

MARANATHA  
CHRISTIAN ACADEMY



**PARENT & STUDENT  
HANDBOOK**

**2025-2026**

**Important Information Regarding the Handbook**  
**The Maranatha Christian Academy Board of Directors may alter, amend, or abolish the rules, regulations, or procedures contained in the *Parent & Student Handbook* at any time. Families will be notified of any changes via the school's email system.**

## **A LETTER FROM OUR SUPERINTENDENT**

Welcome to Maranatha!

Our school has a rich 51-year history that has demonstrated God's faithfulness and blessing over our entire school community. Here, you will find a close-knit ever-growing family that is united in a single purpose: equipping the next generation to fulfill the unique call on each of their lives.

I am blessed to have served at MCA as both a brand-new teacher in 1989-1997 and as now superintendent. How humbling it is to see the educational roots that were developed here under the master tutelage of outstanding educators, continue to yield huge fruit—not only in my own life, but in the lives of every student, teacher, employee, and parent that has been touched by this ministry that was clearly of the Holy Spirit's call.

Know that you as parents are eagerly supported as you "Train up a child in the way that he should go..." Proverbs. 2:6. We want you to have access to every part of our educational services: from volunteering in activities, to reviewing books and homework, to praying over us without ceasing. We strive to operate in perfect unity with one another as His banner over us is love, Song of Solomon 2:4.

Please enjoy the many opportunities you and your students will have to engage with the whole body of Christ as we celebrate Kingdom living aimed at brightly shining Jesus to the world around us.

In partnership,

Dr. Kimberlee Gill

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# Introduction and Leadership

Maranatha Christian Academy (MCA) prioritizes parent partnership. Strong partnership rests on authentic communication. Please do not hesitate to contact us if you have questions or concerns. To expedite answers, we strongly recommend that you begin communication with the person closest to the issue.

If you wish to speak with an administrator, please help us expedite connection by contacting their assistant to set a meeting time rather than emailing the administration directly.

## BOARD OF EDUCATION

The School Board of Maranatha Christian Academy is a Policy Board, not an Operational Board. The Board holds the Superintendent of Maranatha Christian Academy accountable for implementing the policies of the Board and to be fully in charge of the staff by making mission-appropriate decisions for the well-being of the students. The primary function of the School Board is to serve as the SHEPHERD or overseer for the ministries of Eastern Kansas Christian Schools, Inc. (the school's name for legal purposes).

All operational aspects of the school fall under the jurisdiction of the Superintendent. 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 Superintendent's Assistant in the District Office.

Questions regarding daily school operations should be directed first to the director of the department in question and then to the Superintendent



## SUPERINTENDENT'S CABINET

The Superintendent's cabinet serves to oversee and support departmental divisions of Maranatha Christian Academy. Each departmental leader is empowered to recommend budget design, departmental procedures, and strategic planning in their area.

Personnel	Position	Email
Dr. Kimberlee Gill	Superintendent	gillk@ma-kc.org
Dr. Noemi Blig	Director of Academics and Executive Assistant to Superintendent	blign@ma-kc.org
Mr. Dave Keener	Secondary Principal	keenerd@ma-kc.org
Mrs. Debbie Hamil	Secondary Administrative Assistant	hamild@ma-kc.org
Mrs. Nanette Flynn	Elementary Principal	flynnn@ma-kc.org
Mrs. Melissa Hartwick	Elementary Administrative Assistant	hartwickm@ma-kc.org
Mr. Zack Harris	Director of Academy Advancement	harrisz@ma-kc.org
Mrs. Brooke Krause	Director of Family Engagement	krauseb@ma-kc.org
Pastor Luke Weese	K-12 Spiritual Life Coordinator	weesel@ma-kc.org
Coach Michael Stringer	Athletic Director	stringerm@ma-kc.org
Mr. Kevin Bergerhofer	Director of Facilities	bergerhoferk@ma-kc.org
Mrs. Malinda Evans	Director of ACCESS	evansm@ma-kc.org
Mrs. Dawn Wilcox	Academic Advising Coordinator	wilcoxd@ma-kc.org

### Academic Leadership: Accreditation

For MCA, school leadership also denotes leadership within the educational community at large. As such, Maranatha Christian Academy received its initial accreditation in 1985 and is currently accredited by both Cognia and the Association of Christian Schools International. Cognia is the secular accreditation organization and ACSI is a Christian accreditation organization. The accreditation cycle is currently on a five-year rotation, with MCA accreditation last bestowed in 2022 and will renew in spring 2027.

Maranatha Christian Academy welcomes the accountability that accreditation brings and is committed to demonstrating leadership within accreditation agencies via having trained leadership supporting our accreditation process and the accreditation of other schools.

# School Foundational Statements

## MISSION STATEMENT

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).

## STATEMENT OF FAITH

- I. We believe the Bible to be the inspired, the only infallible, authoritative, and inerrant Word of God (*II Tim. 3:15, II Pet. 1:21*).
- II. 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*).
- III. We believe in the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His resurrection, His ascension to the right hand of the Father, and His personal return in power and glory (*John 10:33, Isa. 7:14, Matt. 1:23, Luke 1:35, Heb. 4:15, Heb. 7:26, John 2:11, I Cor. 15:3, Eph. 1:7, Heb. 2:9, John 11:25, I Cor. 15:4, Mark 16:29, Acts 1:11, Rev. 19:11*).
- IV. We believe that God is the Creator of all things, including mankind. Men and women were created by God (*Gen 1 & 2, John 1:1-5*).
- V. 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, John 5:24, Rom. 3:23, 5:8-9, Eph. 2:8-10, Titus 3:5*).

- VI. 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*).
- VII. 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*).
- VIII. 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, I Cor. 6:19-20, Eph. 4:30, Eph 5:18*).
- IX. We believe that God wonderfully foreordained and immutably created each person as either wholly male or wholly female in conformity with the biological sex. The sex of a person at birth is their sex as God does not make mistakes. These two distinct yet complementary genders together reflect the image and nature of God (*Gen. 1:26 & 27*).
- X. We believe that the term marriage has only one meaning: the God-created sacrament or union of one man and one woman in a single, exclusive, covenant commitment, as delineated in Scripture, distinguished by sexual exclusivity, permanence and devotion to their good and to the welfare of any children within the family (*Num. 30:2, Jam. 5:12, Heb. 13:4*).
- XI. We believe that God intends for sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God's command is that there be no sexual intimacy outside of or apart from the man-woman marriage relationship (*I Cor. 6:18, I Cor. 7:2-5, Heb. 13:4*).
- XII. 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 (*Gen. 1:27, Gen. 9:6, Psa. 139:13-16, Luke 1:44*).
- XIII. 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. We believe God calls us to proceed with one another with the "same attitude that was in Christ Jesus," and to follow biblical principles for conflict resolution (*Matt. 5:23-24, Eph. 4:26-27, Phil. 2:5, Matt. 18*).



## 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

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

## 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 Bible. The Bible, therefore, serves as the final authority in all matters in the administration and operation of MCA.

The Superintendent is the final authority at MCA for all operational matters, under the authority and guidance of the School Board. Ultimately, we are all responsible to the Lord Jesus Christ.

# K-12 School Culture and Community

## MCA K-12 SCHOOL CULTURE

### 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.* We ask that all guests do the same.

#### *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.

#### *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 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.

### School Motto, Mascot, and Colors

- The Motto of Maranatha Christian Academy is Character, Wisdom, Service.
- Our mascot is the "Eddie" the Eagle.
- Our school colors are green, black, gold, and white.

### 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 committed to maintaining consistency in its school branding, including the use of colors, logos, and design elements across apparel, signage, and other materials. Anyone wishing to create a Maranatha-branded item—whether for a club, athletic team, fine arts event, spirit wear, or signage—must first obtain approval for the design and colors from the respective activity or athletic sponsor/director. Additionally, the overall design or theme must be reviewed and approved by the Marketing Office to ensure it aligns with the school's standards.

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 your administrator in advance. Do not commit to an order without following this procedure. Items ordered without advanced approval may not be paid for by MCA.

1. Come up with a design and submit it to an administrator who oversees the area your group falls into. (Coaches send mock-ups to the AD, school clubs or classes send mock-ups to the principal, etc.) The design must be in good taste and meet the expectations of MCA.
2. Send the design to the Office of Academy Advancement for approval.
3. Get a quote from the company who will be making the items. Send the company a copy of our Tax-Exempt paperwork from our bookkeeper.
4. Get a Purchase Order (PO) and attach the following items:
  - a. Your approved design
  - b. A quote from the company creating the items.
5. Submit the PO for approval by giving it to the appropriate administrator. Once it is approved by your direct administrator, the PO must be approved by the Superintendent before your order form is sent to students or parents.
6. Once you get your order forms back, turn in a spreadsheet to MCA's bookkeeper showing the names of all students who are ordering and the amount 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 (the same one we will use to pay the invoice when it has been fulfilled and received).
7. Place your order. Send the bookkeeper a copy of the order to go with your PO.
8. Once your order arrives, give a copy of the packing slip to the Finance Department notifying the Finance Department that the order has been placed. The Finance Department will then pay the invoice.

## RELATIONAL PRACTICES OF UNITY

### Definitions of Relationship

MCA realizes that there are many family and relational dynamics. For the efficacy of this document, the term *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 permissions for themselves. All students at MCA fall under the authority of their legal authority. Students may not sign permission slips or parent paperwork, regardless of their age.

### Denominational Differences

We welcome any church denomination that is wholly in agreement with our *Statement of Faith*. Although secondary grade levels may discuss theological differences within denominations for secondary and tertiary theological principles, there will be no discussion leading to division. Students will always be encouraged to speak with their pastor and parent when discussions arise.

### Political Differences

To encourage unity among our school constituency, we do not wear or bring to school items that promote or tear down one political party or another. We would refrain from comments or actions that would do the same.

### Fan Differences

From time to time, we will celebrate our hometown teams. This celebration may engage the allowing of apparel of said teams (e.g. Chiefs, Royals, the Current, and Sporting KC). Students and employees may choose to either a) wear celebratory apparel of the said team or b) opt out of celebrating that team by not wearing their apparel.

## 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. Apart from issues pertaining to safety and health, which should be addressed immediately with administration, the Matthew 18 principle 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 and will occur until we all achieve our heavenly home! Maranatha Christian Academy has a culture of positive default, believing all members of the community are talking and

acting in the manner that has the best of intentions. Recognizing that each person is on a spiritual journey, with some having known Christ since childhood and others just beginning their relationship, we seek to operate in a way where the Truth is spoken in love, spurring each other to love and good deeds (Hebrews 10:24).

Handling misunderstandings and concerns directly with the person involved helps to facilitate resolutions while protecting relationships. The utmost discretion should always be exercised before discussing the issue with people outside the lines of authority to avoid even the appearance of gossip or dissension. After following the Matthew 18 guidelines with parties who are Christians, the administration is available to parents to help resolve any unresolved issues related to the school or employees. Please work to resolve differences directly with the person that they are concerned with and then next with their direct supervisor.

## **BIBLICAL RELATIONSHIPS & SEXUAL MORALITY POLICY**

### **Modeling Right Relationships**

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 in 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 struggle with sexual immorality, the school will seek to partner with the family and counsel accordingly, 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 Superintendent. The goal is to disciple the student toward true repentance from sin. While there are consequences, we also want to extend grace and restoration.

We strive to ensure there is a support system in place to help the student feel connected to the school, ensure academic progress, encourage participation in counseling and classes that will ultimately promote biblical contrition, restoration, and reconciliation, and benefit them in the future, and assist in pointing the student toward God's Word.

### **Student Romantic Relationships**

MCA encourages development of positive relationships within the classroom. School culture does not support "boyfriend-girlfriend" relationships at the elementary level.

At secondary level, 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 resolve 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 any report of bullying seriously 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 Superintendent expeditiously.

## **MCA BULLYING POLICY**

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).

As part of our teaching here at MCA, we strive to teach our students to love and respect every person. Since all are created in the image of God if an offense occurs against another student, it shows disrespect towards Him.

We view the sin known as “bullying” as a serious action contrary to God’s word and specifically against the second greatest commandment which tells us to “love your neighbor as yourself”. (Matthew 22:39)

We define the sin of bullying as the abusive behavior by one or more students against a victim or victims. Bullying can be a direct attack – teasing, taunting, threatening, stalking, name-calling, hitting, coercion, and/or stealing – or it may be more subtle, through malicious gossiping, spreading rumors, and/or intentional exclusion. It can be sexual or racial in nature as well as being manifested through actions involving technology and social media referred to as “cyberbullying”. It is repeated actions by one or more students to cause the victim(s) to be socially rejected and/or isolated and meant to cause psychological, emotional, physical, sexual, or mental harm.

We do instruct our students who consider themselves victims of bullying to communicate to the person offending them that it is truly hurtful and ask them to stop the behavior. We also instruct them to tell a teacher or authority of the occurrence as well. If it continues, the communication from the victim goes directly to the administration. A suspected report of bullying can be given in person to the administration or may be written on forms available in the school office. Although the report can be anonymous, we teach our students in the model of Christ, to go to the person who has offended and let them know and see where we can help them according to Galatians 6:2 to “bear one another’s burdens and thus fulfill the law of Christ”

#### A. First Degree

Any student(s) who intentionally and/or willfully engages in actions including but not specifically limited to intimidation, belittlement, harassment or abuse of a student victim, either by actions or words (but without the specific threat to inflict injury or harm) shall be guilty of this offense. MCA administration will promptly investigate any report of bullying. All reports will involve a fact-finding mission by administration that could end with an administrative conference with students and parents or other disciplinary actions up to and including expulsion. At a minimum, a written or verbal apology will be part of the

A second report (whether directed toward the same student or a different student) may result in immediate suspension. Upon a third report of bullying in the first degree, against any student or combination of students, the matter shall be presented to the Principal and Superintendent for their immediate action which could result in expulsion from MCA. All reports will be documented and recorded in our school learning management system. After any report of suspected bullying, appropriate notification to parents of all parties will occur.

Offenses accumulate during a student’s tenure in elementary, middle, or high school. Discipline records begin in elementary school. When a student moves from one school of the academy to another, discipline records will follow.

## B. Second Degree

Any student who willfully attempts or threatens to inflict injury on another student, when accompanied by an apparent present ability to do so or who intentionally uses a display of force such as would give the other student reason to fear or expect immediate bodily harm will be given suspension or immediate expulsion for the first offense. If a second report occurs, that student will be dismissed from school. Following any report of bullying at the discretion of MCA administration, counseling by an outside counselor could potentially be recommended or required.

### Harassment/Threats

Maranatha seeks to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, or disability. It is a violation of our beliefs and policy for any student, teacher, administrator, or school personnel to harass a student regarding race, color, national origin, or disability. The school will act promptly to investigate all complaints, either formal or informal, verbal or written, of harassment. We will promptly take appropriate action to protect individuals from further harassment and, if determined, to promptly and appropriately discipline any constituent found to have violated this policy. Depending upon the level of severity with any bullying, threats, or harassment, it is at the discretion of the school resource officer and administration to call local police authorities.

## MCA COMMUNITY CODE OF CONDUCT FOR SCHOOL EVENTS

### Purpose

In alignment with our mission to honor God and in alignment with our *Statement of Faith*, we establish the following *MCA Community Code of Conduct for Campus and Events* to ensure that all parents, visitors, and guests attending school events reflect the values of modesty, respect, and Christian testimony.

### General Behavior Expectations

1. **Respectful Conduct:** All individuals are expected to demonstrate kindness, courtesy, and respect towards students, staff, game officials and other attendees. Disruptive behavior, including but not limited to, loud talking, arguing, or inappropriate language, is not acceptable. We will do cheering, not jeering.
2. **Supportive Environment:** Parents and visitors should support the school's mission by encouraging positive student behavior as well as athletic, musical, and academic efforts. Constructive feedback should be directed to appropriate school personnel. As a community, in the absence of knowledge, we default positively toward one another rather than assuming negative intentions.



3. Substance Use: The use of tobacco, alcohol, firearms, or illegal substances is strictly prohibited on school premises or during any event.
4. Lifestyle – In accordance with our *Statement of Faith*, we expect visitors and parents to demonstrate those principles that we promote. No parents or visitors should come in an inebriated or altered state of consciousness. At Maranatha Christian Academy, we are committed to upholding our *Statement of Faith* in all areas of school life, including campus events. We ask that all guests attending events respect the values and beliefs of our community. Our goal is to foster an environment that is consistent with our faith-based mission while showing grace and respect to all.

### **Dress Code Expectations**

All parents, visitors, and guests associated with MCA are expected to dress in a manner that reflects modesty and appropriateness for a Christian educational setting. While exact alignment with the student dress code isn't required, we ask that parents and guests dress in a way that reflects the standards we ask of our students – avoiding items like cropped tops and apparel with logos or slogans that contradict MCA's *Statement of Faith*.

#### **General Attire**

- Modesty: Clothing should be modest, avoiding attire that is revealing, shows any part of an undergarment, or draws undue attention.
- Appropriateness: Attire should be suitable for a school environment, avoiding clothing that is overly casual, such as pajamas or beachwear. Clothing should not be form-fitting, tight, or revealing.
- Graphics, Slogans, pins: Clothing or pins with offensive or inappropriate graphics, slogans, LGBTQ promotion, or logos is not permitted.

#### **Enforcement**

School staff reserve the right to address any behavior or attire that does not align with these guidelines. Individuals not adhering to the expectations may be asked to leave the event or modify their attire. Repeated violations may result in further action, including restricted access to future events.

#### **Acknowledgment:**

By attending school events, parents, visitors, and guests acknowledge and agree to abide by these guidelines, understanding that they are in place to maintain a respectful and Christ-honoring environment for all.

# Admissions

## STUDENT ADMISSIONS PROTOCOL

MCA seeks students and families 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. At least one parent must have a testimony of being a Christ follower.
2. Parents should agree with our basic objectives and willingly and actively support our educational program.
3. Parents and students must indicate with their signature at the end of this handbook that they have read, understand, and agree to abide by the *MCA Statement of Faith, Code of Conduct*, and all applicable policies and foundational statements.
4. 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.
5. The student must have a sincere desire for a Christian education and be willing to submit to the standards and regulations of the school.
6. The applicant's entering record of behavior in his home, community, school, and church must indicate that their citizenship will be acceptable to MCA.
7. Applicants entering grades 6-12 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 applicants should be able to give evidence of desiring to grow in their relationship with the Lord Jesus Christ.
8. 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.
9. All students must be enrolled in a minimum of five classes on 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 (8 periods a day in grades 6 – 12). Students attending 5 periods or more are considered full-time students.

## **Application Process**

MCA is called to partner with Christian families to provide an education that enables the thorough development of each student's unique gifts and talents. To fulfill our mission of parental partnership, we have instituted a thorough application process to ensure our ability to educate with excellence. General education at Maranatha is considered to be college preparatory, with over 95% of our students attending university post-graduation. In addition, we have our ACCESS programming for additional tuition that supports unique learning needs by providing more individualized education.

To support the school in mission achievement, all applicants will be required to have a parental declaration of following Christ, a pastoral recommendation, and a student application that reflects conduct and aptitude requisite with MCA's mission and ability to provide an education of excellence for each child.

Before admissions, families interested in enrolling at MCA will:

1. Complete the MCA enrollment [application process](#) found on the school website,
2. Complete admissions testing, approving recommended path of educational success. All students will be required to take the MCA admissions exams unless the exact testing happened within the school year. Exemption from testing does not alter the enrollment fee.
3. Pay the application fee,
4. Complete an in-person interview with the superintendent and/or principal. Virtual interviews may occur when necessitated.
5. **All admission agreements are considered final and binding after May 31.**

This procedure is administered through our Office of Family Engagement.

The Principal or Superintendent 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 based on 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 the Bible.

# Financial Information

## INTEGRITY IN FINANCIAL STEWARDSHIP

Maranatha Christian Academy practices financial integrity and stewardship. Contracts are honored as written.

- 1 All families (Elementary, Middle School, and High School) are required to pay their tuition through ACH. Fees may be paid through our online school management system (FACTS SIS). This saves money for the school and is convenient for families.
- 2 Accounts are due on the tenth of the month. Accounts not paid by the 15<sup>th</sup> are considered past due and are billed a late fee.
- 3 Families are expected to keep their tuition accounts current. See the table below for more information concerning arrearage.

Days Past Due	School Action	Family Impact
An account <u>30 days</u> past due	A phone call or email from business office	Reminder to get caught up.
An account <u>60 days (about 2 months)</u> past due or 30 days (about 4 and a half weeks) past due with a balance exceeding \$1,500	A phone call or email from the business office  Student(s) are 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 of notification, the student(s) may not be allowed to continue at school or participate in school activities. To resume attendance, either a) the account is current, or b) the Superintendent approves a signed individualized payment plan. The Balance must be current within the school year.
An account <u>90 days (about 3 months)</u> past due or 60 days (about 2 months) past due with a balance exceeding \$3,000	A phone call or email from the school. Student(s) are not allowed to return to school if the balance is not paid within 5 calendar days, and the account may be sent to collections.	A 90-day arrearage denotes that the individualized payment plan is not being kept. Parents will have 5 business days to make payment or may have their student dismissed from 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 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. The following guidelines are as follows:

1. Accounts must be current as of December 15 and May 15 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 FACTS (so they cannot be seen externally) until the balance is current.
2. Re-enrollment occurs each spring. Paying the reenrollment fee and ensuring FACTS is activated is a required portion of the reenrollment process. A child is not officially re-enrolled until the enrollment fees are paid.
3. Secondary students who are not re-enrolled for the following year will not be allowed to apply for class offices, yearbook positions, or complete course requests. Students applying for secondary student council officer positions should have a signed commitment on file with their application stating that they are re-enrolling for the next school year and will be re-enrolled by April 1<sup>st</sup>.
4. 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 FACTS. As there are limited finances available, families are encouraged to apply in the spring for the following school year.
5. Maranatha Christian Academy is dependent upon 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 other events.
6. 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.
7. Families may work with bookkeeping should extenuating circumstances occur. In the event of exigent circumstances, should a request for charges to be carried over into the next year be made, a carryover charge will apply. All carryover charges must be approved by the finance committee.

## DESCRIPTION OF STUDENT STATUS

### Full-Time Students

A student will be considered full-time and will be required to pay full tuition, based on participating and/or receiving credit for a minimum of 55% of the school day (5 of 8 classes). All students in grades 9-12 must follow policy as established by KSHSAA before participating in any KSHSAA activities.

All students receiving a diploma from Maranatha Christian Academy must meet the following requirements:

- Have completed all MCA required credit hours
- Have completed all course requirements
- Be enrolled in at least 2.5 credits per semester from Maranatha Christian Academy senior year
- Have completed at least one full credit of a Bible course in-person at MCA.
- Have completed the senior review project

Special consideration for extenuating circumstances can be evaluated by the Superintendent.

### Part-time Students

To serve and support families in providing a 21st Century education, Maranatha Christian Academy will provide course options for part-time students for grades 5-12. All part-time students will:

- follow normal admissions protocols, including but not limited to face-to-face interviews with parents and students.
- participate in graduation activities after being in attendance for a minimum of two physical campus courses.
- be eligible to receive an Attendance Certificate
- be able to receive an MCA diploma and transcript after fulfilling all graduation requirements
- be eligible to participate in all enrolled course activities, including field trips when attending physical campus courses
- participate in all MCA social activities as directed by the school when attending at least two physical campus courses.



## 2025-2026 ELEMENTARY TUITION AND FEES

Kindergarten	1 <sup>st</sup> Grade	2 <sup>nd</sup> & 3 <sup>rd</sup> Grades	4 <sup>th</sup> & 5 <sup>th</sup> Grades
\$8025	\$8825	\$9125	\$9450

*Multi-child discounts: 2<sup>nd</sup> Child– \$500; 3<sup>rd</sup> Child– \$1,000; 4<sup>th+</sup> Child–\$3,000 annually*

### Tuition Payment Options with FACTS Tuition Management:

12 Month Plan: June 10 <sup>th</sup> – May 10 <sup>th</sup>	Semester Payments: July 10 <sup>th</sup> and January 10 <sup>th</sup>
10 Month Plan: July 10 <sup>th</sup> – April 10 <sup>th</sup>	Full Year Payments: July 10 <sup>th</sup>

*ACH tuition payments required. If a student withdraws during the year, the parent/guardian is responsible for the remainder of the annual tuition.*

### Required Fees

Application Fee (new students) • \$125	Enrollment Fee (new students) • \$500
Re-Enrollment Fee (existing students) • \$250 during priority enrollment • \$500 after March 3rd	FACTS Account (per family) • \$25 or \$55 Dependent on payment plan. for monthly billing.
Health Office, IT and Security Fee (per student) • \$175	Please contact <a href="mailto:admissions@ma-kc.org">admissions@ma-kc.org</a> with any questions regarding tuition and fees.

### Optional Fees

Hot Lunches • Daily Meal Deal \$6.00	Select Choir • \$130 After School, Audition Required
After-School Clubs (cost varies) • Art Club • Lego Club • Chess Club	Elementary Band • \$65 • Elective option for 4 <sup>th</sup> and 5 <sup>th</sup> grades • Students provide their own instrument
Maranatha Association of Parents • Optional “Unfundraiser” \$25 p/student	Athletic Booster Club • Annual Family Athletic Pass \$300
Extended Care • Before and After School • \$5.25 per hour	Please contact <a href="mailto:admissions@ma-kc.org">admissions@ma-kc.org</a> with any questions regarding tuition and fees.



## 2025-2026 SECONDARY TUITION AND FEES

6 <sup>th</sup> Grade	7 <sup>th</sup> - 8 <sup>th</sup> Grades	9 <sup>th</sup> - 12 <sup>th</sup> Grades
\$9,975	\$11,550	\$12,000

*Multi-Child Discounts: 2nd Child - \$500; 3rd Child - \$1,000; 4th+ Child - \$3,000 annually*

### Tuition Payment Options with FACTS Tuition Management:

12 Month Plan: June 10 <sup>th</sup> – May 10 <sup>th</sup>	Semester Payments: July 10 <sup>th</sup> and January 10 <sup>th</sup>
10 Month Plan: July 10 <sup>th</sup> – April 10 <sup>th</sup>	Full Year Payments: July 10 <sup>th</sup>

*ACH tuition payments required. If a student withdraws during the year, the parent/guardian is responsible for the remainder of the annual tuition.*

### Required Fees

Application Fee (new students) • \$125	Enrollment Fee (new students) • \$500
Re-Enrollment Fee (existing students) • \$250 during priority enrollment • \$500 after March 3rd	FACTS Account (per family) • \$25 or \$55 Dependent on payment plan. for monthly billing.
Health Office, IT and Security Fee (per student) • \$175	Please contact <a href="mailto:admissions@ma-kc.org">admissions@ma-kc.org</a> with any questions regarding tuition and fees.

### OPTIONAL FEES

<b>Band</b> <ul style="list-style-type: none"> <li>\$65 &amp; Students provide their own instrument.</li> </ul> <b>Art</b> <ul style="list-style-type: none"> <li>Depending on the class enrolled.</li> </ul>	<b>Athletics:</b> <ul style="list-style-type: none"> <li>Middle School Sports <ul style="list-style-type: none"> <li>\$110 CROSS COUNTRY/TRACK</li> <li>\$150 ALL OTHER SPORTS</li> </ul> </li> <li>High School Sports <ul style="list-style-type: none"> <li>\$130 CROSS COUNTRY AND TRACK</li> <li>\$210 FOOTBALL</li> <li>\$175 ALL OTHER SPORTS</li> </ul> </li> </ul> <b>Fine Arts:</b> <ul style="list-style-type: none"> <li>Theater Production \$60</li> </ul>
<b>Hot Lunches</b> <ul style="list-style-type: none"> <li>Daily Meal Deal \$6.00</li> <li>Ala Carte Items</li> </ul>	<b>Student Event Tickets</b> <ul style="list-style-type: none"> <li>HS Fall HOCO Dance \$60</li> <li>HS Winterfest Dance \$60</li> <li>Junior/Senior Prom \$100</li> <li>MS Winter Dance \$10</li> </ul>
<b>Maranatha Association of Parents</b> <ul style="list-style-type: none"> <li>"Unfundraiser" \$25 p/student</li> </ul>	<b>Senior Class</b> <ul style="list-style-type: none"> <li>Graduation Cap &amp; Gown</li> <li>Senior Class International Mission Trip</li> </ul>
<b>ACCESS Program</b>	
<b>Athletic Booster Club</b> <ul style="list-style-type: none"> <li>Annual Family Athletic Pass \$300</li> </ul>	<b>Extended Care</b> <ul style="list-style-type: none"> <li>\$5.25 per hour</li> </ul>



## SCHOOL DAY TIMES

ELEMENTARY SCHOOL DAY TIMES	SECONDARY SCHOOL DAY TIMES
<p><b><i>Elementary Regular Day</i></b></p> <p>Before Care - 7:00am- 8:00am  Morning Car Line - 8:00am  School Start - 8:10am  School End - 3:20pm  Afternoon Car Line - 3:15pm  Car Line End - 3:35pm  Available After Care - 3:35pm- 5:30pm</p> <p><b><i>Elementary HALF Day</i></b></p> <p>Available Before Care - 7:00am – 8:00am  Car Line drop off begins - 8:00am  School Start Time - 8:10am  School End Time - 12:15pm  Car Line Pick up Begins - 12:10pm  Car Line Pick up Ends -12:30pm  Available After Care - none</p> <p><b><i>Elementary LATE START Day</i></b></p> <p>Available Before Care - none  Car Line drop off - 9:50am  School Start - 10:00am  School End - 3:20pm  Car Line Pick up - 3:15pm  Car Line Pick up - 3:35pm  After Care - 3:35pm- 5:30pm</p>	<p><b><i>Secondary Regular Day</i></b></p> <p>Before Care - 7:15am- 7:45am  Morning Car Line - 7:20am  School Start time - 7:50am  School End time - 3:10pm  Car Line Pick up begins - 3:12pm  Car Line Pick up ends - 3:40pm  Available After Care - 3:40pm- 5:30pm</p> <p><b><i>Secondary HALF Day</i></b></p> <p>Available Before Care - 7:15am – 7:45am  Car Line drop off - 7:20am  School Start - 7:50am  School End - 12:34pm  Car Line Pick up Begins- 12:35pm  Car Line Pick up ends -12:50pm  Available After Care - none</p> <p><b><i>Secondary LATE START Day</i></b></p> <p>Available Before Care - none  Car Line drop off begins - 9:50am  School Start time - 10:00am  School End time - 3:10pm  Car Line Pick up begins - 3:12pm  Car Line Pick up ends - 3:40pm  Available After Care - 3:40pm- 5:30pm</p>

# K-12 Health and Safety

## Health Office

MCA's Health Office will be open in the 2025-2026 school year from 8:00 A.M. until 3:30 P.M. Its purpose is to support general school physical health to support the academic environment. The health office is staffed with part-time health clerks. All student health plans and documentation will be facilitated through the Health Office.

### Accessing Health Services

Students must report to their classroom teacher and request a pass to the health office unless there is an emergency. In the event of an accident requiring medical treatment or if a child becomes ill while at school, a parent/guardian 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.

### Required Annual Medical Forms

1. [State required immunizations](#) or exemption
2. [State Health \(first time in Kansas school\)](#)
3. [Annual physical \(athletic participation\)](#)
4. [Concussion \(athletic participation\)](#)
5. Parental Permission (permission for participation and travel, medication and allergy information, and permission for emergency treatment and release from liability).
6. OTC Medical Form
7. Child Health Assessment for students under age nine, new enrollees
8. Student Health Update
9. Additional Forms required for certain health conditions

### 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.

## HEALTH PROCEDURES AT MCA

### *School Attendance*

As a school community, we prioritize both attendance and community well-being. MCA reserves the right to exclude a student due to illness or apparent illness. As such parents are asked to keep their child(ren) home from school for the following conditions:

- A temperature of 100 Fahrenheit degrees or higher, or if they have a cold or flu-like symptoms.
- An infection requiring antibiotics and has not yet been on medication for a full 24 hours. Taking antibiotics for 24 hours reduces communicability. Time is the issue (vs. Number of doses).
- Diarrhea/Vomiting
- Contagious Rash
- Any suspected or physician-diagnosed contagious disease.
- Any issues as denoted in Kansas exclusion recommendations as stated here: [ExclusionRecommendations202222.pdf \(finalsite.net\)](#)

### *Concerning Lice*

MCA is a nit-free school.

### *Vaccinations and Physicals*

MCA supports parents in obtaining the physical care that is best for their child. In addition, as a school we comply with state law that allows for parental control of immunizations, etc.

From KS State Law 72-5209 concerning vaccinations.

1. Each school year, all students enrolling for the first time and transfer students must present official documentation that they have received the proper number of immunizations to meet Kansas state immunization laws. A completed Kansas Certificate of Immunization form (KCI) signed by a licensed physician (not a chiropractor), nurse practitioner, physician's assistant, or the Kansas Health Department that shows that students have received the proper number of immunizations must be presented to the school. Currently enrolled students must submit documentation of any new immunizations they receive to keep immunization records current.
2. Students who have not completed the required inoculations may enroll (or remain enrolled) for 60 days following the first day of school while either completing the required inoculations as long as a physician or local health department certifies that the pupil has received the

most recent appropriate inoculations in all required series or providing a religious exemption. The administration will work with parents in cases of extenuating circumstances.

3. Failure to comply with all required series within 60 days as stated above will cause the pupil to be excluded from school until such time as proof of compliance is provided with the following exception: If the student is deficient in the number of required immunizations to the extent that it is medically impossible to complete all requirements within 60 days, the student will not be excluded as long as there is documentation that the doses will be given as soon as medically possible and there are no reports of a communicable disease active in the school.
4. As an alternative to the certification required a student must present one of the following:
  - a. An annual written statement signed by a licensed physician stating the physical condition of the child to be such that the tests or inoculations would seriously endanger the life or health of the child or another family member.
  - b. A written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations. The statement will be kept on file in FACTS SIS within the student's portfolio for the duration of the child's enrollment at MCA
5. On or before May 15 of each school year, the school must notify the parents or guardians of all known pupils who are enrolled, or who will be enrolling, of the above policy.

For more information on immunization requirements, see: [Kansas Department of Health and Environment Immunization Requirements](#) Immunization Form.

For a copy of the Kansas Certificate of Immunizations, see: [Kansas Department of Health and Environment Certificate of Immunizations](#)

Students who are medically or religiously exempt from immunizations may not be allowed to attend school if there is an outbreak of a vaccine preventable disease for which they are not immunized.

#### *KS State Law 72-5214 Concerning Child Health Assessment*

To comply with KS Law 72-5214, we are required to have a Child Health Assessment for all new school entrants (not previously enrolled in any school in Kansas) age nine (9) and under. The health assessment definition includes health history, physical exam, and other screening tests as medically indicated. The provider determines which lab and other screening tests will be done.

The appropriate forms are available in the school office. A provider may also use their own form. These physicals must be completed before admission, or within 60 days after school entry provided

the parent has submitted a written note specifying the date of the appointment with the licensed provider. If non-compliant, the student will be excluded from school until the state requirements are met.

### *Hearing Screening*

Every student shall be provided basic hearing screening without charge during the first year of admission and not less than once every 3 years thereafter. MCA will provide basic hearing screening only to the students enrolled at the time the screening is performed. All hearing tests will be performed by a person certified by a licensed audiologist in the use of a calibrated audiometer. This person will be designated by the School Principals. Parents may opt their child out of hearing screenings.

The results of the test and, if necessary, the desirability of examinations by a qualified physician shall be reported to the parents or guardians of such pupils. MCA will furnish such forms, records, and other materials approved or prescribed by the Kansas State Board of Education as may be necessary to carry out the provisions of this policy.

### *Vision Screening*

MCA will provide an opportunity for a basic vision screening without charge to every student in its school no less than once every two years. Parents may opt out of screenings. All such tests shall be performed by a person who has been certified for vision by the Kansas Health Department or equivalent. This person will be designated by the school Principals.

The results of the test and, if necessary, the desirability of examination by a qualified physician or optometrist will be reported to the parents or guardians of such pupils. The information that is reported must not show preference in favor of any professional person.

### *Dental Screening*

Every student shall be provided basic dental screening without charge during the first year of admission and not less than once every 3 years thereafter. Parents may opt out of the dental screening process. MCA will provide basic dental screening only to the students enrolled at the time the screening is performed. All dental screening tests must be performed by a dentist. This person will be designated by the school Principals.

The results of the test and, if necessary, the desirability of examinations by a qualified physician shall be reported to the parents or guardians of such pupils. MCA will furnish such forms, records, and other materials approved or prescribed by the State Board of Day School Education as may be necessary to carry out the provisions of this policy.

## *Emergency Illness and Injury*

The school maintains emergency information on each child. In the event of an emergency, a member of the school staff will contact the parents. If the parent is unavailable, the school Principals will acquire whatever assistance is needed.

## **MEDICATION ADMINISTRATION PROCEDURES**

### *General Information Concerning Medication Administration*

Medicine or drugs will only be administered in a school facility, on school property, or at a school-sponsored activity under the following conditions:

- A licensed physician or dentist has given written permission and instructions for the administration of all prescription medicine or drugs and all over-the-counter or non-prescription drugs, i.e., lotions, creams, pain medication, vitamins, medicated cough drops, etc. that require dosing not congruent with dosing instructions on manufacturer packaging. The prescription or written directions from the physician or dentist must be dated, include patient's name and date of birth, identify the medicine or drug to be administered, the dosage to be administered, the time of day for each administration, and the anticipated number of days to be administered.
- A parent/guardian has given written permission for administration of the medicine or drug.
- The original container must accompany all medicine or drugs; two (2) containers, one (1) for home and one (1) for school, may be requested from a pharmacist.
- Any change in the type of medicine/drug, dosage, and/or time of administration must be accompanied by a new physician/dentist and parent/guardian and a newly labeled container.

### **Student Self-Administration of Medications (for anaphylaxis or asthma)**

The self-administration of medication is allowed for eligible students in grades K–12. As used in this policy, medication is defined as a medicine for the treatment of anaphylaxis or asthma including, but not limited to, any medicine defined in current federal regulation as an inhaled bronchodilator or auto-injectable epinephrine. Self-administration is the student's discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider. As used in this policy, a health care provider must be a physician licensed to practice medicine and surgery; an advanced registered nurse practitioner, or a licensed physician assistant who has authority to prescribe drugs under the supervision of a responsible physician. An eligible student shall meet all the following requirements:

- A written statement from the student's health care provider stating the name and purpose of the medication/s, the prescribed dosage, the time the medication is to be regularly administered, the length of time for which the medication is prescribed, and any additional special circumstances under which the medication is to be administered.

- The health care provider shall prepare a written treatment plan for managing the student's asthma or anaphylaxis episodes and for medication use by the student during school hours. The student's parent or guardian shall annually complete and submit to the school any written documentation required by the school, including the treatment plan prepared by the student's health care provider. Permission forms shall be updated during enrollment and/or upon request.
- The student shall also demonstrate to the health care provider or the provider's designee and the school nurse or the nurse's designee the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed. In the absence of a school nurse, the school shall designate a person who is trained to witness the demonstration.
- The student's parent or guardian shall sign a statement acknowledging that the school district and its officers, employees or agents incur no liability for damage, injury or death resulting directly or indirectly from the self-administration of medication and agreeing to release, indemnify and hold the school and its officers, employees and agents, harmless from and against any claims relating to the self-administration of medication allowed by this policy. The parent or guardian of the student shall sign a statement acknowledging that the school incurs no liability for any injury resulting from the self-administration of medication and agreeing to indemnify and hold the school, and its employees and agents, harmless against any claims relating to the self-administration of such medication.
- The appropriate form is completed and on file in the student's health record.

#### **Student Self-Administration of Medications (not for anaphylaxis or asthma)**

With the proper form completed by parents and filed in the health office, only those students in grades 6 through 12, may carry and take their own prescription medication unless the health care provider specifically orders the medication to be administered through the health room or the medication is a controlled drug (such as ADHA medications and narcotic pain medications, which must be kept in a locked area of the office or health room and administered by the nurse or the designee. As used in this policy, a health care provider must be a physician licensed to practice medicine and surgery; an advanced registered nurse practitioner, or a licensed physician assistant who has authority to prescribe drugs under the supervision of a responsible physician. An eligible student shall meet all the following requirements:

- Medication is to be carried in prescription bottles with the name of the medication and directions attached.
- Students with chronic conditions should have a record of medications on file in the health room.
- Common over-the-counter medication for minor discomforts (Tylenol, Midol, Advil) may be carried by the student with parental permission.
- The student should carry what is needed for that day and it should be carried in the original container that is clearly marked.
- Students are prohibited from sharing any medications with another student.
- The principal will have final authority to revoke medication privileges.

- The appropriate forms are completed and on file in the student's health record:

In some cases, the child's teachers will need to receive training on how to use certain medical devices 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.

#### *Bloodborne Pathogens*

1. All school office staff and teachers will be trained yearly by the school health clerk regarding wound cleansing, surface disinfection, and self-protection techniques. Protective apparel and cleansers will be readily available in the nurse's office. Gloves will also be kept in each classroom.
2. Custodial staff will be provided with protective apparel and trained yearly by the Director of Facilities in the proper use of disinfectants. Custodians will follow a regular schedule for cleaning and disinfecting the facilities.

#### **Safe, Alcohol and Drug-Free Campus**

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.

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 officers 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. Alcohol is not allowed on campus or at school events whether on or off campus. Bags may be searched prior to entry to the school or school event at the discretion of Administration. A student found to have drugs or alcohol will be suspended and potentially expelled. Local law enforcement may be called to deal with the situation if determined necessary by the Administrator in charge.

#### **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.

## **MANDATORY REPORTING FOR ABUSE**

In accordance with state law and school policy, school staff members are obligated under the penalty of fine and jail term to report reasonable suspicion of 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](#).

## **SCHOOL SAFETY**

### **MCA Safety and Security Planning**

How blessed it is to walk under the covering of Psalm 18:2: *“The Lord is my protector; he is my strong fortress. My God is my protection, and with him I am safe. He protects me like a shield; he defends me and keeps me safe.”* We recognize that God is our true Protector. At the same time, we acknowledge that He calls us to walk in wisdom and discernment. As such, Maranatha Christian Academy has developed an expanded *Safety and Security Plan*.

We are committed to promoting and fostering a safe learning environment for our school. We recognize that learning is adversely affected when students and teachers feel unsafe. The *Safety and Security Plan* offers an all-hazards approach to crisis planning in our school. After reviewing this plan, you will find it easier to prevent, mitigate, respond to and recover from the wide range of emergencies.

A critical component of this plan is the engagement of our school resource officer. Our officer is tasked with oversight of all plan documentation, safety procedures, and documentation. He serves to provide direct communication with local law enforcement and advises administration in safety and crises procedure. Beyond the school day, a resource officer may be contracted for outside events as is deemed appropriate by the administration.

### **Backpacks**

Parents should choose backpacks that will fit in lockers or cubbies (for elementary) and allow even weight distribution of content for the spine health of those students carrying multiple books.

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, unless otherwise directed by a teacher. If a student repeatedly brings a backpack to class, he/she will be reported to the office. PE or athletic bags should be placed in the locker room upon arrival at school and not placed in hallway lockers. At no time should backpacks be left on the floor as they cause a trip hazard.

### **Emergency Drills**

All faculty, staff and students are educated and practiced in emergency drills on a regular basis for fire, tornadoes, and lockdown alerts. A bus drill is performed at the beginning of the year with elementary students. 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 lockdown drill of the year, we will notify parents in advance. After any lockdown 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.

### **Inclement Weather**

In the event of severe weather conditions, we will closely monitor the situation and make decisions based on the best interests of our school community. Families will be notified through our school's emergency notification system, the website, news channels, email, and through social media.

### **Traffic Patterns**

Traffic patterns are analyzed yearly for maximum efficiency. Secondary and Primary school start times vary to help with these traffic patterns. Secondary and Before-school extended care are dropped off at the Secondary North entrance and Elementary K-5 regular school hours and After-school extended care traffic is at the Elementary South entrance.

### **Visitors / Meetings / Deliveries**

MCA is a closed campus. All visitors must be buzzed in and report directly to the elementary or secondary office before admittance into areas containing the student population. 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. All visitors must scan their driver's license for an immediate background check.

Shadow students must be scheduled by the administration and agree to comply with the visitor policies, including MCA's dress code.

For events welcoming over 100 visitors, a link for pre-scanning will be sent for faster school access.

### **Cooperation with Law Enforcement Officials**

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

### **Weapons Possession and/or Verbal Threats**

Threatening with or 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 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]).

**If you become aware of any potential weapon on campus, by a student or visitor, notify the school office immediately. Call 9-1-1 if the situation warrants.**

### **Parking**

Elementary parents or visitors during the school day should park in the south parking lot and check in at the elementary office. Secondary parents or visitors should park in the north parking lot and check in at the secondary offices.

## **2025 CELL PHONE & ELECTRONICS POLICIES**

Elementary – Please leave **all** electronic devices (cell phones, 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.

Secondary – To maintain a focused and productive learning environment, the following cell phone policy applies to all students in grades K-12.

## Storage and Restriction

- Cell phones must be turned off and stored in a designated location (e.g. locker, hall cubby, or personal vehicle) during school hours from 7:50-3:10. Students should not be on phones at any time during school hours.
  - Cell phone use is permitted only before and after school hours for communication purposes only.
  - If a student is found using a cell phone or there is evidence of use during prohibited hours the following consequences will apply:
    - 
    - **First Violation:** \$30 fine and a mandatory oral and written book report to a member of administration over *The Anxious Generation*. This report is to be given within *10 school days of violation*. The fine will be applied toward a locking pouch. Students will then lock down their phone in a pouch kept in their possession during the school day from that point for the semester. This fee will be charged as an incidental fee on FACTS and due within 30 days of charge.
- Failure to be prepared for the book report will result in an IS the following school day. All suspension protocols will apply.
- **Repeated Violation:** A \$100 fee will be applied. The pouch will then be left in the office for the remainder of the school year.

This policy ensures a distraction-free environment and promotes responsible use of technology.

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

Students may not bring personal computers for school use at this time. Apple Watches may be confiscated should students use them without integrity. Examples of inappropriate use include but are not limited to: texting, cheating, emailing, calculating, or accessing social media.

**District** – 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. See the secondary section of this manual for details of discipline escalation.

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 allowed 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 other than cell phones will be given to the principal. If there are no other extenuating circumstances, the following consequences apply in secondary school for non-cell phone electronics.

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

## VOLUNTEERS

Parents, relatives, and friends are encouraged to be involved. We rely on parents for many enriching experiences. All volunteers are required to submit a volunteer application and follow the volunteer handbook policies.

Training of volunteers will be the responsibility of the designated supervisor of the activity.

Submission of the *Volunteer Application* for the background check does not constitute approval of volunteer status but is one step in the application process.

As the supervisory head of the school, the school principal assumes responsibility for all volunteers of the school for the tasks proposed. The principal may exercise his or her prerogative to delegate their selection, training, and accountability.

School parent groups such as Father's Club, MAP, and Boosters.

## **MCA CHECK-IN SYSTEM**

We are committed to ensuring our student community is accessed by those who represent our school values and safety standards. As such, all non-employed adults entering the building will be required to check in through the safety system located at the reception desks. This check-in requires all visitors to scan their drivers license for background checks.

Adults without a license or unwilling to scan their license will not be allowed to enter into the student population. Questions concerning this procedure should be directed to our school resource officer. He may be accessed at [SRO@ma-kc.org](mailto:SRO@ma-kc.org).

# Communication

## THE FAMILY ENGAGEMENT COMMUNICATION STRATEGY AT MCA

1. **INFORMATION HUB: MCA FAMILIES APP.** Within this phone app, you may easily access school announcements, monthly newsletters, calendars, grades, the family directory, billing, school forms, and more—all in one convenient space!
2. **MONTHLY NEWSLETTER.** Families will be emailed a monthly newsletter on the 25th of each month. The newsletter will also be available in the MCA Families App.
3. **WEEKLY SPOTLIGHT.** Families will receive a brief summary of key reminders and top events for the week ahead. It will be sent via email, texted, and posted in the App each Friday morning.
4. **FRIDAY ELEMENTARY FOLDERS.** Elementary students will bring home a folder every Friday with graded schoolwork, handouts, and flyers.
5. **CANVAS APP FOR 5TH-12TH GRADES.** Canvas serves as a digital classroom where students can view assignments, submit work, check grades, access course materials—all in one place. Canvas helps keep students organized and families informed about academic progress throughout the school year.
6. **SOCIAL MEDIA.** Our Facebook and Instagram pages will focus on celebrating school culture, showcasing student life, and highlighting achievements across our MCA community.
7. **FAMILY ENGAGEMENT.** Play an active role in shaping our school culture by participating in parent input groups and offering valuable feedback throughout the year.

## OTHER MEANS OF COMMUNICATION

### Teacher Newsletters

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

## **All School Communication**

The Office of Family Engagement manages all internal school communications including emails, parts of the website, and social media channels. Our goal is to ensure that school-related information is easily accessible, keeping families, students, and staff informed and engaged.

On Fridays, an email will be sent that has communication for each division. Additionally, a Friday meet-up is available each Friday with a divisional leader.

## **Emergency Communication System**

In the event of an emergency, MCA will notify parents using the MCA emergency communication system to include any of these means of communication: text, phone call, website, social media, and/or email.

## **Computer and Internet Acceptable Use Policies**

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 filters all searches done while on campus.
5. Teachers will supervise students accessing the Internet.

Students are responsible to act in accordance with the behaviors outlined in the *Parent and 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 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 website 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 the teacher.

MCA cannot assume responsibility for:

- the reliability of access to the ISP
- the reliability of the content of a source accessed by the student.
- any costs incurred by a student if the student requests a product or service through the internet that is not provided by MCA.
- 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. You may opt-out of the MCA Image and/or Likeness Release policy by request to the Admissions & Marketing Coordinator

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.

### **Unauthorized Locations/ Safety Zones**

There are wooded areas and water retention ponds on our campus and around our campus. For safety reasons, our students are not to go into the wooded areas or near the water retention areas without permission from and supervision of Maranatha Christian Academy employees.

Because the safety of our students is a top priority, we do not allow students to be in school buildings without the supervision of our employees. Students are not to loiter around the outside of the buildings either without supervision of our employees. Students remaining at school after dismissal must sign into extended care, be with a teacher for help classes, or be in the main office if required for a meeting.

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

All visitors on campus need to use the 2 crosswalks to cross the streets. We ask that you help us take care of the property by staying on the sidewalks and off the grass and out of the landscaping.

### **Behavior Expectations at Extracurricular Activities**

Family members, friends, and 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 to expulsion as deemed appropriate for any given situation.

## **Locations to Enjoy Water and Food**

The Eagles' Nest, otherwise known as the lunchroom or the commons, is the place where students are to eat lunches unless they are participating in lunchtime meetings with staff members and those meetings are held in an area with a cement floor (art room, science room).

Water: Plastic water bottles are allowed at school. They must have spill proof lids and may only contain water. Glass containers are not to be used at school.

Snacks: Elementary students may eat a morning or afternoon snack with their classmates, as directed by the teacher, either outside or in the classroom. Secondary students may bring a snack to enjoy during the ten minutes of homeroom period only. Students are expected to bring snack items that are not messy or can be easily spilled such as granola bars, crackers, grapes, or cheese sticks. Students may not bring beverages into the classroom except water, as outlined above.

The gym is off-limits to food of any kind, at any time. Only water bottles are allowed in the gym. The concession stand will be in the kitchen and customers are expected to eat their food/beverages in the Eagles' Nest prior to returning to the gymnasium.

## **Lost and Found**

We ask that you put your child's name on their belongings. We clean out lost and found every week and items that are left will be donated to charity.

# MARANATHA CHRISTIAN ACADEMY



## ELEMENTARY HANDBOOK

2025-2026

## A LETTER FROM THE ELEMENTARY PRINCIPAL

Dear Maranatha Elementary Family:

Thank you for your decision and commitment to Christian education at Maranatha Christian Academy. It is a privilege to have the opportunity to partner with you.

Elementary school is a wonderful season in your and your child's life. Each year new friendships are formed, and new skills are developed. At MCA we are committed to the development of the whole child: spiritually, intellectually, physically, socially, and emotionally. We are intentional about providing moments of growth and partnership in each area as we lay foundations upon which your child may build. Psalm 139:14 reminds us that every child is "...fearfully and wonderfully made," created on purpose, with purpose, and for a purpose. What an honor to be a part of that journey.

As parents, you will be afforded many opportunities to participate in the educational process. Through our uniquely designed programming, we provide learning engagement that will support every kind of learning: visual, auditory, and kinesthetic. Homework is created to be no more than ten minutes per grade level and will allow you to participate in your child's daily academic experiences as you discuss the day's learning together. On Fridays, your child will bring home their green MCA Student Communication Folder to provide a weekly touch of two-way communication. Remember, we love hearing from you and encourage you to build deep relationships with your child's teachers and the wonderful parent community that is Maranatha. I know both you and your child are poised to make lifelong friendships.

Welcome to elementary!

Mrs. Nanette Flynn  
Elementary Principal

# Spiritual Life

## SPIRITUAL LIFE WITHIN ELEMENTARY

Elementary school at Maranatha Christian Academy is a fertile ground to grow a deep relationship with Jesus. Students have daily devotion time with their teachers in addition to 30-minute Bible curriculum lessons four days a week. On Wednesdays, students participate in chapel that is led by our exciting K-12 Spiritual Life Coordinator. Parents are not only *welcome* but *encouraged* to attend and worship with us. Besides these opportunities, students will engage with other intentional discipleship moments throughout the year.

### *Spiritual Emphasis Weeks*

Both the fall and the spring contain an entire week that takes a deeper dive into living a life that is centered on Christ. Each year a new theme is chosen, and students learn to equate their daily Christian walk with joy.

### *Worship Team*

Students in 3<sup>rd</sup> -5<sup>th</sup> grades may participate in worship teams, leading song during chapel times.

### *Bible Study and Craft*

Girls in grades 3<sup>rd</sup> -5<sup>th</sup> may choose to participate in a monthly after-school group that is led by Maranatha parents.

### *Service Opportunities*

For the 2025-2026 school year, our spiritual life coordinator is designing service opportunities for our students to enable them to apply their biblical knowledge in real-life situations.

# Academics

## ACADEMICS WITHIN ELEMENTARY

Maranatha Christian Academy has high academic standards, quality curriculum, and appropriate systems in place to help the students thrive. We believe that as a partnership with the parents, teachers will be in communication with families about their child's progress on a regular basis, along with fall and spring parent-teacher conferences.

## ELEMENTARY SCHOOL DAY TIMES

### **Elementary Regular Day**

Available Before Care - 7:00am- 8:00am  
Car Line drop off begins - 8:00am  
School Start time - 8:10am  
School End time - 3:20pm  
Car Line Pick up begins - 3:15pm  
Car Line Pick up ends - 3:35pm  
Available After Care - 3:35pm- 5:30pm

### **Elementary HALF Day**

Available Before Care - 7:00am – 8:00am  
Car Line drop off begins - 8:00am  
School Start time - 8:10am  
School End time - 12:15pm  
Car Line Pick up begins - 12:10pm  
Car Line Pick up ends - 12:30pm  
Available After Care - none

### **Elementary LATE START Day**

Available Before Care - none  
Car Line drop off begins - 9:50am  
School Start time - 10:00am  
School End time - 3:20pm  
Car Line Pick up begins - 3:15pm  
Car Line Pick up ends - 3:35pm  
Available After Care - 3:35pm- 5:30pm

## GRADE REPORTS

### *Kindergarten, K-5 Specials Grading, and Attributes*

Grade	Description
E	Excellent (Consistently goes above and beyond)
S	Satisfactory (Meets expectations)
N	Not Satisfactory (Needs additional help meeting expectations)
U	Unsatisfactory (Struggles to meet expectations)

### *1st-5th Grade Grading Scale*

Percentage	Grade
97-100	A+
94-96	A
90-93	A-
87-89	B+
84-86	B
80-83	B-
77-79	C+
74-76	C
70-73	C-
67-69	D+
64-66	D
60-63	D-
59-0	F

Grade Reports are published every nine weeks. 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.

### **Honor Roll and Principal's List**

Students in grades 1-5 can qualify to be on the honor roll and/or principal's list. All students with a 90% or above in core classes are acknowledged on the principal's list. All students earning 80% or above in core classes are acknowledged on the 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 daily. 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 their 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 in grades 2-5 require a parent's signature on an assignment planner indicating that homework was checked for completion.

## **Parent Conferences**

A parent-teacher conference is held at the end of the first and third quarters for each student. These conferences are **required** for parents and are valuable in the partnering process of 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.

## **Learning Assistance/Enrichment**

MCA provides enrichment and learning assistance through differentiated instruction in the classroom.

### **Helps Class**

Each grade level sets a time during the week to provide extra assistance to students in grades 1-5. This is a tutoring time available to all students.

## **Modified Work/Accommodations**

Sometimes it is beneficial to a student to modify the work in a particular subject. The administration, the teacher, and the parents may work out the best plan to meet the child's individual needs. Teachers have the authority to offer accommodation to students as needed in their classroom.

## **Special Services**

Students who qualify for special education services for learning disabilities or speech are served by their home school district or through ACCESS. More information can be provided by the principal or the ACCESS coordinator.

# Discipline

## DISCIPLINE AT THE ELEMENTARY LEVEL

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. 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 .

Teachers use a wide variety of positive reinforcement methods in the classroom to encourage students to follow the classroom rules. Cooperation between the home and school is essential to student success. Therefore, parents are expected to support the school's policy and procedure for discipline. Questions concerning disciplinary measures should be referred just to the child's classroom teacher and then to the principal. At no time will the removal of recess be used as a punishment, though students may be required to walk rather than play.

If an elementary student is assigned detention, the following guidelines will apply:

- **Scheduling and Attendance:** Detention must be served on the assigned day. In emergency circumstances, parents or guardians may coordinate with school administration to make alternative arrangements. Time is from 3:35 PM to 4:05 PM, lasting 30 minutes or from 3:35pm-4:35pm for repeated offenses.
- **After-Hours Care:** If a parent or guardian is unable to pick up the student by 4:10 PM or 4:35pm (based on the end time of the detention), the student will be transferred to extended care, and parents or guardians will be responsible for any associated charges.
- **Detention Activity:** During detention, students will engage in a reflective writing exercise focused on the Eagle Character traits.

## Dress Code

By now, you should be aware that our dress code has changed for next year. Please be careful to pay attention to what is approved on the list attached. Note due to questions: The polo colors listed and the button down shirts are the only shirts approved except for Friday which can be French toast performance wear crewneck or spirit wear with jeans. Only children with a medical exemption due to sensory accommodations are allowed to wear the French Toast performance wear at other times.

**TOPS** Monday–Thursday: Tops must be solid black, white, grey, navy, hunter green, or yellow/gold Approved Styles: Polo shirts Collared/button-up shirts Cardigans (must wear collared shirt underneath) Crewneck sweaters and sweatshirts Take Note: No cropped or tank tops Brand logos should be minimal/no larger than two inches in size Friday: MCA-branded spirit wear tops may be worn

**Friday:** MCA-branded spirit wear tops may be worn

**PANTS:** Pants must be a solid color: black, gray, navy or khaki/tan with no rips, holes or fraying Approved Styles: Chinos or slacks Chino shorts (minimum fingertip length) Performance wear with button or snap waist closure (see French Toast website) Kindergarteners may wear elastic waist pants Take Note: No athletic wear or elastic waists (joggers, sweatpants) No jeans or cargo style pants Friday: Jeans may be worn (no rips, holes or fraying)

**Friday:** Jeans may be worn (no rips, holes or fraying)

**SKIRTS & DRESSES** Skirts must be: A solid color: black, gray, navy, or khaki — or the official MCA plaid Minimum fingertip length with shorts or leggings worn underneath Dresses must be: A solid color: black, gray, navy, or khaki — or the official MCA plaid Have cap sleeves or longer (must fully cover the shoulder joint) Minimum fingertip length with shorts or leggings worn underneath

Take Note Solid color (black, gray, navy, or khaki) leggings may be worn under a skirt or dress

**SHOES, HAIR & MAKE-UP:** Must be closed toe No crocs, sandals, slippers or flip flops Hair: Should be a natural color and styled in a non-distracting manner Male students: hair must not go past the bottom of the shirt collar or cover the eyes Hats or head coverings may be worn only on designated special days Make-Up & Nail Polish: Only female students may wear nail polish, make-up may be worn at special events

### **Discipline Path for Dress Code Oops**

- **First Dress Code Oops:** A notice will be sent home with the student and clothing supplied from the office if available.
- **Second Dress Code Oops:** The student will be sent to the office and a parent called to bring up attire that meets the dress code.
- **Third Drees Code Oops:** The student will be sent to the office and the parent called with an additional fine assessed of \$10.

# General Information

## *School Hours*

Kindergarten – 5th grade: 8:10 am – 3:20 pm

## *Extended Care*

Maranatha has no charge for extended care during morning hours. Extended care after school will be \$5.25 p/hour until 5:30. Parents will be charged \$5 p/minute after 5:30

Morning Extended Care for Elementary is 7:00 am – 8:00 am

After-school Extended Care for Elementary is 3:30 pm – 5:30 pm

## **Attendance**

Students may be dropped off as early as 8:00 in the elementary car line and go to their room without charge. Students are expected to attend school daily and arrive on time. Attendance will be monitored from 8:10 a.m. – 3:20 p.m. Students will be counted tardy if they arrive after 8:10a.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 Elementary Office or email [elementaryprincipalsoffice@ma-kc.org](mailto:elementaryprincipalsoffice@ma-kc.org) by 9:00 am any day that your child is absent. When your child is out of school due to illness or if your child has an excused absence, the child is given two school 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. Schoolwork must be turned in the day the student returns to school to ensure continuity of learning. Tests will be given upon return.

## **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.

## **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 school FACTS account each month or students may pay for items with cash. Students may also bring their lunch to school. There are limited microwaves available, students are encouraged to bring food that does not require heating. K-2 students are offered the options that are available on the monthly lunch menu. Grades 3-5 are offered the lunch menu option as well as hot snacks and fresh Nest options.

## **Sending Money to School**

For most events (T-shirt orders, sports teams, field trips, yearbooks), billing for these items will be billed through FACTS. 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 elementary school office by phone or email at [elementaryprincipalsoffice@ma-kc.org](mailto:elementaryprincipalsoffice@ma-kc.org) 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 during lunchtime. All celebrations that include food will be in the classroom, scheduled in The Nest (lunchroom) or outside (weather permitting). Whenever possible, please send nutritional snacks rather than sweets. Please check classroom allergies before sending items for the whole class.

Birthday party invitations must be sent through email or mail unless all children are invited. On Valentine's Day, if sending in a Valentine, please send a Valentine to every child.

# Activities

## ELEMENTARY ACTIVITY OPPORTUNITIES

### Field Trips

Students participate in field trips as scheduled by MCA teachers and administration. Each class attends at least 2 field trips. All field trips are considered extensions of the classroom educational experience and attendance is required. Students participate in field trips as scheduled by MCA teachers and administration. Students with an excused absence will have required homework assigned in lieu of the educational experiences missed during the field trip.

Included in tuition, each student has a \$5 transportation cost per field trip up to \$10. Additional fees for field trips will be communicated to parents ahead of time and charged to their account.

### Event Expectations

- All children must be directly supervised by an adult for events before or after regular school hours.
- Students must follow the same expectations as they would during the school day. Obviously, we understand that different events and scenarios call for different behavior expectations. At football games we want students to yell loudly, at the swimming pool we want them to splash, etc.! While we have that basic understanding, we do still expect our students to act safely and respectfully in each situation. Adult supervisors are responsible for monitoring behavior and reinforcing expectations. Please do not rely on staff members to do this.
- The school playground is not open for access after school hours and on weekends without direct permission by administration the day of and parental supervision.
- Students are not permitted to be in the woods, running through the fields, or by the retention ponds. Students should not be climbing walls or entering unauthorized zones. Students should not be entering the school without an authorized adult.
- Students are not to be on the playing court or field at any time during an athletic event without direct permission from administration.
- Students that are playing a supervised game should not be interfering with the event or game, or the spectator's ability to watch the event or game.

To develop the whole child, it is important to explore interests and talents. To facilitate this exploration, MCA elementary offers a wide variety of short-and long-term activities. Elementary provides clubs that run either yearly or on a 6-8 week schedule, as well as a fine art co-curricular opportunity. These Clubs may vary from year to year and will be led by Maranatha-chosen group

leaders. All clubs do require an additional fee for participation. Fees serve to pay club sponsors and/or provide necessary resources.

#### *4<sup>th</sup> and 5<sup>th</sup> Grade Band*

This co-curricular activity is offered four days a week and is led by our secondary band teacher. Parents provide instruments and we provide the education! Look for band introduction and opportunity in the spring of 3<sup>rd</sup> and 4<sup>th</sup> grade years.

#### *Chess Club-*

This weekly club teaches the fundamentals of the strategic game of chess. Open to grades K-5, students make friends while exercising their intellectual prowess. This club is a year-long club.

#### *Lego Club*

This weekly club is for grades 1<sup>st</sup>-5<sup>th</sup> and promotes imagination, fine motor skills, and socialization using Lego kits and patterns.

#### *Soccer Shots*

For grades K-5, Soccer Shots teaches the fundamentals of playing the game. Students are encouraged in their gross motor and social skills to foster a love for athletics in general and soccer in particular.

#### *Art Club-*

Art club serves grades K-5 and meets weekly for one hour all year. Students will work in a variety of mediums including acrylic and watercolor paints, textiles, and clay.

#### *Select Choir-*

This audition-based opportunity is for grades 3-5. Students perform in school concerts and participate in field trips as a ministry opportunity. Taught by our MCA music teacher, students will foster a love of music while engaging in fine-tuning their vocal skills

MARANATHA  
CHRISTIAN ACADEMY



SECONDARY  
HANDBOOK



2025-2026



## A LETTER FROM THE SECONDARY PRINCIPAL

Dear Secondary Families,

As your student's secondary principal, it has been my pleasure to serve families as we partner together to develop men and women who walk in wisdom, character, and service. Our academically individualized programming is built upon the foundation of God's Word. In the 51 years of Maranatha graduates, we are distinctly blessed to see our alumni influencing the marketplace of ideas throughout a wide variety of careers. Our heart is to stand by you as parents as we together unlock and develop your student's unique talents and call in life.

The secondary division of Maranatha Christian Academy is separated into two sections: middle school (6<sup>th</sup>-8<sup>th</sup> grades) and high school (9<sup>th</sup>-12<sup>th</sup> grades). We provide both a nurturing spiritual environment of discipleship and an academic environment of excellence. You will find that your students have lifelong mentors within their teachers. Our teachers' commitment to teaching students in a loving and disciplined environment enables students the freedom of risk taking necessary to achieve their potential. At the heart of our school, our Flight Centre hosts multiple support systems to fulfill one of our school's ideologies: Ask Help. Offer Help. We understand that the body of Christ is created to need one another. Within the walls of the Flight Centre, students can find our spiritual life coordinator, our academic advisors, our school resource officer, a technology help desk, and tutoring. Students may also access a conference room to engage with peers in collaborative learning.

Additionally, we are proud to support students through dual credit and AP courses, as well as our ACCESS program that supports individualized learning for unique learning needs. We are also proud to have been chosen as the pilot of a dual diploma program where students entering 10<sup>th</sup> grade may follow a course outline that enables graduation with both a high school diploma and an associate's degree in business from Mid-America Nazarene University.

Maranatha encourages development of the whole student, and we are proud to see them actively engaged in athletics, the arts, and several other club and Bible study opportunities. We look forward to your engagement within the school community as we serve our kids together in reaching their dreams.

Thank you for being a willing partner in raising up young men and women to be Kingdom warriors for the next generation.

In partnership,

Mr. Dave Keener  
Secondary Principal

# Spiritual Life

## SPIRITUAL LIFE FOR SECONDARY STUDENTS

K-12 Spiritual Life Coordinator develops a robust approach to the discipleship of students through a wide variety of experiential learning and application of biblical truth.

### **Chapel**

An integral part of the school's total program is a weekly chapel service which all students are required to attend. 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 and spring, 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*).

### **Worship Team**

Students with interest in leading worship may choose to audition for the 6-12 worship team. This team prioritizes development of an authentic lifestyle of worship through music and service. Students who are interested in sound and production may also choose to participate on the worship team. The worship team serves in chapel.

## Mission Trips

From time to time, the spiritual life coordinator may provide a mission trip opportunity. Watch the Friday communication 6-12 news for details.

## 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 - 9<sup>th</sup> Grade
- 20 hours of service - 10<sup>th</sup> Grade
- 25 hours of service - 11<sup>th</sup> Grade
- 25 hours of service - 12<sup>th</sup> Grade

Community service hours should be completed and reported by May 1<sup>st</sup> of each year. Evaluation forms are provided both online and in the school office. Forms should be returned to the secondary receptionist. Freshmen, sophomores, and juniors will have their class schedules held for the following year until service hours are verified. Seniors must complete their service requirements 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 people 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.

## GUIDELINES FOR CHRISTIAN LIVING

- **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 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

## SECONDARY ACADEMIC LIFE

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. We offer opportunities for Advanced Placement (AP) classes and dual credit classes where students can earn college credit while still in high school. See the Course Description Catalog for more details.

Second-semester courses will begin at week 19. If the same course is repeated, that course should be named by its title and its semester, so that there are actually two courses. Example: Psychology, Semester 1. Teachers may copy the course over and simply update the week names so it is ready for the future. Assignments can then be adjusted as needed for the second semester.

## SECONDARY START TIMES

### Secondary Regular Day

Available Before Care - 7:15am- 7:45am  
Car Line drop off begins - 7:20am  
School Start time - 7:50am  
School End time - 3:10pm  
School End time - 3:10pm  
Car Line Pick up begins - 3:12pm  
Available After Care - 3:40pm- 5:30pm  
Car Line Pick up ends - 3:40pm  
Available After Care - 3:40pm- 5:30pm

### Secondary LATE START Day

Available Before Care - none  
Car Line drop off begins - 9:50am  
School Start time - 10:00am  
School End time - 3:10pm  
Car Line Pick up begins - 3:12pm  
Car Line Pick up ends - 3:40pm  
Available After Care - 3:40pm- 5:30pm

### Secondary HALF Day

Available Before Care - 7:15am – 7:45am  
Car Line drop off begins - 7:20am  
School Start time - 7:50am  
School End time - 12:34pm  
Car Line Pick up begins - 12:35pm  
Car Line Pick up ends - 12:50pm  
Available After Care - none

## ACADEMIC CALENDAR

The purpose of the Academic Calendar is to organize Canvas in such a manner as academic modules may be easily accessed according to the school week. When students miss a class, the calendar may be accessed in order to determine what activities occurred during the day and what work needs to be submitted.

WEEK	DATES	Days p/Week	Helpful Notes
Semester 1			
Week 1	8/13-8/15	2.5	1/2 Day Last Day
Week 2	8/18-8/22	5	
Week 3	8/25-8/29	5	
Week 4	9/1-9/5	4	Labor Day
Week 5	9/8-9/12	5	
Week 6	9/15-9/19	5	
Week 7	9/22-9/26	4	PD
Week 8	9/29-10/3	5	
Week 9	10/6-10/10	5	
Week 10	10/13-10/17	2.5	WD/Conf
Week 11	10/20-10/24	5	
Week 12	10/27-10/31	5	
Week 13	11/3-11/7	5	
Week 14	11/10-11/14	4	PD/Parade
Week 15	11/17-11/21	5	
Week 16	12/1-12/5	5	
Week 17	12/8-12/12	5	

Week 18	12/15-12/19	3.5	Finals. 2 1/2 Days
<b>Semester 2</b>			
Week 19	1/5-1/9	4	PD
Week 20	1/12-1/16	5	
Week 21	1/19-1/23	4	MLK
Week 22	1/26-1/30	5	
Week 23	2/2-2/6	5	
Week 24	2/9-2/13	5	
Week 25	2/16-2/20	4	
Week 26	2/23-2/27	5	
Week 27	3/2-3/6	4	Conf/PD
Week 28	3/9-3/13	5	
Week 29	3/23-3/27	5	
Week 30	3/30-4/3	4	Good Friday
Week 31	4/6-4/10	4	Easter Monday
Week 32	4/13-4/17	5	Standardized Tests
Week 33	4/20-4/24	5	
Week 34	4/27-5/1	5	
Week 35	5/4-5/8	5	
Week 36	5/11-5/15	5	
Week 37	5/18-5/22	3.5	1/2 Day Last Day

## **STUDENT GRADE INFORMATION**

As part of our commitment to streamlining communication and equipping students for college success, we will utilize two key platforms.

FACTS allows parents to manage tuition payments, view student grades, and communicate directly with school administration regarding billing and enrollment. Canvas serves as a vital academic tool, offering parents insight into their child's coursework, assignments, and academic progress—mirroring the digital learning environments used in higher education.

Together, these platforms enhance transparency, engagement, and collaboration between families and our school community.

Current student grades can be accessed via FACTS SIS. 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. Starting in grade nine, high school students who receive a failing grade in a core subject at semester must repeat the course, attend summer session, or complete an approved online 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.

## **MCA ACADEMIC INTEGRITY POLICY**

Academic integrity in all coursework is very important (Proverbs 22:1). The two main areas of consideration are cheating and plagiarism. Maranatha 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

### **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. Utilizing AI resources or ChatGPT is considered cheating when presented as one's work.

### **Consequences for Cheating and Plagiarism**

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. If it has been determined that a student has plagiarized, the student will receive a zero on the assignment



or the assessment. The principal will notify the parents, and further disciplinary action may be taken. Utilizing AI resources or ChatGPT is considered cheating when presented as one's work.

### **Preserving Academic Integrity**

To protect the academic integrity of our tests, secondary schools do not send home tests or final exams. Students are handed back their tests (not final exams) when they get their grade on the test, for them to look through, take notes on, learn how the problems should be accomplished if they missed them, and to learn from. Teachers go over tests and provide students with the opportunity to ask questions. Students or parents who would like to review tests further are asked to make an appointment to meet with the teacher to go over any test. Pictures may not be taken of the tests.

### **Artificial Intelligence (AI)**

Artificial Intelligence (AI) has become an important part of our society and can be used for good research and input. AI is not to be used to write papers or assignments for students and if determined to have occurred it will be viewed as cheating and no credit given for the assignment along with detention of at least 1 hour for discipline.

### **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, or MCA property.

## SECONDARY GRADING SCALE

PERCENT	GRADE	REGULAR COURSES	DUAL CREDIT/HONORS COURSES
97-100	A+	4.00	5.00
94-96	A	4.00	5.00
90-93	A-	4.00	5.00
87-89	B+	3.75	4.75
84-86	B	3.25	4.25
80-83	B-	3.00	4.00
77-79	C+	2.75	3.75
74-76	C	2.25	3.25
70-73	C-	2.00	3.00
67-69	D+	1.75	2.75
64-66	D	1.25	2.25
60-63	D-	1.00	2.00
00-59	F	0.00	0.00

## GPA SCALE

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

## Kansas Regents and Admissions Course Requirements

Subject	MCA	Kansas Admissions Rec.	Kansas Regents Scholars	Kansas 2025, 2026, 2027	Kansas 2028
Bible	4.0	NR	NR	NR	NR
English	4.0	3.5	4.0	4.0	4.0
Communication	.5*	.5	–	–	.5
Math	3.0*	3.0	4.0	3.0	3.0
Science	3.0	3.0	3.0 Bio, Chem, Phys Required	3.0	3.0
Social Studies	3.0/3.5*	3.0	3.0	3.0	3.0
Fine Arts	1.0	NR	NR	1.0	1.0
Physical Education	.5	.5	NR	.5	.5
Health	.5	.5	NR	.5	.5
Foreign Language	2.0	NR	2.0	NR	NR
Electives	3.0-5.0***	NR	NR	6.0	4.5
Technology	1.0	NR	NR	NR	NR
Personal Finance	(.5 Class of 2028+)	NR	NR	NR	.5
Post Secondary Assets	See below	NR	NR	NR	See below.
Total Credits	25 (Class of 2026) 26 (Class of 2027) 27 (Class of 2028+)	–	–	21	21

\* Beginning with the class of 2028, 3.5 social studies credits are required; this is to include a semester of geography. Also beginning with the class of 2028, one semester of a communications class is required. Beginning with the class of 2027, three math courses must be taken during high school. Three science courses must be taken during high school.

### **Demonstrating Mastery Prior to Progression**

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, respectively. 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.

Students may 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.

### **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 3<sup>rd</sup> 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. Students who are tied at the third decimal point will both receive the distinction.

## **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 is allowed in the classroom or hallways.
4. Students may bring a healthy snack to their homeroom class.
5. Students must show respect to their teachers and classmates by listening and not being disruptive in any way.
6. Students are expected to obey instructions given to them by all school personnel.

## **Classwork and Homework**

HEADINGS: Students are to use the MLA (Modern Language Association) style heading in classes for classwork or homework handed in to the teacher. The MLA 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

If the class requires a specific alternate heading style, students would adhere to that particular heading style for that discipline.

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**

For grades 6-9 students should experience 10 minutes of homework per grade level. Students in 11<sup>th</sup> and 12<sup>th</sup> grades may experience more, depending on the advanced courses taken. It is strongly

recommended that students consider taking a study hall to reduce homework load outside of school. Students participating in only a semester of extracurriculars may choose a semester study hall.

For those students experiencing homework overload, there are several options for relief. Options include:

- working with your advisor to reduce course load
- switching from a course grade to a course audit. See course description guide for details
- enroll in study hall
- speak with ACCESS Coordinator to support academic resolution

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.

It is the student's responsibility to obtain missed assignments. Late assignments, when accepted, are given a reduced amount of credit.

All Middle School 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. All assignments must be turned in.

High school late assignments will be subject to more stringent grade reductions as determined by the classroom teacher and published in the course syllabi. In some classes, 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.

### **Encore after School Help Sessions**

Teachers are available to assist students during posted Encore session times. Normally, Tuesday and Thursday afternoons immediately after school will be available. Teachers are willing to schedule additional times by appointment if needed. Encore sessions are free and students are encouraged to make good use of these scheduled times.

NHS students offer tutoring in the Flight Centre on Mondays and Wednesdays from 3:15-4:00 as part of their service obligation. This service starts in late September and continues through the remainder of the school year. Any student needing help with any subject can go to the tutoring sessions.

Students who are academically ineligible for sports will be required to attend weekly Helps sessions in any class where they have a D or an F. Documentation of attendance is required.

## Chapter and Unit Tests

The administration, faculty, and staff endeavor to do all we can to help our students to be successful academically in the classroom, specifically on chapter and unit tests.

Prior to tests, teachers use **some or all** of these methods to set their students on the path to success:

1. Review time will be spent in class going over the material for the test components.
2. Quizzes over content will be discussed and returned to the student for in-class review purposes and then returned to the teacher.
3. A study guide will be provided to help the student prepare for the test.
4. Encore classes are scheduled 2 times per week and available to all students should the student have questions or need assistance in preparing for the test.

### *During the test*

1. Students will be encouraged to seek clarification on any questions while the test is being taken.
2. With prior planning or an IEP and approved accommodations, students may be given additional time to complete the test.

### *After the test*

- 1 Tests will be graded promptly and returned to each student for the purpose of helping the student review the material and prepare for subsequent tests. Test review will happen during class time and then the test will be returned to the teacher. To protect the integrity of the test, tests may not be photographed or taken home. Students are encouraged to take notes regarding concepts not understood so they can review those concepts.
- 2 Encore classes should be attended by students for whom the test seemed difficult. Teachers want to meet with students who are struggling or have questions and teachers will be happy to go over test questions again with the student during this time.
- 3 With extenuating circumstances, rarely, a teacher will allow a retake of a test. If a retake of this is offered, students are encouraged to take advantage of this opportunity. The prerequisite to do a retake often includes attending at least one Encore class in advance and/or correcting problems from the previous test. Retakes may be limited to one a semester by the teacher.
- 4 Teachers will make time available for students, parents, and tutors (with parent permission) to review the test and seek additional assistance or clarification. Teachers are happy to list for parents the skills that the student may be struggling with, so they can work with their child at home. Teachers keep tests throughout the semester, and they can be reviewed with the teacher.
- 5 During Class – Students are encouraged to ask for help from their teachers.

- 6 During Helps Classes– The student, parent, or tutor (with parent permission) can meet with the teacher to go over a test.
- 7 By appointment - The student, parent, or tutor (with parent permission) can meet with the teacher to go over a test.

## **Semester and Final Exams**

Semester exams are administered in all high school and middle school core classes (English, Bible, math, history, science) and world languages at the end of each semester. Semester exams may be required for other classes as well.

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 information regarding tuition to be paid and taking 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 originally scheduled. Taking finals early is not an option.

Academic work not completed by the end of the semester will be submitted but will receive zero credit and be included in the determination of the final course grade which may result in an "F." Reasonable accommodation will be made in the case of documented medical situations.

Semester Final exams are never returned to students or parents, but may be reviewed by the teacher by appointment. This supervised review protects the integrity of the tests.

## **Credit Recovery**

Failing a class has at least two serious implications: it drops the cumulative GPA and eliminates the earning of .5 credit. Although the failing grade cannot be removed from the transcript, the cumulative GPA can be improved by taking the class again and earning a better grade. Once the class is passed, the Academic Advisor will note in FACTS SIS to no longer include the failing grade on the cumulative GPA, even though it does show on the transcript. Whether the class must be taken again is usually dependent on graduation requirements and/or whether the course is a prerequisite for a needed course. If the failing grade was in an elective category for which the credit was not needed to meet graduation requirements, the course need not be retaken. However, if the failing grade was in one of the core subjects (Bible, English, science, history, math, or other required classes) for which credit is necessary to graduate, then credit for the class must be restored through an MCA option (i.e. summer credit recovery or retaking the course in the following semester).



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 (generally two weeks after the semester begins). Classes may not be changed after the announced date. A student who drops a class after the deadline will have the class listed on the transcript as Withdraw/Fail with a GPA penalty associated with it as a failing grade.

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 without a grade consequence.

### **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 in the National Honor Society, students need to have attended MCA for two full semesters. 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 at the beginning of the second semester of the school year. Eligibility does not guarantee an invitation to join NHS, but it does allow the student to submit an interest packet.

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.

Character is one of the four tenets of the National Honor Society. 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 the NHS removed. This is at the discretion of the Secondary Principal and the NHS advisor.

## **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 and shorts are required for Physical Education classes. One shirt will be provided as part of the curriculum. Extra PE shirts can be purchased from the secondary office. A note from a doctor 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 be given alternate assignments if the student is unable to participate for a longer period (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. Laptops must be returned to the laptop cart and plugged in at the end of each class period. Laptops are not to be taken home without advance permission from administration and a parent must check them out. This is generally only done if there is a prolonged medical absence.

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.

### **GRADES 6-10: Iowa Basic Test**

Grade 10: The PSAT/NMSQT (preparatory to the college placement test SAT) is given in October. For sophomores, this test score is not used as a qualifying score for the National Merit Scholar competition.

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). The tests are not taken at Maranatha Christian Academy. They are given on a college or public high school campus.

## **EXTRA KSHSAA ACTIVITIES**

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 equivalent the previous semester 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 to participate in practices or games.

Middle school 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 Wednesday 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 in standardized test scores, grades, and experience as determined by testing of the school's ACCESS program. Students with a current IEP / 504 Plan may also qualify based on the specifics of their situation as determined by the ACCESS program director.

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 Superintendent 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.

### **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.

### **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 middle school and high school with three seasons each school year. We are members of KSHSAA and as such follow KSHSAA rules. High school athletes

compete in the KAW Valley Conference and are eligible for recognition as All conference athletes in sanctioned sports. They also compete as teams for conference titles as well. For the purpose of athletics, Middle School comprises 6<sup>th</sup> - 8<sup>th</sup> grades and is not part of the KSHSAA organization. They play other private and public schools and are part of the MPSL conference.

We have a separate handbook that covers our athletic program and a *Coaches' Handbook*. Please see the athletic director for all questions regarding athletics.

### **Extended Trips**

A student shall not be permitted to participate in an extended trip (8<sup>th</sup> Grade, Senior, Mission, Band/Choir, etc.) unless his/her tuition/incidental 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. Strong bonds of friendship have been built over the years and this trip is intended only for seniors. Parents have the option to join their students for the memorable trip. This allows the type of fellowship and interaction that is focused on the senior. There are daily group chapel services; seniors 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 from attending for all these reasons. If you believe you have reason to request an exception to this guideline, please make an appointment with the superintendent.

## **STUDENT SUPPORT SERVICES**

### **Flight Centre**

Several offices are located in the Flight Centre as a resource to our students:

- The Spiritual Life Coordinator
- Academic Advising Coordinator
- ACCESS Coordinator
- School Resource Officer
- Technology Help Desk

Members of the National Honor Society provide free peer tutoring in the conference room of the Flight Centre on designated days after school. Students who have testing accommodations may take their tests in the Flight Centre. Students may choose a study hall session that takes place in the Flight Centre.

### **Lockers**

All Secondary students are issued a locker in the section designated for their grade level. Students may choose to use a school issued special Master combination locks that have a key on the back that staff members can use to open locks if needed. Only these special Master combination locks may be used on school lockers.

Students are expected to close their locker completely when not in use and to lock their locker with the optional school issued combination lock. Students are not to share lockers or to share their locker combination with other students. Students who lose their lock will be charged \$20 at the end of year. This will be billed to the parents FACTS account. Students are responsible for the contents of their own lockers. Students are to notify the office if they want to change their locker assignment.

Each student is responsible for cleaning and caring for his/her locker. Students are not to leave food in lockers overnight. No stickers or tape is 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 principal. Approved birthday decorations must be removed by the end of the week.

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 may check the lost and found before school, during lunch, between classes, and after school.
3. The lost and found will be emptied every week and donated to charity.

## **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.

Students in grades 6 – 9 will have PE classes and will utilize a locker for PE. Lockers are to be kept clean and free of trash or food. Students in PE classes are required to take home their PE clothing on the last day of every week, wash them, and return them to school on the first day of every school week. The locker rooms will be emptied every 2 weeks, and the items will be placed in lost and found for 2 weeks before they are donated to charity.

## **SECONDARY LUNCH**

Maranatha Christian Academy operates the Eagle Nest for student lunches offered at a reasonable price. The meal deal (main dish, side item and a beverage) for student lunches costs TBD \$6.00 per day and is billed through FACTS. Other items are available ala carte. Students may bring their own lunch. Food and beverages are to be consumed in the Eagles' Nest, not taken to classes or lockers.

Lunchroom behavior is to remain orderly and calm. Students are expected to remain seated during lunch and to clean up after themselves. They are assigned to wipe down tables after lunch by staff who are 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 parents shall advise the school office in advance when possible but no later than 9:00 a.m. on the morning of the absence. If not reported, a school representative will contact the family of an absent student to verify the reason for the absence.

Classes are in session for eight periods each day (7:50 am – 3:10 pm). Students are expected to attend school daily and arrive on time. Any student arriving within the first fifteen minutes of the 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 on 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 7:35 a.m. must go directly to the Flight Centre for morning extended care. There is not fee for this service. At 7:35 a.m., a bell will ring allowing students to go to their lockers. Students should not be dropped off at school before 7:00 a.m. unless involved in an organized school activity that begins before 7:00 a.m. Students dropped off before 7:00 a.m. may have to wait outside until the building opens at 7:00 a.m.

### **Extended Care**

After school, students are to wait in the Nest or on the north sidewalk area until parents pick them up unless they are driving themselves home or going to Helps sessions or sports practices that begin immediately. At 3:30 p.m., all remaining students will be directed to the Nest for Extended Care. Students still on campus may not be anywhere else in the building unless they are supervised by a coach or teacher.

Afternoon extended care runs until 5:30 pm. The rate for this service is \$5.25/hour. These rates are charged if you attend more than 5 minutes of that hour. At the end of the month your FACTS account will be charged the lesser of those two options. Anyone at school after 5:30 pm will be charged \$1 per minute.

To attend extended care, students must follow these expectations:

1. The Extended Care Program Supervisor is in charge and students must obey the program rules and any specific directions given. The extended care supervisor will inform the parents and principal if there are any problems. The same rules that apply for school apply to Extended Care. The principal may discipline students on the day following an offense.
2. After-School Care is a privilege that can be taken away if multiple offenses occur.
3. Students are to sign in when instructed to do so by the supervisor.
4. Extended Care Staff are not allowed to unlock/open classrooms for forgotten items.
5. Students may bring their own snacks.



## **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.

## **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 7:50 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. Juniors and seniors may use three days to attend college campus visits.
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 per the excused absence policy.

## **Tardiness**

Students are expected to be in their seats prepared for class when the 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. Tardiness may be excused at the discretion of the principal.

## **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

## **PREARRANGED ABSENCES**

School attendance is strongly encouraged in keeping with the continuity of learning. 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. If an extended absence is unavoidable, please notify the assistant to the principal 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 and if total absences are greater than 10 for any period, there will be a grade penalty at the end of the semester (see excessive absences). Students should ask teachers to fill out a prearranged absence form available in the secondary office for homework expectations. Students are encouraged to complete work prior to absences when possible.

### **Excused Absences**

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

1. Personal illness or medical appointment: The school may, with notice to the parent, require verification from a physician for absences due to reasons of health at the discretion of the principal.
2. Serious illness or death of a member of the family.
3. Obligatory religious observances of the student's faith.
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 from the college is required.
6. An absence that has been requested in writing and approved in advance by the principal.

For any extenuating circumstance to be handled on an individual basis, the final decision lies with The principal.

## **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. This includes unauthorized Senior Skip Days (the day immediately following spring break is approved for seniors only) and team breakfasts. Parents are encouraged not to call in for the dismissal of their students without a valid reason. This will be counted as an unexcused absence.

Students with an unexcused absence are expected to complete the work for continuity of learning, but they will not receive credit. Students in in-school suspension will receive no credit for assigned work.

Unexcused absences may be dealt with as a discipline issue (truancy or frequent unexcused absences).

## **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 to students 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 principal and receive a minimum of a Saturday detention (at \$20 per hour). Parents will be notified by written communication.

**SECOND ACT OF TRUANCY:** The student and parent will meet with an administrator and receive a minimum of Saturday detention (at \$20 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 Superintendent.

## **Excessive Absences (excused or unexcused)**

Class attendance is crucial to 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 informing them of the excessive absence policy.
- 2 After 10 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) within 72 hours upon returning.
- 3 After 10 absences, a student will receive a 1% deduction of grade for every absence above 10 in that class. This deduction of grade will be taken at the end of the academic semester. Students with extensive medical circumstances may be granted a partial or complete waiver of this rule at the discretion of the secondary principal.

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 will 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).

Dual credit teachers are authorized to publish a course syllabus that may include other college-required consequences for absences as part of the academic grade.

Classes that are participation-based (e.g. band, theatre, student aide) may also have attendance requirements.

In all instances, the syllabus should specifically describe the effect attendance will have on the grade and be approved by the principal. In rare instances, failure to attend class or a required co-curricular activity (e.g. concert) tied to a class may lead to grade and/or credit loss.

With the loss of credit, summer credit recovery may be an option. All associated fees would apply.

# Discipline

## STUDENT DISCIPLINE

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 lifestyle, 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, social media, 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 consistently, demonstrating 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 to 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. Please refer to the discipline rubric.

## SECONDARY DRESS CODE

Secondary dress code may be accessed on the school website at: [Dress Code](#)

*For your convenience, approved apparel is available, but not required, for purchase on the French Toast online store.*

**TOPS** Monday–Thursday: Tops must be solid, striped, or plaid and sized appropriately Approved Styles: Polo shirts Collared/button-up shirts Cardigans (must wear collared shirt underneath) Crewneck sweaters and sweatshirts Quarter-zip sweaters and sweatshirts Jean jackets (must wear collared shirt underneath) Take Note: No cropped or tank tops Brand logos should be minimal/no larger than two inches in size Friday: MCA-branded spirit wear tops may be worn

**PANTS** Pants must be a solid color: black, gray, navy or khaki/tan (no prints) with no rips, holes or fraying Approved Styles: Jeans Chinos or slacks Jean or chino shorts (minimum fingertip length) Take Note: No athletic wear or elastic waists (leggings, joggers, sweatpants) No cargo pants or cargo jeans

**RTS & DRESSES** Skirts must be: A solid color: black, gray, navy, or khaki — or the official MCA plaid No shorter than two inches above the knee Dresses must be: A solid color Have cap sleeves or longer (must fully cover the shoulder joint) Be no shorter than two inches above the knee Bodycon-style dresses are not allowed

**SHOES, HAIR & MAKE-UP** Shoes: No slippers or flip flops Hair: Should be a natural color and styled in a non-distracting manner Male students: hair must not go past the bottom of the shirt collar or cover the eyes Hats or head coverings may be worn only on designated special days Make-Up & Nail Polish: Only female students may wear make-up or nail polish, both must be non-distracting

## 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 <sup>st</sup> OFFENSE:	\$3.00
2 <sup>nd</sup> OFFENSE:	\$5.00
3 <sup>rd</sup> OFFENSE:	\$10.00
4 <sup>th</sup> OFFENSE:	\$20.00; 4-hour Saturday detention (\$20/hour fee)
5 <sup>th</sup> OFFENSE:	\$30.00; 4-hour Saturday detention (\$20/hour fee)
6 <sup>th</sup> + OFFENSE:	\$40.00; 1-day suspension.

Gum violations are tracked as cumulative over the entire school year.

### Detention

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

#### *School Detention (Thursday Morning)*

- Detention begins at 6:45 a.m. or 7:15 a.m. Students must be on time.
- Students enter quietly with pen, pencil, and paper.
- No talking or disturbances of any kind are permitted.
- Students will be given either material to copy or developed reflection questions to answer until their detention is over.
- There is to be no doodling on papers.
- Any student more than 5 minutes late will be refused admittance. This is considered a missed detention.

#### *Saturday Detentions:*

- Students report to the assigned location by 8:00 a.m.

- Students enter quietly with pen, pencil, and paper or other tools necessary for the assigned task.
- All Saturday detentions will be billed to the parent account at \$20 per hour.
- Students are not to bring food or drink, other than water in a clear bottle with a lid.
- Any student more than 5 minutes late will be refused admittance. This is considered a missed detention.
- 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.

Students 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 superintendent 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 superintendent.





## Secondary Discipline Rubric

Level 1: Minor Offenses	Teacher	Administration	Student	Parent
Talking out of turn, not following directions, disrupting the class, inappropriate filming on campus	Verbal warning		Stop Behavior Immediately	
	Reminder of classroom rules			
	Reteach expectations			
	Redirection			
Level 2: Moderate Offenses				
Repeated level 1 offenses, refusing to complete work, horseplay physical contact (no anger involved), speaking disrespectfully, Dress Code Violation	Loss of privileges	Student/Admin Conference	Stop Behavior Immediately	Process with child
	Office Referral	Possible Detention	Apology	
	Parent Communication		Possible meeting with Spiritual Life Director	
	Reflection Activity/Apology		Clothing Change	

Level 3: Serious Offenses				
Persistent defiance, bullying behavior, intentional harm to others, property damage, repeated level II offenses. 4th and beyond dress code violation	Office Referral	Meet with Principal	Stop Behavior Immediately	Process with child
	Parent/Teacher meeting	Parent Communication	Apology	Sign and return Office Referral
	Student Success plan	Approve Student Success Plan	Meet with Spiritual Life Director	Sign and Reinforce Success Plan
	Restorative justice approach	Discretionary detention/ISS/OSS -1 day	Change Clothes	
Level 4: Severe Offenses				
Physical contact in anger, threats of violence, severe or repeated bullying, sexual harassment, racial harassment, possession of prohibited items of potential substance abuse, repeated level III offense, inappropriate threatening videos either on or off campus.	Immediate removal from classroom	Principal Intervention: Parent Contact	Mandatory counseling or social skills training with K-12 Spiritual Life Coordinator and/or School Resource Officer as appropriate	Process with Child
	Office referral	Suspension or Expulsion (as warranted) by Principal and Superintendent (3-5-day minimum to expulsion)	Reflection Activity	Sign Office Referral and return
		Inform local law enforcement as deemed necessary	Apology	Sign and Reinforce Success Plan
				Documentation of family counseling



## Key Principles in Discipline

Positive Reinforcement	Recognize and reward positive behavior with praise, incentives, and/or privileges
Consistency	Apply rules and consequences fairly and consistently for all students
Restoration/Reconciliation Practices	These focus on helping the student understand the offense, who it affected and how to make better choices in the future.
Communication	Teacher/Administration will keep parents informed and involved when behavior issues arise.

## General Information

At MCA, it is our hope that we will reflect a God-honoring culture in everything we do. Our guide is Philippians 4:8: “...*whatsoever things are true, whatsoever things are honorable, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, and whatsoever things are commendable...*” as we believe that consistently keeping what is best (as opposed to what is simply good) before our students will have the ability to evaluate the world around them appropriately. The parameters below have been discussed at large and support our Philippians 4:8 heart. Please see an administrator with any questions.

### *Secular Music*

While there are many views held by parents, students, and staff regarding music, except for school dances and athletic events, 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.

## **VEHICLES AND TRANSPORTATION ON CAMPUS**

### **Student Drivers**

Students must have written permission from their parents to drive a motor vehicle (including motorcycles) on campus. Both a vehicle registration form and contract agreement are available in the office. The vehicle must be parked in a regular parking space for students, 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. There should be no loitering in parked vehicles before or after school or during school events.

### **Bus Regulations**

Students should enter the bus quickly, sit down, and always remain seated when the bus is in motion. Students should keep their 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. Unless there is an emergency, students should not speak to the driver unless spoken to first while the vehicle is in operation. Any action by students that may cause drivers to remove their eyes from the road creates a traffic hazard. Boys and girls may not sit together unless directed to do so by a teacher.

### **Carline and on Campus Transportation**

#### *Bicycles*

Students may ride bicycles to school if they lock them at the appropriate bicycle racks provided. They are not to be ridden during the school day or through the parking lot at dismissal or arrival time. School is not responsible for the bicycles during the school day, that responsibility lies with the student.

#### *Carline*

All drivers should observe traffic signs and use only the appropriate entrance and exit for the children's safety. Parents should pick up students according to the car line directives provided. If a student fails to report to the car promptly, parents are asked to pull into a parking space. Carline diagrams are fine tuned in the fall and may be accessed in the district offices after August 1. These diagrams are shared on back-to-school nights.

# 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 Days, Extended Lunches, 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 enrolled by April 1<sup>st</sup>), 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.

Class officers are charged with organizing class activities such as After parties, class functions, and class retreat/service project day. Class officer positions are elected annually by the student body, for the following school year. 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. The MS STUCO will plan events for middle schoolers and work with the MS STUCO advisor.

## **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 or throughout their middle 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.

Class advisors make sure there are chaperones assigned for all class functions. This includes class parties, service projects, and the senior trip. Class advisors work with the class officers and administration to help plan graduation activities such as the graduation announcement, and speakers for baccalaureate.

The class advisors work with the student leadership of their class to building class unity and class spirit through a variety of activities:

- 1 Fundraise for the class and for the senior trip (grades 9-12)
- 2 Provide a reception for the seniors, following their Baccalaureate (grade 10)
- 3 Sponsor the Jr. / Sr. Prom for the senior class (grade 11)
- 4 Encourage parents to provide a senior mother's tea for the mothers of the senior class (grade 11)
- 5 Organize class after-parties following dances (grades 9-12)
- 6 Organize Christmas and End-of-Year parties (grades 9-12)
- 7 Maintain the digital class bulletin board (grades 9-12)
- 8 Organize a fall retreat the Friday of Spiritual Emphasis Week (grades 11 and 12)

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. 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
- Scholar Bowl, led by Mr. Nork
- Chapel Worship Team, led by Mr. Luke Weese (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 themed outfits to the game and to cheer for our Eagles. The Green Machine group is under the authority of the 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.

## Maranatha Christian Academy Parent/Student Acknowledgement

I acknowledge that I have received a copy of the *Maranatha Christian Academy Parent and Student Handbook*.

I understand and agree that it is my responsibility to review this handbook and familiarize myself with its contents.

I acknowledge that I have read the policies and procedures within this handbook. I also acknowledge that if there are any sections in this handbook that I do not understand, or if I have questions regarding a specific area or topic, I agree to ask the MCA administration for further clarification.

I agree to read and abide by the conditions, rules, and policies of this handbook.

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Print Parent Name

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Print Student Name

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Parent Signature

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Student Signature

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Date

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Date