MARANATHA CHRISTIAN SCHOOLS

PARENT STUDENT HANDBOOK

Junior and Senior High School

A Ministry of Maranatha Chapel

Est. 1991

www.maranathachristianschools.org

WELCOME
MESSAGE

Welcome to Maranatha Christian School's Junior High and High 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

Accreditation/Affiliations

Maranatha Christian Schools is fully accredited by Western Association of Schools and Colleges (WASC) and the Association of Christian Teachers and Schools (ACTS). MCS is a member of California Interscholastic Federation (CIF), Educational Records Bureau (ERB), and the College Board. As a member of the College Board, AP Classes meet Board guidelines and approval processes. Most high school course offerings meet the University of California “a-g” college preparatory requirements. As such, each of those courses has been approved by the UC system. MCS also registers classes with the NCAA Clearinghouse for the benefit of those students intending to pursue athletics at the collegiate level.

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.

Athletics

MCS is a member of the CIFSDS. Neither MCS staff nor parents may recruit athletes. Prospective students or parents should submit an application and speak with the admissions office to learn more information about our athletic programs. To avoid any appearance of “undue influence,” all inquiries about athletic participation prior to enrollment should first be referred to the Admissions Office, without exception.

Changes in Policy

Maranatha Christian Schools reserves the right to amend the policies and procedures outlined in this handbook and will provide reasonable notice of change. 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.

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)

Health Office
The health office is staffed by a registered nurse. 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 are sick should remain at home until they are symptom-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.

Any MCS high school student having an immediate need for asthma inhalers during school may carry the necessary medication on their person when certain conditions are met. Anyone wishing to carry his or her own inhaler may pick up an Authorization for Self-Carry from the office. This form will need to be completed and returned to the school nurse. Otherwise, inhalers must be kept in the office and administered as prescribed.

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. 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.

Health Verification
Sports physicals are required for high school students wishing to participate in interscholastic sports. If your child has a special health issue or a medical history, which may affect school performance,

please notify the school nurse and the administration so that we may work together in the event an emergency should arise.

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.

Parent (or Legal Guardian) and Student Responsibilities

It is the responsibility of all parents and students to be current with information presented from a variety of sources, including MCS website (maranathachristianschools.org), student FACTS accounts and email, Google Classroom, ParentSquare, the Parent/Student Handbook, and other social media.

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 was 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 may 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. (Matthew 18 - the importance of humility and self-sacrifice as the high virtues within the community.) I understand that decisions made by the school superintendent on the foregoing topics are final and binding.

GENERAL INFORMATION



General Information

Introduction

It is the responsibility of all parents and students to be current with information presented from a variety of sources, including MCS website (www.maranathachristianschools.org), student FACTS accounts and email, Google Classroom, ParentSquare, the Parent/Student Handbook, and other social media.

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 which 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.

Parent Action Committee (PAC)

The purpose of PAC is to establish a working relationship with parents that unites 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
- To help communicate important school information throughout the year
- To serve as liaisons between the school community and the administration
- Most of all, to glorify God in the process

Division and Event Coordinators

The Division and Event Coordinator's volunteer role is to partner with MCS' Junior High or High School Principals, acting as liaisons between MCS' administration and MCS' families on a broad spectrum of issues and activities in support of MCS' Mission, Vision, and Core Values. As active, involved members of the MCS community, Coordinators represent a unique perspective on the perceptions, attitudes and sentiments of our families. Coordinators' unique role with the administration allows them to conversely convey the position of the school in such a manner that encourages unity and healthy relationships. Meetings will be held as appropriate to address the needs of the organization.

Philanthropy and Annual Fund Support

Maranatha Christian Schools welcomes any financial gifts, which 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 Funds are critically important parts of the financial plan for nearly every private school, as their 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 Office of the Superintendent, Accounting, or the Development Department.

Classroom/Teacher Gifts and Donations

Staff are prohibited from directly or indirectly requesting or receiving any gifts or donations, whether intended for personal or classroom use, in excess of $50. This policy is in place to avoid any conflict of interest or appearance of conflict of interest.

Restrooms

For the wellbeing and safety of all, Elementary students are only allowed to use the designated restrooms located on the first floor in the west wing of Building C and in the modular units. Junior High students are to use the restrooms located on the second floor in the west wing of the Building C. High school students are to use the restrooms located in the high school building (”H” Building) and are prohibited from using any “C” building restrooms. Junior High and High School students may also use outside restrooms and those located in the Gym, which are open to all students 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 liable for the cost of the repairs or replacement of the damaged item(s).

School and Office Hours

Before School Care (Elementary Only)	7:00-8:00 am
School Office Hours	7:15-3:30 pm
Campus 6 – 12	7:25-3:00 pm

School Contact Information

The school telephone number is (858) 759-9737. The school fax number is (858) 759-4001. 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.org 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, capital campaign and annual funding commitments.

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 fulfill monthly obligations 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 described 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 a Non-Sufficient Funds (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 and 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

We take our responsibility for our students' welfare and whereabouts seriously. Regular attendance in all classes is one of the greatest contributing factors to success in school. Please keep this in mind and whenever possible schedule all outside activities after the regular school hours. Although we are a private school, we follow the guidelines set by the State of California in regards to attendance. MCS Junior High and High School utilize period (not daily) attendance.

Absences

Regular school attendance is required by law and is necessary in order to achieve 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. Students who are 18 years old, must provide written consent from their parents when leaving during regularly scheduled class periods.

In the event of pandemic or other emergency circumstances that require extended campus closure or elimination or reduction of in-person instruction, MCS will employ separate Distance Learning policies and procedures in order to preserve the instructional integrity of our programs. Distance Learning policies and procedures will be published separately from this Handbook.

All absences must be reported daily to the school office. Notification of absences must be made by the parent, legal guardian, or host family by 1 pm. Students will be ineligible for co-curricular activities (including athletic practices and games) for any absence not meeting the specific requirements described in the *Excused Absence* section. Absences will be reported as "Unexcused" if the absence is not communicated by the parent guardian as required. . An automated notification will be emailed for any "Absence Unexcused (AU)." Failure to respond to the notification will result in a "Truant" record. Academic penalties exist for both "unexcused absence" and "truant." The Administration reserves the right to modify attendance records based upon extenuating circumstances.

In keeping with the performing arts principle that "the show must go on," students who are absent from school on the day of a scheduled performance may still be allowed to participate in the performance to ensure the continuity and success of the production. However, school attendance policies remain in effect. Students whose absence is unexcused but participate in the performance will be assigned an appropriate alternative consequence or restorative task to address the unexcused absence. This may include academic make-up work, reflective writing, or additional crew/support duties for future events. This approach supports both the integrity of the performance and the importance of regular school attendance.

Absences reported to teachers or staff in lieu of the school attendance office will not be excused. We 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 reported and meeting the criteria of an excused absence will be an "unexcused absence." Refer to "*Grading Policies*" for academic penalties associated with "unexcused absence" and "truant." Students arriving late, having missed two-thirds of any class session will be marked as absent for that session.

Excessive Absences

A student who has an excess of 5 absences (excused or unexcused) per semester will receive parent notification. Absences greater than 8 will result in a parent conference to outline corrective measures for academic success. Special factors will be considered by the administration in consultation with the parents, especially in relation to absences related to chronic or prolonged illness.

Excused Absences

According to state law, the only legitimate reason for absences is: Verified illness of the student, bereavement, verified dental, medical, or chiropractic appointments (the school may require a doctor's note), student's legal or court appearance. MCS also excuses family trips and/or missions trips with an approved Pre-Arranged Absence form. Parent notification of absences not related to California state law will be coded as **Parent Excused (PE)**. A parent-excused absence is one that is authorized solely by a parent or guardian but may or may not be considered excused depending on specific circumstances, state law and MCS policy. Examples include family vacations (not considered excused unless a pre-arranged absence form has been submitted and approved), personal or family business, or a parent's decision to keep the student home without meeting the qualifying criteria as defined by the state. MCS monitors parent-excused absences to ensure that underlying causes are addressed; a parent/guardian must notify the school in all cases. Such absences will cause a student to lose co-curricular eligibility for that day, but there will be no academic consequence. Students reported as "ill" or "too tired to attend class," while considered excused for academic purposes, are not eligible for any co-curricular activities.

A note or Pre-Arranged Absence Form, 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. Parents or students should refer to FACTS SIS/Google Classroom 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

In order to be classified as an excused absence, planned absences three days or more require a student to obtain and complete the Pre-Arranged Absence Form. The form must be signed by the 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. Missed assignments will be the responsibility of the student, according to policy pertaining to make-up work. However, completion of assignments cannot fully compensate for teacher-directed classroom instruction and guided practice. Family vacations that conflict with a student's school attendance should be avoided.

No pre-arranged absences will be granted during midterm/finals week; students missing scheduled exams will receive a score of zero with no opportunity for make-up (exceptions may be granted in the case of documented illness or prior approval from the Division Principal).

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 or activity and/or leaves campus without permission or notification to the school from the parent/guardian. Parents will be notified of all truancies. 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 offense and could result in disciplinary action, including suspension.

Please be advised that students who become ill during the school day are required to report to the nurse's office if they are missing any portion of a scheduled class. The school nurse will assess the situation and contact parents whenever necessary. Students do not have the prerogative to miss class, and absences without the knowledge of the teachers, nurse, and/or administration will be handled as truancy. Absence from scheduled classes without the knowledge of school personnel presents significant health and liability risks and is not permitted at student discretion.

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 with the knowledge of 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. Students who are 18 and older must still comply with this policy.

Off-Campus Policy

Maranatha Christian School operates under a closed campus policy. Off-campus privileges are reserved for High School Seniors. Upon completion and administrative approval of the appropriate form, Seniors are authorized to leave campus during lunch and any "open" period. Off-campus lunch privileges do not extend to 6th grade through Junior (11th grade) classes.

Except for Eagle Academy (EA) students and Seniors with approved forms, students with open periods are required to be on campus, unless those open periods occur at the beginning or end of a student's scheduled classes. Attendance is required during Chapel/Small Groups (EA excepted). A student's school day is defined as those hours when a student begins and ends their regularly scheduled classes.

All students leaving campus at the end of their school day, but before daily dismissal times for all students, must check out through the front office. They may be asked to sign out or display their valid student identification to the front desk. During a limited period of time at the beginning of lunch, a staff member will be available at the south gate to check Seniors out.

Students are required to follow California laws regarding student driving and transporting passengers. A student with more than three (3) tardies per semester due to off-campus departures may have their off-campus privileges revoked. Administration reserves the right to revoke off-campus privileges at its discretion and with notification to the parents.

Occasionally, MCS will conduct meetings or assemblies where attendance by the entire student body or student groups (e.g. Seniors) is desired and reserves the right to suspend off-campus privileges in the event of a special schedule, school assembly or other lunch meeting pertaining to relevant school business.

A parent/guardian must "sign out" any student (including age 18+) leaving campus during their regularly scheduled class times (including Chapel/Small Groups), or otherwise provide written notification to the attendance office.

Upon the student's return to the school campus, parents are required to "sign in" their child in the school office and/or the student must provide documentation of their absence (e.g. note from a doctor, dentist, etc.).

Student Early Pickup Guidelines

To preserve valuable instructional time and meaningful school experiences, parents are encouraged to avoid scheduling early student pickups during major school events whenever possible. These include Chapel services, Homecoming Pep Rally, major testing days (MAP Testing, Finals, PSAT/SAT, AP Exams, and other scheduled assessments), special school events such as in-house retreats, event rehearsals, Christmas and Spring Show rehearsals, graduation practice, elementary classroom events, and Step Into the Nest, our important 8th-grade transition event. If an early pickup is unavoidable, please allow additional time for locating your student and completing the checkout process, particularly during these events. Thank you for partnering with us as we strive to protect the opportunities that help every student grow **spiritually, academically, and socially**.

On-Campus Policy

As a TK – 12th grade campus, it is important to clarify and establish areas of the campus that are off-limits and to articulate check-out procedures when leaving campus:

The C building is primarily used for Junior High and Elementary instruction with administrative offices. Unless students are scheduled in a C building classroom or have a specific technical need involving the IT Office, high school students should not be present in the C building.

Also because of the proximity of the "amphitheater" (near the fountain) to C building classrooms, the tables in this area are off limits for student lunch and break. The H-building was designed with a variety of seating arrangements, in addition to the tree shaded courtyard picnic tables, the lawn by the modular units, and sport courts to enjoy during breaks and lunch. Athletic fields cannot be used due to supervision obligations without the express consent of the aides on duty, who have the authority to direct students in order to create a safe and orderly environment.

The gym mezzanine houses the Athletic Offices and Athletic Training stations. Students are allowed access only when receiving services from the trainer or conducting business with the Athletic Department. It is not an area where students may congregate.

The putting green and hitting tees are considered a specialized resource and are off limits for general recreation, free periods, lunch/breaks, etc. unless a qualified coach (or designee) directly supervises activities. Students should refrain from congregating near that area, even if you are not actually in it, as proximity requires supervision.

The High School Building Student Center is available most of the day, except for lunch, as this area is not designed as an eating area. There are times, due to staff supervision responsibilities, when the Student Center might be closed. These times will not typically be published in advance due to the nature of staff availability. High School Students are welcome to use this area as a quiet study area during any open period in their schedule.

Tardiness

Excused tardies are limited to the following events: family emergency with parent note, automobile breakdowns, verifiable traffic incidents or accidents, and extreme personal emergencies. It is the parent's responsibility to ensure that the student arrives at their first class of the day on time. Students who are late to school must report to the school office prior to attending class and receive a "Tardy Slip" for admission to class. Students who do not report to the front office will be recorded as "unexcused." A student is considered tardy to class when they are not in their seat when the bell

rings. Teachers are not expected to make accommodations for students with an unexcused tardy in regard to assignments due, or tests, quizzes, projects, or other work in progress. The school administration reserves the right to determine the classification of the tardy. Students arriving late, having missed two-thirds of any class session will be marked as absent for that session.

MCS utilizes an automated parent notification system for attendance. With each unexcused tardy, parents will receive a FACTS SIS email notification. As these are automatically generated by the system, according to the attendance record, it is not necessary to reply to such communications. The school administration will contact you at set intervals (see below) when attendance becomes a significant concern.

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

- 1- 3 unexcused tardies - automatic written notification on FACTS SIS.
- 4 unexcused tardies - automatic written notification, assigned to Student Success Lab (SSL)/Detention, BEN
- 5+ unexcused tardies - automatic written notification, parent conference may be scheduled with the Administration, any unexcused tardies after conference may result in disciplinary consequences to include an SSL/Detention assignment, Saturday School, behavioral contract,suspension, expulsion.

DRESS CODE POLICIES AND PROCEDURES

MARANATHA CHRISTIAN SCHOOLS

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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 policy 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).

Boys – Modesty is defined for boys as wearing pants that are at the waistline and are secured to the waist so as to prevent under garments from being exposed. Shorts must meet the required length of no shorter than 3 inches from the fingertips when arms are extended at the sides.Tank tops and/or sleeveless shirts are not allowed. Shirts must be worn at all times.

Girls – Modesty is defined for girls as wearing clothing so as not to reveal the upper torso, cleavage, or under garments. Girls are also not to wear form fitting, sheer or tightly fitted clothing in the chest or hip areas. Tank tops and/or sleeveless shirts are not allowed. Skirts/skorts/dresses/shorts length should be no less than 3 inches from the end of the individual's fingertips, when arms are extended at the side.

Uniform Vendors

All required uniform pieces must be purchased from one of the "Approved list of vendors/stores" as listed on the MCS website. Please note that this list may be revised by the MCS Administration. Only those specific brands, styles, materials, colors, lengths indicated on the vendor sites may be worn to ensure compliance. Refer to the web links on MCS' website for approved school uniform styles and colors.

PE Uniform

A physical education uniform will be required for all boys and girls enrolled in Physical Education/Athletic PE classes. Uniforms may be purchased through school-sanctioned vendors. Interscholastic or "team sport" uniforms are not allowed in lieu of PE uniforms. PE uniform bottoms should be no less than 3 inches from the end of the individual's fingertips, when arms are extended at the side.Students must wear appropriate footwear as approved by the PE coach.

Specific Requirements for Boys

The appropriate attire for boys while on school campus or while participating in MCS sanctioned events is as follows:

Shirts

Junior High School and High School

- **POLO Shirts** are **REQUIRED** *for both JH & HS students and to be worn daily (with exceptions noted below)*. Polo Shirts must bear the MCS logo - certain Athletic Department team polos and club polos have also been approved.
- Polo shirts with the school logo may be worn either tucked in or out of pants. Stomach and back must be covered at all times.
- Long and short sleeve T-shirts in any school approved uniform shirt colors may be worn under the polo shirt. T-shirts may not have any visible markings, designs, writing, or lettering.
- Long sleeve and short sleeve T-Shirts of any kind ***may not be worn*** in lieu of a MCS approved Polo. Special permission may be given on an approved basis by the Administration.

Pants/Shorts

Junior High School

- Boys are **REQUIRED** to wear **vendor approved pants and/or shorts** daily.
- Pants must be worn at the waist and cannot be altered to change the style. If worn with a belt, it must be modest in design. Approved school uniform is to be worn as intended by the manufacturer. All clothes must fit properly– dirty, ripped, and frayed hems that drag on the ground are not acceptable.
- Length of vendor approved shorts should be no less than three inches below the end of the individual's fingertips, when arms are extended at the side. Form fitting apparel such as compression shorts or other leggings cannot be visible. Failure to comply with the standard set forth in this section may result in the loss of this uniform option.
- Pajama pants, joggers, yoga pants and sweatpants are never allowed.

High School

- High School boys have the option of wearing any **solid blue jeans** that are not ripped, frayed and do not drag on the ground or **vendor approved pants/shorts**. No patterns or army fatigue. No jogger pants are allowed.
- Pants must be worn at the waist and cannot be altered to change the style. If worn with a belt, it must be modest in design. Approved school uniform is to be worn as intended by the manufacturer. All clothes must fit properly– dirty, ripped, oversized and frayed hems that drag on the ground are not acceptable.
- MCS Athletic Wear Pants with approved school logos can be worn on *Everything MCS Wear Fridays* and approved free dress days. Outside of *Everything MCS Wear Fridays*, MCS athletic wear may not be substituted at any time for these uniform requirements.
- If a student chooses to wear shorts, they must be vendor approved and the length should be no less than three inches below the end of the individual's fingertips, when arms are extended at the side. Form fitting apparel such as compression shorts or other leggings cannot be visible. Failure to comply with the standard set forth in this section may result in the loss of this uniform option.
- Pajama pants, joggers, yoga pants and sweatpants are never allowed.

Outerwear

Junior High School

- Only MCS outerwear is permitted and must include the school logo or MCS house/club/athletic/performing arts identification. It ***may not be worn*** in lieu of the school polo shirt.
- Collars on the MCS approved polos must be visible when wearing outerwear.
- MCS outwear needs to be properly fitted, oversized outerwear is prohibited.

High School

- 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 polo shirt.
- Collars on the MCS approved polos must be visible when wearing outerwear.
- Jostens' Senior Class outerwear may also be worn.
- MCS outwear needs to be properly fitted, oversized outerwear is prohibited.

Shoes/Socks

Junior High School and High School

- Shoes must be worn at all times. Students must wear comfortable closed toe athletic shoes that are suitable for physical activity and provide proper support throughout the school day.
- Socks should be simple in design with no outlandish patterns or colors, unless worn in conjunction with specifically themed dress days.
- For liability reasons, certain footwear is prohibited which includes:
    - Flip-flops
    - Birkenstock style sandals and slip ons
    - CROCs
    - Open-toed sandals
    - Shoes with no back strap
    - UGGs Slip-ons without backs or full foot coverage
    - "Flat soled" or regular heeled boots are permitted.

Hair

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

Accessories

- Hats/Hoodies, head coverings and sunglasses may only be worn outside of the classroom/hallways/chapel.
- Tattoos (temporary or permanent) and piercings are prohibited. Jewelry and accessories must be modest.
- Acne patches must be skin colored.

Specific Requirements for Girls:

The appropriate attire for girls while on school campus or while participating in MCS sanctioned events is as follows:

Shirts

Junior High School and High School

- **POLO Shirts** are **REQUIRED** *for both JH & HS students and to be worn daily (with exceptions noted below)*. Polo Shirts must bear the MCS logo - certain Athletic Department team polos and club approved polos have also been approved.

- Polo shirts with the school logo may be worn either tucked in or out of pants. Stomach and back must be covered at all times.
- Long and short sleeve T-shirts in any school approved uniform shirt colors may be worn **under** the polo shirt. T-shirts may not have any visible markings, designs, writing, or lettering.
- Long sleeve and short sleeve T-Shirts of any kind ***may not be worn*** in lieu of a MCS approved Polo. Special permission may be given on an approved basis by the Administration.

Pants/Shorts/Skirts

Junior High School

- Girls **are REQUIRED** to wear vendor approved pants/shorts or skirts.
- When wearing shorts for retreats, camps, and free dress days, only vendor approved shorts will be accepted. No cut-offs, or athletic shorts (unless special circumstances are approved and communicated across divisions from administration).
- 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/skorts/dresses/shorts length should be no less than 3 inches from the end of the individual's fingertips, when arms are extended at the side.

High School

- High School girls have the option of wearing any **solid blue jeans** that are not ripped, frayed and do not drag on the ground or **vendor approved skirts/shorts.** No patterns or army fatigue. No jogger pants are allowed.
- High School girls have the option to wear vendor approved skirts or shorts, in lieu of jeans. 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.
- When wearing shorts for retreats, camps, and free dress days, only vendor approved shorts will be accepted. No cut-offs, or athletic shorts (unless special circumstances are approved and communicated across divisions from administration).
- MCS Athletic Wear Pants with approved school logos can be worn on *Everything MCS Wear Fridays* and approved free dress days. Outside of *Everything MCS Wear Fridays*, MCS athletic wear may not be substituted at any time for these uniform requirements.
- Pants must be worn at the waist and cannot be altered to change the style. If worn with a belt, it must be modest in design. Approved school uniform is to be worn as intended by the manufacturer. All clothes must fit properly. Oversized, ripped, frayed, torn and pant hems that drag on the ground are not acceptable.
- Length of dresses, skirts/skorts/shorts should be no less than three inches below the end of the individual's fingertips, when arms are extended at the side. Failure to comply with the standard set forth in this section may result in the loss of this uniform option.
- Pajama pants, joggers, yoga pants and sweatpants are never allowed.

Outerwear

Junior High School

- 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 polo shirt.
- Collars on the MCS approved polos must be visible when wearing outerwear.
- MCS outwear needs to be properly fitted, oversized outerwear is prohibited.
- Cardigan sweaters are intended to be outerwear worn with polo shirts – they are prohibited when worn without the uniform polo shirt with MCS logo.

High School

- 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 polo shirt.
- Collars on the MCS approved polos must be visible when wearing outerwear.
- Jostens' Senior Class outerwear may also be worn.
- Cardigan sweaters are intended to be outerwear worn with polo shirts – they are prohibited when worn without the uniform polo shirt with MCS logo.
- MCS outwear needs to be properly fitted, oversized outerwear is prohibited.

Shoes/Socks

Junior High School and High School

- Shoes must be worn at all times. Students must wear comfortable closed toe athletic shoes that are suitable for physical activity and provide proper support throughout the school day.
- Socks should be simple in design with no outlandish patterns or colors, unless worn in conjunction with specifically themed dress days.
- For liability reasons, certain footwear is prohibited which includes:
    - Flip-flops
    - Birkenstock style sandals and slip ons
    - CROCs
    - Open-toed sandals
    - Shoes with no back strap
    - UGGs Slip-ons without backs or full foot coverage
    - "Flat soled" or regular heeled boots are permitted.

Hair

Junior High School and High School

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

Natural Nails/Artificial Nails

Junior High School and High School

- **Development:** Students are still 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.

Personal Appearance/Make-up

At MCS we encourage our students to reflect modesty, simplicity, and dignity in all areas of their appearance, in keeping with Christian values. Girls may wear light, natural-looking makeup that enhances rather than distracts. Heavy or dramatic makeup styles are not permitted.

- Makeup should be modest, neutral, and age-appropriate.
- False eyelashes, lash extensions, or any type of artificial lash enhancements are not allowed.
- Glitter makeup, bold or extreme colors, and any style that draws unnecessary attention are not permitted.
- Our goal is to promote a wholesome, Christ-centered environment where inner beauty and character are emphasized above outward appearance.

Accessories

Junior High School and High School

- Hats/Hoodies, head coverings and sunglasses may only be worn outside of the classroom/hallways/chapel.
- Appropriate headbands may be worn anytime.
- Solid colored and patterned scarves in school approved colors may be worn any day of the week. Scarves with designs, markings, insignias, or writing may be worn on Casual Fridays, Spirit Days, or other designated non-uniform days, as long as any markings are consistent with Biblical principles and our Christian values.
- Tattoos (temporary or permanent) or piercings (other than ears) are to be concealed during all school hours and activities. Jewelry and accessories must be modest.
- Acne patches need to be skin colored.

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 in spirit/theme days must wear the school uniform.

Junior High Spirit Wear Fridays

- MCS Spirit shirts can be worn with MCS approved vendor uniform bottoms on Fridays.

Junior High Chapel Days

- Students may wear their House Shirt or House Counsel shirt in lieu of a polo, along with solid blue jeans.
- If a student does not wear a House Shirt or House Council Shirt, they must wear their MCS vendor-approved polo with vendor-approved bottoms only;
- MCS polos with jeans are not permitted for JH on Chapel Days.

Junior High and High School Costume – 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 required school polo and appropriate vendor approved pants/shorts/skirts.

Junior High and High School Free Dress Days

- Students are invited to wear Free Dress. All clothing must be appropriate and abide 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)). Graphic designs must not be in conflict with our core values.
- 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 division Principal or Assistant Principal directly for clarification before the student chooses to wear an item in question to school. The administration reserves the right to make decisions on all dress code issues and interpretations.
- Students who do not want to dress up for Theme Days or Free dress days must wear the MCS required uniform.

High School "Everything MCS Wear Fridays" (not a free dress day).

- MCS Athletic Wear Pants with MCS approved school logos only

- MCS Club t-shirts, Choir, Theatre, MCS spirit wear t-shirts, can be worn with blue jeans that are not ripped or frayed), or MCS vendor approved shorts, skirts. No athletic shorts are allowed.
- Official University/Collegiate outerwear may be worn.
- This is not a free dress day, NO EXCEPTIONS
- Senior Class can wear their Jostens Class sweatshirts any day of the week with the approved pants, or vendor approved shorts, skirts.

Dress Code Violations

Students who report to school in violation of the MCS dress code will **not** be allowed to attend class until they bring their attire into compliance. Students who are denied access to class due to uniform violations will receive an unexcused tardy or absence with specific classroom late work policies enforced (refer to Homework/Late Assignments in this Handbook).

Students in violation of the MCS dress code will be provided the opportunity to come into compliance. If the student is unable to comply immediately, a Behavior Event Notice (BEN), will be sent by the teacher/staff member to the parent/guardian and school administration, notifying them of the infraction.

Demerits will be assigned on FACTS SIS. Students will receive an Administrative Referral if they violate dress code more than once, even if they are able to self correct; the referral could include consultation with the parent/guardian for correction. When a student reaches 3 demerits for dress code violations, they may be required to serve a SSL/Detention. Repeated disregard for dress code standards may result in disciplinary action.

DISCIPINARY POLICIES AND PROCEDURES

MARANATHA CHRISTIAN SCHOOLS

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Disciplinary Policies and Procedures

Introduction

“Listen to counsel and accept discipline, that you may be wise 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. We recognize that “equipping students to fulfill God’s purposes in their daily lives” will include circumstances that involve student discipline.To accomplish this task, we set disciplinary guidelines that are enforced consistently, fairly, and lovingly. Listed below are the guidelines for dealing with matters ranging from daily classroom situations to major problems. Maranatha JH/High 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.

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.

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 member’s last name.

Basic Disciplinary Guidelines

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 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. 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 may address all

minor/major classroom infractions as well as infractions pertaining to the guidelines of discipline set forth by school policy. Habitual behavior problems require parental involvement. Students referred to the office for minor/major Infraction offenses 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. Student Success Lab, SSL/Detention assignment, (which may include service to the MCS community), Saturday work details on MCS campus; 3. Parent and student conference with administrator to develop a plan for changing the student's behavior; 4. Student suspension and/or student expulsion.

Basic Disciplinary Procedures

Verbal Warning

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

Parent Communication/Email

A BEN will be emailed to inform the parent/guardian for both positive and negative behaviors. All Minor/Major Infractions are assigned demerits. In addition, teachers and school officials will use BEN's to communicate positive behaviors which are assigned merits.

Student Success Lab, Detention/Saturday Work Detail

Student Success Lab, SSL/Detention is designed to correct minor/major behaviors, dress code and attendance violations. When a student is assigned to SSL/Detention the parents/guardians will be notified via a BEN. Attendance at the SSL/Detention is mandatory. SSL/Detentions are held at a time determined by the Administration, including Saturday School or Work Detail.

Parent Conference

A parent conference may be scheduled with the parent, student, teacher and an administrator, as determined by the nature of the issue.

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 contract for improvement in the student's behavior will be developed at a parent/student conference with a school administrator.

Behavioral probation may last any period of time as deemed appropriate by the school administration, but typical probation terms will be an appropriate period of time, as determined by circumstances and the school administration. The student and his/her parent must meet with the principal and agree to the conditions of probation. Any violation of school rules or the conditions of probation as set forth in the contract during the period of probation will automatically result in a review of the status of the terms of probation and may result in suspension or expulsion. A progress report will be issued at established intervals as deemed appropriate while the student is on probation.

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

Any additional incident involving a student who has already been on a behavioral probation contract (including the preceding school year) that requires intervention by a school administrator may also 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 Principal will determine the terms of the suspension based upon the severity and frequency of the issue. All work assigned or due 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. Students are responsible for identifying work assigned during their absence due to suspension. The student is not allowed to participate in any school activities from the date and time of parental notification through the date of suspension; this includes attendance at any school event as an observer or non-participant. A student who is suspended may also be placed on behavioral probation.

Dismissal/Expulsion

Dismissal from MCS 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 division Principals, the Vice Principal and/or Academic Advisor, and any other members that the Superintendent deems appropriate. The Discipline Review Committee will interview the student and family faced with serious discipline issues and determine whether or not the student will remain enrolled at MCS. 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 educational program, complied with all conditions established by the Discipline Review Committee at the time of dismissal, met all standard requirements for admission, and received unanimous approval by the Discipline Review Committee.

Students and parents may meet with the Principal regarding any discipline assigned to a student for the purpose of understanding 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.

Minor Infractions

Include but not limited to:

- Misuse of School Property
- Academic Dishonesty
- Class Disruption
- Disrespect

- Gum Chewing
- Inappropriate Language
- Inappropriate Behavior
- Disobedience
- Non-Compliance/Not on Task
- PDA
- Unprepared for Class
- Attitude (bad, disrespectful)
- Dress Code Violations

Major Infractions

Include but not limited to:

- Administrative Referral
- Abusive Language
- Cell Phone Use
- Physical Aggression
- Verbal Aggression
- Overt Defiance/Disrespect
- Harassment/Bullying
- Possession of Illegal Substance or Weapon
- Possession/Use of Weapons
- Profanity
- Vandalism
- Theft/Plagiarism/Forgery
- Racism/Sexism

Committing any of the infractions listed above but not limited to, may result in demerits, SSL/Detention assignment, Saturday school, behavioral contract, immediate suspension or dismissal.

Zero Tolerance

Under no circumstances are illegal drugs, alcohol, tobacco, vaping, or weapons of any kind allowed on campus or during any school activity. 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.

ACADEMIC POLICIES AND PROCEDURES



Academic Integrity Policy and Generative AI Guidance

Introduction

Maranatha High School offers a curriculum based on a Christian perspective. We feel it is important to integrate scriptural principles into each area of the subject matter. It is our goal to teach students the basic knowledge necessary for today's world. The methods and content of each course are taught from a Biblical worldview and alternative views are evaluated and analyzed through the lens of scripture.

Academic Integrity and Responsible AI Usage

As we seek to fulfill our mission for students to be equipped to fulfill God's unique call and purpose in their lives, MCS looks at our core values to frame the understanding of what academic integrity means. MCS desires its students to live with integrity in all aspects of their life, including their academics. When they live with integrity, they live Biblical truth; honor their relationships with their teachers, classmates, staff, and family; and pursue excellence by completing tasks with original work using critical thinking.

It is the desire of Maranatha Christian Schools to create an educational atmosphere that encourages personal responsibility and integrity in order to honor God (Colossians 3:23). The learning process is not easy- it involves struggle, time, effort, perseverance, making mistakes and trying again, and acquiring knowledge and finding how to use that knowledge (Romans 5:3-5, Galatians 6:9, James 1:12). However, this process is essential to not only grow as a learner, but to ultimately live out the vision of being transformed at MCS to go and transform the world.

Academic Integrity

Students are encouraged to build confidence in their thoughts and voice as they complete their own work.

Students are expected to complete all course work with integrity. Additionally, when students use the ideas of others, they are expected to properly cite sources, and respect the work of their classmates by not taking another's work as one's own. Students will adhere to the course syllabus and assignment requirements. When completing work with **academic integrity**, a student is using their own mind, original thought, and/or proper citation.

Academic Dishonesty

Conversely, **academic dishonesty** is when students use the work of another (student, internet, author, generative AI) as their own. Academic dishonesty includes copying or sharing student work, obtaining or distributing test materials early, using unauthorized digital tools or notes, submitting the same work more than once, presenting another's work or ideas as your own, failing to properly cite sources, using fake sources, inappropriate use of app extensions (i.e. Photomath, Grammarly, etc.), submitting work created by others or AI, and exceeding a 20% similarity or AI score of any percent above Zero on authorized originality programs .

MCS Educational Perspective of Generative AI

AI technology comes in many forms with many uses and can have both positive and negative impacts on the classroom environment and student learning. Ultimately however, AI is not the source of truth. It is a vehicle to deliver information. The source of Truth is the word of God and MCS depends on the Truth of the word of God above all else.

With integrity and original thought as the foundation of submitting work, MCS requires students complete their work **without** the help of a generative AI platform, like ChatGPT.

AI usage is NOT to be used, except at the discretion of the teacher. When AI tools are permitted to be used, the teacher will explicitly communicate this with students. Student voice and original thought are at the core of the work done at MCS. The MCS learning outcomes of critical thinking, creativity, collaboration, and communication will not be achieved with the use of generative AI.

Consequences

When students choose to submit work that does not meet the expectations described, and/or falls under any type of academic dishonesty, the following consequences will be followed:

Schoolwide Offense #1:

- The teacher and student will confer over the findings of flagged content through originality checkers, the process the student used to complete their assignment, and teacher discretion. After the teacher and student confer, the teacher will consult with the Assistant Principal.
- The student may receive a zero; however, depending on the severity and nature of the issue, the student may be given the opportunity to redo the assignment for up to **60% of their earned score.** This decision will be made on a case-by-case basis, with emphasis on student growth and accountability.
- The Assistant Principal will contact the parent(s) via a Behavior Event Notice (BEN).
- Disciplinary action may include an SSL/Detention.

Schoolwide Offense #2:

- The teacher and student will confer over the findings of flagged content through originality checkers, the process the student used to complete their assignment, and teacher discretion. After the teacher and student confer, the teacher will consult with the Assistant Principal.
- A second schoolwide offense may result in a zero; however, depending on the severity and nature of the issue, the student may be given the opportunity to redo the assignment for up to **30% of their earned score.** This decision will be made on a case-by-case basis, with emphasis on student growth and accountability.
- The Assistant Principal will contact the parent(s) via a Behavior Event Notice (BEN).
- Disciplinary action may include an SSL/Detention.

Schoolwide Offense #3:

- The teacher and student will confer over the findings of flagged content through originality checkers, the process the student used to complete their assignment, and teacher discretion. After the teacher and student confer, the teacher will consult with the Assistant Principal.
- A third schoolwide offense will **result in a zero on the assignment without the ability to make it up.**

- The Assistant Principal will contact the parent(s) via a Behavior Event Notice (BEN) and notify Administration. Parents will be asked to respond.
- A parent and student conference with school administration will be required.
- Disciplinary action may include an SSL/Detention or suspension. In the case of suspension, a letter explaining the incident will be placed in the student's permanent file.

Schoolwide Offense #4:

- The teacher and student will confer over the findings of flagged content through originality checkers, the process the student used to complete their assignment, and teacher discretion. After the teacher and student confer, the teacher will consult with the Assistant Principal.
- A fourth schoolwide offense **will result in a zero on the assignment without the ability to make it up.**
- The Assistant Principal will contact the parent(s) via a Behavior Event Notice (BEN) and notify Administration. Parents will be asked to respond.
- A parent and student conference with school administration will be required.
- Disciplinary action will include suspension and consideration for dismissal from MCS. In either case, a letter explaining the incident will be placed in the student's permanent file.

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, possession or use of AI (Artificial Intelligences), Teacher Edition textbooks, cheating, forgery, and plagiarism. Violations will result in disciplinary action, which includes:

Academic Probation

Students may be placed on academic and athletic 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 course at the conclusion of any specifically identified grading period. The terms of the probation will be clearly stated in writing and may be discussed in a conference with both the student and parent(s). Terms of probation can include athletic and co-curricular ineligibility. Students who fail to meet the academic standards at the conclusion of probationary periods (including ineligibility) 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 status.

Class Schedule Changes

Class placement is prepared by the administration from the Course Selection Form submitted by the student(s). The primary focus is college-preparatory requirements with full consideration given to elective choices. Any student failing to submit a Course Selection Form will be assigned to class(es) by the school administration. Schedule changes may be made with Administration's approval during the first two weeks of the semester for academic reasons only. A schedule change request form must be signed by the parent/guardian; students cannot facilitate changes without parental/guardian consent. In Junior HIgh, Class Schedule changes can only be made for elective courses. All other courses are MCS grade level requirements.

Course Withdrawals

Withdrawals made during the third through the eleventh week of a semester will result in a "W" on the permanent transcript. This will not affect the student's GPA. Withdrawals after the eleventh week of the semester will result in a "WF" grade on the student's transcript, which will affect the students'

GPA. The parent(s), teacher and the Administration will determine if a withdrawal is in the best interest of the student.

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.

Mid-term Transfer Grades

Whether transferring into MCS mid-term from another school or changing courses at MCS at any point during a semester, grades from "like" classes will be merged from the incoming course to the new course. Generally, the time of transfer within the term determines the percent of the grade that will be assigned to the new (receiving) course, with any assignment grades thereafter determining the balance. The Academic Advising Office establishes policy for grade merges, and may make adjustments based upon individual circumstances

Community Service Program

Maranatha Christian School encourages students to serve others through voluntary community service that reflects Christ-centered values. Service may be completed through a student's church or other approved nonprofit organizations whose mission aligns with the values of MCS.

Reporting Requirements:

- Community service hours will only be accepted when **both** of the following have been completed:
    - The **Community Service Documentation Form** is completed in its entirety.
    - The completed form is uploaded through the **Online Community Service Submission Form**.
- Incomplete forms or missing online submissions will **not** be counted.

Submission Deadlines:

- **Reporting Period 1 (May–November):** Due by the **last day of November**
- **Reporting Period 2 (December–April):** Due by the **last day of April**

Recognition:

Students are recognized annually for their commitment to serving others according to the following service hour levels:

- **Diamond:** 500+ hours
- **Platinum:** 400+ hours
- **Gold:** 300+ hours
- **Silver:** 200+ hours
- **Bronze:** 100+ hours

Service hours are recorded on student transcripts. Seniors who achieve the **Gold, Platinum, or Diamond** level will receive graduation cords. The senior with the highest number of verified service hours will be honored with the **Servant Leader Award**, which includes a scholarship to assist with post-graduation educational expenses.

Students who wish to develop and lead a new community service project may obtain an application from the **Director of Biblical Studies.** All proposed projects are subject to review and approval.

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 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 with administrative review upon written request by parents/guardians. 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 two business days.

Curriculum

The instructional program at MCS is designed to prepare students for college. Graduation requirements are designed to meet the University of California "a – g" admission requirements for academics and courses conforming to these standards have been submitted to the University of California System for approval.

Distance Learning

In the event of pandemic or other emergency circumstances that require extended campus closure or elimination or reduction of in-person instruction, MCS will employ separate Distance Learning policies and procedures in an effort to preserve the instructional integrity of our programs. Distance Learning policies and procedures will be published separately from this Handbook.

Eagle Academy

The Eagle Academy (EA) is only available to students in grades 6 through 12 who meet specific prerequisites/standards. Per School Board policy and program adoption conditions, enrollment in EA after initially enrolling in MCS' traditional on-campus program may be granted by the Division Principal by exception for extenuating circumstances only. This program provides an alternative educational path compared to our traditional full-day on-campus program. Students may take up to three (3) classes (per semester term) offered on the MCS campus. A total of four (4) courses must be supervised under MCS' administration (meaning the course is taken on-campus by one of our teachers or home facilitated by the parent where all tests are proctored by the EA Coordinator). PE, Student Teacher's Assistant, and 2.5 Credit ASB do not count towards one of the four required supervised courses. Specific questions pertaining to this program should be directed to the Eagle Academy Director. EA students participating in Interscholastic Athletics (CIF) are required to be enrolled in four academic courses to maintain academic eligibility.

High School EA students may take external high school or college courses with advance approval from the EA Director and these are subject to the same policies and criteria as on-campus courses. A screenshot of course progress must be included in each progress packet. Parents are responsible for confirming any credit or course limits with college admissions offices. Only external courses that fulfill MCS graduation requirements, up to a maximum of 9, will be listed on the MCS transcript. Lecture and lab combinations count as one yearlong course (10 credits) toward this limit. Courses will be recorded on our transcript in the order approved and taken and students may not choose which appear on the transcript once a course has been approved by the EA Director.

Failing Grades

Any student receiving a failing grade for a course that is required for promotion/graduation must repeat the course and earn a passing grade. We strongly encourage students to repeat any class in which a “D” is earned. Any student required to complete remedial work must complete the remedial work prior to or concurrent with the next semester of work. Any failed class will require remediation through a credit recovery process.

Grade Values

The school’s grading scale 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

Student-Aide

In High School, students enrolled as a student-aide (TA) for a class period will receive a pass/no pass from the supervising teacher or staff member. Only one year may be completed as a TA; consistent attendance is required. This grade will not affect the GPA but will serve to inform the parents and administration of the student’s contribution and will earn elective credit.

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 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, as published in their course syllabus. Teachers will consider extreme circumstances beyond the student’s control on an individual basis. 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.

Incomplete

An Incomplete semester grade (“I”) will be issued when a circumstance beyond a student’s control prohibits him or her from taking a final exam or completing any course work by the conclusion of the semester. A student will be required to make up an incomplete grade within two weeks of the end of the term. It is the student’s responsibility to contact the teacher(s) to obtain a list of all missed assignments required to complete the course work. If course requirements are not completed within two weeks, a “zero” will be given for the incomplete work and a final grade will be determined and recorded. Teachers will process a “change of grade” form to document the change with the school administration.

Make-Up Work

A student who is unable to turn in or complete any work (e.g. homework, tests, quizzes, etc.) due to an excused absence on the due date will be required to complete that work by the next class meeting. Make-up work for excused absences from more than one sequential class meeting will require arrangement and approval by the teacher.

Generally, it is understood that each class session missed due to excused absence will provide the student with an equal number of class meetings in order to make up the work.

The responsibility for identifying any missed assignments, making any arrangements with the teacher, and completing make-up schoolwork, rests ultimately with the student. Students who miss school work due to truancy, suspension, or excessive absences will be subject to the policies pertaining to those conditions.

- **Make-up Policy Unexcused Absence:**
  - Students may make-up any work at 50% of the original value of the assignment.
- **Make-up Policy Truant:**
  - There is no opportunity to make up work due to Truancy.
- **Make-up Policy Suspension:**
  - Students serving suspension may only make up Tests and Major Assignments due on the date of suspension.

Cumulative Assessments

Cumulative Assessments will be administered to all Junior High School students at the conclusion of each semester. These assessments will cover semester course content and will be weighted appropriately in the course test category. An assessment schedule will be published each semester prior to the testing period. These assessments ideally represent a cumulative representation of the entire body of content presented during a given semester.

Mid-Term and Final Exams

Exams, projects, or presentations will be administered to all High School students at the conclusion of each semester. These exams will count for a minimum of 10% up to 15% of the final semester grade. **No pre-arranged absences will be granted during midterm/finals week**. An exam schedule will be published each semester prior to the testing period. AP classes and some project based classes (e.g. PLTW) are not scheduled for Final Exams (spring semester) due to the earlier administration of AP Exams. Teachers in these courses might administer a Final Exam prior to the published exam schedule.Teachers may use the Final Exam schedule for project presentations, as necessary.

High School Honors/AP Policy

These courses reflect college level rigor and seek to challenge students academically, and they provide a more demanding curriculum. Some of the benefits include developing a higher level of cognitive skills, improving analytical and writing skills, increasing reading comprehension, and helping develop strong study skills and work habits. Students wishing to enroll in Honors or Advanced Placement (AP) courses must be academically qualified or receive teacher recommendation.

Honors and AP courses are weighted classes. For example, an Honors or AP class is worth 5 points rather than the 4 points on a 4.0 GPA scale. Honors courses which do not have the AP designation are only weighted internally and will not be considered on a 5.0 scale by universities and colleges.

	A	B	C	D	F
AP/Honors Scale	5	4	3	1	0
Academic Scale	4	3	2	1	0

Repeat Courses

Students may repeat the identical course to improve knowledge or grade; however, credit may only be earned for a course once, with the exception of those specifically noted as repeatable. The effect of a lower grade will be removed from the cumulative GPA with the

higher grade being calculated in lieu of the lower grade. The first course will remain on the transcript as a matter of record and will be shown as a repeated class. The repeated course with the lower grade will be designated with a # on the transcript. For admission purposes, colleges may calculate a repeated grade at their discretion.

Junior High School Promotion Requirements

To achieve promotion from MCS Junior High School, all 8th graders are required to have successfully completed the Junior High program with a cumulative GPA of at least 2.0 with no failing grades. Students not meeting these criteria may be denied the opportunity to participate in promotion ceremonies. Failing classes at any grade level will require completion of remedial work during the summer session, and the student will be placed on academic probation for the coming term.

Under special circumstances, a student may be promoted to High School under terms of academic probation upon approval of the High School Principal.

MCS High School Graduation Requirements

A student will need a total of 250 required credits to graduate. Of these credits, 150 comprise required UC “a-g” course work. Five (5) credits are given for successful completion of each semester course. Students who have transferred to MCS from another high school will have their transcripts evaluated on an individual basis to determine how credits completed at another institution apply to MCS credit requirements. Most MCS courses are year-long courses; please confer with the Guidance Office prior to considering dropping any course in progress.

MCS has developed its graduation requirements and curriculum, which are college preparatory, to help students meet the academic admissions criteria of the University of California system as well as the California State Universities and private colleges and universities. Students are required each year to take a sufficient number of credits to fulfill graduation requirements within four years. Typical course load is six or seven classes per year. Seniors are required to take at least 40 credits (four on-campus classes) but are encouraged to maintain a typical course load.

MCS High School Graduation Ceremony Participation

Students who have not fulfilled MCS graduation requirements will not be allowed to take part in the High School graduation ceremonies without written administrative approval. A diploma will not be issued unless all graduation requirements have been met. The development of alternative academic paths with administrative approval may allow students to graduate without conforming to the “a-g” standards. Exceptions are granted rarely and only with the approval of the High School Principal, typically due to circumstances beyond the student’s control.

Off-Campus Courses

Prior approval by the Guidance Office and/or Principal must be obtained before any off-campus course will be accepted for course credit at MCS. All courses must avoid time conflict with regularly scheduled MCS classes - MCS will not make concessions for off-campus courses taken during our regular school hours. No more than two off-campus courses will be authorized (including courses taken for remedial work) throughout a student’s four year career. This is not applicable to the Eagle Academy. Off-campus courses may be taken during the summer preceding 9^{th} – 12^{th} grades.

Parent’s Portal (FACTS SiS)

Maranatha Christians Schools considers it a priority to communicate with parents regarding their student’s academic progress. ParentsWeb by FACTS is a valuable tool that allows parents and students to be connected in the academic process and make informed decisions correlated to their students’ specific needs.

Parents are strongly encouraged to establish a ParentWeb login and make it a priority to utilize this as a significant source of information on class grades, report cards, progress reports and attendance.

Physical Education

PE grades will be based equally on participation, uniform compliance, and the instructor's classroom curriculum requirements.

Privacy

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

Report Cards and Progress Reports

The school year is divided into two semesters. Each semester includes two six-week Progress Reports and a final semester Report Card. Report Cards indicate the student's academic performance during the term. They may contain comments designed to advise students and parents of areas of excellence and/or need. Semester reports will reflect grades earned, GPA, citizenship, excused and unexcused absences and tardy record. Report Cards will be electronically distributed as close to the end of each term as possible. Delays may occur due to holidays.

Report card grades automatically populate the official school transcript/academic record and are considered final, as determined by the course teacher. The administration has no authority to modify teacher grades unless clear evidence supports that a grade determination by the teacher was unreasonable and/or was inconsistent with the teacher's grading practices. Responsibility for determining the validity of a grade appeal rests solely with the Division Principal. Grade appeals must be made in writing to the Division Principal within 30 days of Report Card publication. An appeal outside of this timeline will not be considered due to a variety of factors that affect decision making.

Two Progress Reports are issued during each semester at approximately six-week intervals to inform parents of the child's progress and to determine co-curricular eligibility. Reports are typically issued following the 6th and 12th week of each semester. Parents can view their child's grades at any point during the term through FACTS. Additionally, a "snap-shot" of the grade book is emailed weekly. MCS encourages parents to communicate with teachers and to initiate conferences when the need arises throughout the school year.

It is the responsibility of all parents and students to be current with information presented from a variety of sources, including MCS website (maranathachristianschools.org), student FACTS accounts, email, Google Classroom, Parent Square, the Parent/Student Handbook, and other school social media.

Special Recognition and Awards

Throughout the school year students are periodically recognized for a variety of efforts and activities, such as arts, athletics, academic clubs (e.g. National Honor Society), service, and competitions. These include, but are not limited to:

Honor Roll

At the end of each semester, students achieving certain academic levels of performance during the entire semester are recognized. A list of students who have achieved this academic distinction will be published in selected media as deemed appropriate by the administration.

- Principal's Honor Roll 4.0 GPA*
- Honor Roll 3.5 to 3.9 GPA *

* cumulative for all subjects combined

Salutatorian

Salutatorian status is awarded to the High School student who earns the second highest total weighted grade point average through the first semester of their Senior year. Individuals must be enrolled at MCS during the 9th grade and complete three full years of study at MCS to be eligible for this award. In the case of a GPA tie, objective measures, including the 12-week progress report of the 2nd semester, will be used to select the Salutatorian. Co-Salutatorian status may be awarded when appropriate. Citizenship is also an important component of this status and students may be disqualified from this honor if they possess an unsatisfactory behavior record.

Valedictorian

Valedictorian status is awarded to the High School student who earns the highest total weighted grade point average through the first semester of their Senior year. Individuals must be enrolled at MCS during the 9th grade and complete three full years of study at MCS to be eligible for this award. In the case of a GPA tie, objective measures, including the 12-week progress report of the 2nd semester, will be used to select the Valedictorian. Co-Valedictorian status may be awarded when appropriate. Citizenship is also an important component of this status and students may be disqualified from this honor if they possess an unsatisfactory behavior record.

Year-End Awards

Maranatha Christian Schools recognizes students for a large number of academic accomplishments, including, but not limited to, attendance, grades, scholarships, Barnabas Award (character) in an end-of-year ceremony.

Superintendent's Award

This award is given to one Senior who best demonstrates excellence in academics, spirituality, school spirit and citizenship. This award is voted on by the faculty and administration.

Summer School

Summer school is designed to provide students with options for enrichment, remedial work or credit advancement. Prior approval must be obtained from the Guidance Officer before any summer school course can be taken for MCS credit.

Transcripts

Students may request up to ten transcripts free of charge. Any transcripts ordered over and above ten will cost $5.00 each. If a transcript needs to be mailed internationally, a fee of $10.00 will apply per transcript. Typically, official transcripts are submitted via Naviance through the Guidance Office.

Transfer Credits

Each student's transfer credits from a previous high school must be evaluated by the school Guidance Office and/or Principal to determine how those credits apply to the MCS graduation requirements. In addition, the Guidance Office and/or Principal must give prior approval before a student takes any outside (i.e. off-campus) course(s), even if it is for remediation of a failed (F) course, or an "Incomplete" grade.

Transfer Credits From Junior High

Credits earned during Junior High do not apply toward MCS' High School graduation requirements. However, Junior High courses do allow for acceleration (e.g. completion of Algebra 1 in 8th grade would place a student in Geometry in 9th grade).

Senior Trip Qualifications

Seniors with any grade below a C- (70%) in any one class at the 12-week grading period of the 2nd semester may be required to take a final exam in that specific course, and may not be allowed to attend the Senior trip. Refunds for prepaid expenses, in full or in part, will not be granted in this event, as pricing is based upon certain commitment levels. All qualifying Seniors are expected to attend the trip, as it provides important closure to our time together in the MCS community. Accommodations will be provided by the Administration for co-curricular commitments (e.g. athletics).

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.

In the event of pandemic or other emergency circumstances that require extended campus closure or elimination or reduction of in-person instruction, MCS will employ separate Distance Learning policies and procedures in effort to preserve the instructional integrity of our programs. Distance Learning policies and procedures will be published separately from this Handbook.

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 the 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 the school property at any time.

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, and social media.

Maranatha Christian Schools (MCS) prohibit any discrimination, harassment, intimidation, and bullying of any student based on the student's race, color, ancestry, national origin, ethnic, age, religion, marital or parental status, physical or mental disability, gender; the perception of one or more of such characteristics; or association with people who share any of these characteristics. Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities or ability to participate in school sponsored programs or activities.

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. The Board 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.

MCS takes a very proactive, positive approach to generate a campus culture of Christ-like behavior that promotes unity and voice within the student body. The promotion of a Biblical World View in all aspects of student life, from the class room to co-curricular activities, all contribute to a safe, secure environment for everyone on campus. Students are educated and trained to contextualize information through this Biblical World View and to make practical, discerning decisions about the world in which they live which may not always share their values. Parents are encouraged to help teach their students to distinguish between what is and is not considering bullying and appropriate ways to address it.

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.

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.

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. Copies of the Emergency Preparedness Plan as well as the Incident Command System Plan are located on the MCS Intranet.

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 the vehicle, and slows the normal flow of traffic. To maintain safety and order, walk only 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 Red Fire curb in front of the courtyard. It is a designated area in which cars must come to a complete stop to offload 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. Junior High and High School students are allowed to leave the courtyard pick-up area and walk out to waiting vehicles or leave the campus.
2. 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.
3. 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. Afternoon procedures remain in effect while picking up students participating in after school activities such as After School Care Program, tutoring, athletics, and performing arts.
4. Please do not park in specially designated stalls, those reserved for Seniors as evidenced by painting or other indicators, and those reserved by signage.

The following procedures are included for reference only, as they pertain to Elementary students, and for safety reasons it is important to be aware of their pick-up procedures.

1. When picking up Elementary and Kindergarten students, park your vehicle in a designated parking space, walk to the classroom door, 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.

Parking Privileges

Student parking at Maranatha Christian School is a privilege and requires compliance with all parking and traffic regulations. Regardless of grade or age, written parental consent is required for a student to park on MCS property. A parking application must be filled out and on file with Administration.

Student vehicles must be parked in the designated areas at the south end of the parking lot. A maximum of 5 mph speed limit must be obeyed while driving in the parking lot. Abuse or carelessness when operating a vehicle on campus may lead to disciplinary action; including restriction of the student's parking privileges.

Vehicles are to be driven only on paved roads and parking lots, not on open areas, sidewalks, or athletic fields. If at any time an adult reports your name or vehicle due to a violation mentioned in the parking application guidelines, consequences may be administered. The school is not responsible for damage to vehicles parked in the lot or for lost or stolen items left in the car.

PE/Restriction of Physical Activities

If a student has a medical excuse from PE, a physician's note is required if a student needs to be excused from PE for more than 2 days.

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, seeking repentance, reconciliation, and restoration. Please help us handle concerns effectively and in a Christian manner by following these scriptural guidelines. We want to successfully resolve each problem, and we realize this can only happen through proper communication and support.

When we follow these procedures, we effectively build 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, Assistant Principal, or Principal to schedule a meeting with all parties involved.
- The principals bear 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, no later than the next regularly scheduled meeting, will consider the written correspondence and a response will be given accordingly.

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 all forms of 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.

STUDENT LIFE



Student Life

After School Care Program

Our After School Care Program (ASCP) is a service offered for our working 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 pm are signed in to the ASCP by their respective teachers. Junior High students are dismissed from school at 3:00 pm and are expected to leave school property on their own.

Junior High students who remain on campus to participate in co-curricular activities such as sports, theater, clubs, etc., will wait in designated areas predetermined by their coach, teacher or club sponsor. Students who are not involved with an after school activity, may remain in the courtyard area or out in front of the school gate while waiting to be picked up by parents. Historically, MCS Junior High students have proven themselves to be responsible and well behaved during this gap period between school dismissal and the beginning of co-curricular activities, or being picked up by parents. Although infrequent, those who fail to meet this standard will not be allowed to remain on campus. Students who fail to comply with this after school policy will be subject to discipline.

High School students are also expected to leave school property following their final class of the day unless they are involved in school sponsored co-curricular activities (e.g. performing arts, athletics, & clubs). When students must stay after dismissal due to transportation arrangements with younger siblings, they must stay in areas designated specifically for High School students (e.g. lunch tables, student lounge, etc.). After school care and supervision is not provided for High School students, except through their co-curricular activities.

Announcements/Advertisements/Signs/Banners

All posters, bulletins, signs, banners, or other items of information posted on our campus must be approved by a program advisor, director, 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

The Associated Student Body (ASB) is a student service–oriented organization 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 given the opportunity to apply for positions in the spring semester and are expected to attend regular ASB meetings and participate in all ASB activities. In order for a student to be an ASB officer or a class representative, the student must have a 2.5 GPA for the semester preceding the application and selection process.

ASB representatives must maintain a 2.5 GPA during all grading periods in which they hold an office. Should a student's GPA fall below 2.5, the student shall be given notice and provided the opportunity during the next grading period to raise the grade to the required level. Should the student fail to raise their grade by the next progress grade report, the student may no longer participate in student council. Students must obtain teacher recommendation as part of the application process.

Junior High

JH ASB is listed as Executive House Council. These positions are elected, appointed and/or interviewed for. Each spring, all students are eligible to apply and go through the process. House Council members need to be in good standing in behaviors and academics. There is no academic grade for Executive House Council.

High School

High School ASB students successfully fulfilling their responsibilities will receive 2.5 credits per semester of service and a "Pass" on the corresponding semester Report Card. It is possible to receive a Fail for not fulfilling the responsibilities of the office or position held. Students on the Executive Committee (EC) of the ASB class are awarded 5 semester credits for successful completion using the standard grading letter grade system.

Athletics-Interscholastic

Students interested in playing sports should contact the Athletic Director for specific details related to cost and eligibility. An Athletic Handbook will be published with specific program information. Academic eligibility will be determined at the end of each six-week grading period. A grading period, as defined by the California Interscholastic Federation (CIF), is that period of time in which all students receive grades. MCS' academic year is divided into six six-week grading periods (three per semester).

In order to be eligible, any student, including those entering from the 8th grade, must have achieved an unweighted 2.0 grade-point average (on a 4.0 scale) with no failing grade in enrolled courses at the conclusion of the most recently completed grading period. A student who falls below 2.0 or who has a failing grade will be placed on athletic probation for one grading period and may remain eligible to participate in interscholastic athletics.

If after that time the student does not meet the described academic standards, that student will become ineligible for athletics. They will remain ineligible in subsequent grading periods until they satisfy the academics requirement set forth by CIF regulations and MCS. Other terms of probation will be communicated in writing and discussed in conference with the parent(s) and student(s).

Athletics Participation Policy in Junior High

Students interested in playing sports should contact the Athletic Director for specific details related to cost and eligibility. An Athletic Handbook will be published with specific program information.

Academic eligibility will be determined at the end of each six-week grading period. A grading period, as defined by the California Interscholastic Federation (CIF), is that period of time in which all students receive grades. MCS' academic year is divided into six six-week grading periods (three per semester).

In order to be eligible, any student must have achieved an unweighted 2.0 grade-point average (on a 4.0 scale) with no failing grade in enrolled courses at the conclusion of the most recently completed grading period. A student who falls below 2.0 or who has a failing grade will be placed on athletic probation for one grading period and may remain eligible to participate in interscholastic athletics.

If after that time the student does not meet the described academic standards, that student will become ineligible for athletics. They will remain ineligible in subsequent grading periods until they satisfy the academic requirements set forth by MCS. Other terms of probation will be communicated in writing and discussed in conference with the parent(s) and student(s).

1. It is *MANDATORY* for all students on academic probation to attend homework club. Athletes who do not attend must have an excused absence and prior approval of the JH Academic

Counselor. Any violation of this rule will result in the student not being allowed to participate in the next scheduled contest.

In addition to the academic requirements, Maranatha Christian Schools believes it is a privilege to participate in extracurricular sports. It is critical that Junior High school students display the highest level of character as they represent MCS with grace and humility.

Therefore, good citizenship is required of all student-athletes. Consequences for violating the student code of conduct, as outlined in the student handbook, in collaboration with Athletics and Administration may result in the following disciplinary actions:

1. Missing the next regularly scheduled practice.
2. Missing the next regularly scheduled game.
3. and/or may be dismissed from the team for the remainder of the season

Disciplinary action (not academic) is based on each semester (18 weeks) and resets at the beginning of the next semester.

Back to School Night

The school hosts this important evening at the start of the school year. It is designed for parents to come to school and meet their child's teachers. At that time, they are available to "meet and greet," but this is not a time to confer on personal issues. No childcare is provided – parents are encouraged to leave their children at home.

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.

Carpool Information

MCS does not coordinate any carpool opportunities; it is the responsibility of each parent/guardian to ensure reliable transportation to and from school. FACTS/ParentWeb is a digital resource to assist in the identification of other families living in your area who are willing to be contacted for ride sharing.

Cell Phone Policy

At Maranatha Christian Schools, we desire to create an environment that promotes academic integrity, meaningful relationships, spiritual growth, and focused learning. The increasing use of cell phones, social media, and artificial intelligence (AI) tools during the school day has created significant distractions and opportunities for academic dishonesty. To protect the learning environment and support student success, the following policy will be enforced.

Cell Phone Expectations

- Cell phones, smart phones, smart watches, and/or smart glasses with communication capabilities, earbuds, and similar personal electronic devices are **not to be seen, heard, or used during the school day**.
- All cell phones must be **turned off or silenced and stored in the student's assigned locker for the entire school day** or for high school left in their cars.
- Cell phones **may not** be carried on a student's person, kept in pockets, hoodies, purses, backpacks, or other personal belongings during school hours.

To avoid disciplinary consequences, we strongly encourage students to:

- Secure them in their assigned lockers before the first bell and leave them there until dismissal.
- Leave their phones in their vehicles during the school day.

Consequences
For all cell phone policy violations, the device will be immediately confiscated and only the parent/guardian can pick it up from a school administrator within the posted MCS school business hours.

- **First Offense:** Parent Pick Up
- **Second Offense:** Student will be assigned detention and may result in a 1 day suspension.
- **Third Offense:** Student will be assigned a 1 day suspension.

Academic Integrity
The misuse of cell phones, AI applications, messaging platforms, social media, and internet resources to complete assignments, quizzes, tests, projects, or other academic work is considered a violation of the school's Academic Integrity Policy and may result in additional disciplinary consequences beyond those listed above.

Emergency Communication
Parents needing to contact their student during the school day should do so through the school office. Likewise, students needing to contact a parent, including due to illness, may do so through the front office.

The school administration reserves the right to evaluate and determine the appropriateness of all matters related to this policy.

School-Sponsored Trips (Junior High and High School)
- Cell phone policies on school-sponsored trips may differ from standard campus rules.
- Any variations will be communicated clearly and in writing to both students and parents.

Chapel/Small Groups
A designated time of spiritual growth and development occurs during the "Chapel schedule" each Wednesday, consistent with the published bell schedule time. These sessions may take place as schoolwide chapels, small groups, and/or worship sessions. Attendance is mandatory, regardless of individual class schedules, with the exception of Eagle Academy students, who are invited, but not required to attend. These growth opportunities are considered an integral component of the school program and our identity as a Christian institution. Parents are welcome to attend at any time (though seating is limited). However, you must sign in at the front desk, as required by all visitors.

Chromebook Policy
MCS students receiving a Chromebook must adhere to the MCS Digital Citizenship policies and the procedures outlined in the Acceptable Use Policy (AUP) documents, which must be signed and acknowledged coinciding with Chromebook distribution.

Chromebook Use
- Only school issued Chromebooks are authorized for use on the MCS campus;
- Laptops, i-Pads, and other computing devices are prohibited, except where officially distributed by MCS or the MCS teacher for classroom assignments. Students must abide by all school rules as outlined in the MCS Student/Parent Handbook.

- Students must attend a Chromebook orientation before they may use their school issued Chromebook on campus.
- Students must handle the Chromebook with care and follow all guidelines for its proper use. The Chromebook must be kept in a secure location when not in use and all food and drink should be kept away from the chromebook to prevent damage.
- ***Jr. High students and High School Students*** must store Chromebooks in a specific case, as on the MCS Supply list. We cannot accept any other types of covers (ie. no neoprene covers, no plastic clam shells).
- Students are responsible for their Chromebook and Chromebook cord. If a device is damaged, please report it immediately to the MCS Tech Offices so it can be assessed and sent for repairs.
- MCS is not responsible for lost, stolen or damaged devices. In the event of loss, theft or damages due to improper use of the Chromebook, the student and their parent/guardian are responsible for the cost of repair or replacement. Parents/Guardians will be notified in a BEN through FACTS SiS on the extent of damage and the replacement cost. The cost of a Chromebook is determined each year based on current market value.
- Students and parents understand that if a Chromebook is confiscated for misuse and the student has work on the Chromebook that needs to be turned in or presented, the student will receive a zero on that work.
- Students and Parents acknowledge that any staff member at MCS may review the contents of any Chromebook at any time. If a student has a passcode on their Chromebook, the passcode must be provided at the request of any staff member. Students and parents acknowledge that MCS may and will conduct random Chromebook checks and check any type of information on the Chromebook.
- Parents agree to monitor Chromebook content and to monitor student use of the Chromebook while not on campus.
- MCS reserves the right to block any website or app from being visited or used while on campus, for any reason.
- Students are responsible for bringing their charged Chromebook to school each day. Participation or preparedness grades will be lowered for students who do not have their Chromebook or are not able to use their Chromebook when directed.
- Chromebooks are treated as electronic devices as described in the Parent/Student Handbook, and therefore may be used before school, at break and lunch and after school. Downloading non-school apps, streaming video or audio or playing internet connected games on school property is prohibited as wireless access is a privilege shared among all members of the MCS community. Use of a VPN is prohibited.
- All Chromebook wallpaper and backgrounds and profile pictures must be school-appropriate. The student's name must be readable on the lock screen wallpaper.
- ***Jr. High students and High School Students*** must store Chromebooks in a specific case, as noted on the MCS supply lists and cannot accept any other types of covers (ie. no neoprene covers, no plastic clam shells).
- Chromebooks will be used in classes at the teacher's discretion, but must be put away or turned off at teacher direction.
- Students are responsible for updating their apps and the Chromebook software on a regular basis.
- It is the responsibility of the student to back up his/her files. Best practices and procedures will be covered at the orientation.
- Only MCS Chromebooks which have been brought to the orientation may connect to the school's wireless network. Any attempt to connect other devices to the wireless network will be blocked. **Connecting or attempting to connect to any MCS network other than the student designated network will result in an immediate Chromebook check and potentially other disciplinary actions.**
- Phones and other devices may not be used as wireless hot spots on school property.

Digital Citizenship and Activities Strictly Prohibited for all Chromebooks

All students attending Maranatha Christian Schools are expected to be responsible and use discernment in matters of digital citizenship, whether using a personal cell phone, electronic devices, a Chromebook, or one of the school computers or electronic devices. Students show good digital citizenship by not:

- Bypassing (or attempting to bypass) the MCS web filter
- Gaining access to other students' accounts, files, and/or data
- Cheating
- Illegally installing or transmitting copyrighted materials
- Installing inappropriate apps or media
- Sending, accessing, uploading, downloading, or distributing materials that are offensive, threatening, profane, obscene, or sexually suggestive
- Using technology to threaten, bully, or harass others, physically, sexually, or verbally. Harassment may be a one-time event or persistently acting in a manner that distresses or annoys another person
- Viewing or showing others or distributing inappropriate material (such as material containing lewd, sexually suggestive, or graphically violent images or demeaning, derogatory, or hateful speech)
- Using lewd, obscene, profane, vulgar, rude, inflammatory, abusive or disrespectful language online or in emails
- Knowingly or recklessly posting false or defamatory information about a person or organization
- Taking photos and/or recording sound or video in class unless it is part of a class or lesson
- Taking photos, recording sound or video without permission of all people involved
- Posting information that could interfere with the educational process or cause a danger of disruption
- Posting private information about yourself or another person online
- Reposting private messages without permission of the person who sent the message
- Posting photos or videos or sending them to others without the permission of all people involved
- Using the Chromebook to play games, text, or attempt to access any social networks during class time without teacher permission
- Using technology in any way that disrupts any classroom activity or school function

Consequences

Students and Parents agree that any inappropriate use of the Chromebook will result in school discipline as outlined:

- **First offense** - Verbal warning/email notification sent home
- **Second offense** - Confiscation of Chromebook for remainder of period and BEN sent home
- **Third offense** - Confiscation of Chromebook; Administration will create restrictive access and a BEN sent home.

Non-Assumption of Duty and Limitation of Liability:

MCS contracts with a third-party service provider to monitor student online activity and flag sensitive content (including, but not limited to, content related to self-harm, violence, bullying, harassment, drug use, or other potentially harmful material), including at times when the student is not on campus. No internet monitoring service is 100% effective, and MCS does not represent, warrant, or guarantee that its service provider will monitor, detect, or flag all searches for sensitive content.

Parents acknowledge and agree that they retain sole and primary responsibility for monitoring their child's online activity when their student is not on campus.

Periodically, MCS administration may, in its sole discretion, notify parents regarding their student's off-campus online activity when it is flagged for sensitive content. These notices are provided as a voluntary, non-obligatory courtesy only and do not constitute a safety service, warning system, or comprehensive monitoring program that parents may or should rely upon. By providing these notices, MCS expressly disclaims and does not assume any duty, obligation, or responsibility whether arising in contract, tort, or otherwise to monitor student online activity, to notify parents of flagged content, or to warn parents of any potential risks associated with a student's off-campus online activity.

Parents expressly agree they do not rely on MCS for the online safety of their child and hereby waive and release the School from any liability arising from a failure to monitor, to notify, or to warn parents of their student's off-campus online activity.

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 events must have a faculty sponsor, appropriate number of chaperones and administrative approval.

MCS students have the opportunity to participate in a number of co-curricular activities, including but not limited to: school retreats and other overnight trips (e.g. mission trips), social events (e.g. High School dances), class activities and field trips, interscholastic sporting events, school sponsored clubs, Student Leadership/ASB, and performing arts.

- Voluntary co-curricular activities are a privilege, not a right.
- Students who do participate in co-curricular activities assume certain obligations and responsibilities beyond those of other students.
- High standards of conduct, performance, and leadership will be expected of all students participating in co-curricular activities.
- Any violation of school rules may result in the individual being sent home, regardless of the location, at their expense.
- Students on academic or behavioral probation/contracts may be asked not to participate by MCS Administration.

College and Career Guidance

MCS offers college and career guidance to assist students and families who are seeking information regarding educational opportunities, financial aid information, and career opportunities. The school endeavors to provide each student with the appropriate information and guidance toward High School graduation, career options, or college entrance goals.

MCS is committed to preparing students for post-secondary opportunities, and partners with outside entities to provide sufficient resources to meet the needs of our community.

Communication

Healthy relationships are maintained through good communication. Parents are expected to read several publications 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. **It is the responsibility of all parents and students to be current with information presented from a variety of sources, including MCS website (maranathachristianschools.org), student FACTS accounts and email, Parent Square, the**

Parent/Student Handbook, and other social media. MCS strives to keep communication lines open in all areas.

Dance Guidelines-High School Only

- No immodest or sexually suggestive dancing. Examples of such change with time and are too numerous for inclusion here.
- All students must maintain an upright position.
- Dancing/moves which could cause harm to one's self or others and poses a safety risk is prohibited.
- Dance Dress Attire – Students and their guests will be expected to dress modestly for dances. Those with inappropriate clothing will be required to leave or will be prohibited entry until properly attired. Low fronts, bare midriffs, short shirts, short skirts/shorts that do not meet the standard of no shorter than 3in below the fingertips when arms are extended at the sides are not permitted. MCS generally publishes guidelines before each event and follows an approval protocol for girls' dresses.
- Junior High students may not attend MCS dances, whether as guests from another school, or as current MCS Junior High students.
- Any MCS student guest must have their application approved by the posted deadline. Students who are over the age of 18 are not permitted as guests, unless they are alumni with advance approval by the High School Principal.

The Administration and dance chaperones reserve the right to determine appropriate dance. The administration of MCS recognizes that dance events are intended to be fun, expressive events through which students can engage socially. Due to evolving social mores and dance moves, these guidelines are not intended to provide a list of approved or disallowed dances, as those will change with time. The general operating principles should be modesty and safety, and the intent behind these guidelines is to provide a safe, wholesome, socially engaging opportunity for our students. Any student who demonstrates by their actions that they are unwilling to abide by these guidelines will be excused from the event with no opportunity for refund.

Field Trip Policy

During the year, there may be several activities in which administration will use buses or parent/staff drivers to transport students to co-curricular activities, which include but are not limited to: school retreats and other overnight trips (e.g. mission trips), social events (e.g. dances), class activities and field trips, interscholastic sporting events, and performing arts.

Your signature (digital or hard copy) on the agreement in this handbook will grant permission for your student to participate in any of the school approved co-curricular activities and will be authorization for MCS and its representatives to transport your students to these events. MCS is not responsible for any activities and events not sponsored by the school (i.e. birthday parties, Christmas parties, etc.).

Our teachers conduct well-planned field trips. All students are expected to participate in field trips which are required components of our academic curriculum. The Administration/staff will notify parents in advance of scheduled trips.

MCS provides bus transportation for most school field trips, though the vast majority of athletic events rely on parent volunteers for transportation. Students attending field trips are required to ride the bus, unless special arrangements and permission has been granted by the school administration. All drivers and chaperones must comply with established chaperone and field trip policies. Chaperones must submit a Volunteer Application, Level II, and receive Live Scan clearance. Forms must be submitted 30 days prior to any needed clearance. A copy of the driver's license and proof of insurance must be filed with the school office before transporting any MCS

student. (Please refer to the Athletic Handbook for policies pertaining to students driving students to and from athletic events.)

Chaperones must leave with the school, remain with the group, and return with the school for every field trip. Other parents, siblings, or family members, are not allowed to meet up with the group at the field trip location or join a trip in progress. All students must leave with the school as well as return with the school.

The Administration/staff has the final word in all parent/chaperone assignments, instructions for, and participation in the field trip and any other matters pertaining to the field trip. (Please refer to the Athletic Handbook for policies pertaining to students driving students to and from athletic events).

Food and Drinks

Students are not allowed to bring or eat food and drinks (water is an exception) inside the school buildings, except for school sponsored events or by prior approval from the teacher.

Fundraising by Student Organizations

Any class, club or other school-related groups (e.g. athletics, performing arts, ASB, etc.) involved with fundraising must collaborate and coordinate efforts with the Division Principals, Office of the Superintendent, Accounting, or the Development Department to ensure that its projects comply with the overarching fundraising philosophy adopted by the school. Final authority on all fundraising efforts resides with the Superintendent. Accounting procedures must be followed in all cases involving the collection and payment of money.

General Concerns, Ideas, and Suggestions

Concerns, ideas or suggestions that involve a particular program should be directed first to the appropriate Advisor, Director, or Program Coordinator. For matters involving the broader school community, please address those matters in writing with the Division Principals. Anonymous letters will be disregarded, as those provide no means to effectively and appropriately follow through and/or address the matter.

Gum

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

House System

In Junior High, there is a house system. This house system is a PBIS rewards system that tracks and rewards student behavior. Students are placed in houses during the first year in MCJHS and stay in that house throughout their time in Junior High. Due to the community aspect of the house system, students are placed at random. No house requests can be made.

Library Policy

As of this time, MCS does not operate a school library. Resources have been distributed to the various departments (content areas) and may be available through the teacher. Any questions about available reading materials should be directed to the respective teachers.

Lockers In Junior HIgh

In Junior High, students will be issued an assigned locker with an MCS lock at the beginning of the school year for storage of appropriate school-related materials. Only school-issued locks may be used on school lockers. Lockers are the property of MCS and are subject to inspection by administration at any time without prior notice. Students are responsible for the condition and contents of the locker assigned to them. Students should not affix stickers or contact paper to their locker. Students are not permitted to switch or use other lockers. MCS is not responsible for loss or damage done to items left in lockers. Backpacks are not allowed in the classrooms. All student

backpacks are to remain in the student's locker during the school day. PE students will be issued locks and lockers in the gym. Students will properly lock their assigned lockers with their assigned locks. Students who tamper with, misuse or otherwise violate the use of their own or another student's locks, lockers, or personal property are subject to discipline. Students will sign a locker agreement form at the beginning of every year, and the rules of the contract will need to be agreed to.

Lockers In High School

In High School, with the onset of digital curriculum and the one-to-one digital device program, the need for school-issued lockers has diminished. However, students must have a locker to store their cell phones during school hours, as they cannot bring them to class, store them in their backpacks or on their bodies.

At the outset of each school year, students have the option of acquiring access to and use of a school locker. Students are required to provide their own combination locks for the school-issued locker, and combinations must be submitted to the Student Life Coordinator before a locker will be assigned.

Students are responsible for the condition and contents of the locker assigned to them. Lockers are subject to inspection by administration at any time without notice; therefore, students are prohibited from changing or sharing lockers with others. Lockers must be locked at all times when not in use. Additionally, students should not affix stickers or contact paper to lockers, as this may damage the surface. MCS is not responsible for loss or damage to items left in lockers, especially if the locker has not been locked as required.

PE students will be issued separate locks and lockers for regular PE classes and interscholastic athletics.

Locker Decorations

Periodically and for various reasons students/parents/staff may desire to decorate a student's locker. Please adhere to the following rules.

- If adhering materials, please only use blue painter's tape, gift wrap paper, magnets, colored signs, and favorable pictures and photos.
- Decorations should be confined to the surface of the specific locker and not interfere with access to other surrounding lockers.
- Please do not use pictures or photographs lacking in modesty or that might be considered inappropriate by MCS standards.
- Please do not use confetti, glitter, balloons, or food as part of decorations as these tend to create significant cleanup for the facilities staff.
- Lockers decorated for special occasions such as birthdays must be returned to normal by the end of the respective school day.
- For Junior High, students may only decorate between 3:15 to 3:45 the day before the birthday, or with a parent in the morning before school; decorating must be finished before the first bell. Hallway Passes will not be issued to students alone for this purpose.

Lost and Found

Students who find lost articles should take the article to the front office for placement in the designated Lost and Found area, 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 recovery 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 MCS. The school office will send out information regarding this program at the beginning of the school year. It is expected that students arrive on campus prepared with lunch.

The MCS closed campus policy means that delivery service from outside food deliveries (like Uber Eats, DoorDash, or parents bringing fast food) are not permitted for students. Under no circumstances are students allowed to use delivery services or to receive lunch/food by anyone through the perimeter fence during school hours.

Students must bring their lunch with them when they arrive at school or purchase lunch from Ki's.

This rule is enforced to ensure student safety, accountability, and minimize disruptions during the school day.

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 text or call your child's cell phone during the school day, as student use of cell phones is prohibited during class time.

Off-Campus (Non-MCS) Activities

Maranatha Christian Schools does not endorse, promote or encourage students to attend "after parties" following the High School Prom or other school activities. Parents who permit their children to attend must understand these events are not school sanctioned and should take all precautions necessary to educate themselves as to the level of adult supervision, type of activity, and safety/security of facilities. MCS assumes no responsibility for such events.

PSAT

Each October, during regular school hours (as scheduled by the College Board), MCS administers the PSAT to all High School students, at no additional cost to parents. The PSAT is a preliminary exam for the Scholastic Aptitude Test (SAT) and the qualifier for National Merit Scholarship (PSAT/NMSQT). The SAT assesses a student's critical reading, math and writing skills and should be taken initially during the 11th grade and repeated thereafter as appropriate to improve scores.

Social Conduct Parameters

MCS encourages the development of healthy, God-glorifying relationships. Students involved in relationships should maintain a Godly example in speech, conduct and purity at all times. 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. It is important to remember the influence that High School student behavior (positive and negative) can have on the younger students.

Interpersonal relationships should be above reproach and should draw people closer to God, not cause them to stumble and fall away from Him. Each student should be personally responsible for the integrity of his/her relationships. The staff and administration will deal with inappropriate behavior on an individual basis.

School Directory
The school publishes an all-school directory on FACTS. Parents may determine what personal information is available.

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. Internet use is a privilege, not a right. All users and parent/guardian will be required to read and sign an agreement, which will provide detailed information on acceptable and unacceptable use of the Internet with network and associated devices. Our school adheres to our Standards of Conduct and the Biblical principle of Philippians 4:8.

The student is held responsible for their actions whenever using the school's computers or Internet. Inappropriate uses of the school resources may 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.
- Download viruses or attempt to circumvent virus protection programs.
- Post 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 faculty/staff computers**.

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, TikTok, 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 school 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, (c) the staff member is communicating with groups of students simultaneously; it is recommended that parents be included in such communications.

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.

MCS employees who choose to engage in professional social media activities will maintain separate professional email addresses and social media accounts for this purpose. The professional social media presence will utilize a professional email address that is completely separate from any personal social media presence maintained by the employee.

Professional Social Media is a work-related social media activity that is school-based (e.g., MCS establishing a Facebook page for the school or a teacher establishing a blog for his/her class).

Use of Professional Social Media Sites

The following guidelines will be followed for students and parents on MCS Professional Social Media Sites:

- Professional social media sites that are school-based should be designed to address reasonable instructional, educational or co-curricular program matters;
- Each school year, parents will be notified about the professional social media activities their children will be invited to participate in. The originator of the professional social media site will inform parents of the purpose and nature of each professional social media account their children will access and will instruct parents to contact the originating employee with any questions or concerns;
- Supervisors and their designees are responsible for maintaining a list of all professional social media accounts within their particular school or office;
- Professional social media sites should include language identifying the sites as professional social media sites. For example, the professional sites can identify the school division, department or particular grade that is utilizing the site;
- Students should treat professional social media space and communication like a classroom and/or a professional workplace. The same standards expected in professional settings are expected on professional social media sites. If a particular type of behavior is inappropriate in the classroom or a professional workplace, then that behavior is also inappropriate on the professional social media site;
- Students should exercise caution, sound judgment, and common sense when using professional social media sites;
- Employees will make every effort to maintain appropriate privacy settings to control access to their professional social media sites to ensure that professional social media communications only reach the employees' intended audience. However, employees should be aware that there are limitations to privacy settings. Private communication published on the internet can easily become public. Furthermore, social media sites can change their

current default privacy settings and other functions. As a result, employees have an individual responsibility to understand the rules of the social media site being utilized; parents and students are expected to do their part to support and maintain privacy related issues when participating on a professional social media site;
- Professional social media communication should be in compliance with existing regulations, policies and applicable laws, including, but not limited to, prohibitions on the disclosure of confidential information and prohibitions on the use of harassing, obscene, discriminatory, defamatory or threatening language;
- Personally identifiable student information including names, videos and photographs will NOT be posted by employees, students or parents on professional social media sites, without the written, informed consent of the child's parent/legal guardian/site originator;
- Professional social media sites for Junior High students will be private networks, unless there is a specific educational need for the site to be a public network (for example, it is limited to a particular class or particular grade within a school);
- The Professional social media site originator or MCS administrator will remove inappropriate posts or comments and may block such users from future access to prevent further inappropriate communication; and at their sole discretion may close a professional media website at any time.

Students in Classrooms without Staff

Students are not permitted inside school buildings, the gym, classrooms, or the strength and conditioning room when there is no MCS staff present.

Telephone Use

Telephones in the school office and the classroom are to be used only by the staff of Maranatha Christian Schools**. 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 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.

Volunteer Opportunities

It is the goal of Maranatha Christian Schools to have parents involved with their child's education as often as possible. Prior to the start of school, parents are given the opportunity to sign up to assist 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 to participate in any MCS overnight activity or any off-campus activities, such as transporting students to sporting events or extended-stay school field trips 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.

Work Permits

Permits will not be issued to students on academic probation. Permits may be obtained from the Guidance Coordinator after completion of the "Intent to Hire Form" by the prospective employer (also available from the Guidance Coordinator). State and Federal laws will be followed regarding hours authorized for a student to work.

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:



www.maranathachristianschools.org