



MVCA bringing Christ and Students together one lesson at a time.

FAMILY HANDBOOK – Grades K5-8<sup>th</sup>

2026-2027

*Midland Valley Christian Academy is a Christ-centered school guiding students to DESIRE the kingdom of God and DISCOVER their place in His world.*

*This handbook is periodically reviewed and updated. Families will be notified of any changes.*

## ADMINISTRATION & STAFF

MVCA Principal	Stephanie Napier	<a href="mailto:snapier@mvcaonline.org">snapier@mvcaonline.org</a>
Elementary Assistant Principal	Britni McKinney	<a href="mailto:bmckinney@mvcaonline.org">bmckinney@mvcaonline.org</a>
Lead Middle School Teacher	Brian Howard	<a href="mailto:bhoward@mvcaonline.org">bhoward@mvcaonline.org</a>
Registrar / Admissions	Melissa Ward	<a href="mailto:admissions@mvcaonline.org">admissions@mvcaonline.org</a>
Student Billing / Financial	Jennifer Chipley	<a href="mailto:billing@mvcaonline.org">billing@mvcaonline.org</a>
Athletics / Phys Ed	Amy O'Hair	<a href="mailto:aohair@mvcaonline.org">aohair@mvcaonline.org</a>
IT Administrator	Andrew Wright	<a href="mailto:awright@mvcaonline.org">awright@mvcaonline.org</a>

## IMPORTANT CONTACTS

For assistance regarding ...

you should contact...

Grading questions, classroom incidents, dress code, homework, academic performance	Classroom teacher
Attendance, class schedules, report cards/progress reports, other academic questions	Mrs. Melissa Ward, Registrar
Issues with other students or faculty, behavior concerns, learning difficulties	Mrs. Stephanie Napier, Principal Mrs. Britni McKinney, Assistant Principal
Middle school grades, concerns, behavior difficulties	Mr. Brian Howard, Middle School Lead Teacher
Athletics	Mrs. Amy O'Hair, Athletic Director
Billing, payment plans, charges, financial aid, fees	Mrs. Jennifer Chipley, Student Billing
Student devices, internet access, printing, cloud storage, Microsoft accounts, or other technical questions	Andrew Wright, IT Administrator
Other school policy or personnel issues	Mrs. Stephanie Napier, Principal

## OFFICE HOURS

M-F, 7:30am – 3:30 pm (during school year)

M-Th, 9 am – 2 pm (Summer hours, subject to change based on staffing)

# 1 MVCA MISSION STATEMENT

Midland Valley Christian Academy exists to provide a Christ-centered education that guides students to desire the kingdom of God and to discover their place in His world.

Midland Valley Christian Academy offers a wide variety of educational experiences that build a strong foundation that prepares students for future learning and success in life. Through an emphasis on academic excellence combined with curiosity, discovery, experience, and growth, each student is lovingly challenged to realize the full potential of his or her abilities.

## 1.1 OUR BELIEFS

- We believe in one God as Father, Son, and Holy Spirit.
- We believe that the Bible is God's inspired Word and holds the answer for man's needs.
- We believe that all men have sinned and come short of the glory of God.
- We believe that God offers forgiveness, salvation, and eternal life through faith in Jesus Christ.
- We believe that the believer, through the infilling of the Holy Spirit, can live a holy, radiant, and useful Christian life.
- We believe that the Church exists for the purpose of evangelizing the world and helping the Christian grow in grace and knowledge of our Lord and Savior, Jesus Christ.
- We believe that the Lord will return, the dead will be raised, and the final judgment will take place.

## STATEMENT REGARDING GENDER, MARRIAGE, AND SEXUALITY

*We recognize that because of human sinfulness, humanity's brokenness is demonstrated in many various ways that are contrary to God's ways. However, because of the attention given to gender, marriage, and sexuality in today's public discourse, we find it necessary to address these issues in the following.*

- We believe that God wonderfully and immutably created each person as distinctly male or female (Gen. 1:26-31; 2:18-25; 5:1, 2). These two distinct and complementary genders together reflect the image and nature of God. We believe Scripture as well as science affirm that gender and biological sex are one and the same. Rejecting one's biological gender is a rejection of the image of God within that person and is a sin against God, which ultimately only leads to the destruction of human flourishing. Some believe an individual can find themselves trapped in a body of the opposite gender and may seek to deal with this disconnect in a variety of ways including sex-change operations. Those associated with Midland valley Christian Academy should not advocate for any form of transgender expression.
- We believe that God has established marriage as a lifelong, exclusive union between one biological man and one biological woman (Gen. 2:24; Matt. 19:4-6) and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin against God (1 Cor. 6:15-7:6; Eph. 5:3-7). Sexual immorality includes, but is not limited to, adultery, homosexual or bisexual behavior, transgender or gender non-conforming relationship, incest, and use of pornography. The belief that members of the same sex can marry is contrary to Scripture.
- We believe that all people are to be shown compassion, love, kindness, respect, and dignity (1 Cor. 13, Gal. 5:22-23) regardless of whether they agree with us or behave in ways we see as sinful based on Scripture. We intend as a school to always reflect these qualities and any

behavior or attitudes not displaying these qualities should be renounced, as they are not in harmony with scripture or the Spirit of Christ.

## I.2 PROFILE OF A MVCA STUDENT

Midland Valley Christian Academy is committed to the academic, spiritual, physical, social development and wellbeing of the whole student. Each goal demonstrates outcomes that we want to see students eventually achieve. These goals broadly guide our leadership, curriculum, and instruction to ensure that each student receives a supportive, rigorous, and engaging education in a spiritually rich environment.

Our desire is that by the time a student finishes their time at MVCA, they will be...

### *Prepared ACADEMICALLY to*

- Apply critical thinking and problem-solving skills
- Collaborate with the use of multiple technological resources
- Demonstrate agility and adaptability for learning across disciplines
- Establish initiative and entrepreneurship
- Exhibit effective oral and written communication skills
- Access, analyze, and synthesize information
- Develop creativity, curiosity, and imagination
- Exhibit inquiry skills and develop tools for grade appropriate research skills
- Develop a growth mindset as an active learner
- Articulate strengths and areas of need
- Display perseverance
- Develop and enhance computer skills
- Establish metacognitive skills through reflective thinking
- Prove competency in math, language arts, science, history, and Bible
- Progress literacy skills in multiple genres for appropriate grade level

### *Prepared SPIRITUALLY to*

- Demonstrate a love for God and others
- Recognize the Bible as the foundation for our faith and practice
- Exhibit ambition to grow in knowledge and faith
- Model obedience of God's Word.
- Expand the kingdom of God by sharing their faith.
- Respect regular church and chapel attendance
- Express appreciation and respect for parents, teachers, pastors, peers and both education and religious rules
- Believe that all truth is God's Truth, and His Truth is revealed through the Bible, which is infallible and is the standard for living a successful life
- Affirm that God's Word is the highest authority and strive to bring all knowledge into a living relationship with His Truth
- Pursue a Spirit led life of excellence and integrity

### *Prepared PHYSICALLY to*

- Demonstrate perseverance
- Express self-confidence
- Respect physical fitness

*Prepared SOCIALLY to*

- Communicate with others confidentially through and about Christ
- Express servitude for the community and others
- Exhibit humility
- Demonstrate determination, respect, courtesy, and moral values
- Retain confidence in oneself daily

### I.3 GOVERNANCE AND ACCREDITATION

The school is incorporated as an educational, non-profit organization. The corporation operates under the direction of the Church and School Board of Directors. The Board is committed to a relationship with home, church, and school in the growth and development of the child.

MVCA is accredited with the South Carolina Association of Christian Schools (SCACS), the American Association of Christian Schools (AACS), and regionally with Cognia/AdvancEd.

## 2 ADMISSIONS PHILOSOPHY

MVCA is a distinctly and unapologetically evangelical Christian school. We have an open admissions policy which means we do not require parents or students to be adherents to the Christian faith or practice. We admit families of other religions. However, we do require that all parents recognize our statement of faith and agree to support MVCA in teaching these beliefs and those of the Christian faith to their child as described in our goals and beliefs above.

### 2.1 ADMISSION PROCEDURES

- Applications for admission are located on the Midland Valley Christian Academy website ([mvcaonline.org/apply](http://mvcaonline.org/apply)). A nonrefundable application fee will be paid at the time of application.
- For new students, after the application is received in the office, the prospective family will be contacted to schedule a student academic assessment and family interview with the Director, Assistant Principal or other MVCA faculty member. Parents/Guardians and student(s) need to attend this interview.
- The academic assessment will be given to all prospective students to determine proper grade placement.
- After the assessment and interview, and after reviewing all other required materials, the Director will make the decision whether to admit the student.
- Parents/Guardians will be notified of acceptance. An enrollment packet will be emailed to the family and must be completed for enrollment to be confirmed.

### 2.2 NOTICE OF NONDISCRIMINATORY POLICY

Midland Valley Christian Academy admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the

school. It does not discriminate based on race, color, sex, national and ethnic origin in administration of its educational policies, admissions policies, scholarship program, athletic or other school-administered programs.

## 2.3 RECORDS

Applicants must permit MVCA to request from previous schools attended copies of the student's academic, disciplinary, and other school records. Applicants must also provide any IEP/504 or medical or psychological evaluations as a part of the application process. Documents required for enrollment include the student's birth certificate, up-to-date immunization record *on South Carolina forms*, and any custody-related court orders or TROs.

If there are custody agreements involved with your student, you must provide MVCA with a copy of court papers indicating who has permission to access educational records, make educational decisions, or to pick up the student. MVCA cannot deny a parent access to their child without proper documentation.

Failure to disclose all necessary information may lead to the student's withdrawal.

## 2.4 RETURNING FAMILY REENROLLMENT

Returning families must complete the re-enrollment process through FACTS Application and Enrollment accessed in FACTS Family Portal. No paper reenrollment forms will be accepted. MVCA reserves the right to refuse re-enrollment to any student of families who have demonstrated disharmony regarding the purpose, objectives, standards, policies, or any rules and regulations of the school. In addition, no student may be reenrolled unless all financial obligations for the previous school year have been paid in full.

## 2.5 KINDERGARTEN ADMISSIONS

Children entering 5K must have reached their 5th birthday on or before September 1 of the current school year. Parents will be required to show the birth certificate.

### EARLY ENTRY

Early entry may be considered for an academically advanced and socially mature child who would not otherwise be allowed to enter kindergarten for another year due to their date of birth. The purpose of early entry is to admit those children whose needs will be best served through advanced placement for the current year, and throughout their K-12 education. The child's advanced development in the areas of social, emotional, intellectual, and physical functioning will all be considered in the evaluation process.

Children who turn five years old on or before November 1<sup>st</sup> may be considered for early entry upon completion of the parent application, questionnaire, and behavioral checklist. A Pre-School Screening form must be completed by the child's current pre-school teacher followed by evaluation by an MVCA 5K teacher measuring basic skills necessary for success in our kindergarten environment and program. There is a \$40.00 testing fee due at the time the appointment is made.

Additionally, parents of any student approved for early entry into MVCA's 5K program must sign a waiver signifying they understand that at the end of 5K the student may not necessarily:

- be ready to enter 1<sup>st</sup> grade either at MVCA or another institution
- be automatically admitted to public schools just because they have been through a 5K program.

In some cases, it may be in the student's best interest to repeat kindergarten and to continue their formal education with their same-age peer group. A conference will be held at the end of the school year to discuss the child's most appropriate placement.

## 2.6 CAMPUS VISITATION

Planned school observations provide an excellent opportunity for you to know your school.

1. Visitors and parents are welcome to make an appointment to visit our school.
2. All visitors to the school must sign in with the school office and obtain a visitor's pass.
3. Observe from the location prepared for you by the teacher. Be as inconspicuous as possible. Please remember that the class is in session and that the student's focus should be on their teacher and their studies.
4. Campus visits may include lunch with your student. However, please understand that for reasons of insurance liability and the safety of all children, **only registered students of MVCA** can play on the playground during the hours of operation.

## 2.7 DISMISSALS / RESCINDING ENROLLMENT

The administration of MVCA is responsible for safeguarding the mission, wellbeing, and reputation of the school. Accordingly, the school reserves the right, within its sole and exclusive discretion, to suspend, expel, dismiss, refuse or rescind enrollment and/or remove from campus any student, parent, or family member, or guest if it is in the best interest of MVCA as deemed by the school's administration to take such action.

In the event of dismissal or expulsion from MVCA, all rights are waived to a refund of tuition and fees previously paid. Parents/guardians shall remain obligated by signed contract to pay the enrollment year's school tuition as agreed on during the enrollment process. A student will be dismissed/expelled for the following:

- Violation of school policies as outlined in MVCA Handbook.
- Student conduct, attitude, or lack of academic effort making it mandatory for that child to withdraw from MVCA.
- Tuition is 30 days delinquent.
- Parents/Guardian/Student who are not in harmony with the mission and philosophy of MVCA or who engage in public comments, airing of grievances, or any other written or verbal expressions that are harmful, demeaning, or derogatory towards MVCA staff, students, or families.

## WITHDRAWALS

A written notice of intent to withdraw a student from Midland Valley Christian Academy must be submitted, acknowledged, and settled prior to two (2) weeks before the last day of attendance. All grades and records will be held until all outstanding balances are paid. Withdrawal from MVCA must be signed and processed through the school office. If requesting student records, MVCA must have proof that the student is enrolled in a school. Once a student leaves MVCA, we must receive a record request no later than 10 days after the student's last day. On day 11, the student will be reported as truant. Open accounts will incur additional tuition fees and late fees until withdrawal papers are returned to the administration office. It is important to note that MVCA makes budgetary decisions based upon anticipated revenue. A family withdrawing at any point prior to the end of the school year can cause financial strain on the school. **Therefore**, to help cover the unexpected budgetary shortfall caused by the student's withdrawal, **a one-month tuition penalty fee calculated from the official date of**

**withdrawal will be assessed when families withdraw during a school year.** The official date of withdrawal is the student's last day in school or the day the withdrawal papers are received by the school office, whichever is later. In the event of withdrawal, all rights are waived to a refund of tuition and fees previously paid. Parents/Guardians shall remain obligated by signed contract to pay the remaining school tuition and fees unless the following applies:

- Parent or guardian has moved out of town or a distance away that the school recognizes as unreasonable for transporting the child to and from school.
- Agreement between the parent/guardian and the school that is in the best interest of the student to pursue his/her education with curriculum or a learning environment more suited to the needs of the student.
- Loss of income equal to the amount of tuition in the immediate family of the student.
- Student contracts a serious illness that would prevent him/her from attending school. Documentation from a physician is needed.
- Death of the student.

all rights are waived to a refund of tuition and fees previously paid. Parents/Guardians shall remain obligated by signed contract to pay the remaining school tuition and fees. All grades and records will be held until all outstanding balances are paid. No grades will be released on the same day a student withdraws.

**Late Payment Fees:** A late fee of \$10.00 per month will be applied starting the date specified in contract.

**Unresolved Payments:** Any payment unresolved because of failure to pay, returned/declined payment will be turned over to legal and be prosecuted through the local magistrate courts in the county of residence for collection. This will include all court costs and accumulated fees with the unpaid balance. No returning student may begin the new school year with an outstanding balance from the previous year.

**Declined/Returned FACTS Payment:** A \$30.00 return check fee will be charged for each returned check. A late fee of \$10.00 per month will be applied if returned/declined payment has not been settled by specified dates in contract.

**Forms of Payment:** All tuition and fee payments will be made through our FACTS service and must be set up on auto-draft. Families choosing to use a charge card for payment will assume all fees for such. There is not a fee for automatic transfer from a checking account.

## 2.8 CUSTODY AND SEPARATION AGREEMENTS

Specific custody arrangements or instructions will only be recognized and administered by the school if the school has been provided with a copy of the appropriate legal agreements. If there are specific custody/separation instructions that apply to your student, please discuss this with your principal and make sure they have the appropriate documents on file. MVCA will release children to parents with natural, biological rights or other designees, unless legal documents are provided instructing differently. Verbal instructions are insufficient to deny access.

## 2.9 ESTF FUNDING/FINANCIAL AID

The Education Scholarship Trust Fund Program is administered by the South Carolina Department of Education that allows qualifying South Carolina families to apply for a scholarship. Qualifying families receive **\$7,634** to pay for expenses associated with attending a school other than their zoned school. ESTF is renewable until the student graduates. Parents may apply for this scholarship directly through ESTF at **[www.https://sc-estf-program.com/en](https://sc-estf-program.com/en)** MVCA encourages all eligible families to apply.



**Current Family Renewal:** Nov 1-Jan 14th

**Priority Window:** January 15th-February 8th

**General Window:** Opens February 9th

MVCA offers a very limited amount of financial assistance outside of ESTF for grades K5-8<sup>th</sup> based on family financial need. 4K and daycare are not eligible for financial aid. MVCA does not provide group-based tuition discounts. Financial aid requires a nonrefundable application fee paid directly to the financial aid processing company.

Applicants must provide family financial information including tax returns, W2s, and other income verification documentation and proof of expenses as a part of this process. MVCA contracts with FACTS Grant & Aid as a neutral party to process aid applications and determine eligibility based on the school's fees and the family's financial situation. FACTS Grant & Aid does not award aid or provide scholarship money of any kind; they only provide the school with verified information and recommendations. MVCA makes financial award decisions utilizing information from FACTS Grant & Aid.

Applying for aid is not a guarantee that financial assistance will be awarded. Financial aid is awarded for one school year at a time. ***Families must reapply each school year.***

Please know, each family is only eligible for **one discount**. Daycare discounts cannot be combine with the academy's financial aid.

## 3 BUSINESS POLICIES

### 3.1 TUITION AND FEES

The tuition for Midland Valley Christian Academy is determined each year by the school board and is payable by options described under payment plans. Tuition & fees include the following: curriculum, standardized testing fees, student insurance, and any applicable technology fees. This year tuition will be an all-inclusive price and all fees will be included in the tuition price.

A non-refundable enrollment fee is due upon submission of the enrollment packet. Tuition payment plans begin in July and run for 10 months. Tuition payment plans begin in August and run through May 2025. There is an annual fee charged by FACTS for each family to service payment plans. A \$25 fee is assessed for annual and biannual payments, and a \$55 fee is assessed for families paying in 3 or more payments. The amount of the fee is indicated when setting up your agreement. These fees will be automatically processed within 14 days of the agreement being posted to the FACTS system.

Families choosing to pay with credit card will assume all charges associated with the use of credit cards. There is no charge for direct withdrawal from banking accounts.

### 3.2 PAYMENT PLANS

Parents will select one of the following payment plans in FACTS Financial at the time of enrollment:

1. One annual payment – the total annual tuition is due on or by August 20 of the school year.
2. Two bi-annual payments – half tuition is due on or by August 20 of the school year with the remaining half of tuition due on or by January 20 of the school year.
3. Ten equal payments (Monthly payment plan) – The first payment is due on or by August 20 of the school year or at the time of registration. This is non-refundable. The remaining nine payments are due on the 5<sup>th</sup> or 20<sup>th</sup> each month, September through May.

### 3.3 EXTENDED AFTERSCHOOL

Afterschool care will be provided by employees of the school on campus for a minimal fee. After school care starts promptly at 3:00 and all students must be picked up by 6:00. Any student not paying for after school care will be charged by the hour should they stay beyond 3:00. Please contact the office at MVCA with any questions.

*Holiday care is not provided for MVCA students 4K – 8<sup>th</sup> grade on days that the school is closed.*

### 3.4 ACCOUNT STATUS

The ongoing success of our school hinges on the commitment of families to make Christian education a financial priority. The school relies upon tuition and fee payments to provide an excellent spiritual and educational program operating on a balanced budget. Therefore, when tuition and fee payments become delinquent, it can quickly become a serious matter.

#### PAST DUE ACCOUNTS

A Christian education is an eternal investment and one of the most valuable assets parents can afford their children. Tuition at MVCA is the parental investment associated with educating students in a private Christian academy. Our school's ongoing success hinges on families' commitment to make Christian education a financial priority. The school relies upon tuition and fee payments to provide an excellent spiritual and educational program operating on a balanced budget. Therefore, when tuition and fee payments become delinquent, it can quickly become a serious matter. It is imperative that student billing accounts remain current throughout the school year. The school understands that unexpected situations can and do arise and the school strives to work with families in those situations. If unforeseen circumstances arise, families are responsible for contacting the Student Billing Director and/or the Principal of MVCA as soon as possible to review the financial hardship.

#### **Accounts will not be allowed to exceed more than 30 days past due.**

MVCA students will not be allowed to attend class if tuition becomes past due by more than 30 days. Families who do not keep a current account or have not discussed and made an alternate arrangement with the Student Billing Director and Principal will be asked to withdraw their child(ren) from Midland Valley Christian Academy. No records will be released if the account is not current. After withdrawal, any payment unresolved because of failure to pay, or returned/declined payment will be turned over to a collection agency, and the parent/guardian will be responsible for all costs of collection, including 50% collection fees, attorney's fees, and court fees, in addition to the past due tuition and fees.

### 3.5 PAYMENTS

#### DECLINED/RETURNED FACTS PAYMENT

A \$30.00 return check fee will be charged for each returned check. A late fee of \$10.00 per month will be applied if returned/declined payment has not been settled by specified dates in contract.

#### FORMS OF PAYMENT

Payments will be made through our FACTS service: FACTS Online (E-Check, Credit/Debit Card & Automatic Withdrawal). Families using credit cards to pay for tuition will assume all credit card charges.

Those using direct withdrawal from their banking account will not be charged.

Updated and correct banking information must be maintained in your FACTS financial account at all times.

### 3.6 STUDENT ACCIDENT INSURANCE

Student Accident Insurance is provided by the school for all students. This coverage is for covered injuries which occur while an enrolled student is: (1) Participating in activities sponsored and supervised by MVCA in the United States, and (2) Traveling during such activities as a member of a group in transportation furnished or arranged by MVCA in the United States.

## 4 ACADEMIC POLICIES

### 4.1 CURRICULUM

MVCA primarily uses Bob Jones University Press curriculum for grade 5K – 9<sup>th</sup>. A variety of other materials and sources help supplement where needed to provide an excellent, engaging learning experience for students. Our curriculum is selected and regularly viewed by a team of teachers and staff. A biblical worldview, kingdom living, and Christian values are blended throughout the curriculum and school activities. MVCA continually strives to achieve higher standards of learning.

### 4.2 COMMUNICATION

#### **FACTS SIS**

MVCA uses the FACTS SIS web-based school management system. FACTS Family Portal provides parents and students a convenient way to access student grades, lesson plans, homework assignments, attendance, and behavior reports. The best way for parents to access student and school related information is by downloading the MVCA Family app (android and iOs). Creating an app profile and logging into FACTS from within the app provides families with convenient and comprehensive access to information, calendars, student records, and other important links.

#### **PARENT ALERTS**

MVCA uses text alerts and emails for mass communication. To remain in the communication loop, please do not opt out of these parent alerts.

#### **SOCIAL MEDIA**

MVCA uses social media platforms as a form of communication. MVCA's chapel services are live streamed through Facebook weekly. Important information, such as special events and school closures, are posted to the social media pages as they occur.

### 4.3 ACADEMIC AND BEHAVIORAL PROBATION

Students on academic or behavioral probation will be evaluated at each nine-week interval. MVCA may place students on probation if grade averages fall below a C or if behavior is consistently unacceptable. At the end of the semester, probation may be lifted or continued with or without recommendation for tutoring, retention or referral to other professionals, or the student may be asked to withdraw from the school.

## 4.4 GRADES

### PROGRESS REPORTS AND REPORT CARDS

Report cards will be sent electronically via email at the end of every nine-week period. Paper copies of report cards or progress reports are no longer sent home with students. Progress reports, along with grades and attendance records, can be accessed at any time during the school year by logging into the Family Portal. Parents are welcome to contact teachers for conferences to discuss student's grades. Parents will be notified directly from the teacher if a student is struggling in one or more classes and requires intervention or a conference.

### K5 REPORT CARDS

The only exception to electronic distribution of grade records is for kindergarten. K5 reports for this year will be provided in written form as the information and structure of kindergarten report card is substantially different than what we use in our system.

### GRADING SCALE:

A:	90-100
B:	80-89
C:	70-79
D:	60-69
F:	59 and below

## 4.5 PARENT/TEACHER CONFERENCES

1. Conferences should be scheduled in advance, when a convenient time for both teacher and parent can be arranged. There cannot be unscheduled parent/teacher conferences during classroom hours, and especially not at the start of the school day. Conferences are encouraged to be scheduled to fit both the parent and teacher schedule.
2. If it is necessary to cancel an appointment, please call and notify the teacher or administration in advance.
3. Have confidence that whatever is discussed during your conferences will be confidential and only used in helping your child.
4. Telephone conferences with your child's teacher cannot be conducted during classroom hours. Teachers will not take calls during their classroom hours but can return calls at the end of the school day.

## 4.6 ASSESSMENT AND TESTING

MVCA conducts academic assessment and evaluation through multiple methods and types with the goal to promote academic success in our students. While some uniformity is needed, teachers are encouraged to exercise professional judgment in developing assessment standards in their courses. Students will participate in state mandated testing.

## 4.7 MAKE UP WORK

It is the student's responsibility to see that any required work is made up. Students will be allowed one day for every one day absent to turn in make-up work unless other arrangements have been made with the teacher. For example, if a student is absent on Monday, make-up work will need to be turned in on Thursday morning. Assignments made before the absence retain the original due date. For example, a

spelling quiz is assigned at the beginning of the week for Friday. The student is absent on Thursday. Since he was present when the assignment was given, he will not be exempt from the quiz. He is still responsible for the assignment unless arrangements are made with the classroom teacher.

#### 4.8 ACADEMIC HONESTY

MVCA places a high priority on student honesty and integrity when it comes to schoolwork. Academic dishonesty, cheating, plagiarism – misrepresenting the work of others as your own – are serious breaches of academic integrity and the standards of ethical behavior that MVCA expects from students. Academic dishonesty will result in behavior consequences being given to the student under the Behavior Policy. Additional consequences may include failure on an assignment, requirements to repeat or complete additional work, academic probation, or other consequences as determined by the teachers or administration. Multiple violations may result in dismissal from school. MVCA expects that the work submitted for grading is entirely that of the student – not of the parent on their behalf -- and completed within classroom and assignment guidelines. Teachers will give guidance on whether and where collaboration or adult input is permissible.

### 5 LEARNING SUPPORT SERVICES

MVCA is in the earliest stages of developing learning support services. This means that the support we can provide significantly depends upon the student and their needs and available staff and program resources. It may not be possible in given cases to provide or continue to provide the learning environment for students needing support.

#### 5.1 SPECIAL LEARNING NEEDS

A *diagnosed* special learning need requires identification of the learning need or disability by a qualified professional such as a psychologist, speech-language pathologist, occupational therapist, educational psychometrist, or medical doctor, along with a diagnostic assessment appropriate to the disability. Diagnostic assessments must be current, having been done within the past three years. In cases where supporting diagnostic assessment data is available but more than three (3) years old, MVCA reserves the right to request new assessments as a part of the enrollment or service placement process.

We welcome students with special learning needs or differences for inclusion in our academic program based on the following:

- Student must be able to perform successfully without academic modification.
- Parents fully disclose any previous or ongoing assessments, diagnoses, or educational interventions, or special learning services.
- Parents regularly keep the school informed of any changes in diagnosis, learning assessment results, treatments, or medications directly affecting the learning environment.
- Availability of support depending on grade level, classroom teachers, student needs, and support staff.

#### 5.2 LIMITATIONS

1. MVCA is a private faith-based school and receives no state or federal funding for learning support or special needs programs. As such, MVCA is under no obligation to follow federal laws such as

required by the Individuals with Disabilities in Education Act (IDEA), thus not legally required to implement an IEP or 504 Plan created by public school system.

2. We are currently unable to provide alternative or significantly modified instruction such as might be found in a traditional special education or functional life skills program. We will accommodate as much as our resources will allow but the extent of need for support may prohibit admissions or continued enrollment.
3. Because of the highly specialized psychological, counseling, and environmental resources required, we are unable to accommodate students with significant behavioral struggles such as those stemming from trauma or mental health-related issues.
4. MVCA is unable to provide embedded occupational, speech, or physical therapies as a part of the everyday classroom environment. Students needing those services as a part of the school environment are likely better served elsewhere.

### 5.3 SOCIAL & BEHAVIORAL EXPECTATIONS

While we are committed to a continuously improving, positive, encouraging, and stimulating learning experience for students with special learning needs, all our students are included in the general classroom and school environment. As such, there are minimum expectations for social behavior necessary for the well-being of all members of the community and to help avoid persistent disruptions to the learning environment that interferes with the ability of other students to do their work. Consequently, all students must be able to habitually operate within the following parameters:

1. Remain and function in the classroom without the need of additional staff being constantly present in the room.
2. Regulate anxiety enough to avoid repeated or regular verbal outbursts and emotional meltdowns that disrupt the environment.
3. Perform in-class or assigned work without a teacher regularly prompting each step or task.
4. Refrain from excessive hand-raising and question-asking that stalls the flow of classroom activities or instruction.
5. Demonstrates self-management when moving between classes or going to the bathroom, lunchroom, library, gym, etc.
6. Abide by the policies and procedures described in the MVCA Family Handbook, including having a signed parental statement of commitment.

By “habitually operate,” we mean that the student’s normal, regular pattern of behavior can be maintained within these parameters. We are mindful that there is often a transition period as students begin a new year, move to a new building, start a new grade, or adjust to a new environment. Our focus here is on a student’s habitual patterns after a reasonable period of adjustment. Every student has rough days or moments of frustration, fatigue, or still-developing maturity and thus occasional or episodic occurrences of poor behavior can be understood. But these should be the rare exception, not the norm. Students unable to habitually maintain within these parameters are likely better served in a learning environment able to provide highly individualized support, instruction, and embedded therapeutic learning.

### 5.4 STUDENT SUPPORT PLAN

Students needing support services will have a Student Support Plan (SSP) tailored to a student’s individual needs. This SSP provides a valuable planning and communication tool for parents, teachers, and staff. The SSP describes the student’s strengths and weaknesses, summarizes the assessment data that shows learning needs or difficulties, and outlines the support, accommodations, or interventions the school can provide during that current school year. SSPs are updated yearly (or more often, if needed). The SSP is MVCA Family Handbook (K5-8)

produced by the school staff in close consultation with parents and teachers. Classroom teachers supported by school administration will oversee the implementation and monitoring of the student's plan.

## 5.5 ACCOMMODATIONS & MODIFICATIONS

**Accommodations** are changes to *how* a student learns and are meant to give that student a fair opportunity for learning relative to their typical peers. Accommodations involve:

- *Changes in instructional method*, such as printed or digital copies of notes/lectures, use of a screen reader for books, use of a calculator for basic math operations, or, in extreme cases, reduction in volume (but not difficulty) of homework material.
- *Changes in the environment*, such as preferential/different seating, noise-blocking headphones, or foot-fidget devices.
- *Changes in assessment format*, such as extended time for texts/quizzes.

Students receiving accommodations study the same material, complete the same type of assignments, are expected to demonstrate the same competencies or learning outcomes, and are assessed with the same grading scale as the regular classroom.

Accommodations are *not* a guarantee that the student will receive a particular grade, earn a diploma, or achieve any other kind of academic success. Those must be earned based on the student's work.

**Accommodations for a particular student will be based on observation and assessment screenings conducted by school staff. Accommodations are not granted solely based on parent or student request.**

**Modifications** involve a change in *what* a student is learning and the outcome or competency they are expected to demonstrate. Modifications or remediation instruction are not presently available as a part of MVCA's learning environment. Students needing this degree of support will be unable to enroll at MVCA.

## 5.6 TUTORING

In some cases, private tutoring may be helpful for a student's progress. At present, MVCA does not provide tutoring services of any kind beyond what may happen within the general classroom. Families needing tutoring will need to find outside providers.

# 6 HEALTH AND SAFETY

School administration works diligently to maintain a safe and healthy environment for all our students. Parent cooperation with the school health and safety policies are necessary to avoid accidents and to properly care for our students.

## 6.1 MEDICATIONS

Parents must provide record through SIS of permission to treat their student medically, which over-the-counter medications may be given by school staff, and any prescription medications that must be administered at school. All medication information for each student must be maintained up to date in the student's medical section of SIS.

MVCA will not provide over the counter medications such as Tylenol, Ibuprofen, Tums, etc. If you would like to have these on hand for your child, you must provide those medications to the MVCA office. The medications **MUST** be labeled with your child's name, and you must fill out a medicine slip with the



correct dosage for your child.

Students may not have medication in their possession at school. Medication(s) must be dispensed by designated school staff. It is the parent's responsibility to provide any medication for students. Parents are not to leave medications in a child's book bag.

A medication authorization form must be completed when a physician has ordered a medication (prescription or over the counter) that will require in-school administration. All parent-provided medication must be brought to the school office in the original container and accompanied by a parent note indicating the purpose of the medication and the time(s) it should be given to the student.

Prescription medication must be in a current, completely labeled (date, pharmacy, physician, student, medication, full dosing instructions) prescription container.

## 6.2 SPECIAL MEDICAL TREATMENTS

When special medical treatments such as insulin injections or breathing treatments using a nebulizer are necessary, parents must make prior arrangements with office personnel and provide specific written instruction from the child's physician.

## 6.3 ILLNESS GUIDELINES

In the interest of every student's wellbeing, parents are requested to keep their child home when they are sick. Please do not medicate your child and send them to school. If a child develops symptoms during school, the parent will be called to pick up the student as soon as possible. If we cannot reach the parents, we will notify the next person listed as an emergency contact list in the student's file. In the event we are unable to reach a parent or emergency contact within an hour, administrative staff will contact the appropriate authorities.

The following is a partial DHEC exclusion list of certain illnesses requiring temporary removal of a student from school.

- **Vomiting** – Student may not attend or remain at school if vomiting has occurred **2 or more times during the previous 24 hours** or if vomiting has occurred accompanied by a fever of 100.4 or higher. *No dismissal is required for a brief, non-repeating episode of vomiting with no other signs of illness.* Student may return with parent note stating vomiting has resolved, student is able to stay hydrated and participate in activities, and no other symptoms have been present. Exceptions requiring prompt medical evaluation (call parents and dismiss student): vomiting that appears green or bloody, vomiting after recent head injury, vomiting and no urine output for 8 hours, or when student appears very ill during vomiting episode.
- **Fever** – Student must not attend or remain at school if fever is **100.4 or higher taken orally (100.0 axillary, 100.4 by ear, 99.9 temporal)**. Student may return when fever-free without medication for 24 hours or *with clearance from pediatrician indicating no health concerns or symptoms of illness or another diagnosis that does not preclude attendance.* Fever in conjunction with other symptoms shall be assessed using guidelines for those other symptoms, e.g., fever + vomiting, fever + pain, etc.
- **Diarrhea** – A student with diarrhea may not attend or remain at school until symptoms are resolved for at least 24 hours, *or medical evaluation (doctor's note required) indicates that student may safely return to the school setting.* **Diarrhea is defined as 2 or more loose or watery stools in a 24-hour period that are not associated with changes in diet.**
- **Head lice** – Head lice is not a disease but is contagious. We maintain a nit free policy. For this reason, any student diagnosed as having lice will be sent home and may only return with a parent note after one treatment with an over the counter or prescription lice elimination product and no



active lice is observed crawling in the hair or after removal by combing or heat treatment methods. School administration must inspect the student prior to re-entry. Contact the office to make arrangements.

- **Conjunctivitis (Pink Eye)** – Student may not attend with severe eye pain, purulent drainage, white or yellow eye discharge, or are too sick to participate in routine activities. Students may return when the condition has been resolved.
- **Respiratory infection** – student must not attend with uncontrolled cough, difficulty breathing or wheezing. May return when symptoms subside.
- **Strep** – may return 24 hours after beginning antibiotic treatment if the student is fever-free.

Please do not bring your student to school with a contagious illness/disease. Students must be symptom-free for a full 24-hour period before returning to school.

## 6.4 COMMUNICABLE DISEASE

Students diagnosed with a communicable disease (meaning an illness which arises because of a specific infectious agent which may be transmitted either by a susceptible host, infected person or animal to another person) must be kept home until the possibility of the contagious infection has passed. The school administration must be notified immediately of a diagnosis of a communicable disease. A doctor's note is required for re-entrance.

## 6.5 INJURIES

In the event of injuries, a parent will be called to determine further treatment. If a student is injured while at school, a medical event report will be completed in FACTS SIS and logged to the student's record. In certain cases, the reporting staff member will include an automated email notification to the parent. If the situation is of a serious nature or there are questions about a course of treatment, a parent will be contacted immediately.

## 6.6 FOOD AND NUT ALLERGIES

At times, MVCA has children with life-threatening food allergies, such as peanut allergies. We are sensitive to students with these allergies and make every attempt to keep them safe. Always consult with your child's teacher before bringing any food into the classroom. We also ask that you encourage your child *not* to share food brought from home. If you have any concerns, contact the school office.

## 6.7 STUDENT HEALTH AND IMMUNIZATION RECORDS

It is mandatory that the school receive a copy of the South Carolina Department of Health and Environmental Control (SC DHEC) Certificate of Immunization for each new student on or before the first day of school. This form is available at a physician office or can be obtained from the health department if other proof of immunization is provided.

## 6.8 HEAD LICE POLICY

Head lice are a serious health issue for a school and/or daycare and must be treated quickly and assertively.

Recommendations that MAY help prevent head lice infestation:

- Wash hair on a regular basis (once or twice a month) with tea tree shampoo. This is not a
- MVCA Family Handbook (K5-8)

treatment but has proven to be effective in prevention.

- Treat hair on a regular basis (once every two months) with a lice treatment – just in case.
- Wear long hair “up” to avoid incidental contact when working in close proximity with other children.
- Do not share combs, brushes, or hair accessories with others.

## 7 DISCIPLINE AND CONDUCT

### PHILOSOPHY OF DISCIPLINE

As Christian parents and educators, we discipline students because we love them and want them to live a Christ-centered life. We discipline to help students learn to choose desirable, right behaviors. When students make wrong choices, we seek to help redirect, guide, heal, and restore. Our goal is that hearts are changed, and better choices are made in the future. We also want students to learn to make wise choices when we are not around, not simply to control them when authority figures are present. Discipline must address attitudes of the heart and lead students toward Christ-like behavior.

#### 7.1 EXPECTATIONS

We expect that each student at MVCA shall regularly and habitually:

- Demonstrate positive, respectful, and appropriate attitudes
- Express themselves with acceptable language and behavior
- Take responsibility for their own learning as an active learner
- Act with integrity and be accountable for their own actions
- Support and care for one another, treating others with dignity, courtesy, and respect
- Represent the school in a positive manner
- Follow school rules
- Resolve conflicts and difficulties with others through discussion or by seeking assistance from school staff

#### PARENTAL EXPECTATIONS

Parents/guardians are expected to know and adhere to all school policies and to demonstrate a spirit of cooperation with the administration and faculty of the Academy. When questions or problems arise, parents or students should speak first with the teacher or responsible party. If a problem persists, then make an appointment to meet with the Head of School.

Parents/guardians should also be respectful of school staff and students and display Christ-like behavior in speech and actions, including in private and public communications, text or email messaging, and social media postings.

*Complaints or derogatory comments about teachers, staff, or the school posted on social media accounts are a violation of the school's behavior policy for students and parents and may result in administrative dismissal of the student from MVCA.*

#### 7.2 BEHAVIORAL GUIDELINES

To accomplish these student expectations, certain student behaviors cannot be tolerated and will result in

action by the teacher and or the administration. These behaviors include, but are not limited to:

- Repeated violation of classroom rules
- Disruption of the learning or social environment
- Disobedience, disrespect (including towards fellow students), and/or insubordination
- Use of physical force or verbal intimidation
- Uncontrollable behavior (physical-kicking, fighting, hitting; verbal-outbursts)
- Willful damage to or destruction of property of the school or another student (damage caused by the student will be paid for by the student or parent/guardian)
- Lying, cheating, or stealing
- Inappropriate public display of affection toward another student
- Inappropriate, demeaning, coarse, foul, or threatening language (verbal or nonverbal)
- Fighting
- Misuse of school-provided technology including internet/wi-fi access
- Involvement or the impression of involvement in immoral activities or activities that are contrary to the philosophy of MVCA
- Possession or use on campus of any kind of weapon (excluding school-sanctioned events such shooting sports), fireworks, drugs, drug paraphernalia, tobacco (including vaping/electronic cigarettes), alcohol, or pornography, including content on an electronic device.

### 7.3 CHAPEL EXPECTATIONS

Students are expected to behave in a respectful manner during chapel. Chapel is a special time to learn about Jesus, worship together, deepen our faith, and celebrate students on their birthday. There are some important rules that will be followed during chapel time:

- Students will be allowed to sit with their family on the day of their birthday chapel and on chapel days their family attends. Students must adhere to chapel/teacher rules during chapel time. If they do not follow chapel rules, then they will lose that privilege.
- When no family is present, students are expected to stay in their chapel row with their teacher.
- Students are expected to sit quietly during the speaker's message.

### 7.4 DISCIPLINARY PROCEDURES

#### **Elementary School: 5K – 5<sup>th</sup>**

Teachers will develop a classroom behavior system that fits with their style of teaching and with the personalities of their students. Each classroom system will be available from the teacher.

After the classroom teacher has exhausted the classroom behavior system the student will be referred to the office.

1<sup>st</sup> office referral – Director will call parent or schedule a meeting with parent, child, and teacher

2<sup>nd</sup> office referral – One day of in-school suspension

3<sup>rd</sup> office referral – two days of in-school suspension

4<sup>th</sup> office referral – five days of in-school suspension

5<sup>th</sup> office referral – dismissal from MVCA

\*Serious offences will result with immediate dismissal from MVCA.

### **Middle School: 6<sup>th</sup> - 8<sup>th</sup>**

School staff will typically respond to disciplinary situations involving students using the steps below. Students who come to MVCA with behavioral issues will start on behavior watch. However, MVCA administration reserves the right, at their sole discretion, to elevate the response to specific situations where behavior is more egregious or serious. Certain offenses (e.g., cell phones, cheating/plagiarism, dress code violations) have separate and specific guidelines outlined elsewhere in this handbook. 3 offenses may result in dismissal from MVCA.

**Step 1:** MVCA teachers or staff will address incorrect student behavior when minor offenses occur by talking with student regarding primary expectations, classroom rules, or school policy. Staff will communicate with the parent(s) regarding the incorrect behavior and actions taken in response.

**Step 2:** Continued or a repeat of inappropriate behavior will result in a Behavior Demerit being issued by the office through FACTS SIS. A copy of the report, including the offense, and the resulting demerits and consequence will be emailed to the parent. Teachers may additionally request a parent conference or employ other appropriate consequences at teacher discretion.

**Step 3:** An accumulation of behavioral offenses will typically result in the following:

#### **Level 1- Uncooperative/Noncompliant Behavior:**

Level 1 violations may include minor class disruptions after warnings have been given by the teacher, inappropriate language/behaviors in the classroom and/or other school areas, or dress code violations. An accumulation of *three* level one violations will result in a Level 2 offense on the *fourth* violation.

*Consequence: Lunch Detention, write-up in FACTs sent home (no Demerit).*

#### **Level 2- Disruptive Behavior:**

Level 2 violations may include horseplay, extreme disruption, lying, *three* repeated violations of the student dress code, disrespect, foul language, misuse of technology, or public displays of affection. An accumulation of *three* Level 1 violations will result in a Level 2 offense on the *fourth* violation.

*Consequence: After School Detention, write-up in FACTs sent home, and Demerit.*

#### **Level 3- Disorderly Behavior:**

Level 3 violations may include cheating, plagiarism, damage of personal or school property, or fighting. An accumulation of *two* Level 2 violations will result in a Level 3 offense on the *third* violation.

*Consequence: Full Day ISS (1-3 days), write-up in FACTs sent home, Behavioral Probation, and Demerit.*

#### **Level 4- Aggressive or Injurious/Harmful Behavior:**

Level 4 violations may include possession or use of controlled substances which include drugs and/or alcohol, tobacco products, possession of a firearm or weapon on campus, criminal misconduct (on or off campus), sexual misconduct, theft, assaulting a staff member, or bullying/harassment. An accumulation of *two* Level 3 violations will result in a Level 4 offense on the *third* violation.

*Consequence: At Home Suspension 3 to 5 days (Review for Dismissal or Updated Behavioral Probationary Plan), write-up in FACTs sent home, and Demerit.*

*If a student has more than one Level 1 violation on a given day, the next violation becomes a Level 2 offense. Students committing a Level 3 offense as a single major offense will remain on a Level 3 or higher for the rest of the behavioral probationary period. Behavioral Probation will be reviewed at the end of each quarter. Demerits will start over each semester unless a student remains on Behavioral Probation.*

## BEHAVIORAL PROBATION

Behavioral probation may be applied at the discretion of the Head of School or Assistant Principal.

The conditions of such probation would likely include, but are not limited to, the following:

- Weekly meeting with Head of School, Assistant Principal, or designated staff/teacher.
- Suspension from participation in all or specific athletic and/or school activities.
- Required referral for professional counseling.
- Additional conditions as determined at the Head of School's discretion. The probation period will be for a period designated by the administration.

A student on Behavioral Probation who receives a behavior report will receive at minimum an automatic two days of At-Home Suspension. Depending on the nature and severity of the offense, additional consequences may be imposed including expulsion.

## DETENTION

Students are required to attend Detention when assigned. Athletics practices are not an excuse to miss detention. If a student fails to appear for detention the student will be assigned at home suspension for each day of detention that was missed.

## SUSPENSION

Students assigned In-School Suspension (ISS) will report to the front office at the beginning of the day on which they are to serve the suspension. ISS is served in an assigned location with a supervising teacher or substitute. *Students assigned ISS will be charged a fee of \$75 to defray the cost of supervision.* This charge will be added to the student's FACTS account. A student who calls in sick the day of an assigned ISS will still have to make up the assigned suspension period.

Students serving At-Home Suspension will not report to campus for class on those days assigned.

When serving a suspension period, the student is not eligible to participate in any school-related activities (field trips, special events, athletic events, practices) for the day(s) assigned. Any assignment that is due on the day of a suspension must still be turned in on time. All schoolwork missed during a time of a suspension may be made up for full credit. Students must contact the teacher to reschedule any missed assessments during their suspension.

## 7.5 DISMISSAL

Any student who persistently neglects work, who fails to meet academic or other standards or qualifications, who exercises poor citizenship, who has demonstrated an unwillingness to cooperate with the school through habitual violations of school rules with an unrepentant, negative attitude (or whose parent/guardians fail to cooperate), or through any single major disciplinary event may be dismissed from MVCA at the sole discretion of the administration.

The administration may, at its own prerogative, choose to allow a student to withdraw in lieu of expulsion if circumstances warrant.

A student who has been expelled may apply to return to MVCA after one full semester. Evidence of changed behavior and positive references will be considered in an application for readmission, but there is no guarantee of that readmission being granted.

A student who has been expelled from MVCA may not be in school facilities during school hours or participate in school events any reason except (1) if accompanied by his or her parent(s) or guardian(s) to MVCA Family Handbook (K5-8)

apply for readmission or (2) if accompanied by opposing coaching staff while competing in an athletic contest as a member of an opposing team. Students who have been expelled from MVCA may not attend MVCA sponsored events or athletic contests on the MVCA campus as spectators. An expelled student may appeal to the administration in writing at least one week in advance for an exception to this policy if the student believes circumstances warrant, but exceptions to this policy are at the sole discretion of MVCA administration.

## 7.6 HARASSMENT/BULLYING

MVCA is committed to providing an environment in which every student is treated as an image bearer of God. Treating each other with dignity and respect is key to a healthy community. Every effort will be made to create a community where dignity for the individual is the expectation.

MVCA expressly forbids bullying, sexual harassment (opposite sex or same sex), or any threatening and offensive conduct or expressions with respect to gender, race, color, national origin, disability, or age. These policies apply to the following groups and all interactions between each of these groups: peer-peer, teacher-peer, teacher-guardian, teacher-teacher, and guardian-peer.

Harassment consists of a pattern of physical or verbal conduct (remarks, gestures, jokes, physical contact, teasing) or communication (including electronic communication) based on sex, race, national origin, or religious or physical differences, or disability that a person finds personally threatening, derogatory, offensive, or unwanted.

Bullying is behavior that is **aggressive, unwanted behavior that is habitually targeted towards others** with the intent to control or wield power over them. Bullying includes actions such as making threats, spreading rumors, verbal or physical attacks, setting up of humiliating experiences, excluding someone from a group on purpose, actions that a reasonable person would consider inappropriate. The victim(s) will have reasonable fear of harm to his or her person and/or damage to his or her property.

All reports of bullying and harassment will be promptly reviewed and investigated in as confidential a manner as circumstances permit, and appropriate action will be taken.

It is important for parents/guardians and students to recognize that not all instances of teasing or name-calling constitute bullying. Typically, bullying behavior occurs across social peer groups while students within the same peer group will often tease or joke with one another.

### **CONSEQUENCES**

Students who violate these principles will be subject to disciplinary action up to and including dismissal.

## 7.7 DRUG, ALCOHOL, TOBACCO, SUBSTANCE ABUSE

Possession and/or use of drugs, tobacco, and alcoholic beverages are strictly forbidden. This is grounds for immediate dismissal of the student.

## 7.8 REPORTING AND INVESTIGATING SUSPECTED CHILD ABUSE

South Carolina law requires that certain professionals report suspected cases of child abuse or neglect, because they have unique opportunities to observe and interact with children.

Midland Valley Christian School is committed to providing a safe, secure environment for children and their families. Any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and state law, to the MVCA Administration, Department of MVCA Family Handbook (K5-8)

Social Services, or other appropriate agency.

## 8 ATTENDANCE

One of the most important factors in achieving academic excellence is attendance. Students are expected to be in school during the designated hours unless they have a verified and excused absence. Students who are excessively absent or tardy have difficulty maintaining their grades and may lose credit. Excessive absences or tardiness is grounds for dismissal. To receive credit for the school year, students must attend 170 of the 180 school days per year. Since MVCA does not have a program for homebound instruction, students who are absent 20 or more days in a year may be retained in the current grade.

### 8.1 ATTENDANCE GUIDELINES

- Students are required to bring written documentation for absences within 3 days from the day they return from an absence.
- The Director shall approve or disapprove absences in excess of 10 days.
- A medical note or other documentation will be required after a student accumulates 10 absences. Absences without documentation are automatically considered unexcused.

### 8.2 EXCUSED ABSENCES

- The student is ill and attendance at the school would endanger the student's health or the health of others (more than 3 days must have a doctor's note).
- Death or illness in student's family. Three days per occurrence.
- There is a serious illness in the student's immediate family.
- Medical or dental appointments with doctor's note.
- Emergencies and/or extreme hardships are at the discretion of the Director
- Excusing an absence does not mean it is erased. Excusing the absence means there is a legal/valid reason for the absence, but the absence remains on the student's record.
- *Family vacations when school is in session do not count as excused absences. Please plan these trips around vacation days as published on the school calendar.*

The student will have two days, including weekends and holidays, for each day of his/her absence in which to turn in assignments

### 8.3 UNEXCUSED ABSENCES

All other absences, including suspension (tardy or behavior) are considered unexcused. Students who accumulate three (3) *consecutive* unexcused absences or 5 *total* unexcused absences in a semester will be considered truant according to South Carolina attendance policies. Students who are found truant will be reported to the Truant Office of Aiken County. NOTE: BY SOUTH CAROLINA LAW, MORE THAN TEN UNLAWFUL ABSENCES MAY RESULT IN AUTOMATIC RETENTION.

### 8.4 TRUANCY

A child from age five to age seventeen years meets the definition of truant when the child has three consecutive unexcused absences or a total of 10 unexcused absences in a year.

### 8.5 TARDINESS

MVCA regards punctuality as a priority. It is primarily the parent's responsibility to ensure that a child

arrives to school on time. Therefore, we ask parents/guardians to model this as a priority for your child(ren) and to teach punctuality as an integral part of life.

Like absenteeism, tardiness is a disruption of the learning process for the student and to other members of the class. While problems may occur in getting to school on time, such as oversleeping, inclement weather or traffic, every effort should be made to be in class before the start of the school day.

### LATE ARRIVAL

Students should arrive no later than 7:40 AM to ensure that they are in their seats in a timely manner. Students will be marked tardy if they are not in their classroom at 7:45 AM. If a student arrives to class after 7:45 AM, they are tardy. The parent/guardian/person bringing the student to school must park and accompany the student to the office. The carline drop-off doors are locked promptly at 7:45AM so arriving after the doors are locked indicates a late arrival.

Only tardies due to illness or medical appointments, verified by doctor statements, may be excused.

### CONSEQUENCES

In each semester, when a student accumulates -

- **4 unexcused tardies** – parents will be notified by email
- **8 unexcused tardies** – the student will receive 1 unexcused absence
- **12 total tardies** – the student will receive a second unexcused absence; the school will require a parent meeting to discuss occurrences and a plan for rectifying the problem.
- **15 total tardies** – the Director will consider the involvement of other agencies to resolve tardy occurrences and/or consider expulsion

## 8.6 INCLEMENT WEATHER / UNSCHEDULED SCHOOL CLOSINGS

Parents will be notified through Parent Alert (call or text) of unscheduled school closing or delays. Announcements may additionally appear on the local news or the school's Facebook page.

1. MVCA does not always follow Aiken County on unscheduled school closings.
2. MVCA may, on occasion, have an unscheduled closing due to providential or safety issues. Whenever possible, the administration will attempt to inform parents in advance of such closings. When advance notice is not possible, parents will be notified by FACT's Parent Alert text/message or local TV stations.
3. There may be occasions where MVCA must close early during operational hours due to providential or safety issues (ex. severe weather or the threat of severe weather). Parents will be notified through FACT's Parent Alert (call or text) with details and time that students need to be picked up. Please know administrative staff will contact appropriate authorities for any student not picked up by designated time.

**PLEASE DO NOT OPT OUT OF THE PARENT ALERT TEXTING SYSTEM.** FACT's Parent Alert system is our PRIMARY means of mass communication with parents. Please know if you opt out of this system of communication, you will MISS OUT on very important information. Those who opt out of receiving these text/messages will still be held accountable for information given in the Parent Alerts.

## 9 CAMPUS LIFE



## 9.1 DRESS CODE

Students are expected to use good judgment in dressing for extracurricular activities in a manner that reflects modesty, neatness, and cleanliness. Although the dress code may not be enforced for extracurricular activities, students' appearance should reflect its spirit. MVCA students are expected to dress modestly at ALL school events and may be asked to change clothes or leave the event if they are not dressed appropriately.

**Chapel Day Dress** – On chapel days (Wednesdays), students are required to be more dressed up than on other days. Boys in all grades are required to wear a collared shirt on chapel day. Girls may wear a collared shirt or a nice dress. Jeans can be worn to Chapel as long as they are neat, not ragged, no patches, no cutoffs and without holes. No athletic attire is to be worn on Wednesdays.

### **Monday, Tuesday, Thursday, and Friday**

1. Students are to be neat and well-groomed. All attire is to be clean, modest, and not torn or ragged (no holes, patches, or cutoffs).
2. Hair is to be neat, clean, and out of the eyes. Outlandish hairstyles are not allowed.
3. The ONLY visible pierced jewelry allowed is earrings on girls. Boys may not wear earrings at any time, either to school or to any school event.
4. Permanent and/or temporary tattoos (doodling on arms, legs, etc.) must not be visible.
5. **Shirts**
  - a. No strapless tops, shirts with spaghetti straps, halter tops, crop tops, or tube tops may be worn at any time.
  - b. Sleeveless tops (including sleeveless dresses) are not permitted unless a sleeved shirt is worn underneath, or a sweater is worn on top. A sleeve must *fully* cover the student's entire shoulder coming partially down the upper arm. Holes or openings in the shoulder do not qualify as an appropriate sleeve.
  - c. T-shirts made of dri-fit or similar material typically used as athletic wear are permitted so long as they otherwise meet the criteria above for shirts.
  - d. Clothing may not display vulgar writing or symbols that are sexual in nature, or which illustrate violence.
6. **Shorts/Pants/Skirts/Dresses/Skorts**
  - a. Jeans (denim or colored) (no holes, patches, or cutoffs, khaki-type slacks, dress pants, and capris are approved.
  - b. Girls may wear dresses, skirts, shorts, or skorts. Shorts or leggings must be worn under dresses and skirts.
  - c. The hem of any shorts, skirts, dresses, or skorts must be fingertip length when standing.
  - d. Spandex, running shorts, biking shorts, yoga pants, and leggings are not to be worn to school unless covered by shorts, a dress, skirt, or a shirt that meets dress code length.
  - e. Leggings are not pants. The shirt worn with leggings must be fingertip length.
  - f. Athletic attire meeting all clothing requirements may be worn.
7. **Fit of Clothing**
  - a. Shirts and pants must be appropriately fitted (not too baggy nor too tight). Determination of whether garments are too tight will be at the discretion and judgment of the school administration.
  - b. Pants must be worn in such a manner that undergarments should not be visible regardless of movement.
8. No lounge or pajama wear.
9. Hats, sweatshirt hoods, or sunglasses are not to be worn in the school buildings during the academic day.
10. Students involved with after-school practices and activities are expected to adhere to the dress code.

11. Athletes may wear jerseys on game day as determined by their coach, with pants or shorts that maintain dress code standards.

**Spirit Days** – There may be special costume days, such as spirit days, when the dress code is modified with teacher/administrator approval.

**School shirt/field trips** – Students will wear a blue MVCA t-shirt on field trips. T-shirts will be ordered through the school and charged to your FACTS account. Parents/guardians will be able to purchase additional shirts several times throughout the year.

## ENFORCEMENT

1<sup>st</sup> violation: The student will be issued a warning and the parent will be notified. It is possible that the parent may need to bring a change of clothing depending on the severity of the violation.

2<sup>nd</sup> violation: The parent will be called to bring a change of clothing. The student will be issued a second warning.

3<sup>rd</sup> violation: Students will be suspended from school for 1 day.

For each subsequent violation, a day will be added to the suspension.

Two things to keep in mind when thinking about dress code:

1. School administration reserves the right to determine what is acceptable or unacceptable regarding the dress code.
2. If you think you should not wear something because it may be in violation of the dress code, you are probably correct. You may wish to contact the school office for guidance.

**\*Dress code violations will start over each semester.**

## 9.2 FOOD SERVICE AND LUNCH

Currently, no food service is provided by MVCA. All students will need to bring their lunch from home. Refrigeration is not available for student lunches. The student's meal must be fully cooked before being sent to school. Students do have limited access to microwaves, so students are permitted to heat precooked lunches. Students must bring their own dinnerware and utensils. No supplies will be given out to students. Soft drink machines are not to be used by the students 5K – 5th grade while school is in session. Parents are to provide beverages for lunch. *However, middle school students are permitted to use the soft drink machine in the upper school commons.*

MVCA does not keep snacks on hand, therefore, morning and afternoon snacks will not be provided if your child does not have one. If a student needs a lunch, the parent will be called. If the parent is unable to bring the student a lunch and the office needs to provide a lunch for the student, your FACTS account will be charged \$5.00.

## 9.3 DAILY SCHEDULE

### Regular School Hours

Lower (K5-5)	7:45 am to 2:45 pm
Upper (middle)	7:45 am to 2:45 pm

### Half-day Hours

Regular start times. All grades dismiss at 12:00 pm noon.

Morning Care	7:00 – 7:30 am (free)
Aftercare Standard	3:00 - 6:00 pm (charge)

## 9.4 STUDENT DROP-OFF/PICKUP

### MORNING DROP-OFF

Students may be dropped off in the morning beginning at 7:00 am. Drop-off happens through the carline at the gymnasium doors on the west end of the building (for lower school students) or at the front of the upper school (for upper school students). Upon arrival, students will wait in the designated areas until dismissed by teachers to go to their respective rooms at 7:40.

Parents are not allowed in the building during morning drop-off.

### LATE ARRIVAL

The building doors for drop-off close promptly at 7:45. After this, parents/guardians need to park and escort students to the front office and receive a tardy slip.

### CARLINE TAGS

Parents must register their vehicle for pickup and mount the provided school tag/decal where it can be seen by school staff at the drop-off/pickup station.

### MORNING/AFTERNOON CARLINE

Students are dropped off and picked up in designated carlines depending on the building. All students are picked up through carline beginning at 2:45 until 3:00. At 3:00 after-school care starts and students will be moved to the designated area.

From 3:00 until 6:00 parents that pick up students from afterschool will need to park and sign their child out.

### DISMISSAL APP

MVCA uses the PikMyKid school dismissal app. Parents/guardians should download the app and set up an account. Instructions are available in the office and will be provided at Orientation Night at the beginning of school. The PikMyKid system integrates with our FACTS SIS. Parents (or delegated pickup persons) use the app to announce their arrival on campus.

Parents/guardians unable to install the app on their mobile device can still pick up their student as long as they have the school-issued car tag displayed in the front window. School staff monitoring the carline station can manually enter the student's id in the system for announcing.

Parents/guardians may also use their app to assign other trusted individuals (delegates) to use the PMK app to pick up their child from school. Parents can set a schedule, assign certain days, or allow open-ended permission for others to use the app. This provides a safe, convenient, and recorded way for both parents and staff to manage student dismissal.

### AUTHORIZED PICK-UP LIST

Students will not be allowed to enter vehicles in carline that do not display a carline tag, nor will students be allowed to get into vehicles with unauthorized persons. Students will be dismissed only to individuals that are on that student's pickup list in FACTS, have announced via the app, or have in their possession the MVCA Family Handbook (K5-8)

original PMK tag issued by the school. Photo identification may be required by staff to verify the identity of unknown individuals. Please contact the front office to add or remove persons from your child's authorized pick-up list.

### TRAFFIC FLOW AND PARKING

During school hours, the parking lot between the lower and upper school buildings should be treated as a one-way loop running counterclockwise. The entrance corridor runs alongside the dumpster, in front of the student center (middle school building), makes the 180-degree loop at the west end of the parking lot, returns east in front of the gymnasium, before exiting back out the end closest to the playground.

For safety reasons, parents are NOT to park in the upper parking lot and walk their students to the gym during carline time.

Elementary and the Upper School each have their own carline locations. Elementary students follow the outside (against the curb) lane through the parking lot and drop off/pick up students outside the Elementary gym doors. Please be aware of middle school students crossing the carline to enter the upper school building.

Upper school students follow the inside lane and drop-off/pickup at the designated stop in front of the Upper School main doors before following the marked exit out of the lot.

Parents with students in both buildings should start at the upper school line and then merge safely into the elementary line.

Any student not paying for after school care will be charged by the hour should they stay beyond 3:00.

## 9.5 ELECTRONICS / DEVICE POLICY

### CELL PHONES/DEVICE – ELEMENTARY SCHOOL

Cell phones are not to be carried or kept in the possession of any elementary student during the school day.

Any student found to be carrying a phone will have the phone removed and detained in the office until the end of the school day.

### CELL PHONES/DEVICE – MIDDLE SCHOOL

Middle school students are to turn off their phones and hand the phone to their homeroom teacher each morning to be placed in a secure locked location until 2:45 pm.

Students are not allowed to have personal electronic devices in their possession during school hours. Students can use their phones for class-related activities *only when permitted to do so by the teacher*.

Any student found to be carrying a phone will have the phone removed and detained in the office until picked up by a parent.

### SCHOOL-ISSUED DEVICES

Students in 3<sup>rd</sup> – 8<sup>th</sup> are issued devices (Microsoft Surface Go laptop (iPad or other device). Use of school devices and campus internet are detailed in the Student Device RESPONSIBLE Use Policy and Contract.

## 9.6 COUNSELING & REFERRAL

MVCA has partnered with the Hope Counseling Center and Braveheart Counseling to give our families access to high-quality, affordable, Christian counseling for adults, adolescents, and families. On occasion, MVCA has referred families to the center where they have found strong support and help.

## 9.7 LOCKERS

If available, student's 6<sup>th</sup> – 8<sup>th</sup> will be assigned a personal locker. Students must provide their own lock and are always responsible for the contents of their locker as well as keeping the locker neat and orderly. Lockers are the property of MVCA and administration reserves the right to inspect lockers at any time with or without cause.

## 9.8 LOST AND FOUND

Lost and found items are kept in the school's front office. Lost and found items will be cleared out at the end of each semester. MVCA is not responsible for lost items or items left unclaimed in lost and found.

## 9.9 SCHOOL ACTIVITIES AND EVENTS

### BIRTHDAYS

Your child's birthday may be celebrated with his/her classmates. Parents will need to contact the teacher one week in advance to make arrangements. Birthday celebrations may occur at lunch, recess, or at the end of the school day. Birthday invitations may not be given out at school unless the invitations include every child in the classroom.

### FIELD TRIPS

1. At various times during the school year, our faculty (assisted by parent volunteers) will take the students to nearby points of interest. Parents will be advised beforehand of any such trips.
2. Consent forms must be signed for each student.
3. Field trips are part of the classroom activities. Students are expected to attend.
4. It is important that all volunteers realize that they are acting as Christian role models for our students. Please be an example by demonstrating maturity in actions, attitudes, and dress. A faculty member will supervise each field trip and will direct the volunteers as to what is expected of them.
5. Chaperones should refrain from purchasing special treats for the children unless all students in the class benefit equally.
6. Only students enrolled in the class may go on the field trip.
7. MVCA shirts must be worn on all field trips.
8. All field trip fees must be paid BEFORE students may attend field trip.

## 9.9 SECURITY

To provide a safe and secure learning environment for your child, we take the following security precautions:

- **Homeland Security** – Our number one priority is the safety for your child. Should situations arise that include Homeland security, we will respond as directed by the community emergency authorities.
- **Visitor Access** – All facility doors are kept locked during operation hours. For the safety and well-being of our students, we require everyone entering the building to check in at the school office.

- **Intercom/Phone System** – Each classroom is equipped with an intercom or telephone and a radio device, which allows faculty to communicate with the office.
- **Video Surveillance** – MVCA maintains an active, archived video surveillance system with cameras covering main entryways, hallways, and gymnasium.
- **School Records** - Administrative procedures are in place for documenting and maintaining current academic, medical, disciplinary, and attendance records. These records are kept in a secure location in the academy office.

## 10 SPIRITUAL LIFE

### 10.1 CHRISTIAN TRAINING

Since one of the basic purposes of MVCA is developing Christian character and discipleship in our students, it is only natural that Christian training has an important place in the life of the Academy.

1. Bible – A vital part of the curriculum is Bible memorization and familiarization with Bible stories and events.
2. Chapel – Chapel services are held each week. On occasion, special guest speakers may be invited. Attendance is required. Parents are encouraged to attend chapel services.
3. Programs – Special programs are designed to foster self-confidence, showcase talents, and present students' classroom achievements.

### 10.2 BIBLE CLASSES

Every student in every grade takes a Bible class each term. Bible memorization and familiarization with Bible stories and events is a vital part of the school curriculum. Developing a broad and robust understanding of the Bible's big story of Creation, Fall, and Redemption is woven throughout all curriculum. Older elementary, middle, and high school students take a carefully planned sequence of Bible classes to give them a deep understanding of the shape, content, and message of Scripture coupled with the challenge to pursue a deep, intimate relationship with God for themselves.

### 10.3 CHAPEL

Chapel for all ages 4K and up is held once each week. Chapel lasts approximately 30 - 45 minutes and usually involves worship, singing, and movement along with an object lesson, prayer, and birthday blessings. Please see Dress Code for expected attire.

### 10.4 MIDDLE SCHOOL RETREAT

Middle school students begin each school year with a retreat to Breezy Hill Camp. This allows middle school students a time of bonding, fellowship, and orientation to middle school life.

### 10.5 CHURCH PARTICIPATION

Church participation is not a requirement for enrollment at MVCA because of our admissions policy. However, we strongly encourage all families to find, join, and be active in a local church community committed to biblical faith, life, and practice. MVCA teachers and staff will regularly encourage families to attend and will openly extend invitations to their churches or others in the area.

## 11 ATHLETICS

Athletics provides a unique opportunity for students to grow intellectually, emotionally, socially, and spiritually. The MVCA Athletic Department uses physical training and competition to develop Christian character, discipline, and excellence in academics, teamwork, and leadership.

### 11.1 ATHLETICS CODE OF CONDUCT

All fans, spectators, coaches, and student-athletes are encouraged to enthusiastically support our teams. We recognize that the athletic arena is an extension of the classroom and our behaviors as a community there reflect the character, values, and quality of MVCA. Valuable lessons other than winning and losing are reinforced: character traits such as respect, sportsmanship, loyalty, perseverance, graciousness, effort, grit, determination, and resilience. All participants, coaches, parents, and spectators shall always conduct themselves in a civil, respectful, reasonable, and sportsmanlike manner.

We hold the following expectations of excellence for those involved with MVCA Athletics, including parents and volunteers.

- Always be conscious of your words and actions; they reflect you, your family, your school, and God.
- Treat ALL athletes, coaches, officials, and fans with respect.
- Honor the spirit and letter of the rules of the game.
- Accept without quarreling the final decision of any official or authority.
- Honor visiting teams and spectators as your own guests and treat them as such. Likewise, behave as an honored guest when visiting another school.
- Be gracious in victory and defeat.
- Be as cooperative as you are competitive.
- Demonstrate the same level of commitment and dedication outside the arena of sports as you do inside.

A participant, coach or fan will be in violation of the Code of Conduct upon any one or more of the following actions:

- By making any degrading remark about any fan, official, coach, or athlete during or after a game, either on or off the field/floor of play. School officials, coaches, and players shall not criticize other schools, coaches, players, or officials publicly, in the media, or on social media.
- By arguing with an official or going through motions indicating dislike or disdain for a decision.
- By using any foul, abusive, inappropriate, or profane language at any time.
- By entering the playing area or field to protest, question, or object to a call or play.
- By hitting, shoving, grabbing, or striking any official, coach, athlete, or fan at any time (or attempting to do so).
- By being ejected/removed from any contest.
- By detaining an official following the contest to request a ruling or explanation; by following/chasing after the official after a game to express displeasure or opinion with a call or the result of a play or game.
- By the use or display of alcohol, tobacco, or any unauthorized drug.

***Violations of the Code of Conduct could result in a school, player or fan being fined, suspended, or placed on probation.***

## **I 1.2 GENERAL POLICIES**

### **WARNING OF INHERENT RISK/DANGERS OF ATHLETIC PARTICIPATION**

Participation in athletics includes the risk of injury which may range in severity from minor to disabling to even death. Although serious injuries are not common in supervised programs, it is impossible to eliminate the risk. Participants must obey all safety rules, report all physical problems, follow guidelines for safe play and inspect his/her own equipment and report any problems.

We understand that participation in athletics and by attending public events (such as sporting events) includes possible exposure to an illness from infectious diseases including but not limited to MRSA, influenza, and COVID-19.

### **GENDER AND SPORTS**

Unless otherwise specifically noted by MVCA in accordance with SCACS or related member association guidelines for a particular sport, all sports at MVCA shall be single-gender and students may play only the team that matches their biological gender. In accordance with school values and beliefs, no MVCA team shall participate in any athletic tournament, event, or conference in which "gender fluidity" or trans-gender policies allow boys to play on girls' only teams or vice versa unless that sport has been deemed to be co-educational by SCACS or a related association or otherwise by mutual agreement between the schools and that the sport is open to all participants of both genders.

### **PHYSICAL EVALUATIONS**

Physical Evaluations are required to be signed by a doctor as well as the student and a parent or guardian. A current athletic physical form must be submitted to the school before the student can participate in any athletic activities (teams).

### **ATTENDANCE**

Attendance is crucial. It is imperative that athletes and coaches are present for practices, meetings, and games. A student choosing to participate in MVCA Athletics is making a commitment, and it is important to follow-through on commitments.

If, for any reason, an athlete must miss a practice or game, he/she must give notice to his/her coach. All athletes must understand that discipline may be given to the athlete by the coach for missing a practice or a game.

### **DISCIPLINE**

It is essential for each athlete and coach to remember that represent not only MVCA but also Christ. Both the Athletic policy and Behavior Policy define rules that all athletes are accountable for. Student-athletes may be given additional discipline by athletics staff or coaches for the following: tardy to practice or games, conduct or grades in the classroom, missing practices or games due to ineligibility, lunch detentions in school, lack of effort in practices or games, fighting with another student or athlete, disrespect to an official, coach, or teacher.

### **GAME PARTICIPATION**

One of the purposes of our program is to develop fundamental skills. Game competition and practice are major factors in building these skills. The desire alone to be an athlete and to see extensive playing time is



not a guarantee that a student will get to play much. An athlete's playing time is exclusively the coach's decision based upon the following factors:

- Grade level – generally, older players get more playing time
- The skill the player possesses.
- The growth and development of skills as the season progresses.
- The level of contribution to the overall functioning and success of the team
- The effort, attitude, and seriousness devoted to practice sessions and game situations.

## COMMUNICATION

- The Athletic Director and coaches must clearly communicate with parents and teachers about practice and game times.
- Coaches must communicate to a student if they have diminished play time due to poor attitude, attendance, or participation. If a problem persists with a student, the coach will contact the parents to inform them of the problem.
- Students and/or parents must clearly communicate with the coach about any absences or illnesses.
- Parent concerns should be brought to the coach first. If necessary, the Athletic Director may also become involved.

## UNIFORMS

MVCA provides athletic uniforms for each team. New uniforms are a privilege. The standard rule applying to athletic uniforms is that the uniforms are rotation system. This means that each sport team wears their uniform for a designated number of years and then, at the discretion of the Athletic Director, new uniforms may be purchased.

Students will be given a uniform at the beginning of each season. They are expected to take proper care of the uniform and return it at the end of the season with only reasonable "wear and tear." Students who lose their uniforms or whose uniform is damaged in any way (including stains) will be expected to pay for replacements. Student-athletes are to be in proper uniform for every game and practice.

## 11.3 ELIGIBILITY REQUIREMENTS

For a student to participate in the athletic program of Midland Valley Christian Academy (MVCA), the following requirements must be met:

1. Must be enrolled as a student at MVCA in grades 5<sup>th</sup> -8<sup>th</sup>.
2. Students must reside with his/her parent(s) or legal guardian(s) to be eligible for athletic participation.
3. Students must be in attendance for at least a half day on the day of practice or game to participate in the game or practice.
4. To be eligible to participate in athletic gameplay, a student must
  - a. maintain a 70 average in each class
  - b. not have any disciplinary or behavioral reports on file. Detention or suspension automatically makes the student ineligible for the week(s) in question

## ACADEMIC ELIGIBILITY

1. Grade checks will be done every two (2) weeks on Friday for the following two (2) weeks beginning on the subsequent Monday.

2. Ineligibility may be appealed to the Athletic Director (or Committee) and the Head of School to allow a student to still participate in the event of extenuating circumstances.
3. Ineligible students
  - a. may not miss class time for an athletic early dismissal
  - b. may practice, but cannot participate in games
  - c. must attend tutoring, if offered and available
  - d. may attend games, sit on the bench, but cannot dress out in uniform
4. At the end of the week, ineligible students may return to game play if their academic grades meet the eligibility threshold. All return to play will be at the discretion of the Athletic Director and Head of School.

## 12 AFTERSCHOOL

### HOURS OF OPERATION

Afterschool runs from 3:00-6:00 pm on school days.

MVCA does not provide holiday care. If MVCA does not have school, there is no afterschool provided. If it is a scheduled half day (Noon dismissal), there is no afterschool provided.

### COST

Afterschool is \$30/week for the first child (\$1080 for the year). The cost for any additional children is \$15/week (\$540 for the year). Afterschool charges will be charged to your family's FACTS account.

### LATE PICK-UP

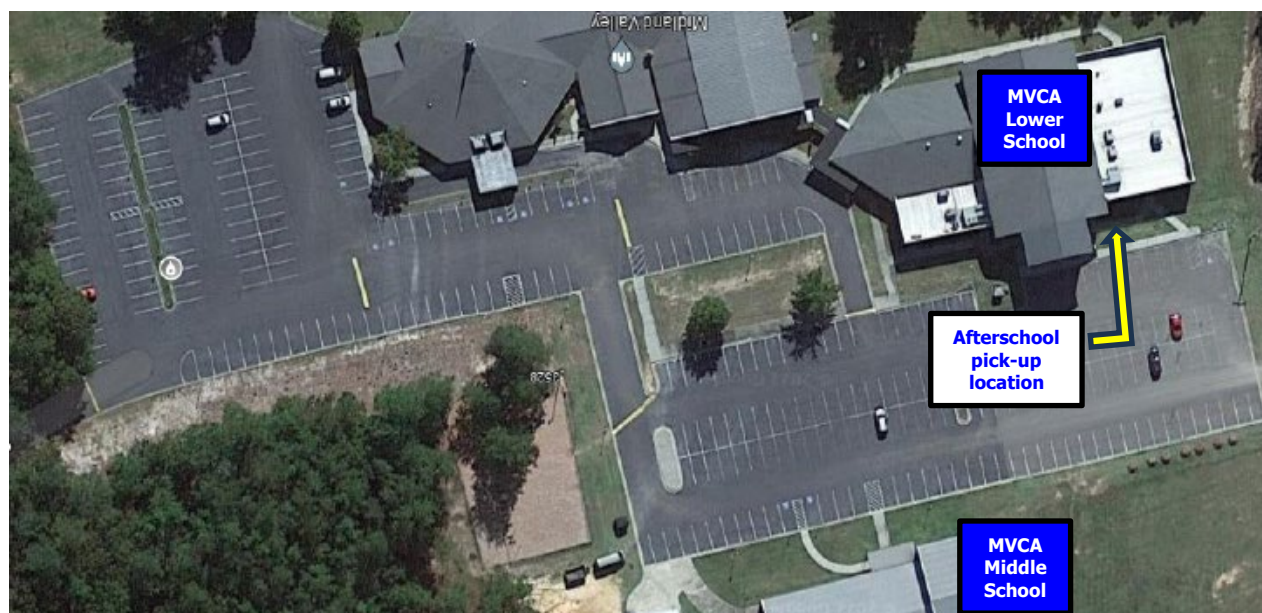
Closing time is 6:00 pm. A late fee of \$1.00 per minute per child will be charged when a parent or guardian is late picking up the child past closing time. Once you are late three (3) times within a thirty (30) day period, the fee increases to \$5 per minute. (At this point, the late fee will only revert to \$1 per minute once you have gone 30 days without a late pickup fee.) Late fees will be automatically added to your FACTS account.

### STAFF

MVCA hires dependable college and high-school students to oversee the students. This program is under the leadership of our afterschool director, Laura Waterman. If there are any issues or concerns, please contact one of the following people...

NAME	POSITION	EMAIL
Laura Waterman	Afterschool Director	<a href="mailto:lwaterman@mvcaonline.org">lwaterman@mvcaonline.org</a>
Stephanie Napier	Principal	<a href="mailto:snapier@mvcaonline.org">snapier@mvcaonline.org</a>
Britni McKinney	Assistant Principal	<a href="mailto:bmckinney@mvcaonline.org">bmckinney@mvcaonline.org</a>
Missy Ward	Admissions Director	<a href="mailto:mward@mvcaonline.org">mward@mvcaonline.org</a>
Jennifer Chipley	Financial Director	<a href="mailto:jchipley@mvcaonline.org">jchipley@mvcaonline.org</a>

## AFTERSCHOOL PICKUP DETAILS:



Afterschool pick-up is located in the gym at the backside of the MVCA lower school. After driving up the hill, drive all the way around to the awning and pick-up your student(s) at the double gym doors.

There may be sometimes when the students will need to have afterschool in the MVCA middle school. In the event, the afterschool sign will be put out near the middle school building indicating that afterschool is utilizing that building. You will park and pick up your student(s) at the double doors of the middle school gym area.

## AFTERSCHOOL DISCIPLINE POLICY:

Good behavior will be the standard. The staff will work in partnership with parents, keeping them informed of behavior issues and methods used to teach and guide the children toward acceptable behavior. Behavior problems that cannot be resolved cooperatively will result in your child's dismissal from the afterschool program. Certain abusive behaviors will result in immediate dismissal. **While dismissal from the afterschool program is rare, families should understand that dismissal does not terminate the financial agreement. Families would still be responsible for afterschool fees for the remainder of the school year.**

Our afterschool policy is as follows:

**OFFENSE #1:** 1<sup>st</sup> Warning, and the behavior incident will be logged in FACTS and sent to the parent.

**OFFENSE #2:** The behavior incident will be logged in FACTS, parents will be contacted, and the student will be unable to attend afterschool the following school day.

**OFFENSE #3:** The behavior incident will be logged in FACTS, parents will be contacted, and the student will be unable to attend afterschool for the following TWO school days.

**OFFENSE #4:** The behavior incident will be logged in FACTS, parents will be contacted, and the student will be dismissed from the afterschool program for the remainder of the semester. If positive behavior is evident at school, student **may** be accepted back into the afterschool program the next semester.