



## PRIVATE SCHOOL

### Attendance Policy

#### **New Mexico Attendance Laws:**

The Federal No Child Left Behind requires that states, school districts, and schools be accountable for ensuring that all students meet high academic standards. Daily, on-time attendance is a critical component of education success. New Mexico law dictates that: Students between the ages of 5-18 years of age are mandated to attend public school, private school, home school or another state institution.

#### **Attendance Policy/ Procedures:**

New Mexico State Law mandates Mountain View Private School (MVPS) to report habitual truants to the Child Protective Services and the District Attorney's office.

Students attending MVPS are allowed no more than 5 unexcused absences per semester, and no more than 10 unexcused absences per school year.

Absences may be excused for the following reasons with timely notification and documentation if necessary: Doctor's appointment, Death in the family, Religious commitment, illness or family emergency.

The parent/ guardian must notify the school each day the student will be absent. Notification must be given prior to or on the day of absence or the absence will be considered unexcused. Messages or emails can be left with a member of management or the classroom teacher during business hours (6:30 am- 6:30 pm).

Excessive excused absences may result in further inquiry from a member of management.

Family vacations are not excused absences. It is expected that parents schedule vacations to coincide with periods of time school is not in session.

Parents will be notified in writing after 3, 5 and 7 unexcused absences. When a child has accumulated 10 unexcused absences the parent/guardian will be notified in writing and a CPS referral will be made.

#### **Tardy Policy:**

Arriving more than 15 minutes late or leaving more than 15 minutes early will result in a documented tardy. 3 tardies will be equivalent to 1 unexcused absence. MVPS offers a Before and After school program for an hour after and before school starts at no additional charge.

#### **Check In/ Out Procedures:**

In order to assure accurate attendance documentation, parents are required to check in/out their child(ren) using kiosk located in the front hallway. It is necessary that an authorized adult complete this task. This ensures that each child is escorted into the building and is safely under the supervision of a staff member before the parent/guardian departs. If you need assistance checking in/ out your child(ren) or need your code, please inform a member of management and we will be happy to assist you.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



### Positive Discipline Policy

#### **Beliefs:**

At Mountain View Private School (MVPS), we seek to build a child's self-esteem by helping them develop self-control and responsibility for their actions. Expected behavior is based on the development level of each child. School staff and faculty use positive guidance (see family handbook) when dealing with children to ensure that safety and protection of all children and help them learn; acceptable social behavior, positive techniques to solve their own problems and intrinsic motivation to love future conflicts on their own as they arise.

#### **Student Code of Conduct:**

There are three simple expectations of students at MVPS:

- Be Safe
- Be Responsible
- Be Respectful

At the beginning of the year, teachers and students decide together what it looks like to be safe, responsible and respectful throughout the day in the classroom, cafeteria, playground, hallways, and school events. These expectations are integrated into our students' lives throughout their time at MVPS and beyond.

As a matter of policy, physical punishment is never permitted on MVPS premises by anyone. Redirecting children to more appropriate activities, praising positive behavior, teaching by example and helping children understand logical consequences to their behavior usually resolves most situations. The staff and management will make every attempt to notify that parents/guardians and include them in the process.

Failure to behave in a way that is not safe, responsible, and respectful may result in the following:

#### **Intervention, Warning, and Redirection:**

A teacher or support staff member will ensure that the immediate behavior stops and reinforce to the student that the behavior will not be tolerated. The staff member will redirect the student, provide choices or separate children who are not getting along. Together, we will come up with a plan for success in case they find themselves in a similar situation in the future.

#### **Meeting with administrator/management:**

The student may meet with the principal to discuss the behaviors and reinforce that the behavior will not be tolerated. A call may be made home to parent/guardian.

#### **Parent Conference:**

Parents may be asked to meet with an administrator, teacher, and/or school staff to create a plan for eliminating the behavior and ensure student success.



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**Consequence:**

The administrator, teacher or other staff member may give a meaningful consequence regarding the behavior. The consequence will be relatable, reasonable and helpful in creating a lasting solution.

**Suspension or Expulsion:**

If the behavior is considered a safety risk to other children, staff or property, is uncontrollable or the child repeatedly misbehaves, the parent/guardian must work with the school to resolve all concerns. If the parent refuses to work with the school or there is no positive change in behavior after exhausting all attempts, the child may be suspended or expelled. Specific guideline can be found in the Behavior Policy.

Open communication between home and school is important to your child's success at MVPS. Working together, we can help ensure your child is reaching his/her academic goals in a safe, fun and nurturing environment.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## PRIVATE SCHOOL

### Behavior Policy

Behaviors that threaten the well-being and/or safety of one's self, others or faculty are not tolerated at Mountain View Private School. This includes the behaviors of students, families, and staff. Such behaviors include but are not limited to:

- Hitting
- Punching
- Kicking
- Biting
- Spitting
- Bullying
- Using verbal abuse
- Disruptive and/or dangerous behavior
- Threats and/or threatening behavior
- Use of inappropriate language
- Leaving class without permission

Upon the first occurrence, you will be given a warning. On the next occurrence, you will be asked to leave or to pick up your child from school immediately.

Mountain View Private School reserves the right to end the enrollment of a child after the third occurrence at any time without prior notice. Every effort will be made to correct the situation before a final decision is made (please refer to our Positive Discipline policy and Family Handbook).

This decision is based on the best interest of the child concerned, other children in class, and everyone at the school.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Child Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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**Student Technology Acceptable Usage Policy**

Mountain View Private School is pleased to offer students access to the Internet through our network. Our goal in providing these experiences is to promote educational excellence by facilitating resource sharing, engaged in learning, and communication. MVPS follows the International Society for Technology in Education and their Nation Education in Technology Standards (NETS). The NETS standards for learning, teaching, and leading in the digital age are widely recognized and adopted worldwide. Some of the goals of NETS are to improve higher order thinking skills, such as problem solving, critical thinking, and creativity as well as using digital media and environments to communicate and work collaboratively with others.

Students will also be learning how to apply digital skills to gather, evaluate, and use information. We do use filtering software to keep students from unauthorized sites, but no filter is guaranteed to be error free or totally dependable. Use of MVPS's network and internet is a privilege. Failure to adhere to this policy will result in revocation of access privileges.

The following are the rules and guidelines for using forms of technology:

- Follow school rules while using all forms of technology
- Stay safe on the internet by not sharing personal information
- Only use email for a class project directed by a teacher
- Be polite and use appropriate language and proper email etiquette
- Use all technology carefully to prevent damage
- Close any site (URL) that has inappropriate material, immediately report it to a teacher and refrain from sharing with others
- Do not tamper with hardware, software, network or desktop settings
- Do not submit, post, publish, download, or display any defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## PRIVATE SCHOOL

### Contract for Educational Services

#### **Payment Terms:**

Mountain View Private School operates on a 38-week academic year. The total tuition for the academic year is \$10260. This base tuition does not include lunches or extended care. Tuition is due in full whether students are in attendance or not.

We provide multiple payment options for the payment of tuition. Please choose one option.

- Weekly payment: Weekly automatic withdrawal of \$270.00 for 38 weeks must be set up.
- Monthly payment: Payment for the month is due at the first of the month. This will be based on the number of weeks in the month.
- Bi-Annual payment: \$10260.00 divided equally into two payments. The first payment of \$5130.00 is due by the first of the academic year. The second payment of \$5130.00 is due by the first day of the second semester.
- Annual payment: A payment of \$10260.00 is made on the first day of the academic year.
- Third Party Childcare Aware: Payment of prorated rate based on you contract weekly. If your contract expires, you will be responsible for weekly tuition in full.
- Third Party ECED: Weekly payment depending on contract

The 2 weeks of Winter Break and 1 week of Spring Break are not included in tuition. Alternate tuition fees must be paid during these 3 weeks if students attend.

When Mountain View Private School is closed for holidays, fall break, in-service days or inclement weather, tuition is due in full. No allowances, credits, refunds, or make-up days will be provided.

If a payment in full is not received when due, at \$30 late fee per week will be added to your account. Any account with an overdue balance may result in the disenrollment.

Student Records such as progress reports, evaluation, transcripts, and report cards will not be issued to families with the past due accounts.

By signing this contract, parents/guardians agree to read and fully understand policies and procedures set forth in this contract and to comply with the terms herein.

**Child(ren) Name** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## PRIVATE SCHOOL

### Additional Fees

#### **Lunches:**

Mountain View Private School will provide lunch for \$2.00/ day or \$10.00/ week.

Charges will be billed to your account on the following week. This charge is in addition to your regular tuition.

#### **Extended Care Fees:**

Extended Care will be provided for \$5.00/ per session or a maximum of \$10.00/ day when your child attends before 8:00 am and/or after 4:30 pm.

Please indicate which days Extended Care is needed:

Monday	AM _____	PM _____
Tuesday	AM _____	PM _____
Wednesday	AM _____	PM _____
Thursday	AM _____	PM _____
Friday	AM _____	PM _____

Charges will be billed to your account on the following week. This charge is in addition to your regular tuition.

#### **Registration Fee**

An annual registration fee in the amount of \$135.00 for an individual or \$202.50 for a family is required for enrollment. This fee is non-refundable. This fee is due by the first day of the academic year.

#### **Book Fee**

An annual book fee of \$150.00 per child will be charged to your account upon enrollment. This fee is non-refundable. This fee is due by the first day of the academic year or first day of attendance.

By signing this contract, parents/guardians agree to read and fully understand policies and procedures set forth in this contract and to comply with the terms herein.

**Child(ren) Name** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_