

**2016-2017**  
**Parent/Student Handbook**

**MISSOURI VALLEY**  
CHRISTIAN ACADEMY



*Learn • Lead • Serve*

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## **Introduction Section**

### ***Letter from The Board & Staff***

#### **WELCOME**

Welcome to Missouri Valley Christian Academy (MVCA). You have made an important decision in choosing a Christian education for your child. Missouri Valley Christian strives for excellence in both academic instruction and Christian Discipleship. We use what we believe are the very best educational materials and teaching methods available. We maintain a Christian environment where Christian values and beliefs are taught and modeled for students. Our goal is that students will graduate from MVCA with the knowledge, moral values and spiritual foundation necessary to be effective Christians in their world.

The purpose of this handbook is to acquaint you with standards, policies and procedures at MVCA. If a situation arises that is not clearly addressed in the handbook, the staff reserves the right to make a final decision regarding the appropriate action. Feel free to ask questions about this handbook or any other topic that is not covered in the handbook. We also ask that you review its contents with your child so that they have a clear understanding of what is expected from them as students.

In the event of a vacant administrator position the school board, or their appointed designee, will handle all decisions and situations that the administrator would be responsible for. In this situation, all handbook references to “administrator” would be interpreted as “school board or appointed designee”.

In His Service,  
MVCA Board & Staff

### ***School Leadership Roster***

#### **Board of Directors**

Brian Brandt - President	Nick Stutzman - Vice President
Jacob Tewes - Secretary	Nick Saylor - Treasurer

#### **Staff**

- Kristi Schelhaas – Office Manager
- Dee Diede – Office Secretary
- Karen Frederick – Kindergarten
- Joan Heimes – 1<sup>st</sup> & 2<sup>nd</sup> Grades
- Amanda Weyers – 3<sup>rd</sup> & 4<sup>th</sup> Grades
- Katherine Stevens – 5<sup>th</sup> - 8<sup>th</sup> Grammar, Literature, Bible
- Lauren Nelson – 5<sup>th</sup> - 8<sup>th</sup> Math, Science, Heritage Studies

## Identification Section

### Vision Statement

**We aim to graduate students who:**

- desire to grow in faith and understand the limitations of worldly thought
- have a passionate heart to bear the fruit of the Spirit
- distinguish between a personal relationship with Jesus Christ and religion in form only
- listen carefully, think clearly, and articulate precisely
- display respectable conduct and social etiquette
- are resourceful in seeking solutions and creative in thought
- are capable of evaluating their experiences in the light of the Scriptures
- possess all of these characteristics with humility and gratitude to God

**The following objectives provide an understanding of the school's vision and what the school must endeavor to accomplish in order for this vision to become and remain a reality.**

- We will challenge students to be servants of Jesus Christ in a global society.  
*Galatians 5:13          Joshua 24:14a*
- We will cultivate a spirit of community by fostering and demonstrating love for one another.  
*Galatians 5:22-23      Philippians 2:1-4*
- We will excel in the educational and faith development of students.  
*Proverbs 4*
- We will nurture God-given gifts and talents to be used for His purpose and glory.  
*1 Peter 4:10          Luke 12:48b*
- We will prepare students to be articulate defenders of the faith.  
*Romans 12:21          1 Peter 3:15          Matthew 22:29*

### Mission Statement

Provide educational services for Christian parents wanting to strengthen moral integrity, biblical values, and academic proficiency in their child while recognizing God-given talents and fostering them for a life of learning, leading, and service.

### School Verse

"For physical training is of some value, but godliness has value for all things, holding promise for both the present life and the life to come." 1Timothy 4:8

### Philosophy of Education

The purpose of Christian education is to direct students toward God's objective for man: godliness of thought, character, and service. A Christ-centered education is more than a Bible class, prayer, or striving for higher academic results. It prepares students to live fully for the glory of God. In this rapidly changing world, students need to understand, evaluate, and transform their world based on the foundations of God's unchanging values.

Parents are ultimately responsible for the godly training of their children. The authority of Missouri Valley Christian Academy, then, comes from parental requests to form a partnership with the home and church. All parties cooperate with one another through prayer, open dialog, and a general spirit of collaboration in order for students to bear spiritual, academic, and relational fruit.

Therefore, we believe parents and teachers should be models and examples of living the biblical principles. The faculty and staff at MVCA must be spiritually mature in the Christian faith and teach by life-style. They must be qualified to motivate, instruct, and explain in such a way that academic excellence is achieved.

## **Statement of Faith**

### **God**

We believe in the one living and true God, eternally existent in three persons: Father, Son, and Holy Spirit.

*Deuteronomy 6:4 John 1:1-2, 14, 10:30, 14:16-17 2 Corinthians 3:17 Hebrews 1:8*

### **Jesus Christ**

We believe in the deity of our Lord Jesus Christ (*John 1:1*), His virgin birth (*Matthew 1:23*), His miracles (*John 2:11*), His sinless life (*Hebrews 4:15*), His atoning death through His shed blood (*Ephesians 1:7*), His bodily resurrection (*John 11:25-26*), His ascension to the right hand of the Father (*Mark 16:19*) and His return in power and glory (*Acts 1:11*).

### **Holy Spirit**

We believe in the indwelling of the Holy Spirit which empowers, guides, teaches, fills, sanctifies and produces the fruit of Christ likeness in all who yield to Him.

*Acts 4:31 Romans 8:14 1 Corinthians 2:10-13 Galatians 5:16, 22-23 Ephesians 5:18  
2 Thessalonians 2:13*

### **Bible**

We believe the Bible is God's word without error given by divine inspiration; the supreme authority and guide for Christian faith and conduct.

*2 Timothy 3:16-17 1 Peter 1:23-25 2 Peter 1:20-21*

### **Nature of Man**

We believe that man was originally and immediately created in the image and in the likeness of God. But, as a result of Adam's sin, man inherited a sinful nature. He is totally affected and corrupted by sin and is separated from God and is essentially evil. Apart from divine grace he is spiritually dead, and this has been passed down to the entire human race, with Jesus Christ being the only exception.

*Genesis 1:26, 2:17, 3:1-6, 6:5 Psalm 51:5 Jeremiah 17:9 Romans 3:10, 3:23, 5:12, 5:19  
1 John 3:8*

### **Salvation**

We believe salvation is a gift of God and is received by man through personal faith in Jesus Christ and His sacrifice for sin. We believe that man is justified by grace through faith apart from works.

*John 3:16-19, 5:24, 14:6 Romans 3:23, 5:8-9; 10:9-10 Ephesians 2:8-10 Titus 3:5*

### **Resurrection**

We believe in a bodily resurrection of the dead, believers to everlasting glory and unbelievers to judgment and everlasting punishment.

*Daniel 12:2 Matthew 25:46 John 5:28-29*

### **The Church**

We believe the Church is composed of persons who are regenerated by the Holy Spirit through saving faith in Jesus Christ; that they are united together in the body of Christ of which he is Lord and Head. The church is commissioned for the God-given tasks of worshiping, fellowshiping, teaching, evangelizing, and exercising the spiritual gifts.

*John 17:20-23 Acts 2:42-44 Romans 12:5 1 Corinthians 12:12-13 Galatians 3:26-28*

### **The Christian Life**

We believe that a Christian should walk in holiness and not after the flesh, with the goal of being conformed to the image of our Lord and Savior Jesus Christ. As a new creation, walking in the Spirit, the Christian learns to grow in faith, in obedience to Scripture, in prayer, in fellowship with the saints, and in a life of service. We believe that the Christian will stand before the judgment seat of Christ to have his life evaluated according to his deeds.

*John 17:17 2 Corinthians 5:10 Galatians 5:16-26 Ephesians 4:20-24*

## **Children**

We believe that children belong to God who has given the responsibility and authority for their care and education to their parents.

*Proverbs 22:6 Deuteronomy 6:7*

Missouri Valley Christian Academy believes in the spiritual unity of believers through our common faith in the Lord Jesus Christ (Psalm 133:1, Romans 15:5, Ephesians 4:3, Philippians 2:1-2). Our Statements of Faith are fundamental to basic Christian tenets and contain those doctrines to which we unreservedly adhere to and teach. Individual doctrinal differences may exist outside of these statements, yet should not hinder the unity of a community Christian school. In order to preserve this unity, it is necessary we remind faculty, staff, parents and students the following areas are left primarily to the teaching of the home and church:

- Church government-authority, discipline
- Time and mode of baptism
- Security of the believer
- Timing of future events
- Second work of grace-baptism of the Holy Spirit
- Gift of the Spirit-tongues, interpretation of tongues, healing, miracle working, discerning of spirits
- Communion

We desire to remain united in the salvation and love of Christ, avoiding the dissension which may be caused by denominational distinctives.

## ***Parental Support Pledge***

1. We/I recognize that the staff of Missouri Valley Christian Academy is dedicated to the educational and spiritual development of my child. Because I have confidence in the abilities of the staff, I will cooperate with them by doing the following:
  - Praying for the school, staff, and students.
  - Accepting their judgment in matters of discipline.
  - Contacting my child's teacher if I have concerns or questions.
  - Building a strong relationship with my child's teacher by attending scheduled parent-teacher meetings and participating in other school functions.
  - Promptly returning forms and papers to be signed.
  - Seeing that my child is at school on time and well prepared for each day.
  - Making every effort to see that my child completes the homework assigned and returns it on schedule.
2. We/I will support the Christian development of my child by being an example to him/her as I seek to grow in Christ.
3. We/I will participate in activities that strengthen and develop the school, such as fundraisers, work-days, and so on.
4. We/I will teach my child to respect school property, and I will pay for any damages resulting from the abuse or irregular use of equipment or property by my child.
5. If we/I become dissatisfied with the school in any respect, I will seek to resolve the matter with the person(s) directly involved, rather than to spread criticism or hold a negative attitude in my heart.
6. We/I will recommend Missouri Valley Christian Academy to other Christian families.
7. We/I realize that attendance for my child at Missouri Valley Christian Academy is a privilege, not a right, and that continued enrollment is subject to compliance with the guidelines established in the handbook.

We/I have read the Statements of Faith, Educational Philosophy, Discipline Philosophy and Procedures, and Financial Policy and are in agreement with such policies.

## ***School History***

Missouri Valley Christian Academy opened its doors on September 2, 2008 to eight children in grades kindergarten through third. The school rented space from Christ the King Lutheran Church utilizing two classrooms, fellowship hall, and kitchen for daily activities. Two full-time and one part-time classroom teachers were employed with four volunteers helping with physical education and music.

## ***School Sponsorship and Affiliation***

Missouri Valley Christian Academy is a member of Association of Christian Schools International and the Association of South Dakota Christian Schools. We are currently seeking ACSI Accreditation due for completion in the Spring of 2017.



## ***Admission Philosophy and Policies***

It is a privilege to attend Missouri Valley Christian Academy. To be considered for admission, families applying must demonstrate a desire for a Christ-centered education. It shall be the policy and practice of Missouri Valley Christian Academy, in the admission of its students, not to discriminate on the basis of the applicant's race, color, gender (male/female), national or ethnic origin.

We believe the standards of Missouri Valley Christian Academy are easier to uphold when the beliefs of students and parents are in agreement with the school's philosophies and policies. Parents must indicate their agreement with the school's Statements of Faith, Educational Philosophy, Discipline Philosophy and Procedures, and Financial Policy by signing a Parental Support Pledge. Additionally, parents must agree to meet all financial obligations. This cooperation helps to support the standards here at MVCA.

Missouri Valley Christian Academy believes in order to provide the best academic and spiritual training, we must make certain exclusions. We strongly desire that children have an opportunity to receive a Christian education, but presently the school is unable to meet the needs of students with the following:

- low academic performance as indicated by a standardized test and/or previous school records
- serious emotional or behavioral problems
- a physical handicap which would impair the learning process

The application for admission will ask specific questions regarding the student, his/her family, scholastic aptitude and the spiritual practices of the family. We would prefer that at least one parent expresses a clear testimony of Christian faith. All candidates and families will be interviewed by the admissions board consisting of the administrator, board member, and classroom teacher. A student is considered enrolled once the registration packet is complete and registration and book fee has been paid.

## ***Non-Discrimination Statement***

Missouri Valley Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally afforded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin and administration of its educational policies, admissions policies, and school administered programs.

## ***Family Educational Rights and Privacy Act of 1974***

The Family Educational Rights and Privacy Act of 1974 (Public Law 93-380) is applicable to any school. This law provides for limited accessibility to the student's records by the person who has legal responsibility for the student, for the right to challenge any misleading or inaccurate information contained in the student's records, for the necessity of obtaining a written permission from the "eligible student" - one who is 18 years of age or older, or from the person who has legal responsibility for the student prior to revealing the contents of the student's records to other parties, and for the right of "eligible students" and/or those legally responsible for the student to be notified of their rights under the law. In order to comply with the law, MVCA employs the following policies:

1. To secure the student's and the family's right of privacy within the school, only designated school personnel, in the fulfillment of their respective functions, may have access to the student records.
2. Outside of the school community, only the person(s), usually the parent(s), who has legal responsibility for the student may have access to the student records. Any parent or adult student desiring to inspect their records shall address the request to the designated personnel in writing. Such a request must be honored within fifteen days. When actual inspection of a child's file is made, this will be recorded on a log sheet kept at the front of each child's cumulative folders. On this log sheet the following information is to be recorded: date of visit, name of person examining records, name of student's record folder that was examined, initials of personnel handling conference.
3. The school will not release the information contained in the student's records to other parties without the prior written consent of the person legally responsible for the student. This written consent is accorded by the school's record release form.

4. According to the law the school is authorized to release the information contained in the student's records without permission to certain federal, state, and local authorities in the performance of their functions, and to the court or law enforcement officials, upon the issuance of a subpoena or court order.

Parents and eligible students who need assistance or who wish to file a complaint under FERPA or PPRA should do so in writing to the Family Policy Compliance Office, sending pertinent information through the mail, concerning any allegations to the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920  
Phone: (202) 260-3887

### ***Child Abuse/Neglect***

The policy of Missouri Valley Christian Academy is to protect children whose health or welfare may be jeopardized through physical abuse, neglect or sexual abuse. We will comply with the South Dakota law, which requires the reporting of suspected physical or sexual abuse and conditions of neglect involving children. The reporting of the mistreatment of minors shall be strictly in accordance with the provisions of South Dakota State Statutes #26-8A-3 and #26-8A-7.

## **Procedures Section**

### ***Admissions***

Enrollment is open to children in grades K thru 8th. Since our school is small with limited staff, we are not prepared to service students with special needs at this time. To apply for enrollment, a family needs to follow the steps below.

#### Initial Contact

Prospective family contacts the school. The school shares its distinctive mission and benefits and the family's educational needs are identified. If there is continued interest, a school visit is scheduled and/or information mailed.

#### Personal Visit

Staff shares information about mission, curriculum, home/school partnerships, enrollment process, and answers family questions. Families are given a tour of the school, which is tailored to their specific needs or interests. If there is continued interest, parents are given an application.

#### Screening

Upon receipt of application and last report card, the admissions board will contact the family to arrange a time convenient for an interview. The interview assures: 1) At least one parent expresses a clear testimony of Christian faith. 2) The parents desire a Christian education for their child. 3) The family beliefs are consistent with the Statements of Faith, policies and philosophies of the school. 4) The child expresses a desire to attend the school and agrees to live in harmony with school standards. Parents will be notified of the decision. A registration packet will be sent to potential students.

#### Matriculation

When all registration packet forms and fees are returned, the potential student is officially enrolled.

#### Assimilation

Staff will follow up with both the new student and parents during the transition period. Follow-up may include a survey regarding the enrollment process as to help the school perfect the enrollment procedures.

## **Termination of Enrollment**

Missouri Valley Christian Academy reserves the right to terminate a student's enrollment when the Board determines that the student and/or the parent(s) of the student does not conform to the standards, philosophy, or purpose of the school.

## **Re-Enrollment**

All students who are re-enrolling must be in compliance with all requirements for enrollment. MVCA reserves the right to refuse re-enrollment to any student or students of families who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules and regulations of the school. In addition, no family may be re-admitted unless all financial obligations have been met from the previous school year, student has positive behavior, and academic progress.

## **Financial Policy**

The most common problem facing Christian schools is working with limited resources. Tax dollars do not support these schools and they must depend solely upon tuition and contributions to meet their obligations. Missouri Valley Christian Academy is no different. Your tuition dollars are vital to our school's survival.

Therefore, before you make this financial commitment with Missouri Valley Christian Academy, we would ask that you prayerfully consider it in light of the following Scriptures:

- *"Suppose one of you wants to build a tower. Will he not first sit down and estimate the cost to see if he has enough money to complete it?" Luke 14:28*
- *"It is better not to vow than to make a vow and not fulfill it." Ecclesiastes 5:5*
- *"Let no debt remain outstanding, except the continuing debt to love one another." Romans 13:8a*

Registration, Book Rental,  
Book Fees & Supply Fees:

Non-refundable and due with registration packet

Tuition:

Multiple Payment Plans – Contact the Administrator  
Multiple children discount available  
5% discount if half of the school year's tuition is paid by September 1<sup>st</sup>  
Late enrollment/early withdrawal will be pro-rated.

Withdrawal:

Before the 15<sup>th</sup> of the month = ½ monthly tuition is due  
After the 15<sup>th</sup> of the month = full monthly tuition will be due

Missouri Valley Christian Academy is committed to working with families to meet their tuition obligations. If you foresee a problem keeping financial commitments, please contact school administration. Scholarships are not available at this time. We encourage families to seek tuition assistance personally. Students will not be allowed to return to MVCA for a new school year until all previous tuition and fees have been paid.

## Academics

### Curriculum

We use a variety of resources for curriculum. Each source is chosen on its ability to help our students achieve a high standard of knowledge through hands on learning. Our core subjects are spelling, reading, writing, math, science, social studies, and Bible.

Meet the Masters - art  
Bob Jones - literature, grammar, heritage studies  
Abeka - math, spelling  
CSI (Christian Schools International) - Bible (NIV), science  
Easy Tech - technology  
Growing in Grace - music

### Conferences

Close communication between parents and the school regarding academic progress of students is essential. Two formal parent-teacher conferences will be scheduled each school year. The first parent-teacher conference will be at the completion of the first quarter of school. The second will be at the mid-term of the third quarter grading period. At anytime during the school year, a conference can be requested by either the parents or the teacher if there is reason for concern.

### Grading Scale

Grades are assigned to student work as a means to help communicate progress made in academic and social skill developments. Parents should remember that grades only provide a general description of performance in the classroom. The staff at Missouri Valley Christian Academy places a far greater value on your child than what is reflected in grades alone.

#### Kindergarten

**M** – student meets or exceeds expectations  
**D** – student is developing skill  
**X** – skill is not assessed at this time

#### Grades 1st – 2nd

**E** – Excellent (work exceeds expectations in neatness, organization, and accuracy)  
**S** – Satisfactory (work meets standard requirements and expectations)  
**I** – Improving (student is working toward mastery)  
**N** – Needs Improvement (extra practice or tutoring is recommended)

#### Grade 3rd – 8th

100% - A+	92-93% - B+	85-86% - C+	76-77% - D+	Below 70% - F
96-99% - A	89-91% - B	81-84% - C	72-75% - D	(+) - acceptable
94-95% - A-	87-88% - B-	78-80% - C-	70-71% - D-	(-) - needs improvement

### Report Cards

Report cards will be sent home after each quarter grading period. All fees and tuition for the school year must be paid before the 4<sup>th</sup> quarter report card is sent home.

### Records and Transcripts

All children must have a current immunization record or written statement waiver and a copy of their birth certificate in their permanent file. Data from the student's permanent file such as grades, evaluations, standardized test results will not be released to any person or institution without the written permission or request of the parents. In order to release information, all financial obligations must be met.

## Homework

Homework is given to students at Missouri Valley Christian Academy to fulfill a number of goals.

First, it enables your child to:

1. review and reinforce skills and knowledge learned at school
2. develop a sense of responsibility for their own learning
3. develop their ability to work and study without direct supervision
4. practice study, time and organizational skills

Second, it enables you as a parent to:

1. take part in your child's education through supervising and monitoring their progress
2. be constantly aware of your child's progress in their tasks given and in areas such as handwriting, reading, etc.

Third, it enables you child's teacher to:

1. assess and observe the skills associated with the given homework
2. develop skills where practice and reflection are needed after teaching

For grades 3<sup>rd</sup> through 8<sup>th</sup>, students who are late on homework will lose one letter grade per day for each day for up to three days; then parents be contacted regarding the matter.

Missouri Valley Christian Academy seeks to be sensitive to family and church activities. Teachers will try not to assign homework on Wednesday evenings so students and their families may participate in their church's activities. We want to make homework a meaningful activity, yet not intrusive on family time. The recommended policy is *ten minutes times the grade level of the child*. Recognizing that what takes one child ten minutes may take another thirty, it is critical that there is communication between teachers and parents so adjustments can be made when needed.

### Parental Role In Homework

1. Be positive and encouraging - homework should not be a burdensome task
2. Show an interest by asking about the work
3. Get involved in solving some of the problems - you are allowed to guide
4. Assist your child with the organization of their time by helping them: decide which exercise to do on which night, allocate a time, and not to leave it until the last minute

By showing an interest in the work, your children know that you're interested in what they do at school too, and they become more motivated to learn.

## Standardized Testing

Students in grades 2<sup>nd</sup> – 8<sup>th</sup> will participate in standardized testing each year. Classroom teachers will be responsible for administering these tests. Standardized testing will occur in the spring and results will be made available to teachers and parents as soon as possible.

## Semester Testing

Students in grades 7<sup>th</sup> and 8<sup>th</sup> will be given semester tests in each subject area. These tests will occur at the end of the second and fourth quarters.

## **Attendance & Tardy Policy**

Regular and punctual attendance is essential for success as a student. Regular attendance promotes discipline, proper learning habits, good character and excellence. Absences and tardies interrupt the smooth and complete process of learning. We urge students to be present and punctual every day.

### Parent Responsibilities

1. Encourage regular attendance. Please schedule appointments so attendance at school is affected as little as possible. A child who comes to school after 10:00am, or leaves before 2:00pm will be marked absent for one-half day.

2. When your child is absent, please call the school before 8:30am to notify us. If you plan to take your child out of school, let the teacher or the school know ahead of time with a note, email, or phone call. No child will be excused early without a parental request.

3. Request a list of homework assignments from the teacher on days when your child is absent or will be absent. We encourage homework to be completed before any planned absences. Regularly scheduled tests or a test that had been announced prior to the absence will be given at the discretion of the teacher upon the child's return.

4. Encourage prompt attendance. Being on time is a life skill important to each student's future. Parents have the responsibility to teach the importance of this skill while the school has the responsibility to protect the instructional time it provides. Students not in their desks by 8:25 are considered tardy.

#### 4th Tardy of the Semester

A letter reminding parents of the school's policy and listing the dates the student had been late will be sent through the mail to parents.

#### 5<sup>th</sup> Tardy of the Semester

A parent/principal conference will be required and potential consequences will be discussed.

## **Lifestyle Expectations**

### **Student Conduct**

Our desire is that Christian love be at the heart of our disciplinary actions and attitudes. Biblical teaching indicates that a disciplined individual is a loved individual. (Proverbs 3:11-12) Appropriate discipline also leads our children in becoming Disciples of Christ.

Discipline is intended to show the child why his/her disobedience is wrong according to God's standard. It is training in righteousness and points the child to true repentance, which will result in complete forgiveness from God.

The responsibility for discipline lies primarily with the parents, with the school assisting them as they fulfill their God-given obligation. (Deuteronomy 6:4-9, Ephesians 6:4) If the school and the home are not working together on discipline, whatever the school does will be ineffective. While we employ various methods to keep order in the school, the responsibility for student compliance finally rests with the parents, not with the school.

Godly conduct will be developed in the following areas:

- **Respect Myself (God Created Me)**  
*I dress in a way that honors the Lord. I speak in a way that is courteous and free from offensive language. I am truthful and honest. I am responsible and prompt in class work and attendance.*
- **Respect Authority (It Comes From God)**  
*I cheerfully obey teachers and staff. I speak to adults in a way that is respectful of their position over me.*
- **Respect Others (God Created Them)**  
*I keep my hands to myself and do not disturb others' property. I cooperate with others while on the playground, in the classroom, and during school activities. I eat lunch using good manners in consideration of those around me. I do not interrupt others' learning in any way. I treat others the way I'd like to be treated.*
- **Respect God's Property (Stewardship)**  
*I am careful with MVCA property and the property on which it operates. I pick up trash on the grounds and in the buildings.*

## Student Discipline

**Minor Offenses:** Minor offenses are defined as behaviors needing verbal correction to maintain order in the school. Typical classroom correction may involve one or more of the following:

- Making eye contact with misbehaving student
- Teacher position in close proximity of student
- Verbal correction and request for student to discontinue behavior
- Private consultation with student
- Loss of recess or other non-instructional activity

In the case of minor offenses, parents will generally NOT be contacted unless the teacher's corrective action has proven unsuccessful, in which case parents will be involved and informed. Repeated minor offenses may be treated as a major offense. Students removed from the classroom will be under the care of a school staff member.

**Major Offenses:** Major offenses are defined as behaviors needing more than a verbal correction due to the seriousness of the action. The designated school personnel will generally be responsible for handling major offenses. In this case, the following will occur:

- Staff may remove student from classroom.
- Parents will be notified of behavior from school staff.
- Prayer will precede immediate discipline.
- Disciplinary action will be shared with parents for mutual agreement.
- Students may be asked to complete a Discipline Action Plan for serious or repeated offenses. Parents will be involved in this process and given a copy of the plan.
- Additional conferences with parents will be requested if the behavior does not improve. Other corrective methods will be explored.

If continued failure is experienced, the parents will be asked to meet with the Board.

## **Student Dress and Grooming**

School dress is primarily the responsibility of the home. We depend on parents to make sure their child is dressed and groomed in a manner that reflects a Christian testimony. These guidelines apply to the school day as well as school activities. We have established these guidelines to help parents ensure their child's dress is modest and neat. Parents will be called and asked to bring a new outfit to school if their child is not dressed according to these guidelines.

### **GENERAL**

1. Avoid all extreme in dress. Christians are to be attractive, not an attraction. (I Peter 3:4,5)
2. Clothing should be clean, neat and in good repair with no holes.
3. Girls should look like girls and boys should look like boys.
4. Clothing bearing objectionable advertising, pictures, or slogans will not be allowed.
5. Clothing should allow for bending, twisting, and sitting without improper exposure.
6. Shoes worn must be appropriate for running and playing on a playground consisting of grass. Shoes will be properly laced, tied, or fastened for safety. Tennis shoes are best for your child's safety.
7. Students must be wearing snow boots to play in the snow and snow pants to play on snow piles.

### **BOYS**

1. Pants and jeans should be neat, clean, and not excessively worn.
2. Shirts should be properly buttoned and shirt tails worn inside of pants unless they are tailored to be worn outside.
3. Tank-top shirts are not permitted. Modest shorts will be permitted during appropriate weather.
4. Hair should be neat in appearance and styled so it will not draw attention to yourself or be a distraction to you or others. This includes improper cuts (mohawk) and unnatural color. Hair length must be neatly trimmed and not covering the eyes.
5. Earrings will not be permitted.

### **GIRLS**

1. Dresses, skirts and blouses, slacks or neat looking jeans are permitted.
2. Low cut jeans must be accompanied by a long shirt.
3. Tops and dresses with spaghetti straps are not permitted. Modest shorts will be permitted during appropriate weather.
4. Neck-lines, skirt length and "skirt-slits" must be modest.

## ***Opportunities for Parent Involvement***

Volunteers are an invaluable part of MVCA. Leadership and support from our parents make it possible for students and families to experience the full joy and value of Christian education. We encourage every parent to get involved and share their gifts with the school community. Volunteering is so beneficial to you as a parent because:

1. It lets you meet other parents who can give you deeper insight into the lives of your children and their classmates and enhance your professional connections and personal friendships.
2. It lets you get to know your child's school: who the staff, board, and other volunteers are, why the school does what it does, and how the mission is carried out.
3. It lets you express your interests in, and commitment to, your child's daily life.

Here are ways you can get involved at MVCA,

- Noon Lunch Duty
- School Committees- Promotions, Curriculum, Spiritual Emphasis, etc.
- Field Day
- Field Trip Chaperone



- Open Houses/ Program Events- Spotlight on Kindergarten, Sneak Peak, Christmas Program, Spring Program
- Fundraising Event Committees
- Teacher/ Classroom Help
- Staff/Teacher Appreciation
- Office/Library Help
- Academic Events- Speech Festival, Science Fair, Art Festival

Throughout the school year parents can expect to receive emails detailing various ways to get involved with upcoming events or activities as well as leadership opportunities and meeting dates will be announced for event and activity planning. Again, we strongly encourage parents to jump in wherever their gifts serve best. Jesus is glorified through your service to His ministry.

## ***Health and Safety Issues***

### **Distribution and Consumption of Medication**

If it is necessary for your child to take any medicine during school, he/she should take the medicine in the original container to his/her teacher immediately upon arrival at school, along with a permission slip which includes information such as the name of the medicine, dosage, frequency, etc. The child's teacher will maintain a record of every time a medication is given.

### **Injury & Illness**

#### Injuries

The staff of Missouri Valley Christian Academy will attempt to exercise reasonable judgment for the care of students in the case of physical injury. Parents will be informed of all injuries. In those cases where an injury appears to be serious, parents will be notified immediately. We retain the right to seek professional help, including ambulance, doctor, and emergency room services. Medical consent forms must be filled out and available in all student files.

#### Illnesses During School Hours

Students who become ill during the school day will be given proper attention and parents will be called to pick up the student at school. Parents need to arrange for prompt transportation home as there are no facilities or extra personnel to care for sick children.

Please be considerate of the healthy children and not send a contagious child to school. Do not send a child to school with a fever, diarrhea, vomiting, or other symptoms of a contagious disease. If your child should develop a contagious disease, please notify the school as soon as possible.

It is required that students who have had a fever or recurring vomiting or diarrhea within the last twenty-four (24) hours remain at home. A normal temperature without the use of fever reducing medicine is necessary.

#### Handling of Body Fluids

Due to the possibility of transfer of some communicable diseases through contact with foreign body fluids, the following is recommended:

- 1) Rubber gloves should be worn when dealing with a situation where foreign body fluids are present.
- 2) All cuts and open sores should be thoroughly covered.
- 3) All materials tainted with foreign body fluids should be cleansed, preferably with chlorine bleach solution or a germicide of equal proportion.
- 4) Thoroughly wash hands and other exposed body parts after exposure to foreign body fluids.

## **Immunizations**

Before school starts each year, please make certain your child is up to date on all childhood immunizations. If you do not know, please ask your child's doctor. Our school will require this information. Students who are not current on required immunizations will be suspended until state requirements are met. As an alternative to these requirements, the pupil may present:

- 1) Certification from a licensed physician stating the physical condition of the child would be such that immunization would endanger the child's life or health; or
- 2) A written statement signed by one parent or guardian that the child is an adherent to a religious doctrine whose teachings are opposed to such immunization; or
- 3) A written statement signed by one parent or guardian requesting that the local health department give the immunization because the parents or guardians lack the means to pay for such immunization.

## **Fire and Safety Drills**

During the school year there will be four unannounced fire drills (two per semester). Fire exit signs are posted in all classrooms and teachers will familiarize the students with the exit routes. It is important that each student follows the directions of the teacher when a fire drill is conducted. Students are to leave the class in a quiet, safe and orderly manner upon hearing the designated fire signal. All doors must be shut and lights turned off. Each student is to remain with classmates at all times. A signal will be given to reassemble in the classroom.

The school will also conduct two unannounced tornado drills/extreme weather (one per semester). Students and teachers will move to a designated area where students will be instructed to sit down, draw their knees up, and cover the back of the head with their hands or a book. The designated staff member will announce the "all clear".

During a "Code Red" drill, students will stay in their classrooms and follow the directions of their teacher. A "Code Red" indicates a very serious or dangerous situation exists. Teachers are to secure their classrooms and all equipment is to be turned off. All doors are to be locked. Students are instructed to stay away from windows and doors and to sit quietly on the floor. The crisis is not over until the designated staff member or known official announces the end of the crisis. MVCA's written crisis plans for the safety of students may be viewed by contacting a staff member.

## **Lice**

A child found with live lice will be sent home and not allowed to return until treatment has been started. The parents of the class that is affected will be notified. In cases of multiple reoccurrences in the same family, the child/ren will be evaluated on a daily basis until confident the lice and nits are no longer present.

# **General and Miscellaneous Information**

## ***School Hours***

8:20am - 3:30pm (Grades K-8<sup>th</sup>)

Students may proceed to their classrooms starting at 8:15am.

## ***Before School Supervision***

Before School - 7:50 - 8:20am

After School - 3:30 - 3:35pm

Students are asked not to arrive before 7:50am or remain after 3:30pm. Please notify the school in advance or as soon as possible if you plan to drop off early or pick up late. Students will wait for parents after school on the sidewalk with their teacher. All students remaining after 3:30pm will wait by the office. Parents will need to come into the building to pick up their child.

### **Drop-Off/Pick-Up Procedures**

We encourage parents to use the lane next to the school for immediate drop off and pick up of their children. Parents should then exit the parking lot carefully. If a parent needs to remain at school for a period of time we encourage them to park their vehicle in the parking lot and walk their child to/from the school with them.

### **School Visitors**

***All parents and visitors will need to enter the school through the main glass doors. All other doors will be locked during school hours.***

Parents are always welcome to visit as an observer, to participate as a volunteer, to share a special talent or interest, or just to play with your child and share in his/her learning experiences. If parents desire to observe the classroom and discuss their child's progress, an appointment should be made at least one day in advance to insure adequate time for discussion.

Other visitors are welcome at MVCA. We request at least a one day advance notice by parents if their child wishes to host a guest in their classroom. If a family member or friend plans to eat a school lunch please let us know by 8:30am.

Parental consent, either by telephone, email, or note must be given the teacher before any outside visitor may remove a student from the school.

### **Change of Address**

The school must be informed immediately of any change of address, phone number or other information.

### **Lunch Program**

Missouri Valley Christian Academy will have hot lunches available. Prices will be determined at the beginning of the school year. Sack lunches are welcomed. Family and friends are always welcome. Families will be billed on the 10<sup>th</sup> of each month for the previous month's lunches.

### **Telephone & Cell Phone Use**

Student use of the school's telephone is limited to emergencies and with teacher's approval. Students should arrange for transportation, lunch, after school plans, etc. prior to arriving at school. If you have a message for your child, please call the school at 665-4470 and we will relay the message. Do not directly contact your child via cell phone.

Cell phones may not to be used during school hours except with teacher permission or for an emergency. Outgoing and incoming phone calls are to pass through the office. All cell phones will be turned off and left in backpacks. If a cell phone is found to be on or in use during school hours, the teacher will take immediate possession of it. A parent may retrieve the cell phone from their child's classroom teacher.

### **School Closure Information**

The rule is if the Yankton Public School District cancels, closes, or postpones due to inclement weather, MVCA will do the same. Such information will be broadcast over WNAX (570 AM), KYNT (1450 AM), and KVHT (106.3 FM) radio stations and an email will be sent to parents immediately.

## **Field Trips**

Missouri Valley Christian Academy considers field trips to be very valuable because they are part of the “hands on” learning process here at MVCA. A field trip is defined as that which enriches or enhances instruction outside of the classroom. Parents will be notified in advance of an upcoming field trip, usually through the “Mustang Minute”, email, and/or a note home.

Board approval is required for all field trips outside the Yankton area. Also, MVCA will provide a parental permission slip containing important details such as:

- 1) place and purpose of the trip
- 2) departure and arrival time
- 3) mode of transportation
- 4) cost of trip
- 5) lunch arrangement

The school will ask for parents to serve as chaperones and/or drivers when needed.

## **Grievance Policy**

Missouri Valley Christian Academy endeavors to establish a harmonious Christian atmosphere within its school and relationship with its parents. We recognize that misunderstandings or differences of opinion will occur. We believe that God can be glorified in the midst of these disagreements through the peacemaking actions of those involved.

Parents must be willing to seek proper resolution to any conflict. Sometimes this means simply overlooking the action (Proverbs 19:11) and sometimes it means speaking in truth and love. We encourage every family to attempt to be at peace with all utilizing the biblical principles found in Matthew 18. Scripture teaches that conflicts should be handled discreetly and carefully while believing and speaking the best about each other. Missouri Valley Christian Academy’s staff will abide by these same principles in communicating with parents and students.

### Parents to Teachers:

1. All concerns about the classroom must be first presented to the teacher by the parents.
2. If the problem is not resolved, the parents may bring the concern to the administration.
3. If the problem remains unresolved after a discussion with the administrator, the parents can request a conference with the MVCA Board.

### Teachers to Parents:

1. All concerns about the conduct of a parent must be directly addressed to the parent by the teacher.
2. If the problem is not resolved, the teacher is to bring the concern to the administrator for assistance. A conference between the parent, the teacher and the administrator will likely occur.
3. If the problem remains unresolved after a discussion with the administrator, the parents can request a conference with the MVCA Board.

### School Procedures & Policies:

If parents have a grievance or dispute about the general operations of the school they should bring their concerns to the administrator. If the parents feel there has not been a satisfactory resolution after conferring with this person they should then request a conference with the MVCA Board.

### Student to student outside of school:

The school has no authority over its students outside of school and will not become involved in personal conflicts beyond their effects in the classroom. If an issue should arise regarding the conduct of children outside of school or if there appears to be a personal conflict between families, the families should seek to make peace with one another by discussing their concerns in a loving, biblical manner. If mediation is necessary, the school would urge families to seek the help of their church.

## **School Mascot and Colors**

The official school mascot is the mustang. The school colors are deep burgundy and white.

## **Box Tops for Education**

Missouri Valley Christian Academy earns 10 cents for every Box Tops for Education coupon. Coupons can be given to the classroom teacher. For a list of products carrying the Box Tops for Education coupon you can visit [www.boxtops4education.com](http://www.boxtops4education.com).

## **SCRIP Program**

SCRIP is a fundraiser for MVCA and our families. When families and friends of MVCA purchase SCRIP, they're purchasing gift certificates and gift cards that are used just like cash at their favorite stores. These merchants want to support non-profit organizations, and in return ask you to support them by shopping with SCRIP at their stores. When you shop using your SCRIP cards and certificates, the merchants reimburse our school and families a percentage of the sale. MVCA families and friends can use SCRIP to purchase everyday expenses like food, clothing, and other essentials, and with every purchase, earning revenue for MVCA and themselves. SCRIP can be used to pay for tuition, lunch bills, association dues, and field trip fees.

## **New Family Referral Incentive**

The New Family Referral Incentive awards a current MVCA family with a \$500 tuition credit for each new family that is referred and actually enrolls and attends MVCA. The new family (first-time attending) would have to list the referring family on their registration form. The \$500 would appear as a credit on the existing family's statement upon completion of enrollment of the new family. Credit may carry over to the following school year. Current families who refer multiple families may be eligible for several rewards. Incentives are for tuition only.

## **Chapel**

Missouri Valley Christian Academy's chapel services are designed to provide opportunities for students and faculty to grow spiritually, demonstrate praise, and develop a personal relationship with Jesus Christ. Chapel services will be held regularly. Parents are invited and encouraged to actively participate and join in our worship times.

## **Birthdays**

Birthdays are special days! A child may bring a treat to share with his/her class. A treat that can be handed out easily by the birthday student can be brought to school. Otherwise, we encourage parents to bring and hand out the treat. We desire parents to distribute party invitations at school only if everyone in the class is included. Otherwise, please make alternative arrangements to hand out invitations.

## **Student Pictures**

Each fall the school will arrange with a local photographer to take individual pictures of each student. Parents will be sent information concerning prices, packages and a proof of the photo before purchasing. Each student will have their picture taken regardless of whether the family desires to purchase a package for the school composite photo.

## **Fundraising**

At MVCA we understand that our families sacrifice a lot to put their students in school here. We are always managing the balance between quality and price. It is our goal to provide the best education experience possible at the best price possible. This balance happens by a couple of means:

- We strive to be the best stewards of the resources God has given us.
- We hire the best faculty we can find who are ministry minded and not just looking for a job.
- We raise funds together as a school to keep our operating costs down.

To keep tuition costs at a minimum, there is an expectation that all families participate in fundraising. When it comes to fundraising, we attempt to raise necessary funds without overwhelming our families.

## **Celebration of Holidays**

1. Halloween - As a Christian school, we do not commemorate Halloween.
2. Veteran's Day - All teachers are encouraged to explain the meaning of Veteran's Day and to have a special prayer emphasis for our country.
3. Thanksgiving - May be commemorated and celebrated in ways deemed appropriate by classroom teachers. Special activities are encouraged. Special emphasis is to be given to the place of praise and thanksgiving in a Christian's life.
4. Christmas - It is the policy of the school that the way we celebrate Christmas here be as distinctively Christian as possible. There is a wide variety of opinion about Santa Claus, Christmas trees, presents, etc., during the Christmas season. While we are not legislating this policy for the homes represented in the school, each of which may celebrate Christmas as deemed right and good, the following guidelines will govern the school celebration:  
Christmas trees, bells, decorations will be allowed, but fire regulations must be strictly adhered to. As a school, Santa Claus is to be totally left out of the celebration of this season. Every faculty member is to place the strongest emphasis on the birth of Jesus Christ as the greatest human event in human history. There will be no exchange of gifts between students in the classroom.
5. Valentine's Day - Cards may be exchanged. Teachers may plan class parties.
6. President's Day - All teachers are encouraged to commemorate President's Day and to lead a special prayer emphasis for our country.
7. Martin Luther King Jr. Birthday - All teachers are encouraged to commemorate Martin Luther King's birthday and to lead a special prayer emphasis for our country and its leaders.
8. Easter - Easter is another distinctively Christian holiday to celebrate the Resurrection of our Lord Jesus Christ. Great emphasis is to be placed on the reality of our Risen Savior who triumphed over death for us all. Keep the use of chicks, eggs, bunnies, etc. to a minimum.

## Scripture Memorization

2016-17

	<u>First Quarter</u>	<u>Second Quarter</u>	<u>Third Quarter</u>	<u>Fourth Quarter</u>
K	1 Tim 4:8 Matthew 5:9 Colossians 3:20 Proverbs 20:11 Proverbs 15:13a	Genesis 1:1 Hebrews 13:8 Luke 10:27 John 10:27 John 3:16	Hebrews 11:1 Psalm 119:18 Ephesians 6:18a Proverbs 14:17a Philippians 4:4	Proverbs 3:5 Psalm 127:1a 1 Corinthians 15:57 Psalm 56:3 Psalm 99:9
1-2	Romans 3:23 Luke 1:37 1 Cor 15:3b John 1:12 Acts 16:31 John 15:14	Isaiah 6:3b 1 John 4:7 Psalm 34:13 Psalm 145:3 Psalm 96:2 Romans 12:11	Proverbs 3:1-6	Psalm 95:1-7
3-4	Exodus 20:1-17	1 Thes 5:9-22	Philippians 4:4-9; 12b-13	1 John 4:7-16
5-6	Psalm 24:1-10	Isaiah 9:1-7	Psalms 24 or 121	1 John 1:1-18
7-8	John 1:1-5 John 1:10-13	Matthew 1:18-22 Matthew 28:18-20 Acts 4:12	Romans 1:16-17 2 Cor. 5:18-21	Revelations 21:1-4 Genesis 1:1-5

**Parent Acknowledgement**

As a parent of Missouri Valley Christian Academy, I hereby acknowledge that I have received, read, and understand the contents of the MVCA's Parent/Student Handbook.

I agree to abide by the policies outlined in the MVCA Parent/Student Handbook. I understand that I will be notified of any changes in policies and/or procedures and that I will take responsibility to maintain copies of these changes.

Please sign and print below and return **only this page** to the school.

Parent/Guardian Signature \_\_\_\_\_

Parent/Guardian (please print) \_\_\_\_\_

Date \_\_\_\_\_

*Note: This signed form of acknowledgement will be maintained in the oldest child's school file.*