

Monte Vista Christian School
Parent/Student Handbook
2016-2017



Accredited by
The Association of Christian Schools International
The Western Association of Schools and Colleges

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Table of Contents

THE MONTE VISTA CHRISTIAN SCHOOL COMMUNITY

History

Mission Statement

School Motto

School Bible Verse

Vision Statement

Core Values

Philosophy

Statement of Faith

Accreditation

Student Academic Goals

Admission Policy

Summer School Admission Policy

Withdrawal Policy

CAMPUS PRIDE AND SAFETY

12

Campus Description

Closed Campus Policy

Visitors

Off Limits Areas

Before and After School Supervision

Gum and Eating in the Classroom

Litter and Trash

Lost and Found

PE Lockers

Vandalism and Graffiti

Skateboards

Student Driving and Parking Lot Regulations

<u>Field Trips and School-Sponsored Events Transportation</u>	
<u>Bus Transportation and Bus Conduct/Discipline</u>	
<u>FACILITIES</u>	16
<u>Academic Research Center (ARC)</u>	
<u>Gymnasium, Swimming Pool, and Tennis Court Usage</u>	
<u>EMERGENCY DRILLS</u>	16
<u>Earthquake Drill Procedures</u>	
<u>Campus Emergency Evacuation</u>	
<u>Lockdown Procedures and Response Options</u>	
<u>STUDENT SERVICES</u>	18
<u>Parent Access to Student Information</u>	
<u>Medication Policies</u>	
<u>Infirmary Policy/Illness or Accidents at School</u>	
<u>ATTENDANCE POLICY</u>	20
<u>Absences</u>	
<u>Absence Reporting Procedure</u>	
<u>Make Up Work</u>	
<u>Tardies</u>	
<u>Campus Passes</u>	
<u>Truancy</u>	
<u>ACADEMICS</u>	23
<u>Grading Policy</u>	
<u>Course Registration</u>	
<u>Repeat Courses</u>	
<u>Academic Probation</u>	

[Report Cards](#)

[Advanced Placement](#)

[Honors Courses](#)

[Honor Roll](#)

[Courses](#)

[Weighted GPA](#)

[Graduation Path](#)

[Classroom Accommodations](#)

[Academic Assistance Program](#)

[Academic Center for Enrichment](#)

[ACADEMIC ADVISING](#)

29

[Personal and Academic Development](#)

[Freshman Cohort](#)

[Dropped Course Grading Policy](#)

[Student Schedule Changes \(Dropping and Adding Classes\)](#)

[Flex Time](#)

[Late Start/ Early Release Senior Student Schedules](#)

[Reportable Disciplinary Action](#)

[GRADUATION REQUIREMENTS](#)

31

[Credits and Community Service](#)

[Valedictorians and Salutatorians](#)

[Commencement Ceremony](#)

[STUDENT ACTIVITIES](#)

33

[Chapel and Assemblies](#)

[ASB](#)

[California Scholarship Federation](#)

[National Honor Society](#)

Clubs

Socials

ATHLETICS

35

Middle School Athletics

High School Athletics

Physical Education Credit

Athletics and Extracurricular Eligibility

Sports Team Fees

Insurance

STUDENT EXPECTATIONS

37

Respect, Dignity, and Kindness

Self-Discipline

Academic Integrity

Plagiarism and Cheating

Compliance with Classroom Management Policies

Administrative Authority

Rights of Others

Pornography

Property Rights

Dress Code

Appropriate Sexuality and Relationships

Cell Phones and other Electronic Device Use While at School

Cell Phones and other Electronic Device Use Expectations

iPad Use Expectations

iPAD ACCEPTABLE USE POLICY

43

STUDENT DISCIPLINE

44

Faith, Integrity, and Partnership with Parents

Definitions

Probation

Reportable Disciplinary Action

MONTE VISTA CHRISTIAN SCHOOL CODE OF CONDUCT

47

Alcohol and Drugs

Possession or Use

Suspected Drug Possession, Sale and/ or Use

School Searches

ANTI BULLYING & SEXUAL HARASSMENT POLICY

51

MVCS Commitment

Definition of Bullying

Definition of Cyberbullying

Definition of Sexual Harassment

Confidentiality

Protection Against Retaliation

Investigation and Corrective Action

CHILD ABUSE AND NEGLECT REPORTING ACT

54

Mandated Reporting

THE MONTE VISTA CHRISTIAN SCHOOL COMMUNITY

History

In 1926, Monte Vista Christian School was founded as a school with forty-three students and six teachers. The present one hundred acre campus was then the Monte Vista Ranch with two large houses and several farm buildings owned by the Stephen C. Murphy family.

Founders Rev. R.O. Price, a public school principal with fifteen years of experience in Fresno, and his wife, Nell, a teacher, felt inspired by God to start a school where any student, without regard to race, color, or national origin, could receive a sound academic education, while learning the moral and spiritual values of Christianity as taught in the Bible.

Now, after 90 years of service and development, Monte Vista is known as a leading Christian boarding and day school with students from numerous foreign countries as well as the central coastal area of California.

Our Mission

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

School Motto

“Fidei Defensor” (Defender of the Faith)

Our Verse

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

Our Vision

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

Our Values

We exemplify Christ-centered character, understanding, and relationships:

1. **Character** - We are committed to both introducing people to Christ (initiating faith), and discipling people for Christ (perfecting faith), to cultivate a culture that honors God.
2. **Understanding** - We are committed to achieving academic excellence through traditional and innovative subjects of study, distinction in extracurricular activities, and Biblical truth

- 3. Relationships** - We are committed to developing meaningful relationships among students, staff, faculty, parents, our community, and the world through learning (academic activities), loving (spiritual activities), and serving (outreach activities).

Philosophy

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

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

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

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

Statement of Faith

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

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

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

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

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

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

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

Accreditation

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

Student Academic Goals

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

Admission Policy

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

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

Summer School Admission Policy

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

Withdrawal Policy

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

All financial obligations must be met before the process can be completed. Outstanding tuition, ARC or classroom books, iPads and iPad supportive equipment, athletics team uniforms and equipment, and the HID student identification card must be returned at the time of withdrawal. A completed withdrawal process and all financial obligations must be met before diplomas, report cards, records or transcripts can be issued. Parents may request unofficial transcripts from the Registrar at the time of the withdrawal.

CAMPUS PRIDE AND SAFETY

Campus Description

Situated in the heart of the beautiful Monterey Bay Area of California, the spacious and picturesque campus nestles in the foothills of the Santa Cruz Mountains. The campus occupies almost 100 acres of rolling lawns, ponds, playing fields, equestrian facilities, and more than 25 buildings. Our support staff and grounds departments work diligently to provide a safe and beautiful campus for all. The environment provides students with plenty of room to breathe and offers a variety of physical activities that take education beyond the classroom, making it a stimulating, enjoyable part of everyday living.

Closed Campus Policy

Monte Vista Christian School is a closed campus. All pedestrian and vehicle entry gates to the campus are closed during the school day and require permission to enter. Students may not leave campus during the day unless they have signed out at the Student Services office or at the middle school office. Once students arrive for the day, the parking lot is off limits until they leave school. Students must enter and exit all parking lots with caution. Please refer to the [Student Driving and Parking information](#) for student expectations regarding parking and driving to and from campus.

Visitors

All visitors to the campus must check in at the main Administration office front desk located in the A Building. The call box located at the main campus entrance may be used to summon the front desk for assistance. Adult guests must sign in and wear a guest pass while on campus. Students are not allowed to bring visitors to school to spend the day. Friends of students and/or non-MVCS students dropping in during school hours without prior administrative approval will be directed to sign in or be escorted off campus.

Off Limits Areas

Outdoor seating is available by the café, amphitheater, A and C buildings, and central lawn area. However, students are not to visit off-limits areas. During break and lunch, areas off limits to students include all parking lots, beyond the theater/tennis courts, the middle school campus and restrooms, the Sailer House deck, and the boys and girls dormitories. After-school off limits areas include unsupervised areas (facility maintenance areas, trails, fields, and forested acreage, etc.).

Before and After School Supervision

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

Gum and Eating in the Classroom

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

Litter and Trash

MVCS takes pride in the enjoyable country atmosphere and students are to respect the campus by picking up after themselves and encouraging others to do the same. All trash and recyclables

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

Lost and Found

Students are responsible for their personal property and all school property issued to them. We ask students not leave books, purses, backpacks, and other valuables unattended. Also, please do not carry large sums of money to school. Should you find a private or school property item, take it to the Student Services office in the high school or to the middle school office. Students are responsible for the security of all items brought to school. The school assumes no responsibility for personal property brought to school.

PE Lockers are assigned and maintained by the PE teachers. PE lockers are specifically used for students' PE uniforms and street clothes during class. Students are reminded repeatedly that the locker rooms are not secure, and that valuables must be kept in LOCKED lockers. PE lockers are also subject to inspection. Students are responsible for the safety and security of all items brought to school, and kept inside or outside their lockers.

Vandalism and Graffiti

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

Skateboards

Only resident students may skateboard. This may be done on weekends and only on campus roads. It is prohibited in areas of foot traffic.

Student Driving and Parking Lot Regulations

All vehicles parked on campus are required to be approved by an MVCS Administrator and have an MVCS parking sticker/placard identifying registration. Parking stickers/placards may be purchased in the Business Office. Driving and parking a motor vehicle on the MVCS campus is a privilege and all rules and regulations are to be obeyed at all times.

In order to obtain campus driving privileges, the following guidelines must be observed:

1. All vehicles must display a current MVCS parking placard hanging from the rear-view mirror or a sticker on the windshield. Placards/stickers are sold in the Business Office the two weeks prior to the start of the school year and during the first week of school. At the time of purchase, students must present a completed application form and a driver's license. If a vehicle does not display a placard/sticker by the second week of school, the driver will be denied parking privileges. If a placard is lost, a replacement may be purchased for a non-refundable fee.

2. The two student parking lots are located on Wheelock Road outside of the main campus entrance, and up School Way. Students are to park in designated spaces only. Please secure all valuables and lock the vehicle. Students are not to park in spaces marked for handicap parking, numbered employee spots, straddle more than one space or block parking lot traffic flow.
3. Seniors may purchase a regular MVCS placard/sticker and paint a priority parking space. There is an extra fee for the reservation and the paint. An application form, fee, and sketch of the proposed painting must be submitted to the ASB Directors for approval prior to the designated painting day.
4. All rules and regulations as stated in the Parent/Student Handbook, including the dress code and PDA, apply to the student parking lots.
5. Music from vehicles is not permitted to be heard outside the vehicle.
6. The parking lot is off limits to students during the school day. Pedestrian gates to the campus will be locked once school is in session.
7. Safety and security are of the utmost concern. Students are to abide by the [California Vehicle Code](#) at all times. Violation of any parking regulations or unlawful/unsafe driving practices will result in the notification of law enforcement and suspension of parking privileges for a period of time determined by the Administration. This includes any reported unsafe driving or speeding while traveling to or from school.

Field Trips and School-Sponsored Events Transportation

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

Bus Transportation and Bus Conduct/Discipline

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

FACILITIES

Academic Research Center (ARC)

The ARC library-media center is used as a research base for academic and elective classes. Students are to utilize this center for research, quiet reading, and study.

The Academic Research Center promotes information literacy, supports the curriculum, and provides a setting where students can pursue their studies. Through both formal and informal instruction, students develop their skills in accessing and utilizing digital information with the aid of current technology, including subscription databases and web-based resources. The ARC meets the academic needs of a diverse student body by providing a wide range of resources.

Gymnasium, Swimming Pool, and Tennis Court Usage

Non-scheduled use of the gymnasiums, swimming pool, and tennis courts may be obtained through a request to the Athletic Director. Those using the facilities for special events must seek permission from the Dean of Administration and Athletic Director.

EMERGENCY DRILLS

Drills are held periodically throughout the year.

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

Earthquake Drill Procedures

- Faculty and students practice *Drop, Cover, and Hold On* before commencing an earthquake drill. This entails dropping to the floor to prevent falling; making oneself as small a target as possible; protecting the head, neck and chest; and taking cover under a sturdy desk or table, or near an interior wall.
- Procedures are adapted for anyone who cannot assume the *Drop, Cover and Hold On* position and for anyone in a unique location including outdoors.

- When the tremor has ceased, faculty use the classroom evacuation map and follow evacuation procedures according to disaster drill protocol.

Campus Emergency Evacuation

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

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

Lockdown Procedures and Response Options

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

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

- *Alert:* Call 911 to alert authorities and those in harm's way of the danger at hand. It is important to be as clear and accurate with the information as possible. Identify location, type of weapon, direction of travel and a call back number.
- *Lockdown:* By locking down and barricading entry points, students and staff make themselves a difficult target and create a stronghold no one should be able to enter. Only police personnel may enter a locked down room.
- *Inform:* Give real-time updates. Video surveillance equipment, PA systems and cell phones may be utilized throughout the lockdown. Updates during a violent intruder incident allow staff and students to make sound decisions about how to react and what steps to take next.
- *Counter:* The use of countermeasures is a last resort and for those close to the intruder who do not have the ability to lockdown because of the intruder's immediate proximity.

Use objects to distract the intruder, spread out, turn off lights and get ready to cause confusion to make yourself a difficult target.

- *Evacuate*: The goal is to put as much time and distance as possible between staff and students, and the intruder. Rally points are further away from the danger zone than typical fire and earthquake drill locations.

STUDENT SERVICES

Parent Access to Student Information

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

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

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

It is important that if you change the password given to you, your new password should be of sufficient length and complexity to protect your student's data. Monte Vista Christian protects your student's data with multiple safeguards. Changing your password to a "weak" password (i.e. your dog's or cat's name) is highly discouraged and can place your student's data at risk. Keep in mind that passwords are case sensitive.

If a password is forgotten, please call Student Services in the high school (831-722-8178 x 122) or the middle school office (831-722-8178 x 132) to have it reset. These offices also handle all personal contact information change requests, emergency contact updates and password problems.

Medication Policies

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

Non-prescription Medications

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

Other non-prescription medications can be administered by MVCS staff if they are supplied by the parent/guardian, accompanied by a written note signed by the guardian giving permission for administration by MVCS staff. The note should include the name of the medication, the dose to be administered, how often it can be given, and the symptoms for which the medication can be given. The medication must be delivered in the original container to the high school infirmary or the middle school office by a parent/guardian.

Prescription Medications

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

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

Self-Administered Medications

Students may be given permission to carry and self-administer prescription medications at school for emergency use including EpiPen for severe allergic reactions, asthma inhalers, and insulin/glucagon for diabetic emergencies. Other medications may be approved for self-administration by the school nurse, High School Dean, or Middle School Principal on a case-by-case basis.

The necessary form can be picked up in Student Services or online at [the Forms page of the school website](#). The completed form, including administration instructions from the prescribing physician, must be turned in to the high school Nurse or the middle school office before the student is allowed to carry the approved medication onto school campus.

Infirmiry Policy/Illness or Accidents at School

If a student is feeling poorly or experiences an accident during the course of the school day, the student should report pertinent information to the teacher and/or high school Nurse or the middle school office. Illness or accidents before school, during lunch or break, or after school should be reported to the high school front desk or the middle school office. These personnel will assess the situation and, if necessary, send the student to the infirmary.

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

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

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

ATTENDANCE POLICY

Parental support is essential in the matter of attendance. To stay informed, parents can access attendance information on FOCUS using their username and password. Consistent attendance is extremely important for learning. There is a positive correlation between regular school attendance and positive academic achievement. Classroom activities, faculty lectures, and student discussions are vital to learning. “Seat-Time” equates directly to the attainment of educational goals. **Parents have a legal responsibility to make sure students attend school regularly.** The following attendance guidelines should be read carefully by parents and students:

Absences

Notification is automatically generated by MVCS for unexcused absences over the course of each semester. All student absences must be cleared within 5 days of the student's return. If not, the absences will be recorded as unexcused and all course work due during the unexcused absent period will not be accepted for credit. Students who are absent more than 10 times (excluding school activities) per semester in any class period may be withdrawn from the class with a mark of "WF". A meeting will occur with the Dean, Academic Advisor, parent/guardian and student to implement an academic probation contract that will be enforced for the remaining semester.

Excused Absences

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

Unexcused Absences

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

Absences Due to Pre-Planned Activities

Students who plan to be absent for more than one day during the school year are responsible to complete and submit all assigned work prior to the activity. Advance Absence forms are available in the Dean of Education office, Student Services, or the middle school office and must be signed off by the Dean of Education or Middle School Principal. The completed forms must be returned and on file in one of those offices prior to leaving.

Absence Reporting Procedure

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

1. Day of the Absence:

- High school: Call the High School Attendance Phone at (831) 768-6121 between 7:30-9:00 am. Notification to the school of the student's absence and the reason for the absence must be made by a parent/guardian. Signed faxed notes will be accepted at (831) 722-6003 - Attention High School Attendance. Parents may also notify the school via email: HSAttendance@mvcs.org . Please include an electronic signature and contact information.
- Middle school: Call the middle school office at 831-768-6132 between 7:30-9:00 am to report the absence or email: MSAttendance@mvcs.org .
- Students who are reported ill for that day should not come to classes for any reason.
- Students are not to participate in afterschool or evening activities on a full day absence.

2. Day Returning to School: A written note, email, or fax from the parent/guardian should include the student's printed full name, grade, date of absence, reason for the absence, and parent/guardian signature. Student Services or the Middle School Principal will then issue the student an admit slip to return to classes. The parent/guardian should provide proper authorization within 24 hours (until the start of the second day after the absence) upon the student's return to school to avoid an unexcused absence for the day, which will result in the student receiving zeroes on all assignments and tests.

3. Pre-Arranged and Partial Day Absences: Students may not leave campus without permission from a parent/guardian. When a student plans to leave school for any reason during

the school day, he/she must provide a written note, email, phone call, or fax from the parent/guardian that includes the student's printed full name, grade, date of absence, and reason for the absence by 8:10 am to Student Services or the Middle School office. That office will then issue the student a green slip. When leaving, the student must show the green slip to the teacher and sign out in Student Services or the Middle School office.

4. Illness during the School Day: A parent/guardian will be contacted if the student becomes ill while at school. Parents must sign out their student at Student Services or the middle school office. If permission is given for the student to drive him or herself home, he or she must bring a note from the parent/guardian upon return to school. Students who fail to bring a written note, email, phone call, or fax from the parent/guardian that includes the student's printed full name, grade, date of absence, and reason for the absence will receive an unexcused absence for the day they were gone and receive zeroes on all assignments and tests.

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

6. Parent/Guardian Signatures: Providing a note, email, or fax that is dishonest will result in a one day in-house suspension (first offense).

Make Up Work

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

To receive make up work in a timely manner, all assignments must be completed before the end of the next grading period. For example, missing assignments from the beginning of the quarter (week 1) must be completed by the mid-quarter (week 4 ½), and incomplete work at the mid-quarter (week 4 ½) must be completed by the end of the quarter (week 9). Make up assignments still missing after the aforementioned grading periods will receive a zero grade.

Unexcused Tardies

Tardy refers to a student not being in the assigned seat or in the assigned class by the second bell as determined by the teacher. Teachers are responsible for assigning tardies using the attendance

function within the SIS (Focus). Tardies accumulated throughout the quarter are addressed as follows:

1. At FIVE tardies, high school Level A Detention will be scheduled. A Detention Reminder Slip will be issued to the student with specific instructions. Student will be assessed a \$10 fee, payable to the Business Office prior to date of detention. Student must present paid receipt when checking in to detention. For the middle school, contact will be made by the middle school office.
2. At SEVEN tardies, the student will be scheduled for Level B Detention. A Detention Reminder Slip will be issued to the student with specific instructions. Student will be assessed a \$25 fee, payable to the Business Office prior to date of detention. Student must present paid receipt when checking in to detention. For the middle school, contact will be made by the middle school office.
3. At NINE tardies, the student will be issued an In-house Detention. For the middle school, contact will be made by the middle school office.
4. At TEN tardies, a meeting will be scheduled with the parent/guardian.. The student will serve In-house Detention and be placed on disciplinary probation. For the middle school, contact will be made by the middle school office.

Campus Passes

A student needs permission to be out of the classroom. If a student is found out of class without a green slip, an email granting permission from a teacher, or bathroom pass, the student will be sent back to class.

Truancy

Truancy is being absent from school, all or part of a day (including cutting a class), without parent/guardian permission and/or without either parent/guardian or school officials knowing the student's whereabouts. This may also include a student who is not in class but still on campus ([MVCS Code of Conduct](#)). A student who is truant (cuts class) will receive a 1 day in-house or at-home suspension to be determined by Administration. A second offense during the school year will result in a 3 day at-home suspension and possible recommendation for withdrawal (See [MVCS Withdrawal Policy](#)).

ACADEMICS

Grading Policy

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

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

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

Honors and AP classes receive one extra GPA point if a C grade or higher is earned.

Example: A= 5.0; B = 4.0; C = 3.0. There is no weighted grade for D grades. Students auditing courses will not receive a grade for the class according to the MVCS Audit Policy.

Course Registration

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

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

Repeat Courses

Any student repeating an MVCS course will have the new grade/s placed on the transcript. The previous course will still be indicated on the transcript as a repeat (R) course. For students in good standing, courses can be repeated for grade replacement only at MVCS. Courses taken outside of MVCS cannot replace a grade.

Academic Probation

Students must maintain a 2.0 GPA for each quarter grading period. Students falling below 2.0 will be placed on academic probation for the next nine week grading period effective with the fourth quarter of the previous year. If a student remains on Academic Probation for two consecutive quarters or three of the four school quarters, he/she may be asked to withdraw or not be invited back to MVCS for the next school year. (See Probation, p. 44, Withdrawal Policy, p. 12) In addition, students who are placed on academic probation will lose any late arrival privilege and be required to attend all flex times until the academic probationary status has been removed.

Report Cards

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

Grades determined at the end of the first and third quarters are to be viewed as "Progress Reports" and do not appear on a student's permanent transcript. Questions concerning student grades are handled only by the student's teacher(s) and the Academic Deans. All requests for grade explanation or clarification must be brought to the attention of the High School Academic Deans or the Middle School Principal within five working days after the issuance of report cards.

Advanced Placement

Advanced Placement (AP) classes provide high school students with college level course work. Each spring, [College Board AP examinations](#) are administered on campus. Exams are scored on a 1-5 scale. If a student scores a 3 or better on the test, students may receive college transfer credit based on the discretion of the receiving institution.

Some AP and Honors courses offer students the opportunity to be concurrently enrolled in a college course in order to get dual credit (college and high school credit). Students planning to take an AP test will be charged the appropriate fees. In order to receive weighted GPA credit, a student must either take the AP Exam or be concurrently enrolled in and complete a dual credit course.

Honors Courses

Honors courses move at a faster pace than regular courses and allow students to delve deeper into the course material. Summer reading assignments and projects are usually connected to most honors courses and students are expected to complete such assignments before the first day of class. If a student has not satisfactorily completed these projects, the teacher may request that the student drop the course during the first week of school.

Honor Roll

Students are recognized at two levels each semester. Honors: Semester Weighted GPA of 3.65 -3.99 and Highest Honors: Semester Weighted GPA of 4.0 and higher.

Courses

Because of Monte Vista's desire to present an academic program consistent with our Christian philosophy of education, course content will reflect basic Biblical truth in all academic departments.

Academic courses offered at MVCS should be taken at MVCS during the regular school year. All non MVCS courses will only be considered for credit from MVCS with prior approval from the Dean of Education.

Weighted GPA

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

Graduation Path

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

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

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

Beginning with class 2018—20 hours of Bible credits will be required with a minimum of 260 total credits for graduation.

Academic Accommodations

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

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

Academic Center for Enrichment (ACE)

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

Neither the Academic Assistance Program nor the ACE course are special education programs. All students at Monte Vista Christian School must have average or above average academic abilities, as measured by indicators such as standardized test scores. The extra support and encouragement of AAP and ACE is designed to give high school students the tools to achieve and

maintain the highest level of academic excellence possible here at MVCS, and to train them to use these tools in future educational endeavors.

ACADEMIC ADVISING

Personal and Academic Development

Academic Advisors will help students plan a course schedule and select courses that will be the most appropriate for the student's interests, ability, and future education plans. Monte Vista's curriculum allows personal development as well as academic development in each student's educational experience.

Freshman Cohort

As they transition to high school, freshman students face new freedoms, responsibilities, challenges and opportunities. To offer support specifically tailored to meet the academic/social/spiritual needs of 9th grade students, a core team of teachers has created a comprehensive freshman learning program.

The Freshman academic program is focused on helping students develop foundational learning skills that will help them in high school and beyond. These skills include critical thinking, collaboration, communication (written, verbal, and visual), and biblical thinking. The skills will be integrated, developed, and assessed across disciplines - alongside the traditional content of each subject.

Student Schedule Changes (Dropping and Adding Classes)

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

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

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

Dropped Course Grading Policy - See ** notation when change involves moving from a weighted course to its non-weighted counterpart or vice versa.

- First two weeks of semester: The student receives no penalty for dropping the course and no mark will be reflected on the student's transcript.
- Week 3 to Mid-Quarter (Qtr 1 & Qtr 3) Grade Check: If change is made within two school days following the Mid-Quarter Grade Check, the student receives a mark of "W" on the transcript (Withdrawal- does not affect GPA).
- Mid-Quarter (Qtr 1 & Qtr 3) to End of Quarter: If change is made after two school days following the Mid-Quarter Grade check, the student receives a mark on the transcript of either "W" (Withdrawal- Does not affect GPA) if 60% or greater or "WF" (Withdrawal Fail-equivalent to earning an "F" grade) if below 60%.
- Quarter 2 or Quarter 4: If change is made after the 1st or 3rd quarter grade is posted, the student receives an automatic "WF" mark on the transcript for any course dropped during this time period.*
- Students receiving a "WF" for a dropped course during Quarter 2 or Quarter 4 will not be permitted to add a "for credit" course for that semester.

** Extenuating circumstances (i.e. medical reasons or family tragedy) may be reviewed on a case-by-case basis, but the mark the student receives on the transcript will be assigned at the discretion of the Dean of Education.*

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

**** As a general rule, course changes cannot be made after mid-quarter grade check. during weeks 10-18. Any change made must be approved by the Dean of Education only when special circumstances warrant such action.*

Flex Time

Students are expected to follow proper protocol when it comes to Flex time. Flex is a period offered each day that gives students more choice, support and individualized guidance for their success. This time may be utilized in a variety of ways including and not limited to guided study hall, peer tutoring, service projects or special meetings with an advisor, counselor, coach, dean, or teacher. Special arrangements can also be made during Flex for students who struggle meeting academic and/or behavioral standards. As they start their MVCS careers, 9th grade students will receive additional Flex support and requirements. For more specific information on Flex, follow this [link](#).

Senior Student Schedules: Late Start/ Early Release

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

The following guidelines are in place for this privilege:

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

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

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

Reportable Disciplinary Action

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

GRADUATION REQUIREMENTS

Credits and Community Service

The term "graduation" **refers** to:

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

High School Graduation requirements include the following:

- Senior year enrollment
- Completion of all required credits pertinent to the student's graduation year along with the required Community Service hours and Special Term Credits
- Approved Early Graduation necessitates all additional graduation requirements to be completed by the end of the fall semester preceding the proposed graduation

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

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

Valedictorians and Salutatorians

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

Commencement Ceremony

Monte Vista Christian School and its alumni have a proud tradition of conducting this ceremony in a dignified and respectful manner. All graduates will:

- Be full-time students who have completed all the school's required coursework.
- Have all speeches approved by the Administration prior to the ceremony.
- Report on time for the ceremony in appropriate dress with cap and gown.
- Bring no item which could be used to disrupt or detract from the dignity of the event.
- Cooperate fully with officials and procedures pertaining to the ceremony.
- Behave respectfully before, during, and after the event as per the rules set forth in the Student Handbook and Code of Conduct.
- Receive the diploma cover at the graduation ceremony. The actual diploma will be available for pick up after the ceremony.
- Will honor expectations so all may enjoy a respectful ceremony dedicated to the shared journey.

STUDENT ACTIVITIES

Monte Vista Christian School encourages the full participation of students in all available activities on campus. It is our goal to provide a variety of outlets for students that we trust will provide ongoing opportunities to develop leadership skills within the context of a strong academic program.

Chapel and Assemblies

Students are expected to attend all chapels and assemblies and are to be respectful.

ASB

The purpose of the ASB (Associated Student Body) is to provide a means for students to have a voice in school affairs pertaining to the general welfare of the student body. ASB serves to stimulate interest in the supervision of social activities and to develop leadership ability in the students. Officers elected are President, Vice President, Secretary/Treasurer, and Class Presidents. Elected officers must maintain a cumulative GPA of 3.0 or better and be in good standing (no behavioral contracts or suspensions) at MVCS.

California Scholarship Federation

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

National Honor Society

Monte Vista Christian School's chapter of the National Honor Society gives practical meaning to the four qualities of character, scholarship, leadership, and service. Membership requires a minimum GPA of 3.65 for four quarters and recommendation by MVCS faculty members. Students who become members of NHS must continue to exhibit the above four qualities.

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

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

Membership in NHS carries certain obligations and responsibilities. In addition to attending chapter meetings, each member must give ten hours of service, hours must be given in a sponsor approved

individual project or projects. Students will be charged a \$10.00 onetime membership fee. For NHS guidelines go to: www.nhs.us.

Students will not be considered or retained as a member in NHS if suspended from school, or subject to suspension. In addition, a student with major discipline infractions will not be considered or retained as a member of NHS.

Clubs

Clubs are offered on the basis of student interests, faculty sponsorship, and administration approval. Clubs are to be inclusive and are encouraged to have a community service component. The Horsemanship, Surfing, Japanese, and Fellowship of Christian Athletes are a few of the clubs offered to students. Additional clubs may be approved as interests and needs arise. Club creation begins with an application and approval process. Applications are available at the High School office.

Socials

Socials include various school sponsored activities throughout the school year.. Friday and Saturday evening activities for the resident students include tournaments, parties, movies, and visiting shopping malls.

Attending dances is a privilege extended to students in good standing with MVCS. Winter Ball and Junior/Senior Prom are the only dances to which students may bring a non-MVCS guest. Guest applications may be obtained in the Student Services office. Once completed, the application is to be submitted to the assigned administrator. The student-host must accompany the guest to the dance. The host is to make sure the guest adheres to all expectations and has an ID to verify age. Middle school students or students over the age of 20 are not allowed to attend MVCS High School sponsored dances without special administrative approval.

Please keep in mind the following:

- The school dress code will be enforced as well as the expectations of appropriate behavior
- Dance styles such as freaking, twerking, grinding or any other sexually provocative dances are not allowed.
- A current student ID card should be brought to all dances.
- Guests are allowed but must be pre-approved by completing and submitting the designated guest application form one week prior to the event.
- All students attending a dance must arrive within the first hour and may not leave before the last half-hour.

ATHLETICS

Middle School Athletics

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

High School Athletics

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

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

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

Physical Education Credit

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

1. A student who participates in a seasonal sport will be awarded 5 PE credits for that academic year. If a student withdraws from a sport/cheer team **for any reason**, prior to completing the season, no credit will be awarded.

2. All students who desire to be enrolled in a PE Strength and Conditioning must be on a CIF sanctioned sport. Academic advisors will screen enrollment into the 7th period PE Strength and Conditioning course.

Team members must abide by Monte Vista Christian School, MBL, CCS and the California Interscholastic Federation constitution and bylaws regarding transfers, attendance, academics, sportsmanship conduct and eligibility. As representatives to the community at large, students who participate in sports, cheerleading, or other extracurricular activities must be in good standing with regards to both behavior and academics at all times.

Athletics and Extracurricular Eligibility

The following eligibility guidelines apply to all students who participate in sports, cheerleading, and other extracurricular activities. The grades mentioned include grades for all subjects, including PE.

1. A GPA below 2.0 will automatically render a student ineligible from athletics and extracurricular participation until the student's GPA reflects a 2.0 or higher at the conclusion of the next official grading period. Official GPA grading periods are quarter one, semester one, quarter three and semester two.
2. An "F" grade reported at the mid-quarter, will automatically render a student ineligible from athletic and extracurricular participation until the grade is brought up to passing (60 average or better). Administration and faculty will work closely with the student and establish a weekly benchmark to check grade improvement progress and subsequent athletic/extracurricular participation reinstatement.
3. Students must be in attendance a minimum of 4 periods on a Regular Day schedule, and 2 periods on a Block Day schedule, to participate in practice and/or a contest that day.
4. A student may be rendered ineligible to participate in practice and/or a contest due to disciplinary action following a breach of conduct. This may include detention and/or suspension.

According to the Monterey Bay League By-laws, athletics contests can no longer have music containing lyrics (i.e. warm ups). All warm up music must be pre-approved by the Athletic Director or Administration.

Sports Team Fees

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

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

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

Insurance

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

STUDENT EXPECTATIONS

Respect, Dignity, and Kindness

The MVCS community is committed to providing an exemplary Christ-centered education in a safe and supportive environment. The guiding principles for conduct at MVCS are found in the words of Christ in the Gospel of Mark 12 regarding love: "Love your neighbor as yourself." It is our expectation that members of the MVCS community treat each other with respect, dignity, and kindness. We do not expect all will be perfect, but rather our students to be in active pursuit of integrity and growth in their dynamic relationships with the living God and school community. We are eager to serve alongside students by offering support, accountability, and when necessary, loving discipline, in order to help the student grow. Administrators will work closely with parents/guardians during the disciplinary process. Students who are unwilling to meet conduct standards and expectations will not remain at MVCS.

Self-Discipline

Any discussion of discipline must begin with self-discipline: the teachings of Paul in Galatians 5 regarding the Spirit-controlled life, and the teaching in James 3 regarding how we speak and the importance of self-control. The school's educational process is based upon the personal integrity of students and their willingness to practice self-control. It is crucial that friendships at our school include the willingness to confront each other in love, thus be encouragers of each other's growth in this way.

Academic Integrity

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

Plagiarism and Cheating

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

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

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

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

Compliance with Classroom Management Policies

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

To best resolve issues, whether for academic and/or disciplinary reasons, the student should initially meet with the teacher. If the issue is not resolved, the student and his/her parent may meet with an administrator. The faculty member will be notified of the meeting and join the conversation at an appropriate time. Time will be provided for a discussion between the student and/or parent and the faculty member. After hearing the expressed concerns, the faculty member will suggest resolution options in the presence of his/her Administrator with the goal being restoration between the student and faculty member.

Administrative Authority

The Administration has the final responsibility for all disciplinary actions taken. The goal of the discipline process at MVCS is to maintain a Christ-centered educational environment. Certain

policies and expectations make living together safe and promote mutually respectful relationships. The school has the obligation and responsibility to adhere and enforce such policies.

Rights of Others

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

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

Pornography

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

Property Rights

Students must respect the property belonging to the school and to others on campus. Littering, stealing or vandalism will be addressed and will result in disciplinary action which may include dismissal from school. These offenses include the unauthorized “borrowing” of another’s belongings, entry into another’s locker, purse, backpack, or other personal items, removing food illegally from the cafeteria, failing to throw away trash/food during break or lunch, removing Athletics Department equipment from the gym without permission, writing, carving, defacing desks, walls, bulletin boards/displays, or other property, or removing materials from the ARC without checking them out (see [MVCS Code of Conduct](#)).

Dress Code

Monte Vista Christian School stresses the Biblical standard of modesty (1 Timothy 2:9, Romans 12:1), the expectation of a neat and clean appearance, and a Christ-like attitude. Student manner of dress should not detract from the school’s mission and values for dress and appearance have a direct influence on the learning environment. Dress is often related to the attitude and demeanor of students in their campus relationships and in their communication with faculty and staff.

Students must adhere to the school dress code at all times while on campus and at school sponsored events.

Parental review before a student leaves for school is an important contribution to meeting dress code standards.

Dress Code Standards

- Clothes must not have holes (either deliberate design in the clothing or obvious tears). See-through or ripped clothing may not be worn. Covering the hole or tear with tape is not sufficient.
- For safety purposes, proper footwear is to be worn at all times. Bare feet and slippers are not allowed. Some classes may have more stringent requirements than others.
- Athletics team jerseys and cheerleading uniforms may be worn for game days only. Dress code compliant pants and shorts (no sweats or warm-up pants) may be worn with the jersey. Approved cheer warm up pants may be worn with the cheer uniform.
- Clothing, jewelry, backpacks, binders, book covers, etc., with logos, slogans, or pictures promoting drugs, alcohol, tobacco, sexual imagery, rebellion against authority, gangs, or anything contrary to our Christian standards may not be worn/brought to school.
- Leggings may only be worn if under skirts/shorts that are in line with the dress code; athletic pants/shorts (including sweatpants), board shorts, and pajamas may not be worn.
- Only studs can be seen when the ear or nose is pierced. Gauge piercings are not allowed.
- Hair should be neat and clean. Extreme styles, bright, and/or unnatural colors are not allowed.
- Hats and hoods are not to be worn inside classrooms and in the gym during chapel. Correction will be dealt with at the classroom level and consequences are at the discretion of the teacher.
- Sunglasses are not to be worn indoors. Correction will be dealt with at the classroom level and consequences are at the discretion of the teacher.

Dress Code for Female Students

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

Dress Code for Male Students

- Facial hair is allowed as long as it is neat and trim.
- Muscle shirts, undershirts, or tank tops are not allowed to be worn as outer garments. All shirts must have sleeves. Cutoff sleeves are not allowed.

- Pants must fit properly (neither too tight or loose). Undergarments must not be visible. Pants must cover the entire behind.

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

If a student is sent to the office for a dress code referral and it may be resolved in a timely manner, a tardy may be assigned and the student will return to class as soon as the violation is corrected. If a resolution cannot be met in a timely manner, the student will receive an unexcused absence.

If a student is out of dress code more than once on a given day or becomes a habitual offender, he or she will be considered willfully disobedient and further consequences will result. Such consequences may include notifying a parent, asking a parent to bring a change of clothing, or sending the student home to change. A student may also be assigned lunch clean-up duty, detention, in-house suspension, or other appropriate consequence. Administration will enforce the aforementioned dress code standards and reserves the right to determine appropriate compliance if questions arise.

Appropriate Sexuality and Relationships

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

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

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

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

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

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

Cell Phones and other Electronic Device Use While at School

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

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

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

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

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

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

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

Cell Phones and other Electronic Device Use Expectations

Students are expected to use cell phones, iPod products, and other communication and electronic devices responsibly, especially within the school and classroom context. Students found out of compliance of the aforementioned use policy will be sanctioned in the following manner:

- First Offense - Warning and reminder regarding permitted use. Policy to be sent home for student and parent review.
- Second Offense - Referral, parent contact, device confiscated for the day, and Level A Detention assigned.
- Third Offense - Referral, parent contact, device confiscated for the day, Level B Detention assigned.
- Any and all further offenses will require an Administrative conference, in-house suspension, and the student placed on a disciplinary contract.

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

iPad Use Expectations

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

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

iPAD ACCEPTABLE USE POLICY (AUP)

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

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

Please refer to the school website iPad Resources link at [mvcs.org](#) for all iPad information including contracts, forms, tutorials, on-line courses, and the high school and middle school iPad AUP.

STUDENT DISCIPLINE

Faith, Integrity, and Partnership with Parents

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

We take very seriously our role of partnering together with parents to provide a Christ-centered community. Attending MVCS is a privilege that is extended on the condition students and parents accept and support school policies, including our code of conduct.

Definitions

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

- Warning – A verbal or written warning by any teacher/staff member.
- Referral– Written discipline report to Administration by a teacher/staff member.
- Administrative warning--Verbal or written discipline report.
- Clean Up Duty– Disciplinary time spent cleaning the lunch and/or surrounding areas
- Level A Detention – Disciplinary time spent at school for one hour. This may occur after school on Tuesday and/or Thursday afternoon, 3:30-4:30 PM. Student will be assessed a \$10 fee, payable to the Business Office prior to date of detention. Student must present paid receipt when checking in to detention.
- Level B Detention – Extended disciplinary time (3 hours) spent at school usually on Friday afternoon, 2:00-5:00 PM. Student will be assessed a \$25 fee, payable to the Business Office prior to date of detention. Student must present paid receipt when checking in to detention.
- All Day In-House Detention- School day spent in a supervised location out of class due to habitual attendance issues. Missed class-time assignments, quizzes, and tests are due on the day of in-house detention. In order to receive full academic credit, students are

responsible to coordinate completion of assignments, quizzes, and tests through faculty and administration.

- Administrative Conference- Administrator and/or other school official meets with the student and the parent/guardian to discuss concerns and solutions.
- In-House Suspensions- School day spent in a supervised location out of class. Missed class-time assignments, quizzes, and tests are due on the day of in-house suspension. In order to receive full academic credit, students are responsible to coordinate completion of assignments, quizzes, and tests through faculty and the administration.
- In-House Suspension/Suspension due to breach of academic integrity- Time spent in school out of class or at home. Zero credit for missed classwork.
- Suspension—Time spent at home 1-5 days for serious behavior violations. Suspended students are responsible to turn in class work to their respective teacher on the due date posted online in order to receive full academic credit. They are responsible to coordinate completion of assignments through faculty and the administration. Furthermore, all missed testing will take place on the day the student is approved to return to school. A Suspension warns the student and their parent/ guardian that unless positive and consistent change in behavior is seen, the student may be dismissed or asked to withdraw from MVCS. Students suspended from school may be placed on disciplinary probation by the MVCS Administration for a period not to exceed one academic year. Parents of students who receive suspension are urged to cooperate with MVCS in making this correction beneficial to both the student and the school.
- Withdrawal – Administrative recommendation for voluntary removal from school.
- Expulsion – A student may be expelled for repeated serious infractions. The MVCS Board reviews the decision for adherence to school policy prior to it becoming official. Expulsion remains on the student’s permanent record. Students who are expelled are not permitted on the MVCS campus.

Probation

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

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

A student may be placed on Disciplinary Probation due to a breach in the code of conduct and/or multiple referrals indicating habitual behavior falling below established student expectations, or upon returning to school after a leave of absence due to a disciplinary withdrawal. Student progress will be monitored and evaluated. If the student on probation does not show the necessary

improvement to meet standards and expectations, Monte Vista Christian School Administration may ask the parent/guardian to withdraw the student (See [Withdrawal Policy](#)).

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

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

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

Reportable Disciplinary Action

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

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

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

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

- Arson
- Assault and Battery
- Bullying, engaging in harassment, threats, or intimidation directed against school personnel or pupils, creating substantial disorder, invading the rights of personnel or pupils by creating an intimidating or hostile education environment

- Engaging in habitual profanity or vulgarity, or committing an obscene act
- Fighting
- Habitual cheating
- Initiation/Hazing
- Possession of a weapon and/or injurious object
- Sexual Harassment
- Theft
- Truancy
- Unlawful possession or offering, arranging, or negotiating the use of drug paraphernalia
- Unlawful possession, selling, furnishing or being under the influence of any controlled substance including an alcoholic beverage or intoxicant of any kind
- Vandalism

MONTE VISTA CHRISTIAN SCHOOL CODE OF CONDUCT

<i>Breach of Conduct</i>	<i>1st Consequence</i>	<i>2nd Consequence</i>
Arson; Any Fire on Campus E.C. 48900	Administrative Conference Refer to Law Enforcement Recommend for Withdrawal Possible Expulsion	N.A.
Assault and Battery upon any school employee: E.C. 44811, 44014, 13559, 13560, P.C. 241.6, 243.6, 71, 415.3	Administrative Conference Refer to Law Enforcement Recommend for Withdrawal Possible Expulsion	N.A.
Committing an obscene act or engaged in sexting, or possession/distribution of pornography. E.C. 48900	Administrative Conference Parent notification Possible Law Enforcement Possible 2 Day Suspension Pending Investigation	Recommendation Withdrawal Possible Expulsion
Habitual profanity or vulgarity.	Administrative Conference Parent notification Immediate investigation	Possible Withdrawal Possible Expulsion
Disrupting school-wide activities or otherwise willfully defying the valid authority of teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. E.C. 48900 (K)	Administrative Conference Minimum 2 Day Suspension	Recommendation Withdrawal Possible Expulsion

Electronic Signaling Device and/or Laser Pointer Use	Confiscated Administrative Warning	Confiscated and Parent Notification In-House suspension
Engaging in bullying, cyberbullying, harassment, threats, or intimidation directed against school personnel or student(s); creating substantial disorder; and invading the rights of personnel or student(s) by creating an intimidating or hostile educational environment. E.C. 48900.2	Administrative Conference Parent notification Immediate investigation Possible law enforcement Possible Suspension or Withdrawal	Recommendation Withdrawal Possible Expulsion
Fighting/Assault: E.C. 48900 (a)	Administrative Conference. Parent notification Investigation and possible Suspension/Withdrawal Possible Law Enforcement	Recommendation Withdrawal Possible Expulsion
Forgery	Parent Notification 1 Day Suspension	3 Day Suspension Possible Withdrawal
Fireworks E.C. 48900 (b)	Administrative Conference Minimum 2 day Suspension Possible Law Enforcement	Recommendation for Withdrawal Possible Expulsion Refer to Law Enforcement
Inappropriate use of the Internet and /or electronic resources, including the iPad	Parent notification Possible Suspension Possible Law Enforcement	2 Day Suspension Recommendation for Withdrawal
Initiation/Hazing E.C. 44014, 44811	Administrative Conference. Suspension Pending Investigation Possible Withdrawal Possible Law Enforcement	Recommend Withdrawal Possible Expulsion
Plagiarism and/or Cheating E.C. 48900(A)	Administrative Conference Parent Notification Zero Credit	Academic Probation In-House Suspension Zero Credit
Possession of a Weapon: An object capable of inflicting substantial bodily damage not necessary for the academic purpose of the pupil or an imitation firearm. E.C. 48900 (b) & (m)	5 Day Suspension Referral to Law Enforcement Recommendation for Withdrawal Possible Expulsion	N.A.

Representation of material as illegal substance, or object as weapon E.C. 48900. Consequences for Representation action as real and viable Action.	5 Day Suspension Referral to Law Enforcement Recommendation for Withdrawal Possible Expulsion	N.A.
Skateboarding/Roller Blading on Campus (only resident & boarding students permitted).	Confiscate and Warning	Confiscate and Parent Notification
Smoking, chewing, vaporizing nicotine/tobacco products. Possession of Tobacco	Parent Notification and Behavior Contract	Administrative Warning 1 Day Suspension
Truancy. E.C. 48260 (See MVCS policy)	Parent notification 1 Day In-House Suspension	3 Day Suspension Possible Recommendation for Withdrawal
Unlawful possession of/or unlawfully offering, arranged, or negotiated to sell any drug paraphernalia. E.C. 48900 Including vaporizers, e-cigarettes for the consumption of intoxicants	5 Day Suspension Referral to Law Enforcement Recommendation for Withdrawal Possible Expulsion	N.A.
Unlawfully possessing, selling, furnishing or being under the influence of, <u>any</u> controlled substance including an alcoholic beverage or intoxicant of any kind. E.C. 48900(c)	Recommendation for Withdrawal Possible Expulsion	N.A.
Unsafe Use of Motor Vehicle	Parent Notification Parking privilege revoked for 5 days (See MVCS policy)	Revoke Campus Parking Privilege
Vandalism/Theft. MVCS assumes no responsibility for any personal property lost, damaged or stolen	Administrative Conference Minimum 2 day Suspension Restitution	Recommend Withdrawal Possible Expulsion

Special Note Regarding the MVCS Code of Conduct

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

Alcohol and Drugs

Monte Vista Christian School is committed to providing a safe and healthy environment free from tobacco, drugs, alcohol, and weapons of any kind. MVCS actively opposes the presence or use of alcohol, illegal narcotics and intoxicants, or hallucinogenic drugs on campus or at school sponsored events. Unlawfully possessing, selling, furnishing, or being under the influence of any controlled substance, including an alcoholic beverage or intoxicant on campus or at a school sponsored event may result in recommendation for withdrawal and possible expulsion. Also, MVCS reserves the right to request substance abuse testing of suspected individuals. Parents will incur the cost of testing.

Possession or Use

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

Suspected Drug Possession, Sale and/or Use

In cases of suspected campus use of drugs and/or alcohol, Administrators may do the following:

1. Evaluate observable symptoms.
2. Attempt to determine if the student is in possession of alcohol, marijuana, drugs, and/or narcotics.
3. Interview the student in the presence of an adult witness (school official) when available.
4. Request the student’s cooperation in conducting a search of his/her person and possessions. The search may include the student’s backpack, PE locker, and other locations on the school grounds including the student’s vehicle.
5. If the student refuses to cooperate, MVCS retains the right to conduct a search of his/her person and possessions as well as lockers and other locations on the school grounds, including the student’s vehicle.
6. Determine the need for medical attention; in cases which require emergency medical treatment, parents will be contacted immediately.
7. Recommend examination by a physician.
8. Drug test the student. Parents will incur the cost of testing.

9. Provide information regarding the availability of public or private resource agencies for intervention and rehabilitation.
10. Confiscate all physical evidence obtained as a result of the investigation by sealing the evidence in a container bearing the date and the time of confiscation.
11. Consult with Law Enforcement. The degree of involvement by the Law Enforcement will be determined in each case.
12. If Administration releases a student to Law Enforcement, the parent/guardian will be notified immediately. If an arrest is made, Law Enforcement will notify the parent/guardian.

School Searches

A locker search will be based upon *reasonable suspicion* that the locker contains something that would compromise the health and safety of the student(s) and/or reveal evidence that the student has violated or is violating either the law or the rules of the school. To ensure that the campus remains safe for students, searches for alcohol, drugs and weapons are conducted by Administration as a necessity without warrants. Lockers are the property of the school and only made available for student use. The student has some control over her/his school locker in that he/she may keep other students out, but not school officials. A search of a student includes the observation of specific and describable behavior leading one reasonably to believe that a particular student is engaging in or has engaged in prohibited conduct.

ANTI BULLYING & SEXUAL HARASSMENT POLICY

MVCS Commitment

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

Definition of Bullying

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

There are three types of bullying:

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

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

Definition of Cyberbullying

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

Definition of Sexual Harassment

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

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

Examples of Sexual Harassment

- Unwanted sexual advances or propositions.
- Offering academic benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct such as leering; making sexual gestures; or displaying sexually suggestive objects, pictures, cartoons or posters.
- Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes.

- Verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, notes or invitations.
- Physical conduct such as touching, assaulting, impeding, or blocking movements.

Student-Student Harassment is prohibited. Staff-vStudent Harassment is prohibited.

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

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

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

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

- Steve Sharp, Headmaster
- Mitch Salerno, Headmaster Elect
- Patty Gillig, Dean of Administration
- Steve Woods, Dean of Education
- Josh Davis, Dean of Humanities
- Nathan Talley, Dean of Ninth Grade
- Ray Blute, Middle School Principal
- Edie Larson, High School Administrative Coordinator

Any Academic Advisor or any trusted staff member

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

Confidentiality

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

Protection Against Retaliation

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

Investigation and Corrective Action

Upon receipt of a complaint, staff will immediately inform his/her supervisor who will determine the course of the investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered from bullying and/or harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found responsible for bullying and/or harassment and in violation of the school's policy will be subject to disciplinary action up to and including withdrawal from school and/or employment termination. The severity of the disciplinary action will be based upon the findings of the investigation.

CHILD ABUSE AND NEGLECT REPORTING ACT

Mandated Reporting

Monte Vista Christian School is legally required to comply with the *Child Abuse and Neglect Reporting Act*. All employees of Monte Vista Christian School are considered "mandated reporters" and are responsible to report suspected occurrences of child abuse or neglect to the proper authorities (Child Protective Services, Watsonville Police Department, Santa Cruz County Sheriff, etc.). In any investigation of suspected child abuse or neglect, all persons participating in the investigation of the case shall consider the needs of the child victim and shall do whatever is necessary to prevent further harm to the child victim.