



**2018-19**  
**STUDENT / FAMILY**  
**HANDBOOK**

3850 Stern Drive  
Las Cruces, New Mexico 88001

*Revised 01/2018*

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# Molding Victorious Christian Students

## **Our Vision...**

To develop students who treasure knowledge and represent Christ through noble character and steadfast relationship with Him.

## **Our Mission...**

Mesilla Valley Christian School supports the home, church, and community by equipping the next generation of godly servant leaders with an exceptional Christ-centered, college-preparatory education.

## **Our Core Values...**

**Christian Basis** - Inspiring students to a saving faith in Christ so that they become life-long disciples through the study of His revealed truth in the Bible.

**Education Focus** – Teaching a curriculum founded on a Christian worldview to establish high academic standards and mature conduct.

**Character Development** – Fostering a positive learning environment with godly role models where servant hood, team-work, and leadership are promoted.

**Evangelical Outreach** – Graduating servant-leaders to be lights of the world in college and career endeavors.

**Stewardship of Resources** – Being responsible for God given resources by maintaining modern resources and providing faculty and staff compensation.

## **Strategic Goals**

### **Mesilla Valley Christian School will-**

- ❖ *Embrace an instructional strategy of excellence as our standard operating procedure.*
- ❖ *Actively develop a strong sense of family at MVCS by creating a sense of ownership, pride and outreach to the community.*
- ❖ *Develop our facilities to better reflect educational excellence by maintaining a clean, safe and appealing campus while remaining current in educational technologies.*
- ❖ *Focus our fundraising efforts to address the needs of our general operating budget, extra-curricular and student scholarship needs.*

*“In whom are hidden all the treasures of wisdom and knowledge.” Colossians 2:3*

## Mesilla Valley Christian School Statement of Faith

**We believe** in the Scriptures of the Old and New Testaments as verbally inspired by God and inerrant in the original manuscripts. (*II Timothy 3:16*) We believe that the Old and New Testaments not only contain the Word of God, but are the Word of God in their entirety, and are the final authority in all subjects on which they speak. (*II Peter 1:21*)

**We believe** in one God, eternally existing in three persons: Father, Son and Holy Spirit. (*Matthew 28:18-19, Mark 12:29, John 1:4, Acts 5:3,4.*)

**We believe** that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, (*Matthew 1:20-23*) and is true God and true Man. (*John 1:1,14*)

**We believe** that man was created in the image of God, (*Genesis 1:26*), that he sinned and thereby incurred not only physical death but also spiritual death which is separation from God (*Genesis 2:17, 3:6*); that all human beings are born with a sinful nature, and are sinners in thought, word, and deed. (*Romans 5:12*)

**We believe** that the Lord Jesus Christ died for our sins and for the sins of the whole world (*I John 2:2*), was buried and bodily rose from the dead according to the Scriptures. (*I Cor. 15:1-4*) We believe that He died as a representative and substitutionary sacrifice, and that all who believe in Him are justified by grace on the basis of His shed blood (*John 3:16, Titus 3:5, Hebrews 7:25*). We believe that those so justified are eternally preserved through the present ministries of our risen, ascended, glorified Lord Jesus Christ and of the Holy Spirit. (*John 10:27-29, Hebrews 7:25*)

**We believe** that all who receive by faith the Lord Jesus Christ are born again of and indwelt by the Holy Spirit and thereby become the children of God. (*John 3:3, 14:16, 17, 18*). We believe that regenerate man must walk in dependence upon the Holy Spirit in order to please God. (*Galatians 5:16*)

**We believe** in “that blessed hope” the personal return of our Lord and Savior Jesus Christ (*John 14:1-3, I Thess 4:13-18*) and in the bodily resurrection of the just and unjust, the everlasting blessedness of the just, and the everlasting punishment of the unjust. (*I Cor 15:51-52, Rev. 20:11-15*)

**We believe** that the Church, composed of all those who truly believe on the Lord Jesus Christ as their Savior, is the Body and Bride of Christ. We believe that Christ is head of the Body, the Church: (*Ephesians 1:22-5:22, I Cor 12, Eph. 4:3*) that all believers are baptized into the Body of Christ by the Holy Spirit, and having thus become members of one another, we are responsible to keep the unity of the Spirit in the bond of peace.

## PARENT/GUARDIAN PLEDGE

In placing my child at Mesilla Valley Christian School, I affirm my commitment to the policies, procedures, and statement of faith. It is my desire as a Parent/Guardian to work with the school administration for the welfare of my child. I commit myself to a cooperative working relationship with the school administration. In recognition of this fact I agree to support:

- My child's education by supervising assigned homework and by keeping in regular contact with my student's teachers as needed;
- The various extra-curricular activities of the schools;
- The schools' entire program through prayer, time and financial gifts;
- The MVCS Statement of Faith and the spiritual and moral standards of the school;
- The disciplinary standards of the school.

### **I further agree:**

- That my child is to receive training in the Bible and will support the school in their endeavors to encourage and guide my student in applying these teachings;
- That in partnering with MVCS, its mission and vision, the atmosphere or conduct at home should not be counter or in opposition to the biblical lifestyle MVCS teaches. Nor should the student lead a lifestyle in opposition to MVCS biblically-based philosophy. This includes, but is not limited to, sexual immorality, homosexual or bisexual orientation, transgender lifestyle, or an inability to support the moral principles of the school. In such cases, MVCS reserves the right, within its sole discretion, to refuse admission of a student based on the student's lifestyle or that of the parents. MVCS may also discontinue enrollment of the student if the student is found to be in contradiction to MVCS biblically-based philosophy.
- Not to send my child to school when he/she is ill so as to help prevent illness from spreading to other students;
- To make all tuition and fee payments on time. If I am unable to do so, I will immediately work with the schools' leadership to develop a course of action that preserves the schools' ability to keep my child enrolled;
- That I do not have any outstanding fees, tuitions, accounts or other obligations to any school previously attended;
- To follow the biblical principle found in Matthew 18 to resolve any conflicts that might arise and to address any concerns or issues as prescribed in the student handbook. I understand that failure to do so may lead to withdrawal of my children;
- To comply with all school policies and administrative directives.

### **I understand:**

- That the school has full discretion for the grade placement of my child;
- That all policies of the school as well as directives of the teachers and administration are to be complied with fully and at all times.

## ACCREDITATION / RECOGNITION

### **MVCS is accredited by:**

- Association of Christian Schools International (ACSI)

### **MVCS is recognized by:**

- New Mexico Public Education Department as a chartered/accredited K-12 school

### **MVCS is a member of:**

- New Mexico Association of Non-public Schools (NMANS)
- New Mexico Activities Association (NMAA)
- National Honor Society of America (NHS)



# ACADEMICS

## Academic / Social Probation

Every new student in grades 4 through 12 will automatically be placed on academic/social probation status for the first grading term the student is enrolled. At the end of the grading period one of the following three steps will be taken:

- Student is removed from probation.
- Student is kept on probation for another grading period, then reassessed for removal of probation.
- Student is asked to withdraw from the school.

It is the school's assumption that the vast majority of new students, if not all, will be removed from probation after the first marking period.

## Drop/Add Course Procedures

A secondary student may drop or add an elective course without penalty up to the deadline announced each semester. Yearlong and semester-long courses may be dropped or added in the fall semester. Only semester-long courses may be dropped or added in the spring semester. Drop/Add forms are available in the Secondary Office. In order to complete the Drop/Add procedure, the student must secure all required signatures and return the form to the Secondary Office prior to the Drop/Add deadline.

## Grades

- High school students receive weighted grades for all AP level classes completed at or transferred to MVCS.
- Only the equivalent number of AP courses offered by MVCS will be factored into the 4 high school years' GPA of students who have transferred from other schools.
- High School credits can be transferred only from other accredited institutions.
- All grades (decimals) are mathematically rounded.

### Grading Scale

Percent	Grade	Standard	A/P
98-100	A+	4.0	5.0
93-97	A	4.0	5.0
90-92	A-	3.67	4.67
87-89	B+	3.33	4.33
83-86	B	3.0	4.0
80-82	B-	2.67	3.67
77-79	C+	2.33	3.33
73-78	C	2.0	3.0
70-72	C-	1.67	2.67
67-69	D+	1.33	1.33
63-66	D	1.0	1.0
60-62	D-	0.67	0.67
0-59	F	0.0	0.0

## **Graduation Policy**

- Participation in the Senior graduation program is a privilege given only to:
  - Full-time MVCS students who have successfully completed MVCS graduation requirements.
  - Part-time MVCS students who have successfully completed their graduation requirements from an approved course of study, or received a GED via homeschooling may enjoy limited roles in the graduation ceremony.
- Only full-time students will wear “caps and gowns.”
- Diplomas will be awarded only to full-time MVCS students. The achievements of part-time students will be recognized after the presentation of diplomas is complete.
- Valedictorian and Salutatorian honors will be determined by the following criteria:
  - Students must have attended their entire junior and senior years at MVCS as full-time students.
  - A twelve point grading scale will be used. The scale will be weighted for AP classes.
  - Only the equivalent number of AP classes offered at MVCS will be factored into the GPA.

## **Guidelines for Auditing Classes**

No credit will be issued for audited classes. The following conditions for auditing a class must be met.

- The student must obtain the approval of administration.
- The student must be enrolled in at least five full time classes at MVCS (including the class being audited.)
- The student must attend the audited class within MVCS’s attendance policy.

## **Guidelines for Concurrent Enrollment**

MVCS students may enroll in college level courses during their junior or senior year or in the summer prior to their junior or senior year. Juniors or seniors may enjoy dual enrollment status under the following guidelines:

- In order to qualify for concurrent enrollment, the student must be on track to complete all cores courses at MVCS.
- College credits earned will be listed on the student’s MVCS transcript based upon the grading scale of the institution who taught the course. GPA from transferred courses will not be factored in the student’s MVCS GPA. It is the student’s responsibility to provide the college transcript to the MVCS registrar so that courses taken can be reflected on his/her high school transcript.
- All costs incurred for taking college level courses such as tuition, books, registration, and other fees are the responsibility of the student and/or parents.

## **Guidelines for a Failed Class**

**Elementary** - A conference between parent, teacher, and administration will be held to discuss progress or retention of any elementary student by mid-3<sup>rd</sup> quarter of the school year.

## **Middle School**

- If a middle school student fails any core class the failed class must be made up over the summer before the start of the next school year.
- The administration must approve the plan of action for make-up coursework within 2 weeks after school is out. It may include a Christian correspondence course or approved home school or other course. A written record of the make-up work including curriculum and test grades must be submitted to the administration two weeks before the start of school.
- Algebra I and Health 8 are exceptions because they provide the student with high school credit.
- If a student receives an “F” in two core classes, the administration reserves the right to retain the student in the current grade level.
- Students who are continually on academic probation will be evaluated by the administration to see if their needs can be met at MVCS.

## **High School**

- Students who fail a required class must retake the class in order to earn the credit and meet the MVCS graduation requirements.
- Students who are continually on academic probation will be evaluated by the administration to see if their needs can be met at MVCS.

## **Guidelines for Repeating Courses**

Students may repeat any course (required or non-required) in which a “D” or “F” grade is received. Only one course in which a “C-“ or above is received may be repeated. Any appeal to surpass this limit must be directed to administration. Grades from repeated courses will be averaged with the first grades. Only one credit will be issued. Administration approval must be received before any class is repeated.

## **Independent Study**

As a general rule, MVCS does not allow high school students to complete or receive credit for independent studies. Administration, in consultation with the Curriculum Committee, may on occasion grant permission for independent study under unusual circumstances. All requests for independent studies must be directed in writing to the administration by the parent or guardian of the student.

## **Parent-Teacher Conferences**

Parent-Teacher conferences are held annually in the fall after the first grading period. Conferences can also be scheduled as needed when a teacher and/or parent feel it is necessary.

## **Report Cards, Transcripts and Diplomas**

Report cards, transcripts, diplomas and RenWeb accounts will be held or disabled if there are any outstanding fees or fines. These fees or fines include, but are not limited to:

- Tuition fees 30 days or more past due
- Daycare fees
- “IOU” lunch fees
- Library overdue fines
- Lost or damaged library or text books

## **Testing**

- MVCS annually administers standardized tests during the spring semester.
- Sophomores may take the PSAT as practice for their junior year.
- As a college preparatory school, we require the PSAT test to be taken by all juniors.
- It is also required that students complete the ACT and/or SAT tests for college admission/scholarship purposes prior to enrolling for their senior year. Registration for these tests is done online by the student and/or parent. Newly enrolled seniors are required to take one of these two tests during their fall semester.
- ACT/SAT scores must be reported to the school office.
- This report must be on file with the school by the beginning of the student's senior year.
- Contact the Guidance Counselor for more information.

## **ADMISSIONS**

### **Enrollment Deadlines for New Students**

The deadline for accepting new students for the current school year is typically November 1<sup>st</sup>. Exceptions may be appealed to administration. All new parents and students must meet with the Admissions Committee, complete all required paper work, and attend a New Parent Orientation (if enrolling spring-fall) before enrollment is considered complete.

### **International Students**

MVCS will comply with those guidelines set forth by the U.S. government. Additional fees may be charged to international students attending MVCS on the I-20 according to set policies. Interested parents of international students may contact the school office for more information.

### **New Parent Orientation Seminar**

Parents who are new to MVCS are required to attend a new parent orientation seminar which will address:

- Biblical integration of the curriculum
- The Christian philosophy of education
- "Tips" for new parents
- Information regarding student life, campus activities, field trips, academic partnership with teachers, and other items of interest.

Several seminar dates will be offered during the late spring and summer months. Babysitting will be provided free of charge by MVCS high school students and parents.

### **Non-Discriminatory Policy**

MVCS is non-discriminatory to students, faculty, and staff on the basis of sex, race, color, national origin, and ethnic origin in administration of its educational policies, admission policies, scholarship programs, athletic programs, and other school administered programs.

### **Partnership with Families**

Mesilla Valley Christian School is a biblically-based, Christian institution. As such, the school reserves the right, at its discretion, to refuse admission of an applicant if the atmosphere or conduct within the home or the activities of the student are counter to, or are in opposition to, the biblical lifestyle the school teaches. This includes, but is not limited to, participating in,

supporting or condoning sexual immorality, homosexual or bisexual lifestyles, or activities that do not support the moral principles of MVCS Christian education and philosophy.

MVCS seeks to partner with families who can whole heartedly partner with MVCS in philosophy and a biblically based education of their children

### **Registration Discounts for Returning Students**

Registration discounts are available for early enrollment in the spring.

## **Anti-Bullying Policy**

### **Statement of Intent**

MVCS is committed to providing a caring, safe environment for all of our students. The Lord commands us to love, honor, and respect each other (John 15:12). Bullying of any kind is contrary to this way of life and is unacceptable at Mesilla Valley Christian School . Every student has the right to be treated with respect and to not be the target of bullying. Students who are bullying need to be confronted with and repent of the harm they are doing to others and to themselves, and they need to learn different ways of behaving.

If bullying does occur, the first action for any witness should be to confront the bully. Students should inform a teacher or administrator of any incident of bullying and know that the incident will be dealt with promptly. All faculty, staff, students and parents should know the school policy on bullying and follow the correct procedure when observing and reporting such behavior.

### **What Is Bullying?**

Bullying is generally defined as the use of aggression, intimidation and/or cruelty with the intention of hurting another person verbally, physically or emotionally. Bullying carries the ramification of causing pain and distress to the victim.

### **Bullying can be:**

- Emotional: tormenting, ridiculing
- Physical: any intentional use of violence, or any unwanted physical contact
- Verbal: verbal or written name-calling, spreading false and harmful rumors, or threats of physical violence
- Racial: Taunts, slurs and/or physical threats directed around a victim's race, religion or ethnicity.
- Sexual: Initiating and/or executing unwanted physical contact, making sexually threatening and/or abusive comments

### **Procedures for reporting bullying**

- Students and/or parents are to report bullying incidents immediately to the teacher or staff member present when the offense occurs following the Matthew 18 principles of dealing with conflict, unless doing so would pose an additional risk of harm.
- The teacher or staff member will complete an Incident Report and give a copy to the administration. This will be done quickly and fully.

- Administration will investigate the incident and, if necessary, will meet with the students involved to attempt to bring repentance and reconciliation (Luke 6:31 and Ephesians 4:32).
- Parents on both sides will be informed and may be asked to meet with the administration.
- The Administrator will decide on an appropriate course of action which may include some or all of the following measures:
  - These actions may include detention, a commitment to change their behavior, and an agreement to meet regularly with a mentor (selected or approved by administration), counselor, psychologist, or other suitable individual who will work with the student to help change behavior and monitor the situation to see that the agreement is being kept. Other conditions may be required as well, depending upon the facts and circumstances.
  - Depending upon the facts and circumstances as well as severity of the situation, the student may be suspended or expelled, at the school's sole discretion and judgment without any prior additional agreement.

## **ATHLETIC PROGRAM**

### **Associations**

MVCS is a member of the New Mexico Activities Association (NMAA) and must stay in compliance with all by-laws and directives set by this organization.

### **Attendance and Tardiness**

- Any athlete who is consistently tardy to practice or to games will have his/her playing time reduced and may be put on probationary status by the coach.
- Attendance *for the entire school day* is required in order for an athlete to participate in a practice or game. Exceptions will be made for medical and emergency appointments only. Sick athletes are encouraged to stay home so as not to expose the rest of the team to illness. Athletes in school for afternoon classes can attend practice but may not participate. For Saturday practices or games, the student must be in attendance on Friday for the full day.
- It is the responsibility of the athlete to personally inform the coach in advance of any anticipated absence or tardiness from practice of athletic contest. Failure to do so may result in some form of penalty deemed appropriate by the coach.
- NMAA rule 6.2.1/C states that; *"No student shall be absent for school sponsored interscholastic extracurricular activities in excess of 15 days per semester, and no class may be missed in excess of 15 times per semester."* This rule applies to all NMAA activities at MVCS which includes MS and HS athletics, as well as MS and HS FFA.

### **Awards**

- A certificate of participation is awarded to all middle school and high school athletes who complete a season but do not earn a high school varsity letter.
- A student athlete will receive a letter in a varsity sport if the following requirements are met:
  - The student athlete attends all practices and games unless sick, injured, or upon coach's approval
  - The student athlete does not quit or is not removed from the team by administrative action prior to the end of the season

- The student athlete upholds the Athletic Agreement throughout the season
- The student athlete completes the minimum game participation requirements (player is on the varsity roster at least 50% of the season).
- Special awards will be given out annually for athletes who show exceptional performance in different areas. These awards will be determined by the coaches with input from the Athletic Director.
- .25 PE credit will be given to any student in grades 8-12 who participate in a high school sport for the entire season.
- .25 Practical Arts credit will be given to any student in grades 9-12 who serves as a team manager of any high school sport team for the entire season.

### **Conduct**

- All students are to conduct themselves in a manner that reflects the Christ-centered objectives of Mesilla Valley Christian School , both in and out of school, and when representing the school. Phil. 1:27 states, “Whatever happens, conduct yourselves in a manner worthy of the gospel of Christ.”
- Any student-athlete receiving a preventable technical foul (or equivalent) will result in the team being fined \$25.00 from team fund raisers. Should this occur, the fine will be placed into the Student Scholarship Fund.
- Complaining by students, parents, coaches and other representatives of MVCS must be avoided at all times. If a student or parent has a disagreement with the philosophy of the athletic department or its coaches, every effort should be made possible to clear up any miscommunication between the two parties.
- The officials in every contest at MVCS are to be treated and addressed with respect at all times by the coaches, athletes, and spectators, regardless of their performance. Phil. 2:14 “Do everything without complaining or arguing...”
- All coaches will be responsible for the distribution of any team rules and regulations to the students and parents as it relates to that particular sport. Any athlete who breaks these rules is subject to the coach’s discipline procedure.
- Dress code for all sports on home-game days is team dress as designated by the Athletic Director or coach.
- All school rules apply whether the student is on campus or on a school-sponsored trip/activity, including dress code.

### **Objectives for MVCS Teams**

**Elementary** - The focus of the athletic program at the elementary level will be to give all those involved a fun, positive, not-overly competitive experience. The emphasis will be instruction in the basics, attitude, and character development.

**Middle School** - The focus of the athletic program at the middle school level will be directed toward building self-respect and positive character development. Emphasis will be placed on helping the participants enjoy their sport by improving their individual skills, as well as advancing in their ability to respect and play with teammates. Practices will be designed to direct the players in attitude, character, and skill. At this level the coach will play everyone yet make a reasonable effort to ensure that the team is competitive.

**High School** - The focus of the athletic program at the high school level will be geared toward competition with other schools. The school will put its best team on the court or field and

participants will be chosen based on their athletic abilities. Attitude and character development will continue to be a high priority in the overall program.

### **Joining a team after practice begins**

Once the team has started their first official day of practice (per NMAA calendar) a player may not join a team after the first week of official practice has been completed. Any request for exception must be pre-approved by administration.

### **Parent/Coach communication-relationship**

While a true blessing, both parenting and coaching can be challenging at times. By establishing an understanding of each person, we are better able to accept the actions of the other and provide greater benefit to our children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

#### **Communication you should expect from your son/daughter's coach:**

- Philosophy of the coach
- Expectations the coach has for your student athlete, as well as all the players on the team
- Locations and times of all practices and contests
- Team requirements such as special equipment or off-season conditioning
- Procedure should your child be injured during participation
- Discipline that results in the denial of your child's participation

#### **Communication coaches expect from parents**

- Concerns expressed directly to the coach
- Notification in writing of any schedule conflicts well in advance

As your children become involved in the programs at Mesilla Valley Christian School, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your student athlete wishes. At these times, discussion with the coach is encouraged. (Matthew 18)

#### **Appropriate concerns to discuss with coaches**

- The treatment of your student athlete, mentally, physically, and spiritually
- Ways to help your student athlete improve performance
- Concerns about your student athlete's behavior

Coaches make judgment decisions based on what they believe to be the best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your student/athlete's coach. Other things **MUST** be left to the discretion of the coach.

#### **Issues NOT APPROPRIATE to discuss with coaches**

- Team strategy
- Play calling
- Other student/athletes
- Playing time - At the Varsity level the coach is not required to play each athlete at every contest. For all other teams (J.V. Middle School, and Elementary) each player will participate in each game.

Should a situation arise, we encourage the parent to request a conference with the coach. It is important that both parties involved have a clear understanding of the other's position. If a conference is necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

- Twenty-four hours after the game an appointment with the coach can be scheduled.
- If the coach cannot be reached, call the Lead Administrator and he/she will set up a meeting for you.
- Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote a satisfactory or healthy resolution.

**What can a parent do if the meeting with the coach did not provide a satisfactory resolution?**

- Call and set up an appointment with the Athletic Director to discuss the situation.
- At this meeting the appropriate next step can be determined.

**Physical Exams**

- In order to participate in middle or high school athletics, prior to official day of practice, parents must have completed and submitted all required forms including physicals, on-line training, and either proof of health insurance or purchase seasonal insurance policy through the school's insurance company.
- Middle and high school athletes must pass an annual physical exam before the start of each school year. The physical exam is to be administered by the physician of the parent's choice. The physician's written verification of the student's eligibility to participate in athletics must be provided to the athletic director before the student can participate in any athletic events or practices.
- Forms for the exam are available from the school and are also available on the MVCS website. *Beginning with the 2018-19 school year all physicals must be completed using the school form.*

**Playing Time**

At the high school level the coach, under the supervision of the athletic director, will build the best team he/she can and is not required to play each athlete at every contest. However, fairness and equal opportunity will be given to every player. The coaches will do their best to give each player on the team as much playing time as possible without jeopardizing the rest of the team.

For all middle school and elementary teams, each eligible player will be able to participate in each game, however it should be understood by all players and parents that equal playing time is often hard to accomplish and thus is not guaranteed.

**Quitting**

Because quitting has a negative effect on the coaches, teammates, and the school, it should be avoided. Athletes and their parents who feel that it is in the best interest of the student to quit, may do so without penalty if they quit prior to the first game of the season. Athletes who quit for non-academic reasons will not be allowed to participate in another sport until the current sport/season is completely finished. Exceptions are at the discretion of the Head of School.

## Transportation

- Transportation will be provided by MVCS buses from the MVCS campus to away games.
- Athletes are expected to provide their own transportation from all home games.
- Athletes are required to travel to and from out of town games with the team on the school bus.
- At the coach's discretion, athletes may travel home from away games with their parents once the parent has signed the release form with the coach. Athletes may not travel with other students, however they can ride home from away games with other parents if the coach has received a note from the athlete's parents.
- *Parents please note - Once a student has been authorized to ride home with another parent, the school's responsibility and liability ends at that point.*

## **ATTENDANCE**

### Daily Attendance

The primary responsibility for attendance belongs to the student and parents.

- Students are expected to be in school during school hours every school day.
- If a student will not be in school, parents must call (575) 525-8515, ext. 104 the morning of their child's absence.
- Any absence without prior parental consent constitutes truancy and is cause for suspension.
- Absences are to be used for illness or appointments that cannot be made outside of school hours. MVCS does not make distinctions between "excused and unexcused" absences. Each student is allotted a pre-determined amount (chart below) of absences based upon their grade level.
- Classes missed due to school sponsored activities will not be counted as absences. "School sponsored activities" are any activities for which a school faculty member (or a school designee) is appointed by the school to have supervisory responsibility.
- Attendance requirements, based upon state law, for each grade level are as follows:

<b>Grade Level</b>	<b>Maximum Absences Allowed</b>
High School	9 per class per semester
Middle School	18 days per year
Elementary	27 days per year

- Parents of secondary students will be notified when the sixth absence in a semester is reached for one or more classes.
- In order to avoid lost credit after nine absences, the secondary student (6-12 grade) and parents must appeal to the administration for additional days on the basis of extenuating circumstances. These include: severe or chronic medical conditions (a doctor's note may be required), death in the family, etc. Each case will be considered on an individual basis with determination by the administration in consultation with the faculty if needed.

### Leaving School Campus

Regardless of grade or age, students who leave campus during school hours should follow the appropriate guidelines below:

- The student without a parent present should provide a parental note specifying the time and reason for the early dismissal to the appropriate office. The office may make a

reasonable attempt to verify the note by calling the parent(s) listed for the student. This attempt should be documented on the note by the office staff. This note will be retained by the office.

**OR**

- The student may be signed out by a parent, legal guardian, or a responsible party authorized by the parents.
- If the student returns to the school later that day, the student must sign in at the school office before returning to class.
- **Only Seniors** may be granted off-campus lunch privileges. Seniors' parents must complete the appropriate form during registration before they are granted this privilege. Seniors must sign out each time they leave campus for lunch in the Founder's Hall office. Students abusing this privilege will lose it.

### **Make-Up Work**

When a student misses school, it is the student's responsibility to initiate the process of making up assignments by contacting their individual teachers.

- Assignments or tests that were announced before the absence may be due the first day of the student's return at the teacher's discretion.
- Teachers may require all of the work to be completed before the planned absence.
- Elementary students who are planning to be absent must confer with the classroom teacher to make arrangements regarding make-up work.

### **School Closure or Delay Notification**

Any school closure or delay information will be emailed to parents via RenWeb and placed on the school website ([www.mvcsonline.com](http://www.mvcsonline.com)) as soon as possible.

### **Tardies**

#### **Elementary**

- A student is tardy to school if he/she does not arrive in class by the time the tardy bell rings.

#### **Secondary**

- A student is tardy to school if not in class by the first period tardy bell.
- Students coming to school late must sign in at the school office.
- Students are allowed 4 minutes between each class.
- A student is tardy to class if not in the classroom before the bell rings.
- All tardy records are erased at the start of each quarter.
- A student who is more than 15 minutes late for class will not be recorded as tardy, but rather will be considered absent.

#### **Secondary Tardy Consequences (per 9 weeks)**

<b>Number of Tardies</b>	<b>Consequences</b>
5	Parental notification via RenWeb
6	Parental notification via RenWeb / 45 minute detention
7	Parental call from administration / 45 minute

	detention issued
8-9	Parental notification via RenWeb / 60 minute detention
10	Parental call from administration / 90 minute Saturday detention
11+	Parental call from administration / 1 day suspension

## CAMPUS VISITORS

- MVCS is a closed campus as per board policy.
- **All visitors to MVCS, including volunteers on campus as volunteers, must first report to the Founder’s Hall office (main office in elementary building) to sign in.**
- Lunches, books, homework, materials, etc., are to be left in the office and will be delivered to the student.
- Lunch visitors must have administration approval.
- Classroom visitors must have permission from school administration at least one day prior to the visit and may only include:
  - Those who are sincerely considering enrollment
  - Those with written parental permission
  - Out-of-town guests of the family for one day only
- MVCS students hosting visitors must be in good academic standing.
- Students from other schools who are on break from their normal school day do not have a valid reason to visit MVCS.

## CELL PHONE / TECHNOLOGY USE

**Cell phones/non-school owned technology may not be used during the school day.** Students who need to contact a parent during the school day may request to use the phone in the Founder’s Hall office or the High School Office. While participating in any school sponsored extracurricular activities, students may use their cell phones/technology only in accordance with the rules established by the coach or sponsor. This also includes elementary students who remain after school for Day Care.

**All use of technology (cell phones, iPads, Apple watches, etc.) on campus or during school events are subject to content review by the faculty or administration.** An attempt will be made to notify parents before a review; however, parents are not required to be present during the review. Inappropriate photos, texts, or other activities found on student used technology may result in immediate suspension or expulsion.

**MVCS will discipline cell phone/technology use violations as follows:**

Upon the first violation of these rules, the cell phone/tech item will be collected by administration and will be returned to the student after school. Only administration may return the item to a student. If a student is not able to retrieve the item by 4:30 pm, the tech item will be secured until the following morning when administration is available. Upon a second violation the student will receive after-school detention.

## COMMUNICATION

### **SonBlazer Bulletin**

Weekly email updates are sent out with upcoming important dates. Any parent who does not receive these updates should call the Founders' Hall office and confirm their email address.

### **"Good News" Monthly E-Newsletter**

The "Good News" is published and emailed to all families typically on a monthly basis. Any parent who does not receive these updates should call the Founders' Hall office and confirm their email address.

### **MVCS Website**

The MVCS website is [www.mvcsonline.com](http://www.mvcsonline.com)

## COMMUNITY SERVICE

### **SonBlazer Community Service Award**

- 50 hours of community service over 4 years with approved non-profit organizations.
- This award will be presented to qualifying seniors at graduation or in December if the senior has met all requirements.

## CONDUCT

Mesilla Valley Christian School recognizes that parents are given the primary responsibility of training and educating their children (Eph. 6:4, Prov. 22:6) and that discipline is a primary part of this training (Prov. 13:24).

In addition to being a responsibility of parents, discipline is also the responsibility of fellow believers (Gal. 6: 1:8). As an extension of the home and the Christian community, MVCS recognizes that responsibility of discipline, as well as maintaining a high standard of conduct.

A primary objective of Mesilla Valley Christian School is the academic and spiritual training of students within a Christian environment. It is our desire that all students have a personal relationship with Christ and conduct themselves by spiritual standards. Attending MVCS is a privilege granted to those who demonstrate a spirit of cooperation with the philosophy and purpose of the school.

The policies and guidelines of the Student and Family Handbook apply to students while they are on campus, in school-owned vehicles, or at recognized school functions. While behavior at other times or places is an individual and parental responsibility, behavior that impairs the testimony and mission of the school cannot be ignored. Therefore, behavior offenses that occur outside the limits established in this handbook will be considered as to their severity and impact on the school's reputation and mission.

Listed below are the policies regarding standards of conduct for students enrolled at Mesilla Valley Christian School. These policies apply to all students, whether on or off campus. Administration reserves the right to interpret and clarify school policy.

Mesilla Valley Christian School expects students to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct includes but is not limited to such behaviors as the following: heterosexual activity (*e.g.*, premarital sex, cohabitation), homosexual behavior, transgendered behavior, sexual harassment, use or viewing of pornographic material or websites, or sexual abuse as defined by Scripture and federal or state law. (I Corinthians 6:9-20) It is the goal of MVCS for its students to live their lives as Christian role models. (Romans 13:14)

Students are expected to take a sense of pride and ownership in the programs, facilities, and opportunities provided to them by MVCS and their families. It is further expected that all students will immediately report (to the most available school authority) those who seek to violate this privilege by bringing harm or injury to school or student-owned property or to student or employee safety.

## **CONDUCT VIOLATIONS (Secondary Students)**

The following are *examples* of **lower level conduct violations** of which the student should expect a verbal warning (or perhaps two) before a detention is issued.

- Continuous talking in class or chapel
- Eating/drinking outside designated areas (except clear water bottles)
- Horseplay
- In halls without a pass
- Inappropriate display of personal affection
- Dress code violations
- Littering
- Mistreatment of school property
- Throwing of objects
- Cell phone use during school hours
- Use of other electronic devices. Exceptions will be allowed for personal laptops, etc. used with permission for school work.

### **Consequences for (Non-Tardy) Conduct Violations are as follows**

Should a student receive a detention for conduct violation(s), and if this pattern continues the following process will be applied:

<b>Detention #</b>	<b>Consequences (per semester)</b>
1	Parental notification via RenWeb / 45 minute detention issued
2	Parental notification via RenWeb / 45 minute detention issued
3	Phone notification / 60 minute detention issued
4	Parental conference / 60 minute detention issued
5	Parental notification / Saturday detention - 2 hours

6	Parental Notification / 1 day suspension
7	Student placed on social probation for balance of grading period / 2 day suspension
8+	Parental meeting with administration

The following are *examples* of **conduct violations that would accelerate the detention / suspension process** as described in the “Detention / Consequences” chart above.

- Cheating
- Profanity or vulgar speech
- Conversations that are sexual in nature, other than in a faculty-directed discussion
- Possession, display, distribution of, or participation in, any type of pornography.
- Harassment
- Cutting class/truancy
- Fighting
- Disrespect of faculty/staff
- Vandalism
- Plagiarism
- Possession on campus of any knife, gun, or object that could be used as a weapon
- Possession on campus of any narcotics, alcohol, or tobacco related product.

### **Illegal Possession or Use**

MVCS follows a **zero tolerance policy**. Possession or use of a weapon, alcohol or drugs will not be tolerated. This includes the misuse of prescription drugs as well. First time offenders may be expelled. Possession or use of any tobacco product, cigarettes of any kind or any device used for smoking or tobacco consumption will result in immediate suspension and may result in expulsion.

### **Detention Procedure**

Detentions are served on weekdays after school. Times of detention are set by the administration, detentions are supervised by a school employee. Students with a legitimate reason to miss detention must seek prior approval from administration. Being late to an after school practice or event/game is a not an acceptable reason for missing detention. Detention time may consist of quiet study time and/or manual labor such as cleaning or yard work.

### **Suspension Procedure**

Tests and homework assigned during a suspension may be made up according to standards set by individual teachers for late assignments. Two (2) suspensions in one school year will result in the student and parents meeting with the Student Affairs Committee to determine if a recommendation for expulsion is warranted.

### **Saturday School Procedure**

Saturday School is on Saturday from 8:00 AM to 10:00 AM. Parental cost for Saturday School is \$35.00 (per student). Students serving Saturday School will do manual labor (yard/janitorial) or other similar chores under the supervision of a school employee.

## DAYCARE

### Elementary

All elementary students on campus without a parent from 7:30-8:00 am or after school must check in to and stay in Daycare. Loitering in the halls and bathrooms is not allowed. Adult supervision must be provided at all times.

#### **Times and Cost**

- Before school from 7:30-8:00 am
- After school from 3:00-5:30 pm, Monday-Friday
- Daycare ends at 5:30 pm each day. **A late fee per half hour will be charged if a child is picked up after 5:30 pm.**
- Daycare is available on all school days whether they are full or half days.
- If an upper campus student is picking up younger siblings, and they are picked up within 15 minutes of school dismissal, parents will not be charged.
- A schedule of fees is available in the Founders' Hall office.

### Secondary

Every student on campus unsupervised after 3:30 pm must be picked up unless they are waiting for an after-school activity to begin.

## DRESS CODE

The following standards are to be followed while on the MVCS campus and while participating or representing MVCS in any school activity. Proper compliance will be determined by MVCS faculty and administrators. There are, however, exceptions to the Dress Code which will be announced ahead of time by the administration. Some exceptions would include, drama costumes, uniforms for sports, themed dress-up days, sports activities, and other days associated with MVCS and identified by the administration.

The purpose of the dress code at MVCS is to allow for individual expression while promoting modesty and a proper learning environment. Students are expected to follow the dress code with an appropriate attitude. *A clear Christian testimony and modesty are key characteristics of our dress code.*

### Dress Code Restrictions

Mesilla Valley Christian School does not allow:

- Clothing with holes, tears, or tatters
- Clothing, hairstyles, or jewelry that is more appropriate to the opposite gender (including earrings for boys)
- Attire that is reflective of the gang lifestyle
- Jeans/pants should not be tight fitting so to avoid immodesty.
- Body piercing/visible tattoos
- Hats/caps except for P.E. and recess
- Tank tops/Spaghetti straps
- Bare midriffs, backs or cleavage (even when sitting, reaching, or raising hands)
- Unnatural hair color
- Clothing with words or pictures that oppose school standards
- Dresses or skirts higher than the top of the knee cap

- Shorts at the fingertips level or longer when standing straight (including P.E.)
- Facial hair/whiskers
- Unkempt hair or hair in the eyes
- Hair length should not be below the collar of a tee shirt for boys, kept above the bottom of the ear
- No yoga pants, leggings, or jeggings unless they are worn under clothing that complies with dress code
- Slide-ons and flip-flops are not acceptable for school day footwear.

### **PE/Athletic Dress Code Guidelines**

- All students must wear non-marking shoes for P.E. classes.
- Elementary students are to wear comfortable clothing and tennis shoes on P.E. day.
- Secondary students are to change into P.E. clothing before class. Adequate time will be allowed.
- Team uniforms will be appropriate to the sport and will be approved by the Athletic Director.
- Additional guiding principles for modesty may be announced by the administration.

## **EXTRA-CURRICULAR ACTIVITIES**

### **Academic Credit**

Students who compete in a high school level sport or participate in high school praise team, drama, or an approved academic club (i.e. science club) will receive a .25 credit in either PE, Fine Arts, or Practical Arts upon successful completion of the activity.

### **Eligibility-Students 6-12 Grade**

As a college preparatory school MVCS has established academic standards above the minimum established by the NMAA. Eligibility is determined at the end of each quarter and affects the following quarter. A student will be declared ineligible for participation in extracurricular activities (such as sports, drama, SLS, FFA, etc.) under any of the following conditions:

- Student GPA drops below 2.0
- Student is failing one (or more) class
- Student receives two (or more) D's in any class

Students declared ineligible will be ineligible for the entire grading period. The student may not practice with the team during this time, nor participate in any events/contests (including travel) during the period of ineligibility. This allows the student the needed additional time to focus upon their studies with the goal of becoming academically eligible for the next quarter.

### **One-Time Exception**

MVCS allows a one time (over the course of high school) exception for a student who is eligible by NMAA academic standards, but not by MVCS academic standards. Any request for the one-time exception must be submitted to the administration for review and final decision.

### **Consequences of Ineligibility**

*Ineligibility will result in the loss of participation in activities for the following quarter for secondary students. Failure to meet the standard in the fourth quarter will carry over to the first quarter of the next year. Students can regain eligibility through pre-approved credit recovery.*

Academic eligibility is automatically transferred with the student upon transfer to or from another school in the state of New Mexico, per NMAA rules.

### **Detentions**

Detentions must be served before participation in practice sessions, club meetings, games or events. Any appeal for exception to the rule must be made in advance to administration.

### **Supervision**

All teams or groups participating in off-campus extra-curricular activities must have appropriate supervision. Single gender groups must have a chaperone of the same gender.

## **ILLNESS AND MEDICATIONS**

### **Illness**

Students with a contagious illness should remain at home until their doctor provides the needed release to return to school. The administration and teachers will work with the parents to keep the student informed of class requirements during such absences. It is the responsibility of the parents to coordinate homework assignments.

### **Medications**

Students are not allowed to have any medications at school unless a medication form has been filled out and signed by the parent specifying the medication, dosage and time it is to be given. The medication forms are available in the main school office located in the elementary building.

The school is forbidden by law to give any internal medication without written or verbal permission from the parent. This includes aspirin and non-aspirin products, cough and stomach medications.

#### **When to Keep Your Child Home**

- **Cough** - Keep your child home if his/her cough is persistent and productive with a thick or consistent nasal drainage. Color of drainage may be green or yellow.
- **Diarrhea** - Student should be kept home if he/she has three (3) or more watery stools within 24 hours. Students are not to return to school until they have gone 24 hours with no diarrhea.
- **Vomiting** - Student should be kept home if he/she has vomited two or more times within the past 24 hours. Students are not to return to school until they have gone 24 hours with no vomiting.
- **Fever** - Students should be kept home if their temperature is 100 degrees or more. Keep student home until he/she is fever-free for 24 hours without the use of fever controlling medications. (Example: Tylenol)

- **Pink Eye** - Student should be kept home if he/she is suspected of having pink eye. Symptoms include itchy, watery eye, burning sensation and/or redness in infected eye, discharge around the infected eye. Please keep student at home for 24 hours after antibiotic treatment is started.

## **JUNIOR/SENIOR SOCIAL**

The annual spring social is a time for fun, relationship building, and social interaction. The Junior Class and class advisor are responsible to plan the Junior/Senior Social. All plans, itineraries, and expenses must be pre-approved by administration each year before any commitments are made by the class, teacher, sponsors, or parents.

### **Dress Code for the Junior/Senior Social**

The dress code for the Junior/Senior Social applies to all MVCS students and to any non-MVCS guests in attendance. Entrance may be denied or a “cover up” required should these guidelines not be met.

All MVCS Dress Code Requirements and Restrictions shall apply to both boys and girls with the following exceptions.

- Formal attire is required for both boys and girls.
- Formal attire for boys shall be suits, sports jackets, or tuxes.
- Girls dress length shall be to the top of the knee or longer.
- Backs of dresses may not be lower than mid back.
- Slits shall be no higher than a hands’ width above the knee.
- Dresses may be strapless but cleavage may not be visible. Underclothes, including bra, must be worn.

The dress code at the Junior/Senior Social shall be enforced only by school personnel authorized to do so by the administration.

## **LUNCHES**

### **Elementary Lunch Tickets**

Elementary students (grades K-5) who use cash for lunch must bring the money to school in a sealed envelope with the student’s name and teacher’s name clearly written on the envelope. All elementary lunch orders, whether paid with a ticket, cash, or check, will be collected in the individual classrooms.

**Milk** - Milk may be purchased in advance at the school main office by the quarter, semester, or year. It may also be purchased on a daily basis in each classroom.

### **Snack Bar**

Secondary students may pre-order a hot lunch by 8:00 am at the snack bar. Other selections are available that do not have to be pre-ordered. The snack bar will be open on all full school days for middle high and high school lunch. It will also be open at most volleyball and basketball games. Parents or students may pre-pay a Student Account at the snack bar.

# SAFETY

## Campus Safety Team / All Hazard Response Team

MVCS maintains an All Hazard Response Team. Crisis procedures are in place for all campus emergencies.

## Lockers and School-Owned Equipment

MVCS reserves the right to inspect at any time any equipment or property that we own if we have reason to suspect that a student or employee may be in possession of any item which may be in violation of MVCS board policies or school handbooks. This might include; but is not limited to; weapons, drugs, alcohol, etc.

## Property Search and Review

- MVCS reserves the right to conduct random drug searches on any part of school property including school owned vehicles and student lockers.
- MVCS reserves the right to review student owned electronic devices brought on to campus. This will be done only by the administration and an attempt will be made to contact parents so that they may be present for the review.

## Sexual/Physical Abuse Policy

- **MVCS is required by law to report any suspected incident of physical or sexual abuse of a child.**
- The MVCS Board of Trustees has approved a plan regarding the school's position and plan of action in the event of sexual abuse or coercion. It is available in the Founder's Hall office.

# STUDENT DROP OFF AND STUDENT VEHICLE POLICY

***SPEED LIMIT ON CAMPUS IS 10 MILES PER HOUR.***

## Parking Lot Policy

### **Elementary**

**Before school** - Drop off students in the west lane in front of Founders' Hall. Do not stop at the gate to the area between the North Annex and Founders' Hall as this causes a backup of vehicles. *If you must get out of your vehicle, please pull into a parking space so you do not hold up traffic.* Children are to enter through the open gate just north of Founders' Hall, proceeding to the playground (or lunchroom if not yet on playground).

**After school** - Pick up students using the west (K-2) and middle (3-5) lanes.

**PM Daycare** – Parents must sign out their children with the Daycare staff.

### **Secondary**

- Secondary students are to be dropped off and picked up in the upper Bethel Bible Fellowship parking lot.
- Secondary students who drive must park in the lower lot/ MVCS lot.

### **Student Vehicle Policy**

Any student in good social standing, with a valid driver's license and parental permission may have a car at school. The car is not to be driven during the school day without permission of the parent and school. The student is not to return to the car during the school day without permission. Inappropriate driving activity will result in disciplinary action.

## **TECHNOLOGY - ACCEPTABLE USE POLICY**

The purpose of the MVCS Computer Network Acceptable Use Policy is to prevent unauthorized access and other unlawful activities online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act (CIPA). For this policy, a "user" includes anyone using the computers, internet, email and other forms of direct communications or equipment provided by MVCS.

MVCS is **not** responsible for assuring the accuracy or usability of any information found on external networks. For safety and security purposes, MVCS employs both a filter and firewall.

### **Behaviors and Consequences**

Tampering with computer security systems and/or applications and/or documents and/or equipment will be considered vandalism, destruction, and defacement of school property (see school handbook). Please be advised, it is a federal offense (felony) to break into any security systems. Financial and legal consequences of such actions are the responsibility of the user (staff, volunteer, or student) and student's parent or guardian.

Vandalism will result in cancellation of privileges, disciplinary action and restitution for costs associated with hardware, software, and system restoration. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, hardware, software or the network. This includes, but is not limited to, the uploading or creating of computer viruses.

In the event that there is a claim that a user has violated any of the Acceptable Use Policy, she/he will be provided with written notice of the suspected violation and given an opportunity to be heard by his/her school administrator.

### **Internet Access**

Inappropriate conduct on the MVCS Internet will be subject to disciplinary action, in accordance with the MVCS Policy on Student Conduct and Discipline. School officials may cancel user access to the network. Further, any user identified as a security risk or having a history of problems with other computer systems may be denied access to the MVCS network.

### **Notifications**

Any student, teacher, staff member or volunteer must notify the systems administrator if they have identified a possible security problem. User attempts to identify security protocols or weaknesses is an inappropriate use. Further, they should report encounters with inappropriate material to their system administrator immediately.

### **Personal Safety**

The Internet is accessible to the public. Unfortunately, this includes people who want to make contact with students for inappropriate purposes or under false pretenses. Although MVCS

employs both a filter and firewall, screening the Internet for such inappropriate uses is still difficult. Therefore, users should never reveal their personal information such as full name, address or telephone number, nor should they arrange a meeting with a person or share data including photographs with somebody who was met online. Users should promptly inform their school administrator of any online communication that is threatening, harassing, or otherwise inappropriate.

### **Privacy and Administrators' Access to User Files**

Network storage areas (including user files) will be treated like school lockers and may be subject to inspection. Internet (email) messages are public communication and are not private. All communications including text and images may be subject to applicable law enforcement or other third parties without prior consent of the sender or the receiver. Network administrators will review communications (email, attachments, and files) to maintain integrity system-wide and ensure that users are using the system in a responsible manner. Use implies consent to monitoring and any files created on MVCS resources are the property of MVCS. All users are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

### **Unacceptable Uses of the MVCS Network**

The following are examples of unacceptable uses of the MVCS network. All use will be in accordance with MVCS Student and Family Handbook and will be at the discretion of the staff and superintendent.

- Posting private or personal information about another person.
- Accessing or attempting to access system files, security files or another person's account and files.
- Accessing or transmitting obscene or pornographic material.
- Sending unwelcome or unsolicited material, especially to large lists or at frequent intervals.
- Engaging in harassment. The MVCS Student and Family Handbook policy on harassment is applicable to Internet conduct.
- Criminal activities that can be punished by law or are prohibited by MVCS policy.
- Communications. Users are responsible for the content of all text, audio or images that they place or send over the Internet. Fraudulent, harassing or obscene messages are prohibited. No abusive, profane or offensive language should be used to communicate on the MVCS Internet.
- Infringing copyrights. One copy of copyrighted material may be downloaded for a user's personal use. Copyright infringement occurs when a person inappropriately reproduces or transmits material that is protected by copyright. For example, most software is protected by copyright and may not be copied without the permission of the copyright owner and systems administrator.
- Inappropriate materials. Access of material that has been deemed inappropriate for educational use is prohibited. Should users encounter such material by accident, they should alert the system administrator so the material can be blocked.
- Participating in private or commercial activities that are not approved and directly related to educational purposes of MVCS.
- No user shall engage in communication that represents personal views as those of MVCS or that could be misinterpreted as such.

## **Users' Responsibility**

- Faculty members are not able to monitor each student's use at every moment. Each student is expected to take individual responsibility for his or her appropriate use.
- Individual users shall at all times be responsible for the proper use of accounts issued in their names. Users may not share their account with anyone or leave the account open or unattended. Passwords are confidential. All passwords should be protected by the user and not shared or displayed.
- Users are responsible for making back-up copies of the documents that are critical to their use. Users are responsible for regularly deleting e-mail as to conserve file space.
- Subscriptions to on-line services must be pre-approved by the systems administrator.
- Users are responsible for immediately notifying the system administrator of any possible security problems or of damage to any computer.
- MVCS assumes no responsibility for unauthorized charges, costs or illegal uses.

## **USE OF LIVE AND RECORDED MUSIC**

Live and recorded music presented at MVCS touches the lives of all who hear it and creates indelible impressions about MVCS. Several guidelines must be enunciated regarding the selection of music for school events and activities.

- Our goal is to place Christ first and give Him all of the glory. Our music must put Him first and at the same time present a strong witness not only for us, but also for our campus visitors in the case of an athletic activity.
- Selected music must be appropriate for the occasion. Music that is appropriate for an athletic event may not be suitable for chapel, etc. Music for MVCS events will be chosen as follows:
  - The music teacher or praise team sponsor will be in charge of all music used in chapel and will confer with administration when necessary.
  - The respective coach will be in charge of all the music used during warm-ups, etc. Coaches will coordinate the music with administration, who will audition the music and make a final decision, keeping in mind the guidelines listed, discernible message and presentation volume.
  - Music must be submitted 3 school days prior to the event/time of use.

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## **MODIFICATIONS**

### **Modifications:**

This Student and Family Handbook is subject to alteration including additions or deletions at the discretion of administration with the agreement of the Board of Trustees as it deems necessary and appropriate. It is not possible to foresee all needs, and should a situation dictate, modifications may be made during the course of the school year. Changes will be communicated via the MVCS web site ([mvcsonline.com](http://mvcsonline.com)), SonBlazer Bulletin and/or the "Good News" e-newsletter (or by mail if it is deemed necessary).