



PARENT & STUDENT HANDBOOK

NORTH CAMPUS

TK-6TH GRADES

15000 W. 63RD STREET

SHAWNEE, KS 66216

913-631-0637

SOUTH CAMPUS

7TH – 12TH GRADES

6826 LACKMAN ROAD

SHAWNEE, KS 66217

913-631-0637

WWW.MCA-EAGLES.ORG



ACCREDITATION

Cognia

Association of Christian Schools International (ACSI)

Maranatha Christian Academy admits students of any race, color and national or ethnic origin.

Contents

ALL SCHOOL.....	8
VISION STATEMENT	8
SCHOOL MOTTO, MASCOT, and COLORS.....	8
STATEMENT OF FAITH	9
SCHOOL BOARD	10
SCHOOL PLEDGES.....	11
MINISTRY GOALS.....	11
RESOLVING ISSUES	13
BIBLICAL RELATIONSHIP & SEXUAL MORALITY POLICY.....	13
BULLYING	14
STATEMENT OF FINAL AUTHORITY	14
ENROLLMENT	14
APPLICATION PROCESS	15
NONDISCRIMINATION POLICY	15
FINANCIAL INFORMATION	15
WEAPONS POSSESSION.....	17
ALCOHOL AND DRUG FREE CAMPUS	18
CHILD ABUSE	18
COOPERATION WITH LAW ENFORCEMENT OFFICIALS	18
EMERGENCY DRILLS	18
VISITORS / MEETINGS / DELIVERIES.....	18
STUDENT INSURANCE	19
INCLEMENT WEATHER	19
SCHOOL BRANDING, SIGNS, AND SCHOOL SPIRIT WEAR	19
VOLUNTEERING.....	20
HEALTH/MEDICATION/EMERGENCY INFORMATION.....	20
Required Annual Medical Forms:.....	21
Physical Examinations	21
Immunization Requirements	21
Illnesses	21
Medication	22
COMMUNICATION WITH SCHOOL	22

CELL PHONES AND OTHER ELECTRONIC DEVICES.....	22
Elementary	22
Junior High	22
High School	23
District Wide	23
SOCIAL MEDIA.....	24
COMPUTER AND INTERNET ACCEPTABLE USE.....	24
IMAGE and/or LIKENESS RELEASE	25
FIELD TRIPS.....	25
Behavior Expectations at Extracurricular Activities	26
DRESS CODE	26
Maranatha Christian Academy KinderPrep Preschool.....	28
GOALS AND PHILOSOPHY.....	29
ENROLLMENT AND RE-ENROLLMENT	29
PAYMENT	29
DISCONTINUATION OF SERVICES	29
HOURS OF OPERATION	29
CHILD CARE	29
ABSENCES.....	29
AGES.....	29
PICK-UP PERMISSION	30
CHANGE OF ADDRESS	30
BIRTHDAYS AND HOLIDAY CELEBRATIONS	30
PERSONAL ITEMS	30
POSITIVE GUIDANCE	30
BITING	30
FOOD PROGRAM.....	31
REST TIME	31
Elementary School	32
ACADEMICS.....	33
Power School Grade Reports	33
Parent Conferences.....	33
Grading Scale	33

Honor Roll	34
Homework.....	34
ATTENDANCE	34
If your Child is Absent	34
Pre-arranged Absences	34
LEARNING ASSISTANCE /ENRICHMENT.....	34
Helps Class	34
Enrichment Program	35
TalentEd Intervention Program	35
Modified Work/Grades	35
Special Services	35
DISCIPLINARY POLICY	35
Levels of Discipline in Elementary School:	35
GENERAL INFORMATION	36
Arrival and Dismissal Procedures.....	36
RESTROOM USE.....	37
MISCELLANEOUS.....	37
Field Trips	37
Extended Care	37
Lunch	37
Sending Money to School	37
Phone Calls	37
Birthdays/Parties.....	37
Secondary School	38
Chapel	39
Bible Classes and Biblical Integration.....	39
Community Service Program	39
Code of Conduct.....	40
ACADEMICS	41
Student Grade Information.....	41
Grading Scale	42
Grading Scale in Power School for GPA	42
Graduation Requirements	43

Quick Step, College Now, Dual Enrollment and Online Classes.....	45
Zero Period Classes	45
Honor Roll	46
Valedictorian and Salutatorian	46
Class Rank.....	46
CLASSROOM STANDARDS	46
Classwork and Homework	46
Homework Policy	47
Helps Sessions.....	47
Semester and Final Exams	47
Credit Recovery.....	48
Transfer Credits.....	48
Adding and Dropping Classes.....	48
National Honor Society	48
Textbooks.....	49
Physical Education	49
Laptop Computers.....	49
Standardized Testing.....	49
Personal Guidance and Counseling.....	50
EXTRACURRICULAR ELIGIBILITY	50
Special Eligibility.....	51
School Activities	51
Extended Trips	51
STUDENT ACTIVITIES	52
Student Council and Class Officers	52
Green Machine.....	54
Class Obligations	54
STUDENT SUPPORT AND SERVICES.....	55
Library	55
Lockers	55
Lost and Found.....	55
Bathrooms and Locker rooms.....	56
Lunches	56

ATTENDANCE AND TARDINESS	56
Early Arrival	56
After-School	56
Off Campus Lunch	57
Excused Absences	57
Prearranged Absences	57
Early Dismissals	57
College Visits	58
Unexcused Absences.....	58
Truancy.....	58
Excessive Absences (excused or unexcused)	59
Tardiness	59
Consequences for Excessive Tardiness	60
STUDENT CONDUCT AND DISCIPLINE	61
General Behavior Expectations.....	61
Consequences for Misbehavior	61
Detention	62
Suspension	62
Expulsion	63
INAPPROPRIATE ITEMS ON CAMPUS	63
Non-Christian Music.....	63
Fidget Toys and other Sensory Items.....	63
Gum.....	63
Backpacks.....	64
Water in the Classroom	64
CHEATING.....	64
Academic Integrity	64
Plagiarism.....	64
Paraphrasing	65
Consequences for Plagiarism and Cheating.....	65
LOST OR DAMAGED PROPERTY.....	65
VEHICLES ON CAMPUS	65
Student Drivers	65

Bus Regulations 65

Miscellaneous 65

Important Information Regarding the Handbook:
The school may alter, amend or abolish the rules, regulations, or procedures contained in this handbook at any time. Families will be notified of any changes via the school’s Office 365 email system.

◇ THE MISSION OF MARANATHA CHRISTIAN ACADEMY

is to train and equip students for life and for service to Jesus Christ through a biblical worldview, character development, and academic excellence.

VISION STATEMENT

We pursue excellence in all we do as we partner with parents and the local church to develop world changing young people. In an educational environment that emphasizes that each student should have a vibrant relationship with Jesus led by the Holy Spirit, we richly equip students with biblical wisdom, help them form godly character and enable them to achieve academic distinction. Our students are thereby transformed to have an impact like Moses, Daniel, Ruth, and Paul. Being so transformed, our students leverage critical thought, Christ-like character, and servant's hands to proclaim Jesus Christ and to revitalize their world (Romans 12:1-2).

SCHOOL MOTTO, MASCOT, and COLORS

The Motto of Maranatha Christian Academy is Character, Wisdom, Service.

Our mascot is the Eagle.

Our school colors are green, black, gold, and white.

The official logos of Maranatha Christian Academy are:



MARANATHA
CHRISTIAN ACADEMY

MARANATHA
CHRISTIAN ACADEMY

We have a new Athletic logo and mascot. Only these three logos are to be used to represent MCA. Please disregard past logos and do not use them on future items.



STATEMENT OF FAITH

Maranatha Christian Academy (MCA) is a ministry of Eastern Kansas Christian Schools and is interdenominational in its attitude and emphasis. The school stands and operates firmly on the changeless Word of God as expressed in the following statement of historic evangelical Christianity:

- We believe the Bible to be the inspired, the only infallible, authoritative, and inerrant Word of God (II Tim. 3:15, II Peter 1:21).
- We believe there is one God, eternally existent in three persons--Father, Son, and Holy Spirit (Gen. 1:1; Matt. 28:19; John 10:30).
- We believe in the deity of Christ (John 10:33);
 - His virgin birth (Is. 7:14; Matt. 1:23; Luke 1:35);
 - His sinless life (Heb. 4:15, 7:26);
 - His miracles (John 2:11);
 - His vicarious and atoning death (I Cor. 15:3; Eph. 1:7; Heb. 2:9);
 - His resurrection (John 11:25; I Cor. 15:4);
 - His ascension to the right hand of the Father (Mark 16:19); and
 - His personal return in power and glory (Acts 1:11; Rev. 19:11).
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, that men are justified on the single ground of faith in the shed blood of Christ; and that only by God's grace and through faith alone we are saved (John 3:16-19, 5:24; Rom. 3:23, 5:8-9; Eph. 2:8-10; Titus 3:5).
- We believe in the resurrection of both the saved and the lost; that they are saved unto the resurrection of life; and that they are lost unto the resurrection of damnation (John 5:28-29).

- We believe in the spiritual unity of believers in our Lord Jesus Christ (Rom. 8:9; I Cor. 12:12-13; Gal. 3:26-28).
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Rom. 8:13-14; I Cor. 3:16, 6:19-20; Eph. 4:30, 5:18).
- We believe that marriage is a God-created sacrament, which joins one man and one woman in a single, exclusive union, as delineated in Scripture, (Numbers 30:2; James 5:12), and that God created the marital relationship to be the exclusive means for sexual intimacy (Hebrews 13:4).
- We believe in the sanctity of all human life, including the pre-born from conception, and consider each person to be of infinite value and each life a gift from God to be cherished, nurtured and redeemed (Genesis 1:27; Genesis 9:6; Psalm 139:13-16; Luke 1:44).
- We believe that when disputes, disagreements, or other offenses arise among members of the body of Christ, it is a matter of grave concern for the whole body. Conflicts that occur in the body should be resolved promptly (Matthew 5:23-24; Ephesians 4:26-27). We believe God calls us to proceed with one another with “the same attitude that was in Christ Jesus,” (Philippians 2:5) and to follow Biblical principles for conflict resolution (Matthew 18).

SCHOOL BOARD

MCA is governed by a school board. The school board desires to be involved, transparent, and available to the MCA community. The School Board is a Policy Board, not an Operational Board. All operational aspects of the school fall under the jurisdiction of the Head of School.

Members of the School Board include:

Mr. Rob Lundquist – Board Chairman
 Mr. Cary Shiner – Board Vice Chairman
 Mr. Todd Pelham – Board Secretary
 Mr. Bernie Zarda – Board Treasurer
 Mrs. Rachel Baumler
 Mr. Scott Robinette
 Mr. Toby Green
 Mr. Robert Ciston
 Mrs. Janet Fogh – Head of School

Anyone in the MCA community who desires to understand how the board operates is welcome to have access to the school board bylaws. To request the bylaws, contact the district office.

The MCA School Board approves the Student Handbook annually. MCA reserves the right, however, to change any policy or procedure in the Handbook at any time when, at the discretion of the Board and Administration, it deems the change to be in the best interest of the school. If a change is made, the school community will be notified through their Maranatha emails.

Definitions of Relationship

MCA realizes there are many family and relational dynamics. For the purpose of the efficiency of this document, “parent” represents the legal authority of each student.

Maranatha Christian Academy does not recognize 18-year-olds as having the ability to make decisions or give permission for themselves. All students at MCA fall under the authority of their parents or other legal authority. Students may not sign permission slips or parent paperwork regardless of their age.

SCHOOL PLEDGES

At MCA we believe in teaching patriotism and showing respect for our country and for those who support and defend the freedom it represents. During pledges or a rendition of the national anthem, students and faculty are required to follow *U.S. Code-Title 36- Section 301-Subsection (b) all . . . persons present should face the flag and stand at attention with their right hand over the heart, and men not in uniform . . . should remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart.*

Pledge to the Bible

I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its word in my heart that I might not sin against God.

Pledge to the Christian Flag

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands. One Savior, crucified, risen and coming again, with life and liberty for all who believe.

Pledge to the American Flag

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

MINISTRY GOALS

The essence of ministry goals at MCA can be found in Colossians 1:28-29: "We proclaim Him admonishing and teaching everyone with all wisdom, so that we may present everyone perfect in Christ. To this end I labor struggling with all His energy, which so powerfully works in me." The ministry of the school is to work with parents and help students develop full maturity in Christ by teaching, training, and equipping them:

- **TO BE** (development of CHARACTER) conformed to the image of Jesus Christ (Romans 8:28)
- **TO KNOW** (development of WISDOM) the truth so the truth can set you free (John 8:32)
- **TO DO** (development of a servant’s heart – SERVICE) the good, acceptable, and perfect will of God (Romans 12:2)

CORE VALUES OF MCA

M	Magnify Christ in Worship, Word, and Deed
C	Create Vibrant Christian Character
A	Achieve Academic Distinction
E	Pursue Excellence in Everything
A	Actively Serve Others
G	Give Generously
L	Build Leaders to Become World Changers
E	Ensure a Safe, Nurturing, and Consistent Environment
S	Encourage School Spirit

THEME OF THE YEAR

Theme: We Are

We Are builds upon our theme of the last two years of “We Will” (Joshua 24:15) and “We Will Build” and moves it into the present tense.

We will add Bylines to the theme for each week. Examples would be “We Are Free,” or “We are Redeemed.”

Bylines: Free, Redeemed, Anointed, Chosen, Growing, Praising, Humbling, Building, Following, Working, Worshipping, Serving, Praying, Seeking, Studying, Leading, Moving, Thankful, Grateful, A City on the Hill, His, In His Presence, In one Accord, Submitting, Repenting, Seeking, Lost, Saved, Sharing (evangelism), Surrendering, Striving (holiness), Still listening, Calling, Forgiving, Stronger, Overcomers, Transformed, New Creatures.

Bible Verses:

- a. *“Unless the LORD builds the house, those who build it labor in vain.” – Psalm 127:1*
- b. *“...building yourselves up in your most holy faith and praying...” – Jude 1:20*
- c. *“For every house is built by someone, but the builder of all things is God.” – Hebrews 3:4*

Our theme is displayed on banners and on our spirit shirts. Our theme is incorporated into our daily school devotions and weekly chapels.

RESOLVING ISSUES

MCA seeks to abide by the Biblical principles of Matthew 18:15-17 as it pertains to relationships and concerns related to the school. With the exception of issues pertaining to safety and health, which should be addressed immediately with administration, this means that staff, parents, and students are expected to first go privately and respectfully to the person(s) involved and make every effort to address the matter at the lowest level possible.

Misunderstandings do occur, and when they do, handling them directly, with the person involved, helps to facilitate resolutions while protecting relationships. Utmost discretion should always be exercised before discussing the issue with persons outside the lines of authority to avoid even the appearance of gossip or dissension. After following the Matthew 18 guidelines, the administration is available to parents to assist in resolving any previously unresolved issues related to the school or employees.

BIBLICAL RELATIONSHIP & SEXUAL MORALITY POLICY

MCA's Biblical role is to work in conjunction with the home to mold students to be Christlike. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christlike life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition with the Biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school. (See Leviticus 20:13 and Romans 1:27.)

Should a student be found to struggle with sexual immorality, the school will seek to partner with the family, and to counsel accordingly, in an attempt to bring the student to a place of repentance and a change of behavior. As a school, we do not condone sexual immorality, but we love our students and desire to show/teach them what the Word of God says and mentor them in such a way as to help our students to want to live according to God's Word. The student may be required to obtain pastoral counseling and/or other professional counseling. Repeated behavior would be an indicator that the student has not embraced counseling/mentoring and the truths of God's Word.

Sexual immorality in any context and in any form is not permitted. The student may be subject to suspension or even expulsion, at the discretion of the Head of School. The ultimate goal is a change of heart in the offender and true repentance from sin. While there are consequences, we also want to extend grace and reconciliation after those consequences have been carried out, while upholding the beliefs and standards of MCA and setting a clear understanding that sexual immorality is not acceptable. In the meantime, we strive to ensure there is a support system in place to help the student feel connected to the school, to ensure academic progress, to encourage participation in counseling and classes that will ultimately promote Biblical contrition, restoration, and reconciliation, and benefit them in the future, and to assist in pointing the student toward God's Word. Boy-girl relationships and friendships are important and can be enjoyed without displays of public affection. Kissing, holding hands, frontal hugs, and cuddling are not appropriate on campus or at any school event either on or off campus. These guidelines are given with the intent to provide boundaries in the hope that they will serve to encourage our young adults to be pure in their relationships with each other.

BULLYING

When Jesus was asked which is the greatest commandment in the Law, “Jesus replied: ‘Love the Lord your God with all your heart and with all your soul and with all your mind.’ This is the first and greatest commandment. And the second is like it: ‘Love your neighbor as yourself. All the Law and the Prophets hang on these two commandments’” (NIV, Matthew 22:36-40). We are called to love our neighbors as ourselves which means showing respect and kindness towards them.

The administration and staff at MCA are resolved to identify and deal immediately with all situations where one or more students are disrespectful towards one or more other students. Bullying is one form of disrespect and we take seriously any report of bullying and investigate the situation immediately. If bullying has occurred, consequences will be administered in accordance with the situation. Please report concerns regarding bullying to the closest administrator to the situation or the Head of School expeditiously. The State of Kansas (K.S.A. 72-8256) defines bullying to be “severe, persistent, or pervasive.” Cyber bullying is also considered bullying according to the State of Kansas (K.S.A. 21-6206).

STATEMENT OF FINAL AUTHORITY

MCA recognizes God as the final authority in all things. God has chosen to present Himself and all of His truth in the Holy Scriptures, The Holy Bible. The Holy Bible, therefore, serves as the final authority in all matters in the administration and operation of MCA.

The Head of School is the final authority at MCA for all operational matters, under the authority and guidance of the School Board. As Truman’s desk plaque said, “The Buck Stops Here.” At MCA, the Buck Stops at the Head of School. Ultimately, we are all responsible to the Lord Jesus Christ.

ENROLLMENT

MCA seeks students who identify with our Statement of Faith and are interested in securing a Christ-centered education throughout our Academy. Currently, Maranatha Christian Academy does not have the resources or facilities to accommodate every student with a physical disability or learning exceptionality.

The following standards have been established for enrollment into MCA:

1. Parents should agree with our basic objectives and willingly and actively support our educational program.
2. Parents and students must indicate with their signature that they have read, understand and agree to abide by with the [MCA Statement of Faith](#), Code of Conduct, and all applicable policies.
3. The student must be living with at least one parent/guardian who is a born-again Christian and committed to a local church as demonstrated by his/her consistent attendance and participation.
4. The student must have a sincere desire for a Christian education and be willing to submit to the standards and regulations of the school.
5. The applicant's entering record of behavior in his home, community, school, and church must indicate that MCA can be reasonably sure that the applicant's citizenship will be acceptable.
6. Applicants entering grades 7-12 must give testimony of knowledge of who Christ is and demonstrate a growing desire to follow Jesus Christ as a believer and to pursue/strengthen their Christian faith. MCA

is a discipleship school and as such, applicants should be able to give evidence of desiring to grow in their relationship with the Lord Jesus Christ.

7. A student transferring from another school must be in good academic and behavioral standing. Should the student's accomplishments be below grade level as evidenced by recent grade reports and/or standardized achievement test scores, the student may be admitted on a probationary basis or placed in a lower grade better suited for the student's achievement. Students who have had behavioral challenges at other schools may not be accepted at MCA. Students with behavioral challenges may be admitted on a probationary status with a behavior modification contract.
8. All students must be enrolled in a minimum of five classes at campus to be considered a full-time student and to participate in KSHSAA sport activities. Students in grades K-11 are enrolled with a full schedule (7 periods a day in grades 7 – 11).

APPLICATION PROCESS

Families interested in enrolling at MCA will complete the MCA enrollment [application process](#) found on the school website and pay the application fee, take placement tests as required, and meet with the Director of Admissions and the Principal. This procedure is administered through our Director of Admissions. The Principal or Head of School makes the decision regarding admission status of applicants.

NONDISCRIMINATION POLICY

MCA admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, nationality, or ethnic origin in administration of educational policies, admissions policies, scholarship programs, athletic, or other school-administered programs. To do so would be in violation of Christian principles as set forth in God's Word, the Holy Bible.

FINANCIAL INFORMATION

1. All families (KinderPrep, Elementary, Junior High, and High School) are required to pay their tuition through their [Blackbaud Tuition Management account](#). (Previously known as Smart Tuition) We encourage families to do the automatic deduction plan from their bank account. This saves money for the school and is convenient for families.
2. Accounts are due the first of the month. Families may choose to have payments deducted on the 1st, 5th, 10th, or 15th of the month. Accounts not paid by the 15th are considered past due and are billed a late fee by [Blackbaud Tuition Management](#).
3. Families are expected to keep their tuition accounts current.

** Please see table below for further explanation.

Days Past Due	Action to be Taken by the School	How it affects the family
An account <u>30 days</u> past due	A phone call or email from the school	Reminder to get caught up.
An account <u>60 days</u> past due or 30 days past due with a balance exceeding \$1,500	A phone call or email from the school Student(s) not allowed to return to school if the balance is not paid within 5 calendar days.	If the balance is not brought current, within 5 calendar days, the student(s) may not be allowed to continue at school or school activities until their account is current, or there is a written, signed, and agreed upon plan of how the family will make payments in order to make their account current, as approved by the Head of School, within the current school year.
An account <u>90 days</u> past due or 60 days past due with a balance exceeding \$3,000	A phone call or email from the school Student(s) not allowed to return to school if the balance is not paid within 5 calendar days, and the account may be sent to collections.	If the balance is not brought current, within 5 calendar days, the student(s) will not be allowed to continue at school or school activities until their account is current, unless satisfactory progress is being made on the plan developed with the Head of School.
An account <u>120 days</u> past due or 90 days past due with a balance exceeding \$4,000	An account not brought current within three days will most likely be sent to collections.	Students disenrolled from school. No grades or transcripts will be given/sent until the account is paid in full.

- Families whose accounts are not current will not be allowed to re-enroll for the next year.
 - In the event a student with an outstanding balance due on his/her account withdraws, it is understood that the school will hold all transcripts until the balance is paid in full.
 - Families whose accounts are not current from the previous year will not be allowed to have their children begin a new school year until the balance is paid in full.
4. Accounts must be current as of December 15 and May 15 in order for students to complete the first semester and second semester respectively. Students whose accounts are not current as of those dates will be allowed to take finals but will have end of semester grades (transcripts and report cards) held until their balance is current. The student's grades will be turned off in PowerSchool (so they cannot be seen externally) until the balance is current.

5. Re-enrollment occurs each Spring. Paying the reenrollment fee and ensuring Smart Tuition is activated is a required portion of the reenrollment process. A child is not officially re-enrolled until the enrollment fees are paid.
6. Secondary students who are not re-enrolled for the following year will not be allowed to apply for class offices, or yearbook positions, or complete course requests. For Student Council officer positions, the timing of those is such that reenrollment time will not yet have opened, but all those applying for Student Council officer positions will need to have a signed commitment on file, with their application, that they are re-enrolling for the next school year and will be re-enrolled by April 1st.
7. Families desiring to apply for Financial Aid, which is generously sponsored by MCA, our Corporate Partners/ Friends of Maranatha, and some generous local organizations, must do so by applying online through Smart Aid at smartaidforfamilies.com. Families granted assistance through the school are obligated to contribute a minimum of 30 documented service hours to the school during the school year. A form for doing so will be provided. Families who do not do so, may not be eligible for financial aid in future years. As there are limited finances available, families are encouraged to apply in the spring for the following school year.
8. Maranatha Christian Academy is dependent upon the contributions from parents and friends as well as tuition and fees. We trust that our school families will voluntarily assist the school in meeting its financial obligations which cannot be met by tuition alone. This takes the form of fundraisers, end-of-year giving, and the annual auction dinner. We need parents/families to support our school-wide fundraisers (usually 3-4) throughout the year and we appreciate your enthusiastic support. This is important because only 80 – 85% of the operational expenses of the school are covered by tuition alone. The remaining 15 – 20% must be earned through fundraising or generous donor contributions.

WEAPONS POSSESSION

Possession of weapons, ammunition, or other dangerous objects by students and visitors is prohibited. This applies while on school property, in school or personal vehicles, and at school-sponsored or associated activities. Violations are punishable by up to and including immediate suspension, possible and possible expulsion. Any student or visitor who assaults another person with a weapon will also be reported to the police. "Weapon," as referred to here, includes, but is not limited to firearms, knives, slingshot, pellet gun, BB gun, ammunition, explosive substances, or any item that is used in a manner which may cause physical harm to oneself or others, etc. (Kansas Gun Free School Act KSA72-89A01 [H]).

Laser lights, matches, lighters, stink bombs, fireworks, and other similar substances are not allowed on campus or at any school event and will be handled as a matter of serious discipline action.

ALCOHOL AND DRUG FREE CAMPUS

MCA is an alcohol and drug-free campus and may conduct searches to enforce this policy. MCA appreciates the assistance of our local law enforcement offices to include inviting canine units to come to the school, unannounced, to search for illegal substances. Searches may include lockers, vehicles and personal possessions on school grounds or school sponsored events. Administration may ask a student to turn out their pockets if they believe it is prudent to check for an item that would not be acceptable at school. Any student violating this policy will be suspended or expelled from school.

CHILD ABUSE

In accordance with state law and school policy, school staff members are obligated under penalty of fine and jail term to report the reason to suspect physical abuse, sexual abuse, or child neglect. The clear intent of the law, based on the seriousness of these crimes, is to mandate that a report of suspected abuse be made. School staff will make such reports in the best interest of the affected child and do not have any legal alternative except to make the report to the proper authorities for their investigation and review.

If you have knowledge of child abuse, please make the report. More information can be found at [the Kansas Department for Children and Families child abuse website](#).

COOPERATION WITH LAW ENFORCEMENT OFFICIALS

It is the policy of MCA to cooperate with the various law enforcement agencies in our state, county, and city governments.

EMERGENCY DRILLS

All faculty, staff and students are educated and practiced in emergency drills on a regular basis for fire, tornadoes, and intruder alerts. Students are to follow the directions of staff members and remain calm. Students are not to be on electronic devices during drills unless instructed to do so by a staff member.

For the first intruder drill of the year, we will notify parents in advance. After any intruder drill, we will contact parents and let them know that we practiced our school procedures that day. In the event of an actual emergency, we will use our emergency communication systems to communicate with parents.

VISITORS / MEETINGS / DELIVERIES

MCA is a closed campus. All visitors should report directly to the office first. All visitors, including parents, must check in at the office and get a visitor's badge prior to proceeding to any other school location. While on campus, all visitors must follow school policies and be dressed modestly.

Please understand that MCA Administration, Staff and Faculty are not always available for visitors. Please consider making an appointment.

Student visitors are not allowed at MCA except to be shadow students that have been scheduled by the administration and have agreed to comply with the shadow student visitor policies. All student visitors must comply with MCA's dress code and rules

STUDENT INSURANCE

MCA does not provide insurance for medical treatment to students injured at school or away from campus on school activities. Families are required to provide health insurance which would cover medical expenses.

Kansas State High School Activities Association (KSHSAA) provides secondary insurance (primary for those without insurance) for all athletes participating in and traveling to a KSHSAA activity in a school vehicle.

INCLEMENT WEATHER

Occasionally, weather conditions may make it unsafe to conduct normal school operations. Families will be notified through our school's emergency notification system. Changes to normal school operations will be posted on the front of the school website. Additionally, arrangements have been made to post school closings on local media. Generally, we close if the Shawnee Mission School District closes. Sometimes there are differences since we do not operate school buses for transportation to and from school.

Parents should use their own discretion in sending children to school in inclement weather based on the conditions in your living area. In such cases, parents must contact the school office for an excused absence. The school administration will use current weather forecasts, temperatures, and weather conditions to determine outdoor activities for the school day. Please have appropriate clothing (hats, gloves, coat) for colder weather recess.

SCHOOL BRANDING, SIGNS, AND SCHOOL SPIRIT WEAR

All items for public display; posters, announcements, advertisements, etc. must be approved by school administrators prior to being displayed. MCA is represented in many different churches and organizations; information publicizing individual churches and organizations is not allowed unless approved by administration.

MCA is continuously working on consistency in school branding with colors, logos, and what should consistently be on apparel, signs, paperwork, etc. Anyone desiring to design a Maranatha item whether for a club, athletic team, fine arts event, spirit wear, signage, must first get his or her design and colors approved by the Director of Quality Assurance and their design/theme approved by the administrator for appropriateness. Team parents desiring an item for the team must get the purchase approved in advance by the coach, the Athletic Director, and the Director of Quality Assurance, and a signed Purchase Order (PO) must be obtained before any order is made.

If you desire to order something for your Class, Team, Sport, Club, Event, Production, or any other group, follow these steps carefully and in order. If you have any questions, please ask our Director of Quality Assurance, in advance. Do not commit to an order without following this procedure. Items ordered, without approved PO's in advance, may not be paid by MCA.

- 1. Come up with a design and run it through the administrator who oversees the area your group falls into. (Coaches would send it to the AD, school clubs or classes would send it to the principal, etc...) The design must be in good taste and not have double meanings that would be inappropriate. They must approve it as evidenced by their signature on the design page in order to move to Step #2.*

2. *Send the design to the Director of Quality Assurance for adherence to our branding and logo requirements. It must say Maranatha Christian not just MCA.*
3. *Get a quote from the company who will be making the items. Send the company a copy of our Tax Exempt paperwork (See our Bookkeeper) so they will not charge tax.*
4. *Fill in the "Form for Ordering Spirit Wear" (see the office for a copy) to send to your parents that you will use for ordering once your PO is approved. Recommend attaching a picture of your design on the back so you can use the form as an order form.*
5. *Get a Purchase Order (PO) and attach the following items:*
 - a. *Your approved design*
 - b. *A quote from the company who will be making the items*
 - c. *A copy of your filled in "Form for Ordering Spirit Wear"*
6. *Submit the PO for approval by giving it to your administration. Once it is approved by your direct administrator, the PO must be approved by the Head of School before your Order form ("Form for Ordering Spirit Wear") is sent out to students or parents.*
7. *Once you get your order forms back, turn in a spreadsheet to MCA's Finance Department showing the names of all students who are ordering and how much they should be billed. You can only do this IF you have the signed, supporting documentation from parents for the order. Identify which GL account you wish the billing to go into (same one we will use to pay the invoice when it has been fulfilled and received).*
8. *Place your order. Send the Finance Department a copy of the order to go with your PO.*
9. *Once your order arrives, give a copy of the packing slip to the Finance Department advising that the order has been placed. The Finance Department will then pay the invoice.*

VOLUNTEERING

Parents, relatives, and friends are encouraged to help and be involved. We rely on parents for many enriching experiences. All volunteers are required to submit a volunteer application, payment for a national background check, and follow the volunteer handbook policies. Submission of the Volunteer Application and payment for the background check does not constitute approval of volunteer status but is one step in the application process.

HEALTH/MEDICATION/EMERGENCY INFORMATION

MCA does not have a school nurse on staff. School staff attends to the needs of an ill student. Students must report to their classroom teacher and request a pass to the office unless there is an emergency. Students must report to the office to sign in before entering the health office.

In the event of an accident requiring medical treatment or if your child becomes ill while at school, a parent will be notified as soon as possible.

Most MCA health policies are governed by Kansas law. Parents' cooperation in helping the school comply with the health and safety requirements of the state is appreciated.

Parents are asked to keep their child(ren) home from school if they have a temperature of 100 degrees Fahrenheit or above or if they have a cold, the flu, or COVID symptoms. If a student becomes ill at school, throws up, or has a temperature of 100 degrees Fahrenheit or above, the office will call the parents to have the student immediately picked up from school.

Required Annual Medical Forms:

1. [State required immunizations](#)
2. [State Health \(first time in Kansas school\)](#)
3. [Annual physical \(athletic participation\)](#)
4. [Concussion](#) (athletic participation)
5. Impact Test (athletic participation)
6. [Parental Permission](#)

Physical Examinations

Students entering Kansas schools for the first time must turn in a [completed physical examination form](#).

Students who participate on a Maranatha Christian Academy athletic team must have [annual physical examination](#), [concussion form](#), Impact Testing and [Parental Permission](#) form completed prior to participating in practices or contests. KSHSAA requires physical exams to be dated after May 1 for the next school year

Immunization Requirements

All students are required to present current records of State required immunizations prior to attending classes.

Immunization Requirements

[Kansas Department of Health and Environment Immunization Requirements](#)

Immunization Form

[Kansas Department of Health and Environment Certificate of Immunizations](#)

Illnesses

Please refer to the Johnson County Health Department Exclusion Policy below. MCA reserves the right to exclude a student, regardless of Johnson County Health or Kansas Department of Health, if the student is unable or unwilling to be productive during the school day due to illness or apparent illness, if the administration believes the student to have the potential to be contagious, or if the student's condition is not conducive to the classroom.

[Johnson County Health and Environment Disease and Symptom Exclusions](#)

[Kansas Department of Health and Environment Guidelines for Exclusion of Children](#)

Medication

MCA follows the Kansas Department of Health and Environment's guidelines for dispensing medication. Approved staff may administer prescription medication from a pharmacy container clearly labeled with the child's name, name of medication, name of physician, and date prescription was filled. Non-prescription medication may be administered from the original container with the child's name on it, per manufacturer's recommendation only. All medications must be signed in with one of the directors. Only one week's worth of dosages may be left with MCA staff.

In some cases, the child's teachers will need to receive training on how to use certain medical devices, such as a nebulizer, EpiPen, before they can dispense the medication. This training will need to be provided by the child's physician or parent. MCA administrators will inform the parent when this training is needed.

COMMUNICATION WITH SCHOOL

Office 365 – The goal of this service is to provide a dependable and consistent family communication medium that will serve as the primary communication for those within the MCA family. Each family has an MCA email which they are expected to check daily as this is the email the school utilizes for communicating with our families.

Teacher Newsletters – The classroom teacher can utilize a newsletter detailing the activities. Elementary teachers are expected to send out weekly newsletters each week.

Office Notes – Information and reminders of the upcoming events and news will be emailed from the office. Secondary office notes come home weekly, elementary office notes come home monthly.

Emergency Communication System – MCA utilizes multiple mediums to contact students and families in an emergent situation to include phone calls, emails, and text messages.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Elementary – Please leave all electronic devices (cell phones, iPod, Mp3, tablets, Smart watches, Air Pods/ Bluetooth listening devices, etc.) at home as they are not to be accessed or used at any time during the school day. Students needing to utilize electronics after school, after sports practices, etc., must have these items turned off and kept in the student locker/backpack/bag/cubby, etc. for the entire school day. Electronics may not be used at lunch, during passing periods, or during school events requiring transportation.

Junior High – All electronic devices (cell phones, iPod, Mp3, iPad, tablets, Smart Watches, Air Pods/ Bluetooth listening devices, etc.) should be turned off at school and kept in the student locker for the entire school day. Electronic devices may not be used during lunch, between classes, or anytime during the school day. Once the student arrives at school, devices are to be turned off and not turned back on until they leave the building. Students may call their parents from the office as needed.

High School – All electronic devices (cell phones, iPod, Mp3, iPad, tablets, Smart Watches, Air Pods/ Bluetooth listening devices, etc.) should be turned off at school and kept in the student locker for the entire school day. Once the student arrives at school, devices are to be turned off and not turned back on until they leave the building. Electronic devices may not be used between classes. High School students are allowed to use their phones during lunch. Students may turn their phones on once in the lunchroom and must turn their phones off prior to leaving the lunchroom. Students are not allowed to take pictures while in the lunchroom. Students may call their parents from the office as needed.

Junior High and High School – If a student is taking an online course or a teacher asks students to bring earbuds, they are to be the wired or over-ear headphones. They are only to be used with a MCA device (laptop or iPad) and only at the teacher's direction, for academic purposes. Air Pods and Bluetooth listening devices are prohibited.

District Wide – Electronic devices may not be in a student's possession in school restrooms and/or changing rooms. The only exception is when changing for sports after school. In this case, the cell phone may be in a backpack, but powered off. Any violation of MCA's cell phone and electronic device policy will lead to the immediate confiscation of the device. MCA faculty/staff may confiscate personal cell phones, Smart watches, Air Pods or any electronic device at any time if they are seen/heard or there is reasonable suspicion that inappropriate material or activity is involved or if possession of the item is in violation of any/all policies.

1. Parents may call the school office and leave a message for their student to call home. A student may come to the office and call using his/her cell phone or the school office phone.
2. All electronic devices are subject to electronic search (i.e. text messages, pictures, date stamps, inappropriate content, etc.) by administration. Discipline will be given if the electronic device was used during school time (other than cell phones at lunch) by indication of cell records. At no time are students to take pictures/videos at school nor may any pictures/videos/likeness or image be posted publicly or sent to others with the intention of causing aggravation, bullying, or making fun of another student/faculty/staff/anyone associated with MCA. Students who violate this policy may be assigned discipline which may include, but is not limited to, fines, detention, suspension, or expulsion.

Confiscated electronic devices will be given to the Principal or Dean of Students. If there are no other extenuating circumstances, the following consequences apply in Secondary school:

- 1st Confiscation: 30-minute detention; return to parent
- 2nd Confiscation: 60-minute detention; return to parent
- 3rd Confiscation: Saturday detention or suspension; returned after parent conference

SOCIAL MEDIA

All existing policies and behavioral guidelines extend to the online environment as they do on school premises. Students may not post obscene, discriminatory, defamatory, harassing, or threatening messages about or to another student, his/her family, faculty member, administrator, or the institution.

Students are not to post pictures that are in conflict with the values/ Statement of Faith of MCA. Students are not to use social media, or any other electronic/digital medium to share homework or answers to quizzes or tests. Online photographs or videos of others can constitute a criminal act.

COMPUTER AND INTERNET ACCEPTABLE USE

At MCA, we believe that technology offers valuable resources for education. It is our goal to educate students about the efficient, ethical, and appropriate use of these resources. Within the context of our mission statement, the use of technology will be incorporated into curriculum development and classroom application.

MCA provides the following safeguards and benefits:

1. Students are given access to a dedicated connection through our Network Server and Internet Filter to our Internet Service Provider (ISP). This reduces opportunities for students to access non-filtered Internet Service Providers.
2. Students are given individual student login accounts. All logins may be tracked as to what activities are accessed and what web sites are visited.
3. Students are given individual software accounts, email and calendar accounts, and individual cloud storage with more than 1 TB of file and email storage. Local student files should be saved in the cloud storage for access on/off campus. Often, students are also provided individual licenses for installation on personal and home devices.
4. MCA uses software which works to block access to inappropriate sites and report inappropriate behavior or content.
5. Teachers will supervise students accessing the Internet.

Students are responsible to act in accordance with the behaviors outlined in the Parent/Student Handbook, classroom policies, and ultimately in a Christ-like manner. Any faculty or staff member may determine an activity is inappropriate and terminate student access to the activity. All MCA provided technology or access is solely for school related activities.

A partial, but not an exclusive list of inappropriate activities includes:

1. using any school computer system without a staff or faculty supervision.
2. degrading or disrupting computer equipment or the school network or the intentional misuse of physical resources like printer paper.

3. accessing social media, chat rooms, and instant messenger accounts while using school resources; including using school internet access on a personal device.
4. gaining unauthorized access to the computer network.
5. any use of the logon or account of another student, teacher, or staff member.
6. attempting to bypass logon security or internet filtering.
7. intentionally accessing any web site involving pornography, gambling, obscene language, racism, the occult, astrology, or containing clearly inappropriate material.
8. downloading and installing software programs, music files, or video files. Students may not use the computer CD-ROM player to play music CDs or listen to music MIDI files. Students may not use school computers or devices to stream media unless assigned and supervised by teacher.

MCA cannot assume responsibility for:

1. the reliability of access to the ISP.
2. the reliability of the content of a source accessed by the student.
3. any costs incurred by a student if the student requests a product or service through the internet that is not provided by MCA.
4. privacy and security of data.

Parents/guardians, in some cases, may be granted access to internet, software and similar tools as above.

MCA requires any individual who has been granted MCA provided technology to adhere to all policies in this handbook.

IMAGE and/or LIKENESS RELEASE

Maranatha Christian Academy (MCA) may use photographs, audio and/or video recordings of MCA students. These photos may be placed on the internet, social media, in publications, promotional or educational materials, derivative works, or for any other similar purpose without compensation.

MCA students may be identified by name and/or title in printed, internet, social media or broadcast information that might accompany the photographs, audio, and/or video recordings. All such portraits, pictures, photographs, video, audio recordings, and reproductions thereof, all plates, negatives, recording tape, and digital files are and shall remain the property of the MCA. I may opt-out of the MCA Image and/or Likeness Release policy by submission of the applicable [online form](#).

Exceptions to the opt-out include internal publications such as school emails, annual school pictures, yearbooks, etc. MCA cannot guarantee that a child's image or likeness will not appear in a crowd or other such captures but will attempt to limit the usage thereof.

FIELD TRIPS

All field trips are considered extensions of the classroom educational experience and attendance is required. Students with an excused absence will have required homework assigned in lieu of the educational experiences missed during the field trip. Students attending an all-day field trip are required to complete a Prearranged Absence form and are expected to complete all work, in all classes, as assigned. Field trips do not count as an

absence from an individual class and the absence policy is not applicable. Students will be billed in Smart Tuition a \$5 transportation fee for each field trip, in addition to any admission fees.

Unauthorized Locations

There are wooded areas adjacent to both of our campuses. Some belong to the school, some to the church, and some to other entities. For safety reasons, our students are not to go into the wooded areas without permission from and supervision of Maranatha Christian Academy employees. Otherwise, this will be considered trespassing.

Because the safety of our students is a top priority, we do not allow students to be in school buildings without supervision of our employees. Students are not to loiter around the outside of the buildings either without supervision of our employees.

Students are not allowed to eat lunch in vehicles or to go to their vehicles, during school hours, without prior permission from the office.

Behavior Expectations at Extracurricular Activities

Family members, friends, spectators are expected to respect and uphold all KSHSAA regulations listed in Rule 52. Basic rules: "Cheer for your team, not against your opponent." "All actions are to be for your school, not against your opponent!" Signs, chants, and cheers must reflect adherence to the same principle. All signs/chants and cheers will be in English, culturally sensitive and ultimately reflective of MCA's beliefs.

1. Is your sign/chant/cheer/behavior toward the opponent or a referee? Yes? Don't do it.
2. Is your sign/chant/cheer/behavior positive toward your own team? Yes? Do it.

Family members, friends, and spectators that fail to uphold, at a minimum, the noted regulations of KSHSAA may be subject to ejection from the event and exclusion from further events at the discretion of the MCA administration.

MCA students that fail to uphold the rules/regulations/Code of Conduct and all other district policies both written and implied are subject to consequences for each act of misbehavior. In general, repeated offenses will result in more significant consequences. MCA reserves the option to issue consequences ranging from verbal correction/redirection through expulsion as deemed appropriate for any given situation.

DRESS CODE

MCA's policy for personal appearance is based on creating an atmosphere for learning and instilling a culture in our Christian environment of neatness, modesty, and appropriateness for school activities and events. The clothing items are selected and adopted for simplicity and for unification, also. The dress code for the Elementary grades has been expanded from the Secondary School's dress code due to the nature of the Elementary School student daily activities.

Masks are an optional item on our Dress Code. This means that parents may choose to have their child(ren) wear a mask at school or they may choose to have their child(ren) not wear a mask at school. Either decision is acceptable. Staff have the ability to make this same choice for themselves. In our ever-changing world with

health concerns, it is possible that this policy may change in future, but this policy is our current policy as we begin the new school year 2021-2022.

All Dress Code Policies can be found on the annual Dress Code Information and Policy Form.

[Elementary-](#)

[Secondary-](#)

Maranatha Christian Academy KinderPrep Preschool

North Campus

15000 W. 63rd St.

Shawnee, KS 66216

Phone (913)631-9286

mca-eagles.org

KinderPrep

(913) 631-0637

Pre-School Director: Mrs. Melissa Hartwick

Head of School: Mrs. Janet Fogh

GOALS AND PHILOSOPHY

Maranatha KinderPrep offers an enriched program of highly creative activities designed to develop in the young child an excitement and desire for learning which will remain with him or her through life. By permitting each child to develop at his or her own speed, he or she will acquire a good self-image and the feeling of "I can do it!" The child will be exposed to many hands-on learning experiences. Being a member of a group will help your child to become a more observant, responsible, and well-adjusted member of society in stimulating surroundings.

ENROLLMENT AND RE-ENROLLMENT

There are two times during the year that KinderPrep families need to enroll or re-enroll. The first is to re-enroll for the next school year. This is done annually through enrollwithsmart.com. Families will begin receiving notification about this in the spring. The second time is just prior to summer if you are desiring for your child to participate in the summer program at MCA.

PAYMENT

Families of all KinderPrep preschool students are required to pay their tuition via Smart Tuition. Please refer to KinderPrep tuition and fee schedule for applicable pricing.

DISCONTINUATION OF SERVICES

One month written notification must be received by MCA KinderPrep for proper discontinuation of services and refund of any applicable security deposits. An absence of five days, without notification to MCA KinderPrep, constitutes improper discontinuation of services. You are obligated to pay for all past and current tuition fees. This will also result in the loss of any applicable security deposits.

HOURS OF OPERATION

KinderPrep is open on Monday-Friday from 7:00-5:30. KinderPrep is closed for specific holidays, in-service days, etc. Please refer to MCA's school calendar for scheduled closings. Please refer to the MCA District Inclement Weather policy as applicable.

CHILD CARE

A charge of \$1 per minute will be added to your bill for every minute that a child picked up after 5:30 pm. This charge will be added to your Smart Tuition account.

ABSENCES

Please call the office at 913-631-0637 to inform us that your child will not be attending that day. Financial responsibility does not change due to absences.

AGES

All children must be 4 years old by 9/1 and must be completely potty-trained.

PICK-UP PERMISSION

Written permission must be on file with KinderPrep for all individuals authorized to pick-up each child. In an emergency, please phone and send a written note with the person you send for your child. Proper identification will be required.

CHANGE OF ADDRESS

Please make sure MCA's business, and KinderPrep offices are notified of any changes in address, phone number, or place of employment. Records must be kept current for your child's welfare.

BIRTHDAYS AND HOLIDAY CELEBRATIONS

All celebrations must be approved by the classroom teacher at least 24 hours prior to the desired celebration time. The classroom teacher has all right to accept/refuse/reschedule any celebration.

PERSONAL ITEMS

Children are not allowed to bring toys to school unless prior arrangements have been made by the classroom teacher.

POSITIVE GUIDANCE

Discipline is the art of teaching children to make good choices. At its best, it is preventative in nature. We design our classrooms to provide children with cues as to appropriate behavior. Activities are scheduled to keep children engaged in learning. Teachers engage children and use each opportunity to guide the, included redirection of activities to prevent behavior problems.

When inappropriate behaviors arise, we will utilize logical and reasonable consequences to teach appropriate choices. Our first approach will be modeling appropriate behaviors, then redirection to another activity. If more direction is needed, we will use a time away from the activities to think about the behavior.

Parent communication is a vital part of the discipline process. If a problem persists, we have a policy to inform the parent and work with the child to bring about the correct behavior. We will show our love for each child in ways that nurture accountability, self-esteem and will also help them to reach their fullest potential as growing happy children.

If a child chooses to continuously disobey, or exhibits violent behavior, the parent will be asked to have a conference with the teacher and administrator of the school.

We desire to work with children and hopefully help them to make the proper choices, but if it is at the expense of the other children's safety, we may have to ask you to remove your child from KinderPrep.

BITING

Biting will not be tolerated. If a child bites once, the parents will be notified and asked to work with the child on this inappropriate behavior. If a child breaks the skin of another child by biting, both parents will be notified of the situation and the offending child's parent may be required to pick-up his or her child.

KinderPrep will patiently work with the child and parents to help correct this behavior. If the biting persists, the parent may be asked to remove your child from KinderPrep.

FOOD PROGRAM

Lunch is provided to all KinderPrep students. All children present before 8:30 are provided breakfast or morning snack.

If your child has a food allergy it must be indicated on KinderPrep health forms. Any changes to this form must be made in writing and submitted to KinderPrep Administration. Menus are available monthly. The Eagle Eatery provides meals for KinderPrep.

REST TIME

Rest time is scheduled daily from 1:00-2:30. Rest Time schedule may be altered by KinderPrep staff as needed.

Maranatha Christian Academy

Elementary School

North Campus
15000 W. 63rd St.
Shawnee, KS 66216
Phone (913) 631-0637

Elementary Principal: Mrs. Wendy Orndorff
Head of School: Mrs. Janet Fogh

ACADEMICS

Maranatha Christian Academy has high academic standards and systems in place to help the students thrive. It is a partnership with the parents and to that end, parents are given a Power School account where they can access their child(ren)'s grades.

Power School Grade Reports

We believe in enabling parents to be informed of students' progress. Power School, an Internet accessible, secure website used by the school, provides access to grades and the name of the assignments to parents. We recommend that parents check their child(ren)'s academic progress on PowerSchool at least weekly.

Grade Reports are published in Power School each nine weeks.

6th graders who participate in Middle School athletics will have grade checks every two weeks as stated in the Athletics Handbook. If their grades fall below an average of an 75%, they will be ineligible for athletics until the next grade check period.

Academic work, including culminating tests or projects, must be completed within seven days of the end of the quarter. After this date, academic work not completed will receive zero credit and be included in the determination of the final course grade, which may result in an "F." In the event a student with an outstanding balance due on his/her account withdraws, it is understood that the school will hold all report cards until the balance is paid in full.

Parent Conferences

A parent-teacher conference is held at the end of the first and third quarter for each student. These conferences are required for parents and are valuable in the partnering process in educating your child(ren). Please prioritize your time so you can attend these important conferences. Conferences can also be arranged as needed during other grading periods.

Grading Scale

K-6th

O = Outstanding
G = Good
P = Passing
N = Need Improvement
U = Unsatisfactory Progress

A = Excellent	90-100%
B = Above Average	80-89%
C = Average	70-79%
D = Below Average	60-69%
F = Not Acceptable	59%-Below

Honor Roll

Students in 4th-6th grade can qualify to be on the honor roll. For the “B Honor Roll”, students must have a B average in these subjects – Reading, Math, Social Studies, Science, Bible, Language, and Spelling. Students must have an A average in those subjects to be on the “A Honor Roll”.

Homework

Homework is an integral part of our school program. Parents should expect, on average, that their son/daughter will have 10 minutes of homework x their child’s grade. We believe students gain responsibility and a sense of accomplishment through homework completion. We request that parents support this endeavor by encouraging students to complete assignments. The only acceptable excuses for not completing homework are illness and family emergencies. A parent note indicating the consideration should be submitted when the assignment is due or when the student returns to school. Teachers may require a parent’s signature on an assignment planner indicating that homework was checked for completion.

ATTENDANCE

Students are expected to attend school daily and arrive on time. Attendance will be monitored from 8:20 a.m. – 3:20 p.m. Students will be counted tardy if they arrive after 8:20a.m.

Ten tardies will be counted as one unexcused absence. Excessive tardies will be combined with other unexcused absences for truancy purposes. If a student arrives late or leaves early for up to three hours or is gone for three hours during the day for an appointment described above as being excused, it will be counted as a half-day excused absence. We encourage students to return to school as soon as possible from appointments during the school day.

If your Child is Absent

Please call the Elementary Office by 9:00 am any day that your child will be absent. When your child is out of school due to illness or if your child has an excused absence, the child is given two days to complete all assigned work for each day of an excused absence.

If your child is ill for more than one day, please call the office in the morning of the second day to arrange for make-up assignments.

Pre-arranged Absences

Please notify the Principal and teacher two weeks in advance of a pre-arranged absence. School work may need to be completed before the absence, during the absence and following the absence to assure continuity in learning.

LEARNING ASSISTANCE /ENRICHMENT

MCA provides enrichment and learning assistance through differentiated instruction in the classroom as well as:

Helps Class

Each teacher sets a time during the week to provide extra assistance to students. This is a tutoring time available to all students.

Enrichment Program

Maranatha provides extended and enriched appropriate curriculum to students who are identified. Students who qualify may participate in programs provided through the home public school district. MCA works with educators from that district for evaluation and services. Students must be referred by their homeroom teacher and Principal.

TalentEd Intervention Program

TalentEd provides individual and small group instructions. Students can receive remedial help in a particular subject, assistance with assignments and training in building study skills. Teachers may refer students to the Elementary Principal who will coordinate with the TalentEd Program. There is an additional monthly fee for the TalentEd program.

Modified Work/Grades

Sometimes it is beneficial to a student to modify the work in a particular subject. Other times it is best to adjust the grading scale. The administration, the teacher, and the parents may work out the best plan to meet the child's individual needs.

Special Services

Students who qualify for special education services for learning disabilities or speech are served by their home school district. More information can be provided by the principal. An independent speech pathologist can be contracted for speech support.

DISCIPLINARY POLICY

"The Lord disciplines those He loves." Proverbs 3:12

We believe that part of a child's training to be like Christ involves discipline. As our Father God disciplines us, so He admonishes parents to discipline their children. Our discipline plan follows Godly principles.

Levels of Discipline in Elementary School:

MCA realizes that all discipline situations are similar, but also different. With that understanding, MCA will utilize, but not limited to (in entirety or sequentially) the steps shown below. The MCA Elementary faculty and staff utilize the SOAR expectations for educating students on social and behavioral standards.

Strive to do your best

Own your actions

Always work together

Respect others

1. Teachers handle offenses in the classroom. Teachers use a wide variety of positive reinforcement methods in the classroom to encourage students to follow the classroom rules. Teachers may need to assign consequences for poor choices. These consequences may include losing a privilege, a time out, or losing a few minutes of recess time.

2. Visit to a Buddy Room or other intervention

Students may be sent to a neighboring classroom (usually of another grade level) to sit quietly and refocus for a brief time. The goal is to give the student a break from their classroom, something productive to do so they can be successful, a time to rethink and focus, and then return to their classroom.

3. Office Referral

The following describes the office referral procedure and minimum consequences that may be assigned.

1. For offenses as deemed needed by staff, students are sent to the office with a referral. As needed the principal will conference with the teacher and child, contact parents explaining the offense and the consequences. The consequence will be determined based on the severity of the behavior and if the student has established a pattern of behavior that necessitated an office referral.
2. Possible consequences could be:
 - Having the child spend recess in the office
 - Spending recess, lunch, and special class time in the office
 - A student/parent/teacher conference will be held
 - The student may receive a half-day in-school suspension
 - In-house suspension
 - Student may be placed on behavioral probation
 - Out of school suspension
 - Recommendation for expulsion (final authority is the Head of School)

Parents are expected to support the school's policy and procedure for discipline. Cooperation between the home and school is essential.

GENERAL INFORMATION

Arrival and Dismissal Procedures

School Hours:

4th - 6th graders: 8:10 am – 3:10 pm

Kindergarten – 3rd graders: 8:20 am – 3:20 pm

North Campus- One-way traffic only.

Early Drop-Off- before 7:45- utilize the front/main entrance.

AM Drop-Off- 7:45- 8:20 please utilize main gym entrance. If you need to go inside, please park in a parking spot and walk in. To exit, drive around building to exit on 63rd Street.

PM Pick-Up is on the east side of the school and gym, lower level from Lackman Road. Exit on 63rd Street. Park on the east side of the lot to walk over to the curb or remain in your car in the Loading Lane.

K-3: pick-up

At 3:30p.m., the child is taken to Extended Care. All Extended Care fees will be added to the student's monthly Smart Tuition account and are located on the annual [Extended Care Information and Enrollment Policy form](#).

Inclement Weather – Same as PM Pick-up.

RESTROOM USE

Students are encouraged to use the restroom during the daily scheduled bathroom breaks for each class. Students may also use the restroom before school and during lunch. If your child needs to use the restroom at other times, he/she will be allowed to do so if the situation allows. In some cases, they may need to wait a few minutes (ex: on the school bus, on the playground). If your child has a condition that requires frequent use of the restroom, please write the teacher a note explaining the reason.

MISCELLANEOUS

Field Trips

Students participate in field trips as scheduled by MCA teachers and administration. Parents are encouraged to accompany the class and help supervise. A limited number of openings for chaperones may be available on some trips. Student's siblings may not attend field trips. An information slip will be made available with field trip details.

Extended Care

An Extended Care Enrollment form must be on file for Extended Care eligibility. All Extended Care fees will be added to the student's monthly Smart Tuition account and are located on the annual [Extended Care Information and Enrollment Policy form](#).

Lunch

The Eagle Eatery staff focuses on providing wholesome, great tasting meals to meet a full range of dietary needs. Food purchased through the Eagle Eatery is billed to the family's Smart Tuition account each month or students may pay for items with cash.

Students may bring their lunch to school. For safety reasons, microwaves are not available for heating lunches that come from home.

Sending Money to School

For most events (T-shirt orders, sports teams, field trips, yearbooks), billing for these items be billed through Smart Tuition. Please do not send cash to school with your child.

Phone Calls

Students can utilize MCA office phones for approved communication only. If a parent/guardian needs to communicate with a student, please contact the appropriate school office for assistance.

Birthdays/Parties

Individual birthday parties are celebrated at a time best determined by the classroom teacher. Please arrange birthday treats or parties with your child's teacher in advance. Individual servings are required. No sweets may be brought into the lunchroom. Whenever possible, please send nutritional snacks rather than sweets. Please send birthday party invitations through email or mail unless all children are invited. On Valentine's Day, please send Valentines for every child.

Maranatha Christian Academy

Secondary School

(7th – 12th Grade)

South Campus
6826 Lackman Road
Shawnee, KS 66217
Phone (913)631-0637

Secondary Principal: Mrs. Janet Fogh
Dean of Students/ College Counselor: Mr. David Keener
Head of School: Mrs. Janet Fogh

OPPORTUNITIES FOR SPIRITUAL GROWTH AND CHARACTER DEVELOPMENT

Chapel

An integral part of the school's total program is a weekly chapel service which all students are required to attend. Chapel begins with Pledges to the American flag, Christian flag, and the Bible. Our student worship team leads the student body in a time of worship, and we have speakers share the messages for Chapel. Students take Chapel notes and turn them in to their Bible teacher for a grade.

In the Fall, students participate in a Spiritual Emphasis Week which includes daily chapels for the week and a class retreat/bonding activity (usually service oriented) on the last day.

Bible Classes and Biblical Integration

A Bible class is required for all students each semester to help students develop a comprehensive and accurate Biblical worldview and knowledge of the Bible, improve their relationship with Jesus Christ and fellow Christians, and deepen their Christian experience (II Tim. 3:16-17). Daily Biblical studies form the foundation of instruction. All subjects are taught from the perspective of God's truth and are integrated with Biblical precepts, principles, and commands. II Timothy 2:15 says, "Do your best to present yourself to God as one approved, a workman who has no need to be ashamed, rightly handling the word of truth" (RSV).

Community Service Program

The foundational principles of Maranatha Christian Academy are "Wisdom, Character, Service." The Community Service Program is designed to fulfill the principle that Maranatha students provide service to their community by helping others. The Community Service Program is an integral part of the spiritual development of high school students at Maranatha Christian Academy. It adds the dimension of faith in action to our curriculum and encourages students to reach beyond themselves to those in need. A list of qualifying organizations is maintained in the school office for easy access.

TIME REQUIREMENTS PER YEAR*

- 10 hours of service - 9th Grade
- 20 hours of service - 10th Grade
- 25 hours of service - 11th Grade
- 25 hours of service - 12th Grade

Community service hours should be completed and reported by May 1st of each year. Evaluation forms are provided online and in the school office and must be turned in to the high school office. Freshmen, sophomores, and juniors will have their class schedules held for the following year until service hours are verified. Seniors must complete their service requirement before receiving their diplomas.

* At least 5 community service hours must be dedicated to serving the elderly or less fortunate. The less fortunate may include persons with physical or mental disabilities or illnesses, the homeless, or those facing financial hardships.

* The remainder of the required service hours may be completed helping within the church (not during church service time), other ministries, election campaigns, recycling, meals on wheels.

Code of Conduct

Guidelines for Christian Living
Maranatha Christian Academy expects its students to:

- **Actively work at building a daily personal relationship with Jesus Christ.** Studying God's Word, maintaining an active prayer life, worshipping with fellow believers in a local church, being accountable to others, and sharing one's faith are vital components of a growing relationship.
 - **Think about things that are true, noble, right and pure.** (Philippians 4:8) Recognize that what occupies the mind will sooner or later determine one's speech and actions.
 - **Choose your friends and associations carefully.** (Psalm 1:1) One tends to become like the people with whom one associates.
 - **Encourage one another and build each other up.** (I Thessalonians 5:11, Romans 14:3) Take care that one's attitudes and actions positively influence and encourage others.
 - **Communicate directly with one another in the spirit of love.** (Matthew 18:15-17) Avoid gossip, talking behind one's back or holding bitterness.
 - **Respect authority.** (I Peter 2:17) Honor God, obey and respect the laws of our country, the standards of one's parents and the expectations of one's school and community.
 - **Be honest and above reproach.** (Proverbs 8:7) Always speak the truth and avoid even the appearance of dishonesty. Refrain from stealing, lying, and cheating.
 - **Academic Integrity.** (Prov. 22:1) Take pride in your own work, ensuring credit is given to others as deserved.
 - **Demonstrate self-control.** (James 1:19) Be quick to listen, slow to speak and slow to become angry. When you sin, seek forgiveness and make amends.
 - **Care for your body as a "temple of God".** (I Corinthians 6:19) Refrain from the possession and use of alcoholic beverages, tobacco, illegal drugs, abusing prescription drugs and any other harmful substances or activities. Students are expected to "flee" from the presence of inappropriate or illegal activities.
 - **Maintaining Biblical standards of morality.** (I Corinthians 6:18) Save sex for what and when God intended, within the sanctity of marriage.
 - **Fellowship with other believers.** (Hebrews 10:24-25) Be actively involved and regularly attend a Bible believing church.
- (Code of Conduct Courtesy of Trinity Academy, Wichita, KS.)

ACADEMICS

Maranatha Christian Academy is a College-Prep school with strong academics and wonderful opportunities to assist our students to excel academically and at the next stage of education.

Dual Credit Classes

Our students have the ability to challenge themselves at each level. In High School, we offer 12 Dual Credit courses through local universities that allow students to earn college credit and high school credit while in the high school classroom. This enables our students to earn up to 36 hours of college credit. Our teachers who teach dual credit classes are certified through the university they offer the class through. There is a small additional charge for taking a dual credit class that goes directly to the university and is paid by the parent. College credit is issued by the university.

Student Grade Information

Current student grades can be accessed via PowerSchool via the Student account and/or the Parent account. These grades reflect the accumulated grade to date from the first day of the semester. The semester grades become a part of the student's permanent academic record. High school students who receive a failing grade in a core subject at semester must repeat the course, attend summer school, or complete an approved correspondence course to make up the credit.

Second semester grades are available within two weeks of the last day of school, unless there is an unpaid balance in tuition, fees, or other charges. Parents/guardians are notified in a timely manner when their high school student is in jeopardy of failing a core subject in any semester.

Grading Scale

PERCENT	GRADE	REGULAR COURSES	DUAL CREDIT/HONORS COURSES
97-100	A+	4.00	5.00
93-96	A	4.00	5.00
90-92	A-	4.00	5.00
87-89	B+	3.75	4.75
83-86	B	3.25	4.25
80-82	B-	3.00	4.00
77-79	C+	2.75	3.75
73-76	C	2.25	3.25
70-72	C-	2.00	3.00
67-69	D+	1.75	2.75
63-66	D	1.25	2.25
60-62	D-	1.00	2.00
00-59	F	0.00	0.00

Grading Scale in Power School for GPA

Percentage	Grades	Regular Course	GPA	Dual Credit/Honors Course
<u>GPA</u>				
90 – 100		4.0 GPA		5.0 GPA
80 – 89		Graduated scale 82% = 3.2	87% = 3.7	Graduated Scale 82% = 4.2
70 – 79		Graduated scale 72% = 2.2	77% = 2.7	Graduated Scale 82% = 3.2
60 – 69		Graduated scale 62% = 1.2	67% = 1.7	Graduated Scale 82% = 1.2
50 – 59		0 GPA		0 GPA

Note: If a student earns a D or F in a Dual Credit /Honors Course, the GPA will be equivalent to that of a regular course.

Graduation Requirements

Subject	MCA Graduation Requirements	MCA Honors Graduation Requirements	Kansas Admissions	Kansas Regents Scholars LINK
Bible	4.0	4.0	NR	NR
Electives	3.0	3.0	6.0	2.0
English	4.0	4.0	4.0	4.0
Fine Arts	2.0 **	2.0	1.0	NR
Foreign Language	2.0	2.0	NR	2.0
Mathematics	3.0	4.0	3.0	4.0
Physical Educ.	1.0	1.0	1.0	NR
Science	3.0	3.0	3.0	3.0
Social Studies	3.0	3.0	3.0	3.0
Technology	NR	NR	NR	NR

- English Comp I, English Comp II, Public Speaking, College Algebra, Statistics, Pre-Calculus, Calculus 1, Calculus 2, General Psychology, US History, American Government, and Philosophy (when offered) are available as dual credit courses. Students are not required to take these courses for college credit. Students are responsible for any fees or pre-requisites related to enrolling for dual credit courses. College pre-requisites are listed in the MCA course descriptions and syllabi.
- Business Math is a senior-only course unless special permission granted.
- Teacher Aide positions for juniors and seniors are available with approval from the Secondary Principal and are worth one elective credit per year.
- Online courses are available. If interested in a course not offered in the course description catalog, contact the Secondary Principal or Dean of Students. Any additional cost for the class will be covered by the student.
- Only the yearbook advisor or Principal will admit students to the yearbook staff. This course may be counted as a Technology or Fine Art Credit.
- Each year of band or choir counts as one Fine Art or Elective credit, but not both.
- Class schedules are subject to class size limitation and availability.
- Foreign Language courses are optional for I-20 students. I-20 students may choose to take these courses but if not, they will be given two additional academic elective credits to fulfill graduation requirements. Courses such as public speaking, choir, English Language Proficiency, etc. will be scheduled with the counselor. I-20 students will not be granted early dismissal from school.

We are making the following change to the MCA Graduation requirements, effective immediately.

- Since the State of Kansas has dropped their Technology course requirement, we are dropping ours as well. In lieu of the 1 credit Technology requirement for MCA graduation, we are adding 1 additional elective requirement.*

2. *Students are encouraged to take one of our Technology courses (CIS 1, CIS 2, Graphic Design, or Yearbook) to fulfill one or more of their required (now 3) elective courses.*
3. *This allows students to have more flexibility to take the elective classes of their choosing.*

REQUIRED COURSE OF STUDY FOR GRADES 7 & 8:

Seventh Grade	Eighth Grade
English 7	English 8
Pre-Algebra	Pre-Algebra or Algebra 1
History 7	U.S. History
Life Science 7	Physical Science 8
Bible 7	Bible 8
Physical Education 7	Physical Education 8
Computers / Speech	Career Exploration / Computer Science
Fine Arts	Fine Arts

Example of Schedule

Ninth Grade	Tenth Grade	Eleventh Grade	Twelfth Grade
Bible 9	Bible 10	Bible 11	Bible 12
English 9	English 10	English 11	English 12
Elective	World History	US History	Civics
Algebra 1 / Geometry	Geometry / Algebra II	College Algebra / Algebra II/Pre-Calculus/Statistics	Pre-Calculus/Calculus/ College Algebra/ Statistics
Biology / Lab	Chemistry /Lab	Physics / Lab	Anatomy and Physiology or Physics / Lab
Physical Education/ Health	Fine Arts or Elective	Fine Arts or Elective	Elective
Spanish 1 or Elective	Spanish 1 or Spanish 2	Spanish 2 or Elective	Elective

Quick Step, College Now, Dual Enrollment and Online Classes

Due to the nature of courses taken through dual enrollment or online programs such as the Quick Step or the College Now Program through Johnson County Community College (or similar programs), the following guidelines apply:

1. If a student enrolls in a course, the grade will be included on the high school transcript.
2. If a student withdraws from the class and meets college/university deadlines, the high school transcript will reflect a "withdrawal" grade. If a student does not complete the course, the high school transcript will reflect a "withdrawal-failing" grade.

Attendance in high school courses approved for dual college credit (like the Quick Step Program or a similar program) is permitted with the following equation:

3 credit college class = .5 credit high school class per semester

5 credit college class = 1.0 credit high school class per semester

Demonstrating Mastery Prior to Progression

1. In math and world language courses, a student must demonstrate mastery of the subject material in the prior class prior to taking the next level of the course. This means that a student in Spanish 1 or Algebra 1, must earn a Semester grade (in both semesters) of a minimum of a 70% in order to progress to Spanish 2 or Geometry, respectfully. Students who do not do so, will be required to remediate the semester over the summer or retake the class during the school year. This is to ensure mastery of the concepts that are necessary to be successful in the next level of class.
2. Students progress to the next grade level after demonstrating proficiency in their current grade level. A student with 3 F's in Semester 2 (any subject) or two F's in Semester 2 where they had an F in Semester 1 as well, has not shown proficiency and will be retained in their grade level. Students may remediate classes over the summer in order to demonstrate proficiency and be allowed to be promoted to the next grade.

Zero Period Classes

High school students may request to take Weights and Conditioning as a Zero period class. Students taking this class must provide their own transportation to and from the gymnasium for the class and are expected to be on time each day. Zero period is from 7:00 am – 7:50 am. Students should arrive dressed to work out for class. This is a graded class. Students who take Weights and Conditioning as their zero period class will not be able to leave after 6th period unless they are seniors. 9th - 11th graders who take Weights and Conditioning during zero period would be enrolled in a total of 8 classes instead of 7.

Honor Roll

Distinguished Achievement: 3.75-4.00

Principal's List: 3.50-3.74

Honor Roll: 3.00-3.49

Valedictorian and Salutatorian

Students must have attended Maranatha Christian Academy their entire junior and senior years to be eligible for Valedictorian or Salutatorian. Determination is made at the end of the 3rd quarter of their senior year based on the students' cumulative high school GPA, using the 3rd quarter grade as the second semester grade for senior year. For an international student to be eligible for these honors, the student must have attended an accredited United States high school for all four years of high school, including the entire junior and senior year at MCA. The student with the highest GPA, who meets the standards listed above, will be the Valedictorian. The student with the second highest GPA, who meets the standards listed above, will be the Salutatorian.

Class Rank

Maranatha Christian Academy does not rank its students by GPA nor does it include class ranking on transcripts.

CLASSROOM STANDARDS

1. Students must be in their seats when the beginning bell rings.
2. Students are to be dismissed by the teacher after the ending bell has rung.
3. No gum or candy is allowed in the classroom or hallways.
4. Students may bring a healthy snack during their homeroom.
5. Students must show respect to their teachers and classmates by listening, not being disruptive in any way.
6. Birthday or similar celebrations must be approved by the classroom teacher at least 24 hours in advance.

Classwork and Homework

HEADINGS: Students are to use the MLA (Modern Language Association) style heading in all classes for classwork or homework handed into the teacher. The heading should be in the upper left corner of the paper beginning on the first line:

Student's Name

Teacher's name

Course/Hour

Date

Classwork or homework will not be accepted for grading if the assignment:

- a. has doodling, pictures, etc., on the paper.
- b. is not typed or completed in blue/black ink or pencil.
- c. is wrinkled or torn.
- d. is completed on spiral notebook paper with chads still attached.

Homework Policy

Each teacher may assign required homework designed to help students advance in their studies. Homework must be completed by the date it is due, and in the event of an absence, students will have one day, per day of excused absence, to turn in assigned work, whether or not credit will be issued.

It is the student's responsibility to obtain missed assignments. The only acceptable excuses for not completing homework is a student's illness or a written note stating an emergency which prevented homework from being completed. Late assignments, when accepted, are given a reduced amount of credit.

All Junior High late assignments will be subject to the following grade reductions:

1. One day late=20% reduction from the final grade for that assignment.
2. Two days late=50% reduction from the final grade for that assignment.
3. Three or more days late=zero credit for that assignment.

High school late assignments will be subject to more stringent grade reductions. In some classes, such as dual credit, late work may not be accepted for unexcused reasons.

Extra credit may be offered by teachers to all students who have completed all required assignments at the time it is offered. Extra credit is intended to give the students the opportunity to earn a small bump in their score, usually no more than 1-2% points.

Helps Sessions

Teachers are available to assist students during school hours and before/after school by appointment or posted schedules. Teacher Helps Class times are posted in each classroom and in the teachers' syllabi.

Semester and Final Exams

Semester exams are administered in all high school and junior high core classes (English, Bible, math, history, and science) at the end of each semester. Semester exams are generally cumulative in nature for the given semester. An exception may be in dual credit classes; those may be cumulative for the school year. Seniors complete the Senior Review Project during the second semester in lieu of a final exam in their Bible course. (Please refer to the Financial Section for financial requirements regarding exams.)

Students missing final exams will receive incomplete grades for transcript records. Unless due to an emergency or extenuating circumstance approved in advance by the Principal, no student will be allowed to take finals early or on any other day or hour other than that originally scheduled. (Note to international students: Do not schedule flights home before the end of finals. Taking finals early is not an option.)

Academic work, including final exams, must be completed within 15 days of the end of the semester. After 15 days, academic work not completed will receive zero credit and be included in the determination of the final course grade which may result in an "F." Reasonable accommodations will be made in the case of documented medical situations.

Credit Recovery

Courses taken for credit recovery when a student fails a class must be from an accredited high school or academic institution and be similar in scope/sequence to the course that was failed. MCA administration will make the final decision regarding acceptable courses for credit recovery. For first-year international students, the grade earned replaces the failing grade on the transcript. For all students, the GPA is recalculated using the grade earned for the credit recovered.

Transfer Credits

Transfer credits from an accredited institution will be accepted at the discretion of the Principal.

Adding and Dropping Classes

Students may add or drop classes until the announced deadline. Classes may not be changed after the announced date. Parent, teacher, and Principal permission is required to add or drop classes. Add/Drop forms and final approval rests with the Principal. Algebra I and Geometry students may be reevaluated and administratively changed to a lower level class at first mid-quarter or first quarter date.

National Honor Society

Students in grades 10-12 have an opportunity to be a part of the National Honor Society. Maranatha Christian Academy's rules for acceptance into NHS fall in line with the National Honor Society guidelines.

The National Honor Society is an organization that promotes recognition of students who reflect outstanding accomplishments in the area of scholarship, character, leadership and service.

To be eligible for membership, the student must be a member of the sophomore, junior, or senior class and must have attended Maranatha Christian Academy the entire first semester of the current school year. Candidates should have an overall scholastic grade point average of at least 3.5. Eligible students receive a letter inviting them to the NHS interest meeting.

Students receive an information packet which contains a student information form which should be filled out and returned to the National Honor Society adviser by a specified date. Candidates are also asked to submit two letters of recommendation and responses to a questionnaire. Candidates must also complete fifteen hours of community service and submit the required form(s) to the office by the announced deadline. Those who are selected will be inducted at an NHS Induction Ceremony.

Our National Honor Society Advisor is Mrs. Abkes.

Students who are NHS members have mandatory individual and group service requirements outlined in the NHS candidate packet.

One component of the attributes of one who would be selected for National Honor Society is of Character. A serious discipline situation could result in an NHS member being removed from NHS either for a year or permanently or having any officer position within NHS removed. This is at the discretion of the Secondary Principal.

Textbooks

Except for consumable texts, a student is not to write anything but his/her name in the textbooks received. Students will be fined for lost or damaged texts. For lost textbooks, the student will be fined the value of a new textbook. For damaged textbooks, the student will be charged a fine appropriate to the damage the book sustained, as determined by the teacher and affirmed by the principal. Hard-bound textbooks and Bibles are always to be covered. At the end of the school year, or upon withdrawal, all textbooks must be returned before transcripts and records can be issued or released.

Physical Education

Regulation [PE shirts](#) are required for Physical Education classes and can be purchased from the district office. A note from the parent will be necessary for a student to be excused from physical education participation due to health issues. Students who are unable to participate may receive a reduced grade for the day or alternate assignments if the student is unable to participate for a longer period of time (medical necessity). This note is good for one-time only up to a maximum of three consecutive days. Additional days of non-participation must be verified by a doctor's note.

Laptop Computers

Maranatha Christian Academy is blessed to have many school laptops available for student use either through their teachers, for a class period, or in the library, for use in the library.

Students may use laptop computers and personal electronic devices in class only with the principal's permission.

Standardized Testing

Maranatha Christian Academy administers several national level tests. There is a charge that is added to the family's Smart Tuition account for the ACT Aspire test and the PSAT test.

GRADES 7, 8, 9 & 10: ACT Aspire

Grade 10: The PSAT (preparatory to the college placement test SAT) is given in October.

Grade 11: The PSAT/NMSQT is the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test. This test also identifies National Merit Scholars.

Grades 11 and 12: Registration information is distributed for students to take the ACT (American College Test) and/or the SAT (Scholastic Aptitude Test). These college entrance exams are necessary for admission to a four-year college/ university. The tests are not taken at Maranatha Christian Academy. They are given on a college or public high school campus. ACT/SAT tests are given at various times throughout the year.

Personal Guidance and Counseling

During their years of education, students may encounter problems--spiritual, personal, social, or academic--that they do not feel equipped to handle on their own. Maranatha Christian Academy wants to help students through these difficult times. The administrators, faculty, and staff are available to assist students with problems they encounter and are available to assist students through challenging problems and situations in their personal lives. Contact information for licensed Christian family and behavior counselors is available upon request.

EXTRACURRICULAR ELIGIBILITY

Kansas State High School Activities Association (KSHSAA) dictates that students must be "enrolled and attending a minimum of five new subjects (not those previously passed), of unit weight, or its equivalency, during the present semester." A student must have passed five new subjects of unit weight or its equivalency the previous semester in order to be eligible for interscholastic activities. This applies to all KSHSAA activities (i.e. athletics, band, Scholar Bowl, academic competitions, etc.). Athletes must be in attendance for five periods each day in order to participate in practices or games.

Junior high and high school students who receive two or more D's or one or more F's when eligibility checks take place will be considered ineligible. Eligibility is checked every two weeks at 8:00 am on Tuesdays.

Eligibility for the beginning of a school year will be determined by the 2nd semester grades of the last school year. Students who are academically ineligible will be required to attend Helps classes with their teachers, each week, in any/every class where they earned a D or below. Signed verification sheets showing a minimum of 30 minutes of Helps class attendance are required to be turned into the office each Wednesday. Failure to do so will result in a minimum of a 30-minute Thursday morning detention.

Ineligible athletes will be notified by the Athletic Director. Ineligible athletes will not be allowed to participate in games, although they may attend games and participate in practices. Academically ineligible students are not permitted to miss classes to attend an extracurricular activity. Students declared academically eligible or ineligible will remain so until the next extracurricular eligibility determination date. Ineligible students generally will not travel with the team to away games and may not suit up for games (home or away).

Students must also follow all applicable policies associated with the MCA Athletic Handbook.

Special Eligibility

Students may be considered for special eligibility because of an insufficient academic background or low ability level as demonstrated on standardized test scores, grades, and experience. Students with a current IEP / 504 Plan may also qualify based on the specifics of their situation. This program is to help students who have an educational or learning exceptionality meet the demanding academic challenge at Maranatha.

The Principal will request input from the student's teachers, review standardized test results, and consult with the Head of School to determine special eligibility. Special eligibility status is evaluated each semester to determine if a student should remain on the program.

Guidelines for special eligibility:

1. The student will attend "Helps Sessions" in the eligibility area.
2. The student must show effort and interest in the class.
3. The student must turn in all assignments in class.

Failure to complete any one of the above will constitute removal from the program.

School Activities

Students who miss class because of participation in off-campus, school activities, must make up all assignments. Consideration of excused/unexcused absences will be determined individually by the Principal. For field trips, the homework/ project/ paper is due in advance of the trip. For attending a sporting event, the homework/ project/ paper is due the next school day. Students missing a test should be prepared to take it the next school day and are responsible for asking the teacher for the test and taking it either before or after school or at lunch, either in the library or in the office.

Athletics

We have a vibrant athletic program for both Junior High and High School with three seasons each school year. We are members of KSHSAA and as such follow KSHSAA rules. For the purpose of athletics, Junior High comprises 6th - 8th grades. Mr. Wilcox is our Athletic Director. His email is wilcoxr@ma-kc.org. We have a separate handbook that covers our Athletic program and a Coaches' Handbook for coaches. Please see Mr. Wilcox for all questions regarding athletics.

Extended Trips

A student shall not be permitted to participate in an extended trip (8th Grade, Senior, Mission, Band/Choir, etc.) unless his/her tuition/fee account has a credit or zero balance at the time of the trip. Discipline history may be a factor in extended trip eligibility. All prepaid monies will be forfeited.

Seniors who are unable to graduate due to a previous lack of credits must be enrolled in credit recovery or present a plan, approved by the Principal and the student's parents, to make up credits in order to participate

in the Senior Trip. This will only be approved if the student can demonstrate that he/she will be able to complete the class(es) required on time, prior to graduation. Students who will not be on track for graduation will not be eligible to attend the senior trip. All prepaid monies will be forfeited.

Overnight trips each have additional behavioral guidelines. Students will be required to follow those rules and will be held accountable if they do not.

The Senior Trip is a special, celebratory time for Seniors and their parents. Strong bonds of friendship have been built over the years and this trip is intended only for Seniors and their parents. This allows the type of fellowship and interaction that is focused on the senior and relationships among families. There are daily group Chapel services; Seniors and their parents are all expected to be in attendance. The focus of these Chapels is of sharing, encouraging, and challenging each other at this important juncture of our seniors' lives. We specifically discourage any other family members attending for all these reasons. If you believe you have a reason to request an exception to this guideline, please make an appointment with the Head of School.

STUDENT ACTIVITIES

Student Council and Class Officers

MCA Student Council, (StuCo), exists to provide students with opportunities to further develop and practice servant leadership and to promote school spirit and Biblical character. StuCo sponsors the After Social the Saturday before school begins, organizes the Squads and squad competitions, sponsors the Homecoming Dance (high school students only) and the WinterFest dance (high school students only) along with Spirit lunches, the Veterans and First Responder Breakfast, and Back to School welcoming activities. Officers and representatives are elected annually. Only students whose parents have affirmed that they will be reenrolled for the following year (and are actually enrolled by April 1st), and have an up-to-date account, will be allowed to run for office. Student Council officers are under the authority of their StuCo Advisors. This year, the StuCo advisors are Mrs. Fogh, Mr. Gordon, and Mrs. Kler.

Class officers are charged with organizing class activities such as After parties, class functions, class retreat/service project day, and class events like the painting of senior parking spaces. Class officer positions are elected annually by the student body, for the following school year. In order for a candidate to run for office, students must be re-enrolled for the following school year and have an up-to-date account at the time of submitting their application for the Student Council or class officer elections. Class officers are responsible to their Class Advisors and work closely with them.

In the Junior High, there are Class Representatives to StuCo, but not class officers.

Class Advisors and Class Functions

We have wonderful traditions that help to build class unity and cohesiveness. One of those is the Class Advisor who commits to a specific class throughout their high school years. Class advisors are staff members and generally there are two class advisors per class. We also welcome involvement of parents to serve as committee chairs for various areas of class activities such as a parent chairman to help with concessions or a parent chairman for the Senior Mother Tea or the Baccalaureate reception.

This year, the Class Advisors are:

7th grade: Mrs. Redick, Mr. Cox, and Mr. Ferris

8th grade: Mr. Estes, Mr. Hensarling, and Mrs. Godoy

9th grade: Mrs. Dean and Miss Harrison

10th grade: Mrs. Morken and Mrs. Wilcox

11th grade: Mrs. Hartwick and Mrs. Orndorff

12th grade: Mrs. Shelley and Mrs. Evans

Class advisors accompany the class and provide chaperoning for all official class functions from service projects to parties, to the senior trip. Class advisors work with the class officers and administration to help plan graduation activities such as the graduation announcement, speakers for baccalaureate, and they welcome the class as they enter the sanctuary at graduation.

The class advisors work with the student leadership of their class and parent committee chairmen to accomplish a variety of activities. Some of these activities include:

1. Building class unity and class spirit
2. Annual FOCUS week Friday lunch and afternoon activity for the class (preferably a service project)
3. Fundraising for the class and for the senior trip
4. Sophomores provide a reception for the Seniors, following their Baccalaureate.
5. Juniors sponsor the Jr. / Sr. Prom for the Senior class and the Junior and Senior class attend.
6. Juniors provide a Senior Mother's Tea for the mothers of the Senior class.
7. Class After Parties following dances
8. Christmas and End-of-Year parties
9. Class bulletin board
10. Class service projects

One of the primary avenues classes have to earn money is by running concessions at school events (athletic events and others). For the first semester of each school year, the Junior class runs concessions. For the second semester of each school year, the Sophomore class runs concessions. 10% of all profits from class fundraisers goes directly into the class account. The remaining 90% is divided among student accounts based on hours/shifts worked by the family for fundraisers like concessions. The class advisor keeps track of this and

keeps the families apprised of fundraising monies earned. If a family leaves MCA prior to graduation, all monies they earned go directly into the class account.

Campus Clubs and Bible Studies

Maranatha Christian Academy regularly offers a variety of clubs designed to give students opportunities to explore areas of interest and ability. Club offerings may change from year to year, based upon interest. For a current list of available clubs, please contact the school office. Each club or Bible study has a staff advisor.

Some examples include:

Man-Up, led by Mr. Hoduski and Mr. Gordon

Auxano, led by Mrs. Abkes and Mrs. Evans

7th grade Girls' Bible study led by Mrs. Dean and Mrs. Redick

Scholar Bowl, led by Mr. Cox

Chapel Worship Team, led by Mrs. Wilcox (This group requires an application and audition.)

Green Machine

The Green Machine, an MCA Student Spirit Club, is open to all MCA students. A special section of the bleachers is designated for this group and the students are encouraged to wear their Green Machine shirt to the game and to cheer for our Eagles. The Green Machine group is under the authority of the Cheer Coach/ Green Machine Advisor and students are expected to follow the direction of the advisor. All signs, chants, and cheers will be in English, supportive of our team, respectful to our opponents and referees, preapproved by the Green Machine Advisor.

Class Obligations

MCA's tradition is to honor the graduating class and their parents. Each class pays forward this tradition as follows:

1. The Sophomore class hosts the Baccalaureate Dessert Reception for the Seniors and their parents. The Sophomore class decorates, provides the food, and are the hosts. Each Sophomore's Smart Tuition account is billed \$15 - \$20 in March to cover these expenditures. Families will also be asked to provide desserts for the reception. Parents in the Junior class assist in organizing this event.
2. The Junior class hosts the Jr. / Sr. Prom and Prom After Party. Each Junior's Smart Tuition account is billed \$200 at the beginning to help support these events. MCA Juniors and MCA Seniors are not billed for the event, but outside guests are charged all fees and must be preapproved prior to attending.
3. The Junior class hosts the Senior Mother's Tea in May for the mothers of our seniors. This event allows the mothers in the junior class to bless the mothers in the senior class. Each Junior's Smart Tuition account will be billed \$20 - \$25 in March. Families will be asked to provide food or decoration items. Parents in the Junior class assist in organizing this event.

4. In March, each Senior's Smart Tuition account will be billed \$140 for the Graduation Fee. This is to offset the cost of renting venues for Baccalaureate and Graduation, their diploma cover, printing programs, special awards, programming, decorations, and event expenses. Seniors are also required to purchase their cap and gown. Seniors are also given the opportunity to purchase graduation announcements, graduation pictures, and roses for the Rose ceremony at graduation.

STUDENT SUPPORT AND SERVICES

Library

1. Students must have signed passes from their teachers to go to the library during class.
2. All general reference books are to be used in the library.
3. Lost or damaged books must be paid for by the student who possessed the book.
4. Students with overdue books will not be permitted to check out other books until the overdue books have been paid for or returned to the library.
5. Books may be checked out for two weeks at a time. All books checked out in the spring are due back to the library by May 10.
6. Computers in the library are available for students to use.
7. Food and drinks are not allowed in the library.

Lockers

Students are to notify the office if they want to change their locker assignment. Each student is responsible to clean and care for his/her locker. Students are not to leave food in lockers overnight. No permanent stickers or tape are to be attached to lockers inside or outside. Students are not to place questionable or inappropriate pictures on the inside or outside of lockers. Students wishing to decorate the outside of lockers for birthday wishes must have permission from the Dean of Students or Principal. Approved birthday decorations must be removed by the end of a full week. Large athletic bags may be stored on the shelving in the lunchroom.

Maranatha Christian Academy is not responsible for lost or stolen items. Lockers are to remain locked unless the student is adding or removing items. Lockers may be searched as determined appropriate by the Administration. Locker checks take place once a semester for students to clean out their lockers. Lockers will be checked at the end of the year. Repairs and/or cleaning for custodial time and materials will be charged to the student.

Lost and Found

1. If a student's name is on the lost item, every effort will be made to return the item to the student.
2. Students must pay twenty-five cents for each item retrieved from lost and found in the main office. Students may check the lost and found before school, during lunch, between classes, and after school.
3. The lost and found will be emptied on a quarterly basis.

Bathrooms and Locker rooms

Students, faculty, staff, parents, and visitors to MCA will use only those bathrooms or locker rooms that match their gender at birth. This applies to all bathroom facilities and locker rooms on MCA campuses and those facilities made available in other locations where MCA students are participating in an activity.

Lunches

Maranatha Christian Academy operates the Eagle Eatery for student lunches offered at a reasonable price. The meal deal (main dish, side item and a beverage) costs \$4.50 per day and is billed to the family's account. Students may bring their lunch. Microwaves are available for heating appropriate food items in microwave safe containers. Lunchroom behavior is to remain orderly and calm. Students are assigned to wipe down tables after lunch by staff supervising lunch.

ATTENDANCE AND TARDINESS

All students enrolled are required to attend classes on a regular basis. Daily attendance records will be maintained for each student. When a student is absent, the parent shall advise the school office in advance when possible but no later than 9:00 a.m. the morning of the absence. If necessary, a school representative will contact the family of an absent student to verify the absence and the reason.

Classes are in session for seven periods each day (8:00 am – 3:05 pm). Students are expected to attend school daily and arrive on time. Any student arriving within the first fifteen minutes of first period or 10 minutes of any other period will be considered tardy. Arrival after that time will be considered an absence.

If a student is absent from school on a day, they are not allowed to attend athletic practices or games or school events. Failure to attend school the last day of the week may result in not being allowed to attend a weekend event (e.g. dances, athletic events, and other school functions). Discretion is given to the administration to make the determination if an exception is warranted.

Early Arrival

Students arriving before 7:45 a.m. must go directly to the Eagle Eatery. At 7:45 a.m., a bell will ring allowing students to go to their lockers. Students should not be dropped off at school prior to 7:15 a.m. unless involved in an organized school activity that begins prior to 7:30 a.m. Students dropped off prior to 7:15 a.m. will have to wait outside until the building opens at 7:15 a.m.

After-School

After school, students are to wait on the south sidewalk area until parents pick them up. At 3:30 p.m., all students will be directed to the Eagle Eatery for Extended Care unless they are working quietly in the library where they may stay until 3:55 p.m. Students working in the library will be dismissed to Extended Care at 3:55 p.m. An [After-School Library Use](#) form must be on file for students to be eligible to be in the library until 3:55.

An Extended Care Enrollment form must be on file for Extended Care eligibility. All Extended Care fees will be added to the student's monthly Smart Tuition account and are located on the annual [Extended Care Information and Enrollment Policy form](#).

Off Campus Lunch

Students may not leave campus for lunch unless their parent comes to sign them out and take them out to lunch. Students leaving campus for lunch with a parent are expected to return to school in time for their next hour class.

Excused Absences

Students may receive an excused absence for any one of the following reasons:

1. Personal illness or medical appointments. The school may, with notice to the parent, require verification from a physician for absences due to reasons of health.
2. Serious illness or death of a member of the family.
3. Obligatory religious observances of the student's faith (e.g., Catholic student to attend Ash Wednesday service).
4. Participation in a Kansas State High School Activities Association activity or any other school-approved function.
5. College visits, planned and approved in advance. Verification of visit is required.
6. An absence that has been requested in writing and approved in advance by the Principal.
7. An extenuating circumstance to be handled on an individual basis. The final decision lies with the Principal or Head of School.

Prearranged Absences

Family Activities: Parents are encouraged to schedule family activities during non-school days. Absences by parent request for family and personal reasons are acceptable provided arrangements are made in advance through the Principal. When an extended absence is unavoidable, please notify the office at least one week in advance for approval. Five prearranged absences by parent request will be excused per school year without consequence; however, these absences will count towards total absences in attendance records. Contact teachers for homework expectations. Students are encouraged to complete work prior to absences when possible.

Early Dismissals

If an early dismissal is absolutely necessary, the parents must notify the office (i.e., note, email, phone call) stating the reason for the dismissal, the exact time the student should be dismissed, the time the student should return to school, and a telephone number where the parent can be reached. Communication should be made to the school office by 8:00 a.m. to receive a pass from class. Students must sign out whenever they leave the school during the school day and sign in upon their return.

College Visits

Students are expected to utilize vacations and non-school days to visit colleges. When it is necessary to use a school day for such a visit, the following guidelines must be followed for the absence to be excused:

1. Seniors may use two days, and juniors may use one day.
2. Notify the high school office at least one day before the college visit.
3. Upon returning from the college visit, students must submit proof of visit.
4. When guidelines are followed, college visit days will count as an approved school-related activity.
5. Students are responsible for missed work. Quizzes/tests should be taken upon returning to school and assignments are to be turned in.

Unexcused Absences

An absence will be classified as unexcused if it does not fit one of the stated reasons listed for an excused absence, or if the parent does not follow the outlined procedure.

Students with an unexcused absence are expected to complete the work for continuity of learning, but they will not receive credit. Students will receive a zero for the work of the day which will negatively affect their grades.

Unexcused absences may be dealt with as a discipline issue (truancy or frequent unexcused absences). Truancy will result in a Saturday school as an initial consequence. For every two unexcused class period absences, the student should expect to attend detention. After 6 unexcused absences in the semester, a detention will be assigned for every unexcused absence.

Truancy

Leaving the school campus or not being in the proper classroom at the appointed time without permission (i.e. cutting or skipping classes) will be regarded as truancy. The parking lot is off-limits during the school day unless permission from the office has been granted. MCA cannot accept responsibility for any student who leaves the campus without authorization prior to the end of the school day.

FIRST ACT OF TRUANCY: The student will meet with the administrator and receive a minimum of a Saturday detention (at \$15 per hour). Parents will be notified, verbally or by written communication.

SECOND ACT OF TRUANCY: The student and parent will meet with an administrator and receive a minimum of Saturday detention (at \$15 per hour), and the student will be suspended from attending or participating in extra-curricular activities for 5 days.

THIRD ACT OF TRUANCY: The student may be suspended from school at the discretion of the Principal.

ADDITIONAL ACTS OF TRUANCY (within the school year): The student may be expelled from school at the discretion of the Head of School.

Excessive Absences (excused or unexcused)

Class attendance is crucial to academic learning. Students are expected to be in class each day unless circumstances dictate that they need to be out of class.

1. When a student has reached 7 days' worth of absences during the school year, the parents will be sent a letter.
2. After 10 days' worth of absences, documentation will be required for all future absences. For each subsequent absence/ tardy for illness and appointments, the student is to bring a doctor's note documenting the reason for the absence (e.g., a doctor's office visit).
3. Unexcused absences may be dealt with as a discipline issue (truancy or frequent unexcused absences). For every two unexcused class period absences, the student should expect to attend detention. After 6 unexcused absences in the semester, a detention will be assigned for every unexcused absence.

Severe medical situations are handled on an individual basis with proper documentation from a physician. A doctor's release is required to be turned in expeditiously to the office once received by the parents.

If a student's school attendance is a concern or a pattern of truancy develops, the administration may require a meeting with the parent to address the issue. Events of extraordinary circumstances will be handled at the discretion of the Principal. Per state truancy laws, if a student has a repeated pattern of truancy, a report will be made with the Department of Children and Families (DCF).

Teachers are authorized to publish a course syllabus that may include other appropriate consequences for absences as part of the academic grade. This is particularly true in all dual credit classes and classes that require participation, contributions through discussions, or hands-on learning. The syllabus should specifically describe the effect attendance will have on the grade and be approved by the Principal; therefore, poor attendance may contribute to a lower academic grade.

Tardiness

It is the student's responsibility to be in his/her first period class on time. Excuses based upon poor organization or planning, carpool problems, oversleeping (students or parents), traffic, and other similar excuses will not be accepted, and the student will receive an unexcused tardy. Tardiness due to an obviously one-time emergency may be excused at the discretion of the Principal.

Students are expected to be in their seats prepared for class when the beginning bell rings. Students detained by a staff member after class should obtain a note (with the date and the time left) from that staff member for admittance to the next class.

Consequences for Excessive Tardiness

The secondary school tardy policy is

1-4 per quarter/no penalty (On the 5th tardy, parents will receive a note, phone call, or email.)

5-7 per quarter /30-minute detention for each tardy

8-9 per quarter/60-minute detention for each tardy

10 per quarter/2-hour Saturday detention

11 per quarter/4-hour Saturday detention

12+ per quarter/1-day suspension

STUDENT CONDUCT AND DISCIPLINE

General Behavior Expectations

MCA is dedicated to training children and young adults in a program of study, activity, and living that is Christ-centered. We believe "all things should be done decently and in order" (1 Corinthians 14:40) and that our students should be taught to accept the responsibility to "walk honorably before all men" (Hebrews 13:18). At MCA, firm, consistent discipline is maintained that is fair and tempered with love. Our faculty maintains standards of behavior in the classroom through kindness, love, and genuine regard for the students. When disciplinary action becomes necessary, it will be carried out with good judgement and sensitivity.

Behavior expectations at MCA apply to students while they are on campus, in school-operated vehicles, or at recognized school functions (on or off campus). The school acknowledges behavior at other times or places is an individual and parental responsibility; however, the administration reserves the right to discipline a student whose offensive misbehavior or life-style, whether on or off campus, is inconsistent with the school's adopted standards of acceptable behavior. This includes but is not limited to the use of alcohol, tobacco products, drugs, profanity, sexual immorality, and being arrested by the police.

Listed below are policies and guidelines regarding standards of student conduct on and off campus during enrollment at MCA:

1. It is expected that every student at Maranatha Christian Academy will conduct himself/herself in an orderly, respectful, and courteous manner at all times with prompt and respectful obedience to all school personnel.
2. MCA students are expected to show reverence to God and to the Bible.
3. MCA students are expected not to lie, cheat, steal, vandalize, use profane words, or tolerate others who do. Students are not only expected to adhere to this policy but also to encourage their peers to follow it. Students who know of serious violations of Biblical or school standards have a moral obligation to help their fellow classmates by communicating the violation to the principal, a counselor, or a faculty member. While the school does not encourage tattling about minor offenses, students are expected to assist the staff and faculty in maintaining a Christian environment and upholding Biblical principles.
4. MCA stands for and insists on honesty, fair play, and sportsmanlike conduct under all conditions.

Consequences for Misbehavior

Students are subject to consequences for each act of misbehavior. In general, repeated offenses will result in more significant consequences. MCA reserves the option to issue consequences ranging from verbal correction/redirection through expulsion as deemed appropriate for any given situation.

Offenses that are considered serious in nature may include, but are not limited to, bullying, disrespect toward adults, stealing, damage to property, possession of prohibited items, threats, use of controlled substances, lying, cheating or behavior that may put others at risk.

Detention

1. Teachers may issue up to 15-minute detentions after school to be served with that teacher.
2. Detentions issued for additional consequences are 30 to 60-minutes to be served Thursday mornings before school.
3. If a student misses his/her assigned detention (other than Saturday detentions), the detention will be doubled and re-assigned for another day.

School Detention (Thursday Morning)

1. Detention begins at 6:55 a.m. or 7:20a.m. Students must be on time.
2. Students enter quietly with pen, pencil, and paper.
3. No talking or disturbances of any kind are permitted.
4. Students will be given material to copy or reflection questions to answer until their detention is over.
5. There is to be no doodling on papers.
6. Any student more than 5 minutes late will be refused admittance. This is considered a missed detention.

SATURDAY DETENTIONS

1. Students report to the assigned location by 8:00 a.m.
2. Students enter quietly with pen, pencil, and paper or other tools necessary for the assigned task.
3. All Saturday detentions will be billed to the parent account at \$15 per hour.
4. Students are not to bring food or drink, other than water in a clear bottle with a lid.
5. Any student more than 5 minutes late will be refused admittance. This is considered a missed detention.
6. Students who miss a Saturday detention may be suspended the following school day.

Suspension

Suspension is withholding from the student the privilege of attending his/her classes. The intention of suspension, in-school or off-campus, is to discipline the student for a period of time in which the student will have the opportunity to reflect upon the seriousness of his/her action and take the necessary personal steps to correct the behavior and/or attitude. Suspension may be used by the administration prior to considering a student's dismissal from the school.

It is the student's responsibility to contact each teacher for missed work during off-campus suspension, but they will not receive credit for work/ tests missed or due during the time they are suspended (in school or out of school). Students serving in-school suspension may do homework/classwork assignments in a designated area of the school office. Teachers will send assignments to the office for the student to complete during the day. Students serving in-school suspension are required to bring a sack lunch as no cafeteria privileges are allowed. Students who are suspended may not participate in athletic or other school activities on the day(s) they are suspended or the weekend afterwards, if suspended on a Friday.

Expulsion

Students who habitually have disciplinary issues or who are guilty of a serious violation of school rules are subject to dismissal. Any student who is expelled from the school forfeits all student privileges for the remainder of the immediate school year, including being on campus or attending school events on or off campus. An expulsion is typically permanent and means that the student may not return to Maranatha Christian Academy. Principals may recommend a student for expulsion. The Head of School has final authority on expulsions.

There may be situations where a formerly expelled student reapplies for admission. This would only be considered if the student had demonstrated a considerable change in their attitude, behavior, or conduct, and had met the requirements that would be given to the student under consideration. Readmission, after an expulsion may only be approved by the Head of School.

INAPPROPRIATE ITEMS ON CAMPUS

Non-Christian Music

While there are many views held by parents, students, and staff regarding music for the purposes of our Christian witness and consistency of school standards, Christian music is the standard at school activities. High School dances and Sporting events may play non-Christian music, only from a list of pre-authorized songs by both the Student Council Advisors and the High School Principal. A student who plays inappropriate lyrics will be subject to disciplinary action.

Earbuds are not allowed in the school building or during school hours (whether inside or outside), with the exception of wired earphones in the library when taking an online course.

Fidget Toys and other Sensory Items

At MCA, our desire is to partner with parents in building success for independent learning. For the welfare of all MCA secondary students, a fidget toy will only be allowed in the hands of the student whose doctor has prescribed it, and the prescription is on file with the secondary school office. The child must also have on file a recent medical report from the child's physician and/or child's psychologist supporting the need for the device as indicated by test results; exceptions may be made by the Principal at their discretion. Otherwise, fidget toys will be confiscated by school personnel. Parents will need to retrieve the confiscated fidget toy from the Principal or Dean of Students.

Gum

Chewing gum is prohibited on campus, at any school activity, and in any school vehicle. The cost associated with removing gum is significant.

Violations will result in fines at the secondary level as follows

1 st OFFENSE:	\$3.00
2 nd OFFENSE:	\$5.00
3 rd OFFENSE:	\$10.00
4 th OFFENSE:	\$20.00; 4-hour Saturday detention (\$10/hour fee)
5 th OFFENSE:	\$30.00; 4-hour Saturday detention (\$10/hour fee)
6 th + OFFENSE:	\$40.00; 1-day suspension.

This is cumulative over the entire school year.

Backpacks

Students are not allowed to carry backpacks during the school day. If brought to class, the student will be asked to return the backpack to his/her locker and the student will be counted as tardy to class. If a student repeatedly brings a backpack to class, he/she will be reported to the office.

Water in the Classroom

Students are allowed to have water in clear, plastic containers with lids in the classroom. No other liquids or container types are allowed. Water containers are not permitted in the church sanctuary or fellowship hall.

CHEATING

Academic Integrity

Academic integrity on all coursework is very important (Proverbs 22:1). The two main areas of consideration are cheating and plagiarism. MCA teachers routinely have students submit research papers and other typed assignments to Turnitin.com to ensure the integrity of the work. English teachers at each grade will present instructions regarding source documentation during the first quarter of each school year.

Cheating is a serious offense. It involves taking information from another source and presenting it as one's own information. It involves both the components of stealing and lying. This includes copying homework, sharing one's own work, handing in another's work as one's own, and sharing information about a test with other students in any manner (written, oral, or digital).

If it has been determined that a student has cheated, the student will receive a zero on the assignment or the assessment. The dean of students will notify the parents, and further disciplinary action may be taken.

Plagiarism

Plagiarism is another form of cheating and is a serious offense. Plagiarism on papers, projects, or any assignment includes, but is not limited to, the following:

- *Omitting quotation marks or other conventional markings around material quoted from any printed or electronic source*
- *Replicating (copying) another person's work or parts thereof and submitting it as an original*

If it has been determined that a student has plagiarized, the student will receive a zero on the assignment or the assessment. The dean of students will notify the parents, and further disciplinary action may be taken.

Paraphrasing

Paraphrasing information without properly referencing the source is also a form of plagiarism. Based on a student's level of instruction, a teacher may choose to treat the incident as cheating.

Consequences for Plagiarism and Cheating

In addition to the academic consequence (affecting grades), students will likely receive an automatic two-hour detention. Repeat offenders will likely be assigned to a longer detention or work duty.

LOST OR DAMAGED PROPERTY

Parents or guardians are financially liable for all school property lost or damaged by their son/daughter. This includes willfully cutting, defacing, marking or otherwise damaging property (real or personal). Students and their families may also be held financially responsible for a student intentionally or accidentally causing damage to the property of a fellow student, staff member, facility utilized for a school event, Cross Points Church or MCA property.

VEHICLES ON CAMPUS

Student Drivers

Students must have written permission from their parents to drive a motor vehicle (including motorcycles) on campus. A vehicle registration form and contract agreement is available in the office. The vehicle must be parked in a regular parking space only, locked, and not entered during school hours unless special permission has been granted by administrator or office personnel.

Student vehicles parked on campus may be searched as determined appropriate by the administration.

Bus Regulations

Students should enter the bus quickly, sit down, and always remain seated when the bus is in motion. Students should keep heads and arms inside, feet on the floor, hands to themselves, and remain seated until the bus door is opened. Students should not throw articles in or out of the bus. Students should not speak to the driver unless spoken to first while the vehicle is in operation. Any action by students that may cause the driver to remove his/her eyes from the road creates a traffic hazard. Boys and girls may not sit together.

Miscellaneous

Riding bicycles or skateboards on campus grounds is prohibited. MCA provides no bicycle storage area. Skateboards, rollerblades, hoverboards, and similar devices are not allowed to be used on campus at any time and if brought on campus are subject to confiscation with return only to the student's parents. Drivers should observe traffic signs and use only the appropriate entrance and exit for the children's safety. Parents should pick up students along the safety curb lane. If the safety curb lane is full, parents are asked to pull into a parking space. Do not double-park on the safety curb lane or pick up students in the traffic lane. Parents or visitors during the school day should park in the south parking lot.