



Res Life Handbook

2015-2016

Effective: 07/01/2015

MONTE VISTA CHRISTIAN SCHOOL 2015-2016 Resident Life Calendar

2015

Prefects and Dorm Council Arrive August 10, 2015, 9 am – 1 pm

New Students Arrive August 12, 9 am – 1 pm

New Student Dorm Orientation August 12 - 14

SPOP- New Student Orientation August 14

Returning Resident Students Arrive August 15, 9 am – 1 pm

Dorm Orientation August 16

First day of school August 17

Labor Day – NO SCHOOL September 7

Teacher In-Service – NO SCHOOL October 16

Leave for THANKSGIVING Vacation November 20, after last class

Return from THANKSGIVING Vacation November 29, dorms open at Noon

1st Semester Ends December 17

Leave for CHRISTMAS Vacation December 17, after last final

2016

Return from CHRISTMAS Vacation January 3, 2016, dorms open at Noon

First day of 2nd semester January 4

Martin Luther King Day – NO SCHOOL January 18

President’s Day – NO SCHOOL February 15

Teacher In-Service – NO SCHOOL March 11

Leave for EASTER Vacation March 24, after last class

Return from EASTER Vacation April 3, dorms open at Noon

Teacher In-Service – NO SCHOOL April 29

2nd Semester Ends May 27

GRADUATION May 27, dorms close at 9:30pm

Please purchase transportation tickets according to the above schedule. Early dismissal and late return for Thanksgiving, Christmas, Easter, beginning and end of school-year is not allowed.

Monte Vista Christian School Residential Life Mission Statement

The Monte Vista Christian School residential life program is committed to creating a Christ centered and warm environment where each student can reach their full potential.

Our program supports each student as they develop and acquire personal gifts while also providing the structure that leads to strong academics. Dorm parents share in the joy of our residents when they succeed and work to help students learn when they make mistakes.

The residential life experience teaches the value of community, cultural differences, and respect, while also focusing on individual growth and development in Christ.

Monte Vista Christian School Residential Life Vision Statement

Resident life will challenge students to live, study, and play within a community that provides support, supervision, and independence. We seek to help our students develop skills which will help them to navigate their college living experiences with confidence, self-advocacy, and ingenuity. Resident life teaches students how to build relationships with both adults and peers and how to identify the resources they need for success. Resident students develop special relationships with dorm parents and resident faculty who are able to be special mentors and advocates.

Resident life challenges parents, too! Parents are critical partners in the education of their children. Parents who choose a resident life experience are placing trust in the resident faculty/staff who will be sharing the role of parenting during the time the student is at Monte Vista Christian. As resident life professionals, we love sharing our lives with teens, and bring a wealth of knowledge and experience to our resident life parents.

Monte Vista Christian School Core Values

We exemplify Christ-centered *character, understanding, and relationships*.

Character - We are committed to both introducing people to Christ (initiating faith), and discipling people for Christ (perfecting faith), in order to cultivate a culture that honors God.

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

Relationships - We are committed to developing meaningful connections among students, staff, faculty, parents, our surrounding community, and the world through our learning (academic activities), loving (spiritual activities), and serving (outreach activities). Our activities promote healthy, lifelong relationships in a Christ-like environment.

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Before School Starts

Each resident student **must** have the following upon arriving at MVCS:

1. Completed health and immunization records.
2. Completed Guardian information (Int'l) and all required dorm forms
3. Pillows, Pillow Cases, Bed Coverings, Sheets, Blankets- all compatible with a twin size bed. (39'x75")
4. Toiletries, bath soap, etc.
5. Towels and Washcloths
6. Laundry Bag/ Basket/Laundry detergent
7. Clothing (See "Dress Code")
8. Clothes Hangers
9. Alarm Clock
10. School Supplies (Paper, pens, rulers, scissors, etc.) The school will not provide supplies however there will be monthly trips to stores where students will be able to purchase supplies
11. Personal Cup and Bowl
12. Cooking utensils/dishes/silverware for kitchen (not provided by school)
13. Cell Phone with a United States telephone number

Each resident is **permitted to bring** and may acquire throughout the year:

1. Fan
2. Blow Dryer
3. Personal audio equipment (must have headphones)
4. Reading lamp, non-halogen
5. Surge protector (no extension cords)
6. Sports Equipment
7. Computer (laptop)
8. USB flash drive
9. Computer Monitor (not to exceed 27")
10. Automobile (seniors only)

Each Resident is **not permitted to bring** the following items:

1. Hot pot, hot plate, coffee maker, or other cooking equipment (not to be kept in student room, must be kept in kitchen)
2. Refrigerator, Air Conditioner
3. Tobacco, tobacco products, matches, lighters, e-cigarettes, vaporizing paraphernalia
4. Pornographic materials, printed, video, audio or any material stored on student's hard drive
5. Iron without automatic shut-off
6. Gaming units, Xbox, Playstation, Wii, etc.
7. Television
8. Alcohol
9. Non-prescribed drugs, or any medication without an English translation
10. Motorcycle, Mopeds or Scooter
11. Idols or non-Christian religious item
12. Pirated music, movies, and software
13. Electric blankets
14. Weapons
15. Bass speakers
16. Computer monitor larger than 27"

Dress Code for Residents

Although casual dress is expected after school and on weekends, this does not mean that students can wear whatever they want. The general rules for modesty and a consideration of others means that we have some rules that still apply, including:

- No symbols or items that are disrespectful to any religion or faith, or are disrespectful in regard to sex, race, ethnic or national origin will be worn at any time.
- No symbols or items that can be viewed as either promoting the use of alcohol, drugs or tobacco, or imitating gang activity will be worn at any time.
- Pants or shorts will not be excessively baggy and/or will not be worn extremely low. No undergarments should show.
- Although the dorm dress code is more relaxed after school hours, dorm students will follow the rules for body piercing as outlined in the school handbook even after school hours.
- Mark all your items with your name using a permanent marker. English is the preferable language to mark clothes since all students will be able to identify their clothes.
- If clothing items are not addressed above or in the parent/student handbook, resident life staff, faculty and school administration are the sole arbiters of what is appropriate. Confiscated clothing will not be returned.
- For church services students are not permitted to wear pants with holes or athletic clothing.

Boys are expected to wear collared shirts. Girls are not permitted to wear graphic print t-shirts. Skirts must follow school policy (see Parent & Student Handbook, page29).

Cell Phones

Cell phones (with a United States telephone number) are REQUIRED of all resident students.

- The phone must be registered in the dorm office. If during the school year a student gets a new cell phone, s/he is responsible for informing the staff.
- Each cell phone must be clearly labeled with the owner's name.
- Any student who does not register his/her cell phone and is found in possession of one (including in automobile), will have the phone taken away for the remainder of the year or semester, depending when the violation occurs.
- Cell phones cannot be used nor may they ring: in the cafeteria, during study hall or after lights out. Students should turn ring tones to vibrate or silence during these times. Cell phones will be confiscated if used during these times. In emergencies parents would contact resident life staff first.
- If there is reasonable suspicion (for example, sleeping in class, being late to school in the morning) that the student has been using a cell phone outside of the acceptable hours, students may be required to turn over their cell phone bills in order to show the times and destinations or origins of calls.

Leadership

Parents

In order to serve the students entrusted to our care, it is crucial that we be able to count on parental support of the school's rules and regulations. It is a disservice to give students "mixed" or conflicting messages on matters of principle, conduct, responsibility or fundamental values. We presume parents believe in our basic philosophy and the values of our mission statement as outline in this handbook and also in the structure in which we implement those values for the general benefit of the school community. Our rules are made for the benefit of all, so we expect understanding on the part of parents who do not agree with each of our decisions.

Parents must respect the school calendar and their children's school obligations. For example, parents are expected to cooperate to insure that their children leave and return from weekends and vacations on time and that class time is not used for non-emergency appointments.

If parent/guardians refuse to cooperate with school staff, policies, regulations, or programs, they reduce significantly the school's ability to serve their own or other students. In such cases, after reasonable effort to gain parental cooperation, the head of school may recommend a withdrawal of the student from the dorm and/or the school.

In the case of separated or divorced parents, the resident life staff will communicate with whoever maintains legal guardianship of the student, as per official court documents.

Guardians

Guardians play a special role in the life of the student. He/she provides a home away from the dorm for students who want to get away from the rigors of dorm life for the weekend. The guardian plays a role when a student is suspended or has a prolonged illness. They may also be called upon to provide transportation for the student. Since the guardian is not a legal guardian appointed by the courts, he/she has limited rights conferred by the parents of the student. Whether a guardian can speak to the school and its employees on behalf of the parents is determined by the parents.

Monte Vista Christian School requires all students whose parents do not have primary residency in the United States to have a guardian preferably in the State of California within a few hours of the school.

Only the parent(s) of a student may change the "guardian" designation. Neither the student nor any agency, not any other person may change a "guardian" designation. All changes of designated "guardians" must be made in writing.

Only parents and guardians are able to designate who may check-out students from the dorms.

Resident Advisors/Resident Faculty/Dorm Parents

Dorm Parents care for those placed with them in the dorms. They act as parents, guardians, teachers, mentors and referees. The dorm is not a home with parents and brothers and sisters, but we hope that the students will come to view the dorm as their home away from home and their fellow students as brothers and sisters. We aid them in learning, we mentor them as needed, but others also mentor them among faculty, administration, support staff and academic advisors. We referee in disputes, but we try

to maintain an environment where disputes do not arise frequently. Lastly, we protect them from health and safety hazards and as much as possible from the negative influences of the world that affect young people. The most immediate leaders of the dorms are the Hall Directors, they are assisted in the dorms by the Dorm Parents, senior and junior prefects and dorm council. Each Dorm Parents is assigned a team of students. The staff will act as a mentor to the students advising them in all areas of Resident Life including but not limited to: academics, physical and emotional health, encouraging students to maximize opportunity while in an American school and working as a team to build a sense of community and home for the resident students.

Prefects

Prefects are student leaders selected to be role models for other students, to counsel students who are experiencing difficulty, to provide a liaison between staff and students in the dormitory, and to meet regularly with the Resident Life Staff to discuss policies and concerns within the dorm. Prefects are selected based on a written application, interview, community involvement, academic performance, and demonstrated commitment to School values. They serve as strong role models for their fellow students and assist Resident Faculty in fostering a fair and kind environment.

Dorm Council

The purpose of dorm council is to plan programs, activities, trips and projects which will have a positive influence on the resident community. All resident students are members of the dorm council and have a right to participate in the election of officers. Officers of the dorm council are leaders and role models for the other resident students. Students are eligible to run for dorm council office based on community involvement, academic performance, and demonstrated commitment to School values. They serve as strong role models for their fellow students.

Standards of Conduct

We believe that all Monte Vista students are responsible for their actions and for the consequences thereof.

We expect students who violate our community standards to accept responsibility and admit their error. We hope that students will hold each other to this code, and if they witness a violation especially if it involves a threat to health or safety - will alert an adult in the school.

We so value the virtues of honesty and responsible conduct that a single act of grave dishonesty or rash conduct could cost a student his or her place in the school. These Standards of Conduct detail the unsafe, unhealthy, dishonest, or illegal acts that could result in dismissal:

1. Cheating, plagiarism, or other forms of academic dishonesty;
2. Stealing, possession of stolen goods, or sale of stolen goods; willful destruction of property;
3. Lying or other forms of dishonesty;
4. Possession, use, or evidence of the use of alcoholic beverages, marijuana, or other illegal drugs and narcotics, including tobacco; inappropriate use of prescription drugs and intoxicants (such as cough syrup, spice, synthetic marijuana) on or off the campus;
5. Willful injury to any person, including verbal harassment or assault;
6. Deliberate violations of the fire code, including vandalism of fire equipment, burning of materials in any school building, and the setting of false alarms;
7. Possession of guns, knives, or other weapons on campus;
8. Violation of the school's computer use policies;
9. Violation of the school's coed visitation regulations;
10. Repeated misconduct and continuing violations of school rule

Life in the Dorm

The routines of Resident Life are designed to give the students the time and the discipline to achieve their academic potential. This structure is essential to foster a healthy community as well as protect the students' physical safety. It also allows the students to develop self-reliance and personal responsibility as they are given opportunities to exercise good judgment in managing personal time.

General Conduct

- Because this is a Christian school, appropriate language, dress, and behavior are required at all times.
- As members of the MVCS community, students are expected to uphold the good name of the school, even when they are not directly under the school's supervision.
- MVCS students are expected to display good manners to each other and to faculty, staff and visitors. As a gesture of courtesy and respect, students are asked to address faculty/staff members appropriately as "Mr.", "Mrs.", "Miss", or "Ms."
- All students are expected to respect school property because school property is for the collective benefit of the entire school community. Consequently, everyone is expected to report vandalism, damages, etc. so that necessary repairs can be made.

Teams

In order to insure that each student is fully integrated into the Res Life program, all students are members of an intramural team. The four teams are:

<u>TEAM</u>	<u>SYMBOL</u>	<u>COLOR</u>
Macarthur	Wolf	Black
Victoria	Leopard	Purple
Caeser	Eagle	Red
Spartacus	Tiger	Orange

Team competitions will take place throughout the school year.

Rules for Rooms and Roommates

An important goal of the educational experience of resident students at MVCS is learning to live with others and their differences. Most resident students will have at least one roommate. In such situations, it is important to be sensitive, cooperative, and flexible in resolving differences. The school realizes that sharing a room may be a first experience for some students, so we want to do whatever we can to help make relationships work out. In general, we have found that students who are patient and understanding work out their own differences and come to value the friendships that develop. To help facilitate this process, roommate changes are not made until students have given a reasonable effort to resolve differences.

- Rooming assignments are not made public until the day students move in. This is due to enrollment changes over the summer.
- Residence halls are considered to be private homes for students living there. Students may not return to the dorm during the school day just as day students cannot return to their homes during the day.
- Guest must have their host present in the room they are visiting.
- Privacy is to be respected and no student should enter another room without permission from all inhabitants of the room.
- If you have another student in your room, and your roommate is not present, you are responsible for your roommate's possessions.

- We have student rooms of different sizes (singles, doubles, triples and a quad). Each student is provided with a bed, a closet or armoire, a bureau or set of under-the-bed drawers, a desk, a desk chair and a trash can. Each room should have at least one mirror.
- Students should not move furniture out of the rooms unless given specific permission by the Director of Resident Life.
- At the beginning of the year, all students will fill out a document indicating if all furniture is present and in good shape. At the end of the year, a similar document will be filled out to assess student charges.
- Each student is responsible to keep his/her room neat and clean. This means that clothes must not be left on the floor and must be kept in closets and dressers; there shall be a general neat and tidy appearance to the room. The beds need to be made every morning before the student goes to class. Music, computers, and lights need to be turned off when the student is not in the room.
- Students may bring personal articles to decorate their rooms. However, decorations must reflect good taste and the moral values of the School. Decorations may not be hung on the exterior of room doors. Posters and objects that are sexually provocative or depict nudity, suggest the use of alcohol, tobacco, drugs, anti-social behavior or which are deemed incompatible with the mission of MVCS will be confiscated and not returned. Candles, incense or other combustibles are not allowed in rooms at any time.
- Students are allowed to bring radios and stereos with small speakers to school. This equipment is to be used in a fashion considerate of others. Televisions are not allowed. No music should be so loud that it can be heard outside the room when the door is closed or disturb one's roommate.
- For security reasons, money, jewelry, passports and other valuables should be secured in a locked drawer (boy's dorm) or security boxes (girl's dorm). Neither the school nor the school's insurance company will assume responsibility for the loss, damage, or security of money, personal belonging or other valuables.
- No pets are allowed by students anywhere on campus. This includes fish and birds.
- Cooking, in ANY form, is NOT allowed in rooms. All cooking appliances must be kept in the dorm kitchens; if found in dorm rooms, they will be confiscated and not returned.
- Tobacco, tobacco products, matches and lighters are not allowed on MVCS property, and the presences of such items will lead to disciplinary action and all items will be confiscated and not returned.
- Student inflicted damage will be charged to students. If it is not possible to determine who is responsible, all occupants of the room may bear a percentage of the cost of repairs.
- All students are responsible for maintenance and cleaning of their own room.
- All damages to the room should be reported immediately.
- Any maintenance requests must be sent to a dorm parent who will then send an e-mail to the maintenance department to have the request completed.
- All students will be charged for damages or missing keys regardless of when they are reported.
- As stated in Monte Vista fire regulations, students are required to decorate rooms in a fire-safe manner including by not limited to:
 - Maintaining a direct path from the room door to the student's bed and window
 - No hanging of curtains, tapestries or ceiling decorations
 - No use of holiday lighting on a year-round basis
 - No possession of heaters, immersion boilers, hot plates or hot pots
 - No use of irons, hair straighteners or curling irons except in dorm bathrooms or

- laundry rooms
- No use of aerosol air fresheners or deodorant
- No use of halogen lamps

Room Inspection

The basic room inspection requires all students to have their bed made, desks cleared and floor picked up. The purpose of this room inspection is to ensure students have a room that is conducive to studying.

Reasonable Cause

Student rooms are subject to search, upon evidence and/or suspicion of reasonable cause that a violation of MVCS's Christian philosophy, standards of conduct, and statement of faith exists. Staff will only conduct a search of student rooms with the student present, and will leave the room in the same condition as found.

Photos and Videos

Videotaping or the use of cameras and cell phone cameras must respect the privacy of others. Permission for videotaping or photography must be given by the resident life staff. Failure to adhere to this policy will mean confiscation and possible disciplinary action.

English-speaking Rules

International students are here to learn the usual subjects, but they are also here to learn English. This is not possible without study. It is also not possible without practice such as speaking English and hearing it spoken by others. Therefore, the following rules are in place in order to promote maximum exposure to English.

- When two or more languages are possible in a group of people, English must be spoken, such as during sports activities, while on trips in vehicles. This is a courtesy to all in the group as well as an opportunity to exercise one's skills in English for our international students.
- English must be spoken in common areas such as dorm lounges and dorm kitchens.
- English must be used on all areas of campus during the school day including the cafeteria.

In no way are these rules to be construed as a denial of ethnic or cultural identity. We value the diversity that international students bring to our school and to our country. However, we believe that parents of international students want more for their students than a place to learn subjects that they could have easily learned in their own countries.

Laundry

It is the student's responsibility to see that his/her personal laundry is done at least once per week. School laundry facilities (free of charge) may be used at the time designated for the student by the resident staff. Students are responsible for their own clothes.

Cafeteria and Meals

Meals are served promptly and students are expected to be on time.

- Attendance at dinner is mandatory whether it is sit-down or buffet-style, unless otherwise announced.
- Meal service is available only during times listed on the schedule.
- Students are permitted in the cafeteria only at meal times or as allowed by staff.
- No one may go behind the serving area, without permission of the kitchen staff.
- Students with school commitments that conflict with the dinner time may request a Late Plate.

Dorm Kitchens

Students who wish to use the dormitory kitchens may do so, but are expected to clean up when they are done. All items in the refrigerators must have the students name and date the item was placed there. All personal cooking appliances must be kept in the dormitory kitchens. Students must provide their own cooking utensils, pots, pans, plates and silverware.

Outside Food Delivery

Students may order food to be delivered:

- Monday – Thursday, during study hall break
- Friday, after 1:45pm until 10:30 pm
- Saturday, until 10:30 pm
- Sunday, until 6:00 pm and during study hall break

Students must meet delivery drivers at the main gate of the school. Delivery drivers are not allowed on campus.

Studies

Study Hall and Expectations

Monte Vista Christian School is first and foremost an academic institution and, as such, requires times when optimum conditions for studying must be maintained.

Study hall is scheduled Sunday through Thursday. It is important to note that although there is a designated study hall period, a student may study outside the allotted time. In some cases, it is necessary to study outside the designated times if a student wishes to maintain his/her grade, especially during exam periods. Any student not involved in athletics has over 2 hours in the afternoon after school and before dinner to do additional studying. Study hall is primarily a time for individual study; therefore during study hall students are to be silent. Wandering the halls, asking questions of other students, cleaning one's room, talking on cell phones, playing music without headphones, etc. will not be tolerated and will result in consequences.

Study hall occurs from 7:15 p.m. to 8:30 and 9:00 - 9:45 p.m. Once study hall has started, the dorms will remain quiet for the night. Respecting other students' needs at this time is important to the community as a whole and we expect all students to follow quiet hours and assist in the management of quiet times.

Two General Rules for Study Hall

- You must be academically productive.
- You must not prevent students around you from being academically productive.

During study hall time room doors will remain open. The expectation is that students will be focused on school work during this time. Students may not play computer games, email friends, make or receive phone calls, cook food or do anything else that distracts them or others from their studies. Visitors are not allowed during Study Hall unless permission has been granted by the dorm parent on duty.

Supervised Study

Mandatory for students if they have at least one "F" and/or two "D's" OR an acadfemic GPA under 2.0:

- Grades will be evaluated at the end of each mid-quarter and quarter to determine if a student will need to continue with supervised study.
- Students will complete either Homework or Tutor Sheets while in supervised study.

Group Study

Group study will be allowed in the lobby of your dormitory (9:00 – 9:45 pm) upon request with the dorm parent on duty. Group study privilege will be lost if students abuse the time frame, if the group study becomes something other than study or if the group gets too loud and disturbs others.

Late Lights

Individual late study will be allowed for students needing additional study time on the following basis:

- Before lights out is announced, you must state your need and the reasons for late study.
- Late study is a privilege and is at the sole discretion of the dorm staff on duty.
- You must prepare for bed before late study begins. Late study is not to be used for showering or preparing for bed. This must be completed before Late Lights begins
- Late lights end at 11:30. If homework is not completed at this time students must speak with the Resident Staff on duty if they wish to continue studying.

Tutors

The resident staff is college-educated and will do what they can to assist students, but if this is insufficient, parents may arrange for private tutors at their expense. Students are encouraged to seek help from their teachers after class and after school. Students may also arrange peer tutoring from classmates who will receive community service as compensation for their tutoring services.

Teacher Permissions

Occasionally a teacher will require permission from parents for a student to be part of a special assignment. Monte Vista takes every precaution under these circumstances not to supersede parental rights. When you receive a request for this permission from your child, please fax the signed form back to the school giving permission or withholding permission.

Writing Center

The Writing Center offers: One-on-one assistance; Assistance with the drafting, revising and proofreading of written assignments; Feedback on student's written work; and we help student's structure their work.

Access to Grades for Students and Parents

Monte Vista Christian maintains an online grade book and email alert system for parents and guardians. For more information on our student information management system, please visit the MVCS website (www.mvcs.org), and land click on "Parent Resources" on the main page. Information is available on how to access the student information management system on this site.

Community Service

Monte Vista Christian School students are required to fulfill a specified number of community service hours, per year. It is the student's responsibility to fulfill this requirement. However, trips are arranged by the resident staff in order to help students form community by working together for others.

Wireless Internet

Internet access on campus is through "wireless" technology. All access to the internet via the school's server is controlled and monitored by the school and requires signature of parent, guardian and student on the school's Acceptable Use Agreement. Hours of operation of the wireless internet are at the sole discretion of the school. Any student caught with software which intentionally or unintentionally interferes with the operation of the wireless network will face immediate and harsh consequences.

Personal Computers

Having a computer on campus is a privilege that may be lost if it is abused in any way. All computer screens must face the room door. Poor academic performance may result in the confiscation of a student's computer until grades improve. Students may log on to only one computer at a time. Students must not share their user name or passwords with other students. Both the student who shares and the student who utilizes someone else's password and user name will receive consequences. Computer games and movies are a privilege. Computers may only be used for study purposes during study hall. Students are expected to turn off their computers at lights out.

Students must adhere to the IT Policy set forth by the school.

- Students must not share their user name or passwords with other students. Both the student who shares and the student who utilizes someone else's password and user name will receive consequences.
- Computer games and movies are a privilege. The times they are allowed are the discretion of the Director and Assistant Director.
- Computers may only be used for study purposes during study hall.
- Students are expected to turn off their computers at lights out.
- Laptops must be listed on the electronics inventory sheet.
- During study hall, students may only use their laptops for school work.
- Students caught using their laptops for anything other than school work will get a technology violation.

Dorm Computer Areas

The dorm computers are available after school and on weekends. As with all computer labs on campus, no food or drinks are allowed in the dorm computer areas. Any abuse of the computer equipment or misuse of the internet will result in the computers and the wireless system being shut down until such time as the situation has been resolved.

Blocked sites are common at schools and MVCS is no different. The decision to block sites is based on the nature of the site. No site that displays or advertises pornography is permitted. No proxy sites may be visited. These sites circumvent our servers and the protective software used to stop viruses and other electronic threats. Other blocked sites include material with content relating to mature or adult material, hacking, hate, gambling and guns.

Technology Violations and Restrictions (Includes iPads, Laptops, PSP, PDA, iPod, and all external DVD players) A technology violation will result from the following: any inappropriate content or lyrics which do not comply with MVCS's Christian philosophy, standards of conduct, and statement of faith (See Reasonable Cause), unauthorized use of technology during school hours, after lights out, misusing technology during

study hall or church. Any student caught with software which intentionally or unintentionally interferes with the operation of the wireless network will face immediate and harsh consequences.

Reasonable Cause

Technology is subject to search, upon evidence and/or suspicion of reasonable cause that a violation of Monte Vista Christian School's Christian philosophy, standards of conduct, and statement of faith exists. Staff will only conduct a search of technology with the student present.

Health and Safety

Illness and Medication

- If a student is sick, the student must see the school nurse before 7:45 am. If the student does not report to the nurse, and misses any portion of school and/or is found over-sleeping in his/her room, s/he will be considered truant and subject to consequences.
- Students who check-out for the weekend and become too ill to return to school on time Sunday night must have a written doctor's excuse prior to being allowed back in the dorm.
- Students with illnesses which have a lengthy convalescent period will be sent to their parent/guardian home until they are well enough to resume school.
- By enrolling your child in school you grant dorm parents the permission to dispense common remedies, such as: Tylenol, Advil, cold tablets, cough syrup, antacids, allergy medication or other over-the-counter medications. Please inform the resident staff if your child is allergic to any medications.
- All medications must be checked in with the nurse. This includes prescription medication, herbs, supplements and non-prescription medications. The Director and Assistant Director of Resident Life will determine if the medicine can be kept in the student's room.
- *Foreign medication must have an English translation.*
- Non-emergency doctor visits are usually arranged through a local medical clinic in Watsonville. Whenever possible, parents or guardians will be notified prior to any non-emergency doctor visit and will be given the option of taking the student to their family physician. In an emergency situation, treatment will be secured at the nearest emergency medical facility. Parents or guardians will be notified as soon as possible.

Automobile Privilege

- Seniors with a valid California driver's license have the privilege of having a car on campus.
- A copy of the car registration, a valid driver's license, insurance certificate, and school release form must be on file prior to a car being brought on campus.
- It is understood that parents/guardians/sponsors assume full-responsibility (legal or otherwise) if they permit their child to ride in a student-driven car, or if their student drives other students to and from the campus in family or student-owned cars.
- The dorm staff will not give advice to parents or guardians regarding the acceptability of any student, parent, or guardian as a possible transportation provider for their student.
- No student will be allowed to ride in any vehicle other than that of their parent or guardian until a release form is signed by the parent or guardian.
- The dorm staff reserves the right not to allow students to be transported by other students as a disciplinary measure.

Fire Regulations

The danger of fire requires the following dorm policies which have been developed by the Fire Department and the School.

- Treating any fire alarm as a serious situation, knowing evacuation routes and meeting places for dormitories and classroom buildings.
- Furniture may not be within two feet of a heating unit, portable or built-in.
- Decorating dormitory rooms in a fire safe manner and preventing false alarms, including but not limited to:
 - Maintaining a direct path from the room door to the students bed and window
 - Not hanging curtains, tapestries or ceiling decorations
 - Not using holiday lighting on a year round basis
 - Not possessing heaters, immersion boilers, hot plates or hot pots
 - Not using irons, hair straighteners or curling irons except in dorm bathrooms or laundry rooms
 - Not using aerosol air fresheners
 - Not using halogen lamps
 - No smoking
 - No candles
 - No matches
 - No lighters
 - No electrical extension cords are allowed. If an extension cord is necessary, the cord must be a fused multiple-plug power strip or surge suppressor.
 - Nothing hung from a fire-sprinkler.

Checking Out/In & Activities

Check In/Check Out

Each time a student leaves campus they are required to check-out. Check-out is done through the student's iPad or Smartphone, using Boardingware.

Each time a student returns to campus they are required to check-in. Check-in is done through the student's iPad or Smartphone, using Boardingware.

Overnight check-out is also done through Boardingware. The student will request "leave" through their iPad or Smartphone, the parent will be notified via online or Smartphone and must either "approve" or "disapprove" the leave.

All weekend (overnight) check-out requests and permissions must be received in the Res Life office, not later than 24 hours prior to the student leaving campus.

Day Students and Resident Students together

In order to take advantage of the opportunity to make friends among the students of other countries, resident students are encouraged to make friends among the day students and to plan events with them both on and off campus. Barriers among nations are broken down by friendships among members of these countries so do not hesitate to say yes when you are invited to a day student's home. Also, feel free to invite day students into the dorm with you.

Family Friends/Trading Places

- Increase interactions between day and dorm students.
- Provide opportunities for day families to build a relationship with a student from a different background or part of the world.
- Provide an opportunity for dorm students to be in a family setting and learn more about American culture, particularly how it relates to family life.
- Trading Places – where a day student and dorm student trade places for several days or a week, with the dorm student living in the day students home, and the day student living in the dorms students dorm room.

Visitors and Guests on Campus

For the protection of students, all visitors and guests must have approval before they will be allowed to stay on campus. Visitors are only allowed into the dorms after they have checked in at the dorm office. As a courtesy to the dorm residents and staff, parents and other visitors may be asked to wait in the dorm lobby until the student can be reached to meet them.

General Rules for Off-Campus Activities

- Closed weekends mean no off-campus check-outs will be allowed.
- Check-outs for Thanksgiving, Christmas and Easter and the end of the year require LEAVE REQUESTS through Boardingware.

Off-Campus Privilege (not overnight)

- Permission to leave campus for any reason is a privilege subject to the control of the resident staff. The student's conduct, academic performance and fulfillment of school obligations will be considered before permission is granted.
- A resident who wants to leave campus must sign out using Boardingware.
- Going somewhere other than the destination stated and/or leaving campus without permission will result in consequences.

Weekend Off-Campus Privilege (overnight)

- Permission to leave campus for any reason is a privilege subject to control of the resident staff. The students conduct, academic performance and fulfillment of school obligations will be considered before permission is granted. We ask parents and guardians to support this in the event a school obligation (most likely an athletic or performing art event) or disciplinary action requires the student to remain on campus for a specified length of time, most likely a weekend.
- By Wednesday evening students must have submitted a Leave request THROUGH Boardingware.
- By Thursday evening the student's parent/guardian have approved the LEAVE REQUEST through Boardingware.
- If a student leaves campus without signing out or checking-out with the dorm staff, we will call ANY hour to verify the location of a student.
- Parents/guardians are responsible for arranging transportation to and from school.

In addition to academics, we believe that students need other outside activities in order to grow as a whole person, as well as to have fun and build community. We encourage students to take part in activities offered by the school.

Co-curricular Activities and Athletics

- I. Each boarder is strongly encouraged to participate in co-curricular activities throughout the year. These activities can enrich students' lives, teach them lessons and skills not learned in the classroom, and greatly strengthen college applications. Activities include interscholastic athletic competition, drama productions, and visual and performing arts to name a few.
- II. The Residential Faculty is happy to help boarders explore co-curricular options.

Weekend Activities

- I. Weekend activities are planned by both students and the Residential Faculty, and all boarders are encouraged to participate.
- II. These activities expose the students to various social and educational opportunities in and around the Bay Area. Past activities have included ski trips, rock climbing, sea kayaking, surfing, museums, concerts, camping, shopping, movies, bowling, beach trips, and pro or college sports games.
- III. Students who register for a weekend activity, and for whatever reason do not participate in the activity will be charged the cost of the activity.

Community Weekends

- I. There will be several Community Weekends during the year. Some will be a single day, and others will be two-day events.
- II. All boarders will be required to remain on campus for these events. The goal is for students to get to know one another and build trusting relationships as they participate in activities together.

Consequences

Any discussion of discipline must begin with self-discipline. The teachings of *Paul*, found in *Galatians 5*, regarding the Spirit-controlled life, and the teaching in *James 3* regarding how we speak and the importance of self-control, guide our actions. 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, and thus be encouragers of each other's growth in this way.

A system of discipline stresses the responsibility each resident has toward him/herself and others. MVCS students are expected to manifest self-discipline and self-direction. Discipline in the resident program is designed to foster respect for the person, feelings, and property of self and others. Maturity, character, and Christian values are encouraged and developed by accepting the consequence of inappropriate behavior. The principal manner of accomplishing these goals is to hold each student accountable for his/her actions, and by enforcing a well-established and published code of acceptable behavior.

Supervision of the resident students, after school and on weekends, is the immediate responsibility of the Director of Resident Life and the Resident life staff. Conduct issues during the school day and at school-sponsored events is the responsibility of the Dean of Students.

The school, also assumes that as long as a student is officially connected with the school during a school sponsored event or school related activity, s/he is an "ambassador" of MVCS, and therefore, may be subject to sanctions, including expulsion, if her/his behavior is deemed contrary to the spirit and expectations of what it means to be a responsible representative for the school.

Most infractions are handled by the Resident Life Staff who witnesses the behavior. However, when a student's behavior warrants it, a dorm referral to the Director of Resident Life is made for further

consideration of the behavior. If the behavior is more extreme, the Director of Resident Life may call for a “Board of Discipline”. Disciplinary action will be determined based on the circumstances of the case. We do not treat each case of misbehavior in exactly the same way. Because we tailor our discipline based on the needs of the student and on the philosophy of the school students may perceive that s/he is being treated unfairly because others have received different treatment. We do not discuss cases with students not directly involved, so it may only appear that we are treating one student differently than another.

Consequences in Resident Life are based on *Logical Consequences*. *Logical Consequences* are defined as:

1. Related - Related means that the consequence is clearly connected to the student’s behavior and its function.
2. Respectful - Consequences need to be given with empathy in a respectful voice tone
3. Reasonable - Reasonable refers to not providing consequences for a student’s inappropriate behavior that is too severe.

MINOR INFRACTIONS

Minor dorm infractions are violations of rules related to a student’s personal responsibility and accountability. Discipline for these infractions is handled by the Residential Faculty. The table below lists *some* of the more common Minor Infractions and their respective consequences. When particular infractions become more frequent or prove to be ineffective, the Residential Faculty will increase the duration and/or severity of consequences, or involve the Director of Resident Life:

Minor Infractions	Consequence
Late for check in, in other people’s rooms after 11:00, or up past Lights Out	Early Curfew - in room at 9:45 the next night, or Lights Out at 11:00pm (for non-freshmen)
Failed Room Check	Clean own room and other parts of the dorm.
Leave campus w/o permission or not signing out properly	Cannot leave campus for a certain period of time.
Inappropriate use of Study Hall (e.g., IM, sleeping, laundry, etc.)	Student must study in supervised study hall
Talking on cell phone during study hall or after lights out	Cell phone is confiscated for 48 hours
Loud music during study hall or quiet free time (after study hall)	Stereo or speakers confiscated for 48 hours
Abuse of personal car (reckless driving, taking people they know aren’t allowed to ride, etc.)	Keys taken for 48 hours. If abuse is severe or frequent, keys taken for longer.

MAJOR INFRACTIONS

Major dorm infractions involve threats to personal safety, consistent disregard for rules, and/or blatant disrespect for the rest of the community. These infractions may result in suspension, dismissal, or expulsion (see section below) from the Residential Life Program as well as school-related disciplinary action by the Dean of Students. These infractions may include, but are not limited to:

1. Any form of harassment of another student, faculty or staff member (see the “Sexual and Other Harassment Policy” section in the *Parent/Student Handbook*);
2. causing physical or emotional harm to another student;
3. entering, attempting to enter, or helping another person enter into the opposite gender’s dorm;

4. hosting or attempting to host a student of the opposite sex in his/her room;
5. stealing or damaging the property of other students or the community;
6. possession or use, or aiding in the possession or use, of illegal substances such as tobacco, alcohol or drugs (see the "Substance Abuse Policy" section of the *Parent/Student Handbook*);
7. possession or use of weapons, explosives, or other dangerous items;
8. lying to, misleading, or disregarding the authority of Residential Faculty members; or
a demonstrated unwillingness to adhere to rules as evidenced by frequent and repetitive minor dorm infractions.

DAMAGE OF SCHOOL PROPERTY

As stated in the Monte Vista Christian School Parent/Student Handbook, "Damaging or defacing School property is a serious breach of the student code of conduct..."

Consequences range from restitution, suspension to withdrawal from school.

Damage caused in our res life program will be charged to the student at the current replacement/restoration value/cost.

UNAUTHORIZED AREAS OF CAMPUS

For the safety of students and for ease of supervision, certain areas of the campus are off-limits at different times.

- Dorms are off-limits during the school day.
- Girls' rooms are off-limits to boys; Boys' rooms are off-limits to girls.
- School busses
- Permission must be obtained to go to: athletic fields, maintenance area, equestrian area, and faculty housing.

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.

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:

9. *Verbal bullying* is saying or writing mean things. Verbal bullying includes: teasing, name-calling, inappropriate sexual comments, taunting, and/or threatening to cause harm
10. *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
11. *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.

Going Home (for vacation and at the end of the year)

Holiday Travel Arrangements

Vacations begin and end at the time and on the date indicated on the academic calendar.

Parents and/or guardians are responsible for arranging transportation of their students to and from school for vacations and weekends. When booking a flight keep in mind that MVCS is a minimum 1 ½ hour drive from San Francisco International Airport (SFO) and a minimum 45 minute drive from San Jose International Airport (SJC). If there are no late-afternoon or evening flights out of SFO or SJC, your student may need to spend the night at the home of their guardian in order to catch a flight the next day. California state law does not permit a minor to book a hotel or motel room without permission from a parent.

For academic reasons, students are not allowed to leave school early for any vacation or long weekend except for reasons of paramount importance (for example, sickness and death are legitimate reasons but convenience of travel and appointments are not valid reasons). The Director or Assistant Director of Resident life along with the Dean of Students must sign an advanced absence request form. It is also important to return to school on the assigned day and time. Missing class in order to travel is an unexcused absence and will mean zero credit for the academic work missed. In order to assure compliance with MVCS academic policies, we may require a student to prove evidence of a booking on a flight, six weeks prior to vacation.

Students leaving for vacation must follow the same procedure as checking out for overnight. The need for any subsequent follow-up on students who have left campus for vacation periods will be based on the information on these forms. Students may not return to the dorms during vacation for any reason.

The times that a student must leave the campus are posted and depend on the hours of school on that day. The resident halls close at 7:00 pm on the day that classes end for Thanksgiving, Christmas or Easter vacation. MVCS will provide bus service to SJC for Thanksgiving, Christmas and Easter. The bus will arrive at the airport around 5:30 pm. Airline departure reservations should be made after 7:00 p.m. In addition, we will provide pick-up service from SJC on the Sunday at the end of Thanksgiving, Christmas and Easter vacations. The bus will arrive at the airport at 7:00pm. Returning flights should be scheduled for arrival before 5:00 p.m. if returning on the bus.

Schedule for Departure for Summer Vacation

During the final week of school, students have two tasks. The first is to study for their final exams. Second is to prepare to leave for the summer. Exams take precedence naturally. However, it does not help the students if they leave their packing and room cleaning until the last minute and must rush to the airport to go home with bags half-packed and their rooms a mess of lost or misplaced items of value to them. Students may not leave their rooms in disarray. The last day of school is Thursday, May 26th. Students may remain on campus until Saturday, May 28th. Graduation will be on Friday, May 27th. The school does not provide transportation for summer vacation. Parents and guardians are responsible to transport their students and belongings to their home or to the airport.

The student must check out with the Resident Life Staff before leaving for the summer. The Resident Life Staff will check to make sure the student has fulfilled their responsibility of returning their room to the proper condition.

For a list of school day expectations, policies and information please refer to the MVCS Parent/Student Handbook.

Resident Student's Personal Belongings

Monte Vista Christian School is not responsible for students personal items brought to the School. We highly recommend that your student's personal belongings are covered by your home owner's insurance policy.

National Student Services <http://www.nssi.com> provides personal property insurance policies for all students. Policies cover personal property from theft, fire, flood, vandalism, natural disasters and accidental damage to laptops, cameras, mp3 players, cell phones, musical instruments, furniture, and other items. This is optional insurance that may provide coverage for items not covered under your home owner's policy.

Jurisdiction of the School

A member of the Dorm Parents acts "*in loco parentis*" regarding all interactions with a boarder. This means the RLS functions in a parent-like capacity for the student, and a boarder is under the jurisdiction of the school from the time he/she arrives at school until he/she departs at the close of the academic year. Exceptions are when the boarder is away during a school vacation. All students are under the jurisdiction of the school while traveling to, returning from, and attending any Monte Vista Christian School function or activity.

TIPS FOR BUDGETING TIME

All students need tips for budgeting time, but being a prefect poses the additional challenge of sometimes having to handle things that are outside your control. These things can range from comforting a homesick student to helping cover a duty night for another prefect who is sick.

Below are tips to help manage your time. They were written with your busy schedule in mind, but they are applicable for all students.

- **Write Things Down:** Use a calendar, use a list, or use your hand, but write it down. While a mental list is easier, stressful situations can make your mental capacity decrease. The first thing to go? Your list.
- **Evaluate the Things on Your List:** Each item holds a different priority, so it is important that you recognize that all tasks aren't urgent.
- **Communicate:** If you are overwhelmed or stressed, let the people working with you know that. Your teachers, your fellow prefects and your friends may help you organize or come up with a plan to get everything done. They may also realize that the task is too much for you to handle. They won't do any of this if they don't know that you're overwhelmed.
- **Know Your Boundaries:** You are not superhuman. Each prefect has a different set of boundaries and can take on different amounts of projects, challenging classes, etc. The better you are at something, the more people may ask of you, but it is important for you to protect yourself and your time. If you say yes to everything you're asked to do, you may not be able to do everything well.
- **Delegate:** Get others involved in the task. If you are planning a dorm party, assign tasks for each person in your dorm team. If you are a natural leader, take this opportunity to let others rise to the challenge.
- **Try to Predict Stressors:** Predicting stressors gives you an opportunity to plan ahead, leaving time for the unexpected. Understand that these times won't just be stressful for you, but they will also be stressful for everyone around you. Also understand that some stressors are hard to predict.

TIPS FOR DEALING WITH ROOMMATE DIFFICULTIES

Anyone who has ever shared a small space with another person knows that living with a roommate is not always easy. Sometimes it can seem downright impossible. By and large many first year boarders have painted such a rosy view of dorm life in their minds that they do not anticipate many challenges. Learning to live with a roommate can be fraught with problems. At the same time, it can be an exciting and rewarding experience. The following are some ways in which boarders can alleviate tensions of life with a roommate:

1. **Communicate:** It is especially important for roommates to take time to discuss their individual habits and their individual attitudes before they get too far along in the first weeks of life together.

It is particularly helpful if, at the outset, the roommates sit down and talk about their individual habits. Whether, for instance, they like to sleep with the window open or whether they sleep with a light on. They also need to discuss their attitudes toward their own possessions; do they mind if a roommate borrows their clothes or their computer?

One way to avoid problems between roommates is for roommates to be willing to discuss a concern as soon as it arises. Major problems can result when concerns like these are allowed to build up over a period of time because the individuals have not taken time to talk about the difficulties along the way.

2. **Establish Ground Rules:** Once the roommates have discussed their individual habits and attitudes, they ought to come to some understanding of how the relationship will work on a practical level. Roommates should talk frankly about the way they want to conduct the relationship, and they should come up with some specific guidelines for such things as acceptable times to have friends in the room, when the stereo can be played, and other considerations.
3. **Be Honest:** In an effort to make friends with a roommate, students are liable to be less than candid about behaviors that bother them. If having the light on while you are trying to sleep irritates you, then you should make that clear to a roommate rather than trying to please him or her. Eventually, you will probably have to tell your roommate that the light annoys you, so you ought to be honest about that at the onset.
4. **Be Considerate:** The idea of shared space is new. What can often happen is that one person comes in and puts up posters all over the walls without consulting the roommate. Since the room is home to both people, it is critical to the relationship that roommates be considerate of each other. This seems rather obvious, but many problems come from one person coming in and taking over.
5. **Allow for Privacy:** There is a strong need for some time alone. If roommates can agree that every morning at a certain time, one of the roommates will have the room to herself or himself, it provides a feeling of privacy that is really at a premium.
6. **Be Tolerant:** An important part of the school experience is meeting people from varied backgrounds who may be quite different from you. Learning how to be tolerant of another person's uniqueness takes patience.

7. **Have Realistic Expectations:** Students sometimes think that they will automatically become best friends with their roommate, but it does not always happen that way. When someone enters with that assumption, it puts an immediate burden on the relationship. The first time the roommates have any misunderstanding, it can be devastating if the expectations are too high. On the other hand, there are many instances of first-year roommates developing life-long friendships.

THE ROOMMATE BILL OF RIGHTS

The following Roommate Bill of Rights is a reminder to each resident of his/her responsibility to his/her roommate. Your enjoyment of life in the residence halls will depend, to a large extent, on the thoughtful consideration that you demonstrate toward each other.

- **The Right** to read and study free from undue interference in ones' room.
- **The Right** to sleep without undue disturbance by noise, guests of roommate, etc.
- **The Right** to expect that a roommate will respect one's personal belongings.
- **The Right** to a clean environment in which to live,
- **The Right** to free access to one's room without pressure from the roommate.
- **The Right** to privacy.
- **The Right** to host guests (with the agreement of your roommate) with the understanding that guests are to respect the rights of the host's roommate.
- **The Right** to be free from fear of intimidation, physical, and emotional harm.
- **The Right** to expect reasonable cooperation from one's roommate.
- **The Right** to address grievances. The resident life staff is available for assistance

VISITOR INFORMATION

LOCAL HOTELS

Holiday Inn Express (5 miles from MVCS)
1855 Main Street, Watsonville, CA 95076
(831) 728-3600 (800) 315-2621

Seascape Beach Resort (11 miles from MVCS)
1 Seascape Resort Drive, Aptos, CA 95003
(800) 929-7727

Best Western Rose Garden Inn (5 miles from MVCS)
740 Freedom Boulevard, Watsonville, CA 95076
(831) 724-3367 (800) 780-7234

Comfort Inn (4 miles from MVCS)
112 Airport Boulevard, Watsonville, CA 95076
(831) 728-2300 (877) 424-6423

AIRPORT SHUTTLES

Early Bird Airport Shuttle
(831) 462-3933

Cornerstone Airporter Express Services
(831) 477-0980

Paul and May (Chinese & English Speaking) (650)
208-5645; (510) 301-8547; (408) 515-2226
safecomtrans@yahoo.com

Tony Chang (Chinese & English Speaking)
(408) 893-2497

Tony Wang (Chinese & English Speaking)
(408) 368-2235
airportandtour@gmail.com

Monte Vista Christian School *Res Life* **Leadership Team**

Director of Resident Life

Mr. Peter C. Gieseke

petergieseke@mvcs.org

Assistant Director of Resident Life

Ms. Michelle Anderson

michelleanderson@mvcs.org

Program Coordinator

Mr. Dustin Mones

Resident Advisors/Dorm Parents

Mr. Darren Bartholomew

Mrs. Melissa Bernardi

Mr. Michael Bernardi

Ms. Lauren Brown

Mr. Nathan Bugyaong

Mrs. Jen Clymers

Ms. Michelle Gilleland

Mrs. Mirte Guzman

Ms. Kia Jelley

Ms. Brianna Medina

Mrs. Sandy Perkins

Residential Faculty/Dorm Parents

Mr. Isaiah Guzman

Mrs. Jennifer Legue

Mrs. Kylie Mones

Mr. Austin Strutz

School Nurse

Mrs. Colette Crawford, R.N.

School Counselor

Mrs. Madonna Navarro

Resident Academic Advisor

Mr. Scott Nystrom

Writing Specialist

Mr. Jim Mazerik

Prefects

Nicholas Chen Michael Chu Jenny Jin Miguel Lim Miko Liu Sheldon Liu
Junho Park Kathy Sun Larissa Tao Will Vetesy Faye Wang John Zheng

Resident Life Office

831-768-6195 – ph 831-722-2678 – fax Email: ResidentOffice@mvcs.org

Res Life - Who to Contact

Dormitory Life, Student Social Issues
Discipline Issues
Your Student's Resident Advisor

Academic 4-year Plan, Student Class Schedules
College Applications, Transcripts
Mr. Scott Nystrom
scottnystrom@mvcs.org

Tuition Payments, Student Billing
Mrs. Jamie Barrow
jamiebarrow@mvcs.org

Admissions Issues, Visa (I-20) Issues Change
of Guardian, Int'l Student Insurance
Mr. Peter C. Gieseke
petergieseke@mvcs.org

Athletics (After School Sports)
Mrs. Jennifer Keathley
jenniferkeathley@mvcs.org

Student Medical Issues
Mrs. Colette Crawford, RN
colettecrawford@mvcs.org

Student Personal (Mental Health) Issues
Mrs. Madonna Navarro
madonnavarro@mvcs.org

High School Dean of Humanities
Mr. Josh Davis
joshdavis@mvcs.org

High School Dean of STEAM
Mr. Steve Woods
stevewood@mvcs.org

High School Dean of Ninth Grade
& Spiritual Development
Mr. Nathan Talley
nathantalley@mvcs.org

Head of Schools
Mr. Steve Sharp
stevesarp@mvcs.org

These written policies do not constitute all of the regulations and customs governing the dorms. Other policies may be put into effect from time to time for the safety and well-being of students and staff. Furthermore, even though a rule might not be defined in this handbook, if common sense dictates that a behavior is deemed disruptive, a consequence may result. "Common sense" is defined by the Dorm Parents and the administration of MVCS. Other rules and regulations applying to students can be found in the Parent-Student Handbook for the school. This Resident Life Handbook is subject to change.