

# Mountain View Academy



**2011-2012**



# Handbook

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# FACULTY AND STAFF 2011-2012

## **Administration**

Principal ..... Dan Meidinger, M.Ed.  
Vice-Principal ..... Jim Marxmiller, M.A.  
Business Manager ..... Sara Baroro, B.B.A.  
Registrar & Accounting Assistant ..... Alyce Schales, A.S.  
Office Manager ..... Patricia Armistead  
Facilities Manager ..... Troy Baroro

## **Auxiliary Staff**

Campus Security ..... Domingo Baroro, Soi Soi Pati

## **Art**

Art, Ceramics ..... Tim Iwahashi, M.Th.

## **English Language Development**

ELD English I, ELD English II, ELD English III,  
ELD American History, ELD American Culture ..... Ana Martinez, M.A.

## **Electives**

Speech, Career Education ..... Linda Mackey, B.A.  
Personal Finance ..... Sara Baroro, B.B.A.

## **Family and Consumer Science**

Life Skills, Advanced Life Skills ..... Vickie Knecht, B.A., B.S.

## **Foreign Language**

Spanish I, Spanish II ..... Vickie Knecht, B.A., B.S.  
Spanish III ..... Ana Martinez, M.A.

## **Language Arts**

AP English IV ..... Marc Andres, B.A.  
English IV ..... Douglas Knecht, M.Mu.  
English I, II, III, Honors English III ..... Bonnie McConnell, M.Ed.

## **Mathematics**

Pre-Calculus, Algebra II, Algebra I, Pre-Algebra ..... Kristin Phillips, M.A.  
AP Calculus BC, Geometry ..... Basil Williams, M.S.

## **Music**

Choir, Royallaires, Band, Music Appreciation ..... Douglas Knecht, M.Mu.

## **Physical Education**

P.E. I, P.E. II/Health,  
P.E. III/IV ..... Robert Hicks, B.A.

## **Religion**

Religion I, Religion III, Religion IV ..... Moises Guerrero, B.Th.  
Religion II, Introduction to Christianity ..... Linda Mackey, B.A.  
Bible Elective ..... Dan Meidinger, M.Ed.  
Religious Activities ..... Andy Lee, B.A.

## **Science**

Biology, Chemistry, Honors Chemistry, Marine Science, Anatomy & Physiology ..... Jim Marxmiller, M.A.  
Physics, Physical Science ..... Basil Williams, M.S.

## **Social Studies**

American History, Honors American History, American Government,  
Honors American Government,  
World History ..... Marc Andres, B.A.  
Economics ..... Moises Guerrero, B.S.

# MANAGING BOARD

## Board of Directors

Chairman .....	Greg Richmond
Vice-Chairman .....	Ray Funada
Principal .....	Dan Meidinger
Business Manager .....	Sara Baroro
+Faculty Representative .....	Vickie Knecht
+Parent Advisory Committee Representative .....	Miryam Casteneda
+Alumni Representative .....	
+Non-Voting Member .....	

## Members at Large

Director of Education, Pacific Union Conference .....	Berit von Pohle
Associate Director of Education, Pacific Union Conference .....	Thambi Thomas
President, Central California Conference .....	Ramiro Cano
Superintendent of Education, Central California Conference .....	David Gillham
Associate Superintendent, Central California Conference .....	Ken Bullington

## Constituent Seventh-day Adventist Churches

Burlingame .....	Giacomo Zardetto
Cambrian Park .....	Michael Grave
Campbell .....	Michael Straub
East Palo Alto .....	Linda Simon
Hillside Community Company (S.SF) .....	Mike Youngberg
Milpitas .....	Gerri Davis
Mountain View Central .....	Kathy Bylard
Mountain View Hispanic .....	Miryam Casteneda
Mountain View Japanese .....	Jayson Tsuchyia
Palo Alto .....	Alex Clerk
Redwood City .....	John Sheffield
San Jose Central .....	Vera Gonzalez
San Jose Ephesus .....	
San Jose Hispanic .....	Raul Salazar
San Jose Phil/Am .....	
Santa Clara Hispanic .....	Ilva Luna
South Bay Chinese (Mountain View) .....	Nathan Chan
Sunnyvale .....	Milton Wheeler
Wellspring Company (Milpitas) .....	Michael Blancett

## Constituent Elementary Schools

Foothill Elementary, Principal .....	Justine Leonie
Miramonte Elementary, Principal .....	Jerry Corson
West Valley Elementary, Principal .....	Yuritz Villaseñor

### **Accredited By:**

Western Association of Schools and Colleges through June 2017  
Commission on Accreditation North American Division of Seventh-day Adventists through June 2017

# 2011-2012 CALENDAR

Subject to change by MVA Administration

## 1<sup>st</sup> Semester

### August 2011

10	New Student Orientation/ Registration Fair
15	First Day of School
17	SA Ice Breaker @ 4pm
18	Science Fundraiser
25-28	Backpacking Trip
29-9/2	Spirit Week

### September

2	Min. Day All Classes w/ full chapel
2-4	MBA BG Varsity Flag Football Tournament
5	Labor Day- NO SCHOOL
6	Picture Day
13-15	ITED/CogAT Testing
16	Fall School Picnic/Beach Vespers
22-25	Leadership Conference
25	FAA JV BG Flag Football
30	Min. Day All Classes
30-10/2	FAA BG Varsity Flag Football

### October

2	SAT Testing
3	Picture Re-take Day
8-9	MBA JV Flag Football
10	Annual Golf Classic
12	Marine Science Monterey Bay Aquarium & Physical Science Tech Museum PLAN (Soph.)/PSAT (Jr.) Testing
15	Music Department Performance
18-19	Parent / Teacher Conference (Min. Day)
20-23	CCC Youth Prayer Conference
23	ACT Testing
24-28	Week of Prayer
28	SA Vespers
29	Music Department Performance
30	Celebration in Sound

### November

1	Election Day
6	SAT Testing
6-7	PUC College Days
10-13	Albion Science Trip
11	Veterans Day
19	Music Department Performance
21-25	Thanksgiving Break – NO SCHOOL
28	Classes Resume

### December

4	SAT Testing
4	SA Christmas Banquet
5-9	Dead Week
9	Choir Christmas Concert
10	Band Christmas Concert
11	ACT Testing
13-15	Final Exams
16	First Sem. Ends/Min. Day-Castro Party
19-30	Christmas Vacation – NO SCHOOL

## 2<sup>nd</sup> Semester

### January 2012

2	Classes Resumes / Second Semester Begins
6-8	FAA SV Basketball
13	Min. Day
13-15	CVCA SV Basketball
16	M. L. King Jr. Day – NO SCHOOL
17-20	International Week
24	Academy Day
26	Career Discovery Fair @ 4pm
27	SA Vespers
28	Music Department Performance
29	SAT Testing

### February

4	CCC Choral Performance
3	Min. Day
10	Senior Dedication
11	Music Department Performance
11	Senior Fundraiser
12	SA Sadie's Banquet
12	ACT Testing
14	Valentine's Day
17-19	MBA JV Basketball
20	Presidents Day – NO SCHOOL
22-25	PUC Band Festival
26-27	PUC Math/Science Workshop

### March

4-11	Senior Class Trip
7	Elmshaven/Sophomore Bible Trip
11	SAT Testing
15	Parent / Teacher Conference (Min. Day)
17	Music Department Performance
18	Gala Fundraiser
23	Community Service (Min. Day)
23-4/3	Puerto Rico - Mission Trip
26-4/3	Spring Break Vacation

### April

4	Classes Resume
8	MBA Soccer Tournament
9-13	Week of Prayer
13	SA Vespers
14	Alumni Weekend
15	Junior/ Senior Banquet
15	ACT Testing
17	NHS Reception @ 7pm
19	NHS Field Trip
26-30	Music Tour/Experiential School

### May

2	AP Calculus Test
5	Music Department Performance
6	SAT Testing
9	AP English Test
12	Music Department Performance
12	Spring Concert @ 7:30pm
14-18	Awards Chapel & Dead Week
17	Living Skills Fashion Show @ 7pm
18	Spring School Picnic/Beach Vespers
22-24	Final Exams
24	Last Day of School
25-27	Graduation Weekend

# MISSION AND PURPOSE

## MISSION STATEMENT

Mountain View Academy is a co-educational 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

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 and 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 skill and the pursuit of excellence leading toward advanced and university studies
- A safe and inclusive environment that nurtures development of the individual's identity and supports interpersonal relationships.
- Dedicated and qualified instructors who are recognized specialists in their respective disciplines.
- A well-rounded staff that pursues extracurricular interests and shares related activities with students.
- Testing and counseling for academic and career selection is available.
- 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 has been 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.

In addition, many Alumni have returned to Mountain View Academy as teachers, parents, and/or School Board members contributing to the ongoing development of graduates who love God and their neighbors as themselves.

## EXPECTED SCHOOL-WIDE LEARNING RESULTS (ESLRs)

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

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

## ACCREDITATION

Mountain View Academy (commonly known as MVA) is accredited by the Western Association of Schools and Colleges (WASC) and the Board of Regents of the General Conference of Seventh-day Adventists. Mountain View Academy has current accreditation recognition from those accrediting agencies. Accreditation through July 2017.

## 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 6652  
*registrar@mtnviewacademy.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 limitation of facilities or class space make it necessary.

### APPLICATION PROCESS

**The following guidelines will assist in the application process:**

- 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.  
**Required immunizations include:**
  - **Polio** 4 doses at any age, but 3 doses meet the requirement if at least one was given on or after age 4.
  - **DTP, DTap** 4 doses at any age, but three doses meet the requirement if at least one was given on or after age 7.
  - **MMR** 2 doses with at least one given on or after age 1.
  - **Varicella** 2 doses.
  - **Tdap Booster** 1 dose on or after age 7.
  - **TB test** within the last year if coming from outside Santa Clara County.
- 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 requested/submitted at the time of acceptance.
- Test Scores – All incoming freshman will be given an English placement test. All incoming students will also be given a math placement test.

- 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)

### REGISTRATION

To complete registration after a student has been accepted, the following items must be submitted:

- Business Office Financial Contract
- Consent to Treat a Minor form
- Tylenol Release Form
- Guardian Authorization (if needed)
- Transcript from previous school

### INTERNATIONAL APPLICATIONS

Applications (see appendix for forms) for international students who desire to enroll at MVA will be considered providing the student's educational level corresponds to the high school equivalent. To ensure the success of the international student at MVA our policy requires:

All International Students must:

- Have a minimum score of 50 on the SLEP (Spoken Language English Proficiency) Test.
- Have at least a "B" GPA average
- Have an excellent attendance.
- 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:**

- Complete and sign the International Student Enrollment application.
- Three letters of recommendation from present teachers/principal (not from family members)
- Previous school records and transcripts of academic credit for 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)*
- A recent color photograph or interview appointment with Admissions Committee if in U.S.
- A letter in English from the student stating why he or she desires to attend MVA and plans for the future.
- Complete and sign the I-20 request form.
- A letter from a bank (or bank statement) showing adequate funds for both the student's tuition and living expenses.
- Letter from parent assigning a U.S. guardian or completed Guardianship Form

### **ACCEPTANCE WILL BE BASED ON THE FOLLOWING CRITERIA:**

- Financial arrangements must be completed
- Living arrangements must be arranged with the student and parent/guardian (no guardian may be under 25 years of age) and approved by MVA Administration.
- All students must be on track to graduate before their 21<sup>st</sup> 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 50 on the SLEP test (check with the registrar for details on the TOEFL).
- Have all the necessary health records including Immunization Records.

### **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 before classes begin:
  - Physician examination report
  - Complete immunization record
  - Tuberculosis (TB) test – PPD type showing negative results (if positive submit chest X-ray report).
  - Proof of Medical Insurance – either through your guardian or individually. 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.
- Since the international student is usually limited due to an inability to speak or comprehend the English language readily, the subjects and classes taken may be limited to five. (To be decided individually for each student.)
- 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 school year.
- All international students must live with a

- Mountain View Academy approved host family or guardian, regardless of age.
- All international students are required to schedule visits out of the US during vacations and summer. These vacations may not be extended due to the disruption of school work.

## **Student and Parents' Bill of Rights**

### **Students at Mountain View Academy should 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.

# FINANCIAL INFORMATION

## GENERAL FINANCIAL INFORMATION

### CONTACT INFORMATION:

360 S. Shoreline Blvd.  
Mountain View, CA 94041

(650) 967-2324 ext 6653  
Fax: 650-967-6886

www.mtnviewacademy.org  
email:businessmanager@mtviewacademy.org

### TUITION RATES

The yearly tuition costs represent the total cost of educating each student in the respective grades for the entire year. The monthly installment plan is designed to help parents spread the cost of tuition over 10 months and does not intend to quantify an "amount" of education each month. Installments are due on the 15th of each month, starting in August.

<b>Non-SDA Tuition Rate:</b>	<b>\$12,700.00</b>
<b>Non-Constituent SDA Tuition Rate:</b>	<b>\$ 8,980.00</b>
<b>Constituent SDA Tuition Rate:</b>	<b>\$ 6,450.00</b>
<b>International Student Rate:</b>	<b>\$15,900.00</b>

### NON-MEMBERS OF THE SEVENTH-DAY ADVENTIST CHURCH

Tuition payments do not cover the full cost of operating Mountain View Academy. Members of the local Seventh-day Adventist Churches support Adventist education with substantial subsidies. Mountain View Academy reserves the right to charge higher rates for students who are not members of the Seventh-day Adventist Church.

### COMPREHENSIVE FEE

A Comprehensive Fee of \$460.00 (due July 1) is assessed per student. This fee partially covers services not included in the tuition and is not refundable after the 10th school day of each semester. The following items are covered in the comprehensive fee:

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

### ADDITIONAL CHARGES

Students may be charged additional fees not included in the registration fee or tuition to cover lab supplies, extracurricular activity fees, sports, field trips, and music fees. Applicable fees will be charged to the student account every semester. Please get an additional fees' handout for applicable charges from the business office.

## FINANCIAL ASSISTANCE

Students needing financial help may contact their local church education representatives and/or the Central California Conference of Seventh day Adventists Office of Education. These entities have information on the Pacific Union Endowment Fund, and the Central Conference Ethnic Scholarships or the local church's educational assistance program. Mountain View Academy also offers limited financial aid. All forms are due in the office by June 1<sup>st</sup> for the following school year.

## WORK OPPORTUNITIES

Limited student employment is available on campus for students 14 years of age and older. Wages are minimal and are usually insufficient to pay tuition. Student job applications and work permit information are available at the business office.

## RETURNED CHECKS

If a check or electronic payment is returned for any reason, a fee of \$45.00 will be charged. Checks returned for insufficient funds will be resubmitted electronically without notifying the drawer. After three incidents of returned items, payments must be made in cash, cashier's check, money order, or credit card.

## 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.

## 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
- To participate in an overnight trip
- To sit for final exams

## DISCOUNTS

### **Pre-payment Discount**

### **Second Student Discount**

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

### **SDA Constituent 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) must be a member of a non-constituent SDA church.

## SERVICE CHARGE

Accounts delinquent over thirty (30) days will be assessed a flat \$20.00 service charge after the 25th of the month.

## PAYMENT OPTIONS

- Online at [www.mtnviewacademy.org](http://www.mtnviewacademy.org)
- Checks or money orders – make payable to Mountain View Academy
- Credit Card – Visa, Mastercard & Discover
- Cash – Please do not mail cash

## TEXTBOOKS

MVA does not stock textbooks. New and used textbooks may be purchased via the Internet. For more information visit :

<http://mtviewacademy.textbookx.com>

## INTERNATIONAL STUDENTS

International students in grades 9 - 12 are welcome. Tuition is charged for the entire school year and is nonrefundable. Discounts for pre-payment, 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.

## WITHDRAWALS

For the purpose of computing, the date of withdrawal will be the date the parent or guardian signs and returns the withdrawal form.

## OTHER RELATED EXPENSES

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

- Application Fee (New Students)\* \$75.00
- New Text Books ~ approximately \$500.00
- 12th Grade Graduation Fee \$80.00
- Transcript Fee
  - Regular \$3.00 Rush \$20.00
  - Fax (domestic) \$5.00 Fax (international) \$10.00

*\*Application fee is non-refundable*

~Actual cost depends on classes taken and availability of used textbooks.

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

## COUNSELING SERVICES

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

### Educational Counseling

- Students struggling in school are assigned a faculty advisor and every effort will be made to help them in any way possible.
- Assistance is available through the registrar's office.

### Career and College Counseling

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

### Personal Counseling

- Students with personal problems are seen as soon as possible by the school pastor. Parents wishing to request assistance for their child may call the school pastor or principal. After hours appointments are made when necessary.
- MVA's school counseling is short-term based (approximately 1-2 sessions). In some situations referrals to outside services may be made.

# SCHOLASTIC INFORMATION

## SEMESTER CREDITS

Five semester credits are earned by completing the requirements for a class which 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 semester credits of work each semester, which is 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 EXAMINATIONS

Examination Permits are issued by the office 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, any missed work may be handled by the teacher in one of the following ways:

- A teacher will give a prorated grade for missed work. This may be appropriate for short periods of absences.

- The teacher will 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 parent, 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 the 85th percentile or above.
- 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 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, one official or unofficial transcript will be issued without charge; additional official transcripts are:

- \$3.00 (1 copy)
- \$5.00 faxed (domestic)
- \$10.00 for a faxed transcript (international)
- \$20.00 (rushed)

## 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

A student's schedule will be provided by the registrar at the time of registration. Exceptions to policies must be approved by the Academic Standards Committee. 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.**

### Dropping a Class:

- The last day to drop a class and not have it recorded on the student's permanent record **is five weeks after the beginning of the semester.** Classes dropped after the fifth week and before the close of the fourteenth week are recorded with a WP or WF. The deadline for withdrawing from a class is the end of the fourteenth week of a semester. Withdrawals after the fourteenth week will be considered to be failures and must be recorded as an "F" for the semester.

## WAIVER OF REQUIREMENT

A student may be granted a 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.

## SLEP/TOEFL SCORES FOR INTERNATIONAL STUDENTS

International students must take either the TOEFL (Test of Foreign Language) test and receive a score of 100-120 on the computer based test or 400 on the paper based test, or the SLEP (Spoken Language English Proficiency) Test and receive a score of 50 or above. 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 SLEP test.

## NON-RESIDENT/CORRESPONDENCE COURSES

Non-resident courses are completed by a 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 Academic Standards Committee 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 which are offered at MVA in the following instances:

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

Examinations from correspondence courses should be sent by the correspondence school to the registrar for proctoring.

## REQUIRED TESTS

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 Mathematics Diagnostic Testing Program (MDTP)
- The Algebra Readiness test scores
- Mountain View Academy teacher recommendation
- A parent/student interview.

Required tests by grade include:

### Grade 8

- Mathematics Diagnostic Testing Program (MDTP) Algebra Readiness. English assessment test.

### Grade 9

- The Iowa Test of Educational Development (ITED) includes reading, writing and math which must be passed at designated levels in order to receive a high school diploma in the State of California.

### Grade 10

- The ITED test.
- The PLAN test.

### Grade 11

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

### Grade 12

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

## GRADING SYSTEM

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

## **SCHOLASTIC REPORTS**

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

### **Progress Reports**

- Emailed twice each nine-week period to parents.

### **Grade Reports**

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

### **Report Cards**

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

## **ACADEMIC PROBATION**

MVA is committed to assisting student development striving for full academic potential. An **Academic Probation Program** is used to motivate and monitor academically at-risk students. Students who attend MVA must commit themselves to participating in the Academic Probation Program if one of the following conditions occur:

- The student is on the "D-F" list.
- The student has a GPA lower than 2.0 at a quarter or semester grading period.

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

This will impact a student's ability to participate in extra-curricular activities. The principal and registrar will monitor participation.

## **XCELL TUTORING**

The program involves volunteer tutors who help MVA students succeed. These volunteers come to campus each week for one-on-one and small group tutoring sessions.

This tutoring program has proved to be a positive factor in assisting our students in meeting the challenges of their academic program.

# 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, and off campus coursework taken to fulfill graduation requirements by May 1<sup>st</sup>, and official grades have been received by the registrar's office by May 15<sup>th</sup>.

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

Description	General Diploma	College Pre Diploma	Honors Diploma	Requirements
<b>Religion</b> (5 credits for each semester in attendance at a Seventh-day Adventist school.)	40	40	40	
<b>English</b>	40	40	40	Only 10 units of English is transferable from a non-English speaking school.
<b>Math</b> (Plus mathematics proficiency – 10.0 on the Iowa Test of Education Development or equivalent.)	20	30**#	40***#	**Must include Alg I, Geo, Alg II ***Must include Alg I, Geo, Alg II, Pre-Calc #Pre-Alg or other intro math class not accepted.
<b>Science</b> 10 credits: biological science 10 credits: physical science	20	30#	40*	#Must include two lab sciences *Must include three lab sciences
<b>Social Studies</b> 10 credits: U.S. History 10 credits: World History 5 credits: U.S. Government 5 credits: Economics	30	30	30	5 semester credits for each of the following: U.S. Gov., Economics
<b>Modern Language</b>		20	20	
<b>Health</b>	5	5	5	
<b>Keyboarding / Computer Lit</b>	10	10	10	
<b>Life Skills</b>	10*	10*	10*	*A maximum of 10 semester periods may be earned in Yearbook.
<b>Work Experience</b>	5	5	5	25 hours per year – 100 hours total
<b>Fine Arts</b>	5	20	20*	*Must meet the UC f requirement
<b>Physical Education</b>	30	30	30	Taken over 6 semesters.
<b>Community Service</b>	25 hr/yr	25 hr/yr	25 hr/yr	Required for each year of attendance at Pacific Union Conference secondary schools.
<b>Electives</b>	25	0	15	
<b>TOTAL CREDITS</b>	<b>240</b>	<b>272</b>	<b>290</b>	Must meet the UC "a-g" requirements.
<b>GPA Requirement</b>	None	3.50	3.50*	*No grade below a "B" is acceptable in any course for an honors diploma.

## NATIONAL HONOR SOCIETY

### Entrance Requirements:

The National Honor Society is by invitation only. Students must have completed 3 semesters and make application for admittance. Participants must meet the criteria which includes a GPA of 3.70 or higher.

## HONORS/AP CLASSES

MVA offers three honors classes and two AP classes. These classes are Honors American History, Honors English III, Honors Chemistry, AP English IV, and AP Calculus BC.

## GRADUATION CONTRACT

Seniors must sign a graduation contract with the registrar by November 1 of the anticipated graduation year. The registrar may provide preliminary approval. After first semester grades become available, the contract will be reviewed and submitted to the academic standards committee or faculty for final approval. Should the contract not be approved, the student will be unable to participate in any further senior activities or graduation weekend.

## 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 that are 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.

## 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 Physical Science
- 10 Physical Education
- 10 Keyboarding/Computer Applications
- 10 Life Skills
- 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 Biology
- 10 World History
- 5 Physical Education
- 5 Health
- 10-15 Elective Courses:  
Art, Band, Choir, Royalties,  
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, Royalties,  
Music Appreciation, Yearbook,  
Speech, Career Education,  
Chemistry/H Chemistry,  
Spanish II  
Math: Geometry, Algebra II, Pre-Calculus

### Grade 12

- 10 Religion IV
- 10 English IV/AP English IV
- 5 American Government/H Am. Gov.
- 5 Economics
- 5 Physical Education
- 10-30 Elective Courses or departmental  
requirements not already completed.  
Art, Band, Choir, Royalties,  
Music Appreciation, Yearbook,  
Speech, Career Education, Spanish III  
Math: Algebra II, Pre-Calculus, AP Calculus

## WORK EXPERIENCE

Work Experience Education is a Pacific Union Conference requirement for all graduates from Seventh-day Adventist secondary schools. Supervised employment of clock hours fulfills the 5 semester credit requirement. International students are excluded from this requirement. There are two ways to meet the work experience requirement:

- Students may complete the requirement by verifying proficiency and competency in work experience. At the completion of 100 hours of paid or volunteer work, documentation is submitted to the registrar, and a grade of pass or fail is noted OR
- A student may work on campus for work experience which consists of one period per day of supervised paid or un-paid campus work for a semester. The student will receive a regular A-F grade for work experience.

## COMMUNITY SERVICE

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

## PHYSICAL EDUCATION

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

## COLLEGE ENTRANCE GUIDE

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

### LA SIERRA UNIVERSITY

#### Requirements

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

#### Testing Requirement

ACT or SAT

### UNIVERSITY OF CALIFORNIA / CALIFORNIA STATE UNIVERSITY

#### Requirements

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

#### Testing Requirement

ACT or SAT Reasoning

SAT Subject Tests\* \**University of California Only*

## COURSE DESCRIPTIONS

\* MVA graduation requirement

\*\* College prep course

\*\*\* Elective

## TECHNOLOGY

### Keyboarding

Keyboarding develops the basic computer keyboarding skills and techniques (letters, tabulations, and manuscript typing for personal use), and prepares for an advanced word processing course. \*

## Computer Applications

Computer Applications is the second semester , a continuation of keyboarding class. The student is introduced to word processing, spreadsheet, database, and presentation software. \*  
(*Prerequisite: Keyboarding*)

## 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, expository writing, oral presentation and student research. \*  
(*Prerequisite: English II*)

### Honors English III

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

### English IV

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

## AP English IV (AP English Language and Composition)

This AP course in English Language and Composition engages students in becoming skilled readers of prose written in a variety of periods, disciplines, and rhetorical contexts and in becoming skilled writers who compose for a variety of purposes. Both the writing and the reading in the AP class will make students aware of the interactions among a writer's purposes, audience expectations, and subjects as well as the way generic conventions and the resources of language contribute to effectiveness in writing. Students will be required to take the AP Exam in May and the testing fee will be billed to the student account. \*\*

*(Prerequisite: The class is open to students with a "B" or higher grade in their junior-year English class)*

## FINE ARTS

### Calligraphy, Ceramics & Art

Art will help students learn to draw, arrange colors, and create new visions. Art class will include the areas of basic sketching, drawing, water color, and acrylics. Ceramics will include creating clay objects using the potters wheel and other methods. \* 5 credits  
*(Small classes)*

### Choir

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

### Royalaires

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

### Music Appreciation

Music Appreciation is an introduction of music and is designed to acquaint the student with different forms and styles of music. Music will be studied historically and in context. Students will learn to identify instruments and styles of music by their sound. Concert attendance will be required. (Some additional fees may be required.) \*\*\* meets UC "g" requirement

### Instrumental Music

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

## FOREIGN 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 knowledge of grammar and vocabulary, to communicate and understand the language on a more advanced level. The written and reading aspects of the language are also emphasized as well as the appreciation and exposure to the Hispanic culture. \*\*

*(Prerequisite: "C" in Spanish I or instructor's permission)*

### Spanish III

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

*(Prerequisite: instructor's permission)*

## 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 Euclidian 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)*

\* MVA graduation requirement

\*\* College prep course

\*\*\* Elective

## Algebra II

Algebra II is an extension of Algebra 1 with the introduction of higher algebraic processes which include matrices, logarithmic functions, and sequences and series. Emphasis is given to the process of problem-solving using various methods. Students considering attending college or entering a technical or mechanical field should consider taking Algebra II. \*\*

*(Prerequisite: Algebra I and Geometry with a minimum grade of "C"- or instructor's permission)*

## Pre-Calculus

Pre-Calculus is a combined course of advanced algebraic concepts and analytic geometric principles. Advanced trigonometric relationships and their graphs along with applications are considered. Additional topics include logarithmic and exponential applications, as well as linear algebra. Students interested in any of the scientific fields will find Pre-Calculus helpful in their future college requirements. A graphing calculator is required. \*\*

*(Prerequisite: Algebra II with minimum grade of "B" or instructor's permission)*

## AP Calculus

AP Calculus is a fifth-year math class for students planning to take Calculus in college. Topics include functions and limits, differentiation, integration and engineering applications. A graphing calculator is required. Students are required to take the AP Exam in May and will be billed for the testing fee. \*\*

*(Prerequisite: Pre-Calculus with a minimum grade of "B" or instructor's permission)*

## PHYSICAL EDUCATION

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

### Physical Education I

P.E. I is required of all freshman students, and emphasizes basic motor skills, rules, teamwork, and fitness activities developed mainly through team sports, such as flagball, 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, flagball, advanced tumbling and apparatus, volleyball, softball, indoor soccer, and fitness activities. \*

## Physical Education III/IV

P.E. III/IV is a course that consists of a variety of team, dual, and individual sports activities. Students are allowed to choose activities and are encouraged to design their own programs around personal needs and interests. Possible activities include basketball, volleyball, floor hockey, indoor soccer, flagball, 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. \*

## LIFE SKILLS

### Life Skills

Living Skills introduces essential life management skills that enhance the quality of life including the study of human relationships, food and nutrition, housing and car care, clothing care and construction, personal grooming and social etiquette. This course meets the graduation requirement for life skills. It is designed especially for freshmen. \*

*(Prerequisites: none)*

### Advanced Life Skills

Advanced Life Skills teaches skills that can be used to enhance the quality of life. More in depth projects are required. \*\*\*

*(Prerequisite: Life Skills with a grade of "B" or higher, or instructor's permission)*

## 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 give 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 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. \*

\* MVA graduation requirement

\*\* College prep course

\*\*\* Elective

### **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 part components 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 are given priority)

### **Chemistry**

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

### **Honors Chemistry**

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

### **Physical Science**

Physical Science is an introduction to the topics of physics and chemistry. Basic mechanics, wave motions, electromagnetic energies, atomic structure and chemical interactions are studied. The course is required for freshman. Students will find the topics covered to be useful in the understanding of subsequent science courses. \*\*\*  
(Prerequisite: none)

### **Physics**

Physics is a study of the basic laws that govern the universe. Emphasis is given to mechanics and its base laws, as well as wave motions. These topics are then expanded to cover thermodynamics, electromagnetic theory and other general physics topics. Because physics presents explanations of our physical universe, it is useful for students entering a variety of fields, from the health fields to engineering, the sciences, and even the humanities. \*\*  
(Prerequisite: Algebra II or instructor's permission, Open to Juniors and Seniors)

## **SOCIAL STUDIES**

### **American History**

American History acquaints students with the land, peoples, 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)

\* MVA graduation requirement

\*\* College prep course

\*\*\* Elective

### **Honors American History**

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

### **American Government**

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

### **Economics**

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

### **Honors American Government**

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

### **World History**

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

## **ELECTIVES**

### **Career Education**

Students will explore individual career paths, the colleges that provide degrees for these careers and the requirements for acceptance. Students will do research and projects. \*\*\*  
(Open to Freshmen to Seniors)

### **Speech**

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

### **Personal Finance**

Personal Finance provides a foundational understanding for making informed personal financial decisions leading to financial independence with a Christian perspective. \*\*\*  
(Open to Juniors and Seniors)

## **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, 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, grammar vocabulary and sentence structure. \*\*\*

### **ELD English Level III**

ELD III is the third core course for students whose first language is not English. The course includes the demonstration of sufficient knowledge of English syntax to interpret the meaning of idioms, analogies and metaphors. This class also includes reading grade appropriate narrative and expository texts aloud with appropriate pacing, intonation and expression. \*\*\*

### **ELD American History**

ELD American History course encompasses the study of American History, starting with the first civilizations, exploration, colonization and culminating with the Civil War era. The course stresses events and time periods such as the colonization of America, the War for Independence, early U.S. government, U.S. westward expansion, and the War Between the States. The course allows students to examine the causes and effects of each time period, and utilizes past events to make connections to current world situations. \*\*\*  
(Open to international students, Sophomores to Seniors)

### **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)

### **ELD Introduction to Christianity**

ELD 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 international students)

\* MVA graduation requirement

\*\* College prep course

\*\*\* Elective

## ELD Computers

ELD Computers utilizes a popular word processing software, and will help students learn the alphabetic and numeric keys to develop proper keyboarding techniques. The second semester covers current software packages in word processing, databases, graphics and integrated software. \*\*\*  
(Open to Freshmen to Seniors)

## 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.
- During second period the office will call the home of the absent student(s) if the parent has not called the office.

### ABSENCES EXCUSED

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

- Illness.
- Quarantine.
- Having medical, dental, or optometrical 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). 3 tardies equal 1 absence. Staff members who detain a student should issue a pass. If a tardy is traffic/parent related, up to 9 points per quarter may be excused by a parent note. Such notes will be considered. However, a tardy/absence may affect the attendance grade.

Students are considered tardy to class if they enter class within the first 10 minutes of class, however after ten minutes they are considered absent.

## ABSENCE POLICY

**Absence Categories:** There are two categories of absences at Mountain View Academy:

### EXCUSED:

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

### UNEXCUSED:

- All absences not covered above will be considered unexcused.

## THE ATTENDANCE PROCESS:

### DEMERIT POINTS

- 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 regarding their complete attendance record. The student is responsible for clearing absences/tardies that are excusable within one week.
- **\$100 ATTENDANCE BOND:** A student's attendance is considered unacceptable when demerit points reach 10 or more (D grade) and a \$100 Attendance Bond must be submitted. At the end of the quarter, fines (if any) will be deducted from the \$100, and the balance returned to the student's account. A \$10 fine is charged for each demerit point over 9. Paying the \$100 Bond does not clear absences or tardies. The Bond pays fines accrued throughout the quarter, and is a strong statement from the student regarding the importance of improving attendance.
- **REAPPLICATION MAY BE NECESSARY:** If a student reaches 20 or more demerits points, a conference will be held with the principal, which may result in suspension or withdrawal.
- **OFF CAMPUS WITHOUT PERMISSION DURING SCHOOL DAY:** 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. **REMEMBER: 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.
- **PARENT/GUARDIAN EXCUSE NOTES are not accepted** for absences or tardies during the school day for various out-of-class absences while remaining on campus. If a student is unable to attend class while on campus, the students should 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.
- **1<sup>ST</sup> PERIOD TRAFFIC ABSENCES:** A maximum of 9 points can be excused for traffic/parent reasons per quarter. It is the responsibility of the student and family to leave home early enough for normal traffic problems.
- **LOSS OF CREDIT DUE TO ATTENDANCE**  
The MVA Attendance Policy states that any time a student misses more than 15% of any class (in most classes this is 14 absences per semester), there may be **NO SEMESTER CREDIT** for the course. The student may petition the faculty for academic credit for long-term illnesses or other special circumstances.
- **ABSENCES DUE TO CLASS CHANGES**  
Absences due to class changes will be excused if the student submits in a timely manner, an official add/drop slip properly signed and dated (within 1 week of stopping attending the class).
- **ACCEPTABLE SIGNATURES**  
Absences/tardies must be excused by a teacher or staff member only. Excuse notes from student workers are not accepted.
- **TARDY SLIPS** from the office do not excuse absences or tardies unless the slip specifically states "excused". The tardy slip allows a student to arrive late to class and be admitted. A follow-up parental note giving reason for the late arrival must be submitted.
- **WRONG SEAT IN CLASS:** Sitting in the wrong seat in chapel or class is considered an **UNEXCUSED ABSENCE**.

### **PRE-ARRANGED ABSENCES:**

Authorization to miss school for reasons other than illness, quarantine, medical appointments, funerals or court summons must be pre-arranged and approved by the administration and teaching staff. These pre-arranged absences are reserved for extreme situations. Pre-arranged Absence Forms are available from the front office. The request must be submitted one week before the absence is anticipated. The administration and teaching staff will review the request. If the request is approved, the absences will not affect the student's attendance grade. Each request will be considered based on the following criteria:

- **Grades:** MVA strongly recommends that the student has a GPA of 2.5 or better with no grade lower than a "C".
- **The student's attendance record:** When a student is absent (whether excused or not excused) from the same class more than 15% (in most classes this is 14 absences per semester.), an "F" grade due to attendance may be recorded and the student may be dropped from that class.
- **Class work missed** often affects the course grade. Making up missed tests and labs is at the discretion of the individual teacher.

- Missed music performances and concerts cannot be made up and will adversely affect the class grade.

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

**NOTE:** Parents or guardians are requested to give advance written notice to the registrar's office regarding all-day or partial-day pre-arranged absence(s).

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

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

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

### **TRUANCY POLICY**

A student is considered to be truant when they are absent from class for one or more periods without prior parental knowledge, teacher permission, or if the student leaves campus for any non-school related reason without following the prescribed checkout procedures.

## **CITIZENSHIP POLICY**

### **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 whether the student should remain in school.

The student will be placed on Citizenship Probation and an "F" in citizenship excludes the student from voting class membership and holding any offices.

A one day suspension from school will result in a "C" in citizenship; a two day suspension from school will result in a "D" in citizenship; a three or more day suspension will result in a "F" in citizenship. These are quarter grades.

The semester grade is a combination of the two nine-week (quarter) grades.

Citizenship grades will become a part of each transcript and recommendation to colleges or future employers.

Grade	Points	Grade	Points
A	0-4	C	15-16
A-	5-6	C-	17-18
B+	7-8	D+	19-20
B	9-10	D	21-22
B-	11-12	D-	23-24
C+	13-14	F	25+

## REFERRALS

Serious offenses (automobile violation, disruption of class, defacing school property, swearing, cheating, dress code violation, chewing gum, unexcused absences, etc.) will be cause for discipline and a referral may be written. Referrals have three copies, one for the staff member, one for the student's file, and one to be sent home with the student. The copy that is sent home should be signed by the parent/guardian and returned to the office by the following school day.

Depending on the seriousness of the offense, referrals will carry one to ten points to be determined by the staff member issuing the referral. Six points will lower the grade by one letter (i.e. from "A" to "B").

Referrals are given when behavior is not in line with the school guidelines of conduct. The referral will affect the student's citizenship grade in the following ways:

- **Automatic referral points are given for the following:**

Improper dress	4 points
Off campus without permission	10 points
Cutting class	5 points
Reading, cellphone, iPod use in chapel	5 points
- **No gum** is permitted on campus at any time! *The fine for gum chewing is **\$5.00**.*

As soon as a student accumulates 20 referral points, a conference must take place with the student, parents, and principal or vice-principal. Referral points are cleared to zero at the beginning of each semester.

## DRESS CODE

MVA wishes to present an image of Christian values to the community, parents and students which is consistent with modesty, good taste, cleanliness and neatness. Because interpretation varies from one individual to another, these guidelines are to help students and parents understand the dress code for MVA students. **Students are required to maintain the dress code while on campus, before, between and after classes.** For special events, at school or off-campus events, acceptable dress code variations may be announced.

### Young Men may wear the following items:

- Polo-style collared shirts of any color (solid) and sleeve length (**no sleeveless and must be tucked in**).
- Button-down collared dress shirts of any color (solid) and sleeve length (**no sleeveless and must be tucked in**)
- **All pants must be purchased from the Dennis Uniform Company.** Redwood City has a store or they can be purchased on line. Long pants or walking shorts (knee length and no cargo style shorts) in tan-khaki, black or navy blue will be acceptable with fabric in a cotton blend or twill. Slacks may be pleated or flat front, **PROPERLY FITTED**.
- A belt at the waist is required at all times.

### Young Ladies may wear the following items:

- Polo-style collared shirts of any color (solid) and sleeve length (**no sleeveless or form fitting**).
- Button-down collared dress shirts of any color (solid) and sleeve length (**no sleeveless**).
- Tops must be worn long enough that if a student's hand is raised, the midriff is not revealed. Midriff must be covered at **ALL** times.
- **All pants must be purchased from the Dennis Uniform Company.** Redwood City has a store or they can be purchased on line. Long pants, walking shorts (knee length), skorts, or skirts in tan-khaki, black or navy blue will be acceptable. Long walking shorts (knee length and no cargo style shorts), skorts and skirts (biking shorts or black/navy leggings or tights must be worn under skirts) must be no shorter than two inches above the knee when standing.
- Styles must be slacks, pleated, or flat front, **PROPERLY FITTED**. (This means school uniform style regular fitting, with no loose or skinny pants).

### General Guidelines for all students:

- Outerwear of any kind must be a solid color.
- All clothing is to be appropriately fitted.
- No hats, hoods, headscarves or bandanas are to be worn. (For boys, hats may be worn outside)
- All clothing should be worn as intended and not inside out. No ragged edges or holes.
- Hair and physical appearance is to be clean and neatly groomed. Avoid extreme fads such as, but not limited to, unnatural hair coloring, Mohawk haircuts and spiked hair greater than 1".
- Closed toed shoes, sneakers or sandals with a back strap are allowed. **NO FLIP-FLOPS**. Shoes must fit securely; for example, laces (if present) must remain tied. At certain times appropriate footwear for an activity may be mandated. (Example: labs, PE, varsity, etc.)
- No writing or logos on clothing, including belt buckles, is allowed, except for the small logo or tag of the brand. This "no-logo" policy, with its exception for MVA and college logos, **APPLIES TO JACKETS, SWEATSHIRTS, SWEATERS, COATS, HATS, BELTS, AND ALL OUTERWEAR.**

- Make up which is unnatural in color or attracts undue attention is inappropriate. Visible tattoos are not allowed.
- Jewelry, including but not limited to; bracelets (made of cloth, rubber or metal), rings, earrings, necklaces, or chains on clothing are not allowed at any school-sponsored function on or off campus. If worn, these items will be confiscated. The school will not be held liable for the loss of confiscated items. Items may be picked up at the end of the school year.

### **BANQUET/CLASS NIGHT DRESS**

Women: No sheer, backless, or immodestly slit dresses may be worn. No cleavage may be shown. Ladies that do not comply with the guidelines will be provided with an appropriate covering accessory. Dresses must be approved by two female staff members.

Men: Suits, sport coats, or church attire is appropriate. No shorts or short pants of any kind are acceptable.

### **Dress Code Violations**

MVA does not wish to embarrass any student. In case of a dress code infraction, the student will be asked to correct the problem before re-entering class. A parent may be called to help correct the situation at any time. Dress Code Violations are considered a violation of our discipline policy. As such, dress code violations will be subject to disciplinary action through the citizenship referral procedure. Please keep in mind that repeated offenses may result in suspension.

## **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 or other 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 anytime.

### **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 problem exists, the student must agree to regular counseling by the appropriate MVA staff 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: waling 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 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 abuse 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.

## 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 co-operation with the sponsors and the Business Office, must keep written accounts of all the funds for that organization. All cash must be receipted by the treasurer and duplicate receipts filed in the Business Office.

## STUDENT/SA OFFICES

### ELIGIBILITY FOR OFFICE

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

- Have a 2.5 GPA or better for the preceding semester grading period with no incompletes or F's.
- Have and maintain a "C" or better in attendance.
- Have and maintain a "B"- or better citizenship grade.
- Support and be in accordance with the principles on which MVA is established.
- No student may hold two major offices. These include President and Vice President of their class or SA and Yearbook Editor.

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

## PARTICIPATION IN CLUB ACTIVITIES AND VARSITY ORGANIZATIONS

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

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

## CLASS ORGANIZATIONS

### Eligibility for Class Standing

<b>Freshmen</b>	Students who have documented completion of the eighth grade.
<b>Sophomores</b>	Students who have completed one year of high school with a minimum of 60 semester credits.
<b>Juniors</b>	Students who have completed two years of high school with a minimum of 120 semester credits.
<b>Seniors</b>	Students who have completed three years of high school with a minimum of 180 semester credits, 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.

## STUDENT ASSOCIATION

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

### STUDENT ASSOCIATION OFFICERS

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

### STUDENT SENATE

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

### NATIONAL HONOR SOCIETY

The National Honor Society is open to sophomores, juniors or seniors by application with a minimum cumulative GPA of 3.7. The club emphasizes educational enrichment activities, including field trips.

## VARSITY 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 eligibility and participation requirements be met by players, as well as auxiliary personnel such as team managers, scorekeepers and statisticians.

## Eligibility Requirements

To become eligible for Varsity or Junior Varsity Participation, a student must have met the following requirements during the previous grading period:

- A cumulative GPA of 2.0
- No "F"s or incompletes in any class.
- 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 current school 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.
- Absence from one or more classes on a game day, unless prearranged with the Athletic Director, will result in a player being ineligible to play on that day.
- A student who received a grade of "F" for any class at a 4 ½ week mid-term report will be ineligible to play for a minimum of one game and will remain ineligible until the grade has been raised to at least a level of "D-" after the work is made up.
- A student who receives a grade of "F" for any class, 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 and juniors may not leave campus for lunch or at any time during the day, unless they are with their parents who may sign them out. Seniors may leave campus for lunch with written permission from their parents to the school. They may not leave at random times during the school day without permission. Lunch privileges may be suspended for attendance, citizenship problems or by parental request.

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 the 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

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 on the campus, unless they are under the direct supervision of an authorized adult.**

### LOCKERS

Each student is assigned a locker that includes a combination lock. Students are expected to keep lockers locked at all times. 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.

### ELECTRONIC DEVICES

Personal listening devices such as: MP3 players, iPods, CD players, electronic games, portable TV's radios and other such electronic devices, are not to be used or seen on campus during class time. The use of laptop computers other than for educational purposes is prohibited. Some equipment with headphones may be permitted on extended trips upon the discretion of the sponsor. Cell phones and pagers are allowed at school, but they are to be turned off between and during classes. They may be used during lunchtime. Students are not to receive or make calls or text messages during or between classes. Should a student do so, the teacher will ask the student to surrender the item.

**The administration reserves the right to search cell phones, iPods or other electronic devices if there is a suspicion of inappropriate content and/or campus student safety.**

## **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 assessable. Medical records are kept in the school office. Please see page 6 for information on immunizations.

## **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 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.

## ***THE SCHOOL ASSUMES NO RESPONSIBILITY FOR DAMAGE TO, OR LOSS OF, PERSONAL PROPERTY LEFT ON 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 motored vehicles must be registered, authorized and assigned a parking space. 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 to be no loitering in or around the vehicles in the parking lot.

- 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. Prior arrangements must have been made by parents and approval given through the principal's office. This includes senior off-campus lunch privileges.
- Students are to respect campus parking regulations and operate vehicles in a safe and legal way.

## **GUIDELINES FOR 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. **The administration reserves the right to conduct random drug testing.**

### **Arson**

Intentional burning of property.

### **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 which 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 Code**

Failure to observe and comply with the school's dress code.

### **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 promotes ideals 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 phone, 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 property of another person.

**Verbal Abuse**

Statements which 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 other 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 of acceptable behavior.

**Parent Conference**

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

**Detention/On-Campus Suspension**

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. Student may be detained for disciplinary reasons after the close of the school day.

**School Alternative Program**

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

**Off-Campus Suspension**

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

**Expulsion**

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

**Appeal**

The student or the student's parent(s) or guardian, has the right to appeal a suspension or expulsion. Appeals of a suspension will be heard by the MVA faculty. If the suspension has been served, but is 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 reference to the expulsion will be removed from the student's record.

## CHEATING POLICY

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

	Minor Infraction	Major Infraction
1 <sup>st</sup> Minor Infraction	The student will lose all points/credit for the quiz, test, assignment, or project involved. Parents and student will be notified in writing and in infraction report will become part of the student's file	
2 <sup>nd</sup> Minor and/or 1 <sup>st</sup> Major Infraction	<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 for two quarters.</p> <p>Parents and student will be notified in writing and the infraction report will become part of the student's file.</p> <p>All infractions after this are counted as major infractions beginning with the third minor infraction.</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 for two quarters.</p> <p>At the end of the semester the student's grade in the class will 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. These committees include, but are not limited to athletics, student association, campus ministries, and music.</p> <p>Parents and students will be notified in writing and the infraction report will become part of the student's file.</p>
3 <sup>rd</sup> Minor and 2 <sup>nd</sup> Major Infraction	<p>The student will receive an "F" for the current semester in the class where the infraction occurred. Membership in the National Honor society, if the student is a member, will be permanently revoked. Any offices held in student organizations will be forfeited.</p> <p>Parents and student will be notified in writing and the infraction will become part of the student's file.</p>	
3 <sup>rd</sup> Major Infraction	The student is subject to expulsion.	

# CENTRAL CA 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 are hereby provided by this Board to the Conference K-12 schools as an example of expulsion procedure guidelines which are acceptable to this Board:

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 facts 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 Central California Conference Board of Education Policies & Education Guidelines August 2009 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 therefor, 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 processes.

# APPENDIX

## SCHOOL FORMS

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**MOUNTAIN VIEW ACADEMY**  
360 S. SHORELINE BLVD. • MOUNTAIN VIEW, CA 94041  
650-967-2324 • Fax: 650-967-6886

**BANQUET GUEST FORM**

*Limit 1 guest per student*

I, \_\_\_\_\_ (MVA Student's Name), request that the person listed below be allowed to attend the banquet as an off-campus guest.

Guest's Name \_\_\_\_\_

Guest's Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Telephone Number \_\_\_\_\_

Age \_\_\_\_\_ (All guests must be a high school student or graduate and no older than 19 years of age.)

Driver's License Number (if applicable) \_\_\_\_\_

**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: No sheer, backless, or immodestly slit dresses may be worn. No cleavage, may be shown. Ladies that do not comply with the guidelines will be provided with an appropriate covering accessory. Dresses must be approved by two female staff members. No jewelry of any kind is allowed.

Men: Suits, sport coats, or church attire is appropriate. No shorts or short pants of any kind 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 their parents. 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.

Guest's school name \_\_\_\_\_

Guest's school telephone number \_\_\_\_\_

Printed name of Guest's school administrator \_\_\_\_\_

Signature of Guest's school administrator \_\_\_\_\_

Guest's Signature \_\_\_\_\_ Date \_\_\_\_\_

Guest's Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

MVA Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

MVA Student's Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

MVA Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

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

# Mountain View Academy

## CLASS ADD/DROP

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

	Class to Drop	Teacher's Initials	Class to Add	Teacher's Initials
Period 1				
Period 2				
Period 3				
Period 4				
Period 5				
Period 6				
Period 7				
Period 8				
Period 9				

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

Registrar Signature \_\_\_\_\_



360 S. Shoreline Blvd., Mountain View, CA 94041  
650-967-2324 \* Fax (650) 967-6886

## 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.)



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

Date(s) of Absence \_\_\_\_\_ Reason for Absence \_\_\_\_\_

Period	Class	Teacher Signature	Current Grade	Impact of Absence	Assignments
1					
2					
3					
4					
5					
6					
7					
8					
9					

SIGNATURES:

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

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

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

Principal signature \_\_\_\_\_

**WORK EXPERIENCE  
EVALUATION FORM**

Name of Student Worker \_\_\_\_\_

Company/Employer Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

(PLEASE CHECK APPROPRIATE BOX)

	Poor	Average	Above Average	Excellent	No basis for Judgment
1. Attendance and punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Dependability and reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Cooperation and attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Interest in learning assigned duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Quality of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Appropriate Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Ability to accept criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Finds work on his/her own	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Type of Work/Service Performed: \_\_\_\_\_

Date: From \_\_\_\_\_ to \_\_\_\_\_

Total Hours \_\_\_\_\_  Actual  Approximate

Circle suggested letter grade:      A      B      C      D      F      Incomplete

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

Supervisor's Printed name \_\_\_\_\_



# Change of Address Form

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

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

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

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

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

\_\_\_\_\_



# GRADE CHANGE FORM

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

Class & Period \_\_\_\_\_ Teacher Signature \_\_\_\_\_

***Please change grade***

1<sup>st</sup> Quarter      2<sup>nd</sup> Quarter      1<sup>st</sup> Semester      3<sup>rd</sup> Quarter      4<sup>th</sup> Quarter      2<sup>nd</sup> Semester

\_\_\_\_\_

Grade change recorded by \_\_\_\_\_ Date \_\_\_\_\_



## TRANSCRIPT REQUEST

Date \_\_\_\_\_ Year graduated \_\_\_\_\_

Name of student \_\_\_\_\_

Address of student \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

Official Yes \_\_\_\_\_ No \_\_\_\_\_ Send to: Me \_\_\_\_\_ The following company or school \_\_\_\_\_

Name of company or school \_\_\_\_\_

Mailing address \_\_\_\_\_

\_\_\_\_\_

Date sent \_\_\_\_\_

\_\_\_\_\_

## MOUNTAIN VIEW ACADEMY VISITORS PASS

MVA STUDENT NAME \_\_\_\_\_

VISITING STUDENT NAME \_\_\_\_\_

HOME SCHOOL \_\_\_\_\_

REASON FOR VISITING \_\_\_\_\_

DATE OF VISIT \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_

APPROVED \_\_\_\_\_ YES \_\_\_\_\_ NO

PRINCIPALS SIGNATURE \_\_\_\_\_

Must be submitted one week before date of visit.

360 S. Shoreline Boulevard, Mountain View, CA 94041  
Phone: (650) 967-2324 ● Fax: (650) 967-6886

**Office Hours**

Monday – Thursday 7:30 am – 4:30 pm  
Friday 7:30 am – 3:00 pm

[www.mtnviewacademy.org](http://www.mtnviewacademy.org)    email: [mvaoffice@mtnviewacademy.org](mailto:mvaoffice@mtnviewacademy.org)