MARANATHA CHRISTIAN SCHOOLS

PARENT STUDENT HANDBOOK

Elementary School 2026-2027

A Ministry of Maranatha Chapel

Est. 1991

www.maranathachristianschools.org

WELCOME
MESSAGE

Welcome to Maranatha Christian School's Elementary School. We are genuinely thankful for the privilege and opportunity to participate in educating your children along with caring for their spiritual needs. We have established a rigorous college preparatory program that meets the academic needs of your child, while providing a diverse range of courses in the arts along with interscholastic opportunities. 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 above all others.

We trust this school year will be very rewarding both academically and spiritually for you and your child(ren). We invite you to pray for our students and the school staff as we work together with you to equip young men and women for service to our Lord Jesus Christ and the communities where they reside.

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

We believe worship is Spiritual. Therefore: we remain flexible and yielded to the leading of the Holy Spirit to direct our school.

We believe worship of God should be inspirational. Therefore: music is an integral part of our spiritual development.

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 as evidence that we have truly been worshiping Him.

As a church sponsored school, we neither support nor do we oppose other denominations. We do not agree with the overemphasis of the doctrinal differences that lead 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.

MCS MISSION STATEMENT

Maranatha Christian Schools is a Christ-centered learning community where students experience God's love, are equipped to fulfill God's unique call and purpose, and excel in their God-given potential through academics, arts, and athletics.

CORE VALUES

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

Live Biblical Truth:

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

Honor Relationships:

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

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)

Seek Unity:

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

Pursue Excellence:

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

STANDARDS OF CONDUCT AND DISCIPLINE

Students enrolled at MCS are expected to conduct themselves in such a way as to show at all times that 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, and agree that while attending MCS they will endeavor to follow the principle of honoring Christ in all of their actions and attitude.

Obedience, respect, and responsibility are key virtues that students must develop. Obedience to rules and guidelines is essential to the development of maturity (Luke 2:51, Hebrews 5:8). It results in genuine freedom in life (John 8:32). Respect is necessary for all successful and meaningful relationships (Luke 10:36-37, Romans 12:18). In addition, the building of personal responsibility fosters a sense of achievement. Both responsibility and achievement are necessary ingredients to the development of self-worth (1 Corinthians 10:31, Ecclesiastes 9:10, Romans 14:12).

The MCS Administration prayerfully seeks to discipline in a way that is Biblical and pleasing to God, collaborating with parents. Since we teach the students to obey and submit to their parents, it is imperative that parents maintain that continuity by upholding and teaching the principles taught at school. The school administration reserves the right to address unique, individual situations that may not be described in the Parent/Student Handbook in a manner that it deems appropriate. Attendance at MCS is a privilege, not a right. The administration makes all disciplinary decisions prayerfully and reserves the right to make all final decisions regarding discipline to include dismissing any student who disrupts the tranquility of the school culture or who fails to meet any of the standards and policies set forth.

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INTRODUCTION



Introduction

Welcome

Welcome to the Maranatha Christian Elementary School 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 high school 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. 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.

Accreditation/Affiliations

Maranatha Christian Schools is fully accredited by Western Association of Schools and Colleges (WASC) & Association of Christian Teachers and Schools (ACTS). MCS is a member of California Interscholastic Federation (CIF) and Educational Records Bureau (ERB). Also, as a member of the College Board, AP Classes meet Board guidelines and approval process.

Admission Policies and Procedures

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 be in agreement with and support 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 deny enrollment to any student applicant who does not meet the enrollment requirements of this school.

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.

Parent (or Legal Guardian) and Student Responsibilities

Parents and students are responsible for 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.

It is the responsibility of all parents and students to be current with information presented from a variety of sources, including the MCS website (maranathachristianschools.org), student Ren Web accounts, parent directed email, Parent Square, communication portal and the Parent/Student Handbook.

Parent (or Legal Guardian) Commitment signed at time of enrollment:

At the time of application/enrollment, all parents/guardians agree that they will adhere to the terms set forth in this Parental Commitment for the duration of their student's attendance at Maranatha Christian Schools. We encourage parents to review this commitment and the handbook with their students so that they can work in partnership with their parents to honor this commitment.

Maranatha Christian Schools have been established on the Biblical principle that God has given parents the primary responsibility for educating their children. MCS enters into a partnership with parents, as Christian professionals and educators hired to teach students academics and Biblical values.

It is our hope and desire that all students and families have a personal relationship with our Lord Jesus Christ. Since this is our purpose, we encourage both students and families to have a daily time of personal Bible study, to exhibit brotherly love toward one another, the school, and the community, and to attend a Bible believing church on a regular basis.

- I agree to support the pursuit of academic excellence and the development of Christ-like character at MCS, by being actively involved in our children's educational experience.
- I agree to support the school to the best of my ability through attendance and participation in the various school activities and through prayer, time, and financial gifts.
- I understand the school's standard of conduct which honors God and grants authority to the teacher or administrator to discipline our child when necessary. (The school does not administer corporal punishment.)
- I also agree to abide by and fully support the school's disciplinary policy as outlined in the handbook.
- I understand that attendance at MCS is a privilege and not a right; and that this said privilege could be revoked at any time for unacceptable work or conduct.
- I understand and recognize that the administration has full authority for grade placement and course assignment.
- I agree to support the school by timely payment of tuition and fees as set forth by the tuition and fee schedule.
- I understand and recognize that if our child is participating in the use of illegal drugs, alcohol or other intoxicants she/he will be expelled from the school.
- I agree to be a part of the solution, not a part of the problem when dealing with issues of the moral, spiritual, and social growth of our child at the school. If a problem or concern should arise, we will take our concern directly to the person involved.
- I also agree to follow the "complaint procedure" as outlined in the handbook for any concerns related to this school relationship. (Matt. 18) I understand that decisions made by the school superintendent on the foregoing topics are final and binding.

Changes in 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 situations.

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 together to provide a solid foundation for students. The ultimate goal for our students is for them to be conformed to the image of Jesus Christ. It is our desire to come alongside and support the home by serving with 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 together daily 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 for Maranatha Christian Schools

Transformed lives… Transforming the world

Core Values

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

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

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

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)

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

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

History

Maranatha Christian Schools is a ministry of Maranatha Chapel. This educational ministry was established in 1991. As a ministry of Maranatha Chapel we continue to support the vision statement of Maranatha Chapel.

School Traditions

School Verse: Isaiah 40:31
Colors: Navy, Carolina Blue and White Mascot: Eagle

School Wide Learning Goals- "The MCS 4C's:

MCS Students will S.O.A.R. with 4C's
Servant leaders who are
One in Christ:
Achieving Excellence in
Reaching their world through:

- Communication
- Collaboration
- Critical Thinking
- Creativity

GENERAL INFORMATION



General Information

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 "*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.*

Parent/Visitor Sign-In

In order to provide authorized visitors the opportunity to visit classrooms and to ensure the safety of our students and their right to an uninterrupted teaching-learning environment, the following procedures are 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 including those with Level I and Level II clearance must check in with the front office to sign in. Visitor badges for adults are to be worn while on campus and should be returned to the office prior to leaving.
- The length of all visits will be 20 minutes or less except for prospective student shadow days, or a longer visit has been pre-authorized by a staff member.
- No children under the age of five will be permitted to visit the classroom.
- The instructional process must not be interrupted. If a visitor wishes to speak with a teacher, or staff member an appointment will be arranged.
- Student shadow visitations are limited to prospective students only and must be pre-approved and arranged in advance by Administration.
- Visitors are expected to go to and from their location of appointment and are not allowed to wander about the campus unescorted.

Campus Restrooms

For the wellbeing and safety of all, Elementary students are allowed to use the restrooms located on the first floor in the west wing of Building C. Junior High are to use the restrooms located on the second floor in the west wing of the Building C. The outside restrooms and those located in the Gym are open to all students and adults as needed. Students are not allowed to use restrooms reserved for "Adults/Staff".

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

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. Scripture 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. Your gift has a 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. Please direct all questions about donating to MCS to the Development Department.

School and Office Hours

Before School Care	7:00-8:00 am
School Office Hours	7:15-3:30 pm
Campus K - 5th	8:00-2:45 pm
ASCP	3:00-6:00 pm

School Phone Numbers

The school telephone number is (858) 759-9737. After School Care telephone number is (858) 354-5727 You may leave voicemail messages 24 hours a day. The teacher or staff member's e-mail address is their "first name.last name@gomcs1.com", example: [mary.cook@gomcs1.com] The school website is www.maranathachristianschools.org

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.

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 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 the non-refundable fee due every spring 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 to the school office withdrawing the student. For any tuition that has been prepaid, NO refund will be given if a student is

withdrawn after the first day of the month during the months when school is in session (August through May). If a student is withdrawn when school is not yet in session (June or July), a full refund will be given for those months.

ATTENDANCE POLICIES AND PROCEDURES

MARANATHA CHRISTIAN SCHOOLS

TRUTH • LOVE • UNITY

Attendance Policies and Procedures

Introduction

Regular attendance in all classes is one of the greatest contributing factors to success in school. **Parents should make every effort to schedule outside activities after regular school hours.** MCS is required to follow the guidelines set by the State of California in regards to attendance.

Absences

Regular school attendance is required by law and is necessary for students to adhere to. 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 attendance 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(s) 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 unreported absence will be considered unexcused. Students with unexcused absences will not be allowed to make up missed school work.

- **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 in order for an absence to count as excused), student's legal or court appearance, pre-arranged absence. Students are required to make up all work missed after an excused absence. For every day of an excused absence, the student has one day to complete the work. If make up work is not completed within this timeframe, the student will receive a zero for each missing assignment. Extended illnesses will be handled on a case-by-case basis by school administration.
- **Unexcused Absences** - Any absence that has not been reported to the attendance clerk by 1:00pm the day of will be considered unexcused. Please make every effort to contact the attendance clerk as soon as you know your child will be absent.
- **Parent Excused Absences** - Any single day absence that does not fall under the parameters of a state approved absence that is reported by a parent will be logged as "PE."
- **Pre-Arranged Absences** - Family vacations that conflict with a student's school attendance should be avoided. Planned absences that are **more than two days** of missed school require the parent to obtain and complete the Pre-Arranged Absence Form from the school office or Parent Square resource tab. The teacher, parent, must sign the form prior to submission to the assistant principal, at least one week prior to the requested date of absence. Missed work during the planned absence will be issued to the student upon return to class. The time allowed to make up work will be equal to the number of days missed for the student to receive full credit. Completion of assignments cannot fully compensate for teacher-directed classroom instruction and guided practice.
- **Sanctions for Excessive Absences** each semester are as follows:
    - Parents will be notified of each student's fifth and subsequent absences (excused or unexcused) per quarter.
    - A student's grade can be reduced by 10 percent (one letter grade) for each increment of 10 absences (unrelated to illness) per quarter.
- **Truancy** - Students are considered truant when they are absent without the knowledge of school administration. If no communication from parents to the attendance clerk after three days will result in unexcused absences with no opportunity to make up work. Parents will be notified by

administration if their student has been unreported. All missed assignments and tests will result in a zero. Truancy is a serious offense and may result in disciplinary action.

Closed Campus Policy

Maranatha Christian Schools operates under a closed campus policy. Students will not 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 their student “out” 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 their student “in” at the school office.

Tardiness

Adhering to the 8:00 start time of school is extremely important for the success of the students. Students are expected to begin morning routines and academics as soon as they enter the classroom. When students are tardy to class, it interrupts class instruction, and students miss routines that are important for growth and learning. Excused tardies are limited to: family emergencies with parent note, automobile breakdowns, traffic accidents, and extreme personal emergencies. It is the parent’s responsibility to ensure that the student arrives to school 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 the seat at the start of the school day. Teachers are not expected to make accommodations 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 each semester are as follows:

- The first three unexcused tardies result in a verbal warning from the teacher to the student.
- The fourth unexcused tardy will result in an email communication to parents.
- The fifth unexcused tardy will result in an email communication to the parents from the Assistant Principal.
- The sixth unexcused tardy will result in a BEN, and an email from the Assistant Principal.
- The seventh unexcused tardy will result in a BEN, requiring the parent to schedule a conference with the Assistant Principal. This conference will establish a truancy plan the student/parent must agree to.

DRESS CODE POLICIES AND PROCEDURES



Dress Code Policies and Procedures

Dress Code Introduction

Representing the school in a positive manner is an expectation in all areas of student life, including modesty in dress and grooming. Uniforms are a distinct indication of a student's connection to the school. Handbook regulations concerning the uniform are applicable any time the student is on campus or attending a school sponsored event or activity. Uniforms will be neat, clean and in satisfactory condition. **The administration is the final authority on interpretations of the dress code.**

Dress Code Parameters

Maranatha Christian Schools desires to create an educational environment that honors God and enhances learning. Rules of modesty for uniforms, athletic wear, and free dress apply at all times while on campus. MCS staff works diligently with students to encourage them to be compliant to the dress code by reviewing the handbook with students, counseling and verbal warnings when needed. While on campus as well as when students are participating in school sponsored events, field trips and/or end of the year trips, students must adhere to the established daily dress code/uniform standards. We base our dress code upon the following principles: Modest and Clean (Romans 12:1; I Timothy 2:9) and Pleasing the Lord (I Corinthians 6:20, 10:31 and 14:26b)

SHORTS

- Shorts must be no shorter than 3 inches from the bottom of the fingertips when the arms are extended at the sides.
- P.E. shorts should be worn on P.E. days only.
- All shorts must fit properly.

SHIRTS

- Students must wear vendor approved shirts daily.
- P.E. shirts should be worn on P.E. days only
- All shirts must fit properly.

PANTS

- Pants must be vendor approved and can be worn daily instead of the vendor approved skirts and shorts.
- All pants must fit properly.

SKIRTS

- Skirts must be vendor approved and can be worn daily instead of the vendor approved pants and shorts.
- Skirts must fit properly and should not be altered from the original vendor approved design or construction. Skirts should not be rolled up at the waist in order to make them shorter, as this creates an uneven hemline which results in the skirt hiking up in the back.
- Skirts must be no shorter than 3 inches from the bottom of the fingertips when the arms are extended at the sides.
- All skirts must fit properly.

OUTERWEAR

- Only MCS outerwear is permitted and must include the school logo or MCS club/athletic/performing arts identification. It may not be worn in lieu of the school shirt.

SHOES AND SOCKS

- Shoes must be worn at all times. Students must wear comfortable closed toe athletic shoes that are suitable for physical activity, provide proper coverage and support throughout the school day. Flip-flops, CROCs, open-toed sandals, and shoes with no back strap are prohibited.
- Socks should be simple in design, approved sock colors are white, black, navy, blue and gray. No outlandish patterns or colors, unless worn in conjunction with specifically themed dress days.

HAIR

- Hair should be neat and clean and a natural color.
- No extreme hairstyles, as determined at the discretion of the Administration.

ACCESSORIES

- Hats/Hoodies, head coverings and sunglasses may only be worn outside of the classroom/hallways/chapel.
- Girls may wear earrings; earrings for boys are prohibited. Tattoos (temporary or permanent) or body piercings must be concealed during all school hours and activities.
- Jewelry and accessories must be modest.
- Acne patches must be skin colored.

NATURAL NAILS / ARTIFICIAL NAILS

- ***Development***: Elementary students are developing their fine motor skills; keeping nails short helps support these skills and ensures handwriting remains efficient.
- ***Modesty***: Nails should be of a moderate length and design that do not distract from the learning environment. Excessively long or extravagant designs are not permitted.
- ***Safety:*** Students should ensure that their nails do not pose a safety risk during classroom activities, sports, or other school-related events.

SPIRIT/COLLEGE FRIDAYS

MCS Spirit shirts/College Shirts can be worn with MCS approved uniform bottoms on Fridays.

THEME DAYS

Students are invited to wear clothing appropriate to a specific theme as determined and published by the school administration and ASB, while abiding by the MCS modesty dress code (i.e. No crop tops, leggings, tank tops, and anything that doesn't follow the MCS dress code (i.e. too tight, too short, form fitting). Students choosing not to participate in theme dress days are required to wear the school uniform.

*All dress code standards regarding the principles of modesty apply on spirit days and dress-up days.

Dress Code Violations

After reasonable grace via verbal warning and/or emails, teachers/staff will generate a BEN for dress code infractions. Repeated dress code violations will result in administrative referral, counsel with the parents, and/or the possibility of suspension or expulsion, depending on several factors, including the frequency of the violation. Parents are encouraged to enforce the dress code with their students to avoid the inconvenience of having to come to school to provide clothing that will bring students into compliance and to avoid dress code sanction.

DISCIPINARY POLICIES AND PROCEDURES



Disciplinary Policies and Procedures

Expected Standards of Conduct for MCS Students

Students are expected to follow the listed standards of conduct:

1. Due to advances in technology, cell phones include a multitude of functions, which can provide students access to a variety of inappropriate content. Cell phones also must remain in the student's backpack during the school day. The Apple Watch and other smart watches and/or similar devices or technology, although considered a personal electronic device, are usually used in conjunction with a cell phone or similar device. These devices will be treated as a cell phone and must remain in the student's backpack.
2. Students will practice courtesy and consideration in their association with teachers, school employees, fellow students and visitors as well as respect their person and property. (See Ephesians 4:28-32)
3. Students will respect the authority of teachers, administrators, and staff members, and treat them courteously, respectfully and obediently as unto the Lord. (See Hebrews 13:17 and I Thess. 5:12-13)
4. Students will abstain both on and off campus and at all times from the use or possession of alcoholic beverages, tobacco, drugs and pornography as well as other undesirable practices that are generally recognized to be harmful to health and Christian character. (See 1 Corinthians 6:19-20)
5. Students will abstain from profanity and vulgar or abusive speech and actions. Such speaking and acting are harmful to others and are certainly not appropriate or conducive to their moral and spiritual development. (See Ephesians 4:29)
6. Students will refrain from public displays of affection on campus. Students are expected to conduct themselves in a discreet and Christian manner. Therefore, while on campus, follow a "hands off" policy.
7. Weapons of any kind to include replicas and toy versions, firearms, knives, water pistols, lighters and matches, etc. are not allowed on school property.
8. Radios, MP3 players, video recorders, and tape recorders are not allowed at school without school approval. Cell phones should remain in each student's assigned locker from first to last bell. See "Electronic Devices" on page 30.
9. Students will do their own work. Honesty is a Christian virtue that should be pursued by all students. Cheating is a serious offense. During a test, a quiz, or an exam, it is the student's responsibility to avoid any appearance of cheating.
10. Students will avoid plagiarism; (definition of plagiarism is "the use of another writer's ideas or words without giving the writer credit for them"). See "Academic Honesty"
11. School rules apply on all field trips as well as on school-sponsored events both on and off the school campus.
12. Student's use of social media/technology of any kind should reflect Christ-like values individually and when interacting with others.

Major Infractions – Office Referral

Major infractions include but are not limited to the following:

- Habitual/Excessive classroom disruption
- Significant or repeated defiance of authority
- Removal from class (students removed from class must go directly to the Principal's office)
- Destruction of Property due to vandalism, graffiti, or pranks
- Fighting, physical harassment or threats
- Sexual misconduct
- Any illegal activity

- Obscene Act, use of profane or vulgar language
- Stealing, or possession of stolen property
- Venturing outside of approved areas without permission, leaving campus without permission
- Any behavior that violates the State-Mandated Harassment Policy
- Possession or use of illegal drugs, alcohol, or tobacco products
- Possession or use of prescription medicine on campus not dispensed by/under the permission of the MCS nurse
- Possession or use of any firearm, knife, or weapon deemed illegal by state or federal law while on MCS property or at any school sponsored activity.

Students who commit any of the above infractions are subject to serious disciplinary action including possible dismissal and criminal action as the circumstances dictate. 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.

Basic Disciplinary Procedures

Introduction

"Listen to counsel and accept discipline, that you may be wide the rest of your days." Proverbs 19:20
The Bible exhorts us to discipline our children because of our great love for them. One of the most important lessons to be learned is the proper response to authority. To accomplish this task, we set disciplinary guidelines that are enforced consistently, fairly, and lovingly. Listed below are the guidelines for addressing daily classroom situations to major problems. Maranatha Elementary School reserves the right to handle each individual discipline situation uniquely as the Lord should lead, as well as individual situations, which may fall outside of the guidelines of this handbook. All disciplinary decisions will be made prayerfully.

The following are the guidelines for addressing day-to-day classroom conduct, 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. Students are afforded the opportunity to change their behavior via teacher or principal redirection or counseling without notifying a parent. Habitual or more serious behavior problems may require parental involvement. Students are subject to one or more of the following disciplinary options: 1. Parent notification (via Behavior Event Notice (BEN), telephone call, e-mail or referral), 2. Parent and student conference with teacher/administrator to develop a plan for changing the student's behavior; 3. student suspension and/or expulsion.

Verbal Warning

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

Parent Communication/Email

A teacher or school official will e-mail a message or Behavior Event Notice (BEN) to inform the parent/guardian of the problem.

Parent Conference

A teacher or school official will schedule a parent conference with the parent, student, teacher and possibly an administrator if necessary to resolve the matter.

Behavioral Probation

Students who habitually disrupt the tranquility of the school culture, academic program, fail to meet any of the school standards and policies, or commit serious violations may be placed on "Behavioral Probation".

The school administration will determine the length and conditions of the probationary period. Any violation of school rules during the period of probation that warrants suspension will automatically result in a review of the status of the terms of probation and may result in expulsion. The administration will meet with all parties concerned to ensure that everyone understands the terms of the probation assigned. 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, only imposed 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 are generally for a period of one to five school days. The school principal will determine the length of the suspension based upon the severity and/or frequency of the problem. All assigned work during the time of suspension will receive a zero with the exception of major projects and tests, which must be made up immediately upon return. The student is not allowed to participate in any school activities from the date and time of parental notification through the 24-hour date(s) of suspension. A student who is suspended may also be placed on behavioral probation.

Dismissal/Expulsion

Dismissal/Expulsion from MCS represents the most extreme form of disciplinary action. Dismissal will occur when students are habitually disruptive to the school culture or the academic program, fail to meet any of the school standards and policies, or commit serious violations.

Dismissal is at the discretion of the Discipline Review Committee, which consists of the Superintendent, the Divisional Principals, the Assistant Principal and any other members that the Superintendent deems appropriate. Depending on the severity of the misconduct, a student may be dismissed from school whether or not there has been any prior record of misconduct.

A student who has been dismissed from Maranatha Christian Schools may apply for readmission for the following academic school year. Consideration for readmission is dependent upon the following: the successful completion of a semester of work in an approved program, complied with any/all conditions established by the Discipline Review Committee at the time of dismissal, met all standard requirements for regular admission, and receives unanimous approval by the Discipline Review Committee.

Students and parents may meet with the principal regarding any discipline assigned to a student to understand or to discuss the validity of the discipline; however, the MCS administration reserves the right to make final decisions regarding discipline. Students and parents are expected to comply with administrative decisions.

ACADEMIC POLICIES AND PROCEDURES



Academic Policies and Procedures

Introduction

Maranatha Elementary School integrates scriptural principles into each area of the subject matter. It is our goal to prepare students both spiritually and academically. Subjects are taught from a Biblical worldview; alternative views are evaluated and analyzed through the lens of scripture.

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. Academic dishonesty may include, but is not limited to possession or use of Teacher Edition textbooks, cheating, forgery, and plagiarism, any/all of which will result in disciplinary action. It is important to recognize that the student providing information as well as the recipient are equally at fault. Disciplinary actions include:

First Offense

- Student will receive a zero on homework, quiz, paper, test or project with no make-up permitted.
- Teacher will contact the parent(s) via a Behavior Event Notice (BEN) and notify Administration.

Second Offense

- Student will receive a zero on homework, quiz, paper, test or project with no make-up permitted.
- Parent and student conference with teacher and/or Administration; conference will be documented in a BEN
- Disciplinary action may include suspension.

Third Offense

- Student will receive a zero on homework, quiz, paper, test or project with no make-up permitted.
- Parent and student conference with school Administration.
- Documentation explaining the incident will be placed in the student's permanent file.
- Student will be suspended pending consideration for dismissal from MCS.

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 an "F" in any subject on a report card. 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.

Citizenship Grades

Conduct grades are given by each classroom teacher in the areas of social conduct, classroom conduct and work habits. The conduct codes are: O=Outstanding; S=Satisfactory; N=Needs Improvement; U=Unsatisfactory.

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 students over the age of 18 years, natural parents, adoptive

parents, and 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, maintained in the MCS Admissions Office by making a written request to the school administration, upon which an appointment to view records will be scheduled. Parents may request in writing that Information that is alleged to be inaccurate or inappropriate be removed. Only the Admissions Director and/or Division Principal may authorize the removal of any record from a student's Cum Folder. Copies of a student's records are available to parents upon written request.

When a student moves to a new school, **official records** will be forwarded upon written request from the new school. Upon written request and a copy of a withdrawing student's transcript will be provided to the parents.

Curriculum

The Elementary instructional program at MCS is designed to prepare students for Junior High and High School, whose graduation requirements are designed to meet the University of California admission requirements and have been approved by the University of California System.

Grade Values

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

Kindergarten Grading Scale

4 = Exceeding	O = Outstanding
3 = Meeting	S = Satisfactory
2 = Approaching	N = Needs Improvement
1 = Emerging	U = Unsatisfactory

Grade 1-5 will receive letter grades.

Grades 1-5 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

Grading Policies

Homework/Late Assignments

All assignments must be completed by the due date specified by the teacher, unless there are extenuating circumstances approved by the teacher. All assigned work (except in cases of an excused absence) is due at the start of class on the due date, no matter how minor or major the assignment. Students handing in assignments after the due date will receive a lower grade, including a zero grade, as determined by the teacher. Teachers will consider extreme circumstances beyond the student's control on an individual basis. Missing assignments will be entered as "M" on progress reports and count as zero until replaced with a completed grade. **Please note, students participating in after school activities such as sports or performing arts are expected to complete and turn in all assignments on time even when they miss class to attend games or performances.**

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. It is the student's responsibility to obtain missing assignments, complete make-up work,

and take missed tests and/or quizzes. If make up work is not completed within this timeframe, the student will receive a zero for each missing assignment. If a student has missing work assignments generated prior to an excused absence but due during the excused absence, they must be submitted by the student immediately upon return to school. Students who miss school work due to truancy, suspension, or excessive absences (excused or unexcused) will be subject to the policies pertaining to late assignments.

FACTS SIS Family Portal

MCS considers it a priority to communicate with parents regarding their student's academic progress. FamilyPortal by FACTS is a valuable tool that allows parents and students to be connected to the academic process and make informed decisions correlated to their students' specific needs.

Parents should establish a FamilyPortal login and make it a priority to utilize this as a significant source of information on: class grades, progress reports and attendance.

Privacy

Access to pupil records are in accordance with Education Code Sections 49063 and 49013 through 49077.

Report Cards and 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.

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.

STUDENT HEALTH AND SAFETY



Student Health and Safety

Introduction

At MCS, we believe in the safety of every student, staff member and visitor on campus. It is our duty to protect our students as they are on our campus every day. MCS participates in the Magnus Health Integration: Managing Student Data Program. It is the responsibility of MCS parents to keep their student's medical information current on the Magnus website. The school nurse may be contacted to learn more about this system.

Health Office

A registered nurse staffs the MCS health office and renders 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 are sick should remain at home until they are symptom-free/fever-free for a period of 24 hours prior to returning to school**.

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 will only be administered to students with written permission from parent(s) or guardian(s). Prescription and non-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 June 30th will be properly disposed of by the school.

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.

The MCS Nurse provides care to students who become ill or injured while at school. Please do not bring or send students to school for the purpose of diagnosis in lieu of regular medical advice. Please inform the school nurse of any special medical conditions or circumstances that a student may require while attending school or participating in school sponsored activities.

Communicable Disease

When a student is found to have a communicable disease, he/she will need a written consent from a physician or the County Health Department before returning to school.

State-Mandated Harassment Policy

In order to be in full compliance of state law, MCS must distribute the following Student 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

Bullying Prevention

Bullying - Bullying is the repeated actions or threats of action directed toward a person by one or more people who have or are perceived to have more power or status than their target in order to cause fear, distress or harm.

Cyberbullying - Cyberbullying is the intentional and repeated mistreatment of others through the use of technology, such as computers, cell phones and other electronic devices. Students and parents are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. When the circumstances involve cyber-bullying, individuals with information about the activity are encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyber-bullying. Reasonable efforts will be made to keep a report of bullying or harassment and the result of the investigation confidential. MCS also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

Intentionally false reports, use of the complaint process, or statement to defame a fellow student or staff member for any illegitimate reason, will result in disciplinary consequences.

Rosalind Wiseman, best-selling author and bullying prevention expert presents the distinction between conflict and bullying.

What Bullying is…?	*What Bullying is Not…*
Repeated aggressive behavior	Not liking someone
Intended to cause harm (physical or emotional)	Accidentally bumping into someone
An attempt by one or more individuals to gain power over another	A single act of telling a joke about someone
Physical: Hitting, kicking, pushing, destroying property	Expression of unpleasant thoughts or feelings regarding others
Verbal/Written: Threatening, name-calling, teasing, taunting	Arguments or disagreements
Social/Emotional: Terrorizing, spreading rumors, intimidating, humiliating, blackmailing, isolating	Being excluded from a game or group on the playground (unless being done regularly and with intention to hurt the feelings of another)
Cyber-bullying: Using technology to bully others verbally, emotionally and/or socially	Isolated acts of harassment, aggressive behavior, intimidation or meanness

Child Abuse Reporting

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

Problem Solving Procedures

MCS desires to handle all school related 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 handle each problem satisfactorily, and realize this can only

happen through proper communication and support. In the event of a concern, problem or misunderstanding, please following these steps:

- 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, Assistant Principal, or Principal to schedule a meeting with all parties involved.
- The Principals have a 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 MCS School Board in a letter specifically stating the issues and the individuals involved. The MCS Board, at the next regularly scheduled meeting, will consider the written correspondence and a response will be given accordingly.

Parking Lot and Drop-Off Procedures

Morning Drop-Off Procedures

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.

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. Please do not stop to drop students off until parked in the parking lot. Failure to comply with this directive endangers students exiting vehicles, and slows the normal flow of traffic. To maintain safety and order, remain in the yellow crosswalks.

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 curb in front of the school, stretching from the Administrative Building to the portables. 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 Procedures

1. When picking up Elementary students, park your vehicle in a designated parking space, and walk to the classroom. 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. 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. Please do not park in handicap parking spaces at any time unless you have a handicap sticker or placard.

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 all aware of how to respond during the occurrence of an emergency.

STUDENT LIFE



Student Life

After School Care Program

Our After School Care Program (ASCP) is a service offered for our elementary 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 3:00 p.m. are signed in to the ASCP by their respective teachers.

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 administrator 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.

Associated Student Body for Elementary School

The Associated Student Body (ASB) is a student service–oriented organization for elected fourth and fifth graders that has been established to promote leadership and improve communication among students, staff, parents and community. ASB officers will be given opportunities to gain experience in self-government and fiscal responsibility. Officers build school spirit while serving the school and fellow students.

ASB officers and class representatives are elected in the beginning of the school year and are expected to attend regular ASB meetings and participate in ASB activities. In order for a student to be an ASB officer or a class representative, the student must have a 2.5 cumulative GPA for the school year at the time he/she applies for office. Student behavior must be exemplary. Major infractions may result in removal from ASB.

Back to School Night

Near the start of school, MCS hosts this important evening designed for parents to come to school and meet their child's teacher(s). At that time, teachers explain their classroom policies and plans. No childcare is provided – parents are encouraged to leave their children at home with supervision.

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. Students who require the use of the elevator may have another student assist them if necessary.

Chapel

Chapels are scheduled on Wednesdays and are considered an important part of the school program at MCS. Parents are welcome to attend chapel anytime. However, as with all visitors on campus they must sign in at the front desk.

Co-Curricular Activities

Activities are important aspects of the total school program. School activities enrich the curriculum and some of the most important learning experiences result from participation in such activities. School-sponsored activities must have a faculty sponsor, adequate number of chaperones and administrative approval.

Some of the school-related activities include:

- Drama Musicals & Performances
- ASB/Student Council

- Robotics
- JET Program

Communication

Healthy relationships are maintained through good communication. It is the hope and desire that all parents and students read these materials in their entirety to remain apprised of developments at the school. Staying informed enhances the opportunity for every parent and student to take advantage of every opportunity afforded them while attending MCS.

Electronic Devices

Cell phones, watches with cellular/data, 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, or any other non-instructional devices must be kept in backpacks. 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.

Field Trip Policy

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 and Trip Policy Forms 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.

Food and Drinks

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

Gum

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

Lost and Found

Students who find lost articles should take the article to the lost and found location or front office where it can be identified and claimed by its rightful owner. Unclaimed items will be donated to a charity on a periodic basis. Parents/Students are strongly encouraged to label clothing and other personal items to help in the restoration of lost and found items.

Lunch Program

All students are encouraged to eat a nutritious lunch either brought from home or bought from the MCS lunch program. Students may purchase a hot lunch from the MCS hot lunch vendor. The school office will send out information on how to order hot lunch on a regular basis.

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 avoid calling your child's cell phone during the school day.

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

Social Conduct Parameters

MCS encourages the development of healthy, God-glorifying relationships. Students are to refrain from inappropriate public displays of affection on campus and/or at school-sponsored activities. Kissing, hugging, handholding, and other forms of personal affection are not permitted on campus or at any school-related activity.

School Directory

The school publishes an all-school directory on Renweb.

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 student's family must pay for any misuse of the school's buildings, equipment, and lost/damaged books or materials. Students will be financially responsible for replacement of any books owned by the school that are lost, stolen or returned in unusable condition. All school property is subject to inspection by authorized school personnel at any time without prior notice.

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, or 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. All users and parents/guardians will be required to read and sign an agreement, which will provide detailed information on acceptable and unacceptable use of the Internet and network. Our school 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 school's 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.

Social Media

Definition of Social Media:
Social media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, internet websites, internet forums, and wikis. (Examples of social media include, but are not limited to, Facebook, Twitter, YouTube, Instagram, Snapchat, Google+, and Flickr.)

Social media is part of our current day culture and utilized by students, parents and staff on a regular basis and for a variety of purposes. Although it is often used after school hours and/or off campus, in keeping with our desire to be Christ- like in all areas of our lives, students are expected to use social media in a positive, responsible manner.

In order to maintain a professional and appropriate relationship with students, MCS employees will not communicate with students who are currently enrolled in schools on personal social media sites. This provision is subject to the following exceptions: (a) communication with relatives and (b) if an emergency situation requires such communication, in which case the employee should notify his/her supervisor of the contact as soon as possible.

When a student or minor wishes to link to an employee's personal social media site, they will be directed to a school approved social media account. Accepting invitations (friend requests, etc.) to an employee's personal social media sites from parents, alumni over the age of 18, or colleagues may be done at the employee's discretion. Accepting invitations to an employee's personal social media sites from current students (regardless of age and division) and current or former students under the age of 18 is prohibited.

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