



***A Co-Educational Day School serving the  
Lycoming County Area  
~Grades Pre-K through 8~***

Affiliated with:

*The Pennsylvania Conference of Seventh-day Adventists  
The Columbia Union Conference of Seventh-day Adventists  
The North American Division of Seventh-day Adventists*

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PROVIDING CHILDREN WITH EDUCATION FOR ETERNITY



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Referenced forms mentioned in this Handbook are available on the school's website located at: <http://mvchristianschool.com/mountain-view-christian-school/forms>



PROVIDING CHILDREN WITH EDUCATION FOR ETERNITY

## *Mission Statement*

The mission of the Mountain View Christian School is to provide an education for eternity in a Christian environment that combines excellent academics with spiritual, physical, mental, and social development.

## *Vision Statement*

Our vision is for every learner to excel in faith, learning, and service, blending Biblical truth and academic achievement to honor God and bless others.



PROVIDING CHILDREN WITH EDUCATION FOR ETERNITY

## **School Community**

Mountain View Christian School was established in 1900. It has been at its present location since 1958. It is a fully accredited elementary school for children in grades Pre-K-8 through the following organizations: North American Commission on Accreditation; Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities National Council for Private School Accreditation (NCPSA); and The Commission on International & Trans-Regional Accreditation. MVCS received the highest accreditation term on April 12, 2020, by the NAD Commission on Accreditation, a six-year term with an interim visit. Our teachers are required to be certified by the North American Division of Seventh-day Adventist Department of Education. MVCS receives financial subsidies from the Williamsport Seventh-day Adventist (SDA) Church. Other churches within the district are the Watsontown SDA Church and the Lock Haven SDA Church.

### **Who We Are**

Our students are children from the district churches and the surrounding community. New applicants may be enrolled at any time provided that openings are available and admission requirements are met. The faculty of MVCS are committed to providing all MVCS students with equal educational opportunities. There is no religious test or religion stipulation for students to be enrolled in MVCS. However, applicants agree, by their application to MVCS, to respect the Christian principles upon which this school is founded and to observe the policies set forth in this handbook while on school property.



## **Seventh-day Adventist Standards**

Seventh-day Adventist Christian principles provide the framework for all aspects at MVCS. Therefore, it is very important that all behavior be in accordance with these principles, so all students reach their fullest potential spiritually, scholastically, socially, and physically.

## **Drug-Free**

Our school is proud to be drug-free. Please refrain from using any tobacco, alcohol or drugs on the school campus, including but not limited to parking lots, doorways, sidewalks, and school grounds. The law states that the CIAA regulates smoking in public places and workplaces across the Commonwealth of Pennsylvania (Act 27 of 2008).

## **Special Education**

MVCS does not have the necessary equipment, training, or staff to provide formal special education services. Some services may be provided through the local Intermediate Unit or other community agencies, but qualification for these services does not guarantee admittance. Students with serious physical, social/emotional, or scholastic difficulties may not be admitted if the faculty and the School Board deem that the school is not able to meet their specific learning needs.

## **SPECIAL EDUCATION POLICY**

Mountain View Christian School offers limited support for students with learning, behavior, or language challenges. Mountain View Christian School does not have the necessary equipment or staff to meet all potential needs of students who exhibit serious academic, physical, social, or language learning acquisition needs. Therefore, students who have serious academic, physical, social, or language needs may



not be accepted at Mountain View Christian School.

Should these problems be indicated after the student is enrolled, the school administration will assist the parent(s) in accessing services through the local intermediate unit such as student testing, implementation of an IEP or ISP, or intervention by the intermediate unit. If the child's discovered needs are unable to be met, Mountain View Christian School reserves the right to request or require the student to be transferred to a school or program where assistance is available.

## **Admissions**

Attendance at Mountain View Christian School should be regarded as a privilege and not as a right. Our School Board maintains the right to screen applicants and if we believe we cannot meet the child's spiritual, social, academic or physical needs, we reserve the right to refuse admission.

### **Pre-K Age**

We offer Pre-K for 4 year olds. They must be toilet trained before starting school.

Kindergarten students must be at least five years of age on or before September 30 of the current school year.

### **Admission Forms**

Admission forms must be completed and returned to a member of the MVCS staff. A student will not be registered until all admission forms have been received (and if applicable, prior account balances have been cleared). Every student must have on record at the school office a transcript of any previous work, record of immunizations and / or waiver



to meet state requirements, and a Continuing Consent to Treatment form. A new student must also show satisfactory evidence of having completed the previous grade. Final grade placement will be based on transcript information and the discretion of the teaching staff.

### **Physicals**

Students entering grades K, 1 and 6 must have a physical examination. New students must have proof of a recent physical examination, within the past twelve (12) months from the start of the school year. Proof of a dental examination is also required for all new students and those entering Grades 3 and 7. Screening examinations may be made during the school year; should such examinations be administered, parents will be notified of any irregularities that may be found in sight, hearing, etc. Medical forms must be completed by a licensed healthcare provider.

### **Entrance Tests**

Each new student may be tested regardless of grade level or time of the year when enrolling. This will help in grade placement and in determining the individual needs of each student.

### **Transferring Students**

Parent(s) or legal guardians of any applicant transferring to Mountain View Christian School must release academic transcripts, psychological reports, discipline records, and medical records prior to the applicant being accepted. A *Request for Student Records (Transcript Request Form)*, listing your child's last school must be completed to allow all records to be released to us.





## **Financial Information**

All families are required to sign a *Financial Agreement* each year and agree to meet their financial responsibility as indicated on the form.

### **Financial Aid**

MVCS can offer a limited amount of financial assistance to qualifying families as funds are available. A separate *Student Aid Application* must be completed and returned to the school, prior to the beginning of the school year, or upon enrollment, to be reviewed by the MVCS School Board. Receipt of financial aid one year does not guarantee that aid will be granted the next school year. A new application must be submitted before each school year. Families are also encouraged to pursue other assistance opportunities on their own. Financial assistance may also be available from your local church.

**Registration Fee** Upon enrollment every student will be charged a yearly nonrefundable registration fee. Those registering during the second semester may receive a prorated fee. This fee covers the cost of the textbooks, workbooks, school liability insurance, and achievement tests. It does not cover the cost of personal items such as notebooks, pencils, paper, erasers, etc. It does not cover the cost of field trips (which are primarily funded by fundraising), *Before & After School Care*, nor other activity fees. Payment of the registration fee is due in full on the day of the child's registration. This fee is nonrefundable.



## **Tuition**

The first tuition payment is due on the first day of classes. The following nine months of tuition are billed on the first of each month and are due by the 10<sup>th</sup> of each month.

- MVCS is dependent on the prompt and current payment of your school tuition for a student to remain enrolled at MVCS. A late payment fee may be imposed if payment is not made on time.
- There will be a \$30 charge on all returned checks.
- All accounts must be paid in full by the last day of school. Diplomas, report cards, transcripts, or any other school record will only be released for a student once his/her account (including any and all charges) is paid in full. Anyone having a delinquent account will not be permitted to register for a new school year unless satisfactory payment arrangements are made.
- All checks should be made payable to: Mountain View Christian School.
- Payments should be mailed to the school, given directly to the treasurer or principal or paid on Adventist Pay.
- Your student is registered when the first payment is made and the appropriate paperwork is completed (including the tuition balance from prior years when applicable.) Before registering a student, all prior accounts must be clear.
- Tuition will be pro-rated if a student starts after the beginning of the year. The tuition will be calculated at a weekly rate in only full week increments. Tuition will also be pro-rated if a student leaves before the end of the school year.



## **Registration & Tuition Rates**

Refer to Appendix A

### **Discounts**

These only apply to families not receiving financial aid from MVCS:

-Tuition Discounts:

2% discount for a semester if paid in full by the first day of each semester 4% discount for the entire school year if paid in full by the first day of school.

-Families with multiple children enrolled - Second and each additional child enrolled receive a \$50/mo. discount. (Not applicable for preschoolers)

### **Overdue Accounts**

If a family cannot fulfill their agreement during the year, they are to contact the school treasurer. Accounts that are more than 45 days past due will be reviewed by the school's Finance Committee/School Board. Efforts will be made to work with families having difficulty meeting their financial responsibilities. Alternative payment schedules may be made available, but open communication by the parents is vital to any process. Likewise, it is important that parents follow through on any new agreements. At any time, the board may terminate the student's enrollment.



## **Before School Care**

### **Before School Care**

Students are expected to arrive between 8:00 A.M. and 8:15 A.M. Before School Care is available starting at 7:30 A.M. until 8:00 A.M. each morning.

### **Rate & Payment**

\$3 for every 15 minutes; \$6 for each half hour. Parents will receive a bill from the treasurer.

## **Enrollment Procedure**

1. Complete a *Registration Application* Form.
2. Complete the *Emergency Contact and Medical/Insurance Information* form.
3. Provide a *Certificate of Birth and Social Security Card*. A photocopy will be placed in the student's health file.
4. Provide *Proof of Immunizations or Exemption* (see State of PA form). The Pennsylvania Department of Health now requires students to have all immunizations up to date by the first day of school.
5. Submit pertinent educational records (i.e., report card and standardized test scores from previous school).
6. New students enrolling for the first time must submit a medical report from a licensed physician. Any existing conditions that would prevent a student from participating in normal school activities (i.e. Physical Education) must be stated.
7. If transferring, fill out a request form for records from previous school.
8. Pay the required Registration Fee upon enrollment and any balance from the prior year if applicable.



9. A readiness test will be administered to new students ages 4-7. Older students may be given a readiness test to determine the grade level for admission.
10. Character references of students may be requested.
11. A *New Student Questionnaire* is required for all new students.
12. The MVCS School Board will consider and decide on admission. If the School Board's decision is to accept the student, then the student may begin attending the school. If the School Board's decision is not to accept the student, the registration fee will be returned.

## **School Safety**

The doors of the school remain locked during school hours for the safety of our children and staff. Visitors may use the doorbell when needing to enter the building during school hours. The door is only to be opened by a staff member. All volunteers and visitors must abide by the MVCS policies set forth in this handbook while on school property. Video surveillance cameras are utilized. Students are instructed throughout the year on matters of safety. Police are invited to review stranger danger and similar themes. Each child is encouraged to know their parents' names, address, and phone numbers. Lockdown, fire and tornado drills are practiced on a regular basis.



## **Medical Policies**

### **Health Screenings**

The State of Pennsylvania requires the following evaluations:

1. Vision Screening: done annually by a school nurse or medical technician for all students.
2. Hearing Screening: done annually by a school nurse or medical technician for students in grades 1-3 & 7. It is recommended that those who failed a previous vision and hearing screening, those who have recurrent upper respiratory infections, and those who have speech or behavioral problems also be screened.
3. Growth Screening: done annually by a school nurse or medical technician for all students.
4. Scoliosis Screening: done annually by the school nurse or medical technician for all students in Grades 6 & 7.

### **Medication Policy**

In accordance with the recommendation of the Pennsylvania Department of Health “No [prescription] medication will be administered in school except by the direct order of a physician.”

### **Medical Exclusions (Excused from School)**

According to the Pennsylvania State Department of Health, a student could be excluded from school for the following: unusual skin eruptions, sore throats, signs and symptoms of whooping cough, or a disease of the eye. These students will not be readmitted until the school nurse is satisfied that the condition for which the child was excluded is not communicable, or until the child presents a certificate of recovery or a non-infectious form from a physician.



Students that have been sick with a fever, vomiting or colored mucus in the past 24-hour period should stay home.

### **Specific Disease Exclusions**

Diphtheria: Two (2) weeks from onset or until the test is negative.

Chicken pox: Six (6) days after the last crop of vesicles (or until a nurse judges that all the vesicles are crusted over).

Impetigo: Until judged non-infectious by school nurse or child's physician.

Mononucleosis: Until judged noninfectious by school nurse or child's physician.

Head Lice: Until judged non-infectious by a school nurse or child's physician.

Body Lice: Until judged non-infectious by a school nurse or child's physician.

### **Immunization and Medical Records**

The Pennsylvania Department of Health now requires students to have all immunizations up to date **by the first day of school.**

Prior to the first day of school, please provide documentation of the following:

1. Copy of immunization record showing they are up to date.
2. Summary of last physician visit (within last year).
3. Summary of last dental appointment (within last year).
4. Summary of last eye appointment (if has had).
5. Copy of Birth Certificate (if not provided already).
6. Name, address, and phone number of the physician.
7. List of allergies.
8. Summary of any special medical needs of a student.
9. Up to date contact information for students in case of an



emergency. Provide at least one backup number in case you cannot be reached.

## **Attendance**

### **Arrival**

School instruction begins promptly at 8:15 A.M. Students should arrive between 8:00 A.M. and 8:10 A.M. to be comfortably seated when school begins at 8:15 A.M. Students arriving before 8:00 A.M. are under Before School Care and charged. Punctuality is expected of all our students. Please commit to having your child(ren) to school on time. Parents should text, or call, the school prior to 8:15 A.M. to report absences and tardiness. Please do not call during worship and dismissal times—the first and last 15 minutes of a school day. Before school care is offered from 7:30 A.M. until school starts at 8:00 A.M.

### **Dismissal**

Dismissal is at 3:00 P.M. Monday through Fridays, except on early dismissal days as noted in the school calendar and should leave the school grounds shortly after being dismissed at the end of the school day. If students are dismissed early, parents will be notified by school personnel when to pick up their child. Anytime a student will be leaving the school other than the regular dismissal time, prior notice must be given by the parent to the class teacher so he/she can plan accordingly. If a student will be leaving the school with someone who is not on the approved pick-up list, a written and signed permission slip needs to be provided by the parent. If a student is going home with another student, both students' parents must provide written consent. If the individual who is picking up the student is unfamiliar to the staff, he/she must





present picture identification in order to take the student.

### **Student Attendance Policy**

The Pennsylvania Conference education system and its schools are classified by the Pennsylvania Department of Education as nonpublic schools. Each nonpublic school must adopt a written attendance policy that applies to both day schools and boarding schools. This policy may differ from the policy of the school district in which the child resides but must comply with compulsory attendance laws. The following policy will apply for all the schools within the Pennsylvania Conference education system.

### **Excused (Lawful) Absences**

Excused (lawful) absences include illness, family emergency, death of a family member, medical or dental appointments, authorized school activities, educational travel with prior approval, and court appointments that involve the child.

Written documentation is required within 3 days of the student's return to school, or the absence will remain unexcused regardless of the reason.

24 P.S. 13-1327 Compulsory Attendance and Truancy Elimination Plan of the PA Department of Education allows for a maximum of 10 days of cumulative lawful absences, verified by parental notification during a school year.



A maximum of 5 days of pre-planned absences can be considered excused but are included in the maximum number of lawful absences. Additional days over the 5 maximum days will be recorded as unexcused (unlawful) absences. Written requests for pre-planned absences (see addendums for form) must be completed a minimum of 5 school days in advance and require principal pre-approval. Teachers are not required to provide make-up work in advance of pre-planned absence days. Make-up work will be given upon the student's return along with a timeline for completion.

Inclement weather-related absences that do not allow the student to be brought to school safely or public-school closures due to inclement weather that affect the student's transportation to and from school will be excused with written documentation.

In the case of documented chronic medical conditions, illnesses reported by parents with a doctor's note do not count towards 10 days of excused absence mentioned above.

It is understood that a one-time, unforeseen emergency may occur. Family emergencies that center around and specifically include the student may be authorized as a lawful absence at the discretion of the Pennsylvania Conference education administration. Details about the nature of the emergency must be included in the written communication to the school.



## **Unexcused (Unlawful) Absences**

Absences that do not qualify for one of the reasons above will be recorded as unexcused (unlawful). Examples may include but are not limited to:

- No parent/guardian written communication about the student's absence
- Students kept out of school to support the needs of parents/guardians or other family members or other family member (i.e. babysitting, doing errands, chores, convenience of picking up early, appointments for siblings or parents, etc.)
- Oversleeping or not sleeping well (student or parent/guardian
  - Missing the bus
  - Birthday celebrations
  - Staying home to finish schoolwork
  - Family coming to visit, out late the night before, special occasions
  - Work or job hunting
  - Not reporting pre-planned absence within required time
- Unexcused (unlawful) absences include absences without prior approval or more than 5 days of pre-planned absences
- More than 3 days of absence without physician's note
- It is recommended that the teacher or principal notify the parent/guardian after every incident of an unexcused absence (see addendums for letter to parent/guardian).
- Students who are absent from the school for 10 consecutive school days shall be dropped from the active enrollment



unless the school is provided with evidence the absence is lawful.

-As a general policy, unexcused/unlawful absences will not permit make-up work privileges; however, administration may consider extenuating circumstances beyond the student's control.

### **Partial Day Attendance and Early Dismissal**

-Students who arrive after 9:45 A.M. will be marked as half-day absent.

-Students who arrive after 11:45 A.M. will be marked as full day absent and will not be allowed to participate in any extra-curricular activities or field trips for that day.

-Students dismissed prior to 11:45 A.M. will be marked as full day absent.

-Students between 11:45 A.M. and 1:30 P.M. will be marked as half-day absent.

-Students dismissed after 1:30 P.M. will be marked as an early dismissal.

-For students dismissed mid-school day and returned to school: Students missing more than 2 hours will be marked as half-day absent; 3.5 hours or more will be marked as full-day absent.

- A note from the doctor or dentist must accompany the student back to school in order for the absence to be recorded as excused.



If a student must be excused from school prior to the end of the school day, the request must be completed via email to the teacher or principal. It is understood that early dismissals should seldom be requested and should be restricted to circumstances that are otherwise unavoidable. Permission will generally not be granted for early Student Attendance Policy Page 4 of 10 Voted and approved by PA Conference Board of Education 3/27/2023 dismissal in order for a student to attend private instructional lessons, tutoring, and/or non-medical appointment, etc. A note from the doctor or dentist office must accompany the student back to school upon return to school.

### **Excessive Absences**

- A doctor's note is required if the student is absent longer than 3 days due to any illness. Students may not be permitted to attend school until a doctor's note is received. If the student is absent due to illness and visited the doctor, a note should be turned in to the office so proper documentation of the absence as "excused by doctor's note" is recorded. Absences excused by a doctor's note are recorded differently and are not calculated into the 10 day threshold of absences allowed per school year.
- Pennsylvania Compulsory Attendance Statutes require that every teacher or principal must report to the superintendent or school board when a child of compulsory school age has been absent three days, or their equivalent, without a lawful excuse. The rationale of such reporting is to actively respond to habitual truancy in an appropriate manner. The need for early intervention is crucial to truancy issues. Research demonstrates that a comprehensive approach that brings together the family, child, and other interested parties to create specific intervention strategies and plans is typically most effective. This comprehensive approach will include a Student Attendance Improvement Conference (SAIC) with the student's parents/guardians, the student, other interested



parties, and the principal to determine the student's academic status and develop a Student Attendance Improvement Plan (SAIP). See addendum for SAIP form.

o The purpose of the SAIC is to discuss the root cause(s) of non-attendance and to develop a mutually agreed upon plan to facilitate regular school attendance. The SAIC provides all parties with the opportunity to identify, understand, and explore all issues contributing to the student's non-attending behavior.

o The following individual are to be invited to the conference:

- Student
- Student's parent or person in parental relation
- Individuals identified by the person in parental relation who may be a resource

- Appropriate school personnel
- Recommended service providers

o An SAIC may be held even if parents/guardians decline to attend

o Issues to be addressed at the SAIC should include but are not limited to:

- Appropriateness of the student's educational environment
- Possible elements of the school environment that inhibit student success
- Student's current academic level and needs
- Social, emotional, physical, mental, and behavioral health issues
- Issues concerning family and home environment
- Any other issues affecting the student's attendance

o The participants in the SAIC should work collaboratively to conduct a holistic assessment to determine the reason(s) the student is exhibiting truant behavior. Every member should have a vested interest in, and responsibility for, determining an appropriate plan to assist the student toward success both socially and academically. This SAIC also provides an opportunity to ensure that both the student and Student Attendance Policy Page 5 of 10 Voted and approved by PA Conference Board of



Education 3/27/2023 the family clearly understand the legal ramification of not adhering to compulsory attendance requirements.

o The primary goal of the SAIC is the development of a comprehensive School Attendance Improvement Plan (SAIP) that is understood by, agreed upon, and supported by the student, parent, or person in parental relation, school representatives, and all other conference participants.

o The SAIP substantiates efforts made by the school, the family, and other vested parties to assist the student in addressing and resolving school attendance issues. This comprehensive system of supports and services provides documentation of the “good faith” effort between the school and the student’s family should future action be required (e.g., citation to the magisterial district judge and referral to the county children and youth agency upon the sixth unexcused absence.)

- Students having more than 3 unexcused absences are considered truant per the PA Compulsory School Attendance statutes and the school is to report these students to their local school district. Records of the SAIC and SAIP will be given to the local school district.

- If the student is subsequently, unlawfully absent at any point within the school year after the SAIP is in place, an official notice of the unexcused absence will be sent to the parents/guardians to inform them that the SAIP has been violated and that further action will be initiated by the local school district.

- Absences of 15 or more days within a school year may affect promotion to the next grade level.

Habitual truancy negatively impacts a child’s school performance and increases the likelihood of juvenile delinquency. An intensive and timely response to truancy is critical in those cases where a clear pattern of habitual truancy is evident. The local school district is required by Pennsylvania Compulsory Attendance Statutes to follow a reporting procedure that includes the local



magisterial district judge. Parents/guardians who fail to comply with the provisions of the compulsory attendance law may be required to pay a fine plus court costs. Where it is evident that a parent's actions or inactions directly impact their child's attendance, a referral to the county children and youth agency may be considered when exhaustive efforts to engage a habitually truant child and family have failed.

Educational success for the student can only be achieved when there is mutual cooperation with parents/guardians and the school.

***“No other work committed to us is so important as the training of the youth, and every outlay demanded for its right accomplishment is means well spent.”***

***– Education, page 218***





## **Inclement Weather Policy**

In the case of inclement weather, MVCS will follow the South Williamsport school district. Parents must check local media outlets to determine if the school is closed. In the event that the school does not close, it is the parents' responsibility to decide whether it is safe to bring their children to school.

## **Field Trips**

A field trip is any school-sponsored event that takes place off school property. In order to participate in a field trip, students must have written consent from a parent/guardian. In accordance with insurance regulations, verbal consent will not be accepted. Any parent that wishes to chaperone students other than their own child must complete the Volunteer Application and be approved by the School Board prior to the field trip. A form that covers local walks for the entire school year within the South Williamsport area will be issued at the beginning of the school year. In the event that we do not have a school bus and use automobiles for transportation, all drivers and vehicles must meet the guidelines set forth in the Volunteer Policy.

## **Nutrition & Lunches**

The value of a wholesome, well-balanced breakfast and lunch is of substantial importance in the education process. We encourage parents to render their assistance in this matter. We also encourage parents to uphold the standards of the Adventist church in relation to diet and health. Vegetarian lunches are recommended. We ask that lunches do not



include caffeinated drinks and meat or meat products that are classified as “unclean” according to the Bible (see Leviticus 11). Some examples include pork, ham, bacon, shellfish, pepperoni, and sausage. If you have any questions regarding appropriate lunch choices please contact your child’s teacher. Also, students should not be exchanging lunch items with other students.

### **Lunches**

Specially prepared hot lunches will be made available on Friday. The cost of this meal is \$3.00 per meal. On other school days, parents will have to provide for their child’s lunch using the above nutrition guidelines (lunch bags should be marked with the student’s name).

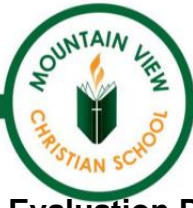
## **Academic Progress and Standards/Report Cards**

### **Curriculum**

MVCS follows a curriculum that is approved by the North American Division of Seventh-day Adventists. MVCS also applies and endorses the educational guidelines of the state of Pennsylvania.

### **Standards**

Standards in NAD Seventh-day Adventist schools reflect the Adventist worldview across the K-12 curricula as well as the integration of national and provincial/state standards. A detailed description of our K-8 Language & Math Standards can be found at following link: <http://adventisteducation.org/curriculum/elementary/standards>



## **Evaluation Procedures**

A formal assessment will be done each Fall, Winter and Spring using NWEA Map Growth Standardized Testing. This is for Grades 3-8. Additional monitoring of progress and informal assessments are administered throughout the year.

## **Grading Procedures**

MVCS utilizes the online grade book, Jupiter, located at [www.jupiter.com](http://www.jupiter.com) Parents are provided access through a user and password system which enables them to check their child's progress throughout the year.

## **Report Cards**

The school year is made up of four marking periods. Besides parental access to view their child's progress on a daily to weekly basis using, <https://login.jupitared.com/login/?84243> teachers may provide written mid-term progress reports.

Jupiter has a free app available for cell phones with the same login.

Grades on each progress report card reflect each student's performance in the work assigned and are not a comparison with other class members.

Parents are encouraged to contact the classroom teacher to discuss ways in which they may work together to help the student attain maximum academic success. All accounts must be paid in full by the last day of school. Diplomas, report cards, transcripts, or any other school record will only be released for a student once his/her account (including any and all charges) is paid in full. Anyone having a delinquent account will not be permitted to register for a new school year, unless satisfactory payment arrangements are made.



## **Parent/Teacher Conferences**

Two parent/teacher conferences will be scheduled during the school year. One conference is in the Fall at the end of the first nine weeks; the other conference is after the end of the third nine weeks. Parents may schedule other conferences during the school year at a mutually convenient time for the parent and teacher. Conferences may not take place during regular school hours. Teachers will contact parents of students who are demonstrating little or no progress to schedule a conference.

## **Transfer of Records**

Report cards, diplomas, transcripts, and other records will be released only if the student's financial account is paid in full.

# **Student Conduct**

## **Classroom & School Rules**

It is the goal of the MVCS School Board, teachers, and staff to provide a safe environment for all members of the school community. All students and staff share in the responsibility of developing and maintaining a climate which is conducive to a wholesome Christian environment for learning and living. In addition, all students are expected to behave in a manner which will naturally bring praise and respect to God, their families, their school, and to themselves. Attendance at MVCS is a privilege.

Appropriate personal habits include but are not limited to:

1. **Truthfulness and honesty** in work and actions.
2. **Courtesy and respect for others** - Students should be quiet in class, raise their hands to speak, not interrupt others,



walk-but-not-run in the classroom and hallway, eat with proper manners, and always address adults properly (Mr., Mrs., or Miss is always proper).

3. **Cheerful obedience to authority** (parents, teachers, administrators, etc., and school regulations) such obedience should be willing and prompt.

4. **Good conduct** in respect to social relationships, language and recreation behavior, are expected on school grounds, at school functions, and during travel to and from school or school functions.

5. **Cooperation** with others in playing or in working. Students must be willing to volunteer information in matters relating to the health, safety, and the welfare of the school community and the protection of school property.

6. **Harassing, bullying, or intimidating others will not be permitted.** This applies to traveling to and from school as well as time in the classroom, at recess, walking in the hallway, using the restroom, or waiting for a ride home as well as any off-campus school-related events.

7. **Inappropriate physical contact and conduct** - Students will respect other individuals and their personal space.

8. **Responsibility** in completing assigned or expected tasks.

9. **Assignments** -When a student is absent, it is the student's responsibility to request and complete assignments that were missed.

10. **Cleanliness in person and property**- Wash hands regularly. Do your part in picking up trash. Always use trash cans or wastebaskets when disposing of paper and food.

11. **Respect for property** of the school and other people's property. Students should show an attitude of respect and responsibility for the school and/or other student's property. Damaged or lost property will require reimbursement by the student.



**12. The school does not permit** gambling or dancing on school property or at school sponsored functions.

Some **specific classroom courtesies** that are asked of each student:

1. Upon entering the classroom, students should take a seat promptly and quietly.
2. Speaking out or expressing disapproval when another is speaking is both rude and unfair.
3. Bring proper supplies to class such as textbooks, assignment books, paper, pens, and notebooks.
4. Class will be dismissed by the teacher. Students may not get up before they are dismissed.
5. Students should get permission before entering a classroom to which they are not assigned and exiting a temporarily assigned classroom.
6. There is to be a prompt, positive response to authority. No arguing, back talk, or complaining will be permitted from students when being reprimanded by a teacher, administrator or parent in charge of an activity.
7. Students will use appropriate language at all times.
8. Students should not leave the building unless permission has been granted.

### **School Boundaries**

Children are not to leave the school grounds/property during the school day unless prior arrangements have been made between parent or guardian and the classroom teacher or principal.

### **Definition of Bullying**

In bullying there is a real or perceived imbalance of power



between the perpetrator and the victim. Bullying is designed to cause the victim to worry and to be annoyed to the point of distraction, and often leading the victim to fear coming to school or inability to complete normal daily activities. Attempts to damage someone's reputation, intentional repeated hurtful acts and words, badgering, provoking anger or resentment, creating feelings of persecution, threatening or terroristic language, manipulating, or influence (as by teasing) are included in the areas considered bullying. Bullies feed off any responses at all from their intended victims. A child who is the target of bullies should never, ever have to take responsibility for ending the bullying. When a child reports a bullying incident to a member of the MVCS staff, immediate responses will be taken to determine the consequences of the inappropriate action.

Threats to personal property, individuals, staff, and family members will not be tolerated. Aspects to bullying:

- Physical: punching, poking, hair-pulling, beating, biting, striking or physically contacting another student in an inappropriate manner.
- Verbal: name-calling, teasing, or gossiping.
- Inappropriate comments regarding race, color, gender, religion, or ethnic background.
- Harassment, inappropriate touching, innuendos, and actual abuse.
- Emotional or threatening: rejecting, humiliating, ostracizing, berating personal characteristics, ethnic or cultural background.
- Hazing Traditions: aggressive behavior that may be tolerated as traditional or socially acceptable such as spankings, hitting on arms and legs, and in general, abusive behavior to celebrate a birthday or other event.



## **Illegal Drug & Weapons Policy**

Possession of weapons or explosive devices, including fireworks are not allowed on school property. Drug or weapons offenses will be reported to local police department in accordance with Pennsylvania State law.

## **Other Dangerous Devices**

Devices determined dangerous by the staff will be confiscated, and appropriate disciplinary actions will be enforced.

## **Sexual Misconduct**

Mountain View Christian School, as a Christ-centered learning community, welcomes all those whose behavior and lifestyle are consistent with the beliefs of the Seventh-day Adventist Church. Regarding human sexuality, students can remain in good standing providing they conduct their lives in a manner that is consistent with the teachings of the Church on sexual orientation and behavior. Sexual harassment is unacceptable treatment, even in the form of teasing. MVCS does not admit or retain students who engage in sexual misconduct, which includes but is not necessarily limited to, non-marital sexual conduct or homosexual conduct, or those students who practice or appear to advocate for any form of sexual behavior or orientation that in the judgment of the school's administration is inconsistent with the Christian identity, teachings, beliefs, or faith mission of MVCS and the Seventh-day Adventist Church.

## **Consequences and Discipline**

It is the purpose of MVCS's discipline policy to provide a redemptive Christian environment that prevents and defuses issues before they evolve into serious conflict. Reports of





inappropriate behavior will be investigated. These behaviors may be real or perceived and may include, but are not limited to, physical, verbal, emotional, spiritual abuse, or threats directed toward others, self, or school property.

### **General Consequences of Inappropriate Behavior**

Whenever a student behaves inappropriately at school, a written note will go home for the parent/guardian to sign and return to school the following day. The teacher and student may develop a behavior modification plan at this time. Students engaging in inappropriate behaviors will face disciplinary consequences that may include but are not limited to the following:

1. A verbal warning.
2. Time out, refocus, or loss of privilege.
3. Repeated violations may result in the implementation of the step-by-step procedure for serious offenses as outlined below.

### **Serious Offenses: Step-by-Step Procedure**

In alignment with the discipline policy outlined above, the following is the step-by-step procedure that will be followed in the event that any one of the following offenses takes place: lying, stealing, bullying, vandalism and deliberate defiance/disobedience:

#### First Time Offense:

- 1) Principal **discusses** the offense with the student, ensuring that the student understands that his/her behavior is unacceptable and knows what will happen should the offense be repeated a second time (i.e. it will appear on the student's record)
- 2) Principal sends a **letter** home, informing the parent of the



offense and the action taken in response to the offense.

3) The offense and the steps taken in response to the offense are **documented**.

Second Time Offense:

1) Principal **conferences** with both the teacher and the student to address the matter. The student is informed of what will happen should the offense be repeated a third time (i.e. it will appear on the student's record and parents will be called in to discuss the matter).

2) Principal sends a **letter** home.

3) Offense and response are **documented** and will appear on the student's record.

Third Time Offense:

1) Principal **conferences** with parents, student and teacher to address the matter and to inform all parties of what will happen should the offense be repeated a fourth time (i.e. student will face a one- or two- day suspension)

2) Offense and response are **documented** and will appear on the student's record. 3) School Board chair is notified.

Fourth Time Offense:

1) Student is **suspended** from school for up to two consecutive school days. 2) Offense and response are **documented** and will appear on the student's record. 3) School Board is notified.

Fifth Time Offense:

1) Principal recommends, to the School Board, final dismissal of the student.

2) Offense and response are **documented** and will appear on the student's record. PLEASE NOTE: We reserve the right to skip any or all of steps 1-4 in extreme cases, for example acts of violence and threat to the physical safety of others. Students may only re-enter the school the following year on



probation.

### **Grievance Procedures (Resolving Conflicts)**

If there is a concern regarding the way in which a teacher handles a situation, please follow these procedures (see Matthew 18:15-17):

1. Make an appointment with your child's teacher to resolve the issue.
2. If the problem cannot be resolved between the teacher and you, an appointment should be made with the principal and teacher for further discussion of the problem.
3. If at this point you still feel you do not have the problem resolved satisfactorily, you may arrange an appointment with the teacher, Principal, and School Board Chair.
4. The Board Chair may choose to bring this to the Board for resolution. Such problems should not be discussed with other teachers, parents, students, or anyone else.

## **Student Dress Code**

### **Appearance**

As in all areas, it is our privilege to honor our Creator, especially in our dress. MVCS focuses on appropriate character development. Attire must be neat, healthful, and appropriate. Because MVCS desires to educate the total person, teaching proper principles of dress is included as part of the curriculum. Pupils are required to wear neat, modest and appropriate apparel that does not distract from our educational process.



- 1. Uniform Shirts-** Uniform shirts must be hunter green (dark green), royal blue, navy blue or classic red plain polo shirts, and can be either long-sleeved or short-sleeved. Older school uniform shirts with the school logo may be worn also. For **field trips & school pictures**—all students should wear a school uniform shirt with the school logo. Students may wear matching long sleeve shirts under the uniform but not over. On non-uniform days, such as *Spirit Week*, dress down days, or special field trips, all shirts and blouses must have sleeves.
- 2. Uniform Pants/Shorts/Skirts/Jumpers**—All bottoms should be khaki, navy blue, or black in color. All shorts need to be modest—no more than 2 inches above the knee and should only be worn when the weather permits. Girls may wear modest uniform skirts or jumpers in khaki, navy blue or black (standing knee-length, without slits) with either shorts underneath or proper PE clothes to change into. Black tights may be worn underneath skirts but must not be worn as the outer layer. No jeans may be worn to school. For **field trips**—all students should wear **khaki** pants or jeans.
- 3. Performance attire**—For special events, such as church services, special music at a church, Christmas programs, closing program, etc. students may be required to use the dress and suits that we have on hand for students to borrow. These will be on loan for the student to use for the year. We have a good number in stock so as a student grows we have something for them to exchange.
4. Clothing should be free of excessive showiness or ornamentation. Clothing that is worn, frayed, sloppy, or unkempt is not appropriate.
5. Any writing or printing on clothing must not represent any advertising or media references and must reflect Christian standards.
6. Jewelry may not be worn.



7. Natural make-up and nail polishes may be worn.
8. Shoes should have closed toes and must remain buckled or tied at all times.
9. Athletic shoes will be needed for Physical Education class. During wet or snowy days, it is recommended that boots be worn for outside activities. For health and safety reasons, students are not to go barefooted, or stocking footed.
10. Hats and/or sunglasses are for outside use and not permitted to be worn in the classrooms.
11. Hair is to be neat, clean, its natural color, and out of the eyes.
12. All extra clothing, jackets, lunches, etc., are to be kept in the student closet.
13. The responsibility to evaluate questionable attire lies with the principal and/or teacher. Direct communication with the parents on any dress code offense will be by direct conversation and/or letter. Students may be asked to call a parent to bring a change of clothes.

## **Parental Involvement, Volunteers, & Visitors**

### **Parental Involvement**

Parental involvement at MVCS is appreciated. For parents who wish to help, here are some ideas of how to get involved:

- Financial gifts are tax deductible. Encourage others to support Christian education.
- Donating supplies (e.g. paper, kitchen supplies, etc.)
- Serving as a room parent.
- Chaperoning field trips.



- Serving as a resource person when possible and feasible, such as sharing unusual occupations for special interests with classes.
- Encouraging students in fund-raising activities.
- Donating acceptable books to the school library. (Please understand that all books will be screened.)
- Supporting the school policies and procedures.
- Praying for the school, students, and staff.
- Contact the classroom teacher or principal to learn current classroom needs.
- Volunteer to participate in school maintenance work bees, weekly hot lunch or home and school fundraising.

## Volunteers

Volunteers are integral to the success of our school. We deeply respect and encourage the many efforts of our exceptional volunteers who give so willingly of their time to the staff and students of our school. Mountain View Christian School encourages and promotes the use of school volunteers in order to expand and enhance parental and community involvement within our school while maintaining safety and security for students and staff. **All volunteers must successfully complete all the necessary requirements (DISCLOSURE and AUTHORIZATION – BACKGROUND INVESTIGATION, WAIVER FOR FBI FINGERPRINTING, and PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION) and receive Board approval.** Please refer to our Volunteer Policy and its requirements and application process.



## **Visitors**

Parents are invited to visit the school to give encouragement both to the students and teachers. Children from other schools may visit our school, if arrangements are made in advance with the teacher and/or the principal.

When visiting the school or attending school functions, all visitors are expected to follow all school rules and policies with regard to tobacco, alcohol, and drug use. Please drive carefully and safely on the school grounds. Please refer to our Visitor Policy.

## **Home & School Association** **(PTO)**

This is MVCS's name for parent-teacher organization (PTO). It has been an important part of many Adventist schools. Everyone who works to improve our school may be a part of it. Meetings and events for the school are held throughout the year. The overall purpose is to unite the home, the school, and the church in their endeavors to provide Seventh-day Adventist Christian education for children. Our H&S is very active in planning and organizing events for the children and fundraising. A sample of a leader's handbook is found at

[http://adventisteducation.org/downloads/pdf/817\\_homeandsc](http://adventisteducation.org/downloads/pdf/817_homeandsc)

[hoolassociationhandbook.pdf](http://adventisteducation.org/downloads/pdf/817_homeandsc_hoolassociationhandbook.pdf)



## **Technology**

Computer programs, the Internet, Chromebooks, television, DVD's, videos, handheld games, etc. are used at school to facilitate learning and teach through interpersonal communications, access to information, research and collaboration. Students are expected to abide by all the rules established for the computers and other technology used in the classroom. All parents and students must sign a Technology Contract in order to use the computers at school. Student internet access will be protected with software that restricts access to objectionable sites on the Internet and eliminates a vast majority of potential problem situations. Cell phones, MP3's, radios, iPods, electronic games, etc. are not permitted during the regular school hours without special permission.

These devices must be turned off and kept in the book bag. Students may use the school telephone or their personal cell phones by permission only. MVCS is not responsible for the loss of any personal items. Abuse of this rule subjects one to discipline.

## **Internet & Computer Acceptable Use Policy**

### **Preschool - Grade 2**

In order to use the computer network and internet, I need to understand and agree to obey the following rules. If I do not





use the Internet and Network in the right way, my teacher may take away my privilege of using them.

### **Use Rules**

1. My teachers want me to use the internet to learn more about the subjects I'm studying at school. I will not use the Internet for any other reason. For example, I will not search for a comic book site when I'm supposed to be looking for something in science.
2. E-mail is available to me only when my teacher gives permission or directions. I will be polite to other people when writing or talking to them while on the network. I will not use words or language that my teacher or parent would not want me to use.
3. I am not to bring disks or CDs from home and put them in the computer. The files I create are to be saved into my personal folder. If I need to take a file home to continue my work, I will ask for a virus-free memory stick to use.
4. I may be given a password – a special word that only my teacher and I are to know. I may have to use this password to log onto a computer or to send email over the Internet. I know that I must never tell anyone what that password is. Even if my friend cannot remember his or her own password, I will not tell them my password. And I know that I am never to use another person's password. If I cannot remember my password, I will ask the teacher.
5. I will not get into folders or files that do not belong to me.
6. I will always use the computer equipment carefully. I will not take food or drinks to the computer area. I will be careful with the keyboard, mouse, headphones, and other computer parts. I will not poke things into the holes on the computer or push buttons on the computer or monitor. If it seems that the



computer is not working right, I will tell the teacher and not try to fix it myself.

7. I will print only after I have followed the Rules for Printer Use.

### **Safety Rules**

1. I will never give my name, my home address, any personal information about me, my telephone number, or information about my school phone or address to anyone I write to or talk with on the Internet. I know that almost anyone I contact is a stranger to me, and that I don't share personal information with strangers no matter how nice they seem to be. I will never send them personal information, such as a picture or my name, using an envelope and a stamp.

2. I will never put a picture of myself or a friend on the

Internet without my parent's permission.

3. I understand that sometimes I may see a site on the Internet that has pictures or words that my teachers or parents would not want me to see. I will not try to find those sites and, if I come across one of them by accident, I will leave it as soon as I can. I will use my back key to take me to another site. I will not continue to look at the site with the bad picture or words, and I will not show it to others around me. I will not print it out or save it. Then I will quietly tell the teacher what happened.

### **Legal Items**

1. People I write to or talk with on the Internet cannot see me, so they will not know what I look like or how old I am. I promise to never tell people that I am someone else. I will always check with my teacher before sending an email to someone



new.

2. I understand that the teachers and staff may look at documents and log files to ensure that I am using the system responsibly.

3. I agree that I cannot use the words or pictures I see on an Internet site without giving credit to the person who owns the site. I will not copy information from the Internet and give it to my teacher as my own work.

### **Grades 3 - 8**

In order to use the Computer Network and Internet, I need to understand and agree to obey the following rules. If I do not use the Internet in the right way, my teacher may take away my privilege of Internet use.

#### **Use Rules**

1. Time on-line is only for assignment work.
2. Go only to the Websites assigned by my teacher.
3. Treat people with respect – the way I would like to be treated.
4. Never download programs or files without my teacher's permission.
5. Never install any programs on the computer unless I am asked to by the principal.
6. I will only use e-mail services provided by the school.
7. Never bring disks from home and put them in the school computers.
8. Never open any email from someone I don't know.
9. Never print anything until I have followed the Printer Use Rules.
10. Never share my password with anyone.



## **Safety Rules**

1. Never give out personal information about my: name, address, telephone number, personal email address, and/or the name or address of my school.
2. Never give out personal information about someone else.
3. Always tell my teacher when someone asks me for personal information.
4. Do not put a picture of myself on the Internet without my parents' permission.
5. Never meet people in person that I have contacted on the Internet, without my parents' permission.
6. Always tell my teacher if I come across information or messages that are dangerous, mean, embarrassing or that make me feel uncomfortable. Use the Back key to leave the site, and then tell the teacher.
7. Never email someone for the first time without my teacher's permission.

## **Legal Items**

1. Teachers and staff may review documents and log history files to ensure that I am using the system responsibly.
2. I will not copy information from the Internet or local network and give it to my teacher as my own work. I cannot use the words or pictures from an Internet site without giving credit to the person who owns the site.
3. I am not to open other students' folders or files.
4. Chat rooms are off limits unless the teacher has entered with me or provided a monitored site.
5. Never look at, send, or try to find any pictures or words that I would not want my parents or the teachers to see.



## **Seventh-day Adventists** **Beliefs**

That both the Old and New Testaments of the Bible are the Word of God, inspired by the Holy Spirit, and the basis for Christian faith and practice (Sola Scriptura). II Timothy 3:16,17; II Peter 1:21; Isaiah 8:20; Revelation 22:18,19

In the Godhead (Trinity): Father, Jesus Christ the Son, and Holy Spirit, and unchanging unity of three co-eternal persons who were present at Earth's creation and who are personally interested in our lives and salvation. Malachi 3:6; Genesis 1:1,26; Hebrews 1:1-3; John 1:1-3,14; 3:16,17; 14:16,26; 15:26; Matthew 10:29-31; 28:19

That Christ became human flesh, lived, died, and was resurrected for all humanity so that we may choose life eternally with Him in heaven, where He now continues to minister as our High Priest in the heavenly sanctuary. Matthew 1:21; John 1:14; Luke 24:46,47; Romans 5:8-21; Revelation 3:5; 22:14; Hebrews 4:14-16; 9:1-28; I John 2:1,2

That the world must know that Christ's Second Coming is very near, literal, visible to all living, and will come unexpectedly. Matthew 24:30-33; John 14:1-3; Acts 1:11; I Thessalonians 4:16,17; Revelation 1:7; II Peter 3:10

That Christ's followers will receive immortality and be taken to Heaven at His Second Coming where they will live and reign with Him a thousand years, after which the new Jerusalem shall descend upon the earth made new. Job 4:17; John 3:16; Romans 6:23; I Corinthians 15:51-54; I Timothy 6:15,16; I Thessalonians 4:17; John 14:2,3; Revelation 20:4; 21:1-22:5;



Isaiah 65:17; II Peter 3:13

That the dead are in an unconscious state (sleep) and will be resurrected to eternal life or eternal destruction. Genesis 3:19,22-23; Job 14:10-15,21; Ecclesiastes 9:5,6,10; Psalms 6:5; 13:3; 21:8,9; 37:20,38; 49:15; 145:20; Isaiah 26:14,19; Ezekiel 18:20; Daniel 12:2; Malachi 4:1-3; John 3:16; 5:28,29; 11:11-14,23-26; Romans 6:23; Acts 24:15, I Thessalonians 4:13-18; II Thessalonians 1:9; II Peter 3:10; Revelation 20:4-6,9-10,12-15; Hebrews 2:14; Compare Luke 23:43 with John 20:17

In practicing two ordinances established by Christ to remind us of His life, death, and resurrection: immersion baptism, which also represents new birth and acceptance of the Gospel; and the Lord's Supper with foot washing. Matthew 3:16; 28:19,20; Acts 2:38; 8:12,38; Romans 6:3-6; Colossians 2:12; John 3:1-8; 13:1-17; I Corinthians 11:23-29

That righteousness comes by faith in Christ and that all Ten Commandments are the standard of righteousness by which mankind will be judged and which Christians desire to obey. Romans 3:20-31; 4:3-5; 6:1,2,14,15; 7:7; Ephesians 2:8,9; Exodus 20:3-17; Matthew 5:17-19; 19:17; 22:37-40; John 14:15; James 2:10-26; I John 2:3-6

That the seventh-day Sabbath remains the sign of God as Creator and is to be kept holy. Genesis 2:3, Exodus 20:8-11; Nehemiah 13:15-22; Isaiah 58:13; 66:22,23; Luke 4:16; 6:5; 23:54-56; Acts 16:13; 17:2; 18:4; Hebrews 4:3-11; Revelation 14:7

In the gifts of the Spirit, including the spirit of prophecy. Ephesians 4:8,11; Revelation 12:17; 19:10



In support of the gospel through our time, tithes, and offerings. Colossians 3:23,24; Matthew 6:19-21; 25:34-40; 23:23; Genesis 28:22; Leviticus 27:30,32; Malachi 3:8-12; I Corinthians 9: 11-14; 16:1,2; Hebrews 7:1-22; I Timothy 6:17-19

In discarding unhealthy practices such as the use of harmful drugs, alcohol, tobacco, and unclean meats. Genesis 7:2; Leviticus 11:1-47; Proverbs 20:1; 23:29-35; Isaiah 66:15-17; Daniel 1:8; Acts 11:6-9,18; I Corinthians 3:16,17; 6:10; 10:31

In modesty in dress and deportment and avoiding all questionable worldly amusements. I Timothy 2:9,10; I Peter 2:11; 3:3,4; Genesis 35:2,4; Exodus 33:5,6; II Kings 9:30; Jeremiah 4:30; Matthew 24:37-44; Romans 12:1,2; 13:11-14;

I Corinthians 10:1-14; Ephesians 5:1-21; Philippians 4:8; James 1:27; I John 2:15-17; 5:21

That salvation comes as a gift of God and is not received through any merit of the sinner. That applying any foregoing principles does not allow an individual to “earn” a place in heaven but is the result of a prayer-filled walk with Christ, our loving Savior. Matthew 7:15-27; Ephesians 2:8; Galatians 2:16-21; 3:11,23-25; Romans 9:30-32.



## **Student / Parent Pledge**

As part of the registration process the student and parent(s) will sign a statement to the effect that they have received and read the school handbook and agree to the terms contained therein. It is mutually agreed that every student who presents him/herself for admission to the School Board thereby pledges to observe willingly all its regulations and to uphold the Christian principles upon which the school operated. If a student or parent shows an unwillingness to cooperate with the expectations as outlined in this handbook or as announced by the faculty during the year, the student and parent(s) are assumed to have canceled their pledge, therefore disqualifying the student to continue attending our school.





PROVIDING CHILDREN WITH EDUCATION FOR ETERNITY

# Appendix A

## Registration & Tuition Rates

**Registration:** \$200 - Due at time of application

**Early Registration Discounts:** \$50

**Tuition Payment Schedule:** 10 months (August - May)

**Tuition:** Grades K-8, \$375/mo. (\$3,750 per school year or \$1,875 per semester)

**Tuition:** Grade PreK, \$325/mo. 5 days per week (\$2,750 per school year or \$1,375 per semester)



# Appendix B

## Attendance Addendums

- Student Absence Form
- Student Pre-Planned Absence Form
- School Attendance Improvement Plan



School Name: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian First Name: \_\_\_\_\_

Parent/Guardian Last Name: \_\_\_\_\_

Absent Student(s) First Name(s): \_\_\_\_\_

Absent Student(s) Last Name(s): \_\_\_\_\_

What day (or days) was the student(s) out? \_\_\_\_\_

Reason for Absence:

Student Illness     Medical Appointment\*     Dental Appointment\*     Other – please specify

*\*Requires a note from a doctor or physician.*

Other:

(For Illness ONLY) Please give us some details on how your student was ill:

\_\_\_\_\_  
\_\_\_\_\_

The student(s) was/will be:     Out All Day     Late     Leaving Early

What date can we expect the student to return? \_\_\_\_\_

(For partial day absentees ONLY), what estimated time will the student(s) return or need to leave? \_\_\_\_\_



## Pre-Planned Student Absence Form

PA CONFERENCE  
EDUCATION

School Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Pre-Planned Absences Request Form

- The Pennsylvania Conference Schools allow a maximum of 5 school days per school year for pre-planned absences. Additional days over the 5 maximum will be recorded as unexcused days.
- The required form must be completed a minimum of 5 school days in advance and requires Principal pre-approval. Absences taken without the required notice will be recorded as unexcused days.
- Pre-planned absences can include vacations, traveling, etc.
- Teachers are not required to provide make-up work in advance of pre-planned absence days. Make-up work will be given upon the student's return along with a timeline for completion.

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

Dates requested: \_\_\_\_\_

Prior number of excused days for educational trips during the current school year\*: \_\_\_\_\_

*\*Policy: A maximum of five (5) days per school year will be approved for pre-planned absences. Any days requested beyond the five (5) approved cumulative days will be coded as unexcused/unlawful. Three (3) or more unlawful absences during the school year is considered habitually truant under definitions set forth by the Pennsylvania Department of Education.*

Name of adult accompanying student: \_\_\_\_\_

Relationship of adult accompanying student: \_\_\_\_\_

\_\_\_\_\_  
PARENT NAME PRINTED\_\_\_\_\_  
SIGNATURE OF PARENT\_\_\_\_\_  
DATE

### THIS SECTION FOR SCHOOL USE ONLY:

Date Completed Form Received: \_\_\_\_\_

 Approved  Denied Principal's Signature: \_\_\_\_\_ Parents/Guardians Notified  Teachers Notified  Recorded in Attendance

Office Notes:



## School Attendance Improvement Plan (SAIP)



PA CONFERENCE  
EDUCATION

### BASIC STUDENT INFORMATION

STUDENT NAME: \_\_\_\_\_ GRADE LEVEL: \_\_\_\_\_  
HOME ADDRESS: \_\_\_\_\_  
SPECIAL NEEDS/IEP:  YES  NO SECTION 504 PLAN:  YES  NO

### PARENT INFORMATION

NAME OF PARENT/GUARDIAN: \_\_\_\_\_  
HOME ADDRESS: \_\_\_\_\_  
WORK ADDRESS: \_\_\_\_\_  
HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_  
NAME OF PARENT/GUARDIAN: \_\_\_\_\_  
HOME ADDRESS: \_\_\_\_\_  
WORK ADDRESS: \_\_\_\_\_  
HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

### GOALS

GOAL: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
PROJECTED DATE OF ATTENDANCE IMPROVEMENT: \_\_\_\_\_  
DATE OF SAIP MEETING: \_\_\_\_\_

### LIST OF THOSE WHO ATTENDED THE SAIP AND THE ROLE/RELATIONSHIP TO STUDENT




**STRENGTHS OF STUDENT/FAMILY**

DESCRIPTION	RELEVANCE TO THE PLAN

**GENERAL INFORMATION REGARDING FAMILY HABITS/ROUTINES**

DOES THE STUDENT HAVE SIBLINGS, STEP OR HALF-SIBLING, OR ARE OTHER CHILDREN OR YOUNG ADULTS LIVING IN THE HOUSEHOLD?  YES  NO

IF YES, PLEASE EXPLAIN: \_\_\_\_\_

WITH WHOM DOES THE STUDENT LIVE DURING THE WEEK? \_\_\_\_\_

WHAT TIME DOES THE STUDENT WAKE UP ON A SCHOOL DAY? \_\_\_\_\_

WHAT TYPE OF TRANSPORTATION DOES THE STUDENT USE TO GET TO SCHOOL? \_\_\_\_\_

ADDITIONAL INFORMATION/COMMENTS: \_\_\_\_\_

**ASSESSMENT/AREAS OF NEED**

PRIMARY	SECONDARY

ADDITIONAL INFORMATION/COMMENTS: \_\_\_\_\_

**SOLUTIONS**

DESCRIPTION	RESPONSIBLE PARTY(IES)	PROJECTED COMPLETION DATE

**SPECIFIC POTENTIAL BENEFITS TO STUDENT FOR IMPROVED ATTENDANCE WITH PLAN**

SHORT TERM BENEFIT	LONG TERM BENEFIT



THIS SAIP WAS CREATED COLLABORATIVELY TO

- ASSIST THE STUDENT IN IMPROVING ATTENDANCE;
- ENLIST MY/YOUR SUPPORT AS THE PARENT(S)/GUARDIAN(S); AND
- DOCUMENT THE SCHOOL'S ATTEMPTS TO PROVIDE RESOURCES TO PROMOTE THE EDUCATIONAL SUCCESS OF THE STUDENT.

WE AGREE WITH THIS PLAN, INCLUDING ALL REQUIREMENTS AND CONSEQUENCES SET FORTH HEREIN, AND WE AGREE TO COMPLY WITH THE TERMS SET FORTH IN THE PLAN. PARTIES IN AGREEMENT WITH THIS PLAN WILL SIGN BELOW:

STUDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENT OR GUARDIAN: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENT OR GUARDIAN: \_\_\_\_\_ DATE: \_\_\_\_\_

IF THOSE PERSONS LISTED ABOVE DISAGREE AND REFUSE THE TERMS SET FORTH IN THE PLAN, PLEASE SIGN BELOW:

STUDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENT OR GUARDIAN: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENT OR GUARDIAN: \_\_\_\_\_ DATE: \_\_\_\_\_

SHOULD WE THE PARENT/GUARDIAN HAVE DIFFICULTY IN IMPLEMENTING THE PLAN OR ARE NOT CLEAR ON THE ROLES OF EACH PARTY, WE CAN CONTACT THE FOLLOWING SCHOOL PERSONNEL WITH QUESTIONS OR CONCERNS PRIOR TO THE SCHEDULED PROGRESS MEETING.

SCHOOL PERSONNEL CONTACT INFORMATION: \_\_\_\_\_

DATE FOR FOLLOW-UP MEETING (IF APPLICABLE): \_\_\_\_\_

STAFF MEMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

PROVIDE A COPY OF THIS FORM TO ALL PARTIES BELOW:

STUDENT (IF OVER THE AGE OF 15)

PARENT/GUARDIAN

SCHOOL



PROVIDING CHILDREN WITH EDUCATION FOR ETERNITY