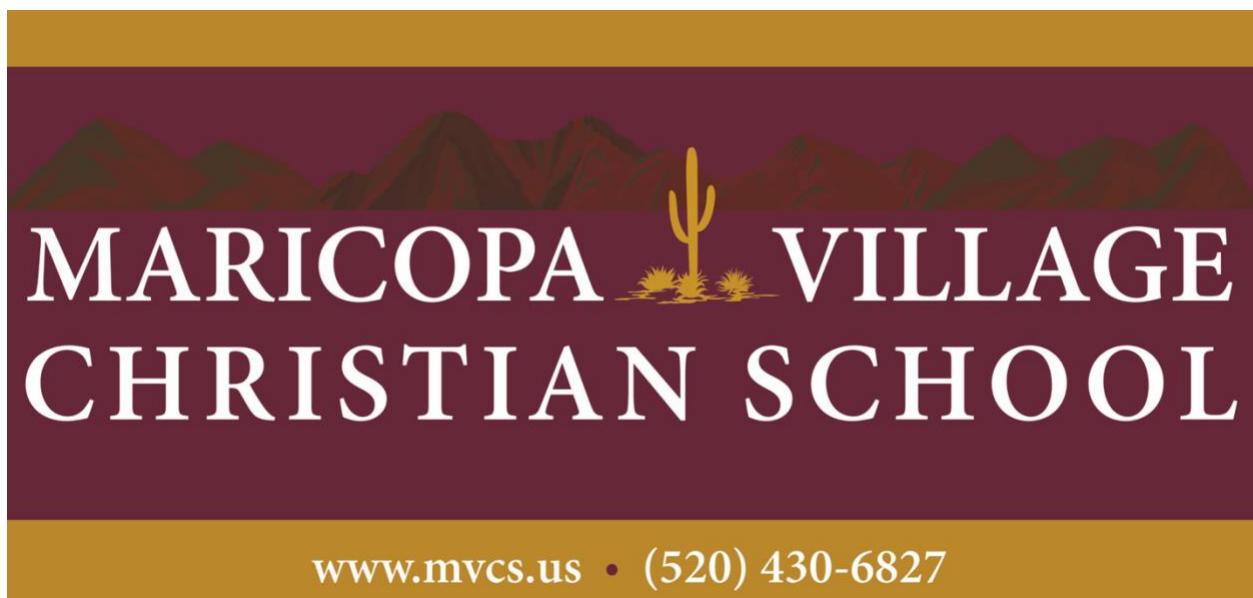


**Maricopa Village Christian School
(MVCS)
Parent/Student Handbook
2023 - 2024**



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INTRODUCTION & OVERVIEW

MISSION STATEMENT

The Maricopa Village Christian School of the Seventh-day Adventist Church strongly believes the history and culture of the Pima-Maricopa people should be preserved, celebrated and enriched through a well-rounded Christian education for the children of the Pima-Maricopa natives of the Gila River Indian Community—ultimately leading them and their families to a more prosperous life and a deeper, meaningful relationship with Jesus Christ.

Rationale:

- A. HIGH QUALITY
 1. Excellence in the basic core subjects is emphasized.
 2. Students are helped to excel in academics.
 3. Teachers focus on the harmonious development of the physical, mental, and spiritual person
 4. Students are taught to be thinkers, and not mere reflectors of other men's thoughts.
 5. Unselfish service to others is taught.

- B. CHRIST-CENTERED
 1. The Holy Scriptures are the perfect standard of truth, and as such should be given the highest place in education.
 2. God is shown to be the source of all true knowledge.
 3. Godliness -- Godlikeness is the goal promoted.
 4. Jesus is the role model and focus.
 5. Love is shown and taught as the basis of true education.

- C. SAFE CHRISTIAN ENVIRONMENT
 1. Children are taught by godly teachers.
 2. Children are shielded from many corrupting worldly peer influences.
 3. Evolution and atheism are not taught and promoted.
 4. Learning is provided in a pleasing country setting. **Delete**

PHILOSOPHY AND OBJECTIVES

Maricopa Village Christian School is dedicated to the preparation of young people for unselfish service to God and humanity. We believe it is our privilege and duty to provide Christian education for our children and to bring them up in the nurture and admonition of the Lord. We educate them for service to God, their church, their country, and their fellow men. Students develop a personal relationship with Christ and an understanding of the doctrines and mission of the Seventh-day Adventist Church. Considerable emphasis is placed on the eternal destiny of the student.

MVCS teaches young people to:

- Think and do.
- Be honest, courteous and obedient.
- Be unselfish.
- Be prompt and thorough.
- Be industrious in the workplace.
- Be discriminating in the use of leisure time and choice of entertainment.
- Develop and preserve sound mental and physical health.
- Obey God rather than man when the two do not agree.
- Be motivated to do their best in every activity by a sense of responsibility to God.

MVCS HISTORY

Maricopa Village Christian School is an accredited Seventh-day Adventist mission school that serves the Gila River Indian Community. Situated on a 5- acre campus at the foot of the Estrella Mountains southwest of Phoenix, Arizona, the school has been operating since 1943. The Maricopa Indian Mission School, as it was called in the 40's, was the only school system in the area. As such, it has a rich and deep history with most families in District 6 and 7 of the Gila River Indian Community. Multiple generations have received instruction for this life and for eternity.

The parent organization for MVCS is Maricopa Village Seventh-day Adventist Church, whose ministry to the Maricopa people spans over 80 years from the early 1930's to the present.

LOCATION

The MVCS campus is located at 8001 West Baseline Road in Laveen, Arizona, just southwest of Phoenix.

Correspondence should be addressed to the following:

Maricopa Village Christian School
P.O. Box 171
Laveen, AZ 85339
(520) 430-6827

The 5-acre campus includes the education facility, church, cafeteria, storage facilities, garden, shade structures and playground within the Gila River Indian Community.

SCHOOL YEAR 2023-2024 HOLIDAYS

Labor Day	September 4
Native American Day	September 15
Thanksgiving	November 20-24
Water Rights Day	December 11
Christmas Break	December 25 - January 5
Martin Luther Kind Day	January 15
Team Meeting	January 16
President's Day	February 19
Spring Break	March 18-22
Good Friday	March 29
Memorial Day	May 27

HOURS OF OPERATION

Full Days – Monday – Thursday

Transportation – 7:30 am

School Start – 8:00 am

School End – 3:00 pm

Half Day – Friday

School End – 12:00 pm

SCHOOL BOARD

The Maricopa Village Christian School Board is elected by the Maricopa

Village Seventh-day Adventist Church Board. Members of the board must be Seventh-day Adventists in good standing with a local SDA church congregation. The school board looks to the Superintendent of Education of the Arizona Conference of Seventh-day Adventists for counsel and direction as they plan for, and operate, the school program. Individuals desiring to appear before the board in regular session may do so by providing a written request, along with the nature of their concern, to the board chairperson.

ADMISSION

Maricopa Village Christian School welcomes Native American children who desire a character-building Christian education, who are willing to adhere to school principles, and who will cheerfully endeavor to live by them.

Maricopa Village Christian School does not have a Special Education program; however, we do work with the parent/guardian to facilitate student testing in determining special education needs and developing an Individualized Education Program (IEP). MVCS will also contact the public school of record and attempt to get special education services pushed in depending on the IEP requirements. The Tribal Department of Education can assist with qualifying for, and providing education especially related to the child's unique needs. Full disclosure and copies of special education background and records need to be provided at the time of application. Should special needs be identified after a student has been enrolled and in school for a time, a referral will be made to the Tribal Special Education Student Services to identify needs and develop a program to coordinate an appropriate (IEP).

Students entering Kindergarten must be five (5) years old by September 1 of the same school year. New students entering first grade must be six (6) years old by September 1 of the same school year.

The following items must be completed for both new and returning students each year:

- All registration forms and requested documents, i.e. immunization records, birth certificates, etc.
- All financial forms and scholarship applications
- Gila River Indian Community Health Department consent forms.

The Student Admittance Committee reviews all applications and reserves the right to refuse admittance to any student. Registration does not equal acceptance. Notification of admittance will be given in writing within one week of registration.

Parents who wish to transfer a student in midterm from another school must complete the regular registration forms. The principal may allow such students to attend classes pending a decision by the student admittance committee, but students cannot be assured of acceptance until they are notified of the committee's action.

The teaching staff has the right to assign new students to their proper grade level. The grade level will be determined by the student's previous school grades, and/or by readiness/placements tests.

OVERVIEW & ADMISSIONS

FINANCIAL/TUITION INFORMATION

MVCS is a private, Christian school that does not receive any public funding. The school is 100% supported by the generosity of donors, sponsors, grants, and scholarships. Families are required to provide financial/income information, apply for financial assistance, scholarships and other resources to help fund their child's education.

NON DISCRIMINATORY POLICY

Maricopa Village Christian School admits Native American students from all tribal backgrounds on or off the reservation. A small percentage of students are accepted from the greater Laveen area.

IMMUNIZATIONS

Tribal and state law forbids any child from attending any school in the Gila River Indian Community and the state of Arizona unless that child has presented appropriate documentation of immunization to the school through standard procedures. Documentation must include one of the following:

- **An up-to-date certification of immunization** from a licensed physician or authorized representative of the Department of Public

Health and Environment.

- **Exemption from immunization.** The parent or legal guardian must submit certification from a licensed physician indicating the physical condition of the student is such that one or more specified immunizations would endanger his or her life or health, or immunization is medically contraindicated due to other medical conditions.
- **A statement of exemption by belief or conviction.** The exemption must be signed by one parent or guardian, and a church or organization official or pastor, stating that they are adherent to a religious doctrine or belief whose teachings are opposed to immunizations.

Immunization records will be maintained in the school office for each enrolled student. The records will be returned to the parent or guardian when a student withdraws, transfers, is promoted, or otherwise leaves the school.

If immunization status is not up-to-date, the parent or legal guardian has 5 days after notification to submit written documentation that the required immunizations have been given. In addition, a written schedule for completion of all subsequent required immunizations based on the recommendations approved by the Arizona Board of Health should be submitted. If a student begins, but does not complete, the schedule of immunizations, or does not have on file written exemption certification, the student will be suspended until they are in compliance.

GRIC Student Health Services will examine, audit, and verify the records of immunizations maintained by the school.

MANDATORY CHILD ABUSE REPORTING

In accordance with **State and** Gila River Indian Community law, school staff members are obligated to report the reasonable suspicion of a student being subjected to:

- Physical abuse.
- Emotional abuse.
- Emotional deprivation.
- Physical neglect.
- Inadequate supervision.
- Sexual abuse and/or exploitation.

Reporting is recognized as a request for investigation by police and/or GRIC Child Protective Services (CPS), into a suspected incident of abuse or neglect. Reporting is not a final determination of abuse. Professional school personnel are free from liability for the good faith reporting of suspected abuse or neglect, and school personnel are criminally liable for a failure to do so.

DRESS CODE

Jesus is our example concerning dress. Therefore, modesty, simplicity and healthfulness are the supporting values reflected by the dress code. All students attending MVCS are expected to dress in the specified school uniform. Furthermore, all students must dress in accordance with the dress code. It is the parent/guardian's responsibility to ensure compliance with the dress code. MVCS expectations in student dress and appearance apply to all on and off campus school-sponsored events unless otherwise specified by school administrators.

The standard school clothing shall be:

TOPS

- Solid Maroon or white collared shirts, free from designs, letters, and any other markings. All other shirts are prohibited.
- Undershirts must be black or white and must be tucked in under uniform shirt.

SWEATERS/SWEATSHIRTS

- Solid black, blue, maroon, white, or khaki colors only.

BOTTOMS

- BLUE or BLACK JEANS, or other solid black, blue, or khaki-colored slacks, shorts, jumpers, skorts, capris and/or skirts that are not ripped, torn, tattered or otherwise altered in any way. Blue, black or white Leggings may be worn under skirts/shorts, jumpers only.

ADDITIONAL GUIDELINES

- Pants must fit properly at the waist, not be saggy in the seat and not dragging on the floor.
- Shirts must be long enough to be tucked in.

- Shorts, skirts and skorts are to be modest while sitting and should be not shorter than 2 inches above the knee.
- Shoes are always to be worn. Sandals and flip-flops are not acceptable.
- Hair should be clean, well-groomed and neatly styled.
- Any clothing, jewelry, word/graphics on the person or clothing, unwashed clothing, or grooming or personal enhancements that may threaten the health or safety of students and/or interferes with the learning process or school climate, or others is not allowed.
- Hats, bandanas, scarves, and other head coverings are not to be worn in the school building.
- Enforcement of the dress code is left to the interpretation and discretion of the administration. Exceptions to the policy may be requested from the administration for certain occasions.

NUTRITION POLICY

Maricopa Village Christian School observes a vegetarian/vegan diet, serving breakfast and lunch. Students may bring water bottles from home. Students may not bring any sort of junk food (e.g., chips, candy, soda or any colored liquids).

SEXUAL HARASSMENT POLICY

Maricopa Village Christian School is committed to providing a school environment free from sexual harassment for all students and staff. Sexual harassment is defined as unwelcome sexual advances or requests, and other conduct of a sexual nature that is offensive and creates an uncomfortable school environment. If submission or offensive sexual conduct is made a condition of academic status, progress, benefits, honors, or activities, it is sexual harassment. Such harassment can be spoken, written, implied, or physical behavior, and includes offensive pictures, graffiti, jokes, and gestures.

Incidents of harassment will be handled in accordance with the following guidelines:

- Employees who engage in sexual harassment are subject to discipline up to and including termination.
- Students who sexually harass others are subject to discipline up to and including suspension or expulsion from school.
- Students who experience sexual harassment should report the

incident to the school authorities as soon as possible.

- If the harassment is between students, the student should report the incident to any teacher, office personnel, or administrator.
- If the harassment is from an adult, the student should report directly to the principal.
- If the harassment is from the principal, the incident should be reported to the school board chairperson.
- All sexual complaints will be forwarded to the Arizona Conference Superintendent of Education.

ATTENDANCE

Every student is expected to attend school punctually, regularly and adhere to the attendance policy and requirements. When a student is unable to attend school, parents should call the school or text the head teacher and report the student's absence.

EXCUSED & UNEXCUSED ABSENCES

Excused Absences (documentation required)

- Illness, as determined by a medical professional
- Medical/dental appointments (during school hours)
- Death in the family (up to five days)
- Religious or cultural events (during school hours)
- Required court attendance (during school hours)
- Unique family situations (prior arrangements should be made)

Unexcused Absences

- Absences of any duration where the child does not attend classes (see above exceptions).
- Three (3) times tardy equals one unexcused absence.

Work assignments missed during absences may be made up according to the instruction of the teacher.

TRUANCY POLICY & PROCESS

Truancy Process

- **Step One: *First Contact*.** The principal or truancy officer will contact the parent/guardian by phone each time the student is absent. If the parent/guardian cannot be contacted by phone, the principal

or truancy officer will make a home visit and send out a letter.

- Step Two: Second Contact. Home visits and letters will be sent home on the 3rd, 5th, and 9th unexcused absence given in a semester (whether consecutive or not).
- Step Three: Third Contact. After the 5th absence, the principal or truancy officer will make a home visit. During the home visit the principal or truancy officer should attempt to find out why the student isn't in school. Explain the truancy ordinance and the possible consequence if the parent/student fails to comply.

PENALTIES

Penalties

- Held in contempt and subject to sanctions and fined up to \$500.
- Subject to criminal prosecution which could lead to jail time (prosecuted by Law Office in the adult criminal court)

**Truancy Process and Penalties are in accordance with Gila River Indian Community truancy policies.*

- In-school suspension.
- Out-of-school suspension.
- Expulsion.

DISCIPLINE POLICY

ACADEMIC HONESTY

Maricopa Village Christian School is committed to encouraging students to: experience the joy of accomplishment in school and in their personal lives; achieve their full potential; value an atmosphere of trust and respect; assume responsibility for their own ethical and moral behavior, and foster ethical and moral behaviors in others. Students who are dishonest affect everyone.

Cheating generally includes the following:

- Claiming credit for work that is not one's own, (copying homework, copying test answers, using others' projects, etc.).
- Allowing others to claim credit for the work, (i.e. allowing others to copy homework or assignments, etc.).
- Using notes or other unauthorized material or being involved in

- unauthorized communications during a test or exam.
- Copying published works without proper source attribution (including the downloading of computer files), either directly, or with only minor editing (plagiarism).
 - Deceptive submission of work for one class that had already been accepted for credit, in its present form, in another class.

The consequences for any of the above infractions may result in one or more of the following as deemed appropriate by the school principal or teachers.

- Losing credit for the test, assignment, or course.

OVERVIEW

Discipline Policy

MVCS operates on Christian ideals and principles. Every student indicates by their presence that they will abide by the ideals and principles set forth by the teacher throughout the school year. Discipline is basically a method of counseling, following a prescribed set of guidelines, designed to help the student develop and exercise self-control and to stimulate oneself to accept the responsibilities of one's actions.

The Aim of Discipline:

It is the chief aim of the school to help students develop high standards of behavior, and to provide a firm foundation for a Christ-like character. In keeping with this aim, the school expects high moral standards, and sets before it's students definite principles and ideals. In the process of character development, there are times when it will be necessary to take disciplinary action using proper and effective management in a cooperative venture of the home and the school.

Discipline Management Program:

The teacher must maintain discipline in order to instruct, as well as to keep the children safe. **Disruptive behavior will not be allowed in the classroom or on the premises.** Maricopa Village Christian School takes every step to practice redemptive discipline, using basic disciplinary procedures to help students attain the greatest possible degree of self-discipline and self-control. The school assumes the responsibility of teaching, and training,

the child for “self-government.”

REGULATIONS & VIOLATIONS

Level-One Regulations: The classroom teacher/aide will manage Level-One regulations by personal discussion with the student regarding disobedience of the rules. If this measure is effective no further action will be taken. If other disciplinary action seems necessary, such as temporary removal of a child from classroom activities in specified time-out, or placement in another classroom, parents will be notified.

Level-One Violations:

- **Loitering.** The unauthorized use of any area (roaming the halls, prolonged stays in the restroom, etc.).
- **Littering.** Intentional dropping or throwing of items (papers, pencils, crayons, clothing, or anything else), and not picking them up.
- **Boisterous behavior.** Overly loud and obnoxious behavior, pushing, shoving, and loud talking or yelling in the hall and lunchroom.
- **Running in the buildings.** This includes running in any area in the buildings.
- **Chewing gum.** Chewing gum at school or providing it to others.
- **Unauthorized sales.** Selling anything that is without the approval of a teacher or the principal.
- **Disrupting class.** Words, actions, or non-compliance to request made by teachers, which cause disruption to the learning environment.
- **Dress.** Violation of the dress code.
- **Hand-held electronic devices** are **NOT** allowed during school hours. They will be taken and returned to parents only.

Level Two Regulations: The teacher/aide and principal will manage Level Two infractions. A written record of the offense will be entered into the student's disciplinary file. Parents will be contacted and given a written copy of the report. A conference may be set up with the teacher and parents to resolve disciplinary action for the child's disobedient behavior. Typical correctional penalties include, but may not be limited to:

- Recess detention.
- Written contract with the student.
- In-school suspension.
- A visit to the principal's office.

Level Two Violations:

- **Repeating Level One Violations.**
- **Fighting.** Hitting, shoving, punching, kicking, slapping, grabbing, and spitting with the intent to annoy or harass.
- **Vandalism.** Acts that deface or that cause inconvenience.
- **Inappropriate language.** Swearing, slander, or repeated use of unacceptable language.
- **Lying.** Speaking or acting with the intention to deceive.
- **Cheating.** Copying answers from books or another student's homework or other assignments. Cheating on exams results in failure of the test.
- **Forging signatures.** Improper use of another person's name.
- **Disrespect.** Speaking to adults or other students in ways that dishonor them as people.
- **Unauthorized material.** Having in one's possession items not conducive to classroom learning. This includes inappropriate reading material, water guns, playing cards, etc.
- **Skipping classes.** Absence from an assigned activity without permission.
- **Failure to comply with disciplinary assignments.**

Level Three Regulations: The teacher/principal and/or school board will manage Level Three violations. Typical correctional penalties include, but may not be limited to:

- Referral to the principal for remedial procedures.
- During probation/suspension the student may not participate in extracurricular activities sponsored by the school.
- A conference involving parents and students, in addition to three-day, in-school or out-of-school, suspension and probation. Probation is just short of dismissal.
- One to three-day, in-school or out-of-school, suspension and probation with referral for professional guidance.
- Referral to the School Board with the recommendation that the student be withdrawn from school.

In order for actions taken for violations to come to resolution, the student must demonstrate the ability to cooperate with the school rules, and demonstrate a positive attitude in all school activities.

Level Three Violations:

- **Controlled substances.** Maricopa Village Christian School has zero tolerance for the possession, use, transfer, or sale of drugs, alcohol,

cigarettes, or drug-related substances in any form on school premises. These make the student liable to immediate dismissal from the school.

- **Unauthorized material.** Maricopa Village Christian School has zero tolerance for guns, knives, weapons, explosives (including firecrackers, matches, bombs, etc.), and pornographic material. Possession of these items makes the student liable to immediate dismissal from the school.
- **Physical assault.** Violent body contact with anyone in a serious and/or physical manner.
- **Verbal assault.** Words stated, or written, that wound, slander, or have the potential to hurt someone.
- **Theft/Stealing.** Removing or using property belonging to the school, a teacher, or a student, without the permission of its owner.
- **Vandalism.** Deliberate destruction that has a permanently damaging effect upon either the school or private property.
- **Bullying others.** Any attempt to violate another student's rights. This includes physical or spoken harassment, mishandling another student's property, threatening, or taunting of another student or a teacher.
- **Insubordination or abusive language or gestures.** A belligerent or abusive action, statement, or gesture. Aggressive, insulting, profane, irreverent, or disruptive behavior that involves more than a simple refusal to do something.
- **Unsafe behavior.** Deliberate actions that endanger the health, safety or welfare of students, faculty, or guests of the school. This includes, rock throwing, presence on the roof, walking the wall, unsafe use of electronics, etc.
- **Conspiring to aid and abet.** Urging another student to do something to do something that is against the school regulations or against the law; covering up or lying for a student who has done something that is in violation of school rules.
- **Continued repetition of Level Two violations.**

Discipline Grievance Policy:

In the event of a dispute with a disciplinary measure taken by school staff, the parent may pursue the following channels:

- Arrange a conference with the principal or administrator.
- If resolution or clarification is not achieved, the parent may request a conference with the Maricopa Village Christian School Board Chairperson.

- If there is still no satisfaction or resolution, a hearing can be arranged with the School Board in the following way:
- A letter must be written detailing the grievance and dispute with the disciplinary action.
- The letter and grievance will be read and considered by the School Board. (Parents will personally address the grievance with the board, only at the Board's recommendation or request).
- If resolution is not achieved, the parent can document the dispute, in a letter, to the Superintendent of Education for the Arizona Conference. The Superintendent will then make recommendations to the School Board. The final resolution of all grievances will be at the discretion of the School Board.

CORPORAL PUNISHMENT

Maricopa Village Christian School does not use any form of corporal punishment.

STUDENT & SCHOOL SAFETY

SUPERVISION

The teacher **must** be on campus at least thirty (30) minutes before school begins and at least thirty (30) minutes after school has been dismissed. Parents are required to make sure that their children do not arrive earlier than fifteen (15) minutes before school begins, or later than fifteen (15) minutes after school has been dismissed. No supervision will be provided outside of these timelines.

MEDICATIONS

Teachers at Maricopa Village Christian School cannot administer prescription medications in accordance with GRIC Student Health Services policy. Teachers may administer such medications as EPI pens, asthma inhalers and Benadryl in an emergency, but only with written permission on file, and labeled medication supplied (in accordance with GRIC SHS policy).

LEAVING THE SCHOOL PREMISES

The school cannot permit students to leave the school grounds in any unauthorized vehicle, or with any unauthorized adult. Parents must specify in writing if a child is to go home with another family. This is a protective measure, not only for the family, but also for the school. Permission to leave the school premises during school hours must be obtained from the teacher. In the event of a foreseen departure, a statement from the parents or guardian is required in advance. An exception may be made in an emergency.

FIELD TRIPS

Field trips are part of the educational experience at MVCS. All field trips will require a specific permission slip for the student that needs to be signed by the parent/guardian before the trip takes place. Students without specific permission slips will not be permitted to accompany the class on these field trips. Signed permission slips may be faxed or scanned to the office. The school cannot accept telephoned permission.

The teacher will provide advance notice of all field trips to parents/guardians. Some field trips may require funds from home in advance or on the day of the trip. The teacher will notify the parent/guardian in advance so that they can plan and facilitate.

Only students enrolled at MVCS will participate in field trips. Parents that accompany the school group, as chaperons may not bring other siblings or other children on the trip.

All chaperons must complete and have on file at MVCS a certificate from "Verified Volunteers". A link is provided on the school website.

NO WEAPONS POLICY

No weapon or device that may cause harm or injury to another person, or to personal or school property, is permitted on campus or at any Maricopa Village Christian School sponsored functions. Refer to the Disciplinary section under Level Three Regulations regarding specific descriptions, violations, and outcomes.

VISITORS

Adult visitors (including parents), arriving unexpectedly without an appointment during school hours, who desire to leave an item or a message for a student must contact the Lead Teacher via phone or text prior to arrival at the school to make arrangements.

If a parent/guardian needs to see a student face to face, they must work with the Lead Teacher to minimize classroom interruption. All persons must sign in when entering the school and receive a visitor's pass.

Student Guest

Students can bring a parent or guest to school if the principal grants permission. Permission may be granted on a case-by-case basis for a one-day visit if requested at least 5 days in advance in writing. Guests will need to bring a lunch or lunch money with them.

Note: Guest passes will not be issued during test week, special events, or the final week of classes.

VOLUNTEERS

The law requires that each person working with children obtain a fingerprint clearance card. Also, anyone wishing to volunteer must submit to a background check and complete online child protection training by the Arizona Conference of Seventh-day Adventists. This is a safety measure for the welfare of all students. Forms can be obtained at the school office. This form must be completed by anyone who volunteers at the school in any of the following capacities:

- Classroom support.
- Playground helpers.
- Office support.
- Any other capacity that has direct contact with children.

SEARCHES OF STUDENTS AND THEIR PROPERTY

Maricopa Village Christian School reserves the right to search school property, including desks, computers, and cubbies. We will request permission to inspect personal property on school premises, including lunch boxes, purses, briefcases, backpacks, and parcels. Such a search may include the use of electronic surveillance equipment. Searches of this

nature are for the purpose of investigating violations of any policies related to:

- Drugs, alcohol, tobacco, or other related substances.
- Misconduct searches related to theft of school, student, or employee property.
- Suspected weapons, explosives, guns, knives, firecrackers, matches, or pornographic materials.
- Unauthorized electronics, and other unauthorized material.

Entering the school premises is deemed to be consent to all searches.

PERSONAL AND SCHOOL PROPERTY

The school is not responsible for personal property left in the school building or on the school premises. Damage to school property should be reported to the teacher immediately. Reimbursement for deliberate destruction of school or personal property will be required from the student, or the parents of the student, who caused the damage.

COMPUTER & INTERNET USAGE

COMPUTER USAGE AGREEMENT

Students will be provided with a computer usage agreement that must be signed by a parent and the student. If a student chooses not to follow the guidelines of the computer usage agreement, consequences outlined in the agreement will be applied.

INTERNET ACCEPTABLE USE POLICY

Purpose:

The Maricopa Village Christian School offers internet access to its students, faculty, and staff. Access to the school network and the internet service is a privilege not a right. The intent of this policy is to ensure that users utilize this access in a manner consistent with the purpose of providing this internet service. Parents and guardians are asked to review this policy and discuss it with their students. The internet is a global network linking computers around the world. Internet use provides valuable opportunities

for research, curriculum, support, and career development. The primary purpose of MVCS's internet service is to support the educational objectives of MVCS. MVCS's service is not a public forum and MVCS reserves the right to place reasonable limits on materials posted or accessed through their internet service.

While the internet's possibilities are tremendous, it also has potential for abuse. To use the internet service the user must take full responsibility for his/her own actions. MVCS shall not be liable for the actions of anyone accessing the internet through this or any other internet connection. Users assume full responsibility for any cost, liabilities, or damages arising from the way the user chooses to use his/her access to this internet service.

Network Usage Guidelines:

All use of MVCS's internet service must be consistent with its purpose as stated above. This policy does not attempt to articulate all required or proscribed behaviors by users to this network. In any specific situation we rely upon each individual's judgment of appropriate conduct. To assist in such judgment, the following general guidelines are offered:

- A. Users are expected to abide by the generally accepted rules of network etiquette which include, but are not limited to:
 - 1. Be polite. Use appropriate, non-abrasive language.
 - 2. Do not reveal personal information such as last names, addresses, phone numbers, photo, etc. that could identify the user or other students or staff. You must immediately disclose to your teacher any message you receive that you believe is inappropriate or makes you feel uncomfortable. No person will make arrangements to meet with anyone that he/she has met on the internet.
 - 3. Do not use the network in such a way as to disrupt its use by others.
 - 4. Remember the internet is a resource. Do not be wasteful.
 - 5. Refrain from making defamatory remarks, sexual or racial slurs, and from using obscene or profane language.
 - 6. Internet IDs and passwords are provided for each user's personal use only. Passwords should not be revealed or shared with anyone. Users must not use another person's password. If you suspect that someone has discovered your password you should change it immediately. Each account owner is

responsible for all activity under that account. It is imperative that all users keep their passwords secret so that no one else can use their account.

- B. Any use for, or in support of illegal purposes or activities is prohibited. This includes, but is not limited to, gaining unauthorized access to other systems (computer hacking), arranging for the sale or purchase of drugs or alcohol, participating in criminal gang activity, threatening others, transferring obscene material, or attempting to do any of the above.
- C. Any use for commercial purposes is prohibited. Users may not create web pages or other ways to advertise or sell products or services and may not offer, provide, or purchase products or services through the MVCS Internet service. This does not include school approved activities.
- D. Any use for political purposes is prohibited except for using the internet to communicate with elected or appointed officials.
- E. Users should assume that all materials available on the internet are protected by copyright. Users shall not copy and forward, copy and download, or copy and upload any copyrighted material without prior approval of the Teacher or Treasurer of MVCS. Any Material obtained from the internet and included in one's own work must be cited and credited by name or by electronic address or path on the internet. Information obtained through email or new sources must also be credited as to sources. MVCS and its internet service make no guarantees, implied or otherwise, regarding the factual reliability of data collected through the internet.
- F. Not all material accessible through the internet is of educational value. Students are expected to refrain from seeking, accessing, or downloading material that is not relevant to their assignments or course work. No students may upload or download material to or from internet sites without permission from the teacher. Students must not access chat rooms. Games must not be played, accessed or downloaded unless they are approved by the principal or teacher in charge. The MVCS system will take reasonable precautions to filter out controversial materials. However, it is impossible to monitor all materials and controversial information.

- G. Users shall neither download nor install any commercial software, shareware, or freeware onto network drives or disks without prior permission of the teacher. Users shall not change settings on the browser or any other application.
- H. Users shall not upload, download, and distribute pornographic, obscene, sexually explicit, or threatening material of any nature. Users shall not upload, download, or distribute visual depictions that are obscene, child pornography, or (in case of use by minors) harmful to minors.
- I. Users shall not receive or transit information pertaining to dangerous instruments such as bombs or other explosive devices, automatic weapons or other firearms, or other weaponry.
- J. Users must not attempt to get unauthorized access to any file servers in the MVCS system, outside file servers, or go beyond the user's authorized access. This includes logging in through another person's account, accessing another person's files, or attempting to do either. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
- K. Users must not vandalize school computers by causing physical damage, reconfiguring the computer system, attempting to disrupt the computer system, or destroying data by spreading computer viruses by any other means.

Privacy

Users should not have an expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in the user's directory or on a disk drive. Network storage areas will be treated like school lockers, which may be inspected at any time. MVCS also reserves the right to examine all data stored on diskettes involved in the user's use of the internet. Internet messages are public communication and are not private. All communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or the receivers. Network administrators may review to maintain integrity system-wide and ensure that users are using the system in a

responsible manner. MVCS reserves the right to monitor the online activities of users. Electronic mail messages are backed up and may be inspected by appropriate school administrators. MVCS reserves the right to inspect electronic mail and computer-generated logs regarding web sites visited by users as deemed necessary and appropriate to ensure proper use of resources and to conduct routine network maintenance.

Violations

MVCS reserves the right to deny, revoke or suspend specific user privileges and/or take other disciplinary action, including suspensions or expulsion from school, for violations of this policy. Additionally, all handbook regulations apply to use of the internet. In the event that there is a claim that a student has violated any of the guidelines in this policy, he/she will be provided with written notice of the suspected violation and an opportunity to be heard, unless otherwise specified by law. MVCS will advise appropriate law enforcement agencies of illegal activities conducted through the MVCS internet service. MVCS also will cooperate fully with local, state and/or federal officials in any investigation related to any illegal activities conducted through the MVCS internet service.

REPORTING & COMMUNICATIONS

GRADE REPORTS

The school year is divided into four periods of nine weeks each. At the end of each quarter period, a grade, and student progress report card is sent to the parents. Parent-teacher conferences are held in the fall and spring periods or at least 2 times a year, and more often as needed or requested.

CONFLICT RESOLUTION PROCESS

The MVCS leadership has an open-door policy, and desires open and honest communication with its students and parents. When conflicts arise, they should be addressed in a godly, orderly, respectful, honest and open manner. Outline below is the process for resolving complaints and conflicts between students, staff and leaders.

- If a parent has concerns related to the teacher's interaction with a

student, the parent is asked to first seek a personal conference with the teacher regarding the situation.

- If satisfaction is not obtained, the parent should counsel with, and bring the issue to, the school board chairperson.
- If there is still no satisfaction, the complaint must be put in writing for the Board Chairperson, who will call a special meeting consisting of the Arizona Conference Superintendent of Schools (or designee), the teacher, and the pastor (or designee), and the board chairperson. All issues will be presented openly in a round-table discussion.
- If satisfaction has not yet been achieved, and further study is needed, the board chairperson will ask the teacher and parents to appear at the next board meeting and present the complaint. At no time during a school board meeting may a complaint against a teacher be presented without first having followed the proper procedures outlined above. All discussion will be confidential.
- After the complaint has been presented, the teacher has been given an opportunity to reply, and the overall matter has been heard completely, a decision will be made by the board in executive session.
- The school board will administer the decisions related to resolution regarding parent concerns, student behaviors, overall effectiveness of teacher performance, and provide help where necessary.
- The school operating committee may request the Arizona Conference, K-12 Board, or its Executive Committee, to provide information, decision-making support, or to aid in conflict resolution.

(It is recommended that written documentation be kept and signed by both parties at each step.)

SCHOOL TELEPHONE

The telephone is for school business only. With the teacher's permission, students may use the telephone for emergencies. Parents are requested not to call students during school hours except in case of absolute necessity. Cell phones are to be turned off during school hours.

NOTE: This handbook is subject to change as deemed appropriate by the Maricopa Village Christian School Board.

ACKNOWLEDGEMENT OF HANDBOOK

I have read and understand the Maricopa Village Christian School Handbook and agree that my child and I will abide by all school rules and regulations.

Parent Name & Signature

Date

Student Name & Signature

Date