

## 2009-2010 MVCS HANDBOOK

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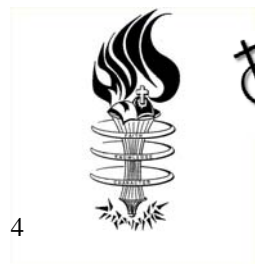
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Mingo Valley Christian School

## **Our Mission:**

Serving God in partnership with Parents  
to build Faith, Knowledge and Character in the  
Hearts and Minds of our Students  
to the glory of Jesus Christ,  
the Son of God

## **We Will Seek To Fulfill Our Mission By:**

Celebrating Moral Virtue  
Integrating Faith and Learning  
Cultivating Academic Excellence

## **HISTORY OF MINGO VALLEY CHRISTIAN SCHOOL**

*“These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.” Deuteronomy 6:6-7*

From these words, the vision of the school was born. The school opened in 1976 under the name “Tulsa Baptist Grade School” with ten students. The first school building was a remodeled garage at the home of the pastor of Heritage Baptist Church, Rev. Mark Smith. Mr. Carl Laws was co-founder and the first principal of the school.

With a student body of 30 the second year, the school moved to an east Tulsa office complex and opened under a new name: Mingo Valley Christian School. In the spring of 1977, the school acquired the location at 9123 E. 22<sup>nd</sup> Place. Mr. Dennis Queen became principal in 1990, and the existing church merged with Memorial Bible Church, which joined the MVCS family in 1994. The school moved to its present location at 8720 E 61<sup>st</sup> Street during the summer of 2003.

Mingo Valley Christian School has now offered a distinctive educational alternative to the Tulsa Christian community for 33 years. From its beginning, the school has offered high academic standards using fundamental elements of education and teaching. Character development has also been a high priority of MVCS where a biblical worldview permeates every aspect of the educational program.

Mingo Valley was designed to be an extension of the family for parents who were committed to responsibly continuing the education of their children begun at home. MVCS is a place where the students are recognized for who they are as well as for what they do. Through the years, the school has remained true to its basic principles: cultivating excellence, celebrating moral virtue, and integrating faith and learning.

## **PHILOSOPHY OF MVCS**

Our Philosophy of Christian education at Mingo Valley Christian School is built upon certain presuppositions.

THAT God as the Triune Father, Son, and Holy Spirit of the historic Christian faith has:

- Revealed Himself in Jesus Christ, the Incarnate Word, who is manifested in the Bible and history
- And is acknowledged as the Author of all truth.

THAT the Bible is the self-authenticating inspired Word of God.

THAT man, as a created being, was made in the image of God, but man fell from his first estate. The Fall affected every area of his life. But God who is rich in mercy sent forth His Son in the Person of Jesus Christ to redeem (buy back) fallen man. God is now in the process of bringing together all things in one in Christ. This process will consummate in the return of Christ.

THAT a Christ-centered worldview is a correct understanding of:

1. God
2. The universe
3. Our world (creation – fall – redemption – consummation)
4. Ourselves

As Dr. David Naugle comments concerning worldview formation:

So conceived, worldview is not just an intellectual construct, but involves the world engaging powers of the whole person as *imago Dei* in the mysterious interplay of spirituality, thought, emotion, will, and body, focused and unified in the heart.

THAT the Christian being able to respond to God's self-disclosure is to think according to the pattern God has established in His Word. Christian education seeks then to restore man to a vital relationship with God and to bring every thought captive to Jesus Christ, who is the Son of God. This view of life seeks to educate the whole person for the glory of the Lord.

Therefore, believing that in Jesus Christ are hidden all the treasures of wisdom and knowledge, Mingo Valley Christian School exists to declare the union between faith and knowledge as demonstrated in the life and teachings of Jesus Christ, the Son of God.

## **STATEMENT OF NON-DISCRIMINATION**

Mingo Valley Christian School does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational or admissions policies.



## **Welcome from the Mingo Valley Christian School Board**

It is our pleasure to welcome you to Mingo Valley Christian School for the 2009-2010 school year! We are excited about the decision you have made to provide a quality Christian education for your child. We look forward to being partners with you in establishing a strong, Christ-centered foundation for your family.

We are privileged to serve you as members of the MVCS School Board.

### The MVCS School Board:

Bill Aniol	Jim Luetjen	Jason Carrison
Gary Chew	Ben Averitt	David Brumbaugh
Dennis Queen	Mark Reisner	

**MINGO VALLEY PERSONNEL**  
Superintendent      Dennis Queen

**Principal**

**Mark Reisner**

**Elementary Faculty**

**Grade**

**Teacher**

**K4**

**Shannon Hayes**

**K5**

**Kristin Hisey**

**1<sup>st</sup>**

**Sara Davidson**

**2<sup>nd</sup>**

**Diane Gabbert**

**3<sup>rd</sup>**

**Susan Fontaine**

**4<sup>th</sup>**

**Ginny Watson**

**5<sup>th</sup>**

**Cathy Dunn**

**6<sup>th</sup>**

**Stephanie Bryan**

**AIM Tutor**

**Libby Jeffers**

**Secondary Faculty**

**Subject**

**Teacher**

**Art (2-12), Yearbook**

**Kim Bartlett**

**Choral & Instrumental Ensemble/Music/Guidance**

**Cindy Selby**

**Computer/Personal Finance**

**Paul Watkins**

**Drama/Speech/Bible/Lead Teacher**

**Nate Madden**

**English/History**

**Robyn Butler**

**English/History**

**Kayce Clark**

**English**

**Andrea Pewthers**

**Latin/Logic**

**Dennis Queen**

**Math**

**Xan Black**

**Math**

**Jami Mullikin**

**Science**

**Donna Jones**

**Science**

**C.J. Randolph**

**Science**

**Barb Madden**

**Speech /Foreign Languages**

**Sandy Keathley**

**Staff**

**Department/Title**

**Name**

<b>AIM Tutor/Aide</b>	<b>Libby Jeffers</b>
<b>Elementary P.E.</b>	<b>Cynthia Brock</b>
<b>Events/Volunteer/Athletic Coordinator</b>	<b>Diane Aniol</b>
<b>Extended School Care</b>	<b>Suzie Chatel</b>
<b>Extended School Care/Receptionist</b>	<b>Mary Terrill</b>
<b>Finance (Accounts Receivable)</b>	<b>Lynette Layden</b>
<b>Finance (Accounts Payable)</b>	<b>Kendra Polanco</b>
<b>Food Services Manager</b>	<b>Vicky Wright</b>
<b>Kitchen Aide/Facility Assistant</b>	<b>Eric Romero</b>
<b>Library/First Aid/Attendance</b>	<b>Kathy Simmons</b>
<b>Maintenance</b>	<b>Joe Madden</b>
<i>*MBC Secretary</i>	<i>Laurie Dwyer</i>
<b>Office Manager/Admissions</b>	<b>Susan Clay</b>
<b>Receptionist/First Aid/Attendance</b>	<b>Lisa Padgett</b>
<b>Registrar/RenWeb/Guidance</b>	<b>Lisa Funkhouser</b>
<b>Secondary Records</b>	<b>Martha Meeks</b>
<b>Teacher Aide</b>	<b>Londa Jones</b>
<i>*Tech Support</i>	<i>Brett Snipes</i>

*\*These names are not Staff members, but vital for operations and relations at MVCS.*

## **FACILITY**

### **ASBESTOS LETTER**

**To:** Parents and Staff of Mingo Valley Christian School

**From:** Dennis Queen, Superintendent of Mingo Valley Christian School

**Date:** 8/5/2008

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in the spring of 2005 we performed inspections in the school for asbestos-containing building materials. The inspection findings and asbestos management plans have been on file in the school Operations Manager office since that time.

There was no asbestos containing material found on campus site and no need for asbestos abatement or any other response action.

Everyone is welcome to view these anytime during normal school hours (M-F, 8 a.m.-3:45 p.m.) The Asbestos Program Manager, Joe Madden, is available to answer any question you may have about asbestos in our building.

## ACADEMICS

### **ACADEMIC INTEGRITY**

Students are to do their own work. They should neither give nor receive assistance on homework, during quizzes, tests or exams except as authorized by their instructors. This policy does not preclude students from working together to understand the procedures of their work, however. In fact, such cooperation is encouraged when it is helpful to the learning process. It is important that a student learn early in his academic life that to “borrow” ideas from another student or to “lift” a passage from a source is both harmful and dishonest. To do so is *plagiarism* – the act of stealing someone else’s ideas and passing them off as one’s own. Students are encouraged to consult with their teachers if they are in doubt as to what constitutes plagiarism.

### **COMPETITION**

MVCS feels that competition is a good and positive quality for the Christian child to experience.

1. The Bible indicates that competition is wholesome when it tells us to strive for, run against, and win or secure the prize.
2. The American system of free enterprise is based upon competition.
3. Competition is a form of motivation. Students who are internally motivated do better than their classmates.
4. Competition within reason helps prepare children for life.
5. Rarely does the lowest child compare himself with the highest child. They are not a threat to each other.
6. Children are taught how to compete with good attitudes before, during, and after competition.
7. Teachers and coaches teach children how to handle competition and its pressure.

### **CONFERENCE DAYS**

The first six weeks of school is a time of adjustment and evaluation. Teachers will be aware of the type of progress your child should be making during the course of the year. Conference days will be held in **October and March**. Please note calendar dates.

The purpose of the conference is for parents to discuss with the teacher(s) the positive and/or negative progress of the child.

Conferences are held by appointment only, and all parents are encouraged to participate. A sign-up notebook with available hours will be in the school office prior to the scheduled conference days.

### **ELIGIBILITY REQUIREMENTS**

Elementary students not making satisfactory academic progress **are subject** to ineligibility for all extra-curricular activities; however, secondary students not making satisfactory academic progress **will be** ineligible for all extra-curricular activities.

Students involved in activities must pass a two-week grade review starting the first Wednesday in September to maintain eligibility.

Ineligibility rules are as follows:

- Extracurricular activities include anything out of class such as: athletics, cheerleading, student council, class officers, clubs, theatre productions, etc.
- Ineligibility will be from the Monday following the grade review through Friday, 10 school days later.
- Grades for eligibility will be checked every two weeks during the play/performance seasons.
- A disqualification exists if a student has:
  1. an F average in one or more classes
  2. more than two “D” grades
  3. not maintained at least a 2.0 grade point average

Coaches and extra-curricular personnel advise parents of the student’s disqualification from activities until the next grade check (two weeks).

The ineligible student will be permitted to practice during the ineligibility dates; they are required to attend the games or extra-curricular events to support the team or event.

## **HOMEWORK**

Homework is part of our character training by encouraging responsibility, organization, and diligence. The following is our general policy on homework:

1. Teachers are sensitive to nights that children have additional activities. New homework assignments will not be due on Thursdays. [This does not include normal daily assignments, assuming class time is given to work on them.]
2. Length of homework will be *on the average*:

K4-K5	none, <i>except in special cases</i>
1 <sup>st</sup> – 3 <sup>rd</sup>	20 minutes per day
4 <sup>th</sup>	30-45 minutes per day
5 <sup>th</sup> – 6 <sup>th</sup>	45-60 minutes per day
7 <sup>th</sup> – 8 <sup>th</sup>	1+ hour
9 <sup>th</sup> – 12 <sup>th</sup>	1-2 hours
3. Homework at MVCS should:
  - Acquaint the parents with work their child is doing
  - Promote the wise use of leisure time
  - Further challenge the abilities of the pupils
  - Establish certain character traits in the students
4. Homework is **not** a punishment.

## **DRESS CODE**

### **UNIFORMS**

### **ELEMENTARY & SECONDARY DRESS CODE**

#### **UNIFORMS**

The Uniform Dress Code is implemented to remind children that a neat and modest appearance will greatly influence their ability to learn and to behave in a lady-like or gentlemanly way.

The following are acceptable MVCS uniform attire for boys and girls:

- **Shirts: *must be tucked in at all times***, boys and girls, (except girls' sailor blouses), and may be:
  - Knit polo (long or short sleeves) with no commercial logo, in burgundy, navy, hunter green, or white.
  - Oxford shirt (long or short sleeves) with no commercial logo, in white, light blue, or navy pinstripe.
  - Long-sleeved turtleneck with no logo, in navy, hunter green, or white. Turtlenecks may *only* be worn *under* other uniform clothing.
  - Blouse (long or short sleeves) in white only, with *Peter Pan* collar. Collar can be plain white or navy piped. (Elem.)
  - Sailor Blouse (long or short sleeves) in white only, with navy tie. (Elem.)
- **Undershirts or t-shirts** must be *plain white*, without emblems, logos, writing, etc
- **Jackets** must be the school-approved jacket with the school logo purchased from the Booster Club. *No other jackets are permitted in class or chapel.*
- **Sweatshirt** in burgundy or navy with white logo must be purchased from "C & J Uniforms" and must have the Mingo Valley Christian School logo. The MVCS sweatshirt *must* be worn with a (collared) uniform shirt underneath. ***Hoodies of any kind will NOT be allowed.***
- **Cardigan Sweater** must be V-neck with no commercial logo, in navy only.
- **V-Neck Sweater Vest** must be V-neck with no commercial logo, in navy only.
- **Pants** must be loose fitting and neither baggy nor tight (no low rise or hip hugger pants are allowed), in either navy or khaki, and can have only regular front/back pockets (no cargo pants, no outside patch pockets, and no brads). Fabric must *not* be denim, knit, or corduroy. Pants must have belt loops for grades 7-12 and *must be worn with a belt*. Grades 2-6 must wear a belt if pants have belt loops. K4 - 2<sup>nd</sup> grade may wear pull-up pants.
- **Shorts** must be loose fitting and neither baggy nor tight (no low rise or hip hugger shorts are allowed), in either navy or khaki, and can have only regular front/back pockets (no cargo shorts, no outside patch pockets, and no brads). Fabric must *not* be denim, knit, or corduroy. Shorts must have belt loops for grades 7-12 and *must be worn with a belt*. K4-2<sup>nd</sup> grade may wear pull-up shorts. Grades 2-6 must wear a belt if shorts have belt loops. Shorts must be *no more than 4" from floor when kneeling*, but not longer than knee-length. ***K4 - 4<sup>th</sup> grade girls may wear skorts which comply with the shorts length.***
- **Skirts** must be box-pleated, in navy, khaki, or Mingo Valley Christian School plaid\*, or knife-pleated skirts in navy or khaki. Fabric must *not* be denim, knit, or corduroy. Skirts must be *floor length or longer when kneeling*. All girls must wear shorts under skirts (even with tights) for modesty. (\*Mingo Valley Christian School plaid may be purchased from *C & J Uniform Shop*)
- **Jumpers** (Elem.) must be navy, khaki, or Mingo Valley Christian School plaid\*. Fabric must *not* be denim, knit, or corduroy. Jumper bibs can be split bib, plain round, or V-bib. Jumpers must be *floor length or longer when kneeling*. Elementary school girls must wear shorts under jumpers for modesty. (\*Mingo plaid may be purchased from *C & J Uniform*)
- **Socks** must be worn at all times. **Girls'** socks may be navy, white, or khaki, in crew, ankle, or short athletic lengths. Knee socks or tights may be plain white, navy, or khaki, ribbed or cable knit, but may not be patterned. **Boys'** socks may be solid white crew, ankle, or short athletic socks, or dark dress socks.
- **Belts** are required for *all* pants and shorts for grades 7-12. Grades 2-6 are required to wear belts with pants and shorts that have belt loops. Belts should be plain in navy, khaki, black, or brown.
- **Ties** are *required* chapel dress for *secondary boys* and must be tasteful in appearance. **Girls may not wear ties at any time.**
- **Shoes** can be dress shoes (such as loafers) or backless shoes in brown/tan, cordovan, or black, or oxford shoes for secondary. ***No flip flops, athletic, or sandal-style shoes are permitted for secondary students. Elementary students' shoes must have full backs*** and can be dress shoes, such as loafers, (brown/tan, cordovan, or black) or oxford shoes. The school recommends low heels. We recommend elementary students wear athletic shoes on days they have P.E. Athletic shoes can only be worn by K-6<sup>th</sup> grade children. Socks or tights are required with all shoes. ***No flip flops or sandal-style shoes are permitted for elementary students.***

- **Make-up** is not allowed in grades K-6<sup>th</sup>. Girls in grades 7-12 may wear light make-up, but it may not be reapplied at school.
- **Hair** should be neatly combed and dry. Boys' hair length must be off the collar, off the eyebrows, with at least one-half of the ear visible and may not be colored or highlighted. **7-12 grade boys** must be clean-shaven with sideburns no longer than the bottom of the ear. **7-12 grade girls** may have *subtle* highlighting or frosting only in natural hair colors. Outlandish hairstyles or hair colors are unacceptable. The definition of "outlandish" will be determined by the Superintendent and/or Principal.
- **Jewelry**
  - Girls** – Jewelry may be worn in moderation and in good taste. Earrings: Only one set at a time in the earlobes only (no ear clips or gauges). **Body piercing and tattoos are unacceptable.**
  - Boys** – Boys may wear one ring and/or one bracelet. These must be tasteful and inconspicuous so as to not draw attention to the wearer. Neck chains must be worn under shirts. Earrings and other jewelry are unacceptable on boys at any time. **Body piercing and tattoos are unacceptable.**

### CHAPEL DRESS (Secondary)

#### **No hoodies or sweatshirts may be worn on chapel days.**

**Boys:** Regular dress code pants, belt, tasteful tie of their choice, and shoes; shirt must be long-sleeved, dress code, Oxford-style shirt with sleeves rolled down and buttoned at the wrist. (Optional: dress code v-neck sweater vest, cardigan sweater or MVCS jacket)

**Girls:** Regular dress code skirts and shoes (dress code pants may be worn *only during the months of December-February* due to cold weather); dress code Oxford-style shirt. (Optional: dress code v-neck sweater vest, cardigan sweater or MVCS jacket)

### SPIRIT DRESS DAYS

Spirit dress days may be allowed with approval from the Superintendent and/or Principal on certain occasions. On these days, the regular Dress Code Uniform **or** the following clothing may be worn:

**Boys** may wear neat loose fitting jeans that are neither baggy nor tight (no low rise, hip hugger, or "skinny" jeans are allowed) with a belt, any Mingo shirt or polo shirt, with athletic shoes and socks, **or** regular dress code uniform.

**Girls** may wear neat loose fitting jeans that are neither baggy nor tight (no low rise, hip hugger, or "skinny" jeans are allowed) or \*skirts with any Mingo shirt or polo shirt, with athletic shoes and shoes, **or** regular dress code uniform (\*skirt lengths must comply with the dress code length).

- Tight or short tops are unacceptable and midriff must be covered at all times front and back.
- **No flip flops or sandals may be worn.**
- No jogging pants, athletic wear, frayed jeans, cutoffs, or sloppy attire will be allowed.

### DRESS CODE VIOLATIONS

- Students and parents will be held responsible for complying with the dress code of MVCS.
- Uniform items that are too small, too large, defaced, or torn (including removal of waistbands and belt loops), are not in compliance with the MVCS dress code and **must be replaced.**
- Illegal dress items are subject to confiscation.
- Students' first violation of the MVCS dress code will result in a warning and notification of the parent.
- Students in violation of the dress code are subject to being sent home to change or the parents will be contacted and asked to bring the child appropriate clothing for the day while the student waits in the office area. The student will not be allowed to return to class until he or she is in compliance with the dress code.
- Repeated disregard for the dress code may result in expulsion.
- Final decisions regarding discipline and compliance with the dress code are the responsibility of the Superintendent and/or Principal.

## FINANCIAL

### **FINANCIAL POLICIES**

#### **Tuition and Fees**

Because tuition does account for over 90% of the MVCS income, the budget hinges greatly on tuition being received in a timely manner. Enrollment and promised tuition have a direct bearing on the hiring of teachers and staff members for the upcoming year. One can imagine the position in which the school and its employees are placed when tuition is not paid as promised. Teachers are hired on an annual contract, and the school must honor their contracts. In the same way, a commitment to pay tuition for a Christ-centered education at Mingo must be honored. Prompt payment demonstrates personal integrity.

Tuition payments are handled through the FACTS Plan. Questions may be directed to the Financial Office. Monthly statements will be mailed out on the first of the month, and will include sports fees, club fees, child care fees, etc. If for any reason a statement is not received, it will become the responsibility of the parent to acquire a copy and /or the amount due from the Financial Office before the payment becomes overdue on the 15<sup>th</sup>. *All payments and address changes should be furnished to the office.*

- Pre-paid annual tuition is due on July 1<sup>st</sup>. If it not received by July 31<sup>st</sup> the discounted rate of tuition will not apply, and monthly payments will need to be arranged through FACTS.
- If a payment to FACTS is missed due to insufficient funds, a \$25.00 missed payment fee will be assessed by FACTS, and the payment will be reattempted within 20 days.
- Miscellaneous payments are due within the first 15 days of each month.
- Accounts not kept current may incur late charges. Significantly overdue accounts may result in the student being withdrawn from classes.
- We do not accept post-dated checks.
- All returned checks that have been returned from the bank *twice* and cannot be re-deposited must be replaced by cash, cashiers' check or money order within 5 days after receiving notice from the Financial Office. A service charge will be added to all returned checks. If you have three returned checks in a school year, you will be required to make all future payments in cash, cashier's check or money order.
- All business affairs are handled through the Financial Office. All payments should be mailed to the school, or given directly to the school secretary, Financial Office or placed in the gray box on the wall inside the south doors. No payments should be given to the teachers or principal. Cash payments should be made directly to the Finance Office so that a receipt may be given.
- If a child leaves school or is expelled, the parent is liable for the 30 days tuition after written notification to the school office for withdrawal of the student, as well as a withdrawal fee (see early withdrawal policy below).
- All fees are nonrefundable.
- *Report cards may be held until the account has been paid in full.*

#### **Early Withdrawal**

Withdrawal prior to the end of the school year has a tremendous impact on the school's mission and our ability to have a debt-free ministry that brings honor to our Lord Jesus. It is very important that all of our families understand the financial impact of early withdrawal.

- After acceptance, fees and the first month's tuition will not be refunded for students who withdraw before school begins. In addition, there will be a \$50 withdrawal/processing fee.

- After school has begun, parents are required to give the school office a written 30-day notice when withdrawing their student(s) from school. Early withdrawals without a 30-day written notice or because of disciplinary action will be charged 30 days of tuition from the date the student was officially withdrawn, suspended or expelled. All fees are nonrefundable. In addition, there will be a \$50 withdrawal/processing fee. If a refund is due, any fees owed to the school will be deducted from the refund.

## FUNDRAISING

During the course of the year, the school conducts fundraisers to raise funds for the general budget and various school organizations. We are taking steps to minimize the number of fundraisers each group conducts.

Permission for all fundraising for special class projects or activities must be written on a ***Request for Fundraiser form*** and submitted to the Events Coordinator for approval.

Some fundraisers during the year include: Walk-a-thon, Serve-a-thon, Christmas Concert Offering, pancake breakfasts, Fall Banquet, Valentine Telegrams, and Okie Café etc.

All donations to the school are tax deductible and *are encouraged and appreciated at any time.*

## TEXTBOOKS

Textbooks are purchased by the school for student use. The book fee charged for each student does not begin to cover the entire cost of the textbooks. Therefore, MVCS requests that utmost care be given textbooks throughout the year. ***Textbooks must have a book cover at all times.*** Failure to cover textbooks may result in detention. Books should not be highlighted, underlined, or written in. A charge will be assessed for lost or damaged textbooks.

## WITHDRAWALS

- Parents should notify the principal or the school office ***in writing 30 days prior to withdrawal*** of a child from school.
- Upon withdrawal, the child will be given all of his supplies and work books. The school will not give the child any reusable textbooks.
- Withdrawals should be conducted after school and not during the school day.
- Records will be transferred upon receipt of the final payment.
- **Parents are responsible for 30 days tuition upon withdrawal plus a withdrawal fee.**
- See “Financial Policies for Early Withdrawal” – page 19.

## FIRST AID – HEALTH SERVICES

### COMMUNICABLE DISEASES, ILLNESS and MEDICATION POLICIES

*For ALL illnesses, students must be FEVER FREE without medication for 24 hours prior to returning to school.*

Communicable diseases to be excluded from school:

<u>Disease</u>	<u>Incubation Period</u>	<u>Period of Exclusion</u>
Chickenpox	13-21 days	At least 7 days after appearance of first crop of vesicles

<b>Conjunctivitis</b> (Pink Eye)	3-5 days	24 hours after 1 <sup>st</sup> dose of medication
<b>Epstein-Barre</b> (Mono)	4-6 weeks	May return to school when fever-free. Rest is recommended – students may try to come for ½ day of school to keep up with school work
<b>German Measles</b> (Rubella)	14-21 days	<i>Until recovery</i>
<b>Impetigo</b>	2-5 days	<i>Until recovery</i>
<b>Infectious Hepatitis</b>	10-40 days	During acute symptoms (approx. 25 days) or at least 7 days
<b>Measles</b> (Rubella)	10 days to onset	At least 6 days after rash of illness, 13-15 days to onset of rash
<b>Mumps</b> (Parotitis)	12-16 days	At least 10 days and until the swelling of the glands has subsided
<b>Poliomyelitis</b>	7-14 days	7 days or for duration of fever if longer
<b>Strep Infections</b>	2-5 days	May return to school after being on antibiotic therapy for 24 hours – (or per doctor’s instructions.)
<b>Whooping Cough</b> (Pertussis)	Usually 7-10 days	During early catarrhal period or until 21 days after appearance of paroxysmal cough and until recovery
<b>Head Lice</b>	-----	Treatment, nit removal, and approval of MVCS school official

**ILLNESS:**

- For **all** illnesses, students **must be fever-free for 24 hours without medication.**
- Any student with a **severe cough, sore throat and/or fever or pink eye** should **not** be sent to school. (See Communicable Diseases.)
- Any child with **diarrhea/vomiting** in the previous 24 hours should not be sent to school.
- Any child who is discovered to have **head lice** will be asked to **leave** school immediately.
- A student with **excessive drainage or nasal discharge** should not be sent to school. Chronic allergic drainage must be documented by a doctor to allow admission.
- Students with a **temperature of or approaching 100°** should not be sent to school.
- Any child with a **temperature of 100°** will automatically be isolated until sent home. Parents are responsible for the transportation of any child sent home.
- The school staff may administer parent-provided acetaminophen (Tylenol) with parental permission for the following reasons:
  1. 100° temperature while waiting to be picked up by parent.
  2. Upon receiving a note that day from the parent to give it.
  3. After teacher or other staff member receives permission by phone.
  4. For headache/pain with parental permission.
- All medication (or Tylenol needed on a regular basis) must be provided by the parent. (See Medication Policies below.)
- All students who need to leave school due to illness must report to the First Aid Office for notification of the parents. Students may not use cell phones to call home.

## **FIRST AID PROCEDURES AND POLICIES**

When possible, the teacher should administer minor first aid in the classroom using the kit provided; however, a student may be sent to the First Aid station **with the “Student Pass” that has been marked for first aid office by the teacher.**

### **FIRST AID ADMINISTERED BY FIRST AID ATTENDANT**

The First Aid Attendant will review any notations on the student’s pass and assess the injury or symptoms to determine appropriate care. She will then take the child’s temperature, if needed, and check the student information provided by the parent to determine if Tylenol may be given and/or if any allergies are noted. Appropriate care will then be administered and/or the parents will be contacted for consultation. Notations of care given will be entered on the student pass, and the child return to the class. A “First Aid Station” form will also be sent home with any child receiving medication in order to inform the parents of the type of medication given, dosage, and time. The First Aid Attendant will enter the appropriate information on the “Clinic Log” each time a student visits the First Aid Station.

The following “treatments” may be given to a student visiting the First Aid Station:

- Temperature taken with a sterilized and/or sheathed thermometer.
- Band-aids (latex-free for students with latex allergies)
- First aid cream
- Soap and water
- Hydrogen peroxide
- Splinters removed with sterilized tweezers and/or sterilized needle
- Broken nails, hangnails trimmed with sterilized clippers or sterilized scissors
- Eye wash
- Ice pack (for 10 minute duration)
- Finger splint and/or gauze wrap
- Crackers (for nausea)
- Vaseline for chapped skin or lips (NOT for use inside of nose)
- Inhalers (**only when provided by parent with detailed instructions on usage**)
- Prescriptions (or any over-the-counter medications not listed) – **must be provided by parent with detailed instructions on usage (see below)**

***No other treatments shall be administered to a student without parental approval. All medication must be provided by the parent and is to be in a container along with a written note from the parent giving permission for medicine to be given at school and must include the following information on the container:***

- 1. Name of medication***
- 2. Purpose of medication***
- 3. Time or frequency of daily administration***
- 4. Number of days that medication will be taken by student***
- 5. Any special circumstances or side affects***
- 6. Parent’s signature***

The First Aid Attendant will monitor all medication taken by the student. The First Aid Attendant will ensure that the medication is stored and secured; therefore, all medications must be brought to the First Aid Station. **No medication is to be in the classroom, lunch boxes, or backpacks.** *Mingo Valley Christian School does not provide any medications.*

First Aid gloves should always be worn by anyone administering first aid to an open or bleeding wound and when in contact with any other body fluids.

**In the event of a medical emergency, the following steps should be followed:**

- In the event of a trauma injury, care must be taken **not** to move the patient unless absolutely certain no further injury will result from the move.
- The First Aid Attendant should be contacted, and if possible (except in the event of a trauma injury), the patient should be taken to the First Aid Station.
- The superintendent should be notified immediately.
- In the absence of the superintendent, the Office Manager should be notified.
- The “Authorization for Emergency Care” form should be checked for medical information and instructions (on Renweb).
- The student’s parent should be contacted. If unable to contact a parent, the next contact person on the student’s authorization form should be contacted.
- If necessary, “911” should be called. If there is any doubt concerning the seriousness of the situation, “911” should be called.
- Any accident requiring notification of a doctor or immediate notification of a parent requires the completion of an Accident Report form.

When a student is too ill (or injured) to return to class, the First Aid Attendant should contact the parent and arrange for the student to be picked up as soon as possible. A cot and pillow are available for the child’s use, if necessary, while waiting for the parent. A clean, disposable cover should be placed on the pillow and cot before each use. Clean sheets and blankets should be kept available for use as a cover over the child. These covers should be laundered and heat-dried between each use.

## **SCHOOL DAY**

### **COMMUNICATION WITH PARENTS**

*The education of children is the responsibility and authority of the parents. (Deuteronomy 6:6-7; Proverb 22:6; Ephesians 6:4)*

At Mingo Valley Christian School, we believe that we have been delegated by the parents to stand in their place and educate their children; therefore, MVCS views communication with the parents as a vital school role. Teachers are committed to “keeping in touch” with parents by means of notes, emails, phone calls, and conferences as needed. In addition to academic and behavioral information, much effort is put forth to keep parents informed about school happenings by means of daily and weekly notes, billing inserts and monthly calendars.

The administration will communicate school information by the following ways:

- School events and sports events are posted on RenWeb and at [www.mingovalley.org](http://www.mingovalley.org)
- A monthly newsletter will be emailed out and posted on RenWeb to each school family including the calendar, lunch menu, and other pertinent information for the upcoming month.
- Signs may also be posted at the drop-off & pick-up doors to alert parents of special events.

## RENWEB

Renweb makes it possible for parents to access student's grades, academic information, lunch menu, family information, and much more. To access Renweb, parents must have a valid email address on file with us and have internet access. Log on to [www.renweb.com](http://www.renweb.com), enter your email address, district code (MVCS-OK), and click "new parent log on." Once this is completed, log out and Renweb will email a password. If you have any questions, contact Lisa Funkhouser (ext.204) or [lisafunkhouser@mingovalley.org](mailto:lisafunkhouser@mingovalley.org).

## EARLY DISMISSAL

MVCS prefers that medical or dental appointments **not** be made during school hours. In the event such appointments are necessary during school hours, ***a written note or phone call from a parent is required before the student leaves or when the student arrives late for the day from an appointment.*** Students must sign in and out in the First Aid Office. Students having special needs to leave school during school hours ***must have a written note from home and must sign out in the First Aid Office.*** Students must give an Early Dismissal Form to the teacher before leaving campus. This Early Dismissal Form will show the student's name, reason for early dismissal, date and time to be dismissed. Early Dismissal Forms may be requested from the office by phone or note at the beginning of the school day.

## DROP-OFF/PICK-UP LOGISTICS

The south doors open at 7:15 a.m. for "Before School Care" (BSC) and are locked at 8:30 a.m.

**Elementary students** must sign in with the BSC supervisor in the gym area until classes open at 8:00. Students may not enter the classrooms unless a teacher is present.

So that each child might readily adjust to his new environment, *we are requesting that on the first day of school, parents **not** stay with the child upon arrival;* the teacher will be prepared to receive the child, making the period of adjustment less difficult for both the child and the teacher. A warning bell will ring at 8:10 followed by a tardy bell at 8:15. School dismissal begins at 3:00. (See After-School Pickup for traffic details.)

**Secondary students** report to a supervised classroom upstairs. *Students may not loiter in cars or on the parking lot at any time.* School begins promptly at 8:00. Students may not enter the classrooms unless a teacher is present.

All students may be picked up at their schedule times until 3:20 p.m. If a student remains after 3:20, he must report to the After School Care supervisor in the gym area.

**Parking/Traffic Flow:** Please do ***not*** park in the spaces directly in front of the school entrance doors. Student drivers must have a parking permit and an assigned parking space along the fence on the southeast side of the lot. Traffic should flow in from the ***west entrance*** off 61st E. Ave. and out the ***east exit*** drive of the parking lot.

***In order to expedite both drop-off and pick-up of students, we ask that there be no cell phone usage in the drive-through line.***

## **AFTER-SCHOOL CARE**

- After-School Care is available for students in K4-12<sup>th</sup> grades.
- ***There will be no After-School Care for children enrolled in half-day Kindergarten 4.***
- The school provides After-School Care **from 3:20 to 5:45**. The rate is **\$.75** per each quarter hour per child, starting at 3:30 p.m. The charge will be included in your monthly billing.
- Any child left after school will automatically be taken care of, and you will be charged on the following month's bill. There is no need to give notice of your child staying over.
- Secondary students must remain in the gym area after 3:20 to wait for their rides. Students may not wait outside or at the doors.
- ***All children must be picked up at the east door entrance only.*** Parents must ring the door bell and wait to be allowed into the building.
- *Please note the NO LOAD/UNLOAD ZONE in front of the east doors. This area is NOT a parking or waiting area. We ask that you park in spaces provided to pick up your children.*
- In order to maintain this service for the benefit of the parents, *we must require that all children be picked up by 5:45 p.m.* This will allow our child-care workers to maintain regular working hours.
- In view of the above, *any child left after 5:45 p.m. will be charged an **additional** fee of \$5.00 for the first 15 minutes of care, and a \$10.00 penalty fee for any additional 15-minute periods after 6:00 p.m.* The after-hours rate will be applied until the child is picked up, with a penalty fee of \$5.00 for any additional 15-minute periods after 6:00.
- A phone will be available for parents to reach the After-School Care supervisor after 3:30 p.m.
- ***End of the year childcare expense reports are available from the financial office if you claim childcare on your taxes.***

## **AFTER-SCHOOL PICK-UP**

The time to pick up children after school will be staggered in order that the youngest to the oldest can get to their rides. Times to pick the children up are:

### **Elementary Dismissal Times:**

- 3:00 K4-K5**
- 3:05 1<sup>st</sup> - 3rd grades**
- 3:10 4<sup>th</sup> - 6th grades**
- 3:20 Dismissed to After-School Care**

### **Secondary Dismissal Time:**

- 3:05**

We ask that you enter at the **west** entrance to the parking lot and leave from the **east** exit, which is a **right turn only** onto 61<sup>st</sup> Street. This system is set up for our safety and smooth flow of our large amount of traffic. It is suggested that parents who have students dismissed at more than one time ***should come at the latest time*** to pick up all the students. If your child is not in the line, we ask that you park in the allotted parking areas and await your child's appearance.

***If anyone other than the parent will pick up the child, the teacher or the school office must know who will be picking up the child.***

At the beginning of the school year (Parent Orientation Night), each elementary family will be given a nametag with the child's last name. This nametag should be placed in the front windshield for pick-up time to help teachers identify parents.

- Your child will go to the crosswalk and be loaded into your car.
- There will be two lanes of cars with someone directing traffic. If your child is not ready, you will be directed to circle around or to park in the parking area.
- If you choose to park, please get out of your car and go pick up your child in the pick up area.
- Please do not carry on conversations with teachers, etc., while parked in front of the pick-up area because this blocks the flow of traffic.
- Secondary Students who drive: Please see parking instructions in secondary section.

## **BEFORE SCHOOL CARE**

Before School Care (BSC) supervisor will be available to supervise elementary children starting at **7:15 a.m.** until school begins. The charge for Before-School Care is **\$.75 per each quarter hour** per child. This paid care ends at 8:00 a.m. for the elementary when classrooms open.

7<sup>th</sup>-12<sup>th</sup> grade students may check into a supervised classroom. Dismissal to lockers and 1<sup>st</sup> hour classrooms is at 7:45 a.m.

## **DRIVER AND CHAPERONE INSTRUCTIONS**

Our school greatly depends on the involvement of our school parents for transportation and chaperoning of field trips and other off-site events. We appreciate how they take the time to support their child's school and its activities. These guidelines we ask our drivers and chaperones to follow:

### **General Chaperone Instructions**

- If you own or have access to a cellular telephone, please bring it with you on the trip for safety reasons. In case of illness or an emergency, please notify the school immediately. Call: 918-294-0404
- It is important for volunteers to 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 classroom teacher will be in charge of each field trip and will direct the volunteers as to what is expected of them.
- Please do not bring children not enrolled in the class without first communicating with the teacher. We encourage you to make other arrangements for younger siblings; however, we do realize that sometimes this is not possible. Please understand that for some field trips requiring reservations for admission, we are only allowed to add drivers/chaperones to our total number of participants. Please check with the teacher before bringing other children.
- Only those parents who have signed up in advance as drivers or chaperones may attend. (No last minute sign-ups.)

- Chaperones are responsible for the behavior of those students assigned to them. In private vehicles, the driver is responsible for children’s behavior. If you are experiencing difficulties, please report the problem immediately to the teacher or other supervising adult. Do not allow rowdiness, disrespect, inappropriate voices, etc. Do not allow dangerous or potentially dangerous behavior on the trip.
- Chaperones should make a special point to remain with the students for whom they are responsible. They should keep the students who rode with them close to them. **They should vigorously resist the temptation to group with other adults while allowing the students to “do their own thing.”**
- Chaperones enjoy the students! However, if you have a problem with any student, take him/her to the teacher or supervising adult.
- Know exactly how many students are in your small group and count, count, count, all day! Keep a roll if necessary. Be sure that all are present before moving from one place to another (especially when heading home).
- Students are to return with the same person and vehicle that transported them for this event. Exceptions can be made only by an administrator or the sponsoring teacher. Usually, exceptions are reserved for emergency situations only.
- Drivers and chaperones should refrain from purchasing special treats for the children they are supervising unless all the children in the class benefit equally.
  - If you have questions about any aspect of the field trip, expectations of drivers/chaperones, or expectations for student behavior, please ask for assistance from the teacher or other person in charge.

### **Additional Instructions for Driver Chaperones**

- Please allow the teacher to make vehicle assignments for students. If you have a suggestion or preference, please let the teacher know a day ahead of time so this can be taken into consideration. Teachers sometimes have special reasons for assigning specific seating arrangements. You will be provided with a list of the names of the children being transported in your vehicle.
- Please arrive at school at least ten to fifteen minutes before departure time. Schedules are sometimes tight.
- Copies of the Emergency Medical Release Forms for all students will be with the teacher.
- Seat belts must be worn at all times. Children may be transported only in the cabs of pickup or other types of trucks. Only one child is permitted per working seat belt.
- If your vehicle is equipped with passenger side air bags, only children 13 and up may ride in the front seat.
- Please be sure that you understand the route to be taken. A map and/or directions will be provided by the teacher. Please stick to the assigned route to and from the field trip. Do not take a “better” way or stop for snacks unless this is part of the teacher’s plan.
- It is expected that you will obey all traffic laws including maintaining acceptable speed limits.
- When traveling, cars will “caravan” together. At no time should cars pass the “lead car” or take “side trips” away from the caravan. Nor should you take “chances” to keep up with the caravan, such as entering an intersection when the light is already yellow. If there are more than three vehicles in the caravan, a “buddy system” will be used

whereby two or three vehicles will caravan together, thus eliminating a long line of vehicles, which can become a safety problem.

- Please call the school (or the teacher's cell phone) right away if you experience car trouble, are lost, or are in an accident. If someone has been hurt or is ill, and the teacher is not readily available for consultation, please call the school for instructions (918-294-0404).
- Children must enter and leave the vehicle from the curbside unless the vehicle is in a protected parking area or driveway.
- Children must not be left unattended in a vehicle.
- Students should not eat or drink in your car without your permission. They will be instructed to use quiet voices when talking and to keep their hands/feet to themselves. If any student does not cooperate, please inform the teacher.

### **Field Trips**

Teachers schedule field trips throughout the year for educational enrichment. Students may be asked to purchase tickets and/or lunch on these trips. Parents are invited to accompany these groups and serve as chauffeurs. A "Qualified Driver Status" form must be on file at the school office for each parent driver. *Students may not drive their own cars on field trips.*

### **Student Drivers**

Students who drive to school are required to fill out and sign an "Application for Student Driver Status" form. This form states, "*My son/daughter has my permission to drive to and from Mingo Valley Christian School,*" which the parents must sign. The student must also sign the form saying, "*I agree that I am not to transport another student without the written permission of both our parents.*"

All student drivers must park in the designated parking area on the southeast section of the parking lot along the fence.

Drivers may *not* leave campus during the day without a parent's written permission and office notification. Students may not go to the parking lot during school hours. A student driving on school property in an unsafe manner may lose his/her privilege of driving to campus.

### **EMERGENCIES**

**Fire Drill:** Fire drills are held periodically and are signaled by a series of chirps. During a drill, students are expected to leave the building *without talking* and in single file through the door designated for evacuation of their particular room. Students must follow the instructions of their teachers carefully, go to their assigned assembly points, and wait for clearance to return to classes. Tornado drills and lockdown procedures are also scheduled during the school year.

**First Aid:** Injuries suffered on the school grounds must be reported to a teacher, the office manager or First Aid personnel. Students with minor injuries may receive first aid by those designated to administer it. In case of emergency, parents or guardians will be notified and proper emergency procedures will be followed.

### **LOST AND FOUND**

Lost articles for K4-12<sup>th</sup> graders may be reclaimed by checking with your child's teacher or with the staff member in charge of our Lost and Found area. A fee of 25 cents will be charged to reclaim an item from the school Lost and Found. Unclaimed articles will be given to charity at the end of each

semester. Please put your child's name on everything brought to school, especially coats and lunch boxes. The school and/or teacher will *not* be responsible for any lost articles.

## LUNCH TICKETS

Students may bring their lunch from home, purchase a 10-day lunch ticket, or purchase a “Pike Pass”.

1. **Students may bring their own lunches**, which may include a drink, fruit, and healthful sandwich, or a pre-heated hot meal in thermal containers. **Note: Please furnish all utensils, napkins, paper plates and drinking cups for your child's use.** We operate the lunch program on a cost-even basis and cannot afford to furnish these items except on an emergency basis.
2. **Ten-Day Lunches Tickets may be purchased**, but they *do not* have to be used consecutively. We recommend purchasing one 10-day lunch ticket to have on hand for emergencies.
  - In order to buy a 10-day lunch ticket, students will need to bring a check in the amount of: \$37.50 for secondary and \$32.50 for K4 – 6<sup>th</sup> grades.
  - Multiple tickets may be purchased. **NO CASH WILL BE ACCEPTED.**
  - **On an envelope please include the teacher's name, the amount of money, what the money is for, and your child's name.** (1<sup>st</sup> hour teachers in Secondary) The teacher will then give the envelope to the Cafeteria Manager. All monies will be handled through the cafeteria. You may opt for the “*Pike Pass*” plan, please send in a “Request to Bill” and the lunch ticket will automatically be refilled as needed.
  - **Lost or forgotten tickets – only ONE replacement ticket will be issued. Each ticket required after the first replacement will be charged full price – No Exceptions.**
  - A letter will be sent home through your student when there are two lunches left on the ticket, so a new ticket may be purchased.
  - Menus will be sent home in monthly mailing.

## OFF LIMIT AREAS

The school facility is primarily for the student's education, and most of its space is open to their proper occupancy. **Some areas are obviously off limits without express consent from faculty:** *teachers' desks, files and computers, other AV equipment, the office, kitchen, undesignated stairwells and halls, offices, auditorium and north hallways, workroom, gym, elevator, front lawn and entry areas, unattended classrooms, parking lot, and playground without supervision.*

## PASSES FROM CLASS

Students must have an approved reason to be out of the classroom. Teachers/staff may ask to see a pass if a student is out of the classroom. Once the tardy bell rings, students may not leave the classroom without a pass.

## PARENT AUTHORIZATION FOR PUBLICITY CONSENT

Photographs, slides, film, and other visuals of students, faculty, staff, and administration are taken on campus and at MVCS activities off campus throughout the year. Some of these subsequently are used in advertising, web pages, news releases, television, newspaper, yearbooks, and/or awards or recognition assemblies. By signing the Parent Authorization for Publicity/Achievement

Recognition Consent section on the Parent Authorization Form at enrollment, students, and parents give permission for these likenesses to be used.

## SCHOOL CLOSING FOR BAD WEATHER

School days canceled because of snow and/or icy roads **will be announced over local radio and television stations between 6:00 a.m. and 7:30 a.m.** The decision whether or not to close school is always a very difficult one to make. Students are always in favor of a closing, but some parents are greatly inconvenienced if school is closed, while other parents feel quite pressured if school is open when the roads are in bad condition. In addition, with the difficulty of getting an open line to the radio and TV stations, and the chance that they will make a wrong announcement, you can begin to see the problems associated with closing school.

- **DO NOT** call the TV or radio stations asking for information; this only adds to the congestion on the phone lines. Wait for the regular bulletins
- **TV stations** – We will try very hard to notify **Channels 2(Cox cable 9), 6, 8, and Fox 23.**
- **Radio stations** – We will notify **KRMG AM 740 and FM 102.3**
- **Late start** – We may delay the morning starting time to avoid the morning traffic rush. In this case, do not bring your child at the regular time due to lack of supervision.
- **Early closing** – While the school only closes during the school day as a *last resort* during severe weather, we *strongly encourage* parents to pick up their children when they deem it necessary for their family.
- **Childcare** – If school is closed for the day, childcare is also closed. If we have late morning start, childcare will remain open until 5:45 p.m.
- **DO NOT** call the homes of the administration or faculty to find out about school closing.

Please follow these procedures carefully! The media announcements will be early enough to benefit everyone involved.

## SCHOOL DAY SCHEDULE (ELEMENTARY)

### K4-6<sup>th</sup> Grades:

7:15	Before School Care opens	
8:00	Students dismissed to class rooms	
8:15	School begins	<u>Wednesday (K4-2) (3-6): Chapel 8:30</u>
10:00	Recess	<u>Special Chapels for K4-6 are on Wednesdays at 8:30</u>
11:10-12:10	Lunch periods	
12:30	K4 half/day dismissal ( <i>No After-School Care provided</i> )	
3:00-3:20	Classes dismissed	3:20-5:45 After-School Care hours

## SCHOOL DAY SCHEDULE (SECONDARY)

### 7<sup>th</sup>-12<sup>th</sup> Grades:

7:15	Zero Hour	
7:55	Warning Bell	
8:00-8:12	Morning Assembly	
8:15	Classes begin	<u>Thursday: Chapel 8:00-9:00</u>
11:50-12:20	Lunch	
3:05	Classes dismissed	
3:15	After School Bell	

## TELEPHONE

- Students are allowed to use the main office telephone on an emergency basis only.
- Homework, books or projects left at home are not considered an emergency.
- Students are not permitted to use the telephone for social reasons, such as asking to stay over night with a friend, birthday parties, etc. Social arrangements must be made at other times.
- If a student becomes ill or is hurt at school, a staff member will call the parent.
- Cellphones and electronic devices brought to school should remain in the student's locker. (*See Wireless Communication Devices*)

## VISITORS

*During school hours, all visitors to the campus, including parents, must check in at the office. A visitor's badge will be issued to approved visitors.*

Visits by students from other schools can be arranged in advance *for the lunch hour* by contacting the office and by signing in at the office. Visits to classrooms must be approved by the principal and classroom teacher. Visits are limited, and no visitors will be allowed during testing time. *Visitors are asked to wear attire equal to the student dress code.*

### **Parents:**

- All visits to the classroom should be arranged with the teacher or principal in advance.
- If it becomes necessary to talk to the teacher, please visit *before 8:00 a.m. or after 3:20 p.m.*
- Please **do not** attempt to visit with the teacher during class time.
- Please respect the short amount of time the teachers have to assemble their classes by avoiding lengthy, unscheduled conversations with them in the classroom before the school day begins.
- Parents are welcome to sit in on any class by appointment, but are asked not to expect time to visit with the teacher.
- To contact a teacher, please call the office and leave your number. Feel free to call the office at any time from 8:00 a.m. to 3:30 p.m. The teacher will return your call as soon as possible.

## SPORTS

### SPORTS PHYSICALS

*Physicals are required by the state for participation in all sports.*

### THE GOALS OF OUR SPORTS PROGRAMS ARE:

- **Character Development**
  - Self-control           *keeping our temper*
  - Determination       *always trying our hardest*
  - Attentiveness       *listening to the coach*
  - Obedience           *obeying the coach's orders*
  - Tenderheartedness   *helping others who get hurt*
  - Loyalty               *being loyal to the team and teammates*
  - Courage              *standing up to teams who are better and bigger*
  - Forgiveness         *forgiving when others lose their temper*
  - Fairness              *being fair to the other team; respecting the opposing team*
- **Fun** - Sports are for fun and enjoyment and a change of pace from the regular routine of life. Let's be sensitive to the times when our children stop having fun and begin "playing for blood."

- **Respect for Authority** - In sports there are several figures of authority in the coach, the opposing coach, but especially the referee. We need to teach our boys and girls to appeal to him if there is a question.
- **Fellowship** - We enter sports for the friendships we can make with our own team and the other teams. We should always play to win and try our hardest, but the other team is our friend before, during, and after the game.
- **Physical Development** - Sports help to “round us out” as people. God has given most of us healthy bodies, and we should try to keep them that way. Boys and girls at Mingo Valley Christian School are taught to:
  - Pray for the other team
  - Listen to the coach
  - Try their hardest at all times
  - Never, never, ***never*** argue with a coach, player or especially a referee
  - Always have a good testimony
  - Realize that God is ultimately responsible for a win or loss.

## STANDARDIZED TESTING

Students will be given achievement tests during the spring of the school year. The tests measure achievement in the areas of vocabulary, reading comprehension, phonics, math, spelling, language, social science, and listening comprehension. Each year the students of MVCS score on the average a year above the national norm. Parents are given their children’s test results with the last report card of the year.

## WIRELESS COMMUNICATION DEVICES

**Wireless communication devices\* are not allowed in classes and/or hallways.**

\*Wireless communication devices include, but are not limited to, the following: Mobile/cell/wireless telephones, one- or two-way pagers, Blackberry and similar such hybrid devices, or any other such device that enables any communication between two devices. Cameras on wireless communication devices **are included** in this listing.

- Students are prohibited from using the device during the school day (including after school care).
- The device **must be turned off at all times** and unable to receive any communications during the school day. Included in this and **specifically prohibited** is text messaging or any type of “instant messaging.”
- The device must be stored in a locker, automobile, or other location as indicated by the superintendent and turned off.
- Misuse of the device will result in appropriate administrative disciplinary measures, including suspension.

### Procedure:

- **First Offense:** Verbal warning and confiscation of device. Parent/guardian must pick up the device and sign a statement indicating understanding of the Wireless Communication Device policy and the consequences for further infractions.
- **Second Offense:** Confiscation of the device, two hours of detention, and a fine of \$25 to be paid by the parent/guardian when they pick up the device. The \$25 fine may not be applied to the student’s school bill.

- **Third/Following Offenses:** Confiscation of device and suspension, the length of which is to be determined by the superintendent. The device must be picked up by the parent/guardian.

## ELEMENTARY

### ACADEMICS

#### **HONOR ROLL**

Honor roll is indicated in 2<sup>nd</sup> and 4<sup>th</sup> quarter grade reports by receipt of an “Honor Roll Certificate.”

**Principal’s Honor Roll** - Elementary students who achieve *straight A’s* for each semester will receive a certificate for “Superior Academic Work” with their report cards.

**Academic Honor Roll** - Elementary students who achieve *A and B grades* for each semester will receive a certificate for “Excellent Academic Work” with their report cards.

#### **REPORT CARDS/PROGRESS REPORTS**

Elementary students will receive report cards four times a year.

**Grading scale for 3<sup>rd</sup>- 6<sup>th</sup> grades:**

**A =100-90 B=89-80 C=79-70 D=69-60 F=59-0**

*(A– Superior B– Above Average C– Average D – Passing F – Failing)*

Progress reports will be sent to all students in September. Thereafter, a progress report will be sent only to those students with grades of D or F *or* if a grade in a subject has dropped significantly.

**Grading system for K4 – 2<sup>nd</sup>:**

**O**–Outstanding **S**–Satisfactory **N**–Needs Improvement

\* Circled items indicate need for improvement

**Work Habits and Citizenship:**

A check (√) indicates Improvement

A minus (-) indicates need for Improvement

A plus (+) indicates Outstanding

No mark indicates satisfactory growth

#### **RETENTION**

An elementary student may be retained in a class (not promoted) for the following reasons:

- Having an average grade of “F” in two of the following classes or an average of “D” in three of the following classes: Reading, Math, Language, Spelling
- Being absent 25% of the school days
- Unanimous agreement of teacher, parent, and principal.

## ATTENDANCE/ABSENCES/TARDIES

### **ATTENDANCE/ABSENCES**

**Regular attendance is essential for successful class work and will help students receive all the educational benefits to which they are entitled.** Therefore, MVCS recommends that parents not plan activities that will keep students out of school; breaks are provided in the school calendar for such purposes. *If your student is absent, please call the school office by 8:30 a.m. the day of the absence.* Upon return to school, a **WRITTEN NOTE IS REQUIRED** for all students, if you have not made phone contact with the Attendance Office.

#### **Types of Absences**

- **Cleared or excused:** All excused absences *require* a parent/guardian phone call to the Attendance Office the day of the absence or written note submitted when the student returns to school. Any absence due to doctor or dental visits must have a doctor’s verification.
- **Unexcused:** Absences that are not cleared through the Attendance Office or are without the authorization from parents. Unexcused absences *may result* in the student receiving a “zero” for work not turned in for the school day.
- **Special Absence Request:** If circumstances require students to be absent for several days, parents are required to submit a Special Absence Request form to the administration for approval in advance of the absence. Students are required to make arrangements with the teacher to receive their make up work. Failure to do so *may result* in a “zero” for work not turned in.
- **Students recorded as absent for the day will not be permitted to participate or be in attendance at any athletic or extra-curricular activity or practice on the day of the absence.** A student must attend at least four class periods in order to be eligible that day for athletic competition or extra-curricular activity.

*Excessive absences and tardies may result in dismissal from school at the discretion of the superintendent and/or the principal.*

## **TARDY POLICY**

Any elementary student not in the classroom when the 8:15 bell rings will be counted tardy for the day. Admit Slips will be issued in the Attendance Office if the student arrives after the drop-off doors are locked at 8:30. Students arriving late due to doctor appointments, etc., will need to sign in and receive an Admit Slip.

*All students arriving after 8:30 must use the office doors on the east side of the building and check in at the Attendance Office before proceeding to class.*

## **EARLY DISMISSAL**

MVCS prefers that medical or dental appointments **not** be made during school hours. In the event such appointments are necessary during school hours, *a written note or phone call from a parent is required before the student leaves or when the student arrives late for the day from an appointment.* Students must sign in and out at the office. Students having special needs to leave school during school hours *must have a written note from home and must sign out in the office.* Students must give an Early Dismissal Form to the teacher before leaving campus. This Early Dismissal Form will show the student’s name, reason for early dismissal, date and time to be dismissed. Early Dismissal Forms may be requested from the office by phone or at the beginning of the school day.

## **MAKE-UP WORK**

All quizzes, exams, homework, etc. must be taken or handed in on the day of return to school if the student was present when the work was assigned or if the assignment had been sent home during the absence. If the assignment was given during the absence, the student will be responsible to ask their

classmates or teacher(s) for these assignments. Deadlines for completing assignments will be set by the teachers.

*Students recorded as absent for the day will not be permitted to participate or be in attendance at any athletic or extra-curricular activity or practice on the day of the absence.*

## ELEMENTARY SCHOOL PROCEDURES

### **ADJUSTMENT**

Some children have a harder time adjusting than others. You will find that our teachers and administration will do everything in their power to help in the child's adjustment. Withdrawal will be considered only as a last resort, and only in the case where a child is not responding and not cooperating.

### **BIBLE**

The Bible is considered the main textbook. Every subject will be viewed through the grid of Scripture, and the Bible will be included in every subject. Portions of the Bible will be memorized and its stories and principles learned.

In addition to weekly class memory verses, the following verses will be emphasized during chapels for grades K-4 through 6th:

September	John 3:16	October	John 14:6-7
November	Psalms 100	December	John 1:9
January	Matthew 28:19-20	February	Romans 12:1-2
March	II Timothy 3:16-17	April	John 14:1-3
May	Philippians 1:6		

### **BIRTHDAYS**

Parents may host birthday parties for their elementary children at school. *Arrangements should be made with your child's teacher at least one day in advance.* The school does not supply any paper products such as cups, napkins, or plates.

We require that *birthday invitations that are handed out at school* must be given to every child of the birthday child's sex within the class. If the entire class or every child of the birthday child's sex is **NOT** invited, please mail invitations or invite children over the telephone.

### **CHARACTER TRAITS**

After salvation, the most important thing in our children's lives is learning how to be Christ-like and content. The only way they can achieve this goal is by obeying God's laws of living as written in the Bible, God's Word.

The only person who ever kept all of these laws of living was God's Son, Jesus Christ. Therefore, if we can teach our children to think and act like Him, i.e., demonstrate His character qualities, then our children can be happy and successful in life.

One of the following character traits will be emphasized each week of school. The teachers will review it each day of that week. Verses and definitions will be memorized for many of the traits. They will also be used in our chapel services. As an added reinforcement in the children's lives, the family is encouraged to follow the schedule with us at home in their family devotions.

## **Character Traits - The Laws of Living for Children**

**OBEDIENCE** - doing what I'm told, when I'm told, with a happy, submissive spirit

**ATTENTIVENESS** - listening with my ears, my eyes and my heart

**MANNERS** - behaving in a polite way

**SELF-CONTROL**- doing something even when I don't feel like it

**TENDERHEARTEDNESS** - strong enough to feel the joys and hurts of others

**HONESTY**- truthful words and ways

**LOVE** - meeting another's needs unselfishly

**ORDERLINESS** - everything in its place

**FORGIVENESS** - treating someone as though he never hurt me

**LOYALTY** - supporting someone even when the going gets tough

**FAITH** - believing God will do what He says

**JOYFULNESS** - being happy inside and out

**THANKFULNESS** - being grateful and saying so

**COURAGE** - doing what has to be done no matter how scared you are

**DILIGENCE** - working hard to accomplish a task

**PURITY** - keeping sin out

**GENEROSITY** - sharing what I have with a happy spirit

**THRIFTINESS** - wise use of what I have

**DEDICATION** - to become committed to something as a goal or way of life

**DISCERNMENT** - able to see things as they really are

**DETERMINATION** - finishing my job no matter what the obstacles

**~ SPIRIT WEEK ~ TBA**

**PATIENCE** - waiting with a happy spirit

**INITIATIVE** - making the first move without being asked

**GODLINESS** - putting God first

**CREATIVITY** - doing something in a new way

**SHARING** - giving what I have to others

**PROMPTNESS** - being on time

**FAIRNESS** - treating others equally

**MEEKNESS** - patience without anger

**RESPONSIBILITY** - doing what I know I ought to do

**WISDOM** - thinking God's way

**RESPECT** - reverencing God by showing the proper esteem and regard for others.

**SERVING/HELPING** - meeting the needs of others by the things I do

**CONTENTMENT** - happy with what I have

### **Review of Character Traits**

During each week the elementary students will be encouraged to look for, recognize, and exercise the weekly character trait in daily curriculum, play times, at home, and in chapel.

<b>CURRICULUM</b>	<b>K4</b>	<b>K5</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>Art</b>	X	X	X	X	X	X	X	X
<b>Bible</b>	X	X	X	X	X	X	X	X
<b>Character Traits</b>	X	X	X	X	X	X	X	X
<b>Language (English)</b>			X	X	X	X	X	X
<b>Math</b>	X	X	X	X	X	X	X	X
<b>Music</b>	X	X	X	X	X	X	X	X
<b>Penmanship</b>	X	X	X	X	X	X	X	X
<b>Phonics</b>	X	X	X	X				
<b>Physical Education</b>		X	X	X	X	X	X	X
<b>Reading</b>		X	X	X	X	X	X	X
<b>Science</b>		X	X	X	X	X	X	X
<b>Scripture Memory</b>	X	X	X	X	X	X	X	X
<b>Social Studies/History</b>		X	X	X	X	X	X	X
<b>Spelling</b>		X	X	X	X	X	X	X
<b>Vocabulary</b>						X	X	X

- A curriculum guide for Secondary grades may be requested from the Records Office.

## **ELEMENTARY ENVELOPES**

Each week the elementary teachers send home with your K4-6<sup>th</sup> grade child a “**Mingo Envelope.**” In it you will find any of the following:

- A weekly class schedule from your child’s teacher as to the specifics of your child’s class
- Tests and daily work from the previous week, report cards, etc.
- Notes concerning special events

If your child does **not** have an envelope each week, please ask your child and/or the teacher.

If you do not send back the envelope, your child will come home with a note saying: “*Please return your envelope in order to receive important information from the school.*” We cannot send home any information and/or work without an envelope. If the envelope is lost, the office will replace it for a **fee of \$1.00**. We appreciate your cooperation in this area!

## **EXTRA ACTIVITIES FOR ELEMENTARY**

At Mingo Valley Christian School we have found that the best way to teach children to love school is by mixing work and fun. Children are given weekly and monthly opportunities to participate in a variety of activities that challenge and encourage them in school. Some of the following activities are listed below.

**Art** – Children are given weekly opportunities to participate in artistic activities according to their grade in school. The goal of our art program is to learn to glorify God as we discipline ourselves to appreciate and then express God’s creativity through activities such as: coloring, cutting, paper folding, lettering, drawing, painting, stenciling, gluing, etc. Each classroom teacher or teacher’s aide conducts the art activities. A \$15 art fee for supplies is added to the August bill for all elementary students.

**Chapel** – Chapel is weekly for children – Grades K4-2 go to chapel on Wednesdays at 8:30 in Conner Hall and grades 3-6 on Wednesdays at 8:30 in the auditorium. Special chapels for K4-6 will meet on Wednesdays at 8:30 in the auditorium. Chapel takes the place of the opening exercises and Bible class in the classrooms on these days. Activities include: singing, object lessons, demonstrations, drama, visuals to children’s sermons, special

speakers and Bible Bowl (a team contest which reviews the class Bible lessons). Parents are invited to attend the chapels.

**Computers** – Children learn basic, grade-level computer skills on a weekly basis.

**Field Trips** – School and class-sponsored field trips are taken for the purpose of enriching the students' education and developing self-control.

**Music** – Since music is a vital part of a Christian's life, the students have opportunities to participate in music during chapels and programs as well as in classroom musical instruction.

**Programs** – During the course of the year the children of the school are given the opportunity to participate in our annual Christmas Concert celebrating the birth of Christ. The sixth graders provide the drama, and grades 1-5 make up the choir. K4 and K5 students are also highlighted at the program. At the end of the year our sixth and kindergarten-5 graduates present their separate graduation programs. Other programs include individual class chapels that all elementary students attend.

**Spirit Week** – One week out of the year is dedicated in a special way to one of the character traits of Christ. Daily assemblies during Spirit Week emphasize a particular character trait through guest speakers, films, singing groups, poster contests and other challenging events. The elementary student body is divided into teams led by a 6<sup>th</sup> grade team leader and an adult sponsor. These teams accumulate points by team participation in chapels, a food drive for the John 3:16 Mission, Scripture memory and other contests. The fun is enhanced with special dress-up days, skits and plenty of competition.

**Extra Academic Curriculum** – Other challenging activities include:

1. Spelling Bee
2. Science Fair
3. Social Studies Fair
4. Geography Bee
5. Art Fair

## **FIELD TRIPS**

Teachers schedule field trips throughout the year for educational enrichment. Students may be asked to purchase tickets and/or lunch on these trips. Parents are invited to accompany these groups and serve as chauffeurs. A "Qualified Driver Status" form must be on file at the school office for each parent driver. (*See General Information for Driver and Chaperone Instructions*)

## **GOLD MEDAL READING PROGRAM**

The Gold Medal Reading Program is a reading program that promotes and challenges extra independent reading in and out of the classroom. The point structure is a way to award students for being exceptional readers. Points are recorded in a child's folder on the Reading Log. All student points are tabulated together toward a class goal. Personal point totals are recorded by the GMR parent for each class. Individual awards will be given in May during Awards Chapel.

## **LIBRARY**

The goals of the MVCS library media center are:

- To provide students and faculty with a variety of quality materials for research, discovery, and leisure reading
- To provide instructional opportunities for students to learn how to use library materials in an atmosphere that is pleasant, informative and inspiring

- To provide teacher resources and audio-visual equipment that support the classroom instructional program

A short time of instruction is available once a week for each elementary class. Library books are checked out by scanning the student's ID number. Due dates will be stamped in the book. If it is returned after the due date, a fine is incurred of five cents per day.

## MISSIONS

Training our children to obey Christ's Great Commission (Matthew 28:18-20) is a major goal of MVCS. During the course of the year guest missionaries may speak to the children in chapel and in their classes. MVCS sponsors a Compassion Child as our school mission project, and all offerings for his support are received in the office. Individual classes may correspond with, pray for, and give to a specific missionary. John 3:16 Mission is also featured during Spirit Week (see Extra Activities.)

## PHYSICAL EDUCATION/SPORTS

The school offers physical education in the K4-6<sup>th</sup> grades. Children are required to participate unless a written excuse is given to the teacher by the parent on a daily basis. Excuses for not participating should be because of illness or injuries only.

**Elementary Sports:** MVCS participates in an elementary Christian school league which *may include* the following sports and grades:

Flag football	4 <sup>th</sup> , 5 <sup>th</sup> , and 6 <sup>th</sup> grade boys
Cheerleading	3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> , and 6 <sup>th</sup> grade girls
Basketball	4 <sup>th</sup> - 6 <sup>th</sup> grade boys and girls
Track and Field Day	K5 - 6 <sup>th</sup> grade boys and girls
Soccer	K5-6 <sup>th</sup> grade boys and girls

Students participating in particular sports will be charged fees accordingly.

- Physicals are required by the state for participation in all sports.
- Sports uniforms are the property of Mingo Valley Christian School and are to be worn for the purpose of MVCS competitive sports only.

## PLEDGES

The following pledges are recited daily in each classroom and weekly in chapel services:

### **Pledge to Bible**

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, a light unto my path, and will hide its words in my heart, that I might not sin against God.

### **Pledge to Christian Flag**

I pledge allegiance to the Christian flag, and to the Savior for whose Kingdom it stands; one Savior, crucified, risen, and coming again, with life and liberty for all who believe.

### **Pledge to American Flag**

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands; one nation, under God, indivisible, with liberty and justice for all.

## STUDENT OF THE MONTH

Every student in the elementary classes will be chosen for Student of the Month (S.O.M.) during the course of the year. The teachers will be looking for a positive character trait in your child's life. (See list of Character Traits and definitions.) This will encourage and challenge each student to try his hardest and maintain a good Christian attitude during the school year. This also promotes the

self worth of each child. Students will receive a certificate which is recognized and awarded during chapel, and their S.O.M. forms and photos are displayed on the school's S.O.M. board for the following month.

## **THEME/HYMN OF THE MONTH**

### **Annual and Monthly Themes**

In addition to the year's annual theme, each month the school has a spiritual theme that includes a verse and a hymn. The monthly themes are as follows:

#### **SEPTEMBER: The Plan of Salvation - John 3:16**

*For God so loved the world, that he gave his only begotten Son,  
that whosoever believeth in him should not perish, but have everlasting life.*

**“Wounded for Me”**

#### **OCTOBER: The Christian Walk in the Holy Spirit- 1 John 1:9**

*If we confess our sins, he is faithful and just to forgive us our sins,  
and to cleanse us from all unrighteousness.*

**“Trust and Obey”**

#### **NOVEMBER: The Glory of God the Father - Psalm 100**

*1 A Psalm of praise. Make a joyful noise unto the LORD, all ye lands.  
2 Serve the LORD with gladness: come before his presence with singing.  
3 Know ye that the LORD he is God: it is he that hath made us, and not we ourselves;  
4 we are his people, and the sheep of his pasture.  
5 Enter into his gates with thanksgiving, and into his courts with praise:  
6 be thankful unto him, and bless his name.  
7 For the LORD is good; his mercy is everlasting; and his truth endureth to all generations.*

**“To God Be the Glory”**

#### **DECEMBER: The Person of the Lord Jesus Christ -John 14:6-7**

*Jesus saith unto him, I am the way, the truth, and the life: no man cometh unto the Father,  
but by me. If ye had known me, ye should have known my Father also:  
and from henceforth ye know him, and have seen him.*

**“Blessed be the Name”**

#### **JANUARY: Evangelism and Missions - Matthew 28:19,20**

*Go ye therefore, and teach all nations, baptizing them in the name of the Father,  
and of the Son, and of the Holy Ghost: Teaching them to observe all things whatsoever  
I have commanded you: and, lo, I am with you always, even unto the end of the world. Amen.*

**“I Love to Tell the Story”**

#### **FEBRUARY: Consecration to the Lord - Romans 12:1-2**

*I beseech you therefore, brethren, by the mercies of God,  
that ye present your bodies a living sacrifice, holy, acceptable unto God,  
which is your reasonable service. And be not conformed to this world:  
but be ye transformed by the renewing of your mind,  
that ye may prove what is that good, and acceptable, and perfect, will of God.*

**“Take My Life and Let It Be”**

#### **MARCH: The Written Word of God - 2 Timothy 3:16-17**

*All scripture is given by inspiration of God, and is profitable for doctrine, for reproof,*

*for correction, for instruction in righteousness: That the man of God may be perfect, thoroughly furnished unto all good works.*

**“How Firm a Foundation”**

**APRIL: The Return of Christ and Heaven - John 14:2-3**

*In my Father's house are many mansions: if it were not so, I would have told you. I go to prepare a place for you. And if I go and prepare a place for you, I will come again, and receive you unto myself; that where I am, there ye may be also.*

**“One Day”**

**MAY: God’s Care for Us - Philippians 1:6**

*Being confident of this very thing, that he which hath begun a good work in you will perform it until the day of Jesus Christ:*

**“God Will Take care of You”**

**TOYS, PERSONAL ITEMS, AND NO PETS**

All toys and personal items brought to school must be marked with the child’s name. Children, not the school or teacher, are responsible for these items. *The school has the right to decide what toys and/or items should not be brought to the school.*

***Unless special permission is given by the principal or superintendent, no live animals may be brought into the school building.***

**“THOU SHALT NOTS”**

*We ask that children not bring these items to school:*

- |                              |  |               |                  |
|------------------------------|--|---------------|------------------|
| Pets                         | Church literature  | Kites         | Skateboards      |
| Video games                  | Yo-yos   | Trading cards | Card collections |
| Gum                          | Playing cards  | Toy guns      | Knives (cont.)   |
| Baseballs and/or bats        | Toys representing evil or violence                           |               |                  |
| Movie-related/superhero toys | Rock and roll CDs, tapes, pictures, etc                      |               |                  |
| Electronic games             | Ipods ( <i>see Wireless Devices in General Information</i> ) |               |                  |

**SECONDARY**

**ATTENDANCE/ABSENCES/TARDIES**

**Regular attendance is essential for successful class work and will help students receive all the educational benefits to which they are entitled.** Therefore, MVCS recommends that parents not plan activities that will keep students out of school; breaks are provided in the school calendar for such purposes. **Attendance of four periods or more constitutes a full day of school.**

**If your student is absent, please call the school office by 8:30 a.m. the day of the absence.** Upon return to school, a **WRITTEN NOTE IS REQUIRED** for all students, if you have not made phone contact with the Attendance Office.

**Types of Absences**

- **Cleared or excused:** All excused absences *require* a parent/guardian phone call to the Attendance/First Aid Office the day of the absence or written note submitted when the

student returns to school. Any absence due to doctor or dental visits must have a doctor's verification.

- **College visits:** Juniors/Seniors (2 days for juniors, 3 days for seniors) will be recorded as "excused" absences when the Special Absence Request Form is filled out and returned to the Attendance Office, before the visit.
- **Unexcused:** Absences that are not cleared through the Attendance Office or are without the authorization from parents. Students will be required to complete missed assignments, but will not receive credit.
- **Special Absence Request:** If circumstances require students to be absent for several days, parents are required to submit a Special Absence Request form to the administration for approval, in advance of the absence. Students are required to make arrangements with each of their teachers to receive their make up work. Failure to do so *may result* in a "zero" for work not turned in.
- **Students recorded as absent for the day will not be permitted to participate or be in attendance at any athletic or extra-curricular activity or practice on the day of the absence.** A student must attend at least four class periods in order to be eligible that day for athletic competition or extra-curricular activity.

**Note:** A course *may be* failed if a student has *ten or more absences* in that class per semester, no matter what the grade. Also, the student *may not* be allowed to participate in school activities.

## TARDY POLICY

Each student is entitled to three "no-fault" first hour tardies per semester. This allows for the inevitable traffic jam, road conditions or late alarm, etc.

- However, each subsequent tardy will result in lunch detention.
- Any tardy between classes results in an automatic detention.

**If your student is tardy to first hour or any time after first hour, they must sign in at the Attendance Office.**

First hour or excused tardies (i.e., doctor, orthodontic, appointments, etc.), must sign in and receive an Admit Slip from the Attendance Office. Students must have a doctor's verification when tardy because of an appointment. *Habitual absences or tardies after an athletic event, special performance or any other school function may result in the student being removed from the event or function.* It is important that the student be in his/her classes.

## TRUANCY

A student is truant when his or her absence *has not been approved* by the school and a parent/guardian prior to the time of the absence. School work must be completed without credit. The students will receive a "0" *grade* on work missed due to the truancy. Detention/suspension are also possible consequences depending on circumstances. Examples include being absent from class or leaving class without permission, obtaining a pass to go to a certain place and not reporting there, becoming ill and staying in the restroom instead of reporting to the First Aid office, extended lunches that interfere with 4<sup>th</sup> or 5<sup>th</sup> hour classes without proper and timely notification and approval of the main office, the secondary lead teacher, and the teacher or teachers involved.

## **Make-up Work**

All quizzes, exams, homework, etc. must be taken or handed in on the day of return to school if the student was present when the work was assigned or if the assignment had been sent home during the absence. The deadline for completing assignments given while a student is absent is one day for each day the student is absent. For example, a student absent on Tuesday must turn in their late work on Thursday. Students who have an unexcused absence are under the same guidelines but will receive no credit for their work

## **Late Assignments**

Students will be required to complete all assignments. Assignments not turned in on time will be deducted 10 % for each day it is late up to 5 days. Students who do not complete the assignment within 5 days will be assigned a ZAP. (Zeros Aren't Permitted.) Students assigned to ZAP will serve an afterschool detention until the missing assignment is complete. Students will not receive points or a grade for this assignment.

# **ACADEMICS**

## **DOCUMENTATION FORMS**

Drivers License (Reading Proficiency) Forms, Transcripts and Work Permits must be requested from the Registrar's office ***at least three days in advance***.

Parents of a student taking concurrent classes off campus are responsible for turning in final transcripts to the Registrar's Office to be added to the student's permanent records.

## **ENROLLMENT POLICY**

*It is the general policy of Mingo Valley Christian School not to accept students that have been suspended or expelled from another school. Mingo Valley Christian School does not accept married or formerly married students, or students who have fathered or conceived a child. Any current student that enters one of these categories will be withdrawn from school immediately.*

### **Full-Time Students**

Every student at Mingo Valley Christian School will be enrolled in seven courses per semester to be considered a full-time student at MVCS. In such exceptions as stated with the Optional Academic Tracks, policy will be followed before full-time status is granted. A student wishing to appeal for full-time status without following the previously mentioned guidelines must submit a written proposal of education for review to the principal and counselor. MVCS reserves the right to refuse full-time status to any student not following the guidelines for a full-time student. Only full-time students are eligible for a diploma and to participate in commencement. Additional fees may result from participation in Optional Academic Tracks.

### **Part-Time Students**

Students wishing to take individual courses at MVCS will be considered part-time and will be charged accordingly. Part-time students are not eligible to participate in commencement or receive a diploma from MVCS. Extra-curricular activities and sports may be affected by part-time status, so each case will be reviewed by the appropriate departments. Additional fees may result from

participation in these activities and each department will charge a specific fee to be paid upon acceptance into the activity.

Openings for part-time students in each class are determined based upon the number of full-time students enrolled in the class. *Full time students take priority over part-time students in the classroom schedule.*

## **FAILED COURSES**

### **Grades 7-8**

Students who fail two or more subjects, or are considered to be marginally prepared for the next grade level may be held back from passing to the next grade upon recommendation of their teachers and approval of the Administrator. Parents will be notified in advance of a final decision not to pass a student to the next grade.

### **Grades 9-12**

Students who fail one or both semesters of a course must make it up prior to proceeding to the next higher course.

Failures in core-curriculum (English, mathematics, history, foreign language, science) or Bible must be made up the following summer to keep the student on schedule for graduation at MVCS.

*It is the responsibility of the parent to make arrangements with their particular school district for summer study, and to ensure MVCS receives a transcript of the course(s) completed.*

Failing more than two semesters may result in the student not being admitted the following school year.

## **FINAL EXAMS**

Final exams will be held the last three days of each semester for 7<sup>th</sup>-12<sup>th</sup> graders. Students will remain in the classrooms for the entire time of the final. Final exam grade counts for 10-20% of the semester grade (at the teacher's discretion).

## **GRANTING CREDIT**

Credit, as specified in the course description, will be awarded for successful completion of a semester course. Students must successfully complete the first semester of a cumulative course (i.e. mathematics) before enrolling in the second semester of that course.

All correspondence or summer school work for high school credit must be approved in advance by the counselor. A student may count only three ½ credits (or three semesters of work) earned by such means toward fulfillment of graduation requirements and may not earn more than one credit in a given academic year. In order to ensure that the student's correspondence/summer school experience is similar to MVCS requirements, the student may be required to take and successfully pass the MVCS final exam for that course. This is in addition to providing proof of a successful course completion (i.e. transcript) to the high school counselor.

**Concurrent college students** will receive MVCS credit at a rate of ½ credit per unit taken from a MVCS approved institution. One unit (course, *not* credit hour) from a concurrent college is equal to one semester.

**Transfer students** must submit official transcripts from their previous school before any credits will be awarded for prior coursework. Transfer students are expected to meet MVCS course requirements each year they are enrolled at the school.

Any **deficiencies** in the student's credits for graduation will be duly noted on a Graduation Deficiency Form (filled out and authorized by parent, student, and counselor) and will be filed by the counselor into the student's profile and a copy will be given to the parent. **The student (with his/her parents' or guardians' knowledge) is responsible to complete any credits he/she is deficient in before graduation. If these credits are not completed before the end of the second semester of the student's senior year, MVCS reserves the right to refuse the student's diploma and participation in commencement.**

**Note:** A course *may be* failed if a student has twelve or more absences in that class per semester no matter what the grade.

## **REPORT CARDS**

Progress reports will be mailed home at the end of 6 weeks and 12 weeks. Grade reports are mailed home at the end of the first semester. Final grade cards may be picked up from the school office following full payment of the school bill.

**Note:** Grades and progress reports are available on RenWeb.

Official Transcripts are available when requested from the records office *at least three days in advance*. Transcript request forms are available in the Registrar's office.

## **CHAPEL**

Chapel will generally be held on Thursday mornings in the auditorium. Class schedules are adjusted during the morning hours to accommodate the change in schedule. Chapel dress is **required** on chapel days.

### **CHAPEL DRESS (Secondary Only)**

**No hoodies or sweatshirts may be worn on chapel days.**

**Boys:** Regular dress code pants, belt, tasteful tie of their choice, and shoes; shirt must be long-sleeved, dress code, Oxford-style shirt with sleeves rolled down and buttoned at the wrist. (Optional: dress code v-neck sweater vest, cardigan sweater or MVCS jacket)

**Girls:** Regular dress code skirts and shoes (dress code pants may be worn *only during the months of December-February* due to cold weather); dress code Oxford-style shirt. (Optional: dress code v-neck sweater vest, cardigan sweater or MVCS jacket)

## **COMPUTER USE POLICY**

Computers are provided throughout the school for **academic purposes**. Students who attempt to alter the current configuration of any computer without the supervising teacher's permission are interrupting that educational purpose. Any addition or modification of computer programs and operating systems is prohibited. The making of illegal copies or destroying programs is also prohibited. ***Any inappropriate use of computers in the school setting will be considered an act of vandalism.*** Students will be given the full Computer Use Policy to read over. All secondary students and parents will be asked to sign the Internet and Computer Use form.

## DISCIPLINE

### HONOR CODE STANDARDS OF CONDUCT

#### PHILOSOPHY OF PERSONAL AND COMMUNITY CONDUCT

Following is a brief summary of key issues pertaining to Mingo Valley Christian School's philosophy of personal and community conduct:

- Our philosophy is grounded in the conviction that the Bible provides the rule for life regarding moral and ethical conduct. It is our intention that students, as well as employees of MVCS, adhere to those standards to the best of their abilities and that all school policies consistently reflect Biblical standards.
- Teaching and learning best occurs in a disciplined environment.
- A teacher has a right to teach in a classroom free of discipline problems. Also, students have a right to learn in a classroom free of discipline problems. Consequently, it is the teacher's right and obligation to control the environment in which he or she teaches with support from parents and administrators.
- Students who lack proper discipline and are disruptive must ultimately take responsibility for their actions and suffer consequences. Neither parents nor teachers can determine or control the actions of students. Good behavior is a choice and requires self-discipline.
- All authority is from God. Rebellion against authority is not only an offense against the community of Mingo Valley Christian School, but is rebellion against God. The goal of discipline is to restore the student to fellowship with God and the community of Mingo Valley Christian School.

The Honor Code Standards of Conduct is not intended, nor can it be, all-inclusive of every standard of expected behavior. **The administration reserves the right to address situations not specifically addressed in the handbook, as they deem appropriate given the facts of the circumstances involved.**

#### BIBLICAL GUIDELINES FOR CONDUCT

- Respect Authority  
Let every soul be subject to the governing authorities. For there is no authority except from God, and the authorities that exist are appointed by God (Romans 13:1).
- Be an Example  
Let no one look down on your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity (I Timothy 4:12).
- Seek Righteousness  
Blessed are those who hunger and thirst for righteousness, for they shall be filled (Matthew 5:6).
- Show Integrity  
The righteous man walks in his integrity (Proverbs 20:7).
- Be Truthful  
Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body (Ephesians 4:25).
- Speak Only to Edify  
Do not let any unwholesome talk come out of your mouth, but only what is helpful for building others up according to their needs, that it may benefit those who listen (Ephesians 4:32).

- Exhibit Self Control

But the fruit of the Spirit is...self-control. Against such there is no law (Galatians 5:22-23).

## **HONOR CODE**

The Honor Code at Mingo Valley Christian School is a covenant among members of our school community based upon a love for God and a love for one another. The Honor Code consists of the set of standards by which we covenant in order to foster a Christian community that reflects respect, Biblical morality, individual self-discipline, peer accountability and good citizenship. The Honor Code also serves as the means by which we hold one another accountable.

**Mingo Valley Christian School reserves the right to discipline, suspend, or expel a student who engages in gross misconduct that reflects negatively on the reputation of Mingo Valley Christian School. This gross misconduct standard is left to the sole discretion of school officials and includes, but is not limited to, hazing, vandalism, or other damage to property, use or possession of illegal drugs and/or alcohol, illegal possession or use of weapons or firearms, assault, forgery, counterfeiting, theft, tampering with documents, arson, inappropriate material posted on websites, engaging in behavior attributed to a sexually immoral or alternative lifestyle, and all other misbehavior deemed by school officials to constitute gross misconduct. The Honor Code is binding upon MVCS students for as long they are a part of our community whether they are on or off campus, or whether school is in or out of session.**

## **HONOR CODE STATEMENT**

All Mingo Valley Christian School students in grades 7 through 12 are required to adhere to the Honor Code statement as a condition of enrollment in the secondary school. Breaking the rules of the Honor Code is considered a violation of the covenant with Mingo Valley Christian School and the student body.

In addition, parents of secondary school students are required to support the Honor Code and the faculty and staff as they attempt to enforce the Honor Code. The statement is as follows:

*I understand that Mingo Valley Christian School takes an open stand for the Lord Jesus Christ and encourages students to grow in the grace and knowledge of the Lord. I also understand that enrollment at Mingo Valley Christian School constitutes a pledge to live by the standards of this Code which have been established for my own good and for the good of the entire school community. I further understand that if I violate any of the Code's stipulations, I bring upon myself the disciplinary actions prescribed by the school.*

## **HONOR COUNCIL**

The Honor Council is a group of secondary students under the leadership of a secondary teacher who is responsible to hear the evidence for and against the student brought before them and, if the student is found guilty, to recommend to the administration the disciplinary action to be taken. The secondary lead teacher or superintendent will notify parents of action taken.

If a student has violated Honor Code policies Class A or B, they may petition the Honor Council. A student may waive the right to appear before the Honor Council. The student may request to have a faculty or student advocate present at his hearing.

Each time a student appears before the Honor Council, a letter will be sent to the parents explaining the infraction, the recommendation, and possible future consequences in the event of another Class A or B violation. Obviously, the offense which is subject to the review of the Council is by that time a very serious one and can jeopardize the student being allowed to remain in the school community.

## **THE STANDARDS OF THE HONOR CODE**

The following offenses represent violations of the Honor Code of Mingo Valley Christian School. **This list is representative only and is not intended to be exhaustive.** Violations of the Honor Code have been categorized in an attempt to match an appropriate consequence with the transgression. **The consequences for violations remain at the discretion of the administration of Mingo Valley Christian School.**

### **Class D (represents the least serious offenses)**

- Dress code violations
- Disruptive behavior
- Tardiness to class (other than first hour)
- Chewing gum, drinking, or eating food in undesignated areas
- Talking in class without permission
- Scuffling, horseplay, running, or other misconduct on school property (depending on the seriousness—these may be handled as Class C offenses)
- Littering on school or church property
- Keeping a messy locker
- Failure to obey classroom rules
- Other Class D violations
- Riding the elevators or being in a restricted area without permission
- Automobile or parking lot violations
- Use of prohibited items such as cell phones, ipods, etc.

### **Consequences of Class D violations may consist of any or all of the following:**

- Verbal reprimand or warning
- Written or verbal notification of parents
- Conference with parent at school
- Other disciplinary measures approved by the principal.

### **Class C**

- Missing chapel without permission
- Leaving the classroom or campus without permission
- Inordinate public displays of affection
- Cursing, abusive language, or obscene gestures
- Being disrespectful to students, faculty, staff, or other adults
- Excessive violation of Class D offenses

### **Consequences of Class C violations may consist of any or all of the following:**

- Any of the consequences listed under Class D violations
- After-school detention

- Loss of school privileges
- Removal from class
- Disciplinary work assignment
- Exclusion from extracurricular activities
- Corporal Punishment
- In-school suspension
- Disciplinary warning (see explanation below)
- Disciplinary probation (see explanation below)
- Out of school suspension (see explanation below)
- Other disciplinary techniques deemed appropriate by the principal.

### **Class B**

- Habitual disregard for school rules
- Unauthorized possession of school keys
- Entering into or gaining access to school property, records, or computers without authorization by school officials
- Leaving campus or the building without permission
- Stealing
- Behavior or speech with the intent to deceive another
- Cheating or plagiarism (see definition of plagiarism)
- Possession or use of any tobacco product
- Gambling
- Vandalism or destruction of property
- Unauthorized use of school property, including computer hacking
- Actions or attitudes such as insubordination or defiance that are spiritually detrimental to the school
- Disrespectful behavior towards other students, faculty, or administrators including:
  - Rudeness or profanity
  - Verbal or physical abuse of others (such as threatening words or gestures, racial slurs, fighting, slander, libel)
  - Verbal sexual harassment or inappropriate touching or gestures of a sexual nature
  - Joining or soliciting membership in a group that propagates disrespectful behavior towards others

### **Consequences of Class B violations may consist of any or all of the following:**

- Any of the consequences listed under Class C violations
- Expulsion
- Referral to law enforcement agencies, if appropriate
- Required counseling
- Other disciplinary actions deemed appropriate by the principal and superintendent

### **Class A**

- Arson or attempted arson

- Use, possession, or being under the influence of alcohol or illicit drugs whether occurring on or off campus
- Possession of firearms, knives, fireworks, explosives, paintball guns, aerosol sprays, facsimile of a weapon, or any other kind of object that shoots a projectile of any kind without the expressed permission from the administration
- Possession or distribution of pornographic material
- Use of the computer to view, distribute, or disseminate pornographic material whether on or off campus
- Vandalism or criminal mischief
- Any illegal activities while enrolled at MVCS
- Pregnancy or causing a pregnancy with either a student or a non student
- Having an abortion or being responsible for an abortion
- Any immoral conduct
- A serious violation of MVCS's sexual harassment policy
- Any action by a student or by a student's parent/guardian that endangers others
- Any action by a student or by a student's parent/guardian which seriously interferes with MVCS's ability to accomplish its educational or spiritual purpose
- Class B offenses not corrected by Class B consequences

**Consequences of Class A violations may consist of any or all of the following:**

- Any of the consequences listed under Class B violations
- Expulsion is likely
- Other disciplinary actions deemed appropriate by the principal and superintendent

## **DEFINITIONS**

### **Lunch Detention**

- Detention is served during the lunch hour in the room of the teacher on duty.
- Infractions occurring in the morning will result in detention being served that day. Infractions occurring in the afternoon will result in detention being served the following school day.
- No talking is allowed.
- Missed or tardy to detention results in serving an additional detention as well as the detention missed.
- Detention may be deferred to a later date *if request is submitted and approved in advance through the secondary lead teacher.*
- Please be advised about our policy on accumulated detentions:
  1. A student is allowed up to six (6) detentions before being suspended.
  2. This suspension involves serving one day of in-house suspension.
  3. The parents will be notified on the 3<sup>rd</sup> and 5<sup>th</sup> detentions.
  4. Students who have served six detentions will be required to appear before the Honor Council.

### **Disciplinary Warning and Probation**

Disciplinary Warning is usually the intermediate step before Disciplinary Probation. Warning status does not result in the loss of eligibility.

A student placed on disciplinary probation is in imminent danger of losing the right to remain at MVCS. Moreover, a student's behavior that is so unsatisfactory as to cause him to be placed on probation will forfeit any class office or other official position held in any school-related organization. A student placed on probation will neither represent the school in any contest or public program nor be eligible to receive any honors or be granted any privileges. When a student is placed on probation, the parents will be notified immediately.

### **Expulsion**

If documented attempts to correct a student's misbehavior have failed, or if the offense is serious enough as to warrant the school's most drastic sanction, then the lead teacher may recommend to the superintendent that a student be expelled. Depending upon the circumstances, a student may be eligible for re-enrollment in MVCS one year after the expulsion.

**Withdrawal – see General Information-Early Withdrawal**

### **In-House Suspension**

In-house suspension is a form of discipline requiring students to report to a designated, supervised area apart from regular classes and activities during an entire school day. Students are responsible to check with each teacher about work missed. Students will be required to work quietly on school assignments, which may include the taking of tests. Students who are assigned in-house suspension may not participate in extracurricular or co-curricular activities on the day assigned to the program.

### **Out-of-School Suspension**

Out-of-school suspensions will be for no more than three school days. Suspensions from school are considered unexcused absences and automatically invoke disciplinary status.

### **After-School Detention**

After-school detention will meet in the principal's office from 3:15-4:15. Parents will be contacted by the school to schedule the detention. Students must serve their detention within three days of the infraction. Students may be assigned a work detail or asked to complete a homework assignment during detention. Failure to attend the detention will result in an additional after-school detention or Saturday detention. Work or extra-curricular activities are not an excuse for missing or not serving a detention.

### **Saturday Detention**

Saturday detention will meet from 8:30-10:30 on Saturday in the gym. Parents will be contacted by the school to schedule the detention. Students may be assigned a work detail or asked to complete a homework assignment during detention. Failure to attend the detention will result in an additional Saturday detention or suspension. Work or extra-curricular activities are not an excuse for missing or not serving a detention.

### **Plagiarism/Cheating**

Plagiarism is the act of passing off another's work as your own. In other words, plagiarism occurs when a student uses someone else's ideas without giving due credit.

Plagiarism includes:

- Copying or receiving answers from other students
- Sharing or giving answers to other students

- Not citing references when facts or ideas are used in written work
- Using passages word for word in a paper without acknowledging the source

The first incident of plagiarism or cheating will normally be addressed by the classroom teacher and the department head. The student will receive a zero on the assignment, a detention, and a report of the incident will be placed in his file.

Any subsequent incidents will normally result in the student appearing before the Honor Council. Habitual plagiarism or cheating will result in expulsion.

### **Pornography**

Students are not allowed to bring pornographic material, hard or soft, onto campus. This kind of material in any medium, disc or internet, is not to be accessed, via internet, stored, or brought on campus. Violating this rule may result in expulsion from school.

### **Sexual Misconduct**

Mingo Valley Christian School is a ministry to students in kindergarten through twelfth grade who are no older than 18 years old. All of our students are minors and are responsible to their parents and/or legal guardians. Students are not allowed to participate in sexual misconduct during school or at school events, on or off campus.

The position of the school is tied directly to Scripture in that any sort/form of sexual conduct is reserved for married adults. Any form of sexually related contact between children, either direct or indirect, is prohibited and is grounds for dismissal. Acts of sexual misconduct will be determined so by the superintendent and/or the school board.

### **Other Policies**

- Parents will be notified of all Class A and B offenses by telephone and/or in writing. At times a conference with the parents and student may be required.
- Students involved in disciplinary action may request a hearing before the Honor Council regarding Class B and C offenses. Hearings may be granted at the discretion of the administration.
- Any items which would detract from the spiritual and academic mission of the school or which have the potential for significant disruption or distraction are forbidden on campus including fireworks, matches, lighters, inappropriate reading material, music, movies, etc.
- Inappropriate displays of affection, including embracing, kissing, and lap sitting, are prohibited on campus or at MVCS events.
- Mingo Valley Christian School reserves to itself the ownership of all lockers. Students have permission to use lockers but under no circumstance does MVCS relinquish ownership of lockers. Consequently, MVCS reserves the right to search lockers.
- MVCS reserves the right to search a student or his property including vehicles driven to school or to school-sponsored activities if there is reasonable suspicion to believe a student has in his possession forbidden items such as weapons, alcohol, illicit drugs, frequently abused medications, pornography, tobacco products, or stolen property.

### **UNIFORM DRESS CODE – STUDENT DRESS**

Mingo Valley Christian School requires students to wear uniforms for the following reasons:

- Clothing is often a reflection of values and economic means. Our intention is that our students reflect the values of MVCS as a Christian school, not the values promoted by our society that find expression in fashions and fads.

- Appearance affects the behavior of students. Clothing that is distracting can negatively impact performance in the classroom. Uniforms, by their nature, instill discipline that ultimately manifests itself in a person's character and his or her work.
- Uniforms set the tone for the community of students. It is our desire that the secondary school community at MVCS is one that advances the concepts of self-control, diligence, and serious academic achievement. We believe that a student body in uniform helps create that kind of atmosphere.

## **DRESS CODE VIOLATIONS**

- Students will be held responsible for complying with the dress code of MVCS.
- Uniform items that are too small, too large, defaced, or torn (including removal of waistbands and belt loops), are not in compliance with the MVCS dress code and **must be replaced**.
- Illegal dress items are subject to confiscation.
- Students in violation of school dress policies are subject to being sent home. A student who is sent home will be readmitted when he or she returns to school in compliance with the dress code.
- Final decisions regarding discipline and compliance with the dress code are the responsibility of the lead teacher and the superintendent.
- Repeated disregard for the dress code may result in a hearing before the Honor Council or other disciplinary procedures.

## **UNIFORM DRESS CODE – See Handbook under General Information**

## **HELPING STUDENTS HANDLE SCHOOL CONCERNS**

The following is the standard procedures for handling student concerns:

- The student must first approach the teacher regarding the concern. Going to the teacher first is crucial for the students to learn how to handle their problems in scriptural and mature ways.
- If a student believes that the issue has not been resolved, then the student and his/her parent may approach the teacher in question.
- If the issue is still unresolved, the parties should meet with the department head.
- If the issue is unresolved after meeting with the department head, either the student or parent may make an appointment with the lead teacher. The lead teacher will meet with the parent, student, and teacher to resolve the matter.
- The final course of appeal may be made to the superintendent who will have the responsibility of making a final decision. Parents who take concerns to the board will always be referred back to the superintendent since the board makes policy decisions, not academic or operational decisions.
- As a Christian school, we are committed to handling concerns, complaints, and conflicts in a Biblical way by using the Matthew 18 principle. Matthew 18:15 says, "If a brother sins against you, go to him privately and confront him with his fault." By following this verse, we teach our young people how to scripturally resolve conflicts as well as how to solve problems with integrity.

## **EXTRA CURRICULAR ACTIVITIES FOR SECONDARY**

*All extra-curricular activities are subject to eligibility requirements found in the General Information section of this handbook.*

### **CHAPEL LEADERSHIP TEAM**

Students have an opportunity to serve on the Chapel Leadership Team throughout the school year. These students, along with a faculty member, meet to develop themes for the chapel services, come up with music and speakers, and minister to the student body.

### **FALL BANQUET**

In the latter part of the fall semester, the senior class organizes a banquet for all secondary students to attend. The entire evening is filled with food and fun activities that correlate with the creative theme decided upon by the senior class. Students come dressed to match the theme of the banquet and prizes are given away for the most creative costumes.

### **FALL RETREAT**

In the early part of the fall semester, each high school student is encouraged to attend the annual Fall Retreat. The entire retreat is organized by Student Council members for the purpose of building school unity and to promote a greater passion for Christ in the hearts of the students. The 2-3 day retreat is normally held at New Life Ranch and costs approximately \$75-\$80 per student. Partial scholarships are available upon request.

### **JUNIOR/SENIOR BANQUET**

Juniors honor the senior class with a banquet in the spring. The junior class sponsors fundraisers to pay for the banquet. Juniors and seniors may invite a guest (high school students only, not the same sex.) Ladies' Attire: evening gowns or Sunday best dresses. Gentlemen's attire: nice suits or tuxedos. *MVCS reserves the right to send students or guests home if regulations are not met.*

#### **Rules for modesty:** (including the dates of the gentlemen)

- No low-cut bodices or bare backs. Bodices must be at armpit level with at least a one-inch strap to secure on shoulders or neck.
- Dresses must be at least knee length.
- Splits in skirts must not be higher than knee.
- Dresses must not be too tight

*All dresses must be brought into the school on a set date prior to the date of the banquet for approval by MVCS administration—no exceptions will be made. MVCS reserves the right to refuse any dress that is deemed inappropriate by MVCS standards.*

### **TGIF: THANK GOODNESS IT'S FOREIGN**

Mingo Valley Christian School's foreign language club, open to all 9<sup>th</sup>-12<sup>th</sup> graders (whether or not they are enrolled in a foreign language class), has as its mission: "Reaching Other Nations with the Gospel of Christ" based on 2 Corinthians 5:20. TGIF supports two children from Compassion International (one from Haiti and one from Mexico); helps sponsor Missions Month; raises support

for *The Families of Martyrs* ministry; supports the Samaritan's Purse ministry of *Operation Christmas Child*; raises money to send Bibles to the Middle East; prays for the Persecuted Church; and encourages participation in and prays for Mingo student missionaries and ministry workers.

### **KEY CLUB**

Open to 9<sup>th</sup>-12<sup>th</sup> graders, Key Club is a community service club sponsored by the Kiwanis of Tulsa. Students elect officers and participate in community projects. Key Club members meet twice each month.

### **NATIONAL HONOR SOCIETY**

Academically eligible students in grades 10-12 participate in this honorable student organization after approval and nomination has been accepted by a Faculty Council. This organization is sponsored by the National Association of Secondary School Principals and contributes in postsecondary scholarship form to the students' educational experience at MVCS. Students are responsible for making application for NHS by the deadline given (usually in the spring of the current year for eligibility in the fall of the subsequent year).

### **NATIONAL JUNIOR HONOR SOCIETY**

Academically eligible students in grades 7-9 participate in this honorable student organization after approval and nomination has been accepted by a Faculty Council. This organization is sponsored by the National Association of Secondary School Principals and contributes to the students' educational experience at MVCS. Students are responsible for making application for NJHS by the deadline given (usually in the spring of the current year for eligibility in the fall of the subsequent year).

### **NEHEMIAH PROJECT**

7<sup>th</sup>-12<sup>th</sup> grade students participate in the Nehemiah Project focusing on Service, Worldview, Ethics/Etiquette, and Discovering Purpose.

### **SENIOR CLASS ACTIVITIES**

MVCS seniors raise funds and plan an annual senior trip to Horn Creek Camp and Denver, CO. A *physical is required* for the Horn Creek trip by Colorado law. The seniors also enjoy the privilege of being honored guests at the annual Junior/Senior Banquet, which is a formal event. Senior Class Chapel in May is led by the seniors and recognizes awards won during the academic year.

### **SPORTS**

Mingo Valley Christian School offers a fine program of interscholastic athletic competition in varsity soccer, volleyball, basketball, cheerleading, golf and track for girls, and varsity soccer, basketball, golf and track for boys. The boys' basketball program includes junior high, junior varsity and varsity levels. Girls' basketball is available at junior high and varsity level for girls in grades 7-12. Girls' volleyball includes both junior high and high school teams. Golf teams participate on area golf courses.

*All secondary students participating in MVCS sports programs must have a doctor's approval form (sports physical) on file with the Athletic Department Office before the season begins in order to play on a Mingo Valley team.*

## **THEATER PRODUCTION**

An annual fall theatre production is held in the gym. The set is built on site, and dessert is served during intermission. Each spring the students put on a theatrical production either held in the gym or at another school auditorium. All secondary students are eligible for auditions, as well as elementary students as needed. Practices are held after school from 3:30-6:00 p.m. on Monday, Tuesday, Thursday and Friday. Students not interested in acting may apply to help with set building, backstage management, lighting, sound, and make-up. A *\$25 fee per production* is assessed to help pay for costuming, make-up needs, and cast/crew food.

## **FEES**

Fees may be charged during the school year for the following:

- College Entrance Exams
- Theater Participation
- Graduation Fee
- Damage to Lockers/Computers
- Fall Banquet
- Fall Retreat
- Field Trip Tickets/Meals
- Order-in Lunches
- Lost or Damaged Textbooks or Library Books
- Novels for Literature Class
- Oklahoma Day
- School Photos
- Science Lab Projects
- Sports Participation

## **GUIDANCE**

### **GUIDANCE OFFICE**

The Guidance Office is open and available to students and parents at specific times during the week. If a student wishes to speak with a counselor, he/she must make an appointment. Prior written permission is necessary from a teacher, counselor, or administrator before a student will be allowed to use class time for this visit. Students who miss class without prior written permission will be considered truant and dealt with accordingly. If a parent wishes to visit with the counselor, he/she must make an appointment for this visit.

### **ACHIEVEMENT/ABILITY TESTING** (See **STANDARDIZED TEST** Section for Test Definitions)

Stanford Achievement tests are given in the spring to all students in 7<sup>th</sup>-11<sup>th</sup> grades. The Otis Lennon School Ability Tests is also administered to 7<sup>th</sup> and 10<sup>th</sup> graders at that time. Other tests:

**EXPLORE** –8<sup>th</sup> grade – A pre-PLAN test.

**PLAN** – All 10<sup>th</sup> grade students take the American College Test’s preliminary test which is supplemented with an interest inventory and a study skills test.

**PSAT** – All 10<sup>th</sup> and 11<sup>th</sup> graders are asked to take the Preliminary Scholastic Aptitude Test

**ACT** – All 11<sup>th</sup> & 12<sup>th</sup> grade students are expected to take the American College Test. It is suggested the ACT be taken once as a junior and once as a senior.

**SAT** – The Scholastic Aptitude Test may be taken by any high school student at a local high school.

**ASVAB** – Armed Services Vocational Aptitude Battery (a career exploration program) is for juniors and/or seniors.

## **CLASS SCHEDULING**

Schedules are developed for the student, his/her parents (or legal guardians), and the MVCS counselor before the start of the new semester. All students 7<sup>th</sup>-12<sup>th</sup> grades must be enrolled in **seven courses** at MVCS to be considered full-time students. (Optional academic track students will enroll in no less than the number listed for that specific track per semester each year at MVCS.) Although MVCS offers individual courses to part-time students, these students are not eligible for graduation and commencement at MVCS as long as they remain part-time.

### **Class Change/Withdrawal Procedure**

Students desiring to change or withdraw from a course should submit a *Class Change/Withdrawal Form* to the counselor. Such forms may be obtained from the Guidance Office. Schedule changes deemed necessary may be made within **three days** of the beginning of the semester without penalty. Schedule changes made after the third day of the semester and prior to the completion of the third week of the semester will carry the designation of “WD” (withdrawn). The WD will not be used in the calculation of the GPA, but the WD will appear on the permanent record.

**Schedule changes will only be made if deemed necessary after review by the administration or guidance office and approved by the student and his/her parents or legal guardians.** Credit may not be granted for a course if enrollment in that course occurs after completion of the third week of the semester without special permission granted by the counselor or the superintendent.

If a student drops a class with a failing grade after the completion of the third week of the semester, a “W/F” (withdrawn while failing) must be recorded for the dropped class. The W/F will be translated as a zero when calculating the GPA and the W/F will appear on the permanent record.

## **COURSE DESCRIPTION**

A Course Description Guide is available for all classes offered during the 2009-2010 school year for grades 7-12 in the Registrar Office.

### **Full-Time Students**

Every student at Mingo Valley Christian School will be enrolled in seven courses per semester to be considered a full-time student. In such exceptions as stated with the Optional Academic Tracks, policy will be followed before full-time status is granted. A student wishing to appeal for full-time status without following the previously mentioned guidelines must submit a written proposal of education for review to the superintendent and counselor. MVCS reserves the right to refuse full-time status to any student not following the guidelines for a full-time student. Only full-time students are eligible for a diploma and to participate in commencement. Additional fees may result from participation in Optional Academic Tracks.

### **Part-Time Students**

Students wishing to take individual courses at MVCS will be considered part-time and will be charged accordingly. Part-time students are not eligible to participate in commencement or receive a diploma from MVCS. Extra-curricular activities and sports may be affected by part-time status,

so each case will be reviewed by the appropriate departments. Additional fees may result from participation in these activities and each department will charge a specific fee to be paid upon acceptance into the activity.

Openings for part-time students in each class are determined based upon the number of full-time students enrolled in the class. **Full time students take priority over part-time students in the classroom schedule.**

## GRADUATION REQUIREMENTS

MVCS graduation requirements exceed the requirements set by the state of Oklahoma. Only full-time students (see Enrollment Policy section) who meet the MVCS Standards for High School Graduation (which includes college prep degree courses) or minimum state requirements and graduate with at least 26 credits will be permitted to graduate and participate in commencement.

### Mingo Valley Christian School Standards for High School Graduation

Units Needed		2009-2010	
4	Bible	4	Old Testament Survey, Church History, Systematic Theology, and Worldviews
4	Lang. Arts	1	Grammar & Composition
		3	American Lit, British Lit, H American Lit, H British Lit, or Adv. English
4	Mathematics	3	Algebra I, II and Adv/Algebra/Trig
		1	Pre-Calculus, Calculus, College Algebra, Economic Analysis
4	Science	3	Physical Science, Biology, Chemistry
		1	Anatomy or Physics
3	Social Studies	1/2	US Government
		1/2	Oklahoma History
		1	US History
		1	World History
2	Foreign Lang.	2	Spanish I, II or French I, II
1	Fine Arts	1	Choral Ensemble, Instrumental Ensemble, Art, Theater Arts, Theater Productions
1	Computer	1	Computer Applications I & II or Comp. Concepts & Applications I & II
3	Electives	1	
26	<b>Total</b>		

## ADDITIONAL GRADUATION REQUIREMENTS & RECOMMENDATIONS

### Attendance Requirement

Beyond the requirements of credits, all students must attend eight semesters of high school at Mingo Valley Christian School (unless Optional Academic Track has been approved). MVCS reserves the right to refuse a diploma to any student exceeding the absences allowed per semester. In such cases the student may appeal when the class has been taken again, and the proper paperwork has been submitted and approved by the superintendent and the guidance office.

### Test Requirement

Seniors are required to take the ACT (or SAT) college entrance test prior to graduation. In approved cases, ASVAB (Armed Services Vocational Aptitude Battery) or other comparable career assessment tests may be substituted.

## College Preparation

Students following the MVCS graduation requirements are able to meet entrance requirements for most colleges. Students needing a physical education course may participate in the varied athletic program at MVCS (more information on these courses may be found in the Course Descriptions booklet). Students are encouraged to evaluate their career interests or college majors when designing their four-year experience at MVCS.

## Honor Rolls

Principal Honor Roll	3.75 - 4.0+
Academic Honor Roll	3.50 - 3.74

## Summa cum Laude (Graduating with Honors)

Students may be eligible to graduate with honors after maintaining a GPA of 3.75 (on a 4.0 scale) or higher for all eight high school semesters. MVCS offers a variety of 5.0 classes for those students desiring to take the most challenging class work load available and maintain a high level of excellence. 5.0 classes include, but are not limited to:

Adv. English 11	Chemistry
Adv. English 12	Anatomy/Physiology
Bible 12	Foreign Language III
Physics	Calculus
TCC Computer Concepts	Transfer AP Courses
Concurrent College Enrollment	

## Valedictorian

The valedictorian will be the senior with the highest scholastic rank, which is determined by the student's cumulative GPA at the end of seven high school semesters plus six weeks of the eighth semester and including MVCS approved high school credits received in eighth grade. To be eligible for valedictorian the student must have been a full-time student at MVCS his/her junior and senior year in high school. For transfer students entering their junior year at MVCS, only those transfer credits from the previous four semesters will be weighted and considered eligible for this award if those classes are offered at MVCS.

## Salutatorian

The salutatorian will be the senior ranking second highest in the graduating class. The same eligibility standards for valedictorian will be used in selecting the salutatorian.

*\*Since some classes are weighted, it is suggested that students competing for these awards take the most challenging class load available.*

## OPTIONAL ACADEMIC TRACKS

MVCS is a college preparatory school, and the requirements for graduation reflect this approach. MVCS offers optional academic tracks for the following:

- Students transferring credits from an approved institution
- Students attending Tulsa Technology Center (Vo-Tech)
- Students participating in Concurrent College Enrollment/College Study Hall

Students desiring to apply for any of these options must qualify by fulfilling the minimum of the Oklahoma state requirements before graduation, and follow all other guidelines as stated in the following paragraphs for each category. In addition to the MVCS tuition rate and fees, students participating in Optional Academic Tracks may be subject to additional fees related to their desired track. Optional Academic Track application forms should be read carefully. Students applying for these options will only be accepted after approval has been granted by the superintendent and the guidance department.

<b>Units Needed</b>		<b>OK State Graduation Requirements (College Preparatory)</b>	
<b>4</b>	Lang. Arts	<b>1</b>	Grammar & Composition
		<b>3</b>	American Lit, British Lit, or Advanced English courses
<b>3</b>	Mathematics	<b>1</b>	Algebra I
		<b>3</b>	Algebra II, Geometry, Trigonometry, Pre-Calculus, Calculus, Math Analysis, Statistics, or Intermediate Algebra
<b>3</b>	Science	<b>2</b>	Biology
		<b>1</b>	Chemistry, Physics, Physiology, Physical Science, Earth Science or other approved Science courses
<b>3</b>	Social Studies	<b>½ - 1</b>	US Government
		<b>1/2</b>	Oklahoma History
		<b>1</b>	US History (required)
		<b>½ - 1</b>	World History, Economics, or other approved Social Studies courses
<b>1</b>	Fine Arts	<b>1</b>	Visual Art, General Music, Theater Arts
		<b>or</b>	
<b>1</b>	Speech	<b>1</b>	Speech
<b>2</b>	Foreign Lang.	<b>2</b>	Spanish I, II or French I, II
<b>or</b>			
<b>2</b>	Computer	<b>2</b>	Computer Applications I, II or Computer Concepts & Applications I, II
<b>7</b>	Electives		
<b>23</b>	<b>Total</b>		

### Transfer Students

See **GRANTING CREDIT** for specific guidelines which must be followed before application can be approved.

### Vo-Tech

Vocational technical training is provided in the Tulsa area by Tulsa Technology Center. MVCS does recognize this as an optional educational opportunity for students. Those students wishing to take advantage of this opportunity must apply with MVCS before the first day of their freshmen year in high school. Acceptance is conditional until the end of the sophomore year, when the student must then apply to TTC to ascertain admission. Students accepted into the program by MVCS will strictly follow a specific educational track in 9<sup>th</sup>-12<sup>th</sup> grades. Vo-Tech students are considered full-time students when they enroll in three courses at MVCS and three hours at TTC. MVCS courses required for graduation may not be available to Vo-Tech students; therefore, some students may need to participate in supplemental classes (i.e. Online Academics) from Tulsa Technology Center to fulfill requirements. **The student and his/her parents will be required to fulfill any deficiencies if the student should choose not to attend Vo-Tech after being accepted into the program.**

### **Concurrent College Enrollment/Concurrent College Enrollment with MVCS Instructor**

MVCS students must meet with a counselor to discuss any graduation requirement deficiencies and apply for approval for concurrent college enrollment by the end of their sophomore or junior year.

- To qualify, students must have a 3.0 GPA, a 19 ACT, no deficiencies in credits, “C” or above in any 5 point courses, or a “B” or above in any regular course.
- **Students may not take any courses offered currently by MVCS.**
- Students will be considered full-time when they are enrolled in a minimum of four classes at MVCS and two classes at the college institution. Only concurrent college enrollment classes taken at while enrolled at MVCS will be included on the high school transcript.

A high school student admitted under the concurrent enrollment program during the fall or spring semester may enroll in a combined number of high school and college courses per semester NOT to exceed a full-time college workload of 19 semester-credit-hours.

- For purposes of calculating student enrollment, one high school semester credit course shall be equivalent to three semester-credit hours of college work.
- Credit is granted as follows: college credit equaling 3 units; is equivalent to MVCS credit of ½ unit, on a 5 point GPA scale.

These standards are set forth by the State Regents of Oklahoma guidelines for concurrent enrollment.

Concurrent enrollment with a MVCS instructor is a program offered in conjunction with colleges where MVCS faculty teaches students a college course for college credit. Students must take additional testing to receive college credit for courses taken, and the same guidelines as concurrent enrollment are followed. MVCS offers a study hall to offset the hours restricted by the State Regents of Oklahoma for concurrent enrollment students.

### **STANDARDIZED TESTING**

Students will be given achievement tests during the spring of the school year. The tests measure achievement in the areas of vocabulary, reading comprehension, phonics, math, spelling, language, social science, and listening comprehension. Each year the students of MVCS score on the average a year above the national norm. Parents are given their children’s test results with the last report card of the year.

### **ACT**

The ACT is America’s most widely accepted college entrance exam. The test covers four content areas with math scoring only one fourth of the composite grade. Colleges and universities throughout Oklahoma and surrounding states generally accept the ACT for college entrance.

### **SAT**

It is advised to take a minimum of two SAT tests. Almost all colleges will take a “best combination” of score (your highest verbal and highest math). The SAT tests generally are recommended if planning to attend an institution on either coast.

*\*Some students (even high achieving math students) perform better on the ACT; therefore, it is recommended to take both the ACT and SAT in the spring of the junior year and use the exam that represents you best.*

### **PLAN**

The PLAN is the preliminary test for the ACT. While this score is not part of a scholarship competition, it offers valuable knowledge in planning for the SAT and ACT exams. It also examines interests and skills for 10<sup>th</sup> graders.

## **PSAT**

The PSAT is given each year at Mingo Valley Christian School. This is one of the most important standardized tests that the student takes. The PSAT is the official test for qualifying for the **National Merit Scholarship** program. While this score is not officially part of the college admission process, unless a student is a National Merit Scholar, many colleges subscribe to PSAT lists by group scores.

## **EXPLORE**

The EXPLORE test is a curriculum-based assessment program developed by ACT. This test helps eighth graders to develop a high school course plan. The EXPLORE test prepares a student to achieve their high school goals. It also identifies strengths and explores the world of work.

## **ASVAB (Armed Services Vocational Attribute Battery Test)**

This standardized test is given by the military to juniors attending Mingo Valley Christian School. This test gives our young people an idea of the vocation they most qualify to pursue for a career.

## **INSPECTIONS**

School personnel may open and search school lockers, desks, and other school property *at any time* and *without any cause*. Students have no reasonable expectation of privacy rights in the contents of school lockers, desks, and other school property. Inspections may include the school parking lot area.

## **LOCKERS**

Each student in 7<sup>th</sup>-12<sup>th</sup> grades is assigned a locker. Students may bring a shelf to fit in the locker. **Use of a combination lock is required and must be provided by the student. The combination will be on the Student Code of Conduct form that is turned in to the office during the first week of school.** Lockers should be kept neat and clean and free from outside decoration. No books, bags or personal belongs may be left outside of the lockers.

Lockers are the property of Mingo Valley Christian School. MVCS reserves the right to inspect lockers at any time, and to remove any objectionable material. Students may not switch lockers with another student. Lockers should not be shared by students. Scheduled locker clean-up times will be before Christmas break, Spring break, and at the end of the school year.

## **LUNCHES/CLOSED CAMPUS POLICY**

Students may bring a lunch and store it in their lockers. No refrigeration is available for student lunches. Microwaves may be used by secondary students only during lunchtime for warm-ups. Students may purchase lunch tickets. (*See Lunch Tickets under General Information*)

***Mingo Valley Christian School has a CLOSED CAMPUS policy – this means that students may not go off campus for lunch. Parental permission DOES NOT authorize an off campus lunch dismissal. Students may go off campus to lunch with the student’s parent only.***

## **STUDENT DRIVERS**

Students who drive to school are required to fill out and sign an “Application for Student Driver Status” form. This form states, “My son/daughter has my permission to drive to and from Mingo Valley Christian School,” which the parents must sign. The student must also sign the form saying,

*“I agree that I am not to transport another student without the written permission of both our parents.”*

All student drivers will park in the designated student parking areas on the southeast section of the parking lot along the fence. (*See inside front pocket*)

Drivers **may not** leave campus during the day without a parent’s written permission and office notification. Students may not go to the parking lot during school hours. A student driving on school property in an unsafe manner may lose his/her privilege of driving on campus.

## **TOBACCO/DRUGS/ALCOHOL/MOOD-ALTERING SUBSTANCES\*/PRESCRIPTION AND OTC DRUGS\*\***

The use of tobacco, alcohol, and mood-altering substances while on campus (parking lot included), at after-school activities, or at any school-related function is prohibited. The possession of the aforementioned substances and any related paraphernalia, whether for personal use or other, is prohibited.

The school reserves the right to consider it a school policy violation to use or possess the aforementioned items away from school as well. The student should strive for Christ-likeness at and away from school for a proper Christian witness.

Prescription drugs must be taken to the First Aid Office along with a written note from the parent/guardian giving permission for medicine to be given at the school (including inhalers). The note must contain the following information:

- Purpose of Medication
- Time of Daily Administration
- Number of Days Medication will be Taken by Student
- Any Special Circumstances or Side Effects
- Parent/Guardian Signature

\*Mood-altering substances refer to the following: paint, glue, aerosol spray, markers (such as “Sharpies”), and similar substances. These items are forbidden to be used in a manner not in accordance with their intended purposes or functions.

\*\*Prescription and OTC drugs – all prescription drugs and over-the-counter drugs must be checked in with the school nurse and administered in the First Aid Office; however, we will allow the Guidance Counselor and the Project Director to dispense Tylenol to the secondary young ladies as deemed necessary. Prescription and over-the-counter drugs must not be kept in the students’ automobiles, lockers, backpacks, or on their persons for any reason.

### **Procedure:**

- **First Offense** – Suspension, the length and type of which will be determined by the Superintendent. A drug test will be required at the expense of and provided for by the parent/guardian and re-admittance back into MVCS will be determined by the Superintendent regardless of whether the drug test comes back positive or negative. Expulsion is a possible consequence for a first offense.
- **Expulsion**

## WIRELESS COMMUNICATION DEVICES

Wireless communication devices\* are not allowed in classes and/or hallways.

\*Wireless communication devices include, but are not limited to, the following: Mobile/cell/wireless telephones, one- or two-way pagers, Blackberry and similar such hybrid devices, or any other such device that enables any communication between two devices. Cameras on wireless communication devices **are included** in this listing.

- Students are prohibited from using the device during the school day.
- The device **must be turned off at all times** and unable to receive any communications during the school day. Included in this and **specifically prohibited** is text messaging or any type of “instant messaging.”
- The device must be stored in a locker, automobile, or other location as indicated by the superintendent and turned off.
- Misuse of the device will result in appropriate administrative disciplinary measures, including suspension.

### Procedure:

- First Offense: Verbal warning and confiscation of device. Parent/guardian must pick up the device and sign a statement indicating understanding of the Wireless Communication Device policy and the consequences for further infractions.
- Second Offense: Confiscation of the device, two hours of detention, and a fine of \$25 to be paid by the parent/guardian when they pick up the device. The \$25 fine may not be applied to the student’s school bill.
- Third/Following Offenses: Confiscation of device and suspension, the length of which is to be determined by the superintendent. The device must be picked up by the parent/guardian.

## SECONDARY DAILY SCHEDULES 2009-2010

### 7<sup>th</sup>-12<sup>th</sup> Grades “Normal Day” Schedule:

Zero Hour:	7:15
<i>Warning Bell:</i>	7:55
1 <sup>st</sup> Hour:	8:15-9:05
2 <sup>nd</sup> Hour:	9:10-10:00
3 <sup>rd</sup> Hour:	10:05-10:55
4 <sup>th</sup> Hour:	11:00-11:50
<b>Lunch:</b>	<b>11:50-12:20</b>
5 <sup>th</sup> Hour:	12:25-1:15
6 <sup>th</sup> Hour:	1:20-2:10
7 <sup>th</sup> Hour:	2:15-3:05
After School Bell	3:15

### \*Thursday Chapel Day Schedule:

Zero Hour	7:15
<i>Warning Bell:</i>	7:55
<b>Chapel</b>	<b>8:00-9:00</b>
1 <sup>st</sup> Hour:	9:05- 9:50
2 <sup>nd</sup> Hour:	9:55- 10:40

3 <sup>rd</sup> Hour:	10:45-11:30
4 <sup>th</sup> Hour:	11:35-12:15
<b>Lunch:</b>	<b>12:15-12:40</b>
5 <sup>th</sup> Hour:	12:45-1:30
6 <sup>th</sup> Hour:	1:35-2:20
7 <sup>th</sup> Hour:	2:25-3:05
After School Bell	3:15

## **RECOMMENDED READING AND TAPES FOR PARENTS**

### **BOOKS:**

<b>Abraham, Willard</b>	<i>Living with Preschoolers, O'Sullivan Woodside</i>
<b>Adams, Jay</b>	<i>Christian Living in the Home, Presbyterian and Reformed</i>
<b>Barrett, Ethel</b>	<i>Rules, Who Needs Them? Regal</i>
<b>Birkey, Verna</b>	<i>A Mother's Problem Solver</i> <i>Building Happy Memories and Family Traditions</i>
<b>Crabb, Laurence</b>	<i>The Marriage Builder, Zondervan</i>
<b>Campbell, Ross</b>	<i>How to Really Love Your Child, Victor</i> <i>How to Really Love Your Teenager, Victor</i>
<b>Dobson, Dr. James</b>	<i>Dare to Discipline, Tyndale</i> <i>Hide and Seek, Tyndale</i> <i>The Strong Willed Child, Tyndale</i>
<b>Drakeford, John</b>	<i>Marriage: How to Keep a Good Thing Growing, Impact</i>
<b>Duvall, Evelyn</b>	<i>Faith in Families, Abingdon</i>
<b>Ezzo, Gary and Anne Marie</b>	<i>Growing Kids God's Way, Growing Families</i> <b>International Press</b>
<b>Fennewa, Jack</b>	<i>Nurturing Children in the Lord, Presbyterian and Reformed</i>
<b>Fugate, J. Richard</b>	<i>Child Training, Aletheia</i>
<b>Gangel, Kenneth</b>	<i>The Family First, His</i>
<b>Graham, Mrs. Billy</b>	<i>The Family That Makes It, Victor</i>
<b>Hindson, Dr. Ed</b>	<i>Formula for a Successful Family, Thomas Road Baptist Church, Lynchburg, VA</i>
<b>Holt, Pat and Sandy Rau</b>	<i>How Not to Raise a Cain, Victor Press</i>
<b>Honing, Alice</b>	<i>Parent Involvement in Early Childhood Education, National Assoc. for the Ed. of Children, Washington D. C.</i>

<b>Hendricks, Howard</b>	<i>Heaven Help the Home, Victor</i>
<b>Hunt, Gladys</b>	<i>Honey for a Child's Heart, Zondervan</i>
<b>Kelly, Bill</b>	<i>A Guide for Principals and Board Members on Christian School Growth, P.K. Books</i>
<b>Kienel, Paul A.</b>	<i>The Philosophy of Christian School Education, ACSI, Whittier, California</i>
<b>Kienel, Paul A.</b>	<i>American Needs Bible-Centered Families and Schools, P.K. Books</i>
	<i>Reasons for Sending Your Child to a Christian School, P.K. Books</i>
	<i>The Christian School—Why It Is Right for Your Child, P.K. Books</i>
<b>LaHaye, Tim and Beverly</b>	<i>Spirit Controlled Family Living, Revell</i>
<b>Lessin, Roy</b>	<i>Spanking, Why, When, How, Bethany Fellowship</i>
<b>MacArthur, John</b>	<i>The Family, Moody</i>
<b>McDaniel, Elisabeth with Larry Richards</b>	<i>You and Pre-Schoolers, Moody Press</i>
<b>Miller, Betty L. and L. Wilmshurst</b>	<i>Parents and Volunteers in the Classroom, R &amp; R Research Associates, Inc.</i>
<b>Narramore, Bruce</b>	<i>An Ounce of Prevention, Zondervan</i>
	<i>Help! I'm a Parent, Zondervan</i>
<b>Narramore, Clyde</b>	<i>How to Tell Your Child About Sex</i>
<b>Pedrick, Bob</b>	<i>The Confident Parent, David C. Cook</i>
<b>Petersen, J. Allen</b>	<i>Two Become One, Tyndale</i>
<b>Poure, Ken</b>	<i>Why Children Have Parents, Vision</i>
	<i>Parents: Give Your Kid a Chance, Harvest House</i>
<b>Stormer, John</b>	<i>Growing Up God's Way, Liberty Press</i>
<b>Swindoll, Chuck</b>	<i>You and Your Child, Nelson</i>
<b>Thomason, James C.</b>	<i>Common Sense About Our Family Dollars, Victor Press</i>

vigeveno, H. S.

*Divorce and the Children*, Regal Books

Ward, Ted

*Values Begin at Home*, Victor Press

Welsh, Mary McGraw

*A Good Family is Hard to Find*, Abby Press

**RECOMMENED TAPES:**

**James Dobson—One Way Library—*Kids Need Self Esteem Too*, Vision House Publishers**

**Ken Poure—Tapes on marriage, children, etc.**

**Family Life Seminars—2716 Madison Avenue, San Diego, CA 92116**

**Tapes—Howard Hendricks, Dr. Henry Brandt, Dr. Tim LaHaye**

**Ed Wheat—*Sex Problems and Sex Technique in Marriage*, from Bible Believers Cassettes, 130 North Spring, Springdale, AR 72764**

**Grace Community Church—*Family Feuding and How to End It*, Word of Grace, Grace Community Church, 13248 Roscoe Blvd., Sun Valley, CA 91352**

**Evangelical Free Church—*The Shepherd's Voice, You and Your Child*, and other tapes on the family. Fullerton, California**

**Phil Phillips —*Imagination, Gift of God or Vain Imagination, Deception of Satan*, 2 cassettes, P.O. Box 901874 Dallas, Texas 75390-1874**

**Dr. John Barnett – *Growing Families God's Way*, (CD) Order on the Web:  
[www.discoverthebook.org](http://www.discoverthebook.org)**