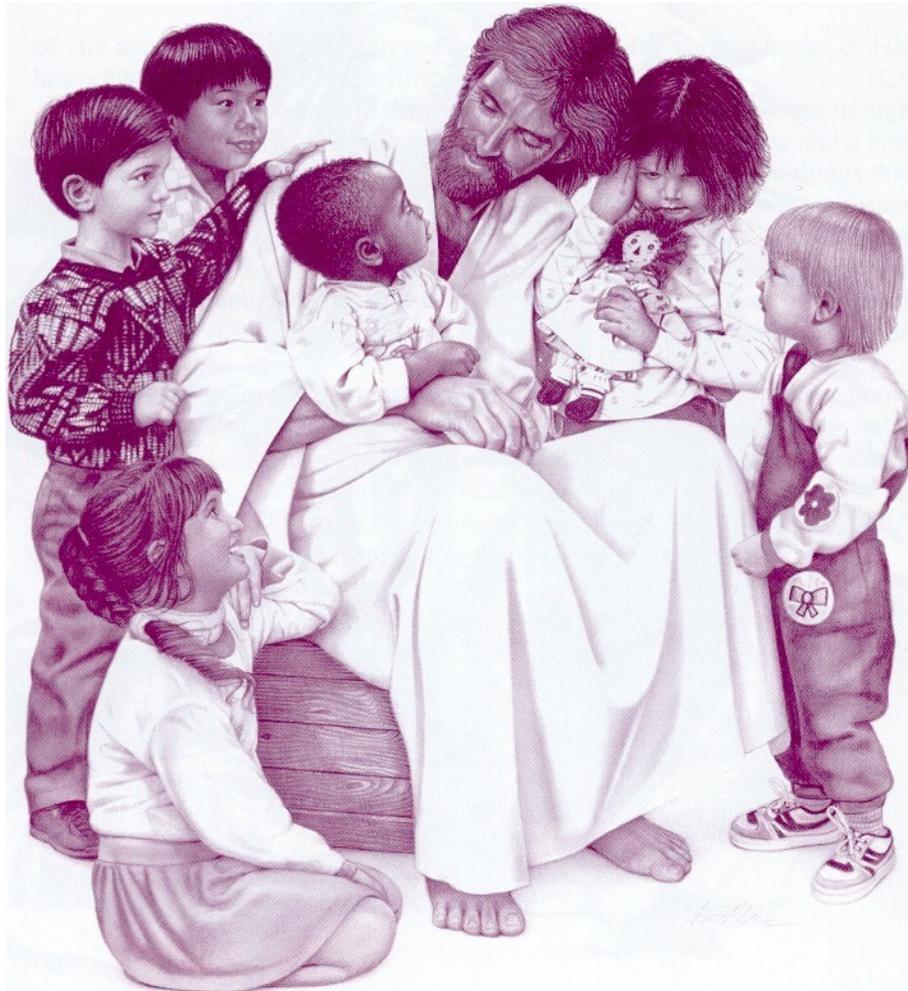


Student Handbook



*Mountain View
Christian School*

Admission...

Non-discrimination: Students are admitted to all rights, privileges, programs and activities made available at *Mountain View Christian School* without regard to race, religion, or ethnic origin.

Entering Age: Students entering first grade must be six on or before August 31st. Although each child is unique, we don't recommend starting a child in school too early. If a child's birthday is near the cut-off date, we suggest you wait a year to ensure a more positive educational experience for your child.



*Washington State law requires
all kindergarten and
first grade students submit
a copy of their birth certificate
before enrolling.*

Transfer Students: We welcome those students who earnestly desire a Christian education, however, *Mountain View Christian School* is not equipped or staffed for students with severe learning disabilities or behavioral problems.

Transferring students must have at least a “C” average in core subjects-- Math, Reading, English, Social Studies -- and good attendance records. Scores on National Standardized Tests of achievement, such as ITBS, or CAT are also required.

We may request recommendations to be mailed directly to:
Mountain View Christian School.

New and returning students admitted to *Mountain View Christian School* are enrolled in one of the following categories:

- Accepted. The school board is pleased to welcome your child ...
- Accepted with academic and/or behavioral concern. Parental involvement is required.
- Accepted with academic and/or behavioral probation. Parental involvement is required. (*Student and parental expectations to be provided by the School Board*)

At any time during the year, the principal may refer a student’s name to the School Board for a change in enrollment status.

Students with a status of “concern” or “probation” will have their performance reviewed monthly by the School Board and a written report will be provided for the parents. If the student does not make a continued, sustained improvement, he/she may be asked to leave. Decisions regarding a student’s enrollment or expulsion may be appealed to the School Board.

Medical Requirements: Documentation of the following immunizations, including the month, day and year given is required for each student. *State Immunization Forms* are available in your school packet. Washington State law requires students entering school for the first time have a physical examination by a medical doctor.

	<h3>State Requirements</h3> <p><i>Documentation for these immunizations:</i></p> <table><tr><td>DPT</td><td>4 doses – last done on or after 4th birthday</td></tr><tr><td>POLIO</td><td>3 doses of OPV or 4 doses of IPV-last dose on or after 4th birthday</td></tr><tr><td>MMR</td><td>2 doses – the first on or after 1st birthday and at least 30 days apart</td></tr><tr><td>HEPATITIS B</td><td>3 doses prior to entering school for children born after 1992.</td></tr></table>	DPT	4 doses – last done on or after 4 th birthday	POLIO	3 doses of OPV or 4 doses of IPV-last dose on or after 4 th birthday	MMR	2 doses – the first on or after 1 st birthday and at least 30 days apart	HEPATITIS B	3 doses prior to entering school for children born after 1992.
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Finances...

Tuition: *Mountain View Christian School's* income is derived from tuition and fees from parents, an operating subsidy from the Sequim Seventh-day Adventist Church and the Washington Conference of Seventh-day Adventists. See the "Tuition" flyer in your school packet for current costs and payment due schedule.

Financial Assistance: Assistance is available to students attending *Mountain View Christian School*, based on need and availability of funds. To apply, fill out the "Student Scholarship Assistance Application Form" in your school packet.

Personal Conduct...

Students are to show support in word and action for the Christian values and morals to which *Mountain View Christian School* subscribes. The following behaviors are not acceptable at our school:

- Profane, rude or vulgar language or gestures
- Displaying obscene literature or pictures
- Intentionally damaging school, student, or staff property
- Dishonesty, willful deception, cheating, or stealing
- Showing disrespect or defiance to a staff member
- Causing any disruption that hinders the learning process

Corrective Discipline: For recurring, more serious, problems requiring the involvement of parent and administration, we have a *Personal Responsibility Plan*. In the *Personal Responsibility Plan*, the student will outline what he/she did wrong, choices he/she could have made, and how he/she will handle the problem in the future. In addition to the *Personal Responsibility Plan*, other consequences may be considered and administered.

The *Personal Responsibility Plan* will be sent home to the parent, who will be asked to discuss the problem with the student, sign the sheet, and return it to school the following day for **re-admission to class**. The choices outlined by the student must be valid.

If the incident is serious, it may warrant further discussion with the parents/guardians, student, teacher and/or principal. If a student completes a *Personal Responsibility Plan* for a third offense, there is an automatic conference with the School Board regarding the student and his/her continued enrollment in *Mountain View Christian School*.

Things to leave at home:

- Radios
- Cassettes and CD players
- Laser pointers
- Playing cards
- Electronic games
- Toys
- Anything potentially dangerous
- Skateboards

Cell phones and pagers will be turned off and kept in backpacks until the student has left the campus.

Weapons Policy: A student is subject to **immediate expulsion** for bringing any dangerous - or potentially dangerous - weapon to school, school-sponsored activity or school-sponsored transportation. This includes **toy** versions of any weapons (guns, knives, etc).

In addition to expulsion, students in violation of the weapons policy will be reported to their parents and local authorities. Reporting is required by law.

As in all matters involving expulsion, the final decision rests with the School Board. All appeals should be addressed to the School Board.

Hands Off Policy: *Mountain View Christian School* wants its students to feel safe while at school. We maintain a “Hands Off” policy between and among students; fighting, kicking, and shoving are not allowed. Students are to keep their hands and feet to themselves at all times.

At Risk Behaviors: *Mountain View Christian School* is a drug-free, tobacco-free, alcohol-free zone. Students engaging in “at risk” behaviors are choosing to forfeit their enrollment at *Mountain View Christian School*. These activities do not represent a Christian lifestyle regardless of when or where they occur. What a student does outside of school will eventually have an effect on what the student does in school and who they influence.

“At risk” behaviors are defined as:

- Possessing or using tobacco in any form
- Possessing or drinking any alcoholic beverage
- Possessing or abusing an illegal drug or substance
- Engaging in inappropriate sexual activity
- Engaging in any illegal activity for which the student could be formally charged, other than minor traffic offenses

Students engaging in any of these “at risk” behaviors, at any time, will automatically be subject to serious discipline, including expulsion.

Harassment: *Mountain View Christian School* does not tolerate racial, ethnic, religious, age-related, sexual, or any other form of harassment. Slurs, jokes, verbal/physical intimidation (bullying), or excessive teasing will be dealt with as a serious matter. Students should report any infraction to their teacher or principal immediately.

Sexual harassment: Sexual harassment is defined as any unwelcome advance, request, or other conduct of a sexual nature that is offensive-- be it spoken, written, or physical. It includes offensive pictures, graffiti, jokes, and gestures. False accusations of sexual harassment are in themselves a form of sexual harassment and may have legal consequences.

Dress code: *Mountain View Christian School* has adopted a uniform dress code with options in color and style. See the “*Uniform Dress Code*” flyer in your student packet. Students who choose not to wear the school uniform will be sent home or wear a uniform provided by a teacher.

Polo shirts and sweaters have to be long enough to be tucked in and cover the midriff at all times. Underwear must not be visible with any attire. Since clothes are not changed for PE, clothing should be suitable for the classroom, as well as vigorous physical activity.

Not permitted at *Mountain View Christian School* are:

Clothes that are tight and/or revealing e.g. low-cut necklines, bare midriffs

Cosmetics that give an unnatural appearance

Wild styles or unnatural hair colors

Hats and caps in the classroom

Mountain View Christian School does not recommend jewelry. If jewelry is worn, it should be tasteful, modest, safe, and not draw undue attention to the wearer.

As a Christian school, our focus is developing inner beauty. The true adornment of a Christian should be love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control (*Galatians 5:22-23*). These are the adornments we encourage your child to display at *Mountain View Christian School*.

Attendance: *Mountain View Christian School* is bound by Washington State law to maintain attendance and punctuality records. The only state-recognized excuse is illness of the student or death in the immediate family.

Pre-arranged Absences: *Mountain View Christian School* will grant reasonable allowances for absences when requests are made in writing by a parent or guardian. *Pre-Arranged Absence Forms* are available from each teacher. When possible, medical appointments should be scheduled for after school.

Homework During Absences: See your teacher for specific guidelines.

Leaving campus: Students are not permitted to leave the school premises during school hours without *written* permission from a parent or guardian. The school does not have the authority to release the student to any individual not listed by a parent or guardian on the “*Transportation Permission Form*” included in your school packet. If a parent will be taking a child out of school early, they must provide a written note addressed to the student’s teacher.

Supervision: Students should not play on campus, or in the classrooms, unless a staff member, parent, or teacher is present. Students should not disturb locks, locked doors, or equipment without permission by their teacher or the principal. Parents are requested to supervise their children at school functions and programs, unless the students are under the supervision of a teacher.

Damage to Textbooks or Library Materials: If a textbook or library materials are lost, damaged, or destroyed by a student, the actual replacement costs will be charged to their account.

Programs: Throughout the year, students may be performing in various programs. We encourage our students to attend these programs to ensure a quality performance, as well as provide an opportunity to learn social etiquette, such as when to enter and exit, when to applaud, when to talk, and when to be silent.

Grievances...

Although we do not anticipate any problems, we ask parents to prayerfully follow the steps below should any concerns arise.

1. Talk with your child's teacher
2. Talk with the Principal
3. Talk with the School Board Chairperson
4. Talk with the School Board

255 Medsker Road
Sequim, WA 98382

Tel: 360-683-6170
Fax: 360-683-6193

e-mail: mvcsinfo@gmail.com

website: www.mountainviewchristianschool.org

Cover

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