



PARENT-STUDENT H A N D B O O K 2 0 1 7 - 2 0 1 8

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Message from the Superintendent

As Superintendent of Mississippi Valley Christian School, I would like to say that we are excited about Christian education. We believe that Jesus Christ should have the preeminence in everything in our lives. Certainly, we should make sure He is in the center of our children's education.

We are pleased with your interest in MVCS and want you to know that we are committed to pray for our students and to do all that we can, by the grace of God, to help them learn to walk with the Lord.

We are striving for academic excellence and the development of Christian character and integrity in every student.

We hope we can be an extension of your home and your church in training up your children in the way they should go.

Superintendent

Handbook Purpose

This **Parent–Student Handbook** has been prepared to inform you of school policies and procedures. Please read it thoroughly. MVCS reserves the privilege of amending, changing, deleting, or adding to the rules, regulations, and policies as necessary for maintaining order and for the accomplishment of the goals and objectives of the school. If you have any further questions, we will be glad to answer them for you.

A good handbook **does not** produce a good school. We know that, and we do not expect these regulations to do what we cannot do – guarantee a right heart. Therefore, we ask all those associated with Mississippi Valley Christian School to renew their own commitment to God and His Word. That **does** produce a good school.

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Introduction

Welcome to Mississippi Valley Christian School

Superintendent Vacant
AdministratorMr. David Schneider

MISSION STATEMENT

The mission of Mississippi Valley Christian School is to assist parents in fulfilling their God-given responsibility of training their children to be conformed to the image of Christ spiritually, academically, socially, and physically in order to fulfill the Great Commission.

STATEMENT OF OWNERSHIP AND OPERATION

Mississippi Valley Christian School (MVCS) is a ministry of Faith Baptist Church in Godfrey, Illinois. Faith Baptist Church, working through its pastor and administrator, strives to provide educational excellence. The School Board, made up of the deacons, acts as policy advisor to the pastor and administrator.

MESSAGE TO PARENTS

We are thankful to have you as part of our school family. A Christ-centered education for children is the responsibility of all parents. Our ministry here at Mississippi Valley Christian School is to provide a challenging education, based on biblical principles, which will be helpful to parents in meeting this God-given duty for our children.

Knowing how to make a living is an important part of an education, but it is more important to be taught *how* to live. A Christian education prepares a student for adulthood by instilling within him an understanding that he is “fearfully and wonderfully made” and that God has a specific will, place, and purpose for each person. As parents and Christian educators, our duty is to prepare our students to find that special place of service.

Our school is blessed with teachers and staff who know Jesus Christ as their personal Savior. The teachers are not only prepared to teach a curriculum integrated with the truth of God’s Word, but they also purpose to be role-models of Godly living. Our goal is to see students go from this school having a strong conviction for morality, a deep spirit of patriotism, and a tender heart toward responsible Christian living.

MVCS has partnered with Rediker Software to provide a complete Student Information System via the internet. Rediker Software's PlusPortals are a family of interactive web portals for parents, students and teachers. This software suite will help us maximize school-to-home communication and inspire student performance and success by enabling us to instantly share data and engage with parents and students in a secure environment. Parents not having internet access may come to the school to use a computer to view their information. The website address is: www.plusportals.com/MVCS. New families will be given login identification information once their child has been accepted into our school.

MESSAGE TO STUDENTS

Your parents, teachers, and Faith Baptist Church have sacrificed so they can give you the opportunity to attend a Christian school which seeks to honor and glorify God in all that is undertaken. Take advantage of the privilege that the Lord has given you.

We encourage you to set goals for this school year and strive, through the power of the Holy Spirit, to work to accomplish them. Start this year with a commitment to God to set the example by being a Christ-like leader. Stand up for what is right and do not buckle under the pressure of sin. Never underestimate what God can do with and through your life.

This booklet contains rules for student attitudes and conduct. We want to be clear: obedience to these rules does not equate with spirituality. These rules are not to be misunderstood as “absolute truth” which is God’s Word alone. But some of these rules or standards are our application of that Truth for the efficient operation of our school. They serve as a guide to train and instill self-discipline in the life of a student. They are like “guard rails” on a winding highway. They protect the driver from serious harm to themselves and others.

STATEMENT OF FAITH

1. We believe the whole Bible from Genesis 1:1 to Revelation 22:21 as the verbally inspired and infallible Word of God.
2. We believe Jesus Christ was born of Mary, the Virgin, and is the Son of God, and is God the Son.
3. We believe that Christ died for our sins according to the Scripture, the Just for the unjust, that He might bring us to God.
4. We believe that He rose from the grave the third day according to the Scriptures.
5. We believe that He, only, is the great High Priest, and we need not the intercession of any man, but that Christ ever liveth to make intercession for us.
6. We believe that Christ will come again in person, bodily, visibly, to establish His Kingdom on earth.
7. We believe that in order to be saved, the soul must be born again --“Ye must be born again.” (John 3:7)
8. We believe that every truly born again soul should declare his faith by the act of baptism (immersion in water) setting forth the Lord’s death, burial and resurrection.
9. We believe that the local church is a body of baptized believers whose mission is to glorify God and to preach the Gospel to a lost world.
10. Human Sexuality
 - a. We believe that God has commanded that no intimate sexual activity be engaged in outside the bond of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God’s gift of sex. We believe that God disapproves of and forbids any attempt to alter one’s gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29, I Cor. 5:1; 6:9; I Thess.4:1-8; Heb. 13:4)
 - b. We believe that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; I Cor. 7:10; Eph. 5:22-23)

HISTORY OF MISSISSIPPI VALLEY CHRISTIAN SCHOOL

Several families of Faith Baptist Church in Godfrey, Illinois, founded Mississippi Valley Christian School in 1974. That first year the school consisted of a student body of ten and one teacher. A rapid growth in those early years soon made a bigger facility necessary.

In 1977, contact was made with the owners of the vacant campus of the Western Military Academy in upper Alton. After much prayer and long negotiations, Faith Baptist Church was able to purchase the buildings and 19 acres of the Academy property. Renovations and repairs began immediately. In the fall of 1978, after many volunteer man-hours, the school was ready to open on time at this new location. A few years later, the remaining Academy property was purchased.

In 1980, the first graduating class, nine seniors, received their diplomas. From its beginning Mississippi Valley Christian School has been serving Christian families of the River Bend area. Most of our graduates have gone on to college and many are in full time Christian ministry. Presently, several of those early graduates have their children enrolled in Mississippi Valley, their alma mater.

Admission Policies

ADMISSION INFORMATION

Mississippi Valley Christian School is dedicated to helping young people achieve appropriate academic skills, grow in their faith, and develop Christian character traits in their lives. For these goals to be reached, it is important that our students have an open heart to the biblical values and standards taught by this school. Parents must support these goals by providing a Christian home and attend a Bible believing church. The Christian school compliments the home and church, which means that all three should be in biblical agreement for a truly well rounded Christian education of the child. It is therefore necessary that all the parents agree with the philosophy and teaching of the school. Attendance at MVCS is a privilege not a right.

MVCS admits students of any race, color, national and ethnic origin (who have general normal academic ability) to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Applicants who have specific academic difficulties and/or disabilities needing professional help beyond our resources cannot be admitted. **No married or unmarried parent or expectant parent will be considered for admission.**

All students are admitted on a nine-week trial period. A student may be asked to take a placement test. If the child fails to make acceptable progress or fails to adjust to the program of the school, the parents will be expected to give additional help at home. The school reserves the right to place the child in a lower grade if it is deemed necessary. An additional probation period may be set for poor academic performance or behavioral problems.

MVCS does not admit students who come for the sole purpose of correction. Applicants who have been expelled from another school, public or private, will not be considered for admission within two semesters of their expulsion.

NEW OR TRANSFER STUDENTS ENROLLMENT PROCEDURES

Applications may be picked up in the office during regular school office hours or requested by phone or mail. To become better acquainted with the school, a new family may request an informational interview before presenting an application.

RE-ENROLLMENT

Usually in March a special re-enrollment discount is offered. Students already enrolled are given first priority for the next school year. Vacancies are filled on a first-come, first-served basis for new students.

PROCEDURE FOR WITHDRAWAL OR EXPULSION

The parent or guardian must pick-up and complete a Withdrawal Form and return it to the school office prior to withdrawing the student from school. All financial obligations must be properly satisfied before any transcripts will be released. **The student will be charged for the entire month of withdrawal/expulsion plus an additional \$50.00 as a withdrawal penalty fee. The Activity Fee and any other fees are not refundable.**

Academic Information

Mississippi Valley Christian School is a member of both the Illinois Association of Christian Schools and the American Association of Christian Schools.

EDUCATIONAL OBJECTIVES

It is the desire of MVCS to develop within each student a Christian worldview and philosophy of life which will help them make wise choices in their personal walk with their Savior the Lord Jesus Christ. (Colossians 2:6-10) We offer each student an instructional program that is based on God's Word so that each student is well grounded in the basics of each major area of study. (II Peter 1:4-8)

K-4 and K-5 Program

These programs are designed to prepare students spiritually, academically, socially, and emotionally for the elementary school program. The student will begin many of the basic learning skills such as reading, math, and Bible memorization. The reading program is based upon the phonics approach and the K-5 student will be reading short and long vowel words.

Elementary Program

The elementary program is designed to develop learning skills in all subjects. These include: Bible, English, spelling and vocabulary, reading, math, science, history, penmanship, music, health/physical education, and art.

Junior High Program

The course of study for students entering junior high provides for the development of God-dependence and stability in this transitional time along with a continuous building on the foundations taught in previous years in all subject matter. Participation is encouraged in the broadening array of activities provided for them at this level.

Senior High Program

The major subjects for high school students are Bible, math, social studies, science, and English. Students can select additional courses that will prepare them for college.

RECOMMENDED HIGH SCHOOL SEQUENCE

Year	College Preparatory	General
9 th	Bible* English I/Writing* Geography* Algebra I* Physical Science* Health/Physical Education*	Bible* English I/Writing* Geography* Algebra I* Physical Science* Health/Physical Education*
10 th	Bible* English II/American Literature* World History* Geometry*	Bible* English II/American Literature* World History* Geometry*

	Biology* Health/Physical Education*	Biology* Health/Physical Education*
11 th	Bible* English III/Writing* Algebra II* US History* Chemistry and/or Physics	Bible* English III/Writing* General Math* US History* Electives
12 th	Bible* English IV/British Literature* Government* Speech* Pre-Calculus Electives	Bible* English IV/ British Literature* Government* Speech* Electives

*Required courses

Some courses on the junior high and high school levels are given on an alternate year basis so the sequence may vary. A student may select from a variety of electives. (Prerequisite for Physics and Pre-Calculus is a “C” in Algebra II.) Foreign language courses will be offered as an elective. Students and parents should check with prospective college choices to see what they require. **Credit recovery due to failure of a course will be completed through the abeka academy at the student’s expense.**

GRADUATION REQUIREMENTS

Subject	Credits
Bible	4
English/Literature/Writing	4
Mathematics	3
Science	2
Social Studies	4
Speech	0.5
Health/Physical Education	1
Electives	2.5
Total Credits (Minimum)	21

The Valedictorian must have at least a 3.7 grade point average and the Salutatorian must have at least a 3.1 grade point average. A senior’s GPA for determining the Valedictorian and Salutatorian will be based on the senior’s grades through the end of the third quarter of their senior year. Their actual ranking and GPA on their final transcript may vary depending on how they do grade wise during the fourth quarter of their senior year. The Valedictorian and Salutatorian must have attended MVCS for at least their last two full school years to be considered for this honor.

Credits for classes taken in grades 9 – 12 will be given on a semester basis.

All students must pass a United States Constitution Test and Illinois State Constitution Test.

GRADUATION POLICIES

Those students graduating from Kindergarten or high school will not receive their diploma until their school bill is paid in full.

Seniors will not be able to march if they lack more than one credit for graduation. They may march if arrangements have been made with the administrator to earn their one or less credit in an approved program before graduation day. MVCS cannot be responsible for the inconvenience caused by failing courses during the student's school tenure.

PROMOTION/RETENTION POLICY

Sometimes it is in the best interest of elementary or junior high students to be retained at their current grade level. This allows for maturation and further development of basic skills which are essential to future success in school and in life.

Grades K-8

The school will promote or retain any child upon the recommendation of the student's primary classroom teacher(s). Consideration will be given to grades in all subjects, but primarily to the level of work in reading and math in grades K-3 and English and math in grades 4-8. Consideration will also be given to achievement test scores as well as other criteria. All retentions must meet with the approval of the administrator. Work in a summer school program may be allowed for promotion at the discretion of the administrator.

Grades 9 - 12

At the high school level the number of semester credits earned determines a student's grade level. High school students whose semester grade for a course is an "F" must repeat that semester course or complete an approved (by the administrator) independent study or summer school before credit can be granted.

GRADE CLASSIFICATION

In order to be a freshmen (grade 9), a student must be promoted from the eighth grade level upon the recommendation of his teacher.

In order to be a sophomore (grade 10), a student must pass a minimum of 5 credits at the ninth grade level.

In order to be a junior (grade 11), a student must have a minimum of 11 credits at the tenth grade level.

In order to be a senior (grade 12), a student must have a minimum of 15 credits at the eleventh grade level.

Transfer students may be exempted from some of the above requirements at the direction of the administrator.

REPORT CARDS AND WEEKLY PROGRESS UPDATES

Our reporting system is designed to give parents and students an indication of the academic and spiritual progress that is being made. The PlusPortals will be updated each week so the parent and student can monitor their progress. Report card evaluations will be issued four times during the school year at the end of each quarter. Parents and students may consult their teachers about their course progress at any time.

Elementary (K5–6) students will receive two copies of their Report Card: one must be signed and returned to the teacher within two (2) days. Secondary students (grades 7–12) will receive one copy of their Report Card, except for any student who receives an “F” in any subject. That student will receive an extra copy which will need to be signed by a parent and returned to the office within two (2) days after they were issued. Failure to do so will result in demerits and the parent being notified.

If a student has failed to complete any required work because of circumstances approved by the administrator, he will receive an “incomplete” (I) on the report card. The student is responsible to contact the teacher, finish the required work within one week after receiving the (I) to prevent it from becoming an “F.”

There will be a \$5.00 charge for lost report cards. For graduating seniors, the school will issue one personal transcript and will send up to four transcripts to colleges of their choosing. There will be a \$5.00 charge for each additional transcript. The school will not issue transcripts for any student whose financial account is not current.

TESTS

Semester exams are required for grades 7-12. The exam will cover material only from that semester. Seniors are exempt from final exams during their last semester unless their course average is failing.

In addition to regular course tests, MVCS annually administers the following tests: Iowa Assessments (Grades K-11) and the PSAT.

Other tests and information are made available to students, though not administered through the school (i.e. ACT, SAT, etc.).

HOMEWORK

Each teacher may give homework as he sees necessary and as often as necessary to aid his pupils learning. Homework should be checked or collected at the beginning of the class when it is assigned and is considered late if not completed. All homework does not need to be graded, but should be inspected. Each teacher should be certain each homework assignment is reasonable and purposeful. Most homework assignments should be limited to no more than one half hour daily for each subject at the secondary level; but that will vary from student to student. As an elementary student progresses in grade level he should have more homework. Minimal amount of homework should be given on Wednesday nights to allow for students to attend Prayer Meeting. Rarely will homework be scheduled during holidays except long term assignments.

LATE/INCOMPLETE ASSIGNMENTS

Frequent homework assignments:

Teachers will use the PlusPortals to inform parents and students of late or incomplete assignments. Teachers in grades 1-12 will not accept late graded homework assignments that would be classified as frequent daily homework unless there are valid circumstances. The assignment will be recorded as a zero.

Minor or Major projects

Teachers in grades 3-6 will deduct 10% for each day late for up to three days (30%) off their grade. After the three days it will be a zero.

Teachers in grades 7-8 will deduct 10% for each day late for up to two days (20%) off their grade. After the two days it will be a zero.

Teachers in grades 9-12 will accept projects that are one day late, but it will incur 10% off their grade. After the one day it will be a zero.

At the teacher's discretion on major projects, he may offer the student a way to earn back some points so it is not a zero. The goal is to have students understand that there are consequences to choices, but also to extend some hope if he has learned from his wrong choice.

MAKE-UP WORK

If a student was given an assignment (test, quiz, homework, project, etc.) prior to his/her absence and the student was only absent from class the day the assignment is due, the student must then complete the assignment for that missed day he/she returns to class. (Example, student was notified on Monday that there would be test on Wednesday. The student was absent Wednesday and they returned to class on Thursday. The student would be required to take the test on Thursday.) If the student missed the day before the assignment was due, then he/she would have to complete the assignment by the next school day after the original assignment was due. (Example, student was notified on Monday that there would be test on Wednesday. The student was absent Tuesday, and they returned to class on Wednesday. The student would be required to take the test on Thursday.) Assignments that were assigned while the student was absent from a class will receive one extra day to complete the assignment. (Example, a student was absent Monday, an assignment was given for the next day. The student came back Tuesday, the assignment would be due Thursday.) Any student absent for two or more days will be given the number of days absent plus one extra day to make up any assignments. (Example, student is absent Monday through Wednesday which would be three days. Any assignments given during the absences would have a maximum total of four days to complete assignments. The first day the student comes back would count as the first day.) Any assignment (test, quiz, project, homework, etc.) not made up by the amended due date will have its grade reduced by the guidelines for major or minor projects.

For grades 7-12, it is the **student's responsibility** to check with the classroom teachers to get all missed assignments during an absence. If a request is made for the teachers to get homework, it needs to be finished upon return to school.

PLAGIARISM/CHEATING

Webster's Dictionary defines plagiarism as "...to steal and pass off (the ideas or words of another) as one's own use without crediting the source." It would be considered plagiarism if two or more students worked on a project that was to be only an individual's work. Any student at MVCS caught plagiarizing from any source, including the Internet, will receive the appropriate consequences. A student will receive a zero for any graded work if cheating was involved. A secondary student will also receive a minimum of five (5) demerits.

COURSE CHANGE

No high school course may be dropped or added after school begins unless the student secures permission from their parents and the administrator by completing a Withdrawal/Add Course Form. This must be done before the end of the second week of the semester. Any course dropped after such time will be recorded as an "F" unless such a change is recommended by the administrator.

STUDY HALL

All students are expected to come to study hall with work to do or an approved book to read. Study hall is a place for study not play.

HONOR ROLL

To recognize academic achievement, the honor roll is published quarterly. Only academic subjects are considered in computing the honor roll. Choir, physical education, and other non-academic classes are not included; however, if the student receives an "F" in one of these classes, it would disqualify them. For year-end Awards Assembly purposes for secondary students, students receiving an "F" on a semester grade will be disqualified from being placed on any honor roll.

Elementary Honor Roll (Grades 3 - 6)

"A" Honor Roll - Students who have made all "A's" or "A-'s".

"B" Honor Roll - Students who have made all "A's" and "B's".

Secondary Honor Roll (Grades 7 - 12)

Pastor's Honor Roll - Students with a minimum GPA of 3.7 and not more than one major subject grade of "B".

Honor Roll - Students with a minimum GPA of 2.8 and not more than one major subject grade of "C".

ACADEMIC GRADING SCALE

	GPA		GPA
100 - 99.....A+	4.3	92 - 91 B+	3.6 – 3.5
98 - 95.....A	4.2 – 3.9	90 - 87 B	3.4 – 3.1
94 - 93.....A-	3.8 – 3.7	86 - 84 B-	3.0 – 2.8
83 - 80.....C+	2.7 – 2.4	72 - 70 D+	1.6 – 1.4
79 - 76.....C	2.3 – 2.0	69 - 67 D	1.3 – 1.1
75 - 73.....C-	1.9 – 1.7	66 - 65 D-	1.0 – 0.9
64 - 0.....F	0.0		

One-half point (.5) will be added to GPA of "Honor Classes" (Chemistry, Physics, Pre-Calculus, and second year foreign language classes).

Attendance Policies

Regular attendance at school is absolutely essential to the progress of a student. This is necessary to keep up with the daily work and to conform to state laws. We all know that absences and make-up work create a burden for students, parents, and teachers. Research clearly indicates that class attendance and participation are needed for success in school. In addition to the academic perspective, faithful attendance in school is practical Christian character training and a demonstration of proper stewardship. Therefore, every effort should be made to be in school every day on time.

It is true that school attendance policies may restrict the flexibility of family plans. However, also recognize that we have built into our school schedule sufficient opportunities for families to plan for extended times together. We do understand that occasionally important family situations arise that may require missing school. We do expect that every effort be made to plan within the allowances in the school calendar. Please pay special attention to days like achievement testing and semester exams. Only one (1) day may be used immediately before or after Spring Break.

In order to operate efficiently and to produce a high caliber student, MVCS closely follows the prudence underlying the Illinois Compulsory Attendance Laws comprised in *The School Code of Illinois* (TSCI).

NOTIFICATION OF ABSENCES

If a student (K4 through 12th grade) has an unexpected absence, a parent is expected to call or email the office by 8:30 a.m. and state the reason and expected length of absence. A parent may call before the office is open and leave a message on the answering machine. If the parent does not notify the office, then the student's absence will be considered an unexcused absence and will incur an academic penalty.

For each day that a student has an unexcused absence, all graded school work will be reduced by 10%.

For a planned absence, the parent must send a written note to the office stating the student's name and days he will be absent and for what reason. (This notice should be received at least three days prior to the absence.) It is the student's or parent's responsibility to obtain all assignments prior to being absent and the assignments would be due upon return. All missed tests and quizzes must be completed within three days of returning.

EXCESSIVE ABSENCES

If a student has thirty (30) or more absences per year, the school reserves the right to retain the student, regardless of academic achievement.

NOTIFICATION OF TARDINESS

For pre-arranged appointments, notification must be given to the office **before** the previous school day via a written note (preferably), email, or a phone call. Otherwise students arriving after 8:00 a.m. will be considered tardy. Any student (elementary and secondary) arriving after 8:00 a.m. **must** sign in at the office and receive a pass to attend class. Failure to do so will result in demerits for secondary students.

In Grades 7-12, a student receives a 45-minute detention for every third tardy accumulated during each semester. Tardiness to class during the day is a demerit penalty.

SCHOOL CLOSINGS

Winter Weather Closings will be announced on television Channels 2 (KTVI), Channel 4 (KMOV), and Channel 5 (KSDK). Radio stations carrying the announcements are 1120 AM (KMOX), and 1570 AM (WBGZ).

Early Dismissals are announced on the same TV and radio stations. Our school would rarely dismiss early, but in the event that happens, it would normally be at 11:30 a.m.

Automated Notifications will be done via voice call, text message, and/or email message through our automated system. Parental permission is required, along with your preference for receiving these notices.

Heat Related Closings: In the fall, school will close at 11:30 a.m. (no lunches will be served) if Channel 2 TV, at their 6:00 p.m. newscast forecasts the following day's **actual temperature** to be 92° or higher. If the forecast states the following day's temperature to be 96° or higher, there will be no school for the entire next day. There will be no other public announcements. Channel 2 is the only station we use for this information. This heat closing policy is only for the beginning of the year. **We will not have heat related closings in the spring.** *All students not picked up by 11:45 a.m. will incur a charge of \$3.00 per hour or any part of an hour. **There will be no After Care on heat-related closings.***

LEAVING SCHOOL EARLY

For elementary students, a note from the parents must notify the teacher at the start of the school day. Parents should report to the office when coming to take an elementary child out of school early and wait for their child to be called. For secondary students, a parental note must be brought to the office at the start of the day and then the student must sign out at the office before leaving. Seniors having received parental permission may leave during their last hour study hall for such things as work or attending college classes.

CLOSED CAMPUS

Mississippi Valley Christian School has a "closed campus" policy. This simply means that attendance at school is required from the start of classes to the regular dismissal time, including any study halls. If a student must leave the school building, say to go to his car, the student must first receive permission and then sign out and back in at the school office. Violations of this rule will result in demerits.

Respectful Attitudes and Behavior

PREMISE FOR RESPECT

Respect for God

Promoting philosophies, life styles, and actions that are contrary to Biblical principles for Godly Christian living are in opposition to the objectives that God has for one's life. John 14:23 says in part, "...If a man love me, he will keep my words..."

Respect for Authority

Students at MVCS will be taught to honor and respect parents (Eph. 6:1-2), civil authorities (I Peter 2:17b), and Christian leaders (I Thess. 5:13). Proper respect for authority requires that students not "challenge" a teacher or school personnel, but rather bring questions to them in a Christ-like manner and spirit. Respect includes words, tone of voice, facial expressions, and attitudes. It is imperative that parents and students cooperate and respect authority of the teacher and/or school administrator in enforcement of classroom regulations set forth in this class handbook.

Respect for Others

Students are to be considerate of others at all time. "...Thou shalt love thy neighbor as thyself." Matthew 22:39. **We want parents and teachers to communicate, but each should be respectful and not call too late in the evening.**

Respect for Self

Proverbs 4:23 says, "Keep thy heart with all diligence; for out of it are the issues of life." It is paramount that every MVCS student has within his control, the intentions of his or her heart. MVCS places a high expectation upon the student (*especially as he advances in age*) to demonstrate the fruit of the Spirit. God rightly declares in Proverbs 20:11, "Even a child is known by his doings, whether his work be pure, and whether it be right."

Respect for Rules

Established rules for attitudes and behavior are based upon two concepts: what is morally right (as taught in the Scriptures), and what is operationally best, as determined by the administration. Rules, guidelines and standards of attitude and behavior will be clearly established and explained to the students. Parents and teachers must work together in the discipleship of students. Clear communication between home and school is necessary to achieve the desired results.

Respect for Property

Because God owns all things and we want to be good stewards of what He has given us, mutilation and destruction of property is not honoring to God. Students are to be considerate of the school's property and the property of others. **Students who damage, destroy, or lose school property or equipment will incur all costs to repair or replace it and the amount will be charged to the parent(s) or guardians account.** Parents will be notified in writing of the incident.

Respect for Discipline

The real purpose of discipline is character development and discipleship. MVCS desires that our young people conduct themselves as Christian ladies and gentlemen in a manner that is pleasing to God and is not considered offensive to the world. Proper behavior and good manners are never out of place or out of style. Discipline is training

which is designed to move the student from a condition of no control to self-control and ultimately to Spirit control. Discipline should be based on the positive aspects of teaching, training, modeling, encouraging, and loving the student. Punishment is a last resort required to bring the offender into bounds of acceptable attitude and behavior. God has given us some definite Biblical principles concerning standards of attitude and behavior.

I. Biblical Principles of Discipline

- A. Be an example (I Timothy 4:12)
- B. Be separated from the world (Romans 12:1-2)
- C. Deference to a weaker brother (Romans 14:19-21)
- D. Moderation (Philippians 4:5)
- E. Responsibility and authority to discipline come from God (Romans 13:2)
- F. Because disobedience is the core of sin, discipline has moral content (I Peter 1:16)
- G. Christian concern and biblical love is at the heart of discipline (Proverbs 3:11-12)
- H. Discipline is designed to direct the student to implement God's purposes into every area of life (Galatians 3:19-24)

II. Biblical Patterns of Discipline

- A. The primary lesson to teach children through age 5 is the meaning of self-denial ("You cannot have your own way"). Children must learn that God has delegated authorities over them and that they are to obey them. Children are born self-willed and must learn to conform to God's standards.
- B. From ages 6-12 a child must learn to exercise self-denial in all areas of life for the sake of God and others. This includes learning the biblical reason for expected behavior as well as the correct behavior itself.
- C. Teenagers should be able to consistently apply the principles of self-denial. A clear evidence of a commitment to do the loving thing toward God and others at his own expense should be visible to all.
- D. The learning and application of these lessons to a child's own life make the educational process easier and more beneficial to all who are involved.

III. Biblical Practice of Discipline

- A. Obey immediately, without question, with right action and attitude.
- B. No murmuring, grumbling, or complaining is allowed.
- C. Treat others like Christ would and as you would like to be treated.
- D. Follow standard procedures of operation: (ex. no unauthorized communication; chair on the floor; your best work done properly, neatly, and on time).

Disciplinary Information

GENERAL DISCIPLINE GUIDELINES

With the cooperation of each student and the encouragement of each parent, we desire to accentuate the positives and negate the negatives. We believe that all scriptural discipline is positive and is an evidence of love, even as God our Heavenly Father disciplines us (*cf.* Heb. 12:5-6). We expect the home to discipline their children according to the Scriptures. This will minimize most discipline at school. Preventing repeated acts of negative behavior will greatly enhance both the student's attitude and the learning environment. When the need for discipline at school arises, the teacher(s), the parent(s), and the administration will work together to enforce the required discipline.

When necessary, discipline measures for a student may include the following:

1. **Instruction and/or Clarification** – A review of the rule presented or a clarification of the rule and its application to their situation and the consequences for disobedience.
2. **Written or Phone Communication** - Communication of this type will outline the problem (possibly give positive suggestions) and seek the help of the parent.
3. **Parent Conference** – This will usually be with the classroom teacher for repeated minor offenses. The next step or with a major offence the conference may be with the teacher, parent, and administration or possibly just the parent and administrator.
4. **Detention** – Detentions are given for certain demerit levels, tardy levels, and/or at the discretion of a teacher. Detentions will be served after school from 3:15 p.m. to 4:00 p.m. on designated days. A letter will be sent home at least one day prior to the detention. Most detentions will result in the student doing some type of physical work. The student may change into work clothes.
5. **Suspension** – Elementary suspensions are typically in-school; secondary suspensions are out of school. The student will receive a zero for any daily class work. Tests, quizzes, and projects may be made up but their score will be reduced by 10%. Two suspensions for disciplinary reasons will result in the student being placed on probation.
6. **Probation** – Students may be placed on probation for academic or disciplinary reasons. Parents will be notified of this action. Failure to consistently improve in the area of concern may result in expulsion from school.
7. **Expulsion** – When a student has made either a major wrong choice or a series of wrong choices and has not heeded the admonishment of the school and home, then *he has chosen* not to be a student at MVCS. A student who has been expelled will not be able to re-enroll for one full semester. They will need to have been in some type of verifiable discipleship program and will also need a written recommendation from their pastor even to be considered for re-enrollment by the administration.

Elementary Discipline Guidelines (Grades K-4 through 6)

A disciplined environment combined with a loving attitude creates the most effective learning environment. The teacher is the first-line enforcer of the school's rules and standards. Most minor discipline problems which occur in the classroom are handled by the teacher. If the problem persists, the teacher will send a note home or call the parent. If this does not resolve the above problem, then, the student will be sent to the administrator's office which may impose some form of discipline or counseling. All major offenses such as lying, cheating, stealing, use of bad language, disrespect, and fighting

will be sent to the administrator immediately. Any question concerning a discipline problem should first be discussed with the teacher.

1. Classroom teachers are responsible to monitor and administer internal classroom discipline, i.e. name on the board, loss of privilege, behavioral management systems, etc. A guideline of the maximum number of offenses will be pre-established for each grade level by the teacher.
2. Teachers will use the PlusPortals to notify parents of major or excessive offenses. The teacher will also request a conference with the parent.
3. If a student demonstrates direct disobedience or disrespect, the child may be dismissed from class and sent to the administrator's office. The administrator will deal appropriately with the student. The parent will be notified informing them of the infraction(s) and requesting reinforcement at home.
4. Should a child be sent to the administrator's office a second time for the same offense, the parent(s) will be notified and a conference with the teacher, parents and administrator will be requested.
5. Should a pattern of classroom or school infractions occur the student's record will be reviewed for possible expulsion from school.

Jr. and Sr. High Discipline Guidelines (Grades 7 through 12)

Although upper grade teachers are also free to determine appropriate disciplinary action within their own classrooms, they will most often make use of the "demerit" system to deal with minor offenses.

DEMERIT POLICY

The purpose of the demerit system is to provide a measurable standard of documenting behavior patterns or character problems that are not God honoring and Christ-like. Having the matter called to a student's attention, he should then discipline himself or seek help to overcome this problem in a biblical fashion. It is important that students do not just conform to the "letter" of the law but understand and follow the "spirit" of the law.

When students receive a demerit(s), they must sign the demerit slip. This only acknowledges they have been given a demerit(s); it does not necessarily mean they are guilty of an infraction. Students have three school days after receiving a demerit slip to first appeal to the teacher, then, if necessary, to the administrator. Demerit totals will be recorded weekly on the PlusPortals. Students begin each semester with "zero" demerits. ***Demerits issued by substitute teachers will be doubled.***

Demerit Penalty Guideline

Our demerit system addresses, ***but is not limited to***, the following offenses and demerit amounts. The following ***examples*** of offenses will be given one demerit penalty on the first and second offense, two demerits on the third and fourth offense, and three for each additional offense per semester for the same type of infraction:

- Dress code violation
- Chewing gum, eating candy in class
- Tardy to class
- Disorderly conduct
- Excessive noise in the hall or lunchroom
- Personal property left on campus
- Class Disruption
- Facial Hair
- Hair code violation
- Lack of attention
- Failure to follow instructions
- Note writing/passing notes
- Improperly disposing of trash
- Not prepared for class
- Talking

The following examples of offenses are considered very serious and may receive a major demerit penalty based on the individual factors of the occasion. Suspension or expulsion could become immediate without using the demerit system.

- Cheating
- Fighting
- Personal Contact
- Pornography
- Forgery/Plagiarism
- Smoking/Alcohol/Drugs
- Direct Disobedience
- Suggestive/inappropriate language
- Lying
- Vulgarity or Profanity
- Defacing property
- Stealing
- Skipping Class
- Disrespect to Teacher/Student
- Disrespectful Attitude
- Bullying

Demerit Process of Discipline

- **Demerit Accumulation can be seen on Plus Portals**
- **Accumulation of 10 Demerits:** Notification to parents and detention
- **Accumulation of 15 Demerits:** Notification to parents and detention
- **Accumulation of 25 Demerits:** Administrative meeting with parents and detention
- **Accumulation of 35 Demerits:** One day out-of-school suspension and any class work on that day will receive zeros. Tests, quizzes, and projects may be made up but the score will be reduced by 10%.
- **Accumulation of 45 Demerits:** Administrative meeting with parents and the student will receive a one day out-of-school suspension. Any class work on that day will receive zeros. Tests, quizzes, and projects may be made up but the score will be reduced by 10%.
- **Accumulation of 55 Demerits:** Expelled from school
- *Any student that has earned 35 demerits or more in both semesters during a school year will be expelled if he reaches 35 demerits during the first semester of the next school year.*

CONDUCT OF STUDENTS

In accordance with the ministry's statement of faith and in recognition of Biblical commands, no immoral conduct will be tolerated. The **definition of "immoral act" is:** Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that we would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act. The Bible strictly forbids such conduct which includes immoral actions as well as advocating such sinful behavior. The following will not be tolerated in any form and will constitute grounds for expulsion: any actions or identifying statements concerning fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography. (Gen 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; I Cor. 5:1; 6:9; I Thess. 4:1-8; Heb.13:4)

Physical Contact/Immorality during School Hours: Demonstrations of romantic involvement between students on school property is forbidden. Hand holding, embracing or any other contact that would contribute to undue familiarity will not be tolerated. This type of behavior will result in demerits, suspension, or expulsion. Behavior should always be above reproach.

During Non-School Hours: We expect our students to maintain a strong Christian testimony. Inappropriate conduct outside of normal school hours could affect the student's standing in school. Students are expected to maintain high moral standards. Use of alcohol, drugs, immoral activity, use of tobacco, etc. will lead to expulsion. Students should avoid attendance at functions or events that would draw into question the testimony of a student at MVCS.

Health Program

REQUIRED MEDICAL INFORMATION

We follow the mandated requirements of the Illinois School Health Code, which states students must meet certain medical, eye, and dental requirements during specific years of their schooling. Parents or guardians are expected to comply with the state guidelines. Forms are to be completed by the doctor or dentist and returned to the school. Any student not meeting these physical examination and immunization requirements may not be allowed to attend classes. Any changes of address and/or emergency information and changes or additions of medication must be given to the school office immediately.

PHYSICAL EXAMINATION REQUIREMENTS

Physical examinations are required to be conducted within one year prior to the date of entering school for the first time, prior to entering kindergarten, sixth, and ninth grades. **Two doses of the MCV4 are required for students entering the 12th grade.**

EYE EXAMINATION REQUIREMENTS

All Illinois children in kindergarten, or upon first entry into an Illinois school beyond kindergarten, are required to have an eye examination. These examinations must be completed by a licensed optometrist or medical doctor who performs eye examinations prior to September 30 of the school year. School eye examinations must have been completed within the 12 months prior to the September 30 deadline.

DENTAL EXAMINATION REQUIREMENTS

All children in kindergarten, second, and sixth grades are required to have a dental examination performed by a dentist by May 15 of the school year, or to present proof to the school that one is scheduled in the next 60 days. The examination may have been completed within 18 months prior to the May 15 deadline.

ADMINISTRATION OF MEDICATION

The school does not employ a registered nurse. Certain members of the office staff are assigned to oversee the healthcare needs of the students.

1. **All student medications, including over-the-counter medicine, are to be brought to the school office upon arrival in the morning and will be kept in a secure place in the school office.** Prescription medications are to be brought to school in an original pharmaceutical container, labeled with the student's name, name of medication, dosage, and time of dosage.
2. **Prescription medications are to be administered only by authorized personnel, as per clear written instructions by the parents and/or physician which will be noted on the Medication Form.**
3. A record of the administration shall be kept in the school office.
4. It shall be the responsibility of the student to report to the school office at the designated times medication is to be taken.
5. Prescription refills shall be the responsibility of the parent.
6. In the event of physician ordered changes in a pupil's medication, the school office shall receive such orders directly from the parents and/or attending physician and shall note such changes on the Medication Form.
7. If a student takes medicine on a regular basis, (even if the medicine is not taken at school but at home), notice **must** be given to the school stating the exact name and dosage of the medication, how often the student takes the medicine, the name of

the doctor prescribing said medicine and any other information deemed necessary. Should the student's medication change during the course of the year, the office **must** be notified to keep the information in the student's file current.

8. Under no circumstances is a student authorized to give prescription or nonprescription medicine to another student.

SCHOOL EXCLUSION POLICIES

If your child shows signs of any communicable disease, please consult your physician. The state law requires that children with certain illnesses be excluded from school for a prescribed period of time. The duration of the period of exclusion from school for these specific diseases would be based upon a doctor's recommendation.

Children having mumps or chicken pox will be excluded from school by authority of the administrator during the period of time there is any swelling present from mumps or until all chicken pox have started to crust.

Impetigo, ringworm, scabies, pinkeye, tonsillitis, head or body lice, and trachoma all require exclusion, but there is no set interval of time during which a child may not attend class. Please notify the school office if your child has had a communicable disease in order that we may keep accurate records.

A student with a fever of 100 or higher will not be permitted to stay in school. The parents will be called to take them home or to a doctor.

SCREENINGS

Vision and Hearing Screenings: Vision and Hearing screenings will be done annually for all pre-school children. The vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor required for enrollment.

STUDENT INSURANCE

The school provides as part of its Activity Fee an individual insurance policy on each student for injuries occurring on school premises and during school sponsored activities. This policy is designed to supplement a parent's existing medical coverage to help fill in insurance gaps and deductibles when accidents occur. Claim forms may be obtained in the school office.

PARENTAL WISDOM

If your child has a fever, cold, upset stomach, or any undue physical distress, **please keep him or her at home**. This is as much for your child's protection as it is for the protection of the other children at school. Working parents, please consult with your child when he or she is not feeling well before going to work. Make sure the school office has current information (names and phone numbers) and instructions for whom to contact if you cannot be reached. If an accident or illness occurs, first aid will be administered. School personnel may give no care beyond first aid, defined as immediate, temporary care of an accident or sudden illness.

Dress and Appearance Code

PREMISE

MVCS desires that its students dress and conduct themselves in a manner pleasing to God. Thus, a student's dress and physical appearance are very important, since these tend to reflect the inner thoughts of the heart and mind. While we realize that the Bible does not specifically tell us how we should dress or how our hair should be cut, it does give us some biblical principles to follow. In light of these principles, we must set an institutional standard for our school. It is not our intention to say that a Christian who does not meet this standard is sinning, but only that our students must meet this standard in order for us to be consistent in our enforcement. One purpose of this dress code is to encourage an environment that is conducive to learning. Classrooms are not arenas for freedom of expression, and there is a correlation between appropriate attire and student performance and behavior. The individual's appearance (clothing and/or hair) should not draw undue attention to them. ("Whose adorning let it not be that outward adorning...; but let it be the hidden man of the heart, in that which is not corruptible, even the ornament of a meek and quiet spirit, which is in the sight of God of great price." I Peter 3:3-4.)

Cooperation between the home and school regarding the matter of dress guidelines will strengthen our school. Anytime a parent does not understand a dress infraction, he should feel comfortable talking with the administration. The administration encourages communication so these matters are clearly understood by students, parents, and faculty. As an encouragement and example to the students, parents should observe the school dress standards when coming to the school to assist with activities or school functions.

Styles and fashion fads change rapidly in our society. MVCS does not condemn all styles or trends, but if a fashion statement or self-assertion is being made with clothing or hair, the administration reserves the right to rule on its appropriateness and adopt and enforce dress standards not specified in the dress code. The determination of whether or not apparel meets these criteria is up to the discretion of the administration of MVCS. Because attendance at MVCS is a privilege and not a right, we expect our students and parents to defer their preferences and adhere to our dress code guidelines willingly.

In general, the goal of the dress code is to adhere to the spirit of the scriptural guidelines and not get caught up in the particulars of the guidelines. These reasonable guidelines are intended to follow biblical principles concerning:

1. **Modesty**- (I Timothy 2:9; II Timothy 2:22)
2. **Distinction**- (Deut. 22:5; I Corinthians 11:14-15) Men should dress like men, and women should dress like women.
3. **Identification**- (I Timothy 4:12; Romans 12:1-2; I John 2:15-16) Christians are to be identified with Jesus Christ and not the world.
4. **Appropriateness** – Is it proper for the activity at hand.

GENERAL DRESS/APPEARANCE CODE

1. Regular school dress is in effect on any school day while on school property, on a school activity or attending any MVCS athletic event (including away games) unless otherwise announced by the administration or exception stated in the student handbook. Violation of a dress code will usually result in receiving demerits for secondary students and a written notification to the parent for elementary students. **Offenses regarding modesty will be corrected before the student may continue in class.**

2. All clothing should be modest, neat and clean in appearance. Excessive oversized or tight styles are not permitted.
3. Clothing or accessories (backpacks, jewelry, etc.) that has any pictures or wording that is not consistent with our philosophy of Christian living, such as unwholesome slogans, advertisements, questionable pictures, or certain brand names is not permitted. (E.g., a sensuous character, rock stars, alcohol, Abercrombie & Fitch, etc.) Students are not permitted to wear hats, bandanas, sweatbands, or other headgear in the building.
4. T-shirts designed to be worn as undershirts are not permitted as classroom attire.
5. Tattoos and body piercing are not allowed. (Leviticus 19:28)
6. Hairstyles and hair colors that are extreme or non-traditional (markings cut into the hair, mohawks) are not permitted.
7. Camouflage clothing is not to be worn in the classroom. Hooded garments may be worn, but the hood is not to be over the head. If the heat has been turned off, the student may wear his/her outer garment in the classroom until the teacher or administration deems it is warm enough to take them off.

Dress/Appearance Code for Young Men:

“Young men, likewise, exhort to be sober-minded. In all things showing thyself a pattern of good works; ...” Titus 2:6-7. A young man’s life, therefore, should reflect an attitude of self-control and prudence.

Grades K-4 through 6:

1. May wear casual, dress, or jean pants of ankle length (no sweat pants or nylon or wind suit type pants). Belts of normal length are required with all pants having belt loops in grades 1-6. Boys in K4 and K5 are exempt from wearing belts.
2. Shirts can be a dress or sport shirt with either a fold down collar or a stand up (banner) collar. Shirts with crew-neck collars, polo shirts, and turtlenecks are acceptable provided they conform to the other general guidelines. Shirts with buttons should have only the top button unbuttoned. All shirts must be tucked in.
3. Casual, dress, or tennis shoes are permitted; sandals are not. Socks must be worn at all times.
4. Hair must be neatly trimmed and combed at all times. It is to be kept off the ears, eyebrows, and collar and should not be too “bushy”.
5. Jewelry is restricted to the hands and wrists.

Grades 7 through 12:

1. May wear casual or dress slacks of ankle length. Hems are to be finished with no fraying. Jeans of any color, overalls, cargo pants, or utility work pants are not to be worn. Belts of normal length are required with all pants having belt loops.
2. Dress or tennis shoes are permitted; sandals are not. Socks must be worn at all times.
3. Shirts should be a dress or sport shirt with either a fold down collar or a stand up (banner) collar. Polo shirts and turtlenecks are acceptable. Shirts with buttons should have only the top button unbuttoned. All shirts must be tucked in. Sweaters without a collar must be worn with a collared shirt or turtleneck underneath.
4. Hair must be neatly trimmed and combed at all times. It is to be kept off the ears, eyebrows, and collar and should not be too “bushy.” Neatly trimmed sideburns must not extend below the bottom of the ear. Young men are to be clean-shaven with no facial hair.
5. Jewelry is restricted to the hands and wrists.

Dress/Appearance Code for Young Ladies:

“In like manner, also, that women adorn themselves, in modest apparel, with shamefacedness and sobriety...which becometh women professing godliness with good works.” I Timothy 2:9-10. All girls, regardless of age, are expected to be young ladies and dress accordingly.

Grades K-4 through 6

1. Dresses or skirts must come at least to the top of the knee for grades K-4 through 4. They must come to the middle of the knee for grades 5 and 6. Shorts may be worn under a dress or skirt for modesty while playing. Denim is acceptable for the elementary girls. Sundresses may be worn if they are worn with a blouse.
2. Shoes must be able to fasten securely on the foot. Tennis shoes are permitted.
3. Blouses/shirts must have modest necklines.
4. Sleeveless blouses/shirts with modest arm openings are permitted. Dresses, skirts, sweaters, or blouses should not be tight fitting.
5. Cosmetics are not to be worn.

Grades 7 through 12:

1. Dresses or skirts that come at least to the middle of the knee are required to be worn at all times. Denim is not allowed.
2. Any slit on a dress or skirt may not continue above the knee, nor can a button down skirt or dress be unbuttoned above the knee. Slips should be worn under all skirts and dresses if they can be seen through. No undergarments or flesh in the mid-section is to be revealed. Hems should be finished with no fraying.
3. Necklines must be modest at all times. Modesty must also be applied to the opening of buttoned or zippered blouses, shirts or dresses. As a general rule for most young ladies, but not all, is that the neckline of the garment should be no lower than three fingers from the collar bone. The best test is to bend forward in a mirror to make sure you are modest.
4. Sleeveless blouses/shirts with modest arm openings may be worn. Sleeveless shirts should be “cap” sleeves; they should extend to the edge of the shoulder, where normally there would be a seam. Tank tops may be worn under a shirt or **buttoned** blouse. Revealing clothing, such as sheer blouses, halter tops, or open-weave sweaters without a blouse, etc. are not allowed. Blouses/shirts worn on the outside are to be of normal length.
5. Tight fitting dresses, skirts, sweaters or blouses must not be worn. A rule-of-thumb for tightness in a dress or skirt would be that if it is raised and does not easily fall back down it would be considered too tight. Also, “clingy” fabrics that have a tendency to “mold” to the body are to be avoided.
6. Dress shoes, nice casual (tennis, slides), or sandals are permitted as long as they stay on the feet and are in good condition. Flip-flop type shoes like those worn for showers are not permitted.
7. No more than two matching earrings, no longer than 2-3 inches, may be worn in the lower lobe. Earring cuffs in the upper part of the ear are not allowed.
8. Cosmetics may be used in moderation.

Dress/Appearance Code for Athletic Events

Modesty and neatness are just as important at athletic events as in school. *All dress code and school regulations are in effect* with the following exceptions. Denim clothing may be worn if it is neat with no holes or frayed hems. Appropriate hats are permitted. Clothing sold by MVCS (excluding P.E. uniforms) that does not have a collar may be worn. Boys may wear collared shirts on the outside if they have an even hem at the bottom and are normal in length. Listening to music through any device at athletic events is prohibited. Violations can result in demerits, having to correct the problem, or being asked to leave.

Dress/Appearance Code for Banquets and Special Events

Specific information will be given to the students prior to the event.

Dress/Appearance Code for Physical Education

Both girls and boys are required to wear a MVCS P.E. uniform. These can be purchased from the school office at the beginning of the year. If a student is leaving campus immediately after school, they may wear their PE uniform home. If a student is staying on campus, then he/she must change into school attire.

School Procedures and Policies

ARRIVAL PROCEDURES

Formal school supervision in the morning begins at 7:40 a.m. in the school courtyard or in the cafeteria, pending weather conditions. ***Students must report to the supervised area.*** Students are then dismissed at 7:50 a.m. Grades 1 through 6 will go directly to their classrooms; Grades 7 through 12 may go to their lockers and then go to Room 202 (Blue Room). Parents are not to drop their children off earlier than 7:40 a.m. due to safety factors of not being supervised. If students arrive prior to 7:40 a.m., they may wait in the vehicle with their driver until 7:40 a.m. For parents who must have their child(ren) dropped off before 7:40 a.m., please contact the office for information about “Before School Care.”

Parents of K-4 and K-5 may escort their student to the classroom door (no earlier than 7:45 a.m.), but we ask that you relay only pertinent information at this time as the teachers must be attentive to their class.

BEFORE AND AFTER SCHOOL CARE

Before School Care begins at 7:15 a.m.; After School Care goes until 5:30 p.m. Contact the school office for complete details. After school care is not offered on scheduled half days of school or heat days.

BIBLES

Every student (except K-4 and K-5) is required to have his own copy of the Bible. For uniformity and continuity, the King James Version is required for all school work and is the version each child is to have at school.

CELL PHONES

High school students (grades 7-12) who bring their cell phones to school **must** leave them in their vehicle or bring them to the school office to be held for the day should they wish to not leave it in their vehicle. The first time a student is found with a cell phone, it will be taken to the office and he/she will receive 2 demerits. The student may pick it up at the end of the day. On the second offence, the parents will be called and one of them will have to come to the office to pick up the student’s phone and the student will receive 5 demerits. The third offence for a student would be considered direct disobedience and would incur 10 demerits. A parent would have to come to the office and pick it up. The student would not be allowed to have a cell phone at school for the rest of the school year. If a student used the cell phone during the school day he/she would receive an additional 3 demerits.

Elementary students must give them to their teacher at the beginning of the day and will have them returned when they leave.

DISMISSAL PROCEDURES

All students on full days who are not picked up by 3:15 p.m. will be taken to a supervised area and will incur a charge of \$3.00 per hour or any part of an hour.

All students on scheduled half days who are not picked up by 11:45 a.m. will be taken to a supervised area and will incur a charge of \$3.00 per hour or any part of an hour.

If a parent has an unusual circumstance (ex. caught in a traffic jam due to an accident) and notifies the school we will not charge you for these rare occurrences.

Half Day K-4 and K-5

Students will be picked up at the lower level door by the gym at the 11:45 a.m. dismissal time. Students who are not picked up after 15 minutes from the 11:45 a.m. dismissal time will be taken to the office and will incur a charge of \$3.00 per hour or any part of an hour.

Full Day K-4 and K-5 and Grades 1 through 2

Students will be picked up at the lower level door by the gym at the 3:00 p.m. dismissal time.

Grades 3 through 6

Students will be picked up at the northeast door facing the Tender Care building at the 3:00 p.m. dismissal time.

Grades 7 through 12

Students will be picked up at the north doors facing the parking lot at the 3:05 p.m. dismissal time.

DISTRIBUTION OF LITERATURE

As a school we cannot police all of the events that students, student's parents, or student's churches would like to promote. Therefore, we must prohibit the distribution of any printed material. Occasionally printed material may be distributed from Faith Baptist Church because MVCS is a ministry of Faith Baptist Church.

FIELD TRIPS

Field trips are planned through the year and parent chaperones are often needed. The size of the class and the nature of the trip will determine the number of adult chaperones. Chaperones are expected to honor the school dress code. The trip is for students and siblings who are not part of the class are not permitted to attend. Adults wishing to chaperone on field trips **must** have prior approval from the teacher before attending the field trip. This will allow for a proper rotation of adults. Chaperones are expected to help maintain the school standards of safety and order.

GENERAL PRACTICES

No student may use the name of the school on any radio or television program or in any publication, **including social media** without prior authorization from the school administrator.

The school is not responsible for any party or social function that is not officially approved or sponsored by the school. **For all school-sponsored functions, school rules and regulations apply both for students and their guests.** These include dress regulations and staying until the function is over.

Parents are asked to supervise their children at all times for their safety at all school functions. Especially school functions in the gym.

HALL PASSES

Students are not permitted in the halls during class periods unless a teacher accompanies them or they have a hall pass from an authorized staff member. Students are responsible for obtaining a pass.

ITEMS NOT PERMITTED IN SCHOOL

Students may not bring the following items to school: any real or toy weapon (knives (including pocket knives), guns, bows, etc.) fireworks or other explosives, electronic games, CD's, DVD's, PDA's, Kindles® or other e-book readers, cameras, any type of music/media players, and all playing and trading cards. These items may not be kept in the student's lockers. Only magazines and other reading materials that are related to the curriculum may be brought to school. Books, other than those from our library or being used for a book report, are not allowed unless specifically approved by a teacher.

JUNIOR/SENIOR AND HOMECOMING BANQUETS

An annual spring banquet is hosted by the junior class in honor of the graduating seniors. This banquet is a formal occasion for which the ladies will want to wear a formal dress and the young men a suit. Ladies will need to have their dresses checked before the banquet. **The same applies to the Homecoming Banquet.**

This banquet is primarily for juniors and seniors, but a sophomore may attend if he or she is the guest of a Junior or Senior. Guests from outside our school must abide by our school policies while attending the banquet.

LIBRARY POLICY

The rules generally accepted in public libraries will apply to our library. A quiet atmosphere must be maintained at all times. Reference books must not be removed from the library. The student must pay for all damaged or lost books plus shipping and a \$3.00 restocking fee before he or she can check out additional books **and his or her report card will be withheld** until such fines have been paid. The librarian has the same authority as a teacher in the classroom and the same disciplinary procedures apply. Please note the following statement regarding materials in the library: "The beliefs, teachings, or doctrines found in this book may not necessarily be in accordance with that of MVCS."

LOCKERS

Each student in grades 7-12 will be assigned a locker, which is the property of MVCS. Therefore, the items that are placed in the lockers are under the control of the school. Announced or unannounced locker checks may be performed at any time. Students are asked to keep their lockers neat at all times. Nothing can be placed on the outside of the locker and no objectionable pictures (including any entertainers), photos, logos, or posters may be hung inside the lockers. The decision of appropriateness is left to the administration. Students may not switch lockers once assigned by the office. Students who use the lockers on the lower level will normally only go to their lockers at the beginning of the day, at their lunch hour, and at the end of the day. This will minimize disturbing the classrooms on the lower level.

LOITERING

Loitering in corridors, washrooms, and parking lots is prohibited. A student is expected to be in assigned areas during the student's scheduled school day. This would include any school function.

LOST AND FOUND

Lost items are turned in to the lost and found area just inside the lunchroom. Periodically each semester, any unclaimed items will be donated to a worthy cause. Students will be reminded to check for any lost items.

LUNCH PROGRAM

Elementary students are asked not to exchange food with other students. All students will have access to microwave ovens but **must provide their own eating utensils, napkins, and condiments.**

Elementary and secondary students who forget their lunch may ask the office to call his/her parents.

The Senior Class will be selling lunches Monday through Friday. Order forms will be made available for the students to use on these days. Elementary students placing lunch orders will do so first thing in the morning in their classroom. The teacher will take the students lunch orders and will give them to the office. Secondary students order their lunch items in the Library by 9:15 a.m. each day. **All orders are on a cash basis, no charging.**

PARENT-TEACHER CONFERENCES

A parent or teacher may request a conference at any time. You may either contact the office or the teacher directly. *If issues are not resolved with the teacher, you may then request a conference with the Administrator. The parent, teacher, and Administrator will be present.* Shortly after the first nine week grading period, an afternoon and evening will be set aside for Parent-Teacher Conferences with reserved time slot being made available to parents.

PARKING LOT ETIQUETTE

Safety is crucial on the parking lot. Any speed faster than 5 MPH is too fast when children are present. If the student you are picking up is late, please find a parking place that does not block the flow of traffic or drive around the building again. **A reminder that Illinois prohibits all cell phone use while driving in a school zone and Seminary Street on either side of the school property is classified as such.**

PERSONAL PROPERTY

All personal property of value to you, which is brought to school, should be labeled in some manner. If you lose something, notify the office; if you find something, turn it in to the office. MVCS is not responsible for any lost, stolen, or damaged personal property.

PERSONAL VEHICLE USE (for school trips)

Any person using their personal vehicle to transport students for a school activity must first sign a Liability Acceptance Form.

SAFETY EVACUATION DRILLS

Safety drills for the possibility of tornadoes, building fires, and any other emergencies are periodically done throughout the school year to ensure the safety of your child. Procedures for these drills will be thoroughly explained at the beginning of the school year. Students should follow the teachers leading and go quickly and quietly to the designated areas. There will be no talking in the halls.

SCHOOL NEWSLETTER

The *Smoke Signal* is the weekly MVCS school newsletter that is sent home (usually on Mondays) via the elementary student. This is designed to be helpful for both parents and students. It gives important information regarding future school activities, updates on sporting events, and results of past competitions and other activities. The *Smoke Signal* is uploaded each week to both the school website and the PlusPortals site. Secondary students and their parents will need to read it there.

SCHOOL SAFETY

The safety of the school children is paramount. All doors in the main school building will be locked from 8:00 a.m. to 3:00 p.m. During this time all parents and visitors must come to the front door on Seminary Street and report to the office. Our school does have lock-down procedures in place which have been given to the Alton Police Department. If our school building had to be evacuated, we would go to Brown Street Baptist Church.

SCHOOL WEB PAGE

Mississippi Valley's web page, www.mvcs-il.org, is a valuable resource for school information. The PlusPortals site will have the most up-to-date information and resources for parents and students.

SOLICITATION

Soliciting things like the selling of tickets, candy, the circulation of petitions, etc. is forbidden at MVCS without the permission of the administration.

SPORTS PROGRAM

MVCS has an interscholastic sports program. Participation in the extra-curricular activities at MVCS is a privilege. Students wishing to be involved must be willing to make a commitment to their team, fellow players, and their coach. For this reason, we have established a few guidelines handed out at the beginning of each sports season. Every student who chooses to participate in these activities needs to realize that they are a Christian first, a student second and an athlete last.

In order to participate in a particular activity, a physical exam showing a doctor's approval to participate is required. **One yearly physical will be adequate for all sports.** You may secure from the coach or athletic director a copy of the Sports Eligibility Requirements for more detailed information.

SPORTS REQUIREMENTS

Academic

Commencing with the first quarter progress report the student must have a "C-" average and no "F's". These minimal academic standards are dictated by IACS. Students not meeting these requirements will be placed on academic probation, which will result in a disqualification in that sport for a period of approximately two weeks. The student will continue to participate in practice but not participate in games. The student is not permitted to travel with the team to away games. The student must sit on the bench for home games but not dress out. Students that are placed on academic probation will have their grades checked in approximately two weeks. Those who have met the minimal academic grade standards at the first two week grade check will be reinstated to participate in games. Then in approximately two weeks, they will have their second two week grade check. If they have maintained the minimal academic standards for the two consecutive grade checks, then they will be off academic probation. If the student placed on academic probation fails to meet the minimal academic standard for two consecutive

grade checks, then that student will be removed from the team. Exceptions regarding academics may be made for students with documented learning disabilities.

Academic eligibility for Basketball will be based on the student's first quarter grades. If the student does not meet the above minimal academic requirements then he/she will be placed on academic probation and the above consequences will be in effect.

Students not meeting the academic qualifications from the previous fourth quarter will begin the new sport's season having his/her grades reviewed approximately three weeks into the next quarter to see if they will be placed on academic probation. The other players will be evaluated at the first progress report.

Demerits

The demerit system is giving attention to conduct that is considered improper. Demerits should bring self-correction, but if the demerit number increases and self-discipline is not developing, then it will become necessary to include disciplinary steps to achieve the type of conduct that is appropriate and consistent with an honorable Christian walk. Students accumulating 7 demerits during the first four weeks of their sport's season (this begins with the first week of practice for basketball) will be ineligible for participation in the next game. A student accumulating 15 demerits will be ineligible for participation in the next game. A student accumulating 25 demerits will be ineligible for participation in the next two games. A student with 30 demerits will be removed from the team. These demerit accumulations will be for the entire sport's season which means basketball will cover two semesters.

Attendance

Full day attendance is required *on the day of a game* with one exception per season for a team member who is recovering from an illness. For that exception the team member must have been in school at least four class periods. Full day attendance is required *the day after a game* with one exception per season for someone who is recovering from an illness or injury from the previous day's game. Students who fail to attend or who are tardy the day after a game must miss the first quarter (or equivalent) of the next game.

Practice

Practices are not optional. Players that miss or are late to a practice will be penalized by their coach. The only excuses for missing a practice are being absent because of illness, a death in the family, or church activity.

Attire Guidelines

As Christian athletes and ambassadors for Christ we want to maintain a good testimony and look sharp. The following guidelines will help us accomplish this goal.

Female Athletes

Travel Attire

School attire will be worn unless MVCS informs you otherwise. There will be situations where the players will be wearing warm-up pants (the student must purchase these through the school so all athletes are uniform). Some examples would be a female volleyball athlete wanting to watch our soccer team play or between games at a tournament.

Male Athletes

Travel Attire

Soccer – Soccer athletes will wear school attire unless MVCS informs you differently. There will be situations where the players will be wearing warm-up pants (the student must purchase these through the school so all athletes are uniform). Some examples would be a soccer athlete wanting to watch our volleyball team play or between games at a tournament.

Basketball – Basketball athletes will wear slacks, shirt and tie unless MVCS informs you differently. There will be situations where the players will be wearing warm-up pants (the student must purchase these through the school so all athletes are uniform).

Traveling Guidelines

In an effort to minimize difficulties the following guidelines have been established. Students who do not comply may face discipline measures.

Music - No student will be allowed to listen to any music through any media.

STUDENT ACTIVITIES

Student activities, whether in sports or fine arts, are extra opportunities for personal development. Faithfulness and dependability are just as important here as in required activities. Therefore, students who are involved in student activities (sports, choir, drama, ensembles, etc.) are **required** to participate in all activities scheduled for that group. This may mean students will need to rearrange their outside activities around their school responsibilities.

MVCS recognizes that dating is primarily an activity under the guidance and control of the home. The school administration strongly discourages dating among our students. Therefore, any displays of “going steady” or engagement are not permitted. Boys and girls are never permitted to be paired off at any time anywhere on campus without supervision.

STUDENTS DRIVING TO SCHOOL

Access to a car during the school day requires permission from the office. Any dangerous driving behavior from a student could cause him to lose his driving privileges on school property.

TELEPHONE USE

Students may use the telephone before school, at lunchtime, and after school only with permission for **necessary**, brief calls. **Necessary** is defined as being requested by a parent or at the advice and discretion of a school staff person.

In the event that you need to speak with your child during school hours, please call the office to leave a message for your student to call you. Unless it is urgent, your student will follow the above guidelines when returning your call.

TEXT BOOKS

The student will be charged for any lost or damaged non-consumable textbook at a prorated amount. The charge will be added to his/her school account.

VISITORS

Visitors are welcome to visit classes. In order to provide uninterrupted instruction, we ask that such classroom visits be scheduled in advance (at least one day) through the school office, so the teachers have the appropriate time to prepare and/or inform their classes of the scheduled visitor. To ensure the safety for our students, our office staff would be happy to escort visitors around the school. Students wishing to bring an out-of-town visitor to school must submit a written request, signed by their parents two days in advance of the visit. We request that no visits be made during test times. Please be sure that all student guests abide by the school's appearance code. Visitors will be required to report to the office and receive a "Visitor" badge.

No visitor may speak or perform in any program or class unless permission is secured in advance from the administration