



Parent/Student Handbook

Grades 6-12

2017-2018



The Association of Christian Schools International



The Western Association of Schools and Colleges

Monte Vista Christian School is accredited by the Western Association of Schools and Colleges (WASC) and the Association of Christian Schools International (ACSI), and offers all California required courses and curriculum which meet UC/CSU entrance requirements, as well as NCAA core course requirements.

Letter from the Headmaster

Dear Students and Parents,

We are grateful to God that you are part of the MVC story -- and part of our family.

In 1926, Rev. R.O. Price and his wife, Nell, both educators, felt inspired by God to start this school. They envisioned and described a community in which “boys and girls, regardless of whether they lived near or far, irrespective of race, creed or position in life... could receive a good education and at the same time learn to live together, play together, work together, and worship together as one happy, wholesome family.”



By God’s grace, almost 100 years later, MVC is a thriving Christ-centered community. A family. This handbook exists in part to describe some of the structures we need as a family; we share this handbook with you to help define and protect the way we will live, play, work, and worship together.

- Dr. Salerno

Our Mission

We empower students to achieve their highest potential through Christ-centered educational excellence.

School Motto

“Fidei Defensor” (Defender of the Faith)

Our Vision

We are dedicated to being a premier college preparatory Christian school, empowering students to impact their world.

Our Verse

[Hebrews 12:2](#): Keeping our eyes on Jesus, the champion who initiates and perfects our faith.

Our Values

Character - We are committed to both introducing people to Christ, and disciplining them for Christ to cultivate a culture that honors God.

Understanding - We are committed to achieving academic excellence through traditional and innovative subjects of study, distinction in extracurricular activities, and Biblical truth.

Relationships - We develop meaningful relationships among students, staff, faculty, parents, our community, and the world through learning, loving, and serving.



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Philosophy

The philosophy of Monte Vista Christian School is built on the revelation of Jesus Christ as the Son of God and Savior of the world, *for no one can lay any foundation other than the one already laid, which is Jesus Christ* (1 Corinthians 3:11 NIV). We believe that a Christ-centered program is the most trustworthy guide toward educational excellence. In our service of developing students, we keep our focus on Jesus Christ, who, having lived a life of perfect faith and brought it to full completion, now is *the champion who initiates and perfects our faith* (Hebrews 12:2 NLT). To these principles we are passionately committed, and from this passion flows exemplary, innovative, and Biblically-based curricular and co-curricular programs which are at the highest levels of accreditation and academic standards and are directed at preparing our students for success at Monte Vista and throughout their lives.

Our philosophy is lived out in a community of believers, where we welcome students from all religious faiths and even those who do not hold to any particular set of religious beliefs. Within this diverse setting, we openly model and express a faith consistent with a Christian worldview, while acknowledging that our own lives are works in progress, and that we are constantly being shaped by our faith. However, within our acknowledgment of imperfection, we understand that as followers of Christ we are called to live exemplary lives reflective of the ethical and moral standards of Christ's teachings. In light of this high calling, we accept that we are accountable to Christ, each other, our students, and our community to live as servants of Jesus Christ in the spirit of generosity and compassion while being responsive to the needs of those we serve.

To the families who entrust their children to us each year, we take very seriously our role of serving together with you. We hold this sacred trust as stewards in a partnership and passionately commit ourselves to our strategic role as a premier educational institution to developing your children morally, emotionally, intellectually, and physically to their highest potential.

Our hope is that when students graduate from Monte Vista Christian School, in addition to having the highest level of educational experience, they will also have discovered a passion to spread the message of Jesus Christ to the entire world. And through the examples they have encountered, that they will be world changers living as trustworthy and accountable stewards within God's creation.

Statement of Faith

We believe the Bible to be the inspired, only infallible, authoritative, inerrant, all sufficient Word of God (II Timothy 3:15, II Peter 1:21).

We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).

We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, I Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19) and His personal return in power and glory (Acts 1:11, Revelation 19:11).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith are we saved (John 3:16-21, John 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).

We believe in the resurrection of both the saved and the lost; they that have accepted Christ unto the resurrection of eternal life and those who have not accepted Christ unto the resurrection of eternal judgment (John 5:28, 29).

We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:18-14, I Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

Relationships and Conflict Resolution

Relationships are a core value at MVC. The community works best when Administration, Faculty, Staff, and Parents are unified and communicating well. In any work together, conflicts will arise. When they do, it is vital to seek resolution well and to avoid unhelpful attitudes/actions (gossip, slander, etc.) Below is a description of the basic protocol MVC uses to resolve conflict:

- Any offended person should directly and humbly approach the other person involved. It is often best to start with a phone call or face to face meeting to avoid email confusion.
- If the offended person has not found resolution after a first meeting, he or she should:
 - Invite the person's supervisor to set up and facilitate a second meeting with the other person. If still not resolved, he or she should:
 - Continue reaching out to the next level supervisor until resolution is met.

Student Academic Goals

Our statement of academic goals and expectancies becomes operational through the use of performance objectives, known as **Expected Schoolwide Learning Results (ESLRs)**, which identify desired academic and character objectives. Desired outcomes, stated in terms of observable behavior and skills, will be specified in the classroom by grade level and course level as we create a learning environment that encourages each student to work toward achieving the goals and expectancies of MVC.

Admission Policy

Monte Vista Christian School is a community committed to following Christ. We believe that community is born of Christ-centered practices and strengthened when members honor each other, live with integrity, practice confession and forgiveness, accept responsibility for their actions and words, and submit to Biblical instruction. MVC seeks student applicants of good character, who have demonstrated scholastic achievement and who want to contribute positively within a community defined by Christ-centered learning and values.

A grade point average of 2.0 in the most recently completed semester is necessary for those who are applying (or reapplying) to MVC. Under extenuating circumstances, the Academic Deans may grant an exception. New students are required to take an admission and/or placement exam. By accepting admittance, parents, guardians, and students affirm they understand and agree that enrollment at MVC is subject to and expressly conditional on the student's compliance with the terms, conditions, rules, and policies stated in the Parent/Student Handbook, [Resident Student Handbook](#), Statement of Faith, School Philosophy, and in other written statements current and/or amended. The student and parent/guardian are expected to follow the rules, regulations, and policies. Failure to do so may result in corrective action including dismissal from the school.

Summer School Admission Policy

Current MVC high school students interested in taking summer school classes should consult with their academic advisor in early February for details on course recommendations and availability. Current MVC middle school students interested in high school summer school courses must first receive written permission from the MVC Middle School Principal.

Withdrawal Policy

Whether parent or school initiated, student withdrawal from MVC begins with a review of the obligations outlined in the Enrollment Contract. In addition, a timely parent conference is required with an administrator to discuss the withdrawal and potential implications regarding academic credit and/or disciplinary action. A Withdrawal Form will be issued from the Administrator and signed by the parent or guardian.

All financial obligations must be met before the process can be completed. Outstanding tuition and school property such as books, iPads and supportive equipment, uniforms and equipment, and the HID student identification card must be returned at the time of withdrawal. A completed withdrawal process and all financial obligations must be met before diplomas,

report cards, records or transcripts can be released. Parents may request unofficial transcripts from the Registrar at the time of the withdrawal.

CAMPUS CARE & SAFETY

Closed Campus Policy

Monte Vista Christian School is a closed campus. All pedestrian and vehicle entry gates are closed during the school day and require permission to enter. Students may only leave campus during the day with proof of parental permission and signing out at the ARC. Once students arrive on school property, they are to move inside the gates in a timely manner. The parking lot is off limits until leaving school. Please refer to the *High School Student Driving and Parking Lot Regulations* for more information on parking lot safety expectations.

Visitors

All visitors must first check in at the main Administration office front desk located in the A-Building. The call box located at the main campus entrance may be used to summon the front desk for entry. Adult guests sign in and wear a guest pass while on campus. Students may not bring unauthorized visitors to school. Friends of students and/or non-MVC students need prior administrative approval.

Off Limits Areas

During break and lunch, areas off limits to high school students include all parking lots, the middle school campus, middle school restrooms, the Sailer House deck, and the boys and girls dormitories. Before and after-school off limits areas for both middle and high school students are those deemed as unsupervised, such as facility maintenance areas, trails, fields, and forested acreage.

Before and After School Supervision

Our students participate in a variety of school-sponsored activities before and after-school hours. Students may arrive on campus and stay afterwards while participating in supervised activities such as athletics, performing arts, tutoring, ASB, meeting with faculty, visiting dormitories, or studying in the Academic Research Center (ARC). Campus safety and security are paramount, therefore unless involved in a supervised activity, students are not to be dropped off or left on campus unsupervised.

Gum and Eating in the Classroom

Gum is not allowed. Referrals and consequences such as a warning, clean-up duty, or detention may be assigned if students are found chewing gum. Eating is prohibited in the classroom unless it is done with a teacher's consent. Students may have water in the classrooms and in the gym unless otherwise stated.

Litter and Trash

All trash and recyclables should be placed in the receptacles located throughout campus. Students who have been found to habitually litter or fail to clean up after themselves will be given a referral.

Lost and Found

Students are responsible for their personal property and all school property issued to them. We ask students not leave belongings and valuables unattended. Also, do not carry large sums of money to school. Should you find property, please take it to the ARC. Students are responsible for the security of all their items brought to school and the school assumes no responsibility for personal property.

***PE Lockers* are assigned and maintained by PE teachers. PE Lockers are specifically used for students' PE uniforms and street clothes during class. Locker rooms are not secure and valuables must be kept in *locked* Lockers. PE Lockers are also subject to inspection. Students are responsible for the safety and security of all items brought to school.**

Vandalism and Graffiti

Damaging or defacing school property is a serious breach of the [student code of conduct](#) and may result in dismissal from school.

Skateboards

Only resident students may skateboard on campus. This may be done on weekends and only on campus roads, not sidewalks.

High School Student Driving and Parking Lot Regulations

All vehicles parked on campus are required to be registered and have an MVC parking sticker/placard. Driving and parking a motor vehicle on the MVC campus is a privilege and all rules and regulations are to be obeyed.

The following guidelines must be observed:

1. All vehicles must display a current MVC parking placard hanging from the rear-view mirror or a sticker on the windshield. Placards/stickers are sold in the Business Office. At the time of purchase, students present a completed application form and a driver's license.
2. Students may park in one of two lots located on either Wheelock Road or School Way. Students are to park in designated spaces only and may not park in spaces marked for handicap, numbered employee spots, straddle more than one space, or block parking lot traffic flow.
3. Seniors may purchase a regular placard/sticker and paint a priority parking space. There is an extra fee for the reservation and the paint. An application form and sketch of the proposed painting must be submitted to the ASB advisor for approval prior to the designated painting day.

4. All rules and regulations stated in this Parent/Student Handbook, including the dress code and PDA, apply to the student parking lots.
5. Music volume is to be kept at a minimum.
6. The parking lot is off limits during the school day.
7. Safety is paramount. Students are to abide by the [California Vehicle Code](#) at all times. Violation of parking regulations or unlawful/unsafe driving practices will result in the loss of parking privileges for a period of time determined by the Administration. This includes any reported unsafe driving or speeding while traveling to-and-from school.

California Provisional Driver License Restriction During the First Year (CA Law)

Effective January 1, 2006, the law increased driving restrictions for person under the age of 18. *Provisional Driving Restrictions:* For the first 12 months, you must be accompanied and supervised by a licensed parent, guardian or other licensed driver 25 years of age or older, or a licensed or certified driving instructor, when transporting passengers under 20 years of age at any time, and/or to drive between 11pm and 5am.

Exceptions to restrictions are permitted when reasonable transportation is not available. The law grants exceptions for minors to drive between 11pm and 5am or to transport an immediate family member unaccompanied and unsupervised. The law requires that you may carry a note explaining why you must drive and when the necessity will end. For example, a note for a school activity would require it be signed by a Dean and include a reason for the school activity and the date when the activity will end. Please consult with the State of California Department of Motor Vehicles for more details.

Field Trips and School-Sponsored Events Transportation

Middle School:

Monte Vista Christian School will provide transportation for school-sponsored events such as field trips and extracurricular activities.

High School:

Monte Vista Christian School will provide transportation for school-sponsored events such as field trips and extracurricular activities; however, if extenuating circumstances make it necessary for students to provide their own transportation, an [MVCS Student-Driver Release form](#) will need to be completed prior to the event. Students must have parental permission, proof of insurance, and an MVC high school administrator's signature before permission may be granted. Also, students acknowledge their vehicle is mechanically sound and understand they are not allowed to drive any other students, except siblings, to the event.

Bus Transportation and Bus Conduct/Discipline

Bus transportation is available for a fee to all day students who reside in a service area of our school buses. Appropriate conduct is required for each rider. Those who do not comply with [bus regulations](#) will be denied the privilege of riding for a period of time determined by the Administration. The bus driver has responsibility and authority to control student conduct on his/her bus. Regulations established by the California Highway Patrol and Motor Vehicle

Department must be enforced. Teams or classes that are transported by a school bus are under the direct supervision of the coach or teacher.

CRISIS MANAGEMENT - EMERGENCY DRILLS

Drills are held periodically throughout the year.

- When the alarm sounds, students and staff exit the building together safely and quietly and proceed to the designated emergency drill area.
- Each room has a posted evacuation map and designated meeting area for fire and disaster drill purposes.
- Faculty and students remain in a group to assess the situation and take attendance.
- Students return to the classroom under the supervision of their teacher when the “all clear” is communicated via Administration and/or PA system.

Earthquake Drill Procedures

- Faculty and students practice *Drop, Cover, and Hold On* before commencing an earthquake drill. This entails dropping to the floor to prevent falling; making oneself as small a target as possible; protecting the head, neck and chest; and taking cover under a sturdy desk or table, or near an interior wall. In an open space, lying flat while protecting the head, neck and chest.
- Procedures are adapted for anyone who cannot assume the *Drop, Cover and Hold On* position and for anyone in a unique location including outdoors.
- When the tremor has ceased, faculty use the classroom evacuation map and follow evacuation procedures according to disaster drill protocol.

Campus Emergency Evacuation

Should a threat be assessed to pose a danger to the safety of students and staff, the school Administration will order an evacuation of the campus. All students, staff, and residents will participate in a disaster evacuation.

- The evacuation will proceed in the same manner as a fire drill. Calm and quiet are to be achieved. Teachers will instruct students to bring their belongings and evacuate the room.
- Once in the designated fire evacuation area, teachers will take roll and make sure all students are accounted for. Faculty and students will proceed to the Quad or Amphitheatre areas. Students will go to grade level consolidated areas and remain there for further instruction.
- The Headmaster will initiate the MVC Campus Emergency Evacuation Connect-Ed call system. The call system will automatically notify all parents of the emergency and identify the student dismissal procedures. The procedures may include dismissal of students who have a vehicle on campus, release of students whose parent has arrived to pick them up and/or a bus evacuation to an off-campus site. Important note: Permission for students to leave campus must have prior approval by the Administrator on duty. Students will only be released to the parent, therefore friends will not be allowed to leave with friends.

Lockdown Procedures and Response Options

Emergency responses vary and a campus lockdown may be ordered due to a number of scenarios. A lockdown may be ordered by Administration due to sudden and severe weather conditions, a hazardous release, dangerous animal outside, law enforcement notification of nearby criminal activity, or a hostile intruder. Whatever the scenario, student and staff safety is paramount, and timely and effective responses are imperative.

In the case of a hostile intruder or active shooter, the following steps will be taken according to the A.L.I.C.E. program.

- *Alert:* Call 911 to alert authorities and those in harm's way of the danger at hand. It is important to be as clear and accurate with the information as possible. Identify location, type of weapon, direction of travel and a call back number.
- *Lockdown:* By locking down and barricading entry points, students and staff make themselves a difficult target and create a stronghold no one should be able to enter. Only police personnel may enter a locked down room.
- *Inform:* Give real-time updates. Video surveillance equipment, PA systems and cell phones may be utilized throughout the lockdown. Updates during a violent intruder incident allow staff and students to make sound decisions about how to react and what steps to take next.
- *Counter:* The use of countermeasures is a last resort and for those close to the intruder who do not have the ability to lockdown because of the intruder's immediate proximity. Use objects to distract the intruder, spread out, turn off lights and get ready to cause confusion to make yourself a difficult target.
- *Evacuate:* The goal is to put as much time and distance as possible between staff and students, and the intruder. Rally points are further away from the danger zone than typical fire and earthquake drill locations.

STUDENT SERVICES

ARC (Academic Resource Center)

The majority of student services (academic advising, tech support, counseling, Infirmary/Nurse, and Dean of Student Flourishing) can be found in the ARC.

FOCUS: Parent Access to Student Information

MVC provides parents access to their student's grades, attendance, calendar and automatic email alerts through the student management software called Focus. Focus also provides school personnel with general contact information.

To log in go to <https://focus.mvcs.org> or use the link at the [MVCS homepage](#).

Log in to [Focus](#) with the username and password emailed by MVC.

It is important that if you change the password given to you, your new password should be of sufficient length and complexity to protect your student's data. Monte Vista Christian protects

your student's data with multiple safeguards. Keep in mind that passwords are case sensitive.

Medication Policies

All medications, both over-the-counter and prescription, must be kept in the Infirmary in the ARC and be administered by the School Nurse or other designated school personnel (see exception below under Self-Administered Medications). At the end of the school year, outdated and unused medications must be picked up by the parent/guardian or MVC will dispose of medications in accordance with federal and state laws.

Non-prescription Medications

Through the student's Emergency Card on Focus, parents must give permission for MVC staff including the School Nurse and other designated school personnel to administer over-the-counter medications including: Ibuprofen, Antacid, Cough Syrup, Acetaminophen (Tylenol), Allergy Relief, Benadryl, and/or Sinus Decongestant.

Other non-prescription medications can be administered by MVC staff if they are supplied by the parent/guardian; the guardian must provide a note giving permission for administration by MVC staff. The note should include the name of the medication, the dose to be administered, how often it can be given, and the symptoms for which the medication can be given. The medication must be delivered in the original container to the Infirmary by a parent/guardian.

Prescription Medications

Any student who is required to take, during the regular school day, medication prescribed for him or her by a physician may be assisted by the School Nurse or other designated school personnel only with written permission from the prescribing physician and parent/guardian. The necessary [prescription medication form](#) is available online under [Academics/HS Forms](#). This form must be filled out annually and signed by the parent/guardian and the student's healthcare provider before the student can be assisted with the administration of medication by the School Nurse or other designated school personnel. The authorized health care provider must be licensed in California.

The parent/guardian must immediately notify the school in writing of any changes in the student's regimen or authorized health care provider. Medication must be in its original container and brought to the school Infirmary by the parent/guardian. All controlled medication will be counted and recorded on a medication log when delivered to the Infirmary.

Self-Administered Medications

Students may be given permission to carry and self-administer prescription medications at school for emergency use including EpiPen for severe allergic reactions, asthma inhalers, and insulin/glucagon for diabetic emergencies. Other medications may be approved for self-administration by the school nurse.

The completed [self-administer medication form](#), including administration instructions from the prescribing physician, must be turned in to the Nurse before the student is allowed to carry the approved medication onto school campus.

Infirmiry Policy/Illness or Accidents at School

If a student is feeling poorly or experiences an accident/ injury during the course of the school day, the student should report pertinent information to the teacher and/or Nurse. The Nurse will assess the situation and, if necessary, will contact parent or guardian.

In the Infirmiry, the student will be logged in and may be given parent-approved medication if needed. Students may be assigned to lie down (max. 45 minutes or to the end of period), and then sent back to class. If a student is “actively” sick (fever, vomiting, or at Nurse’s discretion), parents will be called for pick up. ***Students must report to the nurse for evaluation rather than calling home and asking parents to release the student from school without the knowledge of school officials.***

In the event of an emergency, the nurse or first responder will attend to the student, parents will be notified, and then parents will be given a copy of the incident report. It is important to keep up-to-date medical and emergency contact information on the Focus profile so school personnel can best serve the student.

If a student is under emotional distress during the school day, he or she will be allowed one class period to recover with the help of a counselor and/or School Nurse. If the student is not able to attend the next class period, parents will be notified and may be required to pick-up their student. In the event of an emergency requiring medical attention, parents will be contacted for immediate pick-up. When necessary, emergency medical services may also be contacted.

ATTENDANCE POLICY

Parental support is essential in the matter of attendance. To stay informed, parents can access attendance information on FOCUS using their username and password. There is a positive correlation between regular school attendance and academic achievement. Classroom activities, faculty lectures, and student discussions are vital to learning. Parents have a legal responsibility to make sure students attend school regularly.

Absences

Notification is automatically generated by MVC for unexcused absences over the course of each grade report. All student absences must be cleared within 24 hours of the student's return. If not, the absences will be recorded as unexcused and all course work due during the unexcused absent period will not be accepted for credit.

Middle School:

Students who are absent more than 10 times (excluding school activities) may be put onto an Attendance Contract and may not be eligible for re-enrollment the subsequent year. A meeting will occur with a Dean, parent/guardian and student to discuss the contract and define any academic probation terms.

High School:

Students who are absent more than 10 times (excluding school activities) will be put onto an Attendance Contract and may not receive credit for the course. A meeting will occur with a Dean, Academic Advisor, parent/guardian and student to implement the contract and define any academic probation terms.

- **Excused Absences**

Illness, death in the family, court appearances, and medical, dental, or other health related appointments are examples of excused absences. When possible, appointments should be scheduled after school hours or at a times with the least academic impact.

- **Unexcused Absences**

Failure to follow attendance procedures for leaving/returning to school or truancy are examples of unexcused absences. School policy does not allow make up of missed assignments/tests for unexcused absences, which may result in zeros.

- **Absences Due to Pre-Planned Activities**

Students who plan to be absent for more than one day during the school year are responsible to complete and submit all assigned work as arranged with teachers. Advance Absence Forms are available in the ARC and must be signed off by a Dean. The completed forms must be returned and on file two weeks prior to leaving.

Absence Reporting Procedure

When it is necessary for a day student to miss school, the following steps should be followed by the parent/guardian:

Day of the Absence:

- To notify the school of an absence, call the ARC at (831) 768-6152 between 7:30-9:00 am. Notification of the student's absence and the reason for the absence must be made by a parent/guardian. Parents may also notify the school via email. For High School: HSAttendance@mvcs.org and for Middle School: MSAttendance@mvcs.org Please include an electronic signature and contact information.
- Students who are reported ill for that day should not come to classes for any reason.
- Students are not to participate in afterschool or evening activities on a full day absence.

If notification is not made within 24 hours, the absence may become unexcused and the unexcused absence policy may apply.

Pre-Arranged and Partial Day Absences:

Middle School:

Students may not leave campus without permission from a parent/guardian. When a student plans to leave school for any reason during the school day, parents must contact the ARC to have the student dismissed from class. Parents must sign out and pick up their student from the ARC upon arrival to the school.

High School:

Students may not leave campus without permission from a parent/guardian. When a student plans to leave school for any reason during the school day, he/she must provide a written note from the parent/guardian that includes the student's full name, grade, date of absence, and reason for the absence by 8:30 am to the ARC. That office will then issue the student a green slip. When leaving, the student must show the green slip to the teacher and sign out in the ARC.

Illness during the School Day

Parents must sign out their student at the ARC. If permission is given for a High School student to drive him or herself home, he or she must bring a note from the parent/guardian upon return to school, as per the *Day of Absence Policy*.

Prolonged Absences:

When a student is out of school for 5 or more consecutive days, or is hospitalized for a prolonged period of time, the parent/guardian must contact school Administration to discuss options until he/she is able to return to full time attendance. A doctor's note must be provided upon return.

Parent/Guardian Signatures:

Providing a note, email, or fax that is dishonest will result in a one day in-house suspension (first offense).

Make Up Work Due to Excused Absence

School policy does not allow make up of missed assignments/tests when absences are unexcused. Students with excused absences will be allowed the number of days absent to complete all work for full credit. It is the student's responsibility to determine what work or tests were missed and to initiate arrangements with the teacher(s). For example, a student absent three days who returns on a Monday will have until Thursday to complete assignments/tests. ***If a student is absent only on a test day or project due date, he or she must be prepared to take the test or submit the project upon return.*** Students with pre-planned excused absences must make arrangements with their teachers to submit their homework and take tests.

Unexcused Tardies

Tardy refers to a student not being in the assigned seat or in the assigned class by the second bell as determined by the teacher. Teachers are responsible for assigning tardies using the attendance function within Focus. Tardies accumulated throughout the quarter are addressed as follows:

1. At FOUR tardies, a one hour detention will be scheduled. A Detention Reminder Slip will be issued to the student with specific instructions. Student will be assessed a \$10 fee, payable to the Business Office prior to date of detention. Student must present paid receipt when checking in to detention.
2. At SIX tardies, a three hours detention will be scheduled. A Detention Reminder Slip will be issued to the student with specific instructions. Student will be assessed a \$25 fee, payable to

the Business Office prior to date of detention. Student must present paid receipt when checking in to detention.

3. After SIX tardies, a meeting will be scheduled with the parent/guardian. The student may serve an in-house (full-day) detention and may be placed on a disciplinary probation contract.

Truancy (Ditching)

Truancy is being absent from school without parent/guardian permission and/or without school officials knowing the student's whereabouts (for any part of the day). This may also include a student who is not in class but still on campus ([MVCS Code of Conduct](#)). A student who is truant will receive a one day suspension to be determined by Administration. A second offense during the school year will result in a three day at-home suspension and possible recommendation for withdrawal (See [MVCS Withdrawal Policy](#)).

ACADEMICS

Grading Policy

A standard percentage scale is used schoolwide to determine grades. This ensures a standard of excellence toward which each student may strive. The following is the scale used:

MVCS Unweighted Grading Scale		
<u>Grade</u>	<u>% Range</u>	<u>GPA</u>
A	93-100	4.0
A-	90-92	4.0
B+	87-89	3.0
B	83-86	3.0
B-	80-82	3.0
C+	77-79	2.0
C	73-76	2.0
C-	70-72	2.0
D+	67-69	1.0
D	63-66	1.0
D-	60-62	1.0
F	59 & below	0.0

Honors & AP Courses		
<u>Grade</u>	<u>% Range</u>	<u>GPA</u>
A	93-100	5.0
A-	90-92	5.0
B+	87-89	4.0
B	83-86	4.0
B-	80-82	4.0
C+	77-79	3.0
C	73-76	3.0
C-	70-72	3.0
D+	67-69	1.0
D	63-66	1.0
D-	60-62	1.0
F	59 & below	0.0

Honors and AP classes receive one extra GPA point if a C grade or higher is earned.
Example: A= 5.0; B = 4.0; C = 3.0. There is no weighted grade for D grades.

Course Registration

Middle School:

All academic middle school courses are assigned by the Administration. Each quarter students are able to register in an elective of their choice based on availability. All students will be registered in a Learning Lab class. This is a time for students to choose what support they will need to be successful in Middle School. Learning Lab is a 30 minute period each day where students can chose to visit a teacher for help, work on a project, study and/or do homework. We believe that if students use this time wisely they will be able to reach their highest potential.

High School:

Students may begin the following year's class registration with their Guidance Counselor during the second semester. Students are responsible for selecting the right courses to complete the published graduation audit for their respective graduating year.

Honors and AP courses are "open enrollment," subject to the provisions in the syllabi addendum posted for all Honors and AP courses. Students on academic probation should receive academic counseling before selecting advanced courses pertinent to the academic year.

Repeat Courses

Any high school student repeating a MVC course will have the new grade/s placed on the transcript. The previous course will still be indicated on the transcript.

Academic Probation

Students must maintain a 2.0 GPA for each quarter and semester grading period. Students falling below 2.0 will be placed on Academic Probation for the next quarter. If a student remains on Academic Probation for two consecutive quarters, he/she may be asked to withdraw or not be invited back to MVC for the next school year. (See Probation, p. 44, Withdrawal Policy, p. 12)

In addition, High School students who are placed on academic probation will lose any late arrival and early release privileges and be required to attend all Flex times until the Academic Probationary status has been removed.

Report Cards

An electronic report of student progress is issued quarterly. First and second semester grades are the official record of a student's performance and remain a part of the student's permanent transcript.

Grades determined at the end of the first and third quarters are to be viewed as "Progress Reports" and do not appear on a student's permanent transcript. Questions concerning student grades are handled only by the student's teacher(s) and the Academic Deans. All requests for grade

explanation or clarification must be brought to the attention of the Middle School or High School Academic Deans within five working days after the issuance of report cards.

Advanced Placement and Dual Credit Courses

Advanced Placement (AP) courses provide High School students with college level course work. Students enrolled in an AP course are required to take the AP exam and will be charged the appropriate fees. Each spring, [College Board AP examinations](#) are administered on campus. Exams are scored on a 1-5 scale. If a student scores a 3 or better on the test, students may receive college transfer credit based on the discretion of the receiving institution.

Some AP and Honors courses offer students the opportunity to be concurrently enrolled in a college course in order to receive dual credit (college and high school credit). Dual credit information and registration will be provided in the Fall by the teacher of the dual credit course. Students are responsible for requesting and sending transcripts related to dual credit.

Credit for Non-MVC Courses

Because MVC offers a distinct program of Christ-centered educational excellence, taking courses on campus, unless otherwise approved, is required to count toward graduation. While enrolled in MVC, any non-MVC courses (online, community college credit, etc.) will only be considered for graduation credit with prior approval from the Director of Student Services and a Dean.

Weighted GPA

Academic courses including U.C. 'A-G' required courses and Monte Vista Bible electives are included in the Weighted Grade Point Average. The WGPA is carried out to the nearest hundredth.

Graduation Path

The following High School graduation paths list the courses, credits and requirements all Monte Vista Christian students must achieve before earning the high school diploma. Any graduation path deviating from the Distinguished, Honors or College Prep programs can only be approved by the Dean of Education after a recommendation is made by the academic advisor and parents or legal guardian.

<=====Diploma paths that fulfill UC, CSU requirements w/ 70 Avg above=====>				May not meet UC require.
CONTENT AREAS	DISTINGUISHED Requires min. of 8 AP, Honors or College level courses	HONORS Requires min. of 4 AP, Honors or College courses & test scores	COLLEGE PREP	SPECIAL EMPHASIS
ENGLISH	40 CREDITS I, II, III, IV	40 CREDITS I, II, III, IV	40 CREDITS I, II, III, IV	40 CREDITS I, II, III, IV
MATHEMATICS	40 CREDITS Complete one course beyond Precalculus.	40 CREDITS Complete Precalculus.	30 CREDITS Algebra I, Algebra II and Geometry	30 CREDITS Algebra I, Algebra II and Geometry or approved substitute for Algebra II
SCIENCE	30 CREDITS Complete one lab course beyond a life sci & physical sci. lab course	30 CREDITS Complete one lab course beyond a life sci & physical sci. lab course	20 CREDITS Complete two lab courses, one life sci & one physical sci.	20 CREDITS Complete two lab courses, one life sci & one physical sci.
SOC. SCI. / HISTORY	30 CREDITS World History, US History and American Gov/Econ. Include Financial Lit in Econ	30 CREDITS World History, US History and American Gov/Econ.	30 CREDITS World History, US History and American Gov/Econ.	20 CREDITS World History, Cultures or Geography & US History or American Government/Civics.
WORLD LANGUAGE	30 CREDITS LOTE= Language other than English Three years of LOTE or equivalent	30 CREDITS Three years of LOTE or equivalent	20 CREDITS Two years of LOTE or equivalent	20 CREDITS Two years of LOTE or equivalent
VPA - visual & performing TECHNOLOGY	10 CREDITS From approved A-G list	10 CREDITS From approved A-G list	10 CREDITS From approved A-G list	10 CREDITS From approved A-G list
ELECTIVE (S)	30 CREDITS From approved A-G list	40 CREDITS From approved A-G list	50 CREDITS From approved A-G list	60 CREDITS Additional credits must come from same content area.
BIBLE*	40 CREDITS Biblical Narrative I and Biblical Narrative II or Worship Arts	40 CREDITS Biblical Narrative I and Biblical Narrative II or Worship Arts	40 CREDITS Biblical Narrative I and Biblical Narrative II or Worship Arts	40 CREDITS Biblical Narrative I and Biblical Narrative II or Worship Arts
HEALTH/WELLNESS	10 CREDITS Fin. Lit & Stdy skill component	10 CREDITS Fin. Lit & Stdy skill component	10 CREDITS Fin. Lit & Stdy skill component	10 CREDITS Fin. Lit & Stdy skill component
PHYSICAL EDUCATION	10 CREDITS From approved A-G list	10 CREDITS From approved A-G list	10 CREDITS From approved A-G list	10 CREDITS From approved A-G list
Total Credits Required ==>	280	270	260	260

Additional Requirements:	4.0 Cum weight GPA and PSAT composite 190 or; SAT composite of 1900 or; ACT composite of 28 or; No (major level) suspensions	3.65 Cum weight GPA and PSAT composite 170 or; SAT composite of 1700 or; ACT composite of 24 or; No (major level) suspensions		
*BIBLE Note:	Students graduating in 2016 and 2017 need Biblical Narrative I + any 3 Bible electives (40 hours of Bible credit)			
	Students graduating in 2018 and 2019 need Biblical Narrative I and II or Worship arts (20 hours of Bible credit)			

Academic Accommodations

MVC provides reasonable accommodations to High School students who need extra academic support through the Academic Assistance Program (AAP). In order to receive classroom accommodations, proper documentation must be provided to the student’s academic advisor. Documentation must be from a doctor or a professional evaluation from a reputable organization and be dated within three years of the request for classroom supports. MVC will review the student’s needs to determine if classroom accommodations are needed.

Once the need for accommodations has been established, a plan will be developed for the student. In some cases an SST (Student Study Team) will be scheduled with the student’s teachers, parent(s)/guardian(s) and school advisor. In addition to regular tuition, fees are assessed according to student needs. Current fee information is available on the [Monte Vista Christian website](#) under the “Academics” drop-down link. Please consult with the student’s academic advisor before initiating the academic accommodations process.

Academic Center for Enrichment (ACE)

High school students in need of additional small group instruction to support their progress in their academic courses, may enroll in the ACE course as an elective. Students will work with the ACE instructors to improve their skills, organization, and understanding of their classes in any of their content areas. Fees are assessed, in addition to regular tuition, to enroll in ACE. Current fee information is available on the [MVC website](#) under the “Academics” drop-down link. Please consult with the student’s academic advisor for more information.

Neither the Academic Assistance Program nor the ACE course are special education programs. The extra support of AAP and ACE is designed to give high school students the tools to achieve and maintain the highest level of academic excellence possible here at MVC and to train them to use these tools in future educational endeavors.

HIGH SCHOOL ACADEMIC ADVISING

Personal and Academic Development

Guidance Counselors will help students plan a course schedule and select courses that will be the most appropriate for the student’s interests, ability, and future education plans. MVC’s

curriculum allows personal development as well as academic development in each student's educational experience.

Student Schedule Changes (Dropping and Adding Classes)

High school schedule changes may be made when in compliance with the Academic Advising criteria. Changes in schedule may take place during registration without completion of a Schedule Change Request Form. On the first day of school, all students will be required to attend classes as scheduled. Subsequently, a student may drop a class or change a class in the following way:

1. Student requests a class change.
2. Student is informed as to whether or not the change is possible by the Academic Advisor.
3. Student completes Schedule Change Request Form and submits the completed form to the Student Services office.
4. Once the form is submitted to Student Services, the student will then be informed when the change will occur.

High school students are highly encouraged to initiate schedule changes within one week from the beginning of the semester. Students who are approved for a schedule change will be expected to complete any make-up work connected with the new class.

Dropped Course Grading Policy

- First two weeks of semester: The student receives no penalty for dropping the course and no mark will be reflected on the student's transcript.
- Week 3 to Mid-Quarter (Qtr 1 & Qtr 3): If change is made within two school days following the Mid-Quarter Grade Check, the student receives a mark of "W" on the transcript (Withdrawal- does not affect GPA).*
- **No schedule changes will be allowed after the first mid-quarter term of each semester.**
- Extenuating circumstances (i.e. medical reasons or family tragedy) may be reviewed on a case-by-case basis, but the mark the student receives on the transcript may be assigned as either "W" (Withdrawal- Does not affect GPA) if 60% or greater or "WF" (Withdrawal Fail - equivalent to earning an "F" grade) if below 60%.

**No "W" will be reflected on the transcript when the change involves moving from a weighted course to its non-weighted counterpart or vice versa. For example, if a student transfers from Trig-Precalculus Honors math course into a regular Trig-Precalculus math course, the mark of "W" will not be used on the transcript to reflect the change.*

High School Flex Time

Students are expected to follow proper protocol when it comes to Flex time. Flex is a period offered each day that gives students more choice, support and individualized guidance for their success. This time may be utilized in a variety of ways including and not limited to guided study hall, peer tutoring, service projects or special meetings with an advisor, counselor, coach,

dean, or teacher. Students who struggle meeting academic and/or behavioral standards may be required to attend Flex.

Senior Student Schedules: Late Start/ Early Release

Seniors who have met graduation requirements may request Late Start/Early Release privileges. Students must be enrolled in at least 5 class periods per day unless special approval is granted.

The following guidelines are in place for this privilege:

1. The student must maintain a minimum GPA of 2.0.
2. The student must not have a failing grade at the mid-quarter and/or quarter grading period.
3. The student will maintain regular attendance and punctuality in school.

Any senior who is granted Late Start/Early Release privileges will need to abide by the following conditions:

- *For Late Start:* Students may not be on campus sooner than 30 minutes before the start of their first class period of the day.
- *For Early Release:* Students must leave campus within 30 minutes of the time they are excused from their last class.
- The student is responsible for knowing special or modified schedules, making sure to be on-time for their classes.
- Departure time may be modified when the student is in good standing and receives permission to do so. If Flex time is not required or a Minimum Day schedule is in effect, Early Release students may leave earlier than their regular dismissal time, however must sign-out at the Student Services office before leaving campus.
- Students must remain at school for chapel.
- It is understood that the parent assumes all responsibilities from the time the student leaves campus to the time the student returns to school.

Reportable Disciplinary Action

Discipline at Monte Vista Christian School is regarded as part of the educational process and normally an internal matter, however certain choices have consequences that reach beyond our school. Specifically, colleges are becoming increasingly concerned about student behavior on their own campuses and now routinely ask both the student and school about an applicant's high school discipline record. Please refer to the [Student Discipline](#) section for the complete policy.

PROMOTION REQUIREMENTS FOR MIDDLE SCHOOL

To be eligible for 8th grade promotion, students must have a G.P.A. of at least 2.0 for their 8th grade year and have met the school's expectations for acceptable conduct.

GRADUATION REQUIREMENTS FOR HIGH SCHOOL

Credits

The term “graduation” **refers** to:

- Receiving a diploma indicating completion of all required and credited courses
- Participating in a commencement ceremony.

High School Graduation requirements include the following:

- Senior year enrollment
- Completion of all required credits pertinent to the student’s graduation year.

With administrative approval, a senior who receives an “F” in a required course or is 10 credits or less away from completion of the required courses will be permitted to participate in the commencement ceremony. However, the student will not receive his/her diploma until graduation requirements have been satisfied.

Students will have one year from their scheduled graduation date to complete all the required credits necessary to receive their diploma. It is the student’s responsibility to consult with their advisor to determine the appropriate coursework to meet graduation requirements.

Valedictorians and Salutatorians

The selection for Valedictorian and Salutatorian is determined by a weighted *academic GPA* in grades 9-12, through *the end* of the First Semester of their senior year. Courses taken at a community college or at non-accredited home, charter, or private school programs are not included in the weighted GPA. Both Valedictorian and Salutatorian must attend Monte Vista full time for their junior and senior years. They must also be in good standing (not under any behavioral contract) and have enough total credits to graduate at the conclusion of the second semester of their senior year.

Commencement Ceremony

We have a honoring tradition of conducting this ceremony in a dignified and respectful manner.

All graduates will:

- Be full-time students who have completed all the school’s required coursework.
- Have all speeches approved by the Administration prior to the ceremony.
- Report on time for the ceremony in appropriate dress with cap and gown.
- Bring no item which could be used to disrupt or detract from the dignity of the event.
- Cooperate fully with officials and procedures pertaining to the ceremony.
- Receive the diploma cover at the graduation ceremony. The actual diploma will be available for pick up after the ceremony.

EXTRACURRICULAR ACTIVITIES

Extracurriculars allow students to pursue interests outside of a standardized academic context. These activities offer opportunities to strengthen mind and body, spend time with others of similar

interests, promote better time management skills, and build professional skills that a classroom alone may not always foster.

Middle School

Chapel and Assemblies

These are times when the whole Middle School gathers to share common experiences and hear from outstanding speakers.

California Junior Scholarship Federation

The California Junior Scholastic Federation (CJSF) is a scholarship honor society that students can apply for beginning in the second semester of the seventh grade. Students qualify for membership by meeting the following academic requirements: Grades in the following classes Bible, Science, Math, Social Studies and English must add up to 10 or more points. CJSF Points are granted as follows: A= 3 points; B= 1 point C= 0 points. A D or F in any course will disqualify the student from participation in CJSF.

Student Activities

In this elective course, students will work together to plan and implement activities for the entire school. This class offers an opportunity for personal growth, school improvement, and community involvement. Students will plan, organize, and participate in such activities as Homecoming, Spirit Week, pep rallies, Play Day, Talent Show, grade-level competitions. Students enrolled in the class will act as an advisory group to the Dean.

High School

ASB

The purpose of the ASB (Associated Student Body) is to provide a means for students to have a voice in school affairs pertaining to the general welfare of the student body. ASB serves to stimulate interest in the supervision of social activities and to develop leadership ability in the students. Officers elected are President, Vice President, Secretary/Treasurer, and Class Presidents. Elected officers must maintain a cumulative GPA of 3.0 or better and be in good behavioral standing.

California Scholarship Federation

MVC is a member of the California Scholastic Federation (CSF), Chapter 846cc. CSF has been organized in California to foster and encourage higher academic achievement and a commitment to service. Students must apply each semester for membership beginning their sophomore year. In order to receive recognition at graduation, all academic and service requirements must be met by the end of the first semester of the senior year. Students will be charged a onetime membership fee their senior year. For CSF guidelines go to: www.csf-cjsf.org.

National Honor Society

The National Honor Society gives practical meaning to the four qualities of character, scholarship, leadership, and service. Membership requires a minimum GPA of 3.65 for four quarters and recommendation by MVC faculty members. Students who become members of NHS must continue to exhibit the above four qualities.

Candidates for NHS must be a sophomore, junior or senior who have been enrolled at Monte Vista Christian School the equivalent of one semester immediately prior to the selection period.

Candidates are evaluated by a council of faculty members appointed by the Administration. The council evaluates all candidates via a Student Activity Information Form, high school faculty input, and other pertinent information. The decision of the faculty council is final. It may not be appealed. Selection for membership in NHS is a privilege, not a right.

Membership in NHS carries certain obligations and responsibilities. In addition to attending chapter meetings, each member must give ten hours of service, hours must be given in a sponsor approved individual project or projects. Students will be charged a \$10.00 onetime membership fee. For NHS guidelines go to: www.nhs.us.

Clubs

Club creation begins with student interests and an approval process. Faculty sponsorship is required. Applications are available in the ARC. Surfing, Japanese, and Fellowship of Christian Athletes are but a few of our campus clubs.

Socials

Our high school students have a number of school-sponsored activities throughout the year. Attending dances is a privilege extended to students in good standing. The Winter Ball and Junior/Senior Prom are the only dances where students may invite a non-MVC guest. Guest applications are available in the ARC, and once completed, it is to be submitted to the Dean of Students no later than a week prior to the event. Middle school students or guests over the age of 20 years may not attend MVC sponsored dances.

Also, keep in mind the following:

- The student-host must accompany the guest and assure they follow all expectations.
- Guests are to bring an ID to verify age.
- Dress code will be enforced as well as the expectations of appropriate behavior.
- Dance styles such as freaking, twerking, grinding or any other sexually provocative dancing are not allowed.
- Students must arrive to the dance within the first hour and may not leave prior to the last half-hour.

ATHLETICS

Middle School Athletics

The middle school offers competitive teams for girls and boys, including basketball, soccer, softball, volleyball, flag football, wrestling, pep squad, and track and field. Middle School sports are geared to give students the opportunity to experience the difference between recreational sports and school sports. The students learn time management, fundamental skills in each sport, teamwork, and commitment. The length of each season varies; typically they are 7-8 weeks in length. This makes it possible for students to participate in multiple sports

throughout the year. For fees and more information, go to the school website under [Athletics/Middle School](#).

High School Athletics

The High School offers a broad range of athletics programs for teams and individuals. Within each sport emphasis is placed on good sportsmanship, character development, and the mastering of skills. Our teams participate in the Monterey Bay League (MBL). The MBL is a member of the Central Coast Section (CCS) California Interscholastic Federation (CIF). Please refer to the Athletics page on the MVC website, mvcs.org, for all current and updated sports events, participation requirements and general information. The following is a list of the sanctioned interscholastic sports offered at MVC.

CIF Sanctioned High School Sports at MVC: Baseball, Basketball, Cheer, Cross Country, Football, Golf, Soccer, Softball, Swimming, Tennis, Track and Field, Volleyball, and Wrestling.

FALL SPORTS	WINTER SPORTS	SPRING SPORTS
Cross Country B/G	Basketball B/G	Baseball B
Football	Soccer B/G	Softball G
Cheer	Wrestling	Track & Field B/G
Volleyball G		Golf B
Tennis G		Swimming B/G
Golf G		Tennis B
		Volleyball B

High School Physical Education Credit

Completion of 2 years (20 credits) in Physical Education at Monte Vista Christian School during the regular school day is required for graduation, this includes one year (10 credits) of Health and Wellness. Students may earn P.E. credit by participating in a regular P.E. class, Horsemanship, Cheerleading, any CIF Sanctioned Sport, or serving as an athletic team manager. To receive credit for **CIF Sanctioned Sports** or **Cheerleading** students MUST adhere to the following policy:

1. A student who participates in a seasonal sport will be awarded 5 PE credits for that academic year, up to 10 total credits toward graduation requirements. If a student withdraws from a sport/cheer team **for any reason**, prior to completing the season, no credit will be awarded.
2. Guidance Counselors will screen student enrollment into 7th period PE Strength and Conditioning course(s) for participatory qualifications.

Student- athletes must abide by all Monte Vista Christian School, league, section and state (California Interscholastic Federation) constitution and bylaws. As representatives to the

community at large, MVC students who participate in sports and other extracurricular activities must be in good standing both academically and behaviorally at all times.

Middle School Athletics Eligibility

The following eligibility guidelines apply to all students who participate in sports.

1. In order to maintain eligibility, students must achieve an unweighted 2.0 GPA on a 4.0 scale, in enrolled classes at the conclusion of the previous official grading period (semester).
2. Students must be in attendance a minimum of four periods on a Regular Day schedule, and two periods on a Block Day schedule, in order to participate in practice and/or an athletic contest that day.
3. A student may be rendered ineligible to participate in practice and/or a contest due to disciplinary action following a breach of conduct. This may include detention and/or suspension.

High School Athletics and Extracurricular Eligibility

The following eligibility guidelines apply to all students who participate in sports and other MVC extracurricular programs.

1. In order to maintain eligibility, students must achieve an unweighted 2.0 GPA, on a 4.0 scale, in enrolled classes at the conclusion of the previous official grading period (semester), and be currently enrolled in at least 25 semester credits of work.
2. Summer School credits shall be counted toward making up scholastic deficiencies incurred in the grading period (semester) immediately preceding.
3. Students must be in attendance a minimum of four periods on a Regular Day schedule, and two periods on a Block Day schedule, in order to participate in practice and/or an athletic contest that day.
4. A student may be rendered ineligible to participate in practice and/or a contest due to disciplinary action following a breach of conduct. This may include detention or suspension.

High School Sports Team Fees

Students who participate in CIF sanctioned sports are required to pay an Athletics Department participation fee. The fee is assessed due to various factors such as sanctioning fees, facilities, equipment, uniforms, officiating and transportation requirements. Fee payment is due once the student is placed on a team roster and are to be paid directly to the school's Business Office. The sports team fee is non-refundable.

The following is a list of MVC Sports Team Fees. The Resident Life program includes the Sports Team Fee in the student's tuition fee.

FALL SPORTS	WINTER SPORTS	SPRING SPORTS
Cheer \$50.00	Basketball \$75.00	Baseball \$75.00
Cross Country \$50.00	Soccer \$75.00	Softball \$75.00
Football \$100.00	Wrestling \$50.00	Track & Field \$50.00
Volleyball \$50.00		Golf \$75.00
Tennis \$75.00		Swimming \$50.00
Golf \$75.00		Tennis \$75.00
		Volleyball \$50.00

Insurance

Every student participating in athletics programs or athletics extracurricular activities must show evidence of medical insurance. Monte Vista Christian does not insure students.

STUDENT EXPECTATIONS

Respect, Dignity, and Kindness

The MVC community is committed to providing an exemplary Christ-centered education in a safe and supportive environment. The guiding principles for conduct at MVC are found in the words of Christ in the Gospel of Mark 12 regarding love: "Love your neighbor as yourself." It is our expectation that members of our community treat each other with respect, dignity, and kindness. We do not expect all will be perfect, but rather our students to be in active pursuit of integrity and growth in their dynamic relationships with the living God.

We are eager to serve alongside students by offering support, accountability, and when necessary, loving discipline, in order to help them grow. Administrators will work closely with parents/guardians during any disciplinary process. Students who are unwilling to meet conduct standards and expectations will not remain at MVC.

Self-Discipline

Any discussion of discipline must begin with self-discipline; the teachings of Paul in Galatians 5 regarding the Spirit-controlled life, and the teaching in James 3 regarding how we speak and the importance of self-control. The school's educational process is based upon the personal integrity of students and their willingness to practice self-control. It is also important relationships include the willingness to confront and resolve issues with an attitude of a peacemaker; we are to strive to do what is good for each other and everyone else.

Academic Integrity

Academic integrity, in and out of the classroom, is essential. Cases of academic dishonesty will be considered a serious breach of student behavior expectations and will be treated in a disciplinary manner.

Plagiarism and Cheating

According to the Merriam-Webster Online Dictionary, to "plagiarize" means

- to steal and pass off (the ideas or words of another) as one's own.
- to use (another's production) without crediting the source.
- to commit literary theft.
- to present as new and original an idea or product derived from an existing source.

The use of another person's material in a paper or presentation without giving proper credit to the author is plagiarism. Therefore, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward. Plagiarism is a serious offense, and the Administration requires all students to adhere to a school wide policy prohibiting it.

Copying someone else's homework, dishonestly acquiring information about a test, or assisting another student in either of these activities is cheating. The copying of another's work inside or outside the classroom and presenting it as one's own is a serious breach of academic integrity. Students who plagiarize/cheat on an assignment/test will receive a zero for the assignment. A second offense will result in Academic Probation. ([See Code of Conduct](#))

Compliance with Classroom Management Policies

Teachers are responsible for maintaining the control and discipline in the classroom necessary to establish a quality learning environment for all. The Administration supports the teacher in this disciplinary role, and will become involved whenever it appears a disruption and/or lack of cooperation warrant intervention. Teachers are encouraged to be consistent and fair, and to keep the discipline in line with the offense with the goal of minimizing educational disruptions.

- ***Conflict Resolution***

To best resolve issues, whether for academic and/or disciplinary reasons, the student should initially meet with their teacher. If the issue is not resolved, the student's parent may meet with the teacher. If again, the issue has not yet been resolved, the parent may ask an Administrator to facilitate a meeting with the teacher. All parties will be notified of the meeting and a discussion will take place. After hearing the expressed concerns, the teacher will suggest resolution options in the presence of his/her Administrator with the goal being restoration between the student and their teacher.

Administrative Authority

The Administration has the final responsibility for all disciplinary action. The goal of the discipline process is to maintain a Christ-centered educational environment. Certain policies and expectations make living together safe and promote mutually respectful relationships. The school has the obligation and responsibility to enforce such policies.

Respect for Others

MVC is committed to the core values that cultivate a culture that honors God; excellence through traditional and innovative subjects of study and developing meaningful relationships among students, staff, faculty, parents, our community and the world.

Respect for the rights of others is expected for all members of the school community. Academic disruption, which includes inappropriate behavior, will not be tolerated. Rudeness, profanity, offensive language, and malicious behavior (physical, verbal, and/or digital) is unacceptable behavior. Bullying, cyber-bullying, sexting, identity theft, and any acts of intimidation that impacts students, staff, and/or the school community will not be tolerated.

MVC reserves the right to discipline the student for off-campus actions if they adversely affect the safety and well-being of a student while in school. Dishonesty, abuse, heckling, harassing, hazing, being in possession or under the influence of a controlled substance, or acts endangering the safety of others are regarded as serious breaches of conduct and may result in dismissal from school ([see MVC Code of Conduct](#)).

Pornography

The possession, distribution, or acquisition of pornography via the communications network at school, on the iPad, or in paper copy, is considered a serious offense and may result in dismissal from school (see [MVC iPad AUP](#) and [MVC Code of Conduct](#)).

Property Rights

Students must respect the property belonging to the school and to others on campus. Stealing and vandalism will be addressed and result in disciplinary action which may include dismissal from school. These offenses include the unauthorized “borrowing” of another’s belongings; entry into another’s locker, purse, backpack, or other personal items; removing food illegally from the cafeteria; removing Athletics Department equipment without permission; defacing desks, walls or other property; or removing materials from the ARC without permission (see [MVC Code of Conduct](#)).

Dress Code

Monte Vista Christian School stresses the Biblical standard of modesty (1 Timothy 2:9, Romans 12:1), with the expectation of a neat and clean appearance accompanied by a Christ-like attitude. The purpose of dress regulations is to help each student set a standard for his/her personal appearance that is appropriate within the accepted standards of our school. Students must follow the school dress code at all times while on campus and at school sponsored events.

Dress Code Standards

- Clothes must not have holes (either deliberate design in the clothing or obvious tears). See-through or ripped clothing may not be worn. Covering the hole or tear with tape is not sufficient.
- For safety purposes, proper outerwear and footwear is to be worn at all times. Blankets, bare feet and slippers are not allowed.
- Dress code compliant pants and shorts (no sweats or warm-up pants) are to be worn with “game day” jerseys and cheer uniforms.
- Clothing, jewelry, backpacks, binders, book covers, etc., with logos, slogans, or pictures promoting drugs, alcohol, tobacco, sexual imagery, rebellion against authority,

gangs, or anything contrary to our Christian standards may not be worn/brought to school.

- Leggings may only be worn if under skirts/shorts that are in line with the dress code; athletic pants/shorts (including sweatpants), board shorts, yoga/exercise pants and pajamas may not be worn.
- Only studs can be seen when the ear or nose is pierced. Gauge piercings are not allowed.
- Hair should be neat and clean. Extreme styles, bright, and/or unnatural colors are not allowed.
- Hats and hoods are not to be worn inside classrooms and in the gym during chapel. Correction will be dealt with at the classroom level and consequences are at the discretion of the teacher.
- Sunglasses are not to be worn indoors. Correction will be dealt with at the classroom level and consequences are at the discretion of the teacher.

Dress Code for Female Students

- Dresses, skirts, and shorts must be modest and fit properly. With arms to the side and shoulders relaxed in a natural standing position, dresses, skirts or shorts should be no higher than the fingertips. This standard includes dresses/skirts/shorts worn with leggings.
- Shirts/tops must be modest and fit properly, covering the back, cleavage, and midriff. Tops must have shoulder straps.
- Undergarments must not be visible.

Dress Code for Male Students

- Facial hair is allowed as long as it is neat and trim.
- Muscle shirts, undershirts, or tank tops are not allowed to be worn as outer garments. All shirts must have sleeves. Cutoff sleeves are not allowed.
- Pants must fit properly (neither too tight or loose). Undergarments must not be visible.

If a student is out of dress code during the school day, teachers and Administration will help resolve the issue as promptly as possible. Students may not attend class if out of compliance with the dress code.

If a student is sent to the office for a dress code referral, it will be resolved in a timely manner and the student will return to class as soon as the violation is corrected. If a resolution cannot be met in a timely manner, parent contact will be made to either send the student home for a change of clothing or have the clothing brought to school.

If a student is out of dress code more than once on a given day or it becomes a habitual issue, he/she will be considered willfully disobedient and further consequences will be assigned according to our disciplinary protocol. Administration will enforce the aforementioned dress code standards and reserves the right to determine appropriate compliance if questions arise.

Appropriate Sexuality and Relationships

At Monte Vista Christian School we strongly desire to build upon a Biblically based foundation for students in the area of relationships and encourage parental interest and counsel in these matters. To encourage proper conduct, MVC upholds these guidelines:

- Students commit to refrain from public displays of affection. This includes holding hands at school, sitting on another student's lap, or kissing, in the parking lots or at school related activities.
- Students commit to refrain from inappropriate "play" or physical contact which may be interpreted as sexual in nature.
- Students commit to refrain from traveling to campus areas deemed off limits and unsupervised in search of privacy.
- Students commit to refrain from practices that Scripture forbids, such as sexual relations outside of marriage and homosexual behavior.

While Monte Vista Christian School wishes to encourage the development of appropriate relationships, we also desire they be God-glorifying.

It is important that students' companionship be broad enough to enable them to have a variety of social contacts with many members of the opposite sex. For this reason, we encourage frequent social times of fun, recreation, and fellowship. Exclusive relationships can be harmful not only to the couple involved, but also to those they may be excluding.

Should improper relationships develop; the students involved will be counseled. Should they continue, parents will be notified and a conference may be held to correct the behavior. If there is any doubt whatsoever whether an activity is right for a couple, it should be avoided (Romans 14:23). An unmarried couple should avoid activity that tempts them toward sex or that gives an appearance of immorality.

MVC expects our students to adhere to scriptural standards of morality. God designed the unique relationship between man and woman; we can only expect the highest joy from His design when we abide by His guidelines.

Cell Phones and other Electronic Device Use While at School

Technology is a blessing to be used and enjoyed. However, technology should not be a distraction in our learning.

Middle School:

The use of cell phones and other communication and electronic devices, excluding iPads, is permitted *only* during the following:

- Before the morning tardy bell and after the final bell of the day.
- In the classroom, if the teacher invites students to use electronic devices in a direct and appropriate manner while working on a specific lesson or project. Once the project is completed, cell phones are to be placed securely back in the student's backpack.

Cell phones, and other communication and electronic devices, excluding iPads, are to be secured in the student's backpack and are *not* permitted to be used:

- During class or instructional periods, chapel, and Learning Lab periods.
- During passing periods, breaks and lunch

*In cases of emergency when a student needs to call home they may come to the office to use their cell phone. Parents are to call the office to speak to their child.

High School:

The use of cell phones and other communication and electronic devices, excluding iPads, is permitted *only* during the following:

- Before the morning tardy bell, morning breaks, lunch, and after the final bell of the day.
- In the classroom, if the teacher invites students to use electronic devices in a direct and appropriate manner while working on a specific lesson or project. Once the project is completed, cell phones and electronic devices are to be silenced.

Cell phones, and other communication and electronic devices, excluding iPads, are to be silent and are not permitted to be used:

- During class or instructional periods, chapel, and Flex periods.
- During passing periods

Middle School and High School:

Cell phones, and other communication and electronic devices, *including* iPads, are not permitted to be used:

- To photograph, videotape, or record students and/or school officials at school or school-sponsored activities without prior consent of the individual and/or parents/guardians and/or approval by school staff unless sanctioned by school administration for school events such as parades, awards, assemblies, sporting events, and performances.
- To threaten, harass, ridicule, humiliate, bully, cyber-bully, sext, and possess and/or distribute pornography. This may result in suspension or expulsion from school (see [MVCS Code of Conduct](#)).

Cell Phone Use Expectations

Students are expected to use cell phones, and other communication and electronic devices responsibly, especially within the school and classroom context. Students found out of compliance of the aforementioned use policy may have their device confiscated and be disciplined in the following manner:

- First Offense - Referral, Administrative warning and reminder regarding permitted use.
- Second Offense - Referral, parent contact, policy to be sent home for student and parent review and a detention assigned.
- Third Offense - Referral, parent contact, and a Friday detention assigned.
- Any and all further offenses will require an Administrative conference, in-house suspension, and the student placed on a disciplinary contract.

Monte Vista Christian School is not responsible for the damage or loss of electronic communication devices brought on campus or to school sponsored activities, regardless of whether the device is in the possession of a student or school official upon confiscation. ***Students are responsible for the safety and security of all items brought to school.***

iPad Use Expectations

The iPad plays a significant role in the educational experience at Monte Vista Christian School and learning to use the device and its technology in an appropriate and responsible manner is integral to a student's citizenship at our school. It is every student's responsibility to become familiar with and uphold the iPad Acceptable Use Policy. If noncompliance with classroom iPad use expectations, a breach of conduct related to iPad use, and/or improper care of the device occurs, a student will be disciplined in the following manner:

- First Offense - Referral, Administrative warning and reminder regarding permitted use.
- Second Offense - Referral, parent contact, policy to be sent home for student and parent review and a detention assigned.
- Third Offense - Referral, parent contact, and a Friday detention assigned.
- Any and all further offenses will require a parent conference with Administration, in-house suspension, the student placed on a disciplinary contract, and restrictions placed in the iPad.
- MVC reserves the right to review, monitor, and restrict information stored on or transmitted to the iPad, and to investigate inappropriate use of resources.

iPAD ACCEPTABLE USE POLICY (AUP)

iPads are intended for use at school each day. In addition to teacher expectations for iPad use in the classroom, students may access school messages, announcements, Student Services notifications, calendars, emails, and schedules using the iPad computer. Students are responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

Monte Vista Christian School will provide internet and email access to our students, provide internet blocking of inappropriate materials as able, provide staff guidance to aid students in doing research, and also help assure student compliance of the iPad Acceptable Use Policy ([iPad AUP](#)). The school reserves the right to review, monitor, and restrict information stored on or transmitted to the iPad, and to investigate inappropriate use of resources including student owned devices.

Please refer to the school website iPad Resources link at mvcs.org for all iPad information including contracts, forms, tutorials, online courses, and the high school and middle school iPad AUP.

STUDENT DISCIPLINE

Faith, Integrity, and Partnership with Parents

Character, values, and spiritual development are foundational to the educational experience provided at Monte Vista Christian School. Our mission and core values reinforce the principles guiding and promoting the development of strong ethical and moral values through Christ-centered educational excellence. Administrators and staff are eager to serve by coming alongside students and offering encouragement, accountability, and when necessary, loving discipline in order to help them grow.

We take very seriously our role of partnering together with parents to provide a Christ-centered community. Attending MVC is a privilege that is extended on the condition students and parents accept and support school policies, including our code of conduct. Violations of school rules will result in appropriate sanctions and consequences. Failure of the student or parents to comply with all current and future policies, rules and guidelines of Monte Vista Christian School is grounds for dismissal from school.

Definitions

Below are definitions of terms appearing in Monte Vista Christian School's Code of Conduct.

- Warning – A verbal or written warning by any teacher/staff member.
- Referral– Written discipline report to Administration by a teacher/staff member.
- Administrative warning--Verbal or written discipline report.
- Clean Up Duty– Disciplinary time spent cleaning the lunch and/or surrounding areas
- One Hour Detention – Disciplinary time spent at school for one hour. This may occur after school on Tuesday and/or Thursday afternoon, 3:30-4:30 PM. Student will be assessed a \$10 fee, payable to the Business Office prior to date of detention. Student must present paid receipt when checking in to detention.
- Three Hour Detention – Extended disciplinary time spent at school usually on Friday afternoon, 2:00-5:00 PM. Student will be assessed a \$25 fee, payable to the Business Office prior to date of detention. Student must present paid receipt when checking in to detention.
- All Day In-House Detention- School day spent in a supervised location out of class due to habitual attendance issues. Missed class-time assignments, quizzes, and tests are due on the day of in-house detention. In order to receive full academic credit, students are responsible to coordinate completion of assignments, quizzes, and tests through faculty and administration.
- Administrative Conference- Administrator and/or other school official meets with the student and the parent/guardian to discuss concerns and solutions.
- In-House Suspensions- School day spent in a supervised location out of class. Missed class-time assignments, quizzes, and tests are due on the day of in-house suspension. In order to receive full academic credit, students are responsible to coordinate completion of assignments, quizzes, and tests through faculty and the administration.
- In-House Suspension/Suspension due to breach of academic integrity- Time spent in school out of class or at home. Zero credit for missed classwork.

- Suspension—Time spent at home 1-5 days for serious behavior violations. Suspended students are responsible to turn in class work to their respective teacher on the due date posted online in order to receive full academic credit. Students are responsible to coordinate completion of assignments through faculty and the administration. Furthermore, all missed testing will take place on the day the student is approved to return to school. A Suspension warns the student and their parent/ guardian that unless positive and consistent change in behavior is seen, the student may be dismissed or asked to withdraw from MVC. Students suspended from school may be placed on disciplinary probation by the MVC Administration for a period not to exceed one academic year. Parents of students who receive suspension are urged to cooperate with MVC in making this correction beneficial to both the student and the school.
- Behavior Contract/ Disciplinary Probation -- An agreement made between a student and parents with school officials to assure corrective action is made after a breach of conduct. The intent is to clarify expectations and restore relationships.
- Withdrawal – Administrative recommendation for voluntary removal from school.
- Expulsion – A student may be expelled for a breach of conduct and/or habitual infractions. The MVC Board reviews the decision for adherence to school policy prior to it becoming official. Expulsion remains on the student’s permanent record.

Probation

Probation is assigned in an effort to develop an action plan to assist students with insufficient academic progress and/or unsatisfactory behavior. The parent/guardian will be notified to schedule an administrative conference. The student and parent/guardian will meet with Administration to review the conditions of the probation and sign a contract outlining the terms of the agreement.

A student placed on Academic Probation is ineligible to participate in athletics or extracurricular activities until improvement has been established and a minimum GPA of 2.0 has been met at the semester grading period.

A student may be placed on Disciplinary Probation due to a breach in the code of conduct and/or multiple referrals indicating habitual behavior falling below established student expectations, or upon returning to school after a leave of absence due to a disciplinary withdrawal. Student progress will be monitored and evaluated. If the student on probation does not show the necessary improvement to meet standards and expectations, MVC Administration may recommend the parent/guardian to withdraw the student (See [Withdrawal Policy](#)).

The student is generally eligible to reapply for enrollment after one full semester away from Monte Vista Christian School. The student and parent/guardian will need to provide proof of success at the previous school in order to be considered for re-enrollment. Such proof may include attendance and academic records, and documentation of participation in accredited programs and/or counseling, depending on the circumstances outlined in the withdrawal.

Administration will not consider home-school or independent studies as an alternative to a traditional school setting after a disciplinary withdrawal.

Re-enrollment is not guaranteed. Administration reserves the right to evaluate re-enrollment requests on a case by case basis.

Reportable Disciplinary Action for College-bound High School Students

Discipline is regarded as part of the educational process and normally an internal matter, however certain choices have consequences that reach beyond our school. Specifically, colleges are becoming increasingly concerned about student behavior on their own campuses and now routinely ask both the student and school about an applicant's high school discipline record.

If a college requests information about a student's high school disciplinary record, students are expected to disclose the information that the college seeks. MVC will report suspensions received during the junior and senior years to colleges in which a student applies and/or applied for admission. Guidance Counselors will report relevant information at the time the application is submitted, while the application is being reviewed, or after the admission decision has been made, depending upon when the reportable suspension occurs.

Please note that the Common Application (undergraduate college admission application) asks about disciplinary violations for all four years of high school and MVC will be reporting suspensions as stated above. Our underlying belief is that we are advocates for our students, and our guidance counselors will work closely with students and families in reporting these matters to colleges.

Reportable Suspensions: 1-5 days of off-campus suspensions due to a serious breach of the MVC Code of Conduct. These violations include:

- Arson
- Assault and Battery
- Bullying, engaging in harassment, threats, or intimidation directed against school personnel or pupils, creating substantial disorder, invading the rights of personnel or pupils by creating an intimidating or hostile education environment
- Engaging in habitual profanity or vulgarity, or committing an obscene act
- Fighting
- Habitual cheating
- Initiation/Hazing
- Possession of a weapon and/or injurious object
- Sexual Harassment
- Theft
- Truancy
- Unlawful possession or offering, arranging, or negotiating the use of drug paraphernalia
- Unlawful possession, selling, furnishing or being under the influence of any controlled substance including an alcoholic beverage or intoxicant of any kind
- Vandalism

MONTE VISTA CHRISTIAN SCHOOL CODE OF CONDUCT

<i>Breach of Conduct</i>	<i>1st Consequence</i>	<i>2nd Consequence</i>
Arson; Any Fire on Campus	Administrative Conference Parent Notification Refer to Law Enforcement Withdrawal Possible Expulsion	N.A.
Assault/ Battery upon school personnel, school officials	Administrative Conference Parent Notification Suspension Refer to Law Enforcement Withdrawal Possible Expulsion	N.A.
Committing an obscene act, engaged in sexting, possession/distribution of pornography. Engaging in sexual activity while on campus/ school sponsored event.	Administrative Conference Parent notification Suspension pending further Investigation Possible Withdrawal Possible Law Enforcement	Withdrawal Possible Expulsion
Habitual profanity or vulgarity.	Administrative Conference Parent notification Behavior Contract	Withdrawal Possible Expulsion
Disrupting school-wide activities, willfully defying authority of school officials, or other school personnel engaged in the performance of duties.	Administrative Conference Parent Notification Suspension Behavior Contract	Withdrawal Possible Expulsion
Electronic Signaling Device and/or Laser Pointer Use	Confiscated Administrative Warning	Confiscated Parent Notification Suspension

Engaging in bullying, cyberbullying, harassment, threats, or intimidation directed against school personnel or student(s); creating substantial disorder; and invading the rights of personnel or student(s) by creating an intimidating or hostile educational environment.	Administrative Conference Parent notification Suspension pending further Investigation Possible Withdrawal Possible Law Enforcement	Withdrawal Possible Expulsion
Fighting/Assault:	Administrative Conference. Parent notification Suspension Possible Law Enforcement Possible Withdrawal	Withdrawal Possible Expulsion
Forgery	Administrative Conference Parent Notification Suspension	3 Day Suspension Possible Withdrawal
Fireworks	Administrative Conference Suspension Possible Law Enforcement	Withdrawal Possible Expulsion Refer to Law Enforcement
Inappropriate use of the Internet and /or electronic resources, including the iPad	Parent notification Possible Suspension Possible Law Enforcement	Recommendation for Withdrawal
Initiation/Hazing	Administrative Conference. Suspension Possible Withdrawal Possible Law Enforcement	Withdrawal Possible Expulsion
Plagiarism and/or Cheating	Administrative Conference Parent Notification Zero Credit	Behavior Contract In-House Suspension Zero Credit
Possession of a Weapon: An object capable of inflicting substantial bodily damage not necessary for the academic purpose of the pupil, or an imitation firearm.	Suspension Referral to Law Enforcement Recommendation for Withdrawal Possible Expulsion	N.A.
Representation of material as illegal substance, or object as weapon. Consequences for representation action as real and viable action.	Administrative Conference Suspension Law Enforcement Withdrawal Possible Expulsion	N.A.

Skateboarding/Roller Blading on Campus (only resident & boarding students permitted).	Confiscate and Warning	Confiscate and Parent Notification
Smoking, chewing, vaporizing nicotine/tobacco products. Possession of Tobacco	Administrative Conference Parent Notification and Behavior Contract	Administrative Warning Suspension
Truancy (Ditching) (See MVCS policy)	Parent notification In-House Suspension	Suspension Recommendation for Withdrawal
Unlawful possession of/or unlawfully offering, arranged, or negotiated to sell any drug paraphernalia including pipes, vaporizers, e-cigarettes for the consumption of intoxicants	Administrative Conference Suspension Withdrawal Possible Law Enforcement Possible Expulsion	N.A.
Unlawfully possessing, selling, furnishing or being under the influence of, <u>any</u> controlled substance including an alcoholic beverage or intoxicant of any kind.	Administrative Conference Suspension Withdrawal Possible Law Enforcement Possible Expulsion	N.A.
Unsafe Use of Motor Vehicle	Parent Notification 5 Day Parking privilege revocation (See MVCS policy)	Parking Privilege Revoked
Vandalism/Theft.	Administrative Conference Parent Notification Suspension Behavior Contract Restitution	Withdrawal Possible Expulsion

Special Note Regarding the MVC Code of Conduct

The California Education Code addresses many of the above areas with a common yet very important word; “represents.” If a student brings material to school and “represents” this material as an illegal substance, or if a student brings an object to school and “represents” it as a weapon, the Education Code views the consequences for this representative action as the real and viable action.

Alcohol and Drugs

Monte Vista Christian School is committed to providing a safe and healthy environment free from tobacco, drugs, alcohol, and weapons of any kind. MVC actively opposes the presence or use of alcohol, illegal narcotics and intoxicants, or hallucinogenic drugs on campus or at school

sponsored events. Unlawfully possessing, selling, furnishing, or being under the influence of any controlled substance, including an alcoholic beverage or intoxicant on campus or at a school sponsored event may result in recommendation for withdrawal and possible expulsion. MVC also reserves the right to request substance abuse testing of suspected individuals. Parents will incur the cost of testing.

Possession or Use

MVC encourages students experiencing tobacco, marijuana, alcohol and/or substance abuse issues seek intervention before it presents itself at school. If found in possession and/or under the influence, Administration will initiate a 3-5 day suspension to investigate the issue and consult with parents. Proof of participation in a recognized accredited counseling program may be mandated if circumstances warrant the recommendation. Also, law enforcement may be notified if an alcoholic/narcotics violation or a controlled substance has been found on campus.

School Searches

It is unlawful to possess, use, sell or distribute illegal (prescription or non-prescription) drugs, illegal drug look-a-likes, drug paraphernalia, or alcoholic beverages. Searches and seizure have been ruled by the courts to be legal when there is a “suspicion.” Searches may involve the following:

- Personal (non-evasive) items such as backpacks, purses, wallets, etc.
- School lockers
- Vehicles

ANTI BULLYING & SEXUAL HARASSMENT POLICY

MVC Commitment

Monte Vista Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment. The school is prepared to take action to prevent and correct any violations of this policy and anyone who is found in violation of this policy will be subject to disciplinary action up to and including withdrawal from school and/or termination of employment.

Definition of Bullying

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

There are three types of bullying:

1. *Verbal bullying* is saying or writing mean things. Verbal bullying includes: teasing, name-calling, inappropriate sexual comments, taunting, and/or threatening to cause harm.

2. *Social bullying*, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone, and embarrassing someone in public.
3. *Physical bullying* involves hurting a person's body or possessions. Physical bullying includes hitting/kicking/pinching, spitting, tripping/pushing, taking or breaking someone's things, and making mean or rude hand gestures.

Definition of Cyberbullying

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

Definition of Sexual Harassment

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through MVC.

Examples of Sexual Harassment

- Unwanted sexual advances or propositions.
- Offering academic benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct such as leering; making sexual gestures; or displaying sexually suggestive objects, pictures, cartoons or posters.
- Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes.
- Verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, notes or invitations.

- Physical conduct such as touching, assaulting, impeding, or blocking movements.

Student-Student Harassment is prohibited. Staff vs. Student Harassment is prohibited.

What To Do If You Experience or Observe Bullying and/or Harassment

Students who feel that they have been subjected to bullying and/or harassment are encouraged to promptly report the matter to a trusted teacher or Administrator.

Students who observe conducts of bullying and/or harassment are also encouraged to report the matter to a teacher or administrator.

The following individuals are authorized to receive complaints and to respond to concerns of bullying and/or harassment:

Dr. Mitchell Salerno, Headmaster
Susie Swing, Dean of Strategy & Solutions
Patty Gillig, Dean of Student Flourishing
Josh Davis, Dean of Inquiry & Engagement
Nathan Talley, Dean of Culture & Spiritual Life
Ray Blute, Middle School Dean of Strategies & Solutions
Carissa Medina, Middle School Dean of Inquiry & Engagement
Erin Torr, Behavioral Counselor
Colette Crawford, School Nurse
Guidance Counselors & Trusted Staff

We are committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Confidentiality

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

Protection Against Retaliation

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation, proceeding or hearing concerning sexual harassment.

Investigation and Corrective Action

Upon receipt of a complaint, staff will immediately inform his/her supervisor who will determine the course of the investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered from bullying and/or harassing conduct shall be informed of the corrective action taken. In addition, any employee or student

found responsible for bullying and/or harassment and in violation of the school's policy will be subject to disciplinary action up to and including withdrawal from school and/or employment termination. The severity of the disciplinary action will be based upon the findings of the investigation.

CHILD ABUSE AND NEGLECT REPORTING ACT (CANRA, *Penal Code sections 11164-11174.4*)

Mandated Reporting

Monte Vista Christian School personnel are legally required to comply with the *Child Abuse and Neglect Reporting Act* and are considered mandated reporters; to report known or suspected instances of child abuse or neglect to Child Protective Services/ Law Enforcement. A mandated reporter must make a child abuse report whenever the mandated reporter, in his or her professional capacity or within the scope of his or her employment, has knowledge or observes a child whom the mandated reporter knows or reasonably suspects has been a victim of child abuse or neglect.

Sexual abuse, neglect, willful harming, physical abuse, emotional maltreatment, and abuse in out-of-home care will be reported. Maltreatment due to domestic violence, parental substance abuse, homelessness and developmental disabilities are also reportable.

Again, we are grateful that you have chosen MVC and excited to embark on this new academic year with you as part of our school family.