

Mission Valley Christian Academy

A Classical and Christian School

Parent-Student Handbook



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## MISSION VALLEY CHRISTIAN ACADEMY

WELCOME!

WE ARE VERY GRATEFUL TO THE LORD JESUS CHRIST FOR HIS PROVISION OF A CHRISTIAN SCHOOL IN THE MISSION VALLEY. WE ARE THANKFUL THAT HE HAS LED YOU TO CHOOSE MVCA AS YOUR SCHOOL!

GOD HAS ENABLED MVCA TO ASSIST PARENTS IN LEADING THEIR CHILDREN TO JESUS CHRIST AND TO BUILD THEM UP TO SERVE HIM ACCORDING TO THE GIFTS AND ABILITIES HE HAS GIVEN THEM.

THIS HANDBOOK IS DESIGNED FOR BOTH STUDENTS AND PARENTS IN THE HOPE THAT IT WILL PROVIDE BASIC INFORMATION ON THE POLICIES AND PROCEDURES OF THE SCHOOL. IT IS INTENDED TO BE A READABLE GUIDE CONTAINING IMPORTANT INFORMATION CONCERNING DOCTRINE AS WELL AS SCHOOL POLICIES AND PROCEDURES. YOU CAN ACCESS THIS AND OTHER INFORMATION FROM THE SCHOOL'S WEB SITE AT [WWW.MISSIONVALLEYCHRISTIANACADEMY.ORG](http://WWW.MISSIONVALLEYCHRISTIANACADEMY.ORG)

PLEASE READ THIS HAND BOOK CAREFULLY AND TO KEEP IT AVAILABLE FOR FUTURE REFERENCE. REVISIONS OF THIS HANDBOOK MAY BE MADE IN THE FUTURE.

THANK YOU AGAIN FOR CHOOSING MVCA. MAY GOD BLESS YOU AS WE PARTNER WITH YOU TO RAISE YOUR CHILDREN IN THE NURTURE AND ADMONITION OF THE LORD!

### **Our Mission...**

Is to provide a nurturing environment offering a high quality education supported by a strong foundation of Christian values. We are partnering with parents to equip students to become leaders, to serve God, to serve their families and to positively impact their communities and the world.

### **Our Vision...**

To be a Christian school that challenges youth to aspire toward lives of character, service and influence. To expand our campus to continue to grow and provide an excellent academic and extra curricular environment for our students and to ensure the future of MVCA in this community.

### **Our History...**

MVCA was established in 1993 as a non-denominational Classical and Christian School committed to providing a Biblically based education to students Kindergarten through 12<sup>th</sup> grade. MVCA started the 2008 school year in its new facility in Polson, MT. MVCA is a member of the Association of Classical Christian Schools and the Association of Christian Schools International.

### **Our purpose...**

God has given the primary responsibility for teaching and training of young people to parents. The rationale for the existence of MVCA is to assist parents as an extension of the Christian home, in providing an education that is thoroughly and distinctively Christ based. It is our goal through teaching and training to prepare young people to function as individuals who can reason and relate all issues of life to the doctrinal foundation of the Christian worldview.

### **What is Classical Christian Education?**

The classical model is both old and new. Over the millennia it has produced some of the greatest thinkers in human history. Validated through scientific research the classical model complements the developing mind by matching method with childhood development.

### **Philosophy of Classical Christian Education...**

Scripturally, the process of education should lead the student toward the development of true knowledge, righteousness and holiness in Christ, therefore the student can mature spiritually, mentally, socially and physically through teaching and leading in accordance with God's design.

We believe that the Bible clearly instructs parents to bring up children in the discipline and instruction of the Lord. Therefore, we strive to be an extension of that teaching.

We believe that God's character is revealed not only in His word, but also in every facet of creation. Therefore, we teach that all knowledge is interrelated and can instruct us about God himself.

We engage the classical method of teaching which recognizes a three-fold development in the education of children.

Grades K-5 begin to learn the "grammar" rules, facts, dates, etc. of the various academic disciplines at a time when they have a good faculty for memorization.

Grades 6-9 are taught formal logic and are encouraged to exercise logical processes throughout the curriculum

Grades 10-12 there is emphasis placed on rhetoric, that is the cohesive bringing together of what they have learned and the ability to express themselves well in speech and writing.

Classical education is word based, not image based. Emphasis is placed on the language arts as foundational for all the disciplines. Children are encouraged to read frequently, quickly and thoroughly. Classical education stresses the relationship between the academic disciplines and uses the discipline of history to understand their development and inter-dependence.

### **Objective...**

MVCA seeks to give its students the tools to develop a Christian world and life view. Individual maturity is developed in a student's life when there is growth in the spiritual, academic, physical, and personal areas.

### **Spiritual**

- Teach GOD IS TRUTH.
- Teach that God reveals Himself to man through the BIBLE.
- Present Jesus Christ as Lord and Savior whom every student has opportunity to personally receive.
- Present the Holy Spirit as the Revealer and TEACHER OF TRUTH.
- Encourage students to develop a heart attitude for daily fellowship and communion with GOD.
- Encourage each individual to know and obey God's will that the peace of God might rule in his or her heart.
- Encourage each individual to live a life consistent with and worthy of the Gospel of the LORD JESUS CHRIST!
- Teach students how to deal with temptation and sin.
- Encourage each individual to develop self-discipline and personal responsibility based on respect for and submission to God and those whom God has placed in authority over him/her.

### **Academic**

- Develop the individual's potential academic abilities by promoting high academic standards within the curriculum.
- Teach and encourage students to develop good personal study habits.
- Instill in each student a desire to learn, teaching each student to reason logically, think critically and study independently using biblical criteria for evaluation.
- Develop an appreciation for the fine arts by teaching that fine arts can strengthen the inner man, reveals the individuals inner God given talents and encourages personal expression.
- Encourage students to pursue areas of personal interest and develop their God-given abilities.
- Promote responsible citizenship through biblical concepts.
- Teach a God centered view of history, government, and other sociological studies related to current events of Gods plan for man and the world.

## **Physical**

- Teach that bodily discipline in pursuit of Godliness is profitable by promoting habits that contribute to good health and the wise use of the body as the temple of God.
- Teach good sportsmanship and teamwork by applying Christian principles of self control and Christ like character while participating in physical recreation.
- Teach that God has given us all things and requires us to be faithful stewards of all we own or use.
- Teach biblical perspectives towards marriage and the family.
- Teach each individual that his or her conscience is a gift from God and needs to be respected, guarded and developed according to biblical principles.
- Teach that each individual is personally responsible and accountable for his or her thoughts, words, and actions, and to teach the consequences suffered when we violate the principles of God's word.
- Teach the individual to practice Christian principles in each area of responsibility in which God has placed him or her.

We intend that each student, with the help of the Lord, at every stage of his or her development will be loved with Christ's love at MVCA.

## **Statement of Faith**

There is only one God, who is infinitely perfect, existing eternally in three persons; Father, Son and Holy Spirit ( Isaiah 43:10; John 1:1-3, 3:16; 2Corinthians 13:14)

Jesus Christ is True GOD and True Man. He was conceived by the Holy Spirit and born of the Virgin Mary. He died upon the cross, the just for the unjust as a substitution for sacrifice. All who believe in Him are justified on the ground of His shed blood. He rose from the dead according to the scriptures. He is now at the right hand of His Majesty on High as our Great Priest. ( Matthew 1:18,23; 28:6 Isaiah 53:5; Titus 2:14; Hebrews 7:25;4:14; Romans 3:24-25; John 20:9)

The Holy Spirit is a divine Person, sent to indwell, guide, teach and empowered the believer and convince the world of sin, of righteousness and of judgment. (John 14:16-17; Acts 1:5,8; Galatians 5:16,25)

The Old and New Testaments, inerrant and infallible as originally given, were verbally inspired by God and are a complete revelation of His will for the salvation of men. The Bible constitutes the divine and only rule of Christian faith and practice. (2 Timothy 3:16,17; 2 Peter 1:19-21; John 5:39; Mathew 24:35; Psalm 119:89)

Man was created in the image and likeness of God; he fell through disobedience, incurring thereby both physical and spiritual death. All men are born with a sinful nature, and are separated from the life of God and can be saved only through the atoning work of the Lord Jesus Christ. (Genesis 1:27; Romans 3:23; Psalm 51:5, Romans 5:12, 15-19)

Salvation has been provided through Jesus Christ for all men; and those who repent and believe in Him, accepting Him as their personal Lord and Savior, are born again of Holy Spirit, received the gift of eternal life and become children of God. (Romans 5:1-2,6:23, 8:1; John 6:47; Ephesians 2:13; John 3:16)

The church consists of all those who believe in the Lord Jesus Christ, are redeemed through his blood, and are born again of the Holy Spirit Christ is the Head of the Body. The church has been commissioned by Him to go into all the world as a witness, preaching the gospel to all nations. The local church is a body of believers in Christ who are joined together for the worship of God, for edification through the Word of God, for prayer, fellowship and the proclamation of the Gospel and observance of the ordinances of baptism and the Lord's supper. (Romans 6:4, 12:5; Acts2:47; 1 Corinthians 11:26,28, 12:12-27; Matt.28:19-20; Psalm 111:1 Hebrews 10:24-25; Acts 2:41)

There shall be a bodily resurrection of the just and of the unjust; for the former, a resurrection unto life, for he latter, a resurrection unto judgment (revelation 7:15-17; 1 Corinthians 2:9; Matt 13:41-42. 25:41, Revelation 20:10,15)

The second coming of the Lord Jesus Christ is imminent and will be personal and visible. This is the believer's blessed hope and is a vital truth. It is our incentive to live holy, living in faithful service. (1 Thessalonians 4:16-17; Tits 2 : 12-13; Hebrews 9:28)

## **Doctrinal Statement**

Mission Valley Christian Academy is a non-denominational school that believes all genuine Christians are one in Christ. It is the desire to remain united in the salvation and love of Christ. Nonetheless, the school is aware that believers have denominational preferences. Since it is our desire to maintain this position, and in order to do so in all fairness it is necessary to inform all parents and staff that the following areas are left primarily to the teaching of the home and church:

Church government, authority and discipline; mode of baptism; security and the believer; timing of future events; second work of grace: baptism of the Holy Spirit; Gifts of the Holy Spirit: tongues and interpretation of tongues.

Students who express questions or concerns in these areas will be warmly received and their questions referred to their parent and/or pastor.

## **Pledges**

I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands, One Savior crucified, risen and coming again with life and liberty for all who believe.

I pledge allegiance to the flag of the United State of America, and to the republic for which it stands, One NATION, under God, indivisible, with liberty and justice for all

## **Prayer**

Prayer is a vital ingredient in our program of Christian training. Students are trained in the importance of establishing a consistent daily prayer life. Teachers lead the students to understand how God is central to all of life and that continual communication with Him is essential to consistent Christian living.

Students are trained in the habit of prayer throughout the school day: before beginning the responsibilities of each day, before eating lunch, for special needs, and to give God praise for all things. Students are encouraged to make their requests known to God and are given opportunities to pray and to share their needs with others.

## **Chapel/ Bible Class**

Each day MVCA devotes one-half hour to chapel, a time of singing, worship, and a short devotional or message by an invited guest speaker or teachers. Speakers range from missionaries and cowboys to professional athletes and pastors to youth pastors, teachers, and parents. All have one goal: to properly lift up the name of Jesus and point students toward Him. Parents are welcome to attend and participate in any and all chapel services.

## **Affiliation and Accreditation**

MVCA is currently a private school. Graduates are accepted at any private college. Should a graduate decide to attend a State University, a G.E.D. may be required. (Please inquire individually regarding this qualification as the requirements do change.)

## **Organization and School Governance**

The upper school grades 9-12 are comprised of a student council. An election of officers Class President, Vice President, Secretary, and Treasurer will be elected.

The middle school grade 7-8 are comprised of a student council.

The Board of Directors comprises 5-7 members. The Board meets regularly on the first Monday of each month. Items that need to be addressed or added to the agenda may be done so by contacting the administrator or Board President. All requests must be submitted to at least 7 days prior to the meeting.

## **Admissions**

### **Requirements**

MVCA recognizes that teaching of spiritual truth requires much reinforcement from the home and church. Therefore, the following requirements are necessary for all student admissions:

- Each student enrolling must have at least one parent or legal guardian express a personal, saving faith and relationship with Jesus Christ.
- The parents have read the purpose, philosophy, accepted doctrinal statements and standards of MVCA and will support the same.
- Pupils admitted from other schools to MVCA must have a good conduct record and have put forth acceptable effort academically. The purpose of the school does not include correction or rehabilitation of children. Children who have been refused admission or asked to leave by any other school must be reviewed by the Board before they are admitted.
- Students and families who hold to doctrines in direct conflict with evangelical Christianity, or who do not hold the Bible as the only inspired, authoritative Word of God will not be considered for admission.
- Home school students are encouraged to enroll in specific classes on a per class fee basis, provided space is available.

### **Admissions Standard**

- According to MVCA's philosophy of education and the academic desires to enroll students who will exhibit the biblical values of showing care and concern for others in our school community as well as demonstrate enthusiasm for the learning process. MVCA reserves the right to select students on the basis of academic performance and willingness to cooperate with the MVCA administration and abide by its policies.

### **Statement of non-discrimination**

MVCA admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at the school. MVCA does not discriminate in its administration of its education policies, scholarship and loan programs or athletic and other school administered programs. MVCA reserves the right to admit students on the bases of academic performance, religious commitment, philosophical compatibility and willingness to cooperate with and abide by the policies of MVCA.

## **Admissions Process**

### **Step One:**

- Family receives an application packet and parent-student handbook
- Family completes and submits enrollment application
- Family submits copy of recent report card and educator reference form
- Family submits letter of application to school

### **Step Two:**

- Interview is arranged with the family and headmaster in which the following is expected to take place:
- Brief orientation and basic information about the school, tour of the campus
- General inquiry of parents and students background, Christian testimony, interest in attending MVCA and academic needs
- Determine the student's grade level
- Discuss the policies and procedures outlined in the parent student handbook
- Discuss the students educator reference form
- Answer any questions or address any additional concerns parents and students may have

### **Step Three:**

Students selected for admissions will receive written notification together with materials necessary to complete the registration process;

### **Step Four:**

Applicant submits the following to the school:

- Enrollment application and registration fee(s)
- Copy of recent report card
- Educator reference form
- Financial commitment form
- Letter of recommendation from Pastor
- Immunization records
- Signed record of release to prior school for transcripts
- Students and Parents commitment form
- Authorization for emergency care and health record

## **Re- Registration for Returning Students**

Registration priority will be given to current students of MVCA. Each year, all parents should notify the headmaster by May 1, if they intend to enroll their child at MVCA for the following year. However, places cannot be reserved if there is outstanding debt from the previous year.

## **Financial Policy**

### **Tuition and Fees**

Tuition payments are critical to our school. Tuition is our financial lifeline. Support from our community and donors is also essential to meet the school's needs. MVCA's primary fiscal needs are related to payroll, payroll taxes, curriculum materials,

and maintenance of the facility. We prioritize our finances in this order. The school's financial reports are open to parents and are reviewed by a C.P.A. on an annual basis.

MVCA uses the FACTS Tuition Payment Plan. Families will be able to pay their tuition in one of three ways:

1. Payment in Full. This payment is made directly to the school by August 1<sup>st</sup>. You will receive a 3% discount if paid in full.
2. Monthly Payments Through FACTS –
  - Over a period of twelve months; beginning June 5<sup>th</sup> or June 20<sup>th</sup>.
  - Over a period of nine months; beginning August 20<sup>th</sup> or September 5<sup>th</sup>.
3. You can pay by credit card. (There is a fee of 2.96%)

**MVCA FEE SCHEDULE**

	Yearly payment	12 Monthly Auto Withdrawals	9 Monthly Auto Withdrawals
Kindergarten	\$2,100.00	\$175.00	\$233.33
Grades 1-12; 1 student	\$3,080.00	\$256.67	\$342.22
Grades 1-12; 2 students attending	\$4,930.00	\$410.83	\$547.78
Grades 1-12; 3 students attending	\$7,390.00	\$615.83	\$821.11
Grades 1-12; 4 students attending	\$9,860.00	\$821.67	\$1095.56
Grades 1-12; 5 students attending	\$12,320.00	\$1,026.67	\$1,368.89

MVCA is a NON-Profit 501 C3 organization and strongly encourages additional donations from families, friends, churches and other organizations.

**Delinquent Accounts**

We have established the following delinquent account process for two primary reasons: 1) to help parents keep up regular payments and prevent occurrence of an insurmountable past due balance, and 2) to enable MVCA to meet its financial obligations in a responsible fashion. Please make regular payments a priority.

- Accounts 30 days past due are considered delinquent, and will receive a phone call from the headmaster.
- Accounts 45 days past due will be referred to the school board.
- If an account is 90 days past due the student may be suspended from school and all student records will be held until the bill is paid.
- Students may not register for the next school year if there is any past due amounts until the account is paid in full.

**Fundraising**

MVCA encourages fundraising through the Parent Teacher Association in order to meet the tuition budget. Throughout the year we host various fundraisers. New ideas are always welcomed. It is important for each family to support and participate in fundraising.

## **Parent/Family Involvement**

The success of MVCA is directly related to the involvement of its parents. The board, administration and staff are highly committed to their ministry to each child and expect that parent likewise will make a commitment to that ministry. Once children are enrolled, parents are encouraged to make a genuine commitment to the work of Godly parenting. It is evidenced by the support of parents through words, actions, prayer, and attendance at school functions, pursuit of financial obligations to the school and by adhering to the following expectations we will all be successful in the raising of Godly children:

- Attend weekly church services as a family. It is important for the Word of God to be confirmed daily in the lives of our children.
- Become familiar with the pledge and uphold the school's policies: Adhere to the handbook Mission, Vision, and Statement of Faith.
- Commit to frequent parent/teacher communication. Meet with your child's teacher regularly to encourage your child in their work. Read the weekly A's Day's publication to keep up to date on what is going on in the school!
- Meeting financial obligations to the school: helping with fundraisers
- Volunteer: Become involved in the PTA/PIP program
- To accomplish the purpose of our school, we NEED families to be actively involved participate in the PIP Program.

## **Parent Involvement Program**

PIP stands for Parent Involvement Program. Being a parent volunteer at MVCA is an excellent model of service for the students. At MVCA, families are asked to contribute volunteer hours in support of school programs and fundraisers, serving the school community in various ways.

If you have a student registered at MVCA, you are asked to perform 20 hours of service annually. It is our preference that families become actively engaged in support of school programs through personal service. However, parents/guardians may also discharge their obligation by payment of \$10.00 per hour of obligated PIP service. If you have not completed your required amount of PIP hours by May 15<sup>th</sup> of each year, you will be billed at \$10.00 per hour for the balance of required hours. Payments will be due before the end of the school year. The PIP program runs yearly from May 15<sup>th</sup> through May 15<sup>th</sup>. Any hours served after May 15<sup>th</sup> will be counted towards the next school year.

## **PIP Hours Record Keeping**

The MVCA Parent Teacher Association (in accordance with school guidelines) is responsible for keeping records of PIP commitment hours. It must be understood that no records will be forwarded, report cards sent home, or a family considered enrolled for the following year until the current years obligation has been met.

**TO RECORD YOUR HOURS** - Fill out a the form located in the school office. The forms will be available at the start of the school year. Any volunteer work that has been done over the summer will be credited to the upcoming school year. Hours will be recorded and statements will be included with your students grade reports.

- The time contribution submitted will be reflected on your statement once verified by PIP recorder.

- PIP hours should be submitted immediately following service and must be submitted by the 10<sup>th</sup> of the following month to get credit. PIP recording forms will be available in the school office. Completed forms can be mailed to the school to receive credit.
- The PIP program will run May 15<sup>th</sup> through May 15<sup>th</sup> the following year.
- Time contributed by parents or grandparents can be submitted for PIP credit.
- Work performed by students or extended family members will be counted toward the annual PIP obligation only with prior approval of the PIP coordinator.

### **Attendance**

School attendance is required by MVCA. Students are expected to be present and punctual each school day. A record of attendance for each student will be included on the student's report card.

It is the responsibility of the student to complete all assignments during the time that was missed. Due dates will be established by the teacher.

Planned absences should be pre-arranged with the teacher in order for assignments to be given or to be completed before the absence.

If a student is absent for any reason, the school office must be notified by phone between 8:15 and 8:45 a.m.. Due to safety concerns, the school enforces this provision to the fullest extent possible, including calling parents at home to verify the child's absence.

In the event a student is absent from a class or from school for more than seven days during a term (for any reason) the student's parents will meet with the headmaster and teacher to determine whether the student will receive a letter grade or an (I) Incomplete.

The following absences will be considered excused for the following reasons: illness, involvement in an accident, bereavement, funeral in the immediate family; medical appointments; participation in school approved programs outside the school; pre-arranged absences for which administrative approval has been given.

All other absences are counted as unexcused.

### **Tardiness**

Students who consistently arrive at school on time are establishing a responsible pattern for life. While we understand that occasional situations arise that cause delays, students are fulfilling their end of a contract with the school by adhering to the school's schedule. A student is declared tardy when arriving after the starting time of the school day.

### **Leaving early**

Parents who wish to remove their child during the school day are required to report to the office and inform the office of their intent prior to removing the child from the campus. In the event that a parent needs to designate another person to pick up a child during or after school, a written note or telephone call verifying the change is required.

### **Closed Campus Policy**

MVCA is responsible for maintaining the safety and well being of its students from the time they arrive until they leave for home. Therefore, all students are required to remain on campus during school hours, including lunch. Should students need to leave during the school day, a written note from the parents must be submitted to the office prior to their departure. Students on academic probation forfeit off campus privileges.

## **School hours**

School hours 8:30 – 3:30

Students should not be dropped off before 8:00 a.m.

Teachers arrive 8:00- 8:15 a.m. each morning. Teachers can admit early arrivals into the school.

Parents are expected to pick up their child/children not later than 3:45 p.m.

## **Student Conduct and Disciplinary Measures**

As Christians, we are to honor God and His creation. People are created in the image of God; therefore, part of honoring Him entails respect for their property. Since discipline is a part of the Christian life, the goal is to lead students from merely having outward constraints to having inward control through the filling of the Holy Spirit as evidenced by the fruit of the Spirit. (Galatians 5:22-23)

MVCA is committed to providing a safe, nurturing learning environment for all its students. This includes an atmosphere conducive to studies and free from disruption, as well as making school a place where students feel loved and accepted. MVCA strives to train students in Christ-likeness by encouraging them to consider one another precious and to esteem others above themselves. (Philippians 2:3-5; John 13: 34-35; Proverbs 22:6)

## **Principles of Discipline**

**MVCA has adopted the following principles for the discipline of its students:**

- Discipline is defined as the training process to help young people mature into Godly Christians. It is not just a punishment system. Discipline involves teaching, nurturing, counseling, training, planning, praying, introspection and family commitment, all of which are as important, if not more important than any punishment. (Proverbs 22:6; Hebrews 12:5-11)
- Respect and love are taught throughout the scriptures as being required by God, both to Himself, to those men and women in authority, and to those around us. (Mark 12; 30-31)
- Decency and order are clearly commanded as a priority in the Christian's life. (1 Corinthians 14:40)
- Obedience and submission to God and those in authority should be a given assumption in any system used by Christians. (Hebrews 13:17)
- Proper motives, not just proper actions, are crucial in the scriptural priority system. (James 4:1-3)
- Hearsay, rumors, or unsubstantiated reports are not a scriptural basis as the sole rationale of any discipline. Teacher observation (or student confession) is the best basis for discipline. (Deuteronomy 19:15)
- Because of our natural inclination to sin, we don't automatically love, respect and honor each other. Therefore, discipline is administered in the context of scripture with repentance, forgiveness, and restoration as our three-fold goal. We must remember that God wants immediate and complete obedience without challenging, complaining or questioning. (Philippians 2: 14-16; 2 Corinthians 7:9-11)

## **Rules For Student Conduct**

It is impossible to make rules to govern every type of infraction. Good behavior must come from the heart in love and obedience to Jesus Christ; it should not be mere conformity to man-made regulations. Nevertheless, the following behaviors are expected to be observed by students:

1. Students will demonstrate respect for teachers and all school staff at ALL times.
2. Improper (coarse, vulgar, abusive, swearing) language will not be tolerated.
3. Students will be considerate of each other in attitudes, words, and actions.
4. Total abstinence and absence (use and possession) from alcohol, non-prescribed drugs, or tobacco shall be expected of all students at all times. Violation of this standard is cause for suspension or expulsion.
5. Students who in any way deface and damage school buildings, furnishings, vehicles, property and equipment will be liable for damages to the extent of replacement and/or repair costs.
6. Students will follow classroom, playground, vehicle and building procedures and rules.
7. Students will practice truthfulness and honesty in word and life.
8. Students will practice biblical love, respect, decency and order in regard to themselves and others.

## **General Objectives for Student Conduct**

1. Be honest and kind in actions.
2. Respect all people and treat them honorably.
3. Respect all personal and school property because it belongs to God and is cared for by all people.
4. Keep the mind, speech and actions clean and above reproach.
5. Be on time and in the right place at the right time.
6. Follow all the teachers' instructions right away, all the way and with a good attitude every day!

## **Minor Offenses**

Appropriate staff members will be responsible for the administration of consequences for minor offenses. The following violations are typical of minor offenses:

1. Actions that violate classroom, vehicle, and playground rules.
2. Minor disturbances that prevent classroom order and instruction, including excessive or unexcused tardies.
3. Disrespectful actions or attitudes to other students.
4. Willful disregard for the safety of others, such as throwing snowballs, shooting rubber bands, running in crowded areas, pushing and shoving while standing in line, etc.
5. Willful disregard for property ( i.e. damaging chairs, desks, equipment, vehicles, clothing, building, lockers, etc. )

## **Consequences for Minor Offenses**

Minor offenses will result in but are not limited to one or more of the following consequences:

1. Loss of free time or privileges. Students will sit quietly during recess or breaks.
2. Removal from the classroom. Student will sit or stand quietly in the hall or office.
3. Note or call home by staff. A note will be sent home with the student to be signed by a parent and returned the following day.
4. Loss of special events participation. Student will not participate in field trips, parties, etc.
5. Teacher and or administrator conference. Student will confer with a teacher and or administrator.
6. Additional work. Student will complete additional assignments during free time, before, or after school.
7. Cleaning of school bathrooms, vacuuming, whatever activities needing done that are assigned by the headmaster.
8. Detention. Student may be detained during lunch, before, or after school. Detentions vary in length from 15-60 minutes depending on the infraction and or number of occurrences. After school detentions are served on the day pre-determined at the beginning of the school year; in which case parents will be notified that their child has been assigned detention. If the student misses an assigned detention, his/her detention time is doubled the following day. If a second detention is missed the student will be suspended. Detentions are not scheduled at the convenience of the student and may result in missed activities or practice. Parents are responsible for arranging transportation for detentions.

## **Serious Offenses**

The administrator will be responsible for the administration of consequences for serious offenses. The administrator may vary the consequences to suit each student's individual needs. Regardless of the consequence imposed, the administrator will notify parents of the incident and if appropriate, the student will apologize to the teacher, individual, or class and ask to be readmitted to the class. Serious offenses include but are not limited to the following:

Actions and attitudes that demonstrate disrespect for authority. This includes verbal or nonverbal communication indicating rejection of an adult's communication or direction.

Rebellious or mocking which remains unchanged after much staff effort, including but not limited to: blatant or repeated lack of respect for authority, passive rebellion, continual negative attitude, behavior or influence that prevents classroom instruction.

Cheating or plagiarism will not be tolerated.

Unacceptable/inappropriate verbal and nonverbal language. Profanity, vulgar language, gossip, filthy words, unkind words proceed from an unclean heart and grieve the Holy Spirit of God. Foul, abusive, or inappropriate language is barred from use at all times. Students are to use wholesome language that is encouraging, uplifting and edifying. (Ephesians 4:29, 5:4)

Inappropriate displays of affection. In respecting each other and God's guidelines for relationships, displays of affection between members of the opposite sex in public (i.e. holding hands, kissing, embracing, etc.) are not appropriate at school. This applies

to all school functions on school property. Participation in immoral sexual behavior is strictly prohibited.

Actions or use of objects that endanger or threaten the safety of others. A student shall not possess, handle, or transmit objects or unsafe prank items that may reasonably be considered dangerous or could be used as a weapon (i.e. sling shots, matches, knives, razor blades, fire arms, explosives such as smoke bombs or firecrackers.)

Possession of drugs, alcohol, tobacco or inappropriate literature is strictly prohibited.

### **Consequences for Serious Offenses**

Depending upon the severity of the offense, violations of a serious nature will result in but are not limited to one or more of the following consequences.

1. Confiscation of inappropriate or unlawful items. Objects will be secured by teacher or administrator and may not be returned.
2. Teacher and /or Administrator conference. Student will confer with teacher and /or administrator.
3. Parent – administrator conference. Administrator and parents will convene to discuss incident and consequences.
4. In school suspension. A student on in school suspension reports to the administrators office each day of the suspension immediately upon arrival on school property where he or she is isolated for the entire day, including lunch. The student is excluded from participating in any extracurricular activities or functions during the suspension time, including practices.
5. Out of school suspension. Student may be suspended from school. They are prohibited from coming on school property at any time during the suspension. A student who is suspended will be excluded from all extracurricular activities, including practices. A parent- administrator conference will be necessary for the student to return to school. Specific changes in the students attitudes and actions will be required prior to re-admission.
6. Any school work assignments missed during either in or out of school suspension is treated as an unexcused absence and is to be made up at the discretion of the individual teacher involved.
7. Recommendation for expulsion. Expulsion is the exclusion of a student from school for an indefinite period of time. Severe and or unrepentant behavior and attitude problems, including while on a probationary period, may warrant expulsion. A student may be expelled from school only by the School Board if the offense warrants such action. Because of the severity of the situation, the administrator has the right to suspend a student until the Board can convene. If a student is expelled the parents are obligated to pay the current month's tuition and fees.

Since Christianity is a lifestyle, biblical standards of behavior are expected of students at school and away from school. All students are expected to show appropriate respect and cooperation toward faculty, substitute teachers, and staff members at all times. It is understood that teachers may address misconduct in and around school buildings, vehicles, and school sponsored events on and off campus.

The classroom teacher has the primary responsibility and authority for discipline and may use such measures as may be necessary to maintain control in the above areas. Teachers are expected to make every effort to take care of discipline issues themselves without referral to the office. However, if problems occur repeatedly or if any single incident of a more serious nature occurs, students may be referred to the office. If necessary, physical force to restrain a student may be used to prevent harm or injury to any school personnel, other students, the student himself, to prevent vandalism or destruction of school property.

### **SCHOOLWIDE RULES**

The grounds, buildings, property, equipment and vehicles belonging to MVCA are gifts from the Lord to equip us to do His work. Therefore, each student is to take personal responsibility for their care and maintenance. In practical terms this means taking the initiative to maintain cleanliness, pick up trash and dispose of it properly, use all equipment for its intended purpose only. Treat books, lockers, desks, and other school assigned items with extra care and respect. The following rules are established in an effort to help students learn to be good stewards of all the Lord has blessed MVCA with:

- Hallways: No running, pushing, loud talking, or disruptive behavior
- Restrooms: May be used with permission from teacher during school hours, loitering during class time is not permitted; loud voices are not to be used in the restroom, water and paper are to be used for their intended use only.
- Playground: Students must wait for a teacher to excuse them to the outside, students are not permitted to throw objects ( rocks, snowballs, sticks, etc.) while on the playground. Students may not leave the playground without permission. Pushing, talking or aggressive play fighting are not permitted. Students may not jump or throw objects from playground equipment.
- Transportation vehicle rules: students are to obey the driver, demonstrating courtesy and respect at all times. Students are to be properly seated and buckled at all times. Students are to be quiet and self controlled at all times. Nothing is to go outside of the window.

It is important that students develop and maintain an attitude of respect for each other and adults. All students shall address a teacher or adult with the titles of “Miss” “Mrs.” Or “Mr.” or “Coach”. This standard is applicable at all times.

### **Academic Policies**

MVCA is committed to providing its students with a high quality, well rounded education from a Christ centered perspective. Homework is a valuable aid in helping students make the most of their school learning experience and should consider homework an integral part of the educational program. We value family time and the benefits of child play.

### **Grade Reports**

MVCA issues report cards three times each year. Report cards are given to parents at Parent-Teacher Conferences.

Grading scales used to report achievement on report cards and mid-term reports are as follows:

Grade Scale	A = 90-100% = 4.0
	B = 80-89 = 3.0
	C = 70-79 = 2.0
	D = 60-69 = 1.0
	F = 0-59% = 0.0

### **Honor Roll & Awards**

Honor Roll: Students earning placement on the honor roll must maintain a GPA of 3.0-3.49 and will be recognized at the awards ceremony in May.

Headmasters List: Students earning placement on the headmasters list must maintain a GPA of 3.5 or higher and will be recognized at the awards ceremony in May.

Summa Cum Laude: Graduates earning this high honor are required to maintain a GPA of 4.0 and will be recognized at the graduation ceremony in May.

Perfect Attendance Award: This award is presented at the awards assembly in May to the student who has not missed any school days during the year.

### **Parent-Teacher Conferences**

Parent-teacher conferences are scheduled twice a year at the end of the first and second quarters. Conferences serve as an opportunity to discuss students' educational, emotional, and spiritual growth. Information concerning conference times is disseminated after the end of the first quarter in November and at the end of the second quarter in March. Parents are encouraged to call at any time that they believe a conference is necessary with any or all of their child's teachers.

### **Promotion and Retention**

Grade promotions and retentions are based on an average of a student's academic, physical, social, spiritual and emotional growth. In cases of retention parents will be involved directly in the decision to retain from the first consideration. Unless retention was proposed during the school year, parents can safely assume that their child will be promoted to the next grade.

Retention is taken seriously, is recommended infrequently, and is usually considered as an alternative only in the primary grades (Kindergarten-second grade). The following guidelines have been established to aid decisions regarding retention of students:

1. Retention should occur as early in the child's school career as possible, preferably in Kindergarten and no later than second grade.
2. Retention may be considered for students in grades 3-6 when half (50%) of the student's grades are failing.
3. If deficiencies can be corrected through summer education, the student may be permitted to advance to the next grade in the fall.

### **Withdrawal**

Parents need to contact the headmaster if they choose to withdraw their child from the school for any reason. Students who withdraw from school before the end of the term will not receive credit for that term.

### **Graduation requirements**

Academic records will be used from grades 10-12 for grading criteria for graduation. In order to graduate with a certificate of completion from MVCA a student must successfully complete the minimum following requirements.

1. Three years of Bible (a portion may be waived for transfer students who did not have Bible in their former school)
2. Three years of humanities ( English, and history)
3. Three years apologetics or logic (same waiver as above)
4. Three years of foreign language (Latin or other)
5. Three years of math and science

A senior may opt out of only one of the following their senior year: foreign language, math or science, and they may opt out of P.E. if approved by the Headmaster.

### **Library**

The mission of the library is to ensure that students and staff are effective users of ideas and information by access to information, instructions in the use of information, and cooperation between educators to meet the individual needs of the students. The school library program is integrated into the curriculum by the collaborative efforts of all responsible for student learning.

The library is open to all students and faculty members. There are a variety of materials available for checkout or use in the library from books and magazines to videotapes and maps, with new materials added throughout the year. All catalogued items except reference materials may be checked out from the library. Hours for checkout are posted and all materials must be checked out through library office.

Books may be checked out for a period of two (2) weeks. The office will issue overdue notices through the classroom teacher. Students with outstanding books will not be allowed to check out books until books are returned. All lost books must be paid for. Report cards will not be released until library books are returned or paid for.

### **Computer/Network Use Policy**

There are pros and cons to the use of any technology; computers and the use of the internet are no exception. MVCA considers technology to have legitimate educational value and has committed to using computers to improve the quality of its educational program. While it is impossible for the school to eliminate all potential to access controversial material, we are committed to maintaining biblical standards of morality and as such take every reasonable precaution to mitigate threats found in the use of this resource.

Students are expected to use the school's computer technology in a manner consistent with its educational objectives and are prohibited from inappropriately using computers and or the network and internet. A student shall not use the school's computers, network, or internet to:

Purchase or sell goods, advertise or solicit sales and services, or conduct business.

Transmit or receive information containing obscene, violent, abusive, inappropriate, or threatening language and/or images; including music, videos, games, or other content deemed educationally inappropriate.

Plagiarize, share, transfer, or alter content, materials, property or passwords of others.

Compromise the integrity of or alter any computer security features or access privileges by hacking, logging on as another identity, or exploiting security problems and/or demonstrating them to others.

Access chat rooms and/or e-mail without teacher permission.

The following rules shall be in effect for all students using any computer on school premises at all times:

1. No overriding or disabling firewalls, filters or other security features.
2. No hacking.
3. No vandalism.
4. No theft or sharing of passwords.
5. No accessing inappropriate information, graphics, music, or games.
6. No spreading viruses.
7. No illegal activity.
8. No using school resources for personal or financial gain.
9. No using the network for political purposes.
10. No storing of non-academic data on the server.
11. No copying of copyrighted material.
12. No playing video or arcade games at any time.

Students who violate the school's computer use policy may be denied access to the school's computer system for a maximum of one calendar year and are subject to additional disciplinary measures as described in the school's Student Conduct/Discipline Policy, which may include suspension or expulsion depending upon the severity of the infraction. Students may not bring food or beverages near computers. Students who willfully damage hardware or software face disciplinary consequences and may be required to pay for replacement of damaged items, including technical service time required to make repairs. Those students may also lose privileges of using school computers. Due to the ever-changing nature of technology, the administration reserves the right to modify these rules on an as-needed basis.

### **STUDENT DRESS CODE**

In attire and appearance, we desire to comply with the following scriptural principles:

- to put no obstacle or stumbling block in another's way (Romans 14:13)
- to dress modestly (I Timothy 2:9a)
- to strive for internal rather than external beauty (I Peter 3:3-4)

A specific dress code has been implemented at MVCA for the following reasons:

- to avoid ambiguity or controversy about application of the above principles
- to reflect, in attire, the higher standard we desire in academics and behavior
- to strike a balance between consistency and individual freedom

#### **General**

Be neat: shoes tied, no holes/ tears in clothes, clothing appropriately sized, hair kempt, etc.

Be clean: self-explanatory

Be modest: no clothing of stretchy, clingy fabric, no sleeveless tops, no shirts that expose the abdomen, no visible body piercing. No gaudy or attention demanding clothing, hairstyles, makeup or jewelry.

Be prepared: shoes and clothing should be safe and practical for each day's activity and weather requirements

#### **Specific**

##### Boys and Girls

**trousers:** dress slacks or cotton dockers (navy, khaki, brown or black); jeans (khaki or black only); corduroy (no loud or mixed colors).

**Shirts:** polo shirts or turtlenecks (navy, evergreen, burgundy, khaki, white or pastel blue);  
Sweaters or sweatshirts (above colors) without words or pictures (excepting the MVCA logo).

Girl variations:

**Jumpers:** navy or khaki

**Skorts:** navy, khaki, brown or black – no shorter than mid-thigh

**Skirts:** navy, khaki, brown or black – no shorter than the knees

**Bib-overalls:** *not* blue denim

**Capri-pants:** navy, khaki, brown or black

Upper School variations:

**Shirt colors:** reasonable solid colors, including stripes and plaids

**Oxford-style:** short or long-sleeved

**“Henley”:** long-sleeve shirts with crew-neck and buttons

**Crew-neck:** long-sleeve only

Additional

**No hats in building**

**Shorts in Sept. & May** navy, khaki, brown or black – mid-thigh

**School uniform** boys: navy pants, white oxford shirt & navy tie  
girls: navy skirt, skort or jumper and white blouse

**P.E. attire** lower school: t-shirt (of above listed color), navy shorts or sweats.

upper school: appropriate, modest

**Dress-Down Day** once-a-month suspension of “specific” guidelines

**Note:** Any controversy or confusion about what is appropriate will be decided at the discretion of the headmaster.

**DRESS CODE ENFORCEMENT**

Disciplinary action for students who knowingly or repeatedly violate the dress code shall be taken in the following sequence:

1. First offense: The student will receive a warning and his/her parents will be notified.
2. Second offense: The student will confer with the administrator who will contact the student’s parents. The student will receive detention.
3. Third offense: The student will be suspended from school and will not be permitted to return until a conference with the student, parents, and administrator has been held.
4. Further violations will result in disciplinary action as described in the Student Conduct/Discipline Policy, which includes but is not limited to suspension or expulsion, depending upon the severity and/or frequency of the infraction(s).

The student dress code shall be in effect at all times and at all events or activities in which students are in attendance. Teachers have the authority to establish additional guidelines for the attire of their students based on the needs of the classroom and student safety. Activity sponsors may impose additional requirements for students participating in school activities and adherence to these guidelines is necessary for participation in the activity or sport. The headmaster has the final authority to evaluate styles in clothing and grooming to determine their appropriateness for school functions. The headmaster may waive dress requirements for educational activities, extenuating circumstances, and special school functions or occasions when appropriate.

### **Gym Dress Standards**

Sweats, sweatshirts, shorts, gym shoes and socks are required for P.E. class. Spandex may be worn only if worn under other garments. Staying in accordance of our school colors must be worn for all P.E. classes. Shorts and shirt must be purchased according to the student's size so as to not be too tight, short, or loose. Hem length must not exceed four inches above the kneecap.

## **SCHOOL PROCEDURES**

### **School hours**

School is in session daily Monday through Friday except for scheduled holidays, breaks, conferences. School begins promptly at 8:30 a.m.

### **Arrival and Dismissal**

Parents are responsible for the daily transportation of their children to and from school. Because there is no adult supervision in the morning, parents are requested to not drop off their children before 8:15. Dismissal at the end of the day is from each teacher's classroom door. Teachers instruct their classes where they should wait outside for their rides.

Parents should make every effort to pick up their children by their dismissal time. In the event that a student needs to stay later than 3:45, parents should make prior arrangements with the teacher. Parents must notify the office whenever a student will ride home with someone other than his/her parents.

### **Field Trips**

Periodically classes take field trips to interesting and educational places. Field trips are positive experiences that are encouraged by the school. Teachers arrange field trips and send information home notifying parents of field trips in advance. A permission form signed by a parent or legal guardian is required before a student may leave school grounds.

### **Lunch**

MVCA offers its students a hot lunch on Fridays through the help of parent volunteers. The cost is \$1.50 per lunch. Common courtesy dictates that students use proper dining manners during lunch (leave other's food alone; no throwing of food, bag popping, burping, etc.). Students are also expected to talk softly and stay in their seats while eating and to clean up all messes and properly dispose of trash. Students must remain in their classroom until dismissed, unless they are given permission to use the restrooms. Tables and floors must be clean before students are dismissed.

### **Gum and Candy**

Gum and candy are not permitted in the elementary grades unless otherwise stated by a teacher.

### **Recess**

Recess is a scheduled part of the regular elementary school day. Recess provides students with the time to expend energy, stretch, activate their bodies, and develop social skills. All students should be adequately dressed for Montana weather. Students will go outside for recesses if the weather permits. Adverse weather conditions are monitored

closely by teachers. If conditions worsen during a recess period, the teachers will bring the children inside.

### **School Newsletter: A's Day's**

As a consistent means of communication with its families MVCA publishes a weekly newsletter each Wednesday. Important announcements and events are listed in A's Days and parents are encouraged to make sure one arrives home each week with their children. Parents may contact the office for A's Day's if it is not received on Wednesday. Parents and students who wish to publish information in A's Days must submit the information for administrative approval. The deadline for submitting articles or items is Monday at 12:00 P.M.

### **Visitors**

Parents, family, friends, and prospective students are welcome to visit students and/or observe classes. All visitors are required to report to the school office upon entering the premises. Unscheduled visitors will not be permitted to access classrooms without an appointment or to see students without a parent's permission. In the case of divorced or separated parents, the school cannot grant a non-custodial parent the right to see his/her child without a court order.

### **Telephone Use**

Students may use school phones in case of emergency only or with a teacher's permission when deemed necessary. Arrangements for after-school activities or personal business should be made at home, not by the use of school phones. Parents are discouraged from calling the school to talk to students or give messages during school hours unless absolutely necessary. Because of time restraints it is difficult for office personnel to deliver messages to students or teachers. Unless it is an emergency, teachers and students will not be disturbed during class periods.

### **Electronic Devices**

Due to their disruptive nature, electronic devices such as cellular phones and pagers are prohibited during the school day. If a student brings one to school, it must be turned off and left outside the classroom. If a cell phone or pager rings during class or a student is seen using one during school hours, the item will be confiscated and stored in the school office until school is dismissed. The personal use of CD players, radios, headphone stereos, electronic or digital game devices, digital music players, PDA's and all other electronic or digital devices is prohibited.

### **Lost & Found**

The school cannot overemphasize the importance of students assuming personal responsibility for the safekeeping of their personal articles and those assigned to them by the school. Students are responsible for their personal possessions and are encouraged to label items of value with their first and last names. Articles thought to be lost or stolen should be reported to a teacher immediately. Should an article be found, it will be taken to the office. Lost items will be placed in the "Lost & Found" bin until the end of the year. Unclaimed articles will be given to a worthy cause at the end of the year.

## **EMERGENCY, HEALTH, AND SAFETY PROCEDURES**

### **Fire and Disaster Drills**

The school will conduct fire and emergency drills at least once each quarter using procedures approved by the Board and local fire authorities. A fire alarm consisting of a loud, intermittent buzzer is sounded for the purpose of a fire, either a drill or an actual emergency. At that time, students are to evacuate the building as rapidly as possible in an orderly manner as directed by their classroom teacher. Fire exit routes are posted in each classroom. Should the need to evacuate the grounds become necessary, teachers will lead their classes to the fence near the road.

### **Emergency School Closures**

**\*\*We will use the phone tree, handed at the beginning of the school year;**

Emergency conditions may make it necessary to close the school at times. In most cases this will be due to severe weather conditions such as snow or icy conditions which make the roads impassable or unsafe. In case of an emergency closing, information will be broadcast over the local radio stations. MVCA's emergency weather closures coincide with the Polson Public Schools, if they are closed MVCA is too.

### **Illness**

If a student reports that he/she is ill, the classroom teacher or office personnel will check for symptoms such as fever, headache, sore throat, etc. The teacher may recommend that the child rest quietly in the classroom or in the office to see if the condition persists. If the child's condition does not improve, parents will be contacted to come pick him/her up. Any student with a noticeable contagious illness will be isolated from the class and the parents contacted so the child can receive proper care. Every effort will be made to make a sick student comfortable until his/her parents come.

While consistent attendance is generally encouraged, the school recognizes the threat of spreading illness through children who are sick at school. Parents who suspect that their child is sick with a contagious illness are encouraged to keep their child at home. If a child does not feel well enough to participate in the full school program, which includes recess and P.E., he/she would probably be more comfortable staying at home. Students with physical impediments and/or illness preventing them from participating in P.E. and/or recess may be excused with a parent's note.

### **Injury**

If emergency medical treatment is necessary, 9-1-1 will precede all other telephone calls. In such cases the school will call medical and emergency personnel and follow their instructions. The school will then notify parents. If a parent cannot be contacted immediately, the school will make efforts to find out which physician is to be secured or where the child should be taken. This information must be on file in the office for each student in the event that parents cannot be reached. A representative of the school faculty or staff will stay with the child until parents can assume responsibility.

### **Medication**

Medication is defined as all drugs, whether prescription or over the counter. In such cases, parents must notify the classroom teacher and register the medication with the school office by completing a Notification of Medication Use form. This form authorizes school office personnel to assist with the administration of medicine to the student during

the school day. These forms will be kept on file in the office and new forms must be submitted each year. All medications must be brought to the school in their original containers in only the quantity necessary for the day's doses and given to the office staff immediately upon arrival at school for storage. Students are requested to not carry or store medication, with the exception of children with asthma who may carry and self-administer asthma medication while in school or at a school-sponsored activity. Asthma inhalers must also be registered at the school office. School personnel will not directly administer medication with the exception of life-threatening conditions such as allergic reactions to bee stings or other pre-existing conditions requiring school personnel to administer medication. No student may at any time give medications to another student. Strong disciplinary action may result if this occurs.

### **STUDENT RECORDS**

MVCA maintains records on each student in order to facilitate the instruction, guidance and educational progress of its students. These records contain information about the student and his/her education, which may include but is not limited to the following types of data: identification data, attendance data, record of achievement, family background, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings, observations, and external agency reports. The records of each student are located in secured files in the school's office and remain confidential in accordance with the Family Educational Rights and Privacy Act.

#### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and eligible students (age 18 or older) certain rights with respect to a student's educational records. FERPA gives the parent, guardian, or eligible student the right to:

1. Inspect and copy the student's education record within a reasonable time of the day the school receives a request for access. Students less than eighteen (18) years of age have the right to inspect and copy their permanent record.
2. Request an amendment of the student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. Permit disclosure of personally identifiable information contained in the student's education record, except to the extent that FERPA or state law authorizes disclosure without consent.
4. Copy any school student record proposed to be destroyed or deleted.
5. Prohibit the release of directory information concerning the parent's/guardian's child.
6. File a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

### **Address Changes**

It is important that the school office maintain up-to-date address and telephone records for each student in case of illness, emergency, or accident. Parents are requested to contact the school office immediately should a change in address, telephone number, etc. occur during the year.

## **Transfer of Records**

Student records cannot be transferred to another school unless a Transfer of Records Request form has been properly submitted by a parent or legal guardian to the school office. All tuition accounts must be paid in full before records can be mailed to the receiving school.

## **EXTRACURRICULAR ACTIVITIES POLICY**

MVCA holds the same philosophy for its extracurricular activities of that which flows naturally out of its educational philosophy. The primary goal of any MVCA program or activity is to bring glory to God by encouraging students to be the best that they can be through the ability that the Lord has given them. MVCA provides extracurricular activities in the belief that competitive individual and team experiences contribute significantly to the development of character, mutual support, and school spirit. Competition and sportsmanship is an important part of this training.

### **Eligibility Requirements**

Participation in any extracurricular activity is regarded as a privilege rather than a right. The following eligibility requirements are required of any student wishing to participate in any extracurricular activity:

1. The student shall maintain academic grades of “C” or above in all subjects.
2. The student’s behavior must be compatible with the school’s Student Conduct/Discipline policy.
3. A student that is ineligible due to low grades or behavior infractions will be suspended from participating in games/events until conditions are improved. He/she is required to participate in all preliminary activities (i.e., practices and preparation times) and is expected to attend “home” games/events. He/she is not permitted to travel to or participate in “away” games/events. A student must be present at school on the day of the game/event for him/her to participate. Coaches and/or advisors for extracurricular activities shall monitor the attendance and eligibility of their team members in coordination with classroom teachers. A student's academic and behavioral standing will be monitored weekly for athletic activities and quarterly for all others.

### **Transportation To/From Student Activities**

MVCA will do its best to provide transportation to athletic events and other extracurricular school activities. Students may drive only when the school does not provide transportation. In such cases, the school is not liable for the actions of student drivers, and the student and family take full responsibility for the actions of the driver. Parents will be notified when the school will not provide transportation, thereby allowing their students to drive to the activity.

When MVCA **DOES** provide school transportation to an event, the following policies will apply:

1. All participants must ride in the designated school vehicle to the event.
2. Parents may drive their own student to and/or from the event provided that they inform the activity advisor or the school office each time prior to doing so. They may not transport another student unless written consent from the student’s parents has been provided to the activity advisor or school office each time prior to doing so.
3. Students may not drive to the event.

When MVCA **DOES NOT** provide school transportation to an event, the

following policies will apply:

1. The advisor will notify the participants that each student must find his/her transportation to the event. By informing parents and students that the group will meet at the event site, MVCA is relieved of any legal responsibility for the actions of each driver.

2. A student driver may not transport another student unless written consent from the student's parents has been provided to the activity advisor or school office each time prior to doing so.

3. School conduct rules apply at all times to student drivers, who may be subject to disciplinary action if deemed necessary.

## **ATHLETICS**

The primary purpose of athletics at MVCA is to glorify the name of Jesus Christ by words, attitudes, and actions both on and off the field or court, while providing opportunities for Christian encouragement and fun through fellowship with other athletes, cheerleaders, fans, and faculty. MVCA athletes are encouraged to build their self-worth in Christ, enabling them to perform at the highest standards of Christ-like conduct in practice, during games, before and after competition, or wherever the athlete may be.

The athletic program shall be planned to present a minimal amount of interference with the academic program and local church functions. Athletes are required to dress according to the Gym Dress Standards for all practices and games. Athletes are responsible for all equipment and uniforms checked out to them. In case of destruction or loss, the athlete will be responsible for the cost of repair or replacement. The school expects appropriate consideration to be given to all officials and to their legitimate position of authority over the game. Another team's players, coaches, and fans are not enemies, but are opponents in a competitive event. Taunting or intimidating participants, officials or coaches is disrespectful, unfriendly, and un-Christ like and will not be tolerated. (*2 Timothy 2:5; 1 Timothy 4:8*)

## **PROCESS FOR CONFLICT RESOLUTION**

There are times when conflict arises among the body of believers. As people reconciled to God by the death and resurrection of Jesus Christ, we are called to respond to conflict in a way that is remarkably different from the way the world deals with conflict. (*Luke 6:27-36; Galatians 5:19- 26; Matthew 5:9*)

MVCA believes that conflict provides opportunities to glorify God, serve other people, and grow in Christ. (*1 Corinthians 10:31-11:1; Romans 8:28-29; James 1:2-4*) In response to God's love and in reliance on His grace, MVCA has established the following policy for the school family to follow when conflict arises. Based on Matthew, Chapter 18, the goal of this process is to resolve conflict, restore fellowship, exhibit love, and demonstrate a proper response to authority. The main principle of this process is that God is sovereign, all authority is from God, and we are all under His authority.

### **Biblical Steps to Conflict Resolution (*The Peacemaker's Pledge*)**

#### **Glorify God**

Instead of focusing on your own desires or dwelling on what others may do, seek to please and honor God by depending upon His wisdom, power, and love; by faithfully obeying His commands; and by seeking to maintain a loving, merciful, and forgiving attitude.

#### **Get the Log Out of Your Own Eye**

Instead of attacking others or dwelling on their wrongs, take responsibility for your own contribution to conflicts: confess sin, ask God to help you change any attitudes and habits that lead to conflict, and seek to repair any harm you have caused.

#### **Go and Show Your Brother His Fault**

Instead of pretending that conflict doesn't exist or talking about others behind their backs, choose to overlook minor offenses, or talk directly and graciously with those whose offenses seem too serious to overlook. When conflict with another Christian cannot be resolved in private, ask others in the body of Christ to help settle the matter in a biblical manner.

#### **Go and Be Reconciled**

Instead of accepting premature compromise or allowing relationships to wither, actively pursue genuine peace and reconciliation, forgiving others as God for Christ's sake has forgiven us, and seek just and mutually beneficial solutions to your differences.

Reprinted or adapted from *The Peacemaker: A Biblical Guide to Resolving Personal Conflict*,

Ken Sande (Baker Books, 2nd ed. 1997). Peacemaker® Ministries ([www.HisPeace.org](http://www.HisPeace.org)).

### **Proper Channels for Resolving Conflict**

1. The Board strongly believes that conflicts should be resolved at the lowest possible level within the school structure. Anyone with a specific problem or complaint should first contact the person who is the cause of the concern or complaint in an attempt to identify, clarify, and resolve the differences giving rise to conflict.

2. Complaints that remain unresolved may be moved through the chain of authority by contacting the administration and then the Board by contacting the School Board President. The Board will hear appeals only if the complaint has been moved through the chain of authority.

3. In its discretion the Board may act upon the recommendation of the administrator or may hold hearings regarding the matter. The Board will hear appeals only if the complaint has been moved through the chain of authority. Complaints taken to the Board must be placed on the agenda by contacting the administrator and/or the Board President at least seven (7) days prior to the meeting.

### **APPEALS PROCESS**

In the event that any student, group of students, or parents shall feel aggrieved on account of any policy of the MVCA School Board or actions of its agents or employees, said students or parents shall be entitled to use the following method of obtaining redress:

1. The parents' or student's appeal must be done according to the Protocol for Conflict Resolution.

2. The students or parents or their agents shall file a written request with the administrator of MVCA setting forth in detail the action or policy which is the basis of the grievance. The administrator may initiate a hearing or discussion on the basis of this written request.

3. If the grievance is not settled after being filed with the administration, the aggrieved party or parties may at any time subsequent to fourteen (14) days after filing with the administration, file a written notice or copy of said grievance with the chairman of the Board of Directors requesting that the Board review the same. The Board of Directors or a committee appointed by it shall determine within seven (7) days whether a formal hearing shall be held.

4. While the Board is reviewing any grievance, the policy or action being appealed shall be enforced, unless it is modified by order of the Board.

# Commitment Page

STUDENT'S NAME \_\_\_\_\_ Current Grade \_\_\_\_\_

As with any activity our children undertake, our interest and involvement as parents has tremendous positive influence on their performance. MVCA requests parents and students to sign this page signifying that they have read, can accept, and will support the policies contained in the MVCA Parent-Student Handbook.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Every student should understand that attendance at Mission Valley Christian Academy is a privilege and not a right. By signing here the student is agreeing to be held responsible for being familiar with and maintaining the Student Code of Conduct.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



P.O. Box 1716 - Polson, MT 59860 - (406) 883-6858