

**2016-2017 SECONDARY PARENT STUDENT
HANDBOOK**



MARANATHA
M
CHRISTIAN ACADEMY

6826 LACKMAN ROAD

SHAWNEE, KS 66219

913-631-0637

WWW.MCA-EAGLES.ORG

MARANATHA CHRISTIAN ACADEMY 2016-2017 HANDBOOK

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MARANATHA CHRISTIAN ACADEMY

CHARACTER * WISDOM * SERVICE

SCHOOL BOARD

Mr. Jaren Higginbotham
Mr. Brian Howell - Chairman
Mr. Jim Marmon - Treasurer
Mrs. Kelly Meigs
Mrs. Bobbie O'Keith - Secretary
Mr. Dave Sneider
Mr. Brett Sramek
Mr. Blake Welch – Co-Chairman

SECONDARY ADMINISTRATION

Mr. Mark Schultze, Superintendent
Mrs. Susan Hanson, Secondary Interim Principal
Mr. David M. Keener, Dean of Students/Athletic Director
Mrs. Kelly Wilde, Community Relations Coordinator, Guidance Counselor

MARANATHA CHRISTIAN ACADEMY

A Division of Eastern Kansas Christian Schools

6826 Lackman Road
Shawnee, KS 66217
Phone: 913.631.0637
Fax: 913.631.0899
E-mail: *admin@ma-kc.org*

Accredited by:

Association of Christian Schools International (ACSI)
AdvancED

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

MISSION STATEMENT

The mission of Maranatha Academy is to train and equip students for life and for service to Jesus Christ through a Biblical worldview, character development, and academic excellence.

CHARACTER ~ WISDOM ~ SERVICE

Vision Statement

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

Romans 12:1-2

WHO'S WHO AT MARANATHA CHRISTIAN ACADEMY

SECONDARY CAMPUS

Administration

Mr. Mark Schulze, Superintendent (schultzem@ma-kc.org)
Mrs. Susan Hanson, Principal (hansons@ma-kc.org)
Mr. David M. Keener, Dean of Students/Athletic Director (keenerd@ma-kc.org)
Mr. Kevin Bergerhofer, Facility Director (maintenance@ma-kc.org)
Mrs. Kelly Wilde, Community Relations Coordinator (wildek@ma-kc.org)
Mr. Dale Hanson, Director of International Students (hansond@ma-kc.org)

Faculty

Mr. Bryan Burdette, Computers/Physical Education (burdetteb@ma-kc.org)
Mr. Dave Cox, Junior High Science & Physical Science (coxd@ma-kc.org)
Mr. Duane Cilke, English/Psychology (cilked@ma-kc.org)
Dr. Larry Dunn, Technology Director/Chair (dunnl@ma-kc.org)
Mr. Jeremy Ediger, Biology/Anatomy & Physiology/Chemistry/Physics (edigerj@ma-kc.org)
Mr. Todd Estes, Math (estest@ma-kc.org)
Mr. Steve Gordon, Band/Choir (gordons@ma-kc.org)
Mr. Ted Hanlon, Theatre/Study Skills (hanlont@ma-kc.org)
Mr. David Hensarling, Math (hensarlingd@ma-kc.org)
Mr. Mark Hoduski, History/Faculty Mentor (hoduskim@ma-kc.org)
Mr. Aaron Hoffman, Spanish (hoffmana@ma-kc.org)
Mrs. Suzy Manning, Girls Physical Education (mannings@ma-kc.org)
Mrs. Kim Mills, JH Choir (millsk@ma-kc.org)
Mrs. Betsy Morken, JH History/Speech (morkenb@ma-kc.org)
Mrs. Nena Shelley, Librarian/Online Class Supervisor (shelleyn@ma-kc.org)
Mr. Travis Thompson, Junior High Bible (thompson@ma-kc.org)
Mr. Galen Wagner, Bible/Campus Pastor/High School Chapels (wagnerg@ma-kc.org)
Mr. Jeff Walker, JH English (walkerj@ma-kc.org)
Mr. Tim Warkentin, Calculus/Pre-Calculus/College Algebra (warkentint@ma-kc.org)
Mr. Travis Webb, Geography/History (webbt@ma-kc.org)
Mrs. Danielle Williams, Art (williamsd@ma-kc.org)

Support Staff

Mr. Matt Carver, Instructional Technologist (carverm@ma-kc.org)
Mrs. Diane Cochran, Accounting Manager (cochrand@ma-kc.org)
Mrs. Marci Dighton, District Receptionist (dightonm@ma-kc.org)
Mrs. Deborah Hamil, District Administration Assistant (hamild@ma-kc.org)
Mr. Ted Hanlon, Transportation Coordinator (hanlont@ma-kc.org)
Mrs. Linda Jennings, Registrar/Secretary/Payroll (jenningsl@ma-kc.org)
Mr. Pete Wilson, Jr, South Campus Janitor

**WHO'S WHO AT MARANATHA CHRISTIAN ACADEMY
SECONDARY CAMPUS - CONT.**

Coaches

Nick Adams; V Baseball
Mr. Bryan Burdette & Mr. Brady Bergerhofer; Assistant Baseball
Mr. Travis Thompson; V Boys Basketball
Mr. Greg Smith; JV Boys Basketball
Mr. Rex Robinette; JHB Basketball A and B
Mrs. Erin Friesen; JH Girls Basketball A and B
Mr. Reggie Hines; V Girls Basketball
Mr. Rodney Wilcox; Assistant V Girls Basketball
Mr. Chuck Isaac; Boys Bowling
Mr. Charles Reade; Girls Bowling
Mrs. Kristine Burdette; Cheerleading
Ms. Amy Ausmus; Cross Country
Mrs. Suzy Manning; JH Cross Country/JH Track
Mrs. Tracy Shiner; Assistant JH Cross Country/JH Track
Mr. Bryan Burdette, Football Coach
Mr. Fredo Bahena; Assistant Football
Mr. Jon Orndorff; V Boys and Girls Soccer
Mr. Jon Emberlin; Girls Soccer
Mr. Carlos Rojas; JH Boys Soccer/Assistant Varsity Soccer
Mr. Joel Oster; Boys Tennis
Ms Kellie Mowrer; Girls Tennis
Mrs. Patti Mowrer; JV Girls Tennis
Mr. Nick Knight; V Track
Mrs. Bethany DeQuine & Mr. Bernie Zarda; Asst's V Track
Mr. Sam Soliday; V Volleyball
Mrs. Erin Friesen; JH Volleyball A and B

Class & Organizations Sponsors

Mrs. Danielle Williams; Art Club
TBA; Scholar Bowl Coach
Mr. and Mrs. Bergerhofer; Student Council Sponsors
Mr. Mark Hoduski; Mentoring Teacher
Mr. Jeremy Ediger & Mrs. Betsy Morken; Senior Sponsors
Mr. Duane Cilke & Mrs. Marci Dighton; Junior Sponsor
Mrs. Dawn Wilcox; National Honor Society
Mrs. Dawn Wilcox and Mr. David Hensarling; 10th Grade Sponsor
Mr. and Mrs. Bergerhofer & Mrs. Nicole Buckner; 9th Grade Sponsor
Mr. and Mrs. Kevin Bergerhofer; 2017 Mission Trip Sponsor
Mr. Jeff Walker & Mr. Todd Estes; 8th Grade Sponsor
Mrs. Danielle Williams & Mr. Bryan Burdette; 7th Grade Sponsor

The school may alter, amend or abolish the rules, regulations, or procedures contained in this handbook at any time without written or verbal notification to students or families.

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

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

Kingdom Education

Maranatha Christian Academy has been established as a service to parents in the community who desire a threefold purpose in their student's education: spiritual growth, character formation, and academic attainment. To this end, Maranatha seeks to provide for each student a true perspective of his life, world, and universe, as revealed in the Holy Scriptures of the Bible. Maranatha Christian Academy instills in each student, with the cooperation of home and church, the moral strength, spiritual insight, and academic integrity to live his life as a responsible citizen and an effective Christian.

MARANATHA CHRISTIAN ACADEMY'S STATEMENT OF FAITH

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

- * We believe the Bible to be the inspired, the only infallible, authoritative, and inerrant Word of God (*II Tim. 3:15, II Peter 1:21*).
- * We believe there is one God, eternally existent in three persons - Father, Son, and Holy Spirit (*Gen. 1:1; Matt. 28:19; John 10:30*).
- * We believe in the deity of Christ (*John 10:33*); His virgin birth (*Is. 7:14; Matt. 1:23; Luke 1:35*); His sinless life (*Heb. 4:15, 7:26*); His miracles (*John 2:11*); His vicarious and atoning death (*I Cor. 15:3; Eph. 1:7; Heb. 2:9*); His resurrection (*John 11:25; I Cor. 15:4*); His ascension to the right hand of the Father (*Mark 16:19*); and His personal return in power and glory (*Acts 1:11; Rev. 19:11*).
- * We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, that men are justified on the single ground of faith in the shed blood of Christ; and that only by God's grace and through faith alone we are saved (*John 3:16-19, 5:24; Rom. 3:23, 5:8-9; Eph. 2:8-10; Titus 3:5*).
- * We believe in the resurrection of both the saved and the lost; that they are saved unto the resurrection of life; and that they are lost unto the resurrection of damnation. (*John 5:28-29*).
- * We believe in the spiritual unity of believers in our Lord Jesus Christ (*Rom. 8:9; I Cor. 12:12-13; Gal. 3:26-28*).
- * We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (*Rom. 8:13-14; I Cor. 3:16, 6:19-20; Eph. 4:30, 5:18*).
- * We believe that marriage is a God-created sacrament, which joins one man and one woman in a single, exclusive union, as delineated in Scripture, (Numbers 30:2; James 5:12), and that God created the marital relationship to be the exclusive means for sexual intimacy (Hebrews 13:4).
- * We believe in the sanctity of all human life, including the pre-born from conception, and consider each person to be of infinite value and each life a gift from God to be cherished, nurtured and redeemed. (Genesis 1:27; Genesis 9:6; Psalm 139:13-16; Luke 1:44).
- * We believe that when disputes, disagreements, or other offenses arise among members of the body of Christ, it is a matter of grave concern for the whole body. Conflicts that occur in the body should be resolved promptly (Matthew 5:23-24; Ephesians 4:26-27). We believe God calls us to proceed with one another with "the same attitude that was in Christ Jesus", (Philippians 2:5) and to follow Biblical principles for conflict resolution (Matthew 18).

"Loving & Leading the Next Generation"

The educational philosophy of Maranatha Christian Academy springs from the belief of its supporters and staff that all life is originally the creation of a loving and holy God and that the duty of man is obedience to that God and His principles. We believe that to educate for life, while ignorant of the source of life and His view of life, is futile and empty at best, destructive and perverse at worst. Therefore, it is the desire of the faculty, parents, and students at Maranatha to know Jesus Christ personally and to make Him known. With the guidance of the Holy Spirit, we want to incorporate the Word of God into all academic pursuits.

Because truth and reality are absolute, despite our frequent misinterpretations of them, we must seek God's view of the universe, for He sees it clearly, including the unseen spiritual realities. To gain that view, we look to the Bible as the primary source of truth. Since the Bible expresses God's truth accurately, it is the standard by which we may judge all perceptions and interpretations of His creation, remembering that our interpretations of Scripture may be imperfect and that unbending dogmatism is both unproductive and unwise.

The home, church, and school must work together to prepare children spiritually, morally, socially, and academically for their adult lives. Parents are ultimately responsible to lead their child's discipleship training, educational growth, and preparation for life. Maranatha Christian Academy exists to partner with parents in these areas and, therefore, takes seriously its role to provide the student with the academic skills necessary to succeed in future academic, spiritual growth/service and vocational pursuits. MCA accomplishes this through a continual pursuit of excellence and through full biblical integration in all programs and activities.

Maranatha Christian Academy educates from the perspective that true knowledge and wisdom are much more than the accumulation of facts. Knowledge is the understanding of facts as they are illuminated by the precepts of Almighty God, and wisdom is the proper and scriptural application of the knowledge. In order for such knowledge and wisdom to be transmitted to students at Maranatha, the faculty and staff must consist of well-qualified born-again believers who are committed to the Gospel and to educational excellence, and the student body must consist of believing children who are attending school to receive a quality education in a Christian atmosphere.

Even with these advantages; however, Maranatha Christian Academy can never replace the significant spiritual impact of a godly home and church. Though the school can support their efforts through sound biblical instruction and through the example and leadership of a believing faculty, it is the responsibility of Christian parents to provide the basis and stimulation for solid growth and achievement, both academically and spiritually. Parents should take an active part in the education of the child, and should strive to be living epistles of God's Word. In doing this they will "train up their children in the way they should go," and maintain the basis upon which education at Maranatha Christian Academy is founded.

Maranatha Christian Academy provides for the parents a service much like the service provided by the deacons to the apostles in the early church. The apostles provided spiritual leadership and instruction to the church while the deacons attended to the material needs of the church. Similarly, parents provide the child with the most important source of spiritual training with support from the local church and the school. The school is successful in its role and responsibility through prayer, teamwork with parents, and the efforts of a believing faculty, and, like the deacon Stephen, can bring a high level of spirituality and power to a task (education) which otherwise might seem primarily concerned with this world.

RESOLVING ISSUES

Maranatha Christian Academy seeks to abide by the biblical principles of Matthew 18:15-17 as it pertains to concerns and issues related to the school. This means that staff, parents, and students are expected to first go privately and respectfully to the person(s) involved and make every effort to resolve the matter. Utmost discretion should always be exercised before discussing the controversy with persons outside the lines of authority so as to avoid even the appearance of gossip or dissension. Following are the steps to follow in settling problems that require additional persons.

STEPS TO RESOLVE ISSUES OR GRIEVANCES:

1. Meet with the teacher.
2. Parent and teacher meet with principal.
3. Those in Step 2 meet with superintendent.
4. Those in Step 3 meet w/the board chairman.
5. Parent appeals to school board.

"And if your brother sins, go and reprove him in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed. And if he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and a tax-gatherer." Matt. 18:15-17

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

STATEMENT OF FINAL AUTHORITY

MCA recognizes God as the final authority in all things. God has chosen to present Himself and All of His truth in the Holy Scriptures, The Holy Bible. The Holy Bible therefore serves as the final authority in all matters in the administration and operation of Maranatha Christian Academy. The direct administrator of the final authority at MCA on a day to day basis is the Principal under the authority and guidance of the Superintendent and School Board.

ADMISSIONS

ADMISSION STANDARDS

Maranatha Christian Academy is open to students who identify with our Statement of Faith and are interested in securing a Christian, Christ-centered education, from kindergarten through twelfth grade. However, the Lord has not yet opened the doors for Maranatha to work with the physically handicapped or severely learning disabled.

NONDISCRIMINATION POLICY

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

The following standards have been established for entrance into Maranatha Christian Academy:

- * Parents should be in agreement with our basic objectives and willingly and actively support our educational program.
 - * Parents and students must indicate with their signature that they believe and agree with the MCA Statement of Faith, code of conduct and statement of final authority.
- * The student must be living with at least one parent who is a born-again Christian and committed to a local church as demonstrated by his/her consistent attendance and participation.
- * The student must have a sincere desire for a Christian education, and be willing to submit to the standards and regulations of the school.
- * The applicant's entering record of behavior in his home, community, school, and church must indicate that Maranatha Christian Academy can be reasonably sure that the applicant's citizenship will be acceptable.
- * Applicants entering grades 5-12 must attest to a definite born-again experience and give evidence of a daily relationship with the Lord Jesus Christ.
- * A student transferring from another school must be in good academic standing. Should the student's accomplishments be below grade level as evidenced by recent grade reports and/or standardized achievement test scores, the student may be admitted on a probationary basis, or placed in a lower grade better suited for the student's achievement.
All students must be enrolled in a minimum of five classes at campus to be considered a full-time student, and to participate in KSHSAA sport activities.

FINANCIAL INFORMATION

Maranatha Christian Academy is dependent upon the contributions from parents and friends as well as tuition and fees. We trust that our school families will voluntarily assist the school in meeting its financial obligations which cannot be met by tuition alone.

Accounts must be current before final exams in order for students to complete the first semester and second semester respectively. Students, whose accounts are not current as of final exams, will not be allowed to complete the semester.

At the secondary campus missing final exams will result in the student receiving incomplete grades for transcript records. Academic work, including final exams, must be completed within 30 days of the end of the semester. After this date,

academic work not completed will receive zero credit and be included in the determination of the final course grade which may result in an "F". In the event a student with an outstanding balance due on his/her account withdraws, it is understood that the school will hold all transcripts until the balance is paid in full.

OPPORTUNITIES FOR SPIRITUAL GROWTH AND CHARACTER DEVELOPMENT

Kingdom Education.

We believe that every subject should be taught from God's point of view. This requires biblical Integration in every subject. God is the creator and sustainer of all things and tapping into his wisdom about his creation enables students to excel in understanding and interaction with creation to serve God and man.

CHAPELS

An integral part of the school's total program is a weekly chapel service which all students are required to attend. Chapel provides an opportunity for the expression of worship and praise to God individually and as a student body through prayer, singing, testimonies, special music, and teaching from the Word of God.

Chapel services are designed to minister to the needs of the student body as a whole and to encourage personal growth, commitment, and service to our Lord. Visiting pastors, guest speakers, musical groups, drama groups, faculty, and students share throughout the school year.

Worldview conferences/Missions conferences will take place during the school year. We also have two Prayer Emphasis Weeks during the year.

BIBLE CLASSES

A Bible class is required of all students each semester. The faculty, staff, and administration desire to help students develop a comprehensive and accurate biblical worldview, to know the Bible, improve their relationship with God and fellow Christians, and deepen their own Christian experience (*II Tim. 3:16-17*).

Daily biblical studies form the foundation of instruction. The junior and senior high curriculum will expose the student to a survey of the entire Bible, the life of Christ, discipleship, and a variety of elective Bible classes.

Academic excellence in the study of God's Word is encouraged just as it is in the rest of the academic program. II Timothy 2:15 says "*Do your best to present yourself to God as one approved, a workman who has no need to be ashamed, rightly handling the word of truth.*" (RSV). All subjects are taught as God's truth and are integrated with biblical teaching, principles, and concepts.

MISSION OPPORTUNITIES

Our goal is to see lives radically transformed by God. Mission opportunities with a focus on prayer and discipleship are the keys to the propagation of the Christian church. In order to fulfill the Great Commission call of Matthew 28, the school organizes a mission trip each year. This mission trip is designed to give the student a life-changing experience through hearing and responding to God's leading and share the love of Christ. This is accomplished through work projects, drama skits, mime, puppetry, preaching, singing, and various other media that share the Gospel of Jesus Christ. Focus is given to serving those who are less fortunate and/or those who do not yet know Jesus Christ as Lord. In the past, Maranatha has taken groups to Nashville, Atlanta, Omaha, and Dallas

COMMUNITY SERVICE PROGRAM

The foundational principles of Maranatha Christian Academy are "Wisdom, Character, Service". The Community Service Program is designed to fulfill the principle that Maranatha students need to be involved in their community helping others. The Community Service Program is an integral part of the spiritual development of the students at Maranatha Christian Academy. It adds the dimension of faith in action to our curriculum and encourages students to reach beyond themselves to those in need. The goal of the community service requirement at MCA is for students to further develop **compassion and understanding for others**. It is through these life-challenging experiences that students learn more about themselves and others. We hope to create a spirit of giving that will last a lifetime for these young men and women. A list of qualifying organizations is maintained in the school office for easy access.

TIME REQUIREMENTS PER YEAR

Students will need to accumulate 10 hours of service during their freshman year, 20 hours during their sophomore year, 25 hours during their junior year, and 25 hours during their senior year. Community service hours should be completed and reported by May 1st of each year. Freshmen, sophomores, and juniors will have their class schedules held for the following year until service hours are verified in the office. Seniors must complete their service requirement before receiving their diplomas.

*** At least 5 of those hours must be service with the less fortunate. Less fortunate may include older adults, persons with disabilities or mental handicaps, the physically ill, the homeless or those facing financial hardships.**

* Mission trips that work with the poor are opportunities to earn a full year credit. There are summer camps in which students can help the poor (CUMCITO with City Union Mission).

* The remainder of the service requirement can be performed helping within the church (not during church service time), other ministries, election campaigns, recycling, meals on wheels, etc.

OTHER BASIC REQUIREMENTS

1. Students are encouraged to limit their placements so that the experience may be an in-depth one. This may only occur by going to the same place several times. Students may choose several different services.
2. The service **may not be given to a relative** as this is considered a family responsibility.
3. Services are to be performed **outside of school hours** after the student is enrolled.
4. The student may not receive any type of payment for services. It must be voluntary.
5. Services may be performed through agencies, institutions, or for individuals.
6. After each completed project, an **evaluation form** must be completed and signed by the supervisor of the project and by the student.
7. Students can receive evaluation forms from the office and finished forms need to be returned to the office.
8. Students are expected to represent the Maranatha Academy community in a positive manner (punctual, hardworking, courteous, polite, etc.).
9. Families, classes, teams, or clubs are encouraged to go as groups and work with charities.
10. Community service p

“In as much as you have done it to the least of these, my brethren, you have done it to Me.” (Matthew 25:40)

ACADEMIC INFORMATION

STUDENT GRADE INFORMATION

Current student grades can be accessed on-line at any time via Power School and the parent passcode. These grades reflect the accumulated grade to date from the first day of the semester. The semester grades become a part of the student's permanent academic record. Students who receive a failing grade in a required course at semester must repeat the course, attend summer school, or complete an approved correspondence course to make up the credit. Second semester grades are mailed home within two weeks of the last day of school, unless there is an unpaid balance in tuition, fees, or other charges.

GRADING SCALE

| <u>PERCENT</u> | <u>GRADE</u> | <u>REGULAR COURSES</u> | <u>*DUAL CREDIT/HONORS COURSES</u> |
|----------------|--------------|------------------------|------------------------------------|
| 97-99 | A+ | 4.00 | 5.00 |
| 93-96 | A | 4.00 | 5.00 |
| 90-92 | A- | 4.00 | 5.00 |
| 87-89 | B+ | 3.75 | 4.75 |
| 83-86 | B | 3.25 | 4.25 |
| 80-82 | B- | 3.00 | 4.00 |
| 77-79 | C+ | 2.75 | 3.75 |
| 73-76 | C | 2.25 | 3.25 |
| 70-72 | C- | 2.00 | 3.00 |
| 67-69 | D+ | 1.75 | 2.75 |
| 63-66 | D | 1.25 | 2.25 |
| 60-62 | D- | 1.00 | 2.00 |
| 00-59 | F | 0.00 | 0.00 |

MARANATHA CHRISTIAN ACADEMY GRADUATION REQUIREMENTS

Maranatha Christian Academy seniors are required to take Bible 12, English 12, and Civics, with the choice of four additional courses. All students must meet the minimum graduation requirements for MCA. Students planning to enter Kansas state universities must meet the Kansas Regents admission requirements; students applying for a Kansas state scholarship must also meet Kansas Regents Scholars requirements. Two foreign language credits are recommended for MCA, but not required. (Two credits in the same foreign language are required for recognition as a Kansas Scholar.)

| | MARANATHA MINIMUM REQUIREMENTS | KANSAS REGENTS ADMISSION | KANSAS REGENTS SCHOLARS |
|------------------|--------------------------------------|--------------------------------|-------------------------------|
| Bible | 4.0 | NR | NR |
| Electives | 2.0 | 3.0 | 2.0 |
| English | 4.0 | 4.0 | 4.0 |
| Fine Arts | 2.0 | NR | NR |
| For.Lang. | NR | NR | 2.0 |
| Math | 3.0 | 3.0 | 4.0 |
| Phys. Ed | 2.0 | NR | NR |
| Science | 3.0 | 3.0 | 3.0 |
| Social Studies | 4.0 | 3.0 | 3.0 |
| Technology | 2.0 | NR | NR |

1. *Bible is not a Regents requirement but is an MCA graduation credit requirement.*
2. *Two years of a foreign language are required in order to qualify for Regents scholarships.*
3. *Students likely to attend college should complete an Algebra II as one of their math credits and consider taking math courses above the Algebra II level.*
4. *English Comp I, College Algebra, Pre-Calculus, Calculus, Statistics, Psychology, and Civics are available as dual credit courses. Students are not required to take these for college credit, but may do so if desired. Students are responsible for any fees or pre-requisites related to enrolling for dual credit. College pre-requisites are listed in the MCA course descriptions and syllabi. - have Susan review this for accuracy/wording*
5. *Ninth grade students must take a physical education and health class. The second PE required for graduation credit may be earned via interscholastic athletics (.5 credit per season of sport).*
6. *Business Math is a senior-only course unless special permission is given.*
7. *Per KSHSAA rules, student athletes must pass five classes, to be eligible.*
8. *Biology is a required class for MCA freshmen.*
9. *Descriptions and pre-requisites are available in the course description catalogue.*

NOTES:

- *For more information on the Kansas Board of Regents requirements, go to http://www.kansasregents.org/qualified_admission*
- *Teacher Aide positions are available with approval from the high school principal. They are **worth** one elective credit per year.*
- *Online courses are available. If interested in a course not offered in the Course Selection contact the high school principal or guidance counselor.*
- *Only the publication advisor or principal will admit students to Yearbook and Journalism. These courses may be counted as a Technology or Fine Art Credit.*
- *Each year of band or choir counts as a Fine Art or Elective credit. Two years of band or choir may be counted toward one technology credit.*
- *For class scheduling – students are to select seven classes with two alternate classes.*
- *Class schedules are subject to class size limitation and availability.*

| <u>9th</u> | <u>10th</u> | <u>11th</u> | <u>12th</u> |
|---------------------------|---------------------|--------------------------|-----------------------|
| Bible 9 | Bible 10 | Bible 11/12 | Bible 11/12 |
| English 9 | English 10 | English 11 | English 12 |
| Geography | World History | US History | Calculus I/Coll. Alg. |
| Algebra/Geometry | Geometry/Algebra II | College Alg. /Alg. II | Anatomy or Physics |
| Biology (Lab) | Chemistry (Lab) | Foreign Language | Civics |
| Physical Education/Health | Physical Education | Anatomy or Physics (Lab) | Foreign Language |
| Fine Arts or Technology | Computers* | Electives | Electives (optional) |

SAMPLE SCHEDULE - STANDARD

| <u>9th</u> | <u>10th</u> | <u>11th</u> | <u>12th</u> |
|---------------------------|-------------------------|-----------------------------|----------------------------|
| Bible 9 | Bible 10 | Bible 11/12 | Bible 11/12 |
| English 9 | English 10 | English 11 | English 12 |
| Geography | World History | US History | Civics |
| Algebra 1 | Geometry | Algebra II or Business Math | Business Math |
| Biology | Chemistry | Anatomy or Physics | Anatomy or Physics |
| Physical Education/Health | Fine Arts or Technology | Fine Arts/Tech./For. Lang. | Fine Arts/Tech./For. Lang. |
| Fine Arts or Technology | Foreign Lang/Elective | Phys. Education/Elective | Phys. Education/Elective |

REQUIRED COURSE OF STUDY FOR GRADES 7 & 8:

| <u>GRADE 7</u> | <u>GRADE 8</u> |
|-----------------------|----------------------------|
| English 7 | English 8 |
| Pre-Algebra or Math 7 | Pre-Algebra or Algebra I |
| History 7 | U.S. History |
| Life Science 7 | General Science 8 |
| Bible 7 | Bible 8 |
| Physical Education 7 | Career Orientation/Spanish |
| Computers/Speech | Physical Education 8 |
| Fine Arts | Fine Arts |

HOMEWORK NEATNESS POLICY

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

STUDENT'S NAME
TEACHER'S NAME
PERIOD
DATE

- 2. NEATNESS** shows respect and value. Homework or classroom work will not be accepted for grading if there is doodling, pictures, extra lines, etc., on the paper.
- 3.** Unless otherwise designated by the teacher, work should be done in the same color of ink or pencil. Blue or black ink is acceptable.
- 4.** Homework or classroom work should not have parts torn off or be overly wrinkled.
- 5.** Spiral notebook paper that is torn out and handed in will not be accepted.

HOMEWORK POLICY

Homework is an integral part of the school program and the learning process. We believe students learn responsibility and can gain a special sense of accomplishment through the self-discipline required for completing homework assignments. Each teacher is at liberty to give homework designed to help students advance in their studies, therefore, each student is required to complete homework assignments. The only acceptable excuse for not completing homework is a student's illness or a written note stating an emergency which prevented homework from being done. We request parents' full cooperation in seeing that assignments are completed. Students will have one day per day of excused absence to turn in assigned work. Please see page 19 for the policy on late assignments.

Homework is given for several reasons:

- For reinforcement - most students require solid drill to master material essential to their educational progress.
- For practice - following classroom explanation, illustration and drill on new work, homework is given so that the material will be mastered.
- For remedial activity - as instruction progresses, various weak points in a student's grasp of a subject becomes evident. Homework following instruction is given to overcome such difficulties.
- For special projects - book reports, compositions, special research assignments and projects are some of the activities that are frequently the subject of homework attention.

To help your student work as independently as possible, we offer the following guidelines:

- Help the student find a place to work away from noise or high activity areas.
- Be available to assist your student, but do not do the homework for him/her. Parents can best help by giving examples, clarifying directions, providing guidance and support.
- Parents should set a reasonable time limit for beginning and ending homework sessions. Build good work habits by encouraging your student to work diligently during the time allotted.

Point of Emphasis: Students must follow teacher guidelines in completing homework assignments, especially when receiving help from other people. Plagiarism is strictly prohibited.

QUICK STEP, COLLEGE NOW, DUAL ENROLLMENT CLASSES AND ONLINE COURSES

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

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

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

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

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

EXTRA CREDIT

Teachers are authorized to issue extra credit upon the following conditions:

1. It must be offered to all students in the class not just individual students.
2. Extra credit must be related to topics covered in the course and intended to expand students' knowledge of course content or measure students' increased mastery of the content.
3. It must not be an assignment replacement credit or with the main purpose of raising a student's grade. Therefore it is only available to students who have completed all required assignments at the time extra credit is offered.
- 4.

CLASSROOM STANDARDS

1. Students should be in their seat when the bell rings.
2. Students are to be dismissed by the teacher after the bell has rung.
3. Students are expected to adhere to each teacher's written or posted classroom rules.
4. Students should not have gum, candy, or mints in the classroom or hallways.

HELPS SESSIONS

Teachers offer additional help to students before and after school. Students may check with individual teachers for availability of helps sessions. Additional help can be scheduled with teachers by appointment. National Honor Society students will offer student to student tutoring, under the direction of the National Honor Society director.

CREDIT RECOVERY

Courses taken for credit recovery when a student fails a class need to be from an accredited high school or academic institution and be similar in scope/sequence to the course that was failed. MCA will make the final decision on whether or not to accept courses for credit recovery. The grade earned replaces the failing grade on the transcript. The student's GPA is recalculated using the grade earned for the credit recovered.

CLASS RANK

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

HONOR ROLL

Students receive special recognition each semester for their academic achievements if they have a grade point average above 3.00 on a 4.00 scale: Distinguished Achievement 3.75-4.00; Principal's List 3.50-3.74; Honor Roll 3.00-3.49.

VALEDICTORIAN AND SALUTATORIAN

Students must have attended Maranatha Christian Academy their entire junior and senior year to be eligible for valedictorian or salutatorian. Determination is then made at the end of the 3rd quarter of their senior year.

NATIONAL HONOR SOCIETY

Students in grades 10-12 have an opportunity to be a part of the National Honor Society. Membership in the National Honor Society is one of the highest honors that can be awarded to a high school student. Selection is based on meeting specific criteria in each of the following categories:

* Scholarship * Leadership * Character * Service

SEMESTER EXAMS

Semester exams will be administered in all high school and junior high core classes (English, Bible, math, history, and science) at the end of each semester. Please refer to the Financial Section for financial requirements regarding exams. Seniors will complete the Senior Review Project during the second semester in lieu of a final in their Bible course.

TRANSFER CREDITS

Transfer credits from an accredited institution will be accepted.

ADD/DROP CLASSES

Students may have until the announced date to Drop/Add classes. Parent, Teacher and Principal permission will be needed. Classes may not be changed after the announced date. Add/Drop forms and final approval rests with the Principal.

MATH CLASS ADD/DROP CLASSES

Algebra I students may be reevaluated and administratively changed to a lower level class at first mid-quarter or first quarter date.

TEXTBOOKS

Except for consumable texts, a student is not to write anything but his/her name in their textbooks received. Students will be fined for lost or damaged texts. **Hard-bound textbooks are to be covered at all times.** Upon withdrawal, all textbooks must be returned before transcripts and records can be issued or released. Parents may not keep Maranatha Christian Academy textbooks for use in homeschooling or for use at other schools.

LAPTOP COMPUTERS

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

ELIGIBILITY

EXTRACURRICULAR ELIGIBILITY

Coaches and sponsors of extracurricular activities at Maranatha Christian Academy are interested in students who have ability and who are spiritually and scholastically qualified. For this reason, students should strive to maintain at least a C average in each course. **JH and HS students who receive two or more D's or one or more F's when grades are issued will be considered ineligible.** Eligibility will be checked every two weeks. Ineligible athletes will be notified by the Dean of Students. Students involved in competitive sports who become ineligible will not be allowed to participate in games, although they may attend games and participate in practices.

Athletes must be in attendance, at school, 4 periods in order to practice or participate in games. In cases of emergencies, the decision to participate or practice will be determined by the Athletic Director.

NOTE: Academically ineligible students are not permitted to miss any classes in order to attend an extracurricular activity. Students declared academically eligible or ineligible will continue on that status until the next extracurricular eligibility determination date. Eligibility for the beginning of a school year will be determined by the previous semester grades of the last school year.

SPECIAL ELIGIBILITY

Any teacher who feels that a student is making a reasonable effort to work to his or her capacity but is unable to meet the above eligibility standards, may request that the student be given special eligibility. The request should be made in writing to the principal. The principal will request input from the student's teachers, review standardized test results, and consult with the guidance counselor to determine special eligibility.

Students are considered for special eligibility because of an insufficient academic background or low ability level as demonstrated on standardized test scores, grades, and experience. This program is to help students who have an educational or learning deficiency meet the demanding academic challenge at Maranatha.

Guidelines for special eligibility:

1. Student will attend "Helps Classes" in their eligibility area.
2. Student must show effort and interest in the class.
3. Student must turn in all work assignments in class.
4. Failure to complete the above will constitute removal from the program.

Special eligibility status is evaluated each year to determine if a student should remain on the program. Our purpose is to help the student succeed in a challenging program. To be placed on the program, the principal must determine by standardized test scores, conference and supporting information that the student qualifies and will be helped by the program.

KSHSAA ELIGIBILITY

According to the Kansas State High School Activities Association (KSHSAA), students must be "enrolled and attending a minimum of five new subjects (not those previously passed), of unit weight, or its equivalency, during the present semester."

A student must have passed five new subjects of unit weight or its equivalency the previous semester in order to be eligible for interscholastic activities. This would apply to all KSHSAA activities (i.e. athletics, band, Scholar Bowl, academic competitions, etc.).

EXTENDED TRIP LIMITATIONS/ELIGIBILITY

A student shall not be permitted to participate in an extended trip (**Senior, Mission, Band/Choir etc.**) unless his/her tuition/fee account has a credit or zero balance at the time of the trip.

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

Discipline history may be a factor in extended trips. **All prepaid money will be forfeited.**

GUIDANCE AND COUNSELING **MARANATHA ACADEMY'S ACT & SAT SCHOOL CODE** **CEEB #171-538**

Further information is available in the College Planning Handbook published by the Maranatha Guidance Office available online.

COLLEGE AND CAREER COUNSELING

The college and career counseling center is located in the library high school office. The Guidance Counselor meets regularly with high school students to provide information on specific occupations and post high school educational opportunities. The College & Career Center web page accessible on the MCA web site is an excellent source of for college and career assistance.

Another important area in which to receive counseling is in academics. Students will, by their sophomore year or before, want to lay out a systematic program leading to graduation. If students feel they need academic counseling beyond routine teacher advisement, an appointment with the Guidance Counselor should be scheduled. Career-guidance counseling is available to assist students when selecting a career or college. The Guidance Counselor works with students in the media center to help guide them in creating profiles and conducting electronic searches of numerous universities and colleges. College entrance exams and scholarship information are also available through the Guidance Counselor.

PERSONAL GUIDANCE AND COUNSELING

During their years of education, students may encounter problems - whether spiritual, personal, social, or academic - that they do not feel equipped to handle on their own. Maranatha Christian Academy wants to help students through these rough periods. The administrators, faculty, and staff stand ready to assist students with problems they encounter.

Faculty members are available to speak to students regarding their individual needs and to help whenever they can. Students should feel free to make appointments with the administration to seek out answers to their problems and questions. The Secondary Principal, Dean of Students, Guidance Counselor and Bible Department Head are available to assist students through difficult problems and situations in their personal lives. Contact information for licensed Christian family and behavior counselors is available upon request.

TESTING

Maranatha Christian Academy administers several national level tests in order to help students with careers exploration, national testing procedures, academic preparation, and college admissions. We administer the following testing program:

GRADES 7 & 9: Terra Nova: Achievement testing is for the purpose of seeing how the student is progressing in his/her academic achievement at current grade level. Terra Nova tests are given in April. A copy of the results is sent home in May for parents to evaluate and review.

Eighth Grade – Cambridge EXPLORE: This is an aptitude test given in October combined with a separate interest inventory for the purpose of preparing the student for a career search. Students will be given the results to take home with an explanation of how to continue their career interest search. Reports on careers will follow.

Tenth Grade - Cambridge PLAN: This test is given in October. This test will prepare students for their college entrance testing that begins next year and will show academic strengths and areas for improvement. A career interest inventory is taken separately. Results are given to the students to take home.

Eleventh Grade - PSAT/NMSQT: This is the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test given in October. This is a college preparatory test which will help students with the SAT and ACT. It also qualifies students to become National Merit Scholars. Results are explained and given to students to take home.

Eleventh/Twelfth Grade: Registration information is distributed for students to take the ACT (American College Test) and/or the SAT (Scholastic Aptitude Test). These college entrance exams are necessary for admission to college. The tests are not taken at Maranatha Academy, but are given on a college or public high school campus. Results are explained and given to students to take home. These tests are given in October, December, February, April, and June of each year. Please refer to the student handbook for registration dates and exact testing dates.

See page 21 for college visit requirement.

STUDENT ACTIVITIES

STUDENT COUNCIL

The main purpose of Maranatha Christian Academy Student Council, also known as Stuco, is to provide **students with opportunities to further develop and practice service/leadership and to promote school spirit and Biblical character. Student Council has leadership and supervision responsibilities for Autumn Fest, Extended Lunch, Spirit Days, and Junior High Dance.**

CAMPUS CLUBS

Maranatha Christian Academy regularly offers a variety of clubs designed to give students opportunities to further explore areas of interest and ability. As the case with interest-based clubs, what is offered may change slightly from year to year. For a current list of available clubs please contact the school office.

STUDENT SUPPORT & SERVICES

LIBRARY

1. Students must have signed passes from their teachers to go to the library during class.
2. All general reference books are to be used in the library and are never to be taken out.
3. Lost or damaged books must be paid for by the student.
4. Students with overdue books will not be permitted to check out other books until the overdue books have been paid for or returned to the library.
5. Books may be checked out for two weeks at a time. All books checked out in the spring are due back to the library by May 10.
6. Computers in the library are available for students to use. **FOOD AND DRINK ARE NOT ALLOWED IN THE LIBRARY AT ANY TIME.**
7. All students are expected to return library books well in advance of semester final examinations.

LOCKERS

Maranatha Christian Academy is not responsible for lost or stolen items and students are advised to be careful about their personal possessions. It is suggested that students not bring substantial amounts of money nor items of great value to school. Larger athletic bags may be stored on shelving in the lunchroom. Each individual student is responsible for the cleanliness and care of his/her locker. All lockers have a lock combination. Lockers are to remain locked at all times unless student is adding or removing items.

Lockers may be checked occasionally for reasons of health, safety, or other administrative purposes. Students are to notify the office if they want to change their locker assignment.

Do not leave food in lockers overnight. No permanent stickers or tape are to be attached to lockers inside or outside. Students are not to place questionable or inappropriate pictures of people on the inside or outside of lockers. Locker checks take place once a semester to give students the opportunity to keep their lockers clean.

Lockers will be checked at the end of the year. Repairs and/or cleaning for custodial time and materials will be charged to the student. Locker Hugs can be purchased through Bless Our Teachers for the purpose of student encouragement. Students wishing to decorate the outside of lockers for birthday wishes must have permission from the Dean of Students or principal.

TELEPHONES

The school office phones and classroom phones are reserved for official school business and emergencies. **No personal calls are allowed on any office phones at any time.** Students are permitted to use the school phones in the office for class, club, or other school business if they have received permission from the office staff. **Students will not be called out of class to take telephone messages, except for emergencies. Students using the phone will receive an unexcused tardy if they are late to class.**

VISITORS

Only those student visitors who are sincerely interested in attending Maranatha are allowed to visit classes or lunch. Parents must have contacted the Registrar for information. **No visitors will be allowed to attend classes unless they have parent approval and a pass from the office.** All visitors must comply with Maranatha's dress code. Visitors are not permitted on days in which the school is on an extended lunch schedule. Lunch visitors are restricted to family, alumni, and pastors. Lunch visitors must have Administration approval. Visitors are to follow these regulations:

1. Bring written parent approval to the school office.
2. Receive a visitor's sticker from the school office.
3. Follow schedule of the friend they are visiting.
4. Observe the school's dress code.
5. Bring a lunch.
6. Once a visitor leaves the campus he/she may not return.

LOST AND FOUND

Every year large amounts of lost items are accumulated including books, clothing, watches, and jewelry. Because lost and found items become a storage problem, they will be handled in this way:

1. Lost and found items will be kept only for a short period of time.
2. If a student's name is on the item everything possible will be done to get it back to them.
3. Students must pay fifty cents for each item retrieved from lost and found which is located in the main office. Students may check lost and found before school, during lunch, between classes, and after school.

HALLWAYS

Students are to pass quietly in the hallways. Excessive noise and running are prohibited. No student should be anywhere in the school building, elementary wing, or church wing without a pass from a faculty member.

BATHROOMS/LOCKER ROOMS

Students, Faculty, Staff Parents, and visitors to MCA will use or frequent **ONLY** those bathrooms and or locker rooms that match their gender at birth. This applies to all bathroom facilities and locker rooms on MCA campus, those facilities utilized while traveling or those facilities made available in other locations where MCA students are participating in any activity.

LUNCHES

Maranatha Christian Academy intends to operate the Eagle Eatery for student lunches for a reasonable price. Students may bring a sack lunch from home and microwaves are available for heating appropriate food products.

FOOD IN CLASS

1. Students are not to bring or eat food or candy in class. Please do not allow this. Teachers should have students throw it away and note it on the yellow report pad.
2. There are special occasions when food may be appropriate for curriculum purposes (i.e. history/geography/foreign language for cultural purposes). Please notify the principal when this is scheduled in your lesson plans.
3. Teachers are not to have “parties” in classes-Christmas, Thanksgiving, Valentines, Easter, a nice day or a rainy day—no parties.

HEALTH/MEDICATION/EMERGENCY INFORMATION

HEALTH OFFICE

Maranatha Christian Academy does not have a school nurse on staff. The school receptionist attends to the needs of an ill student. Students must report to their classroom teacher and request a pass to the office. **Students must then report to the office to sign in before entering the health office.** Students having a temperature of 100 degrees or above and/or having nausea will be sent home.

Most of a school's health policies are governed by Kansas law. We would appreciate parents' cooperation in helping us comply with the health and safety requirements of the state. Of course, we will prayerfully trust God to heal and keep us in good health according to His Word. Please pray with us for God's protection of our children throughout the school year.

PHYSICAL EXAMINATIONS

Students entering Kansas schools for the first time must turn in a completed physical examination form. Students who participate on a Maranatha Christian Academy athletic team must have an annual physical examination and concussion forms prior to participating in practices or contests. KSHSAA requires physical exams to be dated after May 1 for the next school year.

REQUIRED HEALTH FORMS

NEW STUDENTS:

Before the first day of school, every new student entering Maranatha Christian Academy must present the following:

1. Kansas Certificate of Immunization indicating current protection against DPT/TD, polio, measles, mumps and rubella, as required according to the revised KSA72-5209 law effective in 1981.
2. Child Health Assessment Form (required for all students entering Kansas schools for the first time).
3. Authorization for Emergency Medical Care Form.

RE-ENROLLED STUDENTS:

Before the first day of school, every re-enrolled student must present an Authorization for Emergency Medical Care form for their school medical file.

MEDICATION AT SCHOOL

By law, school personnel cannot provide medication to students. Any prescription medication brought to the school for administration by the school staff must be supplied in a current prescription container and accompanied by a written note from the parent indicating the approximate time the medication is to be administered. The student should bring the prescription to the school office before school begins in the morning. **Students are not permitted to have prescription medication in their possession, locker, or backpacks during the school day unless prior permission has been granted by their parents and by the school principal.**

NON-PRESCRIPTION MEDICATION

Maranatha Christian Academy can distribute non-prescription medication such as acetaminophen, ibuprophen, antihistamines, etc, as long as the parent has signed the *MCA Over the Counter Medication Permission* form, and designated which medications are permitted.

EMERGENCY DRILLS

Practice emergency drills are performed regularly for fire, tornadoes and intruder alerts. Whenever a fire alarm sounds, students are to follow the instructions given by teachers. If students are told to evacuate the building, students are to walk quickly, quietly and orderly to the area designated by their teacher. Students are to remain with their teacher during alarms, evacuations of, and re-entries into the building. Teachers are required to take roll of students in their class to make sure proper evacuation has been attained.

STUDENT INSURANCE

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

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

INCLEMENT WEATHER

Arrangements have been made to air school closings and other messages during severe weather emergencies on all major television stations. School closing information will be posted on the school website. We **generally** close school if the Shawnee Mission school district closes due to inclement weather. Exceptions will be broadcast through the media. Also, parents will receive a phone call if school is cancelled.

If school is closed in the middle of the day, daycare service will be provided as usual; however, we do request that parents pick up children as soon as possible. Be aware of weather conditions in your area and use good judgement in deciding if and when to send your child to school.

In all cases, the final decision about whether a child may safely attend school rests with the parent.

ATTENDANCE & TARDINESS

Call this number * 913-631-0637 * by 7:30am if your student will be absent.

ATTENDANCE GUIDELINES

Every student at Maranatha Christian Academy has a responsibility to himself or herself, to fellow classmates, and to the school to attend classes regularly and on time. Acceptance of this responsibility is a mark of maturity and is essential to optimum academic achievement.

Whenever a student will not be in school, the family should advise the school office personnel in advance (but no later than 9:00 a.m. the morning of absence). If necessary, a school representative will telephone the families of absent students to verify the absence and the reason.

Students are expected to attend classes each day that school is in session, keeping absences to a minimum. An absence is defined as not attending class at all or arriving in class after the first 20 minutes of the class period.

Excused absences only occur:

- **1.) Due to approved school activities.**
- **2.) Students who have a written excuse from a medical doctor or dentist (which are to be turned in to the office receptionist).**

Extenuating circumstances will be handled on an individual basis. The final judgment lies with the principal.

- Failure to attend school the last day of the week may result in not being allowed to attend a weekend event. For example, dances, athletic events.....Etc.

TARDINESS

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

During the school day, students are expected to be in their seats prepared for class when the tardy bell rings. **Students held after class for one or two minutes for discipline reasons will not be issued a pass to the next class.**

Students detained by a staff member after class for other than discipline reasons, should obtain a note from that staff member (must be dated and have the time of day) for admittance to the next class. Any student in the halls during class time must have their student pass.

CONSEQUENCES FOR EXCESSIVE TARDINESS

The tardy policy is:

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

6-7 per **quarter** /30 minute detention each tardy

8-9 per **quarter**/60 minute detention

10 per **quarter**/2 hour Saturday detention

11 per **quarter**/4 hour Saturday detention

12+ per **quarter**/1 day suspension

CONSEQUENCES OF EXCESSIVE ABSENCES

Absences after 10 days per class will receive the minimum consequence as follows:

At 11 absences/semester: **1% grade reduction** in each affected class.

At 12 absences/semester: **1% additional grade reduction** in each affected class.

At 13 absences/semester: **1% additional grade reduction** in each affected class.

At 14 absences/semester: **1% additional grade reduction** in each affected class.

At 15 absences/semester: **Automatic failure** in each affected class.

Teachers are authorized to publish a course syllabus that may include other appropriate consequences for absences as part of the academic grade. This is particularly true in classes that require participation, contributions through discussions, or hands-on

learning. The syllabus should specifically describe the effect attendance will have on the grade and be approved by the principal. Therefore, poor attendance, especially unexcused absences and tardiness, may contribute to a lower academic grade.

TRUANCY

Leaving the school campus without authorization (i.e. cutting or skipping classes) or not being in the proper classroom at the appointed time without permission, will be regarded as truancy, a serious offense, requiring disciplinary action and parent notification. The parking lot is also off limits during the school day unless permission from the office has been granted. Maranatha Christian Academy cannot accept responsibility for any student who leaves the campus without authorization prior to the end of the school day. A record of attendance is maintained in all classes at all times.

FIRST CUT: Student will receive an eighth hour (at \$10 per hour) Saturday detention and meet with the administrator. Parents will be notified verbally or by written communication.

SECOND CUT: Student will receive an eighth hour (at \$10 per hour) Saturday detention and both the student and parent will meet with the administrator. Student will be suspended from attending or participating in extra-curricular activities for 5 days. **THIRD CUT:** Student will be expelled from school

NOTE: A truancy is an absence from any class period missed without school approval.

DEFINITION OF THE WORD TRUANCY for Maranatha: Failing to come to campus or leaving from campus without proper permission for any part of the school day; or choosing not to attend a class or classes while on campus without proper permission. (The student parking lot is considered off campus during the school day.)

PHYSICAL EDUCATION PARTICIPATION

A note from the parent or guardian will be necessary for a student to be excused from physical education participation due to health issues. (Students who are unable to participate may receive a reduced grade for the day.) This note is good for one time only up to a maximum of three consecutive days. Additional days of non-participation must be verified by a doctor.

Regulation PE shirts are required for Physical Education classes. They can be purchased from the district office. This information is on the school supply list. Also, students who have PE 6th hour, must change back into their school attire before they go to 7th hour.

EARLY ARRIVAL

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

AFTER SCHOOL

After school, students are to wait on the south sidewalk area until parents pick them up. At 3:30 all students will be directed to the lunchroom for after school care. After 3:15 students in the school building should be with a teacher or in the lunchroom.

CLOSED CAMPUS

Maranatha Christian Academy has a closed campus policy. Upon arriving at school, students shall remain on campus. Before leaving campus at any time prior to the normal dismissal bell, students must present a signed permission note from their parents and/or an administrator. Students leaving the school grounds for any reason must sign out at the office and sign back in upon their return to school.

Visitors will not be allowed on campus without permission. This includes after school also.

OFF CAMPUS LUNCH – CLOSED CAMPUS

Students may not leave campus for lunch unless their parent comes to sign them out and take them out to lunch.

PREARRANGED ABSENCES

Family Activities: Parents are encouraged to schedule family activities during non-school days. When an extended absence is unavoidable, please send a note to the office at least one week in advance for approval. Contact teachers for homework expectations. **(IMPORTANT:** Please see "Student Responsibilities When Absent" section below.)

Early Dismissals: If an early dismissal is absolutely necessary, the student should bring a note from a parent stating the reason for the dismissal, the exact time the student should be dismissed, the time the student should return to school, and a telephone number where the parent can be reached. The student should present this note at the office before 8:00 a.m. to receive a pass from class. Students must sign out whenever they leave the school during the school day and sign in upon their return.

Extra-Curricular Activities: To be eligible to participate in or attend any extracurricular activity, a student must be in school **for 5 hours of the school day** on the day of the activity, (unless permission has been granted previously by the AD or Principal), or the school day preceding the event for events on non-school days.

College Visitation Days: Students are encouraged and expected to use their vacations and other free days to contact and visit colleges. When parents feel it is necessary to use a school day for such a visit the following guidelines must apply:

1. Seniors may use two days for college visitation and juniors may use one day.

2. Notify the high school office at least one (1) day before the college visit.
3. Upon returning from college, students must present written verification from the college. (Available on the website)
4. If the above is followed, the College Visitation Days will count as an approved school-related activity.
5. Students are responsible for missed work. Quizzes/tests should be taken upon returning and assignments turned in.

STUDENT RESPONSIBILITIES WHEN ABSENT

Students who are absent a part of the school day are still responsible to turn in all assignments due and complete scheduled examinations on that particular day unless other arrangements are made with the teachers. This may require the student to remain after school until the work is completed. In general, a student is allowed one day, for every day absent, to make up missed work. Assignments (including tests) given prior to the absence - including those given for prearranged absences - are due on the day of return from the absence.

Immediately upon returning to school after an absence, **students are responsible** to confer with each teacher to turn in homework, receive new work assignments, and establish a definite timetable for making up work. **Students should not wait to be sought** out by the teachers, but must take the initiative to insure their work will be completed and turned in.

With approved absences, students will be allowed one day, per approved day of absence, to turn in assigned work without incurring a penalty. Otherwise, all work turned in late will be subject to the penalties below:

- One day late = 10% reduction in final grade for the assignment
- Two days late = 20% reduction in final grade for the assignment
- Three and Four days late = 30% reduction in final grade for the assignment
- Five days late or more = the student will receive a zero for the assignment

OTHER SCHOOL ACTIVITIES

Students participating in the programs of other schools and who miss Maranatha class periods must make up all assignments. Consideration of excused/unexcused absences will be determined individually by the principal.

STUDENT DISCIPLINE & CONDUCT

GENERAL BEHAVIOR EXPECTATIONS

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

Our primary goal in disciplining students is to help them develop self-discipline to think, speak, and behave in a Christ-like manner. The ideal objectives of these guidelines are to foster understanding, challenge parent and student alike to supportive behavior, and enlist student cooperation. Enrollment at Maranatha Christian Academy is considered to be a privilege. Consequently, our students are expected to conduct themselves according to scriptural principles of attitude and behavior and to the expressed principles, policies, and programs of the school and state regulations.

Students are accepted as individuals with individual needs. Every effort is made to develop attitudes and habits of behavior conducive to a compatible relationship with parents, teachers, and fellow students. Most students adjust quickly to these required characteristics. However, for the students whose conduct is unacceptable, the administration reserves the right to administer the appropriate discipline deemed necessary and expedient to bring about an acceptable form of conduct.

Behavior expectations at Maranatha apply to students while they are on campus, in school-operated busses/vehicles, or at recognized school functions. The school acknowledges behavior at other times or places is an individual and parental responsibility. However, the administration reserves the right to discipline a student whose offensive misbehavior or life-style, **whether on or off campus**, is inconsistent with the school's adopted standards of acceptable behavior. This includes the use of alcohol, tobacco products, drugs, profanity, sexual immorality, and being arrested by the police.

"For none of us lives to himself." (Romans 14:8) In any society or group of individuals, the common good of both the individual and the society is best served by a just system of rules and regulations. They should be treated as friends since they are designed to promote and maintain peace, order, and mutual respect. They preserve the rights and freedoms of each individual. Your freedom to take

advantage of your high school years can only be guaranteed if you and every other student lives within the simple bounds of the school's regulations. The discipline of the school is designed to help you achieve and maintain a measure of self-discipline. Discipline simply means training which is the function and purpose of the school.

Listed below are some policies and guidelines regarding standards of student conduct on and off campus during their enrollment at Maranatha Christian Academy:

1. It is expected that every student at Maranatha Christian Academy will conduct himself in an orderly, courteous manner at all times with prompt and respectful obedience to all school personnel.
2. Maranatha Christian Academy stands for and insists on honesty, fair play, and sportsmanlike conduct under all conditions. There is no excuse or reason to lower our standards in this area.
3. Maranatha Christian Academy students are expected not to lie, cheat, steal, or vandalize, nor tolerate others who do. Students are not only expected to adhere to this policy but also to encourage their peers to follow it. Students who know of serious violations of biblical or school standards have a moral obligation to help their fellow classmates by communicating the violation to the principal, a counselor, or a faculty member. While the school does not encourage constant tattling about minor offenses, students are expected to assist the staff and faculty in maintaining a Christian environment and upholding Biblical principles.

SCRIPTURAL REFERENCES

The Scriptures remind us that the Lord Jesus Christ expects us to be disciplined in all aspects of life:

"Children, obey your parents in all things; for this is well pleasing unto the Lord." Colossians 3:20

"For thy commandment is a lamp; and thy law is right; and reproofs for instruction are the way of life." Proverbs 6:23

"Whoever loves discipline loves knowledge, but whoever hates correction is stupid." Proverbs 12:1

"Chasten thy son while there is hope, and let not thy soul spare for his crying." Proverbs 19:18

"Foolishness is bound in the heart of a child; but the rod of correction shall drive it far from him." Proverbs 22:15

"Here is my advice. Live your whole life in the Spirit and you will not satisfy the desires of your lower nature. For the whole energy of the lower nature is set against the Spirit, while the whole power of the Spirit is contrary to the lower nature. Here is the conflict, and that is why you are not free to do what you want to do. But if you follow the leading of the Spirit, you stand clear of the law. The activities of the lower nature are obvious. Here is a list: sexual immorality, impurity of mind, sensuality, worship of false gods, witchcraft, hatred, quarreling, jealousy, bad temper, rivalry, factions, party spirit, envy, drunkenness, orgies and things like that. I solemnly assure you, as I did before, that those who indulge in such things will never inherit God's Kingdom. The Spirit, however, produces in human life fruits such as these: love, joy, peace, patience, kindness, generosity, fidelity, tolerance and self-control and no law exists against any of them.

Those who belong to Christ Jesus have crucified their old nature with all that it loved and lusted for. If our lives are centered in the Spirit, let us be guided by the Spirit. Let us not be ambitious for our own reputations, for that only means making one another jealous." Galatians 5:16-26 Living Bible

"My son, do not despise the chastening of the Lord, nor be discouraged when you are rebuked by Him; for whom the Lord loves He chastens, and scourges every son whom He receives. If you endure chastening, God deals with you as with sons; for what son is there whom a father does not chasten? But if you are without chastening, of which all have become partakers, then you are illegitimate and not sons.

Furthermore, we have had human fathers who corrected us, and we paid them respect. Shall we not much more readily be in subjection to the Father of spirits and live. For they indeed for a few days chastened us as seemed best to them, but He for our profit, that we may be partakers of His holiness.

Now no chastening seems to be joyful for the present, but grievous; nevertheless, afterward it yields the peaceable fruit of righteousness to those who have been trained by it." Hebrews 12:5-11 New King James

EXAMPLES OF CONSEQUENCES FOR MISBEHAVIOR

Consequences are sometimes needed to help students learn appropriate boundaries and judgment. While it would be helpful to establish a set list of consequences or range of consequences for each type of misbehavior, doing so is impractical. Instead of

specifying such a list, guidelines on effective use of consequences (i.e. principles of fairness, consistency, immediacy, size, severity and frequency of offense, contingency, and restitution) will be followed as much as possible. Below are examples of the typical consequence range used at MCA. Students are subject to receiving consequences for each act of misbehavior and in general, repeated offenses will result in more significant consequences. However, MCA reserves the option to issue consequences ranging from verbal correction/redirection through expulsion as it deems appropriate for any given situation. Offenses that are considered serious in nature may include, but not be limited to, bullying, disrespect toward adults, stealing, damage to property, possession of prohibited items, threats, use of controlled substances, lying, cheating or behavior that may put others at risk.

Correction/Redirection

Restitution or monetary fine

Detentions (30 minutes or 60 minute)

Saturday detention (2 hour or 4 hour)

In-school suspension (1-3 days)

Out-of-school suspension (1-5 days)

Expulsion

HARASSMENT “BULLYING” POLICY

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

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

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

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

A. First Degree

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

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

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

B. Second Degree

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

DRESS CODE VIOLATIONS

1/Semester: Verbal correction, written notification to student.

2/Semester: Verbal correction, written notification to student and parent.

3+/Semester: 30-minute detention, written notification to parent and student.

DETENTION POLICY GUIDELINES

Detentions are issued for inappropriate behavior, accumulated tardies, and classroom misbehavior. The following guidelines are in effect:

1. Detention for dress code begins after the second violation per semester.
2. Detention for tardies begin after the fifth tardy per quarter.
3. After the fifth detention per semester, a two-hour Saturday detention will be issued for each detention received thereafter. (Saturday detention fee is \$10 per hour.)
4. **Students may be detained after school by individual teachers. This required "detainment" supersedes all after-school activities & practices.**

THURSDAY DETENTIONS:

1. Detentions begin at 6:55am or 7:20am. Students must be on time.
2. Enter quietly with pen, pencil, and paper to write.
3. No talking or disturbances of any kind.
4. Students will be given material they are to copy until their detention time is over.
5. There is to be no doodling on papers - only writing the prescribed material.
6. Any student late will be refused admittance. (This is considered a missed detention--detention will be doubled.

SATURDAY DETENTIONS:

1. Students report to the assigned location by 8 a.m.
2. Enter quietly with pen, pencil, and paper to write.
3. All Saturday detentions will be billed to the parent account. Fee is \$10 per hour.
4. Students are not to bring food or drink.
5. Any student more than five minutes late will be refused admittance. (This is now considered a missed detention--detention will be doubled.

SUSPENSION

Suspension is withholding from the student the privilege of attending his/her classes. The intention of suspension, "in-school" or "off campus", is to discipline the student for a period of time in which he/she will have the opportunity to reflect upon the seriousness of his/her action and take the necessary personal steps to correct his/her own behavior and/or attitude. Suspension may be used by the administration prior to consideration for the student's dismissal from the school. **It is the student's responsibility to contact each teacher for missed work during off campus suspension.** On campus suspension students may do homework assignments. Teachers should send assignments to the office.

EXPULSION

Students who continually and habitually cause problems or who are guilty of a very serious violation of school rules are subject to dismissal. Any student who is expelled from the school forfeits all student privileges for the remainder of the immediate school year, including being on campus or attending school hosted events on or off campus. The administration reserves the right to extend denial of privileges beyond the year of expulsion to those former students who do not demonstrate a considerable change in their attitude, behavior, or conduct.

INAPPROPRIATE ITEMS ON CAMPUS

Music: There are many views held by parents, students, and staff regarding music. For the purposes of our Christian witness, Christian atmosphere, and consistency of school standards, Christian music is the standard at school activities. Any inappropriate music/lyrics will be a matter of discipline and returned to the parent. Music at sporting events and dances should be appropriate but not limited to Christian only.

CELL PHONES AND ALL OTHER ELECTRONIC DEVICES

All electronic devices (iPod, Mp3, iPad Tablets, Apple Watches, etc.) **should be turned off at school and kept in the student locker.** Cell phones will **only** be allowed for use during the lunch period or before and after school. **All electronic devices may not be used between classes.** Electronic devices may not be in the student possession in school restrooms and/or changing rooms at any time or for any reason. Electronic devices will be confiscated at any time during the school day, other than cell phones at lunch. Parents may call the school office and leave a message for their student to call home. Students may come to the office and call using their cell phone or the school office phone.

All electronic devices will be subject to electronic search (i.e. text messages, pictures, date stamps, inappropriate content, and inappropriate music/lyrics.) Discipline will be given if the electronic device was used during school time (other than cell phones at lunch)

by indication of cell records. At no time are students to take pictures/videos at school nor may any pictures/videos be posted publicly. Students choosing to violate this policy may be assigned discipline ranging from fines, detention, suspension or expulsion.

Confiscated electronic devices will be given to the Dean of Students with the following consequences:

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

WEAPONS POSSESSION

Possession of weapons, ammunition, or other dangerous objects by students on school property, school vehicle, or school sponsored or a school associated event is strictly prohibited and punishable by up to and including immediate suspension. Any student who assaults another person with a weapon will also be reported to the police. "Weapon," as referred to here, includes, but is not limited to: firearms, knives, slingshot, pellet gun, BB gun, ammunition, matches, lighters, explosive substances, laser light devices, or any item that is used in a manner which may cause physical harm to oneself or others, etc.

WATER IN CLASSROOM

Students are allowed to have **clear** water in a clear container with a cap in the classroom. They may not have any other type of drink or container in the classroom. Containers are to be smaller in size so as not to be a hindrance in the classroom. Students are responsible to dispose of containers. Water containers are not permitted in the church sanctuary or fellowship hall.

GUM CHEWING

Chewing gum is prohibited on campus and in any school vehicle. Violations will result in fines as follows:

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

This is accumulative for the entire school year.

CHEATING

Cheating includes, but is not limited to, copying work from another student or allowing another student to copy your work, using resources for a test or assignment in violation of expressed guidelines, using notes or resources during a test or quiz without permission from the teacher, giving another student answers on an assignment or test or quiz, or taking credit for another's work,

Consequences for cheating include receiving no credit for the assignment, possible detention or suspension, and may also include having to redo the assignment as well as a consequence from those mentioned in Examples of Consequences.

PLAGIARISM

At the beginning of each year in English, 7th – 12th grade students are taught what is and is not plagiarism and are expected to follow these guidelines for all classes.

- Plagiarism is the taking of ideas, writings, etc. from another and passing them off as one's own without giving the originator proper credit, acknowledgement, citation, or footnote for that material.
- Papers will be handed to the Dean of Students for his review and contact with the student. The school policy of a "0" and a minimum 2 hour detention will be enforced. Any additional discipline is at the discretion of the Dean.
- The papers will be rewritten and handed in within 5 days of a meeting with the Dean. (The student may have copies that been proofed to re-work their papers, but all copies must be returned.)
- If the rewritten paper is not handed in within 5 days the student will receive a "0" on all previous points given on that particular writing project.
- See English Department PowerPoint on school website for more information regarding plagiarism.

COUPLES ON CAMPUS OR AT SCHOOL EVENTS

MCA desires to promote healthy friendships among all students and does not encourage dating or coupling by students, though understands that dating decisions rest with students' parents. Students at Maranatha Christian Academy are expected to honor and respect one another in a manner that exhibits and portrays the highest Christian standards of friendship. Friendship is something that is earned between individuals. At Maranatha Christian Academy, we desire to provide an atmosphere that promotes healthy avenues of expression of friendship among couples and reflects biblical standards of morality. Public displays of affection (PDA) such as holding hands, arms around each other, front or back hugs, passing notes, giving gifts, and kissing are not permitted.

STUDENT SEARCH

A student may be detained for a personal search or their locker searched when the principal or his designee has reason to believe:

1. The student is suspected to have in his/her possession a weapon, substances or other objects that are prohibited or that constitute a threat to the health, safety or welfare of the occupants of the school building, grounds or school bus or;
2. An offense such as theft has been committed and that the student is a suspected participant in the offense or;
3. That the search is reasonable.

When such a search is demonstrated to be reasonable, the search will be conducted in a manner that safeguards the student's personal dignity. Lockers may be searched without student(s) being present.

LOST OR DAMAGED PROPERTY

The parent or guardian shall be financially liable for all property lost or damaged by their son/daughter. This includes willfully cutting, defacing, marking or otherwise injuring or damaging property (real or personal) belonging to Maranatha Christian Academy, Cross Points Church, or other students.

VEHICLES ON CAMPUS

STUDENT DRIVERS

Students must have written permission from their parents to drive a motor vehicle (including motorcycles) on campus. A vehicle registration form and contract agreement, to abide by the school's traffic and parking regulations, will be given to students in homeroom on the first day of school. The vehicle must be parked in regular parking spaces only, locked, and not entered during school hours unless special permission has been granted by an administrator or office personnel. Student drivers should be examples of courteous driving habits. Students are not to drive recklessly or too fast on campus. Failure to observe these policies may result in cancelling student privileges to drive.

BUS REGULATIONS

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

MISCELLANEOUS

Students who ride bicycles to school must go directly to the place where they will be locking up their bike, along the playground fence line. They are not to ride their bike until they are leaving the campus. Riding bicycles on campus grounds is prohibited.

Skateboards/rollerblades/hoverboards and similar devices are not allowed to be used on campus at any time and if brought on campus are subject to confiscation with return only to the student's parents.

ARRIVING ON CAMPUS/SECONDARY PARKING

We request that parents drop off students after 7:30 a.m. The first bell rings at 7:45 a.m. and the tardy bell rings at 8:00 a.m. Drivers should observe traffic signs and use only the appropriate entrance and exit for the children's safety. Parents should pick up students along the safety curb lane. If the safety curb lane is full, please pull into a parking space. Do not double-park on the safety curb lane or pick up students in the traffic lane. Parents or visitors during the school day should park in the south parking lot.

PARENTS: THE CURB IN FRONT OF THE SCHOOL IS A FIRE LANE. YOU MAY STOP TO DROP OFF OR PICK UP YOUR STUDENT(S). PLEASE NEVER LEAVE YOUR VEHICLE IN THE FIRE LANE. IF YOU NEED TO ENTER THE BUILDING, PLEASE PARK IN A DESIGNATED PARKING SPACE.

*** 2016-2017 IMPORTANT SECONDARY SCHOOL YEARLY CALENDAR**

AUGUST

- 2 EXPLORE MCA/6pm
- 4 & 5 Senior Pictures on campus
- 10 All Teachers return
- 13 Dessert Social/6pm/SW Parking lot/North
- 15 7th Grade & New Parent Orientation/6pm
- 15 Fall Sports Practice begins
- 17 First day of school – 3:05pm dismissal
- 23 Fall Sports Parent Meeting/6pm
- 29 Back to School Night/6pm
- 30 Picture Day/7th-11th Grade

SEPTEMBER

- 5 Labor Day/No School
- 7 Sports Pictures
- 8 Corporate Partner Gathering
- 12 College Information Night/6pm/South
- 16 No School – Teacher In-Service
- 16 Autumn Fest – Double Header/New Family
- 17 Autumn Fest Activity
- 19-23 Prayer Emphasis Week
- 26 Christian College Fair/6pm-8pm

OCTOBER

- 1 Board Retreat
- 6 Cambridge EXPLORE Test/8th Grade
- 10 Eagle Update/6:30pm
- 11 Cambridge PLAN Test/10th Grade
- 12 PSAT Test/11th Grade
- 20 No School/7th-12th Conferences
- 21 No School – Work day/Accred. Prep
- 28 No School – In-service/Accred.

NOVEMBER

- 6 Daylight Savings Time Ends
- 10-12 High School play
- 11 Band Marches in Veteran's Day Parade
- 14 First day of Winter sports practice
- 21-22 No School/Teacher In-Service
- 23-25 No School/Thanksgiving Break

DECEMBER

- 12 JH/HS Band & Choir Concert
- 20 Last day of 7th – 12th Grade
- 21-Jan 3 Christmas Break

JANUARY

- 3 Teachers Return
- 4 Classes Resume
- 11 Sports Pictures
- 16 No School/Martin Luther King, Jr. Day
- 17 No School/Teacher In-Service/Accred
- 23-27 Prayer Emphasis Week
- 30 Eagle Update

FEBRUARY

- 1 NHS Induction Ceremony
- 10 Homecoming Games
- 11 Homecoming Activity
- 13 Mock Election
- 20 No School/President's Day
- 21 No School/Teacher in-service
- 27 First day of Spring Sports Practice

MARCH

- 7 Discover MCA
- 12 Daylight Savings Time Starts
- 13-20 Secondary Spring Break
- 22 Spring Sports Pictures
- 23 Board meeting/Accred finalization
- 27 Eagle Update

APRIL

- 6 – 8 High School play
- 14 Good Friday/No School/PreK-12th
- 21 Junior Senior Prom/7th – 12th No School/Teacher In-Service

MAY

- 2 HS Band/Choir concert
- 3 Teacher Appreciation Chapel
- 6 Senior Mother's Tea
- 9 JH Band/Choir Concert
- 10 Senior Chapel
- 17 Secondary Awards/Afternoon
- 18 Baccalaureate Service
- 20 Graduation @ 1pm/CPC
- 24 Last day of school 7-11
- 25-26 Teacher End of Year Awards/in-service

*** PLEASE NOTE: These dates are subject to change. Please check monthly calendars on Office 365 and our website (www.mca-eagles.org) for updates. Last update 6/2016 DLH**

Daily Schedule

| Period | Start/End |
|----------------|-------------|
| Period 1 | 8:00-8:50 |
| Homeroom | 8:55-9:10 |
| Period 2 | 9:10-10:00 |
| Period 3 | 10:05-10:55 |
| HS Lunch | 11:00-11:25 |
| Period 4A (JH) | 11:00-11:50 |
| Period 4B (HS) | 11:30-12:20 |
| JH Lunch | 11:55-12:20 |
| Period 5 | 12:25-1:15 |
| Period 6 | 1:20-2:10 |
| Period 7 | 2:15-3:05 |

- *4 minute passing periods*
- *Homeroom will include announcements and devotions/prayer*

Chapel Schedule

| Period | Start/End |
|----------------|-------------|
| Period 1 | 8:00-8:45 |
| Period 2 | 8:50-9:35 |
| Period 3 | 9:40-10:25 |
| Chapel | 10:30-11:20 |
| HS Lunch | 11:25-11:45 |
| Period 4A (JH) | 11:25-12:10 |
| Period 4B (HS) | 11:50-12:35 |
| JH Lunch | 12:15-12:35 |
| Period 5 | 12:40-1:25 |
| Period 6 | 1:30-2:15 |
| Period 7 | 2:20-3:05 |

26

- *4 minute passing periods*
- *Homeroom will include announcements and prayer for chapel, but no devotions*

Extended Lunch Schedule

| Period | Start/End |
|----------------|-------------|
| Period 1 | 8:00-8:45 |
| Period 2 | 8:50-9:35 |
| Period 3 | 9:40-10:25 |
| Period 4 | 10:30-11:15 |
| Extended Lunch | 11:20-12:35 |
| Period 5 | 12:40-1:25 |
| Period 6 | 1:30-2:15 |
| Period 7 | 2:20-3:05 |

- *5 minute homeroom will be for announcements only*
- *No chapel will be held during Extended Lunch weeks*

Early Dismissal Schedule

| Period | Start/End |
|----------|-------------|
| Period 1 | 8:00-8:35 |
| Period 2 | 8:40-9:15 |
| Period 3 | 9:20-9:55 |
| Period 4 | 10:00-10:35 |
| Period 5 | 10:40-11:15 |
| Period 6 | 11:20-11:55 |
| Period 7 | 12:00-12:35 |

- *4 minute passing period*
- *Homeroom should include announcements only*

| Period | Start/End |
|----------------|----------------|
| Period 1 | 8:00-8:45 |
| Homeroom | 8:49-8:57 |
| Period 2 | 8:57-9:42 |
| Period 3 | 9:46-10:31 |
| Period 4 | 10:35-11:20 |
| HS Lunch | 11:24-11:49 |
| Period 5A (JH) | 11:24-12:09 |
| Period 5B (HS) | 11:53-12:38 |
| JH Lunch | 12:13-12:12:38 |
| Period 6 | 12:42-1:27 |
| Period 7 | 1:31-2:15 |
| Rally | 2:19-3:05 |

- *Homeroom should include announcements only*
- *Rally Schedule will be used for school-day Pep Rallies or special end-of-the-day events (i.e. Yearbook signings)*



2016-17 SECONDARY (GRADES: 7-12) DRESS CODE POLICY

The following unified dress code has been amended effective immediately and adopted by the MCA Board of Education. MCA students are required to wear clothing that meets the specifications shown below.

| CLOTHING ITEMS | WHAT TO WEAR | WHAT NOT TO WEAR |
|--|---|---|
| <p>TOPS shirts, blouses, sweaters</p> <p>GIRLS: may wear untucked. Under sweaters, tops must be tucked in.</p> <p>BOYS: must tuck in their shirts.</p> | <ul style="list-style-type: none"> Any solid, vertical or horizontal striped colored polo Any oxford style shirt with horizontal or vertical stripes | <ul style="list-style-type: none"> Non-collared shirt or top No plaid tops |
| <p>BOTTOMS Slacks, Shorts, Skirts, Dresses, Capris</p> <p>GIRLS: Skirts must be appropriately sized and to top of kneecap. Dresses must be loose fitting, solid colored, at-the-knee length short or long sleeve four-button polo dress or jumper (with or without pleats).</p> <p>ALL: Shorts must be of 9" "walking style" length. Shorts must be past mid-thigh.</p> | <ul style="list-style-type: none"> Black, Blue, Khaki "Docker style" pants, skirt, shorts or Capri pants | <ul style="list-style-type: none"> Non-docker style pants, skirts, or shorts No outside sewn on pockets |
| <p>JACKETS</p> | <ul style="list-style-type: none"> Only MCA logoed jackets. Lightweight fleece or team jackets w/school dress top underneath | <ul style="list-style-type: none"> Non MCA jackets Non-collared shirt under a jacket |
| <p>SWEATERS & SWEATSHIRTS</p> | <ul style="list-style-type: none"> Solid colors with no visible brand names or logos (except school-approved MCA logos) Pullover, cardigan, V-neck, or vest All sweaters and sweatshirts must have a separate collar showing above neckline. Collar should be from a polo, oxford, blouse, turtleneck, denim shirt or dickey MCA logoed sweatshirts | <ul style="list-style-type: none"> Any non-solid color sweater (Cowl/turtleneck sweaters or ponchos are not acceptable.) No Hoodies except MCA Hoodies on Friday |
| <p>SHOES & SOCKS</p> | <ul style="list-style-type: none"> Dress Shoes, dress sandals, tennis shoes and dress boots. Matching socks in muted colors | <ul style="list-style-type: none"> Flip flops, slippers, beach sandals, spiked heels of more than 2" |

continued on page 2



2016-17 SECONDARY (GRADES: 7-12) DRESS CODE POLICY

| CATEGORY |
|--|
| <p align="center">HAIR</p> <p>ALL: Boys' and Girls' hair should be neatly groomed, combed, and bangs not extend below the eyebrow</p> <ul style="list-style-type: none"> • Extreme coloring of hair is not acceptable. Hair coloring and styles must adhere to moderate taste and within the spectrum of natural hair color. <p>BOYS:</p> <ul style="list-style-type: none"> • Hair may not extend beyond the top of the shirt collar. • Sideburns must not extend below the bottom of the ear. • Must be clean-shaven. No designs may be shaved into hair. • Alternative/Extreme styled hair is unacceptable (i.e. Mohawk, faux-hawk, spiked, etc.). |
| <p align="center">ACCESSORIES</p> <p>ALL: No head coverings are to be worn while inside the building.</p> <ul style="list-style-type: none"> • No visible body or facial piercings or tattoos at school or any school event. • No body art allowed (Pen, henna, marker, etc.) <p>BOYS:</p> <ul style="list-style-type: none"> • May not wear earrings or nail polish at school or school events. • Belts must be worn with all slacks and shorts. <p>GIRLS:</p> <ul style="list-style-type: none"> • Ladies may not wear excessive jewelry, distracting jewelry or more than 2 earrings per ear. • 2 wristbands or bracelets may be worn. • Administrative discretion will be used to determine excessive or distracting. • Scarves may be worn as an accessory around the neck or shoulders but should not be worn as a belt or sash. |

FOR ALL STUDENTS: Sloppy, oversized, sagging, frayed, excessively worn, tight or wrinkled clothing are unacceptable. For all sporting and similar events students should dress in neat and modest attire.

Please understand that a Dress Code is a decision to create an educational atmosphere for students to learn and grow. It has nothing to do with making you a better Christian or being more Godly. The heart meant to follow Christ would desire to follow the guidelines. We are more concerned if the heart of an individual is to rebel or deceive because of the Dress Code. (1 Samuel 16:7)

| SPECIAL DAYS / EVENTS |
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| <p align="center">FRIDAYS</p> <p>Fridays are Spirit Days!! We want to celebrate the Holy Spirit or School Spirit. Students may wear unaltered Christian t-shirts, Maranatha t-shirts or sweatshirts and jeans or jean shorts. Christian t-shirts must clearly promote Christianity or their church youth group which specifically mentions the church and school t-shirts must promote Maranatha. Athletic uniforms or gym clothes are not acceptable. Seasonal team uniform tops may be worn with the coach's approval for the entire team. Jeans must be clean, of denim material, without worn spots or holes, not overly tight, low hipped or skinny jeans, and must be modest. Maranatha only (hooded or non-hooded) sweatshirts are permitted.</p> <p>SENIORS: Seniors may wear Friday Spirit wear the last week of their school (Graduation week).</p> |
| <p align="center">FORMAL ATTIRE ACTIVITIES Homecoming, Junior/Senior Banquet</p> <p>GIRLS: Dresses and/or skirts must not be shorter than 2" above the knee. Dresses may be strapless but modest. Dresses must not be backless, low cut, form fitting, or exposed midriff. Violators will be asked to leave. Boys will receive discipline if their outside dates are out of the dress standard. Dresses must be approved by panel of parents and faculty prior to the event through a "say yes to the dress" event scheduled.</p> <p>BOYS: Dress shirt, ties and dress slacks; dress jackets are encouraged.</p> |
| <p align="center">FIELD TRIPS</p> <p>Field trip apparel will be determined by the teacher for each trip. Details for each particular trip will be written on the permission form. Short-shorts and tank tops will never be appropriate.</p> |
| <p align="center">SPECIAL EVENTS</p> <p>(Baccalaureate, Graduation, NHS Induction, Mock Election) the daily dress code applies. Ladies should wear dress code skirts and men should wear shirts and ties with or without dress coat.</p> |
| <p align="center">SWIM WEAR</p> <p>On trips where swimming would be appropriate, only one-piece look swim suits will be acceptable for girls. Swim suits may not have high cut legs or revealing necklines. Boys may not wear tight or high cut suits. The school advisor reserves the right to require a student to wear a shirt over a swim suit they deem as inappropriate or immodest.</p> |



2016-2017 HANDBOOK AGREEMENTS FOR PARENTS AND STUDENTS

Parents: Please read the following statements carefully and sign below to indicate your agreement.

I hearby affirm that I have read the *2016-2017 MCA Parent Student Handbook* and discussed it policies with my student. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the handbook.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect the personnel of the school, or continued disobedience to the established policies of the school.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time. I understand that this MCA Handbook does not contractually bind Maranatha Christian Academy and is subject to change without notice by decision of Maranatha Christian Academy's governing body. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

Signature of mother

Date

Signature of father

Date

Students in grade 7th – 12th: Please read the following statement carefully and sign below in indicate your agreement.

I hearby affirm that I have read the *2016-2017 MCA Parent Student Handbook*. I certify that I consent to, and will submit to all governing policies of Maranatha Christian Academy, including all applicable policies in the Student Handbook.

I understand that this *2016-2017 MCA Parent Student Handbook* does not contractually bind Maranatha Christian Academy and is subject to change without notice by decision of Maranatha Christian Academy's governing body.

I understand that admission to the school is a privilege, not a right, and that any behavior, either on or off campus, which is not consistent with the school's standards could result in the loss of that privilege.

Signature of student

Date

_____ Statement of Final Authority on Matters of Faith and Conduct

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Maranatha Christian Academy's faith, doctrine, practice, policy, and discipline, the MCA School Board is Maranatha Christian Academy's final interpretive authority on the Bible's meaning and application.

I have reviewed the statements above as indicated by my initials before each of them, and agree to be governed by all the provisions herein.

Name

Date

