



Student Handbook

2021-2022

www.mountainviewacademy.org



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Mountain View Academy

360 S. Shoreline Blvd.
Mountain View, CA 94041
650-967-2324

www.mountainviewacademy.org

Important Registration Information

Re-enrollment Process (Begins January 18, 2022)

All enrolled students will receive a packet containing: Letter of Intent, Re-enrollment Application form and the Emergency Information and Authorize Release Form. **All three forms must be completed and returned to the office with the full registration fee.** Re-enrollment may also be done online.

Early Enrollment Deadline:

1. February 18, 2022 to receive \$200 discount (Returning & New Students Deadline)
2. April 1, 2022 to receive \$150 discount (Returning & New Students Deadline)
3. June 1, 2022 to receive \$75 discount (Returning & New Students Deadline)

(Discounts will be credited in August 2022)

Registration for returning students

Incoming Seniors/Class of 2023 - April 4-8, 2022

Incoming Juniors/Class of 2024 - April 11-15, 2022

Incoming Sophomores/Class of 2025 - April 18-22, 2022

Incoming Freshman/Class of 2026 - April 25-29, 2022

Important Financial Information

Freshman/New Student Information Meeting – (Thursday, January 27, 2022)

Information regarding High School Academics, Activities Available and Financial aid will be provided at this meeting for all new students.



Dear MVA Students and Families,

The new school year is ready to begin! The Mountain View Academy staff is looking forward to an exciting time of growth and learning for our students this year. We are honored and happy that you have decided to join us as we seek to provide education for college-and-career success and to help build faith and character for eternity.

Please take time to review the material in this handbook. It describes the structure and processes of MVA's curriculum and school life, and it can help you understand the path ahead. Please read the policies regarding academic integrity, attendance, behavior and citizenship, bullying and harassment, dress code, and sports and activity requirements. We commit to following these policies so as to be fair with everyone but also to help teach life skills that will help students grow into successful adults.

Please return your signed acknowledgement to the MVA office by paper or online, indicating you have read the handbook. Both parent(s) and student need to sign before returning it as you finish registration.

We solicit your prayers for the students, staff, and greater Mountain View Academy community throughout this school year. We seek God's guidance and blessing on the plans, activities, and life-path decisions that are made here. And we anticipate great things as Christ is lifted up and as students grow academically, socially, and spiritually.

Blessings!
Marc Andres

I/We the parents/guardian(s) of _____ have read this handbook and understand its policies as voted by the MVA School Board.

Date: _____ Parent/Guardian Signature: _____

Date: _____ Parent/Guardian Signature: _____

Date: _____ Student Signature: _____

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FACULTY AND STAFF 2021-2022

Administration

Principal	Marc Andres, B.A.
Vice-Principal	Ana Rosales, MA
Business Manager	Orson Chung
Registrar & Accounting Assistant	Alyce Schales, A.S.
Office Manager	Liberty Camba, A.A.
Facilities Manager	

Auxiliary Staff

Accounting Assistant	Anna Mata
Assistant Treasurer	Margaret Lin
IT/Librarian/ELD Assistant	Kristina Ranzolin, M.A

Art

Art, Ceramics	Ana Rosales, M.A.
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English Language Development

ELD English I, ELD English II, ELD American History, ELD American Culture	Ana Rosales, M.A.
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Technology

Computer Discovery, Computer Science Principles	Kristina Ranzolin, M.A.
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Foreign Language

Spanish I, Spanish II, Spanish III, French, German	UC SCOUT/Ana Rosales, M.A.
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Language Arts

English I	Marc Andres, B.A.
AP English IV, English II, III, IV, Honors English III	Laura Helms, B.A.

Mathematics

Pre-Algebra, Algebra 1, Geometry, Algebra II, Pre-Calculus, Calculus	Walker Lepulu, B.S.
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Music

Choir, Royalaires, Band, Praise Band	Andy Lee, MDiv
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Physical Education

PE I, PE II, PE III, PE IV, Health	
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Religion

Religion I, II, III, IV	Andy Lee, MDiv
Religion I International (Introduction to Christianity)	Andy Lee, MDiv

Science

Biology, Chemistry, Honors Chemistry, Marine Science, Anatomy & Physiology, Physics	Dr. Norma Flores, PHD
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Social Studies

American & World History, Honors American History, Government, Honors Government, Economics	
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MANAGING BOARD

Board of Directors

Chairman.....	
Vice-Chairman.....	Greg Richmond
Finance Chair.....	Milton Wheeler
Principal.....	Marc Andres
Business Manager.....	Orson Chung
Faculty Representative (non-voting member).....	
Church, Home and School Representative.....	Miryam Castaneda
Alumni Representative (non-voting member).....	

Members at Large

Director of Education, Pacific Union Conference.....	Berit von Pohle
Associate Director of Education, Pacific Union Conference.....	Terrell Loeffler
President, Central California Conference.....	
Superintendent of Education, Central California Conference.....	Ken Bullington
Associate Superintendent, Central California Conference.....	Jerry Corson
Area 2 Pastoral Representative.....	

Constituent Seventh-day Adventist Churches

Burlingame.....	Stacy Owen
Cambrian Park	
Campbell.....	Margaret Lin
East Palo Alto.....	Debra Clemens
Hillside Community Company (S. SF).....	Mike Youngberg
Milpitas.....	Ron Aaron
Mountain View Central.....	Rose Shimizu
Mountain View Hispanic.....	Miryam Castaneda
Mountain View Japanese.....	Jayson Tsuchiya
Palo Alto.....	Kandice Bandy
Redwood City.....	Siotame Pahulu
San Jose Central.....	Christina Vilchez
San Jose Ephesus	
San Jose Hispanic.....	Gerson Perla
San Jose Maranatha.....	Henry Zapana
San Jose Phil/Am.....	
Santa Clara Hispanic.....	Ana Cecilia Rivera
South Bay Chinese (Mountain View).....	Noreen Chan
Sunnyvale.....	Marianne Lian
Wellspring Company (Milpitas).....	Michael Blancett

Constituent Elementary Schools

Foothill Elementary, Principal.....	Kanther Khan
Miramonte Elementary, Principal.....	Deborah Joplin

2021-2022 Calendar

Revised 06/17/2021, subject to change

1st Semester

August 2021

- 9 Final Registration
- 9 Back to School Event
- 11 First Day of School**
- 11 SA Ice Breaker
- 16 School Board Meeting
- 24 Picture Day
- 27 Last Day to Add Class
- 29 SAT Testing
- 30-31 SA Spirit Week

November

- 4-7 Albion Trip/School Retreat
- 7 SAT Testing
- 7-8 PUC College Days (seniors)
- 11 Veterans Day Program
- 22-26 Thanksgiving Break**
- 29 School Board Meeting

September

- 1-3 SA Spirit Week cont.
- 3 SA Picnic/Vespers
- 6 Labor Day- No School**
- 13-15 MAP Testing
- 16 PUC Publication Workshop
- 17 Last Day to Drop Class
- 20 School Board Meeting
- 23-25 PUC Student Leadership
- 27-30 Week of Prayer

December

- 5 SAT Testing
- 6 Mountain View Community Tree Lighting?
- 6-10 Deadweek
- 9 Art Show
- 12 ACT Testing
- 12 SA Christmas Banquet
- 14-16 First Semester Finals
- 17 Castro Elementary Christmas Party
- 17 Minimum Day**
- 17 End of First Semester
- 20-31 Christmas Break**

October

- 1 Week of Prayer cont.
- 1 SA Community Service/Vespers
- 3 SAT Testing
- 5 Picture Retake Day
- 8 End of 1st Quarter
- 11 Professional Development Day- No School**
- 13 Marine Science Field Trip
- 13 PSAT Testing
- 17 Fall Festival (tentative)
- 18 School Board Meeting
- 19-20 Parent/Teacher Conf/Min. Days
- 24 ACT Testing
- 25 Adventist College Fair
- 28 Academy Day**

2nd Semester

January 2022

- 1 New Year's Day Holiday
- 3 Begin 3rd Quarter
- 14 Last Day to Add Class
- 17 Martin Luther King Jr. Holiday
- 24-26 MAP Testing
- 24 School Board Meeting
- 31 MultiCultural Week

February

- 1-4 MultiCultural Week Cont.
- 4 Last Day to Drop Class
- 7-8 PUC College Days (Juniors)
- 13 ACT Testing
- 13 Sadies Banquet (tentative)
- 20-27 Senior Class Trip
- 21 President's Day- No School
- 28 School Board Meeting

March

- 1 Professional Development Day- No School
- 3-5 CCC Senior Academy Choral Festival
- 11 End of 3rd Quarter
- 13 SAT Testing
- 14 Begin 4th Quarter
- 15 School Wide Field Trip
- 15-26 International Mission Trip
- 16 Experiential School
- 16-19 Local Mission SF City Impact
- 17 Community Service
- 18-28 Spring Break
- 28 School Board Meeting
- 29 School Resumes

April

- 3 ACT Testing
- 4-8 Week of Prayer
- 8 SA Vespers
- 9 Alumni Sabbath
- 14 Career Fair (tentative)
- 18 School Board Meeting
- 24 Jr/Sr Banquet
- 25-27 MAP Testing

May

- 8 SAT Testing
- 15 Constituency Meeting
- 16 School Board Meeting
- 16-20 Spirit Week
- 20 Picnic/Beach Vespers
- 24-26 Second Semester Finals
- 26 End of Second Semester
- 27 Class of 2022 Consecration
- 28 Baccalaureate
- 28 Class Night
- 29 Commencement Class of 2022
- 30 Memorial Day Holiday

June

- 20 School Board Meeting
- 26 SAT Testing

MISSION AND PURPOSE

Mission Statement

Mountain View Academy is a Seventh-day Adventist Christian high school serving Bay Area communities. The mission of Mountain View Academy is to provide a quality education to a culturally diverse student body in a contemporary Christian environment.

Purpose

Our purpose is to educate the *whole* person by nurturing the development of the student's spiritual, intellectual, social, and physical potential. The conviction that God, our Creator, Redeemer, and Friend, is the Source for all knowledge and wisdom, comprises the educational philosophy at Mountain View Academy.

Guiding Principles

Mountain View Academy is committed to providing students with the following:

- A spiritual environment that encourages students to receive Jesus Christ as their Savior & contributes to a growing relationship with Him
- Formal instruction of the Bible that promotes personal study, leads to trust in God and confidence in the guidance His Word provides for practical Christian living
- An innovative curriculum and state-of-the-art instructional equipment which promotes mastery of fundamental educational skills and the pursuit of excellence leading toward advanced and university studies
- A safe and inclusive environment that nurtures development of the individual's identity and supports interpersonal relationships
- Dedicated and qualified instructors who are recognized specialists in their respective disciplines
- A well-rounded staff that pursues extracurricular interests and shares related activities with students
- Testing and counseling for academic and career selection
- A music program dedicated to teaching a variety of musical styles and providing students with secular and sacred performance opportunities
- Training in physical activities and instruction in making choices that lead to a healthy lifestyle
- An athletic department that promotes discipline, sportsmanship, ethical conduct, and fair play

History

Mountain View Academy graduated its first class in 1923 and is known for a strong academic and character-building atmosphere. MVA's staff has always been committed to providing a caring educational environment for students desiring a Christian education.

A large percentage of our graduates enter medical, dental, allied health, legal, engineering and other professional careers. Our alumni continue to donate time, expertise and money in community service around the world. In addition, many Alumni have returned to Mountain View Academy as teachers, parents, and/or School Board members contributing to the ongoing development of graduates who love God and their neighbors as themselves.

Expected School-Wide Learning Results (ESLRs)

1. Students will improve **spiritually**, as evidenced by:
 - Respect for God
 - The ability to explain personal spiritual beliefs
 - An observable Christ-like behavior
 - Participation in Christ-centered classes and activities
2. Students will improve **intellectually**, as evidenced by:
 - The application of critical thinking skills
 - Effective communication skills
 - Grades and alternative assessment results
 - Standardized testing scores
3. Students will improve **physically**, as evidenced by:
 - Standardized fitness test results
 - Development of a life-long fitness program
 - Participation in physical activities
 - The practice of a healthful lifestyle
4. Students will improve **socially**, as evidenced by:
 - A respect for self, others and the environment
 - Culturally sensitive interactions within a diverse community
 - Participation in school sponsored activities
 - Involvement in Community/Mission Service

“And Jesus grew in wisdom and stature and in favor with God and men.” Luke 2:52

Accreditation

Mountain View Academy (commonly known as MVA) is accredited by the Western Association of Schools and Colleges (WASC) and the Board of Regents of the General Conference of Seventh-day Adventists. Mountain View Academy has current accreditation recognition from those accrediting agencies. Accreditation is through June 2023.

ADMISSIONS

Mountain View Academy invites prospective students and parents to arrange an appointment for a visit. An annual Academy Day is scheduled to introduce guests to what MVA is all about. We welcome your visit. Interested applicants may also write for application package information to:

Admissions Office

*Mountain View Academy 360 S. Shoreline
Boulevard Mountain View, CA 94041*

(650) 967-2324 ext. 1652

registrar@mountainviewacademy.org

Notice of Non-Discrimination

Mountain View Academy has an acceptance policy that includes students of any race, creed, and/or ethnic background to all the rights, privileges, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, creed, and/or ethnic background in the administration of educational policies, application for admission, and athletic or extracurricular programs. However, because Mountain View Academy is owned and operated by the Central California Conference of Seventh-day Adventists, entrance preference is given to its constituent members should there be a limitation of facilities or class.

Application Process

The following guidelines will assist in the application process:

- Evidence of having completed the eighth grade (report card and diploma) and/or if applicable, a transcript of credits earned at another secondary school must be presented for a class schedule to be completed. An official transcript of courses taken at other schools must be submitted at the time of acceptance.
- Test Scores – All incoming freshmen will need three years of test scores.

- Mid-year transfer students should present withdrawal grades from their previous school before starting MVA classes.
- An interview with the principal or registrar is required for all new students. (However, acceptable references from the student's Adventist elementary school may replace the required interview.)
- A physical examination and a TB test are required for all new students. The State of California requires that all students be immunized before entering a California school. For high school aged students, the following must be met:

Required immunizations include:

- **Polio** 4 doses at any age, but 3 doses meet the requirement if at least one was given on or after the second birthday.
- **DTP, DTap** 4 doses at any age, but 3 doses meet the requirement if at least one was given on or after age 2.
- **MMR** 1 dose on or after the 1st birthday
- **Varicella** 1 dose.
- **Tdap Booster** 1 dose on or after 7th birthday.
- **TB test** within the last year if coming from outside Santa Clara County

Registration

Once the application process has been completed and the student accepted, the following items must be submitted to complete registration.

- Business Office/FACTS Financial Contract
- Consent to Treat a Minor form
- Transcripts/grades from previous school
- Tylenol Release Form (optional)
- Guardian Authorization (if needed)

Returning MVA Students

Please see the back of the front cover for important information regarding re-enrollment for current MVA students. Re-enrollment begins January 18, 2022.

Students and Parents Bill of Rights

Students at Mountain View Academy can expect to:

- Receive Christian, professional instruction each school day.
- Be challenged and encouraged to achieve their best.
- Receive encouragement to participate in a variety of extracurricular and leadership activities.
- Be safe from harassment and harm.
- Receive fair treatment and be treated respectfully

and courteously by all school personnel.

Parents at Mountain View Academy can expect to:

- Receive regular, accurate reports of their student(s') progress and achievements.
- Receive open honest explanations of school policies, practices, and decisions.
- Receive practical advice in helping their student(s) make choices regarding educational futures.
- Know that their views and suggestions will be promptly and thoughtfully considered by school personnel.

INTERNATIONAL APPLICATIONS

To ensure their success at MVA our policy requires that all international students must:

- Have a minimum score of 60 on the TOEFL test Or a 3.0 on the iTEP test.
- Have at least a "B" GPA.
- Have excellent attendance. record
- Have a strong citizenship record.
- Submit to the registrar a translated transcript of previous credits earned in a foreign secondary school.

International Enrollment Steps

SUBMIT TO REGISTRAR:

Completed and signed International Student Enrollment application.

1. Three letters of recommendation from present teachers/principal (not from family members).
2. Previous school records and transcripts of academic credit for the past 3 years. If records are not in English, a second copy, translated into English, must accompany original documentation. (*All grades must be at least a*
3. *"B" or higher*)
4. A recent color photograph.
5. A letter in English from the student stating why he or she desires to attend MVA and his/her plans for the future.
6. Completed and signed I-20 request form.
7. A letter from a bank (or a bank statement) showing adequate funds are available for both the student's tuition and living expenses.
8. A completed Guardianship Form or a letter from the student's parent assigning a U. S. guardian.

ACCEPTANCE WILL BE BASED ON THE FOLLOWING CRITERIA:

- An interview scheduled and completed with the Admissions Officer. (Either by Skype or in person.)
- Financial arrangements are completed.
- Living arrangements are arranged with the student and the parent/guardian (no guardian may be under 25 years of age) and approved by MVA Administration. (See Place of Residence policy below)
- Students must be on track to graduate before their 21st birthday and may be no younger than 14 years of age.
- A signed International Student Contract for each year of attendance.
- Have nothing less than a "B" from past scholastic records.
- Have nothing less than a "B" in Citizenship. (discipline records)
- Have an excellent Attendance Record – nothing less than a "B".
- Have a minimum score of 60 on the TOEFL test or a 3.0 score on the iTEP test.
- Have all the necessary health records including Immunization Records.
- Evidence that the student's current educational level corresponds to the American high school equivalent.

AFTER ACCEPTANCE YOU WILL RECEIVE:

- Notification of acceptance from Mountain View Academy
- SEVIS Form I-20 A-B. Submit the completed form to U.S. immigration.

SUBMIT AFTER ACCEPTANCE:

- Payment in full for the school year.
- Medical Records (Students will not be allowed to enter classes until all four of the following are received.)
- Physician examination report
- Complete immunization record
- Tuberculosis (TB) test – PPD type showing negative results (if test is positive submit chest X-ray report)
- Proof of Medical Insurance – either through your guardian or individually, yearly. If you need to obtain medical insurance it is available at:

http://www.isoa.org/compass_main.aspx

ADDITIONAL INFORMATION FOR INTERNATIONAL STUDENTS:

- An international student will be granted an MVA diploma with a minimum of two years attendance at a U.S. high school and meeting all MVA graduation requirements.
- Students are limited to five classes per semester. Evidence of English proficiency may enable a student to enroll in additional classes.
- At the end of each semester period, international students will be evaluated for scholastic progress in order to determine whether he/she and MVA will benefit from continuing for the following semester.
- All international students, regardless of age, must live with a Mountain View Academy approved host family or guardian.
- Students are not allowed to leave school while it is in session, including travel home or outside the US. In cases of family emergency, leaves may be granted.
- Before making travel arrangements to leave during a break, students need to verify with the office that they will not be missing classes or tests.
- In order to leave the United States during a break, international students must check with the registrar to make sure all of their paperwork is up to date so they will be able to return

Place of Residence

- All international students must live with a local parent or local legal guardian.
- All international students need to obtain MVA administration permission to live with a friend or relative, regardless of age.
- Any homestay arrangements must be authorized by the MVA administration.

MVA reserves the right to visit each residence, once per semester. The visitation will include an interview process with the host, international student and an MVA representative appointed by the administration.

FINANCIAL INFORMATION

Contact Information

360 S. Shoreline Blvd. Mountain View, CA 94041
(650) 967-2324 ext. 1653
Fax: 650-336-0053
www.mountainviewacademy.org
email:businessoffice@mountainviewacademy.org

Costs

Tuition Rates, 2021-2022

Standard Tuition:	\$19,861.00
International Student:	\$25,219.00

Tuition Payments

The yearly tuition costs represent the total cost of educating each student in the respective grades for the entire year. A monthly installment plan is designed to help parents spread the cost of tuition over 10 months. This plan does not intend to quantify an “amount” of education each month.

Installments are due on the 15th of each month, starting in August. Payment plans must be set up through FACTS, our contracted third party vendor.

International Student Tuition Payments

International students in grades 9 -12 are welcome. Tuition is charged for the entire school year and is nonrefundable. Discounts for prepayment, two or more in a family, or worthy student aid are not applicable. A full year's tuition payment is required prior to enrolling in classes.

Comprehensive Fee

A Comprehensive Fee of \$580.00 is assessed per student at the beginning of the year. This fee partially covers services not included in the tuition and it is non-refundable after the 10th school day of attendance. The following are some of the items are covered in the comprehensive fee:

- Registration Costs
- Student Accident Insurance
- Yearbook
- Student Association Social Activities
- Student Association Religious Activities
- Limited Testing Fees (AP Tests not included)
- Class Dues
- Library Dues

Additional Charges

Students may be charged additional fees not included in the registration fee or tuition. These may cover lab supplies, extracurricular activity fees, sports, field trips, late fees, and music fees. Applicable fees will be charged to the student account every semester. The office may furnish you with a handout listing such additional fees.

Textbooks

Textbooks for most classes are provided in the classroom or library. Parents may need to purchase textbooks for a small number of classes. Information will be given at registration.

Other Related Expenses

In order to help families estimate yearly expenses, we provide the following estimates (per student)

- Chromebook Rental \$100.00 per year (with a \$200 Deposit each year)
- 12th Grade Graduation Fee \$100.00
- Transcript Fee (First three free)
 - Regular \$5.00
 - Rush \$20.00
 - Fax (domestic) \$5.00
 - Fax (international) \$10.00

Reducing Costs

One or Two Payment Discount*

A discount is available for:

- Tuition paid in full on or before the first day of school.
- Tuition is paid in two payments – one in August and the second payment in December.

**Does not apply to International Students*

EFT (Electronic Fund Transfer) Discount

Payments by EFT through FACTS will result in a 2.5% discount on a monthly basis.

Second Student Discount

To qualify for this discount, two or more students must appear on the same family statement.

SDA Church Member Discount

Tuition does not cover the full cost of operating Mountain View Academy. Local Seventh-day Adventist churches support Adventist education with substantial subsidies that enable us to lower their students' tuition.

Constituent SDA Church Member Discount

The parent(s) or the person financially responsible for the student(s) must be a member of a constituent SDA church.

Non-Constituent SDA Church Member Discount

The parent(s) or the person financially responsible for the student(s) is a member of a non-constituent SDA church.

Financial Assistance

Students needing financial assistance should contact the Educational Assistance Program coordinator at their local church. The representative will have information regarding the Pacific Union Endowment Fund, Central Conference Endowment Fund, Central California Conference Ethnic Scholarships, or the local church's educational assistance program. Mountain View Academy also offers limited financial aid. All applications for MVA are due **by June 1st** for the following school year.

Payments and Other Policies

Payment Options for Tuition:

- Payments will be made to FACTS directly
- Payment plans need to be set up with FACTS
- Credit Card, Checks and EFT payments will be accepted through FACTS payment portal

Payment Options for Other fees:

- Families will have a separate Incidental Account for non-tuition charges payable thru the FACTS portal.

NSF/Returned Checks

- NSF/Returned Check fees will be charged by FACTS directly, the first attempt will be charged at \$30 paid to FACTS. The second attempt will be billed at \$20.
- If for any reason a check paid to MVA directly is returned, your account will be billed \$25 for the NSF fee.

Service Charge

Accounts delinquent over thirty (30) days will be assessed a flat \$30.00 service charge after the 25th of the month.

Financial Clearance

All accounts held by a family, current and past will be considered for financial clearance.

Financial clearance is required:

- To enroll each semester

- To receive a graduation diploma & participate in graduation events
- To participate in an overnight trip
- To sit for final exams

Outstanding Balances

All outstanding school accounts, at MVA or elsewhere, must be settled prior to registration. If an account becomes 30 days past due, the student will be asked to withdraw from school until the amount is paid in full or satisfactory financial arrangements are made. Cash, credit card or money order will be required for payment on delinquent accounts. MVA does not accept third party or postdated checks.

Student Application and Withdrawal

For the purpose of computing charges and refunds, the dates of application or withdrawal will be the date the student begins classes or no longer attends classes.

Student Accident Insurance

A limited coverage student accident insurance policy is provided for each student. All claims made are paid up to \$500, with the excess expense covered by the student's medical insurance.

Information is available from the MVA Office. All students are covered for injury during the hours and days when school is in session and while attending or participating in school sponsored and supervised activities on or off school premises and whether or not school is in session. This coverage includes all interscholastic sports.

COUNSELING SERVICES

The school registrar and faculty advisors provide services that are available to all students and their parents. Some of the services are:

Educational Counseling

- Students who demonstrate that they are not meeting minimum success standards in school are assigned a faculty advisor and every effort will be made to assist them to succeed.
- Assistance is available through the Registrar's office regarding classes, class schedules, course load, and requirements for graduation.

Career and College Counseling

- Inventory and temperament tests are

- administered and shared.
- Information about scholarships and entrance requirements to colleges, schools of trade, etc. is shared with the students.

SCHOLASTIC INFORMATION

Semester Credits

Five semester credits are earned by completing the requirements for a class that meets the equivalent of 200 minutes per week for one semester. Lab courses require an average of 240 minutes per week for one semester.

Incomplete Work

A student may receive an "I" (Incomplete) in a course for an administrative and/or teacher approved emergency and has not had sufficient time to complete the work. The student must make arrangements with the teacher to complete the course requirements within the next nine-week grading period.

Minimum Loads

Students are expected to carry at least 30 credits of work each semester, which are six classes. All seniors must enroll on campus for a minimum of 5 periods.

Repeated Classes

If a student fails a class or wishes to improve a grade, the student may retake the class through an accredited home study program or an MVA approved class. The Academy does not provide individualized make-up study programs.

Transfer Grades

Grades from a non-accredited high school, home school, or a foreign school may be considered for acceptance on a pass/fail basis.

Acceptance of Transfer Credits

Credit is awarded based on the accreditation of the previous school and MVA academic policies. AP courses, honor classes and/or other classes transferred to the academy will reflect the GPA scale of MVA.

Semester Examination

Comprehensive examinations are given at the end of each semester for most classes. The office issues examination Permits when student accounts have been settled, and financial or other obligations have been fulfilled.

Late Enrollment Grading Policy

If a student enrolls after the beginning of the term and does not have transfer grades, the teacher may handle any missed work in one of the following ways:

- A teacher may give a prorated grade for missed work. This may be appropriate for short periods of absences.
- The teacher may permit the student to make up missed work with sufficient time. Time allowed to make up work should be equivalent to the number of days the student missed. This policy may also apply to approved, pre-arranged absences or long-term doctor verified illnesses of over five days.

Acceleration

A student who wishes to accelerate by completing the graduation requirements in fewer than four years must submit a written request, signed by his/her parents, before the end of the second semester of his/her sophomore year.

To be eligible for acceleration, the student must secure the approval of the faculty and meet the following requirements of the Pacific Union Conference Education Code:

- On a standard achievement test, the student must earn a composite score which places the student at or above the 85th percentile.
- The student must have and continue to maintain a GPA of 3.5 or higher.
- The student should demonstrate initiative, maturity, and responsibility.
- A transfer student must be in residence at MVA for one full semester before a request for acceleration will be considered.

When a request for acceleration has been granted, the student at that time becomes a member of the students graduating class.

Transcripts

Requests for transcripts should be submitted in writing and should be signed by a parent if the student is under 18 years of age. After the student leaves Mountain View Academy, three official or unofficial transcript will be issued without charge; additional official transcripts are:

- \$5.00 (1 copy) \$20.00 (expedited copy)
- \$5.00 faxed (domestic)
- \$10.00 for a faxed transcript (international)

Before Graduation, students may request transcripts to be sent to colleges of their choice, at no charge.

Access and Transfer of Student Records

Parents of currently enrolled or former students and students 18 years or older have the right of access to the cumulative and permanent student records maintained by the school relating to the children in the family or the individual student. Individual permanent records are available only to authorized personnel, the parents and the student.

When a student transfers to another school, either Seventh-day Adventist or public, the cumulative record, or a copy thereof, shall be transferred to the school where the student intends to enroll upon written request of the student or parents if the student is under 18 years of age.

College Scholarships and Grants

High school records and financial need are the basis for determining eligibility for many college scholarships. The California Grants Program and the Federal Pell Grant are based on proven need and may provide the best opportunities for seniors to receive college funds. High School grades determine the student's cumulative GPA. High School grades through the sophomore and junior years most heavily influence and determine scholarship eligibility.

Change in Class Schedule

The registrar will provide a student's schedule at the time of registration. The Academic Standards Committee must approve exceptions to policies.

Students who wish to change their schedules must secure a class Add/Drop form.

Adding a Class

The last day to add a class, unless the student is transferring from another school, **is two weeks after the beginning of the term.** (August 27, 2021 & January 14, 2022).

Dropping a Class:

The last day to drop a class and not have it recorded on the student's permanent record **is five weeks into the semester.** (September 17, 2021 & February 4, 2022).

Classes dropped after the fifth week and before the close of the fourteenth week are recorded with a WP or WF. Withdrawals after this will be considered to be failures and must be recorded as an "F" for the semester.

Waiver of Required Course

A student may be granted a course waiver when proficiency/competency is verified in a specific subject matter area (i.e., computer literacy or foreign language) by meeting the criteria and standards adopted by the Pacific Union Conference.

TOEFL Scores for International Students

International students must take either the TOEFL (Test of Foreign Language) test and receive a score of 60-100 on the computer based test or a score of 3 on the iTEP Test. If the student has successfully completed a year at an English-speaking school and provides evidence of their English abilities then their experience may be accepted in place of the TOEFL or iTEP test.

Non-Resident/Correspondence Courses

Non-resident courses are courses completed by an MVA student during the summer or during the school year in a program other than MVA. The student shall submit a request in advance to the Administration for all non-resident high school or correspondence credits to be applied at MVA. Courses taken without prior MVA approval may not be counted toward graduation.

Credit will only be granted for non-resident courses that are offered at MVA in the following instances:

- Repeating a failed class.
- Courses needed to place the student in a college-prep program.
- Special circumstances such as the course not offered at MVA.

Required Tests

Required tests by grade include:

Grade 8

- Eighth-grade students who take Algebra I under the instruction of an accredited teacher may receive credit toward high school graduation. Eligibility for this class will be determined by the school but must meet Pacific Union Education Code criteria.
- High School assessment test.

Grade 9

- MAP Test (the Measure of Academic Progress)

Grade 10

- MAP Test (the Measure of Academic Progress)

Grade 11

- MAP Test
- The PSAT (Preliminary Scholastic Achievement Test) This test measures reasoning abilities and preparedness for college academic work. National Merit Scholarships are awarded to top-scoring participants. It is recommended that all college-bound juniors take this test.
- SAT and/or ACT tests are recommended.

Grade 12

- MAP Test
- ACT (The American College Test or the SAT (Scholastic Aptitude Test) are required for admission to most colleges. It is recommended that one or the other (or both) of these tests be taken early in the senior year. Colleges use the scores of these tests for admission and for scholarship consideration. All college-bound students should plan to take one or the other of these tests by the end of February.

GPA Grading System

A	4.0	D-	0.7
A-	3.7	F	0.0 Failure
B+	3.3	I	0.0
B	3.0		
B-	2.7	I	Incomplete
C+	2.3	FA	Failure for Attendance
C	2.0	W	Withdrawal
C-	1.7	WF	Withdrawal Failing
D+	1.3	WP	Withdrawal Passing
D	1.0	NM	No Mark, No Credit

Scholastic Reports

Progress reports and grades are provided to parents and guardians at the following periods:

Progress Reports

Reports are emailed every two weeks.

Grade Reports

Midterm Grades – which are earned at the close of the 9-week period (1st & 3rd quarters).

Report Cards

Semester Grades – which are earned at the close of each semester. The semester final grades are recorded on the student's permanent record and transcript.

Academic Probation

MVA is committed to assisting student development striving for full academic potential. MVA's **Academic Probation Program** is intended to motivate and monitor academically at-risk students. Students who attend MVA must commit themselves to participating in the Academic

Probation Program if one of the following conditions occurs:

- The student is on the "D-F" list.
- Student Status will be marked as Academic Probation in FACTS
- The student has a GPA lower than 2.0 at quarter or semester grading period.

A faculty advisor will be assigned if a student is placed on academic probation and will monitor student progress weekly.

Students may be required to attend weekly tutoring/study sessions. This will impact a student's ability to participate in extracurricular activities. The principal and registrar will monitor participation.

GRADUATION REQUIREMENTS

A diploma is granted to a student who:

- has been in attendance at Mountain View Academy for the final full semester of a student's senior year.
- is a member of the Senior Class.
- Presents evidence of having completed the eighth-grade, whose conduct and attendance have been satisfactory, and who passes a 10th grade proficiency exam in reading, writing, and mathematics.
- has provided all transcripts to the registrar's office from previous schools attended.
- has paid all school accounts.
- has completed all correspondence, on-line, off-campus, and on-campus back coursework taken to fulfill graduation requirements by March 1st, and official grades have been received by the registrar's office by March 15th.

The minimum number of semester periods and specific subjects required for each diploma (General, College Prep, and Honors) are as follows:

	General Diploma	College Prep Diploma	Honors Diploma	Requirements
Religion (5 credits for each semester in attendance at a Seventh-day Adventist school)	40	40	40	
English	40	40	40	Only 10 units is transferable from a Non-English speaking school.
Math (Plus mathematics proficiency → 10.0 on the Iowa Test of Education Development or equivalent)	20	30**#	40***#	**Must include Alg. I, Geo, Alg. II ***Must include Alg. I, Geo, Alg. II, Pre-Calc #Pre-Algebra or other math class not accepted
Science 10 credits: biological science 10 credits: physical science	20	30#	40*	# Must include 2 lab sciences *Must include 3 lab sciences
Social 10 credits: American History 10 credits: World History	30	30	30	
Modern Language	---	20	20	
Health	5	5	5	
Computer Discoveries	10	10	10	
Fine Arts	5	20	20*	*Must meet the UC

				requirements
Physical Education	30	30	30	Taken over 6 semesters
Community Service	25/yr	25/yr	25/yr	Required for each year of attendance at Pacific Union Conference secondary schools.
Electives	30	5	20	
TOTAL CREDITS	240	285	320	Must meet the UC "a-g requirements
GPA Requirement	None	3.50	3.50*	*No grade below a "B" is acceptable in any course for an honors diploma.

5 semester credits for each of the following: American Government, Economics

- 5 credits: American Government
- 5 credits: Economics

Honors/AP Classes

MVA offers four honors classes and four AP classes. These classes are Honors American History, Honors Government, Honors English III, Honors Chemistry, AP English IV, AP Psychology, AP Statistics, and AP Computer Science Principles. In order to remain in an Honors or AP class, students must maintain a grade of C or higher as measured at the end of each quarter. UC Scout course fees will be billed to the students account each semester and refunded if the student receives a B or higher in the course at the end of each semester.

Graduation Contract

Seniors must submit a signed graduation contract to the Registrar by July 30 of the anticipated graduation year.

Students may not begin classes in the fall without submitting their signed contract. The registrar may provide preliminary approval. After any summer coursework has been submitted, the contract will be reviewed and submitted to the academic standards committee or faculty for final approval by September 30. When grades are available at the end of the 1st semester, the contract will again be updated and evaluated with notification given to those students who have not met the contract.

Should the contract not be approved or the conditions remain unfulfilled, the student will be unable to participate in any further senior activities or graduation weekend. All contract conditions must be met by May 1.

Contract Terms: The Graduation Contract includes the following terms:

- All second semester courses must be taken on campus unless approved by the academic standards committee.
- Enrollment in all classes needed for graduation with the understanding that failing a required course during second semester of the senior year will be indicated in the graduation program as "prospective summer graduate" at the awarding of the diplomas.
- Students who are not passing their 2nd semester classes on May 15 may have their names withheld from the graduation program.

Graduation Cords

- Academic honor cords (gold, silver, white) will be awarded to qualified graduates and are based on the cumulative GPA at the end of the first semester of the senior year as follows:

Gold	GPA 3.70+
Silver	GPA 3.50-3.69
White	GPA 3.25-3.49

- Attendance cords (red) at MVA are based on the following: **4-year attendance with no breaks of more than one quarter.**

Course Sequence

All of the courses listed for each year, except the electives, are required courses which should be taken in sequence. Approval of a change in the sequence must be obtained in advance from the Registrar.

Grade 9

10	Religion I
10	English I
10	Mathematics: Pre-algebra, Algebra I or Geometry
10	Biology
10	Physical Education
10	Computer Discoveries
5-20	Elective courses: Band, Art, Choir, Yearbook

Grade 10

10	Mathematics: Algebra I, Geometry or Algebra II
10	Religion II
10	English II
10	Chemistry
10	World History
5	Physical Education
5	Health
10-15	Elective Courses Art, Band, Choir, Royalaires, Spanish I, Yearbook, Career Education, Speech

Grade 11

10	Religion III
10	English III/H English III
10	American History/H Am. History
10	Physical Education
10-30	Elective Courses: Art, Band, Choir, Royalaires, Music Appreciation, Yearbook, Speech, Career Education, Chemistry, Honors Chemistry, Spanish II, Geometry, Algebra II, Pre-Calculus

Grade 12

10	Religion IV
10	English IV/AP English IV
5	American Government/ Honors American Government
5	Economics
5	Physical Education
10-30	Elective Courses or departmental

requirements not already completed. Art, Band, Choir, Royalties, Music Appreciation, Yearbook, Speech, Career Education, Spanish III, Algebra II, Pre-Calculus, AP Calculus

Class Standing

Class standing is determined by the number of years a student has been enrolled in high school, the number of credits earned, and the successful completion of required courses. Classes required for graduation may be found in the previous section under Graduation Requirements.

Freshmen

Students who have documented completion of the eighth grade.

Sophomores

Students who have completed one year of high school with a minimum of 60 semester credits, including all freshman core classes, and has not received an incomplete, failing grade or a missing class in more than one semester of a course required for graduation.

Juniors

Students who have completed two years of high school with a minimum of 120 semester credits, including all freshman and sophomore core classes, and does not have an incomplete, failing grade or a missing class in more than one semester of a course required for graduation.

Seniors

Students who have completed three years of high school with a minimum of 180 semester credits, including all freshman, sophomore, and junior core classes, do not have an incomplete, failing grade or a missing class in more than one semester of a course required for graduation, and can schedule the courses required for graduation. To be a member of the graduating class, a student must be in attendance for the entire 2nd semester of the senior year.

Community Service

Twenty-five (25) clock hours of unremunerated community service per year of attendance at a Pacific Union Conference secondary school are required.

Due to COVID restrictions in 2020 and early 2021, MVA

has opted to adjust the hours as follows with the guidance of the CCC:

2019-2020: Adjusted hour requirements by 6 hours. Instead of 25 hours, the requirement will be 19 hours.

2020-2021: Adjusted hour requirements by 13 hours. Instead of 25 hours, the requirement will be 12 hours.

Physical Education

To receive credit for PE the student must be able to participate in the planned physical activity. Should the student be unable to participate due to health reasons, a note from the doctor must be provided. The student will then drop PE for that time period and will only receive credit for the amount of time they attended and participated in the class.

College Entrance Guide

The following list serves as a guide to the subject requirements for college entrance for La Sierra University and the University of California system. Many colleges and universities differ in their admission requirements; therefore, a student planning to attend a college should obtain a current bulletin from the respective institution.

Pacific Union College/LA Sierra University Requirements

English	4
Math (<i>Algebra I, II and Geometry</i>)	3
Science (<i>Biology, Chemistry, Physics rec.</i>)	2
History (<i>US and World History</i>)	2
Religion (<i>for each year at a SDA school</i>)	4
Foreign Language (<i>2 years in the same language</i>)	2
Keyboarding / Computer Literacy	1
Health	½

Testing Requirement: ACT or SAT

University of California/Cal State Univ. Requirements

English	4
Math (<i>Algebra I, II and Geometry</i>)	3
History or Social Science	2
Lab Science	2
Foreign Language (<i>2 years in the same language</i>)	2
Visual / Performing Arts	2
Approved Electives (<i>from above areas</i>)	1

Testing Requirement: ACT or SAT Reasoning SAT Subject Tests* **University of California Only*

COURSE DESCRIPTIONS

- * MVA graduation requirement
** College prep course ***Elective

ENGLISH

English I

English I establishes and reinforces basic skills in vocabulary, grammar, and writing. It provides an introduction to various literature genres, with emphasis on critical thinking and clear expression.

*(Prerequisite: Eighth Grade English)

English II

English II builds on the basics of English I with the intent to advance to more complex language usage. Of equal importance is the emphasis on world literature and exposure to varied writing styles and oral presentation.

*(Prerequisite: English I)

English III

English III includes a survey of major American authors from the Colonial Period to the present. Of equal importance is the emphasis on formal persuasive writing, oral presentation, and student research. *(Prerequisite: English II)

Honors English III

Honors English III is designed to meet the needs of juniors who have demonstrated exceptional ability in language arts. This course includes a combined survey and thematic study of major American authors from the Colonial Period to the present. Of equal importance is the emphasis on formal persuasive writing, expository writing, oral presentation and student research. Students in Honors English III are also expected to complete a final research project. ***(Prerequisite: An "A" in English II/Open to Juniors and Seniors)

English IV

English IV is designed to prepare the student for college language arts. It includes a survey of major British writers from the Old English Literary Period to the present. Of equal importance is the emphasis on formal expository writing, oral presentation and student research. * (Prerequisite: English III)

AP English IV (AP English Language and Composition)

This AP course in English Language and Composition engages students in becoming skilled readers of prose written in a variety of periods, disciplines, and rhetorical contexts and in becoming skilled writers who compose for a variety of purposes. Both the writing and the reading in the AP class will make students aware of the interactions among a writer's purposes, audience expectations, and subjects as well as the way generic

conventions and the resources of language contribute to effectiveness in writing. Students will be required to take the AP Exam in May and the testing fee will be billed to the student account. ***(Prerequisite: The class is open to students with a "B" or higher grade in their junior-year English class. Class limited to 25 through additional criteria if needed. Seniors only.)

FINE ARTS

Art & Ceramics

Art will help students learn to draw, arrange colors, and create new visions. Art class will include the areas of basic sketching, drawing, water color, and acrylics. Ceramics will include creating clay objects using the potter's wheel and other methods.

* 5 credits. (Small classes)

Choir

Choir teaches the basics of vocal production, rhythm, intervals and sight reading are taught. The Choir will have some scheduled public performances during the school year. All members are required to participate in these performances. * 5 credits

Royalaires

Royalaires is the performing organization with up to 40 public concerts a year plus a tour. All members are required to participate in these performances. Royalaires are chosen using an audition process. Royalaires members must make a yearlong commitment. * 5 credits, meets UC "g" requirement.

Must complete a final research project.

**(Prerequisite: An "A" in English II/Open to Juniors and Seniors) requirement

Instrumental Music

Band is an organization made up of all those who enjoy playing music. Students should be able to play at the intermediate level of performance. A variety of styles of music are studied and performed throughout the year. The Band will have scheduled public performances during the school year. All members are required to participate in these performances. ***

LIFE SKILLS

Study Skills

This is a new class this year and it is designed to help incoming Freshmen gain skills needed to ensure their academic success here at MVA. Students will learn note taking methods, how to take different types of tests, listening skills, and how to stay organized. This is a one semester class.

MATHEMATICS

Pre-Algebra

This course introduces concepts of algebra and prepares the student for Algebra I. **NO CREDIT is given if Algebra I is already completed.**

Algebra I

Algebra I provides a beginning study of problem-solving by algebraic methods. The real number system, manipulation of algebraic expressions, quadratic equations, the Cartesian coordinate system, systems of equations, and various world problems are studied. * (Prerequisite: Appropriate score on the math placement test or "C"- grade in Pre-Algebra)

Geometry

Geometry includes the study of basic shapes and angles, as well as the study of Euclidean geometry and their algebraic relationships. Emphasis is given to deductive reasoning in proofs and an understanding of the basic concepts. Constructs are used to help visualize the application of various concepts. * (Prerequisite: Algebra I)

Algebra II

Algebra II is an extension of Algebra I with the introduction of higher of higher algebraic processes which include matrices, logarithmic functions and sequences and series. Emphasis is given to the process of problem-solving using various methods. Students considering attending college or entering a technical or mechanical field should consider taking Algebra II.* (Prerequisite: Algebra I and Geometry with a minimum grade of "C"- or instructor's permission)

Pre-Calculus

Pre-Calculus is a combined course of advanced algebraic concepts and analytic geometric principles. Advanced trigonometric relationships and their graphs along with applications are considered. Additional topics include logarithmic and exponential applications, as well as linear algebra. Students interested in any of the scientific fields will find Pre- Calculus helpful in their future college requirements. A graphing calculator is required. ** (Prerequisite: Algebra II with minimum grade of "B" or instructor's permission)

AP Statistics

Obtain the statistical know-how to turn an intimidating Everest-sized mountain of numerical data points into a simple answer. This course can be used to supplement a face-to-face AP* Statistics course and is "a-g" approved by the College Board.

Students are required to have access to a graphic scientific calculator. Successful completion of, or current enrollment in, Algebra II is recommended. (Prerequisites: Successful completion of Algebra I required. Algebra II is recommended. Concurrent enrollment in Algebra II is acceptable.)

MODERN LANGUAGE

Spanish I

Spanish I is intended to help the student understand the language and learn to speak it through the study of grammar and vocabulary. It also attempts to build a better understanding of the customs, language and peoples of the Hispanic World. ** (Prerequisite: "C" in English or instructor's permission)

Spanish II

Spanish II seeks to expand the student's communication and understand the language on a more advanced level. The written and reading aspects of the language are also emphasized as well as the appreciation and exposure to the Hispanic culture. ** (Prerequisite: "C" in Spanish I or instructor's permission)

Spanish III

Spanish III is open only to motivated students seeking fluency in Spanish. Students will continue to study grammar, write compositions and engage in advanced conversation. Of equal importance is the emphasis on translation. Students will be exposed to further study of Hispanic culture, history and literature.*** (Prerequisite: instructor's permission)

PHYSICAL EDUCATION

Physical education courses provide students with the opportunity to gain experience in a variety of team, dual, and individual sports and activities. These activities are designed for the student to progress in physical, cooperative, social, motor and mental skills and physical fitness. These goals are achieved through daily physical activities, skill tests, fitness activities and tests, as well as written tests covering safety, rules, and strategy. Each student is required to take 30 credits of Physical Education II/III/IV. All Students are required to wear the approved physical education uniform.

Physical Education I

P.E. I is required of all freshman students, and emphasizes basic motor skills, rules, teamwork, an

fitness activities developed mainly through team sports, such as flag ball, volleyball, basic tumbling, softball, basketball and floor hockey. *

Physical Education II

P.E. II is required of all sophomores, and continues to emphasize skill development, fitness, and sports knowledge through team sports such as basketball, team handball, flag ball, advanced tumbling and apparatus, volleyball, softball, indoor soccer, and fitness activities. *

Physical Education III/IV

P.E. III/IV is a course that consists of a variety of team, dual, and individual sports activities. Students are allowed to choose activities and are encouraged to design their own programs around personal needs and interests. Possible activities include basketball, volleyball, floor hockey, indoor soccer, flag ball, badminton, pickleball, aerobics, weight-lifting, golf, tennis, bicycling, jogging, croquet, horseshoes, softball, over-the-line, table tennis, and fitness activities. *

Health

This course offers an overview of the human body and its maintenance. Healthful living, disease prevention, consumer health, and safety are studied. Students are required to complete a research paper and a project on current health issues.

RELIGION

Religion I

Religion I students will study the Genesis story of God's creation, the nature of man, man's fall into sin, and the plan for man's salvation through Jesus, the Son of God. The Old Testament story of Abraham and Isaac, along with the New Testament story of Jesus will reveal God's love in His dealings with man. The great controversy between good and evil and the freedom of choice He gives us will be studied. Current teenage issues will be addressed. *

Religion II

Religion II is a survey of the establishment of God's Old Testament church as portrayed in the book of Exodus and God's development of His church through his chosen servant, Moses. Also, students will study the development of the New Testament church from the apostles through the current contemporary Christian church of today. The emphasis will be on God's love for the church. *

Religion III

Religion III involves an extensive study of righteousness

by faith in Jesus Christ as presented in the book of Romans. Also, the class will study the apocalyptic writings of Daniel and Revelation portraying God as our Savior friend. This course includes a general survey of Christian beliefs as presented in the Bible. Current teenage issues will also be addressed. *

Religion IV

In Religion IV the student will be encouraged to clarify personal values, develop a philosophy of life, identify various world views and discover how these views affect daily decision making. Opportunities are given to confront real decision-making situations in preparation for a career, marriage, and witnessing. The class is based on God's guidance as presented in His word. Current teenage issues will also be addressed. *

Bible Elective

This is considered an upper division religion elective course that encourages personal spiritual growth. Prayer, personal Bible study, and the power of a personal testimony of God's love are vital parts of this class. Grades for this class are on a pass/fail basis. *

Introduction to Christianity

Intro to Christianity covers all major aspects of Christian life. This includes many events and stories from the Old and New Testaments and exposes students to the practical simple life of Christ as our example. *** (*Open to first year non-Christian students*)

SCIENCE

Biology I

Biology I is a study of life and the functions of living things. It is a survey course including areas of study in scientific techniques and methods, cellular biology, genetics, ecology, animal and plant kingdoms, and philosophies of creation and evolution. A required laboratory gives hands-on experience including dissection and observation.

Some off-campus field trips may be required. *

(*Prerequisite: Open to sophomores, juniors or seniors*)

Marine Science/Anatomy & Physiology

Marine Science stresses the importance of the ocean and the organisms that live there. There are two major field trips to the ocean and many laboratory experiences. Anatomy and Physiology covers the ten organ systems of the human being, with cat dissection as a parallel laboratory experience. (*Prerequisite: Biology I with a grade of "B" or higher or instructor's permission, SENIORS ONLY*)

Chemistry

Chemistry is an elective course intended to meet the needs of college-oriented students for pre-professional

programs. Areas of study are atomic structure, periodic table, bonding, metric system, formula and equation writing, gas laws and acid base reactions. The required laboratory emphasizes proper techniques in analysis and investigation. * *(Prerequisite: Biology I, and Algebra I with a grade of "B" or higher or instructor's permission. Open to Juniors and Seniors)*

Honors Chemistry

Honors Chemistry is an accelerated course intended to meet the needs of college- oriented students for pre-professional programs. Areas of study are atomic structure, periodic table, bonding, metric system, formula and equation writing, gas laws and acid base reactions. The required laboratory emphasizes proper techniques in analysis and investigation. ** *(Prerequisite: Biology I and Algebra I with a grade of "A" or instructor's permission. Open to juniors and seniors)*

Physics

Physics is a study of the basic laws that govern the universe. Emphasis is given to mechanics and its base laws, as well as wave motions. These topics are then expanded to cover thermodynamics, electromagnetic theory and other general physics topics. Because physics presents explanations of our physical universe, it is useful for students entering a variety of fields, from the health fields to engineering, the sciences, and even the humanities.

** *(Prerequisite: Algebra II or instructor's permission, open to juniors and seniors)*

SOCIAL STUDIES

American History

American History acquaints students with the land, people, events and cause-effect relationships that have combined to form the United States.

Emphasis is given to identifying the uniqueness of life in North America. Students are challenged to improve their study skills and critical thinking skills, as well as their historical knowledge. * *(Prerequisite: Open to juniors and seniors)*

Honors American History

Honors American History acquaints students with the land, people, events and cause-effect relationships that have combined to form the United States. Students are challenged to improve their study skills and critical thinking skills as well as their historical knowledge. Emphasis is given to developing keen analytical skills while evaluating primary source documents and historical commentary. Each student will conduct research and present papers on topics or people of importance in American history. ** *(Prerequisite:*

Grade "A" in World History, Open to juniors and seniors)

American Government

American Government is a one -semester survey course that is directed toward the understanding of the current state of the United States by examining the background and science of American government. Development of an understanding of the process of government is emphasized, while students practice their study skills. * *(Prerequisite: American History, Open to seniors)*

Economics

Economics is a one-semester survey course of economics that is directed toward understanding the current state of American financial life by examining the background and science of American free-enterprise economics. Development of reading and an understanding of the process of economics are emphasized. * *(Prerequisite: Open to seniors)*

Honors American Government

Honors American Government is a one-semester survey course that is directed toward the understanding of the current state of the United States by examining the background and science of American Development of an understanding of the process of government is emphasized, while students practice their study, research and presentation skills. Extra emphasis is placed on current events and public policy decisions. ** *(Prerequisite: An "A" in American History, Open to seniors)*

World History

World History acquaints students with the geography, peoples, cultures and cause-effect relationships that have culminated in major historical events and trends. Students are challenged to improve their critical thinking skills as well as their knowledge of history and geography. * *(Prerequisite: Open to Sophomores, Juniors and Seniors)*

TECHNOLOGY

Computer Discoveries

Previously known as Computer Applications. This course is designed to establish the basic computer application skills and computer science knowledge that students will need to be successful throughout high school. It is an entry-level course designed for Freshmen. The course is divided into two semesters. The first semester focuses on foundational typing and application skills, ensuring that all students start at MVA with the basic experience with the Google Apps and other technology tools necessary to be successful at MVA. The first semester will also include work on digital citizenship and how our

Christian morals extend to our digital lives. The second semester will focus on computer science and will be based on the Computer Science Discoveries curriculum created and provided by the organization Code.org. Computer Science Discoveries is an introductory computer science course that empowers students to create authentic artifacts and engage with computer science as a medium for creativity, communication, problem solving, and fun. **(Prerequisite: While basic keyboarding skills will be reviewed, it is expected that students have the skills to properly type.)*

AP Computer Science Principles (AP CSP)

This course is a rigorous, entry-level course that introduces students to the foundations of modern computing. The course covers a broad range of foundational topics such as programming, the internet, big data, digital privacy and security, and the societal impacts of computing. Computing affects nearly all aspects of modern life and this class is designed to provide all students with an education that prepares them to pursue the wide array of intellectual and career opportunities that computing has made possible. This course seeks to provide foundational knowledge and skills to meaningfully participate in our increasingly digital society, economy, and culture.

This course curriculum is based on the College Board AP-endorsed curriculum created and provided by the organization Code.org. It is an entry-level computer science course, designed with all high school students in mind to provide them with basic computer science knowledge and skills. The course includes both plugged and unplugged activities, meaning that all technology skill-levels are welcome. AP Computer Science Principles is a relatively new AP test and is very different from AP Computer Science A test, which is designed for students pursuing a computer science degree in college. *** (The prerequisite for AP Computer Science Principles is Algebra I. This course is designed for Juniors and Seniors.)

ELECTIVES

Career Education Seminars

Students will explore individual career paths that help them understand how their own mind works. They will be introduced to different careers, prepare resumes, go through mock interviews and explore different career avenues. Students will do research and projects to discover their strengths and weaknesses in order to discover what they would like to pursue after high school.

Introduction to Audio & Visual Production (AVP)

This is a visual arts course designed for student creativity and discovery. This class is for making

things! This is a project-based class, where students will be guided by the instructor but most of the learning will be through self-discovery and exploration. To be successful in this class (and life), students must be willing to ask questions, do research, try new things, make mistakes, solve problems, accept and give constructive criticism, and work as a part of a team.

Each quarter will focus on learning and improving techniques in digital photography, digital video production (informative and creative), and digital audio production (music and podcasts). Students will also learn presentation, public speaking, live-event production, and other skills. The majority of a student's quarterly grade will rely on their quarterly project, this means that successful students will be self-motivated and have good time management. Students will use smartphones for a lot of their content creation. Other equipment will be provided. If students have their own equipment they would like to use, they are encouraged to do so but are not required to purchase any new equipment. Any personal equipment used at school is the responsibility of the student.

Speech

Speech class will help students become better communicators. Students will develop an understanding of both basic communication principles and public speaking strategies through a variety of speaking assignments. *** *(Open to Sophomores, Juniors, and Seniors)*

AP Psychology

Psychology is the scientific study of the inner workings of humankind's most complex organ: the brain. Designed as a tour through the realm of psychology, we'll explore the underlying mental functions and behaviors that govern how we sense, feel, learn, remember, and process language. You'll also learn how the mind develops as it ages, and the effects of nature versus nurture. Finally, you'll learn about psychological disorders, therapy and social psychology. By the end of this course you'll have a greater appreciation and understanding of how your own mind works. This course can be used to supplement a face-to-face AP* Psychology course and is "a-g" and College Board approved.

ENGLISH DEVELOPMENT CLASSES

ELD English Level I

ELD I is the first core course for students whose first language is not English. The course includes beginning

reading, paragraph writing, grammar, and vocabulary and sentence structure. ***

ELD English Level II

ELD II is the first second course for students whose first language is not English. The course includes intermediate reading, paragraph writing, and grammar vocabulary and sentence structure.

ELD American Culture

ELD American Culture is tailored to International students who are just arriving to our country. This class allows students to question the role of popular culture in our lives, inform our general conversation, and provide us with a theoretical framework on which to develop our own ideas. This class dissects what American culture is doing to us, what are we doing to it, and how (or why) we might change our relationship with this aspect of our society that seems to penetrate every aspect of our lives? *** (*Open to freshmen to Seniors international students*)

* MVA graduation requirement

** College prep course ***Elective

ATTENDANCE POLICY

Consistent attendance, whether at school or at work, is an important part of our society. Some employers view a student's grades and attendance record as being equally important.

Attendance: Office Daily Procedure

- Parents are requested to call directly to the main office between 7am - 8:15am and leave a short message if their student will be absent from class or classes.
- If the parent has not called the office, we will attempt to call the home if a student is absent.

Absences Excused

California law provides for 5 types of valid special circumstance absences:

- Illness.
- Quarantine.
- Having medical, dental, or optometric services rendered. (Parents should make appointments after school, if possible, for the sake of the student.)
- Funeral of a pupil's immediate family member.
- Court summons.

Unexcused Absences

The school has the final decision in classifying class absences. Failure to sign out in the front office with parent permission could result in those absences not being excused. Entering a class 10 or more minutes late may also be counted as an absence.

Tardy Policy

A tardy, by definition, is unexcused (exceptions will be made for medical appointments with doctor's note). 3 tardies equal 1 absence. Staff members who detain a student should issue a pass. If a tardy is traffic/parent related, up to 9 points per quarter may be excused by parent notes. However, a tardy/absence may affect the attendance grade. Students are considered tardy to class if they enter class within the first 10 minutes of class, after ten (10) minutes they are considered absent.

Absence Policy

There are two categories of absences at Mountain View Academy, Excused and Unexcused:

Excused

- School Related Absences are classes missed due to school events. Examples are field trips, tour trips, mission trips and athletic events.
- Personal Absences are planned or unplanned events, such as illness, medical appointments, court appearances, church-related activities or family emergencies. These are considered Pre- Arranged absences. In order to receive credit, a student cannot miss more than 15% of any class (in most classes this is 14 absences per semester.)

Unexcused

All absences not covered above will be considered unexcused.

Extended Absences due to Illness/Quarantine:

Doctor's note must be given to the office within 3 days of the beginning of absence due to illness. The Doctor's note must include the following:

1. Date of Medical Evaluation
2. If illness is NOT COVID - provide alternative explanation of symptoms from the doctor
3. If COVID test is not needed - a statement from the Physician that COVID test is not needed.

Teachers will post materials and assignments in Google Classroom. Teachers are not required to provide recorded lectures or videos of class.

The Attendance Process

A point system is used to determine the attendance grade.

A	B	C	D	F
0-3	4-6	7-9	10-12	13+

Each unexcused absence (A) results in 3 demerit points, and each tardy (T) 1 demerit point against the student for the quarter.

Attendance Notification

Students are notified weekly via FACTS regarding their complete attendance record. The student is responsible for clearing absences/tardies that are excusable within one week.

Attendance Bond

A student's attendance is considered unacceptable when demerit points reach 10 or more (D grade) and a \$100 Attendance Bond must be submitted. At the end of the quarter, fines (if any) will be deducted from the \$100, and the balance returned to the student's account. A \$10 fine is charged for each demerit point over 9. Paying the \$100 Bond does not clear absences or tardies. The Bond pays fines accrued throughout the quarter and is a strong statement from the student regarding the importance of improving attendance.

Conference

If a student reaches 20 or more demerits points, a conference will be held with the principal, which may result in suspension or withdrawal.

Off-Campus Without Permission

Absences or tardies for being off-campus during school hours are not excused unless the student first gets permission to leave campus from the front office staff and signs out when leaving and upon returning. **Signing out on the clipboard does not excuse an absence.** A follow-up note from a parent or their signature on the sign-out sheet is required.

Skipped Classes

Parent notes are not accepted for absences or tardies during the school day when the student remains on campus. If a student is unable to attend class while on campus, the student must contact the office for permission to be out of class.

Sick Room

A sick room is provided for illness and a school teacher/counselor is available for other personal problems. Students should use the sickroom as an emergency measure only. It is not for common cold

sniffles or light headaches.

1st Period Traffic Absences

A maximum of 9 points can be excused for traffic/parent reasons per quarter. It is the responsibility of the student and family to leave home early enough for normal traffic problems.

Loss of Credit Due to Attendance

Mountain View Academy policy is that any time a student misses more than 15% of any class (in most courses this is 14 absences per semester), the student must meet with the Academic Standards Committee to determine whether credit is still possible and to develop a plan for improving class attendance. The plan will address attendance, credit for late assignments or missing work, exams that have been missed and required deadlines. This plan will supersede the course's normal classroom policies for the completion of late work including tests. The student may petition the faculty for academic credit for long-term illnesses or other special circumstances.

Absences Due to Class Changes

Absences due to class changes will be excused if the student submits in a timely manner, an official add/drop slip properly signed and dated (within 1 week of stopping attending the class).

Acceptable Signatures

Absences/tardies must be excused by a teacher or staff member only. Excuse notes from student workers are not accepted.

Tardy Slips

Tardy slips from the office do not excuse absences or tardies unless the slip specifically states "excused". The tardy slip allows a student to arrive late to class and be admitted. A follow-up parental note giving reason for the late arrival must be submitted.

Wrong Seat in Class

Sitting in the wrong seat in chapel or class is considered an **Unexcused Absence**.

Pre-Arranged Absences:

Authorization to miss school for reasons other than illness, quarantine, medical appointments, funerals or court summons must be pre-arranged and approved by the administration and teaching staff. These pre-arranged absences are reserved for extreme situations. Pre-arranged Absence Forms are available

from the front office. The request must be submitted one week before the absence is anticipated. The administration and teaching staff will review the request. If the request is approved, the absences will not affect the student's attendance grade.

Each request will be considered based on the following criteria:

- Grades: MVA strongly recommends that the student has a GPA of 2.5 or better with no grade lower than a "C".

The student's attendance record: When a student is absent (whether excused or not excused) from the same class more than 15% (in most classes this is 14 absences per semester.), an "F" grade due to attendance may be recorded and the student may be dropped from that class.

- Classwork missed: Making up missed tests and labs is at the discretion of the individual teacher.
- Missed music performances and concerts: These may not be made up and will adversely affect the class grade.

MVA wishes success for all students academically. Excessive absences make it very difficult for students to keep up with coursework and achieve the scholastic grades desired.

NOTE: Parents or guardians are requested to give advance written notice to the registrar's office

The school attempts to notify parents or guardians when students are absent, or if they leave the campus without prior permission.

Attendance Record Corrections

It is the student's responsibility to check weekly attendance reports and report discrepancies within one week.

Sign-in/out

When students arrive after their first period or leave prior to the end of their school day, they should sign in and/or out at the front counter.

CITIZENSHIP GRADES

General Policy

When a student receives an "F" grade in citizenship on the nine-week report card, a parent-principal conference will be called to determine what can be done to resolve ongoing issues in order for the student to remain at Mountain View Academy. The student will be placed on Citizenship Probation which results in the student being excluded from

voting activities, holding any offices, participating in the school sports program, or being a member of any extra-curricular activities.

Citizenship grades may become a part of the transcript and recommendations to colleges or future employers. The Citizenship semester grade is a combination of the two nine-week (quarter) grades. Referral points are cleared to zero at the beginning of each semester.

Documentation

Behavior that violates any of Mountain View Academy's guidelines and policies may result in a discipline report or referral. This documentation becomes part of the student's permanent school record. The parent and students will also receive documentation of the incident.

Depending on the seriousness of the offense, referrals will carry a score from one to ten points. The number of points is determined by the teacher, staff member, or administration and monitored by the principal. Six points will lower the grade by one letter (i.e. from "A" to "B").

Citizenship Grade per Quarter

Grade	Points	Grade	Points
A	0-3	C	14-15
A-	4-5	C-	16-17
B+	6-7	D+	18-19
B	8-9	D	20-21
B-	10-11	D-	22-23
C+	12-13	F	24+

Automatic referral points or fines are given for the following:

Disrespectful Actions	10 Points
Dress and Appearance	3 Points
Cutting class	5 points
Using or reading items in Chapel	5 points
Gum Chewing	5 Points

As soon as a student accumulates 20 referral points, a conference must take place with the student, parents, and principal or vice-principal.

DRESS AND APPEARANCE POLICY

Voted 6/21/21

The Dress and Appearance Policy applies whenever a student is on campus and for a school event. Each item in the policy refers to BOTH male and female students unless otherwise specified. For special events, at school or off-campus, acceptable variations to the policy may be announced after approval by the school administration

The MVA Dress and Appearance Policy reflect the values of the school as a Christian institution. Student dress and appearance should reflect respect for self and respect for others. The goal of this policy is to help students focus on and engage in active learning throughout the school day. Studies have shown that the way a student dresses can affect the way they do in school.

Core Values: Neatness, cleanliness, safety, modesty, good taste, and the avoidance of extremes are at the heart of the MVA Dress and Appearance Policy.

NEATNESS & CLEANLINESS

All students SHOULD strive to keep a neat and hygienic appearance. Clothing must be clean and in good repair.

The following applies to all items of clothing worn:

- No tears or holes that are immodest.
- No items worn inside-out.
- No cut-outs or sheer material will be permitted.

Pajama pants, yoga/spandex pants, athletic shorts, sweat pants, etc. are not acceptable as school attire.

Sleeveless shirts and spaghetti straps are not acceptable as school attire.

SAFETY

Clothing should fit normally and not be overly tight or baggy and should not drag on the ground. While on campus, students must wear shoes that properly cover their feet. This means shoes must be **closed-toed and completely cover the foot** or have a back strap. Shoe or boot laces must be tied correctly. Specific footwear may be mandated for activities such as labs and sports activities.

MODESTY

Skirts and dresses need to be no shorter than slightly above the knee representing a modest length. Shorts need to be no shorter than mid-thigh. Shirts and blouses must cover the chest and midriff with a modest neckline dipping no lower than slightly below the top of the sternum. No undergarments may be showing.

GOOD TASTE & AVOIDANCE OF EXTREMES

CLOTHING (including hats, bandanas, shoes, shirts, T-shirts, and other accessories) depicting or referencing anything deemed inappropriate (such as gangs, violence, drugs, obscenities, etc.) is not allowed.

HAIR should be cut in a natural, neat, and clean style. **EXTREME** hairstyles are not allowed.

Visible **TATTOOS** (real or otherwise) are not allowed.

JEWELRY of any type is not permitted.

SPECIAL OCCASIONS:

The Dress and Appearance policy values of neatness, cleanliness, modesty, good taste and avoidance of extremes still apply to special occasions.

FORMAL BANQUETS AND CLASS NIGHT

If students are unsure if their chosen outfit meets the Dress Policy, they are encouraged to seek advice from a faculty or staff member.

PICNIC AND BEACH EVENTS

Flip flops and open-toed sandals are allowed (only to and at beach events).

ATHLETIC EVENTS

Athletic shorts and sweatpants are allowed (only to and at athletic events).

MANAGEMENT OF POLICY:

To manage the policy at school, the following protocol will be followed:

- Students who are not following the policy will be asked to correct the infraction by editing their outfits (adding items or removing items) before returning to class or other activities.
- If this is not possible the student will be sent to the office until their parent/guardian is able to solve the problem by bringing them clothes or taking the student home,
- Dress and Appearance Policy infractions are considered to be a violation of the discipline policy and students who do not follow the policy will receive a dress code violation notice and it will be entered into FACTS.
- Classes missed for dress code violations will be considered unexcused

Failure to follow the Dress and Appearance Policy as stated may result in disciplinary action after the third violation. ***The administration reserves the final say in matters of the Dress Code and Appearance Policy.***

LIBRARY POLICIES

LIBRARY TERMS OF USE POLICY

The goal of the Mountain View Academy library is to meet the academic and social needs for the MVA community.

Students and parents/guardians of students may request and check out materials from the library, although different policies apply for each group (see below). All library materials (including computers, books, magazines, games, and furniture) should be treated with respect and used appropriately. Computers should be used for educational activities only, unless special permission is received from the librarian or other staff member. To ensure that the space is functional, clean, and inviting, **students may NOT eat or drink anything besides water at any time while inside the library.** Students seen breaking this simple rule will be written a referral and asked to leave the library. The librarian reserves the right to suspend use of the library facility and its materials to any student that misuses them.

CIRCULATION POLICIES

Students may check out a maximum of **FOUR** items. Items will be checked out for **12 school days** and may be **renewed once**. If students return items after the due date, **late fees** will accrue at **\$.50 a day** and will max out at \$5.00 (this is the **standard late fee**). If an item is not returned by the end of the semester the item will be considered lost and the student who checked out the item will be charged a \$15 replacement fee.

Students may request and reserve items that are not on the shelves by placing a hold using the library catalog which can be accessed through **RenWeb**. Students may request a maximum of four items and they will be held for a maximum of two days.

Parents/Guardians of students may check out a maximum of **TWO** items. Items will be checked out for 12 school days and may be renewed two times. The standard late fee (see above) applies to parents/guardians as well. If an item is not returned by the end of the semester the item will be considered lost and a \$15 replacement fee will be charged.

DONATIONS

The MVA library will accept donations of books, DVDs, and some periodicals (magazines, newspapers, etc.) that are appropriate for our learning community during DESIGNATED DONATION PERIODS. The librarian will determine when these periods will be and will communicate this information to the MVA community. Donations

are accepted on a no-obligation basis, meaning that once an item is donated the MVA library is under no obligation to keep an item to add to the collection.

SAN JOSE PUBLIC LIBRARY CARD

All MVA students are encouraged to apply for and receive a free San Jose Public Library (SJPL) card. All that is required for a SJPL card is proof of residency in the state of California. This means that SJPL cards will be given to all California residents who apply, not just those who live in the city of San Jose. The SJPL is a valuable learning tool because it provides students with access to one of the largest public libraries in the state. This includes books and digital resources (such as eBooks, databases, electronic journals, and articles). The SJPL is connected to the San Jose State University (SJSU) Library. All those with a SJPL library card have access to the academic databases and other research tools provided to SJSU students when inside the Martin Luther King, Jr., Memorial Library in downtown San Jose. All students will learn library skills and will be required to have access to the SJPL to complete some coursework. The juniors will visit the SJPL on a field trip with the English and History departments in the fall. It is also strongly

encouraged that students have a library card for their local public library to aid with their coursework.

To apply online for a library card (the card must be picked up in person at a SJPL branch):

<http://www.sjpl.org/librarycard>

STUDENT ORGANIZATIONS

Faculty sponsors are assigned to all organizations and clubs. No class or club meeting has any official status unless they have an appointed sponsor who is present at the meeting.

The treasurer of each organization, in cooperation with the sponsors and the Business Office, must keep written accounts of all the funds for that organization. All cash must be received by the treasurer and duplicate receipts filed in the Business Office.

Student/Student Association-Offices

Eligibility for Offices

In order to participate in class and Student Association (SA) offices, each student must meet the following criteria:

- Have a 2.5 GPA or better for the preceding semester grading period with no incompletes or F's.

- Have and maintain a “C” or better in attendance.
- Have and maintain a “B-” or better citizenship grade.
- Support and be in accordance with the principles on which MVA is established.
- No student may hold two major offices. These include President and Vice President of their class or SA and Yearbook Editor.

Any student on academic, citizenship or attendance probation for the preceding semester is ineligible for office.

Participation in Club Activities and Varsity Organizations

In order to participate in club and varsity organizations, each student must meet the following criteria:

- Have and maintain a “C” in attendance and a B-in citizenship.
- Have and maintain a 2.0 GPA with no “F”s or incompletes in the current and preceding grading period.
- Obtain permission to go on outings from each teacher if a class will be missed. This includes the work supervisor.

Class Organizations

Each class is organized with officers and at least one sponsor. Throughout the year the class will be involved in activities for the group. Students are a member of the class organization as defined in the Class Standing section.

Student Association

Every enrolled student is a member of the Student Association of MVA. All meetings are conducted in harmony with the SA constitution.

Student Association Officers

The officers are the governing organization of SA. All meetings are conducted in harmony with the student association constitution. Officers are voted by the student body each semester

Student Senate

The legislative organization of SA includes senators from each respective class. Student Senate meetings are open to all members of SA.

National Honor Society

Application Requirement:

The National Honor Society is by invitation and subsequent application only. Students must have completed three (3) high school semesters, at least

one of which must be at Mountain View Academy. Upon invitation, students must apply for admittance. Submitting an application does not guarantee acceptance into the National Honor Society. Applications are given based on the following criteria:

- Cumulative high school GPA of 3.5 or higher
- Attendance Grade of A
- Citizenship Grade of A

Eligibility Requirement

Acceptance and maintenance of regular membership in the National Honor Society is additionally based on the following criteria and voted on by the NHS Faculty Committee:

Community Service

- Community service hours must be maintained up to date according to the following breakdown by January of each year
 - Sophomores - 35 hour minimum
 - Juniors - 60 hour minimum
 - Seniors - 85 hour minimum
 - Students transferring in - 15 hours per semester minimum
- Upon admittance into the National Honor Society students must additionally maintain the following community service requirements
 - Within the existing school requirement, 10 hours of non-mission trip community service should be done in student's community outside of the school
OR
 - 10 hours of tutoring

Service Leadership

One of the pillars of the National Honor Society is the pillar of leadership. In the future we are looking to implement leadership requirements.

Loss of Regular Membership Status & Dismissal Procedure

Students will have their GPA and community service hours checked on a semesterly basis. Should they fail to meet the eligibility, the student will receive a letter of probation from the NHS sponsor indicating what improvements need to be made within a semester's time. Should the student not have made the appropriate improvements, they will begin the process of dismissal.

Should a member fail to show improvement in eligibility criteria after warning or in case of disciplinary action taken by the administration, the following steps will be taken before final dismissal:

- Student will be given a letter stating dismissal intent
- Student will have a dismissal meeting with NHS Faculty Committee
- NHS Faculty Committee will discuss the situation and makes decision
- Should the student be dismissed, they will receive a formal letter of dismissal

SPORTS PROGRAM

The Varsity/JV program at MVA recognizes the success of athletes by providing them an opportunity to participate in a Christian athletic setting where traits such as self-discipline, sportsmanship and team values are stressed. An important goal of the coaching staff is to teach athletes to understand the importance of training, while developing values to help them become successful. It is important that players, as well as auxiliary personnel such as team managers, scorekeepers and statisticians meet eligibility and participation requirements.

Eligibility Requirements

To become eligible for Varsity or Junior Varsity participation, a student must meet the following requirements:

- Health Clearance
- Academic Clearance
- A cumulative **GPA of 2.0**.
- **No “F”s or incompletes** in any class during the previous Qtr.
- Students must have passing grades in both attendance and citizenship.
- Students become eligible to play Varsity or Junior Varsity only during the tryout period.
- Eligibility for games is based on the following grading periods: **Volleyball**— second semester of the previous school year. **Flag Football**—second semester of the previous school year. **Basketball** -- first quarter of the current year.

Participation Requirements

A student may lose eligibility for one or more games through any of the following:

- Suspension, either on or off campus, will result in a player being ineligible to play on the day(s) of the suspension.
- A student who receives a grade of “F” for any class, in attendance, or for citizenship on a

regularly scheduled progress report will be ineligible to play until the grade has been raised to at least a level of “D-”.

- A student who receives a grade of “F” for any class, in attendance, or for citizenship, or who earns a cumulative GPA for the grading period of less than 2.0 at a Quarter or Semester grading period, will become ineligible to play for the remainder of the season. Posted quarter or semester grades may not be “made up” for the purpose of re- establishing eligibility. A student who is not eligible to play for any reason may not travel with the team to away games.

GENERAL GUIDELINES

By registering at Mountain View Academy, the student and his or her parents or guardians agree to comply with the rules and regulations as published by the school. **All regulations adopted by the faculty and announced to the student body have the same force as those published and remain in force throughout the year both on and off the campus.**

Closed Campus

Freshmen, sophomores, juniors and seniors may not leave campus for lunch or at any time during the day, unless they are with their parents who may sign them out. Students may not leave campus during the school day without permission.

MVA has a closed campus. There should be no loitering in and around school buildings during class, work hours or during any program. Students staying on campus for school activities are expected to stay in the area of the activity and leave campus when the activity is completed.

Place of Residence

Students attending MVA are expected to live with a parent or legal guardian. If it is necessary for a student to live with a relative or friend while attending MVA, permission must be obtained from the administration.

Unsupervised Play or Activities

Students are not to play in the gym or in the P.E. areas without direct faculty supervision. **MVA is not responsible for students who play or are on the campus, unless they are under the direct supervision of an authorized adult.**

Lockers

Each student is assigned a locker that includes a combination lock. Students are always expected to keep lockers locked. It is not wise to store money or items of great value in student lockers. All changes in locker assignments must be made through the school office. Any item displayed or stored in the lockers should be consistent with the philosophy of the school. **The administration reserves the right to search lockers at any time.**

Care of Property

Each student is expected to respect the property and rights of others. A minimum charge of \$50 will be assessed for possessing an unauthorized key or tampering with locks, student lockers or school property. Serious infractions may result in suspension or expulsion.

Lost and Found

A lost and found closet is maintained in the office area. Items that are found will be placed in the lost and found and may be claimed by the student when they are properly identified. Students are not to look through the lost and found area without permission from office personnel. Books that do not have the student's name will not be given to the student unless there are other distinguishing marks.

Textbooks and Other Items

In general, textbooks are the property of the student. They should be stored inside of the locker. Items that are left around the school and not stored properly will be taken to be lost and found. A fee of \$2 per item may be assessed if there are repeated instances of items not being stored properly.

Electronic Devices

Electronic devices are a great convenience. However, these devices may also be a distraction if they are not monitored. Electronic devices may not be used in the classroom except at the discretion of the teacher. When they are used in the classroom, the device may be taken by the teacher. These items may be picked up in the office at the end of the day. For a second offense, the parent or guardian must pick up the device. Repeated unauthorized use will result in additional disciplinary actions. The school cannot be responsible for loss, theft, or damage to electronic devices.

Nonverbal, oral, or written communication, on and off-campus, including video, pictures, and graphics on classroom computers, personal computers, smartphones, or other devices, must demonstrate a positive purpose and basic Christian principles of

decency. Should the school become aware that a student has been communicating inappropriate content on or off-campus or misrepresenting the Christian values of the school in communication, the student will be subject to disciplinary action.

Computer Network and Internet Usage

Mountain View Academy hosts wireless student networks with access to the school network for electronic mail, Internet sites, and document storage. Access to the Internet will enable students to explore thousands of libraries and databases while exchanging messages with Internet users around the world.

While our intent is to make Internet access available to further educational goals and objectives, students may, on their own, find ways to access other material as well. We believe that the benefits to students from access to the Internet exceed any disadvantages. However, Mountain View Academy supports and respects each family's right to decide whether or not to utilize the school's Internet access. Students are responsible for good behavior on school computer networks just as they are in the classroom or school campus. Communications on the network are often public in nature. General school rules for behavior and communication apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right, and responsible behavior is expected. Mountain View Academy has the right and duty to monitor and restrict both the amount of time online and the sites visited. This responsibility extends to any communication to or from sites. It is not possible to list all activity that is not permitted, but the following are examples of unacceptable behavior that extends to all technology:

- Sending or displaying offensive messages or pictures
- Distributing personal information about yourself or any student on sites using chats, blogs, social networking, or email
- Arranging a meeting with an online contact without school or parental approval
- Using obscene language
- Harassing, insulting, or stalking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws

- Using another person's password or sharing your password with others
- Browsing in another person's folders, work, or files
- Using profiles or any other technology to bypass the school's filtering, including using other wireless networks such as mobile hotspots, etc.
- Intentionally wasting resources
- Using the network for commercial purposes

Skates, Skateboards, or Roller Blades These items are not permitted to be used on campus.

Health Services

MVA has no school nurse, however the school is situated across the street from the Mountain View Fire Department and emergency services are easily accessible. Medical records are kept in the school office. Please see page 6 for information on immunizations.

Law Enforcement Involvement

In the case of suspicion of possession of weapons, controlled substances, refusal to comply by the student, Law enforcement may be called to mediate or investigate the incident. The student may be immediately suspended pending further investigation. Parents will be notified when it has been necessary to involve law enforcement.

Notification of law enforcement will also occur when information regarding physical or sexual abuse has been received. (Mandatory Reporter requirements.)

Media Release

Mountain View Academy requires parents to complete a media release statement. The statement reads;

This is to certify that I give permission to Mountain View Academy to photograph and/or video my student for use on the school's web site, social media, digital sites, and in various school publications and printed media. I understand that all rights, title and interest in the photography of said media outlets belong to the school and that I will receive no financial compensation for the use of these pictures and or video. I further understand that the school may edit, copy, alter, or revise the photographs and/or video for use in their media outlets and that they will maintain control over the use and distribution of the photographs and/or video. I have read this form and I understand its meaning.

The student, name of school, school year, and signature of parent or guardian will be included as part of the statement.

Privacy

Your privacy is important to the Mountain View Academy and is understandably an area of concern

for every student and parent/guardian. The school values your right to privacy and seeks to preserve and protect it.

However, your right to privacy is not unlimited. This policy seeks to explain how your information is collected and used and also to define your privacy rights as a student or parent/guardian at Mountain View Academy.

Personally Identifiable Information

As part of the admissions process, and throughout a student's enrollment, Mountain View Academy will occasionally request personally identifiable information from students and parents/guardians. This will likely include, though not be limited to, the students' and parents/guardians' names, addresses, email addresses, phone numbers, and the student's date of birth and social security number. The school will also generate personally identifiable information about its students in the form of student records, health records, and disciplinary records. This information is necessary for the school to provide its services to its students and parents/guardians and will only be utilized by the school or its agents for that purpose. For more information, see the policies on student records.

The school does not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist the school in conducting its business or providing its services to you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is necessary to comply with the law.

The school may desire to publicize student participation and achievement on its website or in its publication. This may include school utilization of photographs, videos, writings, and voice or performance recordings of a student or parent for educational, promotional, and/or athletic purposes in the school's promotional materials, newsletters, press releases, website, videos, media outreach, and other such publications. Unless students/parents/guardians formally opt out, they agree to permit such use by the school. See the media release policy for more information.

Student Records

Mountain View is a private religious school that does not accept federal funds. As such, it is not subject to the provisions of the Federal Educational Rights and Privacy Act (FERPA). However, your records will only be readily

available and accessible to authorized personnel, the student, or the parent/guardian.

School Property

School property includes, but is not limited to, desks, lockers, school computers or electronic devices, classrooms, common areas, school athletic equipment, school vehicles, and any other property owned or controlled by the school. Students have no privacy rights or expectation of privacy in the utilization of the school property. The school may search school property at any time for any reason pursuant to the school's search policy. See the search policy for more information.

Student Property

Student property is generally defined as the student's own body and any item owned by the student or worn by the student. Student property includes, but is not limited to, student-owned backpacks, bags, purses, computers or electronic devices, phones, clothes, and student or parent/guardian owned vehicles. Student property may be searched under certain circumstances to maintain student safety or to enforce school rules or policies. See the search policy for more information.

Revisions to this policy

Mountain View Academy may change this policy from time to time. Changes will be made available either online or in writing and continued enrollment in the school constitutes your acceptance of any changes to the policy.

Search

The Mountain View Academy search policy is effective for all students in attendance. This policy is designed to balance the privacy of the individual student while allowing school officials to maintain a safe environment for all students. The school administration has the right and responsibility to conduct (in the presence of an adult witness, when possible) a search of student property, including the student, a student's automobile, clothes, and/or backpack (or similar personal items) when there is a reasonable suspicion that a student may be in possession of drugs, weapons, alcohol, or other contraband in violation of a school rule, school policy, or law. A student's personal computer, tablet, smart-phone or other technology may also be searched when there is reasonable suspicion that the device contains information relevant to a serious violation of a school rule, school policy, or law. The school will use reasonable efforts to make the search minimally invasive and targeted.

School property may be searched at any time for any reason. School property includes, but is not

limited to, desks, lockers, school computers or electronic devices, classrooms, common areas, school athletic equipment, school vehicles, and any other property owned or controlled by the school. Students have no privacy rights or expectation of privacy in the utilization of any school property.

Law enforcement may be contacted, where appropriate, before, during, or after a search. When appropriate, the school may report violations of law to appropriate authorities.

Parents will be notified after any search.

The school uses a surveillance system that digitally records activities around the school. This media is reviewed as necessary to monitor the students and visitors on campus. This information may be used for disciplinary purposes.

Transportation

All vehicles used to transport students. Whether school owned, teacher owned, or operated by a volunteer are required to carry insurance coverage at levels established by the Central California Conference.

At least one adult (21 or older) will be the driver of any vehicle used on a school activity where students are transported.

Students are not permitted to transport other students during school activities.

Volunteers

Volunteers are an important part of the Mountain View Academy program. A volunteer is expected to represent and uphold the standards of Mountain View Academy in word, dress, conduct and Christian influence. The Central California Conference through the use of the Sterling Volunteers background check and training must approve all volunteers. Both the background check and the training need to be completed before a volunteer is allowed to work with students at the school.

Before a volunteer may transport students, they must provide proof of insurance meeting coverage standards and a driver's license to the school.

Medication at School

Self-administration of drugs, whether prescription or not, is not permitted on the school premises. Students, who are required to take medicine prescribed by a physician during the regular school day, may have the medication administered by the school office. However, the school must receive both:

- **A written statement** from the physician or pharmacist detailing the method, amount, and the time schedule by which the medication is to be taken.
- **A written statement** from the parent or guardian of the student requesting that the school assist the student in the matters set forth in the physician's statement. Such medication must be delivered to the school office in the original container as delivered by the pharmacy to the parent or student. Students are not to carry any medication on the school premises.

Bicycles

A lock is strongly recommended for each bicycle. MVA is not liable for any loss of or damage to, bicycles. Bicycles should always be walked on the school grounds and secured in the racks provided.

Personal Property

The school assumes no responsibility for damage to, or loss of, personal property that has been brought to the school or left at the school.

Motorized Vehicles

The following regulations apply to all motorized vehicles, including mopeds and motorcycles, used by students during school hours or on school activities:

- All motorized vehicles must be registered, authorized, and assigned parking spaces. The student must have a valid vehicle license and meet California State insurance requirements. The \$25.00 parking fee must be paid. **The school does not assume responsibility for damage or loss.**
- Vehicles are not to be used during school hours except by special authorization.
- There is no loitering in or around the vehicles in the parking lot during regular school hours (7:50– 3:35 PM) and during any evening school-sponsored events.
- School permission will not be granted to a student to leave campus in a borrowed vehicle or to ride with anyone other than a parent or immediate family member unless prior written arrangements have been made by parents and approval given through the principal's office.
- Students are to respect campus parking regulations and operate vehicles in a safe and legal way.

LIFESTYLE COMMITMENT

Mountain View Academy exists to provide a Christ-centered environment where students and staff are challenged to:

- Love and serve their Creator Redeemer
- Value themselves and others
- Respect diversity
- Think critically
- Take responsibility for their choices

By attending Mountain View Academy, students choose to adopt a Christian lifestyle. Each student agrees to accept the moral responsibility associated with education in a Christ-centered school, whether on or off-campus. Our school knowingly accepts and retains only those students who are willing to make this commitment. It is hoped that adherence to this commitment while at the school will extend beyond the years spent here to become a lifetime commitment to the eternal principles of honor, integrity, and morality.

The word honor is defined as a keen sense of right and wrong and adherence to action or principles considered right. The word integrity is defined as the quality or state of being of sound moral principles; uprightness, honesty, and sincerity. Morality is defined as capable of making the distinction between right and wrong conduct.

Students are required to sign the following pledge:

As a student of Mountain View Academy, I pledge to support the administration's efforts to provide a positive, safe, and orderly environment by promising to read, become familiar with and follow the policies outlined in the Student Handbook. I also pledge to choose to be a student who both on and off-campus:

- *Seeks to develop physical, mental, and spiritual energies to serve and honor God*
- *Respects and protects the rights of all people*
- *Practices principles of honesty, integrity, and morality*
- *Pledges to make consistent and lasting progress toward achieving my highest academic potential*
- *Refuses to use or support the use of tobacco, alcohol, or drugs*
- *Endeavors to influence and assist fellow students in supporting these ideals*

ACADEMIC INTEGRITY

Cheating is taking dishonest advantage of teachers and/or other students. Cheating includes, but is not limited to the following behaviors:

- Glancing at other papers during a test or quiz
- Non-sanctioned “team” work on an assignment
- Excessive “outside assistance” on an assignment
- Failure to cite sources adequately on assignments
- Habitual absenteeism on test/assignment days
- Inventing or altering data for a lab project or field project
- Resubmitting returned and corrected academic work under the pretense of reader evaluation error
- Copying a research paper or assignment
- Possession or use of cheat notes
- Stealing a paper, test, or answer key
- Carrying a test out of the room
- Allowing another student to copy from one’s examination, assignment or test
- Communicating in any way with another student during an examination including the use of digital devices
- Taking photographs of a test or quiz
- Submitting another person’s work as your own
- Changing academic records outside of normal procedures-hacking

The general policy for a student who cheats will be, after the first incident, to receive a grade of zero (0) on the work and a phone call to the parents or guardian. A notation will also go into the student’s file. A third incident will result in students who repeatedly cheats may lose credit for the class and their membership in the National Honor Society (may be suspended or revoked if a member), be removed from an MVA athletic team, Student Association office or class office. After a third incident, a student may also face suspension. A fourth incident may result in the student being asked to withdraw from MVA.

CHEATING CONSEQUENCES

MVA considers cheating a very serious offense; therefore, the following policy has been adopted to deal with cheating incidents.

	❖ Minor Infraction	➤ Major Infraction
1st Incident	The student will lose all points/credit for the quiz, test, assignment, or project involved. Parents and students will be notified in writing and a note placed in the students record.	
2nd Incident	<p>The student will lose all points/credit for the quiz, test, assignment, or project involved.</p> <p>Membership in, and privileges of the National Honor Society, if the student is a member, will be forfeited. Student may reapply the following year.</p> <p>Parents and students will be notified in writing and an infraction report will become part of the student's record.</p>	<p>The student will lose all points/credit for the quiz, test, assignment, or project involved.</p> <p>Membership in, and privileges of the National Honor Society, if the student is a member, will be forfeited. Student may reapply the following year.</p> <p>At the end of the semester the a student's grade in the class may be reduced by one full letter grade.</p> <p>The appropriate extra-curricular committee will be notified of the cheating incident to consider further discipline or action, including suspension. These committees include, but are not limited to athletics, student association, campus ministries, and music.</p>

3rd Incident		<p>The student will receive an “F” for the current semester in the class where the infraction occurred and suspension.</p> <p>Membership in the National Honor Society, if the student is a member, will be permanently revoked.</p> <p>Any offices held in student organizations will be forfeited.</p> <p>Parents and students will be notified in writing and an infraction report will become part of the student's record.</p>
4th Incident		<p>The student is subject to being asked to withdraw or expelled.</p>

INAPPROPRIATE BEHAVIOR

The following **are examples** of (major and minor behavior) **that are inappropriate** and/or unacceptable. Involvement in actions such as the following may result in an outcome listed under the section titled “Behavior Consequences.”

Alcohol, Drugs, and Tobacco

The use, possession, or sale of alcoholic beverages or any intoxicant, possession, sale, or use of controlled substances or their “look-alikes”

Possession of drug paraphernalia, possession or use of tobacco, cigarettes, e-cigarettes, e-hookah, or similar devices

Arson

Intentional burning of property

Bullying & Harassment

Mountain View Academy has adopted a **zero-tolerance policy against bullying in any form.**

All members of the Mountain View Academy school community are committed to ensuring a physically and emotionally safe environment. We strive to value the rights of all people to learn without fear.

A student shall not intimidate or harass another student through words or actions. Such behavior includes, but is not limited to, direct physical contact such as hitting or shoving; verbal (or non-verbal digital) assaults such as threatening, teasing, or name-calling; and social isolation or manipulation. When such conduct is repetitive or appears likely to be repeated, it is considered bullying.

Our school expects students to immediately report incidents of bullying to the principal or school staff. Staff members are expected to immediately intervene when they see or hear a bullying incident as well as keep the principal informed as to actions taken.

Parents will be notified when their student has been involved in acts of bullying. Students who bully may be subject to discipline, **including but not limited to suspension.** Law enforcement will be notified if appropriate.

Please see the section on **Behavior Consequences** on page 34.

Cheating

MVA considers cheating a very serious offense, please review the Academic Integrity Policy in the prior section and the cheating policy infraction table on page 32.

Classroom Disruption

Any action which disrupts the ability to teach the learning process or the opportunity for other students to learn

Defiance of School Personnel’s Authority

Refusal to comply with reasonable requests by school personnel or a school designated leader

Disorderly Conduct, Profanity and Obscene Behavior

Behavior that is disruptive or inappropriate to the orderly educational procedure of the school, including profanity or vulgarity

Destruction or Defacement of Property

Attempting to damage, destroy or mutilate objects or materials belonging to the school, school personnel, or other persons. Tagging, graffiti, writing, or defacing school property. The possession of spray or marking paraphernalia

Dress and Appearance

Failure to observe and comply with the school’s Dress and Appearance policy

Extortion and/or Robbery

The solicitation of money or something of value from another person in return for protection or a threat to inflict harm, Taking or attempting to take property by force or deceit

Fighting

Engaging in, or threatening to engage in, physical contact for the purpose of inflicting harm on another person

Forgery

Using the signature or initials of a teacher, parent, or another student for any reason.

Physical Attack

Physical attack by a person or a group of persons upon another person who may or may not wish to engage in the conflict.

Sexual Behavior and Inappropriate Conversations

Engaging in excessive physical contact or other activities with sexual overtones, and/or explicit sexual acts. MVA on campus “hands-off” policy includes no hand holding or other public display of affection (kissing, etc.).

MVA promotes ideas such as tolerance and respect toward all individuals. The principles and values of Seventh-day Adventist beliefs on issues include the sensitive area of inappropriate sexual conversations, possession of literature, and the use of cell phones, Internet websites, and such. Any outward, written, or verbal display, acceptance or practice, or promotion in these areas, not limited to, premarital sex, sexual conversation, and homosexuality, will be considered a breach of this policy.

Theft

Receiving, taking, or attempting to take the property of another person

Verbal Abuse

Statements that may intimidate or injure another student, parent, or staff member

Weapons, Dangerous Objects, and Explosive Devices

The use, possession, or furnishing of any weapon, knife, firearm look-alike, or another dangerous device. The use, possession, or sale of explosive devices.

BEHAVIOR CONSEQUENCES

Unacceptable or inappropriate behavior may result in one or more of the following consequences:

Student Conference

One or more school officials meet with the student and try to reach an agreement on acceptable behavior.

Parent Conference

A conference held with the parent or guardian in person or by phone with one or more school officials regarding student behavior. The student or a pastor may or may not be involved.

Detention/On-Campus Suspension

A student may be removed from one or more classes but will remain at school in a supervised location. Students may not return to classes until parents are notified and the issue resolved. A student may be detained for disciplinary reasons after the close of the school day.

School Alternative Program

A student may be temporarily assigned to an alternative program by the principal or designee. The alternative program could include a reduction in the school day, temporary independent study, or another alternative that is short of suspension from school.

Off-Campus Suspension

A student may be suspended off-campus for up to ten days for a serious offense or when other efforts toward correction have failed. (Parents shall be notified of the suspension by phone within twenty-four hours and a letter sent as written confirmation.)

Expulsion

A student may be expelled by the Board of Trustees Executive Committee. The student shall be notified of the suspension of up to 10 school days and that expulsion may be considered as an option. Parents shall be notified by phone within twenty-four hours of the suspension and of the recommendation for expulsion.

Appeal

The student or the student's parent(s) or guardian, has the right to appeal a suspension or expulsion. Appeals of a suspension will be heard by the MVA overturned on appeal, all reference to the suspension will be removed from the student's record. Expulsions may be appealed to the Board of Trustees Executive Committee (Pacific Union Education Code A23-152). If the expulsion is overturned, all references to the expulsion will be removed from the student's record.

SUBSTANCE ABUSE POLICY

General Policy

Because of its serious nature, as well as the fact that it is illegal by state law, MVA has chosen to adopt a **zero-tolerance attitude toward substance abuse**. This includes the use, possession, and/or distribution of **tobacco or alcohol products, nicotine substances, or illegal drugs** and will be regarded with equal severity regardless of whether the offense occurred on or off school grounds, or during school hours. The school reserves the right to require drug or alcohol testing at any time.

First Offense

The **first offense** will result in an **automatic suspension** during which time the student **may also be considered for withdrawal from school**. Should the student desire to remain enrolled at MVA, the student will be required to receive professional treatment and evaluation to determine whether a drug dependency problem exists. Also, legal authorities may be notified, and appropriate action taken with them.

Returning to School

If a student demonstrates a problem with dependency, a treatment plan must be submitted and followed as a condition of returning to school. If it is determined that no dependency exists, the student must agree to regular counseling by an approved counselor upon returning to school.

Whether or not a dependency problem exists, the student will be placed on probation and must sign a contractual letter indicating the terms and conditions of remaining at MVA.

Second Offense

A **second offense** will result in **automatic withdrawal** from MVA.

PHYSICAL/VERBAL ASSAULT

Physical Assault

Physical assault is engaging in, or threatening to engage in physical contact to inflict harm. Display of aggressive behavior will not be tolerated. This includes, but is not limited to: striking, hitting, kicking and other forms of physical assault. Retaliation or "fighting back" is unacceptable and will be treated with the same consequences as the one who initiated the fight. Students may defend themselves using non-retaliatory methods. Some positive methods of self-defense include: walking away from the assault, reporting the assault to an MVA staff member, and verbally diffusing the situation. However, all individuals involved will be treated equally until the facts are sorted out. Physical assault will result in suspension or expulsion.

Verbal Assault

Verbal abuse (both oral and written) wounds others deeply. Mean, nasty words hurt and make others angry, defensive and wary. Sharp insulting words destroy self-confidence. Negative messages promote negative attitudes. Verbal abuse also includes put-downs, ridicule, racial harassment and other forms of verbal harassment. MVA protects students not only physically, but also psychologically and emotionally. Verbal abuse will not be tolerated at MVA. Disciplinary action for being verbally abused will include consequences such as conferencing, counseling, referral or warning, suspension and/or expulsion.

SEXUAL HARASSMENT

MVA is committed to providing a school environment free from sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests and/or other conduct of a sexual nature which is offensive. It can be spoken, written, or physical behavior, including offensive pictures, graffiti, and jokes. Incidents of harassment should immediately be reported to school authorities. Individuals who sexually harass others are subject to discipline including suspension and expulsion. Sexual harassment and offensive behavior will not be tolerated. Involvement in offensive sexual conduct is made a condition of academic status, progress, benefits, honors or activities.

Reporting Procedures

Students who have experienced sexual harassment should report the incident to school authorities as soon as possible. If the harassment is between students, the student should report the incident to the classroom teacher. The student may also report the incident to the principal, vice-principal or staff member. If the harassment comes from an adult, the student should report directly to the principal, or vice-principal.

CHILD ABUSE REPORTING

All employees at Mountain View Academy have signed a statement provided by the Central California Conference acknowledging the duty to report cases of child abuse and will comply with the provisions of state law. (Mandatory Reporter requirements) This requires that any employee who is a child care custodian who has knowledge of or observes a child known or reasonably suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report within the time required of receiving the information concerning the incident.

CENTRAL CALIFORNIA CONFERENCE DISCIPLINE & EXPULSION POLICY

The school board of each Conference K-12 school shall approve the following discipline policy which shall be placed in the school's bulletin

Discipline policy

MVA expects its students to strictly comply with the regulations it has adopted and to otherwise be models of Christian behavior, both in relationship to the school and otherwise. Failure of a student to comply with this standard of behavior will result in the imposition of appropriate discipline. The overall goal of MVA in this regard is to work with parents in addressing unacceptable behavior and assisting students in correcting problems and achieving success in life with the minimum discipline reasonably necessary. Some misconduct is so serious that it may lead to suspension or expulsion of the student. Examples of such misconduct include, but are not necessarily limited to the following:

1. Willfully causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possessing, selling, offering, arranging, negotiating, or otherwise furnishing any firearm (including air powered or facsimile), knife, explosive, or other dangerous object, or attempting to do so.
3. Possessing, selling, offering, arranging, negotiating, or otherwise furnishing, or being under the influence of alcohol, tobacco or other nicotine containing product, or any controlled substance, without a doctor's prescription, or possessing, selling, arranging, negotiating, or otherwise furnishing drug paraphernalia, or any attempt to do any of the above.
4. Committing or attempting to commit robbery, burglary, extortion, or theft, or receiving or attempting to receive any stolen property.
5. Willfully causing or attempting to cause damage to real or personal property of others.
6. Committing an obscene act or engaging in profanity or vulgarity.
7. Willfully disrupting school activities or otherwise defying the valid authority of administrators, teachers, supervisors, school officials, or other personnel engaged in the performance of their duties.
8. Engaging in or conspiring to engage in hazing or any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any person.
9. Serious or continued sexual or other harassment as defined in this school's harassment policies
10. Willfully engaging in the disruption of the school's spiritual environment through negative comments or by negative attitudes.

Expulsion policy

The school board of each Conference K-12 school shall approve guidelines dealing with the procedure for expelling of students. The guidelines shall be consistent with the Pacific Union Conference Education Code and actions of this Board. Because an improperly conducted expulsion can subject the school and the Conference to liability, such guidelines shall also be submitted to this Board for ratification or rejection. The school's bulletin shall contain a summary of the school's expulsion guidelines.

The following procedures will generally be followed in matters involving the expulsion or potential expulsion of students. Deviation from these guidelines should only occur when and to the extent particular circumstances make such deviation reasonably necessary.

1. The student shall immediately be suspended or isolated from classes and/or the school campus, using law enforcement authorities, if necessary. The student's parents (which, in these guidelines, shall include guardians) shall be notified before the student is removed from the campus or, if that is not reasonably possible, as soon thereafter as reasonably possible.
2. The principal (which, in these guidelines, shall include the principal's designee) shall conduct an investigation, including questioning of all parties involved. The principal shall give periodic, reasonable, verbal notification of the status of the investigation to the student and/or the student's parents. If, as a result of the investigation, the principal recommends that the student be expelled, the principal shall prepare a written report regarding the fact of the investigation, any other relevant factors, and the recommendation. The report shall be presented to the school's disciplinary committee with a copy being sent to the Conference Superintendent of Schools.
3. If the principal recommends expulsion, he/she shall provide immediate written notification, personally delivered or sent by certified mail, to the student and his/her parents of the proposed expulsion; the reason(s) therefore; the date, time and place of the scheduled hearing of the school's disciplinary committee; and the right of the student and the parents to appear and be heard at the hearing, to inspect and obtain copies of all documents to be used at the hearing, to ask questions of persons present at the hearing, to question evidence presented at the hearing, and to present oral and documentary evidence, including witnesses, on the student's behalf. The notice shall be accompanied by a copy of these guidelines and the principal's written report to the disciplinary committee. A copy of the notice shall be sent to the Conference Superintendent of Schools.
4. The school disciplinary committee shall hold a hearing on the principal's recommendation for expulsion at least three (3) working days, but not more than seven (7) working days, after the principal has submitted his/her report and recommendation and provided the student and his/her parents with the notification described in the previous paragraph; provided, however, if the notice is sent by mail, the hearing shall be held at least five (5) working days after mailing. (Scheduling of this hearing should be sufficiently flexible to reasonably accommodate the schedule of the student and his/her parents.)
5. The hearing of the disciplinary committee shall embody the principles set forth in this paragraph.
 - A. The hearing shall be closed to the public, except for the persons presenting evidence to the committee and then only while making such presentations.
 - B. The principal shall present the reasons for the expulsion recommendation to the committee. The student and his/her parents shall have the right to be heard and to ask questions of persons present. The school and the student and his/her parents shall have the right to present oral documentary evidence, including witnesses, and to question each other's witnesses and evidence, although the school shall take no responsibility for guaranteeing the presence of any witness. The student and his/her parents shall not be excluded from any portion of the hearing except the deliberations of the committee. Deliberations of the committee shall be in executive session.
 - C. The hearing should be collegial, and no party shall be allowed to be represented or accompanied in the hearing by an attorney who is not otherwise entitled to be present at the hearing. The hearing need not be conducted in accordance with formal rules of procedure or evidence. Witnesses need not be sworn. No verbatim transcript or other recording of the hearing shall be made.
 - D. The committee shall consider all evidence relevant to the charges adduced at the hearing and of the kind upon which reasonable persons are accustomed to rely in the conduct of everyday affairs. The committee's decision shall be based upon relevant, substantial evidence (that is, reasonable and credible evidence of solid value).
6. The decision of the disciplinary committee shall be in writing and shall be personally delivered or sent by certified mail to the student and his/her parents within five (5) working days from the conclusion of the hearing. A copy of the decision shall be provided to the Conference Superintendent of Education. If the decision is not in favor of expulsion, the decision shall notify the student and his/her parents of when the student may return to school. If the decision is in favor of expulsion, this shall be in the form of a recommendation to the school board. A decision recommending expulsion shall contain the reasons for the decision (including a summary of all of the evidence on which the committee relied)

although the committee need not adopt formal findings of fact. A decision recommending expulsion shall further notify the student and his/her parents of the date, time and place of the scheduled hearing of the school board and the right of the student and his/her parents to appear and be heard at that hearing. A copy of the decision shall be sent to the Conference Superintendent of Education.

7. The hearing of the school board shall be at least one (1) working day after the disciplinary committee decision recommending expulsion has been provided to the student and his/her parents; provided, however, if the decision is sent by mail, the hearing shall be held at least three (3) working days after mailing. (Scheduling should be sufficiently flexible to reasonably accommodate the schedule of the student and his/her parents).
8. The hearing of the school board shall embody the principles set forth in this paragraph.
 - A. The hearing shall be closed to the public.
 - B. The student and his/her parents shall have the right to be heard at the board hearing. The student and his/her parents shall not be excluded from any part of the hearing except the deliberations of the board. Deliberations of the board shall be in executive session.
 - C. The hearing should be collegial, and no party shall be allowed to be represented or accompanied in the hearing by an attorney who is not otherwise entitled to be present at the hearing. The hearing before the school board shall not be an evidentiary hearing. The board shall review the recommendation, reasons therefore, and evidentiary summary submitted by the disciplinary committee. The board shall also review the procedural history of the matter. The board may order the disciplinary committee to conduct a supplementary hearing if it feels such supplementary hearing would be helpful and appropriate.
 - D. A decision to expel the student shall be based upon findings
 1. That the school either substantially complied with these guidelines and its disciplinary policy as to the student and matter under consideration or that any substantial deviation from these guidelines was reasonably necessary under the circumstances, and Central California Conference Board of Education Policies & Education Guidelines August 2009
 2. That the recommendation of the disciplinary committee was based upon substantial evidence (that is, reasonable and credible evidence of solid value), relevant to the charges adduced at the disciplinary committee hearing, and of the kind upon which reasonable persons are accustomed to rely in the conduct of everyday affairs.
9. The decision of the school board shall be in writing and shall be personally delivered or sent by certified mail to the student and his/her parents within five (5) working days from the conclusion of the school board hearing. If the decision is not in favor of expulsion, the decision shall notify the student and his/her parents of when the student may return to school. A copy of the decision shall be sent to the Conference Superintendent of Education. The decision of the school board shall be a final decision except insofar as the Seventh-day Adventist denomination may from time to time provide for applicable appeals or dispute resolution process.

ADDITIONAL INFORMATION

Asbestos Statement

Mountain View Academy has been inspected for Asbestos Containing Building Material (ACBM) according to Environmental Protection Agency regulations. If you have any questions, you are invited to look over the management plan. This plan may be found in the Central California Conference of Seventh-day Adventists Property Management Offices of our Local Educational Agency (LEA) in Clovis, CA. The report may be found online at <http://ccc.adventist.org/schools>. Once on the page select the School Asbestos Reports button and then navigate to Mountain View Academy.

This report and all records regarding Asbestos Emergency Response Act (AERA) activities are maintained at the above listed centralized location as required by AERA. The records will be made available to you so that you can fully understand what plans or actions are in progress concerning inspections, response actions, post-response action activities, periodic re-inspection and surveillance activities.

Policy Changes

Deletions, modifications, or additions to the policies in this handbook may occur at any time. All changes will be published in the Weekly Update or a notification will be sent home. (Notifications that are sent home may be by traditional mail or email.) All policies published in the Weekly Update or sent home via mail or email shall have the full effect of policies published in the Student Handbook.

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MOUNTAIN VIEW ACADEMY

360 S. SHORELINE BLVD. • MOUNTAIN VIEW, CA 94041

650-967-2324 • Fax: 650-336-0053

BANQUET GUEST FORM

I, _____ (MVA Student's Name), phone # _____ request that
_____ (Guest's Name), phone # _____.

Guest's Address _____

Date of Birth _____ Age _____ (All guests must be a high school student or graduate and no older than 19 years of age.) A copy of the guest's current School ID and Driver's License must be attached to this form.

CONDUCT AT SCHOOL ACTIVITIES

IF A MVA STUDENT BREAKS ANY SCHOOL RULE, THE STUDENT MAY BE HELD RESPONSIBLE.

Dress code guidelines will be honored at all school events and banquets. The following will apply:

BANQUET DRESS

Women: Dresses and Skirts must be NO SHORTER than three inches measured from the top of the knee. This includes hems AND slits. Dresses and tops may NOT be backless. The back of a dress or top must cover a standard bra strap across the base of the shoulder blades. If a dress or top contains sheer parts, the non-sheer portion of the dress or top must meet the length, revealing, and back requirements (see above). Dresses and tops may NOT contain cutouts unless they are modestly placed (i.e. not in the midriff, lower back, or chest areas). The cutouts of a dress or top must meet the length, back, and sheer requirements stated above. Dresses and Skirts that do not meet the guidelines may result in non-admittance.

Men: Suits, sport coats and slacks, or other formal attire is appropriate. No shorts or short pants or other informal attire are acceptable.

Modesty and "Good Taste" are the keys.

Students who are in violation will not be admitted and will not receive a refund. At all school functions and activities, any consumption or possession of a controlled substance or alcohol shall be punished by the exclusion from that activity and further activities sponsored by the Associated Student Body. The administrators/chaperones, in charge, have the authority to apply these rules. Students will also be subject to school disciplinary regulations including suspension and/or expulsion.

Any infraction of MVA school rules and regulations shall result in the student's parents being contacted. The student may be asked to leave with the parent. In some cases, violators may be subject to criminal prosecution. Students may be suspended pending an investigation of their infraction/incident. Anyone not admitted to an event or removed from an event due to a violation of these rules will not be given a refund.

All signatures must be completed before the MVA Administrator's Signature.

Guest's Current school _____ Guest's school telephone number _____

Printed name of Guest's school administrator _____

Signature of Guest's school administrator _____ Date _____

Guest's Signature _____ Date _____

MVA Student Signature _____ Date _____

MVA Student's Parent/Guardian Signature _____ Date _____

MVA Administrator's Signature _____ Date _____

1. Completed guest forms may be left with your administrator for signing and information verification. Please return to your administrator the following day to pick up your form.
2. All guest forms need to be processed 48 hours before the event begins.

Mountain View Academy

CLASS ADD/DROP

Student Name _____

Date _____

	Class to Drop	Teacher's Initials	Class to Add	Teacher's Initials
Period 1				
Period 2				
Period 3				
Period 4				
Period 5				
Period 6				
Period 7				
Period 8				

Reason for Change: _____

Parent Signature: _____

Contact in Person or by Phone: In Person _____ By Phone: _____

Registrar Signature _____



360 S. Shoreline Blvd., Mountain View, CA. 94041

(650)967-2324 *Fax(650)336-0053

COMMUNITY SERVICE FORM

Name _____ Grade _____ Date Submitted _____

Date(s) of Activity _____ Hours & Minutes Involved* _____

Description of Activity: _____

What was the Activity ? _____

What was your part? _____

Was this activity of benefit to you? Why or why not? _____

How was this activity of benefit to others? _____

Signature of Student _____ School Pre-Approval**

(My signature indicates that I did the above services as described without receiving pay or Work Experience Credit.)

*A minimum of 10 of the 25 annually required hours must directly benefit the community.

**Required only for service performed on personal time, not through the school.

To the Supervisor:

Thank you for your help in this project. Please read and sign below. I attest that the above service was:

1. Supervised by me.
2. Voluntary with no payment or grade received.
3. Not done for the student's immediate family.
4. Performed in the indicated number of hours.

Print Name _____ Signature _____

Phone () _____

(Please note that the student's parents may not sign this form.)



PRE-ARRANGED ABSENCE FORM

Student Name _____ Date _____

Date(s) of Absence _____ Reason for Absence _____

Period	Class	Teacher Signature	Current Grade	Impact of Absence	Assignments

SIGNATURES:

Obtain the signatures required in the order listed. **RETURN COMPLETED FORM TO THE MAIN OFFICE.**

Student Signature _____

Parent/Guardian Signature _____

Principal Signature _____

Change of Address Form

Student Name _____ Date _____

New Address _____

City _____ State _____ Zip _____

Home Phone # _____

Parent Signature _____



GRADE CHANGE FORM

Student Name _____ Date _____

Class & Period _____ Teacher Signature _____

Please change grade

1s 2nd Quarter 1st S 3rd 4th 2nd S

Grade change recorded by _____ Date _____



TRANSCRIPT REQUEST

Date _____ Year Graduated _____

Name of Student _____

Address of Student _____

_____ Phone _____

Official Yes _____ No _____ Send to: Me _____ The following company of school _____

Name of company or school _____

Mailing address _____

Date sent _____



MOUNTAIN VIEW ACADEMY VISITORS PASS REQUEST

Student's Name _____ Visitor's Name _____

Reason for Visit _____

Date of Visit _____ School Visitor Attends _____

MVA Parent Signature _____ Date Submitted _____ Approved: Yes _____ No _____

PRINCIPAL'S SIGNATURE _____

COMMENTS _____

Must be submitted one week before the date of visit.



Dress and Appearance Policy Violation

Please take this slip to the office immediately. If you receive three dress code violation slips you will be suspended from school and required to bring your parent(s) / guardian(s) to a conference with the principal.

Date: _____

Period: _____

Teacher: _____

Student: _____

Violation: _____

Parent Signature _____ **Student Signature** _____



Directions on how to enter FACTS

1. Go to factsmgt.com
2. Click on Parents Login
3. Click on FACTS Family Portal Login
4. Enter District Code: MVA-CA
5. Enter User Name: Your email address
(Note: Your email address must already be entered into the FACTS database by the Mountain View Academy before you can receive your password)
6. Enter Password: Assigned by FACTS
7. Click on Parent or Student Login

Directions on how to enter FACTS from mountainviewacademy.org

1. Go to www.mountainviewacademy.org
2. Scroll down to the MVA Resources section
3. Click on the FACTS Portal Access Here tab
4. Enter District Code: MVA-CA
5. Enter User Name: Your email address
(Note: Your email address must already be entered into the FACTS database by the Mountain View Academy before you can receive your password)
6. Enter Password: Assigned by FACTS
7. Click on Parent or Student Login



First-time user instruction

1. Enter your School's ID (**MVA-CA**)

Enter your Email Address (**Note: Your e-mail address must be entered into the FACTS database by the school before you can receive your Password.**)

2. Select New Parent Login or New Student Login.

If your email address matches the email address that the school has recorded, a random password will be e-mailed to you at that email address. (**Note: This password will be issued by FACTS NOT by Mountain View Academy.**)

Email addresses

Make sure the office has your current email address information in order to receive students' progress reports, HS&C information and FACTS password to keep an update on what your student is doing at Mountain View Academy. Please note your FACTS password will be issued by FACTS NOT by Mountain View Academy.

FOR FURTHER FACTS INFORMATION PLEASE CALL THE OFFICE AT (650) 967- 2324.

Index

Since this document is under continuous review, no index is provided. If you need to find specific information, please use the table of contents to locate the specific section needed. You may also use the PDF document found on the school website and use the search features available for PDF files.

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