



Student Handbook

2024-2025

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Mountain View Preparatory does not discriminate against individuals on the basis of gender (identity), race, religion, political views, sexual orientation, immigration status, national origin, disability or handicap in its educational programs and activities and provides equal access to all youth and education related organizations.

MISSION:

Mountain View Preparatory mission is to cast the next Stars!

THE STUDENT HANDBOOK IS INTENDED AS AN INFORMATIVE GUIDE FOR PARENTS AND STUDENTS. IT IS REVIEWED ANNUALLY AND POSTED ON THE SCHOOL WEBSITE. THE STUDENT HANDBOOK REMAINS IN EFFECT UNTIL EITHER NOTICE OF ADJUSTMENTS OR CHANGES ARE PROVIDED VIA HARD COPY AND/OR ELECTRONIC FORM TO PARENTS AND STUDENTS OR UPON THE OCCASION WHEN A REVISED STUDENT HANDBOOK IS ISSUED. THE ADMINISTRATION

RESERVES THE RIGHT TO MAKE CHANGES, ADDITIONS OR DELETIONS AS DETERMINED TO BE IN THE BEST INTEREST OF STUDENTS, STAFF AND GENERAL SCHOOL ORGANIZATION AND ORDER. THE STUDENT HANDBOOK WILL BE REVIEWED WITH ALL STUDENTS. BOARD POLICIES ARE POSTED ON THE SCHOOL WEBSITE.

Mountain View Preparatory

895 Springfield Road

Spartanburg, SC 29303

864-641-0604

mvp@mvpstars.org

www.mvpstars.org

Board of Directors

MVP's Board of Directors has nine members, elected, or appointed. Members include legal guardians, professional businesspeople, educators, etc. Unless otherwise noted, the board holds its meetings at the school on the last Tuesday of each month at 6:00 p.m., except for December and July. All meetings are open to the public.

Hours of Operation

The school's hours of operation begin daily at 7:45 a.m. until 3:30 p.m.

Visitors

ALL visitors are required to enter the building at the main entrance.

Admission Procedures/Enrollment Lottery

To attend Mountain View Preparatory each prospective student's family must first complete a basic application form. Applications for admission are accepted throughout the school year; however, the open enrollment window is October 1st through November 30th. for the following year. If the number of applications received exceeds the number of seats available, a lottery will be held. Those applicants' names drawn in the lottery will be entered in the order picked, with those beyond the enrollment cap placed on a waiting list based on when selected in the lottery process. All applications received after the lottery will be placed on a waiting list in the order in which they were received by date and time. Any change of a student's address must be reported to the office within fifteen days to keep the school database accurate. Policy is on the school's website.

Students with Identified Special Needs/Notice of Child Find

Any student that enrolls at MVP who is served through a 504 or an IEP must notify the school of previous services. Child Find under the IDEA requires Mountain View Preparatory to ensure that all children with disabilities who need special education and related services are identified, located, and evaluated. Mountain View Preparatory takes various steps to notify parents of this obligation. For additional information, contact the Special Education Coordinator @ medwards@mvpstars.org.

Others, including parents, who reasonably believe a child is a child with a disability may also refer the child to school administration. Referrals requesting an evaluation to determine the need for special education services must be made in writing to Megan Edwards, medwards@mvpstars.org, and include the reason for the referral.

Attendance

Daily attendance and active participation in each class are critical parts of the learning process. **Policies and** procedures established at MVP are designed to help students learn responsibility and increase **their potential** for success. A significant role of today's high school is to help students learn to understand **and appreciate** the importance of punctuality and regular attendance. Evidence shows that regular **school attendance** has a positive carry-over to the world of work. Attendance is primarily the responsibility **of the** students and parents/guardians.

South Carolina law requires school attendance for every child 5 years or older on or before the first day of September of a particular school year, until the child attains the age of 17. There are several, limited

exceptions to this compulsory attendance requirement. For exceptions, see S.C. Code Ann. §59-65-30.

Parents/legal guardians are primarily responsible for ensuring that their children attend school regularly. The law provides statutory penalties for parents(s)/legal guardian(s) who neglect this responsibility.

Our school year currently consists of 180 school days. To receive credit, high school students must attend at least 85 days of each 90-day semester course and at least 170 days of any 180-day course, as well as meet all requirements for each course.

Absences in high school are accrued by course. Most classes at MVP are 90-day courses. In order to receive high school credit after the 5th unlawful absence within a semester, attendance recovery is required for every subsequent absence that is unlawful. (Note – Even a full-year 180-day course will adhere to the 5-day threshold for each semester of the course).

Any student who misses school must present a written excuse, signed by their parent or guardian or a healthcare professional, for all absences within three days of the student's return to school. The written excuse should include the reason for and the date of the absence (and the specific time for any medical appointments that occur during school hours). Parental excuses are limited to three (3) per semester. If a student fails to bring a valid written excuse to school, their absence will be recorded as unlawful/unexcused. All notes, letters, etc. should be provided to the Attendance Clerk/Front Desk Receptionist either in person or through email. Email can be sent to MBarry@mvpstars.org.

Unlawful/Unexcused Absences

1. Absences of a student without the knowledge of their parent or guardian
2. Absences of a student without acceptable cause with the knowledge of their parent or guardian

Lawful/Excused Absences

The criteria below will be used to determine if an absence is lawful or unlawful.

1. Absences caused by a student's illness and whose attendance in school would endanger his or her health or the health of others. These absences must be verified by a physician statement within three days of the student's return to school. (Absences for chronic or extended illness will be approved only when verified by a physician's statement for that particular date.)
2. Absence due to an illness or death in the student's immediate family verified by a statement from a parent within three days of the student's return to school. Limited to 3 per semester.
3. Absences due to a recognized religious holiday/observance of the student's faith when approved in advance. Such requests must be made to the administration in writing.
4. Absences due to activities that are approved in advance by the administration. This would include absences for extreme hardships, including parental military deployment.
5. Absences for high school juniors and seniors may be lawful for the purpose of visiting college campuses. Requests for approval of absences for college visits must be submitted in writing by a parent-caregiver at least one week in advance of the scheduled visit. Approval will be granted for no more than two visits per school year. Each request should specify the duration of the visit and travel time, which may be approved at the discretion of the administration.

Pre-Arranged Absences

If a student anticipates an extended absence, the student must complete a pre-arranged absence form. This form is available through the main office. A written note signed by the parent/guardian indicating the dates the student will be absent must accompany the request. If absences are not cleared upon return, the student will receive an "unlawful absence." Students must remember that it is their responsibility to have their parents prepare and send documentation to verify excuses for absences on time. Falsely

representing a parent or guardian's documentation in any way will result in disciplinary action. **Extended absences could result in loss of credit for Classes.**

Following an absence, it is the student's responsibility to request all make-up assignments from teachers on the day the student returns to Class. **Work is expected to be submitted and tests made up no later than one week after the absence, unless arranged with the instructor.**

Readmittance notes (excuses) must contain the following: student's full name, specific dates and Class periods of absence, reason for the absence, and signature of the parent/guardian or doctor, along with a daytime telephone number for home or work.

Early Dismissals

Early dismissals before the end of the regular school day are discouraged. Early dismissals for appointments must be arranged prior to departure. Early dismissal notes should be taken to the attendance office before Classes begin in the morning. Students will then be given a dismissal slip from the office that will serve as their pass out of Class at the appropriate dismissal time. A written note must contain the student's full name, the reason for dismissal, a signature of the parent-caregiver and a contact number, as well as the name of the adult who is picking up the student. All requests for early dismissals must be in writing. **No early dismissals will be granted by telephone.**

Any student under the age of 18 is not allowed to sign themselves out of school at any time. A parent must provide the front office a written document allowing the student to leave for a specific date and time if the student has a doctor's appointment.

If anyone seeks the release of a student from school, they must report to the Front Office and present satisfactory identification. Students are not to leave school grounds without permission from the attendance office. All early dismissals are Classified as either lawful or unlawful absences. Time missed because of early dismissals count against a student's attendance record in the Class(es) missed. Any student missing more than 45 minutes in a block period shall be counted absent.

The following are Classified as lawfully excused dismissals:

1. Medical appointments with doctor's statement illness of student, as verified by school personnel and contact established with the parent illness in immediate family, as verified by a parent or health care professional
2. Death in the immediate family.
3. Illness. Any student that becomes ill at school must report to the office with a pass from their teacher. If a student is too ill to return to class, the school will contact the parents and dismiss the student. Students cannot be sent home with anyone unless a parent has been notified. It is especially important that the school has current information about how to always contact parents.

Please Note: If a student has an emergency or needs immediate care that cannot be provided at school, emergency contacts listed in our Student Information System will be called if the school cannot reach a parent first. Students who are ill are not to use a cell phone to call parents about a dismissal for sickness. The school will call the parents.

Tardiness

Students are expected to arrive at school on time in the mornings. Tardiness disrupts the learning process and interferes with the opportunity for students to learn. Middle school students reporting to school after 7:45 a.m. and high school students reporting to school after 8:35 a.m. must report to the front office to receive a late pass in order to be admitted to Class. Any student who is not present in the

first period by the designated times is considered late to school and is subject to the penalties for tardiness as mentioned in this handbook.

Students are also expected to get to individual Classes on time throughout the day. After 3 tardies, it is expected that the student will stay after for academic assistance within one week of accruing their third tardy. One day of academic assistance (45 minutes minimum) will recover the 3 tardies.

Attendance Recovery

The objective of Attendance Recovery is to allow students who are currently passing a course or just below passing and have more than the maximum number of absences the opportunity to recover Class hours by attending an Attendance Recovery session. Attendance Recovery will enable participants to make up the hours required to receive credit for a course. This will include after school academic assistance sessions in addition to extended sessions offered at other times during the semester. Academic assistance will be provided Monday through Thursday from 2:45 pm until 4:00 pm. The student must sign in/out of assistance Classes to receive attendance recovery credit. There will be an extended academic day (Finish Strong Friday) from 12:00-3:00 once monthly.

For every 45 minutes of participation in academic assistance or Finish Strong Friday, one block will be recovered.

Chronic Absenteeism/Truancy

A student is considered truant when they have three consecutive unlawful absences or a total of five unlawful absences. Student absences without the knowledge and consent of the parent/guardian are considered truant. Students that are truant are subject to disciplinary measures imposed by both the school and Family Court.

As a part of the implementation of Every Student Succeeds Act (ESSA), schools are required to report to the SC Department of Education the number of students who are chronically absent each year. According to the US Department of Education's Office of Civil Rights (OCR), an absent student is one who misses 50-percent of the instructional day for any reason and regardless of whether the absence is excused or unexcused. The OCR requires states to report the number of students in each district and school who are absent at least 10% of the time during which they are enrolled in a particular school or district. More specifically, students who are enrolled in the same school for an entire academic year and miss 18 or more days (10%) will be considered chronically absent. The total number of chronically absent students will be included on district and school report cards and reported to the OCR. All types of absences contribute to chronic absenteeism (lawful, unlawful, and suspensions). OCR defines a student as absent if they are not physically on school grounds and is not participating in instruction or instruction-related activities at an approved off-grounds location for the school day.

Intervention Plans for Truancy

School officials will make every reasonable effort to meet with the parent(s)/guardian(s) of any child who is determined to be truant so as to identify the reasons for the child's continued absence. Efforts may include telephone calls, home visits, emails, and written messages. School officials will develop a written intervention plan to address the student's continued absence in conjunction with the student's parent(s)/guardian(s). A team intervention approach will be used to develop and implement the attendance intervention plan.

Educational Neglect occurs when a parent, guardian, or other person responsible for a child's welfare fails to supply the child with adequate education as required under Article 1 of Chapter 65 of Title 59, though financially able to do so or offered financial or other reasonable means to do so and the failure to do so has caused physical or mental injury or presents a substantial risk of causing such injury. If an

intervention plan is unsuccessful and further efforts by school officials fail to bring about cooperation and/or compliance on the part of the student and/or parent(s)/guardian(s) and the student accumulates two or more additional unlawful absences, the student is considered an “habitual” truant. Under such circumstances, the school may petition the court for a school attendance order. Once a school attendance order has been issued by the Family Court and the student continues to accumulate unlawful absences, the student is considered to be a “chronic” truant and school officials may petition the Family Court to hold the student and/or parent(s)/guardian(s) in contempt of court.

A child may be placed on probation or committed to a DJJ institution for failing to comply with a school attendance order issued by the Family Court. A parent/guardian who fails to comply with an order to require his/her child to attend school may be fined up to fifty dollars or given an imprisonment sentence not to exceed thirty days for each offense. Any student that is in the custody of DJJ must be unenrolled from MVP, as DJJ is a school district within the state of South Carolina.

Withdrawal from School

Students must follow withdrawal procedures through the Registrar’s office. Students planning to withdraw from MVP should be accompanied by an adult when completing the withdrawal process. Chromebooks and chargers must be turned in to avoid a \$270.00 fee (250.00 for Chromebook \$20.00 for charger). Students wishing to withdraw from MVP during the school year should consult the school’s principal and/or counselor concerning transfer policies with their desired new high school prior to completing the withdrawal process. You may also contact the Registrar at (864) 641-0604 for any additional information.

Communication/Notifications

Announcements will be made through SwiftReach and ParentSquare, <http://www.parentsquare.com>. Please ensure any changes to your address, telephone numbers, and email addresses are updated within a timely manner (3-5 days) to ensure you receive notifications. Every Friday, parents/caregivers can expect an email with our new production, Archer Talk, which will include upcoming dates of importance, notifications, and information from the leadership team.

School Closures/Change of Schedule Due to Inclement Weather

In instances of inclement weather or other emergency situations, it may be necessary to dismiss school early or to cancel the school day altogether. In the event of inclement weather, weather conditions will be monitored in consultation with local Emergency Preparedness and law enforcement and, as a rule, a school closure decision will be made by 11 p.m. the evening before the closure or change of schedule or by 6:00 a.m. the day of the closure or change of schedule. The decision will be made to close the school, operate under a delay, or open schools as normal. Only changes in the regular school schedule such as closing or delaying school will be announced. The announcement will be made via the school’s electronic messaging system and ParentSquare. Local television and radio stations will be notified about school schedule changes.

Health Needs & Medications

Students who have medical problems that limit activity or require special arrangements should bring a doctor’s excuse to the office after showing it to teachers.

Any student who is under the care of a physician and taking medication during school must have their parent/guardian and physician complete forms for administration of medication. Prescription medications require parent/guardian AND physician written permission. Over-the-counter medications require parent/guardian written permission. Forms can be requested through the Front office.

State law only allows authorized personnel to dispense medication. All medications must be supplied to school in the original container and delivered by the parent/guardian or a designated adult. **Students are NOT allowed to have any over the counter or prescription medications on campus, in their possession, including in their vehicle (unless there is a signed school permission form to carry medication form on file). Students are also not permitted to share any prescription or over the counter medication with another student.** Violation may result in disciplinary action.

Medical Homebound

Medical homebound instruction is a service that is available for students who cannot attend school for a medical reason.

- A physician must certify that the student has such a medical condition but may benefit from instruction and must fill out the medical homebound form that the school provides. The form for Medical Homebound can be picked up from the school or by contacting the school office.
- The school leader then decides whether to approve the student for medical homebound services.
- The school will consider the severity of the student's illness or injury, the length of time that the student will be out of school, the impact that an extended period away from school will have on the student's academic success, and whether the student's health needs can be met at school.

The goal of homebound medical homebound instruction is to provide continuity of instruction and to facilitate the student's return to a regular school setting as quickly as possible. State Board of Education Regulation 43-241 outlines the provision of medical homebound services. For further information please contact (864) 641-0604

School Safety / Emergency Drills

School safety is a serious matter at MVP. The school respects individual rights and privacy but reserves the right to question students and conduct searches of personal property while under the supervision of the school in order to ensure the integrity and well-being of the school community.

Students should be familiar with various drill instructions posted near the doors in classrooms. When the signal for an emergency drill is given, students must move quickly, quietly, and in an orderly fashion to the location designated by the teacher. Silence is essential if vocal instructions are necessary.

Lost & Found

When an article(s) is found and it is unknown who it belongs to, it should be taken to the front desk. Students are asked to visit the lost and found located next to the front office for the purpose of claiming small articles, books, backpacks, and clothing before and after school or during lunch. Articles without identification will be turned over to a charitable organization periodically, if not claimed.

Parent Involvement & Communications

Mountain View Preparatory encourages parent involvement and participation. Parent involvement makes a stronger school community for all involved. These volunteer hours may consist of, but are not limited to, driving a carpool, participating in a fundraiser, offering after-school activities, chaperoning events, helping with school maintenance or facilities, serving as a guest speaker, helping a teacher/class with a project, etc. **Any volunteer will need to have a full background check and be approved prior to any school activity. For information, please contact Human Resources at Traci@mvpstars.org.**

All parents are encouraged to access the Parent Portal on PowerSchool to see your student's grades and assignment completion. In addition, any communications from the school will be provided on ParentSquare, <https://www.parentsquare.com/signin>. If a parent/guardian needs access to any of these platforms, please contact the school (864) 641-0604.

Staff members are encouraged to maintain a work/life balance, so emails or messages received after 3 p.m. on Friday will not require a response prior to Monday. Staff members are to respond to emails, notes or phone messages within 48 hours but are encouraged to respond sooner if possible.

Conferences between parents and teachers are encouraged and may be requested by either party. If a parent wishes to schedule a conference with a teacher, the parent should call the teacher directly. The teacher will then contact the parent to schedule a meeting. Conferences will be held during a teacher's planning period or immediately before or after school and on designated in-service days. Conferences must be scheduled in advance.

School Publications

All publications, posters, flyers, social media pages, etc. using the school's name, logo, or other school related images to include student/staff photos must be approved in advance by the principal. This includes any items distributed at or by the school, school employees and/or students that are displayed at the school or otherwise produced on behalf of or claiming to be representative of the school.

School Meals, Snacks/Beverages

Given that the school does not currently have a fully functional kitchen to prepare meals for students, students must opt to pack and bring lunch from home. We do offer snacks, light food fare, and drinks from our school store and vending machines during lunch. If at any time a student does not have food to eat for lunch, the student is encouraged to speak with a staff member and arrangements can be made to assist the student.

Students are not allowed to have lunch delivered from restaurants or food delivery apps during school hours. Parents please do not have food delivered to your students. Parents are allowed to drop off food at the front desk.

Food and drinks are allowed in the classrooms unless the instructor says otherwise.

After-School Student Clubs

It should be noted that any student that is not present in school, will not be allowed to participate in any activities that day, including athletic practices and games. All students must be passing in their current Classes to participate in any extracurricular activities and clubs. A list of clubs will be established at the beginning of the school year.

Athletics

All students are invited and encouraged to take part in the athletics program. All athletes who want the advantages of participation in athletic programs should be prepared to follow all rules and regulations as determined by faculty and school administration and the MVP Athletic Code of Conduct. Sports physicals by a medical doctor must be completed before any student is allowed to participate in a sport. Physical forms can be picked up in the front office.

Because it is a privilege to represent the school in athletic events, MVP coaches and administration

reserves the right to revoke the privilege when student athletes do not meet the required standards of conduct and appropriate behaviors, both while at school and in the community. Responsibility for correct behavior not only exists while athletes participate in their chosen sport, but also is required while attending Class and participating in other school activities, including all athletic seasons, not just the season of the sport in which the athlete plays.

If a student is not present at school the day of a game and/or practice, the student will not be able to participate.

Students must be in good academic standing (passing ALL Classes in PowerSchool the day of the event) to participate in all athletics and school events.

Athletic Participation Fee: To participate, MVP requires all student-athletes to pay **\$75.00 per sport. Fees will be paid at the beginning of each sport for a student to participate.** These funds are explicitly used to fund our athletics program.

School-Issued Chromebook Personal Computers

MVP will provide each student with a school-issued Chromebook and a corresponding charger, which students are held responsible for throughout the year. The school-issued Chromebook and charger are expected to be brought to school each day for use in Class fully charged. Students are **not** permitted to bring their own personal computer or any other device from home. If another device is brought in, it will be confiscated until the end of the school day, at which time the student may retrieve it.

When returning the Chromebook at the end of the school year, the following questions will be asked:

- Is the screen still intact
- Does the built-in camera still work
- Is the keyboard still functional
- Is the charger still present and does the charging port still work
- Are all keys still present and functioning

Students are not permitted to place stickers of any kind on their Chromebooks. Students who have been found to place stickers on their Chromebooks, **regardless of whether they are removed at the end of the year**, will be charged a \$10 cleaning fee. Student Chromebooks not returned in functioning condition and/or with broken components are subject to the following end of year fees:

- Broken Screen - \$50
- Broken Keyboard - \$50
- Replacement Chromebook - \$250
- Broken/missing charger - \$20
- Optional Insurance - \$50 (covers all damage with the exception of loss of Chromebook)

Student Activity/Technology Fees

The school charges an annual \$100.00 fee that covers science lab expenses, basic art/project materials, Family and Consumer Science, etc. This does not include varsity athletics, parking fees, PE Fees for Yoga, CPR, special PE Classes, or any other extracurricular activity in which a student chooses to participate. The fee also allows students technology access via our internet service, and an online courseware. The \$100 fee consists of the \$50 technology fee combined with school supplies and insurance fee.

The link to pay fees is on the school's website <https://www.mvpstars.org>.

Payment of Fees, Return of Textbooks, and Insufficient Funds

Failure to pay fees, debts to the school, return of school property, etc. will result in one or more of the following:

1. Seniors will not be allowed to participate in the graduation ceremony.
2. Parking privileges will be revoked or denied.
3. Extra-curricular participation such as Prom will be denied.
4. Registration for the upcoming school year will not be allowed.

A non-refundable fee of \$35 will be charged for checks made payable to the school or other school organizations where insufficient funds result in a returned check by the bank.

School Supplies

As a 1:1 device school, our teachers encourage and expect students to complete and submit written assignments online, and will be receiving most of their reading materials, assignments, and such electronically. Teachers will communicate specific supplies that are necessary for their respective classroom. The school welcomes and appreciates family donations of any kind to assist students' learning.

Student Drivers

Students who wish to drive to school may submit a Student Driver Form to the Office to request parking privileges. A student parking pass requires a \$25.00 fee that must be paid before the student will be able to park. Students must provide a copy of a valid driver's license and proof of automobile insurance to be offered parking privileges.

PLEASE NOTE: Students who wish to ride with an individual outside of their immediate family must provide written permission from a parent or guardian.

Students must park their vehicles in the student parking area immediately upon arrival at school. Under NO circumstances should a student remain in the parking lot in a car after the vehicle has been parked. Windows should be closed, doors locked, all needed books and other items taken from the vehicle upon arrival on campus.

Students and passengers are expected to drive and behave responsibly upon arrival and departure from the campus in any vehicle. Students are not allowed to leave the building to go to their vehicle during the school day without permission from the office. This policy is issued to provide security and protection for students as well as security and protection of their vehicles and property from theft and vandalism.

Students under the age of 18 are not allowed to leave campus in a vehicle during the school day unless they have an early dismissal written note from a parent/guardian provided to the front office.

Once a student is in the school building, they will not be allowed to go to their vehicle without permission. All student vehicles on campus are subject to being searched if safety and security is questionable. If a student chooses not to park on campus, the school is not liable for the vehicle or the student.

HONOR CODE OF CONDUCT

Expectations of Personal and Community Conduct

MVP expects a high standard of conduct from its students, faculty, and support staff. No less is expected from its visitors. Teachers, staff, and administrators will enforce the rules and policies outlined in this handbook. This code of conduct governs the conduct of all persons authorized upon any premises or property that is under the control of the school for use in its teaching as well as at other locations where MVP students and employees are participating in administrative, cultural, recreational, athletic, and any other programs and activities.

Rights & Responsibilities

Our school community's culture, values and ethics are dependent upon the words and actions of every individual's commitment to respect and honor the following Rights & Responsibilities:

You have the right as an individual and/or group to be and feel safe in the school, and

- you have a *responsibility* to keep the school safe.
- you have a *responsibility* to keep your behavior positive and conducive to learning;
- you have a *responsibility* to keep the school a healthy learning environment.

You have the right as an individual and/or group to feel and to be respected in the school, and

- you have a *responsibility* to respect other people's property.
- you have a *responsibility* to respect other people's feelings; and
- you have a *responsibility* to respect the school community.

All other specific guidelines for behavior stem from these simple statements.

These are the habits of mind and ethics of excellence Mountain View Preparatory expects to see in our students and staff--both in and out of the classroom. As a school, we carry the belief and hold faith that everyone in the school has it within them to do and be as a sign of self-respect and personal honor and integrity, but also out of respect and honor to the community,

Academic dishonesty-including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an informal or formal assessment – is strictly prohibited.

Plagiarism is not the same as cooperation or collaboration. Teachers often expect and even encourage students to work on assignments collectively. Collaboration is to work together - with permission - in a joint intellectual effort. Plagiarism is to commit literary theft to steal and pass off as one's own ideas or words, and to create the production of another.

Cheating includes, but is not limited to, copying, or giving an assignment to a student to be copied (unless explicitly permitted by the teacher). Cheating also includes using, supplying, or communicating in any way with unauthorized materials, including textbooks, notes, calculators, computers, or other unauthorized technology such as cell phone, camera, recorder, etc. during an exam, test, quiz, project, or other assignment. Students found to have engaged in academic

dishonesty shall be subject to disciplinary action.

Consequence: Cheating/Plagiarism results in grade of “0” with requirement to resubmit with original work and no grade higher than a 50 allowed for second submission

Dress Code

- All students are expected to wear clean, neat clothing that is appropriate for our school environment.
- Bandannas are not allowed.
- All clothing for students should fit fully and appropriately. It is never appropriate to show undergarments. Clothing will be worn so that underwear is not visible.
- See-through clothing, spaghetti straps, tube tops, cut off shirts, halters or clothing exposing the mid-section or bare shoulders are not allowed.
- Clothing may not be ripped/torn/shredded or stained above the knee.
- Tank tops are only acceptable if the straps are 2 inches in width. Shirts with spaghetti straps may NOT be worn unless covered with a jacket, sweater, etc.
- Shorts, skirts, and dresses are to be at a mid-thigh length or longer.
- No blankets to be worn while in school.
- No pillows or stuffed animals are permitted inside the school.
- Pajamas should not be worn to school, including slippers.
- Leggings must be worn with a top, shorts or skirt/dress that reach the mid-thigh or longer.
- Hoods, hats, and sunglasses are not to be worn while inside the school.
- Fishnets, stockings, and tights cannot have any rips, holes, or tears. Fishnet tops are not allowed.
- If sports attire is worn during school hours, dress code policy must continue to be followed. If attire such as skirts or shorts are too short and do not follow dress code, leggings or tights should be worn underneath.

Clothing that carries a message of intolerance, obscenity, or is demeaning, that can lead to conflict and is disruptive to the learning environment is not acceptable. Examples include, but are not limited to:

- Any attire that displays words or symbols that degrade gender, sexual orientation, culture, religion, race, or ethnicity.
- Any clothing and jewelry that advertise/promote tobacco, alcohol, drugs or other illegal substances, illegal acts, weapons, or that promote violence.
- Any clothes or accessories that are sexually suggestive, show any sexual innuendos, sexual behavior or.
- Any clothes or accessories that are costume-like.

Students are expected to arrive at school dressed properly according to these dress guidelines and must remain so while on campus before, during or after the school day. Parent-Caregivers are expected to monitor that students are dressed appropriately for the school environment prior to leaving home. Students deviating from the established expectations of appropriate attire will be required to change and call a parent-caregiver to explain the violation and initial consequence. Subsequent non-compliance with dress appropriateness or refusal to take corrective measures may result in a student being assigned to a restoration/reflection conference during lunch or after school at the discretion of school administration.

Administration will make final judgment, interpretations, and changes regarding dress code issues.

PLEASE NOTE: If the school authorizes students to dress differently for an educational activity/project, such as a Showcase exhibition event, a description of appropriate dress for the assignment or event will be announced/posted.

Bullying and Harassment

MVP provides educational awareness and prevention in promoting a school atmosphere in which bullying, harassment, and intimidation will not be tolerated by students, employees, visitors, or volunteers.

Definition of Bullying: Bullying is the systematic and chronic infliction of physical hurt or psychological distress on one or more persons. It is further defined as a pattern of unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, dehumanizing gesture by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation that includes a noted power differential. This can be done in physical proximity, as well as through social media.

Definition of Harassment means any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student that: places a student in reasonable fear of harm to his or her person or damage to his or her property; has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or has the effect of substantially disrupting the orderly operation of school.

Bullying and Harassment also encompasses, but is not limited to, unwanted harm towards a student based on or with regard to actual or perceived discrimination related to one's: sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background.

This school prohibits bullying or harassment of any student by any student, or other person in or outside of the school, on our school bus/approved vehicle, or any/all programs sponsored by MVP. For counsel and assistance in resolving matters of this nature, contact the administration.

Report a Concern--Anonymous Help/Tip Line

The school realizes that students sometimes struggle with social and emotional issues, and this can lead to mild to severe changes in behavior and outlook. We ask students and parent-caregivers to reach out to a trusted staff member at any time should you have a concern for the safety or well-being of a student or family.

MVP is also connected to Say Something--this anonymous reporting system allows youth and adults to submit secure & anonymous safety concerns to help identify and intervene upon at-risk individuals BEFORE they hurt themselves or others. The system enables school administrators and law enforcement to create effective interventions and to help prevent violence, suicide, bullying, self-harm, and other forms of threatening behavior. It is easy and completely confidential to report safety concerns to help prevent violence and tragedies.

Offenses

Below is a detailed explanation of the infractions and possible consequences for breaches of the code. Students and parents are required to read the information contained in the Code of Student Conduct. These guidelines apply to all students at **any school related activity on or off campus**. In addition, they apply to any student on campus outside of school hours. **A repeat of offenses at any level can result in in school suspension and/or out of school suspension. If student consequences are not completed as instructed, suspension may follow.**

Parking Rules Violations	Consequences
<ul style="list-style-type: none"> Speeding (over 15 mph in the parking lot) Unsafe Operation of Vehicle Visiting vehicle during school hours without written permission 	<ul style="list-style-type: none"> Administrative Determination, including Parent Contact Loss of Parking Privileges Turn in keys to front office

Level 1 offenses are minor acts of misconduct that interfere with the orderly operation of the Classroom, a school function, extracurricular program, or approved transportation. A school employee intervenes in the misconduct and determines the appropriate consequence. This includes parking rules violations.

Level 1	1st Offense	2nd Offense	3rd Offense
Tardy to Class/school	Refer to policy		Parent Contact
Hallways/un authorized area without permission	Warning/Parent contact	ISS 1-3 Days	OSS 1-3 Days
Student ID Violation (lost/not wearing)	\$5 each new ID	Habitual offenses referred to discipline code	
Horseplay	ASD 1 Day	ISS/ASD 1-3 Days	ISS/OSS 3 -5 Days Depending on severity
Inappropriate Behavior (Deliberate refusal to obey classroom/school rules)	Warning/Parent contact - ASD	ISS 1 - 3 Days	ISS/OSS 3 - 5 Days Depending on severity

Public display of affection	ISS/ASD 1 Day	ISS 1-3 Days	ISS 3-5 Days
Defiance of authority/Class disruption/insubordination/disrespect.	ISS 1-3 Days	ISS 3-5 Days	OSS 1-3 Days
Use of profanity	ISS/ASD 1 Day	ISS 1 - 3 Days	ISS 3 - 5 Days
Dress Code Violation	Warning/Parent contact	ISS/ASD 1 Day	ISS 1-3 Days
Skipping Class/failure to report to assigned area	ISS/ASD 1 Day	ISS 1-3 Days	OSS 1-3 Day

Level 2 offenses are acts of misconduct that are more serious or disruptive than Level 1 offenses. Level 2 also includes repeated acts of level 1 offenses, and acts directed against people or property that do not seriously endanger the health or safety of others. This includes technology rules violation.

Level 2	1st Offense	2nd Offense	3rd Offense
Possession of tobacco products, electronic cigarettes or vapes, combustible items such as matches or lighters, items determined by school administration that disrupt the school learning environment or become a hazard to safety.	OSS 1 - 3 Days	OSS 3 - 5 Days	OSS 5 - 10 Days or recommended expulsion
Possession of pornography	OSS 1 - 3 Days	OSS 3 - 5 Days or recommended expulsion	OSS 10 Days and/or Recommended expulsion
Major Disruption	OSS 1 - 3 Days	OSS 3 - 5 days	OSS 5 - 10 Days or recommended expulsion
Cheating/Plagiarism	Refer to policy		

Profanity – gross or persistent use or directed towards staff	OSS 1- 3 Days	OSS 3 - 5 Days or recommended expulsion	OSS 10 Days and/or Recommended expulsion
Refusal to obey/comply with administrative or staff direction	OSS 1 - 3 Days	OSS 3 - 5 Days or recommended expulsion	OSS 10 Days and/or Recommended expulsion
Skipping Class or school more than 15 minutes	OSS 1 Day	OSS 2 Days	OSS 3 Days or recommended expulsion
Leaving school grounds without permission	OSS 1- 3 Days and/or loss of parking privileges	OSS 3 - 5 Days and loss of parking privileges	OSS 10 Days and/or Recommended expulsion
Misbehavior during emergency drill (fire/weather, etc.)	OSS 1 - 3 Days	OSS 3 - 5 Days	OSS 5 - 10 Days or recommended expulsion
Use/display of a cell phone during Class/instruction time	See Cell Phone Policy		
Vandalism or Destruction of School Property less than \$100	OSS 1 - 3 Days and restitution	OSS 3 - 5 Days or recommended expulsion and restitution	OSS 10 Days and/or Recommended expulsion and restitution

Level 3 infractions are major acts of misconduct. They include repeated misconduct acts from Levels 1 & 2, serious disruptions of school order and threats to the health, safety, and property of others. Level 3 offenses may result in a long-term suspension, possible recommendation for expulsion and/or referral to law enforcement. Parent conference is required.

Level 3	1st Offense	2nd Offense	3rd Offense
False accusations against student or staff Harassment/bullying (face to face or via written or social media)	OSS 5 - 10 Days and/or recommended for expulsion	OSS 10 Days and recommended for expulsion	
<ul style="list-style-type: none"> Gambling 	OSS 10 Days and		

<ul style="list-style-type: none"> • Stealing/larceny/theft value greater than \$100 or Vandalism or destruction of school property greater than \$100 • Fighting • Gang-related activity • Sexual harassment • Alcohol – possession, use or distribution • Arson • Assault/battery • Bomb threat/explosives • Breaking and entering/burglary • Drug use or possession/Drug sale or distribution (includes facsimile drugs) • False fire or emergency alarm • False summoning of emergency services • Assault • Firearms/fireworks • Hazing • Threat to school employee 	<p>recommended for expulsion and/or legal prosecution and restitution when applicable</p>		
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Level 4 acts of misconduct are the most serious offenses. Level 4 offenses will result in a mandatory recommendation for expulsion and referral to law enforcement.

Level 4 Automatic Referrals	Consequences
Weapon or facsimile of a weapon	Automatic referral to the Board of Directors for Expulsion

Definition of Various Detentions/Suspensions

After School Detention is with a teacher and/or an administrator. Students will complete assignments or missing/making up homework. Failure to work on/complete assignment in after school detention may result in a “zero” for the assignment(s). Failure to serve ASD will result in ISS.

In School Suspension (ISS) is in lieu of out of school suspension. The number of days or amount of time assigned to ISS will vary based on the seriousness of the misconduct of the student and the student’s overall discipline record. Students are to collect Class assignments and homework prior to the ISS assignment by consulting with teachers and accessing Canvas. Students are required to complete a behavior improvement plan and to consistently work on schoolwork, reading and writing during ISS. Students are to remain quiet in ISS and are provided a separate lunch time and scheduled restroom breaks to limit interaction with other students who are not in ISS. Students will be marked absent from classes missed but the absences are not considered unlawful, and the student is present at school. A student who has been assigned to a detention/ISS and who fails to attend will receive additional consequences. Students having unserved detentions will be ineligible to participate in afterschool activities and special events. Students serving detention will not be allowed to talk or use technology unless deemed appropriate to complete assignments. Talking or use of technology will result in additional consequences.

Out of School Suspension (OSS) will count as unexcused absences. However, it will not be counted as an unlawful absence for truancy purposes. Students will not be allowed to attend athletic practices or games OR participate in extracurricular events or activities while serving OSS. Suspended and expelled students are not allowed to attend extracurricular school- sponsored functions during their suspension. Suspended and expelled students are not allowed on school property during their suspension, unless accompanied by a parent or guardian. In this case, the parent and student must check in through the main office and gain permission from administration to enter the building. **Upon return to school, a meeting must be scheduled with the principal and/or administrator with the student and parent/guardian.**

Cell Phone Policy for All Students

- Cell phones are not to be used inside the classroom unless permission is provided by the teacher.
- Cell phones are allowed to remain in the possession of the student. Cell phones must be always in silent mode and out of sight of the student. If the student is not able to keep their cell phones put away, the student will have to turn in their phones which will be stored in a designated location inside the classroom. Teachers have the right to ask students to put up their cell phones in the designated location at any time during the Class period.
- Earbuds and headphones are to be used/worn only with permission from the teacher and only during non-direct instruction by the teacher.
- If students do not abide by this policy, staff have the right to confiscate the phone and or earbuds and they will be given to the administration. Students will not be allowed to have them back until the end of the school day and parents will be notified. If this becomes a repeated issue, the student will lose the privilege of having their cell phone on them in school.
- Students using cell phones/PDAs or other functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to, using the device in violation of academic policy, violating school conduct rules, harassing or bullying staff or students, photographing or video recording or using their device for unlawful purposes will be subject to more severe disciplinary action, up to and including suspension and/or expulsion.

Tobacco Use

The possession of tobacco products including, but not limited to, cigarettes, cigars, pipes, electronic cigarettes, vaporizers, smokeless tobacco, or snuff is prohibited on school property, school buses and/or at school-sponsored activities, whether on or off school property. This also applies to after school sponsored activities.

If a student is found with a tobacco product, it will be confiscated and not returned. If a student is found with tobacco products on campus on more than one occasion, a referral may be made to the Tobacco Education Program through Shoreline Behavioral Health Services. The program is designed to educate students on the dangers of all tobacco products. Return to school will not be allowed unless documentation is received of the student's participation in the program.

Public Displays of Affection

While on school property or at school sponsored events and after school activities, public displays of affection are allowed to the extent of holding hands and putting your arm around your partner, but anything more will not be tolerated. Any intimate touching, sexual of any nature, including fondling and cuddling is not appropriate during school hours and school related functions/activities as these are private activities and should not be shared for others to see.

Students with Special Needs

Incidents involving students served in special education will be assessed on a case-by-case basis. Based on their individual educational plans (IEP), students shall adhere to the disciplinary code of Mountain View Preparatory or will be monitored through the behavior management plan delineated in the IEP. MVP's policy on suspension and expulsion of students with disabilities will adhere to the specific procedures for disciplinary actions that involve students with disabilities as outlined in the Individuals with Disabilities Education Act (IDEA).

Technology Acceptable Use Policy

The school's information technology resources, including email and Internet access, are provided for educational purposes. Each student will be supplied a laptop for academic purposes. Students also receive five licenses for Microsoft Office, including: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, Microsoft Publisher, and Microsoft Outlook. These funds also provide access to software for game design, multimedia production, programming courses, and computer labs. Adobe Creative Cloud applications are also available in a variety of courses.

21st Century Student

Students in school today require a few additional tools to succeed. Mountain View Preparatory provides laptops. These devices must be present each day in Class and fully charged. Students also have access to Microsoft Office. Each year new students will be provided the necessary credentials via email to log into their Microsoft account.

To provide a positive and safe environment, adherence to the following policies is necessary for continued access to the school's technical resources. Users should be aware all data transferred over the school network is subject to filtering and caching, there is no expectation of privacy on the school network. This data can be reviewed at a later time in its entirety by school administration.

Rules and Policies

Students must:

- 1) Respect and protect the privacy of others.
 - a) Use only assigned accounts.
 - b) Not view, use, or copy passwords, data, or networks to which they are not authorized.
 - c) Not distribute private information about others or themselves.
- 2) Respect and protect the integrity, availability, and security of all electronic resources.
 - a) Observe all network security practices, as noted in the Acceptable Use Policy.
 - b) Report security risks or violations to a teacher or network administrator immediately.
 - c) Not destroy or damage data, networks, or other resources that do not belong to them without clear permission of the owner.
 - d) Conserve, protect, and share these resources with other students and Internet users.
 - e) Not impede, interfere, or damage the integrity of wireless or wired networks.
 - f) Not create, script, or design any software or file capable of damaging, interfering, or disabling devices inside the school.
- 3) Respect and protect the intellectual property of others.
 - a) Not infringe upon copyrights (no making illegal copies of music, games, or movies).
 - b) Not plagiarize
- 4) Respect and practice the principles of community
 - a) Communicate only in ways that are kind and respectful.
 - b) Report threatening or discomfoting materials to a teacher.
 - c) Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass.)
 - d) Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - e) Not use the resources to further other acts that are criminal or violate the school's code of conduct.
 - f) Not send spam, chain letters, or other mass unsolicited mailings.
 - g) Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.
- 5) Be productive and respectful members of the learning community.
 - a) Not copy, duplicate, or access content from sources to gain undue knowledge for assignments without permission.
 - b) Not use threatening, offensive, or inappropriate words, abbreviations, slang, emoticons, or pictures.

Supervision and Monitoring

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy.

Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety discipline, or security of a student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.

Notice of Changes to Student Handbook

The Student Handbook is intended as an informative guide for parents and students. It is reviewed annually and posted on the school website. The Student Handbook remains in effect until either notice of adjustments or changes are provided via hard copy and/or electronic form to parents and students or upon the occasion when a revised Student Handbook is issued. The administration reserves the right to make changes, additions or deletions as determined to be in the best interest of students, staff and general school organization and order. The Student Handbook will be reviewed with all students via Leadership and/or designated Classes. Students will be provided a hard copy of acknowledgement forms that must be signed by parents and students and returned to the front office or designated teacher. Board policies are posted on the school website and are available for review at the front office. Please direct questions about the Handbook to the Principal.

