



**2010-2011**  
**Family**  
**Handbook**

**2810 NE 259<sup>th</sup> Street**  
**Ridgefield, WA 98642**  
**360-887-4019 school office**  
**360-887-0717 fax**  
**[www.welovemvcs.com](http://www.welovemvcs.com)**





## INTRODUCTION

Dear Parents,

We are so glad to have you as part of the *Mt. View Christian School* family. Our goal is to provide an environment that is conducive for learning, while at the same time instructing children with Christian principles that will build a foundation for their lives.

This handbook provides information on policies and guidelines for our school. Each year the Mt. View School Committee makes necessary changes to the handbook. Please take time to familiarize yourself with the handbook. Also, it would be beneficial to read with your children the sections that pertain to dress code and student expectations.

We are looking forward to another great year of providing quality Christian Education.

Blessings,  
Mrs. Geer  
Principal



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## **1. BELIEF STATEMENTS**

### **STATEMENT OF FAITH**

- We believe the Bible to be the inspired: the only infallible, authoritative inerrant Word of God (II Tim. 3:16, II Peter 1:21)
- We believe there is one God, eternally existent in three persons -- Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
- We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life (Hebrews 4:15, 7:26); His miracles (John 2:11); His resurrection (John 11:25, I Cor. 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11, Rev 19:11).
- We believe in the absolute necessity of regeneration of the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:16-19, 5:24, Romans 3:23, 5:8-9, Eph. 2:8-10, Titus 3:5)
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29)
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Cor. 12:12-13, Gal. 3:26-28)
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (I Cor. 3:16, 6:16-19, Eph. 4:30). We believe that the baptism of the Holy Spirit with evidence of speaking in tongues is available to believers who seek it (Acts 2:4). We believe that gifts of the Holy Spirit are a sign of His presence with no particular gift absolute, but an openness to all of them as revealed in I Cor. 12:1-11. We believe of all these gifts the greatest gift is love (I Cor. 13:13)

### **STATEMENT OF NONDISCRIMINATION**

MVCS makes no distinction concerning an individual's race or ethnic background because we acknowledge that there can be no preferential treatment with God (Romans 2:11). We are bound to extend our ministry to all we can reach if we are to carry out our Lord's Great Commission (Matthew 28:18-20)

### **STATEMENT OF AFFILIATION**

MVCS is dedicated to the establishment, philosophy and promotion of fundamental Christian education and it neither supports nor endorses the World or National Council of Churches, or any world, national, regional, or local organizations which give Christian recognition to non-believers or advocate a multi-faith union.

### **PARENT / SCHOOL COVENANT**

The School Committee, administration and staff of Mt. View Christian School (MVCS), are honored to be a part of the educational team for your child(ren). We believe that the parents are the primary educators of their children (Deut 4:9) and it is our purpose to join you in providing a quality education that is clearly and distinctively Christian. To enable our school to function effectively and smoothly we depend upon your support and agreement to the following:

As parents:

- We understand that the primary purpose of Christian education is to prepare our children to function effectively and joyfully in the world as submitted servants of Jesus Christ. We support MVCS in its desire to seek eternal salvation for our child(ren) through their acceptance of Jesus Christ as personal Lord and Savior. We accept that MVCS is committed to a thoroughly Christ-centered and Biblically integrated curriculum. We understand that any verbalized philosophy, personal conviction, or theology which contradicts or conflicts with the Bible will not be tolerated in any school setting (II Tim 3:16, II Peter 1:21).
- We give our children our permission to be involved in all school activities, including school sponsored trips away from school and we absolve MVCS of liability to us or our child(ren) because of injury occurring at school or a school function. We understand MVCS carries liability insurance on every student covering activities on and away from campus. Information on coverage and claims procedure is immediately available to us through the school office. Permission slips for specific individual field trips will be sent home prior to said trips.
- In case of emergency, we give MVCS our permission to obtain appropriate medical care for our child(ren) unless specific previous arrangements have been made. (See emergency information sheet)
- We recognize that our participation in volunteer parent activities is essential to the success of the school. Each parent agrees to make a sincere effort to attend Parent-Teacher Conferences and/or meetings as an effective means of staying informed and communicating our ideas.
- We agree to uphold the academic goals of MVCS within the family setting, assist with completion and accountability of homework as required for our individual child(ren). We recognize the need for sustained open communication with our child(ren)'s teacher(s).
- We agree to have our child exposed to instruction in the Bible according to the MVCS Bible curriculum and MVCS Statement of Faith. The staff agrees to make specific information regarding Bible curriculum available to parents.
- We pledge not to grieve the Holy Spirit or God's people with idle words of complaint or dissension. Rather we agree to attempt to swiftly and scripturally settle grievances according to the Matthew 18 principle of discretion, mercy, and forgiveness in love. (Matthew 18, Ephesians 4:29-32)
- We understand that tuition payments are due on the first of the month, and considered past due on the 16th unless other arrangement have been made. A \$25.00 late fee may be assessed on the 16th if payment has not been made. We agree to be timely in our financial obligation to MVCS and to notify the school should any situation arise which makes this commitment difficult to uphold. Should our account become past due by two (2) payments, we agree to clear our account within ten days or withdraw our child(ren) unless a mutually agreeable arrangement is made with the administrator and/or School Committee.
- We agree that MVCS has authority to discipline our child(ren) when necessary at school. We agree to communicate to our child(ren) the need to respect school authority and comply willingly with school classroom rules.
- We understand that MVCS will not tolerate abuse of school property, disrespect to faculty / staff or profanity in any form.

- We agree to work with our child(ren), teachers and administration on minor problems as they occur, particularly on home follow-up.
- We acknowledge that correction or suspension may be deemed necessary by MVCS if other standard procedures are ineffective, and that we shall be notified in writing and/or phone call before either method is employed. If our child is unable to resolve his/her discipline problems within a reasonable time we agree to withdraw our child and pay the balance due on our account to that date within ten days.

## **2. CHRISTIAN SCHOOL PRACTICES**

### **CHAPELS**

Chapel will generally be held Wednesday morning although we occasionally have special chapels on different day. Chapel time includes pledges, worshipful singing, and the reciting of Bible verses by memory, a short presentation, and prayer. We have special presentations from MVCS classes, missionaries, local pastors, our own MVCC pastors, etc. This is a very special opportunity for our school students and staff to focus on personal spiritual growth. If a parent has a special ministry or knows of someone who does, please contact the principal.

### **PLEDGES**

The following pledges are recited on a daily basis in each classroom as students stand and face the American and Christian flags.

- **American Flag Pledge**

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

- **Christian Flag Pledge**

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.

- **Bible Pledge**

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

### **SCHOOL VERSE**

He alone is my rock and my salvation; he is my fortress, I will not be shaken. My salvation and my honor depend on God; he is my mighty rock, my refuge. (Psalm 62:6-7)

### **BIBLE VERSION**

MVCS uses the NIV (New International Version) Bible. Students in 2<sup>nd</sup> grade will receive a Bible during the month of September.

### **3. SCHOOL ROUTINES AND POLICIES**

#### **SCHOOL HOURS**

Take note below that our first bell goes at 8:15. Students arrive between 8:15 & 8:25 AM

Preschool	8:30 AM - 12:00 PM
Half Day Kindergarten	8:30 AM - 12:00 PM
Full Day Kindergarten	8:30 AM - 3:00 PM
Elementary	8:30 AM - 3:00 PM

#### **BELLS**

8:15 Bell	- students come into the classroom
8:25 Bell	- students are in their desk (elementary) and prepared to work
8:30 Bell	- class begins (anyone entering the room after this time is considered late)
3:00 Bell	- end of day for elementary students (PS & half day K are out at 12:00 Noon)
3:15 Bell	- students not picked up come inside for Extended Care

#### **PARENT SIGN-IN**

Due to the fact that the security and safety of our children is vital, we have a policy where parents who arrive at school when classes are in session must come to the school office to put on a volunteer's or visitor's sticker. In this way all of our students and staff know that this person is a legitimate part of our school.

#### **END-OF-THE-DAY STUDENT PICK UP**

It is important that you plan to arrive 5 minutes prior to the dismissal time (12:00 or 3:00 PM) so that all cars are parked before student dismissal. Preschool parents get their children from the church foyer and escort them to their cars. Elementary and all-day students will walk to their cars. Parents of kindergarten students can pick-up students under the covered area. For safety reasons, drivers are not to leave the parking area until a staff person gives the signal. If a student's ride has not arrived, he/she must wait in the covered porch area. At 3:15 PM any remaining students are escorted to our Extended Care room. Any parents who would like to enter the school should park in the gravel parking lot.

#### **SCHOOL TIME STUDENT PICK UP**

At various times during the school year it may be necessary for students to meet certain appointments during the school day (i.e. doctors, dentists, etc.). When this is necessary parents should communicate with the teacher in advance. For security reasons, parent must check in at the school office when they come to pick up their child during the school day. Children leaving early must be signed out at the office as well.

**AUTHORIZED DRIVERS**

At the beginning of the year we send out authorization forms. Parents will be asked to list other possible drivers for their child (ren) (i.e. grandparent, friend, nanny). If drivers are not recognized by the teachers on duty, their name will have to match a name on our authorized driver's list. If this person is not on the list, we will have to make phone calls until we get the authorization to release the student.

**ABSENCES**

Regular attendance is important to your child's learning and development. However, if a child has a fever or shows signs of illness, please do not send him/her to school. Please phone the school office or send a note if your child will be absent. Do not send them back to school until they are able to participate in all class activities and outdoor recess. Fourth and fifth grade students are not eligible for honors if they are absent too many days. (See honors guidelines.)

**TARDINESS**

Arriving late for class (after 8:30 AM) is very disruptive to the class and detrimental to the child's performance. Regular tardiness will cause your child to be ineligible for perfect attendance and honor roll recognition. Tardy records will be kept for grades 1 through 6 and will appear on report cards. For security reasons, parents must come to the school office to sign in late-arriving students.

#### **4. ADMISSION AND TUITION**

##### **NEW STUDENT ADMISSION**

New students to our school in September are given a short assessment in order to determine their placement suitability. Students enrolling later in the school year, especially in Preschool and Kindergarten, will also require that placement suitability be determined through assessment or a trial period. Our goal is to prevent an inappropriate placement within MVCS which could lead to stress, anxiety, and failure.

##### **TRANSFERRING OR WITHDRAWING STUDENTS**

If you plan to move or change schools, please notify the office as soon as you know the child's last day of school. The school principal will be responsible for the student's release from the school. MVCS will forward all records upon receipt of a parent-signed request from the future school. No report cards or student records can be released until all school accounts are paid in full.

MVCS considers enrollment to be a yearlong commitment because we set our annual budget based on our enrollment figures in September. There are circumstances, however, which may require withdrawal such as moving out of the area. Our policy is:

- **registration and book fees are non-refundable**
- tuition through October is non refundable. (any prepaid tuition for the entire year will be prorated and refunded accordingly)
- withdrawal from the 1<sup>st</sup> - 15<sup>th</sup> equals one-half month's refund
- withdrawal from 16<sup>th</sup> - 31<sup>st</sup> receives no refund for that month
- one-half month's tuition will be charged if there is not a two week notice given when a student withdraws

##### **TUITION AND CHILD CARE PAYMENTS**

Maintaining a current tuition balance is the responsibility of every family and MVCS and essential for the financial well being of our school. Payment is due on the first of each month and considered late on the 16th. A late fee of \$25.00 may be charged for payments received after the 16<sup>th</sup>. Please notify the office if there will be a problem in paying your tuition. We are glad to discuss it. It is your responsibility to make timely payments. Accounts that become past due by two (2) payments may require the withdrawal of students (in accordance with Parent/School Covenants) until tuition is paid.

You will be billed for childcare on a monthly basis. Accounts that become past due by two (2) payments, may lose child care availability.

## **5. EXTRA SERVICES**

### **CHILD CARE**

Before Care	6:45 AM - 8:15 AM
After Care	12 Noon - 3:00 PM
Extended Care	3:00 PM - 6:00 PM

A pre-approved, responsible adult (i.e. family member, relative, friend, etc.) must sign out a student participating in After Care and Extended Care. Please contact the school if someone other than a parent is going to pick up a child.

- Cost - \$5.00 per hour per child. There will be a minimum charge of \$5.00 per billing period.
- Students arriving before 8:15 AM will be signed in to Before Care (6:45 AM - 8:15 AM) at the scheduled rate.
- After 6 PM, there will be a charge of 50 cents per minute.

### **HOT LUNCHES**

Each child is to bring a balanced lunch for the noon meal unless purchasing hot lunch.

Hot lunches are prepared by the Sodexo School Services and will be available each day. A menu will be available at the end of each month for the following month. Lunch tickets are on sale in the school office. We encourage you to purchase at least 2 weeks of lunch tickets in advance. Drinks may be purchased separately.

### **SNACK TICKET (milk, juice, cookies and popcorn)**

We encourage each student to purchase a snack ticket good for 20 items. The snack ticket is good for drinks including: white/chocolate milk/juice; Otis Spunk Meyer cookies and popcorn (popcorn on Fridays only). Otis Spunk Meyer cookies are available on Mondays and Fridays (Tuesday for some Preschool and Kindergarten students)

### **DRINK MACHINE**

Students may purchase a drink for .65 from the vending machine after 3:15. It is off limits to our students during school hours. Please be aware of any money coming to school for the purchase of these items.

## **6. STUDENT GUIDELINES AND EXPECTATIONS**

### **Mt. View Christian School Discipline Policy**

#### **Student expectations**

1. Obey all teachers and supervising adults.
2. Use body, words and objects appropriately.
3. Respect others and their property.
4. Work quietly without disturbing others.
5. Always be prepared – complete all assignments

*The following are four additional guidelines that must be observed by all students:*

- I WILL...**
1. Honor the Lord in my speech and my behavior. (Psalm 34:13, Eph. 4:29)
  2. Keep my hands, feet and objects to myself. (Romans 12:18)
  3. Respect and obey all supervising adults. (Ephesians 6:5-9)
  4. Always be prepared. (Proverbs 16:3)

#### **Our view on discipline**

Classroom teachers, specialists and recess supervisors handle most routine disciplinary matters at the time they occur. More serious incidents or chronic problems are referred to the school principal, who will work with the child and the teachers to ensure appropriate behavior. Parents can expect to be informed and consulted about serious incidents or problems that are not readily corrected by school personnel.

At all ages, behavior is a learning experience. At Mt. View, we have implemented a school wide system to support our students in this learning experience. We view all adults as teachers of our students and all our staff is ready to help your children learn to make good choices. Here are a few ways.

#### **Incentives for good behavior**

Eagle award: This is a monthly award given to students in grades 1<sup>st</sup> – 6<sup>th</sup> that have displayed positive behaviors in areas of academic improvement, treating students/staff with respect, etc.

“Caught you being good” award: We have talked with students about making good choices because it helps others, contributes to a warm environment and it just feels good. Our students also know that they can get “caught” making a good choice! This is an opportunity for students to shine outside of their classroom. When that happens, an adult (other than their classroom teacher), can issue either an individual student or the entire class a “Caught you being good” award. Multiple copies of this award will be made. One copy is to take home and celebrate with their family; one copy is to post in their classroom and the last copy is to add to a weekly drawing to possibly win a free recess for their entire class with the principal.

### **Steps toward intervention for behavioral issues**

**Cooperation Wheel:** The cooperation wheel has been strategically placed in classrooms, playground, gym and lunchroom so students can visually see what choices they could use when solving problems. This is usually the first step that we use when trying to assist students to find solutions to problems.

**F.Y.I's:** Typically, students do a great job with making good choices. On the occasion they slip and have a lapse in their decision making; this is a tool to communicate to their classroom teachers and you so that we can assist them in learning to make better choices.

**Office Referral for Assistance and Intervention:** When students choose not to follow expectations of safety, respect and responsibility they will be sent to the principal's office to discuss the situation. Based on the incident that occurred, the principal will decide if it is necessary to complete an office referral form. If an office referral is filled out by the principal then parents will be notified of the consequences/administrative action taken.

### **Consequences for misbehavior**

**First infraction:** Student is informed of misbehavior and asked to solve the problem.

**Second infraction:** Student is again informed of misbehavior and may be given the following consequences: 1)Have student place head down on the desk; 2) Assign a time-out; 3)Take away recess time; 4) Send student to another class with assignments; 5) Send student to the office with assignments/or another class to complete work

**Third infraction:** Student is informed of misbehavior and will be sent to the administrator. Parents may be requested to pick up the child for the remainder of the school day or the student may be sent to the office for the remainder of the day with his/her assignments.

**Major offenses such as fighting, harassment, bad language, alcohol, drugs or pornography related issues, disrespect for authority, and/or destruction of property require immediate action and will be handled as follows:**

- ◆ **The administrator will notify the student's parents by phone.**
- ◆ **Parents may be required to pick up their child immediately.**
- ◆ **The student will remain in the office until a parent arrives.**
- ◆ **Parents need permission from the administrator before student can return to class.**
- ◆ **Under certain circumstances, suspension, probation, and/or expulsion may be necessary.**

*All school rules apply on all field trips and on all school-sponsored events on the school campus and away from it.*

Rights reserved by the school and administration:

- ◆ The administration reserves the right to determine the consequences for violation on the case-by-case basis, taking into account the student's current and former conduct and the parents' and student's attitude toward the school and other relevant factors in the school's sole and absolute discretion.
- ◆ The school and administration reserve the right to generally communicate, at the school's discretion, the circumstances surrounding discipline to other students and families. The school reserves the right to report behavior to other teachers, administrators and governmental authorities.
- ◆ If a student is expelled, the administration reserves the right to determine on a case-by-case basis whether the student has the opportunity to re-enroll at a later time.
- ◆ The administration reserves the right to discipline a student at any time when deemed necessary by said administration.
- ◆ The administration reserves the right to suspend and/or expel any child at any time for any reason, when deemed necessary by said administration.

### **DRESS CODE (Revised 5/13/10)**

We at MVCS have established a dress code that we feel fulfills both the child's desires to make choices and a standard of Christian modesty. Our major goal is to glorify God in all aspects of school life including appearance. We ask that students are witnesses for Christ, that attire does not distract others from the academic goals of the school, and that clothing is not worn to draw attention to oneself. In addition, we would ask that appearance be neat, clean, tidy, modest, conservative, avoiding extremes.

We believe parents have the responsibility to instruct and enforce this policy with their children. (Deut 11:16 & 21, II Cor 12:14). MVCS will support you by keeping you informed of repeated infractions and appropriate action will be taken, including sending a child home to change clothes.

The following dress code is in effect on Mt View Christian School's campus – in the building and on the grounds during school hours and at all school sponsored events.

### **The following guidelines are to be used in determining the suitability of clothing worn to school:**

- No spaghetti strap/backless top/dress unless a sweater is worn over the top or a tank top are worn underneath with at least 1" wide straps. Baseball jerseys are permitted only with a t-shirt worn underneath
- Clothing must not advertise any type of alcoholic beverage, drugs, rock group, radio stations or movies. Clothing must not have off-color, questionable sayings or promote violence, or make reference to magic or the occult
- Midriffs must be covered at all times
- Clothing must fit, according to generally-accepted adult standards. Pants must fit at the waist and be size appropriate
- Hats or visors are not to be worn in the building or in chapel, by either girls or boys

**Dress Code Con't (Revised 5/13/10)**

- All hair styles must be modest in nature. Boy's hair should not be longer than the collar. No extreme hair cuts or colors.
- Jewelry should be small and modest. Boys are not allowed to wear earrings.
- Sandals are acceptable when well strapped for safety. No flip-flops or backless sandals. Think safety, comfort, and practicability. Students will be expected to change into tennis shoes for PE days if sandals are worn. Safety is our first priority!
- Shorts worn at school must be cotton twill or denim ~ no cut-offs or gym shorts. Hemlines on skirts and shorts should not be more than 3 inches about the knee at all times. They should not be worn on chapel days
- Please dress children appropriately for cold and wet weather. If children do not have the appropriate outer wear they may need to sit in the gym during recess if the weather is too cold.
- Pants should not have holes or be excessively tight. Frayed hems are not allowed. Skirts, culottes, split skirts, or skorts worn with Lycra or spandex pants under them, must still conform to the length requirement. No cotton sweats please, as they are not considered appropriate school attire.
- Chapel is a day we have reserved to wear special clothes, a chance to dress nicely. Please do not have your child wear shorts on chapel days.

### **HONOR STUDENTS (4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> GRADE)**

Students must attain a cumulative grade point average of 3.5 to 4.0 to reach Honor Society status and 3.0 to 3.4 to reach Honor Roll status.

#### **GUIDELINES**

- All subjects will be averaged for the grade point average including work habits
- No grade less than a “C”
- There cannot be more than 10 absences per trimester or 20 absences per year. (3 tardies = 1 absence) Extenuating circumstances will be considered such as extended illness in the family.
- Infractions of character standards and work habits may also negate honor achievements.

### **RULES FOR THE GYM AND PLAYGROUND**

Students will be required to follow all playground rules, as safety and cooperation are vital. The classroom teachers will start the year having their students practice using the specific playground rules. In general, the rules are: be fair, be safe, respect others, and use the equipment and material the way it is meant to be used. Our P.E. teacher will be teaching rules of safety and respect as well. In general, students are required to obey signals, play by the rules, respect others, and use equipment appropriately.

*Students must wear tennis shoes with laces on his/her P.E. day. Please, no sandals, shoes with a heel, skirts, or dresses.*

### **DAMAGE OF SCHOOL PROPERTY**

We strive to be good stewards of the equipment and facilities at MVCS. Students can best show their appreciation by taking care of the building, equipment, and grounds. Any student who defaces, damages, or destroys school property will be required to repair or replace the damaged item and may also face further disciplinary action. Except in cases of unavoidable accidents, students are liable for any damage they may do to school property.

### **ITEMS FROM HOME**

We do not allow students to bring toys, pets, electronic devices (i.e. Gameboys, cell phones, etc.), and equipment (i.e. baseball bat) unless it has been pre-approved by the teacher (example: theme week, science projects, items for Show and Tell, etc.). If an item is pre-approved by the teacher it must be kept in the child’s bag or pack and not taken out for play at recess time. For safety sake, skateboards, scooters, and roller blades are prohibited. Gum and candies from home are not allowed unless approved by the teacher.

### **PETS FOR SHOW AND TELL**

With teacher approval, students may bring a pet to show their classmates. It is our request, however, that these pets be taken home by parents immediately after their showing.

### **WEAPONS**

Any item that is or resembles a weapon; such as a knife, gun, pipe, sharp instruments or any other material or device determined to endanger the welfare of others is never allowed at any time in the possession of a student on the premises of MVCS. Suspension or expulsion from school will result, depending on the circumstances.

## **7. PARENT INVOLVEMENT**

### **CRIMINAL BACKGROUND CHECKS**

All employees and volunteers at our school are required to provide us with information that will help us do a criminal history record search through the Washington State Patrol. We will be sending a form to all parents requesting that they provide their name in full and their date-of-birth. Parents with a record will not be allowed to work or volunteer at the school.

### **CLASSROOM OBSERVATIONS**

The purpose of a classroom observation for a visiting parent is to briefly observe the learning environment in a general way. We believe that a 5-10 minute visit accompanied by the principal is adequate for such observations. Parents of an enrolled student are also welcome to visit the classroom. If they wish to visit a classroom they should make arrangements with the teacher at least one day prior to the intended visit. The focus of such a classroom observation should be on their child's interactions and work habits. This observation should take no more than 60 minutes and should be followed by a discussion with the teacher.

### **FIELD TRIPS**

We encourage our teachers to take classes on several field trips during the school year. Parents will be informed of each trip prior to the outing. Your permission for your child(ren) to attend is required. Please complete and return the parent permission form by the date indicated. We encourage parents to help with transportation and supervision. All drivers must fill out a driver's agreement and proof of insurance form. Remember, field trip involvement counts as SALT hours. Because our field trips are for Mt. View students we do not allow siblings to attend. Please make other arrangements for siblings if you are attending a field trip.

### **FUNDRAISING**

In order to supplement our income and to help keep tuition costs down, we plan fund-raisers each year. We try very hard not to put undue stress on families by having too many extra fund demands. The monies raised meet many needs not otherwise covered by tuition. Thus our school's programs are enhanced greatly by these fund-raisers. We appreciate the cooperation and effort you give in these projects and thank you for it.

### **ROOM PARENTS**

Room parents assist the teacher with organizing parties and field trips, and helping the teacher in many different ways. They are assigned after school convenes if the classroom teacher chooses to. Please contact your child's teacher if you are interested in being a room parent.

### **VOLUNTEERS for SCHOOL EVENTS**

If you are volunteering at the school or attending a field trip you may use our child care for your children who attend our preschool or kindergarten. However, it must be on one of their regularly scheduled school days.

### **CLASS CELEBRATIONS**

Birthdays are often acknowledged and celebrated in some way in the classrooms. If parents would like to send a treat on a certain day such as a birthday, please let the teacher know in advance. Parents are also invited to volunteer to help for other special day celebrations.

Please ensure birthday party invitations are distributed to classmates in a discreet manner. If invitations are mailed to the home, students who are not invited will not feel as excluded. If there are only a few boys or girls in the class, please consider inviting all the boys or all the girls.

Parents who would like a list of class phone numbers for birthday invitation purposes will be able to obtain it from the classroom teacher. (See the privacy concern item later on this handbook.)

### **SALT - SERVING AND LABORING TOGETHER**

Mt. View Christian School has instituted a program that enhances parent involvement at our school. The program is called S.A.L.T. (Serving and Laboring Together) and the goal is to help meet some of the needs of MVCS and at the same time honor and serve our Lord Jesus Christ.

We know that your child's academic and spiritual growth is of primary importance to you. S.A.L.T. will offer you a way to be actively involved in this educational process. The active participation of all families also has a great impact on keeping tuition costs as low as possible.

#### Guidelines that we follow:

Each parent is asked to give hours of service to the school during the S.A.L.T. year or pay a \$10.00 per hour fee for each unworked hour. **Per child, per parent** requirements are as follows:

- |                            |   |
|----------------------------|---|
| *Elementary - 10 hours     | *5 Day Preschool & Kindergarten - 5 hours |
| *3 Day Preschool - 3 hours | *2 Day Preschool - 2 hours                |

- One parent can work both parents' hours, and the family as a whole may work the hours together. Grandparents, aunts, uncles and other family members may also work the hours. Hours are not, however, transferable from family to family.
- S.A.L.T. hours worked must be reported to the school office. Forms to log your hours are available in the office. S.A.L.T. hours run from June 1<sup>st</sup> – May 31<sup>st</sup>.
- For returning students, any hours worked after May 31 and over the amount of hours required will be credited to the next consecutive next school year.
- Parents who would rather pay the fee may do so any time after September 1 or the current school year. Any fees collected through S.A.L.T. will be used to pay for jobs that require money to do them, such as carpentry, painting, etc. Parents with unworked hours will be billed for the number of unworked hours at \$10.00 per hour.
- There is an infinite list of services that can be done on school days, weekends, at home, at school, individually, or as a family. Serving on a committee, baking cookies for a program, or even going on a field trip will count toward your hours. Opportunities will be posted in the weekly newsletter, some may be posted in your child's room, or you may be contacted by phone for some specialty jobs for which you may be especially suited.
- An interest form will be completed by you upon your child's enrollment at MVCS allowing us to be better informed as to your special skills, interests, and availability.

## **8. HOME AND SCHOOL INTERACTIONS**

### **PRIVACY CONCERNS**

Due to privacy concerns, we will not be issuing school phone directories as in the past. However parents can obtain a list of class phone numbers from the teacher. This list will be compiled after the teacher has received a parent's consent to have a family phone number published on a class phone list. Teachers will send a phone list permission form home at the beginning of the year.

### **NEWSLETTER COMMUNICATION**

Each Monday the school publishes a newsletter called 'The View'. The purpose of this newsletter is to communicate on a regular basis concerning the activities and events of the school. 'The View' will be available on our website each Monday.

### **PHONE COMMUNICATION**

- The school number is 887-4019 and our FAX number is 887-0717. Should your call be of an emergency nature and we are not in the office, please call the church office at 887-4016.
- Please make plans and provide information before your child leaves for school whenever possible. Any calls to students will be conveyed by message from the school office.
- Remember, teachers cannot be called to talk on the phone when school is in session.
- The school secretary, principal, or a staff member will make or supervise all phone calls between the school and parents.
- Student cell phones are not allowed.
- Please keep your phone number and address at our office current.

### **SCHOOL COMMITTEE**

The School Committee meets every month to discuss policy and development. The members are chosen from those who make Mt. View Christian Center their home church. Meetings are open to the parents. Please inform the principal of your intent to attend.

### **MONEY SENT TO SCHOOL**

Money sent to school should be placed in an envelope with the student's name on it, the grade, the amount, and the purpose, and should be given to the teacher at the beginning of the day.

### **REPORT CARDS AND PARENT-TEACHER CONFERENCES**

Report cards will be issued three times during the school year in elementary grades, including kindergarten. 4 / 5 year old preschool students will get two evaluations and 3 / 4 year old preschool students will get one at the end of the year. Elementary grade parent-teacher conferences will be held for the first reporting period in November (see your yearly calendar for dates).

### **NON-CUSTODIAL PARENT POLICY**

In today's world there are many students whose parents are divorced or separated. There are times when this will put the student in the middle of conflict. Most divorced and separated parents have good working relationships when it comes to their children. When that is not true, and if there are questions of rights or access, etc., the custodial parent must provide the school office with legal documentation. Both parents have equal privileges and responsibility, as far as the school is concerned, unless official, legal documentation states otherwise. Make sure the school office is informed of any potential problems or concerns that you as a parent may have in this area.

**THE RESOLVING OF A CONCERN**

Mountain View Christian School Committee, principal, and staff support a process whereby individual concerns about a particular child’s education are addressed in an appropriate manner. Here are our beliefs regarding the resolution of concerns that students, teachers, or parents may have.

- We believe that the first step in resolving any school related issue is for the student, the parents, and the teacher to communicate openly and honestly with each other.
- We believe that immediate, deliberate, and decisive problem solving discussions can address and rectify any educational concern.
- We believe that individuals have specific learning needs, abilities, and styles that affect their performance and therefore are worthy of individual attention and support.
- We believe that each concern is to be regarded and addressed on its own merit and that generalizations arising from that concern should not be made.
- We believe that God wants us to all work in a collaborative, caring, respectful, confidential, and discreet manner when resolving any school related concern.

If a series of steps are needed to bring resolution to a concern which a student, parent, or teacher may have, here is the order of discussions or conferences which will be held until the issue is resolved.

1. The student and teacher have a conference to discuss the concern(s) and to make a plan of resolution.	2. The student, teacher, and parent have a conference.	3. The teacher, parent, and principal have a conference.	4. The teacher and principal have a conference.
5. The parent and the principal have a conference.	6. The parent, teacher, and principal have another conference.	7. The teacher, principal, and school committee have a conference.	8. The parent, teacher, principal, and school committee have a conference.

**HOMEWORK**

It is the policy of MVCS to follow the general standard of 10-15 minutes per grade level (1<sup>st</sup> grade = 10-15 min., 2<sup>nd</sup> grade = 20-30 min., etc.) Our students are expected to get their assignments completed and handed in on time. We do not want some students to fall behind in their work and prevent the others from moving on. The teacher will notify parents whenever more help is needed to remedy a problem of time management, organization, and assignment completion.

### **GIFT CARD PROGRAM**

Our Gift Card program is fun and easy to use for the parents...and it is profitable for the school. You pay face value for the gift card and the school purchases them for a small percentage under face value. We have many gift cards in stock from stores and merchants in our local area. We are also able to order any available through our gift card company that we do not have in stock.

We hope you'll make a conscious effort to buy gift cards for the stores you patronize. It means dollars for your child's school and class. Some restaurant and store cards can earn the school up to 15% - it just depends on the company. (Grocery stores, gas cards usually average 2-4 %.) Each class will receive 1% of the amount ordered by their class. This money can be used for projects the teacher and class decide upon.

Example: You purchase \$60.00 Safeway card the school makes \$1.80 on your purchase (3%). And your child's class receives 1% = \$.60.

Other ways you can help our school earn needed funds:

- Apply for certain charge cards and designate your card to MVCS. They may give 1% of all charges to our school.
- Save your Campbell's Soup Labels. (Most of our P.E. equipment has been purchased over the years with these labels. Thanks for that extra step when you make soup or your favorite dish.
- Save - General Mills "Box Tops for Education"

### **LOST AND FOUND**

Lost and found items will be collected and placed by the office. We will donate all unclaimed items to a charitable organization. Please, label clothing and lunch boxes to facilitate return. Please check the lost and found if your child doesn't come home with all he/she left with in the morning.

## **9. HEALTH AND SAFETY**

### **IMMUNIZATION STATUS**

Washington State Law (RCW 28A.210.160) requires that all children have a completed Certificate of Immunization Status on file at the school, preschool or a childcare facility that they attend. Proof of immunization should be received by the first day of school.

Your child can be exempted (excused) from immunization for medical, personal, or religious reasons (see back of the certificate) However, if there is an outbreak of a vaccine-preventable disease that your child has not been immunized against, she/he can be excluded from school, preschool or child care until the outbreak is over. If you have questions about these requirements, please call the school office.

### **ILLNESS AND MEDICAL GUIDELINES**

A child that becomes ill or is overly tired will not learn well or behave normally. It is important that you see that your child has proper rest and diet. The school and/or teacher should be aware of any special physical or emotional conditions that would affect his normal progress through the year. Should a child become ill with a fever or vomiting at school, the parents will be notified immediately. Please arrange for sick students to be picked up as soon as possible.

### **ACCIDENTS**

Minor cuts, bruises, or bumps will be treated at the school. If further attention is needed, the office will call the student's parent(s) or the emergency number which was provided.

### **STUDENT INSURANCE**

Your child is covered by student insurance. Benefits cover accidents incurred on school premises, while attending or participating in any activity sponsored and supervised by the school, including field trips.

### **PRESCRIPTION MEDICATION**

If the student is on regular medication, the school office must be informed. Prescription medication may be stored and dispensed to students, but not without parent's request and physician's authorization. Prescription medication will be stored and dispensed from the school office. It must be in a prescription container and taken to the school office in a safe manner. All procedures that may be necessary will be in accordance with the standard operating procedures of the local health department.

Parents have the responsibility of maintaining not more than a two-week supply of medication to be dispensed. The only performance to be accomplished by school personnel is to supply storage space for medication. Medication left with school personnel may be dispensed by school personnel to students whom parents have given written consent. Medication administered by injection by school personnel shall be given only under life-threatening conditions. Forms for administering medication are available in the office.

**DRESSING FOR THE WEATHER**

Please remember to prepare your child for the varied weather conditions that we have here in the Northwest. Students are required to go outside unless the weather conditions are cold or wet. For example, students will go outside for their recess during “misty / drizzly” days. They should come prepared by having a light jacket on cloudy days and a heavier jacket or coat on chilly days.

**EMERGENCY CLOSURE**

In the event of inclement weather requiring a possible late start or school closure, please check for the **Ridgefield School District** announcement on a local station or channel. Since the public schools have personnel out on the roads at an early hour, we will comply with their decision. On late start days, there will be no Preschool and AM Kindergarten, morning early care will start 2 hours late, and aftercare will begin at 3:00 pm.

**SCHOOL EMERGENCY PROCEDURES**

The school has regular drills in order to practice our emergency procedures. We have fire drills, earthquake drills, and lock-down drills.

### **VITAL INFORMATION CONCERNING ASBESTOS**

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems such as cancer.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos containing building materials were located, samples (or assumed) and rated according to condition and potential hazard. Every three years, we have conducted a reinspection to determine whether the condition known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last reinspection conducted spring 2004 at our school, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos containing) were inspected and found to be in good condition.

The law further requires an asbestos management plan to be in place by July 1989. Mt. View Christian School developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assume; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

It is the intention of Mt. View Christian School to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in the school office during regular business hours. Our building is being maintained by a certified asbestos manager who is available to address any concerns. Please contact the office if you have any questions concerning asbestos.

## **10. SCHOOL EVENTS**

### **NO SEAT RESERVATIONS FOR PROGRAMS**

Our school programs are very popular events. Because of this, we have a policy of not allowing any reserving of seats (i.e. spreading out of clothing, putting up signs) other than for staff members. The school will make up signs for seats they reserve.

### **GRANDPARENTS DAY**

This program is a celebration and recognition of grandparents and special people involved in the lives of the students at MVCS We will have noon dismissal for all students.

### **HARVEST FESTIVAL**

Harvest Festival is a safe alternative provided by MVCC & MVCS for students, friends and family. Carnival games, activities, prizes, and lots of candy are provided free of charge. Come enjoy a night of fun and games.

### **BRING N' SING**

This is an opportunity for the student body to bless families going through hardships and loss. Students bring non-perishable food or other requested items to school on this morning. Students, staff and families gather to sing Christmas carols. The Christmas Story is also told as each class recites verses from Luke 2. We will have noon dismissal for all students on this day.

### **CHRISTMAS PROGRAMS**

We have two programs prior to our Christmas Break where all classes present a Christmas message through song, word, or drama.

### **MISSION'S EMPHASIS DAYS**

Mission's Emphasis Days are an opportunity for students to learn what it means to be a missionary and what it means to support missions. Special guest missionaries will present their experiences in different areas of the world. An offering is usually collected for a specified outreach purpose (i.e. buying shoes for children in Guatemala)

### **SPIRIT WEEK**

Spirit Week is the week that we set aside to have fun and show our school enthusiasm. Each day we have a different theme to show our school spirit. (Example: Hawaiian Day, Crazy Hair Day) Parents are welcome to join us each morning of this week for our all-school cheers and songs.

### **SPIRITUAL EMPHASIS WEEK**

Spiritual Emphasis Week is an opportunity for increased chapel time, class discussions, and prayer for the purpose of each one in our school community to develop a more personal relationship with God. Families are encouraged to attend daily chapels during the week. Each day we will have a different chapel presentation.

### **PROGRAM ETIQUETTE**

We ask that all audiences be respectful during MVCS programs. Please refrain from disruptions during programs such as: talking, crying children or calling/yelling out to your children who are performing. Thank you for being considerate to our request!

### **SPIRIT DAY ASSEMBLIES**

Spirit Day is our once a month assembly to show our spirit for our school and for our God. Students are encouraged to wear our school colors: red, white and blue. Our outreach projects are promoted during these Spirit Day Assemblies on the last Thursday or Friday of each month.

### **OPEN HOUSE**

This is a chance for new and returning families to have the opportunity to view the curriculum and current work of students in the class or grade which their child will be attending in Fall. In addition, it is an informational evening about opportunities and programs at MVCS Open Registration for new students begins on this evening.

### **SAT WEEK**

SAT tests are given to 1<sup>st</sup> through 6<sup>th</sup> grades only. These tests help the school assess their teaching and the parents to determine the strengths and weaknesses of their own children. Parents will get a student report of this test at the end of the school year. It is important for students to get plenty of rest and to have a well balanced diet during this week.

### **NATIONAL DAY OF PRAYER**

National Day of Prayer is a day set aside and recognized for prayer for the nation, the government, the military, school families, personal needs, etc. The sanctuary will be open all day for classes and anyone else wishing to come in to pray.

### **SPRING PROGRAMS**

Preschool, Kindergarten, and Elementary will present special performances for families and friends to showcase what each group has prepared especially for these evenings. The Kindergarten spring program will be their graduation program, right at the end of the year.

### **IN-REACH PROJECTS**

In-reach projects are projects where parents and students can participate in helping out our school in some way. For example, our school can purchase supplies using Campbell labels and Box Tops for Education. After collecting a bundle of them, please feel free to bring them to our school office. We appreciate your support.

### **OUTREACH PROJECTS**

During the year our students will be involved in various classroom or school wide outreach projects as well. These projects help provide relief to needy people in our community (i.e. food bank items, pull tabs for the kidney foundation) or provide necessities for children around the world.