



MARANATHA
CHRISTIAN ACADEMY

MARANATHA CHRISTIAN ACADEMY

Elementary Handbook **2016-2017**

South Campus

**6826 Lackman Road
Shawnee, KS 66217
Phone (913)631-1715
Fax (913) 631-2324**

North Campus

**15000 W. 63rd St.
Shawnee, KS 66216
Phone (913)631-9286
Fax (913) 631-2324**

**Secondary & Business Office
(913)631-0637**

**Kinderprep
(913)631-9286**

Welcome



MARANATHA
CHRISTIAN ACADEMY

Dear Parents,

“In this world you will have trouble. . . , Jesus warned us of that, but He also proclaimed that He had “overcome the world.” (John 16:33). Maranatha Academy is providing the training for your children to be overcomers. . . . “to live self-controlled, upright and godly lives in this present life. . . ” (Titus 2:12)

We join with parents in that training process. Let us pray for one another and ask God to guide and direct our school year. May He give us the wisdom we need for the task of raising godly children.

In His Service,

*Gingie Watt
Elementary Principal*



LIFE AT MARANATHA CHRISTIAN ACADEMY

Who's Who at Maranatha Christian Academy in Elementary.....	4
School Board, Mission Statement.....	5
Maranatha Ministry Goals	5
Statement of Faith.....	5
Philosophy of Education.....	6
Admission Standards	7
Financial Information.....	7
Counsel in the Closet (Resolving Issues)	8
<u>TRAINING FOR THE CHRISTIAN LIFE</u>	9
<u>ACADEMICS</u>	10,11
<u>LEARNING ASSISTANCE/ENRICHMENT</u>	12
<u>DISCIPLINARY POLICY</u>	12,13
<u>GENERAL INFORMATION</u>	13
ATTENDANCE:	13
Attendance Policy	13,14
Arrival and Dismissal Procedures	14
Stormy Weather	14
Tardies	14
Picking Up Your Child During School Hours	14
Pre-arranged Absences.....	15
HEALTH:	15
Illness	15
Health Forms	15
Medication	15
Restroom Use.....	16
MISCELLANEOUS:	16
Field Trip Forms.....	16
Visitors/Meetings/Deliveries	16
Policies for Parent/Parent Delegate for Student Observation in Edu. Setting	16
Before/After Care	16
Shuttle Bus	16
Lunch– South and North	16
Sending Money to School	17
Phone Calls	17
Cell Phones	17
Birthdays/Parties	17
Items Not Allowed.....	17
Inclement Weather	17
Reporting Suspected Child Abuse.....	17
Cooperation with Law Enforcement Officials	17
AVAILABLE ON WWW.MCA-EAGLES.ORG	18
Elementary Year at a Glance	18
Eagle Eatery Menu	18
School Supply List.....	18
Dress Code for North/South Campuses	18
North and South Drop-Off/Pick-Up Schedules	18
Bullying/Harassment Policy	18
Legal Forms.....	18
Day Care.....	18
COMMUNICATION WITH SCHOOL:	18
Office 365.....	18
Teacher Weekly Newsletter	18
Remind Texting System	18
Weekly Office Notes	18
MARANATHA ACADEMY PARENTS (MAP)	18
Parents In Prayer (PIP)	19
Bless Our Teachers (BOT)	19
Community/Family Events	19
Volunteering	19

WHO'S WHO

ADMINISTRATION

Mr. Mark Schultze, Superintendent
Mrs. Virginia Watt, Elementary Principal
Mrs. Chenaye Sutton, Assistant Elementary Principal
Mrs. Kelly Wilde, Community Relations Coordinator

MAINTENANCE

Mr. Kevin Bergerhofer, Director of Facilities

BUSINESS OFFICE

Linda Jennings, Registrar, Human Resources Diane Cochran, Business Office

ELEMENTARY FACULTY

Wendy Orndorff, Kindergarten	Mary Warkentin, Kindergarten
Stephanie Peck, 1 st Grade	Linda Smith, 1 st Grade
Janice Lewis, 2 nd Grade	Debbie Martini, 2 nd Grade
Leonora Feldman, 3 rd Grade	Carolyn McFarland, 3 rd Grade
Kim Redick, 4 th Grade	Beth Smith, 4 th Grade
Crystal Fortin, 5 th Grade	Mindy Hughes, 5 th Grade
Kathleen Miller, 6 th Grade	Kelly Ensminger, 6 th Grade

SPECIAL CLASSES

Nena Shelley, Library	Steve Gordon, Band
Suzy Manning, P.E.	Kim Mills, Music
Cindy Daniels, K-4 Art	Danielle Williams, 5 th , 6 th Art
Malinda Evans, Learning Center	Janet Porter, Science Lab
Lori Traver, Spanish	

SUPPORT STAFF

Jenniffer Casto, Secretary, North	Linda Conklin, Before School Care, North
Karen Wagoner, Secretary, South	Cheri Gardner, After School Care, North
Julie Goodman, Office Aide, South	Tracy Shiner, Office Aide, North
Debbie Hamil, District Office	Marci Dighton, Admin Assistant

THE EAGLE EATERY

Becky Ross, Chef	Cheryl Bergerhofer, Lunchroom, South
Linda Conklin, Lunchroom, North	Crystal Carver, Lunchroom, South

SCHOOL BOARD

Mr. Blake Welch, Emeritis
Mr. Jaren Higginbotham
Mrs. Bobbie O'Keith

Mr. Brian Howell, Chairman
Mr. Jim Marmon
Mr. Brett Sramek

MISSION STATEMENT

In partnership with the home and local church, the mission of Maranatha Christian Academy is to train and equip students for life and for service to Jesus Christ through a biblical worldview, character development, and academic excellence.

CHARACTER WISDOM SERVICE

MARANATHA MINISTRY GOALS

The essence of the educational philosophy 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 8:29)

* 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)

MARANATHA CHRISTIAN ACADEMY'S STATEMENT OF FAITH

Maranatha Christian Academy is a ministry of Eastern Kansas Christian Schools. It 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, inerrant Word of God. (II Timothy 3:15, II Peter 1:21).
- We believe there is one God, eternally existent in three persons – Father, Son and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30).
- We Believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life (Hebrews 4:15, 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His Resurrection (John 11:25, I Corinthians 15:4); His Ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11, Revelation 19:11).
- We Believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and 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, Romans 3:23, 5:8-9, Ephesians 2:8-10, Titus 3:5).

- We Believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 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 (Romans 8:13-14, I Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18).

PHILOSOPHY OF EDUCATION

The educational philosophy of Maranatha Christian Academy springs from the belief of its supporters and staff that all life is originally the product 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. As the educational arm of that effort, the school's primary responsibility is to provide the student with academic and vocational pursuits. This responsibility cannot be fulfilled in a spiritual vacuum, therefore the school must also provide the student with spiritual and moral direction in both academic pursuits and personal life.

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 good education in a Christian atmosphere.

Even with these advantages, however, Maranatha 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 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, the church provides the child with the most important source of spiritual training, while the school seeks to prepare the child vocationally and academically. Through prayer, parental support and the efforts of a believing faculty, we, like the deacon Stephen, can bring a high level of spirituality and power to a task which otherwise might seem primarily concerned with this world.

ADMISSION STANDARDS

Maranatha Christian Academy is open to anyone interested in securing a Christian education, from Kindergarten through twelfth grade. The Lord has not yet opened the doors, however, for us to work with the physically handicapped or severely learning disabled.

Maranatha Christian Academy admits students of any 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 Academy:

- Parents should be in agreement with our basic objectives and willingly and actively support our educational program.
- 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 support.
- 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 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 four classes at campus to be considered a full-time student.

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 as of December 15 and May 15 in order for students to complete the first semester and second semester respectively. Students whose accounts are not current as of those dates will be suspended from school and/or not allowed to re-enroll for the next year.

Re-enrollment forms are mailed home for the following school year. Your child is not officially re-enrolled until the enrollment fees are paid.

COUNSEL IN THE CLOSET



When humans work together in any capacity, difficulties can occur. There are bound to be conflicting view points and misunderstandings on issues, especially where our children are concerned. Our first response to a problem should be to seek wise counsel in the closet, the prayer closet. God can give us His perspective, which is infinitely better than our limited one.

Good Communication

In order to facilitate good communication when we feel a wrong has occurred, God gave us Matthew 18:15-17 - “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.”

So many concerns could be taken care of if this was a common practice. Open and honest communication, one-on-one, is the first step to settling a dispute. If there is no resolution, then the next step is to “take one or two others along.”

As a school staff, we understand that there will be mistakes and misunderstandings and our hope is that parents will bring those concerns to us right away; first to the teacher and then to the principal.

Ineffective Responses

Two mistakes we can make are responding like the bear or the ostrich. The bear sees a problem and just attacks the offensive party. The ostrich sticks its head underground and hopes the problem will disappear. Neither response promotes two-way communication.

Forgiveness



Matthew 18 continues by encouraging us to forgive and forgive and forgive. In fact, Jesus very convincingly shows in the story of the unmerciful servant what happens to one who refuses to forgive—he will not have his own debts cancelled by God.

Matthew 18 begins with Jesus explaining to the disciples that the greatest in the kingdom of heaven is the one who humbles himself like a child. Have you ever noticed how quickly and easily a child forgives?

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 with the board chairman
5. Parent appeals to school board



TRAINING FOR THE CHRISTIAN LIFE

Our goal is to help children understand how to live the Christian life.

Prayer/Worship/Devotions

Each class has time set aside for prayer and praise. Students are given opportunities to share needs and express thanks. Students enjoy praying for one another.

Bible Classes

All students in K-6 have Bible class daily.

Students memorize scripture each week. Parents are asked to help their child by listening to them practice their memory verses.

We teach Biblical precepts, Biblical worldview and Godly character. We do not teach church or denominational doctrine.

Chapels

Chapels are held once a week for students at the respective campuses. Speakers are from missions, ministries, faculty and chapel leadership. Students participate and even help lead these chapels.

Developing a Biblical Worldview

We are presently teaching our students a Biblical worldview through our Biblical curriculum and using textbooks that have corresponding scriptures for each subject studied.

Developing Godly Character

We are using Character Counts and our Bible curriculum to help our students develop a character that reflects the image and character of God.

Each year we choose a character theme submitted by our families to help students learn about the Christian life in a practical and fun way. In years past we have had L.A.M.P., The Lord Answers My Prayers, R.O.C.K., Respect Our Creator King, G.O.A.L., Glorify Our Amazing Lord, as our program emphasis. Students have performed skits, made posters, designed T-shirts and had other fun projects relating to these programs. Our aim is to help students learn and remember key Christian concepts.

Service Projects

We teach students the importance of serving others through service and fundraising projects. We have two whole-school projects assisting City Union Mission, collecting food at Thanksgiving and collecting toys and gifts at Christmas. In addition, we are raising funds to assist an orphanage in India.

Each class has a service project which may vary from year to year. Some of these have been singing and making cards for seniors at nursing homes, raking leaves and cleaning at a local mission, going bowling with developmentally disabled students, making gifts and singing Christmas carols for our school neighbors, making sandwiches for the homeless, and sponsoring a child through ACSI missions.

“We are His workmanship created in Christ Jesus for good works.” - Ephesians 2:10

Missions

Each class has a mission/charity/missionary with whom the class communicates. We have missionary visitors come talk to classes. Students enjoy meeting missionaries from all over the world who share their vision for world evangelism. Students are given an opportunity to donate toward missions.

Christian Textbooks

We have textbooks that have corresponding scriptures for each subject and present the biblical worldview.

Christian Teachers – Our teachers are mature Christians that can handle any situation in a Christ-like manner.

ACADEMICS

Power School -Grade Reports

Maranatha Christian Academy has high academic standards. We believe in enabling parents to be informed of students' progress. Power School provides access to grades and in some grades the name of the assignments. Parents can go to a secure website to view their child's information at any time for grades 4-6. Kindergarten through 3rd grade receive quarterly report cards.

Grade Reports are sent home each nine weeks. Mid-quarter reports are sent home for grades of D's and F's or if a student is not working up to his/her potential.

Academic work, including final exams, must be completed within thirty (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.

Parent Conferences

A parent-teacher conference is held at the end of the first quarter for each student. Conferences are arranged as needed during other grading periods.

Grading Scale

Kindergarten	+ & √	
1 st Grade:	O = Outstanding G = Good P = Passing N = Need Improvement U = Unsatisfactory Progress	
2 nd – 6 th Grades:	A = Excellent B = Above Average C = Average D = Below Average F = Not Acceptable	90-100% 80-89% 70-79% 60-69% 59%-Below

Work Habits/Social Development

Work habits, such as the ability to work independently, completing class work on time, listening and following directions, are rated with a + for advanced, a ✓ for satisfactory, N for needs improvement. Social development such as playing well with others, exhibiting self-control, and showing respect for authority also are rated with a + or a ✓.

Special Classes

Students have the following special classes in grades K-6: Music, Art, Physical Education, Computer, Library, and Spanish and science labs. Band is offered in grades 5 and 6.

Modified Grades

In certain cases modified grades can be provided. Grades reflect a modified academic program of learning.

Honor Roll

Students in 4th-6th grade can qualify to be on the honor roll. For the B Honor Roll, students must have a B average in these subjects – Reading, Math, Social Studies, Science, Bible, Language, and Spelling. Students must have an A average in those subjects to be on the A Honor Roll.

Homework

Homework is an integral part of our school program. Learning is extended and reinforced through homework. We believe students gain responsibility and a sense of accomplishment through homework completion. We request that parents support this endeavor by encouraging students to complete assignments. The only acceptable excuses for not completing homework are illness and family emergencies. Most teachers require a parent's signature on an assignment planner indicating that homework was checked for completion.

Parents can help their child by providing a non-distracting area to study, the supplies needed, and assisting (when asked) by providing explanations or examples.

We encourage students to spend time reading and enjoying math activities each evening when homework is completed.

Make-Up Work

If your child has been ill, please call the office in the morning to arrange for make-up assignments. The teacher will have the assignments and books ready to pick up by 3:30.

When your child is out of school due to illness, the child is given two days to complete essential lessons and practice and reading for each day absent.

Students out of school for extended periods of time for other than illness will also complete missed learning assignments.

Academic work, including final exams, must be completed within thirty (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.

LEARNING ASSISTANCE/ENRICHMENT

In order to provide for individual differences we provide enrichment and learning assistance.

Helps Class

Each teacher sets a time during the week to provide extra assistance to students. Detailed information will be sent home when this is established.

Enrichment Program

Maranatha provides extended and enriched appropriate curriculum to students who are identified. Students who qualify may participate in programs provided through the home public school district. We work with the educators from that district for evaluation and services.

Learning Center

Maranatha's Learning Center provides individual and small group instructions for 30-40 minutes a day up to four days a week. Students can receive remedial help in a particular subject, help with assignments, and build study skills. Parents or teachers may refer students to the Learning Center. There is an additional monthly charge for the Learning Center.

Modified Work/Grades

Sometimes it is beneficial to a student to modify the work in a particular subject. Other times it is best to adjust the grading scale. The administration, the teacher, and the parents may work out the best plan to meet the child's individual needs.

Special Services

Students who qualify for special education services for learning disabilities or speech are served by the Shawnee Mission School District for those residing in the district. More information can be provided by the Principal.

DISCIPLINARY POLICY

"The Lord disciplines those He loves." Proverbs 3:12

We believe that part of a child's training to be like Christ involves discipline. As our Father God disciplines us, so He admonishes parents to discipline their children. Our discipline plan follows Godly principles.

I Corinthians 14:40 says "everything should be done in a fitting and orderly way". Students are expected to act in an orderly manner and follow school and classroom rules. Our discipline has four tenets. **First**, the child must come to accept responsibility for their behavior. **Second**, the child makes amends to any wrong by apologizing to those hurt and asking God's forgiveness (and possibly making restitution). **Third**, the individual(s) must accept appropriate consequences for their behavior. **Finally**, we want students to accept other's and God's forgiveness and be able to forgive themselves while **learning** how to correct themselves and prevent making the same or similar mistakes.

1. **Teachers handle offenses in the classroom.** Students are assigned minutes off their recess, be given sentences or documents to write, or they may lose a privilege.

2. **Office Time Out**

Students may be sent to the office for a time-out period or to serve minutes in isolation.

3. Cooling Off

When a student loses self control emotionally, the teacher can send the student to the office to “cool off” or to walk during recess. Parents are asked to sign a time-out note acknowledging receipt of the notice.

4. Office Referral

The following describes the office referral procedure and minimum consequences that may be assigned.

For offenses including leaving school grounds without permission, fighting, stealing, lying, profanity, disrespectful or defiant behavior, students are sent to the office with a referral. The principal will conference with the teacher and child, call or note home explaining the offense and the consequences. The principal will attempt to contact the parents via phone, email, referral, in person. The consequence will be communicated.

Probation Procedure

When there are continual behavioral problems, a student may be placed on probation.

Further consequences may be given for any misbehavior according to the severity of the problem.

1. When a teacher fills out an office referral form, the principal meets with the student and notifies the parent by note or phone, and an appropriate consequence is also given. The minimum consequence is spending recess in the office.
2. When a student receives a second office referral, he/she may spend recess, lunch, and special class time in the office.
3. Upon the third office referral, the student may receive a half-day in-school suspension.
4. At the next (fourth) office referral, a student/parent/teacher conference will be held.
5. At the next (fifth) referral, the student will serve an in-house suspension. At this point, a conference is held with the student, teacher, parent, and principal to determine probationary status. At this time, the student will be put on probation unless there is an overriding reason why that should not occur. The terms and conditions of probation are written and signed.
- 5a. Parent/teacher conferences are held every three weeks until the student has gone nine weeks without a referral. Students who are unable to abide by the terms of the probation may be asked to leave. Communication between parent and teacher is daily.

Parents are expected to support the school’s policy and procedure for discipline. Cooperation between the home and school is essential.

Bullying Policy – As part of our teaching at MCA, we strive to teach our students to love and respect each and every person. Please refer to the mca-eagles.org for the school’s Bullying Policy.

GENERAL INFORMATION

North and South Campuses – We have two campuses. North Campus at 15000 West 63rd Street houses preschool through 3rd grades. South Campus at 6826 Lackman Rd. houses 4th-12 grades; 4th-6th is in a separate wing.

ATTENDANCE

Attendance Policy

School hours for South are 8:15-3:15; North hours are 8:20-3:15. Early dismissal is at 12:15. Regular attendance is imperative to a good learning experience. Students who are absent miss out on teacher’s explanations, discussions, demonstrations, labs, and group work. Please call the school by 9:00 a.m. to report

your child's absence. The South Campus phone number is 913-631-1715; North Campus phone number is 913-631-9286. Fax number for both campuses is 913-631-2324.

Arrival and Dismissal Procedures

South Campus

AM Drop Off – Pull up to the flag pole. (Do not park in the drive-through unloading lane). Exit through North driveway. Make a U-turn through the parking spaces. Do not park in the first row of lined parking spots.

PM Pick Up - Park perpendicular to safety lane – back away from safety lane. Never drive through safety lane. After 15 minutes, the child is taken to After School Care.

Stormy Weather – Students will stand under the awning or church's overhang. Load into the car as it pulls forward.

Shuttle Bus arrives at 7:55 a.m. from the North Campus. A registration is required for this service.

After School Care is primarily located on the playground and in the Multipurpose room.

North Campus

ONE-WAY TRAFFIC ONLY

AM Drop Off at the Main Gym doors. If you have business, park and walk in. To exit, drive around building to exit on 63rd Street.

PM Pick Up is on the east side of the school and gym, lower level from Lackman Road. Exit on 63rd Street. Park on the east side of the lot to walk over to the curb, or remain in your car in the Loading Lane. After 15 minutes, the child is taken to After School Care.

After School Care is primarily located on the playground and in the Multipurpose room.

Stormy weather – Students will stay inside in the lower level hallway and classrooms on the east side of the building. Students will be dismissed one by one as parents walk up to greet (check out) children and see the teacher.

Tardies

Likewise, students miss out on experiences that cannot be duplicated when they are tardy. Consistent tardies have a negative effect. Students arriving after start of school time should report directly to the office for a tardy slip. Tardies are tracked in Power School and notation is made on the report card. Excessive accumulation of tardies results in teacher or principal conversation and consequences.

Picking Up Your Child During School Hours

Parents must come to the office to pick up their child. We cannot release a child to leave except directly to a parent or guardian. Students may not leave the classroom until a parent has arrived. It is helpful to notify the office ahead of time when you will be arriving so the child can be ready to go. It is our policy that students will not wait in the office, but in the classroom.

Pre-arranged Absences

Please notify the principal and teacher two weeks in advance of a pre-arranged absence if it is foreseeable. School work may need to be completed before the absence, during the absence and following the absence to assure continuity in learning.

HEALTH

Illness

For your child's protection and the protection of others, children should be kept at home if they have any of these symptoms.

- **Cold symptoms, coughing, sore throat:** Many diseases in their first stages resemble a common cold.
- **Temperature:** A child should have a normal temperature after an illness for 24 hours prior to returning to school.
- **Upset stomach, vomiting, diarrhea:** A child should be kept home until they are symptom-free for 24 hours.
- **Undiagnosed rash, skin lesions, red or discharging eyes, earache, or swollen glands.**

Parents, please call the school immediately if your child has been diagnosed with a communicable disease.

Please do not send your child to school to be diagnosed by the office, or if you are uncertain what the child has.

Students who are in school are expected to fully participate in activities. Please send a note if you want your child to stay in from recess after an illness. Students who are returning from an illness (cough/cold) may stay inside for three days without a doctor's note. If a child needs to stay inside longer than that, a doctor's note should be sent to school.

Health Forms

The following health and emergency medical forms are required:

Kindergarten and New Students: Legal Authorization for Emergency and Kansas Certificate of Immunization (KCI)

1st-6th Grades: Legal Authorization for Emergency

K-6th Grades: Chicken Pox vaccination or have had the Chicken Pox

5th-6th Grades: Doctor's proof of second MMR

Please note: Notify the office immediately when there is a change of address or home or work phone number.

Medication

Maranatha does not provide non-prescription medication in the school health office. If you want your child to take a pain reliever, cough syrup, antacid, etc., you must do the following: send your own medication from home clearly marked with child's name and grade, and have a completed form in the office. Have your doctor send a note giving permission for the child to take that particular non-prescription medication at school and give any instructions for its use.

Prescription medication may be given at school. Make sure it is in its original prescription bottle or container with clearly marked instructions.

Records are kept of all dissemination of medication.

Restroom Use

Students are encouraged to use the restroom during the daily scheduled bathroom breaks for each class. Students may also use the restroom before school and during lunch. If your child has a condition that requires frequent use of the restroom, please write the teacher a note explaining the reason.

MISCELLANEOUS

Field Trip Forms

Students take three to five field trips a year. A permission slip with information about the trip will be sent home. Students must have a parent's signature on this slip before they can go on the trip. Parents are encouraged to accompany the class and help supervise. A limited number of openings for chaperones may be available on some trips. A student's siblings may not attend field trips.

Visitors/Meetings/Deliveries

All parents and other visitors should report directly to the office first. If you need to contact your child's teacher, please call or stop by the office. If the teacher is not available, leave a message and your call will be returned.

Policies for Parent or Parent Delegate for Student Observation in Educational Setting

Maranatha Christian Academy (MCA) recognizes that, from time to time, parents of students attending school will request the opportunity to observe their child in the educational setting. It is the policy of MCA to ensure that parents are full and equal participants in the development of their child, and to maintain the integrity of the learning environment. Therefore, it is the policy of MCA to allow parents and their representative(s) a reasonable opportunity to observe their child's classroom(s) and/or proposed placement. Refer to the *Policies for Parent or Parent Delegate for Student Observation in Educational Setting* document in the Principal's office for further policy points and procedures.

Before/After Care

After Care is available after school at both campuses until 6:00 p.m. Before Care is available at the North campus from 7:00-8:00 a.m. (A shuttle bus will transport students to South). There is a separate charge for Before/After Care which is billed monthly.

On days that we are out of school for holidays or school closures, care is available at the North campus for grades K-6 from 7:00 a.m.-6:00 p.m. for a daily charge of \$35. Sign up ahead of time with Supervisors at the North Campus.

Students are expected to behave in Before/After Care. Students who consistently do not follow school rules may not be allowed to attend Before/After Care.

Shuttle Bus

A shuttle bus comes from the North Campus in the morning. The bus leaves North at 7:50 a.m. Students must sign up to ride the shuttle bus. There is a nominal fee charged each semester.

Lunch – South and North

Students may bring their lunch to school. We have microwaves available, but we ask that you not send any more than one food item to be microwaved and only items that do not require more than one minute to warm up.

Our hot lunch program is offered through our in-house kitchen, The Eagle Eatery. Alumni Chef Becky Ross focuses on providing wholesome, great tasting meals to meet a full range of dietary needs.

Sending Money to School

Money should always be sent in a sealed envelope with the following information:

Child's Name & Grade
Teacher's Name
Purpose

Phone Calls

Students do not need cell phones during the school hours. The secretary will call home if your child is ill or if they need a lunch or clean clothes, etc. Cell phones are turned off and stored in backpacks.

Cell Phones

Students who bring cell phones because of after school activities must keep them in their backpacks and turned off during the day.

Birthdays/Parties

Individual birthday parties are celebrated during lunch or the last half hour of the day. Individual servings are required. Whenever possible, please send nutritional snacks rather than sweets. No cakes, please; they are very messy. Please send birthday party invitations through email or mail unless all the children are invited. On Valentine's Day, please send Valentines for every child.

Items Not Allowed

The following items should not be brought to school: weapons of any kind, radios, Ipods, MP3 players, video games, including Nintendo DS, baseballs, softballs, roller blades, skateboards, roller skates, kites, Goosebumps, Harry Potter books or other similar books and toys (except Kindergartners who may bring them for Show-and-Tell).

Inclement Weather

Arrangements have been made to air school closings on local TV and radio stations. We generally close if the Shawnee Mission School District closes. Parents should use their own discretion in sending children to school in inclement weather based on the conditions in your living area.

If school closes early, we will notify parents through our One Call System. We would request that you pick your child up as soon as possible.

Day Care will be available for K-6 for \$35 a day at the North Campus.

Reporting Suspected Child Abuse

In accordance with state law and school policy, school staff members are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

Cooperation with Law Enforcement Officials

It is the policy of Maranatha Christian Academy to cooperate with the various law enforcement agencies in our state, county, and city governments. We are required by law to report suspected physical or sexual abuse and truancy violations.

Elementary Year at a Glance

This is a list of holidays, days out of school and early dismissals for elementary.

Eagle Eatery Menu

Monthly menus are available for viewing online. Students may purchase lunches in the lunchroom without preordering.

School Supply List

School Supply list is available online.

Dress Code for North/South Campuses

Please refer to the website for current Dress Code guidelines.

North and South Drop-Off/Pick-Up Schedules

Procedures for dropping off and picking up your student(s) are explained in detail online.

Bullying/Harassment Policy

This school policy is available for your viewing online.

Legal Forms

All students must have the following forms on file in the school office each year:

- Computer Permission Form
- Legal Authorization Form
- Transportation Form

Day Care

The Before/After Care Form and Regulations are available online.

COMMUNICATION WITH SCHOOL

Office 365 – The goal of this service is to provide a dependable and persistent family communication medium that will serve as the primary communication for those within the MCA family.

Teacher Weekly Newsletter – The classroom teacher will send a weekly newsletter detailing the week's activities.

Remind Texting System – Subscribe to this service that allows you to receive important information through a text about your child's class, sports, and school activities.

Weekly Office Notes – Information and reminders of the upcoming events and news will be emailed weekly from the office.

MARANATHA ACADEMY PARENTS (MAP)

Maranatha Academy Parents (MAP) is our school's parent organization. Parents are invited to join together to pray for our school, to bless our teachers and to engage in fun family events for the students, families, and community.

Parents in Prayer (PIP)

Parents gather regularly to pray for the students and staff. Consider joining this group for fellowship and sharing. More information will be sent home with details about the day and time. Weekly Office Notes from the office will announce and remind you of the day and time.

Bless Our Teachers (BOT)

Parents provide special treats and gifts to our teachers. Coordinators will reach out to parents at the beginning of the school year if you are interested in this ministry.

Community/Family Events

Each year several fun events are organized for our MCA families to attend.

Volunteering

Parents, relatives and friends are always welcome to help. We rely on parents for many enriching experiences. If you are interested in being a Room Parent or the MAP Room Parent Coordinator, please contact your child's teacher for information about the duties. At Back to School Night, there will be a chance to sign up for volunteering.