

MARANATHA CHRISTIAN ACADEMY

Parent/Student Handbook

Psalms 78:6 “That the generation to come might
know...”



2009-2010

Parent/Student Handbook

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GENERAL OVERVIEW

GENERAL PURPOSE

The Bible teaches that children are a gift from GOD and parents are ultimately responsible for the education and development of their children (Psalm 127:3-5; Deut. 6:7; Prov. 22:6; Eph. 6:4). The general purpose of Maranatha Christian Academy is to aid you, not replace you, in the overall education of your student. We invite parents to play an active role in their student's education by understanding why we do what we do and by involving themselves in every way possible. It is our goal to train and educate your child in the highest principles of moral character, academics, self-discipline, individual responsibility, personal integrity, and good citizenship. Maranatha Christian Academy desires to guide your child and establish learning experiences that will assist them in becoming mature Christians, as well as responsible, productive members of the Body of Christ. We are purposed to point them to Christ, teach them discipline, and educate them in academics.

PURPOSE OF THIS HANDBOOK

A. Education is more than knowing how to make a living; it should stress how to live. We pray that each student will mature and conform to the image of Christ, helped by the education he receives here at Maranatha Christian School. We live in a society of confusion where many do *"that which is right in their own eyes."* God, however, is the author of order. The administration recognizes that there may be some difference of standards among school families and realizes that some of our institutional standards will be different from some people's personal standards, *"Each person must be fully convinced in his own mind."*(Romans 14:5b). But after prayerful and careful consideration, the administration has determined policies and guidelines that will teach order, respect, and self-discipline and be conducive to spiritual development and the testimony of this school, trying to represent Christ in our society. It is our goal that these policies reflect life in the "real world" as much as possible. Each student should keep in mind that having rules does not mean the school is inflexible and uncaring.

B. All students and parents are encouraged to read and be familiar with the handbook. We desire to train all students, but we can only work with students who obey and parents who support the guidelines set forth in this handbook. We do not expect our students to be perfect, but, we urge students to strive for spiritual maturity.

C. Handbooks tend to be viewed negatively, but it is our hope that students will recognize the positive aspects and benefits as well. Handbooks often stress externals involving our life and testimony, but one must be careful not to determine spirituality by externals alone. Observance of the school's regulations only partially fulfills one's responsibilities to God. Willingness to abide by the rules of the school is indicative of spiritual maturity and is generally characteristic of students who are committed to serving the Lord with their lives.

D. This handbook is designed to help the student adjust to school life easily. It is a source of information and instruction for the student.

SCHOOL POLICY STATEMENT

Maranatha Christian Academy is a private Christian school, established in 1980, as a ministry of McEver Road Baptist Church. Our school exists specifically for children living in Christian households. It should not be looked on as a "reform school" for rebellious children with behavior and/or academic problems, or those whose parents do not have true convictions concerning the provision of Christian education for their children. MCA honors the commitment parents make to provide a Christ-centered education for their children by providing a setting where academic skills are developed and enhanced in an environment promoting Christian ideals and spiritual growth. This handbook explains our policies and regulations. We ask that each parent study it carefully and accept the responsibility of instructing their children as to its contents. All parents and students are required to abide by the stated rules, and to be governed by the intended spirit of the handbook.

IMPORTANT NOTICE:

Private schools fall under “Contractual” law rather than “Constitutional” law. While public schools are covered by the Constitution because it governs what government may do, private schools are governed by the contract signed by parents or guardians at the time the student is enrolled. When parents or guardians sign and date the school application, they are stating that they have read, understand, and agree with the MCA Handbook and all MCA policies therein. The student’s continued enrollment in Maranatha Christian Academy is based on the cooperation of the student and his/her parents or guardians with these policies. Failure to do so is considered breach of contract. Parents and students are also protected by federal and state legislation concerning matters such as discriminations, as well as health and safety standards.

STATEMENT OF FAITH

1. We believe the Scriptures of the Old Testament and New Testament are verbally inspired by God and inerrant in the original manuscripts, and that they are of supreme, sufficient, and final authority in faith and life.
2. We believe in one God, eternally existing in three Persons: Father, Son, and Holy Spirit.
3. We believe that Jesus Christ was begotten by the Holy Spirit, born of the virgin Mary, and is true God and true man.
4. We believe that man was created in the image of God; that he sinned and, thereby, incurred not only physical death, but also that spiritual death which is eternal separation from God; and that all human beings are born with a sinful nature and manifest themselves as sinners in thought, word, and deed.
5. We believe that the Lord Jesus Christ died for our sins, according to the scriptures, as a substitutionary sacrifice, and that all who believe in Him are justified by grace alone, through faith alone on the grounds of His shed blood alone.
6. We believe in the resurrection and the crucified body of our Lord, in His ascension into heaven, and in His present life there for us, as High Priest and Advocate.
7. We believe in “that blessed hope,” the personal, premillennial, and imminent return of our Lord and Savior Jesus Christ.
8. We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become the children of God.
9. We believe in the bodily resurrection of the just and the unjust, and the everlasting conscious punishment of the lost, and eternal fellowship with the Father by believers.
10. We believe that Biblical growth is a process whereby the believer through the power of the Holy Spirit, using His Scriptures, puts off old habits and grows in the likeness of Christ.

BASIC EDUCATIONAL PHILOSOPHY

Maranatha Christian Academy strives to provide a quality education and academic excellence in each field of study and also challenge students to develop an integrated Christian world view. Our goal is to equip our students for success in their calling and to teach our students the intellectual and spiritual foundations of our culture, as well as train them how to think critically as they take on positions of responsibility and leadership. The foundation of all truth and learning is the Word of God, and integration is not built on indoctrination, but on a deep and comprehensive understanding of God and His Word. To think critically about old and new ideas, students must be able to think theologically, judging all ideas by what they understand of God and His Word. The Bible is not merely a part of our core curriculum, but is the source of all truth and a reference point for every idea.

The key to achieving academic excellence is the teacher, who must be a mature believer in a dynamic relationship with Christ, and who must possess the desire and ability to educate effectively. Our teachers must be academically able to use the curriculum as a tool and skillfully integrate their Christian faith into their subjects. Maranatha Christian Academy offers both a quality academic education and a thorough spiritual education so our students “may grow up into Him in all things.” (Eph. 4:15)

NON-DISCRIMINATION POLICY

Maranatha Christian Academy admits students of any race, gender, color, national and 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 race, color, national and ethnic origin in administration of its educational policies, admissions policies, athletics and other school-administered programs.

ACCREDITATION

MCA is accredited by, and is a member of, the American Association of Christian Schools as well as a member of the Georgia Association of Christian Schools (GACS) grades 7-12. GACS is recognized by the Georgia Private School Accrediting Commission and the American Association of Christian Schools. We are currently making application for complete accreditation for our K-3 through 6th grade; completion goal of December 2010. Teachers are certified through GACS and must satisfy the requirements as set forth by this accrediting body and must demonstrate their ability to work in their respective field.

As stated by the Georgia Board of Education, all schools accredited by the GACS (Georgia Association of Christian Schools) are entitled to benefits, including transfer of grades and credits to public schools, on the same basis as students from public schools. No additional tests over and above those required by public school students will have to be taken by students from GACS accredited schools, nor will any additional measures whatsoever be required.

It is by these associations that we are able to further teacher development and remain abreast of current methods and materials. Our students also benefit by enhanced and varied opportunities to compete and cooperate with other Christian school students.

PARENT ORIENTATION AND INVOLVEMENT

Parental involvement is the foundation of MCA and an area we encourage all parents to take seriously. The Bible states that parents are ultimately responsible for their student’s education. With this in mind, we aim to work in partnership with you. This requires a significant commitment of time from all parties.

Parental support is an essential part of the educational process. If, in the sole discretion of the administration, a parent has failed to support the Administrator or ministry staff as articulated in the ministry’s Statement of Faith, the administration reserves the right to deny the student continued enrollment in the school.

A student may be dismissed or expelled from school or asked not to return the following year if he/she is out of harmony with the Statement of Faith, the spirit, or the policies of the school whether on or off property as determined in the sole discretion of the administration. Readmission consideration following dismissal will be determined on a case-by-case basis.

MARANATHA CHRISTIAN ACADEMY PARENTS' CODE

Our parents play a vital part in the total program of Maranatha Christian Academy. Cooperation between the school and parents is foundational to the best education for the child. We believe that the following code, when subscribed to by all our parents, would make Maranatha a school, which would truly honor the Lord and produce the finest education possible.

1. I will pray regularly for the teachers and administration of MCA.
2. I will cooperate fully in the educational function of MCA, doing my best to make Christian education effective in the lives of each of my children, that they may love and serve the Lord Jesus Christ for all their lives.
3. I will pay all my financial obligations to the school on or before the date they are due. If I am ever unable to pay on time, I will notify the school in advance, giving reasonable explanation for the delay and stating when the payment can be made.
4. I will assume volunteer duties and responsibilities for MCA as opportunities arise and as God provides the strength and time.
5. I will attend periodic meetings and parents' functions of the school.
6. If I become dissatisfied with MCA in any respect, I will try to resolve the matter with the person or persons involved rather than spreading criticism or holding a negative attitude in my heart. I will not criticize the school before my children. I will follow the biblical commands found in Matthew 18.
7. I will seek the advancement of MCA in all areas: spiritually, academically, and physically.
8. As an MCA parent, I recognize it is my privilege and responsibility to strive diligently toward observance of the above as God enables me by the power of His Holy Spirit.

1 Corinthians 10:31 "Whether therefore ye eat or drink or whatsoever ye do, do all to the glory of God."

FACULTY SCREENING

All staff members have been carefully screened and are employed with consideration of educational experience, integrity, and especially a Christ-like spirit of dedication to children. Each staff member believes that their position at the school is a ministry and a service to God. Each staff member has a personal relationship with Jesus Christ which is evidenced in his/her daily life and active membership in McEver Road Baptist Church or a church of like faith and doctrine.

NON-PUBLISHED POLICIES

Every effort is made to make a handbook as complete as possible, however unforeseen situations arise, and the constraints of time and space make it impossible to include every conceivable situation. For this reason it is sometimes necessary for the school staff and/or the board to make policy or rule announcements during the year. These announcements carry the same weight and are just as binding as the written information in the handbook.

ADMISSIONS POLICIES

ADMISSIONS AND REGISTRATION

Entrance to Maranatha Christian Academy is a privilege, not a right. Students at MCA will be carefully screened in order to maintain a student body of high moral standards. Applications will be accepted on the basis of available space and approval of the school Administration. New student applications are accepted year round.

To serve the best interest of the school, Maranatha Christian Academy's administration reserves the right to deny admission to any applicant who has indications of academic, emotional, psychological, legal or past discipline problems, suspensions, or repeated absences. The school also has a right to revoke admission in cases where the student does not adjust to the environment at MCA.

HEALTH RECORDS

Enrolling students are to present all necessary health and immunization records. In most cases, immunization certificates may be obtained from your family doctor or County Health Department. A valid Georgia Immunization Form 3231 must be on file prior to a student's first day of attendance at MCA. A copy of the birth certificate must also be provided when first enrolling at the school. In addition, all Kindergarten students are required to provide proof of vision and hearing screening on Form 3300.

AGE REQUIREMENTS FOR ENTRANCE TO PRE-KINDERGARTEN THROUGH FIRST GRADE

Although there are different opinions in the field of early childhood development regarding the issue of age-appropriate education and the appropriate time to waive age requirements in favor of academics, we feel that instructing children in academics at too early an age causes undue stress and does not allow the child to develop at a normal pace. MCA has chosen to adhere to an August 31st cutoff date requirement of four years of age for pre-K4, five years for kindergarten, and six years for first grade. All enrolling Pre-school, Kindergarten, and 1st grade students will be evaluated by the teacher to test academic level.

REQUIREMENTS FOR RETURNING STUDENTS

During the month of February, re-enrollments for the following year are accepted on a first-come, first-served basis. A student with a delinquent account will not be allowed to re-enroll until the account is brought up to date. Information regarding tuition and fees will be distributed in January.

STUDENTS DIAGNOSED AS "LEARNING DISABLED"

Learning disabilities may be divided into two categories:

Severe and Medical - These are disabilities beyond dispute, and which have a medical basis. This category includes blindness, deafness, mental retardation, quadriplegia, etc. Such conditions require special classrooms, teachers, equipment, and a variety of other provisions. At this time, MCA is not able to provide the means which may be required for students with such disabilities.

Other learning "disabilities" - These are disabilities commonly diagnosed as dyslexia, ADD, ADHD, hyperactivity, and other similarly diagnosed conditions. Children who otherwise meet

the criteria for enrollment, but have been diagnosed with one of these “disorders”, may be enrolled at MCA, if the proper grade level can be determined. Once enrolled in their grade level, these students will be held to the same standards as others in their class.

Parents who believe their child requires help beyond what MCA is able to offer are free to obtain whatever tutorial or medical help they desire before or after school through outside services. Though MCA offers an atmosphere which we believe is generally more conducive to learning than many larger institutions, we do not provide special programs, curriculum and/or teachers for children with such diagnoses.

PROCESS FOR WITHDRAWING STUDENTS

Upon completion of the Enrollment process, you have entered into an agreement to attend Maranatha Christian Academy for the entire school year and acknowledge responsibility for payment of the entire annual Tuition Fee. Should an issue arise which would precipitate a student’s withdrawal before the end of the school year, a written notice must be submitted to the Director with a minimum of 30 days notice.

The parent may request a reduction or waiver of the assessed Tuition Fee for a withdrawn student under the following circumstances:

- The student is withdrawn at the request of the administration due to the school’s inability to serve the student’s needs.
- The student relocates a minimum of 25 miles from the school of attendance.
- The student becomes ill and can no longer attend school.

No permanent records or report cards will be transferred or released until all financial accounts are settled. Students absent for more than five consecutive days without proper notification or a request for records from another school, are considered truant and are subject to dismissal by the school.

TUITION

The annual tuition fee is assessed once the student has been granted admission and the enrollment process has been completed. The parents (or legal guardians) agree to enter into a legally binding contract for full payment of the annual tuition fee. The assessed annual tuition fee is non-transferable, non-refundable. MCA offers several payment options to suit our school families needs.

The teachers and support staff are hired and programs are planned for the entire school year based on your financial commitment. Please remember that tuition payments are not payments for a month of school at a time. These are ten equal payments made in order to meet the required annual tuition. Because tuition is calculated on the basis of the entire school year, no reduction will be made for holidays, vacations, extended absences for any reason, or emergency school closings.

All payments must be kept up to date. If a monthly obligation is not met, the student will not be allowed to attend classes until the tuition balance is current. If any balance remains at the end of the school year, school records, test scores, transcripts, and report cards will be withheld

until the account is brought current. Any special payment arrangements must be discussed with and approved in writing by the School Administration.

Tuition discounts apply when more than 1 child enrolls from the same family based on the following schedule:

Discount given for two or more children is \$250.00 per child

If a parent can be verified as a full-time pastor at another church, than the students in that family are entitled to a discounted tuition. Please ask for any additional discounts or scholarships that maybe available.

In the event a student is withdrawn from or transfers out of MCA during the school year for any reason, any discounts taken for paying tuition up-front will be re-amortized at the full ten month tuition rate and any difference will be applied to the student's account.

All tuition payments made to Maranatha Christian Academy are paid directly through FACTS Management. Returned checks or missed FACTS payments will incur a \$25 service charge.

ADDITIONAL FEES, FINES, AND CHARGES

The goal of Maranatha Christian Academy is to cover all necessary expenses through the registration fees, enrollment fees, and tuition. However, from time to time, additional school-wide fees may be assessed. Occasionally a class or organization may decide to participate in a project or field trip or the school may add student programs that require additional funding. These situations require special approval by the Administrator or Director.

Fees may be assessed for late pick-up of students, late or lost library books, late tuition, after care payments, returned checks, etc. Additional fees, fines or charges may be assessed as approved by the Administrator or Director.

FUNDRAISING

Maranatha Christian Academy, together with McEver Road Baptist church, is a registered 501 C(3) non-profit organization. Any gift donation may qualify for a tax deduction. A letter for tax purposes can be provided for any and all donations.

Tuition does not cover the entire cost to educate students at MCA; therefore, fundraising is a necessary activity. This year we are striving to obtain the needed funds to cover our expenses through the "\$2.00 a day paves the way for MCA" program. We are asking everyone to get their relatives and friends to contribute \$2.00 a day to offset any other expenses for your child's education. Our intention is to push the \$2.00 program instead of a host of little fund raisers. We have enjoyed a spirit of teamwork in previous years as many families have worked together to meet financial needs. If all families do their part, there will not be a disproportionate burden on others. Taking advantage of opportunities to support MCA can substantially offset the cost of education and help us keep tuition reasonable. At the same time, we want to keep tuition low; we also want to continue improving our programs and offerings to benefit each student.

The Faculty at MCA sacrifices financially as they could be earning far more in other public schools or organizations. They are dedicated and convinced that this is where God wants them to be used. We will collect an offering at our Thanksgiving and Christmas programs that will be

given to our teachers as an extra bonus for their labor for the Lord. Thank you for your support in the areas of prayer and special gifts.

EDUCATIONAL POLICY AND CURRICULUM

STUDENT PLEDGE

By reading this handbook and agreeing to abide by its guidelines, each student pledges to:

1. Pay attention and take notes on subject in class.
2. Do all assignments and homework.
3. Prepare for all quizzes and tests.

CURRICULUM

All curriculums are published by reputable companies, such as ABeka, Bob Jones University, Positive Action, and Saxon. Each publisher provides quality curriculum and instructional support materials which present all subject matter in a way that is consistent with the Word of God. Scriptural applications abound and moral choices are encouraged which reflect Biblical standards. Other publishers may be carefully chosen for use as a part of our curriculum; and supplementary materials (including library books) are screened for their suitability to Christian education.

The textbooks provide important information, but are not the sole source. Godly, qualified teachers will utilize many resources to prepare students to effectively develop knowledge, wisdom, and service for Christ. Curriculum at MCA is not simply a set of textbooks. It is a carefully chosen program of materials and activities designed to accomplish our mission and achieve educational goals.

TEACHER GRADE/CLASS ASSIGNMENTS

While teachers are assigned a grade level or subject matter for the school year, it does not guarantee nor imply that they will be teaching the same grade level or subject matter the following school year. Many teachers at MCA are qualified and trained to teach multiple grade levels and several different subject matters. Teachers are regularly re-assigned based on MCA's need and the personal and professional desire of the teacher.

GRADING SYSTEM

Student achievement is a result of the student, teacher, and parent working closely together. To ensure effective communication, students in all grades receive one report card every nine weeks. Interim grades will be available 24 hours a day, for most grades and subjects, on ParentsWeb, the school's student information system. Due to the subjective nature of grading in the Pre-K4 class, interim subject grades will not be available in Parent's Web. Through ongoing communication with parents, the pre-school teacher will keep the parents apprised of any areas of concern they may have. Three (3) and six (6) week progress reports will be provided in all other grades on an as needed basis and for sports eligibility purposes. The reporting process is intended to convey the progress of the individual student, rather than a comparison with the group of which the student is a part. Teachers will communicate more specifically through newsletters, conferences, phone calls, and other information. If you have

any questions about your child's academic program or progress, please feel free to contact your child's teacher.

Standardized Achievement Tests are administered for Kindergarten through 12th grade, during the second semester of each school year. The Stanford Achievement Test is administered by the school and measures student progress toward high academic standards.

There are four 9 week marking periods in a year. The quality of students' work is indicated by the grading system as follows:

Skills sets for Grades K4-5th grades use the following scale:

1. Outstanding (O)
2. Satisfactory (S+,S,S-)
3. Needs Improvement (N+, N, N-)
4. Unsatisfactory (U)

Grades 1st – 12th grades use the following scale for core academics:

A+	97-100	B+	87-89	C+	77-79	F	69-0
A	94-96	B	84-86	C	74-76		
A-	90-93	B-	80-83	C-	70-73		

High school GPA's are calculated as follows: A=4.0, B=3.0, C=2.0, F=0

GRADING PROCESS

Parents will be notified via e-mail when progress reports are available through RenWeb. Parents can access student records in Parent's Web for a detailed account of the student's progress. Students receiving a grade below 70 will be declared ineligible for athletics (see policy later in this manual). Report cards are prepared for each quarter of the school year. Parents will be notified by e-mail when report cards are available for review on the RenWeb parent website. Quarterly report cards will be sent home with the students.

Generally, Middle and High School quarter grades are calculated according to the following formula: but is subject to teacher discretion.

- 25% homework and daily work
- 25% quizzes
- 50% tests

High School final grades are calculated according to the following formula:

- 80% Quarter Average
- 20% Final Exam

A detailed record and average of grades is available on RenWeb within five days of the assignment due date.

HIGH SCHOOL FINAL EXAMS

Final exams are given at the end of each semester and test the students' proficiency in materials taught during the entire semester. In order to be exempt from a final exam, a student must have a grade average of 97 in the class.

HOMEWORK

Homework is given for several reasons:

- For reinforcement. We believe that most students require review to master material essential to their educational process.
- For practice. Following classroom explanation, illustration, and review of 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 become 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 assigned as homework.

It is the intent of Maranatha Christian Academy to cover the subject in the classroom and provide time for independent study so as to prevent excessive homework, particularly in grades Kindergarten through 5th grade.

Maranatha Christian Academy believes that homework is an integral part of the Middle and High School program. The teacher is at liberty to give homework to aid the students in advancing their studies. Teachers are expected to give reasonable homework assignments. Students in grades 6-12 can expect homework in all subjects every night, except Wednesday. Each student is required to complete his homework assignments on time.

Wednesday night is considered a church meeting night and as such, no homework will be due on Thursday. The administrator may grant exceptions to this policy under extenuating circumstances. It is important that students learn good study habits and responsibility in completing homework assignments regardless of church meetings..

If homework or an assignment is not turned in during the appropriate class period/time, it is late. Late penalties are set by the administration and are grade appropriate.

GRADUATION REQUIREMENTS

Core credits toward graduation are earned at the rate of 0.5 credit hours per semester for courses completed with a semester grade average of 70 or above. High school students also have the opportunity to take dual credit college courses at Gainesville State College while in high school.

In order to earn a diploma the student:

A. Must satisfy the credit requirements for either the College Preparatory Diploma or the Honors College Preparatory Diploma.

B. Is encouraged to take the SAT and/or ACT college entrance exam. Students can take both of these tests more than once. It is advisable to take either or both of these tests

first in the sophomore year, then again in the junior and/or senior year. The highest score will be used.

We encourage our sophomores and juniors to take the Preliminary Scholastic Aptitude Tests (PSAT) in October. This test provides an indication of national placement when compared with college-bound juniors in the United States.

GENERAL POLICIES

SCHOOL DAY ACTIVITIES AND FIELD TRIPS

A variety of school day activities and field trips are designed to supplement the curriculum and units at all grade levels. The cost for these activities and local school day field trips are typically paid by the student. Students are required to wear their MCA Chapel uniform on field trip days unless administration states conditions dictate otherwise. Field trips are typically designed to correlate with units the students are studying in the various grade levels.

OFF-CAMPUS ACTIVITIES

Classes and organizations are encouraged to plan social events for the benefit of the group or the entire school. These social activities may take place after school hours or on weekends and can be held off campus. Activities planned by classes and organizations should follow these guidelines:

- Any function sponsored by an MCA student group to which an invitation has been extended through the school to every member of the class or organization shall be considered an official MCA-sponsored activity.
- All MCA activities must be planned through the sponsoring faculty member with approval by the administration. Sponsors and chaperones are required for these activities, and the purpose for the activity should be in keeping with the philosophy of the school.

Maranatha Christian Academy does not accept responsibility for activities of a social nature that may include MCA students but were not planned under the direction of the Administration.

PARTY POLICY

In-school birthday parties for students are not permitted. However, a class treat may be brought in and served during lunch.

STUDENT TRANSPORTATION

Maranatha Christian Academy does not provide transportation to/from school. We encourage parents to establish "car pools" or any other cooperative effort in order to facilitate transportation of students. Any such efforts will be greatly welcomed and appreciated.

High school students with a valid Georgia driver's license, proof of current automobile insurance coverage, and a current permission form on file in the office are allowed to drive to school. Students who drive to and from school must have their driver's license with them at all times. At the end of the school day, students may not be picked up from school by anyone except their parents, unless parents grant prior permission to the school. The name of any person picking the children up, other than the parents, must be kept on file by the school. Students are not allowed to drive other students to or from school activities without parents and administration permission. Reckless or unsafe driving issues on campus will not be tolerated and is cause for termination of driving privileges.

CHAPEL

An important aspect of your child's education at Maranatha Christian Academy is Chapel. Each Wednesday will include Chapel consisting of prayer, Bible reading, singing, and exhortation.

1. Attendance and participation is required of all students.
2. Each student will demonstrate proper courtesy during such times.
3. There will be no unnecessary talking or distracting of others.
4. Proper uniform attire is required for Chapel days.

LUNCH PROGRAM

Our school has a cafeteria that provides hot lunch choices each day, plus additional standard options. Lunch choices can be viewed each month on the internet using Renweb software. Students may also bring lunches to school. Refrigerators and microwaves are available for the storage and preparation of lunches. MCA also has water fountains, as well as a snack machine and drink machine. Parents are asked to provide proper, nutritious meals for their children. Students enjoy a short period of "quiet time" at the beginning of each lunch period. This allows each student time to finish their lunch prior to socializing with their classmates.

GRIEVANCES

Parents having a grievance with the school are to follow proper procedures in dealing with the grievance. Parental criticism and downgrading of school administration or faculty in the hearing of your children may destroy their respect for the school. When respect for authority is diminished by careless parental words or actions, the school can contribute little more to the development and education of the child. The school therefore asks that the following procedures, based on Matthew 18:15-17, be observed:

- A. The first person to talk to is not another parent but the child's teacher, in private.
- B. If the parent is not satisfied with the response of the teacher, he/she is to contact the Administration. He/She may, to insure fairness, call in the teacher for consultation.

COMPUTER/INTERNET USAGE POLICY

In our information-intensive society, computers are an essential tool for studying, making a living, and communicating with others, which includes spreading the Gospel message. Students have hands-on access to computers as well as varied instruction on keyboarding, word-processing, or spreadsheet concepts. Computer-based reference material is available for students' use.

Students at various times will have access to:

- computers, printers, and other peripheral hardware
- information and news on websites from universities, government institutions, museums, schools, technology, non-profit organizations, and commercial sites
- news groups on a variety of topics, including science, history, math, and literature
- Library of Congress and Educational Research Information Center
- thousands of periodicals and other publications
- public domain software and shareware

The usage of school computers increases the challenge of maintaining them in the best possible condition. Students must be good stewards of the equipment they use and will be responsible for breakage or tampering of any kind.

Access to the Internet unfortunately increases the availability of material that is offensive to anyone of good conscience and is especially unsuitable for children. Therefore, the responsibility is upon the student or other users not to seek questionable websites.

We believe that the valuable information and interaction available on the Internet far outweighs the possibility that students may seek or stumble upon materials which are inconsistent with the spiritual and educational goals of MCA or its representative families.

Before students may use computers or access the Internet at MCA, they must read and agree to the acceptable-use guidelines. Parents or guardians also must sign the contract for their minor students. Only students with this contract on file will be allowed to use the Internet through the school computers.

INTERNET USE POLICIES

- Use of the Internet must be for an education or research project and must be consistent with the educational objectives of MCA. Students must have an assignment or permission from their teacher indicating the purpose of the Internet use. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted materials, threatening or obscene material, material protected by trade secret.
- Students are not allowed to access the Internet without permission.
- Students are not allowed to download files without consent of the teacher.
- Internet users will abide by network etiquette.
- Be polite.
- Use appropriate language that reflects a Christian attitude.
- Do not reveal your name or any other personal information, or that of others.
- Remember that communication is not private.
- Do not disrupt another's ability to use the Internet.
- No chat rooms or games sites are allowed.
- Do not check or respond to any email.

THERE SHOULD BE NO EXPECTATION OF, AND THERE IS NO RIGHT OF, PRIVACY. MARANATHA CHRISTIAN ACADEMY RESERVES THE RIGHT TO MONITOR ANY COMPUTER USAGE.

LOCKERS

Lockers are provided for students in grades 5-12 to store books, clothing and personal items while in school. If a lock is used on a locker the student must use one supplied by the school office. The Administration will maintain a secured duplicate list of combinations for the locks. MCA will not be responsible for items lost or stolen in lockers that are not secured with a lock. Any locker may be checked at the discretion of Academy administration at any time without notice.

PVA – PARENT VOLUNTEER ASSOCIATION

MCA is proud to have dedicated parents as part of our Parent Volunteer Association that serve in numerous functions throughout the school. How do you join? If you're an MCA parent, you're already a member! Some areas of need are defined and require specific skills, while others simply need a willing person with a little extra time. Whatever your interests, there are definitely places for you to connect with the school through the PVA such as the Fall Festival, Grandparents Day, Teacher Appreciation, Back to School and After School Functions, Book Fair, Fundraising Programs, Yearbook Committee, Booster Club, Room Parent Program, Special Work Days scheduled for the maintenance of school equipment and facilities, and lending assistance at sporting events, field trips, and other activities. The opportunities are only limited by your imagination.

All parents and constituent church members are urged to support the school through direct participation with its activities and attendance of all of our functions. Your active support will enhance the ability of our school to achieve its goals.

PARENT VISITATION

Parents are always welcome to visit the school during class hours in order to observe their child(ren) in class; however preschool children and visiting school-age guests are not permitted to visit the classes without special permission from the teacher and/or Administration. In order to avoid classroom disruptions and to provide protection and security for our students, such visits are to be by appointment only. Parents or other visitors are to check in and receive clearance from the front office prior to entering other areas of the school. Only the front school entrance is to be used when visiting the school. When children are picked up early, the school office will page the classroom via intercom and the student will meet the parent at the office. Parents who desire a meeting with their child's teacher may leave a message in the school office or email the teacher through Parent's Web. Such meetings will be promptly scheduled through the teacher. Meetings scheduled after regular school hours should be scheduled immediately after school dismisses.

FIELD TRIPS

Students participate in scheduled field trips periodically throughout the school year to enhance the curriculum taught in the classroom, as well as provide times of fun and fellowship. Parents will be informed concerning dates, details, and cost of these field trips. Administration approves all field trips and teachers follow strict guidelines in scheduling, orchestrating, and documenting any off-campus field trips or social events. Other off-campus activities during the school day may include travel to and from activities such as academic competitions, art festivals, and athletic events. All students must have signed permission slips on file in order to participate.

Scheduled field trips are considered as class time, therefore students are expected to participate or they will be considered absent from class. When a student fails to attend field trips, the same regulations concerning excused or unexcused absences apply.

PARENT VOLUNTEER DRIVERS

Parents are invited and encouraged to participate in classroom field trips and off-campus activities. Parents are required to provide a current copy of their Georgia driver's license and proof of current automobile insurance coverage prior to driving for the school. These copies are kept on file in the

office and are provided to classrooms or teachers as needed. It is the parents' responsibility to provide updated records. All those in attendance will be held to the highest standard of Christian character and testimony. Please abstain from using any form of tobacco and dress appropriately. When using your own vehicle please refrain from using the radio, or video.

ATHLETICS

SPORTS

MCA Athletics plays an important role in the life of a student's education and spiritual process. The level of participation and competition is based on the development, ability, and interest of each student athlete. The purpose of athletics is to teach the student athlete not only the fundamentals of sports, but what it means to be the very best he/she can be. Teaching sportsmanship and how to deal with adversity provides the student athlete the opportunity to deal with real life as they grow and mature. Any middle or high school student athlete may try out for any sports team. Student participation and enrollment may hinder some sports teams.

Both parents and students are reminded that participation in sports requires an acceptance of injury. In view of the dangers involved in sports, it is necessary to inform each athlete of the risks of contact sports. At MCA, although every precaution is taken to minimize the risks of serious injury, participants and their parents must fully understand that there are risks in participating and that students participate by their own choice. Each student shares the responsibility for sport safety and must avoid the techniques that are detrimental and against the rules.

Normally, the school will provide transportation for athletes to and from away games. When buses or drivers are not available, parents will be responsible for getting their student athlete to and from away games. If student athletes do not ride the bus for the return trip to MCA, parents must notify the coach of that sport after each game.

ELIGIBILITY

Athletes are required to attend school for the full day on the day of competition in order to practice or play. Exceptions will be allowed for excused absences as defined by the school attendance policy (e.g. doctor appointments, funeral, etc.). Other exceptions may be approved on a case-by-case basis by the Administration.

The GCAA (Georgia Christian Athletic Association) requires grade checks every 3 weeks. Students participating in athletics are expected to maintain passing grades in all classes. Athletes not maintaining a class average of 70% or above in any subject will be placed on Athletic Probation which allows them to play only if grades are brought up to acceptable standards within 3 weeks. If that is not done the player will be suspended from athletic participation for a period of 3-6 weeks.

EXTRA-CURRICULAR OFFERINGS

MUSIC

Our Fine Arts program is growing and we desire all our children to participate in our drama, choral and visual arts programs and the GACS Fine Arts Festival. The GACS Fine Arts Competition will play a vital role in balancing your child's overall appreciation for the Arts and academic excellence.

MCA offers individual piano and guitar lessons for its students. Chorus is also offered with practices being held one day per week. More information about these offerings will be announced at the beginning of each school year.

OTHER ACTIVITIES

We are always looking to include more extra-curricular options for our students, including additional fine arts, sports, after school activities, and new clubs. We welcome our parents' feedback and would love to give you the opportunity to offer your own unique talents in heading up new extra-curricular activities and clubs that would interest the student body.

During the school day, students may take elective classes such as art, music, and computer. MCA's Fine Arts program offers many outlets for artistic expression including:

Georgia Dept. of Natural Resources Duck Stamp Art Contest
River of Words Art Contest
GACS Fine Arts Competition
MCA's Fine Arts Festival

ATTENDANCE POLICY

ABSENCES

Attendance at Maranatha Christian Academy is a privilege, not a right. We believe that it is the responsibility of the family to make sure that the student is in school at the scheduled times. Students also have the responsibility to take advantage of the educational opportunities being afforded to them by their parents and the school. The school stresses that faithful attendance is necessary in order to achieve maximum educational benefits.

It is the responsibility of a parent/guardian to inform the school of their child's absence by presenting a note the following day explaining the absence. If the student fails to attend school, he/she will be marked as being absent for one full day. Failure to notify the school will result in an unexcused absence for that day. Students that experience extended illness of three (3) consecutive days or more should submit a doctor's excuse for verification of illness.

Excused absences

- The following circumstances will be considered as excused absences:
- Verified illness of the student.
 - Bereavement of immediate family members.
 - Verified doctor/dental appointments.

- Emergency situations approved by administration (requires parent contact with administration).
- Personal days pre-approved by administration.
- School sponsored events

Unexcused Absences

If a student is absent several times for unexcused reasons, or has absences for which they personally are responsible, the issue will be handled as a disciplinary action. If the issue cannot be corrected, the disciplinary action could result in detention, points deducted from grades, extra assignments, or suspension or expulsion from the Academy.

Twenty absences during the school year, whether excused or not, may result in expulsion and/or a failing grade (*Students in higher grades, who are graded per semester, may receive a failing grade for a semester in which ten or more absences are accumulated*).

MAKE-UP WORK

Students will not be allowed to make up work for unexcused absences and will get zero (0) credit for tests given on days where an unexcused absence occurs. For excused absences, the student is expected to speak to the teacher immediately upon returning to school and to make up missed work immediately. Generally, one day is allowed to make up work for each day absent. Teachers will assist students in making up work; however, it is the parent's/student's responsibility to determine what work has been missed and to ensure that the work is made up. When it is obvious that the student will miss more than one day, it is the parent's responsibility to call the school and have teachers gather books and class assignments for pick up in the school office. Consideration must be given for the teacher to prepare the work in accordance with his/her class schedule and off periods.

SUSPENSIONS

If a student is absent from school due to a suspension or any other form of discipline, all work missed (including tests) will not be allowed to be made up for credit. It is advisable that the student keep up with the work done in class during the suspension/discipline time even though credit will not be given for that work. This is encouraged to ensure that the student does not fall behind in course work.

TRUANCY

Truancy is defined as excessive absences or any absence without the knowledge and consent of parent and/or school. The latter includes leaving the school without permission before the end of the day or staying out of any scheduled class without permission. Such action will not be tolerated and could result in suspension or expulsion.

TARDINESS

It is important that students always be on time. Promptness demonstrates self-discipline and responsibility. Self-discipline in this area is important for proper academic achievement as well as the development of good personal habits which are characteristic of success and proper behavior in all areas of life. Each student is to be in the classroom when the class period begins. Students must come to class with the necessary materials. Students are considered tardy when arriving late or unprepared. The roll is taken daily at 8:00 a.m. Students are considered tardy if

they are not present by that time. All late arrivals must bring a written excuse from the parents, or a parent must accompany the student to the school office in order to obtain a tardy slip. When a student accumulates 5 unexcused tardies to school there will be a \$5.00 fine. This procedure will occur each time the student has 5 unexcused tardies. The procedure will start over again each 9 week period. Five unexcused tardies to any one class will result in a detention. This procedure will also be based on each 5 tardies and will start over each 9 week period.

ARRIVAL AND DISMISSAL

ADMINISTRATIVE HOURS

School office hours are 7:30am – 4:00pm.

CLASS HOURS

K3 – 6 th Grade	8:00 A.M. – 3:00 P.M.
7 th – 12 th Grade	8:00 A.M. – 3:15 P.M.

Before Care will begin at 7:00 A.M. for students **K5 through 12th grade**. Preschool students may not arrive until 7:45 A.M. Upon arrival parents should proceed to the designated “drop-off” point before allowing the student to get out of the vehicle and students should enter through the front entrance of the building.

Note: Please conduct all communication with staff members during regular office hours unless otherwise arranged by appointment. Staff members are not to be contacted at home, except in cases of extreme emergencies.

When students arrive (K5-12th) they will go to the cafeteria where they are dismissed to their home rooms in an orderly fashion when the bell rings at 7:55 A.M. All students are considered tardy if they are not in their respective classrooms when the bell rings at 8:00 A.M. and must go to the front office to get a “late” slip before they will be allowed to enter the classroom.

END OF DAY DIMISSAL

Dismissal time for K3 through 5th grade is 3:00 P.M. All children in these grades are dismissed from the main entry door. MCA uses a card system that lets the teachers know who is authorized to pick up your children. Each child is escorted to the vehicle for safety reasons. For liability reasons, and to keep the car rider lane moving, we ask that you move your vehicle to a parking spot to secure any car seat buckles or seat belts. The students are supervised until 3:15pm at which time they will be sent to After Care.

Dismissal time for the Middle and High School (grades 7 – 12) is 3:15 P.M. These students exit from the door at the end of the school closest to the front parking lot. Parents should line up near where this door is located to pick up their child. The students are supervised until 3:30pm at which time they will be sent to After Care.

AFTER SCHOOL CARE

An after school program is available to all students who remain at school after 3:30 P.M. Students in this program may stay at the school until 5:30 P.M. under the care of the school’s

After Care provider. Parents' will be charged for a full hour for any portion of an hour your child is in After Care after 3:30 P.M. Those not picked up by 5:30 P.M. will be charged an additional late fee of \$5.00 for every 15 minutes past 5:30P.M. We understand that circumstances sometimes arise, such as a car accident or heavy traffic, which can result in a parent not being able to pick up their child by 5:30P.M. In consideration for our After Care providers' need to be with their own families, we ask parents to make it a priority to have their children picked up by 5:30P.M. For their safety, students of any age who remain at the school after 3:30P.M. must enter the after-school program or be under the direct supervision of an adult. Under no circumstances are students allowed to wander in any of the school buildings after 3:30P.M.

EARLY DISMISSAL

Early dismissal is strongly discouraged. Parents should attempt to schedule all appointments after school hours. If early dismissal is absolutely necessary, a request must be made in writing, or the parent must pick up the student and state the reason. When a student needs to leave during the school day, parents should follow these procedures:

- Report to the front office and sign your child out on the sign out sheet. The office staff will call your student to come to the office for pickup. Please do not go directly to the classroom to pick up your child.
- It is the student's responsibility to have all of their assignments when they leave for the day.
- Students may NOT be checked out after 2:45P.M. and must wait for the regular dismissal time.

STUDENT DRESS CODE AND GROOMING

DAILY UNIFORM

A student's appearance should reflect the impression that formal learning is important enough to call for precision and neatness in dress. Style and neatness should indicate a serious academic purpose on the part of the student, rather than carelessness or inappropriate concerns for fads. Radical or faddish hairstyles, jewelry, etc. which are not considered appropriate for a Christian school environment, and which project a negative image of this school, in the judgment of the school staff, will not be allowed. Personal hygiene is expected of all students, at all times. Maranatha Christian Academy has adopted a school uniform policy all students must adhere. Availability, affordability, and style have been taken into consideration. Our uniform policy will always assure a decent, traditional appearance. The following guidelines are to be observed as they apply to our students' dress:

1. Uniform standards apply to all students.
2. On regular school days, students may "mix and match" uniform options.
3. Dress uniform - On special occasions, such as chapel days and field trips students may be required to wear "dress uniforms". Dress uniform requirements can be found in the Uniform Depot booklets provided by the school or can be viewed and ordered online at www.schooluniformdepot.com.
4. All clothing is to be neat, clean, and in good repair.
5. No pins, buttons, etc. are to be worn on school clothing.
6. Shirt tails are to remain tucked in, shoe laces are to be tied, and appropriate buttons are to be buttoned at all times

7. Jumpers, skirts and skorts may be no shorter than the top of the knee.
8. Girls may wear shorts under jumpers or skirts for play times.
9. We realize that students will grow during the year. Please be aware of your child's growth, and keep an eye on the fit of clothing, in order to avoid embarrassing situations *(for the student, the teacher and the parents)*.
10. When undershirts are worn under uniform shirts, they are to be solid colored shirts. No writing or design should be seen through the outer shirt.
11. No students may wear nose rings or piercing on any part of the body except the ears. Boys may not wear earrings. Girls are limited to two per ear lobe. Students may wear no jewelry of an indecent and/or non-Christian character.
12. Non-uniform clothing is not allowed in the classroom, except on school approved "casual" days.
13. During parts of the first and last quarters of the school year, at times determined by the staff, students may wear uniform shorts.
14. During cold weather, only sweaters supplied by Uniform Depot or the school, with the MCA logo, can be worn inside the school classrooms. Non-uniform items may not be worn in class.

On certain occasions (Casual Days), students may not be required to wear uniforms. During such times, the following guidelines are to be followed:

1. When shorts are allowed, they are to be no shorter than the top of the knee. No cut-offs or frayed shorts are allowed.
2. Jeans may not be torn, frayed or have any holes in them.
3. Boys may not wear tank tops and shirts must cover midriffs at all times with hands raised above head.
4. Girl's skirts are to be no shorter than the top of the knee. Girls may wear sleeveless tops, but may not wear miniskirts, strapless, halter, or tank tops. Shirts must cover midriffs at all times with hands raised above head.
5. Clothing with distracting pictures, obscene sayings, peace signs, pictures of rock groups or improper advertisements, are not allowed.
6. Shoes should be closed at the toe and ankle. White tennis shoes are to be worn for P.E.
7. Belts must be worn if clothing has belt loops.
8. No hip-hugger or stretch pants are allowed.

Determination of violations will be at the discretion of the teacher and/or administrators.

PLEASE NOTE: Catalogues will be provided by the school so that all parents will be aware of the proper styles & colors for uniforms.

HAIR CODE

Boys: Standard, conservative cut, must be off the collar and ears. Hair is not to extend out beyond the ears on sides. No fad haircuts. It is not permissible for hair to be combed or hang straight down on the eyebrows. No bleaching or coloring of hair will be allowed. Facial hair is not permitted; sideburns are not to be longer than the middle of the ear.

Girls: Modest, conservative styles; should not resemble a man's hairstyle in any way. It must not hang over or on one's eyebrows and it should be styled in a way as not to cast shadows on one's eyes.

CHAPEL ATTIRE

Chapel assembly is conducted once per week for all students. For these chapel services, students are to wear dress uniforms. See Uniform Depot booklet for specifications.

PHYSICAL EDUCATION ATTIRE

A. K5-6th grade students may wear regular school uniforms with sneakers or may change into shorts and a t-shirt that conform to our casual dress code. Girls need to wear shorts under their skirt/jumper.

B. All students in 7th-12th grade are required to have appropriate attire for Physical Education. Please see the Uniform Depot booklet for specifications.

DRESS CODE VIOLATIONS

Parents or guardians should assure that students are dressed according to these policies each morning, prior to attending school. Students who habitually disregard the dress code will be disciplined in the following manner:

1. First offense - The infraction is pointed out by a teacher or Administration and the student is warned about further offenses.
2. Second offense - Parents or guardians will receive a phone call, informing them that a disciplinary slip is being sent home addressing the dress code violation. This note is to be signed and returned the following school day. Parents or guardians are expected to address this matter with their child.
3. Third offense - Student will not be allowed to attend class until uniform discrepancy is corrected. A parent or guardian will be contacted in order to bring the student what is needed to correct the uniform infraction or to take the student home.
4. Continued offenses - Suspension or expulsion. Such continued offenses are considered a breach of contract.

STUDENT CONDUCT AND DISCIPLINE

BIBLICAL STANDARDS OF BEHAVIOR

Maranatha Christian Academy desires to establish and maintain standards of behavior and discipline which reflect biblical principles and values. All disciplinary decisions are made prayerfully.

It is the utmost importance that the parents support the teacher and/or the administration in matters of discipline. If a disagreement arises in the corrective measures taken, parents should not voice that disagreement to the child until after speaking with the teacher or administrator. Often times, only one perspective is represented. It is important however, that we teach the children, through our own example, to submit to the authority established by God.

Physical Contact/Immorality

Demonstrations of romantic involvement between students on school property is forbidden. Handholding, embracing or any other contact that would contribute to undue familiarity will not be tolerated. This type of sensual behavior will result in detentions, suspension, or expulsion. Behavior should be above reproach.

RULES OF GENERAL CONDUCT

1. Students are to be respectful of the right and property of others.
2. Appropriate behavior is expected in the school building. Running, yelling, or acting in a disorderly manner is not permitted. Running will be allowed only in supervised PE /recess activities.
3. Students must obtain permission from the teacher or assistant before leaving the classroom or playground. Students are not allowed to leave campus for any reason without permission from the office and parents.
4. Students must remain in the designated supervised playground area during recess.
5. Parents must use discretion in allowing students to bring personal items to school. The school will not be responsible for replacement or repair costs of items brought from home. The following items are not to be brought to school: Electronic equipment (CD players, MP3 players, I Pods, radios, video games, and pagers). Cell phones must be turned off and used only after school hours. The Administration reserves the right to confiscate any device when its use does not comply with MCA's standard of conduct. Any item confiscated will be returned to only to the parent(s) or legal guardian(s).
6. When walking in the hallways, students should walk quietly to show respect for other classes.
7. Inappropriate language will not be tolerated.
8. Chewing gum is not allowed on the school campus or on field trips.
9. Fighting is not considered a correct way to resolve conflict, and will not be tolerated.
10. Trash should be discarded in appropriate receptacles throughout the school
11. All play and school equipment must be used safely and properly in the manner for which it was designed.
12. Dangerous items such as knives, etc., must be left at home; school is not the appropriate place for them.
13. Students must adhere to the specified dress codes.
14. No public display of affection is allowed.
15. Food and drinks must be consumed in designated areas, at designated times as established by teachers or administrators. Water bottles are permitted in the classroom for consumption throughout the day. Food and drinks must be discarded before entering classrooms unless directed otherwise by a teacher.

RULES OF LUNCHROOM CONDUCT

Students are expected to follow the following lunchroom rules. Failure to do so will result in a behavior report to the classroom teacher who will implement disciplinary actions established in their classroom.

Lunchroom rules of conduct:

1. Remain in an orderly line while receiving lunch.
2. Remain seated in chairs at the table until dismissed.
3. Talk in quiet voices to immediate neighbors only. Failure to do so will result in a quiet lunch period.
4. Do not share or play with food.
5. Push chairs under tables when leaving the lunchroom.
6. A designated student helper will help clean the tables for the next class.

DISCIPLINARY GUIDELINES

THESE GUIDELINES APPLY TO *ALL* SCHOOL FUNCTIONS, SPORTING EVENTS, FIELD TRIPS, ETC. The following list, though not exhaustive, is representative of behavior which must be corrected in the appropriate age group.

GRADES K3 – 6th

Card Flipping

1. Talking or out of seat without permission
2. Pushing/hitting others
3. Throwing things in classroom or lunchroom
4. Running in buildings, classroom area, etc.
5. Playing around in restroom
6. Aggravating others/Name calling
7. Any disruptions at any time
8. Eating/Chewing gum
9. Playing with any type of ball except during PE or recess
10. Drastic actions such as fighting or vulgarity
11. Bringing trading/playing cards of any kind
12. Not prepared for class/incomplete homework
13. Disrespect to adults/authority
14. Papers not signed and/or returned the next day
15. Temper tantrums
16. Cheating
17. Lying
18. Theft/Vandalism (Restitution will be required.) The gravity of such an offense could result in dismissal.
19. Bringing and/or listening to any type of music that does not agree with the standards of McEver Road Baptist Church and MCA.
20. Bringing and/or playing a video game that does not agree with the standards of McEver Road Baptist Church and MCA.
21. Uniform/Dress Code infraction (shirts not tucked in, pants too low on waist, etc.)

Students Have 5 colored cards to reflect their conduct for the school day. Every student starts everyday with a “green” card. If an infraction occurs they must flip their card to the next color. The colors are as follows: Green being the best, Yellow, Orange, Red and then Black. Should a student reach black the parents are called to either pick up their child to take them home for the rest of the day or come to school themselves to discipline their child and their child can remain at school.

We cannot catalog every possible incident that may occur. The administration will determine what behavior is acceptable or unacceptable and will determine what corrective or punitive action should be taken.

GRADES 7-12

Detentions

1. Inappropriate physical contact between male and female, such as holding hands, etc.
2. Name calling
3. Provoking others and/or retaliating
4. Arguing with authority/Disrespect to adults
5. Use of profane/vulgar language
6. Fighting
7. Lying
8. Conduct unbecoming to Christian character as deemed by MRBC and MCA
9. Using a cell phone or beeper in the school building (leave them in the car or in the front office)
10. Bringing and/or listening to any type of music that does not agree with the standards of MRBC and MCA.
11. Bringing and/or playing a video game that does not agree with the standards of MRBC and MCA
12. Cheating – A zero will be given. Not eligible for honor roll.
13. Threatening someone
14. Theft, vandalism, destruction of church/school property (Restitution will be required) The gravity of such an offense could result in dismissal.
15. Talking without permission
16. Out of seat without permission
17. Causing disturbance in class
18. Throwing objects
19. Uniform/Dress Code infraction (shirts not tucked in, pants too low on waist, etc.)
20. Annoying others (writing on others, pinching, tripping, pushing, etc.)
21. Not dressed out for PE
22. Eating or drinking in buildings or vehicles during school hours without permission from a staff member.
23. Chewing gum
24. Playing with any type of ball except during PE
25. Entering the pre-K or Kindergarten rooms at any time during the day without permission from staff member.
26. Unprepared for class (no pencil, paper, book, etc.)
27. Going into another student's locker without permission
28. Papers not signed and/or returned the next day

Five (5) detentions warrant a one-day suspension.

Ten (10) detentions warrant a two-day suspension.

Fifteen (15) detentions warrant dismissal for the remainder of the school year.

Detentions procedure is per semester.

Suspension

Accumulation of three suspensions in any one semester will result in dismissal from MCA for the remainder of the school year.

We cannot catalog every possible incident that may occur. The administration will determine what behavior is acceptable or unacceptable and will determine what corrective or punitive action should be taken.

DISCIPLINARY ENFORCEMENT

It is the policy of this school to attempt to discipline students in a way which will bring about restoration. An explanation will be given when students are disciplined to foster personal growth and understanding. Emphasis in correction will be on restoration of the child in his relationship to the teacher, to his classmates, and to the school staff. School rules will be clearly explained to students at the beginning of each school year.

1. Non-accountable Disobedience

“Where there is no law neither is there violation.” (Roman 4:15) Non-accountable disobedience includes behavior for which the standard has not been set or the standard has not been clearly communicated to the student: Non-accountable disobedience will be followed by a word of reprimand to inform or remind the student of their proper standard.

2. Accountable Disobedience

Once a standard has been clearly communicated to the student, he/she will be held accountable and penalized for disregard of the standard. A notification informing the parents of the infraction will be sent home to parents for their signature. Parents are then expected to take the necessary disciplinary action.

3. Rebellion

Rebellion is the willful, intentional disobedience of a known standard. A rebellious student knows correct standard but makes a conscious choice to violate it.

The procedure for dealing with rebellious students is as follows:

A. Detention – Detentions will be served during recess for elementary students and study hall for middle and high school students on Tuesdays and Thursdays. A written assignment will be given during the detention and must be turned in the following morning. If the assignment is not completed the student must serve an in-school suspension until completion of the assignment and will receive zeros for any missed work. All detentions carry a \$10 fine.

B. Suspension - Suspension may be served in-school or away from school.

1. In-school Suspension - Students serving in-school suspension will be isolated from their classmates, either in a separate part of the classroom or in another area. Such students may be required to sit separately during lunch and other non-academic periods. Students serving such suspension may also be disallowed from participating in any non-curricular school events.

2. Out of school Suspension - Such suspension is used when a student is chronically disobedient or disruptive. The length of suspension will be determined by the teacher and Director. Curriculum is not to be worked on at

home on suspended days, work missed on these days may not be made up, and the days will be counted as unexcused absences.

C. Expulsion - Three suspensions during any semester will result in expulsion.

MCA has a “No Tolerance” policy towards the following:

Vandalism, profanity, fighting, blatant disrespect & disobedience, lying, cheating, stealing, skipping class, sexual teasing, discriminatory comments, illegal activities, bullying or threatening another student, racism, possession of any type of weapon on campus, threats or inappropriate comments to another student on or off campus, or general threats of violence.

The above actions will result in serious consequences, which may include a detention and may even result in a suspension or expulsion if necessary. Students who are expelled for any of the above “no tolerance” items or for any other behavioral reason are responsible for full payment of tuition for the remainder of the year. No tuition refunds are given for expulsions.

DISCRETIONARY SEARCHES

In order to ensure the safety and security of our students and staff the Administration of MCA reserves the right to search any vehicle, book bag, locker, handbag, or purse that is on the school’s property. No prior warning need be given for a search to take place.

SAFETY-RELATED AND OTHER DISCIPLINE ISSUES

Safety is a primary concern at MCA. For this reason, any type of threat to the safety and security of the students, teachers, or staff of the school in any way will be taken seriously. Students must take care to consider the safety of others at all times. For this reason, the use of Heelies and skateboards is forbidden on campus at any time. In addition, possession of any type of weapon, any item that resembles a weapon, or any item that could be used as a weapon on campus is forbidden. When any type of behavior or action could result in a threat to the safety of other students, teachers, or school staff, the school may bring in law enforcement to assist in dealing with the situation.

CARE OF PROPERTY

The school has a large, ongoing investment in our building and equipment, and **it is the responsibility of each student** to help protect this investment. Students involved directly or indirectly in damaging or destroying school property or the property of others will be liable, along with their parents, for the cost of replacement or repair, and the student will face disciplinary action.

REPORTING PROCEDUES AND COMMUNICATIONS

COMMUNICATION WITH SCHOOL PERSONNEL

The administration is available during school hours to serve you. Parents may feel free to call the school office or stop by at any time to schedule an appointment or to speak with an administrator, if available.

Each teacher and staff member is assigned a personal email address for easy communication. Teachers have planning times during the school day in which they can return e-mail messages, telephone calls, or schedule meetings with parents. Parents are discouraged from speaking to teachers regarding student/classroom issues during the school day without a previously-scheduled appointment. Parent-teacher conferences are encouraged and can be scheduled at the request of the parent, teacher, or Administration. When needed, the Administrator will be happy to coordinate a conference to include two or more teachers.

ON-LINE COMMUNICATION

The school has elected to use the internet as our primary source of communication with families. Parent's Web is the online portal for parents and students where they can log on to see the school calendar, grades, homework, teacher lesson plans and other information posted by the school or teachers. Parents are strongly encouraged to be prepared to use e-mail and internet for school communication. In the event that a family does not have access to the internet, please notify the school office.

SCHOOL WEBSITE

The school offers a website that provides families and interested parties with current information regarding the school, its activities, and programs. The web site may be accessed at www.MaranathaAcademy.com. Each staff member is assigned a personal e-mail address for easy communication.

RENWEB SCHOOL INFORMATION SYSTEM AND PARENTSWEB

Maranatha Christian Academy has selected RenWeb School Management Software to provide our internet-based computer system. RenWeb is used for all aspects of enrollment, classroom management, communication, billing, and much more. Parents will be able to access student related data in "Parentsweb". Once the enrollment process is completed, parents are encouraged to log on to this secure website to access valuable information, including important announcements, calendar events, grades, and family demographic information.

Each family must have access to the Internet in order to use these services. In the event an MCA family does not have access to a computer connected to the Internet, please notify the school office.

EMERGENCY PREPAREDNESS

The administration and faculty recognize the importance of emergency preparedness training. Each room in the school is provided with detailed instructions for handling severe weather and emergency situations. Teachers and students are trained through the use of in-service and classroom instruction, printed materials, emergency drills, and special assemblies.

In the event of an emergency such as a fire, parents are required to check the student out from their primary teacher. For a weather-related emergency (i.e. tornado, flood, life-threatening storm), students should remain on campus until the danger passes. This will alleviate the possibility of parents traveling in dangerous conditions and will keep the students in a controlled environment with familiar safety precautions.

We are staffed with faculty members trained in first aid and CPR who are present at all times students are scheduled to be on campus. When possible, parents will be notified by e-mail of a school emergency. It is the parents' responsibility to ensure that the emergency contact information on file in the school office is kept current. This is extremely important in the event of a student injury or emergency.

INCLEMENT WEATHER

In the event of inclement weather, MCA will typically follow the Hall County school closing schedule. Tune in to local television or radio stations for information regarding school closings. Also, an email message will be sent through the RenWeb system and a recorded message will be placed on the school's voice mail. Please call the school office as the most accurate source of information about closings or delayed start times.

SCHOOL CALENDAR

A school calendar with scheduled holidays, in-service days, and special events will be distributed to parents at the beginning of the academic year. There will however, be certain events throughout the year which do not appear on this calendar. In most cases, you can refer to the school website for school calendar updates.

TELEPHONE CALLS AND MESSAGES

All telephone calls and messages to students or teachers must be directed to the school office. No student or teacher will be called out of class except in case of emergency. Students are not permitted to use the telephone during school hours except in case of an emergency and with prior approval of a teacher. Emergency messages will be relayed to parents by the school administration or a teacher. Students may not use cell phones or pagers on the premises without prior permission.

STUDENT HEALTH PROCEDURES

FIRE, SAFETY AND HEALTH

Several measures are taken in order to provide a safe and healthy environment for our students. These include fire inspections from the state fire marshall, monthly fire drills, alarm system, and fire extinguishers. When a fire alarm is sounded, students are instructed to file out of the building in a quiet, orderly fashion following an established route, and exiting through a previously designated exit door.

ILLNESS DURING SCHOOL HOURS

Students who become ill during the course of the school day will be separated from the other students and sent to the school office. If the student is vomiting or has diarrhea, a temperature of 100 degrees or higher, an injury requiring medical attention, or if school comfort measures fail, the parents will be contacted to pick up the child. MCA has no provision for the care of sick

children. Therefore, students must be picked up immediately upon notification. Students will remain in the school office until picked up.

If we are unable to reach a parent, we will begin calling persons listed as emergency contacts. In completing your enrollment paperwork, please list those persons who are able to pick up your child in the event of illness or emergency and inform the school whenever phone numbers are changed.

A child with fever or illness symptoms must be fever and symptom-free for 24 hours (without the aid of fever or symptom reducing medication) before returning to school. Illness symptoms include, but are not limited to, vomiting, diarrhea, fever, pink eye, coughing, visible signs of parasites on the skin or hair, contagious rashes, and sore throat suspected as possible strep infection. Fever is defined as 100 degrees Fahrenheit or higher.

MEDICATION

Parents should consider the potential danger of having students bring medication to school. The school recognizes that medications are justified in chronic health conditions and short-term acute medical conditions; however, no medication may be brought to school property or administered without the written permission of a parent and/or physician. The Parent/Guardian must complete a "Medical Information and Emergency Authorization" form. The medication must be in the original container with the student's name, the name of the drug, dosage, route of administration, and the time interval dose. All medications are to be brought to the school office where they are securely kept. Students are not to keep medication on their person or in their lockers at any time. Failure to adhere to this policy may result in immediate suspension or expulsion.

Students with asthma or high risk allergic reactions may keep their medication on their person, in their backpack, or in their classroom only with a signed document by a licensed health care professional, acknowledging that the student is capable of self-administering the medication and must keep it on their person.

For students with high risk for allergic reactions or asthma, it is recommended that an Emergency Epi-Pen or nebulizer be kept in the school office. Such reactions must be listed on the "Authorization to Dispense Medication" form. Parents must supply their child's Epi-pen or Nebulizer to the school office.

The school office stocks only Tylenol capsules and Children's Meltaways (or generic Acetaminophen), Advil (or generic Ibuprofen) or tums medications for use by students. These medications will be dispensed at the discretion of the school, except where parents indicate otherwise. Parent/Guardian may provide any other over the counter medications such as Motrin, cough drops, etc. for their student. The medication must be in its original package and will be dispensed according to package directions unless otherwise specified. It will be kept in the front office. A "Medical Information and Emergency" form must be completed by the parent/guardian and will be kept on file in the office.

Peppermint lozenges will be available for minor throat irritations. Benadryl is available for EMERGENCY USE ONLY. It will not be dispensed for allergy symptoms.

First-aid for minor ailments will consist of any combination of the following: cleansing the area/wound with soap and water, hydrogen peroxide, or antiseptic; application of a first-aid spray or topical anti-itch cream, application of bandage or ace wrap; ice pack. An antibiotic ointment will be used at the discretion of the school. Normal saline eye wash is used for minor eye irritations.

STUDENT INJURY

The staff of Maranatha Christian Academy will attempt to exercise reasonable judgment for the care of a student in case of physical injury. There is always at least one staff member who is certified in CPR and First Aid on the premises; however, an injured student may require professional medical help in case of illness or injury. An “Medical Information and Emergency Authorization” form must be signed by the parents of each student in case of serious injury where professional care is required. We retain the right to seek professional help, including ambulance, doctor, emergency room service, etc., if this appears necessary. Parents will be responsible to pay for the service obtained on their child’s behalf. MCA does provide student accident insurance for every student. In the event of an accident, this insurance can be used as primary insurance coverage, where no other coverage exists, or will act as supplemental insurance to the family’s existing health care policy.

ENDING REMARKS

While the State and many other educational institutions take the position that their responsibility to students and/or staff members does not extend past school hours, Maranatha Christian Academy takes a different view. In order to be pleasing to God, and to maintain a solid reputation in the community, we consider it our responsibility to set full behavioral standards for our students and staff members at all times, and we consciously strive, by the grace of God, to live up to that responsibility. Therefore, both staff members and students may be disciplined for condoning or actively participating in behavior which does not conform to biblical standards. Parents who make the decision to send their children to Maranatha Christian Academy must agree to the standards, principles, and requirements set by this school, and will do their best to work with our staff to keep these standards. In commissioning the school to help them teach their children, parents are assuming their God-ordained responsibility to provide an appropriate education for Christian children. We deeply appreciate the confidence shown in placing your children in our care to guide and teach them socially, academically and spiritually. Our desire is that, not only you, but God will be pleased with the work we are doing.