



# Mountain View Christian Academy



**2019-2020**

**Parent Handbook**

***“The MVCA Difference”***





# **Mountain View Christian Academy**

153 Narrow Lane

Winchester, VA

Phone: 540-868-1231

Fax: 540-869-8976

Website: [mvca.ccmv.com](http://mvca.ccmv.com)

Email: [mvcaofc@ccmv.com](mailto:mvcaofc@ccmv.com)

## **Office Hours**

8:00 a.m.-4:00 p.m. on days school is in session

Part-time summer hours

## **Professional Affiliations**

Mountain View Christian Academy is accredited by the Association of Christian Schools International (ACSI) and we are active members of the Virginia Council for Private Education (VCPE).

## TABLE OF CONTENTS

Page Number	
5	History, Milestones, Vision
6	Philosophy, Mission, Core Values
7	Core Value #1 <i>Standing on Biblical Authority</i> Statement of Faith
8	Core Value #2 <i>Committed to Kingdom Education</i> Communication , Weekly Email Correspondence, Website and RenWeb Communication, Emergency School Closings, Parental Involvement Opportunities
9	Student Drop-off and Pick-up, Before and After School Care, Visitation, Report Cards and Parent/Teacher Conferences
10	Parent/Teacher Fellowship, Development Events Core Value #3 <i>Encouraging Potential in Christ</i> Admission and Registration
11	Curriculum, Textbooks, Classes, Dual Enrollment
12	Resources and Electives, Students with Identified Instructional Needs, Grading System, Academic Achievement Testing
13	Retention Policy, Summer School Enrichment Program, Graduation and Year-End Award Ceremonies, Student Transfers and Withdrawals, Co-curricular Activities and Special Events, Field Trips
14	Chapel, Secondary Leadership Retreats and Service Projects, Educational and Mission Trip Opportunities, Sports and Athletic Clubs
15	Additional Clubs and Organizations Core Value # 4 <i>Living Lives of Integrity</i> Code of Conduct/Discipline Policy
16	Health and Safety, Crisis Management, Accident Policy
17	Students Who Drive, Leaving School During the Day, Insurance Statement, Special Events and Situations, Special Privileges, Home School Program
18	Core Value #5 <i>Submitting to Ordained Leadership</i> Teacher Qualifications Core Value #6— <i>Trusting in God’s Provision</i> Domestic Tuition Policy
19	International Tuition Policy, Student Tuition Assistance, SCRIP, Meals
20	Expected Student Outcomes
21	2014-2015 School Calendar

## MVCA MEDICATIONS POLICY

As a member of the Virginia Council for Private Education, Mountain View Christian Academy must follow VCPE guidelines and state law for dispensing medications during the school day. In order for a staff member to dispense any over the counter or prescription medication, they need to be certified in CPR and AED and have been trained and certified in Medication Administration Training through a course approved by the Board of Nursing and the Virginia Department of Social Services. The following policies have been created in order to comply with these guidelines.

A. MVCA will only dispense prescription medicines for a period of no more than 10 school days when a parent has:

Provided the medications in a labeled prescription package. Prescription medications cannot be in any other containers. A parent must bring the medication to school.

Filled out the medication consent form. Any changes to the medication dosage etc. require a new form be filled out.

Already provided at least the first dose and has had time to witness possible side effects. Unused medications will be returned at the end of the 10 day period. In order to provide prescription medicines for more than 10 days or for the full school year (i.e. inhalers for asthma) the medication consent form must be signed by the prescribing physician.

B. MVCA will only dispense over the counter medicines after a parent has been contacted and gives approval. In order to provide OTC medicines throughout the year without consent for each individual instance, a parent must provide a medication consent form with a physician’s signature with each medication desired listed. If a particular OTC medicine is not present at the school, the parent must provide it for their child’s use.

C. MVCA will not dispense any medication listed as a narcotic even with a physician’s approval. MVCA will not administer insulin injections or rectal medications unless specialized certification has been awarded to a staff member through MAT training.

D. Student health information, medical and psychiatric records, and medical consent forms will be kept separate from other student records. Access to these records will be limited and protected. This information may only be shared with necessary school personnel with the written permission of the parent. MVCA will collect new information from the parent upon enrollment, or past information from the previous school when transferring. It is the parent responsibility to keep these records up to date when changes occur.

E. Training or retraining on policies and procedures will be done during the opening week of teacher attendance for each new school year. Training may be provided throughout the year for new personnel or for changes to policies or procedures.

F. All instances of occasional medication disbursement will be recorded in the current student record management program. Regular daily, weekly or monthly disbursement will have been recorded on the consent forms.

## Expected Student Outcomes

As we strive to attain our vision, we have adopted the 25 expected student outcomes developed by ACSI. They encourage member schools to develop programs, strategies, and methodologies within the context of biblical principles, producing graduates with a Christian worldview, who meet the following objectives.

1. Students are well prepared in all academic disciplines, and are skilled in reading, writing, speaking, listening, and thinking.
2. Students are proficient in mathematics and science.
3. Students have a knowledge and understanding of people, events, and movements in history (including church history) and the cultures of other peoples and places.
4. Students appreciate literature and the arts and understand how they express and shape their beliefs and values.
5. Students have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting inter-ethnic harmony, and encouraging biblical hospitality.
6. Students are committed to carrying out the Great Commission locally and around the world in a culturally sensitive manner.
7. Students know how to utilize resources including technology to find, analyze, and evaluate information.
8. Students are committed to life-long learning.
9. Students have the skills to question, solve problems, and make wise decisions.
10. Students understand the worth of every human being as created in the image of God.
11. Students can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews.
12. Students understand and commit to a personal relationship with Jesus Christ.
13. Students know, understand, and apply God's Word in daily life.
14. Students possess apologetic skills to defend their faith.
15. Students are empowered by the Holy Spirit and pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love.
16. Students treat their bodies as the temple of the Holy Spirit.
17. Students are actively involved in a church community, serving God and others.
18. Students understand, value, and engage in appropriate social (community) and civic/political activities.
19. Students embrace and practice justice, mercy, and peacemaking in family and society.
20. Students value intellectual inquiry and are engaged in the marketplace of ideas (open honest exchange of ideas).
21. Students respect, and relate appropriately with integrity to the people with whom they work, play, and live.
22. Students have an appreciation for the natural environment and practice responsible stewardship of God's creation.
23. Students are prepared to practice principles of healthy, moral family living.
24. Students are good stewards of their finances, time (including discretionary time) and all other resources.
25. Students understand that work has dignity as an expression of the nature of God.

## History

Mountain View Christian Academy is an extension of the ministry of the Church of Christ at Mountain View. Our prayer as a congregation has been to utilize our facilities to educate individuals for the kingdom from birth to adulthood. The school ministry is one facet to instill in young people Godly principles which will encourage them to be grounded in truth throughout their lives. Our desire at Mountain View Christian Academy is to enable children to develop a positive self-esteem, recognizing their God-given talents and abilities. God has truly blessed our ministries and we have seen rapid growth.

## Milestones

- 1970s** Leadership from Valley Avenue Church of Christ (location before Mountain View) began praying for ministries to educate individuals from early childhood to adulthood.
- 1991** 2-day preschool program for 3-5 year olds was opened in February. By November, it was expanded to a full daycare program for children 6 weeks to 12 years old (Training His Tots).
- 1992** Founded in August under the direction of the Church of Christ at Mountain View, MVCA began with a Kindergarten program.
- 1993** Added 1<sup>st</sup> grade.
- 1994** Added 2<sup>nd</sup> grade and 9<sup>th</sup> grade video school.
- 1995** Added 3<sup>rd</sup> grade and expanded video school to 8<sup>th</sup> -12<sup>th</sup> grades. Christian Kingdom College began classes.
- 1996** In January, an addition at the Church of Christ at Mountain View allowed MVCA the use of 7 new classrooms, a library, computer lab, kitchen and cafeteria, as well as a regulation gymnasium.
- 1998** MVCA had a full K-12<sup>th</sup> grade program with all academic subjects taught by degreed staff.
- 2001** On December 10, MVCA was granted full accreditation from the Association of Christian Schools International for our K-12 program.
- 2002** Celebrated 10 years.
- 2003** Added a modular unit that currently houses the library, upper elementary classrooms, an art room and the computer lab.
- 2004** The Northwest Campus was totally enclosed to house 7<sup>th</sup>-12<sup>th</sup> grade classes.
- 2006** Celebrated 15 years.
- 2008** Awarded renewal of accreditation.
- 2011** Celebrated 20 years.
- 2015** Awarded second renewal of accreditation.
- 2016** Celebrating 25 years!

## Vision

To be the premiere educational institution in Frederick County and a forerunner for kingdom education delivered in a manner worthy of bringing glory to the excellent name of Jesus Christ.

*"Without a vision the people will perish." (Proverbs 29:18)*

*"God is able to do immeasurably more than we can ask or dream..." (Ephesians 3:20)*

*We have big dreams and a BIG GOD!*

## Philosophy

At Mountain View Christian Academy, the Bible and Christian training are not ‘extras’ but integral parts of every area of study, emphasizing a direct relationship to the sovereign God. Teaching is based on the absolute truths revealed in the Bible and the application of those truths is emphasized in every area of study. Standards are set to raise students to academic excellence. In addition, key principles of Christian character are taught in an effort to train students to wholeheartedly rise to the standard of Christian conduct in obedience, respect, and self-discipline.

## Mission

Mountain View Christian Academy, in partnership with the home and the church, delivers quality education for the whole student– spiritually, academically, socially, and physically– producing well-adjusted, morally sound individuals equipped to transform society.

## Core Values

1. *Standing on Biblical Authority-* We value the inerrancy, infallibility, and authority of Scripture as God’s revealed plan for man and we take a solid stance on the absolute truths of God’s Word in order to be a pillar of truth for our community.
2. *Committed to Kingdom Education-* We are committed to the truths of kingdom education as a life-long, Biblically-based process of leading one to Christ, building one up in Christ (discipling), and equipping one to serve Christ by making disciples. We are committed to raising up individuals who will love the Lord with all their heart, soul, mind, and strength in order to produce men and women who can transform society through New Testament Christianity. We recognize that this can best be accomplished when it begins at birth and the church partners with the home in the responsibility of educating children.
3. *Encouraging Potential in Christ-* We recognize that every person is uniquely created by God, in His image with God-given talents and abilities. Therefore, we believe that all individuals should be treated with the utmost respect and love, encouraging them to rise to their fullest potential in Christ.
4. *Living Lives of Integrity-* We believe in exhibiting the character of God in all our dealings, thus we will deal with others kindly, fairly, honestly, and with integrity.
5. *Submitting to Ordained Leadership-* We value leading lives above reproach by being under the leadership of a local congregation which will hold us accountable to walk in a manner worthy of God’s calling.
6. *Trusting in God’s Provision-* We believe in the omnipotence of the Almighty God to supply all our need, as we trust in Him.

These six core values permeate who we are and what we do. Every component of our program applies to one of these principles. The information presented in this handbook will be presented under the appropriate core value to which it correlates.

## International Tuition Policy

International enrollments for grades 7-12 are coordinated through the school. Tuition is \$10,300.00 and includes all application services and support, activity and sports fees, lunch, and before and after care. A fee of \$8,000.00 is charged for home stay including interviews, room and board, and host training. Applications and additional information are available at mvca.ccmv.com.

## Student Tuition Assistance Fund (STAF)

All families desiring tuition assistance for 2016/2017 must apply through Confidential Financial Services. An assessment is conducted based on income and expenses to determine what a family is able to invest in their child’s education. The results of the analysis are provided to MVCA and to the family upon request. MVCA then determines if funds are available to assist the family with their tuition payment. For returning families, applications must be submitted by March 31, 2016, for first consideration. Parents of new students may submit an application beginning April 1 until the deadline of August 10, 2016. Funds will be distributed first-come, first-served until the annual cap of \$200,000 is reached.

## SCRIP

This program offers MVCA families another way to reduce their tuition cost. By ordering retail gift cards and certificates in bulk, MVCA receives a percentage discount. When families order SCRIP through MVCA, this discount is passed along to the families who may use the savings toward their tuition, lunch account, or re-enrollment fee in the spring. Several popular local merchants participate. Order forms for SCRIP are available in the school lobby or through the SCRIP website. Participation can be on a month-to-month basis.

## Meals

A balanced lunch is available for purchase on a daily basis. Monthly menus are prepared in advance and posted to RenWeb. If you know your child may not eat what is on the menu, please pack his/her lunch for that day. K-2nd grades are not permitted to use the microwaves and should pack lunches that do not require warming. Lunch for elementary students is \$3.50 and secondary students is \$5.00. Some meals are charged at a la carte rates.

Lunch accounts are maintained through RenWeb. Parents may prepay any amount to the office and are emailed a monthly statement. Students may pay with cash at any time. Parents are asked to keep their child’s lunch account current at all times. If charges accrue longer than 30 days, parents may be asked to pack lunches until the account is made current.

All students must eat lunch in the lunchroom unless granted special permission. Students may not leave school grounds during lunchtime. Special off campus privileges are offered to juniors and seniors periodically. Written permission is required for all participants.

### Core Value #5 Submitting to Ordained Leadership

*We value leading lives above reproach by being under the leadership of a local congregation which will hold us accountable to walk in a manner worthy of God's calling.*

Mountain View Christian Academy is an extension of the ministry of the Church of Christ at Mountain View. Our elders and evangelists act as our School Leadership Team and are responsible for the oversight of the ministry. These men are instrumental in setting the policy, vision, and direction for the school. It is a blessing to be under the auspices of the church leadership and to have godly men as prayer warriors, mentors, accountability partners, and decision makers for the school.

#### Teacher Qualifications

The most noteworthy qualification of the Mountain View Christian Academy teachers is that each displays a genuine desire to serve the Lord by teaching children His ways. Each has met the requirements to be a degreed and certified teacher through Association of Christian Schools International (ACSI) and is a student of the Bible. Each teacher will create a warm and loving environment in the classroom that will foster the love of God and learning. Because class size is limited, teachers are able to provide individual attention to each child, conveying love to each child and setting a Christian example. All subject areas will be presented from a Christian worldview.

### Core Value #6—Trusting in God's Provision

*We believe in the omnipotence of the Almighty God to supply all our need, as we trust in Him.*

#### Domestic Tuition Policy

While we view our school as a ministry, we must also operate as a business in order to provide the quality of education we deem essential. A full year's tuition may be paid directly to MVCA by August 5. Anyone not paying in full will pay tuition in 11 monthly payments by automatic bank withdrawal through the FACTS Management System beginning in August. Two semi-annual payments are also available through FACTS. Part-time students may enroll in a maximum of three individual classes at a prorated rate. An abbreviated copy of the financial policies is included on the enrollment contract. Full copies are available upon request.

An enrollment fee of \$200 per family is due upon submission of student application and is refunded only in the event of denial of acceptance. Re-enrollment fees for current families are determined annually and due in the spring.

Charges for lunches, sport fees, music classes, before and after care or any extras not a part of the traditional instructional program will be added when necessary.

#### CURRICULUM/ACTIVITY FEE (cannot be discounted through STAF)

K-6th	\$450.00
7th-12th	\$600.00

TUITION	Monthly	Semi-Annual	Annual
K-6th	\$600.00	\$3250.00	\$6500.00
7th-12th	\$700.00	\$3750.00	\$7500.00

### Core Value #1 Standing on Biblical Authority

*We value the inerrancy, infallibility, and authority of Scripture as God's revealed plan for man and we take a solid stance on the absolute truths of God's Word in order to be a pillar of truth for our community.*

#### Statement of Faith

Mountain View Christian Academy was founded and functions upon the basic fundamental principles of the Word of God, and it espouses the historic Christian view of life as presented in the Bible. The following statements of faith and practice are held by the administration and staff of Mountain View Christian Academy. These are not intended to be a creed or all-inclusive statement of faith, but simply an overview of our doctrinal stands.

- We believe** the Bible to be the inspired, the only infallible, authoritative, and inerrant Word of God (2 Timothy 3:15, 2 Peter 1:21).
- We believe** there is only one God, eternally existent in three persons-Father, Son and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
- We believe** in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), His reigning over the kingdom, His church (Eph. 2:20), and His personal return in power and glory (Acts 1:11 and Revelation 19:11).
- We believe** in the absolute necessity of regeneration by the Holy Spirit for salvation because all have sinned and fallen short of God's glory (Romans 3:23). We believe it is essential to obey Biblical teachings to enter into a saving relationship with Christ Jesus (John 3:3). In order to be saved, one must hear the word (Romans 10:17), believe His teachings (Hebrews 11:1, 6), confess the name of Christ (Romans 10:9-10), be baptized by immersion in water (Acts 2:38, 1 Peter 3:21), continue in the apostles' doctrine, fellowship, the breaking of bread (weekly observance of communion-Acts 20:7) and in prayer (Acts 2:42, Hebrews 10:25).
- We believe** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
- We believe** in the spiritual unity of obedient believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28, Ephesians 4:3), that He reigns over His kingdom, the church, built on the foundation of the apostles and prophets and their teachings (Ephesians 1:22-23, Colossians 1:18) giving leadership gifts of evangelists, pastors (elders), and teachers (Ephesians 4:11).
- We believe** in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, 1 Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18, Acts 2:38).
- We believe** in the creation of the world and mankind as a direct act of God (Genesis 1:1, 2:2, Genesis 5:1-2).

Enrollment of a student in Mountain View Christian Academy shows acknowledgement that the parent and student understand that this statement of faith is the position taken by the school and the church, not necessarily the personal conviction of the entire student body and families involved with Mountain View Christian Academy.

## **Core Value #2 Committed to Kingdom Education**

*We are committed to the truths of kingdom education as a life-long, Biblically-based process of leading one to Christ, building one up in Christ (discipling), and equipping one to serve Christ by making disciples. We are committed to raising up individuals who will love the Lord with all their heart, soul, mind, and strength in order to produce men and women who can transform society through New Testament Christianity. We recognize that this can best be accomplished when it begins at birth and the church partners with the home in the responsibility of educating children.*

### **Communication**

The greatest impact can be made on students when parents, teachers, and administration keep strong lines of communication open. We encourage parents to speak directly to their child's teacher first with any concern or suggestion. Any member of the administrative team will also be available for consultation if needed. Parents can contact any teacher through email by using this formula: [firstname.lastname@ccmv.com](mailto:firstname.lastname@ccmv.com). You can also set up an appointment with the teacher by calling the school office.

### **Weekly Email Correspondence**

Once a week, the ECHO Newsletter is distributed to families via e-mail. Hard copies are sent home with students upon request. Please read the ECHO weekly to stay current on important happenings at school.

### **Website and RenWeb Communication**

Our website is kept current with events, calendars, menus, etc. by our technology staff and students. Access it by going to [mvca.ccmv.com](http://mvca.ccmv.com). MVCA has partnered with RenWeb, a school-wide communication system that allows parents and students to access grades and assignments, send e-mails to teachers, check attendance, and read special announcements. Parent Alert, a rapid communication system for emergency situations or informational purposes, is also available via text messages, emails and/or phone calls. Upon enrollment, parents will be given instructions as to how to obtain parent access to this secure website.

### **Emergency School Closings**

If the school has their email address and/or text number on file, families will be alerted to closings/delays via Parent Alert. Announcements will be posted on RenWeb and the school website. In addition, families may tune in to 92.5 WINC FM, Q102.5 or Comcast Channel 6 for these updates. As a general rule, activities/sports will be canceled on emergency closure days. If it is determined to be safe and in the best interest of students and families, some activities/sports may go on as planned.

### **Parental Involvement Opportunities**

We try to live by our mission statement that exemplifies the partnership needed between the home, school, and church in order to make the most significant impact on the lives of our students. We believe Scripture is clear that it is primarily the parents' responsibility to raise and educate the children with which God has blessed them. However, the church has also been given a charge to assist in this educational responsibility. At MVCA, we are honored that parents choose us to assist them with their God-given responsibility. Therefore, we provide many opportunities for parents to be involved and welcome, encourage, and expect that partnership.

### **Students Who Drive**

For the secondary students who drive to school, their vehicles must remain parked and locked all day. Cars are to be parked in the front of the church building in the last row. Students are not to return to their cars during the school day without permission. Vehicles must be registered in the office. Students are not to leave the grounds without permission from a parent for a valid reason. Students must sign out at the office. No student will be permitted to transport another student without written permission from both sets of parents. Driving privileges may be revoked if misused or if excessive tardiness and absences arise.

### **Leaving School During the Day**

Students must have permission to leave school during the day. Such permission may be granted only with a note or call from a parent. Parents must sign the student in and out at the school office. Secondary students who drive may sign themselves out only by permission from a parent.

### **Insurance Statement**

MVCA is covered by a general insurance policy in conjunction with the Church of Christ at Mountain View. The school also has student accident insurance provided through Health Special Risk from Mutual of Omaha. The student accident insurance acts as a secondary insurance and covers any expenses that the family's primary insurance does not cover in the event of a school-related incident.

### **Special Events and Situations**

Holidays: All holidays will be celebrated from a Christian perspective and will promote the true and godly meaning of the holiday. Parties may be scheduled and parents asked to contribute with a small snack.

Musical Programs and Plays: Being involved in musicals and drama is another valuable way to promote self-esteem and confidence in students. Periodically, we will "spotlight" our students in special programs. Your support is greatly appreciated and encouraged.

Luncheons: We try to schedule periodic luncheons when parents and grandparents can join the students for a special lunch recognizing these significant people in their lives.

Birthdays: These are important occasions when children may share their special days with fellow classmates. If you would like to bring a birthday treat, please contact your child's teacher. Party invitations distributed at school need to be extended to all classmates or to all boys or to all girls of a select group. If your child has a summer birthday, you may select a day during the school year to celebrate his/her special day.

### **Special Privileges**

High school students who excel in academic and behavioral excellence may earn special privileges such as eating lunch in the outdoor patio area, free gym time during lunch, homework or quiz passes and other privileges equivalent to earned trust.

### **Home School Program**

We desire to support the home school community by involving families in our Conqueror Co-op home school program. Arrangements can be made with the office for enrollment in specific classes or events. Home school students are also welcome to participate in our sports program and co-curricular activities.

## Health and Safety

Guidelines for keeping your child home from school:

- Fever above 100 degrees
- Severe coughing
- Breathing problems
- Diarrhea (more than 1 abnormally loose stool within a 24 hour period)
- Vomiting
- Conjunctivitis (pink eye)
- Untreated infected skin patches
- Evidence of lice or scabies (must be treated at home and cleared by school personnel before returning to school) We have a “no nits” policy.
- Unidentified skin rashes
- Any classified communicable disease

A child must be symptom-free for 24 hours or cleared by school personnel before returning to school.

Medications: The medicine release form on the student application must be completed by the parent in order for medicine to be dispensed at school. Written permission is required for all medicines, both prescribed and over-the-counter. We are not authorized to dispense any medication without parental authorization. All medicines brought from home must be checked in at the office. Please see the complete MVCA Medications Policy on page 21.

## Crisis Management Plan/Fire Drills and Emergency Drills

We have adopted a crisis management plan for our students’ safety which focuses on a time-limited, problem-focused intervention to

- 1) identify, confront, and resolve crises,
- 2) restore equilibrium, and
- 3) support appropriate adaptive responses in the event of an emergency.

For the safety of our students, all doors remain locked through the school day with the exception of the front entry door. All visitors must report to the office and sign in upon entering the building.

A written evacuation plan is posted in every classroom and students will be instructed on their exit routes. Fire and emergency drills are held periodically to help students and staff respond in a prepared, calm manner in the event of an emergency.

## Accident Policy

Safety precautions will be taken at all times by Mountain View Christian Academy staff to prevent accidents. Students are never to be unattended and are never to go outside without adult supervision (or adult permission for the older students). In the event of an accident, a staff person will treat the injury using first aid techniques. Should there be a serious injury or emergency, a rescue squad will be summoned. Parents will be contacted immediately and if unable to come to the school, a school representative will go with the student to Winchester Medical Center or other medical facility. An emergency card is kept on file for each student. It is the parents’ responsibility to inform the office of any changes in emergency telephone numbers. Incident reports will be filed for all accidents requiring the signature of the supervising staff person and the child’s parent. Copies are available to the parents upon request.

## Student Drop-Off and Pick-Up

In the morning, students who have class in the main building are to enter through the doors in front of the office to report to class. All other doors remain locked throughout the school day. Students who meet in the modular may walk directly to their classrooms. Students who meet in the NW campus are to be dropped off at the top of the hill and walk down to the building. Classrooms are open 15 minutes prior to the time class begins. Supervision is available in the gym free of charge from 8:10-8:30 a.m. for elementary students. Any elementary student (K-6) arriving earlier than that, must make arrangements with Training His Tots Daycare or go to MVCA’s Early Birds. Any secondary student (7-12) arriving prior to 7:55 a.m. must report to the NW campus for supervised care. At the end of the school day, all students will be picked up from the gym. Parents are to drive around to the front of the building by the large auditorium window. Students will be released in the order of the line-up of vehicles five minutes after classes end. If students are dropped off or picked up at any time throughout the school day, parents must park in a designated space and come into the office to sign in or out. Parents who wish to come in and pick their children up at the end of the day must also park in a designated area and wait in the front foyer until children are called from their classrooms.

## Before and After School Care

Before and after school care is available for children up to 11 years of age through our sister ministry, Training His Tots Christian Daycare, 540-869-2941. THT hours of operation are from 6:00 a.m. to 6:00 p.m. Additional reasonable fees will be charged by THT for this service. To meet the needs of families needing only occasional before or after school care, and for students older than 11, MVCA offers Early Birds and Hang Time. Any student, K-12, arriving between 7:15-7:30 a.m. must report to the NW campus. After 7:30 a.m., elementary students may report directly to the main building. Early Birds’ charges are \$2.50 per day per child. Hang Time is available from 3:40-5:30 p.m. every day, and incurs a daily fee of \$5 per child. A late fee of \$5 per five minute segment is imposed for children picked up after 5:30 p.m.

## Visitation

Visitors are always welcome at Mountain View Christian Academy. We want to share our programs in action. If you would like to come for lunch or visit a class or know of someone who would like to visit a particular class or grade level, please call the school office to set up a convenient time. All parents and visitors must sign in at the office so we have record of those in the building. Visitors will receive a pass to wear as identification while in the building. We have a scheduled open house each spring to invite potential students and parents to observe our programs.

## Report Cards and Parent/Teacher Conferences

Progress reports are issued at the mid-point of each grading period, with the option of weekly updates for secondary students. Report cards are issued every nine weeks. Should a student have difficulty in a subject, the parent will be informed of problem areas prior to the end of the grading period. Parents are asked to attend parent-teacher conferences after the 1<sup>st</sup> and 3<sup>rd</sup> nine week grading periods. If unable to make these scheduled conferences, please contact the child’s teacher or the office to schedule a convenient time to meet. We’ve found that conferences are an excellent way to promote and maintain the partnership between school and home. Year-end report cards will be mailed the week after the last day of school. Final report cards will be held in the office at the end of the school year for those with delinquent tuition accounts.

### **Parent/Teacher Fellowship**

The Parent-Teacher Fellowship (PTF) is open to all parents and faculty members and meets periodically for fellowship and planning of activities to enrich the school experience for our students. It is intended as an avenue through which parents can share ideas and concerns of how to support the teachers and provide assistance when needed. PTF plans activities such as skating parties, book fairs, and refreshments for special programs. This organization also coordinates passive fundraisers such as Box Tops 4 Education, Campbell's labels, grocery bonus cards, and local restaurant Spirit Nights.

### **Development Events**

The Development Department exists as a means to raise funds for the school and also to develop a strong school community by bringing families together in fun and engaging events that promote Mountain View Christian Academy in our community. We have combined fundraising efforts to offset the costs of our program with events that will strengthen our school family. We ask for family involvement in all Development events.

### **Core Value # 3 Encouraging Potential in Christ**

*We recognize that every person is uniquely created by God, in His image with God-given talents and abilities. Therefore, we believe that all individuals should be treated with the utmost respect and love, encouraging them to rise to their fullest potential in Christ.*

From the admission process to graduation, we offer instructional and co-curricular activities designed to educate the whole student. In the classroom, on the ball courts, and in all activities, students are encouraged to use their God-given potential while celebrating their uniqueness in Christ.

### **Admission and Registration**

Mountain View Christian Academy admits students of any race, color, national or ethnic origin. Students with identified disabilities or special needs will be evaluated on an individual basis to determine if our program would be able to meet their physical and educational needs. Any transfer student accepted for enrollment will be accepted with a 4-week conditional period to allow us to evaluate if we can effectively meet the student's spiritual, academic, and behavioral needs. **The school reserves the right to make enrollment decisions based on its Statement of Faith and Biblical convictions concerning but not limited to a family's religious background and lifestyle choices.**

#### Admission Requirements:

- \* \$200 per family nonrefundable registration and entrance fee (regardless of entrance date)
- \* Completed Application and Tuition Agreement forms
- \* Family Enrollment Interview
- \* Parent and Student Discipline Agreement Forms
- \* Enrollment in FACTS required if making monthly or semi-annual payments
- \* Birth certificate and immunization records must be in before 1st day of school
- \* Academic records from previous school, if applicable
- \* Evaluative screening for kindergarten students, administered at MVCA
- \* Students transferring into our program may be required to take a standardized achievement test or other diagnostic tests to determine grade or class placement

We often attend pre- or post-season league tournaments which participants pay for on their own. Coaches and other volunteers complete applications and sign disclosure and confidentiality statements. Parents and friends of the school may get involved in our Booster Club which exists to support and promote the athletic department in every way possible. The Booster Club coordinates concessions at home games and sponsors award banquets to recognize the accomplishments of our athletes.

### **Additional Clubs and Organizations**

Student clubs and other organizations are available during or after school such as:

Student Government Organization      National Honor Society  
Drama Club      Bible Bowl  
Band and Keyboarding Classes (Independently contracted through AIMA)

Additional co-curricular clubs such as Scouts, foreign language, robotics, or chorus are added if there is interest and if sponsors are available. Contact the office with any viable ideas.

### **Core Value # 4 Living Lives of Integrity**

*We believe in exhibiting the character of God in all our dealings, thus we will deal with others kindly, fairly, honestly, and with integrity.*

This core value guides our decisions in regard to discipline, homework, attendance, health, safety, organizational and other policies. We pray our daily lives reflect God's character, giving Him glory.

*"Make it your ambition to lead a quiet life, to mind your own business and to work with your hands, just as we told you, so that your daily life may win the respect of outsiders and so that you will not be dependent on anybody." (1 Thessalonians 4:11-12)*

### **Code of Conduct/Discipline Policy**

A comprehensive Student Code of Conduct manual is available to each family upon enrollment. This document will guide the decisions made in regard to student discipline. As a Christian school, our desire is to train the hearts of all of our students by encouraging them to hide God's word in their hearts to keep them from sinning and help them make wise moral choices (Psalm 119:11). Our goal is to help each child develop self-discipline. Inappropriate behaviors should move from being externally controlled to internally controlled. Our desire is not simply to punish for infractions but to discipline, giving the responsibility to each student for his/her own action. Through study of Scripture, students will learn God's desire for their lives, resulting in self-discipline and Christ-like conduct.

### Chapel

K-12 chapel sessions are held on the last Friday that school is in session of every month. Elementary chapels are scheduled once a month (generally the 2nd Friday) and secondary chapels are held every week, either together or in small groups.

### Secondary Leadership Retreats and Service Projects

Each fall, 7th-12th grade students participate in a two-day Leadership Retreat. They are taken off campus to a local church camp for a time of spiritual renewal, character building, and fellowship. In the spring, all secondary students are involved in a service-oriented project. These two events are designed to give our students opportunities to use what they have been taught in leadership and service. Students are counted absent from school if they miss these events and will have a written project to do that coincides with the objective of the event. Additional leadership development and special off-campus events are made available to students as we know of them.

### Educational and Mission Trip Opportunities

Each year, members of our senior class have the opportunity to choose a location for their senior trip that may be a once-in-a-lifetime educational and/or service opportunity. This trip takes place just prior to graduation, and students raise their money through fundraising and support. The trip is designed as a culmination of the years of the students' schooling in an experience that helps them see God's hand working and their potential for being culture-shapers in His world. We have also recognized the need to give younger students an opportunity prior to their senior year to serve overseas and experience a different culture. We have developed a relationship with several missionaries in the Dominican Republic and take an annual trip with any interested 9th-12th graders where the students serve others for a week in VBS activities and work projects at a missions camp side by side with the Dominican people. Both of these trips have proven very successful in educating the whole student and making individuals aware of ways that they can make an impact not only on their local society, but the world. Parents are invited to travel with students and take advantage of these mission opportunities as well.

### Sports and Athletic Clubs

Our sports team name, "Conquerors", is taken from Romans 8:37 - "*No, in all these things we are more than conquerors through Him who loved us.*" We desire to instill in our students the principle that with God we can be conquerors in the world. We can conquer sin in our lives and become leaders in society through His power. Our school colors are navy blue and burgundy, which represent royalty – the royalty of our King Jesus and of His people who are more than conquerors through Him. Competition in athletic events is an opportunity to help educate the whole student. Through sports and activities, students develop socially and physically, but this is also an opportunity to teach God's truths and develop character in our young people. We offer the following sports or athletic clubs:

Soccer	Cross Country	Cheerleading
Volleyball	Basketball	Ski Club (separate fee)
Baseball	Softball	Flag Football
Track		

An athletic handbook outlining specific standards is given to all student athletes. Students must meet academic and behavioral requirements to be eligible to participate in sports or athletic clubs. An annual physical must be on file prior to the first practice of any season. Homeschool students can play on our teams with a \$150 fee. Participation may be limited if conference regulations have homeschool restrictions. Sports fees are used, along with gate fees, to cover the cost of officials or referees, traveling expenses, uniforms, equipment, etc.

### Curriculum

Mountain View Christian Academy has compiled its own Christ-centered curriculum guides. Textbooks are used from a variety of publishers including A Beka, Bob Jones University, Concordia Publishing, Purposeful Design by ACSI, and others. Our program is a Christ-centered one which sets high academic standards for our students. Our Bible classes are based solely on Scripture, reflect our statement of faith, and include considerable memorization of scripture passages. The Bible is integrated into every academic area. The instructional materials encourage children to learn through hands-on experience and provide a variety of resources and approaches to meet all learning styles. Additional programs are used to provide reinforcement or enhancement as needed. Our school program meets and exceeds the outlined standards of criteria for public education. Curriculum guidelines are available and can be previewed in the office or in individual classrooms.

### Textbooks

Most paperback and consumable textbooks will become the property of the student at the end of the year. Hardback books and elementary reading books will be returned for reissue or may be purchased at additional cost, if so desired. Some subjects have optional electronic books available at an additional cost. If textbooks are lost, student accounts will be charged the cost of the individual textbook and shipping to replace the lost book.

### Classes

Kindergarten: Full day classes are offered to children who have turned 5 years old prior to the first day of school. Students with birthdays prior to October 31 may be tested for eligibility. Determination for admission will be made based on the results of the Brigance Kindergarten Screening Test and by consultation with the parents. Prior to the first day of Kindergarten, an open house will be scheduled to allow the students and parents to familiarize themselves with the teacher and facility. Time for class will be as follows:

class time - 8:45 a.m.-3:20 p.m.

size – not to exceed 26 students

teacher ratio -1 ACSI Certified teacher (A qualified aide will be added when class exceeds 16 students.)

Elementary: Full day classes are offered for our 1st-6th grade elementary students.

class time - 8:45 a.m.-3:20 p.m.

size - not to exceed 26 students

teacher ratio - 1 ACSI certified teacher (A qualified aide may be added when class exceeds 20 students)

Secondary: Full day classes are offered for our 7<sup>th</sup>-12<sup>th</sup> grade secondary students.

class time - 8:15 a.m.-3:20 p.m.

size - not to exceed 26 students

teacher ratio - 1 ACSI certified teacher or qualified supervisor

### Dual Enrollment

Classes are offered through Lord Fairfax Community College for dual enrollment where students can earn credits for high school and college. Students must meet academic and behavioral requirements to be eligible to take classes for dual enrollment. Students taking classes at LFCC must maintain a 3.0 average in their classes at MVCA, and can not receive a D or F in any class.

### Resources and Electives

Students in elementary school will receive instruction in physical education, computer, library, music, and art through special resources. Our computer lab is regularly updated to allow students to be instructed in the most current technology. Secondary students may choose from a variety of fine arts, humanities, and practical and technical electives. All students in grades 5-10 are expected to purchase a gym uniform and “dress out” for P.E. class. Students who don’t dress out will receive a daily grade of zero and could fail the class. See the secondary school program of study booklet for high school graduation requirements and a list of electives offered. We offer the classroom phase of Driver’s Education as an elective in conjunction with an outside driving school.

### Students with Identified Instructional Needs

Our curriculum and academic standards are high and oftentimes transfer students need additional resource instruction to bring them to their appropriate grade level of instruction. Our teachers stand willing to help in whatever capacity they can to provide additional resources. For those students who consistently struggle with academics, we will provide as much small group and one-on-one instruction as possible. We have been blessed to have a qualified special needs instructor to coordinate instruction and assist students in their studies. If a student’s educational needs are not able to be met by our program, we will advise the parents of other educational alternatives. Parental involvement at home plays a vital role in a student’s academic success.

### Grading System

<u>Standard</u>	<u>Resource classes</u>
A-- 93 - 100	O - Outstanding
B -- 85 - 92	S - Satisfactory
C -- 77 - 84	IMP - Improving
D --70 - 76	NI – Needs Improvement
F — 69 & below *	I --Incomplete
	U – Unsatisfactory

\*-- In danger of retention

All classes are included in secondary students’ GPAs and affect athletic eligibility.

Honor Roll- Students who make the “A” honor roll may have their names listed in the local newspaper. “A,” “AB,” and “B” honor rolls will be honored within the classes and academy.

### Academic Achievement Testing

A standardized achievement test is administered each spring to students at specific grade levels so that annual comparisons of the results can be made. This national test provides computerized results that can be shared with parents. We are an approved PSAT testing site and give all 11th and 12th graders this test each fall, as well as offer this service to other students in the community. If parents desire their child to be tested in another grade, this is available for the cost of the test and scoring.

### Retention Policy

To be promoted to the next grade, a student must maintain a satisfactory grade level. Parents will be informed by the teacher if there is a possibility of retention. Such a decision will be made after a conference is held between the parents, teacher and administrator to determine what action is in the best interest of the student. See the attendance policy on p.21 for information about retention based on student absences.

### Summer School Enrichment Program

A summer school program will be provided to assist students who are struggling in a particular area or those who have failed a course necessary for advancement to the next grade. Summer school tuition will be evaluated and posted each summer according to need. Summer school also proves helpful for transfer students who may not have had instruction in a particular subject area that we deem necessary for enrollment in our program (i.e. phonics, basic math skills).

### Graduation and Year-End Award Ceremonies

At the end of each year, award ceremonies will be held in the classrooms and through special assemblies honoring all students, with special ceremonies held for National Honor Society and high school and kindergarten graduates.

### Student Transfers and Withdrawals

Students who transfer from Mountain View Christian Academy to other schools have their work accepted without question due to our accreditation status. A transfer of record form must be signed by the parents to authorize their approval to transfer their child’s records to another school. A request to withdraw a student from school must be made through the school office. Parents are to make a written request 30 days in advance indicating the reason for withdrawal and student’s last day of school. Tuition must be paid through the month of withdrawal. Records may not be released until accounts are paid in full. Registration and re-enrollment fees are non-refundable.

### Co-curricular Activities and Special Events

Our mission is to educate the whole child. Character development is often taught outside the classroom as well as inside. At MVCA, we have woven special activities into our overall program and philosophy in order to use every opportunity to equip our students spiritually, academically, socially, and physically.

### Field Trips

Field trips are designed to provide a means of enhancing the curriculum, offering hands-on opportunities for learning and promoting social relationships. Parents will be notified in advance of all scheduled field trips. All precautions will be taken to ensure your child’s safety. If for any reason you do not want your child to participate, please contact the school. Parental participation is encouraged and welcomed but space may be limited at certain locations. Transportation will be provided by either the school van or bus, or parent volunteers’ vehicles. You will be advised in advance of each trip and permission must be granted prior to the trip. On-site assignments may be given to enhance learning for any field trip.