



# **PARENT-STUDENT H A N D B O O K**

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## Message from the Administrator

*Your child has the potential and opportunity to do something amazing for the cause of Christ. God has given you an awesome responsibility to raise and train him in a way that honors Him.*

*Ultimately, each child will choose the path he follows. It is our aim to partner with you to prepare a strong foundation of godly values, Christian worldview, and sound educational principles. As you guide your child, we want to be a help and encouragement to you and to him as he reaches his full potential for Christ.*

*Many key habits are formed at this stage of your child's life that can serve him as he strikes out on his own. Our hope is that he becomes a beacon of light and makes an impact on the community and the world for Christ.*

*Our prayer is that the truths he has learned, the friendships he has made, and the godly influences he has encountered will make a lasting positive impact.*

*We are striving to maintain an environment that fosters Spirit-led living and an excitement for living for Christ. We accomplish this goal by understanding and maintaining our core values of Faith, Integrity, and Service.*

*We look forward to what this new year has to offer as we learn, serve, and grow together.*

*Tim Lee  
Administrator*

## **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 with 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 nineteen 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 of 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.

## **HANDBOOK PURPOSE**

This ***Parent–Student Handbook*** has been prepared to present school policies and procedures. MVCS reserves the privilege of amending, changing, deleting, or adding to the rules, regulations, and policies as necessary for maintaining order and accomplishing the goals and objectives of the school. Further clarification may always be provided.

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# Introduction

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## Welcome to Mississippi Valley Christian School

### **MISSION STATEMENT**

Mississippi Valley Christian School provides the opportunity for Christian parents to raise their children in a Christian environment and with a biblical worldview. Our goal is to properly prepare each student with the training to be a godly Christian leader in his church, community, and calling. We are thankful that you have decided to join us as we influence the next generation.

### **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 the children.

Knowing how to make a living is an important part of an education, but knowing *how* to live is far more important. 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 him. 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 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 is 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 without internet access may come to the school to use a computer to view their information. The website address is: [www.plusportals.com/MVCS](http://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 an example

by being a Christlike 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 spirituality. These rules are not to be misunderstood as “absolute truth,” which is God’s Word alone, but 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 that protect the driver from serious harm to himself 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, 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 (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. We believe that God has a clear design for 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)

# **Admission Policies**

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## **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. To reach these goals, our students must 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 attending 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 (who have normal academic ability) of any race, color, national, and ethnic origin 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, unmarried, 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 obtained 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 request, complete, and return a Withdrawal Form 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

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

## EDUCATIONAL OBJECTIVES

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

### K-4 and K-5 Program

The students will begin with 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: 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 in all subject matter. Participation is encouraged in a broadening array of provided extra-curricular activities.

### Senior High Program

The major subjects for high school students are Bible, math, social studies, science, and English. Students can select from a variety of elective courses that will prepare them for college, trade school, or the workforce. Additional extra-curricular activities are offered.

## RECOMMENDED HIGH SCHOOL SEQUENCE

Year	College Preparatory	General
9 <sup>th</sup>	Bible* English I/Literature* Geography* Algebra I* Physical Science* Health/Physical Education* Financial Literacy Electives	Bible* English I/Literature* Geography* Algebra I* Physical Science* Health/Physical Education* Financial Literacy Electives
10 <sup>th</sup>	Bible* English II/Literature* World History* Geometry* Biology* Health/Physical Education* Electives	Bible* English II/Literature* World History* Geometry* Biology* Health/Physical Education* Electives



11 <sup>th</sup>	Bible* English III/American Literature* Algebra II* US History* Chemistry and/or Physics Electives	Bible* English III/American Literature* General Math* US History* Electives
12 <sup>th</sup>	Bible* English IV/British Literature* Government* Speech* Pre-calculus Electives	Bible* English IV/ British Literature* Government* Speech* Electives

\*Required courses

Some secondary courses are given on an alternate-year basis so the sequence may vary. A student may select from a variety of electives, including foreign language or physics and pre-calculus (for which the prerequisite is a C in Algebra II). Students and parents should check with prospective colleges to see what electives may be required or recommended. Credit recovery due to failure of a course will be completed at the student's expense.

### ACADEMIC GRADING SCALE

		GPA			GPA
100 - 99	A+	4.0	83 - 80	C+	2.33
98 - 95	A	3.83	79 - 76	C	2.0
94 - 93	A-	3.66	75 - 73	C-	1.66
92 - 91	B+	3.33	72 - 70	D+	1.33
90 - 87	B	3.0	69 - 67	D	1.0
86 - 84	B-	2.66	66 - 65	D-	0.66
			64 - 0	F	0.0

One half point (.5) will be added to the GPA for honors classes (chemistry, physics, pre-calculus, and second-year foreign language classes).

### 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
<b>Total Credits (minimum)</b>	<b>21</b>

The Valedictorian and Salutatorian titles are based on the seniors' grades through the end of the third quarter of the senior year. Actual rankings and GPAs on final transcripts may vary depending on the fourth quarter grades of the senior year. The Valedictorian must have at least a 3.7 GPA; the Salutatorian must have at least a 3.1 GPA. Both 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 US Constitution Test and an Illinois Constitution Test.**

## **GRADUATION POLICIES**

Students graduating from Kindergarten or high school will not receive their diplomas until their school bill is paid in full.

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

## **PROMOTION/RETENTION POLICY**

### **Grades K-8**

Sometimes it is in the best interest of a student to be retained at his current grade level to allow maturation and further development of essential basic skills. 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 reading and math in grades K-3 and English and math in grades 4-8. Consideration will also be given to achievement test scores and 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 independent study or summer school program approved by the administrator before credit can be granted.

## **GRADE CLASSIFICATION**

To be a freshman (grade 9), a student must be promoted from the eighth-grade level upon the recommendation of his teacher(s).

To be a sophomore (grade 10), a student must have a minimum of 5 credits at the ninth-grade level.

To be a junior (grade 11), a student must have a minimum of 11 credits at the tenth-grade level.

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 discretion of the administrator.

## **REPORT CARDS AND PROGRESS UPDATES**

Our reporting system is designed to give parents and students an indication of the academic and spiritual progress being made. The PlusPortals will be updated weekly to monitor progress. Report card evaluations will be issued at the end of each quarter. Parents and students may consult teachers about course progress at any time.

Elementary students will receive two copies of their report card; one must be signed and returned to the teacher within two (2) days. Secondary students with passing grades will receive one copy of their report card. A student who earns a *D* or *F* in any subject will receive an extra copy which will need to be signed by a parent and returned to the office within two (2) days. Failure to do so will result in demerits and parent notification.

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

For graduating seniors, we will issue one personal transcript and send up to four transcripts to chosen colleges. A \$5.00 charge will be assessed for each additional transcript. The school will not issue transcripts for any student whose financial account is not current.

## **TESTS**

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

Other test information (ACT, SAT, CLT) is made available to students though not administered through the school.

Seniors are exempt from any final exams during their last semester unless their course average is failing.

## **HOMEWORK**

Each teacher may give reasonable homework as he sees necessary to aid his students' learning. Homework is considered late if not complete at the beginning of class time/hour when it is checked or collected. As elementary students progress, the homework load will increase. On the secondary level, most homework assignments will be limited to no more than one-half hour daily for each subject. A minimal amount of homework will be given on Wednesday nights to allow students to attend church services. With the exception of long-term assignments, homework will rarely be scheduled during holidays.

## **LATE/INCOMPLETE ASSIGNMENTS**

### **Frequent homework assignments:**

Teachers in grades 1-12 will not accept late graded assignments classified as frequent daily homework unless there are valid circumstances. The assignment will be recorded as a zero and marked as late or incomplete on PlusPortals.

### **Minor or Major projects**

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

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

Teachers in grades 9-12 will deduct 10% from the grade for one day late. After the one day, the grade will be a zero.

## **EXTRA CREDIT**

A teacher may only offer appropriate, optional extra credit work to the entire class. Teachers are under no obligation to offer extra credit; credit is earned for the work assigned.

## **MAKE-UP WORK**

If a student was given any assignment prior to an absence and were absent from class only on the day the assignment is due, he must complete the missed assignment on the first day he returns to class. (ex: Student was notified on Monday of a test on Wednesday but was absent on Wednesday. He is required to take the test when he returns on Thursday.)

If a student were to miss the day before an assignment is due, he must complete the assignment within one day of the original due date. (ex: Student was notified on Monday of a

test on Wednesday but was absent on Tuesday. If he returns on Wednesday, he is required to take the test on Thursday.)

If a student were to miss the day an assignment was given, he will receive one additional day to complete the assignment. (ex: Student was absent on Monday when an assignment was given for Tuesday. If he returns on Tuesday, the assignment is due Thursday.)

If a student were absent for two or more days, he will receive the number of days absent plus one extra day to complete assignments. (ex: Student was absent Monday through Wednesday. If he returns on Thursday, all assignments are due Tuesday.)

Any assignment not made up by its amended due date will have its grade reduced by the guidelines for late homework or major/minor projects.

For grades 7-12, it is the **student's responsibility** to check with his teachers to get all missed assignments during an absence.

## **NEATNESS**

All homework and other assignments on the secondary level will be neatly written in black or blue ink (unless directed by the teacher to use pencil) on standard ruled 8 ½" x 11" paper. *No paper torn from a spiral notebook will be accepted.*

## **PAPER HEADING**

The student's name and assignment (page number, exercise, etc.) are to be placed on the top two lines of the upper right-hand corner.

## **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." Any student at MVCS who plagiarizes from any written source, the Internet, or the work of a friend will receive the appropriate consequences. Any student who cheats in school or by accessing Quizlet or publisher's tests at home will receive a zero for graded work. A secondary student will also receive a minimum of five (5) demerits.

## **COURSE CHANGES**

High school courses may be added or dropped by the end of the second week of the semester by completing a Withdrawal/Add Course Form which requires parental and administrator permission. Any course dropped after the allowed 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 awarding the honor roll. Physical education, choir, and other electives are not included; however, receiving an *F* in any class will disqualify a student. Secondary students who receive an *F* on any semester grade will be disqualified from the honor roll at the year-end Awards Assembly.

### **Elementary Honor Roll (Grades 3 - 6)**

"A" Honor Roll - All A's

"B" Honor Roll - All A's and B's

### **Secondary Honor Roll (Grades 7 - 12)**

Pastor's Honor Roll - GPA of 3.7 and no more than one B in a core class

Honor Roll - GPA of 3.0 and no more than one C in a core class

## **Attendance Policies**

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Research clearly indicates that class attendance and participation are essential to a student's success. In addition to the academic benefits, faithful attendance in school also builds practical Christian character and demonstrates proper stewardship; therefore, every effort should be made to be in school every day on time.

School attendance policies may at times restrict the flexibility of family plans; however, sufficient opportunities are built into our school schedule for families to plan extended times together. We expect that every effort will be made to abide by the school calendar but will understand when the occasional, unexpected situation may arise, requiring missing school. Please pay special attention to days of achievement testing and semester exams. Only one day of planned absence will be permitted immediately before or after Spring Break.

MVCS closely follows the prudence underlying the Illinois Compulsory Attendance Laws outlined in *The School Code of Illinois* (TSCI).

### **NOTIFICATION OF ABSENCES**

If any student has an unexpected absence, a parent must call or email the office by 8:30 a.m. to state the reason for and expected length of absence. A message may be left on the answering machine before office hours. If the parent does not notify the office, the student's absence will be considered unexcused. An academic penalty of a 10% reduction on all schoolwork done during an unexcused absence will be assessed.

If an absence is planned, a parent must send a note or email to the office stating the dates of and reason for the absence at least three days prior. For appointments during school hours, a parent must send a note or email to the office the previous school day.

### **EXCESSIVE ABSENCES**

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

### **NOTIFICATION OF TARDINESS**

Any student who arrives after 8:00 a.m. must sign in at the office to receive a pass to enter class. Failure to do so will result in demerits for secondary students. Secondary students will receive one 45-minute detention for every three unexcused tardies accumulated during a semester. For secondary students, tardiness to class during the day is a demerit penalty.

### **SCHOOL CLOSINGS**

All closings and early dismissals will be given via phone call, text, and/or email through our automated system. Parental preferences are recorded in the registration paperwork.

### **LEAVING SCHOOL EARLY**

If a student must be dismissed early, a parent must send a written note or email to the office at the start of the school day. Parents of elementary students should report to the office and wait for their child to be called. Secondary students must sign out in the office before leaving. Seniors who have received parental permission may leave before the last hour study hall for such things as work or attending college classes.

### **CLOSED CAMPUS**

Attendance at school is required from 8:00 to 3:00. If a student must leave for any reason, he must receive permission and sign out/in at the office. Violations will result in demerits.

# **Respectful Attitudes and Behavior**

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## **PREMISE FOR RESPECT**

### **Respect for God**

Promoting philosophies, lifestyles, 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, "...If a man love me, he will keep my words..."

### **Respect for Authority**

Proper respect for authority requires proper attitude. Respect includes words, tone of voice, and facial expressions. Parents and students should respect teachers and/or staff in enforcement of classroom regulations set forth in this handbook. Questions will be accepted and encouraged if brought in a Christlike manner and spirit.

### **Respect for Others**

Students are to be considerate of others. Parents and teachers need to communicate at times, but each should be respectful and not call or text too late in the evening. The teachers' workday ends at 3:30 pm. Our teachers are very gracious, but calling or texting asking for assignments into the evening hours is not respectful.

### **Respect for Self**

MVCS places a high expectation upon the student, especially as he advances in age, to demonstrate the fruit of the Spirit.

### **Respect for Rules**

Rules, guidelines, and standards of attitude and behavior will be clearly established and explained to the students. Parents and teachers must work and communicate together well to be successful in the discipleship of students.

### **Respect for Property**

Students are to be considerate of the school's and other's property. Students who damage, destroy, or lose school property or equipment will incur all costs to repair or replace. Parents will be notified in writing of the incident and be charged with the appropriate amount.

### **Respect for Discipline**

Discipline should be based on the positive aspects of teaching, training, modeling, encouraging, and loving the student. God has given us some definite Biblical principles concerning standards of attitude and behavior.

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

# Disciplinary Information

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## GENERAL DISCIPLINE GUIDELINES

When the need for discipline at school arises, the teachers, parents, and 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** – The rule will be presented or clarified with its application to the situation and the consequences for disobedience.
2. **Written or phone communication** – Communication will outline the problem, including positive suggestions, and seek the help of the parent.
3. **Parent conference** – Teachers may hold a conference for repeated minor offenses. A major offense may merit a conference with the teacher and/or administrator.
4. **Detention** – Detentions are given for accumulated demerit levels, tardiness, and/or at the discretion of a teacher. Detentions will require physical work and are served from 3:15 p.m. to 4:00 p.m. on designated school days. Notification will be sent home at least one day prior to the detention.
5. **Suspension** – Elementary suspensions are typically in-school; secondary suspensions are out of school. The student will receive a zero for daily class work. Tests, quizzes, and projects may be made up with scores reduced by 10%. Two suspensions for disciplinary reasons result in the student being placed on probation.
6. **Probation** – Students may be placed on probation for academic or disciplinary reasons. Failure to consistently improve in the area of concern may result in expulsion.
7. **Expulsion** – A student who has made a major wrong choice or a series of wrong choices and has not heeded the school's and home's admonishment *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, must participate in a verified discipleship program, and secure a written recommendation from his pastor to be considered for re-enrollment.

### Elementary Discipline Guidelines

1. Teachers are responsible to monitor and administer internal classroom discipline (ex: name on the board, loss of privilege, reward) and provide guidelines for the maximum number of offenses.
2. Teachers will contact parents if offenses repeat and may request a conference.
3. Students who engage in direct disobedience, disrespect, or a major offense may be sent to the administrator for private discipline. The parent will be notified with information of the infraction(s) and requesting reinforcement at home.
4. Should a student be sent to the administrator's office a second time for the same offense, a conference with the teacher, parents, and administrator will be requested.
5. Should a pattern of disregarding classroom or school policies occur, the student's record will be reviewed for possible expulsion from school.

Questions concerning a discipline problem should first be discussed with the teacher.

### Jr. and Sr. High Discipline Guidelines

Although teachers are free to determine appropriate disciplinary action within their own classrooms, they will most often make use of the demerit system to handle offenses.

## DEMERIT POLICY

Students begin each semester with zero demerits. When a student receives a demerit(s), he will be asked to sign the demerit slip to acknowledge being given a demerit(s) but not necessarily to admit guilt. He will then have three school days to appeal to the teacher then, if necessary, to the administrator. Demerit totals will be recorded weekly on the PlusPortals.

**Demerits issued by substitute teachers will be doubled.**

## Demerit Penalty Guideline

The demerit system addresses **but is not limited to** the following offenses and assesses one demerit for the first two violations, two demerits for the third and fourth violations, and three demerits for further identical violations each semester:

- Tardy to class
- Not prepared for class
- Disruption of class
- Talking in class
- Lack of attention in class
- Gum/candy in class
- Note writing/passing
- Disorderly conduct
- Failure to follow instruction
- Dress code violation
- Hair code violation
- Facial hair

Some offenses are considered serious and will receive major, independently assessed demerit penalties:

- Cheating
- Fighting
- Lying
- Stealing
- Bullying
- Disrespect
- Direct disobedience
- Skipping class
- Plagiarism/Forgery
- Defacing property
- Personal contact
- Pornography
- Smoking/Vaping/Alcohol/Drugs
- Suggestive/inappropriate language
- Vulgarity/Profanity

Suspension or expulsion for major offenses may be immediate instead.

## Demerit Process Guideline

- **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
- **Accumulation of 45 Demerits:** Administrative meeting with parents and one day out-of-school suspension
- **Accumulation of 55 Demerits:** Expulsion from school
- Any student who earns 35 or more demerits in both semesters of a school year will be expelled upon earning 35 demerits during the first semester of the following year.

## CONDUCT OF STUDENTS

In accordance with the ministry's statement of faith and in recognition of Biblical commands, 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)

***During school hours:*** Behavior should always be above reproach. Demonstrations of romantic involvement (hand holding, embracing, any contact contributing to undue familiarity) between students on school property is forbidden and will result in demerits, suspension, or expulsion.

***During non-school hours:*** Students are to maintain a strong Christian testimony. Inappropriate conduct outside of normal school hours could affect the student's standing in school. Students should avoid attendance at functions that would draw their testimony into question. Immoral activities, use of alcohol, drugs, tobacco, etc. will lead to expulsion.



# Health Program

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## **REQUIRED MEDICAL INFORMATION**

According to the Illinois School Health Code, parents/guardians are to comply with physical, eye, and dental examination requirements. Appropriate forms are to be completed by health professionals and are available in and to be returned to the school office. Failure to comply may jeopardize a student's ability to attend class. **Changes of address, emergency information, and 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, entering K4, kindergarten, sixth, and ninth grades. Two doses of the MCV4 are required for students entering the twelfth 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 completed by a licensed optometrist or a medical doctor who performs eye examinations. School eye examinations must have been completed by September 30 or within twelve months prior.

## **DENTAL EXAMINATION REQUIREMENTS**

All children in kindergarten, second, sixth, and ninth grades are required to have a dental examination performed by a dentist by May 15 of the school year, within eighteen months prior, or to present proof that one is scheduled in the next sixty days.

## **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 in original containers, labeled with student's name, medication name, dosage, and dosage times, to the office upon arrival in the morning and will be kept there securely.
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 medication administration will be kept in the school office.
4. The student is responsible to report to the school office at the designated times medication is to be taken.
5. Prescription refills will be the responsibility of the parent.
6. In the event of physician-ordered changes in a student's medication, the school office will receive such orders directly from the parents and/or physician and will note such changes on the Medication Form.
7. If a student takes medicine on a regular basis, (even if the medicine is only taken at home), notice **must** be given to the school stating the medication's name, dosage, dosage times, prescribing doctor, 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**

Parents should consult a physician when their student shows any sign of any communicable disease. The state law requires that children with certain illnesses be excluded from school for a prescribed period of time, based upon doctor's recommendation.

Children having mumps or chicken pox will be excluded from school during the period of time there is any swelling present from mumps or until all chicken pox has started to crust. Impetigo, ringworm, scabies, pinkeye, tonsillitis, head or body lice, and trachoma all require unspecified periods of exclusion. Parents must notify the school office if any child has had a communicable disease in order that we may keep accurate records.

A student with a fever of 100 degrees or higher will not be permitted to stay in school. The parents will be called to take him home or to a doctor. Students are not allowed to return until they have been fever-free for twenty-four hours.

## **PARENTAL WISDOM**

Students with a fever, cold, upset stomach, or any undue physical distress should be kept at home for their protection and for the protection of the other students. **Working parents must be especially diligent in ensuring the health of their students before going to work.** Parents must supply the school office with current contact information (names and phone numbers) for themselves and secondary contacts. 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.

## **SCREENINGS**

***Vision and Hearing Screenings:*** Vision and hearing screenings are mandated by the state of IL and will be done annually for all MVCS students. Vision screenings will be given to grades K4, 2, 8, and transfer students; and hearing screenings will be given to grades K4, K5, 1, 2, 3, and transfer students. Screenings will be conducted by a certified vision and hearing technician for a cost of \$5.00 each.

## **STUDENT INSURANCE**

As part of its Activity Fee, the school provides 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.

# **Dress and Appearance Code**

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## **PREMISE**

MVCS desires that its students dress in a manner pleasing to God. As an organization, we must have specified guidelines for dress and appearance which are developed based on our views of modesty, distinction, identification, and appropriateness. Though your family guidelines may not match ours entirely, we would expect maturity and cooperation in navigating the guidelines. Because attendance at MVCS is a privilege, we expect our students and parents to defer their preferences and adhere to our dress code willingly. The administration encourages communication about dress guidelines and infractions, so matters are clearly understood by students, parents, and faculty.

The purpose of a dress code is to encourage an environment that is conducive to learning. Classrooms are not arenas for freedom of expression; the individual's appearance (clothing and/or hair) should not draw undue attention to himself. We ask our students to meet this standard for our consistency in enforcement.

Styles and fashion fads change rapidly in our society. MVCS reserves the right to rule on appropriateness and adopt and enforce dress standards not specified in the dress code.

## **GENERAL DRESS/APPEARANCE CODE**

1. Teachers will address dress code violations during arrival/homeroom, and violation will be corrected before the student may attend class.
2. All clothing should be modest, neat, clean, and free of any words (MVCS apparel excluded). Excessively oversized or tight styles are not permitted.
3. Accessories (backpacks, jewelry, etc.) that have any pictures, wording, or brand names inconsistent with our Christian philosophy (ex: sensuous characters, music groups, alcohol, etc) are not permitted.
4. Students are not permitted to wear hats, bandanas, sweatbands, or other headgear inside the building.
5. T-shirts designed to be worn as undershirts are not permitted as classroom attire.
6. Tattoos and body piercing are not permitted (Leviticus 19:28). Students should not write or color words or graphics on their bodies.
7. Unnatural hair colors or extreme styles (shaved designs, mohawks) are not permitted.
8. Camouflage clothing is not permitted.
9. Hooded clothing without wording may be worn, but the hood is not to be over the head.

## **Dress/Appearance Code for Young Men:**

### **Grades K-4 through 6:**

1. Pants may be casual, dress, or denim and must be ankle-length (no sweatpants or joggers). Denim is acceptable.
2. Shirts may be casual or dress with a fold-down, banner, crew-neck, or turtleneck collar. Only the top button should be unbuttoned.
3. Shoes may be casual, dress, or tennis; sandals are not permitted. Socks must be worn at all times.
4. Hair must be neatly trimmed and combed. It is to be kept off the ears, eyebrows, and collar.
5. Jewelry is restricted to the hands and wrists.

### **Grades 7 through 12:**

1. Pants may be business casual or dress and must be ankle-length with finished hems (no fraying). Overalls, cargo/utility work pants, or sweatpants/joggers are not to be worn. Belts of normal length are required with all pants that have belt loops. Denim is permitted on Fridays.

2. Shirts may be casual or dress with either a fold-down, banner, or turtleneck collar. Only the top button should be unbuttoned. All shirts must be tucked in. Sweaters without a collar may be worn.
3. Shoes may be casual, dress, or tennis; sandals are not permitted. 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. Sideburns must not extend below the bottom of the ear. Young men are to be clean-shaven.
5. Jewelry is restricted to the hands and wrists.

### **Dress/Appearance Code for Young Ladies:**

#### **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 at least to the middle of the knee for grades 5 and 6. Denim is acceptable. Shorts may be worn under a dress or skirt for modesty.
2. Blouses/shirts must have modest necklines and arm openings. Spaghetti straps are not allowed; sundresses may only be worn with a blouse.
3. Shoes must fasten securely on the foot.
4. Cosmetics are not to be worn.

#### **Grades 7 through 12:**

1. Dresses or skirts must come at least to the middle of the knee with finished hems (no fraying). Any slit or opening must be secured to at least the top of the knee. Denim is permitted on Fridays.
2. Blouses/shirts must have modest necklines (no lower than three fingers from the collar bone) and arm openings (Sleeveless shirts should reach the edge of the shoulder.).
3. Clothing may not be sheer or open weave unless worn over other garments that meet guidelines. No undergarments or midriffs are to be revealed.
4. Shoes may be casual, dress, or tennis; sandals (no rubber flip-flops) are permitted.
5. Jewelry may be worn. Earrings are limited to no more than two pairs of matching earrings, no longer than three inches, in the lower lobe; earring cuffs in the upper part of the ear are not permitted.
6. 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. While still abiding by outlined dress code requirements of modesty and Christian philosophy, students may wear casual shirts with loose-fitting pants or loose-fitting, knee-length shorts. Jeans with no holes or frayed hems may be worn. Absolutely no spandex/leggings are permitted. Appropriate hats are permitted.

Listening to music through any device at athletic events is prohibited. Violations will result in demerits, correcting 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 events.

### **Dress/Appearance Code for Physical Education**

Secondary girls and boys are required to wear an MVCS P.E. uniform which can be purchased from the school office.

# **School Procedures and Policies**

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## **ARRIVAL PROCEDURES**

Formal school supervision begins at 7:40 a.m. in the school library for grades 3-12 and in the classroom for grades K4-2. Students must report immediately to the supervised areas. Students are dismissed from the library at 7:50 a.m. to go to lockers and classrooms. For the safety of supervision, parents who arrive earlier than 7:40 a.m. should wait with their students in their car. Parents who must drop off their child(ren) before 7:40 a.m. should contact the office for information about Before School Care.

Parents of grade K4-2 students may escort their students to their classroom door but must understand that the teacher is to be attentive to his whole class and only has time to receive pertinent information.

## **BEFORE AND AFTER SCHOOL CARE**

Before School Care begins daily at 7:15 a.m.; After School Care lasts to 5:30 p.m. but is not offered on scheduled half days or heat days. The school office can offer complete details.

## **BIBLES**

Every student (except K-4 and K-5) is required to have his own copy of the King James Bible. For uniformity and continuity, the KJV is required for all schoolwork.

## **CELL PHONES**

Secondary students who bring cellphones to school must leave them in their vehicle or in the school office. A student who violates the policy will receive two demerits and have his phone taken to the office for the day. On the second offense, the student will receive five demerits and have his parents notified that a parent must retrieve the phone from the office. On the third offense, the student will incur ten demerits and have his parents notified that a parent must again retrieve the phone from the office and prevent the student from bringing his phone to school for the remainder of the year. Any student found using a cell phone during the day will receive an additional three demerits.

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

## **DISMISSAL PROCEDURES**

All students not picked up by 3:15 p.m. on a full day of school will be taken to After School Care and will incur a charge of \$3.00 per hour for any part of an hour.

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

If a parent has an unusual circumstance (ex. an accident) and notifies the school, no charge will be assessed for late care.

### **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 fifteen minutes will be taken to the office.

### **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 at the 3:00 p.m. dismissal time.

**Grades 7 through 12**

Students will be dismissed from the north doors facing the parking lot at the 3:00 p.m. dismissal time.

**DISTRIBUTION OF LITERATURE**

MVCS cannot assess all of the events that students, students' parents, or students' churches would like to promote. We must, therefore, prohibit the distribution of any printed promotional material. As a ministry of Faith Baptist Church, MVCS may occasionally distribute information for FBC events.

**FIELD TRIPS**

Field trips are planned throughout the year; information and permission slips will be distributed in advance. Based on class size and nature of the field trip, parent chaperones are often needed. Parents wishing to chaperone must have prior approval from the teacher, honor the school dress code, and help maintain the school's standards of safety and behavior.

**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.

At any school-sponsored functions, school rules and regulations apply to both students and their guests. All are expected to follow applicable dress codes and stay for the duration of the event.

The school is not responsible for any party or social function that is not officially approved or sponsored by the school.

Parents must supervise their children at all times at all school functions.

**HALL PASSES**

Students are not permitted in the halls during class periods without a teacher or a hall pass. Students are responsible for obtaining the pass.

**RESTRICTED ITEMS**

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. These items may not be kept in the student's lockers. Only reading materials related to the curriculum may be brought to school. Books, other than those from our library or being used for a class project, 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; sophomores may attend as a guest of a junior or senior. A Homecoming banquet for all secondary students is held in the winter. Both banquets are formal occasions for which formal dress guidelines will be distributed. Guests from outside our school must abide by school policies while attending the banquet.

## **LIBRARY POLICY**

The rules generally accepted in public libraries will apply to our library. 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; **his or her report card will be withheld** until such fines have been paid. Please note the following statement regarding materials in the library: "The beliefs, teachings, or doctrines found in the books may not necessarily be in accordance with that of MVCS."

## **LOCKERS**

Each student in grades 7-12 will be assigned a locker. Lockers remain 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 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.

## **LOITERING**

Loitering in corridors, bathrooms, and parking lots is prohibited. A student is expected to be in assigned areas during his scheduled school day and during any school function.

## **LOST AND FOUND**

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

## **LUNCH PROGRAM**

Each student should bring his own lunch or prepare to order a lunch through the Snack Shack. Students will have access to microwave ovens but must provide their own eating utensils, napkins, and condiments. Students who forget a lunch may call their parents from the school office or order an emergency lunch from the Snack Shack. Elementary students are asked not to exchange food with other students.

The Snack Shack is operated by the senior class and offers a wide menu at reasonable costs. Order forms will be made available for the students. Elementary students place lunch orders upon arrival in the morning in their classrooms; secondary students place lunch orders in the library by 10:30 a.m. each day. Orders may be made on a cash basis, or families may arrange to open an account. Snack Shack accounts operate on a pre-pay basis; regular statements are sent home with the students.

## **PARENT-TEACHER CONFERENCES**

A parent or teacher may request a conference at any time. Parents may contact the office or the teacher directly with such a request. To address any issues not resolved with the teacher, a conference with the administrator and teacher may be requested. Shortly after the first nine-week grading period, an afternoon and evening will be set aside for parent-teacher conferences with reserved times made available to parents.

## **PARKING LOT ETIQUETTE**

Safety is crucial in the parking lot. When children are present, the speed limit is 5 MPH. The flow of the dismissal pick-up line should never be interrupted. Any parent whose student is not immediately present for pick-up should find a parking space or drive through the dismissal line again.

**The state of Illinois prohibits all cell phone use while driving in a school zone; Seminary Street on either side of the school property is classified as such.**

### **PERSONAL PROPERTY**

All personal property of value which is brought to school should be labeled in some manner. The office should be notified of any lost items; any lost items should be turned 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 his personal vehicle to transport students for a school activity must first sign a Liability Acceptance Form.

### **SCHOOL NEWSLETTER**

The *Smoke Signal* is the weekly MVCS school newsletter that gives important information regarding future school activities, updates for on-going matters, and results of past events. The letter is sent home (usually on Mondays) with elementary students and uploaded each week to both the school website and the PlusPortals site.

### **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. Parents and visitors must come to the front door on Seminary Street and report to the office.

Safety drills for the possibility of tornadoes, fires, and other emergencies are periodically conducted throughout the school year. Procedures for these drills will be thoroughly explained. Students should follow their teacher's directions and go quickly and silently to the designated areas.

The MVCS lock-down procedures have been communicated to the Alton Police Department. Should the need arise, all students and staff will evacuate to The Boys' & Girls' Club on the corner of Amelia and Washington.

### **SCHOOL WEB PAGE**

MVCS's web page, [www.mvcs-il.org](http://www.mvcs-il.org), is a valuable resource for school information. The PlusPortals site, [plusportals.com/MVCS](http://plusportals.com/MVCS), will have the most up-to-date information and resources for parents and students.

### **SOLICITATION**

Solicitation of any kind 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 and coach; they must further realize that they are a Christian first, a student second, and an athlete last.

To participate in any sport, a physical exam showing a doctor's approval to participate is required. One yearly physical will be adequate for all sports. Sports Eligibility Requirements forms provide more detailed information.



## **SPORTS REQUIREMENTS**

### **Academic**

In accordance with IACS standards, commencing with the first-quarter progress report, student-athletes must have a C- average and no F's. (Eligibility for basketball will be based on first-quarter grades.) Any athlete who fails to meet these requirements will be placed on academic probation for a period of two weeks. Probation requires participation in practices, sitting on the bench without dressing out for home games, but no traveling to away games. Grade checks will be conducted on the first and fifteenth of each month. If an athlete has maintained the minimal academic standards, his academic probation will end. Any athlete on probation who fails to meet the minimal academic standard for two consecutive grade checks will be removed from the team. Exceptions regarding requirements may be made for students with documented learning disabilities.

### **Demerits**

An athlete who accumulates seven demerits during a four-week timeframe in a season will be ineligible for participation in the next game. If the athlete accumulates fifteen demerits, he will be ineligible for the next game. If the athlete accumulates twenty-five demerits, he will be ineligible for the next two games. An athlete with thirty demerits will be removed from the team. Demerits accumulate over the entire sport season; the basketball season comprises two semesters.

### **Attendance**

Full day attendance is required on *the day of a game*. One exception, requiring attendance of at least four class periods, may be made per season for an athlete who is recovering from an illness. Full day attendance is required *the day after a game*. One exception may be made per season for an athlete who is recovering from an illness or injury from the previous day's game. Athletes who fail to attend as required or are tardy the day after a game must miss the first quarter (or equivalent) of the next game. Coaches will work with the office to enforce this policy.

### **Practices**

Practices are required. Athletes who miss or are late to a practice for reasons other than illness, family death, or church activity will be penalized by their coach.

### **Attire Guidelines**

Game day dress will be at the coaches' discretion. Friday casual school dress will be expected to and from games unless MVCS informs you otherwise.

### **Traveling Guidelines**

No student will be allowed to listen to any music through any electronic media. Students who do not comply will face discipline measures.

## **STUDENT ACTIVITIES**

Extra-curricular activities provide excellent opportunity for personal development and require the same faithfulness and dependability as required activities. Students who choose to join any group (sports, music, drama, Student Council, etc.) are *required* to participate in all its scheduled activities.

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 student driving behavior could cause him to lose his driving privileges on school property.

### **TELEPHONE USE**

Students may use the office 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 school staff.

Parents who need to speak with a student during school hours should call the school office to leave a message and, other than in the case of emergencies, expect the telephone use guidelines to be followed for any needed return call.

### **TEXTING**

Staff and coaches should limit texting with students as much as possible. Although texting is a common form of communication today and one cannot always control receiving text messages, safeguards must be in place. Text messages between students and our staff/coaches must be conducted in a group text with an appropriate third party, preferably the spouse of the staff/coach or parent(s) of student/athlete. If a text conversation is opened individually to the staff/coach, he or she will immediately direct the message into a group thread with an appropriate third party. Depending on the circumstances of the specific situation, violation could be grounds for termination.

### **TEXTBOOKS**

The student will have his school account charged for any lost or damaged non-consumable textbook at a prorated amount.

### **VISITORS**

Visitors are welcome at MVCS. Classroom visits must be scheduled at least one day in advance with the school office. To ensure the safety of our students, all visitors will report to the school office, wear a “Visitor” badge, and (unless the guest of a student) be escorted by an office staff member. 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. Students’ guests should abide by the school dress code. No visitors will be permitted during scheduled testing times.

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

## **ASBESTOS LETTER**

Dear Parents, Teachers, and Employees:

The Illinois Department of Public Health requires that we write a letter to update you on the asbestos material in our school buildings.

The small amount of asbestos that is in our school buildings is in good condition. It is inspected every six months by our staff and at three-year intervals by an outside company, as required by law, to ensure that it is being maintained properly. The three-year inspection was completed by the Ideal Environmental Engineering from Bloomington, Illinois in January 2022. The asbestos was found in good condition. We anticipate no problems with maintaining the asbestos in a safe condition. The next three-year inspection will be in January of 2025.

If anyone should have any questions, please do not hesitate to call me about this notice.

Sincerely,

Pastor Tim Lee  
Administrator