property of the adults in the organization and to ensure the safety of students, faculty, and staff. Therefore, the following areas are always off-limits to students at Mountain View Christian Academy:

- Any unused classroom.
- Basement unless directed by a staff member.
- School Office unless on school business, or to see the secretary or principal.
- Faculty/Staff workrooms, unless called in by a faculty or staff member.
- Any school building after 3:15 pm unless attending a school function, supervised by an adult.
- The roof of any building.

## RESOLUTION OF PROBLEMS

Each of us realizes that in any group setting there will be the need to resolve disagreements that arise between members of the group. God has told us that the correct way to solve a disagreement problem is by the people involved getting together and calmly talking through the problem. For these meetings to be effective, it's important that each participant recognizes the need to let everyone talk, and for each participant to listen carefully to what each person is saying. If at all possible, we should come to a problem-resolution meeting with one thought in our mind, and that is that Christ said, ***You shall love the Lord your God with all your heart, and with all your soul, and with all your mind. This is the great and foremost commandment. The second is like it, 'You shall love your neighbor as yourself. (Matthew 22:37b-39)***. If we approach a resolution meeting with this attitude, the problem can be effectively solved. If a resolution is not reached, then the principal will moderate a second meeting.

## GUIDELINES FOR PROBLEM SOLVING

**These are the steps to be followed in solving a classroom behavior problem.**

**Step One:** The teacher will use an appropriate corrective action to correct the behavior.

**Step Two:** Notify the parent/guardian through either a telephone call or a sealed note or written in the student's planner and ask for the parent/guardian's assistance with the problem.

**Step Three:** The child will be sent to the Principal, who will work with the child and the parent to correct the behavior.

**Step Four:** If the above steps fail to solve the behavioral problem, the school reserves the right to ask the child to be withdrawn from Mountain View Christian Academy. If this should occur, the parent/guardian are responsible for the entire yearly tuition.

**These are the steps to be used in solving a learning problem: When a child is having difficulty comprehending the concepts in a given subject, the teacher will:**

- Arrange time for one-on-one tutorial time. This time may occur before or after school, or during a time when other children are involved in an extracurricular activity.
- The teacher will either notify the parent/guardian of the problem by note or phone of the problem to explain how the parent/guardian might help the child to understand the concept.
- If the first two fail to assist the child in learning the concepts, the principal will assist the teacher and the parent/guardian in trying to identify a solution.

**Should a parent/guardian have a concern about a rule or procedure that is being enforced in either the school or classroom, he/she should:** Call the school office and ask to set up an appointment after school hours with the teacher, the administrator, or staff member involved with the child's problem. The office will set up the appointment date and time as quickly as possible and call the parent/guardian back confirming the appointment. If either the parent/guardian or employee desires, he/she may ask the principal to sit in on the



meeting. If the principal is personally involved with the problem, the parent/guardian may ask that another staff or board member attend the meeting.

In the resolution of either a behavior or learning problem of a child, the school expects the individuals involved with the resolution to remember to approach the situation out of love for the student and a desire to help that student to develop his God-given potential to its fullest extent and not as a time to make comments in regards to thoughts or feelings. If all steps have been followed and the matter has not been resolved, then the parties involved may submit in writing a letter to the school board stating the situation with attempts to resolve the issue. The board will determine if they need to intervene on the issue.

## **CLASSROOM OBSERVATION VISITS**

We realize that some of you may wish to visit your child's classroom during class time, and we don't mind you doing so. But, since the learning environment of all children must be protected, you must have permission from the classroom teacher and/or principal.

## **STUDENT COUNCIL**

Mountain View Christian Academy Student Council (MVCA-SC) is composed of officers and representatives from grades 8—12. High School students who wish to run for any position should state his/her intentions before the student body during chapel. In order to participate as officers and representatives, students must maintain a high academic work ethic; maintain less than 35 demerits, and exhibit actions and attitudes which exemplify the character of Christ. The student council is responsible for all MVCA-SC activities. The MVCA-SC President should seek the approval of the appointed staff representative for all planned school activities before carrying them out.

## **HOUSE TEAMS**

Mountain View Christian Academy Students are divided into House Teams to encourage fellowship/interaction among the younger and older students. During school wide activities, students are going to be grouped in their House Teams. A House Team Leader (usually a High School student) will choose his/her house team members (or members may be assigned by staff representative) and the name of his/her House Team. House Team names are not to bear the leader's name. Names that convey spiritual truths, are creative and encouraging are preferred.

## **MUSIC TEAM**

Mountain View Christian Academy's Music Team leads the student body in worship during chapel. Students who are involved in the team should have commitment and willingness to avail themselves during rehearsals. Rehearsals are usually held twice a week after school.

Any student who wishes to participate must maintain a high academic work ethic; maintain less than 35 demerits, and exhibit actions and attitudes which exemplify the character of Christ.

## FIELD TRIPS

Mountain View Christian Academy students will participate in field trips that enhance and compliment their understanding of the concepts learned in the classroom. **These trips will be restricted to Mountain View Christian Academy students – siblings and parents may be welcome with the teacher's approval.** All students will ride to the event in the school provided transportation (any drivers must have Board approved insurance with a copy on file in the office). The school has established the following rules concerning field trips:

- The teacher must notify the parent/guardians concerning the date and destination of each field trip;
- The teacher must require each child to have on file a signed parental permission slip;
- Students not attending a field trip will be counted absent from school.
- The teacher will decide the number of chaperones needed and the needed number will be selected prior to the trip date.
- Parents are required to dress appropriately for the trip. Parents, the same restrictions on dress that pertain to the students, pertain to you. Please read carefully the Student Dress Code.
- Parents are prohibited from drinking alcoholic beverages while on the trip.
- Parents are not allowed to smoke or chew tobacco while on a school sponsored trip.
- **At the end of the field trip activities, the parents may bring their child home with them, if a Parental Permission form has been signed. Parents must notify the teachers before leaving with the child.**

## DRESS CODE

Mountain View Christian Academy recognizes that a student's personal appearance reflects his or her character. We believe dress for the Christian should be in keeping with the principles of modesty, neatness, and cleanliness. The following policy applies to ALL Mountain View Christian Academy students, staff and volunteers.

## DRESS CODE POLICY

As Christians, we are ambassadors for Christ, and as such we must concern ourselves with our appearance. In a positive sense, we want to be as sharp and neat as we possibly can. On the other hand, we must be discerning in our taste. That which repulses or seduces has no place in the life of God's children. We represent HIM, and so we want to call attention to His person, and not His people.

We realize the difficulty facing many students today in this matter of dress and have outlined a basic dress code for our school. We know that by keeping all of the dress code one does not become a Christian. However, disciplined effort in keeping all rules does have a maturing

effect upon the Christian if his/her attitude remains proper and pride does not develop. God wants us to obey those who are in authority over us.

The following is not a comprehensive list of acceptable dress practices. The goal is to achieve a neat, well-kept appearance. Staff reserves the right to make a “judgment call” on any violation of these guidelines. These guidelines are to be applied at school as well as at all school-sponsored functions (i.e. concerts, graduation, field trips, etc.). If any question arises on any issue, the decision of the school shall prevail. If in doubt on any item or issue, please bring it to the attention of the office where a decision will be made. A violation of these guidelines may result in the child being sent home for a change of clothing.

***Attractiveness, Modesty, Appropriateness, Neatness, and Cleanliness*** are the key words used to formulate our guidelines.

1. Clothing or accessories with TV or movies that promote immoral or spiritually negative messages are not allowed. There are instances where a symbol is well meaning, but the image is not. This will be left to the discretion of the teacher.
2. Pants/jeans of different varieties are permitted as long as they are neat, clean, and modest. Pants or jeans must not have writing on the seat.
3. Tops should be modest and long enough so that when arms are raised, the midriff is not exposed. Dresses should be modest – no thin straps, no bare backs, no low-cut necklines and no spaghetti straps.
4. Dresses/skirts are to be no shorter than knee length.
5. Warm Weather Attire:
  - Modest appropriate shorts are allowed.
  - All shorts are to be no shorter than mid-thigh.
6. Footwear:
  - Dress shoes, casual shoes, running shoes or sandals are permitted. All students are required to have a separate set of footwear for use inside the school.
7. PE wear:
  - White-soled or guaranteed non-marking gym shoes are required.
  - Any modest combination of sweatpants, sweat tops, shorts, or t-shirts are required.
8. Girl’s makeup and jewelry must be worn in moderation and good taste.
9. Other than earrings for girls, body-pierced jewelry is not permitted. ***The school’s policy regarding ear and nose rings has been updated.*** Students wishing to have multiple earrings or nose rings may be allowed to do so under certain conditions:
  - Students must request **permission first**. (A student that arrives at school with a nose ring expecting to be granted permission after the fact will be denied permission.)
  - Students must have **prior** permission of their parents
  - Students must submit to an interview with teacher/counselors. (A questionnaire has been produced to guide the interview.)
10. No visible tattoos on the skin are permitted.
11. Modest swimwear (for boys and girls) is required.
12. No ball caps, toques, head scarves, etc. are to be worn in the school.
13. No gothic themed clothing.

***We depend on the parents to supervise fully the appearance of their sons or daughters.***

Although not every home will fully agree with the above standards, we believe that parents/guardians have the responsibility before God to enforce these standards if they choose to have their children attend Mountain View Christian School. A brief inspection before children leave for school will ensure a better day for the school as well as the student. This will help avoid the necessity of contacting parents to bring a change of clothes to the school, or sending the student home to change. ***If you are aware of a dress-code violation by your child, please deal with it at home*** rather than requiring a teacher to perform this parental duty at school.

Also, please remember that society and the many organizations therein often have dress code requirements in place. Employees in banks, stores, medical centres, transit, law, sports, etc., adhere to dress codes set down by their employers. The dress code at Mountain View Christian Academy may not reflect your own personal standards, just as your employer's standards may be different from your own. Nevertheless, it is the employees' responsibility to obey the standards set down by the organizations with which they are affiliated. It is not the desire of Mountain View Christian Academy to employ a dress code that is difficult to adhere to, but rather to have our students present themselves in a manner that is tasteful, wholesome and inoffensive. Please keep this in mind when helping your child choose their wardrobe.

## **DISCIPLINE**

We believe that God wants each of His created children, while being individually unique, to be able to work in a group and while in that group to show concern and respect for and acceptance of each member of the group. Therefore, to help children of all ages to develop the behaviors of concern, respect and tolerance, rules that encourage the growth of these attributes must be established.

***For the LORD disciplines the one He loves, just as a father, the son he delights in.***

***Proverbs 3:12 (HCSB)***

***The following rules and guidelines are established for our school:***

## **STUDENT CONDUCT/DISCIPLINE PROCESS**

### **Internet**

Students are commonly allowed to use the internet for school related work. Students should then be honest and responsible in using this privilege. Facebook, YouTube, Pinterest, games, chat messengers and emails are not to be used unless given permission by a staff. Students are to use flash drives in saving their work; sending schoolwork by email is allowed with permission. Any student caught on these sites without permission will be given 30 demerits.

### ***Note to Students:***

***All High School students should always have their flash drives with them or stored in their lockers.***

### **Skiping Class**

Every student is assigned to be with a specific teacher every hour of the day. If for any reason a student is somewhere other than where he/she is supposed to be without the written permission of that teacher, it is considered to be skipping class. A student will receive an hour of cleaning duty for skipping class.

### **Disruption in the Classroom**

A student whose behavior hinders the teacher's ability to teach the class efficiently will be sent to a designated area.

Discipline for being dismissed from class ranges from 30 demerits to an hour of cleaning duty or being sent home depending on the magnitude or re-occurrence of the situation.

## **DISCIPLINARY MEASURES**

On all levels, discipline is primarily handled in the classroom by the classroom teacher. Should a problem arise which is not solved through classroom discipline, and contacting parent/guardians, then the Principal and/or administrator will become involved.

Kindergarten - Elementary: Discipline in these levels consists of positive rewards, taking away of privileges, and contacting parent/guardians. No demerits are given to kindergarten - elementary students.

Upper Elementary and High School discipline consists of a program developed by the school's administration and teachers. Behavior is handled by the teacher in the classroom with a system of cleaning duties, demerits, and/or detention. High School students are also positively motivated by rewards for positive behavior.

Mountain View Christian Academy is a closed campus. Students may not leave school property during school hours unless **written permission** from their parent/guardian.

## **DEMERIT PROGRAM**

The demerit system is a guide for behavior record-keeping in Upper Elementary and High School. Demerits, themselves are not punishment, but rather, are a means of keeping track of unfavorable behavior and of communicating to parent/guardians about such behavior.

Punishment comes when students reach designated amounts of demerits the first of which is a Wednesday Detention at twenty-five (25) demerits.

### **Demerit Lists**

Please note that these lists are not all-inclusive. Infractions not included here will be interpreted for demerits by the teacher in relation to items on these lists.

#### **Five (5) Demerits**

- Chewing gum
- Tardy
- Wearing caps/hats/sunglasses in school
- Unauthorized telephone use
- Excessive talking
- Sleeping in class
- Unsigned/forgotten planners
- Failure to return a signed form the next school day

#### **Ten (10) Demerits**

- Horseplay/disorderly conduct
- Unsupervised on school property during and after school
- Incomplete homework
- Unprepared for class, complaining

#### **Fifteen (15) Demerits**

- Using personal electronics in school
- Light property damage: (also cost of repair)

#### **Twenty (20) Demerits**

- Arguing with a teacher
- Safety violation: endangering others/fighting
- Coarse or rough language
- Moderate property damage: (also cost of repair)
- Physical contact violations

#### **Thirty (30) Demerits**

- Swearing or profanity
- Talking back or questioning a teacher inappropriately
- Any disrespect or disobedience
- Internet misuse (caught on prohibited websites)
- Cheating: also, a zero on the work
- Lying or deception
- Stealing
- Sent to the office for class disruption
- Any major disrespect or disobedience
- Leaving school property without permission
- Major property damage: also cost of repair

### **Fifty to One Hundred Fifty (50-150) Demerits**

Smoking, drinking, drugs

Immorality, pornography, indecent liberties

Threatening a teacher, staff member, student

Vandalism (school and classmate's property)

Posting profanity, immorality, suggestive language or disrespect on the internet.

Extreme types of behavior not mentioned

Any student who receives infraction/demerit is also expected to write an essay about the violation he/she committed before he/she is allowed to join the class. This essay should include verses from the Bible that talks about or related to the infraction.

Parent/guardians will be notified through the student planner for every infraction the student incurs.

### **Accumulation of Demerits**

Twenty-five (25) Wednesday Detention or cleaning

Fifty (50) Wednesday Detention or cleaning

Seventy-Five (75) Wednesday Detention and cleaning

Ninety (90) 1-days Suspension

One Hundred (100) 2-days Suspension

One Hundred Fifteen (115) 3-days Suspension

One Hundred Forty (140) Recommended Withdrawal or 5-day Suspension

One Hundred Fifty (150) Expulsion

### **Disciplinary Probation**

A student is placed on disciplinary probation when he/she reaches seventy-five (75) demerits. At that point he/she is removed from all extracurricular activities.

### **Appeal Process**

Students may write an appeal of their demerits to the principal. This will be considered and may include a meeting with their parents/guardians. The school's appeals policy will be observed.

### **Suspension**

When a student is absent due to a disciplinary suspension, all work must be made up and receive a grade of up to seventy percent (70%). This includes major tests. The student may not come to school or to any school activity on the day(s) of suspension. Suspension is assigned as above by demerits or at the discretion of the principal/administrator when warranted in other situations.

### **Expulsion**

A student is expelled who:

- Accumulates one hundred fifty (150) demerits during a year.
- By his attitude, dress, and behavior gives evidence of not wanting to uphold the guidelines, policies, and testimony of the school before demerits are accumulated.



The student and parent/guardians must meet with the principal before re-admission will be considered.

A student who is expelled or asked to withdraw will not be allowed on school property unless he/she has official business or has obtained permission from the administration.

### **Review of Students**

Meetings will be held with parent/guardians of those students who reach disciplinary probation due to seventy-five (75) or more demerits academic probation due to failed subjects on the second term report card.

### **Wednesday Detention**

Wednesday Detention is a one-hour detention held each week for Upper Elementary and High School students. A student is assigned this detention due to demerits. It starts at twenty-five (25) demerits and is given in increments. Failure to serve a Disciplinary Detention will result in thirty (30) demerits.

### **Parent/Guardian Conduct**

Parents/guardians, we the administration, faculty, and staff, have one goal, with three equal and important parts, toward which each of us is working. That “triune” goal is:

- To give your child(ren) an excellent academic and spiritual education.
- To encourage your child(ren) to develop a personal relationship with God through our Lord Jesus Christ.
- To encourage the spiritual growth of each member of our staff as well as that of the parent/guardians of our students.

The administration and staff will strive to maintain an atmosphere that will promote positive behavior. The teacher will be spiritually prepared and enthusiastic about classroom management. Therefore, it is imperative that parent/guardians cooperate and reinforce the same. We encourage parents to:

- Pray daily for the teachers, administration, and the children of Mountain View Christian Academy.
- Be positive about the school in front of the children.
- Be encouragers; build each other up.
- Be a team player.
- Do not gossip and don't assume. Know the facts and support them.
- When there is a concern or suggestion, please take the following steps:
  - Pray; seek the will of God.
  - Get all the facts.
  - Make an appointment with the teacher to discuss the concern. If not satisfied, make an appointment with the teacher and the administrator and address your concern.

*Put on the full armour of God, so that you can take your stand against the devil's schemes. For our struggle is not against flesh and blood, but against the rulers, against the authorities, against the powers of this dark world and against the spiritual forces of evil in the heavenly realms. Therefore, put on the full armor of God, so that when the day of evil comes, you may be able to stand your ground, and after you have done everything, to stand. Stand firm then, with the belt of truth buckled around your waist, with the breastplate of righteousness in place, and with your feet fitted with the readiness that comes from the gospel of peace. In addition to all this, take up the shield of faith, with which you can extinguish all the flaming arrows of the evil one. Take the helmet of salvation and the sword of the Spirit, which is the word of God.*

### ***Ephesians 6:11-17***

It is Mountain View Christian Academy's aim to treat each student and their family in a fair and equitable manner and to deal with any problem that might arise biblically. We will strive to glorify God in speech and action while at school and in the community.

Thank you on behalf of our school staff for choosing Mountain View Christian Academy for your child(ren)'s education, and we ask each family to remember us in its daily prayers as we strive to achieve God's will for our lives and for the lives of your children.