

Mission Valley Christian Academy  
Elementary School  
Parent-Student Handbook



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[mvcapolson.org](http://mvcapolson.org)

MVCA admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities accorded or made available to MVCA students. We do not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of our educational policies and procedures, scholarship awards, athletic or other school-administered programs. We do, however, reserve the right to deny admission to any individual who cannot benefit from enrollment based on past academic achievement, disqualifying learning differences or physical limitations, or whose personal or family lifestyle is not in harmony with the Statement of Faith of MVCA.

All Scripture quoted is from the English Standard Version (ESV) unless otherwise noted.

# Table of Contents

Welcome .....	4
About MVCA.....	4
Mission Statement.....	4
Our Vision.....	4
Our History .....	4
Our Purpose: Expected Student Outcomes .....	4
Spiritual Goals .....	5
Social & Emotional Goals .....	5
Academic Goals.....	5
Physical Goals.....	6
Spiritual Grounding .....	7
Statement of Faith.....	7
Policy on Denominational Differences.....	10
Affiliation and Accreditation .....	10
Organization and School Governance .....	10
Policy on Open Board of Directors Meetings.....	10
Attending a meeting of the Board of Directors.....	10
Addressing a meeting of the Board of Directors .....	11
Admissions.....	11
Statement of Non-Discrimination.....	11
Admissions Process .....	11
Re-Registration for Returning Students.....	12
Financial Information.....	12
Tuition and Fees.....	12
Schedule Changes .....	12
FACTS .....	12
Delinquent Accounts.....	12
Fundraising .....	13
Raise Right.....	13
Jupitered.com .....	13
Attendance .....	14
School Hours.....	14
Absences .....	14
Tardiness.....	15
Leaving Early.....	15
Student Illness.....	15
Closed Campus Policy .....	16
Student Records .....	16
Family Educational Rights and Privacy Act (F.E.R.P.A.).....	16
Address Changes.....	16
Transfer of Records .....	16
Academic Policies.....	17
Grade Reports .....	17
Honor Roll & Awards.....	17

Teacher Conferences.....	17
Promotion and Retention .....	17
Student Withdrawal .....	18
School Wide Rules & Disciplinary Measures .....	18
Rules for Student Conduct.....	19
Lunches & Cafeteria Behavior .....	19
Snacks, Candy and Drinks .....	20
Bullying Policies.....	20
School Resources Use Policies.....	20
Library.....	20
Student Dress Code & Enforcement.....	21
Daily Dress Code .....	21
Inappropriate Attire.....	22
Dress Code Enforcement .....	23
Discipline Policy.....	23
Process for Conflict Resolution .....	27
Proper Channels for Resolving Conflict.....	29
Extra-Curricular Activities.....	29
Eligibility Requirements.....	29
Athletics .....	30
Transportation To/From Student Activities.....	30
Parent & Family Involvement.....	30
Parent Involvement Program (PIP).....	31
School Procedures.....	31
School Hours: Arrival and Dismissal .....	31
After School Care .....	31
Chapel/Bible Class.....	32
Prayer.....	32
Pledge.....	32
Recess .....	32
Field Trips.....	32
Visitors.....	32
Telephone Use .....	33
Personal Items.....	33
Electronic Devices .....	33
Lost & Found .....	33
School Newsletter: Eagle Eye.....	33
Emergencies/Health & Safety Procedures .....	33
Fire and Disaster, and Lock Down Drills .....	33
Emergency School Closures .....	34
Student Illness.....	34
Student Injuries .....	34
Medication .....	34
Allergy Policy.....	34

# Welcome

We are very grateful to the LORD JESUS CHRIST for His provision of this Christian school in the Mission Valley, and we are thankful that He has led you to consider Mission Valley Christian Academy as your school! GOD has enabled MVCA to assist parent(s)/legal guardian(s) 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 parent(s)/legal guardian(s) and students and 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 website at [mvcapolson.org](http://mvcapolson.org). Please read this handbook carefully and keep it handy for future reference. Revisions of this handbook will be made in the future. Thank you again for considering MVCA. May GOD bless you as we partner in the education of your children in the nurture and admonition of the LORD!

## About MVCA

### Mission Statement

The goal of Mission Valley Christian Academy (MVCA) is to provide a CHRIST centered quality education to prepare students to be lifelong servant leaders. To meet this goal MVCA strives to provide the following offerings for each student:

- (1) spiritually mature and academically competent teachers and administrators
- (2) strong academics offering knowledge, understanding and appreciation of the arts, humanities and sciences
- (3) involvement in a student body comprised of a strong majority of students from Christian families seeking to improve their spiritual life
- (4) spiritual development through all school activities
- (5) Godly relationships with teachers, administrators and staff members
- (6) proper relationships and activities with peers; and
- (7) ongoing physical education opportunities, including interscholastic competitions and recreational activities

### Our Vision

We expect to be a Christian school that challenges youth to aspire toward lives of character, integrity, service and influence. We desire to expand our campus to ensure the future of MVCA in this community. Our hope is to continue to grow and provide excellent academic and extracurricular environments for our students.

### Our History

MVCA was established in 1993 as a non-denominational Christian School committed to providing a Biblically based education to students Preschool through 12<sup>th</sup> grade. The 2008 school year started with a new facility in Polson which continues to expand through God's grace, and in January 2022 MVCA began offering full and half day Preschool classes. In 2023, the long awaited Upper School was completed and populated by our high school students. With God's blessing, MVCA continues to expand and our dream of a Community Center and gymnasium is on the cusp of becoming a reality as we began construction on our gym during the 2023-2024 school year. MVCA is a member of the Association of Christian Schools International, Cognia, and is a past member of the Association of Classical Christian Schools.

### Our Purpose: Expected Student Outcomes

GOD has given the primary responsibility for teaching and training of young people to parent(s)/legal guardian(s). The rationale for the existence of MVCA is to assist parent(s)/legal guardian(s) as an extension of the Christian home, in providing an education that is thoroughly and distinctively CHRIST centered. 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.

## Spiritual Goals

MVCA desires to train students to be lifelong servant leaders. A servant leader is one who helps others, is patient and kind, relates well to others, are seeking the Lord, are godly and faithful. A servant leader works hard and does what they say they will do, sets a great example for others, are not confrontational but respectful, dedicates time to others, are not naïve in leadership and inspires others to follow as they follow Christ. To get there, our students must know how to engage in real world application of biblical knowledge.

.-Proverbs 22:6 Train up a child in the way he should go, and when he is old, he will not turn from it.

- Mark 9:35 And He sat down and called the twelve. And He said to them, “If anyone would be first, he must be last of all and servant of all.”

- Matthew 20:28 Even as the Son of Man came not to be served but to serve, and to give His life as a ransom for many. --

-Mark 10:44-45 And whoever would be first amount you must be slave of all. For even the Son of Man came not to be served but to serve, and to give His life as a ransom for many.

Our Expected Spiritual Student Outcome is that they will:

1. Commit to and develop a personal relationship with Jesus Christ
2. Know, understand, and apply God’s Word as a standard for daily life
3. Understand and value the entity of the Holy Spirit
4. Become active Christian servant-leaders of their home, church and community

MVCA strives to achieve this outcome by:

- teaching GOD IS TRUTH.
- teaching that GOD reveals Himself to man through the BIBLE.
- presenting JESUS CHRIST as LORD and Savior whom every student has opportunity to personally receive.
- presenting the HOLY SPIRIT as the REVEALER and TEACHER OF TRUTH.
- encouraging students to develop a heart attitude for daily fellowship and communion with GOD.
- encouraging each individual to know and obey GOD’s will that the peace of GOD might rule in his/ her heart.
- encouraging each individual to live a life consistent with and worthy of the Gospel of the LORD JESUS CHRIST.
- teaching students how to identify and deal with temptation and sin.
- encouraging 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 or her.

## Social & Emotional Goals

MVCA staff believes social and emotional goals are closely tied with spiritual goals and servant leadership. MVCA Staff model to students how to put Jesus first, others second, and self, last. God created humans as social beings, with a responsibility to value God, others, and all the elements of God’s creation. All at MVCA will be encouraged to surrender their lives to the Lordship of Christ. -Philippians 2:3-4

Our Expected Social & Emotional Student Outcomes are that they will:

1. Value every human being as created in the image of God
2. Display the fruit of the Spirit, “love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control” as listed in Galatians 5:22-23
3. Exhibit justice and mercy in their relationships and resolve conflict (per Matthew 18) in a God-honoring way
4. Practice responsible stewardship of their resources and God’s creation
5. Understand that work has purpose and is ordained by God

## Academic Goals

MVCA reaches high academic standards using God’s Word. A quality, Christ-centered education enables students to become lifelong learners, fully equipped to evaluate the issue of life using biblical principles.

Hebrews 6:1 Therefore, let us leave the elementary doctrine of Christ and go on to maturity, not laying again a foundation of repentance from dead work, and faith toward God.

Our Expected Academic Student Outcomes is that they will:

1. Be proficient in math, science, reading, writing, speaking, and listening
2. Have a knowledge and understanding of events and movements of history and the cultures of other people and places, helping to dispel prejudice
3. Appreciate literature, the arts, languages, and how they express and shape beliefs and values
4. Know how to responsibly access media to find, analyze, and evaluate information
5. Have the critical thinking skills to question, problem-solve, and make wise decisions
6. Value intellectual inquiry and are prepared to engage in the open and honest exchange of ideas

MVCA desires to achieve this outcome by:

- developing the individual's potential academic abilities by promoting high academic standards within the curriculum.
- teaching and encouraging students to develop good personal study habits.
- instilling in each student a desire to learn continually, reason logically, think critically and study independently using Biblical criteria for evaluation.
- developing an appreciation for the fine arts by teaching that fine arts can strengthen the inner man, reveal the individual's inner GOD-given talents and encourages personal expression.
- encouraging students to pursue areas of personal interest and develop their GOD-given abilities.
- promoting responsible citizenship through Biblical concepts.
- teaching a GOD centered view of history, government, science and other sociological studies related to current events and GOD's plan for man and the world.

## Physical Goals

A quality, Christ-centered education produces well-rounded stewards of all God has given to us, including the human body. MVCA academics and activities are geared to the physical well-being of all students. "Do you not know your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought with a price. Therefore, honor God with your body." -1 Corinthians 6:19-20

Our Expected Physical Student Outcomes are that they will:

1. Treat their bodies as the temple of the Holy Spirit, practicing principles consistent with moral living
2. Respect the boundaries of others and others' belongings
3. Demonstrate good sportsmanship in all classroom and extracurricular activities
4. Honor God by treating their bodies according to the biblical standard of appropriate choices, grooming, attire, rest, care, hygiene, nourishment, and exercise.

MVCA endeavors to reach this outcome by teaching:

- 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.
- good sportsmanship and teamwork by applying Christian principles of self-control and CHRIST-like character while participating in physical recreation.
- that God has given us all things and requires us to be faithful stewards of all we own or use.
- Biblical perspectives towards marriage and the family.
- each individual that his or her conscience is a gift from GOD and needs to be respected, guarded and developed according to Biblical principles.
- that each individual is personally responsible and accountable for his or her thoughts, words, emotions and actions, and to teach the consequences suffered when we violate the principles of GOD's word.
- the individual to practice Christian principles in each area of responsibility in which GOD has placed him or her.

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

# Spiritual Grounding

## 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 10 “You are my witnesses,” declares the Lord, “and my servant whom I have chosen, that you may know and believe me and understand that I am he. Before me no god was formed, nor shall there be any after me.
- John 1:1–3 1 In the beginning was the Word, and the Word was with God, and the Word was God. 2 He was in the beginning with God. 3 All things were made through him, and without him was not anything made that was made.
- John 3:16 16 “For God so loved the world, that he gave his only Son, that whoever believes in him should not perish but have eternal life.
- 2 Corinthians 13:14 14 The grace of the Lord Jesus Christ and the love of God and the fellowship of the Holy Spirit be with you all.

JESUS CHRIST is True GOD and True Man who was conceived by the HOLY SPIRIT and born of Mary who was a virgin. 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. Jesus rose from the dead according to the scriptures and He is now at the right hand of His Majesty on High as our Great Priest.

- Matthew 1:18–23 18 Now the birth of Jesus Christ took place in this way. When his mother Mary had been betrothed to Joseph, before they came together, she was found to be with child from the Holy Spirit. 19 And her husband Joseph, being a just man and unwilling to put her to shame, resolved to divorce her quietly. 20 But as he considered these things, behold, an angel of the Lord appeared to him in a dream, saying, “Joseph, son of David, do not fear to take Mary as your wife, for that which is conceived in her is from the Holy Spirit. 21 She will bear a son, and you shall call his name Jesus, for he will save his people from their sins.” 22 All this took place to fulfill what the Lord had spoken by the prophet: 23 “Behold, the virgin shall conceive and bear a son, and they shall call his name Immanuel” (which means, God with us).
- Matthew 28:6 6 He is not here, for he has risen, as he said. Come, see the place where he lay.
- Isaiah 53:5 5 But he was pierced for our transgressions; he was crushed for our iniquities; upon him was the chastisement that brought us peace, and with his wounds we are healed.
- Titus 2:14 14 who gave himself for us to redeem us from all lawlessness and to purify for himself a people for his own possession who are zealous for good works.
- Hebrews 7:25 25 Consequently, he is able to save to the uttermost those who draw near to God through him, since he always lives to make intercession for them.
- Hebrews 4:14 14 Since then we have a great high priest who has passed through the heavens, Jesus, the Son of God, let us hold fast our confession.
- Romans 3:24–25 24 and are justified by his grace as a gift, through the redemption that is in Christ Jesus, 25 whom God put forward as a propitiation by his blood, to be received by faith. This was to show God’s righteousness, because in his divine forbearance he had passed over former sins.
- John 20:9 9 for as yet they did not understand the Scripture, that he must rise from the dead.

The HOLY SPIRIT is a divine Person, sent to indwell, guide, teach and empower the believer and convict the world of sin, of righteousness and of judgment.

- John 14:16–17 16 And I will ask the Father, and he will give you another Helper, to be with you forever, 17 even the Spirit of truth, whom the world cannot receive, because it neither sees him nor knows him. You know him, for he dwells with you and will be in you.
- Acts 1:5 5 for John baptized with water, but you will be baptized with the Holy Spirit not many days from now.”
- Acts 1:8 8 But you will receive power when the Holy Spirit has come upon you, and you will be my witnesses in Jerusalem and in all Judea and Samaria, and to the end of the earth.”
- Galatians 5:16 16 But I say, walk by the Spirit, and you will not gratify the desires of the flesh.
- Galatians 5:25 25 If we live by the Spirit, let us also keep in step with the Spirit.

The Old Testament and New Testament are 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 16 All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness, 17 that the man of God may be complete, equipped for every good work.
- 2 Peter 1:19–21 19 And we have the prophetic word more fully confirmed, to which you will do well to pay attention as to a lamp shining in a dark place, until the day dawns and the morning star rises in your hearts, 20 knowing this first of all, that no prophecy of Scripture comes from someone's own interpretation. 21 For no prophecy was ever produced by the will of man, but men spoke from God as they were carried along by the Holy Spirit.
- John 5:39 39 You search the Scriptures because you think that in them you have eternal life; and it is they that bear witness about me,
- Matthew 24:35 35 Heaven and earth will pass away, but my words will not pass away.
- Psalms 119:89 89 Forever, O Lord, your word is firmly fixed in the heavens.

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 27 So God created man in his own image, in the image of God he created him; male and female he created them.
- Romans 3:23 23 for all have sinned and fall short of the glory of God,
- Psalms 51:5 5 Behold, I was brought forth in iniquity, and in sin did my mother conceive me.
- Romans 5:12 12 Therefore, just as sin came into the world through one man, and death through sin, and so death spread to all men because all sinned—
- Romans 5:15–19 15 But the free gift is not like the trespass. For if many died through one man's trespass, much more have the grace of God and the free gift by the grace of that one man Jesus Christ abounded for many. 16 And the free gift is not like the result of that one man's sin. For the judgment following one trespass brought condemnation, but the free gift following many trespasses brought justification. 17 For if, because of one man's trespass, death reigned through that one man, much more will those who receive the abundance of grace and the free gift of righteousness reign in life through the one man Jesus Christ. 18 Therefore, as one trespass led to condemnation for all men, so one act of righteousness leads to justification and life for all men. 19 For as by the one man's disobedience the many were made sinners, so by the one man's obedience the many will be made righteous.

Salvation has been provided through JESUS CHRIST for all men; for those who repent and believe in Him, accept Him as their personal LORD and SAVIOR, are born again of the HOLY SPIRIT and receive the gift of eternal life and become children of GOD.

- Romans 5:1–2 1 Therefore, since we have been justified by faith, we have peace with God through our Lord Jesus Christ. 2 Through him we have also obtained access by faith into this grace in which we stand, and we rejoice in hope of the glory of God.
- Romans 6:23 23 For the wages of sin is death, but the free gift of God is eternal life in Christ Jesus our Lord.
- Romans 8:1 1 There is therefore now no condemnation for those who are in Christ Jesus.
- John 6:47 47 Truly, truly, I say to you, whoever believes has eternal life.
- Ephesians 2:13 13 But now in Christ Jesus you who once were far off have been brought near by the blood of Christ.
- John 3:16 16 "For God so loved the world, that he gave his only Son, that whoever believes in him should not perish but have eternal life.

The Church consists of all those who believe in the LORD JESUS CHRIST, are redeemed through His blood, are born again of the HOLY SPIRIT, and Christ is the Head of the Body of believers. 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 4 We were buried therefore with him by baptism into death, in order that, just as Christ was raised from the dead by the glory of the Father, we too might walk in newness of life.
- Romans 12:5 5 so we, though many, are one body in Christ, and individually members one of another.
- Acts 2:47 47 praising God and having favor with all the people. And the Lord added to their number day by day those who were being saved.
- 1 Corinthians 11:26 26 For as often as you eat this bread and drink the cup, you proclaim the Lord's death until he comes. 28 Let a person examine himself, then, and so eat of the bread and drink of the cup.
- 1 Corinthians 12:12–27 12 For just as the body is one and has many members, and all the members of the body, though many, are one body, so it is with Christ. 13 For in one Spirit we were all baptized into one body—Jews or Greeks, slaves or free—and all were made to drink of one Spirit. 14 For the body does not consist of one member but of many. 15 If the foot should say, “Because I am not a hand, I do not belong to the body,” that would not make it any less a part of the body. 16 And if the ear should say, “Because I am not an eye, I do not belong to the body,” that would not make it any less a part of the body. 17 If the whole body were an eye, where would be the sense of hearing? If the whole body were an ear, where would be the sense of smell? 18 But as it is, God arranged the members in the body, each one of them, as he chose. 19 If all were a single member, where would the body be? 20 As it is, there are many parts, yet one body. 21 The eye cannot say to the hand, “I have no need of you,” nor again the head to the feet, “I have no need of you.” 22 On the contrary, the parts of the body that seem to be weaker are indispensable, 23 and on those parts of the body that we think less honorable we bestow the greater honor, and our unpresentable parts are treated with greater modesty, 24 which our more presentable parts do not require. But God has so composed the body, giving greater honor to the part that lacked it, 25 that there may be no division in the body, but that the members may have the same care for one another. 26 If one member suffers, all suffer together; if one member is honored, all rejoice together. 27 Now you are the body of Christ and individually members of it.
- Matthew 28:19–20 19 Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, 20 teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age.”
- Psalms 111:1 1 Praise the Lord! I will give thanks to the Lord with my whole heart, in the company of the upright, in the congregation.
- Hebrews 10:24–25 24 And let us consider how to stir up one another to love and good works, 25 not neglecting to meet together, as is the habit of some, but encouraging one another, and all the more as you see the Day drawing near.
- Acts 2:41 41 So those who received his word were baptized, and there were added that day about three thousand souls.

There shall be a bodily resurrection of the just and of the unjust; for the former, a resurrection unto life, for the latter, a resurrection unto judgment.

- Revelation 7:15–17 15 “Therefore they are before the throne of God and serve him day and night in his temple; and he who sits on the throne will shelter them with his presence. 16 They shall hunger no more, neither thirst anymore; the sun shall not strike them, nor any scorching heat. 17 For the Lamb in the midst of the throne will be their shepherd, and he will guide them to springs of living water, and God will wipe away every tear from their eyes.”
- 1 Corinthians 2:9 9 But, as it is written, “What no eye has seen, nor ear heard, nor the heart of man imagined, what God has prepared for those who love him”—
- Matthew 13:41–42 41 The Son of Man will send his angels, and they will gather out of his kingdom all causes of sin and all law-breakers, 42 and throw them into the fiery furnace. In that place there will be weeping and gnashing of teeth.
- Matthew 25:41 41 “Then he will say to those on his left, ‘Depart from me, you cursed, into the eternal fire prepared for the devil and his angels.
- Revelation 20:10 10 and the devil who had deceived them was thrown into the lake of fire and sulfur where the beast and the false prophet were, and they will be tormented day and night forever and ever. 15 And if anyone's name was not found written in the book of life, he was thrown into the lake of fire.

The Second Coming of the LORD JESUS CHRIST will be personal and visible. This is the believer's blessed hope and is a vital truth. CHRIST's return encourages us to live holy and faithful lives.

- 1 Thessalonians 4:16–17 16 For the Lord himself will descend from heaven with a cry of command, with the voice of an archangel, and with the sound of the trumpet of God. And the dead in Christ will rise first. 17 Then we who are alive, who are left, will be caught up together with them in the clouds to meet the Lord in the air, and so we will always be with the Lord.
- Titus 2:12–13 12 training us to renounce ungodliness and worldly passions, and to live self-controlled, upright, and godly lives in the present age, 13 waiting for our blessed hope, the appearing of the glory of our great God and Savior Jesus Christ,
- Hebrews 9:28 28 so Christ, having been offered once to bear the sins of many, will appear a second time, not to deal with sin but to save those who are eagerly waiting for him.

## Policy on Denominational Differences

Mission Valley Christian Academy is a non-denominational school that believes all genuine Christians are one in CHRIST. Nonetheless, the school is aware that believers have denominational preferences. It is our desire to remain united in the salvation and love of CHRIST, and in order to do so, in all fairness, it is necessary to inform all parent(s)/legal guardian(s) and staff that questions of those items falling outside of the Statement of Faith (e.g. church government, specifics of baptism, or eschatological timing issues) will be warmly received and their questions referred to their parent(s)/legal guardian(s) and/or pastor.

## Affiliation and Accreditation

As a private Christian school MVCA graduates are accepted at technical schools, colleges and universities. MVCA is currently accredited by the Association of Christian Schools International and Cognia.

## Organization and School Governance

The Board of Directors is comprised of four (4) to seven (7) members and meets monthly. Items that need to be addressed or added to the agenda may be done so by contacting the Head of School or Board Chair. All requests must be submitted in writing at least seven (7) days prior to the meeting.

## Policy on Open Board of Directors Meetings

Open Board of Directors meetings are conducted to provide the public with an opportunity to observe the decision-making processes to gain an understanding of the rationale for plans and decisions. The purpose of this policy is to ensure the appropriate conduct of the Board's business while maintaining accountability to stakeholder groups, the public and the staff.

## Attending a meeting of the Board of Directors

Members of the public are permitted to attend open meetings of the Board of Directors in accordance with the following policy.

- Meeting dates, times, and locations are available through the MVCA Office.
- Members of the staff and general public are welcome to attend the open session of Board of Directors meetings as observers. However, the MVCA office must have **written notice of your request at least two weeks prior to the meeting date.**
- Members of the public and staff can address the Board of Directors if they receive advance permission or are specifically invited by the Board of Directors to speak.
- A Sign-In sheet and copies of the agenda for the Open Session of the Board of Directors meetings will be provided. Members of the general public may be acknowledged during the meeting and may be asked to identify themselves.
- The Board Chair of the meeting may exclude attendees for disruptive behavior.
- Videotaping, recording equipment and cameras are not permitted at Board of Directors meetings without the permission of the Board Chair of the meeting.
- Minutes of the open session of all Board of Directors meetings are available upon request from the school administration after Board approval.

## Addressing a meeting of the Board of Directors

- Any individual or group wishing to address the Board of Directors must submit **written notice of the request at least two weeks prior to the meeting date to the MVCA office.**
- The request must include a brief description of the specific matter to be addressed which can be included in the Board information package if approved by the Board Chair of the Board of Directors.
- The Board Chair will review the request and the group or individual will be notified **no less than one week in advance of the meeting date as to whether the request can be accommodated** and its appropriateness to be presented to the Board of Directors. The Board Chair may refer requests to other committees.
- Presentations must be limited to a maximum of five (5) minutes. If the address is based on the submission of a group, one person must be identified as the spokesperson for the group.
- Presentations may be declined. Reasons for declining a presentation may include time restrictions, inappropriate or irrelevant content, etc.
- Presentations will usually be heard at the beginning of the meeting and will be noted on the meeting agenda.
- The Board of Directors will receive agreed-to presentations but is not obligated to respond to or take action on these presentations.

## Admissions

### Statement of Non-Discrimination

MVCA admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities accorded or made available to MVCA students. We do not discriminate on the basis of sex, race, color, national or ethnic origin in the administration of our educational policies and procedures, scholarship awards, athletic or other school-administered programs. We do, however, reserve the right to deny admission to any individual who cannot benefit from enrollment based on past academic achievement, disqualifying learning differences or physical limitations, or whose personal or family lifestyle is not in harmony with the Statement of Faith of MVCA.

### Admissions Process

#### Step One:

- Family receives an Application Packet and Parent-Student Handbook
- Family receives basic information about the school
- Family sets up tour of school and interview with upper school principal.

#### Step Two:

An interview is and tour is conducted with the family and Upper School Principal in which the following is expected to take place:

- Discuss with parent(s)/legal guardian(s) the student's background, Christian testimony, church affiliation, interest in attending MVCA and academic needs
- Family receives a brief orientation and basic information about the school
- Discuss the policies and procedures outlined in the Parent-Student Handbook
- Complete application and pay application fee
- Schedule placement testing  
Discuss how to sign up for FACTS tuition management and scholarship information
- Go over application packet and forms that will need to be completed before acceptance- spiritual recommendation, educator reference and records release request
- Answer any questions or address any additional concerns parent(s)/legal guardian(s) and students may have

#### Step Three:

- Complete placement testing for Math and English levels to determine the student's grade level

- Complete and return spiritual recommendation, recent report card, educator reference and records release request.

#### Step Four:

- Follow up to go over test scores, spiritual recommendation, educator reference, and report card
- Notification of acceptance to MVCA and class placement
- Pay Registration Fee
- Complete and return additional forms for school year
- Complete FACTS sign-up.

MVCA does not enroll students for the current school year during the fourth quarter.

### Re-Registration for Returning Students

Registration priority will be given to current students of MVCA. If parent(s)/legal guardian(s) intend to re-enroll their child for the following school year, they may reserve their students' place by submitting a completed Re-Registration Form for each student with re-registration fees on a first-come, first-serve basis beginning in February. If there is an outstanding debt from the previous year, students will not be admitted to classes until resolution of the debt has been contractually approved by the Head of School.

## Financial Information

### Tuition and Fees

Tuition payments are critical to our school and are our financial lifeline. Support from our community and donors are also essential to meet the needs of the school. The primary fiscal needs of MVCA are related to payroll, payroll taxes, curriculum, materials, and maintenance of the facility and MVCA prioritizes our finances in this order. Financial reports are open to parent(s)/legal guardian(s) and are reviewed by a C.P.A. on an annual basis.

### Schedule Changes

Parents/legal guardians wishing to change their preschool student's schedule must complete a Schedule Change form with the elementary school front office and will be billed \$20.00 per schedule change.

### FACTS

Families will be able to pay their tuition in one of two ways:

- 1) Payment in Full.
  - If tuition is paid in full by August 1<sup>st</sup>, the tuition will be reduced by a 3% discount.
  - Complete tuition payments are paid to MVCA directly.
- 2) Monthly Payments through FACTS:
  - Over a period of twelve (12) months; beginning June 5<sup>th</sup> or June 20<sup>th</sup>.
  - Over a period of nine (9) months; beginning August 20<sup>th</sup> or September 5<sup>th</sup>.

The Multi-Student Discount Policy will be determined by the Board of Directors and published separately but in conjunction with registration paperwork. The responsible party will receive the current Multi-Student Discount if paying tuition for more than one child.

### Delinquent Accounts

MVCA has established the following delinquent account process for two (2) primary reasons:

- 1) To help parent(s)/legal guardian(s) 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 thirty (30) days past due are considered delinquent and will receive a phone call from the bookkeeper.
- Accounts sixty (60) days past due will be referred to the School Board of Directors and an invoice will be mailed.
- If an account is ninety (90) days past due the student may be suspended from school and all student records will be held until the bill is paid.
- If there is an outstanding debt from the previous year, students will not be admitted to classes until resolution of the debt has been contractually approved by the Head of School.

## Fundraising

In an effort to keep tuition rates down and affordable, MVCA has a general goal of raising 25% of our annual budget through donations and fundraising. Thus, we rely on everyone in the school community to participate and support all MVCA fundraising events. This alone is how we are able to keep tuition costs low, continue school growth, and provide the best possible education for all students. As a Non-Profit 501(c)(3) organization, MVCA strongly encourages additional donations from families, friends, churches and other community organizations. Throughout the year MVCA hosts various fundraisers with the support of the Parent-Teacher Committee and new ideas are always welcomed. Without the prayer and support of the school community we would not be able to meet our goals.

## Raise Right

In an effort to continue to provide a quality education and keep tuition fees low MVCA tries to utilize all available avenues for raising funds. Gift card fundraising, also known as scrip fundraising, has been the top fundraiser for nonprofit organizations across the U.S. for more than twenty-five (25) years. The term scrip has historically been used as an alternate name for gift card fundraising, since scrip refers to an alternate form of currency. Instead of selling goods or planning events, gift card (aka scrip) fundraising participants can earn for their fundraiser or cause by using gift cards to pay for everyday purchases. For a number of years now MVCA has been using Raise Right (formerly known as SCRIP).

If you wish to sign up with Raise Right and support MVCA with your everyday purchases, you can sign up at [raiserright.com](http://raiserright.com) and use our enrollment code: 2F98A39162511

<u>Expense Category</u>	<u>Monthly Budget*</u>	<u>Earnings Average</u>	<u>Annual Earnings</u>
Groceries	\$400	4%	\$192
Gasoline	\$300	3%	\$108
Dining Out	\$250	10%	\$300
Entertainment	\$200	8%	\$192
Clothing	\$250	8%	\$240
Home Improvement	\$100	4%	\$48
Total			\$1,080

\*Based on average spend for a household family of 4  
Speak with the front office for further information.

## Jupitered.com

MVCA uses technology to benefit students, parent(s)/legal guardians(s) and teachers. Jupiter is used by all teachers at MVCA to communicate with parent(s)/legal guardian(s) and students. Students and parents may login anytime to check grades and homework. Everyone has their own password, so no one else can see their grades, and they need only one login to check all their classes. This includes grades on all assignments, report cards, attendance, individual comments, and messages.

“The privacy and security of student data is under scrutiny in the U.S., partly due to the growing use of cloud computing. Businesses have long used cloud computing for its flexibility and cost effectiveness in storing and sharing large volumes of data. The education sector has now made the same transition, which raises questions of who has access to what data, and for what purpose. With more student data transitioning from local school district servers to third-party services in the

cloud, schools and parents are increasingly concerned about data leaking into the wrong hands, or being used for inappropriate purposes without consent. There has been increasing demand for guidelines and regulations to ensure student data is kept private and secure. Jupiter Ed is in full compliance with all the FERPA requirements, qualifying under the “School Official” exception (CFR) §99.31(a)(1), because your data is in your direct control, and used only for legitimate educational interests and functions that the school’s own employees normally perform.

FERPA does not require parental consent for such use. Jupiter Ed does not share any personally identifiable information (PII) with any third party, or use it for non-educational purposes (spam, targeted ads), except when a school exports or enables their student data (directory information) to be sent to third-party software, such as a curriculum web application. Under Jupiter Ed’s Terms of Service, the school may use student information only for educational purposes. Instructors enter the student’s grades and personal comments, which is available only to the instructor and other staff in the same school district, depending on the permission settings set by the school. Students and parents may also see their information online, but not of other students. Personal information may be seen by Jupiter Ed support staff when you ask for technical support. If the school asks students under 13 to provide their contact information online through Jupiter, the school must obtain the parent’s consent as required by COPPA.

To ensure privacy, students and parents must keep their passwords confidential and logout when done. Jupiter Ed has several security features to protect the privacy of student data:

- Encryption — Jupiter Ed uses TLS/SSL encryption. All passwords are salted and hashed using multiple algorithms for maximum security.
- Network Security — We have proven defenses against malicious attacks, like cross-site scripting (XSS), SQL injection, brute force, phishing, distributed denial of service (DDoS), and other exploits. Due to our excellent network security, we have never had a security breach.
- Suspicious Activity — All logins are logged and cross-referenced to identify suspicious activity and alert you immediately by email.
- Role-Based Security — Set custom restrictions for teachers, clerks, counselors, APs, principals, TAs, substitute teachers, etc. to prevent them from seeing or changing certain data.
- Backups — Our servers are backed up nightly to an off-site location, and they have redundant hard drives (RAID) so no data is lost in case of hardware failure. If anyone gains unauthorized access, you may selectively undo changes to grades and attendance without having to roll back the entire database.”

Excerpt from: Your Data in Your Control How Your Student Data is Staying Safe by Jupitered.com

## Attendance

School attendance is required by MVCA, and 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. Except for scheduled holidays, breaks and conferences, school is in session daily, Monday through Friday.

If a preschool student misses one of their days they are enrolled, those days may not be made up on another day.

## School Hours

see [School Procedures SCHOOL HOURS: ARRIVAL & DISMISSAL](#)

## Absences

If a student is absent for any reason, the school office must be notified via Jupiter between 8:15 and 8:45 a.m. Due to safety concerns, the school enforces this provision to the fullest extent possible, including calling parent(s)/legal guardian(s) to verify the child’s absence. Any planned absences must be pre-approved by the principal and teacher for make-up assignments to be made available. Unjustified absences will be considered unexcused. Work missed during unexcused absences may NOT be made up.

1. Student Expectations: It is the responsibility of the student to complete all assignments during any time that may be missed. Due dates will be established by the teacher and approved by the principal. Missed assignments and their due dates will be accessible at [Jupitered.com](#).

2. Parent(s)/legal guardian(s) Expectations: Parent(s)/legal guardian(s) partnership for assignments during planned absences is a key part of our educational philosophy, as it is expected that parent(s)/legal guardian(s) will take on the role of educator or teacher during a student's absence. MVCA teachers will partner with parent(s)/legal guardian(s) by providing the assignments and any background information needed to facilitate teaching the material during planned absences and is available at [Jupitered.com](http://Jupitered.com).
3. Planned Absences: Planned absences must be pre-approved by the principal and will be pre-arranged with the teacher(s) 1 week before the planned absence in order for assignments to be given or if possible, to be completed before the absence. Parent(s)/legal guardian(s) are asked to take into consideration the additional work required of teachers to prepare assignments beforehand and provide teachers with as much notice as possible.
4. Extended Absences: In the event a student is absent from a class or from school for more than seven (7) days during a semester (unless the absence is pre-planned) the student's parent(s)/legal guardian(s) will meet with the Principal and teacher(s) to determine whether the student will receive a Letter Grade (A-F) or an Incomplete (I); the principal, teacher(s), and parent(s)/legal guardian(s) will work together to determine if there is a grade replacement program implemented or if the grades will stand as given. A doctor's note may be requested if the extended absences are due to illness.
5. Excused Absences: 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; religious purposes; or classroom discussions of sensitive topics. Additional absences may be considered excused if, in the judgment of the principal, the absence merits excuse. In such cases, appropriate planning and approval must be completed by the student and/or parent(s)/legal guardian(s).

## Tardiness

If a student will be tardy for any reason, the school office must be notified via Jupiter between 8:15 and 8:45 a.m. ***If students arrive after 8:15, the parent/guardian will need to come to the front office to sign their student in.*** Due to safety concerns, the school enforces this provision to the fullest extent possible, including calling parent(s)/legal guardian(s) to verify the child's tardiness. A student will be recorded tardy when arriving after the starting time of the school day. In keeping with our Vision, 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 and students who consistently arrive at school on time are establishing a responsible pattern for life. Repeated tardiness will be recorded in the Jupiter tracking system. Three (3) instances will be considered a minor incident, and the classroom teacher will put a note in Jupiter. Six (6) will be considered a moderate incident and the teacher will put a note in Jupiter and will meet with the parent about their student's tardies. Nine (9) will be considered severe incident in which a note home is sent to the parent/legal guardian via Jupiter and the principal will determine the appropriate consequence for the chronic tardies which could include: a lower participation grade for the morning class, a loss of privileges in participating in sports or any other special activity, like field trips, filling out a think sheet, or completing another assignment. Although it is understood that most students depend on others for transportation to and from school, MVCA asks that parents/guardians be mindful of the time requirements of each class. Additionally, recognizing the disruption that tardiness creates in a classroom and planning to avoid it shows regard for the affected teacher and fellow students. Although the first period of the day sets the tone for the remainder of the day, tardiness to subsequent classes will also be identified.

## Leaving Early

Parent(s)/legal guardian(s) who wish to remove their child during the school day are required to report to the office and sign the student out. Parent(s)/legal guardian(s) need to inform the office of their intent prior to removing the child from the campus. In the event that a parent(s)/legal guardian(s) needs to designate another person to pick up a child during or after school, a written note via Jupiter verifying the change is required by 2:00 PM. In an emergency situation parent(s)/legal guardian(s) may call the front office to authorize a one-time emergency pick-up for their student(s).

## Student Illness

Parent(s)/legal guardian(s) are requested to inform the school office via Jupiter when their child is sick and not able to attend school. Children who become ill at school will be evaluated by the teacher, office staff, or school nurse and a call will be made to the parent(s)/legal guardian(s). Children with a temperature greater than 100.4 and/or not feeling well

will be sent home and should remain home until they are fever-free for 24 hours, without receiving Tylenol/Ibuprofen. Children with flu-like symptoms (vomiting, diarrhea, chills and/or body aches) even though fever free, should remain home until they are well. Any questions regarding student illness may be directed to the office. Students with physical impediments and/or illness preventing them from participating in P.E and/or recess may be excused with a parent(s)/legal guardian(s) note, although extended times may require a doctor's signature.

## 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, or a message sent in Jupiter, **not text messages**, to administrative staff should be used from the parent(s)/legal guardian(s) must be submitted to the office prior to their departure and will be kept in the student's file. In these cases, parent(s)/legal guardian(s) will assume liability for the well-being of their student(s). For weekly absences, written approval from the parent(s)/legal guardian(s) is required and will be kept in the student's file. In either case, students are required to sign out at the front office prior to departure and sign back into the school if returning on that day.

## 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 or 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 records, 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 (F.E.R.P.A.).

## Family Educational Rights and Privacy Act (F.E.R.P.A.)

F.E.R.P.A. affords parent(s)/legal guardian(s) and eligible students (age 18 or older) certain rights with respect to a student's educational records. F.E.R.P.A. gives the parent(s)/legal guardian(s), 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(s)/legal guardian(s) 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 F.E.R.P.A. 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)/legal 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 F.E.R.P.A.

## Address Changes

It is important that the school office maintains up-to-date address and telephone records for each student in case of illness, emergency, or accident. Parent(s)/legal guardian(s) 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 to the school office by a parent(s)/legal guardian(s) or legal guardian. All tuition accounts must be paid in full before records can be mailed to the receiving school.



## 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. Consequences for incomplete homework will be written in the classroom teachers' homework policy.

### Grade Reports

Report cards are issued cards at the end of each semester. Parent(s)/legal guardian(s) are expected to become familiar with our online grading and communication system [Jupitered.com](http://Jupitered.com) which updates grades daily as teachers develop input. Grading scales used to report achievement on report cards and mid-term reports are as follows:

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
I	=	Incomplete					
P	=	Pass					

### Honor Roll & Awards

- Quarterly awards will be administered by teachers and administrative staff to recognize servant leadership and academic achievements. MVCA holds to two primary goals in the education process: the development of a Christlike servant heart, and academic excellence. These two mainstays of the school's approach to education will be recognized during these award ceremonies.
- Students who display the characteristics of servant leadership will be given recognition for demonstrating the basis of MVCAs purpose as described in the school's mission statement. This is to be acknowledged as the highest achievement in our scholastic environment and will be given priority in the awards process.

### Teacher Conferences

Teacher conferences are scheduled twice a year in the middle of the first and third quarters. Conferences serve as an opportunity to discuss students' educational, emotional, and spiritual growth. Information concerning conference times is disseminated after the middle of the first quarter in October and in the middle of the third quarter in February. Parent/Teacher conferences are required for parents/guardians to attend. If the scheduled conference times do not work with the parents'/legal guardians' schedules, the teachers will work with the parents/legal guardians to set a time to meet that works best. Parent(s)/legal guardian(s) are encouraged to call, e-mail, or message via Jupiter at any time that they believe a conference is necessary with any or all of their child's teachers. Communication through Jupitered.com is crucial for student success and parent(s)/legal guardian(s) involvement.

### 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 parent(s)/legal guardian(s) will be involved directly in the decision to retain from the first consideration. Unless retention was proposed during the school year, parent(s)/legal guardian(s) can safely assume that their child will be promoted to the next grade. Retention is taken seriously, recommended infrequently, and usually considered as an alternative only in the primary grades (Preschool through 2<sup>nd</sup>). 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 Preschool and no later than 2<sup>nd</sup> grade.
- 2.Retention may be considered for students in 3<sup>rd</sup> through 6<sup>th</sup> grades 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.

## Student Withdrawal

If parent(s)/legal guardian(s) choose to withdraw their child from MVCA for any reason, they need to contact the principal. Students withdrawn from MVCA before the end of a semester might not receive course credit for that semester. Tuition payment will be required for the full quarter if a student is withdrawn halfway through a quarter. A prorated tuition amount will be required if the student departs before the halfway point of the quarter. In all student withdrawal cases, a \$100 withdrawal fee will be applied.

## School Wide Rules & Disciplinary Measures

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 purposes only. Treat books, lockers, desks, and other school assigned items with extra care and respect. School books that are damaged beyond repair will be charged to the parents/legal guardians to replace.

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 the 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 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, aggressive talking or aggressive play fighting (i.e. Wrestling or rough housing) is not permitted.
- Students may not jump off of or throw objects from playground equipment.

### Entering and Exiting Buildings

- Students will enter and exit the Elementary School building through the front door by the front office and will wait patiently and respectfully for the administrative assistant to open the doors.
- During recess, if a student needs to use the restroom, get a drink, or get anything from their classroom, they may enter the building through the door nearest to the library
- Other exits will be used only for emergencies and will be locked during school hours.
- The back door will only be used to access the playground and will be locked during the school day.

### Campus Walkways:

- Students are asked to use the sidewalk and basketball court and stay off the parking lot during recess, movement between the upper and lower school buildings, and before and after school. Please watch for moving vehicles while entering or exiting the front entrances of both buildings

### 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.
- Students are expected to treat transportation vehicles with respect, avoiding unnecessary wear of the physical nature of the vehicle and taking care to keep the vehicle area clean from debris and other discarded items.

## Addressing Adults Respectfully:

It is important that students develop and maintain an attitude of respect for each other and adults. This standard is applicable at all times.

- All students shall address a teacher or adult with the titles of “Miss” “Mrs.” “Mr.” or “Coach”.
- Familiarity with adult staff, such as the use of first or last name only, will not be acceptable.

## Rules for Student Conduct

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 22 But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, 23 gentleness, self-control; against such things there is no law.

MVCA is committed to providing a safe, nurturing learning environment for all its students. This includes an atmosphere conducive to studies and free from disruptions 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 each other precious and to esteem others above themselves.

- Philippians 2:3–5 3 Do nothing from selfish ambition or conceit, but in humility count others more significant than yourselves. 4 Let each of you look not only to his own interests, but also to the interests of others. 5 Have this mind among yourselves, which is yours in Christ Jesus,
- John 13:34–35 34 A new commandment I give to you, that you love one another: just as I have loved you, you also are to love one another. 35 By this all people will know that you are my disciples, if you have love for one another.”
- Proverbs 22:6 6 Train up a child in the way he should go; even when he is old he will not depart from it.

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. (ex. Being punctual, coming to class prepared, using courteous and polite manners, etc.)
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. Additional disciplinary actions may be initiated based on intent and damage incurred.
6. Students will follow classroom, 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.

## Lunches & Cafeteria Behavior

Common courtesy dictates that students use proper dining manners during their class lunch period, such as leaving other’s food alone, no throwing food or trash, no bag popping, no burping, etc. Students are also expected to talk softly, stay in their seats while eating, clean up all messes, and properly dispose of trash. **Plates and silverware are not provided so please supply your students with everything they need to eat their lunch.** Through the help of school community volunteers, MVCA offers a Hot Lunch on Fridays for \$3.00 per meal to help cover costs.

## Snacks, Candy and Drinks

Snacks, drinks, and gum are not permitted in class unless otherwise stated by a teacher. The exception to this rule is that food and drinks are *not permitted* in classrooms with carpeting, including the Computer Science room.

## Bullying Policies

Montana State has defined bullying to mean “any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including intentional written, verbal, or electronic communication or threat directed against a student that is persistent, severe, or repeated that:

- Causes a student physical harm, damages a student’s property, or places a student in a reasonable fear of harm to the student or the student’s property
- Creates a hostile environment by interfering with or denying a student’s access to an educational opportunity or benefit
- Substantially and materially disrupts the orderly operation of a school

The term includes retaliation against a victim or witness who reports information about an act of bullying and includes acts of hazing associated with athletics or school-sponsored organizations or groups.

As a Christian school with the goal of servanthood and Christ-likeness as our foundation for growth and development, MVCA will not tolerate any form of bullying and if it is determined by the Principal that bullying behavior as defined above is occurring, the perpetrator of the bullying will be punished with one week suspension and the School Board will consider expulsion based on the merits of the case. Any student who intentionally physically harms another student during the school day will be immediately sent home and the principal will determine if a suspension is warranted.

Individual cases that approach, but do not extend to the above definition (i.e. one-time or infrequent events) will be addressed with serious concern by the teacher or Principal, if advanced to that level. Inappropriate and/or aggressive behavior will not be tolerated. Excuses, such as, “I was just joking,” will not be acceptable. Teachers and administrative personnel should use these circumstances to teach, mentor, and guide student behavior to avoid the actions from becoming that which grows to the stated definition of “bullying,” and to teach Christlike behavior toward one another.

## School Resources Use Policies

### Library

The mission of the library is to foster a love of reading by providing fun, engaging, age-level appropriate books for the students to read as well as 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 by providing a quiet place for students to work.

### Computer/Network

There are pros and cons to the use of any technology, the use of computers and the internet are no exception. MVCA considers technology to have legitimate educational value and has endeavored to use 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 educational objectives and are prohibited from inappropriately using computers and/or the network and internet.

In addition to presenting appropriate computer/technology usages, MVCA expects professional, ethical, and safe use of upcoming technologies, such as ChatGPT or other AI systems. The use of such artificial intelligence technology to produce work that is presented as one's own will be viewed as a serious violation and plagiarism, subject to disciplinary measures. Proper use of such technology will be taught and should be viewed as another tool that can be used appropriately and with caution.

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, bullying 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.
- Change the background of the computer to an inappropriate or obscene image.
- Access chat rooms and/or non-school e-mail without teacher permission.
- The following rules shall be in effect for all students using *any computer* on school premises at all times. This includes personal computers possessed by students for educational purposes:

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

Students who violate the school’s computer use policy may be denied access to the school’s computer system and are subject to additional disciplinary measures as described in the school’s handbook, (see [MODERATE OFFENSES](#) AND [SEVERE OFFENSES](#)) which may include suspension or expulsion depending upon the severity of the infraction. Students who willfully damage hardware or software face disciplinary consequences and may additionally 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 & Enforcement

### Daily Dress Code

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

To dress modestly and display humility:

- Don't you know realize that your bodies are temples of the Holy Spirit, who is in you whom you have received from God? You are not your own; you were bought at a price. Therefore, honor God with your bodies. 1 Corinthians 9:19-20

To strive for internal rather than external beauty

- But the Lord said to Samuel, “Do not consider his appearance or his height, for I have rejected him. The Lord does not look at the things people look at. People look at the outward appearance, but the Lord looks at the heart.” 1 Samuel 16:7
- Do not be conformed to this world, but be transformed by the renewal of your mind, that by testing you may discern what is the will of God, what is good and acceptable and perfect. Romans 12:2

To acknowledge God’s design

- Deut. 22:5 5 A woman shall not wear a man’s garment, nor shall a man put on a woman’s cloak, for whoever does these things is an abomination to Lord your God.

MVCA expects our students to wear neat, clean, modest, and moderate clothing. This applies to attendance at school and all school-sponsored activities both here on campus and at off campus events. Parent(s)/legal guardian(s) are responsible to ensure enforcement of the dress code policies with their child(ren) prior to their arrival at school. Modesty and common sense should be priorities and with MVCA open to visitors, we only have one chance to make a first impression. Homeroom teachers will address any dress code violations with students first. If attempts to correct dress code violations at the teacher level create problems and/or attitude issues, students will meet with the principal.

Any parent volunteers are asked to follow the dress code while helping out at school.

### Appropriate Attire

Appropriate daily attire and general expectations/guidelines for on and off campus MVCA activities include but are not limited to:

- Be neat: No holes or tears in clothing.
- Be clean: Practice good hygiene.
- Be prepared: Shoes and clothing should be practical for the day's activity and weather requirements.
- Be modest: No immodest tops or shirts.
- Snow clothes such as snow boots, snow pants, coats, hats, and gloves should be brought to school to wear outside at recess during the cold, snowy months.

### Appropriate Attire for Preschool

- Loose fitting clothes.
- Elastic pants- (pants that students can easily pull up and down by themselves). An example of this would be leggings
- Velcro, or any other slip- on shoes
- Easy clothes that they can wear to toilet by themselves. (No belts)
- An extra change of clothes should be brought in case of accidents, sickness, etc.

### Inappropriate Attire

- Attire deemed inappropriate for on or off campus MVCA activities include but are not limited to:
- No hats or hoodies with the hood up should be worn in the building.
- No shirts with questionable or potentially offensive language, words, or graphics.
- No "muscle shirts" or tank tops.
- No slippers, flip-flops, or bare or stocking feet.
- Piercings should be removed, with the exception of girls' earrings, not to exceed two per ear.
- No painted fingernails or facial makeup for males.
- No low-rise or sagging pants.
- No unnatural makeup; hair dye colors will be limited to natural color highlights. Makeup should not be shared.
- No clothing of stretchy, clingy fabric.
- No sweats, yoga pants, joggers, or athletic shorts. Shorts must have belt loops, a zipper, and pockets.
- No pajamas.
- No jeggings, leggings (which includes flared leggings), tights, stretchy pants, etc. (may not be worn as pants, but may be worn as undergarments for skirts/dresses).
- No clothing that is excessively tight, short, see-through, or revealing, to include tops that reveal midriff areas when arms are raised or when seated.
- Crocs, and sandals will be allowed if worn with the backstrap behind the heel. This is for safety concerns.
- Skirts and dresses shall be no higher than two (2) inches above the top of the knee cap.
- Shorts will be no higher than mid-thigh.

### Physical Education Attire

APPROPRIATE ATTIRE for Gym Dress Standards:

- Appropriate and modest t-shirts (No muscle or tank tops)
- Shorts - modest and length must be no shorter than mid-thigh, sports/board shorts for P.E only.
- Approved (modest) swimwear (i.e., one-piece for girls and “board shorts” for boys)
- Sweats
- Athletic shoes and socks.

Appropriate Dress Shorts



Athletic Shorts for PE Only



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

### Dress Code Enforcement

Students who knowingly and/or repeatedly violate the dress code shall be disciplined and parent(s)/legal guardian(s) will be contacted. 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 principal has the final authority to evaluate styles in clothing and grooming to determine their appropriateness for school functions. The principal may waive dress requirements for educational activities, extenuating circumstances, and special school functions or occasions when appropriate.

- First Offense: The student and parent(s)/legal guardian(s) will be notified of the infraction, a note will be put in Jupiter and a change of clothes will be brought to school, so the student is in compliance of our dress code policy.
- Second Offense: Parent(s)/legal guardian(s) will be notified, a note will be put in Jupiter, a change of clothes will be brought to school, and a loss of a privilege will occur.
- Third Offense: Parent(s)/legal guardian(s) will be notified, and asked to take the student home to change attire and a meeting will be set between the parents, student, and principal.

Students who continue to break the school’s dress code may lead to a suspension. In the event of a “judgement call,” the principal reserves the right to make the determination on whether a student has violated the school’s dress code.

## DISCIPLINE POLICY

### 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 6 Train up a child in the way he should go; even when he is old he will not depart from it.
- Hebrews 12:5–11 5 And have you forgotten the exhortation that addresses you as sons? “My son, do not regard lightly the discipline of the Lord, nor be weary when reproved by him. 6 For the Lord disciplines the one he loves, and chastises every son whom he receives.” 7 It is for discipline that you have to endure. God is treating you as sons. For what son is there whom his father does not discipline? 8 If you are left without discipline, in which all have participated, then you are illegitimate children and

not sons. 9 Besides this, we have had earthly fathers who disciplined us and we respected them. Shall we not much more be subject to the Father of spirits and live? 10 For they disciplined us for a short time as it seemed best to them, but he disciplines us for our good, that we may share his holiness. 11 For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it.

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 30 And you shall love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.’ 31 The second is this: ‘You shall love your neighbor as yourself.’ There is no other commandment greater than these.”

Decency and order are clearly commanded as a priority in the Christian’s life.

- 1 Corinthians 14:40 40 But all things should be done decently and in order.

Obedience and submission to God and those in authority should be a given assumption in any system used by Christians.

- Hebrews 13:17 17 Obey your leaders and submit to them, for they are keeping watch over your souls, as those who will have to give an account. Let them do this with joy and not with groaning, for that would be of no advantage to you.

Proper motives, not just proper actions, are crucial in the scriptural priority system.

- James 4:1–3 1 What causes quarrels and what causes fights among you? Is it not this, that your passions are at war within you? 2 You desire and do not have, so you murder. You covet and cannot obtain, so you fight and quarrel. You do not have, because you do not ask. 3 You ask and do not receive, because you ask wrongly, to spend it on your passions.

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 15 “A single witness shall not suffice against a person for any crime or for any wrong in connection with any offense that he has committed. Only on the evidence of two witnesses or of three witnesses shall a charge be established.

## Establishment of Classroom Discipline and Management Procedures

Classroom management and discipline procedures are a unique teacher’s prerogative. Development of classroom expectations are established with consideration of individual teaching and management styles, pedagogy (teaching strategies and approach), and personality. However, with reflection on a teacher’s autonomy in one’s own classroom to pursue the purposes of classroom management and discipline, certain overarching aspects of these critical approaches must be attended to as a schoolwide approach.

### Classroom Management

Although teachers have more thorough documentation of this process, the following tenets highlight the broader approach to these critical areas of classroom processes.

- Teachers have the primary responsibility of communicating and enforcing expectations. Therefore, clearly understood rules are critical for students to genuinely understand those expectations. Classroom rules need to be presented in a manner that is appropriate for the given students involved.
- Teachers will involve classroom students in the construction of classroom rules and stress the importance of those rules for smooth class operations.
- Modeling of expectations is a standard and critical aspect of a teacher’s approach to instruction. Teachers are expected to model desired behaviors, both in behavior and academic production.
- Typical classroom procedures will be established in order to attain a reasonable routine that students will recognize and be expected to adhere to.
- 

### Godly Discipline



MVCA bases discipline practices on Biblical principles. These principles are clearly defined within this handbook. Godly discipline is designed and intended to redirect hearts toward a more Christlike response. Biblical discipline is rooted in a loving but firm response designed to instruct and correct.

### Steps for Student Discipline

- *Issuance of a “Warning”* Expectations need to be communicated in advance. However, when a student initiates an action that is beyond clearly defined expectations, the first response is instruction in the way of a warning and reminder of how the behavior is in opposition to the expected behavioral outcome. Beyond the issuance of a warning, teachers or staff members involved ought to create an opportunity for a conversation with the student so that they understand what behavior was called into question and why. This needs to be pursued as a learning opportunity.
- *Action as Consequence* In the event of a repeated or similar offense, a consequence will be administered that is equal to the behavior. Contact with parents via [jupitered.com](http://jupitered.com) is advised, but not required. Examples of moderate and severe offenses and potential consequences can be found on the following page.
- *Parent/Guardian Notification* If issues with the observed behavior continue, communication with parents is required. This will be, at a minimum, a [jupitered.com](http://jupitered.com) communicate with the student’s parents/guardians. Additional communication with parents/guardians is encouraged but contact via [jupitered.com](http://jupitered.com) is the minimal notification process.
- *Administrative Intervention* When it is determined that the corrective approach(s) are not being effective, appropriate administrative notification needs to occur. Corrective actions, at this point, will be determined by the principal and may include, but are not limited to measures such as *sincere* public teacher/classroom apologies, additional activities such as school cleaning/maintenance chores, suspension, or even, in severe cases, recommendation for expulsion. All actions, at this point, will be communicated with parents/guardians by the administrative official via [jupitered.com](http://jupitered.com), at a minimum.

This process presents the most common approach to classroom/school misbehavior. However, at times events present themselves in a fashion that requires steps to be omitted to effectively address more egregious offenses. Any scenario that presents a danger to the student in question, other students or adults, or damage to school or others property will require a swifter and more determined response. Staff and teachers need to evaluate each incident to determine the appropriateness of bypassing steps.

*Any threat or threatening demeanor by students toward any other school member, staff, or student, will not be tolerated and will be rapidly addressed.*

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 14 Do all things without grumbling or disputing, 15 that you may be blameless and innocent, children of God without blemish in the midst of a crooked and twisted generation, among whom you shine as lights in the world, 16 holding fast to the word of life, so that in the day of Christ I may be proud that I did not run in vain or labor in vain.
- 2 Corinthians 7:9–11:9 As it is, I rejoice, not because you were grieved, but because you were grieved into repenting. For you felt a godly grief, so that you suffered no loss through us. 10 For godly grief produces a repentance that leads to salvation without regret, whereas worldly grief produces death. 11 For see what earnestness this godly grief has produced in you, but also what eagerness to clear yourselves, what indignation, what fear, what longing, what zeal, what punishment! At every point you have proved yourselves innocent in the matter.

### Moderate Offenses

Appropriate staff members will be responsible for the administration of consequences for moderate offenses.

The following violations are typical of moderate offenses:

1. Actions that violate classroom, vehicle, and playground rules
2. Moderate disturbances that prevent classroom order and instruction, including excessive or unexcused tardiness
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.

### Consequences for Moderate Offenses

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

1. Loss of free time or privileges.
  - a. Students will sit quietly during recess or breaks
2. Removal from the classroom.
  - a. Student will sit or stand quietly in the hall or by office
3. [Jupitered.com](https://www.jupitered.com) notification, a note sent home or a call home by staff. A note may be sent home with the student to be signed by a parent/legal guardian and returned the following day.
4. Loss of special events participation.
  - a. Student will not participate in field trips, parties, etc.
5. Teacher and or Principal conference where the student will confer with a teacher and/or Principal
6. Additional work:
  - a. Student will complete additional assignments during free time, recess, special activities, or before, or after school
7. Acts of Service:
  - a. Any activities needing done that are assigned by the teacher or Principal

### Severe Offenses

The principal will be responsible for the administration of consequences for severe offenses. The principal may vary the consequences to suit each student's individual needs. Regardless of the consequence imposed, the principal will notify parent(s)/legal guardian(s) of the incident and if appropriate, the student will apologize to the teacher, individual, or class and ask to be readmitted to the class.

Severe offenses include but are not limited to the following:

1. Actions and attitudes that demonstrate disrespect for authority: This includes verbal or nonverbal communication indicating rejection of an adult's communication or direction.
2. Rebellious or mocking behavior which remains unchanged after appropriate 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.
3. Cheating or plagiarism will not be tolerated. Teachers will communicate expectations regarding both of these critical academic issues at the beginning of a grading period so that students have a clear understanding of both the definitions and the consequences of these actions. Use of AI to write assignments is considered plagiarism. Plagiarism will result in a 0 and the assignment will not be made up.
4. 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. This includes the use of "off colored" humor and verbal and non-verbal bullying. Students are to use wholesome language that is encouraging, uplifting and edifying.

Ephesians 4:29 29 Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear.

Ephesians 5:4 4 Let there be no filthiness nor foolish talk nor crude joking, which are out of place, but instead let there be thanksgiving.
5. Inappropriate displays of affection: In respecting each other and God's guidelines for relationships, inappropriate displays of affection between members of the student body are not appropriate at school. This applies to all school functions on school property. Participation in immoral sexual behavior is strictly prohibited.
6. Willful disregard for property (i.e. damaging chairs, desks, equipment, vehicles, clothing, building, lockers, etc.).

7. 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).
8. Possession of drugs, alcohol, tobacco or inappropriate literature is strictly prohibited, on or off school premises.

### Consequences for Severe Offenses

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

1. Confiscation of inappropriate or unlawful items
  - a. Objects will be secured by the teacher or Principal and may not be returned.
2. Principal conference
  - a. Student will confer with the principal.
3. Parent(s)/legal guardian(s) and Principal will convene to discuss the incident and consequences.
4. In school suspension.
  - a. A student on an In-school suspension reports to the principal's office each day of the suspension immediately upon arrival on school property where he or she is isolated from the other students for the entire day, including lunch. The student is excluded from participating in any extracurricular activities or functions.
5. Out of school suspension.
  - a. Student will 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(s)/legal guardian(s) and Principal conference will be necessary for the student to return to school. Specific changes in the student attitude 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.
  - a. 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 Head of School if the offense warrants such action. Due to the severity of the situation, the Principal has the right to suspend a student until the Head of School can meet with the Principal and evaluate the situation. If a student is expelled the parent(s)/legal guardian(s) are obligated to pay the current quarter's tuition, fees, and the \$100 withdrawal fee.

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 severe 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 involved, or to prevent vandalism or destruction of school property.

### 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 27 “But I say to you who hear, Love your enemies, do good to those who hate you, 28 bless those who curse you, pray for those who abuse you. 29 To one who strikes you on the cheek, offer

the other also, and from one who takes away your cloak do not withhold your tunic either. 30 Give to everyone who begs from you, and from one who takes away your goods do not demand them back. 31 And as you wish that others would do to you, do so to them. 32 “If you love those who love you, what benefit is that to you? For even sinners love those who love them. 33 And if you do good to those who do good to you, what benefit is that to you? For even sinners do the same. 34 And if you lend to those from whom you expect to receive, what credit is that to you? Even sinners lend to sinners, to get back the same amount. 35 But love your enemies, and do good, and lend, expecting nothing in return, and your reward will be great, and you will be sons of the Most High, for he is kind to the ungrateful and the evil. 36 Be merciful, even as your Father is merciful.

Galatians 5:19–26 19 Now the works of the flesh are evident: sexual immorality, impurity, sensuality, 20 idolatry, sorcery, enmity, strife, jealousy, fits of anger, rivalries, dissensions, divisions, 21 envy, drunkenness, orgies, and things like these. I warn you, as I warned you before, that those who do such things will not inherit the kingdom of God. 22 But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, 23 gentleness, self-control; against such things there is no law. 24 And those who belong to Christ Jesus have crucified the flesh with its passions and desires. 25 If we live by the Spirit, let us also keep in step with the Spirit. 26 Let us not become conceited, provoking one another, envying one another.

Matthew 5:9 9 “Blessed are the peacemakers, for they shall be called sons of God.

MVCA believes that conflict provides opportunities to glorify God, serve other people, and grow in Christ

1 Corinthians 10:31–11:1 10:31 So, whether you eat or drink, or whatever you do, do all to the glory of God. 32 Give no offense to Jews or to Greeks or to the church of God, 33 just as I try to please everyone in everything I do, not seeking my own advantage, but that of many, that they may be saved. 11:1 Be imitators of me, as I am of Christ.

Romans 8:28–29 28 And we know that for those who love God all things work together for good, for those who are called according to his purpose. 29 For those whom he foreknew he also predestined to be conformed to the image of his Son, in order that he might be the firstborn among many brothers.

James 1:2–4 2 Count it all joy, my brothers, when you meet trials of various kinds, 3 for you know that the testing of your faith produces steadfastness. 4 And let steadfastness have its full effect, that you may be perfect and complete, lacking in nothing.

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; faithfully obeying His commands; and 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 moderate offenses, or talk directly and graciously with those whose offenses seem too severe 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. MVCA 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 (Matt. 18:15). If that does not work attempt to bring in a third party to mediate with you both (Matt. 18:16). Always pray before dealing with conflict or problems.
2. Complaints that remain unresolved may be moved through the chain of authority by contacting the teachers, Principal, and then the Head of School. The Head of School will hear appeals only if the complaint has been moved through the chain of authority.
3. At his/her discretion, the HOS may act upon the recommendation of the Principal or may direct the matter to the School Board. 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 Principal/HOS and/or the Board President in written form at least seven (7) days prior to the meeting.

## Appeals Process

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

1. The student's, group of students' or parent(s)/legal guardian(s)' appeal must be done according to the [PROCESS FOR CONFLICT RESOLUTION](#).
2. The student, group of students, parent(s)/legal guardian(s) or their agents shall file a written request with the Administration of MVCA setting forth in detail the action or policy which is the basis of the grievance. The Administration 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, 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.

## Extra-Curricular Activities

MVCA's extracurricular philosophy 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 individual, and team competitive experiences contribute significantly to the development of character, mutual support, and school spirit. Competition and sportsmanship are 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 WIDE RULES/DISCIPLINARY MEASURES](#).
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. However, he or she is required to participate in all preliminary activities (i.e., practices and preparation times) and is expected to attend "home" games/events. He or 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 or 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. Academic and behavioral information is available by logging into your [Jupitered.com](#) account.

## 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, 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 under [STUDENT DRESS CODE & ENFORCEMENT](#), 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 5 An athlete is not crowned unless he competes according to the rules.
- 1 Timothy 4:8 8 for while bodily training is of some value, godliness is of value in every way, as it holds promise for the present life and also for the life to come.

## 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. Parent(s)/legal guardian(s) will be notified when the school will not provide transportation, thereby allowing their students to drive to the activity.

When MVCA provides school transportation to an event, the following policies will apply:

1. All participants must ride in the designated school vehicle driven by MVCA staff to the event.
2. Parent(s)/legal guardian(s) may drive their own student to and/or from the event provided that they inform the activity advisor and the school office each time prior to doing so. They may not transport another student unless written consent from the student's parent(s)/legal guardian(s) has been provided to the activity advisor or school office each time prior to doing so.
3. Students may not drive to the event.
4. Students will clean the school vehicle when arriving back at campus.

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 or her transportation to the event. By informing parent(s)/legal guardian(s) 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 all involved students' parent(s)/legal guardian(s) has been provided to the activity advisor and 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.

## 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 parents 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:

- Request attendance of regular 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 both the Pledge to the Christian Flag and The Pledge of Allegiance (see [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 Eagle Eye publication online (or request a printed copy) 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 Parent Teacher Organization and seek out ways to assist the school. The front office or Principal can share ways that anyone can help through volunteer work.
- To accomplish the purposes of our school, we will require families to be actively involved in the Parent Involvement Program (PIP)

## Parent Involvement Program (PIP)

MVCA parents/guardians, not students, are required to contribute twenty (20) volunteer hours per family (not per student) each calendar year. Being an adult volunteer is an excellent way to model gifts of service for all students and there are various areas of great need in which you can serve. Unfulfilled hours will generate an invoice mailed out at the end of the school year at \$15.00 per hour. The twelve (12) month PIP calendar begins the first day after the end of school and ends on the last day of the school year. Examples of volunteer opportunities: school programs, fund raisers, weekly Friday Hot Lunch Program (see [Lunches & Cafeteria Behavior](#)) annual school cleaning, mowing lawns, school-maintenance projects, field trips, recess supervision, and classroom/teacher help, and afterschool supervision. Check with the front office or Principal for a more detailed list of areas where you can share your talents.

## School Procedures

### School Hours: Arrival and Dismissal

**Preschool:** Education hours for *full-time students* begin promptly at 8:15a.m. and dismissal/pick-up is at 3:15 p.m.

Education hours for *part-time students* begin promptly at 8:15a.m. and dismissal/pick-up is at 11:00 a.m.

**Lower School:** Pre-School to 6<sup>th</sup> grade education hours begin promptly at 8:15 a.m. and dismissal/pick-up is 3:15 p.m.

Upper school students see Upper School Handbook

For student safety, exterior doors will be locked during classroom hours. Please ring the doorbell if you need access to the school building and sign in at the front office for your visit.

The daily transportation of students to and from MVCA is the sole responsibility of the student's parent(s)/legal guardian(s). Since there is no adult supervision, *students should not be dropped off before 8:00 a.m.* unless a *temporary* early drop-off has been prearranged with your student's teacher. This allows teachers and staff to settle in and prepare for the day's classes.

Students will sit with their classes in their classrooms and will be dismissed from there. Parent(s)/legal guardian(s) should make every effort to pick up their children by their dismissal time. Lower School students (Preschool to 6<sup>th</sup> grade) not picked up by 3:30, and Upper School students (7<sup>th</sup> to 12<sup>th</sup>) not picked up by 3:45, will be temporarily enrolled into the After School Program and be invoiced for \$8.00 per hour, per child, with \$8.00 being the minimum.

### After School Care

After School Care is teacher/staff led and is available Monday through Thursday from 3:30 p.m. to 5:30 p.m. Invoices will be sent out monthly at \$8.00 per hour, per child, with \$8.00 being the minimum. When parent(s)/legal guardian(s) pick-up their student(s) from After School Care they will sign them out with the After School Supervisor to prevent over billing. Since there is no after school care on Fridays, any student picked up after 3:30 will result in the parents/guardians being charged a \$10 fee for every 30 minutes they are late.

## Chapel/Bible Class

Each week MVCA devotes time for Chapel which includes a time of singing, worship, and a short devotional or message by an invited guest speaker or teachers. Invited speakers range from missionaries, past graduates, athletes, pastors, teachers, and parent(s)/legal guardian(s). All have one goal: to properly lift up the name of JESUS and point students toward Him. Parent(s)/legal guardian(s) are welcome to attend and participate in all Chapel services.

## 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.

## Pledge

We begin each Chapel Service with worship and a Pledge to the Christian Flag and the Pledge of Allegiance

### **Pledge to the Christian Flag**

I pledge allegiance  
to the Christian flag  
and to the Savior  
for whose kingdom it stands;  
one brotherhood, uniting all Christians  
in service and in love.

### **The Pledge of Allegiance**

I pledge allegiance to the flag  
of the United States of America,  
and to the Republic  
for which it stands,  
one nation, under GOD, indivisible,  
with liberty and justice for all.

## Recess

Recess is a scheduled part of the regular Lower School (grades Preschool through 6<sup>th</sup>) day that provides students with the time to expend energy, stretch, activate their bodies, and develop social skills. Students will go outside for recesses every day unless it is raining or if we have a windchill advisory. ***All students should be adequately dressed for Montana weather.*** Adverse weather conditions are monitored closely by teachers and if conditions worsen during a recess period, the children will be brought inside.

## Field Trips

Periodically classes take field trips to interesting and educational places that are positive experiences and are encouraged by the school. Teachers arrange field trips and will send information home notifying parent(s)/legal guardian(s) at least 2 weeks in advance. A permission form is required to be signed by a parent(s)/legal guardian(s) before a student may leave school grounds. Teachers may possibly have a single form covering several trips. All field trips will be approved by the principal. All field trips are considered a regular school day and will be counted as such. In the event a student is absent, notification via Jupitered.com must be made to the school. The attendance and excused/unexcused policies apply to field trips. The teacher may assign an alternative assignment if a student is unable to attend a field trip. All parent drivers must submit a copy of a valid driver's license and proof of current insurance

## Visitors

Parent(s)/legal guardian(s), family, friends, and prospective students are welcome to visit students and/or observe classes by following guidelines and safety protocols. ***All*** visitors are required to report to the school office, sign in, and wear a visitor badge upon entering the premises.

Unscheduled visitors will not be permitted to access classrooms without an appointment or to see students without a parent(s)/legal guardian(s)' permission. In the case of divorced or separated parent(s), the school cannot grant a non-custodial parent/legal guardian the right to see his or her child without a court order. MVCA must have a copy of these legal documents on file.



## Telephone Use

Due to time restraints, it is difficult for office personnel to deliver messages to students or teachers. MVCA strives to keep classroom time as productive as possible for the success of the students and teachers. Parent(s)/legal guardian(s) are discouraged from calling the school to talk to students or give messages during school hours unless it is an emergency. Students may use school phones in emergencies only or with a teacher's/administration's permission when deemed necessary. Arrangements for after-school activities or personal business should be made at home and in advance, not by the use of school phones.

## Personal Items

Any personal items for after-school activities (slumber parties, etc.) will not be stored in the office or the foyer but must be able to be stored in the student's cubby, otherwise other arrangements must be made.

## Electronic Devices

Cell phones, tablets, and all other electronic devices, *including earbuds and smart watches*, may not be used for personal use during school hours due to their disruptive nature. Students will set their cell phones on silent or vibrate mode and place them in an assigned cell phone box in the MVCA office each morning upon entering the building. Students may not use the phones for personal use at any other time during the school day, unless there is an emergency. To support this policy, it is requested that parent(s)/legal guardian(s) not call or text student cell phones during the school day, but instead call the front office should an emergency situation arise. Students should request permission to use cell phones during the school day from their teacher or administration for educational purposes only. If specific permission is given by a teacher, a student may use their electronic device for research or other educationally valid reasons. Violations of the policy by use of or having a cell phone on their person without permission will be enforced as follows:

- First offense: Verbal warning and directed to return phone to the front office.
- Second offense: Phone will be confiscated and held in the office, and not used, until released to the student at the end of the school day.
- Third offense: Phone will be confiscated and held in the office until parent(s)/legal guardian(s) retrieve it.
- Fourth offense: The student will not be allowed to have a cell phone at the school for a period of probation to be determined by the Principal.
- Subsequent violations, or violations incurred during a period of prohibition set by the Principal, will be met with more severe disciplinary measures, to include suspension and possible expulsion.

## Lost & Found

MVCA 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 parent(s)/legal guardian(s) are encouraged to label items 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. Unclaimed articles will be disposed of, sold or given to a worthy cause throughout the year.

## School Newsletter: Eagle Eye

The Eagle Eye school newsletter is used as a consistent means of communication with the school community. MVCA publishes this quarterly with important announcements and events listed. Parent(s)/legal guardian(s) and students who wish to publish information in the Eagle Eye must submit the information for administrative approval. The deadline for submitting articles or items is Monday, before the publication, at noon.

## Emergencies/Health & Safety Procedures

### Fire and Disaster, and Lock Down Drills

The school will conduct fire and other emergency drills at least once each quarter using procedures approved by the Head of School and local fire authorities. A fire alarm consisting of a loud, intermittent buzzer is sounded for the purpose of a fire, in either a drill or an actual emergency. At that time, students are to evacuate the building as rapidly as possible in an orderly manner following the direction of 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 prearranged appropriate gathering sites.

## Emergency School Closures

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 ice which make the roads impassable or unsafe. In case of an emergency closing, information will be broadcast over the local radio stations as MVCA's emergency weather closures do not always coincide with the Polson Public Schools.

Because MVCA students and staff come from a large geographic area, the administration will work with the Lake County officials to determine the course of action based on weather. MVCA's first plan will be a late/delayed start and the determination of a late start will be prior to 6 am. If the weather event does not appear to improve, MVCA will make a determination by 9 am if the school day will be canceled.

When there is an emergency closure, MVCA will use text and email notifications through Jupitered.com, make phone calls if needed, will use radio notification, and we will post announcements on Facebook and Instagram.

In the event of a late start, students will be dropped off no earlier than 15 minutes before the start of the school day.

## Student Illness

see [ATTENDANCE STUDENT ILLNESS](#)

## Student Injuries

Parent(s)/legal guardian(s) of students who are injured will be contacted immediately. If emergency medical treatment is necessary, a call to 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 parent(s)/legal guardian(s). If a parent(s)/legal guardian(s) 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 parent(s)/legal guardian(s) cannot be reached. A representative of the school faculty or staff will stay with the child until parent(s)/legal guardian(s) can assume responsibility.

## Medication

In the event of a minor injury during school hours school personnel will refer to the signed *Medical Release* form to give your student Ibuprofen or Tylenol from the nurse's supply station. All medications must be registered yearly or per prescription by the parent(s)/legal guardian(s), brought to the school office in their original containers for the prescription duration and accompanied by a completed *Notification of Medication Use* form. This form authorizes school office personnel to assist with the administration of prescribed medicine to the student during the school day. Any medication remaining after the prescribed period will be picked up by a parent/legal guardian. Medication is defined as all drugs, whether prescription or over the counter, including homeopathic products. Students are not to carry or store medication, except for students with asthma who may carry and self-administer asthma medication while in school or at a school-sponsored activity. However, Asthma inhalers are still defined as medication and **must** also be registered at the school office annually. No student may at any time give medications to another student. Strong disciplinary action may result if this occurs. The Medical Release and Notification of Medication Use forms are available at the admin offices or online.

## Allergy Policy

MVCA recognizes there are several students with allergies within our school. While we cannot prevent exposure to every allergy, we can do our best to limit exposure to severe allergies. Parents of students with allergies are asked to submit a detailed allergy plan to the front office and if applicable a diagnosis from a doctor. This allergy plan must include what the student is allergic to, the severity, and listed steps on what to do in the event of exposure to the allergy, including administering medication or an epi pen. The teacher(s) of the student will also receive a copy of the allergy plan. For peanut allergies- tables and desks will be thoroughly wiped down before the student with a peanut allergy comes into the room. No peanuts or products containing peanuts will be allowed for classroom parties, group snacks, or treats. Hot lunch being provided by a parent volunteer **MUST** be peanut free, including dessert. Teachers will also be instructed to let the students in their classrooms know not to share food with their classmates.