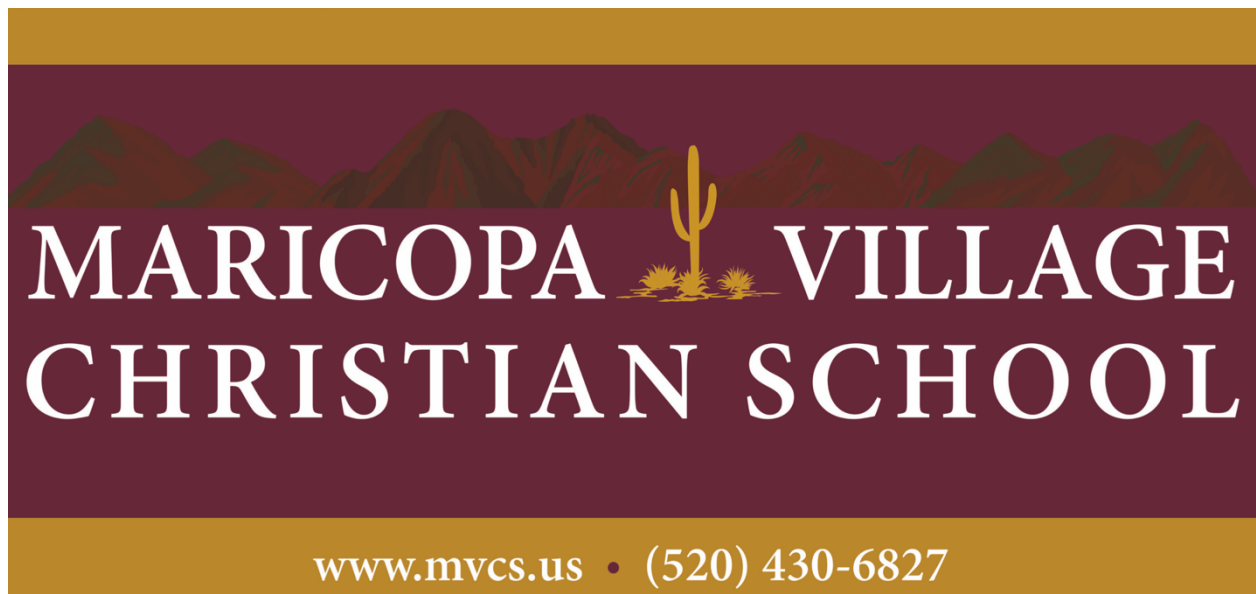


**Maricopa Village Christian School  
(MVCS)  
Parent/Student Handbook  
2026 - 2027**



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# Table of Contents

INTRODUCTION & OVERVIEW .....	4
MISSION STATEMENT .....	4
PHILOSOPHY AND OBJECTIVES .....	5
MVCS HISTORY .....	5
LOCATION .....	6
SCHOOL YEAR 2026-2027 HOLIDAYS .....	6
HOURS OF OPERATION .....	6
SCHOOL BOARD .....	7
ADMISSION .....	7
OPERATING POLICY .....	9
CLOSED CAMPUS .....	9
FINANCIAL/TUITION INFORMATION .....	9
NON DISCRIMINATORY POLICY .....	9
IMMUNIZATIONS .....	9
MANDATORY CHILD ABUSE REPORTING .....	10
NUTRITION POLICY .....	13
SEXUAL HARASSMENT POLICY .....	13
STUDENT ACCOUNTABILITY FOR LEARNING .....	14
SHARED RESPONSIBILITY .....	14
ACCOUNTABILITY CALENDAR .....	15
EXTRACURRICULAR ACTIVITY PARTICIPATION .....	15
ATTENDANCE .....	16
EXCUSED & UNEXCUSED ABSENCES .....	16
CONSEQUENCES OF POOR ATTENDANCE .....	17
TRUANCY POLICY & PROCESS .....	17
PENALTIES .....	18
DISCIPLINE POLICY .....	19
ACADEMIC HONESTY .....	19
OVERVIEW .....	19
REGULATIONS & VIOLATIONS .....	20
CORPORAL PUNISHMENT .....	23

STUDENT & SCHOOL SAFETY .....	24
SUPERVISION .....	24
MEDICATIONS .....	24
HEAD LICE POLICY .....	24
LEAVING THE SCHOOL PREMISES .....	25
FIELD TRIPS .....	25
NO WEAPONS POLICY .....	26
EVACUATION PROCEDURE .....	26
FIRE DRILL/LOCKDOWN PROCEDURE.....	26
FIRE SAFETY VIOLATIONS .....	27
VISITORS .....	27
VOLUNTEERS .....	27
SEARCHES OF STUDENTS AND THEIR PROPERTY .....	28
PERSONAL AND SCHOOL PROPERTY .....	28
COMPUTER & INTERNET USAGE .....	28
COMPUTER USAGE AGREEMENT.....	28
ELECTRONIC DEVICES NOT ALLOWED.....	28
INTERNET ACCEPTABLE USE POLICY.....	29
REPORTING & COMMUNICATIONS .....	33
GRADE REPORTS .....	33
CONFLICT RESOLUTION PROCESS .....	33
SCHOOL TELEPHONE .....	34

# INTRODUCTION & OVERVIEW

## MISSION STATEMENT

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

### Rationale:

#### A. HIGH QUALITY

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

#### B. CHRIST-CENTERED

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

#### C. SAFE CHRISTIAN ENVIRONMENT

1. Children are taught by godly teachers.
2. Children are shielded from many corrupting worldly peer influences.
3. Evolution and atheism are not taught and promoted.

## **PHILOSOPHY AND OBJECTIVES**

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

MVCS teaches young people to:

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

## **MVCS HISTORY**

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

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

## LOCATION

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

Correspondence should be addressed to the following:

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

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

## SCHOOL YEAR 2026-2027 HOLIDAYS

Labor Day	September 7
Native American Day	September 18
Veterans Day	November 11
Thanksgiving	November 23-27
Water Rights Day	December 10
Winter Break	December 21 - January 6
Martin Luther King Day	January 18
President's Day	February 15
Spring Break	March 15-19

## HOURS OF OPERATION

### Full Days – Monday – Thursday

Breakfast – 8:00 am  
School Hours 8:30 am - 3:30 pm

### Half Day – Friday

School Hours 8:30 – 1:00 pm

## **SCHOOL BOARD**

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

## **ADMISSION**

Maricopa Village Christian School welcomes Native American children who desire a character-building Christian education, who are willing to adhere to school principles, and who will cheerfully endeavor to live by them. A small percentage of non Native American students may be admitted at the School Board's discretion.

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

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

## Requirements for enrollment :

- Completed school application packet
- Completed scholarship application (s)
- Original Birth Certificate
- Immunization records
- Proof of residency
- Photo ID - Parent/Guardian/Custodian
- Individualized Education Program (IEP), if applicable
- Signed Gila River Indian Community (GRIC) Health Department consent forms, if applicable
- If transferring
  - Attendance records
  - Withdrawal slip
  - Last Report Card
  - Behavior/Discipline Record
    - If a prior incident is on file the school administration will determine if the child(ren) can be enrolled and whether a behavior/attendance contract must be created and agreed upon.

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

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

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

## OPERATING POLICY

### CLOSED CAMPUS

Students are to remain on campus from the time of arrival until after the last class of the day. Students who leave school campus during school hours without permission will be subject to disciplinary action. Students who use school sponsored transportation to come to school must use school sponsored transportation to go home from school unless they are picked up by a parent/guardian or bring in a signed note. Any visits to the campus for must be scheduled and approved prior to entry.

### FINANCIAL/TUITION INFORMATION

MVCS is a private, Christian school, that does not receive any public funding. The school is 100% supported by the generosity of donors, sponsors, grants and scholarships. Families **MUST** provide financial/income information, and they **MUST** apply for financial assistance as identified by the school, i.e, scholarships and other resources, to help fund their children's education. Families are also encouraged to volunteer for school identified opportunities.

### NON DISCRIMINATORY POLICY

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

### IMMUNIZATIONS

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

- **An current certification of immunization** from a licensed physician or authorized representative of the Department of Public Health and Environment.
- **Exemption from immunization.** The parent or legal guardian must

submit certification from a licensed physician indicating the physical condition of the student is such that one or more specified immunizations would endanger his or her life or health, or immunization is medically contraindicated due to other medical conditions.

- **A statement of exemption by belief or conviction.** The exemption must be signed by one parent or guardian, and a church or organization official or pastor, stating that they are adherent to a religious doctrine or belief whose teachings are opposed to immunizations.

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

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

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

## **MANDATORY CHILD ABUSE REPORTING**

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

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

Reporting is recognized as a request for investigation by police and/or

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

## **DRESS CODE**

MVCS endeavors to promote excellence in all areas of education, including dress. We seek to foster academic excellence, formulate and nurture Christian character, and prepare lifelong learners to walk with Jesus. To that end, Jesus is our example and the Bible is our guide in all areas, including dress. Therefore, modesty, simplicity and healthfulness are the supporting values reflected by the dress code.

All students attending MVCS are expected to dress in the specified school uniform and conform to the dress code. It is the parent/guardian's responsibility to ensure compliance with the dress code. The dress code applies to all on and off campus school-sponsored events unless otherwise specified by school administrators.

### **Personal Appearance**

- Clothing should be neat, clean, in good repair and fit the wearer including pants and shorts being worn at waist level. Cut-off, torn or frayed clothing is not acceptable. Hair should be kept neat and clean and styled in such a way that it is not a distraction in the classroom.
- All accessories and clothes worn for school events when school uniforms are not required should be appropriate and modest. Logos, graphics, or words that depict violence, drugs, illicit substances, alcoholic beverages, political statements, and sexually suggestive topics are not allowed. Anything that is in any way offensive should not be associated with MVCS students.

### **Dress Code Requirements**

#### PANTS (girls and boys):

- NAVY, KHAKI OR BLACK ONLY

- Uniform dress style only, worn in the student's appropriate size at the natural waist.
- NO: Logos, labels, designs, patch or cargo pockets, loops, jeans, corduroys, baggy-style, bell-bottoms, skinny pants or stretch pants.

#### SHORTS:

- NAVY, KHAKI OR BLACK ONLY
- Same requirements apply to shorts and pants. Short shorts are not allowed.

#### SKIRTS AND SKORTS (girls only):

- NAVY, KHAKI OR BLACK
- Uniform dress style only.
- Leggings and/or playground shorts are highly recommended under skirts.

#### POLO SHIRTS:

- Solid NAVY, BURGUNDY OR BLACK
- No logos (except school logo). No snaps, stripes, designs, writing, or emblems of any kind.
- Must be worn in the student's appropriate size.
- Must be long enough to stay tucked in.
- Must be buttoned, uniform polo-style only.

#### WINTER COATS:

- Students may wear their own winter coats over their uniforms.
- Coats may NOT be worn inside the classroom.
- Coats must be consistent with MVCS's school philosophy for dress standards.

#### JACKETS, HOODIES AND SWEATERS:

- Hoodies must be a solid black or navy blue color without any logo.

#### SHOES:

- Must be appropriate for a school setting and safe for playground wear.
- All shoes must be safe, comfortable and have a closed toe and back-strap or enclosure.
- No Crocs.

#### MAKEUP:

- MAKEUP should not be worn.

#### JEWELRY:

- JEWELRY IS NOT PERMITTED, with the exception of medical alert types of jewelry.

#### TATTOOS/BODY ART:

- Tattoos ARE NOT ALLOWED. This not only includes permanent or temporary tattoos but also includes students drawing or writing on themselves, another student, or their clothing.

#### SOCKS AND LEGGINGS:

- Socks and leggings must be solid colors of NAVY, BURGUNDY, or BLACK. Leggings are only to be worn under a school uniform skirt or jumper and never as a stand-alone article of clothing.

#### HATS AND OTHER COVERINGS:

- Hats, caps scarfs, bandanas, beanies, skullcaps, and other non-medical head coverings are not to be worn inside. Other hair accessories, such as head bands, must not be a distraction in the classroom.

### **NUTRITION POLICY**

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

### **SEXUAL HARASSMENT POLICY**

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

the following guidelines:

- Employees who engage in sexual harassment are subject to discipline up to and including termination.
- Students who sexually harass others are subject to discipline up to and including suspension or expulsion from school.
- Students who experience sexual harassment should report the incident to the school authorities as soon as possible.
- If the harassment is between students, the student should report the incident to any teacher, office personnel, or administrator.
- If the harassment is from an adult, the student should report directly to the principal.
- If the harassment is from the principal, the incident should be reported to the school board chairperson.
- All sexual complaints will be forwarded to the Arizona Conference Superintendent of Education.

## STUDENT ACCOUNTABILITY FOR LEARNING

At Maricopa Village Christian School, we believe that a student's education is a shared responsibility, with the student playing a central and active role. We recognize that the probability of academic and personal success significantly increases through the collaborative efforts of the student, their teachers, and their family. Therefore, we expect all students to be accountable for their learning journey.

### SHARED RESPONSIBILITY

- **Student:** Each student is expected to take ownership of their learning by actively participating in class, completing assignments diligently and on time, seeking help when needed, and demonstrating responsible behavior.
- **Teacher:** Our dedicated teachers will provide engaging instruction, clear expectations, timely feedback, and support to help students achieve their full potential.
- **Family:** We encourage families to actively support their child's education by fostering a positive learning environment at home, com-

municating with teachers, and reinforcing the importance of accountability.

## **ACCOUNTABILITY CALENDAR**

To promote self-awareness and track progress in key areas, each student will receive an accountability calendar at the beginning of each month. On this form, students will be responsible for recording their performance in the following areas:

- **Behavior:** Demonstrating respect for peers and adults, following school rules, and contributing to a positive learning environment.
- **Homework:** Completing all assigned tasks thoroughly and submitting them on time.
- **Cooperation:** Working effectively with classmates and participating constructively in group activities.
- **Personal Responsibility:** Being prepared for class with necessary materials, managing time effectively, and taking initiative in their learning.
- **Attendance:** Being present and on time for all scheduled classes.

Specific criteria and scoring for each of these areas will be provided separately.

## **EXTRACURRICULAR ACTIVITY PARTICIPATION**

Participation in extracurricular school activities is a privilege that complements the academic experience. To be eligible to participate in extracurricular activities, students are expected to demonstrate a consistent commitment to their overall accountability.

- **Accountability Threshold:** Students are expected to meet a **minimum of 80% accountability** based on the monthly accountability calendar. This threshold reflects the importance of a balanced approach to academics, behavior, and responsible participation in the school community.
- **Eligibility Review:** At the end of each month (or a designated review period), student accountability calendars will be reviewed. Students who do not meet the 80% accountability threshold will not be eligi-

ble to participate in extracurricular activities for the following specified time period.

- **Support and Intervention:** Students who are struggling to meet the accountability expectations will receive support and intervention to help them improve in the identified areas. We encourage open communication between the school and family to develop strategies for success.

We believe that by fostering a culture of accountability, we empower students to take ownership of their education, develop essential life skills, and maximize their opportunities for success both in and out of the classroom. We appreciate your partnership in supporting this important aspect of our school's mission.

**NOTE:** Failure to comply to with Student Accountability Standards may result in ineligibility for Field Trips and other extracurricular activities.

## **ATTENDANCE**

Regular school attendance is a requirement for successful learning. It is the most important factor in determining success. Daily attendance is the responsibility of the individual student and their families. Students should strive to be in school daily and to be on time. We encourage parents/guardians to refrain from unnecessary checking out of a child during academic time. Every student is expected to attend school punctually, regularly and adhere to the attendance policy and requirements. When a student is unable to attend school, parents should call the school or text the head teacher and report the student's absence.

## **EXCUSED & UNEXCUSED ABSENCES**

Excused Absences (documentation required)

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

### Unexcused Absences

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

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

## **CONSEQUENCES OF POOR ATTENDANCE**

Excessive student tardies and absences will negatively affect a student's academic performance. Other consequences may include:

- A poor attendance record may disqualify a student from participation in extracurricular activities and field trips.
- Excessive absences will disqualify a student from Honor Roll.
- Truancy will be invoked for unexcused absences of five days or more in a semester.
- If a student is absent or truant multiple times, he/she may be asked to withdraw from school or retained in the same grade the next school year.

## **TRUANCY POLICY & PROCESS**

### Truancy Defined

Truancy is defined as a child, who is absent from school for five days or more days during any school semester and/or not enrolled, who does not have a valid excuse. Valid excuses include but are not limited to:

1. Being ill with guardian notification to school (doctor excuse required after 5 consecutive absences).
2. Death of family member (up to 5 days).
3. School activity.
4. Required court appearance.
5. Family event (with prior notice to school). Suspensions/expulsions are considered unexcused.

### Truancy Process

After each unexcused absence the school will make a phone call to the parent/guardian. If the parent/guardian cannot be reached by phone, a

letter will be sent to the parent. After the third unexcused absence, the school will send a certified letter to the parent/guardian.

After the 5th absence a home visit will be made. The school will attempt to find out why the student isn't in school, provide the parent/guardian with a copy of the Truancy process and explain that the student must return to school and that additional unexcused absences will result in a Juvenile Truancy Petition being filled with the Gila River Children's Court. After the 6th absence the school will file the Juvenile Truancy Petition.

If a student withdraws from school and the student's records have not been requested by another school indicating that the student has been re-enrolled in school, each day will be considered unexcused absences for the purposes of the steps schools follow as part of the Truancy Procedure.

As long as a child is an enrolled Community member, or those eligible for membership under 18 years of age, the guardians and child are bound to comply with GRIC ordinances, regardless of residency. When there is failure to attend and enroll in school, whether the school is physically located on or off the reservation it is considered a violation of GRIC law.

Gila River Indian Community Children's Code 7.603.

## **PENALTIES**

Any child who is truant from school without a valid excuse may be subject to adjudication as a status offender. Truancy matters against children or a child's parent(s) or guardian(s) may be initiated by any of the following individuals or agencies:

- a. Law enforcement officials, School Resource Officer (SRO);
- b. Tribal Social Services (TSS) worker;
- c. The Protective Services Attorney;
- d. Parent or court appointed guardian;
- e. Principal, or his designee of a school;
- f. Truancy officer;
- g. Probation Officers.

Any subsequent activities will follow the Gila River Indian Community Truancy Ordinance (7.603. Truancy).

# DISCIPLINE POLICY

## ACADEMIC HONESTY

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

Cheating generally includes the following:

- Claiming credit for work that is not one's own, (copying homework, copying test answers, using others' projects, etc.).
- Allowing others to claim credit for the work, (i.e. allowing others to copy homework or assignments, etc.).
- Using notes or other unauthorized material or being involved in unauthorized communications during a test or exam.
- Copying published works without proper source attribution (including the downloading of computer files), either directly, or with only minor editing (plagiarism).
- Deceptive submission of work for one class that had already been accepted for credit, in its present form, in another class.

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

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

## OVERVIEW

### Discipline Policy

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

## The Aim of Discipline:

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

## Discipline Management Program:

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

## **REGULATIONS & VIOLATIONS**

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

### **Level-One Violations:**

- **Loitering.** The unauthorized use of any area (roaming the halls, prolonged stays in the restroom, etc.).
- **Littering.** Intentional dropping or throwing of items (papers, pencils, crayons, clothing, or anything else), and not picking them up.
- **Boisterous behavior.** Overly loud and obnoxious behavior, pushing, shoving, and loud talking or yelling in the hall and lunchroom.
- **Running in the buildings.** This includes running in any area in the buildings.
- **Chewing gum.** Chewing gum at school or providing it to others.
- **Unauthorized sales.** Selling anything that is without the approval of a

teacher or the principal.

- **Disrupting class.** Words, actions, or non-compliance to request made by teachers, which cause disruption to the learning environment.
- **Dress.** Violation of the dress code.
- **Hand-held electronic devices** are **NOT** allowed during school hours. They will be taken and returned to parents only.

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

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

#### **Level Two Violations:**

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

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

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

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

**Level Three Violations:**

- **Controlled substances.** Maricopa Village Christian School has zero tolerance for the possession, use, transfer, or sale of drugs, alcohol, cigarettes, or drug-related substances in any form on school premises. These make the student liable to immediate dismissal from the school.
- **Unauthorized material.** Maricopa Village Christian School has zero tolerance for guns, knives, weapons, explosives (including firecrackers, matches, bombs, etc.), and pornographic material. Possession of these items makes the student liable to immediate dismissal from the school.
- **Physical assault.** Violent body contact with anyone in a serious and/or physical manner.
- **Verbal assault.** Words stated, or written, that wound, slander, or have the potential to hurt someone.
- **Theft/Stealing.** Removing or using property belonging to the school, a teacher, or a student, without the permission of its owner.
- **Vandalism.** Deliberate destruction that has a permanently damaging effect upon either the school or private property.
- **Bullying others.** Any attempt to violate another student's rights. This includes physical or spoken harassment, mishandling another stu-

dent's property, threatening, or taunting of another student or a teacher.

- **Insubordination or abusive language or gestures.** A belligerent or abusive action, statement, or gesture. Aggressive, insulting, profane, irreverent, or disruptive behavior that involves more than a simple refusal to do something.
- **Unsafe behavior.** Deliberate actions that endanger the health, safety or welfare of students, faculty, or guests of the school. This includes, rock throwing, presence on the roof, walking the wall, unsafe use of electronics, etc.
- **Conspiring to aid and abet.** Urging another student to do something to do something that is against the school regulations or against the law; covering up or lying for a student who has done something that is in violation of school rules.
- **Continued repetition of Level Two violations.**

#### Discipline Grievance Policy:

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

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

## **CORPORAL PUNISHMENT**

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

## STUDENT & SCHOOL SAFETY

### SUPERVISION

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

### MEDICATIONS

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

### HEAD LICE POLICY

The health and well-being of our students are a top priority. To minimize the spread of head lice, the following policy will be implemented:

**Exclusion from School:** Any student found to have live head lice will be excluded from attending school. Students with only nits (lice eggs) may also be excluded at the discretion of the school nurse or designated health staff, based on the number of nits present and other factors relevant to potential transmission.

**Return to School:** A student may return to school after the following conditions have been met:

- **Medicated Shampoo Treatment:** The student must have been treated with a pediculicidal (lice-killing) shampoo according to the product instructions.
- **Nit Removal:** Diligent effort must be made to remove all visible nits from the hair.
- **Verification of Treatment:** Upon returning to school, the student must be checked by the school nurse or designated staff. The parent/guardian must provide confirmation of treatment with medicated

shampoo. The school will determine if the student can return to class based on the absence of live lice and the significant removal of nits.

**Support for Families:** We understand that treating head lice can be a challenge. To support our families in this process:

- Medicated shampoo will be available free of charge for students and their immediate family members at the Gila River Health Department.

**Confidentiality:** All cases of head lice will be handled with discretion and respect for the student's privacy.

**Education and Prevention:** The school will provide educational resources to students and families on the identification, treatment, and prevention of head lice. We encourage parents to regularly check their children's hair for lice and nits to help minimize the occurrence and spread within our school community.

**Note:** This policy is in place to promote the health and safety of all students. We appreciate your cooperation in adhering to these requirements. If you have any questions or concerns, please do not hesitate to contact the school nurse Ms. Collette Sangston at 520-796-2766 or [csangston@grhc.org](mailto:csangston@grhc.org)

## **LEAVING THE SCHOOL PREMISES**

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

## **FIELD TRIPS**

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

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

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

All chaperons must have a current certificate from "Adventist Screening Verification" on file at the office. A link is provided here, (<https://www.nadadventist.org/asv/>).

## **NO WEAPONS POLICY**

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

## **EVACUATION PROCEDURE**

For evacuations, procedures are kept in the office and classrooms. Two evacuation drills will be conducted each school year. In case of an emergency, please contact the office or your classroom teacher.

## **FIRE DRILL/LOCKDOWN PROCEDURE**

For the safety of the children, five fire drills will be held throughout the school year including two simulated lockdowns and two shelter in place scenarios.

## **FIRE SAFETY VIOLATIONS**

Any violation of fire safety (such as but not limited to, setting off fire alarms, discharging fire extinguishers, tampering with smoke, vape or heat detectors) will result in a minimum fine of \$100 and could result in additional disciplinary measures.

## **VISITORS**

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

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

### Student Guest

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

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

## **VOLUNTEERS**

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

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

## **SEARCHES OF STUDENTS AND THEIR PROPERTY**

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

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

Entering the school premises is deemed to be consent to all searches. The School Resource Officer may assist with this activity.

## **PERSONAL AND SCHOOL PROPERTY**

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

## **COMPUTER & INTERNET USAGE**

### **COMPUTER USAGE AGREEMENT**

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

### **ELECTRONIC DEVICES NOT ALLOWED**

Students are not allowed to use their personal computers, tablets, smart watches, or other electronic devices at school. Therefore they should not be brought to the campus. Any devices brought to the campus will be taken and returned to the parent.

## **INTERNET ACCEPTABLE USE POLICY**

### **Purpose:**

The Maricopa Village Christian School offers internet access to its students, faculty, and staff. Access to the school network and the internet service is a privilege not a right. The intent of this policy is to ensure that users utilize this access in a manner consistent with the purpose of providing this internet service. Parents and guardians are asked to review this policy and discuss it with their students. The internet is a global network linking computers around the world. Internet use provides valuable opportunities for research, curriculum, support, and career development. The primary purpose of MVCS's internet service is to support the educational objectives of MVCS. MVCS's service is not a public forum and MVCS reserves the right to place reasonable limits on materials posted or accessed through their internet service.

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

### **Network Usage Guidelines:**

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

- A. Users are expected to abide by the generally accepted rules of network etiquette which include, but are not limited to:
  - 1. Be polite. Use appropriate, non-abrasive language.

2. Do not reveal personal information such as last names, addresses, phone numbers, photo, etc. that could identify the user or other students or staff. You must immediately disclose to your teacher any message you receive that you believe is inappropriate or makes you feel uncomfortable. No person will make arrangements to meet with anyone that he/she has met on the internet.
  3. Do not use the network in such a way as to disrupt its use by others.
  4. Remember the internet is a resource. Do not be wasteful.
  5. Refrain from making defamatory remarks, sexual or racial slurs, and from using obscene or profane language.
  6. Internet IDs and passwords are provided for each user's personal use only. Passwords should not be revealed or shared with anyone. Users must not use another person's password. If you suspect that someone has discovered your password you should change it immediately. Each account owner is responsible for all activity under that account. It is imperative that all users keep their passwords secret so that no one else can use their account.
- B. Any use for, or in support of illegal purposes or activities is prohibited. This includes, but is not limited to, gaining unauthorized access to other systems (computer hacking), arranging for the sale or purchase of drugs or alcohol, participating in criminal gang activity, threatening others, transferring obscene material, or attempting to do any of the above.
- C. Any use for commercial purposes is prohibited. Users may not create web pages or other ways to advertise or sell products or services and may not offer, provide, or purchase products or services through the MVCS Internet service. This does not include school approved activities.
- D. Any use for political purposes is prohibited except for using the internet to communicate with elected or appointed officials.
- E. Users should assume that all materials available on the internet are protected by copyright. Users shall not copy and forward, copy and download, or copy and upload any copyrighted material without

prior approval of the Teacher or Treasurer of MVCS. Any Material obtained from the internet and included in one's own work must be cited and credited by name or by electronic address or path on the internet. Information obtained through email or new sources must also be credited as to sources. MVCS and its internet service make no guarantees, implied or otherwise, regarding the factual reliability of data collected through the internet.

- F. Not all material accessible through the internet is of educational value. Students are expected to refrain from seeking, accessing, or downloading material that is not relevant to their assignments or course work. No students may upload or download material to or from internet sites without permission from the teacher. Students must not access chat rooms. Games must not be played, accessed or downloaded unless they are approved by the principal or teacher in charge. The MVCS system will take reasonable precautions to filter out controversial materials. However, it is impossible to monitor all materials and controversial information.
- G. Users shall neither download nor install any commercial software, shareware, or freeware onto network drives or disks without prior permission of the teacher. Users shall not change settings on the browser or any other application.
- H. Users shall not upload, download, and distribute pornographic, obscene, sexually explicit, or threatening material of any nature. Users shall not upload, download, or distribute visual depictions that are obscene, child pornography, or (in case of use by minors) harmful to minors.
- I. Users shall not receive or transit information pertaining to dangerous instruments such as bombs or other explosive devices, automatic weapons or other firearms, or other weaponry.
- J. Users must not attempt to get unauthorized access to any file servers in the MVCS system, outside file servers, or go beyond the user's authorized access. This includes logging in through another person's account, accessing another person's files, or attempting to do either. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.

- K. Users must not vandalize school computers by causing physical damage, reconfiguring the computer system, attempting to disrupt the computer system, or destroying data by spreading computer viruses by any other means.

### **Privacy:**

Users should not have an expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in the user's directory or on a disk drive. Network storage areas will be treated like school lockers, which may be inspected at any time. MVCS also reserves the right to examine all data stored on diskettes involved in the user's use of the internet. Internet messages are public communication and are not private. All communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or the receivers. Network administrators may review to maintain integrity system-wide and ensure that users are using the system in a responsible manner. MVCS reserves the right to monitor the online activities of users. Electronic mail messages are backed up and may be inspected by appropriate school administrators. MVCS reserves the right to inspect electronic mail and computer-generated logs regarding web sites visited by users as deemed necessary and appropriate to ensure proper use of resources and to conduct routine network maintenance.

### **Violations:**

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

## **REPORTING & COMMUNICATIONS**

### **GRADE REPORTS**

The school year is divided into four periods of nine weeks each. At the end of each quarter period, a grade, and student progress report card is sent to the parents. Parent-teacher conferences will be held during the first, second and third quarters with the ability to have more if needed or requested.

### **CONFLICT RESOLUTION PROCESS**

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

- If a parent has concerns related to the teacher's interaction with a student, the parent is asked to first seek a personal conference with the teacher regarding the situation.
- If satisfaction is not obtained, the parent should counsel with, and bring the issue to, the school board chairperson.
- If there is still no satisfaction, the complaint must be put in writing for the Board Chairperson, who will call a special meeting consisting of the Arizona Conference Superintendent of Schools (or designee), the teacher, and the pastor (or designee), and the board chairperson. All issues will be presented openly in a round-table discussion.
- If satisfaction has not yet been achieved, and further study is needed, the board chairperson will ask the teacher and parents to appear at the next board meeting and present the complaint. At no time during a school board meeting may a complaint against a teacher be presented without first having followed the proper procedures outlined above. All discussion will be confidential.
- After the complaint has been presented, the teacher has been given an opportunity to reply, and the overall matter has been heard completely, a decision will be made by the board in executive ses-

sion.

- The school board will administer the decisions related to resolution regarding parent concerns, student behaviors, overall effectiveness of teacher performance, and provide help where necessary.
- The school operating committee may request the Arizona Conference, K-12 Board, or its Executive Committee, to provide information, decision-making support, or to aid in conflict resolution.

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

### **SCHOOL TELEPHONE**

The telephone is for school business only. With the teacher's permission, students may use the telephone for emergencies. Parents are requested not to call students during school hours except in case of absolute necessity. Parents should follow the communication protocol as outlined and communicated by the Lead Teacher.

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

## ACKNOWLEDGEMENT OF HANDBOOK

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

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Parent Name & Signature

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Date

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Student Name & Signature

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Date