

# STUDENT/PARENT HANDBOOK



2022-23

***MVCS***  
*Leadership Institute*

MOUNTAIN VIEW CHRISTIAN SCHOOLS  
301 S. Maryland Parkway, Las Vegas, NV 89110

# Mountain View Christian Schools

## 2022-2023 Student/Parent Handbook



*Celebrating 39 Years of Christian Education*

Welcome to Mountain View Christian Schools.  
Since 1983, MVCS has been serving the Las Vegas community  
with a college preparatory education for students  
in Preschool through 12<sup>th</sup> Grade.

Please visit our website <http://mvcs.net/> for a comprehensive overview of  
the topics discussed within our Handbook. If you have difficulty finding a  
topic or if you have any questions regarding our Handbook,  
please call us at 702-382-8610.



*Sir Saintly - the official mascot of MVCS since 2017*

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**PRESCHOOL**

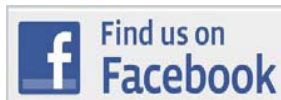
**ELEMENTARY SCHOOL**

**JUNIOR HIGH SCHOOL**

**HIGH SCHOOL**

follow us on  
**twitter**

Twitter ([www.twitter.com/MVCSaints](https://www.twitter.com/MVCSaints))



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# TABLE OF CONTENTS



## ***We Are The Saints***

Foundational Values and Mission Statement	3
Servant Leadership Procedures & Programs	4
Student/Parent Code of Conduct	5
Parental Co-operative Guidelines	6

## ***Academics***

Accreditation and Testing Information	7
Admissions, Attendance, and Grading	8
Graduation Requirements and College Preparation	9
Advancement Placement (AP) Course Offerings	10
Academic Activities and Services	11

## ***Campus Life***

Athletics and Fitness	12
Enrichment Courses and Activities	13

## ***Policies and Procedures***

Administrative Guidelines	14
Discipline Guidelines	15-18
Bullying - Definitions/Reporting	19
Financial Policies	20
Uniform Policies	21
Technology Policies	22
Fire Drill, Shelter in Place, and Earthquake Guidelines	23
Pick-Up / Drop Off Procedures	24

### **FACILITY HOURS\***

**7:00a.m - 5:00p.m.**

### **SCHOOL HOURS**

**8:30a.m - 3:15p.m.**

**Mountain View Christian Schools  
301 S. Maryland Parkway  
Las Vegas, NV 89101**

## FOUNDATIONAL VALUES

# DISCOVER YOUR PURPOSE

We teach the TRUTH about how God created the world and everything in the world - and that includes YOU!! Everything that we do at Mountain View Christian Schools is designed for each child to understand that they are uniquely created and LOVED by God.

# DEVELOP YOUR PASSION

Every day, we reinforce and sharpen each child's unique gift (Romans 12). We teach our students to recognize the passions God has placed in them (Psalm 37:4). We mentor our students on expressing those passions in a healthy manner (Galatians 5).

# MAKE A DIFFERENCE

Our students will graduate from Mountain View Christian Schools with an unshakable confidence in the calling that God has placed upon their lives (Matthew 28). They will be able to apply their God-given gifts to serve the needs of the world.



*Praying on Campus  
Since 1983*

## OUR MISSION

The mission of Mountain View Christian Schools is to graduate Christian Leaders who by their commitment to academic excellence and spiritual vitality will transform the world for Jesus Christ.

## OUR VALUES

**GOD'S WORD** as the foundation for all decision making. A lifetime of **GROWTH** and discipleship. **CREATIVITY** in an ever-changing World. The servant **LEADERSHIP** style of Jesus. **COURAGE** in the face of fear. **HUMOR** and having fun every day! ...and chasing **EXCELLENCE** until we catch it!

## OUR VISION

To send out world class leaders who will GO and make disciples of all nations; revolutionizing lives, the culture, and our world.

## WE ARE THE SAINTS

MVCS is committed to providing an excellent education that is distinctly Christian. An essential part of the school's mission is to graduate Christian leaders who are being trained to make a substantial contribution to society by modeling and applying their Christian worldview. The nickname and mascot of our school reflect our mission to raise up Christian Leaders.

We are called "SAINTS" because of our belief in the sanctification of us all upon accepting Jesus Christ as our personal savior. The New Testament teaches that sanctification is being set apart God's special use and purpose; **to be made HOLY**. And that happens when a person becomes a Christian. The Greek word translated "sanctification" (hagiasmos) means "holiness." To sanctify, therefore, means "to make holy." Another word for a holy person is "saint" (hagios), meaning a sanctified one. Daily we keep in mind the instruction given to us in 1 Peter 1:14-16 *"As obedient children, do not conform to the evil desires you had when you lived in ignorance. But just as he who called you is holy, so be holy in all you do; for it is written: 'Be holy, because I am holy.'"*

Our school mascot, Sir Saintly, reflects the ongoing process of sanctification, which is not a one-time event. It is something that takes place over the rest of a Christian's life - God wants us to stop listening to sin and doing what it wants us to do. Sir Saintly models the stand we make against sin, putting on the full **Armor of God** as described in Ephesians 6:11-17.

Ephesians 6:11-17

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



# SERVANT LEADERSHIP PROCEDURES & PROGRAMS

## DAILY PLEDGES

Our students begin their day with prayer, reciting the MVCS Mission Statement and the following pledges. The purpose of this daily routine is a reminder to our students that they all serve in a variety of roles and are all part of something greater than themselves.

- I pledge allegiance to the Christian Flag and to the Savior for whose kingdom it stands; one Savior, crucified, risen, and coming again with life and liberty for all who believe.
- I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide its words in my heart, that I might not sin against God.
- I pledge allegiance to the flag of the United States of America and to the republic for which it stands one nation under God, indivisible, with liberty and justice for all.

## DAILY DEVOTIONAL

Following the daily pledges, our students and their homeroom teacher share in a daily devotional. The goal of our daily devotional is for MVCS students to exercise and shape their Soul (1 Corinthians 9:24; Romans 15:4), diverting their attention off of self-indulgent distractions and pursuits, and on to God's purposes and promises (Isaiah 55:11, Psalm 37:4). MVCS will share God's Word in a manner that builds upon the daily Bible instruction and weekly chapel services. *It is important for students to arrive to school on time. This will allow them to participate in these vital activities to start their day.*

## WEEKLY CHAPEL WORSHIP SERVICE

Each week, the student body comes together in a worship service. The goal of our worship service is to foster unity and purpose throughout our student body. Please refer to the weekly newsletter and our website for the chapel schedule. Parents are always welcome to join us!

## DAILY BIBLE INSTRUCTION

The purpose of our academic Bible courses are to develop a Biblical Worldview for our student body. Biblical instruction and curriculum develops Biblical literacy for our students so that they will be able to apply the foundation of God's Truth in the decisions of their life.

## SIR SAINTLY LEADERSHIP CLUB

The *Sir Saintly Leadership Club* is a program that recognizes the academic and Christian character achievements of our students. Sir Saintly is not only our mascot, he embodies the character of *Saintly Leaders*. Quarterly, students are selected from each of the 1<sup>st</sup> through 12<sup>th</sup> grade classrooms. In the spring, all *Saintly Leaders* join the administration for an end-of-the-year luncheon and leadership award.



## STUDENT LEADERSHIP COUNCIL (SLC)

The Student Leadership Council (SLC) is an integration of student government and leadership development. Students will be intentionally taught the skills necessary to lead themselves, lead others, and lead change.

## NATIONAL HONOR SOCIETY

The National Honor Society (NHS) is the nation's premier organization established in 1921 to recognize outstanding high school students. More than just an honor roll, NHS serves to recognize those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character. MVCS has become one of over 15,000 chapters of the National Honor Society (NHS). At MVCS we have the following three chapters for our students to join:

- High School (10th through 12th grade)
- Junior High School (7th through 9th grade)
- Elementary School (4th through 6th grade)

Visit our website to view the process of selecting students for the National Honor Society and a historical list of students inducted into the MVCS Chapter of the National Honor Society.

## ACTS CHRISTIAN HONOR SOCIETY

Students who are selected as members of the ACTS Christian Honor Society demonstrate excellence in the areas of academics, spirituality, citizenship and service. *"And Jesus increased in wisdom, and stature, and in favor with God and man." Luke 2:52*

## COMMUNITY SERVICE

MVCS students have the opportunity to volunteer their time in service of the Las Vegas Community. Our students will go out as a class, or members of extracurricular activities they are associated with (such as a sports team or SLC). Students also have the opportunity to participate in individualized volunteer events and programs. *Please note: This program is temporarily paused due to the ongoing pandemic.*

## PRESIDENT'S VOLUNTEER SERVICE AWARD

MVCS is a certifying organization for the Presidential Volunteer Service Award. Every eligible student who completes the appropriate amount of service hours will be presented with the President's Volunteer Service Award at the end of the school year. All students who earned Silver or Gold will receive those awards at a special dinner hosted for those students and their families. *Please note: This program is temporarily paused due to the ongoing pandemic.*



## TOYS FOR TOTS

Each Holiday season, one of the ways we celebrate Jesus' birth is through giving to others by participating in the *Toys for Tots* program. The United States Marines created the *Toys for Tots Foundation* in 1991 to help bring the joy of Christmas and send a message of hope to our country's less fortunate children through the gift of a new toy.



# STUDENT/PARENT CODE OF CONDUCT

The Student/Parent Code of Conduct has been established to foster integrity, transparency, and personal responsibility. MVCS students are expected to strive for the highest standards of personal, ethical, and moral conduct. MVCS Parents/Guardians are expected to model, promote and support these standards. These standards are outlined throughout the school's Student/Parent Handbook. Page notations have been supplied regarding MVCS policies and guidelines:

- Foundational Values (pp 3)
- Purpose of pledges, devotionals, Bible classes, and worship services (pp 4)
- Parental Co-operative Guidelines (pp 6)
- Administrative Guidelines (pp 14)
- Lunch/Snack Policies (pp 14)
- Student Discipline Guidelines (pp 15-18)
- Safe School Guidelines - No bullying, harassment, intimidation (pp 19)
- Financial Policies (pp 20)
- Uniform Policies (pp 21)
- Student Driver Guidelines, found on the front page of mvcs.net
- Technology Policies (pp 22) and Technology Acceptable Use Policy (AUP) - Found on the front page of mvcs.net
- The Athletics Guidelines on how to support MVCS athletics and fan conduct at events. These guidelines are included in each student's Athletic Packet when they become a member of a Saints team.

## AUTHORITY

The Board of Directors have given authority for all behavioral/disciplinary matters to the Principal. In turn, the Principal has delegated to the Principals/Administrators/Instructional Staff the responsibility to administer discipline on a daily basis. The Principal holds the final authority in all disciplinary matters and invites any and all inquiries regarding the guidelines and policies of Mountain View Christian Schools.

## GUIDING PRINCIPLES

School officials are guided by the following principles:

- The school will use the Bible as the foundation for making disciplinary decisions.
- All sanctions and consequences imposed should be fair, redemptive, and instructive - NOT PUNITIVE.
- The attitude, repentant spirit, and cooperation of the student and parent(s)/guardian(s) involved may be considered in the imposition of sanctions and consequences.
- Sanctions may include counseling, community service, restitution or may require the student be withdrawn or expelled.
- While MVCS has no direct control over and accepts no responsibility for the behavioral choices of MVCS students when off-campus, the school reserves the right to discipline a student for off-campus misconduct, including social media.

## GENERAL GUIDELINES

MVCS students shall not be engaged in any immoral, illegal, or unethical activities that may have a detrimental effect on the offending student, other students, the school, the community, or the name of Jesus Christ. These guidelines not only address the effects of a violation on individual students, but also the impact of the violation on the school's reputation and its ability to fulfill its stated mission. The school expects students to respect the physical and psychological well-being of others and will not tolerate behavior that exploits another individual.

## STUDENT AND PARENT/GUARDIAN AGREEMENT

MVCS Parent(s)/Guardian(s) and students shall sign and return a copy of this page as their agreement to willingly abide by and support the above mentioned items. This form is distributed by each student's homeroom teacher and is available on the MVCS website <https://mvcs.net/> In the event of a violation of the school's conduct policies, a disciplinary response will be rendered.

# PARENTAL CO-OPERATIVE GUIDELINES

Upon enrolling at Mountain View Christian Schools, each student's Parent(s)/Guardian(s) registration packet included the following document which was signed in agreement to support the topics outlined below.

1. I/We understand that the Board of Mountain View Christian has granted the Principal of MVCS, and the Principal's designated staff, the final authority over school-related situations.
2. I/We agree to abide by all MVCS published rules and regulations.
3. I/We agree to abide by all guidelines for parent/guardian conduct at MVCS Athletics contests that are published in the Student/Parent Athletics Packet.
4. I/We understand that the 2022-23 Parent/Student Handbook is posted on the internet in a printable format. Therefore the rules and provisions contained within are a binding agreement with Mountain View Christian Schools.
5. I/We will encourage my/our student to comply with all school regulations and standards.
6. I/We give the faculty and administration discretion to employ discipline as is deemed wise and expedient for my student.
7. I/We will take an active role in my/our student's education. This will include following through with homework assignments, special work, slips that need to be signed, etc.
8. I/We will support the spiritual training given to my/our student.
9. I/We agree to accept the responsibility for any damage done by my/our student at the school.
10. I/We understand that the MVCS administration reserves the right to terminate the educational partnership between the school and family if an unresolved division persists between ourselves and the school faculty or administration.
11. I/We understand that the school reserves the right to dismiss any student who chooses not respect its spiritual standards or cooperate in the school's academic program.
12. I/We agree that based upon Matthew 18:15-20 and I Corinthians 6:1-8 that the Bible commands us to make every effort to live in peace and to resolve conflicts with each other in private. Therefore, by signing this Cooperative Guidelines you agree that any claim or dispute arising out of or related to this agreement shall be resolved by Biblically based mediation and, if necessary, binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation (peacemaker.net). The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their rights to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.
13. In light of Matthew 18:15-18, I/We understand and agree to the principle of refraining from the discussion of a disagreement with the teachers, staff, administration and/or policies of MVCS on social media or in front of students and/or other adults.
14. I/We understand that MVCS holds multiple accreditations and is exempt from the provisions of the Private Elementary and Secondary Education Authorization Act (NRS 394).
15. I/ We agree to notify MVCS immediately in writing of the existence of any custody dispute involving the student, including any custody dispute existing at the time of this contract.
16. I/We will notify the School Office of any changes in address, phone number, employment, or emergency phone number.
17. I/We will notify the School Office of any additional person(s) authorized to pick up my/our child(ren). I/We understand that it is required to have a note on file allowing my/our child(ren) to walk home from school, transport or be transported by another student or their family.
18. I/We agree to the use my child's picture and/or accomplishments in MVCS yearbook, publications, and advertisements.
19. I/We will request copies of the academic and behavioral records of my child from his/her current school.
20. I/We understand that the registration fee is non-refundable and non-transferrable and must accompany the application.
21. I/We understand that the MVCS and Saints Athletic Department logos are the property of MVCS and cannot be used or duplicated without expressed written consent of MVCS Administration.

# ACADEMICS

## ACADEMIC AFFILIATIONS

MVCS holds accreditation from the Association of Christian Teachers and Schools (ACTS) and is a member of the Association of Christian Schools International (ACSI). MVCS is recognized by the Nevada Department of Education. The Nevada Department of Education supports our choice of accreditation, curriculum and selection of teachers. The Nevada Department of Education communicates this support through NRS394.211, which states that our school is exempt from the provisions of the Private Elementary and Secondary Education Authorization Act.

*Association of Christian Teachers and Schools (ACTS)*  
1445 Boonville Ave., Springfield, MO 65802  
(417) 862-2781  
<https://www.actsschools.org/>

*Nevada Department of Education*  
700 East Fifth Street, Carson City, NV 89701  
(775) 687-9200  
<http://www.doe.nv.gov/>

*Association of Christian Schools International (ACSI)*  
P.O. Box 35097, Colorado Springs, CO 80935  
(719) 528-6906  
<https://www.acsi.org/>

## TESTING INFORMATION

Testing at MVCS is designed for our students to receive continual feedback on how they are progressing in preparation for life beyond high school. Each test provides valuable information in regards to where a student stands in attaining criteria for college entrance requirements, college coursework, and scholarship opportunities.

The JHS/HS curriculum at MVCS is in alignment with the core concepts covered in these tests. Student success in testing begins with achieving mastery of MVCS coursework. Additionally, our staff provides support and analysis for students to improve their testing scores. Please contact Dannette Kirk, the MVCS Guidance Counselor for additional support with college and career planning.

**TERRA NOVA** - Reviewing yearly Terra Nova scores provides students an assessment of their retention of core curriculum and preparedness for future tests. MVCS will be conducting Terra Nova testing on **April 11-14, 2023**.

**PSAT** - PSAT test scores are used to determine student eligibility for the National Merit Scholarship program and also provides projected results on future ACT/SAT Tests. MVCS Sophomores take their PSAT on **Wednesday, October 12, 2022**.

**ASVAB** - ASVAB Testing provides students with feedback in regards to specific skill sets and also their eligibility for a variety of careers in the military. MVCS Juniors will take this test. We will notify families of this testing date via email, RenWeb (FACTS), Facebook, and on our website.

**ACT/SAT** - The ACT and SAT test scores are used by colleges, universities, and scholarship organizations to determine which students are eligible for program admissions and awards. ACT and SAT tests are conducted at designated off-site locations throughout the United States on the dates listed below. Students are recommended to start taking these tests upon completion of their Junior year of high school, and are encouraged to take the tests multiple times in order to acquire the highest possible score. Practice tests are available for each of these tests can be found on the websites listed below.

### *The MVCS School Code for ACT and SAT Registration*



# 290164



#### **ACT Test Date (Registration Deadline)**

October 22, 2022 (September 10, 2022)  
December 10, 2022 (November 4, 2022)  
February 11, 2023 (January 6, 2023)  
April 15, 2023 (March 10, 2023)  
June 10, 2023 (May 5, 2023)  
July 15, 2023 (June 16, 2023)

<https://www.act.org/>

#### **SAT Test Date (Registration Deadline)**

October 1, 2022 (September 2, 2022)  
November 5, 2022 (October 7, 2022)  
December 3, 2022 (November 3, 2022)  
March 11, 2023 (February 10, 2023)  
May 6, 2023 (April 7, 2023)  
June 3, 2023 (May 4, 2023)

<https://www.collegeboard.org/>



# ACADEMICS

## ADMISSIONS PROCEDURES

Families who would like to enroll their children at Mountain View Christian Schools are required to fill out a registration packet (for new students) or update their registration information (for returning students). MVCS does not discriminate on the basis of race, color, gender, national or ethnic origin.

**Returning Students:** A returning student will be automatically re-enrolled for the new school year each January. Families are able to update their information via their RenWeb (FACTS) account. There may be instances where returning students are required to meet with administration in order to ensure re-enrollment.

**New Students:** The first step to enroll at MVCS is the submission of the registration packet, (which is available on our website <http://mvcs.net/>), including records and payment of applicable fees. Records must be submitted from the prior school, or have been maintained by a home school association. Upon the submission of these documents, an entrance exam will be scheduled and the student, along with their parent(s)/guardian(s), will interview with MVCS administration.

**International Students:** The first step to enroll at MVCS is the submission of the registration packet, (which is available on our website <http://mvcs.net/>). MVCS will issue an I-20 upon receipt of required documentation, testing information, and payment of applicable fees. Students who are in need of host families will have a host family selected for them and the corresponding host family profile will be forwarded to them. *\*Please contact the MVCS front office if you are interested in becoming a host family.*

## ATTENDANCE POLICY

Consequences for students who have excessive absences and/or who have violated the tardy policy are outlined in the section of this Handbook on Discipline Guidelines (pp 15-18). MVCS requires a signed medical slip from a physician to excuse absences. The MVCS Administration will consider extenuating circumstances, such as extended illnesses, death in the family, travel problems, etc. and amend these policies accordingly. Excessive absences could result in the student being turned in for truancy if the MVCS Administration deems that step necessary, which is covered under Nevada law NRS 392.142.

## GRADING GUIDELINES

The following grade key is used from 1<sup>st</sup> through 12<sup>th</sup> Grade to determine individual assignment and overall subject grades. Please reference our school calendar for the dates grades close for each quarter and semester. In addition to these deadlines, MVCS may also send out a “grade-alert” in between each published progress report/report card as deemed necessary. The “grade-alert” is used to notify parents of any D’s, F’s or other subpar performance that could be reflected on an upcoming progress report/report card.

### Academic Grading Guidelines:

A 93-100	B+ 87-89	B- 80-82	C 73-76	D+ 67-69	D- 60-62
A- 90-92	B 83-86	C+ 77-79	C- 70-72	D 63-66	F Below 60

Semester grades are calculated on an overall point system, before averaging. The manner in which a grade is calculated for a specific class, for an entire quarter, and/or for a semester is described below:

**Kindergarten - 6<sup>th</sup> Grade:** Quarter grades are determined by adding 25% of a student’s overall in-class independent work/homework grade, 25% of their overall quiz grade, and 50% of their overall test grade.

**7<sup>th</sup> - 12<sup>th</sup> Grade:** Semester grades are determined by adding 35% of each quarter grade (for a 70% total) and 30% of the comprehensive semester final. Quarter grades are determined by adding 25% of a student’s overall homework grade, 25% of their overall quiz grade, and 50% of their overall test grade.

## ACADEMIC PROBATION

Students are expected to achieve at least a minimum standard of a C in all classes. Upon completion of a quarter or semester a student *may* be placed on Academic Probation if they receive below a C in any course or fall below a cumulative 2.0 *g.p.a.* for the grading period. The purpose of Academic Probation is to identify and change bad habits that prevent students from succeeding. If your child is struggling due to aptitude, we will assist them. Students who require additional academic, physical, or behavioral services are provided resources through additional classes and tutoring.

## MVCS ONLINE

**THIS SERVICE IS ONLY APPLICABLE FOR STUDENTS WHO ARE IMPACTED BY COVID-19.**

Mountain View Christian Schools uses *Google Classroom* and *Swivl* for families in need of online education. *Google Classroom* allows students to receive and submit assignments, watch videos and take their quizzes and tests. *Swivl* is a moving camera with multiple detached microphones that follows, films, and records what the instructor chooses. The multiple microphone feature helps distance learners hear more classroom interactions than normal camera systems with a single microphone. A recording of each course will be posted on *Google Classroom* later in the day. It may be a different block, but it will be the same content and same teacher. *Swivl* can also pair with *Google Classroom* to provide some synchronous (real time) joining of distance learners with their classmates. This pairing of *Swivl* and *Google Classroom* will allow teachers to invite homebound students to join the classroom live for certain activities.

# ACADEMICS

## HIGH SCHOOL GRADE POINT AVERAGE

MVCS students can calculate their g.p.a. after each semester grading period. Each letter grade is worth the “quality point” listed below. To calculate your g.p.a. you add up your quality points and divide by the number of grades (including an “F”). Your overall g.p.a. is calculated by adding up all of your quality points and dividing that number by the number of classes in which you have received a grade. The worth of each letter grade’s quality points is listed below. For AP and honors classes, add .025 quality points to each grade earned. An “F” grade is worth zero points.

A	4.00	B+	3.33	B-	2.66	C	2.00	D+	1.33	D-	0.66
A-	3.66	B	3.00	C+	2.33	C-	1.66	D	1.00	F	0.00

## HIGH SCHOOL GRADUATION REQUIREMENTS

Students will need 27 credits to graduate and receive a diploma from Mountain View Christian High School. The official transcript for each student is on file in the office, and is updated by our Director of Admissions.

Only semester grades are placed on a student’s transcript. Junior High school students can earn high school credit for selected classes. A student will earn the general elective credit for any elective class where their credits have already been met. For instance, a student who successfully completes Media Arts in their freshman year will earn one fine arts credit. When the student successfully completes Media Arts in their sophomore year, they earn a general elective credit.

Students receive a 0.5 physical education credit for each season they complete as a member of a high school athletic team.

### Class (Required Credits)

Biblical Leadership (4)	Science (3)	Computer Science (1)
English (4)	Foreign Language (2)	Fine Arts (1)
History (4)	Economics (1)	Health (1)
Math (4)	Physical Education (1)	General Elective (1)

## COLLEGE PREPARATION

The curriculum at MVCS is College Preparatory. Each staff member prepares students for mastery of the subject material and provides assistance with weekly tutoring hours. The MVCS Guidance Counselor will assist families and their student(s) in college and career planning through meetings and information regarding test training, college fairs, college tours, and additional resources.

## COLLEGE CREDITS

Students have the opportunity to enroll in college courses while in high school. MVCS has entered into a partnership with the following universities for students interested in receiving college credits while in high school.

Students seeking to receive college credits from institutions other than the programs listed below need prior approval from the MVCS administration.

### *Grand Canyon University*

Juniors and Seniors at MVCS can enroll in online courses through Grand Canyon University. Please visit the academic link on our website for courses offered, requirements for enrollment, and costs.

MVCS is also a part of GCU’s Christian School Consortium. This partnership provides the opportunity to earn a \$16,000 scholarship to GCU. Students will receive a \$4,000 scholarship for each year they were enrolled in Mountain View Christian High School.

### *Northwest University*

All high school students enrolled at MVCS can enroll in courses through Northwest University. MVCS will offer concurrent courses on our campus with a classroom instructor. Students will receive high school and college credit for the completion of these courses.

## CREDIT RECOVERY

Students have the opportunity to recover credits through the MVCS Credit Recovery Program. MVCS uses the online high school program from BYU. Students complete the courses through the BYU online portal. Grading and course assistance is completed under the supervision of an MVCS teaching staff member.

# ACADEMICS

## ***Advanced Placement (AP) Courses***

Please note that AP courses are designed as college courses. All information about AP courses can be found at The College Board. AP courses and exams are designed by committees of college faculty and expert AP teachers who ensure that each AP subject reflects and assesses college-level expectations.

The courses require independent effort, as well as significant time and study commitments. MVCS has selected the following courses for the 2022-23 school year. These courses have been selected based upon the pre-qualification criteria that research has recommended.

Success in AP Courses are determined by the score on the national AP exams given each spring. The AP composite score points are set so that the lowest raw score needed to earn an AP Exam score of 5 is equivalent to the average score among college students earning grades of A in the college course. Similarly, AP Exam scores of 4 are equivalent to college grades of A–, B+, and B. AP Exam scores of 3 are equivalent to college grades of B–, C+, and C.

The “AP Credit Policy Info” online search tool provides links to credit and placement policies at more than 1,000 colleges and universities. This tool helps students find the credit hours and/or advanced placement they may receive for qualifying exam grades within each AP subject at a specified institution.

© 2010 The College Board. Visit the College Board on the Web: <https://www.collegeboard.org/>

## **2022-23 Advanced Placement (AP) Courses and Requirements**

### **AP American Literature and Composition**

1. Grade of A or better in Elements of Literature.
2. Combined PSAT critical reading and writing scores of 110 or better.
3. Performance of High Mastery in all subcomponents of the Reading, Vocabulary, Language and Language Mechanics sections of the Terra Nova.

### **AP Calculus AB / BC**

1. Grade of A or better in Pre-Calculus.
2. PSAT math score of 60 or better or SAT math score of 650 or better.
3. Performance of High Mastery in all subcomponents of the Mathematics and Math Computation sections of the Terra Nova.

### **AP Chemistry**

1. Grade of A or better in Biology.
2. PSAT critical reading score of 60 or better or SAT critical reading score of 600 or better.
3. Performance of High Mastery in all subcomponents of the Science section of the Terra Nova.

### **AP United States History**

1. Grade of A or better in World History.
2. Combined PSAT critical reading and writing scores of 110 or better.
3. Performance of High Mastery in all subcomponents of the Social Studies section of the Terra Nova.

### **AP United States Government and Politics**

1. Grade of A or better in United States History.
2. SAT critical reading score of 600 or better.
3. Performance of High Mastery in all subcomponents of the Social Studies section of the Terra Nova.

# ACADEMICS

## ***Academic Competitions***

MVCS students have the opportunity to compete in a variety of academic competitions. MVCS students have completed in Bible Memorization, Math Olympics, Speech Meet, Spelling Bee, Creative Writing, Geography Bee, Art Festival, and Yearbook.

## ***Chapel - Student Recognition***

Weekly Chapel services feature worship time, followed by a teaching on God's Word. Chapel is led by members of the MVCS staff, with special messages coming from the pastoral staff of First Good Shepherd and guest speakers. We invite all of our parents to enjoy chapel - please check with your child's teacher, the MVCS web site for start times. Chapel services are streamed live through the MVCS Facebook and YouTube channels.

At the end of each semester/quarter, our students are honored in a special assembly receiving recognition for being on the Principal's A Honor Roll, the A/B Honor Roll, Sir Saintly's Leadership Club, Academic Competitions and other special awards that our teachers enjoy handing out.

## ***Electives***

Kindergarten-6<sup>th</sup> Grade: MVCS students will participate weekly electives. Electives have included Art, Music, Physical Education, S.T.E.M., Karate, Band and Computer Science. Please check with your child's home room teacher for their elective classes and times.

Junior High (7<sup>th</sup>-8<sup>th</sup> Grade): JHS electives are assigned with the goal to introduce a variety of academic areas of interest to each child. Electives have included Art, Music, Physical Education, S.T.E.M., Band, Choir and Computer Science.

High School: High School students have the opportunity to select their elective course. The selection of students into our elective classes is based upon the combination of a student's seniority and how it affects their 4-year plan. Students are required to have seven (7) credits of elective classes in order to graduate from Mountain View Christian High School. High School students will have a choice of their yearly elective classes. MVCS have been offered the following electives:

*Fine Arts and Media Arts*: Art, Band, Culinary Arts, Drama, Dance, Guitar, Intro to Computer Science, Intro to Video Arts, Journalism, Music, Photography, Robotics, Yearbook, Web Design, Video Arts.

*Foreign Language*: MVCS offers 25 foreign language options through our partnership with the educational division of Rosetta Stone.

*Physical Education & Fitness*: Physical Education, Health, Karate, Weight Training, Anatomy and Exercise Physiology. Participation on a varsity team equals 0.5 credits per season. Cheerleaders earn 1.0 credit per school year.

## ***Extended Care***

Extended Care opens at 7:00a.m. and closes at 5:00p.m. Staff members include MVCS teachers and the program includes homework time, outside play, and clubs. The Financial Information and Policies and Procedures in this handbook for additional information on Extended Care at MVCS. Morning Extended Care is from 7:00-8:30am and afternoon extended care is from 3:30-5:00pm. The cost of extended care is a flat rate of \$12 per day.

## ***Student Services***

Guidance Counseling - Guidance Counselors will individually monitor students with personal profiles, placing emphasis on determining the appropriate connections based on their talents, interests, and objectives. Students are able to use the technology at our school to complete online applications, do research, and complete college course work.

Social and Emotional Learning (SEL) - MVCS provides weekly instruction in the identification and development of the skills required for students to develop personal discipline and redirect emotions in a healthy manner.

Summer School - Students who are in need of credit recovery or individualized assistance in order to be prepared for their next school year have the opportunity to attend Summer School.

Tutorial Services - Individualized and small group tutoring services are available after school to help students build the fundamental academic skills and study habits necessary to succeed.

## ***Summer Camp***

Summer Camp at MVCS is our extra-curricular program encompassing the summer months. MVCS offers a safe, fun, and spirit-based program that runs throughout the summer. Our Camp staff members are all CPR and first aid trained and certified, and enrollment in the program is separate from the regular MVCS academic school year. Forms for enrolling in the summer program are available each spring. Summer Camp may be postponed depending upon yearly interest in the program.

# CAMPUS LIFE

## Saints Athletics

The purpose of MVCS Athletics is to develop the character and teamwork of our students through sports. There is a fundamental difference between interscholastic and professional athletics. **Interscholastic Athletics** is a classroom that teaches young people many values and characteristics that cannot be found in any other academic setting.

### Athletic Programs at MVCS

#### **Elementary School:** (K - 5<sup>th</sup> Grade):

K-3<sup>rd</sup> grade plays baseball in the fall, basketball in the winter and soccer in the spring.

4<sup>th</sup>-5<sup>th</sup> grade plays flag football and girls volleyball in the fall, basketball in the winter and soccer in the spring.

#### **Junior High School:** (6<sup>th</sup> - 8<sup>th</sup> Grade):

Cheerleading, Flag Football & Volleyball (fall), Basketball (winter) and Soccer (spring).

#### **High School:**

Cheerleading, Football & Volleyball (fall), Basketball (winter) and Baseball & Softball (spring).

### Athletic Organizations

MVCS High School athletics is sanctioned under the guidance of NIAA rules in regards to athletic conduct, academic guidelines, facility requirements and coaching. The NIAA sponsors regional and state championship tournaments for Nevada. The Saints varsity teams currently participate in Southern 1A Division.

*Nevada Interscholastic Activities Association (NIAA)*

<https://www.niaa.com/landing/index>

549 Court St.

Reno, NV 89501

(775) 453-1012.

### Academic Requirements

Students are required to have zero D's or F's on a grade check. If a student receives a D or F in any course, they will receive an Academic Probation Form. This process will continue throughout the entire schedule for each sport. If an athlete is ruled ineligible due to academics three times during a season, that athlete is ruled ineligible for the remainder of the season.

**Academic Probation:** During probation, students are eligible to participate in their sport. MVCS provides students an opportunity to record enough grades to remain eligible. Grades will be checked two weeks from the notice. If there remains a D or F in any course (which includes courses that are different from the original grade check), the student will receive an Academic Ineligibility Form. \*Please note: A student is allowed only one academic probation per sport.

**Academic Ineligibility:** Upon receipt of this form a student is ineligible to participate in any practice or game for a period of one week. Their grades will be checked again one week from the last grade check. If they still have a D or F in any course (which includes courses that are different from the original grade check), they will be ineligible for another one-week period.

### Volunteers

Our program is consistently in need of volunteers, especially coaches. Volunteers are crucial to the long-term stability of our programs and the opportunity to offer sports programs to our students. To volunteer for MVCS Athletics, please contact our Athletics Director, Kaitlin Glover at [kglover@mvcs.net](mailto:kglover@mvcs.net).

### Donors

Please support our students athletes by donating to MVCS Athletics. Your tax-deductible donations will be directly applied to our yearly expenses in the areas of facility rentals (field/gym), equipment, uniforms, and transportation. To donate to MVCS Athletics, please contact our Athletics Director, Kaitlin Glover at [kglover@mvcs.net](mailto:kglover@mvcs.net).

### Uniform Fees

At MVCS, our students purchase their own uniforms. Our uniforms are customized with your child's name, number, and size. Uniform purchases are designed for our students to wear their uniforms for multiple seasons and retain them as a keepsake for the positive memories while competing as a Saint. Financial assistance is available to help families with uniform fees.

### Physicals and Athletics Packets

Each high school athlete at MVCS must have a physical on file, updated every two years upon their enrollment date. Athletic packets contain the forms and guidelines necessary to compete in sports at MVCS and will be distributed by the coaches to their respective teams. All student athletes must have a sports packet filled out before they may start participating in a sport.

### Health and Physical Education Programs

**Health** - This course affords students the opportunity to acquire general knowledge, practice skills, and develop healthy habits that can benefit them throughout life.

**Physical Education** - promotes the benefits of physical fitness and skill development. Physical education enhances a student's creative instincts and self-esteem, fosters social skills, and sharpens the ability to concentrate.



# CAMPUS LIFE

## SERVANT LEADERSHIP

MVCS provides numerous opportunities for our students to serve others throughout the school year. Our school-wide focus on serving, helps our students experience the blessings promised in God's Word. Furthermore, our students will experience emotional, physical, and psychological benefits of serving. Their healthy outlook will enable them to meet the needs as servant leaders of their generation.

## CLASS MENTORS

One of the ways MVCS accomplishes a unity of purpose from Preschool through 12<sup>th</sup> Grade is through the mentor class program. Many of our older students have been in this program since elementary school, providing leadership to younger students through academic and social activities. *This program has been suspended due to the ongoing COVID-19 Pandemic.*

## SCHOOL EVENTS

Throughout the school year, MVCS will have a variety of student-enrichment events that provides a well-rounded education for our students. This extension of the traditional classroom provides invaluable opportunities for our students to build their emotional intelligence through social interaction. MVCS students participate in daily recess, lunch, and campus breaks; scheduled field trips throughout Nevada, Southern California and Utah; off-campus athletic trips, field trips and events such as The Pali Conference, San Diego Sea Camp, Shakespearean Festival, Holy Bowly, and Prom; on-campus events include as Field Day, Dress Days, Movie on the Lawn, Homecoming, Read Across America, Splash 'N Dash, and Mingle Jingle. For a event dates as well as a complete list and overview of school events please visit our campus life page at mvcs.net.

## ENRICHMENT COURSES

Additional enrichment courses are an integral part of the curriculum at MVCS. Our goal is to identify the God-given abilities in each student and then connect them with courses that sharpen those abilities.

***Yearly enrichment course offerings vary due to availability and student interest.***

### **Art**

The visual arts program at MVCS, begins with our preschool through lower elementary students focusing on a broad range of art experiences, including drawing skills, painting, printmaking, color theory, and textiles that incorporate art with scripture.

### **Band, Choir, Dance, and Music**

MVCS partners with professional instructors and organizations to provide training for beginners, intermediates and advanced students. The K-6<sup>th</sup> Grade music elective introduces students to rhythm instruments, singing, and general music.

### **Culinary Arts**

Restaurant history, technique, safety, sanitation, equipment, classical cooking, practical cooking and cooking terminology will be just some of the areas the course will cover. The course will fulfill a fine arts credit or a general elective credit. All participating students will be required to purchase a chef's jacket and pay a supplemental fee to cover some food costs.

### **Foreign Language**

Featuring interactive learning technology, administrative tools, and supplemental materials, *Rosetta Stone Classroom* is a blended-learning solution that teaches the fundamentals to learners in over 25 languages.

### **Journalism / Photography / Yearbook**

Students in this course use modern mass-media to produce a school newspaper and our annual yearbook, *Reflections*. Our yearbook won first place in the ACSI Regional Yearbook Competition in 2014. In 2016, our yearbook cover was recognized by *Jostens* as one of the top covers in the nation. Also in 2016, an MVCS student won an award in *Jostens Photography Competition*. The skills learned to produce these items involve writing, marketing, technology, and public relations.

### **Karate**

MVCS partners with professional instructors and organizations to provide training for beginners, intermediates and advanced students.

### **Media Arts / Broadcast Media**

Students learn the basics of producing, editing, and shooting for television, video and social media. Students will gain hands on experience as well as broadcasting theory. The media arts class also provides technical support at chapels and events.

### **S.T.E.M. (Science, Technology, Engineering, Mathematics)**

Logical and critical thinking skills are developed to solve problems and build computational thinking practices. These skills have been identified as the fundamental foundation for future job and career opportunities.

**Computer Science:** MVCS has two computer labs, offering training in PC and iMac Systems.

**Robotics:** LEGO Robotics Kits are used to create an engaging and inspiring learning environment in key curriculum areas. LEGO Kits make science, technology engineering, mathematics, and coding come to life.

# POLICIES AND PROCEDURES

## ADMINISTRATIVE GUIDELINES

**APPOINTMENTS** - All appointments with the teachers of MVCS are to be made by contacting the teacher via email or the front office at (702) 382-8610. Appointments with the MVCS Administration are to be made by contacting Gwen Porrino via phone or at [gdporrino@mvcs.net](mailto:gdporrino@mvcs.net). When arriving on campus for an appointment, please check-in and receive a visitor's badge.

**CLASSROOM ASSIGNMENTS** - The administration of MVCS assigns students to classrooms and does not switch students from one classroom to another unless there are extenuating circumstances.

**CLOSED CAMPUS** - ***MVCS is a closed campus.*** Once a student arrives at MVCS, the school accepts responsibility for the supervision and care of the child until parent notification is given reclaiming the responsibility of care and supervision of their child. Parents are required to sign out their child at the front desk and have identification available. Students are allowed to walk home after school with written parental permission on file. Students are not allowed to leave campus and return without parental permission that is communicated to the MVCS administration.

**EXTENDED CARE** - During the school year, MVCS students who arrive on campus prior to 8:00a.m. and remain on campus after 3:30p.m. are required to check into Extended Care. Students who are being tutored or have after school activities, such as athletics or arts, are required to check into Extended Care upon completion of their activities. Morning extended care is from 7:00a.m. to 8:00a.m. and afternoon is from 3:30p.m. to 5:00p.m. An overview of extended care rates and fees can be found in MVCS Financial Policies (pp 20).

**HOMEWORK REQUESTS** - When students have an excused absence from school they will receive the same number of days to make up missed homework. Please contact each student's teacher via RenWeb (FACTS) to request homework.

**LUNCH PROCEDURES** - MVCS participates in the National School Lunch Program (NSLP). All MVCS students eat free under the Nevada Universal Free Meal Program funded by the USDA and ARPA Funds. In order to participate in this program, all families are required to complete the Free and Reduced Lunch Application. Applications, and the application instructions are available on the MVCS website <https://mvcs.net/> or in the front office.

Our lunch vendor is *Better 4 You Meals*, our vendor provides approved lunches, drinks and snacks. Students who choose to bring their own personal lunch and snacks from home are required to follow the NSLP Wellness Policy. The Wellness Policy and approved Smart Snack Food list are available on the MVCS website <https://mvcs.net/> or in the front office.

**MEDICAL POLICIES** - Office and staff personnel are not allowed to dispense over the counter medication, nor are students allowed to carry these items on campus. Prescription medication are to be signed into the office with a doctor's note or prescription bottle with a signed parental permission form. Inhalers are to be kept in the office. MVCS policy states that if a student's temperature is 100.0 or above; they are required to go home. Students must be fever-free for 24 hours before they can return to school.

**OFFICE PHONE** - The phone located on the school office counter is provided for the convenience of our staff, students, and parents. MVCS will limit the use of the phone for our students during their class time.

**RECORDS REQUEST** - Please call the office in advance when requesting copies of Report Cards, Testing Results, Transcripts, Birth Certificates and Immunization Records. Please note, accounts with an outstanding balance will have records withheld until there is an arrangement in place to pay off the balance.

**SECURE CAMPUS** - MVCS has a security guard on campus while school is in session. The security guard office is in the SILVER BUILDING. Security patrols the campus throughout the day. Doors and gates to the school will be locked at all times. The only open gate is to the main office parking lot, located in the RED BUILDING. There is a notification door buzzer at the main entrance to gain access to the facility. An overview of MVCS Lockdown/Shelter in Place procedures is on page 23 of MVCS Student/Parent Handbook.

**STUDENT DRIVERS** - Students who drive to MVCS are required to complete a student-driver registration form. In order for a student driver to have other students as passengers, parental permission of the driver's parent is required and each passenger is also required to have parent permission.

**VIDEO POLICY** - Without prior authorization, ***students are NOT allowed to take video on campus.*** Video taken at MVCS is for the use of the individual families who are filming and not for public dissemination. Please receive prior approval from MVCS Administration before posting video on sites such as *YouTube, Facebook, etc.*

**VISITORS/VOLUNTEERS** - Visitors must check in at all times. Student-visitors who would like to visit MVCS need permission from the administration to visit. Volunteers for an extended and/or reoccurring activity may be subjected to a background check (this regulation does not apply to parties, field trips, or school assemblies). A background check is required for all individuals who volunteer to coach athletics.

# POLICIES AND PROCEDURES

## OVERVIEW DISCIPLINE GUIDELINES

The goal of discipline at MVCS is to redirect behavior (Proverbs 22:6), learn the value of embracing discipline (Hebrews 12:5-13) and to build relationships (Matthew 18:15-18). The structure of these guidelines is to provide an overview of what level a behavior will be dealt with. For instance, a similar offense may be dealt with at the same level or the severity of an behavioral offense may immediately go to a higher level. ***The administration reserves the right to defer from this guide depending upon the severity and reoccurrence of an offense and to notify law enforcement for any illegal activity - including activity promoted/discussed on social networking sites.***

These guidelines not only address the effects of a violation on individual students, but also the impact of the violation on the school's reputation and its ability to fulfill its stated mission. Collaboration between teachers and parents is vital to the effective education of your student. Communication, whether in person, by phone, e-mail, or social media should be conducted with mutual respect.

If a conflict does arise, follow the instructs and goals provided in Matthew 18:15-18 regarding relationships. Prior to contacting administration, please contact the teacher who is closest to the concern and most able to quickly and effectively resolve the issue. If the concern is unable to be resolved, an administrator will mediate a meeting between the teacher and the parent. In situations when a ***Required Parent Conference (RPC)*** is required, students are not allowed to attend school until the conference occurs. If no resolution can be found a final step will be to meet with the Principal who has the final authority in all school-related issues.

## KINDERGARTEN - 4<sup>TH</sup> GRADE DISCIPLINE GUIDELINES

Behavior	Level 1	Level 2	Level 3	Level 4
Absences (Unexcused)	Three (3) in a semester Notify	Five (5) in a semester meet with Administration	Ten (10) in a semester RPC with Administration	Behavior Contract
Abuse of School Personnel; Physical	Parent/Police Contact Move to Expel			
Abuse of School Personnel; Verbal	Suspension Move to Expel	Move to Expel		
Accumulation of Incident Reports	Parent Meeting	Parent Meeting with Administration	Suspension or Behavior Contract	Suspension or Move to Expel
Arson / Setting Fires	Parent/Police Contact Move to Expel			
Biting	Notify	Suspension RPC with Teacher	Suspension RPC with Administrator	Suspension or Move to Expel
Bullying: Teasing, etc. (Includes cyber-bullying)	Please refer to page 19 of the MVCS Student/Parent Handbook for definitions, responsibility, and reporting of bullying, intimidation, harassment, abuse, and hazing. MVCS has provided a secure and confidential online reporting link on its website at <a href="http://mvcs.net/contact/">http://mvcs.net/contact/</a> - these reports go directing to the MVCS Administration.			
Cheating / Plagiarism	Zero on assignment meet with Teacher	Zero on assignment meet with Administration	Suspension or Behavior Contract	
Destruction of School Property/Books	Pay for material or replace	Suspension and pay for material or replace	Suspension or Behavior Contract	
Disruptive Behavior	Notify meet with Teacher	Notify meet with Administration	Suspension or Behavior Contract	
Dress Code: Unacceptable Appearance	Notify correct violation	Notify meet with teacher	RPC meet with Administration	Send Home or Behavior Contract
Explosives; Bombs, Firecrackers etc..	Parent/Police Contact Move to Expel			
Extortion:	Suspension	Move to Expel		

# POLICIES AND PROCEDURES

## KINDERGARTEN - 4<sup>TH</sup> GRADE DISCIPLINE GUIDELINES

Behavior	Level 1	Level 2	Level 3	Level 4
Failure to return a document signed	Notify	Notify meet with teacher	RPC meet with Administration	Suspension or Behavior Contract
Fighting: Assault & Battery	Suspension	Move to Expel		
Fighting: Mutual (includes play-fighting)	Notify (Aggressor may be sent home)	Suspension RPC with Administration	Suspension or Behavior Contract	Move to Expel
Forgery	Notify	Notify meet with teacher	Notify meet with Administration	Suspension or Behavior Contract
Gossip / Notes	Notify	Notify meet with teacher	Notify meet with Administration	Suspension or Behavior Contract
Gum Chewing	Notify	Notify Clean up duty	Notify meet with teacher	Notify or Behavior Contract
Habitual Offender: Behavior Contract	The goals of MVCS Behavior Contracts are designed for student success. The Behavior Contract will be clear in detailing the behaviors resulting in the contract and the expectations of changes in behavior.			
Homework Missed	Student Responsibility Card issued	Multiple Cards Issued: Parent/Teacher meeting	Continued Behavior: Parent/Admin. Meeting	Behavior Contract
Leaving Campus Cutting Class	Notify	Notify RPC with Administration	Suspension or Behavior Contract	
Loitering/Cutting Extended Care	Notify	Notify RPC with Director	Student suspended from Extended Care	Student removed from Extended Care
Littering	Notify	Notify Clean up duty	Notify meet with teacher	Notify or Behavior Contract
Lying	Notify	Notify meet with teacher	Notify meet with Administration	Suspension or Behavior Contract
Objectionable Material: Electronic Devices and/or Printed Items	Notify Parent required to pick up items	Notify RPC with Administration	Suspension or Behavior Contract	
Profanity: Language, Material, Gestures	Notify - Sent Home	Notify RPC with Administration	Suspension or Behavior Contract	
Restroom Behavior	Notify	Notify RPC with Administration	Suspension or Behavior Contract	
Playground Behavior (Spitting/Rock Throwing)	Notify	Notify RPC with Administration	Suspension or Behavior Contract	
Tardy	Five (5) in a quarter: Notify	Eight (8) in a quarter: Ineligible for NHS and/or Awards and Activities	Ten (10) in a quarter: RPC with Administration	Behavior Contract
Theft: From students and/or staff	Notify Pay or replace items	Notify RPC with Administration	Behavior Contract	
Weapons: Possession	Parent/Police Contact Move to Expel			

# POLICIES AND PROCEDURES

## 5<sup>TH</sup>-12<sup>TH</sup> GRADE DISCIPLINE GUIDELINES

Behavior	Level 1	Level 2	Level 3	Level 4
Absences (Unexcused)	Three (3) in a semester Notify	Five (5) in a semester meet with Administration	Ten (10) in a semester RPC with Administration	Behavior Contract
Abuse of School Personnel; Physical	Parent/Police Contact Move to Expel			
Abuse of School Personnel; Verbal	Suspension Move to Expel	Move to Expel		
Abuse of School Personnel; Social Media	Notify RPC with Administration	Suspension Move to Expel	Move to Expel	
Alcohol/Drugs; Use, Sale or Possession	Parent/Police Contact Move to Expel	MVCS may conduct drug/alcohol testing whenever there is suspicion, in the sole opinion of Administration, that a student has used or is under the influence. If a student tests positive, the applicable provisions of these guidelines will be enforced.		
Arson / Setting Fires	Parent/Police Contact Move to Expel			
Bullying: Teasing, etc. (Includes cyber-bullying)	Please refer to page 19 of the MVCS Student/Parent Handbook for definitions, responsibility, and reporting of bullying, intimidation, harassment, abuse, and hazing. MVCS has provided a secure and confidential online reporting link on its website at <a href="http://mvcs.net/contact/">http://mvcs.net/contact/</a> - these reports go directing to the MVCS Administration.			
Cheating / Plagiarism	Zero on assignment meet with Teacher	Zero on assignment meet with Administration	Suspension or Behavior Contract	
Destruction of School Property/Books	Pay for material or replace	Suspension and pay for material or replace	Suspension or Behavior Contract	
Disruptive Behavior (Class, Hall, Chapel)	Notify Parents in writing	Notify RPC with Administration	Suspension or Behavior Contract	
Disruptive Behavior: Unprepared for class	15-minutes time owed in detention	Notify meet with teacher	Notify meet with Administration	Suspension or Behavior Contract
Dress Code: Unacceptable Appearance	Notify correct violation	Notify meet with teacher	RPC meet with Administration	Send Home or Behavior Contract
Explosives; Bombs, Firecrackers etc..	Parent/Police Contact Move to Expel			
Extortion:	Suspension	Move to Expel		
Fighting: Assault & Battery	Suspension	Move to Expel		
Fighting: Mutual (includes play-fighting)	Notify (Aggressor may be sent home)	Suspension RPC with Administration	Suspension or Behavior Contract	Move to Expel
Forgery	Notify	Notify meet with teacher	Notify meet with Administration	Suspension or Behavior Contract
Gossip / Notes	Notify	Notify meet with teacher	Notify meet with Administration	Suspension or Behavior Contract
Gum Chewing	Notify	Notify Clean up duty	Notify meet with teacher	Notify or Behavior Contract



# POLICIES AND PROCEDURES

## 5<sup>TH</sup>-12<sup>TH</sup> GRADE DISCIPLINE GUIDELINES

Behavior	Level 1	Level 2	Level 3	Level 4
Habitual Offender: Behavior Contract	The goals of MVCS Behavior Contracts are designed for student success. The Behavior Contract will be clear in detailing the behaviors resulting in the contract and the expectations of changes in behavior.			
Homework Missed	Detention - Complete missing assignments	Detention - Complete assignments for the week	Continued Behavior: Parent/Admin. Meeting	Behavior Contract
Leaving Campus Cutting Class	Notify	Notify RPC with Administration	Suspension or Behavior Contract	
Loitering/Cutting Extended Care	Notify	Notify RPC with Director	Student suspended from Extended Care	Student removed from Extended Care
Littering	Notify	Notify Clean up duty	Notify meet with teacher	Notify or Behavior Contract
Lying	Notify	Notify meet with teacher	Notify meet with Administration	Suspension or Behavior Contract
Objectionable Material: Clothing/Printed Items	Notify remove/dispose	Notify RPC with Administration	Suspension or Behavior Contract	
Objectionable Material: Electronic Devices (cell phone policy - pp22)	Confiscate Student pick up items at the end of the day	Confiscate Parent required to pick up items	Confiscate RPC with Administration	Confiscate Suspension or Behavior Contract
Objectionable Use Headphones Smart Watches	Confiscate Student pick up at the end of the day	Confiscate Parent required to pick up	Confiscate \$25 to SLC, parent required to pick up	Confiscate Additional \$5 per incident to SLC
Profanity: Language, Material, Gestures	Sent Home	Suspension/ RPC with Administration		
Public Displays of Affection (PDA)	Notify	Notify RPC with Administration	Suspension or Behavior Contract	
Tardy	Five (5) in a quarter: Notify; Detention	Eight (8) in a quarter: Detention. Ineligible Awards and Activities	Ten (10) in a quarter: RPC with Administration	Behavior Contract
Theft: From students and/or staff	Notify Pay or replace items	Notify RPC with Administration	Behavior Contract	
Tobacco (Possess, Chewing or Smoking)	Suspension	Move to Expel		
Weapons: Possession	Parent/Police Contact Move to Expel			

While students are on the property of MVCS, the search and seizure rights of our school personnel fit within the “reasonable suspicion” guidelines of the 4th Amendment.

MVCS staff and administration will determine the severity of each incident on our campus. Therefore some offenses may result in consequences that go immediately to a higher-level category.

# POLICIES AND PROCEDURES

## PREVENTING ABUSE, BULLYING, & HARASSMENT

It is the policy and goal of Mountain View Christian Schools to provide a safe and respectful learning environment for all students and staff. No member of the board of trustees, nor employee of the board of trustees, including, without limitation, an administrator, principal, teacher or other staff member, nor any student of the school shall engage in any conduct on or off school property which results in “bullying”, “cyber-bullying”, “harassment”, “hazing”, “intimidation”, or “abuse” of any student on school property, at an activity sponsored by a school or on any school vehicle.

The staff of Mountain View Christian Schools participates in mandatory, ongoing training regarding their responsibility to identify, stop, and report bullying, harassment, intimidation, hazing and/or abuse. This training includes guidelines on how to create a safe environment. Training complies with all federal, state, and local laws; and is supported by a variety of on and off-campus resources.

Mountain View Christian Schools has provided a notification link on its website, <http://mvcs.net/contact/>, to report any and all concerns that the stakeholders of our school may have. These stakeholders include, but are not limited to, the MVCS Administration and staff, students, parents, volunteers, and visitors.

### DEFINITIONS

**ABUSE** - in Nevada law is defined under NRS 432B.020. “Abuse or neglect of a child” means; physical or mental injury of a nonaccidental nature; Sexual abuse or sexual exploitation; or negligent treatment or maltreatment as set forth in NRS 432B.140, occurs if a child has been subjected to harmful behavior that is terrorizing, degrading, painful or emotionally traumatic, has been abandoned, is without proper care, control or supervision or lacks the subsistence, education, shelter, medical care or other care necessary for the well-being of the child because of the faults or habits of the person responsible for the welfare of the child or the neglect or refusal of the person to provide them when able to do so.

A child is not abused or neglected, nor is the health or welfare of the child harmed or threatened for the sole reason that: the parent of the child delivers the child to a provider of emergency services pursuant to NRS 432B.630, if the parent complies with the requirements of paragraph (a) of subsection 3 of that section; or the parent or guardian of the child, in good faith, selects and depends upon nonmedical remedial treatment for such child, if such treatment is recognized and permitted under the laws of this State in lieu of medical treatment. This paragraph does not limit the court in ensuring that a child receive a medical examination and treatment pursuant to NRS 62E.280.

**BULLYING** - in Nevada law is defined under NRS 388.122 means a willful act or course of conduct on the part of one or more students which is not authorized by law and which exposes a student repeatedly and over time to one or more negative actions which is highly offensive to a reasonable person and is intended to cause and actually causes the student to suffer harm or serious emotional distress. Under Nevada law this includes NRS 388.123 **Cyber-bullying** which is defined as bullying through the use of electronic communication. The term includes the use of electronic communication to transmit or distribute a sexual image of a minor. As used in this section, “sexual image” means” any visual depiction, including, without limitation, any photograph or video, of a minor simulating or engaging in sexual conduct or of a minor as the subject of a sexual portrayal. “Sexual portrayal” means the depiction of a person in a manner which appeals to the prurient interest in sex and which does not have serious literary, artistic, political or scientific value.

**HARASSMENT** - in Nevada law is defined under NRS 388.125 and means a willful act or course of conduct that is not otherwise authorized by law and is highly offensive to a reasonable person and intended to cause and actually causes another person to suffer serious emotional distress. The U.S. Department of Education advises that harassing conduct may take many forms, including verbal acts and name calling; graphic and written statements, which may include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful or humiliating.

**HAZING** - is a willful act against a student, or coercing a student into committing an act, that creates a substantial risk of harm in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. All MVCS students who choose to participate in athletics, receive mandatory, in-depth training regarding hazing that is included their athletic packet.

**INTIMIDATION** - is a willful act which is written, verbal or physical, or a course of conduct that is not otherwise authorized by law, is highly offensive to a reasonable person. Intimidation poses a threat of immediate harm or actually inflicts harm to another student or to the property of another person. Intimidation places a student in reasonable fear of harm or serious emotional distress. Intimidation creates an environment which is hostile to a student by interfering with the education of the student.

### REPORTING

Upon receiving a reported violation, the principal or designee shall immediately take any necessary action to stop the behavior and ensure the safety and well-being of the reported victim or victims and shall begin an investigation into the report. The investigation must be prompt, thorough, and impartial. A principal or designee who conducts an investigation required by this section shall complete a written report of the findings and conclusions of the investigation. If a violation is found to have occurred, the report must include recommendations concerning the imposition of disciplinary action or other measures to be imposed as a result of the violation.

### RESOURCES

Nevada Revised Statutes (NRS) - [https://www.leg.state.nv.us/Session/78th2015/Bills/SB/SB504\\_EN.pdf](https://www.leg.state.nv.us/Session/78th2015/Bills/SB/SB504_EN.pdf)

# POLICIES AND PROCEDURES

## FINANCIAL POLICIES

**REGISTRATION FEE** — Non-refundable and non-transferable fee. The total amount of the fee is due and obligated upon registration of the student to secure enrollment. For students enrolling for the next school year, the fees are due every year and are non-negotiable. The registration fee is \$250 if paid in full before May 27, 2022. After this date, the registration fee is \$350.

**CURRICULUM FEE** — Non-refundable and non-transferable fee. The total amount of the fee is due and obligated upon registration of the student. The curriculum fee is \$250 if paid in full before June 3, 2022. After this date, the curriculum fee is \$325.

**ACTIVITY FEE** - The fee is designed to provide a variety of extra-curricular options for our students. The fee is due by October 15, 2022. Activity lists are examples of what MVCS will offer. Due to student interest or availability some activities may not occur. Any costs associated with activities added throughout the school year will be included in this fee. The high school activity fee replaces the per sport fee and covers all aspects of athletics except uniforms.

**YEAR PAID IN FULL** — A 5% discount is offered if tuition is paid by July 1, 2022. The credit will be applied to your general tuition account, and cannot be used for childcare or lunch.

**RETURNED (NSF) ITEMS** — All returned items, including checks or ACH Payments, **will be charged a \$30 returned item fee.** The check will automatically be re-deposited unless we have received communication from you giving us other instructions. If two of your personal checks are returned for insufficient funds, you will be required to make all future payments with either a cashier's check, cash, money order, or credit card. MVCS is not responsible for any charges on returned checks from your financial institution. If your check is returned due to non-sufficient funds, closed account, or a stop payment, you will be responsible for all the applicable collection costs.

**LATE PAYMENT** — All tuition payments outlined in your tuition contract are due based on the due date and considered late after the 5<sup>th</sup> day. A \$50.00 late fee will be applied to any account that has an outstanding balance from the previous month of \$250 or more on the 6<sup>th</sup> day. When the due date falls on a holiday, weekend or when the facility is closed, tuition is due on the following business day.

**DELINQUENT ACCOUNTS** — *Any MVCS account, including scholarship recipients, that becomes thirty-five (35) days past due will result in the following consequences until the account is brought current: Students may be dismissed/suspended from school, restricted from extracurricular activities such as sports or field trips, as well as have their access to on-line accounts, progress reports, report cards, transcripts, and/or test scores held or restricted.* In the event of a split account for shared financial responsibility between two or more separate parties, financial information may be shared with the other parties in the event that any account becomes delinquent. The other parties may be given the opportunity to bring the account current to avoid the student from being suspended from class attendance and/or having the account turned over to collections.

**EARLY WITHDRAWAL** — I/we understand that tuition payment plans per financial agreements are still owed for days of instruction. If your child is expelled or asked to withdraw, you will be responsible for all tuition charges and fees. Upon withdrawal from MVCS, an exit interview with your child's principal is requested. Interest of 2% will be added to any unpaid balance after 30 days. If you are sent to collections, you agree to the following:

*I/we agree to pay all collection expenses to MVCS that may incur in collecting the delinquent balance. Any return check fee, attorney's fees, court cost, filing fees, including charges or commissions that may be assessed by the collection agency retained to pursue this matter. Collection fees will be 40% for Regular Collections and 50% for legal Collections or Forwards, which may be as much as twice the original principal balance owed. Parents further agrees to pay interest at the rate of 2% per month, 24% per year from the date the account becomes delinquent.*

**TERMINATION OF CONTRACT** — MVCS reserves the right to terminate this contract at the discretion of the administration. Please refer to the Cooperative Guidelines page contained in this registration packet.

**EXTENDED CARE** — Students who are on campus before 8:00a.m. and after 3:30p.m., are required to be checked into the Extended Care Program. Please address your questions about this program to the school office. Campus hours are 7:00a.m. to 5:00p.m., and the cost for this service will be billed monthly on your account. You will be notified by e-mail when the charge has been applied. Charges are due with the next tuition billing cycle. You may request a detailed monthly time sheet from the Business Office. Rates for extended care are outlined on the Tuition and Guidelines page of this registration packet. **Charges are due with the next tuition billing cycle.** Extended Care charges are NOT drafted by FACTS. These charges must be paid manually through FAMILY PORTAL/FACTS.

**TUITION ASSISTANCE & GRANTS** - Families in need of tuition assistance are required to complete applications for **ALL** of the Scholarship Granting Organizations (SGOs) if they qualify to receive funds under the Nevada Opportunity Scholarship Program prior to submitting the MVCS Grant Application. Please note the following conditions of this program:

- Tuition assistance from MVCS *will not be considered* without the completion of applications to the SGOs.
- If Opportunity Scholarship Funds awarded exceed the tuition and fees of MVCS, a refund is not granted.
- ***If a student incurs eighteen (18) absences (whether excused or unexcused) they may lose their scholarship funds and the parent / guardian will be responsible for payment of tuition expenses.***
- Eligible discounts, incentives, and scholarships cannot be combined to exceed the billed tuition amount.
- Student must maintain a C average or they may lose their scholarship.

**DISCOUNTS** - Total eligible discounts may not exceed a total of 20%. Eligible discounts that are combined and or applied may not exceed the billed tuition amount. This includes those who receive opportunity scholarships. (Discounts may be applied to the remaining balance after scholarships are applied). Family referral incentive award is *per family*, not per student.

# POLICIES AND PROCEDURES

## UNIFORM POLICIES

The purpose of having a uniform at MVCS is to promote our mission and vision, limit distractions, keep focus upon academics rather than style, and ensure the safety of our students. Our guidelines are meant to provide clarity of our uniform requirements, rather than a restrictive set of rules. The term “uniform” extends beyond clothing and reflects the expectations MVCS has for its students to limit distractions and ensure the physical, emotional, intellectual and spiritual safety of all students.

If you are unsure about a uniform policy, it is recommended to have prior administrative approval. Our school colors are black, red, white and silver. The MVCS Administration reserves the right to determine what clothing, style, or accessory is a violation of these guidelines. *The MVCS logo and Saints Athletics logo is the property of Mountain View Christian Schools. Any duplications of the MVCS logo is illegal.*

**ACCESSORY ITEMS** - Accessory items such as bracelets, necklaces, head bands, earrings, head scarfs, and shirts under the uniform are to be in school colors. Excessive use of accessory items is not accepted. All jewelry must be conservative, minimal, appropriate for school, and safe. Students may wear up to two stud earrings, one on each earlobe, up to ½ inch below the ear; one (1) necklace, one (1) bracelet on each arm, and one (1) watch. Hoop earrings are not allowed due to safety concerns. Gauge earrings, nose piercing, cartilage piercing, ear cuffs, and more than two pairs of stud earrings, are not permitted. Students will be asked to remove any jewelry that does not fit these requirements. All tattoos are required to be covered. Under shirts are required to be in solid school colors with no logos, writing, or hoods.

**ACCESSORY ITEMS (GRADUATION)** - Graduating seniors are allowed to decorate their graduation caps. All decorations must be in alignment with the school’s values. Additional sashes require administrative approval.

**BACKPACKS/PURSES COATS/SWEATERS** - Students are required to store these items in their homeroom classroom upon arriving on campus. Items that are NOT purchased either at *All Uniform Wear* or the *Saints Store* are not allowed during the school day.

**HAIRSTYLES** - Administration reserves the right to deem any hairstyle as a violation due to style, length, color, or causing a distraction. Distractive hair styles are ones that draw attention to the individual and away from the purposes of educational instruction. Administration reserves the right to have the final say on what hairstyles cause classroom disruptions. Hair must be kept neat (including facial hair), out of the student’s face, and refrain from extreme styles (ie. Dyes/Mohawks/Designs).

**HEADPHONES** - Headphones are NOT ALLOWED on campus. MVCS has a supply of high-tech headphones for all appropriate classes. Headphones are also NOT ALLOWED on field trips, athletic contests, in extended care (before or after school), or at MVCS sponsored events. Headphones will be confiscated and returned ONLY to parents.

**MVCS APPAREL** - MVCS students are allowed to wear approved MVCS coats, pull-overs, and sweaters any day of the week. Specially purchased logo items (i.e. *spirit t-shirts*) on **Fridays**. Athletic uniforms are allowed to be worn on game days only.

**PERSONAL DEVICES** - Includes personal computers, iPads, Chrome Books, Smart Watches, etc. Students are allowed to use their own personal device in the classroom *upon approval from the MVCS Administration*, (does not apply to smart watches). Review the technology policies (pp 22) on the requirements and expectations of students who use their personal device.

**PHYSICAL EDUCATION** - JHS and HS students are required to “dress out” for PE classes. Acceptable PE wear consists of a tshirt/sweatshirt, gym shorts/sweatpants, and athletic shoes. Any combination of school colors is acceptable.

**SHOES AND SOCKS** - Shoes, laces, and socks are to be school colors (red, black, silver, and white). Platforms, slippers, “croc”, and open-toed shoes are not accepted. Athletic shoes, tennis shoes, etc. are acceptable.

**SPECIAL DRESS DAYS** - Throughout the school year, MVCS will have special dress days to commemorate holidays or special events. Unacceptable clothing on these days include platforms, slippers, “croc”, and open-toed shoes, immodest dress, or items with inappropriate logos/wording.

**UNIFORM PROVIDER** - *All Uniform Wear* will be supplying red, gray and black polo uniform tops for the 2022-23 school year. Polos must be purchased at *All Uniform Wear*, which is located on 1421 West Warm Springs Rd. (on the southwest corner of Warm Springs and Stephanie). Their phone number is (702) 330-4377. <https://www.alluniformwear.com/>

**Please note:** MVCS students can still wear past uniform polos. There are additional items (such as zipper sweaters and V-neck cardigan sweaters) available for purchase at *All Uniform Wear*. These are not a required uniform item.

- The Student Leadership Council (SLC) will hold Spirit Gear sales featuring t-shirts, hats, hoodies, and more periodically throughout the school year.
- MVCS students are allowed to purchase bottoms of their choice. *Guidelines for the bottoms are as follows:*
  - All pants, shorts and skirts are required to be BLACK.
  - All pants, shorts and skirts are to be in a classic dickie style/texture and finger tip in length (shorts & skirts).
  - **Not Allowed:** jeans, corduroy pants, skinny jeans, leggings, sweatpants, pants with tight cuffs at the bottom, cargo shorts, athletic shorts.

# POLICIES AND PROCEDURES

## TECHNOLOGY POLICIES

Upon enrolling at Mountain View Christian Schools, each student's Parent(s)/Guardian(s) registration packet included the Internet Usage Policy, which was signed in agreement to support the topics outlined below.

**CYBER BULLYING** - Students will be under administrative discipline for posting rude, threatening, gossip, slanderous, and/or inappropriate messages on personal web pages, e-mails or social media whether done on or off-campus. See page 19 of our Handbook for an overview of bullying/harassment prevention.

**MVCS NETWORK USE** - The network user is held responsible for his/her actions when using the schools network. Students may only connect their personal devices to the MVCS Public network. At no time may a personally owned device be connected to the schools private network without prior approval from the Technology department. Unacceptable uses of the network will result in the suspension or revocation of these privileges and/or disciplinary action. Examples of unacceptable use:

- Using the on-campus MVCS network for any illegal activity.
- Using the on-campus MVCS network for financial gain or initiating any financial transactions.
- Degrading or disrupting the MVCS equipment or system performance.
- Vandalizing the data of another user.
- Gaining unauthorized access to resources, including attempting to get around censor ware installed on a computer.
- Using an account owned by another user - with or without that user's permission.
- Downloading viruses or attempting to circumvent virus protection programs.

The Internet user must meet all MVCS policies in order to use an Internet station. The user and his/her parents understand that use of the Internet is at the user's own risk. MVCS will not assume responsibility for:

- The reliability of the content of a source received by a user. Students must evaluate and cite appropriately.
- Costs that the students incur if they request a product or service for a fee.
- Any consequences of disruption in service that may result in lack of resources.
- Guaranteeing privacy of mail. Though we do support privacy of e-mail, users must not assume that this is guaranteed. The technology coordinator and Administrative Staff reserve the right to investigate possible misuses or to monitor any e-mail that comes through MVCS computers. The enforcement of these guidelines apply when accessing the network or internet by any device such as a computer, or any mobile device (tablet, phone, iPad, etc.)

**MVCS ISSUED TECHNOLOGY** - The focus of the *Chrome Book* program at Mountain View Christian Schools is to provide tools and resources for the 21st Century Learner. Excellence in education requires technology that provides seamless integration throughout the educational program. The individual use of Chrome Book is a way to empower students to maximize their full potential and to prepare them for college and the workplace. The policies, procedures, and information of acceptable use of MVCS issued technology is outlined in the Acceptable Use Policy (AUP). Students who are issued MVCS technology are required to sign an AUP. The AUP is available on the MVCS web site, and outlines instances of forgotten technology, lost technology, inappropriate downloads, improper care, or physical damage.

**PERSONAL DEVICES** - Please note that students are never required to bring in outside technology to school. All students will continue to be able to utilize our school equipment. No student will be left out of the instruction process. Upon Administrative approval, students are allowed to use a personal computer, iPad, Chrome Book, etc., under the following guidelines:

- Students will only use appropriate technology at teachers' discretion.
- Students will only use appropriate educational applications on their device.
- Students are not to call, text message, email, or electronically communicate with others from their personal device, or play games, watch videos, or other non-school related tasks and functions during the school day.
- Students are permitted to access only the school's network through personal devices, not private networks.
- Students understand that the staff and administration have the authority to confiscate a personal device if the device is being used inappropriately.

**CELL PHONES** - The following checklist outlines the acceptable use of cell phones while on campus.

- Extended Care: Phone can remain in student's possession. Phone can ONLY be used to stay in contact with parents.
- School Hours: Phone is not allowed to be used during the school day. Phones are to be turned off and placed in backpacks (K-4<sup>th</sup> Grade) or placed in homeroom teacher's lock box (5<sup>th</sup>-12<sup>th</sup> Grade).
- Field Trips/Athletic Contests/Off-Campus Events: Phone can remain in student's possession unless directed by MVCS staff member to place phones in a secure location. Phone can ONLY be used to stay in contact with parents.
- On-Campus Events: During school hours the phone cannot be in student's possession. After school hours, phone can remain in student's possession and can be used to stay in contact with parents.
- If students need to reference their phone for information, they are required to have permission from their teacher, coach, staff member or administrator.
- Violation of this policy will result in the confiscation of the cell phone - retrieved ONLY by a parent.
- Repeated violations of this policy will result in student's not being allowed to have a cell phone on campus or at events.

**SMART WATCHES** - Students are NOT allowed to wear smart watches in class.

**VIDEO RECORDING** - Students are NOT allowed to video record while on the school campus or in the care of MVCS.



# POLICIES AND PROCEDURES

## FIRE DRILL / SHELTER IN PLACE

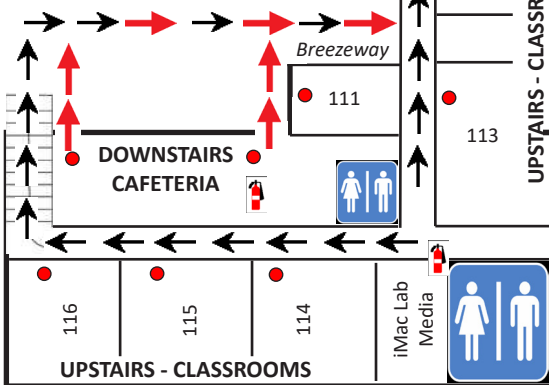
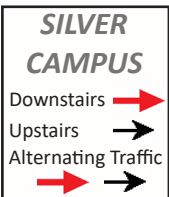
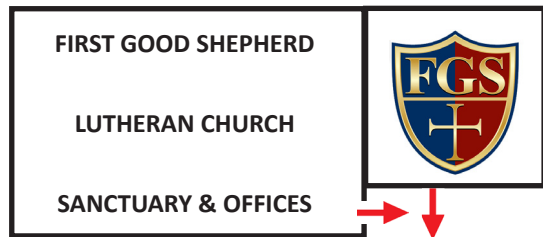


BRIDGER AVENUE



MARYLAND PKWY

13TH STREET



### Fire Drill Guidelines



- Follow the arrows from your classroom or location to the designated meet location the building your are in.
- If you are separated from your classroom, proceed to the nearest exit and notify an MVCS staff member.
- Upon exiting the classroom, teachers will:
  1. Have their class attendance roster
  2. Have their green/red notification cards
  3. Turn off all lights
  4. Close the classroom door.
  5. Turn off the air conditioning unit.
- Upon reaching your designated area, teachers will take roll and notify the MVCS administration by holding up one of the following cards: **green** (all present) **red** (someone's missing, or there is a student from another class).
- Wait at your location until the green flag is waved which indicates that it is clear to re-enter the building.

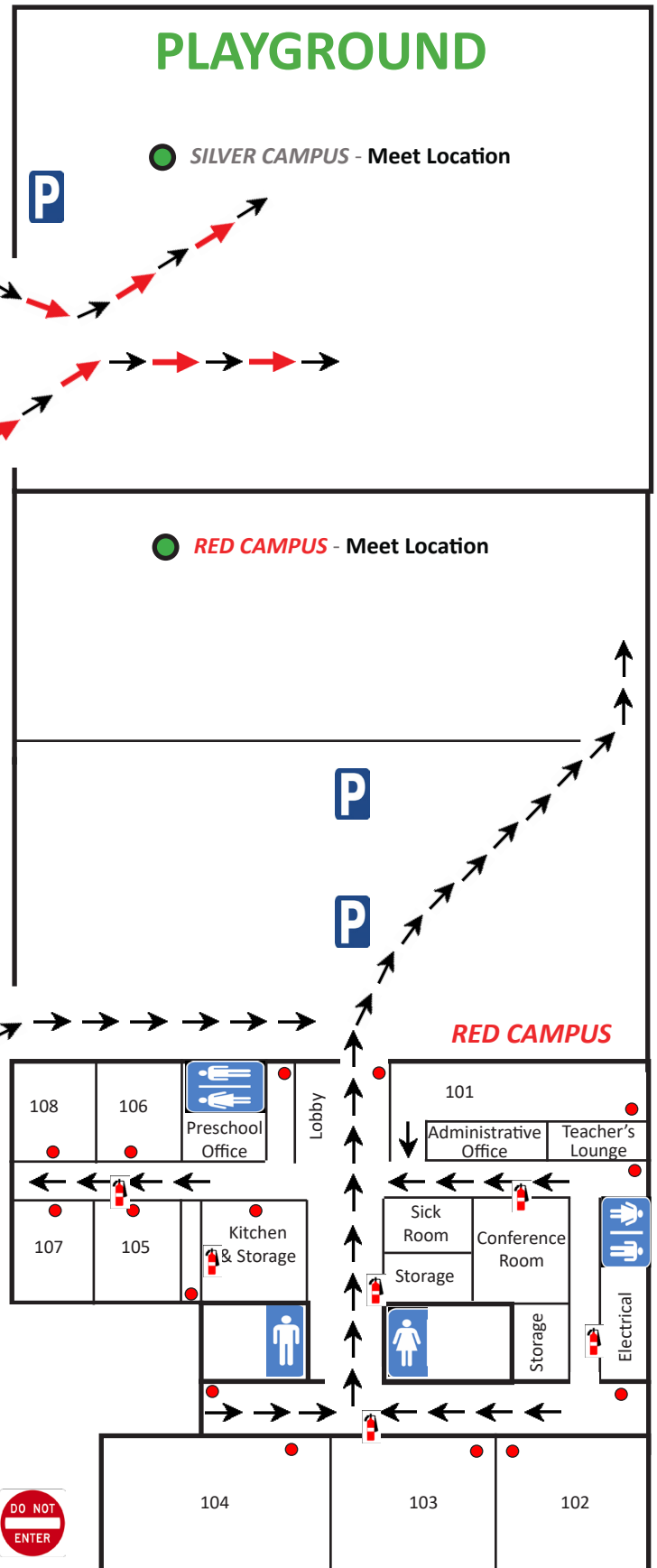
### Shelter-in-Place Guidelines

- All classes are to remain in their classroom when the shelter-in-place alert is given.
- Teachers will take roll and notify the MVCS administration by holding up one of the following cards: **green** (all present) **red** (someone's missing, or there is a student from another class).
- Classes stay inside their designated location until the "all clear" announcement is given.

### DEFINITIONS

**Hard lockdown:** no one allowed to move around campus and no one is allowed to enter or leave campus.

**Soft lockdown:** students and faculty can move around on campus. Controlled release of students to parents.



LEWIS AVENUE

# POLICIES AND PROCEDURES

## PICK-UP / DROP OFF

