



# Student Handbook

2023-2024

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# Mountain View Academy

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

[www.mountainviewacademy.org](http://www.mountainviewacademy.org)

## **Important Admissions and Enrollment Information**

### **New Student Admissions**

MVA ACADEMY DAY, Thursday, October 19, 2023

All visiting students are welcome to attend.

2024-25 NEW STUDENT APPLICATIONS open October 19, 2023.

Both the New Student and New International Student applications will be open.

FINANCIAL AID APPLICATION opens January 14, 2024, in FACTS (see CCC website for more information)  
Deadline is April 30, 2024. New students that apply to MVA after the April deadline have until September 15, 2024, to submit a financial aid application.

### **Early Re-Enrollment and Enrollment**

MVA OPEN HOUSE, Sunday, March 10, 2024

Receive \$200 discount when you register at the Open House Event

FINANCIAL AID APPLICATION opens January 14, 2024, in FACTS (see CCC website for more information)  
Deadline is April 30, 2024. Students must submit a new financial aid application through FACTS for each school year.

### **Registration and Academic Planning for Returning Students**

Incoming Seniors/Class of 2025 - April, 2024

Incoming Juniors/Class of 2026 - May, 2024

Incoming Sophomores/Class of 2027 - May, 2024

### **Freshman/New Student Information Meetings**

TBD, March, 2024

Location: Zoom

TBD, May, 2024

Location: Miramonte Christian School

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,

We at Mountain View Academy are pleased that you have chosen to join us this year! We are looking forward to working with all of our students and families. 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 and plan 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.

Finally, please continue to pray for the students, staff, and MVA community throughout the year. We will prosper as we seek and follow God's guidance, and God will bless our students' plans, activities, and life-path decisions. We look forward to great things as Christ is lifted up and as students grow academically, socially, physically, and spiritually.

Blessings!  
Marc Andres

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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 2023-2024**

### ***Administration***

Principal	Marc Andres, B.A.
Business Manager	Orson Chung
Registrar	Kristina Ranzolin, M.A.
Office Manager	Liberty Camba, A.A.
Facilities Manager	

### ***Auxiliary Staff***

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

### ***Art***

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

ELD English	Ana Rosales, M.A.
ELD American History, ELD American Culture	Andrew Lee, MDiv
Religion I International (Introduction to Christianity)	April Moreno, B.A.

### ***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/Andres Ruiz, A.S.,B.S.
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### ***Language Arts***

AP English IV, English I, II, III, IV, Honors English III	Laura Helms, B.A.
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### ***Mathematics***

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

Praise Band	Andrew Lee, MDiv
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### ***Physical Education***

PE I, PE II, PE III, PE IV, Health	Andres Ruiz, A.S.,B.S.
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### ***Religion***

Religion I, II, III, IV	Andrew Lee, MDiv
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### ***Science***

Biology, Chemistry, Honors Chemistry, Marine Science, Anatomy & Physiology, Physics	
	Dr. Norma Flores, MS in Chem, PHD in BioChemistry

### ***Social Studies***

U.S History, World History, Government, Honors Government, Economics	April Moreno, B.A.
Honors U.S. History	Marc Andres, B.A.

# MANAGING BOARD

## Board of Directors

Chairperson

Vice-Chairperson

Finance Chair

Principal

Business Manager (non-voting member)

Faculty Representative (non-voting member)

Church, Home and School Representative

Alumni Representative (non-voting member)

Renée Tabiolo Koerner

Greg Richmond

Greg Richmond

Marc Andres

Orson Chung

Andres Ruiz

Miryam Castaneda

Rose Shimizu

## Members at Large

Director of Education, Pacific Union Conference

Associate Director of Education, Pacific Union Conference

President, Central California Conference

Vice-President for Education, Central California Conference

Associate Superintendent, Central California Conference

Associate Superintendent, Central California Conference

Associate Superintendent, Central California Conference

Area 2 Pastoral Representative

Berit von Pohle

Fernando Lista

Dan Serns

Ken Bullington

Donna Baerg-Entze

Erik Borges

Sandra Green

Jose Batiste

## Constituent Seventh-day Adventist Churches

Burlingame

Cambrian Park

Campbell

East Palo Alto

Evergreen Valley

Hillside Community Company (S. SF)

Milpitas

Mountain View Central

Mountain View Hispanic

Mountain View Japanese

Palo Alto

Redwood City

San Jose Central

San Jose Ephesus

San Jose Hispanic

San Jose Maranatha

Santa Clara Hispanic

South Bay Chinese (Mountain View)

Sunnyvale

Wellspring Company (Milpitas)

Stacy Owen

Margaret Lin

Debra Clemens

Mike Youngberg

Ron Aaron

Rose Shimizu

Miryam Castaneda

Jayson Tsuchiya

Kandice Bandy

Siotame Pahulu

Christina Arrowsmith

Gerson Perla

Francisco Avina

Salvador Gomez

Noreen Chan

Daniel Grigore

Alexandra Umana

## Constituent Elementary Schools

Foothill Elementary, Principal.

Miramonte Elementary, Principal

Kanther Khan

Anthony Neely

# 2023-2024 Calendar

Revised 07/01/2023, subject to change

## 1st Semester

### August 2023

- 16 New Student Orientation
- 16 Back-to-school Open House
- 16 Class Parent Meetings
- 17 First Day of School**
- 21-22 School Overnight Retreat to S.F. Presidio
- 28 Board Meeting
- 28-9/1 Spirit Week

### September

- 1 Last Day to Add a Class
- 1 SA Picnic
- 4 Labor Day- No School/Office Closed**
- 5 Picture Day
- 6 College Fair
- 8-10 MBA FFB Youth Rally
- 10-12 PUC Publication Workshop
- 17 CVCA VFB Youth Rally
- 18 School Board Meeting
- 18-22 MAP Testing
- 20 Minimum Day (Teacher In-service)**
- 22 Last Day to Drop a Class
- 22-24 FAA FFB Youth Rally
- 28-30 Leadership Conference

### October

- 5-8 PUC Volleyball Tournament
- 13 Picture Retake Day
- 13 End of 1st Quarter
- 16 Begin 2nd Quarter
- 16 School Board Meeting
- 17 PSAT Test (Juniors)
- 19 MVA Academy Day**
- 20-22 NCC Jr/Sr Bible Retreat
- 25 Minimum Day (Teacher In-service)**
- 26-29 Albion Trip
- 30-11/3 Week of Prayer

### November

- 1-2 Parent/Teacher Conferences
- 1-2 Minimum Days**
- 4 SA Fall Festival
- 5-6 PUC College Days (Seniors)
- 10-12 CVCA VVB Youth Rally
- 20-24 Thanksgiving Break-Office Closed**
- 27 School Board Meeting

### December

- 6 Minimum Day (Teacher In-service)**
- 9 Christmas Concert (tentative)
- 10 SA Christmas Banquet
- 15 Castro Party
- 18-1/1 Christmas Vacation-Office Closed**



## 2nd Semester

### January 2024

- 1 New Year's Day Holiday-Office Closed
- 2 Classes Resume
- 10-12 1st Semester Finals
- 12 End of 2nd Qtr.
- 12-14 CVCA BB Youth Rally
- 15 Martin Luther King Jr. Holiday-Office Closed
- 16 No School
- 17 Begin 3rd Quarter
- 22 School Board Meeting
- 24-28 PUC BB Tournament
- 29-31 MAP Testing
- 30 Last Day to Add a Class

### February

- 1-2 MAP Winter Testing cont.
- 2-4 MBA VBB Youth Rally
- 2-4 NCC Fr/So Bible Retreat
- 11 CVCA JV BB
- 14 Minimum Day (Teacher In-service)
- 16 Last Day to Drop Class
- 16-18 FAA VBB Youth Rally
- 18-25 Senior Class Trip
- 19 President's Day- No School-Office Closed
- 25-26 PUC College Days (Juniors)
- 26 School Board Meeting

### March

- 2 CCC Music Festival
- 6 NHS Induction
- 10 MVA Open House
- 11-15 Week of Prayer
- 15 End of 3rd Quarter
- 18 Begin 4th Quarter
- 18 School Board Meeting
- 19-22 Urban Mission  
SF City Impact
- 25-29 Spring Break-Office Closed

### April

- 3 Parent/Teacher Conference
- 3 Minimum Day
- 4 CCC Track & Field Day
- 13 Alumni Sabbath
- 15 School Board Meeting
- 16 SAT (Juniors)
- 19 NHS Field Trip
- 21 Jr/Sr Banquet
- 29-5/3 MAP Testing

### May

- 1-3 MAP Testing cont.
- 5 Spring Festival
- 5 MVA Constituency Meeting
- 6-10 AP Exam Week 1
- 13-17 AP Exam Week 2
- 18 Spring Music Concert (tentative)
- 20 School Board Meeting
- 20-24 Spirit Week
- 24 Picnic/Beach Vespers
- 27 Memorial Day Holiday- No School-Office Closed
- 29-31 2nd Semester Finals
- 31 End of 2nd Semester

### June

- 1-2 Graduation Weekend
- 10 Office Summer Hours Begin  
9am-12pm, 1pm-3pm  
Closed on Fridays
- 17 School Board Meeting

## MISSION AND PURPOSE

### Vision Statement

Leading students to love learning, serving, and living for Eternity

### 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 extra-curricular 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 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 2024.

## 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](mailto: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 March 10, 2024.

#### 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

An international student is defined as any student who requires an I-20 visa. To ensure their success at MVA, our policy requires that all international students must:

- Have a minimum score of 60 on the TOEFL IBT or a 3.5 on the iTEP test or 95 on the DuoLingo English 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 “B” or higher*)
3. A recent color photograph.
4. A letter in English from the student stating why he or she desires to attend MVA and his/her plans for the future.
5. Completed and signed I-20 request form.
6. A letter from a bank (or a bank statement) showing adequate funds are available for both the student’s tuition and living expenses.
7. 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](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, 2023-2024**

<b>Standard Tuition</b>	<b>\$22,315.00</b>
<b>International Student</b>	<b>\$28,875.00</b>

### **Tuition Payments**

The yearly tuition costs represent the total cost of educating each student in the respective grades for the entire year. MVA's 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. Payment plans are set up through our Finance Office. Most families pay using FACTS, our contracted third-party online vendor.

### **International Student Tuition Payments**

International students in grades 9 -12 are welcome. An international student is defined as any student who requires an I-20 visa. For such students, 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 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 "Incidental" Charges**

Students may be charged additional fees not included in the registration fee or tuition. These include technology fee, lab supplies, extracurricular activity fees, sports, field trips, late fees, music fees, AP testing fees, and senior-class graduation fees. Applicable fees will be charged to the student account each semester for classes and each season for sports. The office can furnish you with a handout listing such additional fees. An explanation of FACTS' billing and late-fee policies for tuition and "incidental" payments can be found below.

### **Textbooks**

Textbook fees of \$70 will be included in the financial contract charges at the beginning of the school year. Additional information will be given at registration.

### **Chromebook**

All students are required to rent Chromebooks from MVA for the academic year. "Chromebook" refers to both the laptop computer and the included power cord. The cost for rental is included in the \$80 technology fee charged (\$40.00 each semester), plus a \$200 deposit fee that will be rolled over every year while the student is in attendance. If the Chromebook and/or power cord is damaged or lost, the cost for repair or replacement will be deducted from the deposit fee (\$20 for a lost power cord). Refer to the [Chromebook Handbook](#) for more detailed information on the program and its policies.

### **Reducing Costs**

#### **One or Two Payment Discount\***

- A 3.5% discount will be applied if tuition is paid in full on or before the first day of school.

- A 3.0% discount will be applied if tuition is paid in two payments – the first in August and the second payment in January.

*\*Does not apply to International Students*

### **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 to various degrees 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 1<sup>st</sup>** for the following school year.

### **Payments and Other Policies**

#### **Payment Options for Tuition:**

Payment plans need to be arranged with the MVA Business Office.

- Payments will be made through FACTS or at the MVA office directly.
- Credit card, check, and EFT payments will be accepted through FACTS payment portal.

#### **Payment for Other fees:**

- Families will have a separate "Incidental" Account for non-tuition charges viewable and payable through the FACTS portal.
- When you are on the FACTS tuition payments page, scroll to the bottom of the page, and click on the "Incidentals" tab to see the incidental charges and to make payments on those charges.

### **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, for either "tuition" or "incidental" charges, will be assessed a flat \$20.00 service charge after your payment date.

### **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

### Educational Counseling

- Assistance is available through the Registrar's office regarding classes, class schedules, course load, and requirements for graduation.
- 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.

### Mentor Groups / Life and College Lessons during FLEX Periods

MVA has a "FLEX" period in its class schedule twice per week. These short class periods are meeting times for mentor groups, life-and-college counseling activities, and class meetings.

Our mentor groups are meant to provide our students academic and personal support. All students are assigned a mentor group with a teacher who will check in with them on a regular basis.

Our life and college lessons have been designed by MVA staff to lead students through college and career planning steps, to give them a common vocabulary to understand current diversity and social justice issues, and to help them acquire life skills to take with them beyond their time at MVA.

## 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.** (September 1, 2023 & January 30, 2024).

### **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 22, 2023 & February 16, 2024). 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 3.5 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.

### **SCHOOL-WIDE TESTING**

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



## 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. MVA schedules all Juniors to take the PSAT on a school day in October.
- ACT (The American College Test) or the SAT (Scholastic Aptitude Test) is recommended but not required as part of the application process when applying for admission to many colleges. MVA schedules all Juniors to take the SAT test on a school day in April.

## Grade 12

- MAP Test
- ACT or SAT – If you plan to take one of these tests, it should be done no later than fall of the senior year. Some colleges use these test scores for admission and for scholarship consideration.

## MAP Testing

MVA administers the Measures of Academic Progress, a.k.a. MAP tests, three times a year. These tests help the teachers track changes in each student's achievement level in reading, language, math, and science.

Created by the Northwest Evaluation Association (NWEA), the MAP test is a computer adaptive test, which means every student gets a unique set of test questions based on responses to previous questions. As the student answers correctly, questions get harder. If the student answers incorrectly, the questions get easier. By the end of the test, most students will answer about half the questions correctly.

MAP tests provide highly accurate results that are used to:

- Identify the skills and concepts individual students have learned
- Diagnose instructional needs
- Monitor academic growth over time
- Make data-driven decisions at the classroom, school, and conference levels

MAP test results are only one indication of how well your child is learning and performing. You should also consider how well your child is doing on classwork, special projects, and other assessments.

## Scholastic Reports

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

- Progress Reports – emailed every three weeks.

- Grade Reports/Midterm Grades – earned at the close of the 9-week period (1st & 3rd quarters).
- Report Cards/Semester Grades – earned at the close of each semester. The semester final grades are recorded on the student's permanent record and transcript.

## 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

Honors and AP class grades receive +1.0 GPA points for grades of C or higher.

## Academic Probation

MVA strives to assist all students to achieve their full academic potential. MVA's **Academic Probation Program** is designed for early intervention to support struggling 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, having less than a 2.0 GPA for the quarter and/or any grades below a D+ (68%), including attendance and citizenship.
- Student Status will be marked as Academic Probation in FACTS.
- The student has a GPA lower than 2.0 at the quarter and/or semester grading period.

Faculty advisors will be assigned to all students for small group and individual "Mentor Meetings" that are scheduled to meet during our FLEX period twice per month. During this time, faculty members will counsel with academic probation students to discuss strategies and set goals to raise their grades and improve academic performance.

Students who are found to be on academic probation and their parents/guardians will receive communication and be sent notification letters at report card time. The letter must be returned with student and parent signatures.

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.

MVA graduation requirements and diploma requirements follow those set by the Pacific Union and the Central California Conference. The minimum number of semester periods and specific subjects required for each diploma (General, College Prep, and Honors) are as follows:

1 semester full-time course = 5 credits, 2 semester full-time course (yearlong) = 10 credits

	GENERAL DIPLOMA		COLLEGE PREP DIPLOMA		CCC ADVANCED HONORS DIPLOMA	
Course subject	Credits	Details	Credits	Details	Credits	Details
Bible/Religion*	40		40		40	
English	40		40		40	
Physical Education	30		30		30	
Health	5		5		5	
Mathematics	20	10 credits must be Algebra 1	30	Requires Algebra 1, Geometry, Algebra 2	30	Requires Algebra 1, Geometry, Algebra 2
Laboratory Science	20	10 credits may be non-lab science	30	Requires Biology, Chemistry, strongly recommend Physics	30	Requires Biology, Chemistry, Physics
Social Studies	30	World History, US History, US Govt, Econ	30	World History, US History, US Govt, Econ	30	World History, US History, US Govt, Econ
Technology	10	Computer Discoveries	10	Computer Discoveries	10	Computer Discoveries
Fine Arts	5	Fulfills the UC "F" category of Visual & Performing Arts Art, Choir, or Band	20	Fulfills the UC "F" category of Visual & Performing Arts Art, Choir, or Band	20	Fulfills the UC "F" category of Visual & Performing Arts Art, Choir, or Band

Modern Language	0		20	Must be 2 years of the same language, 3 years strongly recommended	20	Must be 2 years of the same language, 3 years strongly recommended
Electives	40	Any courses beyond the required courses	15	Any courses beyond the required courses that also meet UC "G" elective requirements	30	Any courses beyond the required courses that also meet UC "G" elective requirements
Community service**		25 hrs/year		25 hrs/year		25 hrs/year
					Senior Project	
<b>Minimum total credits:</b>	<b>240</b>		<b>270</b>		<b>285</b>	
<b>Minimum GPA:</b>					3.5	
<b>Additional requirements:</b>					Must include at least one Honors or AP class. All classes must be passed with a grade of B or higher each quarter. Must complete a senior project approved by MVA Admin	

Notes:

\*5 credits for each semester of attendance at SDA school

\*\*Minimum of 25 clock hours of community service/service learning for each year of attendance at SDA school

Diploma requirements follow:

[Pacific Union Education Code 9-12 Grad Requirements](#) p.151 (C25)

[CCC Advanced Honors Diploma](#)

## 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 Literature & Composition, AP Pre-Calculus, 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 student's 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 2<sup>nd</sup> 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, 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 requirements not already completed. Art, Band, Choir, Royalaires, Music Appreciation, Yearbook, Speech, Spanish III, Algebra II, AP Pre-Calculus, 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 do 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 2<sup>nd</sup> 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:*

*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 our local Adventist universities 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/Years of Study**

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 yrs. in the same language</i> )	2
Keyboarding / Computer Literacy	1
Health	½

### **University of California/Cal State Univ. Requirements/Years of Study**

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

## COURSE DESCRIPTIONS

\* MVA graduation requirement

\*\* College prep course

## 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 Literature and Composition)**

This AP course focuses on reading, analyzing, and writing about imaginative literature (fiction, poetry, drama) from various periods. Students engage in close reading and critical analysis of imaginative literature to deepen their understanding of the ways writers use language to provide both meaning and pleasure. As they read, students consider a work's structure, style, and themes, as well as its use of figurative language, imagery, and symbolism. Writing assignments include expository, analytical, and argumentative essays that require students to analyze and interpret literary works. *\*\* (Seniors only.)*

## **FINE ARTS**

### **Art I**

Art I is a lively, inviting, comprehensive course written for beginning level artists. Art class will include the areas of basic sketching, drawing and acrylics. Throughout this course, students will keep a sketchbook and develop an art portfolio featuring selected works of art. In addition, students will self-examine completed works in an effort to foster a sense of accomplishment and commitment to

high standards of art production. *\*10 credits, meets UC "F" requirement. (Small classes)*

### **Advanced Art**

Advanced art is a continuation of the basic skills learned in Art I. In this class students will keep an artist journal to explore artistic development, experiment with materials, and analyze work. Through experimentation and refinement, each person will create a body of work that includes observational drawing, mixed media and a variety of self-chosen media. In Advanced Art, emphasis will be placed in Art History, elements of art, and how to identify as an individual artist. Advanced art students will be required to participate in a community art show/competition. *\* 10 credits, meets UC "F" requirement. (Small classes)*

### **Ceramics**

This course is intended for those studying ceramics for the first time and is a comprehensive introduction to the craft of clay working. The primary emphasis is on studio work leading to a portfolio of finished pieces by the end of the semester. Students will experience hand-building techniques including pinch, coil, and slab. Wheel throwing is introduced with expectations for basic levels of achievement. *\* 10 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 "F" requirement.*

### **Royal Blues Band**

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. *\* 5 credits*

### **Art History & Appreciation**

A survey course designed to increase appreciation of the visual arts. The emphasis is on looking, learning, and understanding visual art through the Elements and Principles of Design as well as the various media.

Students will interpret and evaluate works of art within formal, cultural, and historical contexts. Students will also explore a survey view of art history from prehistoric to contemporary, including a deeper look at global artworks. \* 5 credits, meets UC "F" requirement. (*Small classes*)

## 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*)

### AP 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.

## 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, and 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, volleyball, softball, advanced tumbling and apparatus, 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 (concurrent enrollment allowed) or instructor's permission. Open to Sophomores)

## **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 Sophomores)

## **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 health fields to engineering, the sciences, and even the humanities. \*\* (Prerequisite: *Algebra II* or instructor's permission, open to Juniors and Seniors)

## **SOCIAL STUDIES**

### **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)

### **United States History**

U.S. 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 U.S. History**

Honors U.S. 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)

## **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: Grade "A" in *American History* or *Honors 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)

## **TECHNOLOGY**

### **Computer Science 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**

### **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. Meets the UC "G" requirement.

### **Praise Band**

This course is an introduction to worship leading. It covers what it means to be an authentic worship leader, with the focus of having a heart of worship and a high standard of musical excellence. Music has a powerful influence on the mind and emotions, and having the opportunity to learn and implement positive, encouraging music will awaken one's desire to fully utilize their God given musical talent. Students will join one of several active worship teams, and be taught by seasoned worship leaders, and musicians on how to be engaged and engage others in worship. *\*10 credits (Small classes).*

### **Yearbook**

This course helps produce the *El Camino Real*, the Mountain View Academy yearbook. In this course, students will gain skills in the following areas: page design, publishing techniques, copy writing, editing, photography, record keeping, time management, teamwork, marketing, and leadership skills. Students are tasked with producing a timeless, creative, and innovative publication which will record our school's community, memories, and events. *\*5 credits (Small classes)*

## **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

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

### 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-related, up to 9 points per quarter may be excused by parent notes. However, a tardy/absence may affect the class performance and grades. Students are considered tardy to class if they enter class within the first 10 minutes of class; after ten (10) minutes they may be 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.

### Unexcused

All absences not covered above will be considered unexcused.

### Extended Absences due to Illness:

A 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 date of the medical evaluation and explanation of possible effects on classroom participation. Teachers will post materials and assignments in Google Classroom. Teachers are not required to provide recorded lectures or videos of missed classes.

## 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.**

### 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.

### 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/transportation reasons per quarter. It is the responsibility of the student and family to leave home early enough for normal traffic problems. Parents need to contact the office or send a note explaining the traffic/transportation cause of tardiness before any attendance points will be excused.

### **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).

### **Wrong Seat in Class**

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

### **Attendance Excuse Deadline**

Absences/tardies must be excused by a classroom teacher or parent-only. **The deadline for excuse notes is two weeks** after the marked absence or tardy.

### **Tardy Slips**

Tardy slips from the office do not excuse absences or tardies. The tardy slip allows a student to arrive late to class and be admitted. A follow-up parental note giving an excusable reason for the late arrival must be submitted within two weeks.

### **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. Parents or guardians are requested to give advance written or emailed notice to the registrar's office regarding all-day or partial-day pre-arranged absences as well as multi-day absences. 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.

### **Attendance Record Corrections**

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

### **Conference**

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

### **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 7 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.

conference must take place with the student, parents, and principal or vice-principal.

## 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

## DRESS AND APPEARANCE POLICY

Voted 6/19/2023

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 and yoga/spandex pants 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.
- 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.

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. 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 D's, F's, or incomplete grades.
- 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 quarter or semester is ineligible for office. Likewise, students currently on academic, citizenship, or attendance probation are ineligible to run for office.

### **Participation in Club Activities and Varsity Organizations**

In order to participate in club activities, varsity organizations, sports practices and home games, each student must meet the following criteria:

- Have and maintain a "C" or better in attendance and a "B-" or better in citizenship.
- Have and maintain a 2.0 GPA with no D's, 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.

### **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 school year.

### **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, "D"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.**

### COVID-19

Mountain View Academy follows the COVID-19 safety protocols mandated by the Santa Clara County Department of Public Health and the Central California Conference of Education.

### 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 10 for information on immunizations.

### **Law Enforcement Involvement**

In the case of suspicion of possession of weapons, controlled substances, and 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 (8:30AM– 3:40PM) 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>

		Parents and students will be notified in writing and an infraction report will become part of the student's record.
4th Incident		The student is subject to being asked to withdraw or expelled.

## **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 39.

### **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 37.

### **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**

A student may be detained for disciplinary reasons after the close of the school day on a designated day.

### **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.

### **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 REQUEST 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  
Change of Address Form**

Student Name \_\_\_\_\_ Date \_\_\_\_\_

New Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_

Parent Signature \_\_\_\_\_

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# 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.**  
**Please Note: If the request includes final exams taken outside scheduled time, you must be financially cleared, and a \$25 fee will be incurred per exam.**

Student Signature \_\_\_\_\_

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

Principal Signature \_\_\_\_\_



# 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.**



### **Directions on how to enter FACTS**

1. Go to [factsmgt.com](http://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](http://mountainviewacademy.org)**

1. Go to [www.mountainviewacademy.org](http://www.mountainviewacademy.org)
2. Scroll down to the MVA Resources section
3. Click on the FACTS Portal 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 instructions**

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**

Please 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 updated on how your student is doing at MVA. Please note your FACTS password will be issued by FACTS, **not** by MVA.

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



## FACTS Billing Account Management

Mountain View Academy uses FACTS to manage family billing. When enrolling at MVA, a family will establish a FACTS billing account as part of the online enrollment process and may choose between several payment plan options, monthly tuition due date choices, and payment methods. To ensure on-time payments and to avoid late fees, all families are encouraged to enroll in automatic payments for both tuition and incidental (non-tuition) charges.

Under the FACTS system, **tuition charges are billed separately from incidental (non-tuition) charges**. Tuition is due according to the payment plan and tuition due date elected by the family. Incidental fees (non-tuition), when assessed, are due depending on the charges. Incidental fees (non-tuition) charges may include fees for specific classes and tests, extra-curricular events, class trip payments, and sports participation. Though both tuition and non-tuition charges are accessed through the same webpage, the non-tuition “incidental” charges are found at the bottom of the finance page by clicking on the incidentals tab.

**Families may access their billing accounts online by logging onto their FACTS account.** Online access is available 24/7 to review charges, make payments, enroll in autopay, and/or change payment methods. The FACTS District Code for MVA is MVA-CA. FACTS login instructions can be found in the Student Handbook. If further help is needed, please **contact the school office** for assistance.

Although FACTS issues payment notices, receives payments on MVA’s behalf, and can discuss account charges with families, MVA is the party responsible for adding tuition and school fee charges to the family billing accounts, and FACTS is not authorized to modify or remove MVA tuition or school fees from family accounts. If you think your account was billed in error for a MVA charge, it will be most efficient to **contact MVA’s accounting office** at (650) 967-2324 with your inquiry. For questions about a fee applied by FACTS, such as a fee assessed due to a failed payment, please contact FACTS at (866) 441-4637.

All enrolled families are expected to be familiar with these policies, to check and keep up with their tuition contract payment schedule, and to check and keep up with incidental fees and payments. Families should keep the following policies in mind when planning their payment schedules.

1. A family’s chosen due date is a firm due date (e.g., payment received on the 11th for a due date of the 10th is considered LATE). Families are fully responsible for taking into consideration possible delays if choosing to submit their payments by mail, for payment date is based on date received NOT date submitted or postmarked.
2. A **late fee of \$20** is assessed monthly for past due balances, whether the past due balance is tuition OR “incidental” (non-tuition) charges. Again, all families are highly encouraged to enroll both their tuition billing account and incidental (non-tuition) accounts in autopay to avoid late fees.

# 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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