

# Discipline Standards and Code of Conduct

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## Philosophy of Discipline

Psalm 119:11 - *"I have hidden your word in my heart that I might not sin against you."*

The faculty and administration have a deep commitment for our students' total growth. Faithful adherence to the school standards is a matter of personal honor and obedience to God-ordained authority. By partnering with families who understand and adhere to our philosophy and mission statements, we firmly believe we can raise up a generation of world-changing Christian young men and women.

As a Christian school, our desire is to train the heart 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. Our goal is to help each child develop self-discipline. We want our students to do what is right just because it is right, not out of fear of punishment. 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 and self-discipline and Christ-like conduct should result.

Each teacher will use assertive discipline and will make rules and consequences specific to his/her classroom. These will be explained by each teacher when school begins and enforced throughout the year. Consequences could include loss of privileges, time out or isolation, loss of recess, detention, notes to parents, and others. Incentives will be given for appropriate behavior- praise, stickers, homework passes, special privileges and rewards, and others. These could be for both individual and group accomplishments.

The root word of discipline is disciple and that is our ultimate goal – to make our students into disciples of Christ. Our English word "discipline" comes from a Greek word meaning to instruct, train, and correct. 2 Timothy 3:16-17 states, *"All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work."* One can see that Scripture gives the basis for every component of discipline with the goal being to thoroughly equip individuals for every good work:

teaching – The goal of discipline is to teach a child right from wrong. (Hebrews 12:11)

rebuking – Scriptural discipline should point out and call into account inappropriate behavior. (Proverbs 3:11)

correcting – Scriptural discipline corrects by moving an individual from waywardness to righteousness.(Job 5:17)

training in righteousness – Scriptural discipline provides the rigor of ongoing training in righteousness. (Proverbs 22:6)

## Reflections of Student Conduct

It is our desire for our students to realize that their conduct is a reflection on four entities. As a student at Mountain View Christian Academy, student conduct, behavior, and attitude reflect upon:

- The individual student - Proverbs 20:11 *"Even a child is known by his actions, by whether his conduct is pure and right."* Each person builds his own reputation by his own actions and is totally responsible for what he chooses to do.
- The student's family - Proverbs 23:24-25 *"The father of a righteous man has great joy; he who has a wise son delights in him. May your father and mother be glad; may she who gave you birth rejoice!"* Proverbs 17:21 *"To have a fool for a son brings grief; there is no joy for the father of a fool."* A child's actions are a reflection upon the parents who raised him and can bring a parent joy or grief.
- The school – 1 Timothy 4:12-13 *"Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity."* 1 Corinthians 15:33-34 *"Do not be misled: Bad company corrupts good character."* Students of Mountain View Christian Academy become walking representatives of our program and their attitude and behavior in and out of school reflect upon all our students, faculty, and staff.
- The Kingdom of God - Matthew 5:13-16 *"You are the salt of the earth. But if the salt loses its saltiness, how can it be made salty again? It is no longer good for anything, except to be thrown out and trampled by men. You are the light of the world. A city on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead they put it on its stand, and it gives light to everyone in the house. In the same way, let your light shine before men, that they may see your good deeds and praise your Father in heaven."* 1 John 2:6 *"Whoever claims to live in him must walk as Jesus did."* If one claims the name of Christ, he has an obligation to uphold the name of Christ. As a ministry of the Church of Christ at Mountain View, the behavior of the students at Mountain View Christian Academy reflects upon the church (the kingdom of God) and the name of Jesus Christ.

## Five Types of People from Proverbs (with other verses)

The wise person (Goals: train to shape, equip, strengthen, mature and perfect)

- Listens to rebuke – 9:8, 13:1, 15:31-33, 17:10, 19:20
- Influences his peers for good – 13:20, 15:2, 29, 29:8
- Brings happiness – 3:18, 23:15, Luke 2:52
- Turns away from evil – 14:16, 2 Timothy 2:22
- Fears God – 9:10
- Wins souls – 11:30

The simple person (Goals: teach, correct and rebuke to develop, shape, train, and equip)

- Follows others – 15:15, 19:25, 21:11
- Does not foresee consequences; is not cautious – 22:3
- Is gullible, believing everything he hears – 1:22, 14:15
- Takes someone else's punishment seriously; would not be likely to laugh at someone else's punishment – 19:25
- Can respond positively to the Word of God – 19:7, Psalm 119:130
- Is easily deceived – Romans 16:18

The fool (Goals: rebuke, correct, and teach to bring understanding, restraint, repentance, reformation, and self-control)

- Reveals his foolishness by his mouth – 10:14, 15:2, 17:28, 18:6, 7, 20:3
- Doesn't believe in God or is void of spiritual understanding – Psalm 14:1
- Enjoys mischief – Proverbs 10:23
- Thinks what he is doing is right – 12:15
- Is grief and sorrow to his parents – 10:1, 17:25, 19:13
- Does not respect his mother (may carry over to teachers) – 15:20
- Has no use for instructions (may carry over to teachers) – 23:9, 26:4
- May give false reports to hurt someone's reputation – 10:18
- Does not understand God's ways – Psalm 92:5-6
- Does not flee temptation – 14:16
- May try to reform but keeps going back to his foolishness – 26:11
- Tends to meddle in other people's affairs – 20:3
- Does not respond to counsel – 1:7
- Has a quick temper – 12:16, 29:11
- The rod is important for correction – 22:15

The sluggard (Goals: rebuke, correct, and teach to reprove, give understanding, and seek change)

- Lacks initiative to act in critical situations – 26:13-15
- Is lazy and procrastinates to his own ruin – 6:6, 9-10
- Has poor work habits – 18:9, 2 Thessalonians 3:10
- Relies on others to pull him through – 20:4

The scorner/mocker (Goals: rebuke and drive out with the hope of bringing repentance and salvation – 1 Corinthians 5:5)

- Enjoys scorning – 1:22
- Is full of pride – 21:24
- Does not receive correction and is unwilling to change – 9:7, 13:1, 15:2, 19:29, 22:10,
- Leads others into trouble – 29:8
- Insults and hates the one who disciplines him – 9:7-8
- Must be driven out to eliminate strife – 22:10

## List of School Standards

At Mountain View Christian Academy, we believe that God has established standards to live by in His word. It is our conviction that we must encourage students to rise to the standards God has set in His word, not mold the standards to meet the student. We expect students to show proper respect in the following areas:

- Authority (teachers, parents, administration) - Romans 13:1
- Peers (fellow students, siblings) – Philippians 2:3
- Self (physical, mental, social, spiritual health) Galatians 6:4, Psalm 139:13-16
- Property (the building and grounds, furnishings, others' property) - Matthew 25:14
- Age (any adult or staff person) - Leviticus 19:32
- Nature (God's creation) - Psalm 24:1

There are three rationales behind which we establish all school rules and standards.

- Biblical absolutes – We believe God's laws are an aspect of His love for us. There are direct commands of God in the Bible that should be a part of our students' and any Christian's lifestyle. These are commands that are absolutes and do not vary with time, culture or interpretation. For example, stealing, drunkenness, drug use, dishonesty, cheating, occult practices, pre-marital sex, adultery, and homosexual behavior are clear Biblical mandates forbidden by God in Scripture. Attitudes such as lust, hatred, rebellion, and jealousy are also clearly spelled out as sin in scripture. Thus, these types of Biblical absolutes create absolute standards for behavior and attitude.
- Biblical principles – God's word also teaches us principles from which we can draw values to live by. Showing respect for authority, age, peers, property, creation, and self are all biblical principles. The application of these principles may vary with time, culture, and interpretation; however, the principles will remain strong. For example, the Bible states that our bodies are the temple of God and we are to guard them from harmful practices. Therefore, we have standards regarding lifestyle choices we make. Scripture also teaches principles of modesty, appropriateness, guarding against every appearance of evil, and principles of stewardship. So you can see how many school standards can be drawn from biblical principles, but are not necessarily biblical absolutes.
- Administrative policies – In order to maintain general order and harmonious relationships, certain guidelines are established. Scripture sets forth principles such as modesty of dress, but the application of these is not defined. Therefore, we have set specific guidelines for acceptable attire and conduct to represent certain attitudes and train young people to make choices with their dress and behavior that reflect their Christian witness. Certainly, there are no Biblical mandates or principles as to tardies, attendance, driving procedures, chewing gum, or eating in classrooms; but to maintain order and an environment conducive to learning, school standards are set as administrative policies and practices.

We want to help our students grow to their fullest potential in Christ by helping them understand the need for God's absolutes and principles, in addition to the need for man-made administrative policies to provide standards for Christian living and create an environment of order and harmony. This can best be accomplished when a healthy relationship exists between the faculty, parents, and students. James Dobson has said that "Rules – Relationship = Rebellion, but Rules + Relationship = Respect." We strive to draw our students into positive relationships with each other, with authority figures, and ultimately with God.

We have attempted to list various behavioral situations under each of these three categories - Biblical absolutes, Biblical principles, and administrative policies - to develop an overarching code of conduct for our students.

## A. Biblical Absolutes

Absolutes or mandates in the Bible are written with the word “law”. Both the original Hebrew and Greek words carry the connotation of teaching and instructing. These terms are used almost 200 times in the Bible and signify the revealed will of God with respect to human conduct. It includes all the divine commands and precepts for regulating man's moral life without and within (from The New Unger's Bible Dictionary). The following actions prohibited in Scripture are also prohibited at Mountain View.

Cheating – Cheating will constitute any behavior in which a student does not do his own work, i.e. copying from another's paper, looking at a cheat sheet, book, notebook, claiming that work that is someone else's is one's own, etc. or allowing another student to copy his work. (1 Corinthians 6:8-11, Malachi 1:14, Amos 8:5)

Plagiarism - Plagiarism is blatantly copying a report in part or in whole from the internet or another source and turning it in as one's own work. Students will receive a zero on the assignment, be required to complete the assignment doing their own work, receive in school suspension with a discipline assignment, and fail the class in which they plagiarized for that nine week period.

Stealing – Stealing will be defined as taking anything that does not belong to you without permission. (Exodus 20:16, Romans 13:9, Ephesians 4:28)

Gossip/Slander/Divisiveness – The Biblical connotation for gossip and slander is to spread an evil or defaming report or to “run about tattling”. (Ephesians 4:31, James 4:11) Scripture is clear that we are to avoid divisive people. (Titus 3:10) There is no place for these behaviors in the life of a Christian.

Lying - A lie is the utterance by speech or act of that which is false, with intent to mislead or delude. It is a biblical mandate not to lie. (Colossians 3:9) Satan is the father of lies (John 8:44), but God is the God of truth and it is impossible for Him to lie. (Hebrews 6:18)

Gambling/Dishonest Gain - This will be defined by acquiring money or goods by gambling, bargaining, or any dishonest or inappropriate means. (I Samuel 8:3, I Timothy 3:8)

Sexual Purity - 1 Corinthians 6:18-20 – *“Flee from sexual immorality. All other sins a man commits are outside his body, but he who sins sexually sins against his own body. Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body.”* Sexual acts, harassment, and assault are cause for dismissal from MVCA. (I Corinthians 5:13)

Sexual Language - Ephesians 5:3-5 – *“But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God's holy people. Nor should there be obscenity, foolish talk or coarse joking, which are out of place, but rather thanksgiving. For of this you can be sure: No immoral, impure or greedy person—such a man is an idolater—has any inheritance in the kingdom of Christ and of God.”* Any obscenity, vulgarity, abusive and foul talk of sexual nature is clearly forbidden in Scripture.

Sexual Harassment/Assault - Sexual harassment is an illegal form of discrimination under Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Admendments of 1972. There are two kinds of sexual harassment and then actual assault.

Quid Pro Quo Harassment – This Latin term means “trading this for that.” Quid Pro Quo Harassment occurs when a person of position or power pressures another person to meet his or her sexual demands.

Hostile Environment Harassment – This more common type of harassment occurs when repeated offensive behaviors and/or comments create an unpleasant or intimidating environment and interfere with someone receiving an education, or when one makes inappropriate sexual comments or touching of another.

Sexual Assault – This is the actual physical attempt to commit an unwanted sexual act with another person.

Sexual Exposure via Media – Pornography through use of magazines, drawings, videos, DVDs, the internet, etc. is another form of sexual sin that Satan is using to deceive and destroy our youth. (Job 31:1, Matthew 5:28)

Illegal Acts - Romans 13:1-5 – *“Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves. For rulers hold no terror for those who do right, but for those who do wrong. Do you want to be free from fear of the one in authority? Then do what is right and he will commend you. For he is God's servant to do you good. But if you do wrong, be afraid, for he does not bear the sword for nothing. He is God's servant, an agent of wrath to bring punishment on the wrongdoer. Therefore, it is necessary to submit to the authorities, not only because of possible punishment but also because of conscience.”* We must abide by the laws of the land.

Dispersing Medicines, Drugs, or any Questionable Substance – It is illegal to give even over the counter drugs in an educational setting without consent from a parent, therefore students are not to carry with them or give to another student any over the counter or prescription drug, vitamins, energy drinks, or even cough drops. Any medicine that needs to be taken at school is to be turned into the school nurse and dispersed according to Virginia State policies and procedures.

Committing a Crime – If a student is found guilty of a misdemeanor or felony and is under the jurisdiction of the court system in any way, the school must be notified. Depending on the offense, the student may be subject to dismissal.

Threatening/Physical Assault – Threatening will be defined as one student verbally telling another student that one plans to

do serious physical harm to another student, or intimidating another by physical actions. Assault would be the act of physically harming another individual.

Rebellion – Rebellion is defined as a profound disobedience, defiance and rejection of God’s laws and any authority. It is characterized by stubbornness, contempt, and corruption. Numbers 14:9 – “*Only do not rebel against the LORD.*”

Defiance – Repeated blatant disrespect for authority and disobedience of the rules becomes defiance. (Isaiah 1:5)

Witchcraft – Witchcraft, sorcery, magic, and divination is the practice of the occult arts under the power of evil spirits, or demons or the art of obtaining secret knowledge, especially of the future. These are pagan counterparts of prophecy and classified as rebellion in Scripture. (I Samuel 15:23) (from The New Unger's Bible Dictionary)

Scorning/ Mocking – A mocker is defined above in the five characteristics of people found in Proverbs. Unless brought to repentance, the rebellious mocker must be dismissed to eliminate strife. (Proverbs 15:12, 22:10)

Sexual Acts – Sexual immorality, including pre-marital sex, oral sex, homosexuality, or other related acts are contrary to Scriptural teaching. (I Thessalonians 4:3-5)

Drugs, Alcohol, and Tobacco Use - In addition to the fact that the Bible gives clear warning against anything that controls our minds (I Corinthians 6:12, Ephesians 5:18), drug, alcohol and tobacco use is illegal for the school-age students and their use is prohibited for MVCA students on and off campus.

Possession of Weapons – Guns, knives, chains, lighters or other flammable items, or anything that could be perceived as a weapon is not to be brought to school.

See Causes for Dismissal on page 12.

## **B. Biblical Principles –**

There are two Greek words in the Bible for principles. The first refers to the elements or rudiments of any art, science or discipline. The second refers to the fundamentals of the doctrine of Christ (from The New Unger's Bible Dictionary). Thus Biblical principles are the elementary truths or ideas derived from the fundamental teachings in the Word of God, although they may not be spelled out as “thou shalt not”.

**One principle we desire to teach is Respect for Authority.** Romans 13:1 states, *“Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God.”* Students are expected to show proper respect for anyone in authority – parents, teachers, staff, guests speakers, administration, governing officials, and ultimately, God.

Each classroom teacher is responsible for providing an orderly educational environment by maintaining strong classroom management. Students are not to speak out, pass notes, make noises or gestures, or in any way contribute to the disruption of the classroom environment (I Corinthians 14:40). Titus 3:9 states, *“But avoid foolish controversies and genealogies and arguments and quarrels about the law, because these are unprofitable and useless.”* Challenging authority is when a student continues to question an authority figure’s judgment. It is generally manifested in two ways:

Repeated offenses – If a student chooses to continually break one of the administrative policy rules, it will be considered challenging authority. For example, wearing holey jeans once and being asked to change would be simply an infraction of a rule perhaps due to misunderstanding or forgetfulness; however an individual who continues to wear those same jeans would be challenging authority and dealt with on a different discipline level.

Questioning the Rules – The Scripture above clearly says not to argue over laws. There simply may be some rules that a student doesn’t like or agree with, however if that individual is enrolled as a student, he or she is expected to uphold the rules and not question them.

We have revamped our procedures for secondary classes to ensure more uniformity across teacher styles and help the students establish self-discipline in our students for all classrooms. It is based on Lee Canter's assertive discipline assumptions and will work as follows for each class period:

- Verbal Warning - Call students name and clearly communicate expectations - "(Name), I need you to.... I need you to stop..."
- Level 1 - 1st Offense/Interruption - Put students name on board. Appropriate consequence will ensue (speak with them after class, move to another seat, stand up, etc.- discipline will be appropriate for the offense.)
- Level 2 - 2nd Offense/Interruption - Check beside the name. Additional consequence will ensue (write rule, detention, extra assignment, etc. - again appropriate for offense.)
- Level 3 - 3rd Offense/Interruption - Second check beside name. Additional consequence will ensue (removal from class, office intervention, heart lesson, etc. - appropriate punishment for offense.)

**Another principle being taught is Respect for Peers.** Philippians 2:3-4 states, *“Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others.”* Students are expected to look out for each others interests and treat each other courteously and with respect. The following are examples of a lack of respect for peers:

Inappropriate Speech – Scripture admonishes that no unwholesome talk come out of our mouths, but only what is good for building others up that it may benefit those who listen. (Ephesians 4:29) Therefore, there should be no name-calling, negative talk, or questionable joking. Students should treat others as they would desire to be treated.

Slurs – Any derogatory remark toward another that degrades race, gender, body type, financial status or other differences is not acceptable. Students are to “build each other up” not tear each other down. (Galatians 3:28)

Bullying – The concept of “bullying” comes from the animal the bull that is known for pushing others around and using force to get what he wants. A student is not to do anything which intimidates or coerces another.

Fighting – Students are not to quarrel, push, or fight. (Genesis 13:8)

Horseplay – Oftentimes students do not know when to quit joking or fooling around and it leads to horseplay and someone getting hurt or something getting broken. Students are to avoid foolishness that could lead to injury or damage.

**A third principle is Respect for Self.** Galatians 6:4-5 states, *“Each one should test his own actions. Then he can take pride in himself, without comparing himself to somebody else, for each one should carry his own load.”* Each student is accountable for his own actions and should be sure to act respectfully in all ways that reflect on his character. The RenWeb program makes it possible for parents and students to go online and view weekly homework, class assignments, and lesson plans. Students should show respect in their:

Work Ethic – There is a saying, “every job is a self portrait of the person who does it, autograph your work with excellence.” That reflects the Scriptural principle found in Colossians 3:23- 24, *“Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.”* Students are expected to give their best to everything they do.

Classroom Preparedness – Students are to be to class on time and prepared to work. This means they should have their books, notebooks, pencils, papers, homework assignments, etc. and be prepared to start class promptly when class begins.

Homework – Homework may be assigned for the following reasons: 1. To reinforce skills. 2. To encourage responsibility. 3. To complete unfinished school assignments, if unable to work in class.

At the lower elementary grades, homework should be very limited. At the upper elementary grades, homework may become a little more involved. As a general rule, five minutes of homework per grade level could be expected. At the secondary level, homework is vital to a student’s success in class and additional time dedicated to homework may be required. Homework grades may be given daily and may account for a large portion of the nine-week grade. Failure to complete homework assignments will result in disciplinary action. Most secondary teachers follow this basic plan: if a homework assignment is not completed by scheduled class time, the student must complete the assignment by the following day at which time the earned grade for the assignment is averaged with a 50 (e.g. An earned grade of 100 on a late assignment would have 50 added to it and then be divided by two to receive a final grade of 75). If homework is not turned in the following day, a grade of zero will be earned and lunch detention will be given. If homework assignment remains incomplete, after school detention will be assigned. Failure to complete the assignment at this point will result in disciplinary action beginning with one day of in-school exclusion and moving to out-of-school suspension. Repeated offenses will be dealt with on an individual basis according to the severity. Teachers may implement an administrator-approved variation of this homework policy to better meet their individual classroom expectations.

Homework Absences - If a student will miss several days of class due to a family trip etc., please discuss this with the classroom teachers and make arrangements to get homework in advance. Students are responsible for getting their assignments and for the completion of unfinished assignments during absences. Assignments should be complete on the day the student returns to class. We ask that families be conscientious in planning family holidays during school hours and if at all possible, plan vacation time during scheduled breaks off of school. RenWeb provides a means to check for homework assignments online. For all other absences, it is most helpful if a parent can pick up missed assignments on the day of the absence. Please call the office before 10:30 a.m. so we can have the work sent up and ready for pick up. Students must complete their homework equivalent to the time they missed (i.e. absent 1 day means you have 1 day to complete homework, Absent 1 week = 1 week to complete homework.) Assignments that have been given a specific advanced due date (i.e. term papers and large projects) will be required of the student whether the student is present or absent from school on that day. Please make arrangements to have the assignment delivered to school by the assigned class period. A high school student who is absent for only the day or the class in which a test is given shall be expected to take the test the day he returns providing the test was announced prior to the date of absence. The student should not expect to make up the test during the class period that he missed. He is responsible for reporting to the teacher of the missed class, during study hall, lunch, or after school.

Lifestyle Choices - 1 Thessalonians 5:21-24 – *“Test everything. Hold on to the good. Avoid every kind of evil. May God himself, the God of peace, sanctify you through and through. May your whole spirit, soul and body be kept blameless at the coming of our Lord Jesus Christ.”* 1 Corinthians 6:19-20 – *“Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body.”* We ask that our students remember their witness at all times.

Media Choices – Sadly we live in a world where our young people are bombarded with music, movies, magazines, internet sites that do not always promote a Godly lifestyle. We encourage our students to guard what they put into their hearts and minds and avoid choices that could lead them into wrong choices or be a stumbling block to others.

Drugs, Alcohol, and Tobacco – This was addressed slightly under the Biblical absolute of not doing anything illegal, but we also challenge students to recognize the strong Biblical principle supported by numerous passages to abstain from these substances. (Proverbs 20:1, 23:31, Ephesians 5:18, Titus 2:3)

Poor Influences – Hanging around places or people that are making wrong choices can be very damaging to a young person. We challenge our students to be careful of the places they go or people they are with that may cause them to be “guilty by association.” (I Corinthians 15:33, Psalm 1:1-2) Instead we encourage that they surround themselves with Christ-like influence and create an atmosphere of “positive peer pressure”. (Proverbs 27:17, II Timothy 2:22)

Modesty/Christian Character - I Samuel 16:7 – *“Man looks at the outward appearance, but the Lord looks on the heart.”* 1



Timothy 2:9 – “I also want women to dress modestly, with decency and propriety, not with braided hair or gold or pearls or expensive clothes.” Christians represent Jesus to a lost world. One factor that helps do this is to not draw undue attention to yourself, either by actions or looks. We encourage students to be mature and modest in responding to fads, so as to appear transparent, thus allowing others to see Jesus. These guidelines are to be followed during school hours and at all school sponsored events, unless the event itself calls for different attire. (i.e. team sport uniforms, Winter Formal and Junior/Senior Dinner Cruise, etc.)

Dress Code/Outward Appearance - The dress code is simply a standard for acceptable dress. Attitude is tied closely with the way a student dresses and we feel strongly that a student usually conducts himself in accordance with dress. Modesty, cleanliness, neatness and Christian testimony should guide dress for all occasions. We hope that the outward appearance will be witness of the inward heart’s attitude for each student (and staff member). Students shall be modestly dressed, not drawing undue attention to the individual. Unacceptable dress includes: sleeveless tops, inappropriate slogan shirts (i.e. promoting alcohol or cigarettes, secular music groups, wrestling, etc.), miniskirts, bare midriffs or backs, low necklines, excessively tight- or loose-fitting clothes, headwear, ragged jeans or excessively wide-legged jeans, torn clothing or with intentional holes, clothing with writing on the seat. Shorts, dresses and skirts should be no more than approximately 2-3 inches above the knee, even if leggings are used.

Chapel Dress – Every Wednesday is a “dress up” day whether chapel is scheduled or not. We desire to train the hearts of our students to “give their best” to God. Students are expected to dress appropriately for chapel. No denim jeans, athletic attire (i.e. gym shorts, sweat pants, etc.), t-shirts, or pullover hooded sweatshirts are permitted on chapel days. Students are expected to remain in chapel dress all day unless a classroom activity warrants a change of clothes. Zip-up hooded sweatshirts are allowed but must be removed during chapel. Athletic footwear in good condition is acceptable.

Body Piercings and Markings - Girls may have pierced ears, however boys are not permitted to wear earrings. No student will wear any other body piercing jewelry or have tattoos (real or fake). Real tattoos are forever once they are done. Students may be admitted if they have a tattoo coming in, but it must be covered and our policy prohibits adding new ones while enrolled as a student at MVCA. Fake tattoos, including drawing on oneself, must be removed immediately.

Hair Styles and Colors - Students are not permitted to have colored hair that is not of natural tone. Students’ hair is not to cover the eyes and boys’ hair must be cut to be off their shirt collar.

Teachers and students are to use morning devotions and announcement time as a means of holding each other accountable to dress code and other outward appearance violations. However, any faculty or staff has the authority to tell a student that they are violating dress code or hair policies. If students are inappropriately dressed, they will be asked to change if they have something suitable to change into. If not, they will report to the office and call someone to bring them appropriate attire. If clothing items are available in the office, they may be given something to change into. This procedure will be followed for chapel dress up days as well. Repeated violations will be considered as challenging authority and dealt with accordingly. If a student’s hair length is unacceptable, the student will be given a reasonable date upon which the hair must be cut. (generally 2 days) The parent will be contacted and told the date. If the student does not comply by the requested date, he will not be allowed to come back to school until he submits to the standard of hair length. For colored hair, the student will be removed immediately until hair color is of a natural tone.

**A fourth principle being taught is Respect for Property** - Matthew 25:14 – “*Again, it will be like a man going on a journey, who called his servants and entrusted his property to them.*” Scripture challenges us to appreciate, take care of, and be good stewards of the things God has entrusted to us.

- Stewardship/Responsibility for Personal Items – Students are asked to do their part to keep our facility clean and neat. Trash should be put in the receptacles and proper care given to all equipment, furniture, and physical facilities. Secondary students will be assigned a locker for their books and personal items. Books and clothing left at school should be kept in the students’ lockers. Books and personal items are not to be left on tables, in hallways, on the top of lockers or countertops, etc.
- Vandalism – For any destruction of school, daycare, church, or another person’s property, students will be accountable for making restitution by paying for any repair or replacement and by doing any physical work appropriate to the offense to make restitution.

**The fifth principle is Respect for Age.** Leviticus 19:32 *You shall rise up before the grayheaded and honor the aged, and you shall revere your God; I am the LORD.* Students will be taught to regard any adult with obedience and good manners, whether the adult is acting in authority or simply present. This principle can even apply to younger students in the presence of or under the authority of older students.

**The final principle being taught is a Respect for Nature.** Psalm 24:1 *The earth is the LORD’S, and all it contains, the world, and those who dwell in it.* Our school is blessed to sit on thirty acres of wooded property. Contact with animals, plants and insects is inevitable. Students will be taught to regard all nature outside as belonging to its environment. Leaves

should be left on trees; ants should be left to build anthills; and birds do not need rocks thrown at them. Insects and other animals found in buildings will be removed in the best manner available. We have multiple buildings on the property and students may be exposed to the weather when changing classes. We cannot control the weather but we can control how the weather affects us by wearing appropriate clothing for the seasons.

## C. Administrative Policies

There are some rules and regulations we have to have just because we need to have order and consistency. They are not “thou shalt nots” and they do not necessarily apply to all areas of life, however, while a student at Mountain View Christian Academy, one must obey the rules and follow the standards set. The Student Government Organization is an avenue for which students may give their input if they feel a rule is “outdated”. Administrative policies may change from year to year, but while a policy is in effect, even if a rule is being reviewed or one does not agree with it, all students are expected to obey courteously.

Driving Regulations - For those students in the upper grades who drive themselves to school, the following procedures must be followed.

Student Vehicle Passes - Parking passes must be secured from the office.

Parking - Cars are to be parked in Lot C in assigned parking places and must remain parked and locked all day. Students are not to return to their cars during the school day.

Speed Limit – A speed limit of 15 miles per hour is to be observed everywhere on the campus. Drivers are to yield to students at all times.

Playing of Music – Student drivers are to keep music to an appropriate and courteous level when driving on campus.

Leaving School During the Day - Students are not to leave the grounds without permission from a parent for a valid reason. Such permission may be granted only with a note from a parent.

Transporting other Students – There must be written documentation on file giving permission from the parents of the driver to transport certain students and from the parents of the one who will be transported. The school must be notified of any instance in which one student will be transporting another. Driving privileges may be revoked if misused or if excessive tardiness and absences arise.

Unauthorized Areas - There are some areas that are off-limits to all students unless special permission has been granted or a class is going there together for a specific purpose. These areas include the auditorium, maintenance buildings, any rooms or hallways used for day care, the pavilion (unless in a scheduled class there), the area behind the northwest campus, the playground at the pavilion, and the area in front of the gymnasium and church auditorium.

Contraband Items/Articles Prohibited - The following articles are not to be brought to school unless permission is granted for a special project or event. We reserve the right to search all lockers and personal property to ensure a safe environment.

Contraband items are subject to seizure.

Hats (except on designated “Hat Days”)

Cell phones (see Phone use below)

Music devices

Tapes, CDs, videos, or DVDs

Real or toy weapons (i.e. guns, swords, knives, pocketknives, caps, explosives, chains, etc)

Skateboards, roller blades or scooters

Cleats and roller shoes are not permitted in buildings

Cigarettes, cigarette lighters, matches, or tobacco products of any sort

Alcoholic beverages

Energy drinks (such as Red Bull)

Any type of narcotics (real or counterfeit)

Any type of drugs or drug paraphernalia

Any Satanic type games or paraphernalia

Inappropriate magazines or books or drawings

Any items of sexual nature

Snacks, Food, and Drink - The snack machine may be used by the secondary students during lunchtime only and is meant to supplement, not replace lunches. Snacks may be purchased during sports’ practices under the direction of the coach. The Student Government Organization also sells snacks during break time to secondary students. Students are asked to remember stewardship principles and take care not to spill food or drink. Students are also asked to dispose of all wrappers and trash properly and not to leave unopened food or drinks in lockers, etc. Snacks, food, drink, and gum use in the classroom is at the discretion of each secondary teacher. Elementary students are not permitted to chew gum at any time without teacher approval.

Use of Electronic Devices (per SGO 2014 policy)– Elementary students are not allowed to have electronic devices like (but not limited to) cell phones or MP3 players. For secondary students:

- Cell phones and MP3 players/Ipods must be put away and turned off from 7:45 am to 3:15 pm except during lunch and study hall. Headphones and earbuds must also be put away during those times.
- Students will be allowed to use cell phones at their scheduled lunch period in the lunch room only.
- Students must gain permission from a faculty member and remain standing by same in order to use a cell phone for a valid reason during restricted hours.
- Electronic devices may only be used with supervisor permission during study halls, field trips, sporting events, or retreats. Individual headphones must be used at these times.
- Electronic devices may not be used as calculators nor can Bible or other apps be used without teacher permission.
- Students may not share electronic devices that can transport music or other files unless permission has been granted.
- Students using laptops, tablets or ebooks must sit in the front of the classroom. The teacher has permission to check the device at any time concerning appropriate use. Internet access or gaming is not allowed on such devices during restricted hours.
- A student's private video game hardware or platform is not allowed at the school or during school functions.

1<sup>st</sup> Offense- The device is confiscated and must be retrieved at the office by a parent or guardian.

2<sup>nd</sup> Offense- Lunch period privileges are revoked for five days.

3<sup>rd</sup> Offense- Electronic devices must be turned in to a designated faculty or staff member each morning if brought to school.

4<sup>th</sup> Offense- The administration will conduct appropriate discipline.

Attendance Regulations- The parent or guardian is legally responsible for the attendance and punctuality of the student. Classes are planned so that regular attendance is required if the student is to receive the full benefit of the instruction. Excessive absenteeism generally results in poor learning and unsatisfactory grades. Parents should call the school office at 868-1231 if a student is ill or will not be in attendance for any other reason. Students need a written excuse from a parent/guardian after each absence from school. If prolonged or chronic absences occur, the school may request a written explanation from the student's physician. A record of poor attendance could necessitate retention and/or remedial tutoring. NOTE: Virginia state law prohibits the absence of students for the purpose of employment during regularly scheduled days. Virginia state law also requires that the school report to the courts if a student misses three days in a row without notification, misses five days in a month for no justifiable reason, or misses seven days in a quarter for no justifiable reason.

In an effort to promote the highest level of academics, Mountain View Christian Academy has adopted the following policies:

If a high school student misses more than five days of a daily class period or three classes in the block schedule in a nine-week grading period, he/she will fail that class for the nine weeks unless a physician's note is given or absence is school or church related (i.e. sporting or extracurricular event). All work will be required to be made up regardless.

If a high school student misses more than twenty days or class periods of a daily class or twelve block schedule classes in a school year, he/she will fail for the year. Exceptions will be made only in the event of long-term illnesses in which the student has successfully completed all assigned class work and provided a physician's note.

Elementary students are allowed in their classroom at 8:30 and class begins promptly at 8:45. They must have materials ready and be in their seats at that time. Secondary students are allowed in their classrooms any time after 8:00 and class starts promptly at 8:20. A student is considered tardy if he/she is not in the classroom and ready to participate. If a student enters the classroom at 8:46 (elementary) or 8:21 (secondary), he/she will be marked tardy. Students who are late must be checked in at the office and receive a tardy slip to go to class. Late students should avoid interrupting a class already in progress. The following consequences will apply for multiple tardies in a nine-week period.

For students who don't drive:

1<sup>st</sup> - Warning and record

2<sup>nd</sup> - Warning and record

3<sup>rd</sup> - Teacher's decision (recess, break or lunch detention etc)

4<sup>th</sup> - Teacher's decision (recess, break or lunch detention etc)

5<sup>th</sup> - Morning Detention: 7:50 secondary, 8:15 elementary. An after school detention will be given for missing morning detentions

6<sup>th</sup> - After school detention: 60 minutes secondary, 30 minutes elementary

7<sup>th</sup> - Saturday Detention: 2 hours secondary, 1 hour elementary, scheduled with teacher. Failure to report will result in a one day in-school suspension.

8<sup>th</sup> - Saturday Detention: 2 hours secondary, 1 hour elementary, scheduled with teacher. Failure to report will result in a one day in-school suspension.

For students who drive: (1<sup>st</sup> through 5<sup>th</sup> consequences as above, replace subsequent consequences with below)

6<sup>th</sup> - Lose driving privileges for 1 week

7<sup>th</sup> - Lose driving privileges for 2 weeks

8<sup>th</sup> - Lose driving privileges for 3 or more weeks

Repeated violations will result in a conference with parents in an attempt to reconcile the situation.

Public Display of Affection - Understanding that Christian dating can be a very positive influence on teenagers, we encourage wholesome male-female relationships. Students are not to exhibit any public display of affection (i.e. prolonged hugging, hand-holding, kissing) at school or school-related functions and are asked to be aware of their witness at all times.

Lunch Regulations - We serve a hot lunch daily. Monthly menus go home to help parents and students plan whether to purchase lunch each day. Lunch counts need to be submitted to the office by 9:00 a.m. Late arrivals or visitors cannot be guaranteed a meal since portions are cooked to the lunch counts. Students are to eat the cafeteria. Students are not permitted to eat in any office area or classroom unless a teacher has granted them permission for a specific purpose. Seniors will be granted the privilege of eating outside when weather permits at one of the designated picnic areas. If misused, a student will lose this privilege. We invite parents to join their children for lunch whenever they can. They are asked to let the office know by 9:00 a.m. if they will be ordering school lunch. If parents are bringing lunch to their children, we ask that they arrive promptly at the scheduled lunch time. Parents must sign in at the office, and students will meet them in cafeteria. If students plan to have someone come in and eat lunch with them at school, we must have written permission from the parent of our student stating that they know who is coming in.

We recognize that parents may choose on occasion to take their child(ren) out to lunch for a special event. We ask that this not be a regular occurrence and be reserved for birthdays or other celebrations. If a parent does take a child to lunch, the parent must come in and sign the child out and back in at the front office. Other students will not be allowed to go with that parent without prior written permission given. We ask that the parent ensure that the child returns to school in plenty of time to be prepared for the next scheduled class. Juniors and Seniors are permitted to leave for lunch according to the established procedures one day a month (generally the last Friday of every month.) We need a note from home granting permission for the student to leave campus. This is for both the driver and anyone given permission to ride with another student. The students must return back to campus on time for any scheduled class, this includes study hall and other lunch electives unless permission has been granted to miss the lunch elective. The students are not to purchase lunch for any student who remains on campus. Students must sign out and back in at the front office.

Students may purchase a la carte items in lieu of the hot lunch being served for the day. Chef salads, cereal, drinks, and additional chips and snacks are also available at times. K-2nd grades are not permitted to use the microwaves and should pack lunches that do not require warming. Third – twelfth grade students are permitted to use the microwaves if they can do so without assistance. We do not have refrigerator space available to accommodate packed lunches, so students should either pack items that do not require refrigeration or provide their own ice pack. Ice cream is usually served on Fridays as an ala carte item.

Drop off and Pick up Procedures – 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 8:15-8:30 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 Early Birds. Any secondary student arriving prior to 8:00 a.m. must report to the NW campus. At the end of the school day, all students will be picked up from the gym. Parents are to drive around the building to the front of the large auditorium window. Students will be released in the order of the line-up of vehicles at 3:15. 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 3:07 p.m. for children to be called from their classrooms.



## Guidelines for Correctional and Discipline Procedures

Classroom Management - Each teacher will use assertive discipline and will make limited classroom rules and consequences. These will be explained and enforced by each teacher when school begins. Consequences will include loss of privileges, time out or isolation from the group, loss of recess, detention, notes to parents, etc. Students on in-school exclusion or out-of-school suspension will receive zeroes in each class for time out of the classroom unless otherwise determined by the administration. School work missed must be completed and grades earned will be averaged with a zero. Incentives will be given for appropriate behavior (i.e. praise, stickers, homework passes, classroom privileges, special rewards for both individual and group accomplishments.)

Office Intervention - Students will be sent to the office for serious offenses that are violations of Biblical absolutes or principles or for persistent misconduct. Examples could include blatant disrespect, verbal abuse, poor attitude, disruption of class, physical harm to person or property, failure to comply with school standards, skipping class and challenging authority. As a general rule, the following procedures will be used with students sent to the office for disciplinary measures. For severe misconduct, such as fighting, stealing, vulgar language, etc. the administration may skip to a discipline step equivalent to the offense.

- 1<sup>st</sup> time -Talk with student about behavior, pray together and send a written notice to parents.
- 2<sup>nd</sup> time - Student will call parents. An offense sheet will be completed by the student. The offense sheet will be signed by the student, parents, and person(s) offended. It will include: What the Bible says about the offense, What I did wrong, What I need to change.
- 3<sup>rd</sup> time - Student will call parents. A conference will be scheduled with the parents and student.
- 4<sup>th</sup> time - Student will call parents. Parent will be asked to come and administer corporal punishment or give administration written permission to administer corporal punishment for younger students. Older students will serve in-school or out of school suspension depending on the offense.
- 5<sup>th</sup> time - Student will call parents. Above steps may be repeated, and students placed on a conditional enrollment plan. The goal of a conditional enrollment plan will be to help the student find success with established limits. At this point a determination will be made as to if the student is a good fit for Mountain View Christian Academy.

If behavior problems persist, the administration reserves the right to ask parents to withdraw the child if they feel it is in the best interest of the child and the academy's program. If vandalism occurs, students and parents will be responsible for any damaged school material or property. We recognize that children have different needs behaviorally and must be treated as individuals, yet we desire to bring each student to the consistent standards found in Scripture. We will do our best to work with each child and set of parents individually in order to ensure every child has the optimum opportunity for success

Causes for Dismissal – A student who is found to have committed any of the following acts will be expelled for the current school year. The student will be offered counseling by a staff member of the Academy or the Church of Christ at Mountain View as outlined in the next section.

- Sexual Immorality
- Drug Use
- Possession of Weapons
- Committing a Crime
- Persistent and Blatant Defiance and Disregard for the Rules
- Continual Use of Abusive or Foul Language
- Physical Violence or Threats
- An Attitude that Undermines the Atmosphere of the School

Redemptive Discipline Policy – It is fundamental to our discipline policy that our first desire is to be redemptive in our approach and through our discipline plan lead or restore students to a right relationship with Jesus. We are committed to doing our part to restore any student involved in a serious infraction or sin by offering counseling by one of the staff of Mountain View Christian Academy or the Church of Christ at Mountain View. Our desire is to obey Galatians 6:1-2, *“Brothers, if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted. Carry each other's burdens, and in this way you will fulfill the law of Christ.”* Again our prayer is that our students will be led to a saving relationship with Jesus Christ which will result in Christ-like conduct. This may not however always mean that they can remain a student at Mountain View Christian Academy.

We reserve the right to evaluate every situation on a case-by case basis following all of the principles laid out in our total discipline plan. A redemptive approach for serious issues that violate Biblical absolutes would be considered if the student and his or her family exhibit repentant and humble hearts and if the administration determines that continued enrollment or

re-enrollment is in the best interest of the student and the MVCA body. Possible requirements for a restoration plan for continued enrollment or re-enrollment may include, but are not limited to the following. The student is willing to...

- meet with a minister for counsel on a regularly scheduled basis.
- meet with a MVCA faculty member on a regular basis for a specified number of weeks or months in which the faculty member will require specific scripture reading, journaling, accountability, etc.
- attend church services on a regular basis.
- adhere to specific elements of cooperation agreed to in a contract, in addition to the school rules and standards.
- undergo necessary testing or ongoing random testing with results sent to the school if deemed necessary.
- provide legal disclosure as needed and requested by the administration
- be homeschooled for a specific period of time if deemed necessary by the administration.
- agree to see an outside counselor, attorney, or legal authority at the family's expense if deemed necessary.
  
- And the student has parents who are cooperative with MVCA and supportive of our expectations.