SECONDARY STUDENT/PARENT HANDBOOK 2018-2019

MOUNTAINVIEW CHRISTIAN SCHOOL
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ACCREDITED

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WELCOME TO MOUNTAINVIEW

This handbook has been written for you and for your parents. Please read it carefully. There are many topics discussed which will be vital to your having a good school experience this year.

Mission Statement

Mountainview Christian School partners with parents, sending agencies, the Christian community, and the Church to train up and educate children in a Christ-centered environment at an affordable cost.

Vision Statement

We pursue academic EXCELLENCE in a place of GRACE so that lives will be TRANSFORMED by Christ to IMPACT the world.

Philosophy of Education Statement

The end purpose of all education is to know, glorify and enjoy God. Therefore, we desire that all Mountainview students accept the gift of salvation that is only available by God's grace and through faith in Jesus Christ.

We affirm parents as the primary educators of their children. Mountainview's role is secondary and is meant to assist in partnership with parents. Teachers are entrusted by parents as stewards of their children's education and, accordingly, should work closely with parents to meet students' educational needs.

We affirm that the Bible is the ultimate standard of truth and that the Holy Spirit teaches us discernment and guides us to know and love God. We believe there is no distinction between "secular" and "sacred" truth; all truth originates with God. Thus, educators, and education in general should enable students to see the unity of God's creation and his special revelation. This approach to a holistic, liberal arts education should logically lead students to a biblical worldview, causing students to adopt God's interpretation in every aspect of life, which includes the idea of thinking eternally rather than temporally. Consequently, education involves more than intellectual development; it also includes moral and social maturity, emotional and physical well-being, creative and artistic expression, and spiritual depth.

We affirm that education should cultivate an appreciation for God's creativity and each individual's value as a unique image bearer of the Creator, which should result in promoting and taking greater joy in beauty, creation, the arts, culture, and human relationships.

We affirm that children, as members of the human race, are fallen creatures, redeemed through Christ, yet they live in a fallen world. Since children are not morally neutral beings, their education should be proactive in promoting godly living, morals, and worldview.

We affirm that the relationship between teachers and students should be modeled on Jesus' manner with people. It should emphasize the welfare of individuals above the acquisition of knowledge and be characterized by the fruits of the Spirit. In applying discipline seasoned with grace, as led by the Holy Spirit, we hope to further assist students in knowing and understanding God.

We believe an education according to the above philosophy provides the opportunity for every student to become a responsible and productive part of society, impacting the world for God's purpose and glory.

Statement of Faith

This is the statement of faith for Mountainview Christian School. All school board members, administrators, and teachers must unreservedly affirm and support the following doctrinal commitments:

1. We believe there is one true God, the almighty Creator of all things, eternally existent in three Persons: God the Father, God the Son, and God the Holy Spirit. (Gen. 1:1; Matt. 28:19; Luke 3:22; John 10:30; 2 Cor. 13:14)
2. We believe the Bible is the only revealed Word of God, which is divinely inspired, trustworthy, authoritative and full of power. (2 Tim. 3:16; 2 Peter 1:20-21)
3. We believe in the humanity and divinity of the Lord Jesus Christ (John 1:1-3, 14), in His birth by a virgin (Isaiah 7:14; Matt. 1:18-23; Luke 1:35), in His life without sin (Heb. 4:15 and 7:26), in His miracles (John 2:11), in His sacrifice and atoning death through the shedding of His blood (1 Cor. 15:3; 2 Cor. 5:21; Eph. 1:7; Heb. 2:9), in the resurrection of His body (Luke 24:36-43; John 11:25; 1 Cor. 15:4), in His ascension to the right hand of God the Father (Mark 16:19), and in His second powerful and glorious coming. (Acts 1:11; Rev.n 22:7)
4. We believe in justification by God's grace to all who repent and put their faith in Jesus Christ alone for salvation. (John 3:16-21 and 5:24; Rom. 5:8-11; Eph. 2:8-10; Titus 3:5-7; 1 Peter 1:18-19)
5. We believe in the indwelling presence and transforming power of the Holy Spirit enabling Christians to live a holy life exhibiting the fruits of the spirit. (Rom. 8:9,13-14; 1 Cor. 3:16; Gal. 5:22-25; Eph. 4:30 and 5:18)
6. We believe in the resurrection for the saved and the lost; the saved will be raised to eternal life, and the lost will be given over to eternal condemnation. (John 5:28-29)
7. We believe in the spiritual unity of believers in our Lord Jesus Christ, manifest in worshipping and witnessing,

making disciples throughout the world. (Matt. 28:18-20; 1 Cor. 12:12-13; Gal. 3:26-28; Eph. 4:3-6)

School Leadership Structure

Mountainview Christian School is sponsored by Yayasan Sekolah International Koinonia (YSIK). This foundation was given permission by the Indonesian government to establish a school. YSIK is the official link between the government and the school. YSIK has delegated to the School Board the responsibility for the total educational program of Mountainview. School Board is governed by the Carver Policy Governance model (https://www.carvergovernance.com/) and is responsible for the hiring, monitoring, and dismissal of the superintendent. The superintendent is the liaison between the School Board and the entire school faculty and staff.

MCS School Board for 2018-19 school

Chair: David (DJ) Searcy
Vice Chair: Brent Armistead
Secretary: Courtney (Koko) Wisdom
Member: Betsy Kirk
Member: Paul Suh
Member: Gert-Jan DeGraaf
Member: Anita Dudek
Member: Linda Joyner
Member: Steve Fairbanks

Accreditation

Mountainview is accredited with the Association of Christian Schools, International since 2008 (ACSI, https://www.acsi.org/) and with Accrediting Commission for Schools Western Association of Schools and Colleges since 2018 (ACS WASC, https://www.acswasc.org/). Our students are provided with a quality Christian education and are tested regularly using NWEA's Measures of Academic Progress (https://www.nwea.org/map-growth/) or other standardized testing to ensure that their performance level is comparable to that of their American peers. Our graduates go on to attend universities and colleges in America, Korea, Canada, Australia and elsewhere.

Curriculum

Mountainview's curriculum is based on an American system with a Christian foundation, an intentional integration of biblical worldview within all content areas, and uses materials from both Christian and secular publishers. United States' Common Core State Standards (http://www.corestandards.org/) are used to guide learning objectives in English / Language Arts and Mathematics. The Next Generation Science Standards (http://www.nextgenscience.org/) contain the learning objectives for science courses. The framework for social studies' learning objectives is based on National Council of Social Studies standards (https://www.socialstudies.org/standards). In addition to the core curriculum of English, Math, Science, Social Studies and Bible, we offer fine arts, physical education, computer and various elective classes to broaden our students' knowledge and experience. One of our "distinctives" at Mountainview states that we will always seek to prepare students for entry into North American higher educational systems.

Parents may request a copy of the Course of Study of any course, which details the class's goals, units, materials, assessment and biblical worldview foundation. A copy of the Scope and Sequence, which shows how a class helps students meet the long-term learning goals of that subject is also available upon request. To help improve students learn and provide other means of assessment in addition to tests and quizzes, our teachers provide a variety of activities, projects and papers as appropriate to the subject matter and the students' age.

Bible reading, scripture memory, and prayer are parts of student life at Mountainview. In view of this, an applicant should consider the following items:

1. Enrollment in the school constitutes an agreement by the parents and the student to participate in Christian teaching and activities.
2. All instruction at Mountainview is Christian in nature but non-denominational.
3. All students must actively participate in Ethics classes, chapel, devotions, small group discussions, Bible memory work, and other religious activities of the school.

AP Courses & Exam Review Classes

AP Capstone, which consists of 1 year of AP Seminar and 1 year of AP Research class, is offered as an elective class to 9th to 12th graders. AP Calculus is also an elective math course offered to junior and senior students. Junior students may choose to take AP US History in lieu of a regular US History class, while sophomore students may take AP World History in lieu of the regular World History class. All AP courses has more rigid classwork and course requirements, such as reading and writing assignments since they are college level courses. Review classes for certain AP exams such as AP Calculus, AP Biology, AP World History, AP Psychology, and others are also offered,

depending on the availability of teachers.

Expected Student Outcomes (ESOs):

Mountainview Christian School wants its students to pursue academic excellence in a place of grace so that lives will be transformed by Christ to impact the world.

In order to achieve this, our goal is to graduate students who...

1. Academic:
    a. Desire knowledge, enjoy discovery, and search for God's truth in all areas of life.
    b. Apply critical thinking skills to inquiry, problem solving, and worldview.
    c. Complete course work in preparation for higher education or employment
2. Character:
    a. Understand the principles of Christian truth and live out a personal relationship with Jesus Christ.
    b. Develop integrity and a sense of justice.
    c. Develop self-discipline and responsibility.
    d. Respect and love others and value cultural diversity
3. Impact:
    a. Demonstrate global citizenship and good stewardship of creation.
    b. Demonstrate Christ's love in word and deed to family, school, and community.

History

The Mountainview Christian School is recognized by the government of Indonesia as an international school in Salatiga, Central Java. Mountainview offers American curriculum classes from Kindergarten to Grade 12 to foreign students wishing to be taught in the English language.

Mountainview was founded in 1981 (as Central Java Inter-Mission School) by representatives from Bethany Fellowship and the Christian Church in Indonesia in an effort to educate their own children, as well as other foreign children, in the best way possible. The School Board has now added several other organizations to its membership. In June of 2001, the name of the school was officially changed to Mountainview International Christian School and then updated again in 2015 to Mountainview Christian School (in compliance with Indonesian regulations), also known as Mountainview or MCS.

The school began in one rented house with no boarding facility. There were seventeen students and three teachers. Through the years the facilities have expanded to include land on which has been built an elementary school including library and computer lab, a secondary school including library and computer lab, a soccer field and track, several dormitories, an auditorium/fine arts building, a two-court gym, locker rooms, swimming pool, playgrounds, multiple staff apartments, and maintenance facilities.

ACADEMIC POLICIES

Grading Scale

The following is a clarification of the Mountainview grading method:

A **100- 92%** Excellent, Outstanding Achievement.
B **91- 83%** Above average, Good Achievement
C **82 - 74%** Average, Satisfactory Achievement
D **73 - 65%** Below Average, Minimal Achievement
F **64% - below**, Failure to meet requirements of the subjects
P Passing grade, receive credit for coursework, does not impact GPA.
I Incomplete, coursework must be completed by required date.

A student who is experiencing serious difficulty in achieving acceptable grades may be placed on academic probation. In this event, the administration will contact the parents and notify them of the problem, specifying a date by which the student must be able to achieve satisfactory work if he/she is to remain at Mountainview. An academic contract will be signed by both parents and Mountainview administration, and both parties are expected to adhere by the signed contract. If the student does not meet the expectations described in the contract, his/her enrollment at Mountainview may be terminated.

Credits

Awarded based on completed semester courses for our core classes (Ethics, English, Math, Science, and Social Studies) and foreign language. If a student does not complete both quarters and the semester exam, the grade will be calculated with zeroes for the uncompleted work. Credit for PE and Fine Arts is based on completed quarter courses.

Only courses with passing grades receive credit toward graduation. Courses that meet during one of the 85-minute blocks are awarded based on the number of sessions per week. The most widely used credit systems in U.S. secondary education are based on the Carnegie Unit system. A class that meets 5 times per week for one period (50 min) for 15-16 weeks (80 “hours”) would earn 5 credits. A course that meets for only one quarter would earn 2.5 credits. Courses that meet during Periods 3 & 4 offer varying credit amounts due to course requirement.

Grade Point Average (GPA) Calculation

Based on semester grades only and uses a four-point scale [A=4; B=3; C=2; D=1; F=0]. If a student repeats a class, only the higher grade will be calculated in the GPA. We do not give extra quality points for A.P. classes. Classes are only weighted based on the number of credits per class. Here is an example of how we figure GPA for a student's semester grade:

English	(5 credits)	A = 4 (quality points) X 5 (credits) = 20 quality points
Math	(5 credits)	B = 3 X 5 = 15 quality points
Science	(5 credits)	A = 4 X 5 = 20 quality points
History	(5 credits)	C = 2 X 5 = 10 quality points
Ethics*	(3 credits)	A = 4 X 3 = 12 quality points
PE (quarter)	(2.5credits)	A = 4 X 2.5 = 10 quality points
Music (quarter)	(2.5credits)	B = 3 X 2.5 = 7.5 quality points

That's a total of 94.5 quality points, divided by 28 credits, which equals a GPA of 3.375.

Graduation Requirement

Mountainview awards two types of diplomas to students who spend their entire senior year at the school. The first is the Standard Diploma, which qualifies the graduated student to apply for admission to a college or technical school in the United States. The second, which includes more challenging course requirements, is the Merit Diploma and is considered the college or university preparatory course of study. Students working toward the Merit Diploma must earn a 3.0 cumulative GPA or higher in grades 9-12, and must not earn any *F’s* on their report cards in grades 11 or 12.

	Current System for the graduating class of 2021 and beyond		**The graduating class of 2017-2020 may choose from the curr system or this OLD system**	
	Standard	Merit	Standard	Merit
cs[1]	40 credits (4 years)	40 credits (4 years)	40 credits	40 credits
lish	40 credits (4 years)	40 credits (4 years)	40 credits	40 credits
al Studies[2]	30 credits (1 year World History, 1 year Economics/Civics, + 1 year of Contemporary Issues)	40 credits (1 year World History, 1 year Economics/Civics, + 1 year of Contemporary Issues and 1 other pre-approved Social Studies Classes)	30 credits	40 credits
nce*	30 credits [1 Year of Biology, 1 year of Physical Science (either a Chemistry or Physics) 1 year of any pre-approved elective Sciences]	40 credits [1 Year of Biology, 1 year of Physical Science (either a Chemistry or Physics) 2 years of any pre-approved elective Sciences]	20 credits	40 credits
n	20 credits (1 year Geometry & 1 year Algebra 2)	40 credits (1 year Geometry, 1 year Algebra 2,1 year Pre-Cal & 1 year of another pre-approved Math class)	20 credits	40 credits
eign guage	10 credits (1 year of Indonesian Language Class or Indonesian Level 2 Proficiency)	20 credits (2 years of Indonesian Language Class or Indonesian Level 3 Proficiency)	10 credits	20 credits
lth/ Physical cation	15 credits (1 year PE & 1 Semester Health)	20 credits (1.5 years PE & 1 Semester Health)	30 credits	30 credits

Arts	15 credits (1.5 years FA)	20 credits (2 years FA)	30 credits	30 credits
mum[3] dits	200 credits	260 credits	210 credits	270 credits
munity ce[4]	20 hours (5 hours per year/4 years)	80 hours(20 hours per year/ 4 yrs)	Not applicable	Not applicable
mum G.P.A.	Not applicable	3.0 (no F's)	Not applicable	3.0 (no F's)

nsfer students may request an exemption from meeting the full requirement.

ludes a required Contemporary Issues course.

ctives & other classes will be needed to meet minimum credit requirements.

counted as academic credits

dated June 2018

Valedictorian/Salutatorian

Only students who have attended Mountainview for at least two of the four high school years and who are earning a Merit Diploma are eligible. The valedictorian will have the highest G.P.A. among eligible students, and the salutatorian will have the second highest. In the case of a tie (at the third decimal point), more than one student may hold the position of valedictorian and/or salutatorian. If several students earn the title valedictorian, the administration may select one to give the valedictory speech at graduation or all valedictorians may speak, provided they only utilize the time frame allotted for the speech. Criteria for selection would include, but not necessarily be limited to, consideration of the numerical GPA and the difficulty of courses taken.

Weekly Schedule

7:45am - 7:52am	**Homeroom**	
Time	**A**	**B**
Block Period 1 7:55 - 9:20	BLOCK CLASS	BLOCK CLASS
Block Period 2 9:30 - 10:55	BLOCK CLASS	BLOCK CLASS
Period 3 **11:00 - 11:50**	7th & 8th grade MATH 9th -12th Bahasa Indonesia (MWF) 9-12th Electives (TTh) ELL Support Online Classes	
	LUNCH: 11:50 - 12:20 pm	

Period 4 **12:25pm - 1:15pm**	7th & 8th: Bahasa Indonesia 9th - 12th: AP Courses Journalism, Worship & Tech, Yearbook, ELL Support, Math Lab, Reading Lab, Academic support , College Admissions Support/Counselling, Study Hall	**THURSDAY -** **CHAPEL**	**FRIDAY -** **SMALL GROUPS**
Block Period 5 1:20pm - 2:45pm	BLOCK CLASS	BLOCK CLASS	
2:45 pm -3:15pm	***Instructor Access - teachers will be available in their respective rooms/offices for students who need help or clarifications about homework/lessons** (except on Wednesdays during teacher meetings) ***TUESDAYS - PKN is required for all WNI 7th -9th grades** **THURSDAYS - PKN is required for all WNI 10th -12th grades** **NOTE: After school Extra-Curricular Activities starts after 3:15 pm**		

Educational Testing

The school reserves the right to administer any educational testing deemed appropriate by the classroom teachers and principal. A special learning program (including an individualized educational program) may be required if indicated by testing. Additional fees may be required for individualized instruction. Each year in grades 1-9 the Measure of Academic Progress (MAP) (https://www.nwea.org/map-growth/) will be given at least 2 times per year. Results will be sent home to parents via e. All students in grade 10 and 11 take the PSAT/NMSQT test, to measure readiness for college, access scholarships, and practice for the SAT. PSAT/NMSQT test is administered once a year, normally in October. For speakers of other languages or non-native English speakers, an ELL assessment will be given at least 2 times per year to assess and monitor students' level of English proficiency. Students are then placed on an ELL support program, based on this assessment.

Auditing and Dropping Courses

A student wishing to drop a course must submit a Schedule Change Request Form and obtain the permission of the teacher and the principal. Permission to drop a class or to switch status to "audit" is not usually granted for core academic subjects and is never granted for classes required for graduation.

With the principal's approval, a course may be added or dropped within 10 class days of the start of each semester. Courses dropped after this time but before the end of the first quarter of the semester will be noted on the permanent record as "Withdrawal Passing" or "Withdrawal Failing." When adding a course, the student is responsible for making up all work assigned prior to enrollment.

No course may be dropped or switched to audit status after the first quarter of the semester ends.
Guidelines for auditing a class:

- Students may not do any other homework during the class time.
- Students must take all quizzes and tests and do all homework done during class
- Students need not do any take-home work.
- Students who do not actively participate/cooperate will have their transcript marked "withdrawal failing."
-

Academic Probation

Any student with academic deficiencies may be placed on academic probation by the Principal, subsequent to communication with the parents. The Principal, working with the student's teachers and/or the guidance counselor, determines the parameters and timeline for the probation. Parents will be notified in writing when the student is placed on academic probation. While on academic probation, the student is required meet regularly with an assigned staff member for counseling.

Normally, middle school students who have received at least one failing core subject grade on a report card will be subject to academic probation and will remain on academic probation until there are no failing grades on a quarterly report card. If a student continues on academic probation for 2 consecutive semesters, then the principal could consider retention or recommending termination of enrollment

Discipline

It is expected that teachers will exhibit effective classroom management skills. Disciplinary actions, therefore, will normally be administered at the classroom level. Where there is a serious occurrence or continued student misbehavior negatively affecting the learning of others, the teacher may consult with the guidance counselor for advice or he/she may request the Principal to intervene and/or send him/her to the Principal.

Staff shall be responsible for encouraging and teaching students to be responsible for their own behavior. They shall clearly communicate in a timely manner with parents and Principal pertinent information and appropriate documentation and evidence regarding students' behavior.

Instructional staff is responsible for consistently applying the following guidelines in administering consequences of positive and negative behavior:

- Consequences and teacher behavior should be administered in, and tempered by love
- Consequences and teacher behavior should maintain the dignity of the student
- Consequences and teacher behavior should be logical and appropriate
- Consequences and teacher behavior should be fair, equitable and consistent

Behavioral Probation

The Principal may place a student on probationary status due behavior concerns, which includes, but is not limited to:

- willful defiance, such as violation of school rules or academic contract
- violence or any behavior that may be dangerous to others such as: instigating fights, bullying, possession of weapons or threatening to use weapons to hurt others, inflicting serious bodily injury
- attempting or committing a sexual assault, sexual promiscuity or misconduct
- smoking, drinking,
- disruptive and disrespectful behavior

The specified period of time for the probation will be nine weeks or one quarter before a full review. Probationary status is to serve as an intermediate step, prior to terminating a student's enrollment, in order to give the student an opportunity to comply with the continuing enrollment stipulations. However, probation is not a mandatory step before termination of enrollment. The student's probationary status will be reviewed at the end of the specified period of time.

The Principal will document any such action and will inform the Superintendent when and why a student is placed on or taken off of probationary status. Furthermore, the parent/guardian will be notified verbally and by registered letter at the time their child is placed on probation. If the parent does not read English, then whenever possible a translation in the parent's mother tongue will be provided.

Suspension

The Principal may suspend a student from school for violations of school rules or behavioral issues, which are deemed to be a serious detriment to the student, the staff, the school, and/or the progress of learning. The Principal may remove a student from the campus immediately, with notification to or communication with the parent, if the student's presence poses a danger to persons or property, is an ongoing threat or disruption to the academic process, and/or it is deemed to be in the student's best interest.

The Principal determines the length of suspension to a maximum of 5 days, and whether the suspension will be in-school or whether the student will be sent home. A suspension may go for longer than 5 days with the Superintendent's prior approval. The Principal will also be responsible for determining the conditions of reinstatement. The Principal will notify the Superintendent if an out of school suspension is longer than one day.

Parents are to be notified as soon as possible regarding the reason for the suspension and the conditions of reinstatement. The Principal should consider requesting that parents come to school for a meeting at this time to foster communication and understanding. If notification is done verbally, then a follow-up letter to the parents, documenting the conversation, is to be sent The Principal is required to document the reasons for the suspension, conditions of reinstatement, and the record of parent notification. The Principal is required to keep a file of all pertinent documentation.

Absences due to out of school suspensions are unexcused. In collaboration with the student's teacher, the principal will determine if any missed and made up course work may be counted as credit. A student will be granted an excused absence and credit will be given for work completed during an in-school suspension.

Termination of Enrollment

The Principal may recommend to the student's parents that they withdraw their child. In the event that the parents are not receptive to this counsel and the Principal is supportive of discontinuing enrollment, then the Principal may request the Superintendent to consider terminating a student's enrollment during a semester or for the consecutive semester/year. The Principal must provide evidence that the termination of enrollment is warranted, and that due process has been followed. All documentation will be made available to the Superintendent.

If the Superintendent decides to terminate the student's enrollment, then he/she will notify the parent (s) of the decision. The decision will be documented by registered letter to the parents with a copy sent to the chair of the Board. If the parent does not read English, then whenever possible a translation in the parent's mother tongue will be provided.

The Superintendent will be responsible for notifying the School Board regarding the decision to terminate a student's enrollment. The Superintendent will keep a record of all documentation. A statement regarding the conditions and date of the student's termination of enrollment will be placed in the student's cumulative folder, and a dated notation will be entered on the permanent record.

Homework

In order to develop good study habits as well as to reinforce what is learned in the classroom, students will usually be given homework assignments daily. This will vary according to the teacher, academic grade level, and individual needs, with the upper grades usually having more homework than lower grades.

We encourage parents to express an interest in the homework assignments, but we ask that they not take responsibility for the accuracy or neatness of their child's homework. By communicating their interest in daily work and helping the student verbalize what is being learned, parents can greatly enhance the learning process. The student will also grow in self-discipline as the teacher and parents encourage him to complete the assignments.

Online Courses

When it is possible, we believe in the superior benefits of face-to-face instruction from teachers and interaction with peers; that is one reason why we do not normally allow Mountainview students to take online or correspondence classes in lieu of an available Mountainview class. However, we also recognize that some needs can best be met with more flexible solutions like online courses. Students have used UC Scout and Sevenstar Academy in recent years, and they offer a wide selection of class options.

Since all our high school students must be moving towards earning a Mountainview diploma, we have a responsibility to guarantee the quality and Christian worldview of the education received. For this reason, students interested in online learning are expected to enroll in one of these two online course programs. (See the online course coordinator/academic guidance counselor for a list of available courses.) In cases where a student desires a course that is not available through our program, other schools may be approved, subject to the principal's recommendation.

Registration for online courses is done by the registrar. The students will then be billed the Rupiah equivalent of the online course fee, with additional administrative fee. Students must fill out an Online Course Approval form (see the online course coordinator) and receive authorization from the online course coordinator and the principal **before** enrolling in the course. If advance approval is not given, credit for the course will not be granted and it will not be included the transcripts. Students taking online courses must report to the online course coordinator/academic guidance counselor during their assigned study time and work diligently on their online course. Failure to complete a mandatory online course will be noted in the student transcript. A proctor form (printed from the Sevenstar LMS) should be signed by the online course coordinator as soon as the course begins. See the Proctor Guideline stated on the proctor form.

Following are some situations in which we would normally give approval:

- Credit recovery: students who fail a Mountainview course may wish to make up the credit via an online course, if and only if, the course will not be offered the succeeding semester or class schedules conflicts for the succeeding semester so that they do not fall behind their classmates. This would also apply to students who earn a "D" and wish to improve their understanding of the material and their GPA. Online credit recovery must be completed within one year of the previous course completion date.
- For online courses final examinations, the online coordinator must approve of the proctor. A proctor approval form should be signed by the online coordinator, registrar, and secondary principal
- A.P. courses: advanced students may wish to take an A.P. course that we do not offer.
- Home country studies: non-US citizens may request permission to replace our eleventh grade US history course, for example, with a history course from their own country or with another social studies course.
- Program enrichment: students may desire to take a course we don't offer.
- Learning difficulties: students with documented learning difficulties may request permission to take an online course that better accommodates for their learning difficulty.
- Furlough/Travel/Health: students who cannot attend Mountainview for a semester or more but wish to take Christian classes which will move them toward a Mountainview diploma may enroll in the online program full-time. In this case, the online tuition would be the only fees paid for the semester(s) in question.
- Early graduation: in rare cases and because of extenuating circumstances, high school students may apply for early graduation. If approved, they would need to take a number of courses online before they are permitted to move up a grade level. (See the Early Graduation policy below.)

Several other guidelines apply in situations where approval might be granted to take an online course:

- No full-time Mountainview student may take more than two correspondence courses at any given time. Extra study hall time will not likely be granted for coursework.
- Students are expected to enroll in Mountainview's online program unless they receive written, special permission to take a course from another accredited online high school.
- All fees are in addition to Mountainview tuition.
- Students may not go on to the next level of a subject if they have not completed the prerequisite. For example, a student may not begin English 12 before completing English 11.
- In unusual circumstances such as serious and long-term illness of a student, individual permissions may be granted beyond what these guidelines generally allow.

High School Credit Courses for Advanced Middle School Students

- When high school level courses are offered to eighth graders or exceptional seventh graders for high school credit, these courses should have the same expectations as all MCS high school courses and be taught by MCS teachers or an approved online provider.
- Students wishing to take classes in advance of their grade level for high school credit must meet the attached MAP score guidelines for that class. In addition, they must pass a final exam for the class they are passing over and score at least 92% on that final exam. Additional requirements may be required based on the input of the relevant teacher.
- Prospective students will sign a form indicating their willingness to engage in a class that is rigorous. Parents and teachers must give their written approval as well. Payment for online registration will be the parent's responsibility.
- Once enrolled in an advanced course, middle school students must maintain an overall average of a B to stay in the course, and parents and students should sign a letter of agreement to that effect. If a student cannot maintain a low B average, he or she will not be allowed to continue in the class. Teachers and principals must be willing to work closely with the parents to keep them updated on students' progress so that there are no surprises.
- Students, who maintain the 85 percent average in the advanced course and pass the final exam, will receive credit for the course and will be placed in the next appropriate course as scheduling permits. Advanced courses in the middle school are not for everyone. Concerned individuals should not push students who are not ready, but provide an opportunity for those who are.

Pre-Calculus Summer Course Protocol

Upon the math teacher's recommendation, students who have completed Algebra 2 and wish to take AP Calculus during their junior year have the option, with the approval of their parents and the Principal, to take Pre-Calculus as a self study course during the summer holiday. Coursework must be completed before the first day of the new school year. To show mastery of the Pre-Calculus material, students must pass both the first and second semester Pre-Calculus exams with a minimum score of 85% in order to be eligible to enroll in AP Calculus. The teacher reserves the right to require students scoring poorly (below 85%) in one area of the exam to also take the chapter test(s) associated with those topics in order to improve both their grade and their understanding of the material.

In order for a student to earn full credit for Pre-Calculus, they must show evidence of a minimum of 90 hours spent studying the material. A timecard will be provided by the school, and parents may monitor their child's study hours and sign the timecard. If the minimum 90 hour study requirement is not met, students may still opt to take AP Calculus their junior year (if they meet the requirements above), but they WILL NOT earn credit for Pre-Calculus and it will not appear on their transcript.

For students earning credit for Pre-Calculus, two options are available to choose from.

1. Students may opt to have their final first semester and second semester letter grades recorded on their grade card and transcript according to their scores on their respective final exams.
2. Students may also opt to NOT have their letter grades recorded, but rather to have the course recorded as either PASS or FAIL on their report card and transcript. This option allows the student to earn math credit for the course, but it does not affect the student's GPA.

In case 2 above, if the student passes with a grade less than 80% and is ineligible to go on to AP Calculus, their transcript will still reflect a passing grade. However, if a student fails the course, they can opt to have this omitted from their transcript after completion of the course as a regular class during the school year to replace the failing grade.

Early Graduation/Skipping a Grade

Mountainview affirms the importance of a full secondary school program for our students—both for academic and developmental/social reasons. However, we recognize that, ***because of unusual circumstances***, some students might benefit from accelerating their pace by taking some courses online. Because of the importance of the senior year (for classes like contemporary issues and senior activities and graduation), the latest time that we would permit a student to skip a grade by completing some courses online would be at the end of the sophomore year. Students wishing to consider this alternative must…

- seek administrative approval due to *extenuating* and *unusual* circumstances,
- follow the proper procedures in applying and receiving permission for early graduation (see below).
- meet all graduation requirements,
- have at least a 3.0 cumulative GPA at the time of the request,
- complete required online courses which have been scheduled for the June-July break before the beginning of the next school year.

Procedures for Requesting Early Graduation: Students wishing to apply for early graduation must…

1. Obtain a Request for Early Graduation from the registrar.
2. Schedule a conference with parents and the counselor and/or principal to…
    - discuss reasons and goals for early graduation,
    - determine if graduation requirements can be met,
    - develop an educational plan to meet graduation requirements.
3. Submit a completed Request for Early Graduation to the principal.
4. Wait for the administration's decision.

Evaluating a Request for Early Graduation: The school's decision will be made by a committee composed of (but not necessarily limited to) the principal(s), the counselor, and the superintendent, and the decision will be based on criteria including…

1. Consideration of the extenuating circumstances
2. Fulfillment of the academic requirements listed above (credits, GPA, etc.),
3. Recommendation of the guidance counselor (who will interview teachers before making a recommendation),
4. Emotional and social maturity of the student, and
5. Evidence of planning for continuing education or immediate vocational goals.

Transfer Students

Students transferring into Mountainview will receive credit for classes from their previous school or home school, and the grades on their transcript will be entered into our system. However, the quality points awarded any transfer credits will be based on our own system. For example, since we base quality points on a four-point scale, without weighting for A.P. or honors levels, then a transfer student will only receive a 4.0 for an A in an A.P. class, regardless of their previous school's weighting system. Additionally, the maximum number of credits that we would grant for a transfer student is 36 credits per semester, which is the maximum that one of our students could earn. While grades earned at any previous school would be shown on our transcript, the credits may be adjusted down to meet our 36-credit maximum. Additionally, the following classes are not considered in calculating our G.P.A. or class rank (although grades are recorded on transcripts):

- home-schooling classes
- classes taken at schools other than U.S. schools or international schools

Students Arriving After the Semester Begins

For the academic success and smooth social transition of the students, it is very important for families to arrive at the beginning of a semester. We recognize the impossibility of that in some situations, however, and so we have created a policy to help us balance the need to offer a valid and complete semester of education with the desire to avoid unnecessary burdens on the students. This policy is our best attempt to develop a plan that will ensure the best academic success and the smoothest transition possible in the circumstances. As always, we are willing to work with families to help meet their individual needs. Contact the principal for details of the policy if your child(ren) must miss more than a few days of the semester.

Academic Dishonesty

We consider honesty to be a primary Christian ethic and one which is especially important to a school community. Therefore, any form of academic dishonesty -- whether cheating or plagiarism -- carries very serious consequences. See the Standard of Conduct Discipline Plan for details.

Definition of Terms

1. Cheating is any form of getting or giving information unfairly for a test or other graded assignment. It can involve giving or receiving answers to a test, quiz or assignment, or the discussion of test materials with students who have not yet taken the test. Copying is a form of cheating and involves submitting the results of another's work as one's own.
2. Plagiarism is using the words *or ideas* (even if paraphrased) of another writer without giving proper credit. Whether intentional or not, plagiarism is stealing; it is claiming someone else's work as one's own. However, since relatively minor instances of plagiarism can occur even in a carefully written paper, we distinguish two levels of plagiarism in determining consequences. When in doubt, a younger or new student is more likely to be allowed a "technical plagiarism" ruling when the same mistakes made by an upperclassman could be called blatant plagiarism.
    a. Level 1: Technical Plagiarism: This occurs in a paper when a student has made a sincere, responsible effort to give credit where needed, but has made a few mistakes. For example, a student might give credit to the source of a direct quotation but forget to include quotation marks. Or a student might paraphrase inadequately. Or a student might make a citation error which makes the source of the quotation unverifiable. Note that while one or two of these errors might be classified as technical plagiarism, they are still serious errors, and numerous instances would have to be blatant plagiarism.
    b. Level 2: Blatant Plagiarism: This occurs when a student has, intentionally or not, passed off another's work as his own. He might have taken anywhere from a few key sentences to the whole paper from another source without giving proper credit for those portions. Blatant plagiarism might occur in a paper which includes some correct citing of sources but in which a significant amount of material has been inadequately paraphrased, or has no credit given, or in which the "technical errors" are prevalent rather than rare.

Consequences:

Cheating: All instances will be reported to the office. For the first instance of cheating in any class, the student may lose one letter grade on his quarter grade. In cases of gross cheating (like copying a paper from the internet), a student may receive a zero on an assignment which amounts to a loss of more than one letter grade for the quarter. If there is a second instance of cheating in the same class in the same semester, the student will fail that semester. See the Standard of Conduct Discipline Plan for further consequences for repeated instances of cheating.

Level 1 – Technical Plagiarism: Students will be given a chance to re-submit the work with the necessary corrections made. Upon submission of the corrected work, the student will be able to receive a grade that is anywhere from 10% to 30% off, depending on the number of errors, the grade level of the student and the length of time the student takes making the corrections. (For example, you might lose 10% per day and be given a maximum of three days to submit your corrected paper.) A student who does not submit the corrected paper to the teacher within the stated time will receive a zero on the assignment.

Level 2 – Blatant Plagiarism: Blatant plagiarism will be treated as cheating.

Offense		Consequence
Dishones	Cheating and Blatant Plagiarism	1st Offense: quarter grade in that class lowered by one letter; loss of honor roll award; parent notification. 2nd Offense: quarter grade lowered; 3 days in-school suspension; parent notification; loss of honor roll award. If the 2nd offense is in the same class and semester, the student will also fail the class. 3rd Offense: quarter grade lowered; 3 days at-home suspension; final warning; loss of honor roll award. 4th Offense: expulsion

ty	Technical Plagiarism	Students will be given a chance to re-submit the work by a given date with the necessary corrections made. Upon timely submission of the corrected work, the student will be able to receive a grade that is anywhere from 5% to 30% off, depending on the number of plagiarism errors, the grade level of the student and the length of time the student takes making the corrections.

DEFINITION OF TERMS:

- In-School Suspension: Student is isolated at school from 1-5 days; credit is given for work done.
- Suspension: Student stays home (not in the dorm) from 1-25 days; credit is **not** given for work done.
- Expulsion: Student is dismissed from school for the remainder of the school year. No fees are refunded, and no credit is given.

English Language Learning Policy (updated August 2017)

Our END GOAL is all MCS Graduates will be able to speak, listen, read, and write using proficient English so that they will be successful in a North American University.

While at MCS, English proficiency has a dynamic impact on students' performance in all content areas. Therefore, it is critical for ALL MCS students to speak, listen, read, and write with English appropriate to their grade level.

With these goals in mind, MCS had developed an ELL policy to help identify the students who need more support. Through this policy we will communicate clearly with parents the purpose of our ELL program and their student's status and current progress. We will also communicate with parents what MCS is doing to help their student and the ways parents can assist their student's progress.

HOW DO WE KNOW which students need more extra help in English?
All new secondary students, 7th to 12th grade, or any secondary student receiving ELL support will complete **MCS English proficiency assessment** including:

- NWEA MAP Reading Test (and PSAT for 10th to 11th grade)
- MCS Listening Proficiency Assessment
- MCS Writing Proficiency Assessment

Students will complete this proficiency assessment on an annual basis (April / May of each school year) until the student reaches grade-level English proficiency.

With this assessment data and classroom teachers' feedback from direct observation, the English department faculty will identify those students who need additional ELL support.

In 7th and 8th grade
During an elective period, ELL students will participate in an additional ELL support class.
Each ELL student will receive a clear list of individual strengths and weaknesses in English Proficiency so that their progress may be directed.

In 9th -12th grade
During an elective period, ELL students will participate in an additional ELL support class.
Each ELL student will receive a clear list of individual strengths and weaknesses in English Proficiency so that their progress may be directed.

The intention of these supports is to help strengthen students' English proficiency so that they will be more successful in all their classes at Mountainview and be better prepared for the demands of University in the North American context.

Students can be promoted from MCS ELL Support ….
After demonstrating grade level proficiency on the Annual English Proficiency Assessment (given in April / May) AND the English department faculty unanimously agree on the student's readiness to exit the MCS ELL program.

Following 1 semester in the ELL support program, if a student *does not* demonstrate satisfactory progress, the English teacher will communicate directly to student and parent to notify them of concern. This communication will include specific areas needing improvement. Together; teacher, student, and parent will develop a plan for improvement.

Following 1 year in the ELL support program, if a student *does not* demonstrate satisfactory progress, the following consequences may be imposed:

- Required after-school tutoring on Mountainview campus for additional fee.

- Restrictions in advanced classes. Student may not enroll in advanced classes, AP classes, or a class above his/her grade level until he/she gains grade level proficiency in English.
- Limited electives. To facilitate more direct support for English development, student must participate in an additional ELL support class in lieu of other elective options.
- Limited extracurricular activities. Student may not participate in extracurricular activities (athletics, fine arts, student activities) until he/she demonstrate satisfactory proficiency.
- In serious situations, student will repeat entire grade level. If English proficiency continues to impact learning in other content areas, student may be required to repeat an entire grade level.
- In severe situations, enrollment to MCS for the following school year may be denied. The student can not continue as a student at MCS.

For grade 12 students only, following the successful completion of 1st semester ELL support (Advanced Language Practicum), a student's progress will be evaluated by the English department and core course teachers. If the student has demonstrated adequate progress in reading, writing, listening, and speaking, he/she may exit the ELL support program and join an elective course. This opportunity allows students to participate in desired or necessary elective courses.

Probationary Period: Newly admitted students are on probationary status for one year. Their re-enrollment at Mountainview for a second school year will depend on their **academic success and their adjustment to school culture and policies**. New ELL students, especially, must demonstrate the ability to succeed in an all-English environment. This determination will be made during or at the end of their first year, depending on testing, grades, and consultation with teachers. Failure to meet standards may necessitate a student's being placed in a lower grade, repeating the current grade, or even withdrawing from Mountainview. Of course, **no student is guaranteed a continuing place at Mountainview—even after the probationary period—if school policies and administrative decisions are not respected.**

Records Review: Parents or guardians who would like to review their child's file should contact the principal to set up a viewing. Files may not be removed from the office

ADMISSIONS

Current School and Boarding Admissions Policies and Procedures, along with the Admissions Testing Calendar, can be obtained from the school Registrar or on our website: www.mtview.id

Non-discrimination Policy: Mountainview does not discriminate on the basis of gender, race, color, or ethnic origin in admissions or administration of its policies and programs.

ATTENDANCE

For optimum learning, parents should make every effort to have students present whenever school is in session. When an absence is necessary, parents are asked to give a week's notice if possible. This gives the teacher time to adjust plans and due dates if necessary, and it gives the student time to do some work in advance, making the absence much less stressful for all.

Throughout this policy, the word ***absence*** **means missing any portion of the school day**, including late arrival and early dismissal.

Excused Absences

Following are reasons for excused absence:

- Illness (note or call from parents required upon return to school; a doctor's note may be required)
- Visa requirements (notification required as soon as possible)
- Family emergencies (explanatory note or call from parents required, in advance if possible)
- For late arrivals, traffic problems may be accepted as an excused reason on an occasional basis, but regular problems need to be avoided by earlier departures. (note or call from parents required)

Even with a parent note, other absences will not be **automatically** excused. For other causes of absence (not listed above), parents must request advance approval from the principal(current lead teacher), giving a week's notice if possible. For your own sake, **please discuss possible absences before you make appointments or travel arrangements so that you will know whether the absence will be excused and can make plans accordingly.** There is a Planned Absence Form which you may download from the Parent section of the website, or you may just call or email the principal.

We expect **routine medical and dental needs** of the students to be taken care of by the parents **on weekends or after school hours**. If and only if, this is impossible, parents should follow the procedures to request approval as for any other planned absence. Absences of this nature will **require a medical certificate** from the attending physician.

Unexcused Absences

Absences for **any other reason** (such as tardiness due to oversleeping or staying home to complete school assignments) will be unexcused, and therefore credit for make-up work may not be given at all or may be given a grade reduction. This includes absence for reasons that might have been approved, but for which approval was not requested in advance. Moreover, absences incurred because of family vacations or celebrations for extended families cannot be considered excused.

Reporting to the Office

- Returning to School after an absence: Students must report to the office for an Admit Slip to be admitted to class following any absence or tardiness to school. Unless the absence was pre-approved, students must bring a note from their parents. Without a note, an unexcused admit slip will be given until a note with an excused reason is brought to the office.
- Leaving Early: Any student needing to leave school early must report to the office before leaving. Students will not be permitted to leave without a parent or a note/call from a parent.

Make-up Work

Only for **excused absences**, a student may ask for and submit make-up work. It is the **student's responsibility to contact individual teachers to ask for make-up work and due dates after any absence**. To receive credit for missed assignments, a student must make up all work by the dates set by the teacher. For planned absences, work should generally be turned in **before** the student leaves.

Make-up Test Expectations

The expectations for tests that are missed due to **excused absences** varies depending on the situation. Teachers have the option of altering the following based on extenuating circumstances, but typically:

- If a student's period of absence started on the day of a test, then they should be ready to take the test on the first day that they return to school.
- If a student's period of absence started before the day of a test, then they have as many days following their return to school as there were days before the test. For example, if a student becomes ill and is absent for 3 days prior to a test in a class, then when they return to school they can take the make-up test anytime in the next 3 days that they are in school.

Minimum Attendance Requirement

A student who misses **more than fifteen school days** in any given semester—regardless of the reason (whether excused or unexcused)—puts his credit for that semester in jeopardy, to the point where a student may even receive an F, regardless of his academic standing. This may affect promotion. The school will attempt to notify parents when the number of absences is approaching the limit, but it is ultimately the parents' responsibility.Within a week of the fifteenth day of absence, parents must submit to the Principal (currently Secondary Lead Teacher) a written request for a waiver of the attendance requirement. The Principal (currently Secondary Lead Teacher) reserves the right to grant or deny the request, depending on the case.

Participation in Extra-Curricular Activities

Any student who is absent for any portion of the school day due to illness or an unexcused absence may not participate in extra-curricular activities that day. A student who misses the whole day due to illness or an unexcused absence may not even attend any extra-curricular activity. Exceptions must be approved by the event adviser and the principal.

Semester Exams

Students must be present on semester exam days. Only under rare and highly reasonable circumstances, special permission from administration and teachers may be granted to a student who has an excused absence to take the exam at a different time.

DRESS CODE

Shirts

Mountainview provides dress code shirts to students at cost (this means that we are not making a profit on these shirts – you buy them for the same price we paid for them!). Both Polo and Oxford shirts embroidered with the Mountainview or Eagle logo are available in shades of blue, yellow and white.

NO OTHER SHIRT may be worn at school. If you choose to wear an undershirt beneath your dress code shirt, then we should not be able to see it. This means it should be tucked in and that your dress code shirt should be buttoned up high enough to cover it.

You may purchase dress code shirts from the Secondary Office at the following prices:

Polo shirt = Rp. 80.000 Oxford shirt = Rp. 90.000

Slacks, shorts, skirts

- Single solid color in Black or Tan
- Must at least touch the knee when standing
- Standard slacks or jean material (no athletic shorts, sweatpants or pajama pants)
- Should be worn at the hips (not "sagging")
- Should be in good condition with finished edges (no holes or excessive fading)

Shoes Students must have footwear.

Students may wear a tie or scarf of any color or pattern to complement their dress-code approved shirts.

Class or School jackets and sweatshirts are permitted anytime. You may also choose to wear a jacket, sweater or blazer that is plain (no writing or designs) in a single solid color. The shirt underneath must meet dress code on its own.

Friday Dress: In addition to the regular dress code, on Fridays students may wear:

- Full-length jeans of any color
- Mountainview t-shirts and jerseys
- Batik shirts, skirts, blouses or dresses

P.E. T-shirt (available for purchase in the office) and sports shorts (which are no more than one hand-width above the knee).

Follow-up: A teacher will talk with a student if an outfit does not meet the dress code. In most cases, the student will be required to change clothes. Any sweatshirt or jacket worn during the school day that is not dress-code will be confiscated in the secondary office until 2:30pm. An administrator will follow up with the student if the problem is not solved.

ENTRANCE to CAMPUS PROTOCOL

We desire Mountainview Christian School to be a **safe place** for our students, their families, staff, faculty, School Board members, and Yayasan members to grow and learn, be encouraged, and support one another both within school hours and after the school day is finished. Beginning February 5th, 2018, Mountainview Christian School campus will be an **"entrance with Mountainview ID only**" campus. Exceptions to be described below:

Mountainview Christian School ID include:

- Full Name
- Photo identification
- MCS Status (student, staff, parent, teacher…)
- Issuing Date
- Expiration Sticker -- all IDs expire at the end of each school year, new stickers will be added for returning students, staff, faculty, parents, board, and yayasan members
- Superintendent's signature

Mountainview Christian School IDs grant access to:

- Entrance through front gate or back gate of campus
- Playground, gym, and field use during appropriate hours
- Swimming pool access during pool hours

Access to the weight room requires training and purchase of a keycard

- Access is reserved to our current secondary students and their parents, current staff, current faculty, former & current School Board members, former & current Yayasan members.
- Training by PE/Athletic department is required
- Keycard may be purchased for Rp. 60.000 in (Main Office/Secretary)
- *Part time status families must pay minimum tuition value equivalent to the Community Membership Fee (Rp. 3.000.000 per family) to have access to weight room

Who is granted the privilege of holding a "Mountainview Christian School ID"?

- Current Secondary Students
- Current MCS National Staff & spouses (children may enter with parent & MCS ID)
- Current MCS Expat Teachers & spouses (children may enter with parent & MCS ID)

- Current MCS Board Members, Former Board Members living in Salatiga
- Current MCS Yayasan Members, Former Yayasan Members living in Salatiga
- Current parents of Mountainview students

Who may apply for a "Mountainview Community ID" as a community member?

- MCS alumni (graduated students) living in Central Java
- Parents of MCS alumni living in Central Java
- Current Christian Service Community Members living in Salatiga

Mountainview Community IDs are available following:

- Completed online application (including basic demographic information and photocopy of passport) found on http://www.mtview.id/admissions/community_application.cfm
- References from 2 (two) current MCS ID holders
- Annual membership fee of Rp. 2.000.000 per person or Rp. 3.000.000 per family

Mountainview Community member IDs includes

- Full Name
- Photo identification
- Issuing Date
- Expiration Sticker -- all IDs expire at the end of each school year, new stickers can be purchased with additional annual membership fee
- Superintendent's signature

Special Options for MCS Alumni (graduated students) not living in Central Java

- Alumni may apply for a "Mountainivew Community ID" - FREE for 1 month
- Must present current personal ID (passport, driver's license, etc) to Secondary Office
- Alumni are reminded to respect school hours (7:45am - 2:45pm). Visits during the school day should be pre-arranged with faculty or staff.

Can visitors enter campus *without a Mountainview ID*?

- Must enter from FRONT GATE only -- no back gate entrance is permitted
- With an appointment with a current MCS staff or faculty - confirmed by SATPAM
- Accompanied by current Mountainview ID holder -- this ID holder will be responsible for the visitor and must accompany their guest the entire time

During Special Events (athletic, fine arts, and community events…)

- Non-Mountainview ID holders must present a SIM / KTP to SATPAM at front gate
- Visitors must remain in the designated area for the event
- If visitor is seen in undesignated area, SATPAM (or MCS staff) will escort the visitor to leave campus immediately

What about DRIVERS? And PEMBANTUS?

- MCS Parents must register their driver and/or pembantu with the SATPAM, contact office@mtview.id to register
- Copy of SIM or KTP is required
- Driver / pembantu **may NOT stay** on campus during the school day
- Deliveries only
- *Preschool and elementary students must be supervised **by a parent** during non-school hours

Are animals/pets allowed on campus?

- Pets must be secured on a leash at ALL TIMES while on campus
- If your pet damages our facilities or property, the owner is responsible to paid to repair or replace the broken item
- If your pet poops anywhere on our property, you must pick it up and dispose of it in a proper area

Can Mountainview facilities be used for large group gatherings?

- A scheduled event for a group of 10+ people must receive prior permission to use Mountainview facilities (single or recurring events included)
- Group representative (MCS ID-holder) complete REQUEST for LARGE GROUP form (http://www.mtview.id/events/large_group_request.cfm) at least 2 weeks prior to the event. This representative is expected to be present at the event and help maintain MCS expectations of care and respect for people and facility.
- Request should include date, purpose of the event, start time, end time, estimated number of people, specific facilities requested, parking needs, name of person responsible & contact information

- Mountainview expects all trash will be cleaned up and facility supplies will be returned to original position immediately following the event. If this expectation is not followed, a clean up fee may be required and permission for any additional events may be denied.

Reminders for usage

- *Playgrounds, gymnasiums, and pavilion spaces are for student use only during school hours (7:30am - 2:45pm).* Community members should respect these hours and use these spaces after school only. (Exceptions may be made for specific circumstance such as Moms in Prayer International uses pavilion space on Tuesday mornings. Please see Main Office for details.)
- PE and Athletic Department have priority for the use of gymnasiums and swimming pool. Please see Athletic Director for specific schedules.

Mountainview reserves the right to remove a Mountainview Christian School ID or a Mountainview Community ID from any individual who does not respect or honor the campus, facilities, or people within the gates (without a refund).

AGREEMENT for Mountainview ID and Community Member ID holders - I will:

- Treat all people (including expat and nationals) on campus with respect and kindness
- Care for the facilities
- Clean up after myself -- throw away any trash
- Use facilities properly and follow any posted advisories
- Take responsibility to report any damages that occur while using any school property

FACILITIES

Locker Policy

Student lockers are the property of the school and are provided as a service for students to secure their belongings. Any locker may be opened and its contents may be searched or examined by school authorities without the permission of the student at any time when, at the sole discretion of the school authorities, they deem it important to do so. Students must clearly understand the following guidelines:

1. Students may provide their own lock and should keep their locker locked at all times.
2. Students must use only the locker to which they were assigned.
3. Students must not share their own locker combination with any other student. Allowing others—even friends—to know a locker combination is the greatest cause for loss of personal items from lockers.
4. Students are not to share their locker with another student.
5. Lockers may be inspected and searched at any time by the administration.
6. Lockers must be kept clean inside and out.
7. Stickers are not allowed on any part of the lockers.
8. Students must not place/stick anything on lockers that they cannot easily remove without affecting the surface of the locker.
9. Writing, painting, carving or otherwise marking the lockers is not allowed.
10. For greater security, students may leave valuables in the office if they desire to do so.
11. Students are not to enter anyone else's locker without that student's permission. A staff member should be present when the locker is opened by another student.
12. Students are responsible for paying for any damages they do to their locker.
13. Damage done to a locker must be reported immediately to the office. Failure to report damage renders the student liable for covering the cost of repairs.
14. Violation of any of the above rules can result in temporary or permanent suspension of locker privileges or in other discipline as appropriate.
15. Any problems with a locker should be reported to the office or to the designated staff member.

Computer Policy

General Disclaimer: The administration of Mountainview retains the right to change these rules and policies without notice. In such an event, the new policy will be posted in the computer lab, the library, and on the website. It is the computer user's responsibility to familiarize himself with these rules and policies on an on-going basis.

- Mountainview is not responsible for any offensive or inappropriate material that is on the Internet.
- Mountainview reserves the right to inspect the content of any computer belonging to the school or any privately owned computer or storage device that is accessing the network on campus through our system.
- The Mountainview IT staff will maintain a firewall to protect students from accessing inappropriate sites from any school computer, however, no system is 100% effective. If you encounter inappropriate material, please notify your teacher or IT right away so that we can strengthen our security settings.

Computer Usage Policies and Procedures:

1. Computer Access: the lab and library computers may be used by the following people only:
   a. Students with a current Mountainview I.D.
   b. Faculty
   c. Approved Guests (including family members of students or faculty, alumni, and part-time students)
2. Computer Usage Priority: Mountainview provides these facilities for use by current Mountainview students for the completion of their course work at Mountainview. Computer usage not related to coursework is considered of lesser priority. In the event the computers are all in use, anyone may be asked to give up his computer to someone needing it for coursework.
3. Students must guard all passwords carefully, and must not share computer passwords with any other students.
4. Printing: all printed pages must be paid for at the current fee schedule at the time of printing.
5. Care of Equipment and Facilities:
   a. Food, beverages, and candy are not allowed in the lab or library. Closeable water bottles stored on the floor may be brought into the library and computer lab.
   b. Finishing a work session: users are to log off lab and library computers. Then push in chairs, clean workstations and throw trash away.
6. Virus protection: school-owned computers are equipped with antivirus software, which is updated regularly. Students are REQUIRED to have fully-licensed, up-to-date antivirus software on their personal computers before being permitted to connect to the Mountainview wireless network.

Computer Lab/Library Rules

1. Computer Hard Drives:
   a. Under no circumstances should any system or program file be altered. Altering the windows screen saver or desktop appearance as well as software/hardware settings is not permitted.
   b. The installation of software is not permitted. The lab is not a game room. All software installations on school computers are to be approved and installed by the director of information technology. This includes files downloaded from the Internet.
   c. School related files should be saved to your personal X: drive or to the Q: secondary class projects folder on the server. Files saved to an individual computer in the lab are not backed up, but files saved to the server are. Files saved to the X: or Q: drives are also accessible from your personal laptop by connecting to the MERBABU server.
2. Prohibited Behaviors:
   a. Copying software is strictly prohibited.
   b. Inappropriate language or behavior is not permitted and will not be tolerated in the lab or library or in any computer usage (i.e., emails, blogs, social media posts, etc.).
   c. Offensive materials on the Internet are not to be accessed through Mountainview's network using any computer located at Mountainview. A firewall is installed on all computers to prevent access to inappropriate sites, however, if anyone accidentally accesses an offensive site they are to close it and report the mistake immediately to the director of information technology, a teacher or administrator. Anyone who knowingly accesses these pages will lose internet privileges and will be subject to further disciplinary actions.
   d. Students should not log in under the profile of any other student or staff member.

Disciplinary Actions: Any student found in violation of the computer usage rules may be subject to the loss of access to Mountainview computers and server (or the library or lab) for a length of time to be determined by the appropriate computer faculty and principal on a per-incident basis. Further disciplinary action will be instituted for any use of inappropriate language, access of offensive material or any other activity not consistent with Mountainview's Standard of Conduct.

Device Borrowing Agreement and Rules of Use

- Laptops, tablets and other hardware are provided and maintained by the MCS IT Help Desk. **Problems with the device while you have it? E-mail it_team@mtview.id or stop by the IT Corner.**
- IT will be responsible for charging the devices; laptops and tablets will be loaned to students without a power cord. Students may exchange a device during the day that needs charging with one that is fully charged (as available).
- Devices loaned by the IT Help Desk are for the use of MCS students, faculty and staff for school purposes on-campus.
- You are responsible for taking care of the device or equipment you borrow to ensure that it is not damaged, lost or stolen while it is signed out to you. The replacement fees for lost/stolen equipment are as follows:

headphones or mouse	Rp 60.000	Laptop	Rp 5.000.000
power cord for laptop/tablet	Rp 250.000	Tablet	Rp 3.000.000
		Projector	Rp 5.000.000

- **1 school day check-out period.** The devices are intended for temporary use; not long-term borrowing. The device must be returned to the IT Corner **BEFORE 3:15 pm** the day it is borrowed or a fee will be charged to your account.
- An overdue charge is assessed automatically when a equipment is overdue, and for each continuing day the device is late. A device that is late and is not returned at the start of the next day, will be considered lost and the full replacement cost will be charged to your account. If the device is returned, the replacement charge will be removed from your account, but late fees will remain. Late fees are as follows:
  Rp 50.000/day laptop, tablet, projector **Rp 10.000/day** other equipment
- Advance reservations are not accepted for loaner devices. Devices are lent on a first-come, first serve basis. Users may not borrow more than 1 laptop/tablet at a time.
- You are not permitted to install software on the laptop or tablet.
- Do not save data to the hard drive or desktop of a laptop. Save data often to your Google Drive or email your data to yourself.
- All users are required to adhere to the MCS computing and acceptable use policy, (http://www.mtview.id/students/secondary-computer-use-policy.html) and to the Respect Agreement.

Laptop and tablet use is a privilege that will be revoked if the service is abused.

Library

Students are our priority in the library, and the librarian is eager to assist them in any way possible. The library is open all day for school-related use and for personal student use before and after school. All personal or pleasure reading and book selection should be done during these hours.

GUIDELINES: Students using the library at any time must…

- give priority to school-related use, especially in reference to computers.
- not change any settings, download/install programs or save any material on the library computers.
- conduct themselves in a manner that helps us maintain a friendly learning environment.

SCHOOL-DAY GUIDELINES: Students using the library during the school day must…

- be working on school assignments only.
- have a pass from a teacher or they will not be admitted.

MATERIALS CHECK-OUT/PHOTOCOPYING:

- Students may check out general-circulation books for a period of two weeks.
- Books may be renewed up to three times only if the book is present to be re-stamped; no exceptions.
- Videos/DVD's/VCD's may be checked out for three days.
- Current periodicals are not to leave the library for any reason. Back issues may be checked out for three days for classroom use.
- A fine will be assessed each school day after the due date of any overdue materials. Check with the librarian for current rates. Students will be charged replacement cost (including shipping) for any lost or damaged materials checked out in their name.
- Students may have five items checked out at one time.
- No new materials will be checked out to students with overdue materials or outstanding fines or five items still checked out. Transcripts and report cards will be held if obligations are not met.
- **Plan ahead** to have photocopies made. See the librarian for current rates. Photocopies may be picked up after dismissal on the day when they were requested.
- Students may print out work on the library printer. See the librarian for current rates.
- Any printing or photocopying must be paid for before it can be taken.

Homeschooling Families/MCS Community Members

A library pass is available for purchase in the business office for a Rp 700.000 refundable deposit and a Rp 100,000 non-refundable fee per family. For computer use access, student logins are available for purchase in the business office for a Rp 500,000 non-refundable fee per student. When using the library, the library rules must be followed. Items must be put back the way they were found (pillows back on the couch, books back on the right shelf or on the circulation desk, chairs pushed back under tables, etc.), and voices must be quiet. If there is a class in session, please wait to use the library until after the class has finished.

CONCERNS ABOUT LIBRARY RESOURCES:

We care about your concerns for the library collection. If you have a concern about a library resource, ask the librarian for the "Concerns about Library Resource" form. Please read or view the entire book or film and fill out this form. We will then take the following steps to consider your concern about this library resource:

1. The librarian will read/view the resource.

2. A MCS teacher will read/view the resource.
3. The librarian and teacher will discuss your concerns.
4. The librarian will confer with the secondary principal about your concerns and the decision made about the resource.
5. We will contact you about the decision.

Gym Use Policy

HOURS OF USE

- The gym is closed from 9:00 PM to 5:00 AM every day unless opened by an adult.
- The gym may be used any other times during the day provided there are no scheduled activities.
- For any organized group activities, a request must be made to the Athletic Director for approval and use of the facilities.
- If the gym is open in the evening under adult supervision, students must leave the gym in time to be off campus by the posted times. See "After-Hours Campus Use," later in the *Facilities* section.

CARE OF FACILITY

- The following items are <u>not</u> allowed on the gym floor:
  - Muddy shoes
  - Shoes with marking soles (Please use shoes dedicated for gym use if possible.)
  - Food or drink (other than water).
- The climbing wall may never be used without obtaining permission from the athletic director.
- The blue mats on the wall may NEVER be taken down, unless special permission is given by the PE/Athletic Department..
- The following items (or similar wheeled items) may <u>never</u> be used on the gym floor because our warranty may be voided:
  - Bicycles, tricycles
  - Skateboards, scooters
  - Inline or other roller skates
- Turn off lights in the gym when you are done.
- Do not hang on or climb on the basketball rims, nets, or supports.
- Do not LEAN AGAINST the nets enclosing the gyms. They tear easily and take time and money to repair.
- Do not hang or sit on the nets of the soccer goals. Do not hang on or sit on the bars. These break easily.
- Always lift up the soccer goals to move/place them somewhere (do not slide on the floor, as the corners will often scrape the floors).
- Sports Nets: To set up volleyball and badminton nets, portions of the floor must be lifted up. A short training session is required to do this. The standards are locked up in the storage closets.
- Damages: Please report any damage or repair needs to the main office.

<u>SOCCER FIELD AND TRACK USE:</u>

- Contact the Athletic Department to get permission for use of the field or track for special events.
- Do not ride motorcycles on the track.
- Do not climb or hang on the soccer goals or nets.
- If soccer goals are moved, please return them to their original position before leaving the field.
- Always clean up trash (cups, plastic bags, etc.).
- Clean up any mess made by your dog.

WEIGHT ROOM: Our state of the art weight room was opened in November 2013. Only current Mountainview students, staff, board & Yayasan members and their immediate family may use this facility after attending a brief 15-20 minute orientation with the PE department. After completion of orientation and signing of Rules & Policies, a keycard may be purchased from the Front Office secretary. The weight room is open daily from 5:00 a.m. to 9:00 pm. All participants must follow the WEIGHT ROOM POLICIES. Mountainview is not responsible for any injuries caused by failure to follow these guidelines. See Appendix ____ for the WEIGHT ROOM RULES & POLICIES.

PARKING: Visitors and parents may park in gym parking area. Please do not park or ride bicycles or motorcycles or any wheeled vehicles in the corridors around the gym.

WC FACILITIES: The two bathrooms on the west end of the north gym are traditional squat pots. They are primarily for our guards and outside workers but are always open for anyone to use (but will probably not be stocked with toilet paper)

EMERGENCIES:

- A campus phone is located at the PosJaga. Dorm extensions are 302 or 303.
- A First Aid kit, supplies, and ice packs are located in the First Aid Room in the big gym. Basic First Aid protocol is attached to the outside of the door.

Lockers Room Privacy Policy

Mountainview Christian School shall observe measures intended to protect the privacy rights of individuals using school locker rooms. The following provisions outline the extent to which that protection can and will be provided:

- Locker rooms are provided for the use of physical education students, athletes, other activity groups, and individuals authorized by the school principal or the Superintendent. See the definition of Mountainview Community members.
- No cameras, video recorders, cell phones, or other devices that can be used to record or transfer images may be used in the locker rooms at any time.
- Under no circumstances can a person use a camera, video recorder, cell phone, or other recording device to capture, record, or transfer a representation of a clothed, unclothed, or partially clothed person in the locker room.

Anyone who violates this policy shall be subject to school disciplinary action. Mountainview Leadership including Superintendent, School Principals, and Athletic Director encourage community members to report any violations to Leadership. Together, we can protect the safety of our students and families.

Swimming Pool

The Mountainview Swimming Pool was officially opened September 13, 2014. It is an 8-lane, chlorinated pool, 25 meters in length, 20 meters in width with a depth ranging from 1 meter to 3 meters.

Those who may use the pool include all current MCS students, staff, MCS board and Yayasan members and their immediate family. Current part-time students must qualify for pool privileges. Please see your principal to determine if you qualify. Refer to Appendix for a complete list of Pool Rules & Regulations.

Phone Usage

The office telephone may only be used by students before and after school. Fees and other regulations apply as follows:

- Local Calls: Students will need to pay Rp. 1000 in order to make a local call. Cash only.
- Long-distance Calls (including all calls to cell phones): These calls will be listed and billed to students.
- Intercom Phones: The telephones in classrooms are intercoms (for calling other locations on campus) only. Students are not to use these without a teacher's permission and supervision.
- Cell Phones / Hand Phones: Students may carry cell phones, but they are not to be used or seen any time during school hours without expressed teacher permission.

Visiting the Dorms

Mountainview offers boarding for students who live out of town. Since our dorms are the homes for both the boarding parents and the boarding students, other students are asked to treat them as they would any friend's house. Non-boarding residents should knock and wait to be invited in. Our dorm parents want the dorms to be welcoming places for students to visit, but they also need the same privacy and consideration that would be granted any private home. The guidelines for the boarding homes are provided in the boarding home handbook, should you have any questions.

After-Hours Campus Use

We want the school community to be able to enjoy our lovely campus facilities after hours. However, it is important for parents to note that **we do not have staff to supervise students after 3:15 pm on school days** (with the exception of students participating in organized school activities). Students must respect the following guidelines in order to retain their privilege of using the campus after school:

- The campus opens at 6:00 AM on school days and on school holidays and breaks.
- The campus is closed at 9:00 PM on Sunday through Thursday and at 10:00 PM on Friday and Saturday. This means that non-dorm students may not enter after that time, and if they are on campus, they must leave by that time. The exceptions are if they've been invited by a dorm parent to stay overnight at the dorm or if a school-approved, chaperoned event is still going on.
- On school holidays and breaks, the campus closes at 9:00 every day.
- Students are not to hang out in the locker area, secondary & elementary building after 5:00 PM.
- After dark, except for those attending school-approved, chaperoned events, students may only be in the following areas:
  - the pavilion
  - the gym (if it is lit and supervised by an adult)
  - the track (if it is supervised by an adult)

FEES

School fees**:**

All fees and tuition payments are due on the announced date, which is always before the beginning of the semester.

The late fee is 10% of tuition cost. Current tuition fees are available from the business office or registrar.

Late enrollment / early departure:

Partial Tuition Fees for Late Enrollment		**Refunds for Withdrawal** (presuming 100% paid)	
Week 0-5	100% of fees due	Week 0-3	70% refunded
Week 6-8	75% of fees due	Week 4-6	55% refunded
Week 9-11	55% of fees due	Week 7-9	40% refunded
Week 12-14	40% of fees due	Week 10-11	25% refunded
Week 15+	30% of fees due	Week 12-13	10% refunded

Extra-curricular Fees:
Some extra-curricular activities have special fees. See the Extra-Curricular Activities section for details.

Class fees:
Non-core classes which have high costs due to consumable materials have extra fees. These are due to be paid before the start of the semester. Such classes would include cooking and some art classes.

Financial obligations and transcripts:
The timely receipt of tuition and other fees is essential for the school to continue to meet its own obligations. Transcripts and other official documents (may include report cards and diplomas) will not be issued until all financial obligations to the school have been met. These obligations include, but are not limited to, tuition, lost/damaged book fees and library fines.

GIFTS to MOUNTAINVIEW FACULTY, STAFF, or DEPARTMENT

The giving and receiving of gifts, benefits or hospitality are commonplace in everyday life. However, due to the potential conflict of interest, perceived bias or favoritism, Mountainview requests students and parents take caution in giving gifts or donations.

Faculty and Staff may not receive a gift or donation with value greater than Rp. 500.000 per school year from any current student or parent. No cash gift should ever be accepted.

Larger donations (valued more that Rp. 500.000) to specific classrooms or departments may be received by the Business Office *directly* and will be kept anonymous. For example, additional funds given to an elementary classroom library are appropriate and should be received by the Business Office. The classroom teacher will be informed of the gift, but not the name of the giver.

Acceptance of donations:

1. Donations of money, equipment or supplies must be accepted by the Business Office DIRECTLY.
2. Written documentation is required to record all donations. A description of the article, equipment item or amount of money is necessary. Serial numbers and model numbers on equipment should be used.
3. The contributor may designate a specific purpose for the funds.
4. The name of contributor will be kept anonymous.

GUIDANCE SERVICES

College and Career Counseling
Mountainview Christian School (MCS) strives to counsel and direct its students in their college and career planning process. MCS hosts and proctors several college preparatory aptitude tests (SAT, ACT, and AP testing), as well as attempts to provide individual student counseling for the most appropriate college selection and course of study options.

Whom Do I See for Guidance Services?

Registrar
- Course registration
- Credit summaries (meeting graduation requirements)
- Class changes (course change request form)

Teacher's Aide application form
Questions about college entrance test administration (SAT, ACT)
Questions about A.P. testing
Report Cards, Transcripts and Transfer letters

Guidance Counselor (If no Counselor is available, see the Principal or Registrar.)
Advice about college entrance testing
College selection guidance
Career counseling
Mountainview course selection as preparation for college
Questions about the MAP testing
Questions about the importance or content of the SAT and ACT
Enrollment in online courses

Secondary Principal/Lead Teacher
Questions about Mountainview graduation requirements
Questions about the career mentorship program
Special permissions
Course selection advice for families leaving Mountainview temporarily (a semester or year)
(Parents) Access to a student's permanent file (may not be removed from office)

HEALTH AND SAFETY

Liability Release and Guardianship

Parents need to complete and sign a Liability Release and Guardianship Form, which releases Mountainview from liability in the event of an accident or injury to the student at school or during a school-sponsored event, and which designates a guardian to make critical decisions when the parents cannot be contacted.

Documentation

The health form that accompanies the Application Form should state the parents' preference for medical treatment. A copy of this form will become part of the student's medical record and kept in the medical care log. For the protection of the staff and students, please notify the School Health Care Provider and the appropriate Principal of any potential staff medical needs or situation, including any potential blood-borne risks, i.e. AIDS/HIV or Hepatitis A or B antigen blood. A School Health Care Provider will notify only personnel that may be affected, and confidentiality will be maintained.

Immunization Information

Vaccines protect people from a variety of serious and sometimes deadly viruses and bacteria. Please review the following vaccination schedule to ensure adequate immunization and protection from diseases that are prevalent in central Java & recommended by the World Health Organization (WHO) and the Center for Disease Control (CDC). Because MICS strives to ensure the health & safety of the students and in compliance with accreditation requirements, any student not immunized will not be allowed to attend school until they are in compliance.

Please see the Parent menu on our website (www.mtview.id) for additional helpful information about immunizations and the illnesses they guard against. If there is an occurrence of one of the illnesses below at school (among students or staff) then students without a current immunization will not be permitted to attend school until the principal gives clearance.

REQUIRED IMMUNIZATIONS

Immunization	Schedule	Booster
Tetanus, Diphtheria & Pertussis (DTaP)	5 doses by age 6. Given at ages 2, 4, 6 & 15-18 mo., and at age 4-6 yrs. (TDaP: rec. at 11-12 yrs.)	(Tetanus only). Every 10 years. If severe burn or puncture wound, booster if more than 5 years has elapsed.
MMR	2 doses: 12- 15 months & 4-6 yrs	None needed if given after 12 months of age
Polio (IPV)	4 doses: 2, 4, 6-18 months & 4-6 yrs	None needed.
Hepatitis A	2 doses: 6 months apart, must be at least 1 year old	Every 14-25 years (currently under study)
Hepatitis B	3 doses, beg. at birth (or any age), 2 months later, and 6 months after the first.	Required only if immunity falls below recommended levels (Immunity lasts at least 20 years)

STRONGLY RECOMMENDED IMMUNIZATIONS

Immunization	Schedule	Booster
Typhoid	Injection: 1 dose – must be 2 yrs old Oral: 4 tablets taken on alternate days – must	Injection: Every 2 years Oral capsules: 5 years
Varicella	2 doses: 12-15 months & 4-6 years	None

OPTIONAL IMMUNIZATIONS (recommended by the Center for Disease Control)

Immunization	Schedule	Booster
Japanese Enceph	3 Doses: Day 0, 7 and 30, must be at least 1 y	Every 2-3 years
Rabies	3 doses: Day 0, 7 and 21	Required only if immunity falls below recommended lev

An individual who is behind in immunizations should see a health provider for an alternate schedule.

Illness

If the student is ill during the school year with a fever of 100° F (38° C) or above, he must stay at home until the temperature has returned to normal for 24 hours. If an infectious condition occurs (including but not limited to mumps, measles, boils, head lice, pinkeye, etc.), the student is required to stay home during the entire period that the condition is contagious so the other students are not exposed. If a student becomes ill at school, since the school does not have an official health care provider, the secretary or Principal will determine if the student needs to be sent home. If a student is to be sent home, he/she will be checked out from the school office. Until such time that the student can be picked up, the student will remain in the sick room in the school office.

Parents are expected to call the school office or email office@mtview.id by 8:30 a.m. on the day his/her child will be absent. Please explain the reason for the absence in the phone call or email. In some cases, additional documentation may be required. **It is the student's responsibility to request make-up work**. See the Attendance Policy for more information.

Medications

If the student suffers from allergies or some other chronic illness that requires medication or supplies, we request that clear, written instructions along with all necessary medication and equipment be given to the school nurse or office staff. Allergy information, as well as written instructions for care, will be included in the medical log of the student.

All prescription medications to be taken by or made available to a student during the school day (or during a school-sponsored student activity) must be turned in to the School Health Care Provider, Principal, or an assigned adult at the beginning of the school day. The School Health Care Provider, Principal or the assigned adult will be responsible for the administration of the medicine at the appropriate time. In some cases, students may be authorized to administer their own medication, e.g. inhaler.

Dormitory students should turn in any prescription medication to their dormitory parents when first arriving at the dormitory. The dormitory parent in consultation with the School Health Care Provider will be responsible for oversight of the administration of the medicine.

For students who are uncomfortable but need not be excluded from school, i.e. those who have a cold, upset stomach, headache, etc., the School Health Care Provider or responsible staff member may administer over-the-counter medicines

Physical Education

Physical education is a regular part of the school program; thus all students are required to participate unless an exemption or modified fitness plan has been approved due to physical limitations. Students who are enrolled in P.E. class but are not well enough to participate on a given day should give their PE teacher a note from their parents and should expect to make up the missed period in accordance with class policy.

To avoid foot injury and disease, tennis/athletic shoes and cotton socks are required for P.E. classes. At the end of the class period, students 5th grade and older are required to change into a fresh shirt unless they have P.E. at the end of the day.

K through 8th grade PE students must wear a Mountainview PE shirt and athletic shorts (longer than fingertips when hands are at one's side), capris or workout pants (not leggings).

Standard Precautions for Handling of Body Fluids (including, but not limited to, blood-borne pathogens):
Because all body fluids should be considered infection risks, standard precautions will be taken when handling body fluids. These standard precautions include wearing personal protective equipment when handling body fluids. When cleaning up blood, vomit or other body fluids, all persons should wear rubber gloves to protect themselves against any infectious diseases. Rubber gloves are to be available in the First Aid Cabinet in the school office.

Safety and Confidentiality

If a student reveals information that in the teacher's or counselor's opinion and discretion raises concerns for the health or safety (whether physical, emotional, spiritual or mental) of a student, that information should be revealed to the principal and the student's parents. It is important to note that while teachers respect the privacy of students, that not everything said to a staff member may be kept confidential.

ANTI-BULLYING POLICY

We are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. We are a *TELLING* school. This means that *anyone* who knows that bullying is happening is expected to tell the staff. If you would like a copy of our full policy, please see the Parent menu on our website (www.mtview.id) or contact the principal. If you want to report any concerns, contact the principal.

What Is Bullying?

Bullying is the use of aggression with the apparent intention of hurting another person. Bullying results in pain and distress to the victim. Note that some kinds of bullying listed below cross over into other areas of abuse as well, such as child abuse or violent/threatening behaviors; such behaviors may be dealt with according to these other school policies as well.

Bullying can be:

- Emotional - being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures), ridiculing
- Physical - pushing, kicking, hitting, any use or threat of violence, or any unwanted physical contact
- Verbal - name-calling, sarcasm, spreading rumors, teasing [could be racist or sexual in content]
- Cyber - All areas of internet, such as email & internet mobile threats or insults by text messaging & calls, misuse of associated technology, i.e. camera & video facilities

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Students who are bullying need to be confronted with and repent of the harm they are doing to others and to themselves, and they need to learn different ways of behaving. Mountainview has the responsibility to respond promptly and effectively to issues of bullying.

CHILD ABUSE POLICY

The staff and administration of Mountainview Christian School recognize that while abuse of any nature is a sad and difficult issue to deal with, it is also an unfortunate reality in this world. We have developed a policy to try to prevent abuse and to handle any abuse allegations that may arise. With any case that may arise, we agree, as a Christian community, to handle conflict and confrontation in a biblical manner. We will seek the good of all parties involved and attempt to handle each situation with Christ-like love. If you would like a copy of our full policy, please see the Parent menu on our website (www.mtview.id) or contact the principal. If you want to report any concerns, contact the superintendent.

SAFETY IN EMERGENCIES

While we have a good relationship with the community and feel relatively safe in Salatiga, we also have a crisis management team and keep in touch with local authorities as part of our contingency plan. We review emergency procedures and conduct various drills with our students throughout the school year. The purpose is to accustom our students and teachers to the procedures so that they will have good instincts and be able to behave calmly in the event of a real emergency. Parents who wish further detail concerning the number and types of drills that we conduct can contact the main office to be put in touch with our security specialist or an administrator.

MISCELLANEOUS

Lost and Found

Most items left outside of lockers, in the lunch pavilion, in the gym or elsewhere are stored in the Lost and Found bins in the pavilion, gym, or pool area. Students are responsible for retrieving their own belongings. School textbooks and some small, valuable items like glasses, calculators and jewelry are kept in the secondary office until claimed or until the end of the school year. Students and parents may ask the secondary secretary to look for any such items. There is a fee of Rp. 1000 per item retrieved from the office. Clothing, lunch containers, items of value and all other items brought to school should be clearly labeled with the student's name.

Items that have not been retrieved by the end of each quarter will be disposed of or given to charity. Please encourage your child to check the lost and found often.

Supplies

Each student should bring a mid-morning snack and a lunch each day, including protein, carbohydrate, and fruit. The

food should be brought in an ANT-PROOF plastic container. Each student should also have his or her own cup or water bottle, as many germs are passed by sharing drinking containers. The student's name should be clearly marked on all personal items, including thermos/bottle/cup and lunch box.

Students are asked to bring the following school supplies:

- Electronic Device (tablet, laptop, etc) that meets the minimum requirements for use in the classroom
- a 250-count box of tissues (non-perfumed) to be turned in to their English teacher (These tissues will be shared among all the classrooms for student use.)
- a lock for their locker (either key or combination)
- paper*, notebooks*, pencils, pens, erasers (*Individual teachers may have specific requirements.)
- Bible, New International Version
- P.E. uniform: 2 T-shirts (for purchase at the school office) and navy blue shorts (purchased off-campus). Students should also bring a towel and soap. Uniforms and towels must be marked with the student's name.
- Grades 7-12: a centimeter/inch ruler, drawing compass, and protractor
- Grades 9-12: a scientific calculator
- other supplies as indicated by their teachers

Visitors

School-age friends or family members of students may visit the classroom on a limited basis with prior approval from the administration. *The student who is hosting the visitor is responsible for obtaining permission from and make introductions to the principal and to each of his teachers.* The visitor will be covered by the same medical release from liability agreement as the host student.

PARENT COMMUNICATION

RenWeb - Parentsweb

A primary tool for teacher-parent communication is RenWeb's Parentsweb. Teachers can post lesson plans, class activities, homework, and grades. Your child's report card can be accessed via Parentsweb following each quarter.

Instructions to Create a ParentsWeb Login

1. Please go to www.renweb.com.
2. Select Logins from the menu bar and ParentsWeb Login from the drop-down menu.
3. After the RenWeb ParentsWeb Login screen opens, please select Create New ParentsWeb Account.
4. Enter MV-IDN into the District Code field.
5. Enter in the Email field your email address as provided in your application to the school. (Contact Registrar@mtview.id if you are unsure of the email address provided.
6. Click the Create Account button.
7. You will receive an email from RenWeb Customer Support containing a link that will allow you to create your username and password. For security purposes the link will remain active for 6 hours.
   Please click on the link. A Change/Create Password screen will open. You may use the default username provided, or create a new username. Then type in your desired password into the Password field and Confirm Field.
8. Click on the Save Username and/or Password button.
9. Close the window.
10. Return to Parentweb login page and enter your email and confirmed password

Mountainview Facebook Page (and Mountainview Groups)

Mountainview has a Facebook page (https://www.facebook.com/MountainviewCS/). In addition to email announcements, school leadership uses this forum to announce information publicly. Within this public page, Mountainview has created 4 "closed" groups (Mountainview-Athletics, Mountainview-Fine arts, Mountainview-Secondary Events, Mountainview-Elementary Events). Beginning July 2018, all photos of events will be shared in the appropriate group. You are encouraged to "join" the group(s) you would like to see photos and receive specific information from. These groups will be closely monitored for safety and appropriate content and are not available publicly. You are welcome to invite your extended family (grandma, grandpa, aunts, uncles, etc.) to also join these groups to help stay connected and share the good things happening at MCS.

Parent/Teacher Conferences

Parent/Teacher conferences are generally held at the beginning of the second and fourth quarters. We encourage both parents to attend these conferences, if possible, to discuss progress problems or questions with the teachers. We invite parents to visit the school, the classroom, or the teachers whenever needs arise; **however, we request that**

these appointments be made in advance. Please contact the office if you need assistance in setting up an appointment. We are eager for good communication between the home and the school as we strive together for the best training and education of our students.

Conflict Resolution - Grievance Policy

Student/Teachers/Staff/Administration will follow established grievance procedures based on the principles of Matthew 18:15-17, ensuring that proper due process and documentation standards are observed. The Mountainview Organizational Chart will serve as a guide to the appeal process of a grievance. Adequate time frame for addressing grievances is desired. An ideal timeline for the total process listed below would be 30 days. Grievances should be processed in a timely manner. Issues that occur in and are not expressed by the end of an academic year will not be considered as valid grievances within the grievance policy.

Definition: A grievance exists if a student, teacher, staff, administrator feels that he/she has been wronged, by being subjected to any unjust act, policy, or procedure. The grievance can exist against the action of any student, teacher, staff, administrator, the School Board, or any organization or committee of the school.

Informal Level I

A person who has a grievance is to first privately approach the person or people whom the grievance is against and communicate the grievance verbally giving opportunity for positive dialogue.

Informal Level II

If resolution is not reached, the person with the grievance, along with one or more witnesses, should set an opportune time with the person or people whom the grievance is against. During this meeting, a written statement of the grievance should be presented to the person or people whom the grievance is against, again giving opportunity for positive dialogue. A dated signed copy of the statement should be kept.

Formal Level I

If resolution is still not reached, the person and the witnesses should approach the appropriate supervisor/administrator and share the grievance. A copy of the written statement is to be given to the supervisor/administrator. The administrator will research the grievance, talk with all primary parties, and act upon the grievance in a timely manner. The supervisor/administrator will document his/her decision. The supervisor/administrator's decision will be reported to all parties involved.

Formal Level II

If resolution is not reached at the administrative level, the grievance may be taken to the Superintendent. A copy of the written statement and the administrator's documentation is to be given to the Superintendent. The Superintendent will communicate with the administrator, act upon the grievance, document his/her decision, and report his decision to all parties involved.

Formal Level III

If resolution is not reached at the Superintendent level, a grievance appeal may be taken to the School Board. In this event, a copy of the grievance and documentation would be presented to the School Board. The School Board Chair will determine if the grievance appeal will be heard at a special called meeting or at a regular meeting of the School Board. The School Board will act upon the grievance. All decisions of the School Board are final. All proceedings will be recorded by the Recording Secretary. All parties have the right to legal counsel and have the right to call witnesses during formal grievance meetings (Formal Levels I - III).

RECOGNITION

Mountainview appreciates the many ways that students make positive contributions to the school. The special atmosphere at this school is due largely to the high character and attitude of the students, its most precious asset.

Student contributions are recognized in a number of ways. Sports awards are given by coaches for improved performance, outstanding effort and most valuable contribution to the team.

Academic achievement is also recognized in a variety of forms. Teachers may give prizes, awards, verbal praise and other positive reinforcement for effort or achievement above the ordinary. Good work is often displayed for others to admire. Honor rolls are posted at the end of every quarter.

At the end of the year, Mountainview secondary school hosts an Awards Ceremony to which all parents are invited. At

this ceremony, outstanding achievement in many areas is recognized and honored. These include attendance, honor roll, fine arts, service, and sports awards. Senior awards are given to seniors who are outstanding in various areas.

Other opportunities for recognition in the secondary school include being chosen for leadership roles in student activities, being chosen for a part in a dramatic or musical presentation, and contributing to the yearbook or newspaper. The Mountainview faculty and staff are proud of the tremendous attitude and efforts of the students, and they look for ways to show how much that enthusiasm is appreciated. At the same time, we do not wish to emphasize awards to the point that we foster a spirit of destructive competition.

STANDARD OF CONDUCT

Mountainview is a Christian school, and we, therefore, have some standards which are based on the Bible and on Christian ethics. Other guidelines may be motivated simply by our understanding of what constitutes safe, sensible and respectful behavior in our circumstances. All members of the school community are expected to honor these guidelines, which we have chosen to help us maintain a positive and effective learning environment.

Moral/biblical Principles

It is our expectation that all members of the Mountainview community will honor Christ in all behavior and interactions, both in and outside of school. We expect our students to internalize Scriptural principles and ask themselves if certain actions are consistent with Christian testimony. Consequences for infractions of these principles may be invoked even when the misbehaviors are not directly associated with the school. Some of the behaviors that we would like to see our students building into their characters are the following:

- **Honesty**: Honesty honors God and builds trust, which is the foundation for positive relationships.
  - Cheating: Students are to do their own work. Giving or receiving information to/from others for graded work or copying the work of another student is dishonest and unacceptable.
  - Plagiarism: Blatant plagiarism is equally unacceptable. Students are responsible for working on understanding and avoiding all forms of plagiarism, although “technical plagiarism” is dealt with more leniently.
  - Lying: Integrity is essential for good relationships and mutual respect. Lying is unacceptable.

- **Positive Communications**: All forms of communication, including websites and other electronic communications, should honor Christ and show respect for others and for the school. Gossip, uncharitable criticism, profanity, and any other detrimental speech/communications are unacceptable. Also included is any music that is played on campus or at a school activity: it should be Christ-honoring and respectful of others.

- **Respectful Behavior**: All members of the Mountainview community (students, teachers, national staff) are expected to show respect and concern for one another and for the authorities over them, following the respect agreements that they have committed to.

- **Sexual Purity**: God’s intention for sexual activity is to be within a legal, committed marriage relationship between one man and one woman. Students need to guard their sexual purity at all times. This means avoiding…
  - the temptation of being alone in a secluded area with a student of the opposite sex,
  - engaging in displays of affection that would arouse sexual desires, and
  - all forms and means of pornography, including visiting pornographic websites.

Other Guidelines: The following guidelines have been developed to facilitate the smooth and positive functioning of the school. While most of these guidelines are practical rather than moral in nature, a willful refusal to submit in any area becomes a moral issue.

English only

Because we are an English-language school, we expect all students to speak English during school hours (both during and in between classes). The use of English socially is critical in attaining proficiency.

Electronic Devices

While hand phones, mp3 players, earbuds/phones, and other electronics can be very useful, their improper use can also disrupt learning and hinder relationships. Therefore, there is no personal use of earbuds/earphones between arrival on campus until 2:45 pm (or the end of the school day). No hand phones or other electronic devices are permitted to disrupt class in any way, so they should be turned off during the entire school day. Any use of such devices is limited to teacher-directed educational use. Phone calls and text messaging is only allowed with teacher permission.

Any improper use of these devices will result in confiscation. Confiscated phones will be held in the secondary office. Following a first violation, the student may collect the phone at the end of the school day. For any additional violation, a parent must come to collect the phone. Confiscated phones or other devices may be examined by school administration. Students may be required to activate phones and remove passwords.

Safety

- Illegal drugs may not be purchased, possessed, or used by Mountainview students at any time or place.
- Alcohol and tobacco may never be used on campus or in association with any school event, even if off campus. They are addictive and dangerous, especially for young people. However, the school does not consider alcohol or tobacco used under the supervision of one's parents to be a disciplinary matter.
- Students are not to carry weapons or other dangerous materials in campus. This includes cigarette lighters, slingshots, knives with more than a 2" blade, guns [including pellet, BB, and paintball], etc.
- Students are to act appropriately in all areas. No running in halls, sitting on lockers or roughhousing.

Campus Policies

- Students are to arrive for school and for each class promptly, being seated and ready by the bell.
- Mountainview is a closed campus. Students are to stay in campus during school hours.
- Students may not go to the dorms without permission from the principal.
- Students may not skip class.
- Students are to spend the entire lunch period at the pavilion.
- Students must ask permission to enter a teacher's room.
- Students are not to "hang out" in the locker area after 5:00 PM.
- See the After-Hours Campus Use Policy in the Facilities section for other after-school guidelines.

Facilities Policies

- Care of facilities: Students need to treat the building and all of the equipment and supplies of the school well (i.e. desks, books, and lockers…) and use these materials in the way they were designed to be used. We expect them to actively participate in keeping our facilities clean and in good condition for all to enjoy.
- Lockers: Nothing is to be left on top or on the floor in front of lockers. Lockers should be kept locked. The school reserves the right to inspect lockers at the discretion of the administration.
- Gum: Gum chewing is not allowed on campus.
- Food/drink: Only water is allowed in the auditorium, on the gym floor, and in libraries. In all other places where food or drink is allowed, all members of the community are expected to clean up after themselves.
- Auditorium: Students are not allowed to use the auditorium unsupervised.
- Gym: See the Gym Use Policies for full information about gym hours and care of the facility.

Vehicle Policies

- Bicycles on campus: Bicycles are to be ridden safely on paved roads and grassy areas only, and should be parked the designated section of the covered parking area at the secondary school.
- Driving any motorized vehicle without a proper driver's license is not allowed on campus. Effective January 15, 2018 any student driving a motorized vehicle must get a special permit from the Principal (currently lead Secondary teacher) in order to drive on campus. Permission requires a proper driver's license and short interview/assessment of the student driver's driving competency
- Skateboards on campus: Please be careful to protect yourself, others and our facilities.
    - Areas skateboards are allowed cement corridors around the gym at gym floor level (unless there is another activity in that area), parking areas if no vehicles are present, cement sidewalks
    - No grinding, No jumping of any kind, No riding rails.
    - The following areas are <u>always closed</u> to skateboarding:
        - in gym (on plastic flooring)
        - on all tiled floors (inside or outside)
        - around classrooms or offices between 7:00 AM and 5:00 PM during normal school days.
        - in areas where there are a lot of people (even if the area is normally "allowed")
        - in and around the gym seating area, including upper corridor
        - playground
- Off-limit Areas: No one may drive on the track, soccer field or any grass areas, and may not enter school or gym corridors with wheeled vehicles of any kind.
- Giving Rides: Student drivers may **never** use motorized vehicles to give rides to dorm students. Other students may be given rides **only** if the driver first obtains permission directly from the parents.

Issues Dealt with Directly through the School Authority Structure.

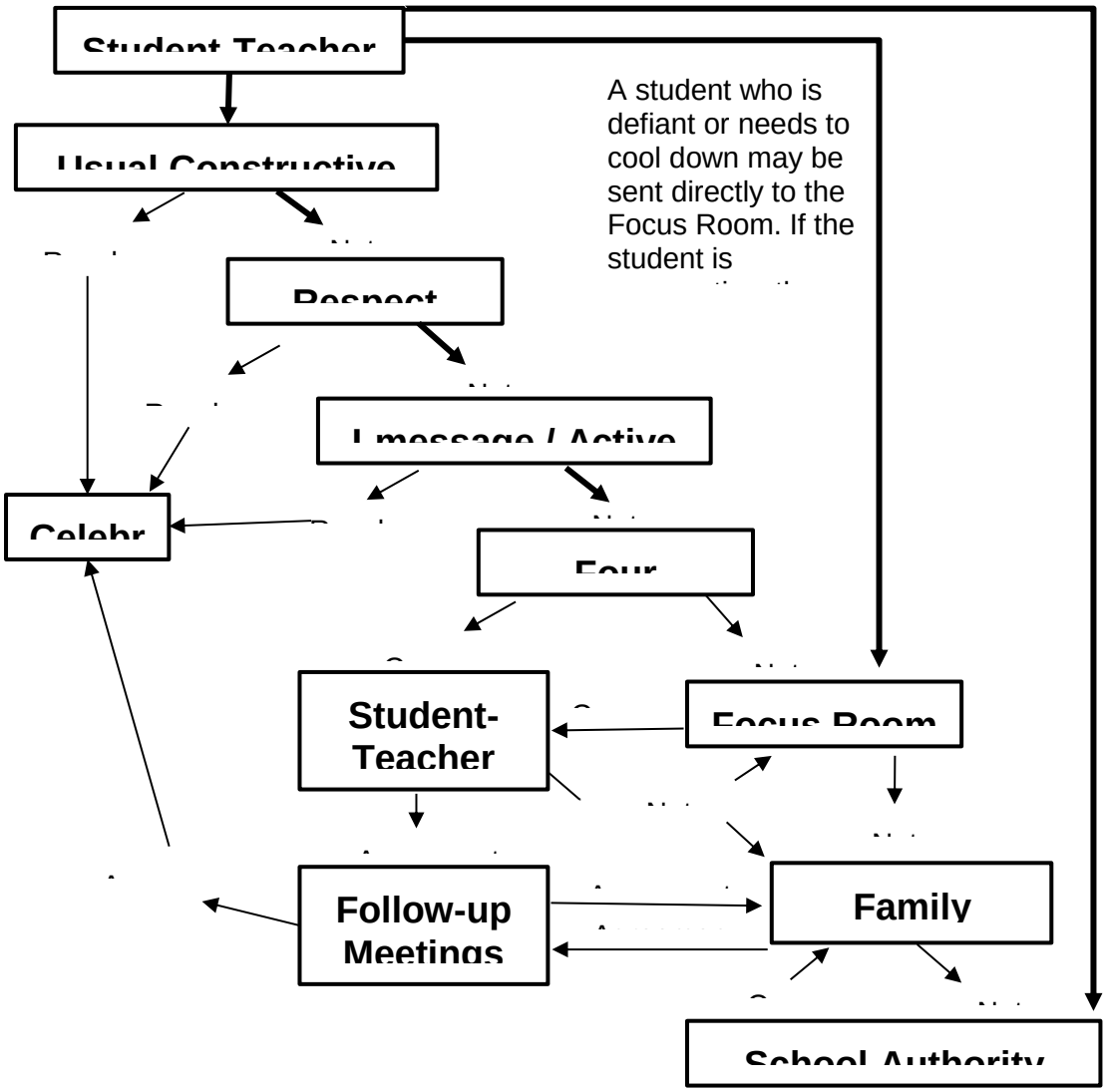
Any conflict which occurs outside of the classroom may be dealt with directly by the principal, but the restorative discipline approach would still be used as possible. And in any situation, the principa may be invited to help the teacher and students find the best resolution.

"No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it. " Hebrews 12:11

RESTORATIVE DISCIPLINE PLAN

Mountainview Christian School believes in a discipline plan that is fair, restorative, and consistent. We feel that all students have a right to go to school in a safe environment. Each student also deserves the opportunity to learn in an atmosphere of respect, free from the influence of disruptive classmates. Each student and teacher has a responsibility to help create and maintain a respectful, safe and stimulating learning environment. We realize that there will be times when students forget their responsibility or are temporarily unwilling to be cooperative. For this reason, we have developed a plan of discipline that has as its goal restoring both a safe and stimulating environment and restoring those who are negatively impacted by the misbehavior. Students and faculty will work together to create a school-wide Respect Agreement, and conflicts will be dealt with in a cooperative setting that seeks to restore. See the Flowchart below for a visual summary of this restorative discipline plan. You can also refer to the Parent section of our website www.mtview.id for a detailed description of this approach.

Flow Chart of Discipline that Restores



SOCIAL MEDIA POLICY

Mountainview Christian School recognizes that access to technology in school gives students, parents and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, this **Acceptable Use Policy** outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- Students, parents and teachers are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of social media can result in disciplinary action.
- Mountainview Christian School makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of social media technologies.

We encourage teachers, students, staff, and other school community members to use social networking/media (Twitter, Facebook, etc.) as a way to connect with others, share educational resources, create and curate educational content, and enhance the classroom experience. While social networking is fun and valuable, there are some risks you should keep in mind when using these tools. In the social media world, the lines are blurred between what is public or private, personal or professional.
We've created these social networking/media guidelines for you to follow when representing the school in the virtual world.

Please do the following:

- Use good judgment
- Be respectful
- Be responsible and ethical
- Be a good listener

Please be cautious with respect to:

- Images
- Other sites .

Don't share the following:

- Confidential information
- Private and personal information

- Correct mistakes immediately
- Apologize for the mistake if the situation warrants it.
- If it's a MAJOR mistake, please let someone know immediately

And if you don't get it right…

Netiquette

- Be courteous and respectful
- Some content online is unverified, incorrect, or inappropriate. Users should use trusted sources when conducting research via the Internet.
- **Do not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see**.

Personal Safety

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult immediately.

- Never share personal information without adult permission.
- Communicating over the Internet brings anonymity and associated risks, and you should carefully safeguard the personal information of yourselves and others.

Cyberbullying

Cyberbullying will not be tolerated. Engaging in bullying behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges.

Social Media Policy Agreement

To help protect the safety and reputations of myself, my friends, other people, and the Mountainview community, I will follow the expectations described in the Social Media Policy.

I will:

- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat social media carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
- Be cautious to protect the safety of myself and others.

*This is not intended to be an exhaustive list. Users should use their own good judgment when using social media

I will **not**:

- Use social media in a way that could be personally or physically harmful to myself or others.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others–staff or students.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use language online that would be unacceptable in the classroom.

*This is not intended to be an exhaustive list. Users should use their own good judgment when using social media

Limitation of Liability

Mountainview Christian School will not be responsible for damage or harm to persons, files, data, or hardware.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of volunteer privileges
- Removal from positions of leadership within Mountainview Christian School.
- Removal of student from Mountainview Christian School.
- Additional consequences determined by Administration.

EXTRA-CURRICULAR PROGRAMS

ELIGIBILITY REQUIREMENTS

These standards apply to all team sports as well as to other activities which happen outside school hours (including Student Activities Committee, Dramatic productions, etc).

Eligibility means that a student has met the following requirements and is free to participate in extracurricular activities. Academic requirements are based on the most recent report card. A student must …

1. Be a current student in grades 7-12
2. Have earned a **2.2 G.P.A**. for the most recently completed quarter
3. Have earned all passing grades for the most recently completed quarter (no *F*'s)
4. Be a student in good standing. A student who is suspended (in-school or at home) will be on academic probation for the first 2 weeks, if he/she still fails to satisfy the eligibility requirements on the succeeding eligibility check, then he/she will be declared immediately ineligible for the rest of the current season.

A student is put on ***probation*** when he/she has failed to meet the academic requirements for eligibility. If a student is earning a grade below 64.5% in one class, he/she will automatically be put on probation. The student may continue to attend practices but **no games**. At the end of the probation period (one week), if the student is passing all classes, he/she may return to full participation.

If a student is earning a grade below 64.5% in **more than one class** he/she will be put on ***probation*** and must meet with the teacher to come up with a plan of action and accountability to improve his/her grade. The student must go to the teacher's classroom every day from 2:45-3:15 opm to work on assignments, ask questions, and get help. He/she must *fill out a "**Study Card**"* for the 1 week probation period and get it signed daily by the teacher once he/she has attended this study session. This "***Study Card***" is the responsibility of the student to turn into the Athletic Director at

the end of the week's probationary period. He/she can only be declared *eligible* if all grades are above 64.5% at the next *Academic Eligibility Check.*

A student earning a grade below 74% in at least one class following an Academic Eligibility Check may be put on **Academic warning.** This warning will inform both student and coach/advisor of an academic concern. While the student may continue at full participation, this warning is intended to help both student and coach/advisor proactively work towards better academic performance so that extracurricular participation is not impacted.

A student is declared ***ineligible*** if he/she does not meet expectations following TWO CONSECUTIVE Academic Eligibility Checks.

[Note: A student's return to eligibility does not guarantee that he/she can return to his previous position.]

Absence and Participation in Extra-Curricular Activities

A student who leaves school due to illness may not return and participate in extracurricular activities(including open gym, youth group, etc.) after school that day. A student must arrive by 11 a.m. in order to participate in extracurricular activities on that day. A student who misses the whole day due to illness or an unexcused absence may not attend any extra-curricular activity even as a spectator. Exceptions to this policy must be approved by the event adviser and the principal.

PARTICIPATION FEES

Participation fees help provide some of the financial resources necessary to maintain our athletic program. The fees are used to buy equipment, uniforms, awards, and to pay for officials and local transportation. Year-to-year changes in the athletic participation fees may be required as equipment costs vary. Coaches/advisers will announce the participation fees at the time of try-outs.

Regular participation fees do not include personal equipment, overnight travel expenses or IISSAC tournament fees. Participation fees are due at the start of each activity and are nonrefundable. All fees should be paid in the business office.

Non-Mountainview Student Fees:

Non-Mountainview students may participate in extracurricular activities as space allows.

1. Secondary students, because the activities are subsidized by tuition, pay double fees.
2. Some activities (like plays), do not have a participation fee but receive funding from tuition; in these cases, non-Mountainview students must contribute to participate. A fee will be set by the business administrator after consulting with the teacher adviser.

COMMITMENT

As a member of a team or organized activity, the student is expected to be committed. This includes being on time, following coaches'/advisers' instructions, and being a team player. Halfhearted involvement is worse than no involvement at all. It is a privilege to be involved, and a lack of commitment will be harmful to the whole group. This may involve making choices between two extracurricular activities. Multiple involvement is encouraged only if practice schedules do not conflict.

Student participants must also pay extra attention to their studies. Missing practice in order to study or do homework shows a lack of planning and commitment. Specific attendance policies will be up to the coaches/advisers.

PARTICIPATION

Our secondary extracurricular activities are open to all eligible secondary students. For team sports and most other activities, this means that participants must be in grades 7-12. In activities other than team sports, some exceptions may be made due to unusual circumstances and with the approval of both principals. (For example, a secondary play may call for a small child to fill a minor role, but no role or position should be given to an elementary student if it can be filled effectively by a secondary student.)

ATHLETICS PROGRAM

Our Athletics Department philosophy places the student-athlete above winning. We strive to guide the student to develop Godly attitudes both on and off the playing field. Students, coaches, and parents are encouraged to foster an atmosphere that portrays MCS values and vision statement to our school and local communities.

Additional information regarding the details of the Athletic Program can be found in our Athletic Department Handbook.

We are a charter member of the Indonesian International Small Schools Activity Conference (IISSAC) and compete in several IISSAC tournaments throughout the year.

The secondary sports offered at MCS are:

- Soccer – From August to October. We offer both Varsity and Junior Varsity teams for boys and girls (if enough students try out for the sport to have 2 teams). MCS hosts a local tournament at our school, and the season culminates with an IISSAC tournament.
- Volleyball – From August to October. We offer both Varsity and Junior Varsity teams for girls. A boys volleyball club is sometimes available, depending on availability of coaching staff and student interest. There is currently no IISSAC volleyball tournament. However, MCS hosts a local tournament and tries to attend a tournament at SIS every other year.
- Basketball – From September-October, we offer a 6-week Junior Boys basketball team for 7th-8th boys. From November to February. We offer Varsity and Junior varsity teams for both boys and girls. We host a local boys & girls basketball tournament for both varsity and JV teams with local schools. Varsity teams participate in the annual IISSAC basketball tournament at the end of the season.
- Swimming – Swim Club is offered for 6 weeks during August-September. From February to April, we offer swimming for both boys and girls. The MCS swim team is comprised of a secondary and an elementary team who practice together and participate in the annual IISSAC swim meet.
- Cross Country – Starting this year, from November to February. We offer cross country for both boys and girls, elementary as well as secondary. Students compete in the cross country competition held at IISSAC.
- Badminton – From March to April. We offer badminton for both secondary boys and girls. Students compete in the badminton competition held at IISSAC.

Other sports may be offered depending on the availability of coaching staff.
During the particular sports season, our teams play a series of friendly matches with local Indonesian schools. All sports except for volleyball culminate with the IISSAC tournament. We also have local tournaments for some sports such as basketball.

The philosophy of the Athletics Program at Mountainview is subject to the philosophy and mission of the school. The following directives of the program are an extension and practical application of our school's mission.
As a Christian school, our goal is to HONOR God in everything we do. This is done in Athletics through:

1. **Godly Character** development, exhibiting sportsmanship and respect for others - including coaches, officials, teammates, opponents, and spectators.
2. **Fundamental Skills** Training (improving through hard work and discipline)
3. Developing **Perseverance** as the athlete learns to face challenges and pressure with strength and humility.
4. **Community Connectivity** - helping unify the community by hosting various sporting events which open opportunities for connecting with Indonesians, as well as with people all over the world, and welcoming them graciously to our campus for healthy fun and positive physical activity.
5. **Commitment & Time Management** - teaching athletes to extend their best effort in practice and games and holding them accountable to good time management.

Core Values of the MCS Athletics Program

• **Godly Character** – The athlete will learn to show respect for others and good sportsmanship.
• **Fundamentals** – Each coach will commit to developing the athlete's skills and by training in the fundamentals; the athlete will commit to do his/her best to improve in their skill level by following the coaches' instruction and leadership.
• **Perseverance** - When faced with challenges (success and defeat, team conflict, disappointment, physical pain and hard work, possible injury), the athlete will learn to seek help and grow in how they handle adversity.
• **Community** – The Athletic Program should cultivate overall school spirit and pride by working together with coaches, athletes, and parents to hold excellent sporting events that positively impact others for Christ.
• **Time Management** – The student-athlete will learn the importance of effective time management so that other commitments (particularly academics) are not hindered.

Uniforms

Team uniforms are provided for all team members. It is our goal to use these uniforms for as many years as possible. Each team member is responsible for caring for his or her uniform and return it in the original condition at the end of the season. Costs of repair or replacement will be charged to the student-athlete. Teams may choose to design a new uniform at personal cost with their names on it, pending approval from the Athletic Department. Uniforms must have school colors on it: navy blue and gold (yellow)

Awards
Junior Varsity participants will receive a certificate of participation specific to the sport they were involved in. Varsity participants will receive a certificate of participation and first-time Varsity players will receive a gold sports pin as a "letter award". Additional awards are given for the Varsity teams for

- Most Improved Player
- Most Valuable Player
- Coach's (or, if more than one, Coaches') Award

Code of Conduct
As a representative of Mountainview, the student-athlete is expected to maintain a code of conduct that best reflects the Christian makeup of Mountainview. This involves following the standards outlined in the MICS student handbook. In addition, the student-athlete is expected to:

- Be on time to all practices and games.
- Give a note from a parent, doctor, or teacher, if you need to miss practice or are late for health or academic reasons.
- Communicate directly with the coach if you cannot make a practice or a game.
- Respect coaches' and referees decisions
- Follow all rules established by the coach.

Academic Eligibility
A student-athlete is expected to maintain passing grades in all classes while participating in an MCS sports team. To help hold the players accountable to making academic success a priority, the Athletic department selects certain dates throughout the season to check the athlete's grades. The athlete will be ***eligible*** to participate fully in any approved MCS sports team, as long as he/she is a current MCS student in grades 7-12, has earned all passing grades on the **Academic Eligibility Grade** check dates, and is in good standing in regards to behavior in school. Players not meeting these requirements must meet with the principal and/or teacher to come up with a plan for academic success in that class. This plan is to be shared with the coach, so the coach can help hold the player accountable. A player will be put on probation and only be allowed to participate in practices until his/her grades become passing and/or he/she is following the plan established by the teacher and principal.

Out-of-Town Trip Policies
Unless previously arranged, all players will travel to and from the intended destination with the team. All costs of meals and lodging (if necessary) will be the responsibility of the team members. Transportation costs will also be the responsibility of the players when overnight stays are necessary (Malang, Surabaya, Bandung, etc.) If this causes undue financial hardship, please contact the Athletic Director so that financial aid can be investigated.

Health Policies
Although not required, physical examinations by a competent medical professional are encouraged before a student participates in athletics. An **Emergency Medical Form** must be completed by all players and turned into the coach prior to the first game of the season. This medical form must be updated yearly, or as needed.

Parental Permission
Before the student can participate in any game or competition, a permission slip must be completed and turned in to the coach. Signing this indicates both the student and the parent have read the Athletic Manual and agree to follow the guidelines therein. Permission slips will be given out at the beginning of each sports season.

Practice and Game Schedule
Practices after 3:15 pm will be held up to 4 times per week on any day but Wednesday. Practice schedules will be posted prior to each sports season. Games will be scheduled as far in advance as possible on any practice day or on Saturday. Dorm students with evening practices will need to work out their study hours with their dorm parents.

EXTRA-CURRICULAR ACTIVITIES

Mountainview has a strong program of extra-curricular and co-curricular activities. In addition to sports, we have many programs involving fine arts, social activities and service projects. Nearly all of our secondary students are involved in extra-curricular activities, giving them many more opportunities for development of their gifts than what would be available during the school day alone.

Students desiring to participate in any extra-curricular activity that involves a long-term commitment need to meet the same eligibility requirements as members of sports teams. This would include participation in activities like a play or musical, the Student Activities Committee, or the Battle of the Books. A student need not meet eligibility standards,

however, merely to attend a short-term activity like a student retreat or weekend service trip.

Reminder: the standard dress code for all campus and non-campus school activities unless special guidelines have been drawn up due to the nature of the event. This means that students organizing a banquet must ask for and receive special permission if girls wish to wear sleeveless dresses, for example.

NON-MOUNTAINVIEW STUDENTS AND EXTRA-CURRICULAR OR CO-CURRICULAR ACTIVITIES
Mountainview has always tried to support local expatriate families whose children do not attend Mountainview, but at our current level of staffing, this has become too great a challenge. So until we have the staff to develop a home-schooling support program, the following is our policy:

CO-CURRICULAR ACTIVITIES (during the school day)
Non-Mountainview students (home-schoolers, visitors, etc.) may not participate in activities or special events that take place during the school day. They may attend as part of the audience when the public is invited, of course, but elementary-age children must be accompanied by a parent.

Part-time students may participate in an activity during the school day if the course they are taking is linked to the event (music—musical program, PE—field day, art—art show, etc.).

EXTRA-CURRICULAR ACTIVITIES (after school)
Non-Mountainview students may participate in extra-curricular activities as space allows. Elementary participants pay the same fee as Mountainview students. Secondary students, because the activities are subsidized by tuition, pay double fees.

Some activities (like plays), do not have a participation fee but receive funding from tuition; in these cases, non-Mountainview students must contribute to participate. A fee will be set by the business administrator after consulting with the teacher adviser.

Fine Arts

Mountainview offers opportunities for student expression in the arts as well. In addition to our fine arts curriculum, private lessons can often be arranged in music and art. Parents are invited to attend various performances and art shows at least once a semester. Occasionally the music and drama departments cooperate in the production of a musical; other semesters, music and drama performances are separate. We are proud of our students who take the initiative to find a teacher sponsor and organize clubs such as an art club or worship dance team. Literary talents are also developed outside the core curriculum through participation in the production of the yearbook and school newspaper.

Goals for Our Fine Arts Program

1. To glorify and honor God with our artistic, dramatic and musical talents
2. To bless others with our artistic, dramatic and musical skills
3. To develop, learn to care for, and use our God-given talents
4. To improve our skills and develop character through discipline, training, and hard work
5. To promote an appreciation for the arts and beauty in our community
6. To explore a variety of avenues to worship and experience God and His creation
7. To open new doors and create relationships with the surrounding community.

Social Activities

Citizenship and leadership skills are developed through student participation in the Student Activities Committee (SAC), which organizes most of the secondary school's extra-curricular social events. This student committee is assisted by teachers and sometimes by parents as well. Each event has a teacher adviser and SAC representatives, who will post a sign-up sheet so that any student can volunteer to be on the planning committee. The planning committee members for an event would decide when, where and how frequently they need to meet in order to plan an event. Events vary year by year, according to the ideas, interests, and needs of our students. Typical events include 3-on-3 basketball or other sports tournaments, a charity or worship concert, spirit week, and various other activities.

In addition to SAC-organized events, we have an annual Field Day, an all-school event usually held during the fourth quarter and organized primarily by teachers. The senior farewell banquet is organized by the junior class. Any teacher or student group wishing to suggest a new event needs to check with the principal regarding a calendar date and general approval of the idea. If a date is found and the idea is approved, then a committee of students and at least one adviser can be formed to organize the event.

Goals for Student Activities

1. To serve the school community by providing positive, safe and enjoyable activities

2. To develop responsibility and leadership among the student event organizers
3. To promote fellowship and a positive school atmosphere
4. To give students a voice in the selection and character of student activities

Service & Spiritual Growth Projects

Mountainview offers many opportunities for students to grow spiritually and to be involved in serving others. We have at least one retreat per year to stimulate spiritual growth and commitment, and we offer numerous opportunities for students to serve others. Some projects are organized as a part of our regular curriculum and some are extra-curricular. The latter, especially, vary with the needs of our community and the desires and contacts of our students and teachers. We have ministry trips to various places, including other islands in Indonesia. Additionally, our students always respond to natural disasters and other critical needs by clothing collections, service trips, and/or work parties. Some students and teachers are regularly involved in local ministries like orphanages. We always have staff members with the heart to challenge our students and to help them carry out their own visions for serving others.

Goals for Service & Spiritual Growth Projects

1. To glorify God by serving others
2. To impact the world for Christ
3. To demonstrate Christ's love by our actions
4. To share our blessings with those in need
5. To give students a chance to live out what they are learning
6. To learn from experiences outside our safe culture
7. To learn to face physical, mental, and emotional challenges with faith in Christ
8.

Academic Competitions

Mountainview provides some opportunities for students to challenge their academic growth outside the curriculum. One of the most popular of these events is the Battle of the Books, usually held in 1st semester. Some years there are opportunities for debates or even a science fair. Most of these events are within Mountainview only, but we have also had debates with teams from other international schools.

Goals for Academic Competitions

1. To help students gain a love of reading (or debate or some other academic endeavor)
2. To promote teamwork
3. To stimulate academic excellence in an enjoyable and different format
4. To interest students in a subject in a way that goes beyond the regular curriculum
5. To provide a venue for students with academic talents to perform

Advisers:

The adviser is to help set parameters for the event, help students develop leadership skills, keep the students on a time schedule, oversee the selection of chaperones according to the guidelines below, see that activities adhere to school policies and vision and to the dictates of common sense and safety, and advise and supervise the students in their plans. The adviser is also responsible for making sure that all chaperones understand their duties (see below) and for seeing that the organizing committee follows the guidelines below.

Administrative Guidelines for Scheduling Events All events, activities and public performances should follow the standard scheduling procedure below.

1. Long in advance of the event, consider if requests need to be made for modified dress guidelines.
2. At least 3 weeks in advance: request for **a new event** must be given to the Principal. Get a copy of the Student Activity Checklist from your adviser or the principal.
3. At least 2 weeks in advance: submit a fully completed **Student Activity Checklist** (even for events already on the calendar)
4. At least 10 days in advance: send the parent letter (& permission slip if needed) to the principal in electronic form (for easy editing and e-mailing), especially in cases that require parental involvement or late hours. Letters to parents should include the name of the organizing body, the name and contact information of the adviser in charge, the date and time, transportation arrangements, cost, and any special requests (snacks, driving, etc.). If a movie is to be shown, include the name and rating.

Guidelines for Student Groups Inviting Chaperones:

The Principal approves the list of chaperones. If groups follow the following guidelines, there should be no difficulty in having the list of chaperones approved.

1. Chaperones are to be Mountainview teachers (and their spouses).
2. The standard ratio is one chaperone for seven students.
3. No more than 25% of the chaperones for any given event may be first-year Mountainview teachers.

4. Chaperones may be asked to take on responsibilities in addition to supervision, like taking pictures, helping a committee, driving, etc.
5. Chaperones are not to be asked to pay for tickets. The school will provide one-half of meal or other expenses for the required number of chaperones (see the Superintendent), and the organizing group will pay the other half.
6. Any other adult (beyond the required number of chaperones) who is asked to attend and *perform a service* (like taking pictures) should be invited free of charge; the student group should cover the entire cost of this adult's ticket. Also, if an adult is asked to drive outside of Salatiga for an afternoon or evening event, then that person must also be asked to be a chaperone or invited to the event as a non-paying guest. (It's inconsiderate to ask someone to drive and wait outside or pay his own way.)
7. The student group need not feel obligated to ask *both* spouses to be chaperones. The other spouse, however, should at least be invited to attend the event at his/her own expense.
8. All teachers should be asked to chaperone an event before any teacher is to chaperone a second event in the same school year.
9. The organizing group may invite other teachers and/or parents as paying guests, and these guests may even be charged a higher rate than students as a means of reducing the student ticket price. These adults are not on duty; they're going for their own enjoyment, not to supervise students.

Special rules for Particular Events

CLASS TRIPS/PARTIES: Any school-sponsored trip needs to have a primarily educational, spiritual or ministry focus. Any class wishing to plan any other kind of trip or party needs to make those plans entirely outside of school and under their parents' supervision. Teachers are not permitted to chaperone non-school-sponsored events unless they are the parents of a student in that class.

DANCING: While dance may be an approved part of a special class (like worship dance) or a performance, the school does not sponsor modern social dancing. One major reason for this stance is so that our activities are fully and equally open to all of our students, even those from families and organizations which do not allow dancing. We have no objection, however, if students wish to organize a private, off-campus dance under the supervision of their parents.

We do allow one event per year to include dancing if students are given formal, supervised instruction in a particular style of dance, and if they follow the guidelines below. Any such activity would need special administrative approval well in advance, however, and typically, the one event which includes dancing is the Jr-Sr banquet. If dance is approved for the banquet (or for another school-sponsored event instead of the banquet), the following guidelines would need to be followed:

- A qualified adult must be there, leading and teaching throughout the dancing part of the activity.
- If there are partners, they are to change every few minutes.
- The dancing element of the event is not to be the main, only or last activity of the evening, but needs clear beginning and ending times.
- As with any extra-curricular event, if you wish to have a more relaxed dress code, you must request permission well in advance.

APPENDIX

POOL RULES and REGULATIONS

WELCOME to the MCS Swimming Pool! We want the swimming pool to be a fun and safe place for everyone. Please make yourself familiar with the following Pool Rules and Regulations.

Pool type: The MCS pool is a salt-water pool that is 25mx20m. The depth of the pool ranges from 1m to 3m.

Hours: The pool is open 7 days a week at various times. Please see pool schedule at the pool for present pool schedule.

MCS runs various PE classes, after school swim clubs, swim electives and swim team programs throughout the school year. These programs have priority for swim times and the pool will be closed to outside use.

Who Can Use the Pool: All current MCS students and immediate family members; all current national and expatriate staff and immediate family members; all current MCS Board and Yayasan members and immediate family members. Current part time students must qualify for pool privileges. Please see your principal to determine if you qualify.

Guests: From time to time those who qualify for pool privileges have out-of-town family members/guest visit Salatiga for a short time. Please feel free to bring your guests to the pool with you during their visit.

MCS Deep Water Test:

MCS does not recommend swimmers to swim in the deep end of the pool until they have passed the MCS Deep Water Test.

Swimmer must swim any style in the deep end of the pool and back (40m) without stopping for rest, then immediately tread water for 1 minute.

If your child cannot do this, please swim alongside your child in the deep end. Lifeguards have the authority to ask a child to stay in shallow end if they have not passed this test. Lifeguards are available to give children DWT when the parents feel child is ready.

POOL RULES

Parents and adults are the first line of responsibility for their children. Adults accompanying children must remain on pool deck and supervise the safety and behavior of the children in their care. If a lifeguard deems a behavior or activity unsafe for the pool, adults must help enforce this with their children.

The MCS Lifeguard's duty is to enforce rules below and to help in emergency situations. Lifeguards also have pool maintenance duties. It is not their duty to play with your child.

- All guests sign-in to enter the pool area.
- All participants must obey the directives of the lifeguard at all times. Listen for lifeguard whistle blows. One blow=used to get swimmers attention. Three long whistle blows=clear pool immediately due to emergency, bad weather or pool closing time.
- Failure to abide by any of the pool rules may result in the loss of pool privileges.
- Appropriate swim attire is required in the pool area. Adults are expected to set the example with modest swim attire. Members are responsible to instruct their guests on how to attire themselves at the pool.

  Children - still using diapers must wear rubber pants along with their diaper or a swim diaper.

  Girls/Ladies – modest one or two piece swimsuits covering mid-drift area, no bikinis.

  Boys/Men – boxer or jammer style swim suits. No underwear/speedo type.

- There is no running on the deck or inside the changing rooms.
- Diving is only permitted in the deep end.
- Dangerous activities such as pushing, shoving or throwing people into pool are to be avoided.
- Sitting, hanging onto or swimming over the lane ropes is not permitted.
- Swimmers must shower before using the pool if they are coming from gym/field and are covered in sweat. Please don't use the pool as your bath
- No chewing gum-on the pool deck or in the water.
- No eating food in the pool.
- No glass bottles/containers on pool deck.
- No bicycles, roller skates, skateboards, inline skates or any motorized vehicles are permitted within the pool area.
- Please throw all trash into trash bins provided at pool.
- Please put away any chairs, kickboards, pull buoys that you used and take personal belongings with you.
- No smoking.
- School classes and swim team have priority over all other events.

Grade 8 and under

- Children in grade 8 or younger MUST be accompanied by a parent or other adult. Children grade 8 or younger may NOT be dropped off at pool to be supervised by pool staff. Personal drivers or pembantu are not permitted to supervise children. Exceptions will be considered. Please see Swim Program Coordinator or Athletic Director to apply.

Adults accompanying children must remain on pool deck and supervise the safety and behavior of the children in their care. If a lifeguard deems a behavior or activity unsafe for the pool, adults must help enforce this with their children.

Grades 9 - 12

- Students from grades 9 – 12 may come to the pool during regular pool hours without an adult to supervise as lifeguard is on duty.

Dorm Students: See your Dorm Handbook/Dorm parents for copy of the Dorm pool policy.

Adults

Parents and adults who qualify for pool privileges may come to the pool any time pool is open provided there is no MCS Swim Program taking place.

Personal Coaches:

Please see the Swim Program Coordinator if you desire to hire a personal coach. MCS pool is both a community pool and school pool so these types of programs need to be approved/coordinated. Hiring secondary students or adults within the MCS community for swim lessons is fine. However, pool cannot be reserved for private times.

BAD WEATHER POLICY: The lifeguards are in charge of watching the weather. During rainy season especially, storms can come in and out quite quickly. If lightning is seen, the pool will be immediately cleared and closed. Lifeguards will sound 3 long whistle blasts to signal immediate clearing of the pool. No one may reenter the pool for 15 minutes from the last lightening sighting. The lifeguards are in charge of timing the lightning.

LANE LINES:

When there are lots of people in the pool, lanes 1 and 2 will be reserved for lap swim. Lifeguards will put in a lane line for you. However, ONLY lanes 1 and 2. Do not request any other lane.

- Lap swimmers should be prepared to share the lane with others. When more than 2 swimmers are in the same lane, laps must be swum in a "circle" going counter clockwise. No diving is permitted from the blocks in lanes when other swimmers are using the lanes.

MCS assumes no liability for any personal injury or loss of or damage to personal property.

NO LIFEGUARD ON DUTY STATUS:

- At certain times of the year, MCS is closed due to holidays/breaks. Lifeguards sometimes will be given time

off during these times. MCS will announce to the community via email/Facebook that the pool will be under a "No Lifeguard on Duty Status".

- Pool hours will be posted. Side entrance gate will be unlocked by Satpam at specified times. Parents/Adults will need to enter by unlatching and relatching the side gate.
- No one, including adults, may ever swim alone.
- No children are to ever climb the gate and unlatch the gate latch.
- Parents/adults are fully responsible to maintain the gate and latch and watch any children under their care.
- Dorm students are never to be at the pool while there is no lifeguard on duty. See dorm policy for details.

Updated: August 2017

FITNESS CENTER/WEIGHT ROOM RULES AND POLICIES

- Equipment can only be used after approval has been given by the Athletic Director. ALL participants MUST be trained on each piece of equipment and MUST have completed ALL paperwork BEFORE they can start.
- Sign in and sign out at the front desk.
- Water ONLY! NO food or other drinks allowed in the weight room.
- NO profanity or horseplay at any time.
- Proper footwear and athletic attire is required to use the facility.
- NO CHILD UNDER GRADE 7 IS PERMITTED IN THE ROOM.
- Students in Grades 7, 8, and 9 can ONLY use the weight room if accompanied by a parent/guardian, teacher, or coach.
- For Grades 10, 11, and 12, a minimum of two participants must be present in order to use the equipment.
- Follow all safety tips for use of equipment:
    - ALWAYS warm up before lifting.
    - ALWAYS use a spotter on the free weights.
    - ALWAYS use correct lifting technique & NEVER lift more weight than you can safely handle.
    - NEVER clang or drop the weights.
    - Clean-up after yourself. Wipe down the equipment after use. Remove weights from the bars and return all equipment to its proper place when you are finished.
    - Take care of the equipment and report damages or misuse to the Athletic Director.
    - If there are others waiting to use the equipment, please limit your time to 30 minutes.
- WEIGHT ROOM HOURS: DAILY: 5:00 a.m.-9:00 p.m.

MCS FITNESS CENTER/WEIGHT ROOM
MEMBERSHIP AGREEMENT

FIRST & LAST
NAME:_____
Telephone number:_____

EMERGENCY CONTACT
PERSON:_____
EMERGENCY CONTACT
TELEPHONE:_____

I have attended training for the FITNESS CENTER/WEIGHT ROOM. I have read and agree to follow the established rules and guidelines for the safety of myself and my school.

_____ _____
Signature Date

Trainer Name:_____ Trainer
Signature:_____

BYOD (Bring Your Own Device)

- Every student from 9th -12th grade is required to bring a device to school every day.
- Each student may connect one laptop or tablet to the school network for completing school assignments. Phones do not meet the minimum standard for BYOD.
- Dorm students may connect one additional personal device that can only be used during non-school hours – phones, tablets and laptops are allowed.
- All devices require an updated anti-virus program. Students (or their parents) must check and install a program of their choice on the computer before bringing it to school. No anti-virus, no connection. No exceptions! If you do not want to buy a subscription, there are several free options that you may download and install.
- Good Anti-Virus Software that has a FREE option:

Name - website	PC	Mac	Android	iPad/iPhone
Avira – www.avira.com	X	X		
Avast – www.avast.com www.avast.com/ios	X	X	X	X
BitDefender – www.bitdefender.com	X			
AVG Antivirus Free 2016 - www.avg.com				
Malwarebytes – www.malwarebytes.org		X		
McAfee (Google Store)			X	

Services IT offers to students

- We will connect a personal device to the school's Wi-Fi, printers, network drives and online services, such as Google (e-mail, drive, and calendar), and RenWeb (for class assignments and gradebook).
- Reset passwords
- Check out for daily use, **in school:**
  - Mouse
  - Headphones
  - Netbook or Tablet

Common Services NOT provided by IT:

Installing new software, reinstalling windows, and troubleshooting other types of computer issues is beyond the scope of service. We can recommend some local computer shops who may be able to assist you.