

**Maranatha Christian Schools**  
A Ministry of Maranatha Chapel  
Established 1991

Elementary  
Parent/Student Handbook



[www.maranathachristianschools.org](http://www.maranathachristianschools.org)

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## **Parent/Student Handbook Agreement**

## WELCOME

Welcome to the Maranatha Christian Elementary Program. We are genuinely thankful for the privilege and opportunity to participate in educating your children along with caring for their spiritual needs. Our desire is to establish a rigorous college preparatory program that meets the academic and relationship needs of your student(s). Partnering with parents, we can provide an experience that will equip students with the tools they need to reach their academic potential as they grow spiritually in their relationship with Jesus Christ. We believe that God has called us here for that purpose.

We trust this school year will be very rewarding both academically and spiritually for you and your child(s). Please remember to pray for our students and the school staff as we work together with you to train up virtuous and wise young men and women for the service of our Lord Jesus Christ.

May the Lord truly bless you and your family this school year.

### **Statement of faith**

**We believe** in one God, eternally existing in three persons: Father, Son, and the Holy Spirit.

**We believe** that Jesus Christ, the Son of God, is fully God and fully man, having been conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross as a sacrifice for our sins; He arose bodily from the dead and ascended to heaven, where, at the right hand of God the Father, He is now our High Priest and Advocate. Our supreme desire is to know Christ and to be conformed into His Image by the power of the Holy Spirit. We are not a denominational church, nor are we opposed to denominations. However, we do not agree with the over emphasis of the doctrinal differences that have led to divisions in the Body of Christ.

**We believe** that the true basis for Christian fellowship is God's [Agape] love, which is greater than the differences we possess and without which we cannot claim to be Christians.

**We believe** the Bible, God's Holy Word, is our foundation, it is authoritative as the rule of faith and is the standard for living.

**We believe** worship is Spiritual, and we seek to be flexible and yielded to the leading of the Holy Spirit to direct our school.

**We believe** worship of God should be inspirational, and consider music to be an integral part of our worship.

**We believe** worship of God should be intelligent therefore; chapel services and education programs are designed with great emphasis on the teaching of God's Word.

**We believe** worship of God is fruitful therefore; we look for His love in our lives and the fruit of His Spirit as evidence that we have truly been worshipping Him.

### **Philosophy of Education**

We believe that parents are God's primary provision for nurturing and educating children (Deuteronomy 6:6-9). Our philosophy of Christian education consists of the home, church and school aligning themselves and working together to help provide a solid foundation for the students. The ultimate goal of students is for them to be conformed to the image of Jesus Christ. It is our desire to come alongside and supplement the home, serving as a representative of parents in matters of education, ministry, and discipline during school hours

We believe a strong home/school relationship is essential. Therefore, parental involvement and support play a vital role in the academic and spiritual growth of each child. Teachers and parents must regularly and consistently communicate regarding the progress of their child.

The families at Maranatha Christian Schools are encouraged to spend time daily together in the reading of God's Word and in prayer. Developing the proper format and content for your particular family's devotions should be prayerfully considered.

### **Vision of MCS**

Transformed lives... Transforming the world

### **Mission Statement of MCS**

A ministry of Maranatha Chapel, Maranatha Christian Schools partners with parents to provide a community where students experience God's love, are encouraged to fulfill God's unique call and purpose, and excel in their God-given gifts through academics, arts, and athletics.

### **Values**

As we experience God's unique love for us, we learn to love one another and to:

#### 1. Live Biblical Truth

Holding to and living out the unchanging Word of God in an ever-changing world (Matthew 24:35)

#### 2. Honor Relationships

Valuing and cultivating relationships, recognizing everyone's unique role in the body of Christ (1 Corinthians 12:25-26)

#### 3. Model Sonship and Servant Leadership

Living as God's sons and daughters and leading by Christ's example as shepherd, placing the interests of others before our own. (Romans 8:14-17, 1 Peter 5:2-4)

#### 4. Seek Unity

Pursuing oneness of spirit through humility and selflessness, as Christ modeled for us (Philippians 2:2-11)

#### 5. Pursue Excellence

Whole-heartedly seeking excellence in everything (Colossians 3:23)

#### School History

Maranatha Christian Schools is a ministry of Maranatha Chapel. This educational ministry was established in 1991.

#### **Maranatha Chapel Vision Statement**

##### **Vision: LOVE GOD- The Great Commandment**

"And you shall love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength. This is the first commandment. And the second, like it, is this: 'You shall love your neighbor as yourself.'" Mark 12: 30-31

##### **Mission: MAKE DISCIPLES -The Great Commission**

"Go therefore and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all things that I have commanded you..." Matthew 28: 19-20

Disciples are people who experience the Great Commandment, loving God with all their beings, in a passionate, intimate relationship, and who extend that love to others. Disciples are people who live the Great Commission, teaching and leading others into such a relationship with the Lord, that they too experience Great Commandment.

From the Great Commandment, comes the Great Commission. The result of the Great Commission is the Great Commandment.

#### **Expected School-Wide Learning Results (ESLR'S)**

Expected School-wide Learning Results (ESLR's) are what all students at MCS should know, be able to do and understand by graduation.

The results are meant to be assessable and used as a cornerstone for school improvement. Working from these expectations equips all students with the knowledge, competencies, and orientations needed for success in a thinking, meaning-centered curriculum. Working from learning expectations enables teachers to implement programs and conditions that maximize learning and provides MCS with a means to restructure in ways that facilitate success for all students.

MCS Expected School-Wide Learning Results (ESLR's)

**Luke 2:52** "Jesus grew in wisdom, and stature, and in favor with God and men."

#### **Maranatha Christian Schools exist to produce:**

Biblical Christians (favor with God) who:

**Know Jesus as their Lord and Savior.**

**Are empowered by the Holy Spirit.**

**Manifest fruit in their lives.**

**Articulate and defend their faith.**

**Impact their world for Christ with a "missions" focus.**

Self-Directed Learners (wisdom) who:

**Apply learned academic disciplines.**

**Exercise critical thinking and problem solving skills to their lives.**

**Effectively use various modes of communication to further God's Kingdom.**

Involved Citizens (favor with men) who:

**Work cooperatively with others.**

**Respect all.**

**Accept responsibility for their actions.**

**Demonstrate positive and productive citizenship including active involvement in the community.**

Healthy Individuals (stature) who:

**Pursue physical fitness.**

**Demonstrate good health habits and purity.**

**Respect and care for their bodies as the temple of God.**

### **GENERAL INFORMATION**

#### **Affiliations/Accreditation**

Maranatha Christian Schools is fully accredited by Western Association of Schools and Colleges (WASC) & Association of Christian Schools International (ACSI). MCS is a member of Association of Christian Schools International (ACSI), California Interscholastic Federation (CIF), and Educational Records Bureau (ERB). The NCAA Clearinghouse has certified MCS class offerings. As a member of the College Board AP Classes meet Board guidelines and approval processes.

#### **Admissions**

We believe the Bible mandates that the primary responsibility of each student's education rests with the parents. We view the role of the school as one of partnership with the parent(s) in this endeavor. In order to establish and maintain a successful relationship it is essential that parents are in agreement with the philosophies and intentions of the school as outlined in the Parent/Student Handbook.

Attendance at MCS is a privilege and not a right. MCS reserves the right to not enroll any student applicant who does not meet the enrollment

requirements of this school.

### **Admissions Notice of Non-Discrimination**

Maranatha Christian Schools admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. MCS does not discriminate on the basis of race, color, national or ethnic origin, or any other basis prohibited by federal and state law, in administration of its admission policies, educational policies, athletics, and any other school- administered programs.

### **Administrative Prerogative and Amendment Policy**

Maranatha Christian Schools reserves the right to amend the policies and procedures outlined in this handbook with reasonable notice. This handbook is not an all-inclusive manual. Sometimes new situations will occur or circumstances will arise not covered specifically by this handbook. The administration reserves the right to exercise its administrative prerogative in responding to these new situations.

### **Building Elevator**

Except for those students requiring assistance due to medical or physical restrictions or limitations, students are **not** to use the building elevator for any purpose without permission from a teacher or school administrator.

### **Parent and Student Responsibilities**

Parents and students are responsible for reading and knowing the information contained in this handbook and for compliance with the policies and procedures detailed herein. For clarification on particular policies or procedures, parents and/or students should contact the appropriate school administrator.

### **Parent/Visitor Sign-In**

In order to provide authorized visitors with the opportunity to visit classrooms and to ensure the safety of our students and their right to uninterrupted teaching-learning process, the following procedures need to be followed:

Parents, guests, visitors, and prospective students (accompanied by a parent) are welcome to visit MCS provided they have prior approval from the administration.

All visitors must check in with the office. We have visitor badges for the adults to wear while you are on campus and return it to the office when you leave.

The length of the visit will be 20 minutes or less.

No children under the age of five will be permitted to visit the classroom.

The instructional process must not be interrupted. If the visitors wish to speak with the staff, an appointment needs to be made.

### **Philanthropy and Annual Fund Support**

Your financial gifts to Maranatha Christian School are an investment in our present and our future. They are also an act of Christian service, as the Bible tells us that, "God loves a cheerful giver," 2 Corinthians 9:7. Scriptures also tells us that we are to "honor the Lord with our wealth" Proverbs 3:9. The Capital Campaign and Annual Eagle Funds are critically important parts of the financial plan for nearly every private school, as its fundamental purpose is to provide financial support for ongoing initiatives. In short, the Annual Eagle Fund takes over where tuition income ends. It is so important that every member of our school family is called to participate. Your gift has direct impact in every classroom on the campus, and each family is asked to give prayerful consideration to the needs of our students and the benefits they will receive through your donation.

### **Restrooms**

Elementary students may use the restrooms located on the first floor in the west wing of the educational Building C.

Loitering is not allowed at any time in the restrooms. If a student causes damage to any restroom equipment, the student and his/her parents will be liable for the cost of the repairs or replacement of the damaged item(s).

### **School and Office Hours**

|                     |              |
|---------------------|--------------|
| Before School Care  | 7:00-8:15 am |
| School Office Hours | 7:00-4:00 pm |
| Campus Hours K – 5  | 8:15-2:45 pm |
| ASCP                | 3:00-6:00 pm |

### **School Phone Numbers**

The school telephone number is (858) 759-9737

The school fax number is (858) 759-4001

After School Care Program Line is (858) 354-5727

You may leave voicemail messages 24 hours a day.

The teacher or staff member's school e-mail address is their first name.last name@maranathachristianschools.org

The school website is www.maranathachristianschools.org

### **School Traditions**

School Verse: Isaiah 40:31

Colors: Navy Blue, Carolina Blue and White

Mascot: Eagle

### **Tuition**

Maranatha Christian Schools is a self-supporting ministry of Maranatha Chapel. MCS pays all of its financial obligations out of registration and tuition payments.

The tuition at Maranatha Christian Schools is based on an annual rate. Therefore, the amount of each monthly installment has no relationship to the number of school days in each month. Tuition is divided into ten (10), eleven (11), or twelve (12) monthly payments for the convenience of the parent or guardian. No financial adjustment can be made for absences due to illness, holidays or other causes. Facts Tuition Management Company will bill tuition. Failure to make monthly payment will result in removal from school.

#### **Change of Account Information**

If you change the account number from which your automatic payment is deducted for any reason, you must provide FACTS with the new account number as soon as possible. Please allow ample time (**one business week**) for processing so that your next payment will be deducted or charged to your correct account. If you do not notify FACTS of a new account number and the payment is rejected, you will be subject to the terms under in "Late Payments/Returned Checks". If your payments are repeatedly returned to FACTS unpaid for any reason, we reserve the right to take appropriate action to prevent further loss to the school.

#### **Late Payments/Returned Checks**

It shall be the responsibility of each school family to keep the school office informed of any changes in their preferred tuition payment plan or adjustments in the amount of tuition to be paid. Without such information the following policy will apply when tuition payments are received late: A late fee of \$30.00 from FACTS will be automatically debited from the account in the event of an NSF. If a second check is returned, you will be required to make all future payments by cash, money order or credit card. The missed payment will be communicated and reattempted by FACTS at a later date in the same month. School families, who have missed the second payment reattempted by FACTS, must contact the school business office within 5 business days to make suitable arrangements. MCS requires that a student be dismissed from school when an account becomes 30 days past due. To re-enroll your child at the school all past due tuition and associated fees need to be current and your FACTS account needs to be active.

#### **Returning Student Fees**

The enrollment fee is the non-refundable fee due each subsequent year when a current student enrolls for the next school year. This is usually due sometime during the winter months and temporarily reserves a space for the student for the following school year. This fee also helps cover the administrative costs of re-enrolling these students.

The returning student registration fee is a non-refundable fee due along with all the required registration forms and paperwork for the following school year. This fee helps to cover the costs of administrative duties for creating & processing all of the returning student's registration paperwork and enables the school to better plan and provide for teacher and classroom needs. Enrollment status will be compromised if these payments are not made on time.

#### **Withdrawal during the School Year**

When a student withdraws from MCS, the student's parent must submit a written notice **one week prior** to withdrawing a student and turn it into the school office. If tuition is prepaid, a full refund will be given for all months that the student does not attend any days of school. One half of the monthly tuition will be charged if your child is withdrawn during the first week of the month. NO refund will be given if a student is withdrawn after the first week of any month. All school property (including textbooks, library books, etc.) must be returned and all outstanding registration, tuition and/or fees must be paid at the time of withdrawal.

### **ACADEMIC STANDARDS**

#### **Academic Honesty**

It is the desire of Maranatha Christian Schools to create an educational atmosphere that encourages personal responsibility and integrity that honors God. (Colossians 3:23) Therefore, honesty is a character trait we expect from all our students. Several specific types of academic dishonesty include, but are not limited to cheating, forgery, and plagiarism, which will result in disciplinary action. Disciplinary actions include:

#### **GRADES K-5**

##### First Offense

Student receives a zero on assignment with no make-up permitted.

Teacher explains why academic dishonesty is wrong. Scripture references used to reinforce explanation.

Teacher will contact parent and student will be given a note explaining offense, which must be signed by parents.

##### Second Offense

Student receives a zero on assignment with no make-up permitted. A conference with teacher, parents and student is arranged.

Assignment is given to child to enforce why this type of behavior does not honor the Lord. Student is given a warning that if it happens again student will be suspended.

##### Third Offense

Student receives a zero on assignment with no make-up permitted.

Parent and student conference with teacher and principal is arranged.

Letter explaining incident will be placed in student file.

Student will be suspended from school.

A fourth offense will result in suspension pending consideration for expulsion.

#### **Cumulative Records**

Pursuant to California Education code, Section 49063, parents and students are hereby given notice of their privacy rights. Federal and state laws grant student, over the age of 18 years, and natural parents, adoptive parents, or legal guardians of minor children certain rights of privacy and rights to access to view all personally identifiable written records maintained by MCS.

Parents may view their child's cumulative record by making a written request to the school administration, upon which an appointment to view

records will be scheduled. Information that is alleged to be inaccurate or inappropriate may be removed upon written request by parents and reviewed by administration. Copies of a student's records are available to parents upon request.

When a student moves to a new school, records will be forwarded upon written request from the new school. MCS cannot give files to the student or parents. A copy of the withdrawing student's transcript will be provided to the parents upon request and processed within 2 business days.

### **Curriculum**

Maranatha Christian Schools offers curriculum, which is Christ-centered and Biblically based. We feel it is important to integrate scriptural principles into each area of subject matter. We continually research a variety of curriculums, and have selected materials that will offer your child a high quality academic education, centered on the principles of God's Word. Our curriculum is designed to lead into our Junior and Senior High program. All preparatory courses have been approved by the University of California system.

### **Field Trips**

Our teachers conduct well-planned field trips. All students are expected to participate in field trips which are required components of our academic curriculum. Permission slips are required for students to participate with their classmates. Teachers will notify parents in advance of scheduled trips. All MCS field trip volunteers must meet the following criteria by complying with the policy guidelines for field trips: Chaperones must submit a Volunteer, Level II Application and receive live scan clearance. Forms should be submitted 30 days prior to any needed clearance. Chaperones must leave with the school, remain with the group, and return with the school for every field trip. Parents are not allowed to meet up with the class at the field trip location or join in while a trip is in progress. All students must leave with the school as well as return with the school. No siblings or family members are to join the field trip.

### **Chaperone Responsibilities on Field Trips**

Chaperoning students on field trips is an important responsibility for parents. When you agree to be a chaperone on a field trip, you are agreeing to ensure the safety of your child and other students assigned to you. Supervision responsibilities include staying with children at all times including bathroom breaks. Keep a watchful eye on assigned students at all times. Please keep cell phone use to a minimum, as it is a distraction from supervising students. During the field trip, students are expected to behave as if they are in school. Loud voices, playing with others, climbing, not listening to instructors, and being disrespectful of adults and property are not tolerated. If students are not cooperating or there is an emergency, please talk to the teachers immediately. Level 2 volunteer clearance is required for field trips.

**Note:** The teacher has the final word in all parent/chaperone assignments/instructions for and participation in the field trip and any other matters to the field trip.

### **Grades**

Grades K-5 report cards will reflect O, S, N, or U for Citizenship.

### **Kindergarten and First Grading Scale**

|              |                       |
|--------------|-----------------------|
| A = Always   | O = Outstanding       |
| M = Mostly   | S = Satisfactory      |
| E = Emergent | N = Needs Improvement |
| N = Not Yet  | U = Unsatisfactory    |

### **Grade 2-5 will receive letter grades.**

Grades 2-5 grading is as follows:

|           |            |
|-----------|------------|
| A+ 98-100 | C+ 77-79   |
| A 94-97   | C 74-76    |
| A- 90-93  | C- 70-73   |
| B+ 87-89  | D+ 67-69   |
| B 84-86   | D 64-66    |
| B- 80-83  | D- 60-63   |
|           | F Below 60 |

### **Homework**

Please review Maranatha Christian Schools' website at [www.maranathachristianschools.org](http://www.maranathachristianschools.org) , under the Class Resources tab for specific homework policies.

### **Make-Up Work**

A student will have one school day for each day missed to make up all missed work due to an excused absence. The responsibility for obtaining missed assignments and completing make-up schoolwork, or arranging to take missed tests and/or quizzes rests ultimately with the student. Students who miss schoolwork due to truancy, suspension, or excessive absences will be subject to the policies pertaining to late assignments.

### **Physical Education Program**

Students are involved in weekly sports with emphasis on physical conditioning and group games. All students are required to wear P.E. Uniforms on designated P.E. days. The students will have written tests on occasion, as well as the Annual Presidential Fitness Challenge.

P.E. grades will be based equally on participation, attendance, uniform and instructor's classroom guidelines. There will also be testing, written and oral reports which will be evaluated. The student's citizenship and sportsmanship will also factor into the grades.

Excused absences include medical reasons with a doctor's note or an excused absence from school. Unexcused absences include non-participation without a doctor's note and lack of uniform. Three unexcused absences may result in a failing grade. If a student is present at school but is excused from P.E., they must dress-out in the complete uniform and attend class.

### **Progress Reports**



Progress reports will be distributed to parents at the mid-term of each quarter. Parents may request more frequent progress reports. It shall be the responsibility of the student and parent to inquire about the steps to be taken to correct any deficiencies.

### **Promotion**

In order to progress to the next grade, a student must have a passing average in all subjects for the year and must be recommended to the next grade by the teacher and administration. If a student is to be retained, a conference will be arranged with the parents, teacher and the administration prior to the ending of the school year. If a student is having difficulty with any academic area, additional diagnostic testing may be recommended or required for continued enrollment.

### **Report Cards**

Report cards indicating the student's academic performance during the previous grading period are issued at the end of every nine-week quarter for all grades. Both quarters of the semester are averaged for the semester. All grades become a part of the student's permanent academic record. Scholastic achievements, work habits, and citizenship are also areas of evaluation.

### **Academic Probation**

Students may be placed on academic probation if the student's grade point average (GPA) is below a 2.0 (a "C" average) or if the student receives or an "F" in any subject. Probation does not imply failure, this is simply a warning. Before a child is placed on probation, the teacher will discuss the specific difficulties the student is having with both the student and the parents. A process for growth, support, and accountability will be clearly stated in writing and discussed in a conference with both the student and parent(s). Students who fail to meet the terms of the probationary period may be asked to withdraw from the school. The school administration reserves the right to make all final decisions regarding a student's academic probation.

### **Retention**

It may be the recommendation of the student's teacher that a child repeat a grade level. Being retained does not imply failure, nor is it punishment of any kind. Since it is the goal of every Christian to be completed in the image of Christ, parents play a key role in determining whether or not being held back will be beneficial in attaining that goal. A child may be placed on "contract" if a student is having difficulty and there is a possibility that they may be retained. Children placed on "contract" will be required to attend periodic meetings with teachers, parents and administration present to discuss goals and plans for correction of concerns.

### **Weekly Progress Reports**

If a student is struggling academically, a "Weekly Progress Report" can be obtained from all or some of the teachers. Parents and students may request this report from the teachers but it is the student's responsibility to check with their classroom teacher.

## **AWARDS**

### **Year-End Awards**

Barnabas Award – Given to two students from each class who exemplify outstanding Christian character during the school year. (Acts 4:36; 11:22b – 23)

## **ATTENDANCE POLICIES**

### **Absences**

Regular school attendance is required by law and is necessary for good scholarship. A student's success is directly related to his/her attendance in school. In addition, effective communication between the school and the parents in regards to a student's attendance is vital. Parents are encouraged to schedule their child's necessary appointments outside regular school hours. Any student arriving late or leaving early must be signed in/out through the school office by a parent, guardian or responsible adult designated by the parent.

All absences must be reported to the school office. Absences reported to teachers or staff in lieu of the school attendance office will not be accepted. We highly discourage parents from taking their student out of school for vacation, celebrations, shopping, business appointments, etc. No refund or credit will be given for extended absences due to illness or family vacation. Any absence not specifically excused or described, as an "excused absence" will be considered unexcused. Students with unexcused absences will be allowed to make up missed school work only at the discretion of each teacher.

Excessive Absences - A student who has an excess of 5 absences (excused or unexcused) per semester will receive parent notification. A student's grade can be reduced by 10 per cent (one letter grade) for each increment of 12 absences (unrelated to illness) per semester. A student who has an "unexcused" absence from a class in excess of 11 days per semester may be dismissed from school and may fail the class with no credit earned.

Excused Absences - According to state law, the only legitimate reason for absences are: Verified illness of the student, bereavement, verified dental, medical, or chiropractic appointments (the school may require a doctor's note), students legal or court appearance, pre-arranged absence, and/or a planned and approved mission's trip.

A note dated and signed by a parent explaining the specific reason for the above absence is **required** in order for the student to receive an "excused absence." Students are required to make up all work missed during an excused absence. Parent or students should refer to the MCS website for work assignments as soon as they realize that class will be missed. Extended illnesses will be handled on a case-by-case basis by school administration.

Pre-Arranged Absences - Family vacations that conflict with a student's school attendance should be avoided. Planned absences require a student to obtain and complete the Pre-Arranged Absence Form from the school office. The form must be signed by student, teacher(s), parent and the appropriate principal prior to the planned absence. When completed, the form signifies the school's knowledge of the student's absence. Work assigned during the planned absence will be issued to the student upon return to class; time allowed to make up work will be equal to the number of days missed for the student to receive full credit. However, completion of assignments cannot fully compensate for teacher-directed classroom instruction and guided practice.

**Please be mindful of policies related to Excessive Absences:** A student's grade can be reduced by 10 per cent (one letter

grade) for each increment of 12 absences (unrelated to illness).

Truancy - Truancy is being absent without the knowledge and consent of parents and school officials. A student is truant when he or she stays out of any part of or all of a scheduled class and/or leaves campus without permission. Parents will be notified of all truantries. Truancy is considered an unexcused absence with no opportunity to make up work. All missed assignments and tests will result in a zero. Truancy is a serious offence and will result in disciplinary action.

### **Tardies**

Excused tardies are limited to: family emergency with parent note, automobile breakdowns, traffic accidents, and extreme personal emergencies. It is the parent's responsibility to ensure that the student arrives to their first class of the day on time. Students who are late to school must report to the school office first and receive a "Tardy Slip" for admission to class. A student is considered tardy to class when they are not in their seat when the bell rings. Teachers are not expected to make accommodation for students arriving late to class in regard to assignments due, tests, quizzes, projects, or other work in progress. The school administration reserves the right to determine the classification of the tardy.

Sanctions for unexcused tardies per class each semester are as follows:

First three unexcused tardies **per class** result in a verbal warning from the teacher to the student.

The fourth unexcused tardy will result in a BEN and a detention for the student.

The fifth unexcused tardy will result in a BEN and a detention for the student.

The sixth unexcused tardy will result in a BEN, requiring the parent to schedule a conference with the Administration. The seventh unexcused tardy will result in a one day suspension.

The eighth unexcused tardy will result in a two day suspension.

Unexcused tardies beyond the eighth occurrence may result in expulsion.

## **CONDUCT STANDARDS**

### **Student Policy and Procedure**

The Bible exhorts us to discipline our children because of our love for them. This philosophy should be a hallmark of Christian education. One of the most important lessons that students can learn is the proper response to and respect of authority. We recognize that in "equipping students to fulfill God's purposes in their daily lives," will include the opportunity to discipline students.

The purpose of discipline is to train/teach students according to God's Word and is intended to bring about corrected behavior, or what the Bible calls the "fruits of righteousness." Discipline is instruction that molds, shapes, corrects, and inspires appropriate behavior. It is one of the tools God uses to help develop Christ-likeness. It is therefore, our desire to maintain loving, yet firm disciplinary procedures that will encourage growth. Proverbs 13:24, 22:6; John 8:11, Hebrews 12:5, 9, 11; I Tim 4:12, and Gal 6:1.

Therefore, students enrolled at MCS, are expected to conduct themselves in such a way as to show at all times they understand and accept the school policies and rules that regulate student behavior. We endeavor to provide a safe, orderly and nurturing environment that honors our Lord Jesus Christ. This environment is conducive to learning and growth for each student and teaches them personal responsibility for their choices/decisions. Students accepted to MCS have agreed to forego specific behavior and attitudes identified fundamentally against the culture of the school and a relationship in Christ. Students accepted to MCS have agreed that while attending MCS they will endeavor to follow the principle of honoring Christ in actions and attitude. Those students choosing behaviors and actions contrary to the school culture are telling us by their actions they are no longer desirous of attending MCS.

The school administration reserves the right to handle unique individual situations that might not be described in the Parent/Student Handbook in a manner that it deems appropriate. MCS reserves the right at any time to dismiss a student from school who disrupts the tranquility of the school culture. Attendance at MCS is a privilege not a right. All disciplinary decisions are made prayerfully and the school administration reserves the right to make all final decisions regarding discipline.

The following are the guidelines for addressing day-to-day classroom situations, general violation of school policies, and major problems. Teachers are responsible for communicating and enforcing all classroom rules as well as MCS handbook rules and policies to students. Teachers will address all classroom infractions as well as minor infractions pertaining to the guidelines of discipline set forth by school policy. Habitual behavior problems require parental involvement. Students referred to the office for behavior offenses are subject to one or more of the following disciplinary options: 1. Parent notification (via parent communication form, telephone call, e-mail or Referral), 2. Student detention 3. Parent and student conference with administrator to develop a plan for changing the student's behavior 4. Student suspension and/or student expulsion

### **Major Infractions – Office Referral**

Major infractions include but are not limited to:

|   |   |
|---|---|
| Excessive classroom disruption  | Any illegal activity                          |
| Defiance of Authority   | Stealing/Theft, possession of stolen property |
| Destruction of Property/Vandalism/Graffiti/Pranks   | Venturing outside of approved areas           |
| Fighting, physical harassment/threats   | Leaving campus without permission             |
| Sexual misconduct   |   |
| Obscene Act/Profane/Vulgar Language   |   |
| Committing any of the infractions listed above may result in immediate suspension or expulsion. |   |

### **Zero Tolerance**

Under no circumstances are illegal drugs, alcohol, tobacco or weapons of any kind allowed on campus during any school activity. MCS agrees with the California education code of zero tolerance for the first offense. Offenders will be dealt with in a harsh manner including possible dismissal and criminal action. Maranatha Christian Schools will cooperate fully with law enforcement agencies in the enforcement of the law

and reserves the right to conduct random searches to ensure the safety of our campus and protection of our students.

### **Reconciliation Process**

The entire Bible is about reconciliation. The administration reserves the right to evaluate situations regarding student issues on a case by case basis. It is our goal that through this disciplinary process the student will grow and become more Christ-like through this restorative process.

## **BASIC DISCIPLINARY PROCEDURES**

### **Verbal Warning**

A teacher or school official will talk to a student(s) regarding a particular problem.

### **Parent Communication / E-mail**

A behavior event notice will be sent home via e-mail to inform the parent/guardian of the problem.

### **Detention**

Detention is designed to correct "minor" behavior violations. Parents will be notified via a behavior event notice (BEN) of a student who has been issued a detention. Detention at the elementary level may consist of restriction from break time activities and play, lunch time recess, and/or other special class activities.

### **Parent Conference**

A parent conference will be scheduled for the parent, student, and teacher and may include an administrator to resolve the matter.

### **Behavioral Probation**

MCS does not tolerate students who disrupt the school's academic program. Any student can be placed on behavioral probation for habitual misconduct or anytime that is deemed necessary in the best interest of the student and school.

The school administration will determine the length of the probationary period. A plan for improvement in the student's behavior will be developed at a parent/student conference with a school administrator.

Behavioral probation may last for 30, 60, or 90 calendar days. The student and his/her parent must meet with the principal and agree to the conditions of probation before returning to school. Any violation of school rules during the period of probation that warrant suspension will automatically result in a review of the status of the terms of probation and may result in expulsion. A progress report will be issued following the initial conference and during each calendar period that the student is on probation.

If desired improvement is not apparent throughout the probationary period the student may receive more severe disciplinary action, such as suspension or expulsion from the school.

Any additional incident involving a student who has already been on the behavioral probation contract or behavior probation (including the preceding school year) that requires intervention by a school administrator may result in the student's suspension or expulsion from the school.

### **Suspension**

Suspension is the removal of a student from participation in the normal course of school activities. MCS considers suspension to be a serious disciplinary action, which is imposed only when other means of correction fail to bring about responsible behavior or when the student commits a major infraction that requires discipline measures beyond routine procedures.

Suspensions may be out of school or in-school usually for a period of one to five school days. The school principal will determine the location and length of the suspension based upon the severity and frequency of the problem. All assigned work during the time of suspension must be completed in a timely manner and given to the teacher. Students handing in assignments after the due date should anticipate receiving a lower (less than full credit) grade, including a zero grade, as determined by the teacher. The student is not allowed to participate in any school activities (before and after) throughout the duration of the suspension. A student who is suspended may be placed on behavioral probation.

### **Dismissal**

Dismissal represents the most extreme form of disciplinary action. Dismissal will occur when it becomes apparent that a student is not able to meet the requirements of the school or the student's behavior is preventing classroom instruction. Dismissal is at the discretion of the Discipline Review Committee which consists of the Superintendent and the divisional Principals, the Vice Principal and / or Academic Advisor, and any other members that the Superintendent deems appropriate. The Discipline Review Committee interviews the student / family faced with serious discipline issues and determines whether or not the student will remain in school. Depending on the severity of the misconduct, a student may be dismissed from school whether or not there has been any prior misconduct of record. Dismissal is the final disciplinary action taken by the school for that school year.

A student who has been dismissed from Maranatha Christian Schools may reapply for the following academic year provided the student has successfully completed a semester of work in an approved program, complied with all conditions established by the Discipline Review Committee at the time of expulsion, met all standard requirements for admission, and receives unanimous approval by the Discipline Review Committee.

### **State-Mandated Harassment Policy**

In order to be in full compliance of state law, MCS must distribute the following Student Sexual Harassment policies to each family enrolled. MCS is committed to providing an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, bullying, both verbal and electronic harassment, including sexual harassment. This policy prohibits harassment/bullying, including verbal, non-verbal and physical harassment. MCS believes that students have the right to learn in an atmosphere, which is most conducive to the achievement of their fullest potential. As such, guidelines have been established to help students discern when the line between playful interaction and disrespectful behavior has been crossed.

A student who feels they have been harassed should immediately contact a school employee or administrator. Students who observe harassing conduct are encouraged to report the matter to a school employee or administrator promptly. All complaints will be investigated promptly and appropriate corrective action will be taken. Every effort will be made to protect the privacy of the parties involved in any complaint. However, MCS reserves the right to fully and completely investigate every complaint, and to notify the student's parent/guardian

and appropriate law enforcement agencies as the circumstances warrant.

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint.

### **Problem Solving Procedures**

MCS desires to handle all concerns in a Biblical manner, through the principles of Matthew 18:15-17 and Philippians 2:14. Please help us handle concerns effectively and in a Christian manner by following these scriptural guidelines. We want to satisfactorily handle each problem, and we realize this can only happen through proper communication and support. When we follow these procedures, it effectively builds positive relationships and communication. In the event of a concern, problem or misunderstanding, here is the step by step procedure to follow:

All concerns should go directly to the Teacher, Coach or Staff member involved. If the situation persists, approach that individual a second time; sometimes issues and concerns need clarification and time. If attempts to resolve the issue with the appropriate personnel are unsuccessful, contact the respective department head, Vice-Principal, or Principal to schedule a meeting with all parties involved. The Principals bare responsibility for resolving conflicts that occur within their divisions. A meeting may be scheduled with the Superintendent only after the Principals have been given an opportunity to address the concerns. If the Superintendent is unable to resolve the situation, the concerns may be submitted to the School Board in a letter specifically stating the issues and the individuals involved. The School Board, at the next regularly scheduled meeting, will consider the written correspondence and a response will be given accordingly.

### **DRESS STANDARDS**

#### **Dress Code**

Maranatha Christian Schools desires to create an educational environment that honors God and enhances learning. We base our dress code upon the following principles:

**Modest and Clean** (Romans 12:1; I Timothy 2:9); **Pleasing the Lord** (I Corinthians 6:20, 10:31 and 14:26b)

**Boys** – Modesty is defined for boys as wearing pants that are at the waistline and are secured to the waist so as to prevent underwear from being exposed.

**Girls** – Modesty is defined for girls as wearing clothing so as not to reveal the upper torso, cleavage, or under garments in either a standing or sitting position. It also includes no form fitting, sheer or tightly fitted clothing in the chest or hip areas.

All uniforms must be purchased from Sue Mills or Lands End. Parents are expected to ensure their child complies with the dress code.

#### **P.E. Uniform**

A physical education uniform will be required for all boys and girls enrolled in the P.E. program. P.E. uniforms may be purchased from the front office. Sport uniforms are not allowed instead of P.E. uniforms.

#### **Specific Requirements for Boys:**

In Timothy 4:12 we read, "Let no one despise or think less of you because of your youth, but be an example (pattern) for believers, in speech, in conduct, in love, in faith and in purity."

In consideration of this Biblical standard, the appropriate attire for boys while on school campus or while participating in MCS sanctioned events is as follows:

Approved school uniform is to be worn as intended by the manufacturer.

All clothes must fit properly. Pants must be worn at the waist. Cannot be altered to change the style. If worn with a belt, it must be plain black without ornamentation.

Frayed, dirty or ripped uniforms are not acceptable.

Shirts may be worn either in or out. Stomach and back must be covered at all times.

Only plain navy, gray, or plain white T-shirts may be worn under the uniform. All students may wear long sleeve, solid colored navy blue, gray, or white undershirts under their standard uniform shirts. Shirts may not have any kind of markings, designs, writing, lettering, etc. visible, or on the sleeves. The term "undershirt" is not to be construed as meaning sweatshirts, or other forms of shirts being worn "under" the standard uniform shirts or clothing.

Hair should be neat and clean, natural in color and kept off the face. No extreme hairstyles (Administration's discretion).

Hats may be worn outside.

Shoes must be worn at all times. The following are restricted: flip-flops, open-toed sandals, shoes with wheels, boots, and shoes with no back. (i.e.: no clogs or mules).

Socks must be solid navy, black, gray, white or

tan. No earrings allowed.

No tattoos; temporary or permanent.

Any outerwear and school polo's worn must be Maranatha issued with school logo. Jewelry and accessories must be modest (not gaudy).

#### **Specific Requirements for Girls:**

In consideration of the above stated Biblical standard, the appropriate school attire for girls while on school campus or while participating in MCS sanctioned events is as follows:

Approved school uniform is to be worn as intended by the manufacturer.

All clothes must fit properly. Pants and skirts must be worn at the waist, and cannot be altered to change style. Frayed, dirty or ripped uniforms are not acceptable.

Shirts may be worn either in or out. Stomach and back must be covered at all times.

Only plain navy or plain white T-shirts may be worn under the uniform. All students may wear long sleeve, solid colored navy blue, or white undershirts under their standard uniform shirts. Shirts may not have any kind of markings, designs, writing, lettering, etc. visible, or on the sleeves. The term "undershirt" is not to be construed as meaning sweatshirts, other forms of shirts being worn "under" the

standard uniform shirts or clothing.

Dresses, tops and blouses are required to cover the top of the shoulders and midriff.

Length of dresses, skirts and shorts must not be higher than 3 inches above the middle of the knee.

Failure to comply with the standard set forth in this section may result in the loss of this uniform option.

Hair should be neat and clean and natural in color. No extreme hairstyles (Administration's discretion).

Hats may only be worn outside.

Shoes must be worn at all times. The following are restricted: flip-flops, open-toed sandals, shoes with wheels, boots, and shoes with no back. (i.e.: no clogs or mules).

Socks, tights, or leggings must be solid navy, black, gray, white or tan. Modest earrings acceptable. No other body piercing allowed.

No tattoos; temporary or permanent.

Any outerwear and school polo's worn must be Maranatha issued with school

logo. Jewelry and accessories must be modest (not gaudy).

Students who are not dressed in compliance with the uniform and dress code will be removed from class and/or school activities and parents will be contacted and asked to provide a change of clothes. Students will be allowed to return to school functions once they are dressed in conformance with the provisions of this dress code. Any dress code reference not mentioned above will be left to the Principal's discretion.

### **Spirit Days and Dress-Up Days**

All dress code standards regarding the principles of modesty apply on spirit days and dress-up days. Students choosing not to participate must wear the school uniform.

Costume – Theme Days – All students are invited to wear clothing appropriate to a specific costume theme as determined and published by the ASB.

Casual Dress Days – These days will be announced by the principal throughout the school year. On these casual-dress days clothing must be neat, clean and modest.

If a student or parent is not sure about any aspect of the dress code or any article of clothing, they are advised to ask the principal directly for clarification before the student chooses to wear the item to school. The administration is the final authority on all questionable cases.

### **Dress Code Violations**

Students will not remain in class when found to be in violation of the dress code. Students will be sent directly to administration and will return to class after they are dressed according to the dress code. Parents will be notified and asked to bring the appropriate dress attire to school.

First Offense

- Warning
- Documentation through a behavior event notice

Second Offense

- Phone call home by Administration
- Documentation through a behavior event notice

## **STUDENT HEALTH AND SAFETY**

### **Bicycles, Skateboards and Rollerblades**

Bicycles are not to be ridden on campus. Students are to walk bicycles at all times while on the school grounds. Bicycles are to be parked and locked only in designated area. Students are not allowed to go to the bicycle parking area during school hours without permission. The school is neither liable nor responsible for damage to or loss of bicycles. Students riding bicycles on the school grounds or otherwise violating the bicycle rules may lose their privilege to park a bicycle at school. Skateboards, roller blades, scooters, razors or other similar equipment are not permitted on school property at any time.

### **Closed Campus Policy**

Maranatha Christian Schools operates under a closed campus policy. No student will be allowed to leave the campus during school hours without written permission from the parent/guardian and the school administration. Parents are required to sign "out" their child in the school office whenever the student leaves the school grounds. Upon the student's return to the school campus, parents are required to sign "in" their child in the school office.

### **Communicable Disease**

When a student is found to have a disease, which is considered to be communicable, he/she will need a written consent from a physician or the County Health Department before returning to school. Please notify the school if your child has a communicable disease such as measles, mumps, chicken pox, head lice, etc. This is an important step in the control of the disease. Children recovering from communicable diseases must be readmitted to school with a release from the physician and must be cleared by the nurse before re-entering the classroom. Students who are sent home with head lice will not be readmitted to the class until they are checked by the school nurse. Parents should be alert to health office notifications periodically distributed by the school nurse.

### **Disaster / Emergency Preparedness**

MCS recognizes its legal and moral responsibility to provide for the safety of its students and staff, especially in disaster situations. The school is also aware of its role to work cooperatively with other community agencies to prepare for and effectively deal with a disaster situation in our community. Consequently, it is the intent of the school to assure the optimum safety and welfare of the students and staff. We have developed an effective disaster / emergency preparedness plan and provided the appropriate instruction and practice to carry out that plan.

We provide opportunities throughout the school year to practice these plans to make people and student body aware of how to act and react before, during and after the occurrence of a major situation. Copies of the Emergency Plan are located in the school office and classrooms.

### **Parking Lot Procedures**

Each of us has an obligation to drive safely, courteously and carefully at all times while on Maranatha Christian School property. For everyone's well-being and safety, please follow the directions of our parking lot personnel while driving or walking in the parking lot areas. Please read and follow these parking lot procedures for Drop-off and Pick-up of your student(s):

Pedestrian traffic should remain in the yellow crosswalks to ensure their safety.

### **MORNING DROP-OFF PROCEDURE**

1. Morning drop-off traffic flow begins when turning onto Maranatha Drive, Northbound.
2. Single file traffic moves along Maranatha Drive to the North parking lot entrance.
3. Once you have turned into the parking lot, there are two options.
  - a. **Option a): TURN LEFT FOR PARKING:** Once you have parked your vehicle, elementary students must be accompanied by a parent or a guardian to the drop-off point located at the school front gate.  
To maintain safety and order, remain in the yellow crosswalks.
  - b. **Option b): TURN RIGHT FOR DROP-OFF:** Once you turn right, stay in the drive through lane. This end of the parking lot is designated for staff parking only. The flow of traffic moves through the parking lot to the designated drop-off zone. Always follow the direction of the MCS Attendants.  
  
The drop off zone is located along the Red Fire curb in front of the courtyard. It is a designated area in which cars must come to a complete stop to off load students safely.  
  
Once stopped in the drop off zone, students may exit your vehicle and walk directly onto the school campus. **Please do not park or drop off your student anywhere before you enter the drop off zone. Once again, follow the directions from the MCS Attendants.**

### **AFTERNOON PICK-UP PROCEDURE**

1. When picking up Elementary and Kindergarten students, park your vehicle in a designated parking space, walk to the court yard pick-up area, then back to your car with your student. On-duty teachers will sign out students as they leave with their designated guardian or parent.
2. Once you have picked up your student, they are under your supervision. They are not allowed to run around, play games, throw or kick balls, etc. during this time. Students are not allowed to wander around the campus or the parking lot. Please be considerate of others and the school property.
3. Junior High and Senior High students are allowed to leave the courtyard pick up area and walk out to waiting vehicles once you have parked in a designated parking space.
4. **Do not stop, park, or pick up students at any time along the RED FIRE CURB or in the parking lot drive-through lanes for Afternoon Pick-up. Also do not park in handicap parking spaces at any time unless you have a Handicap Sticker or placard.**
5. If a student has stayed after school for sports practice, After School Care Programs or tutoring, please follow all parking lot procedures for Afternoon Pick-up.

**NOTE**—Students will not be allowed to walk to cars waiting in the parking lot without a parent picking them up at the pick-up area from our staff member.

### **Health Office**

A registered nurse staffs the MCS health office. The school nurse renders immediate first-aid to injured or ill students during the school day. The nurse evaluates students who are ill before they are released from school to go home. Students are only released to parents or other persons specifically designated on the school emergency form. Students who appear ill should not be sent to school. If a child has had a fever (100.4 orally), they should be kept home for at least 24 hours after the temperature has returned to normal without the use of fever-reducing medicine. Your child will be sent home from school if they have a fever and/or has vomited while at school. In the event that it becomes necessary for you to retrieve your child from school, it is important that it is done in a timely fashion.

It is the policy of the State of California that the administering of medicine to students during school hours is discouraged unless absolutely necessary for the critical health of the student. Medications to students will only be administered with written permission from parent(s) or guardian(s). Prescription medications will only be issued as directed by a physician's note. All prescription medications must be brought to the school nurse's office in the original container clearly identified with the student's name, prescribing physician's name and administering instructions. At the end of year, parents should pick up any unused medications from the nurse's office. Any medication left in the nurse's office after the last day of school will properly be disposed of June 30th.

In the event of an accident or serious injury (requiring attention beyond basic First-Aid) MCS will call emergency medical personnel (911). Any cost for emergency medical care will first be billed to the family's personal medical or accident insurance.

### **P.E./Restriction of Physical Activities**

A note from a parent is required if a student is to be excused from P.E. for 1-2 days. A physician's note is required if a student needs to be excused from PE more than 2 days.

### **Transportation for School Activities**

**All parents wishing to drive students must have submitted and received clearance as a Level II Volunteer.** In addition, a copy of your driver's license and proof of insurance that meets the minimum California state insurance requirements must be filed with school office before transporting any MCS student.

MCS provides bus transportation for all school field trips. Students attending field trips are required to ride the bus, unless special arrangements and permission is given by the school principal. Parents desiring to attend a school field trip may ride on the bus as space permits.

Volunteer parent drivers normally provide transportation for all other events (athletic, ACSI-related activities, etc.)

## STUDENT LIFE

### Additional Services Offered

#### Before School Care (BSC)

Available to students of MCS only. Kindergarten through 5<sup>th</sup> grade. Hours: 7-8:15am.  
Cost: No charge  
Breakfast will not be provided.

#### After School Care on Half Days

Hours: 12:00pm to 6:00pm.  
Lunch is not provided.  
Check with the school office for information and current pricing.

### After School Care Program

Our After School Care Program (ASCP) is a service offered for our working parents who may not be able to pick their students up at regular dismissal times. Time in the ASCP is divided into enrichment activities, play time and homework time. All Elementary students who have not been picked up by 3:00pm are signed in to the ASCP by their respective teachers. Junior High students are dismissed from school at 3:00p.m. and are expected to leave school property on their own. They may be picked up by a parent at the curb, walk or ride their bike home. By 3:15p.m. All Junior High students who are still on school property **MUST** sign in to the ASCP. **There are no exceptions to this policy.** Because of staggered practice times for some sports teams, students waiting to start practice are also required to report to ASCP (Homework-Club) at no charge. These students are released to their respective coaches at the appropriate time. Students who are signed in to the ASCP who are not pre-registered are considered "Drop-Ins". Please see school office for ASCP and "Drop-In" fees.

Attention: MCS provides the ASCP to promote peace of mind for parents who need this service. Junior High Students who leave school property once school is dismissal, **with or without their parent's knowledge or permission** are their parent's responsibility and leave the campus at their own risk.

#### Drop-In After School Care Program

Hours: 3:00 – 6:00 p.m.  
All students who have not been picked up within 15 minutes of their class' scheduled dismissal will be automatically signed into ASCP. Parent/Guardian must pick up their child.  
Please see school office for fees.

### Announcements/Advertisements/Signs/Banners

All posters, bulletins, signs, banners, or other items of information posted on our campus must be approved by a faculty advisor or principal before posting. Advertisements about events not relating to our school will not generally be approved by the Principal for posting. Spirit posters and campaign materials may be posted on railings and fences by string or other approved materials. Advertisements cannot be posted on any buildings (including the gym or any stucco buildings), doors, or on trees.

### Back to School Night

In September, the school hosts this important evening designed for parents to come to school and meet the teachers. At that time, the teachers explain their classroom policies and plans. This event is intended for parents only. No childcare is provided.

### Carpool Information

Carpool information is available in the school office. You may submit your name to be added to the carpool list and also ask to look through the list to locate other students in your area with who rides may be shared. It is your responsibility to make your own contact with carpool volunteers.

### Chapel

MCS has a weekly chapel service that is scheduled on Wednesday mornings. Chapel is designed to provide a variety of spiritual experiences for the student. Chapel attendance is required. Parents are welcome to attend with their student but must sign in as a visitor through the front office.

### Child Abuse Reporting

The state of California requires childcare providers and teachers to report any suspected incident of possible child abuse or neglect. We are legally obligated to comply with these guidelines.

### Communication

Healthy relationships are maintained through good communication. Parents are expected to read these materials in their entirety in order to remain apprised of developments at the school. The school cannot be held responsible for the inconvenience caused (to the parents) when properly published information goes unnoticed. MCS strives to keep communication lines open in all areas by using the following methods:

### E-mail

This is another way to receive information and provide input or ask questions. MCS realizes the importance of constant parent/school communication. It is our desire to keep parents informed of all situations concerning students. This includes concerns as well as praises! All of the above listed forms of communication are used to keep parents informed. The PC form will address academic performance, behavior and grade point average. Students will be responsible for monitoring their progress and communicating the same to their parents.

### Weekly Newsletters

The Eagle Express, our weekly newsletter, shares current events or news that is taking place. This newsletter is available by e-mail, hard copy, and is posted on our website. Parents are expected to read these materials in their entirety in order to remain apprised of developments at the school. The school cannot be held responsible for the inconvenience cause (to the parents) when properly published information goes unnoticed.

### Parent Teacher Conferences/Evaluations

Student evaluation is an on-going process by both parents and teachers. It is essential for parents to be closely involved with the evaluation process through regular communication during the school year. There are two scheduled parent conferences each year. It is best if both parents can attend these important conferences. Should parents be unable to attend the conference appointment, it may be rescheduled on another day at the teacher's convenience. Supplemental appointments can be made with your child's teacher at any mutually convenient time you feel it would be helpful. Appointments can be made by email or directly with the teacher. It is our belief that parents who take the primary responsibility for their families will see their children blessed in all aspects of their lives.

*"Be thou diligent to know the state of thy flocks, and look well to thy herds." Proverbs 27:23*

### Parent Alert

Parent Alert allows school officials, faculty or staff members to send alerts as needed for any incident or other important information ranging from in-school emergencies to school closings, cancellations or schedule changes. Contact may be made via text messages, phone calls, and/or emails.

### **Electronic Devices**

Cell phones and other forms of telecommunications may not be used on the school campus during the school day. All cell phones must be kept in the student's backpack. All electronic devices such i-pods, video cameras, games, or any other non-instructional devices will be confiscated, given to the Vice Principal, and will only be released to the parent. Technological advances allow for cell phones to be used for many purposes. It is our intent that elementary students can use their cell phones for the purpose of making phone calls only prior to and after school. All other cell phone use is prohibited.

### **Food and Drinks**

Students are not allowed to bring food and drinks inside the school buildings, except for rainy day schedule when students eat lunch inside their classrooms.

### **Fundraising by Student Organizations**

Any class, club or other school-related groups (athletics, fine arts, ASB, etc) involved with fund raising must clear its project through the Principal, who will gain final approval from the Director of Development and the Superintendent.

### **General Concerns, Ideas, and Suggestions**

Concerns, ideas or suggestions that involve the whole school or a particular department can be given to the department leader or complete a suggestion form and return it to the "Solution Box" in the main hallway. Please provide your name so we can adequately address the concern and follow up with you. Anonymous letters will be disregarded.

### **Library Policy**

Library is open Monday – Friday from 8:30 a.m. to 3:30 p.m.

All elementary classes will be scheduled to visit the library once a week.

Returns may be placed on the book cart outside the library door. Younger grades may also have a container in their classrooms marked "Library Book Returns."

The due date will be printed on the library receipt. Students are responsible to know when their books are due. All library books are to be returned to the library before the student's scheduled library time.

Materials may be renewed twice.

Students will not be allowed to check out books until previous books are returned. Excessive overdue books may result in loss of check-out privileges.

Lost or damaged items need to be replaced with the same or similar item. Please bring replacement item to the library to settle your account.

Student privileges will be suspended if the student has any outstanding books. Privileges will be reinstated upon account resolution. Report cards and progress reports will be held until overdue books are returned or replaced.

Students may not check out resource material (i.e. encyclopedias, cassette tapes, videos, etc.)

Eating, drinking, visiting and socializing are prohibited in the library. Time spent in the library should be quiet, reading time, or checking out books. Access to the library may be limited or withheld at the librarian's discretion to any student whose behavior is unacceptable while visiting the library.

Book Donations – Families are invited to donate quality used books to the library. No text books please.

### **Gum**

Chewing gum is not allowed at any time on the school campus.

### **Lockers and Desks**

All desks and lockers are the property of MCS. Students will be responsible for their proper care as with all supplies, books, furniture, facilities



and equipment. The cost of repairing school property that has been carelessly or deliberately destroyed by a student will be the sole responsibility of the student and parents. Security of personal property is the individual responsibility of each student therefore large sums of money and other valuables should not be brought to school. Students will not place personally owned locks on lockers and the school maintains the right to search lockers at any time.

### **Lost and Found**

Students who find lost articles should take the article to the lost and found location where it can be identified and claimed by its rightful owner. Items not claimed by end of each quarter will be donated to a charitable organization. MCS uniform clothing will be cleaned and sold as used uniform clothing.

### **Messages to Students in the Classroom**

The office will not deliver non-emergency messages or allow unexpected classroom visits to students during instructional time. These are distracting and disruptive to the learning environment. Class will only be interrupted during instruction time for emergencies. Please do not call your child's cell phone during the school day.

### **Personal Belongings**

Items not permitted at school include, weapons, knives, gum, squirt guns, or other sharp objects, I-Pods, video games, PDA's, Game boys, toys, skateboards, radios and any other personal items not requested for classroom use by the teacher. Administration reserves the right to determine if items are considered inappropriate. All inappropriate items will be confiscated. These items will be held in the office for parents to pick up after school. Only parents will be allowed to pick up confiscated items. Repeat offenders will be subject to disciplinary action.

### **Parent Action Committee (PAC)**

The purpose of PAC is to establish a working relationship with parents that unite the spiritual and educational aims of the school with the home.

To foster deeper relationships with MCS parents

To become a volunteer force behind school events, activities, and fundraising Help

communicate important school information throughout the year

Most of all, to glorify God in the process

### **Respect and Addressing School Staff**

Students should be prepared to follow directions given by any of the school staff. Students will show respect by addressing all adults on campus by appropriate titles, such as Pastor, Mr., Mrs., or Miss, prior to the staff's last name.

### **Room Mothers**

Every elementary classroom teacher will need the help of a Room Mother who is willing to help organize classroom parties and various classroom needs. If you are interested in helping your child's teacher, please communicate directly with the teacher. Room Mothers must set excellent examples of modest dress and Christian character when working at the school.

### **Snacks and Lunches**

Proper nutrition and dietary habits are essential for a youngster's growth and learning. During each school day a time is set aside for eating a snack and lunch. We ask parents to provide nutritious foods in non-breakable containers labeled with the child's name. We strongly discourage parents from sending soda and other drinks or food with a high sugar and/or caffeine content. All foods should be ready-to-eat without requiring refrigeration or cooking to be consumed. Hot lunch will be made available on a monthly ordered basis. Please note, MCS is not responsible to provide a snack or lunch for students who report to school without food.

### **Student Drop-Off and Pick-Up Policies**

For the safety of the students, no student may be left unattended on school grounds prior to 7:00 a.m. regardless of grade level. All students must be picked up no more than 15 minutes after their classes scheduled dismissal time. (Please refer to the MCS school and office hours). Any student on campus after the required pick up time will be taken to the after school care program. Parents will be billed according to the after school care policy.

### **Students in Classrooms without Staff**

Students are not permitted inside school buildings/classrooms/strength and conditioning rooms when there is no MCS Staff present.

### **Telephone Use**

Telephones in the school office are for the use of the staff of Maranatha Christian Schools only. **Students will not be permitted to use office phones to contact parents in the event of forgotten books, homework, field trip passes, or lunches.** Students will only be permitted to make emergency calls. If you need to get a message to your child during the school day, please call the office and the message will be delivered to your child. If you wish to get in touch with your child's teacher, please call the office and leave a message. The teacher will return your call at their earliest convenience.

### **Student Technology Use Policy**

MCS is committed to providing students with opportunities to develop and use technology skills that are essential for learning, working and living. Therefore, it is our goal to educate students about efficient, ethical and appropriate use of those resources. All technologies are used to meet curriculum objectives such as the ability to access resources for reference and research; reference up-to date primary sources; conduct searches and evaluate resources, consult with experts in a variety of fields, communicate with students from other schools on situations or areas of interest.

It is important that students understand the privileges and responsibilities of using the Internet and MCS computer networks and resources. Internet is a privilege, not a right. All users and parent/guardian will be required to read and sign an agreement, which will provides detailed information on acceptable and unacceptable use of the Internet and network. Our school applies and adheres to our Code of Ethics and the biblical principle of Philippians 4:8.

The student is held responsible for his/her actions whenever using the schools computers or Internet. Inappropriate uses of the network will

result in the suspension of these privileges. The following examples of unacceptable use are not exhaustive:

Conduct any activity that is prohibited by law.

Access sites that the school would deem inappropriate (pornographic, unlawful, obscene or otherwise objectionable material). Use the service to interfere, disrupt and or modify the performance of our system, equipment and services.

Violate copyright or other intellectual property rights.

Illegally store, use distribute or copy software.

Transmit threatening, obscene or offensive materials.

Send or receive email, send or respond to an instant message (IM), or enter a chat room at any time while using school computers.

Downloading viruses or attempting to circumvent virus protection programs.

Posting personal information about yourself or others. This includes information such as home address, telephone number, financial information, etc.

Load, attempt to load or use any unauthorized discs, programs or files.

Students are not permitted to use staff computers.

Consequences:

Failure to abide by the above school policy regarding computer usage will result in disciplinary action which includes, but is not limited to, an immediate referral to the principal, loss or limited use of school computers, suspension, expulsion and possible financial restitution.

### **Textbooks/Materials/Facilities/School Property**

The materials and facilities at Maranatha Christian Schools are dedicated to God and His service. Each individual is responsible for what he or she is issued. The child's family must pay for any misuse of the school's buildings, equipment, and lost/damaged books or materials. Textbooks are loaned to all students and must be treated with care. Students are required to cover hardbound textbooks. Students will be financially responsible for replacement of any books that are lost, stolen or returned in unusable condition. If a non-returning student leaves MCS with a balance on his/her account a letter of debt will be sent to the new school when their file is requested.

### **Volunteer Opportunities**

It is the goal of Maranatha Christian Schools to have parents greatly involved with their child's education. Prior to the start of school in September, parents are given the opportunity to sign up to assist in their child's classroom and with the organization of school functions. All volunteers must submit a volunteer application and receive clearance for either Level I or Level II volunteering. Details may be found in our Volunteer Application online.

All volunteers who would like participate in any MCS overnight activity, any off campus activities, transporting students to sporting events, extended-stay school field trips; these volunteers will be required to have a background check clearance through Live Scan. Maranatha Christian cannot accept background checks completed from other organizations. The cost will be paid by the volunteer.

### **Yearbook Guidelines**

A yearbook is such a wonderful, life-long keepsake of memories and blessings. The tradition of "signing yearbooks" is an important part of this. We encourage MCS students to make permanent comments that are true, pure, right, holy, friendly, and proper following the Philippians 4:8 guidelines:

*"Finally, brethren, whatever things are true, whatever things are noble, whatever things are just, whatever things are pure, whatever things are lovely, whatever things are of good report, if there is any virtue and if there is anything praiseworthy – meditate on these things."*

Parents - Please monitor your child's yearbook. It is not wise for this to be "private" and unavailable to you.

Students - In taking this yearbook I agree to uphold the Philippians 4:8 guidelines. I understand that if I choose to write in anyone's yearbook, I am responsible to follow these standards. I understand that inappropriate language will not be tolerated, and may result in suspension, loss of my yearbook, and/or replacing another's yearbook.

**Parent/Student Handbook Agreement**

Maranatha Christian Schools believes the Bible is the infallible, divine Word of God. For this reason, we rely on scripture as the basis of the Standards of Conduct adopted at our school (Matt. 22:37-39; Rom. 13:8-10; Gal. 5:14; I Peter 2:17; I Cor. 9:27).

Our responsibility as a school is to provide an environment that affords all young people the spiritual awareness, growth and development necessary to become mature Christians. The standards in this handbook are seen as a necessary part of achieving and maintaining this goal and therefore must be adhered to by each member of our student body.

In order to best promote the scholastic and spiritual development of all our students, the principles set forth are required by each student. Each year, every student enrolled at Maranatha Elementary School as well as her/her parent(s) is required to review and read together read the Parent/Student Handbook. This handbook outlines the standards and policies of the school. This Handbook Pledge must be signed by both parents and returned to the school office by the end of the first full week of school. No student will be permitted to continue her or her attendance at MCS without returning this completed form.

- I have read, understood, and agree to the guidelines contained in Maranatha Christian Schools Handbook.

Both Parent(s)/Guardian(s) and Student must sign

Father Signature \_\_\_\_\_

Date \_\_\_\_\_

Mother Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Name \_\_\_\_\_

Date \_\_\_\_\_

Please Print