

Dear Parents and Students,

Welcome to Maranatha Christian School! This handbook is created for your family in an effort to inform you and to make your involvement at MCS as pleasant and smooth as possible. These guidelines are designed to enable us to work and live together in harmony. The handbook is not intended to be memorized; however, a good working knowledge is advisable.

We consider it a privilege and honor to be called to serve in Christian education; ministering God's truth to your family in the courses and activities here at Maranatha. May God bless our year together!

** The policies of this Handbook represent the most recent expressions of the administration of Maranatha Christian School in order to provide for equitable and consistent educational treatment of students. To ensure that Maranatha Christian School achieves and maintains the purpose of this handbook, and to ensure the school's ability to meet the needs of its students under changing conditions, Maranatha Christian School reserves the right to modify, augment, suspend, or revoke any of its policies, procedures, practices, and statements contained in this handbook at any time.*

* Please remember to follow the proper chain of command in dealing with situations that occur. Always begin with the teacher or staff member directly involved, then the administrator if necessary, and finally the Board. Please avoid talking over problems with other students, parents, or faculty. This only serves to needlessly involve and upset those who cannot remedy the situation.

* Maranatha Christian School admits students of any race, color, and 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, or national and ethnic origin in administration of its educational policies, admissions, policies, scholarship and loan programs, and athletic and other school-administered programs.

MARANATHA CHRISTIAN SCHOOL – STUDENT HANDBOOK

INDEX

GENERAL INFORMATION

4	History
4	Contact Information
4	Location
5	A Word to Parents
5	Spiritual Objectives
5	Academic Objectives
6	Personal and Social Objectives
6	Organizational Structure
6	Admission
7	Holiday Policy

FINANCES

7	Tuition Payment
---	-----------------

SCHOOL HOURS & CLOSINGS

8	School Day
8	School Closings

ATTENDANCE

8	Attendance Requirements
8	Absence Categories
9	Absences Defined
9	Excuse Cards
9	Completing Missed Assignments
10	Tardiness
10	Early Dismissals
10	After-School Policy
10	Work Permits
10	Family Trips
11	Transfer or Withdrawal

ACADEMICS

11	Report Cards
11	Honor Roll
11	Homework Policy
12	Progress Reports
12	Graduation Requirements
12	High School Course Selection Sheets

DISCIPLINE POLICY

12	Purpose
13	Philosophy
13	Responsibilities
13	Code of General Conduct
14	Policy Limits
14	Character Building
14	Discipline Procedures
14	After-School Detention
15	In-School Suspension
15	Out-of-School Suspension
15	Expulsion

MARANATHA CHRISTIAN SCHOOL – STUDENT HANDBOOK

GENERAL POLICIES

- 16 Sports Eligibility Policy
- 16 Telephone Use
- 16 Student Relationships
- 16 Student Driver Policy
- 17 Laptop Policy
- 17 Internet Use Policy

HEALTH AND MEDICAL

- 18 Medical and Dental Exams
- 18 Immunizations
- 19 Medication Policy
- 19 Accidents/Medical Release Forms

MISCELLANEOUS

- 19 General
- 20 Parties
- 21After School Activities (Grades 7-12)
- 21 Class Trips and School-Sponsored Activities
- 21 Visiting Students
- 22 Library Guidelines
- 22 Room Mothers
- 22 Emergency Drills
- 22 Insurance
- 22 Lunch
- 22 Student Bibles
- 23 Student Government
- 23 School Pictures
- 23 Lost and Found
- 23 Address of Teachers
- 23 Secular Culture
- 23 Use of Facilities and Equipment
- 24 Study Hall
- 24 Unauthorized Representation
- 24 Airsoft Guns on School Property
- 24 Use of Smartwatches

STUDENT DRESS CODE

- 24 Code for Personal Appearance
- 25 Code for Physical Education
- 26 Dress Code Violation

PARENT'S RESPONSIBILITY

- 26 Parent-Teacher Fellowship
- 26 Home & School Relationships

GENERAL INFORMATION

HISTORY

In the fall of 1972, Maranatha Mennonite Christian School, a patron-supported Mennonite educational program, opened its doors with three teachers and thirty-nine students in a 60' x 60' classroom building.

Since its beginning, the school has been dedicated to providing quality education from an Anabaptist perspective. In addition to its core curriculum, Maranatha encourages young men and women to grow in Christian character and commitment to Christ. An education focusing on God's perspective will give students a firm foundation from which to evaluate the present and meet the challenges of the future.

Maranatha Christian School is located in a beautiful setting overlooking Paradise Valley near Turbotville, Pennsylvania, in Northumberland County. Many dedicated individuals have faithfully invested their time and talents to give balance and variety to the educational program at Maranatha.

Maranatha's first graduating class in 1978 consisted of four students. Since that time, graduates have attended colleges, technical schools, and Bible schools throughout North America. Alumni have served the Lord by pursuing Christian education, missions, nurses training, medical technology, and various other fields.

Presently, approximately 150 students in grades K–12 attend Maranatha and are served by full and part-time faculty. Today, most of our students come from Mennonite families spread over a large area covering several counties in central Pennsylvania.

The word Maranatha means "The King is coming," and it remains the goal of Maranatha Christian School to prepare students for the event of Christ's soon return.

CONTACT INFORMATION

Address: 1485 Plotts Road, Watsonstown, PA 17777

Phone: (570) 649-5141

Fax: (570) 649-5142

Email: maranathachristianschool1485@gmail.com

LOCATION

Maranatha Christian School is located near Turbotville. From Lewisburg, take US-15 north to I-80 East. Take I-80 across the Susquehanna River and exit onto I-180 West (toward Williamsport). Take Exit 1 (Watsonstown/McEwensville exit). Turn right onto Susquehanna Trail Road, and continue approximately 1.3 miles into McEwensville. Turn right onto PA-44. Continue approximately 0.7 miles and take a slight right onto Rovenolt Drive. At the stop sign, go straight ahead onto Keefertown Road. At the top of the hill, turn right onto Plotts Road. The school is located about 0.6 miles on the right.

A WORD TO PARENTS

As parents, you have the most important role in your child's education. Your attitude and involvement will often affect your child's success and the success of the school. The school cannot operate without your support in work and prayer, and for this reason some parental responsibilities are listed below:

1. I will earnestly pray for Maranatha Christian School.
2. I will cooperate fully in the educational functions of MCS, doing my best to make Christian education effective in the life of my child that he may love and serve the Lord Jesus Christ in all of his life.
3. I will pay all of my financial obligations to MCS on or before the due date. If I am ever unable to pay on time, I will notify the Board Treasurer in advance.
4. As the Lord enables, I will support the school by gifts in addition to tuition payments and fees.
5. I will undertake the volunteer duties and responsibilities for MCS as opportunities arise and as God provides time and strength.
6. I will recommend MCS to other people as opportunities arise.
7. I will attend meetings and parent functions of the school regularly.
8. If I become dissatisfied with the school in any respect, I will seek to resolve the matter with the teacher or staff member involved rather than begin to speak criticism or hold a negative attitude in my heart. I won't criticize rules or guidelines that are established by the school, because this destroys the authority of the school and limits the help the school can give my children. I will not use the public platform of social media to express negative or disparaging thoughts about the school or the staff. I will seek to apply the principles of Matthew 18 in all situations.
9. I will seek the advancement of MCS in all areas – spiritually, academically, and physically. As an MCS parent, I recognize it is my privilege and responsibility to strive toward observance of this as God enables me by the power of the Holy Spirit.

SPIRITUAL OBJECTIVES

1. To have the students come to know God as their loving Father; Christ as their Savior and Lord; and the Holy Spirit as their constant Guide and Illuminator.
2. To teach the Bible as God's Word for today—speaking to all our needs, giving the basis for our morals, and giving the foundation for understanding all other subjects.
3. To provide guidelines for spiritual growth toward maturity.
4. To make students aware of the world around them and their Christian responsibility to the world.
5. To teach that every Christian should yield himself whole-heartedly to God, lovingly obeying all of His will, and willingly expending himself in service.
6. To develop strength of Christian character so that the student can explain and retain his convictions under pressure.

ACADEMIC OBJECTIVES

1. To help students develop an awareness of the relevance of God in all subject matters.
2. To develop good use of basic skills in communicating with others.
3. To develop an understanding of man's literary heritage.
4. To help the student develop a cultural and historical awareness of our country and the world.
5. To understand, accept, and use his own capabilities with unselfish and constructive goals.
6. To develop the understanding and concepts needed in choosing an occupation, and to gain the skills needed to be successful in that occupation.

PERSONAL AND SOCIAL OBJECTIVES

That the student may make the best contributions in his home, school, church, community, and the world, we aim to help the student:

1. To develop wholesome personal relationships, practicing thoughtfulness and courtesy.
2. To learn stewardship of possessions with a knowledge of worthwhile ways of sharing.
3. To learn to use leisure time in a wholesome way, with an understanding of the proper balance between work and recreation.
4. To accept responsibility and opportunity, experiencing satisfaction in worthwhile accomplishments.
5. To develop a wholesome, positive view of self as a worthy creation of God.

"Father, guide and strengthen us as parents as we seek to raise our sons and daughters in the way in which they ought to go. We want them to know Thee and to serve Thee in their generation, and it is evident that they will serve Thee in a difficult day. We ask this for Jesus' sake. Amen. "

ORGANIZATIONAL STRUCTURE

The school is operated under the following chain of authority:

1. The Maranatha Christian School Corporation (patrons)
2. The Board of Trustees (composed of no more than ten people elected by the patrons)
3. The Administrator

ADMISSION

Before Maranatha Christian School will admit any students, the following procedures must be followed:

1. Application form with non-refundable registration fee sent to the office of MCS.
2. Parent and student interview with the administrator and others as requested by the administrator, with the following as guidelines for the interview process:
 - Evidence of new birth experience
 - Reason for enrollment
 - Attitude of student
 - Achievement test scores
 - Review of student handbook
 - Tour of facilities
3. Approval of Board according to the following criteria:
 - Recommendation from the administrator
 - Recommendation from the board member present at the interview (as deemed necessary)
 - Achievement test scores
 - Depending on student's academic, social, emotional, and physical behavior, the student may be placed on six-week probation
 - Students are admitted as space allows
 - Students from Mennonite homes will have preference for admission
4. Parents will be notified concerning the admission status.
5. Before your child may attend school in Pennsylvania, you must show proof that your child has had the following immunizations:
 - 4 doses of tetanus, diphtheria, and acellular pertussis (usually given as DTP, DTaP, DT or Td—1 dose on or after the 4th birthday)
 - 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given) (A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose.)
 - 2 doses of measles, mumps, and rubella (usually given as MMR)
 - 3 doses of Hepatitis B

- 2 doses of varicella (chickenpox) or evidence of immunity (history of disease)
- For attendance in 7th Grade:
 - 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) on the first day of 7th Grade.
 - 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 7th Grade.
- For attendance in 12th Grade:
 - 1 dose of MCV on the first day of 12th Grade. If one dose was given at 16 years of age or older, that shall count as the twelfth grade dose.

** The only exceptions to the school law for immunizations are for medical reasons and religious beliefs.*

Marantha's recommended kindergarten age is five years old by the end of September.

HOLIDAY POLICY

Maranatha Christian School endorses Christmas and Easter as holidays that celebrate significant events in the Gospel story. Christmas is a day in which we celebrate the birth of our beloved Lord and Savior Jesus Christ. Easter is the completion of the work He accomplished – being crucified and buried, rising from the dead on the third day, and then ascending into heaven to take His rightful place at the right hand of His Father. Maranatha does not endorse Halloween or any of the practices which accompany that day.

Having stated this, we do not promote, endorse, or allude to the figures that the “world” associates to those days. Therefore, the fictional characters of Santa Claus and the Easter Bunny have no place in Maranatha's institution or holiday celebrations.

Please assist Maranatha in this endeavor by making sure all holiday celebrations and associated decorations here at school are in accordance with the above stated policy. Any parties or ornaments are to be Christ-centered and appropriate to the Maranatha Christian School environment. Thank-you for your help!

FINANCES

TUITION PAYMENT

1. Tuition is to be paid in 10 monthly payments or is to be paid in advance. Schedules for payments will be worked out with the office.
2. The school reserves the right to withhold report cards and the transfer of academic records until delinquent tuition is paid in full. In addition, no senior student will be permitted to participate in graduation exercises or receive a diploma unless the family's financial obligations to the school are current or other arrangements have been made with the school board.
3. All unpaid tuition must be paid in full before beginning a new school year, unless other arrangements have been made with the school board.
4. The tuition charged does not cover the cost of education. What tuition does not cover must be supplied by parents and friends of the school through donations and fund-raising. All gifts are tax-deductible.
5. Receipts for donations will be given when the donor specifically asks for a receipt at the time of the donation.
6. Tuition and gifts are to be sent to:

Maranatha Christian School
1485 Plotts Rd
Watsonstown, PA 17777

SCHOOL HOURS & CLOSINGS

SCHOOL DAY

A normal school day begins at 8:30 AM and ends at 3:00 PM. Maranatha Christian School doors are unlocked at 8:15 AM on school days, unless there is a two-hour delay; the doors then would be unlocked at 10:15 AM.

If students brought by bus arrive before 8:15 AM, they are to go to the multi-purpose facility, where a staff member is on duty to monitor students until they are dismissed to class. Students who are brought by their parents or a student-driver are asked to arrive after 8:15 AM and report to their homeroom. Students are asked not to remain after school any longer than necessary; preferably no later than 3:15 PM.

Dismissal on half-days will be at 12:00 PM, unless otherwise noted on the calendar or in a notice sent home to patrons.

**The school day is broken into four quarters.
Attendance is recorded using the following:**

Quarter 1	8:25 AM – 10:30 AM
Quarter 2	10:30 AM – 12:00 PM
Quarter 3	12:00 PM – 1:30 PM
Quarter 4	1:30 PM – 3:00 PM

Students absent during any quarter, or part of one, are counted as being absent for ¼ of a day.

Absences are compounded according to the amount of quarters a student is absent.

SCHOOL CLOSINGS

Patrons will be notified via OneCallNow; additionally the delay or closing will be posted on Facebook.

ATTENDANCE

ATTENDANCE REQUIREMENTS

Pennsylvania State Law requires school attendance until the age of **eighteen (18)**. Attendance is required of all students who are enrolled at MCS unless illness or emergency prevents attendance.

ABSENCE CATEGORIES

- Excused – Legal absence for which there is an excuse note signed by the parent or guardian or a phone call **or text message** on the day of the absence stating the reason for the absence. **Any planned absences of two days or less should be reported to the school at least two days prior to the absence.**
- Unexcused – All absences which do not fit the legal definitions (listed below), and any legal absences that are not accounted for by a signed excuse note from the parent/guardian or a phone call or text message from the parent/guardian, and any planned absences without proper notice.

ABSENCES DEFINED

Legal absences are limited to the following:

1. Medical (illness, quarantine, recovery from accident, etc.)
2. Death in the immediate family, near relative, or close friend.
3. Impassable roads, when resident school district is closed or delayed.
4. Trips to the dentist, doctor, or other medical reasons; however, a note from the doctor is required.
5. Six (6) days to work on family farm.
6. Legal absences are counted if a student has been asked to participate in an activity sponsored by another educational activity (example: if a 4-H member is involved in a competition and therefore misses school).
7. Exceptionally urgent reasons
8. "Special Excuse": to encourage family unity and togetherness, the school will allow absences for families to spend time together. The days must be spent with your immediate family, **including at least one parent**.
9. Family trips during the school year are discouraged because of the burden placed on teachers and students to make up work. Students who are absent because of family trips must make up work based on a schedule of one (1) day make up time per day missed with an upper limit not to exceed one week. (i.e., 3-day trip = 3 days to make up work; 8-day trip = 5 days to make up work.) If a vacation is being planned, homework must be requested one week prior of scheduled departure. All attempts will be made by teachers to provide advance assignments; however, this is not mandatory. Work not made up at the end time allotted will be given a grade of zero (0%). *It is the responsibility of the student to initiate the process of making up work.*
10. The following guidelines apply to planned absences of more than two (2) days:
 - The parent/guardian must provide written request for the excusal at least two (2) weeks prior to the excusal.
 - The excusal must be approved by the school.
 - The student must be accompanied by a parent or guardian approved by the school.
 - Upon returning, the student must submit a 500-word report to the office summarizing the learning experience.
 - In recognition of the burden placed on teachers due to planned student absences, Maranatha is requiring a \$10/day per child payment be made for absences exceeding 2 days. These funds will be collected by the office and paid to the teacher.

NOTE: All other reasons for a student absence need to be sent to the school office. However, they will be considered unexcused because they are illegal absences.

Keep your child at home if he has any of the following conditions: sore throat, nausea, fever, ear ache, pink eye, impetigo, lice, tonsillitis, and ringworm (*Tinea circinata* and *favus*).

Since we believe that "whosoever resisteth the power resisteth the ordinance of God," please do not hinder the testimony of the school by keeping your child out of school for more than the above reasons.

After 3 illegal days, **Maranatha Christian School is required to report to the student's local public school district's office.**

The administration reserves the right to make final decisions on excuses.

EXCUSE CARDS

Excuse cards are available anytime at the office. If a parent does not have an excuse card, a phone call to the office, **a text to the secretary**, or a note from home with the date, reason for absence or tardiness, and

parent signature will be acceptable. Excuse cards are required for all absences by noon on the day following the absence. Students who fail to meet this requirement will be considered unexcused.

COMPLETING MISSED ASSIGNMENTS

For all absences, excused or unexcused (including absences due to work permits), the student will be required to make up any work, such as quizzes, tests, reports, and graded homework. The **student** is responsible to collect his homework assignments from the days(s) he was absent. Teachers may be available to give extra help. If homework is not completed or no arrangements are made, a zero (0%) will be given for the incomplete work.

Tests and quizzes that are missed due to absence will be administered after school hours, unless other arrangements are made.

After three (3) illegal absences, any further illegal absence will result in a zero (0%) for any work to be turned in for all classes that day.

EARLY DISMISSALS

Any student requiring dismissal before the close of the day for any reason must submit a written request from a parent stating the reason, time, and signature; a phone call or text by the parent to the office is also acceptable. The student must report to the school office before leaving and when returning. The student is also responsible to get all assignments of the classes to be missed and is required to complete the assignments on time.

AFTER-SCHOOL POLICY

At the 3:00 PM bell, students who ride any bus will be dismissed to get on their bus. After all buses have left the school, other students will be dismissed. Students are not permitted to loiter in the hallways or classrooms unless given special permission by an MCS staff member. Although students should not be left at the school unsupervised, we recognize there are times when it is not possible to be here at 3:00 PM to pick up your child(ren). In such cases, the parent is responsible to notify the school of an approximate arrival time. If the parent has not arrived by 3:15 PM, students will be allowed into the multi-purpose facility; however, they will NOT be supervised and MCS is NOT responsible for them.

WORK PERMITS

A 16-year-old student desiring a work permit must obtain it from the main office of the school district in which he resides. This permit allows 30 days excused absence for farm work. **NOTE:** This permit places a student on the “Inactive Enrollment List” in the state of Pennsylvania. At the age of 17, absences are no longer illegal, but are unexcused by the school. Students who are irregular in attendance for any unexcused reason jeopardize their academic standing in graduation.

Maranatha Christian School has decided on a policy that allows seniors the privilege to leave school early. The student may leave at 1:00 PM up to three (3) days a week with the following conditions:

- No classes are missed including Phys. Ed., Shop and Chorus as well as program practices).
- Excellent behavior.
- Acceptable grades to parents, teachers, and administration must be maintained.
- Students will need to fill out a form, signed by parents and approved by the administrator.
- Students must notify the office upon departure each day.

TRANSFER OR WITHDRAWAL

A student wishing to withdraw from school must:

1. Bring a statement from his parents to the Administrator.
2. Have an interview (Including Parents) with the Administrator.
3. Return all school property.
4. Settle his account with the office.
5. Maranatha will notify the student's school district of their withdrawal.

ACADEMICS

REPORT CARDS

The school year consists of two semesters; each semester consists of two 9-week marking periods. Report cards are issued every nine weeks. The following systems may be used to communicate student progress. Circumstances determine which system is used.

A+	99-100	(4.0)	O = Outstanding
A	95-98	(3.7)	S+ = More than Satisfactory
A-	93-94	(3.3)	S = Satisfactory
B+	91-92	(3.0)	S- = Less than Satisfactory
B	87-90	(2.7)	N = Needs improvement
B-	85-86	(2.3)	U = Unsatisfactory
C+	83-84	(2.0)	
C	77-82	(1.7)	
C-	75-76	(1.3)	
D+	73-74	(1.0)	
D	68-72	(0.7)	
D-	66-67	(0.3)	
E	below 66/failing		

HONOR ROLL (GRADES 7-12)

Each quarter the grades of students in the high school are averaged according to the above point system.

- Students having no grades below an "A" in any major subject will make the "A" Honor Roll.
- Students having no grades below a "B" in any major subject will make the "B" Honor Roll.
- Major subjects include any class meeting four or more periods per week; Bible is also included as a major subject.

HOMEWORK POLICY

Homework is an integral part of the school academic program and will be assigned to students for the following reasons:

- Drill—Most students require solid drill to master material.
- Practice—"Practice makes permanent."
- Remedial Activity—As instruction progresses, various weak points become evident. Homework helps strengthen these weak points and helps overcome difficulties.

- Special Projects—Book reports, compositions, and research projects can be assigned through homework to ensure deeper understanding of a subject or related areas.

PROGRESS REPORTS

Progress Reports will be issued as necessary to students in K-12th grades at the approximate midpoint of each marking period. The purpose of Progress Reports is to make the parents aware of the student's academic, social, and spiritual progress. Progress Reports are mailed to the student's home address.

GRADUATION REQUIREMENTS

Maranatha, in conjunction with the Commonwealth of Pennsylvania, requires twenty-four (24) credits for graduation. Students entering high school as freshmen must take the following to graduate:

4 credits	English
4 credits	Social Studies
3 credits	Math
3 credits	Science
2 credits	Bible
2 credits	Phys. Ed.
1 credit	Chorus
1 credit	Keyboarding
1 credit	Spanish
½ credit	Health
½ credit	Public Speaking
2 credits	Other Electives

Classes meeting four or five periods per week = 1 credit

Classes meeting two or three periods per week = ½ credit

Classes meeting one period per week = ¼ credit

HIGH SCHOOL COURSE SELECTION SHEETS

In High School (grades 9-12), course selection sheets for the year's subject choices will be submitted prior to the beginning of the school year. Students have a two-week period to change, add, or drop a course from their schedules with parent/guardian approval at the start of the new school year.

DISCIPLINE POLICY

PURPOSE

The school and home must work together in helping students learn to discipline themselves. Both parents and teachers should attempt to follow practices consistent with the Biblical philosophy of discipline in order to teach the student self-discipline.

1. All discipline is designed to show a student his self-centered will, to lead him to trust Christ, and to become self-disciplined—a person who wants to do God's will. (Gal. 3:19–24)
2. Christian love is at the heart of all discipline. Correction and punishment are essential elements of firmness of love. Firmness minus love becomes harshness; whereas love without firmness is passivity. Both errors produce problems. (Prov. 3:11)
3. The purpose of effective discipline with love is to create an atmosphere in the classroom relatively free from confusion, disorder, and antisocial behavior.
4. The purpose of detention will be to help in parent-student awareness of academic and behavior problems.
5. Detention helps the student realize that there is a consequence to wrongdoing. Discipline is not what is done to a student, but rather what is done for a student.

PHILOSOPHY

Discipline and its application at Maranatha Christian School are grounded in Scripture (see the following: Proverbs 12:1,13,18,24; 22:15; Ephesians 5:1-4; Hebrews 12; 1 Corinthians 13; and Revelation 3:19).

Just as "discipline" and "disciple" come from the same root word, so it is, we believe, that the full meaning and intent of discipline should not only be to correct behavior but also to build up, encourage, and train an individual in ways that are pleasing to God. God admonishes us that reproof and correction are to be administered in love and with a measure of grace and compassion. In this context, discipline must never be administered vindictively, in anger, devoid of forgiveness, or in a manner that is demeaning to the worth of an individual. Discipline is ordained of God to build character and to train behavior.

RESPONSIBILITIES

God has given parents the responsibility for the discipline of their children. Maranatha Christian School parents have conferred this authority to teachers and administrators during the school day and in school activities (*in loco parentis*).

If parents have questions or disagreements regarding disciplinary actions, it shall be their responsibility to immediately discuss these questions or differences with the teacher(s) involved and not bring their grievance to other parents, faculty, or students. If the matter is not resolved with the teacher(s), the parents shall then discuss it with the administration with the teacher(s) present. Failing resolution at this level, the parents shall bring the matter to the Board.

Teachers and administrators are responsible to God for the lives placed under their care (James 3:1). They have the authority from the parents to administer discipline within the limits and guidelines of the Discipline Policy, including corporal punishment if such is deemed appropriate. It shall further be the responsibility of teachers and administrators to work with parents and students involved for discussion and counsel of discipline situations. The ideal objective of this involvement is to foster understanding, to challenge parent and student alike to supportive behavior, to enlist student cooperation, and to build a like-minded attitude.

CODE OF GENERAL CONDUCT

These areas will be a general guideline for teachers and administrator to use in determining disciplinary action.

1. Disrespect to teacher
 - Talking back
 - Refusing to follow instruction
2. Bullying of fellow students
 - Bullying occurs when someone hurts or frightens another person on purpose repeatedly and over time.
 - Bullying occurs in four forms: physical, verbal, emotional or exclusion, and cyber-bullying.
 - i. Physical Bullying – Hitting, kicking, damaging property, or any physical aggression.
 - ii. Verbal Bullying – Teasing, name calling, put downs, or other behavior that would deliberately hurt others.
 - iii. Emotional or Exclusion Bullying – Starting rumors or other actions that would cause others not to be friendly toward someone.
 - iv. Cyber-bullying – Using electronic devices such as but not limited to computers and cell phones to bully (bullying defined above) others through methods such as posting comments, statements, or pictures on blogs, websites, social networks, text messaging, instant messaging, and email.
3. Fighting in classroom, on playground, or bus
4. Profanity, vulgarity and suggestiveness in:

- Actions
 - Language
 - Reading material
5. Persistent tardiness to class (after two times)
 6. Failure to turn in homework three (3) times in one given class
 7. Dress code violated according to school policy
 8. Damaging school property intentionally (students must pay for damage)
 - Writing on desks or walls
 - Breaking windows
 - Damaging equipment, tables, chairs, lockers, etc.
 9. Playing of radios, CD players, MP3 players, etc. on school property (At the driver's recommendation, this will include on the bus.)
 10. Chewing gum on school property, including the bus
 11. Conduct during worship periods, such as chapel, is to be reverent with respectful posture, attentiveness, and a spirit of quiet worship.
 12. Eating in the building is prohibited except at designated times or under the direction of a teacher.
 13. MCS does not allow weapons (including guns, knives, arrows or swords) or representations of these items at any time.

POLICY LIMITS

This Discipline Policy applies to students while they are on campus, on Maranatha operated school vehicles, or at a recognized school function. While the behavior at other times or places is an individual or parental responsibility (and not the school's), behavior that impairs the testimony of the school cannot be ignored. Therefore, behavior offenses that occur outside the limits established in this policy will be considered as to their severity and impact on the school's reputation.

In general, our policy is that the degree of punishment should fit the degree of the offense. The following are examples of corrective measures that may be taken and each are explained in detail below: 1) Character Building, 2) Detention, 3) Suspension, 4) Expulsion, and 5) Probation.

CHARACTER BUILDING

Our goal is to train students through correction and encouragement. Teachers will try to instruct students on appropriate behavior and actions. If unacceptable behavior continues, more severe action will need to be taken.

DISCIPLINE PROCEDURES

The following steps will be taken when dealing with students who need to be disciplined. This policy applies to students in grades 5-12. Depending on the severity of the offense, not all steps will necessarily be taken.

1. A first offense will result in a half-hour after-school detention.
2. A second offense will result in a one-hour after-school detention.
3. The third offense will result in a one-day in-school suspension.
4. The fourth offense will result in a one-day out-of-school suspension.
5. A fifth offense will result in a three-day out-of-school suspension.
6. If, after serving the above consequences, a student is not in compliance with school policy, the final step will be expulsion.
7. If a student's behavior requires ongoing disciplinary actions (2 or more detentions), then the student may be ineligible (may not play) for at least 1 game. This does not apply to fellowship games.

Cheating policy

Because Maranatha views cheating as a serious infraction of academic and Christian integrity, the following steps will be taken in a given year for this offense:

1. A first offense will result in a one-day out-of-school suspension
2. A second offense will result in a three-day out-of-school suspension
3. If, after serving the above consequences, a student is not in compliance with school policy, the final step will be expulsion.

Zeroes will be given for classwork missed as a result of suspension days.

AFTER-SCHOOL DETENTION

1. Detention will include grades 5–12. When detention is necessary, a teacher will give a student a detention slip, which he will take to the office with the nature of the offense.
2. The Administrator will counsel with the student concerning the problem and will determine the time to be spent in detention.
3. The Administrator will inform the parents/guardians of the student and explain the nature of the problem, result of the student conference, and the time of detention.
4. The parents will be responsible to provide transportation for their child after detention. If the student brings other students to school, transportation will need to be arranged by the parents whose child is involved in detention. Detention will begin at 3:05 PM on the day designated. Detention will be monitored by the Administrator, and students should expect to be counseled by the Administrator regarding the cause of the detention. The Administrator will determine how the detention time will be used.
5. In the event that the student is absent the day detention is set up, it will be made up at a later date.

IN-SCHOOL SUSPENSION

1. In-school suspension will include grades 5-12.
2. In-school suspension begins at 8:25 AM and ends at 3:00 PM.
3. On the assigned day, the student must report to the Administrator's office at 8:25 AM and then proceed to the suspension room.
4. The student will eat his lunch alone.
5. During the in-school suspension, the student will be required to work on tests and homework provided by the teachers. This work must be completed. The student will be required to sit in his seat and be quiet. No other activity is allowed.
6. Students will not be able to participate in any school activities, extra-curricular practices, or competitions on a suspension day.

OUT-OF-SCHOOL SUSPENSION

1. Out-of-school suspension will include grades 5-12.
2. On the assigned day, the student may not come to school for any reason other than transporting other students to or from school.
3. Any homework, quizzes, or tests scheduled for the day of the suspension will be given a zero (0%); however, the work still must be completed.
4. Students will not be able to participate in any school activities, extra-curricular practices, or competitions on a suspension day.

EXPULSION

The expulsion of a student from school is a serious matter, one that is never done without much prayer and thought. For this reason, much consideration is given to all circumstances before a student is expelled. Our desire is to do everything we can to reach a student with the message of Christ's love and forgiveness.

However, expulsion may come as a result of repeated offenses of school policies. It may also come as result of serious breach of behavior either on or off campus.

Students will be expelled for the following reasons:

- Possession of drugs or alcohol
- Fighting at school or school-sponsored events
- Stealing
- Arson
- Possession and/or use of a weapon or dangerous materials on school property
- Continued failure to cooperate with school authorities (after serving a one- and three-day suspension).
- Continued disrespect for a teacher or staff member (after serving a one- and three-day suspension).

GENERAL POLICIES

SPORTS ELIGIBILITY POLICY

- Students who participate in athletic events are expected to keep up with their academic responsibilities.
- Students must maintain passing grades in all subjects as well as an average of 70% or higher in all major subjects to participate in athletic events.
- Students failing any classes or with an average below 70% in any major subject will be considered *ineligible (may not play)* for at least one game.
- Averages will be checked for compliance with the minimum requirements at mid-quarter and at the end of the quarter.
- Students are responsible to maintain their grades at the level specified above. Teachers or administrative staff are not responsible to notify students of low grades.
- Once ineligibility has been determined, a student may, by his own initiative, improve the quality of his work to the level specified above. However, even after a student improves his grade, he must still serve the minimum one-game suspension.
- This policy will not apply to any fellowship games.
- The staff may use discretion in working with students who struggle to reach this level but are trying their hardest.

TELEPHONE USE

Students may receive phone calls only from a parent or employer. Students must have a valid reason and receive permission from the administrator or secretary before making phone calls. (Making outside plans is not a valid reason.) Cell phones may not be used at school and should not be brought into the building. (The only exception is for students who ride a bus; these students must drop their phone off at the office, where it may be retrieved at the end of the day.) Should a student bring a cell phone into the building without dropping it off at the office, it will be taken by the administration for that day. Any violations after that will result in the first step in the “Disciplinary Procedures” (see DISCIPLINE POLICY).

STUDENT RELATIONSHIPS

We believe that school is designed to be primarily academic in its purpose and group-oriented in its social expressions of friendships. Therefore, we discourage the consistent expression of exclusive relationships which may limit the opportunity for broadened social contacts and which may absorb undue attention, time, and conversation during the school day.

Couples, in particular, are not to interact in a socially exclusive manner which limits the primary goals of the social purposes of the school and which may eventually be detrimental to standards of personal purity and integrity.

STUDENT DRIVER POLICY

Being a student driver at Maranatha is a privilege. This privilege will be granted only as long as the following guidelines are met:

1. Student drivers should arrive between 8:15 and 8:25 AM and park in an orderly fashion along the grass on the north side of the parking lot so that the driveway is clear for larger vehicles.
2. Student drivers are responsible for being in homeroom by 8:30 AM. If a student is tardy five (5) times, he will lose his driving privileges for one (1) week. After being tardy ten (10) times, he will lose his driving privileges for two (2) weeks. After being tardy fifteen (15) times, he will lose his driving privilege for the remainder of the school year.
3. As soon as student drivers arrive at school, they must leave their vehicle and go directly to their lockers or homeroom. There should be no loitering in or around vehicles.
4. Vehicles may not be entered or moved before the end of the school day without administrative permission.
5. At the end of the day, all buses should be allowed to exit the driveway before any student vehicles.
6. Observe a 10 mph speed limit on school property and exit only by the trailer driveway.

LAPTOP POLICY

Students' personal laptop computers are not to be used at school, except under direct supervision of a teacher, and for the purpose of completing a project assigned by the teacher and approved by the Administrator. Unauthorized use of a student's personal laptop will result in the loss of the student's computer for a time, and a loss of computer/computer room privileges.

INTERNET USE POLICY

OVERVIEW: Recent advances in information technology change the way that Maranatha Christian School relates to the world. As we learn to make use of Maranatha's computer network, procedures for doing so have become necessary.

Just as you learn and are expected to abide by social, moral, and ethical codes and behaviors which are acceptable in our school, you must learn the correct procedures and rules for using our network of information services. All students must obey these guidelines. Breaking any of the rules may result in the loss of the privilege of use of the system.

It is our goal to educate students about efficient, ethical, and appropriate use of the Internet. Students will have the opportunity to enhance their learning through:

1. A wealth of additional resources for reference and research.
2. Consulting with experts in a variety of fields.
3. Interacting with up-to-date primary sources.
4. Learning to conduct searches, evaluate resources, and locate relevant material.

In order to assist students in learning to use the Internet correctly, the school will do everything it can to ensure that students access the resources appropriately. This includes providing:

1. A reliable connection that is protected by the best filtering software we can find. Filtering software blocks sites that are objectionable for content, language, or a variety of other things that the school has defined as inappropriate.
2. Supervision of students while they are using the Internet.

The Internet user is responsible for his actions when using the Internet. Unacceptable uses of the network will result in the suspension or revoking of those privileges. Some examples of unacceptable use are:

1. Using the network for any illegal activity, inappropriate business, obscene purposes, or violation of copyrights.
2. Installing software on Maranatha's computers or network.
3. Degrading or disrupting the equipment or system performance. Intentionally disrupting network traffic or crashing the system.
4. Vandalizing the data of another user.
5. Gaining unauthorized access to resources, including attempting to get around the filtering software installed on a computer with Internet access. Any security problems must be reported to the supervising teacher and not with other users.
6. Using an account owned by another user – with or without that user's permission.
7. Posting information not meant to be made public.
8. Posting rude or inappropriate messages.

The Internet user and his parents (or guardians) must understand that he uses the Internet at his own risk. Considering the provisions mentioned above, Maranatha cannot assume responsibility for:

1. The reliability of the content of a source received by a user. Students must evaluate and cite sources appropriately.
2. Costs that the student may incur if they request a product or service for a fee.
3. Any consequences of disruption in service that may result in lack of resources. Though every effort will be made to ensure a reliable connection, there may be times when the Internet service is down.

Plagiarism: The dictionary defines plagiarism as “taking ideas or writings from another person and offering them as your own.” The student who leads others to believe that what they are reading is the student's original work when it is not is guilty of plagiarism. Credit should always be given to the person who created the article or the idea. Be careful when you are using the Internet. Cutting and pasting ideas into your own document is very easy to do. So, be sure that you give credit to the author so your teacher will know which ideas are yours and you won't be guilty of plagiarism.

Though the penalty for plagiarism is at the discretion of the teacher, it is likely that you will lose credit for any assignment containing plagiarized material. According to the Copyright Act of 1976, “Fair Use” means that you may freely use any information that you legally find on the Internet as long as you do so only for educational purposes, as long as you give credit to the author and do not sell the article for profit.

HEALTH & MEDICAL

MEDICAL AND DENTAL EXAMS

Medical examinations are required by the state for grades K, 1, 6, and 11. Grades 6 and 7 will also be checked for scoliosis. Dental examinations are required for students in grades K, 3 and 7. These exams will be performed by the Warrior Run school district unless you opt to have them done by your private physician. If you choose private exams, you must submit the form provided by your doctor/dentist; these forms can be obtained from the school office. In addition, a nurse from the public school district will perform a health screening on all students (K–12) each year.

IMMUNIZATIONS

A record of all immunizations must be given to the school office. Immunizations, as required by the State of Pennsylvania, should be adhered to. A list of required immunizations can be acquired through your family doctor's office, the PA Department of Health, your public school district, or MCS. Medical and/or religious exemptions for immunizations will only be accepted when there is a physician's letter stating the medical condition that prohibits the child from receiving scheduled immunizations or there is a written

letter and signed immunization card from a parent/guardian stating their desire for religious exemption of state required immunizations.

MEDICATION POLICY

Ideally, all medications should be given at home, but we recognize that students are able to attend school due to modern treatments for acute and chronic illness. Any student who is to receive medication at school must comply with Maranatha Christian School's medication policy. Medication will be administered by the school nurse or other authorized personnel if the following criteria are met:

1. All medication must be submitted in its original container and must be clearly marked with the student's name, medication name, dose, frequency, and route to be administered.
2. Written permission by the parent to give the medication to the student during school hours.
3. Student should be on prescription medication such as antibiotics and antifungals for a full 24 hours before returning to school, unless a doctor's note says the student may return before that 24-hour period is past.
4. All medication – prescription and over-the-counter – must be taken to the office as soon as the student arrives at school. Students are **not** permitted to carry any medication during the school day unless written permission is given by the parent/guardian and/or MCS office. Teachers will be notified if any student has such permission and is carrying a medication. Any student who has permission to carry a medication is not permitted to share their medication with another student.

ACCIDENTS/MEDICAL RELEASE FORMS

Maranatha maintains an emergency information file for all students. In case of an accident or medical emergency, every effort will be made to contact a student's parents. The school also requires parents to sign a medical release form allowing the school to release a student for medical care if parents cannot be reached.

MISCELLANEOUS

GENERAL

Calendar: Each family will receive a school calendar prior to the start of the new school year. It is recommended that this be posted in a convenient place for regular reference.

Copiers: The copier is located in the room directly across the hall from the secretary's office (in the "Copier Room"). This is not for students' personal use. Making copies for assignments or classwork is permitted.

Supervision of students: Parents are responsible for supervision of students at non-chaperoned after-school activities.

Bus Transport Policy: For field trips and after school sports events, MCS will transport students with one of their bus drivers or MCS will contract with a 3rd party bus or coach company to transport students. MCS will not transport students with unauthorized (by PA code) vans. If the administrator or a staff member is coordinating transportation, then it is considered a school sponsored event and requires school sponsored transportation. Parents may arrange their own transportation when it is not provided by the school.

PARTIES

Parties may be held as class activities in conjunction with a course's curriculum or with a holiday. Parties for students or by students are not permitted without prior consent from the administrator. Activities planned for such parties are to be in accordance with the philosophy and policies of MCS at all times. All costs (including food) for these parties will be passed on to the students/parents. Parents should be aware of Christmas expenses in the classrooms. For school years starting with an odd number (e.g., 2019), there will be a classroom gift exchange and for school years starting with an even number (e.g., 2020), there will be an all school mission project that the students will contribute to.

Expectations for Parties and Socials

1. Each class (5-12) should be limited to 1 social event per school year. High school (9-12) student council will coordinate a spring or fall social for the high school. Middle school (5-8) student council will coordinate a spring or fall social for the middle school.
2. After school event expectations:
 - a. Class events: 4 chaperones, including teachers, need to be present and help to monitor students at all times during the event.
 - b. Social events: 8 chaperones, including teachers, need to be present and help to monitor students at all times during the event.
 - c. All activities must happen in a well lit area
 - d. No activities off campus unless approved by the administrator
 - e. Grades 5-12 are allowed 1 class party during the school year
 - f. Details for the party (including names of chaperones) need to be submitted to the administrator 2 weeks in advance.

AFTER-SCHOOL ACTIVITIES (grades 7-12)

After School Games: there may be games scheduled with other schools that happen after school hours. All high school students are encouraged to participate in these games and are required to provide the necessary equipment. Parents are encouraged to attend these events as they are able.

Chorus: We value our choral instruction, both as personal development and as a way to minister, using the gift of voice. Several choral productions may be scheduled at nearby churches on weekends in the spring. Students should plan to be at these events, as each student contributes to the group. Chorus members may be required to purchase and wear specific clothing.

Jr/Sr Banquet and Graduation: Juniors help to plan and implement the banquet, while seniors plan and implement the graduation. There will be several required after-school activities related to planning and setting up these events. There are also costs associated with these events that will be passed on to students in these grades. These events take place the week after school closes and both juniors and seniors are expected to attend.

After School Sports events (basketball and volleyball):

1. Maximum number of sports events:
 - a. 12 basketball events
 - b. 12 volleyball events, including the combined events with basketball.
2. MCS will not play games against public schools. Additionally, all opposing players must wear knee-length shorts with no Spandex and, for girls, no tank tops.
3. 8th graders will be allowed to join, train and practice with the sports teams. However, due to increased enrollment, the opportunity to play in local games will be limited and is not guaranteed. 8th grade students may be given the opportunity to play in away games if their parents provide transportation to the games and supervision of their child at the event. Again, the opportunity to

play in those games will be limited and is not guaranteed. 8th grade students will not be included in fellowship games.

CLASS TRIPS AND SCHOOL-SPONSORED ACTIVITIES

1. Class trips are an important educational element since they can extend a student's knowledge well beyond the limit of the classroom. Class trips are primarily educational and/or mission-oriented and will include appreciation for nature, educational opportunities, and/or opportunities for Christian service.
2. Length of trips
 - Grades K-4 – one-day trip leaving after 8:30 and returning for 3:00 dismissal
 - Grades 5-6 – one-day trip leaving after 8:30 and may return after 3:00
 - Grades 7-10 – one-day trip which may leave before 8:30 and return after 3:00
 - Grades 11-12
 - i. Odd Years – cross-cultural trip (mission-oriented); length of trip varies
 - ii. Even Years – non-cross-cultural trip missing 1½ – 2 school days
3. Class Funds
 - Money raised shall be used for trip expenses only. Souvenirs or private purchases shall not be made from “class trip” funds.
 - Elementary class trips are paid for solely by the parents; high school class trips may be funded by fundraisers that are organized by the teacher and/or the room moms. Students who help with these fundraisers will accrue a dollar amount in their account which will be used for their class trip. Any deficit in their funds will be charged to parents at the time of the class trip.
 - Any extra funds shall go to mission projects supported by the administration, to the school, or to future class trips.
 - If a student does not go on a class trip for any reason, the funds he raised will not be returned to him or be available for personal use, but will remain in the class fund. Seniors may use any monies left over from their senior trip to put toward a class gift, but they may not use it for graduation invitations.
 - Students are permitted to help each other in the raising of funds.
4. All class trips will be chaperoned by the teacher and/or other adults (preferably parents).
5. Worthwhile activities can be expected to have associated costs. Costs will be carefully planned and divided among those participating. Effort will be made to keep class trips affordable for families facing multiple financial demands.
6. Written notice of any planned class trips will be given to parents at least one week in advance of the scheduled trip. Such notices will include the destination, travel plans, costs, and chaperones.
7. No MP3 players, iPods, iPads, etc. with or without headphones will be allowed on class trips.

VISITING STUDENTS

All visiting students must have *prior* contact through a patron with the administration. Visiting students are to follow MCS rules at all times. All visitors must have the approval of the administrator to visit and must check in with the school secretary upon arrival.

LIBRARY GUIDELINES

The Maranatha Christian School library is established to provide books with spiritual principles and philosophies, material that offers insight and understanding into specific subject matters, reference material that will encourage research, and wholesome reading. The library will include books that model positive

character traits, show conclusive results to actions, draw a line between good and bad, not contain objectionable language, and emulate wholesome values.

To ensure that books being selected follow MCS's guidelines, criteria have been established to evaluate book selection. It is the school's desire to teach students to critically evaluate what he reads. It is important for parents/guardians to know that they should be actively involved in helping their child evaluate what he reads.

The purpose for the MCS library is to uphold the Word of God and remain in alignment with the goals, objectives, and philosophy of the school. We seek to encourage learning and growth, provide literature not found in public libraries, and provide certain resources for the student to effectively fulfill assignments, supplement instruction, and mold character.

In the selection of books, MCS agrees to purchase items that harmonize with our purpose. Curriculum needs carry first priority regarding texts that support our guide for the use by faculty, students, and administration. Other reading selections will include fiction, drama, poetry, essays, etc. Selecting materials should center on sharpening moral understanding, assisting the reader to make good decisions, and serving the reader to be more like Christ. Books should encourage imagination, provide an enjoyable experience, lead to greater understanding of cultures, provide strengthening of one's faith, and increase discernment between right and wrong.

ROOM MOTHERS

Room mothers are needed each year for the following purposes:

- To help students plan surprises
- To assist the teacher in planning parties
- To chaperone field trips

Room mothers, when involved in school activities, are asked to conform to school dress codes.

EMERGENCY DRILLS

For student safety, fire and tornado drills are conducted on a periodic basis. All students must participate in a quiet and orderly manner. If a student sees a fire, he should report it to his supervisor immediately; he should not attempt to extinguish the fire himself. His safety and the safety of others come before the safety of the building.

INSURANCE

Your child may be covered while at school and while traveling to and from school (one hour each way). Direct any insurance inquiries to the school office.

LUNCH

Each student needs to bring his own lunch, which will be eaten in each homeroom. Milk and ice cream are available at the school; other items may also be available occasionally.

STUDENT BIBLES

All students in grades 1–12 are required to have the King James Version Bible at school at all times.

STUDENT GOVERNMENT

Each high school class (grades 7-12) will elect the following class officers: president, vice-president, secretary, and treasurer. Both the president and vice-president must be boys (unless there are not enough boys in the class). These students may help in planning class activities including the class trip.

The Student Council consists of students elected from each high school class (grades 7-12). From this body, a president, vice-president, and secretary/treasurer will be elected. Both the president and vice-president must be boys. The purpose of the Student Council is to encourage spiritual growth, organize student services and social activities, present student opinion, promote enthusiastic school spirit, and provide opportunities for leadership and service experiences.

SCHOOL PICTURES

School pictures are taken annually in the fall. These student photos are included in the school's yearbook, *The Beacon*, and are also available for purchase.

LOST AND FOUND

All misplaced articles left in a classroom, the hall, or on school premises after school hours will be put in the lost and found area. To retrieve an item, there is a \$0.25 charge. If items are not claimed within a reasonable time, we will dispose of them.

ADDRESS OF TEACHERS

Students are expected to formally address all teachers using the appropriate title (Mr., Mrs., or Miss) and the teacher's last name. Failure to do so may indicate a lack of respect or deference on the part of the student. Such students should expect to be counseled.

SECULAR CULTURE

Maranatha maintains the position that the majority of TV programming as well as the secular movie, music, and video industries present values which conflict with Christian principles. Since the purposes of the school are to exalt Christ and scriptural principles, we ask that students refrain from playground activity which depicts TV heroes as well as informal discussions which elevate secular movies and TV shows. Our goal is to reflect Christ, not only in our normal academic program but in the less structured social atmosphere of the school as well.

USE OF FACILITIES AND EQUIPMENT

Physical facilities play an important role in the functioning of our school. For this reason, it is necessary to use and maintain them wisely and carefully. Certain policies should be observed in an effort to preserve the usefulness of our facilities.

- School buildings, furniture, books, and equipment (including bulletin boards) are not the property of the student and should not be defaced in any way or used for any purpose other than intended. Students shall pay for any property that they break or damage.
- Students are responsible to turn in their textbooks at the end of the school year in good condition.
- Furniture or equipment may not be removed from its proper place without permission from the teacher.
- Trash of any kind shall be disposed in the proper places and should never be left outside the school buildings or in desks.
- Adjustment of windows, lights, shades, and heat is the responsibility of the teacher.
- Athletic equipment shall be used only for those purposes for which it was designated.

STUDY HALL

During study hall, students should be engaged in profitable, quiet work. Academic work takes precedence over other activities. Talking is by permission only. Maintain a quiet atmosphere.

Students need a pass to leave or enter study hall after starting time. Only one pass at a time should be taken out of the room, and students must sign out. A student may not use the pass more than once in the same study hall without teacher permission.

Trips out of the room are to be kept to a minimum. Unless given specific permission, students with passes are to return before the end of the study hall.

UNAUTHORIZED REPRESENTATION

No one (including patrons, students and alumni) may publicly represent Maranatha Christian School or use its name in establishing social media profiles or accounts, or in publishing websites without the express written consent of the Board and Administrator of Maranatha Christian School.

AIRSOFT GUNS ON SCHOOL PROPERTY

Airsoft guns, ammunition and accessories are not permitted on school grounds or in any school building. If any of these items are brought onto school property, they will be retained by school staff.

USE OF SMARTWATCHES

The use of smartwatches and wearing a smartwatch is prohibited.

STUDENT DRESS CODE

Maranatha Christian School believes there is a close relationship between positive scholarship, neatness, and appropriate dress. It is nearly impossible to satisfy everyone in this area of the school guidelines. However, the purpose of the dress code is to be obedient to the principles of God's Word and to provide the best possible atmosphere for learning. God's Word says our dress should be modest and that our attention should be more on improving the inner person than the outer person. It is the school's conviction that parents are responsible for modest dress standards characterizing a Christian young person. Students should also recognize their responsibility and respect for the school by desiring to attend school in appropriate attire. Traditional styles of clothing are expected. Nothing that will distract from learning and/or draw attention to oneself will be acceptable. Research has proven that the way we dress affects our attitude and desire to learn. Extreme fads are to be avoided. Extreme and/or inappropriate styles will be determined by the administration. For these reasons, Maranatha has adopted the following dress code.

CODE FOR PERSONAL APPEARANCE

Basic biblical standards of simplicity and good taste shall be followed. Where church standards supersede school standard, we encourage all students to support their home church guidelines. MCS derives their standard of dress from the 1963 Confession of Faith.

In addition to the regular school day, the following code is understood to be in force when arriving at and leaving school, when involved in any school-related activity at school after school hours (including class parties and school programs), and during any school function away from school. A school function away from school is understood to include class trips, individual class fundraisers, and athletic events away from school. Exceptions to this guideline are schoolwide fundraisers. Parents are expected to take responsibility for their children's appearance at these events, remembering that they are representing the school.

All students shall dress by the following standards:

1. All students are to be neat and modest in appearance, well-groomed, and with clean clothes.

2. Shoes shall be worn at all times, unless otherwise designated by the teacher. Shoes should be closed-toed and closed-heeled. No flip-flops, slides, sandals or similar shoes are allowed.
3. Jackets or coats with letters or pictures may be worn to school, but must be removed upon entering the building. Any jacket or coat with letters or pictures may not be worn during school hours, including for recess or any other outdoor activities. One exception would be that MCS sweatshirts may be worn for recess or outdoor activities.
4. Hats and hoodies are not to be worn inside the school. These items may be worn for outdoor activities.
5. Many fads are promoted by the world's system which is inconsistent with Christian principles. These fads may be evident in clothing, hairstyles, and in numerous other ways. Students should not adopt these fads from secular culture.

Girls:

- For all grade levels: Dresses or blouses with modest sleeves and necklines. For upper grades specifically, this means no cleavage visible when standing or bent over.
- Skirts shall cover the knees in all positions (standing and sitting).
- Skirts with slits are not to be worn.
- Leggings are considered tights and can only be worn with the proper length skirt/dress.
- Blouses and shirts are to be neatly tucked inside skirts. Tailored shirts meant for outerwear, as well as sweaters, may be worn un-tucked only if there is something underneath that is tucked in.
- Blouses that are see-through (even slightly) and white T-shirts are not to be worn.
- Outer clothing should cover all undergarments
- Clothing shall not be form-fitting.
- Lettered shirts and shirts with pictures are not to be worn (including sweatshirts).
- All clothing must be clean; not faded, stone-, acid-, or white-washed; and free of tears, patches, or frayed edges.
- Makeup and jewelry shall not be worn. Cosmetics – including nail polish (whether clear or colored) – are not permitted.

Boys:

- Hair shall be short, neat, and not covering any part of the ear or down over the eyes. Side burn length should not exceed the ear lobe.
- Shirts are to be worn at all times. Shorts and sweatpants are not to be worn.
- Wind pants, jogging or similar clothing are not permitted (except for Phys. Ed.).
- Beards and mustaches are not to be worn.
- No T-shirts such as white undershirts are to be worn.
- Lettered shirts and shirts with pictures are not to be worn (including sweatshirts). Brand names may appear if their letters are one inch or less in size.
- Shirts must be worn tucked in the pants, and belts must be worn. Sweaters and sweatshirts may be worn out of the pants. Elementary boys (grades K-4) do not need to wear belts if their pants have elastic waistbands.
- All clothing must be clean; not faded, stone-, acid-, or white-washed; and free of tears, patches, or frayed edges.

CODE FOR PHYSICAL EDUCATION

A written request must be given by the parent in order for students to be excused from recess or physical education activities.

All students in grades 7–12 shall dress by the following standard:

- Soft-soled (non-marking) shoes or sneakers.
- Girls must wear dresses or skirts which do not hinder play; culottes are optional. Culottes must be in accordance with dress code length, and using the school-designated pattern.
- Boys may be required to wear school-provided practice shirts.

DRESS CODE VIOLATION

A student who violates the Dress Code may be given a warning before being required to serve detention as spelled out in the discipline policy on page 15 (e.g., 30 minutes for the first offense).

A parent or guardian of a student that is not in compliance with the dress code may be asked to pick his child up at school and take him home for the day. Although other measures may be used first, students need not expect a warning before being sent home. The administration is at liberty to make judgments about issues which are not specifically covered by the guidelines, but which are out-of-line with the general principles of cleanliness, modesty, and Christian testimony.

PARENT'S RESPONSIBILITY

PARENT-TEACHER FELLOWSHIP

Parent-Teacher Fellowship functions for the promotion of the following objectives:

- To increase the parents' understanding of the school program
- To provide a time for parents and teachers to gain professional help through resource persons and other media.
- To develop unified goals and strategies for the benefit of the students.

There are at least two meetings held annually. A committee of five (5) persons representing one teacher and two patron couples will plan these programs. New committee members are elected at the last meeting of each school year.

HOME & SCHOOL RELATIONSHIPS

As stated before, the school cannot operate without the support of the patrons in work and prayer, so we further spell out the relationships of parents to the school in the following ways:

Parents to Teachers:

- To come directly to teachers to discuss any academic or behavior problems concerning your child.
- To express cooperation and support in Parent/Teacher Conferences.
- To attend all PTF meetings and keep informed of school programs and pupil progress.
- To promptly return report cards, excuse cards, and any other information the school requires.
- To support standards and principles which the school has established.
- To under-gird the teachers and the school program in prayer.
- To work together in making homes Christ-centered.
- To read the *Newscope*, a weekly bulletin of school-related activities and announcements.

Parents to Public Relations:

1. Everyone connected with the school is responsible for its quality and reputation. Enthusiastic patrons, dedicated administrators, consecrated teachers, and well-disciplined pupils will promote our school.
2. Parents are encouraged to support school programs such as the Christmas and the Spring programs, because these provide a means of expression and testimony for the child and are a tool for public relations.

Parents to School Projects:

1. Patrons are encouraged to be present for work nights at MCS.
2. Patrons are urged to participate in missionary-type projects.
3. Parents should be aware that 11th grade students are expected to help with planning for and setting up for the Junior/Senior banquet. Costs may be associated with this. Seniors will also accrue fees related to graduation. These events typically take place the week following the last day of school.
4. Patrons are urged to encourage pupils in fundraising projects:

The following fundraisers are normally held every year. (Tuition covers payroll.)

Operating expenses

Fall Fundraiser (Pork BBQ)

Ham & Cheese fundraiser

Pie Auction & Volleyball

School Auction

Jog-A-Thon (10% to PE, 20% to student project,
70% to Operating)

High School banquet expenses

Snack Shop

Sports Expenses

Food stand

PE Expenses

Food stands at game events

9-10 Class Trip

Candle fundraiser

Teacher's Choice

11-12 Class Trip

Apple Cider fundraiser

Teacher's choice

Food stands

Bible Quiz Team expenses

Food stand

PARENT/STUDENT PLEDGE

I have read the guidelines outlined in the Maranatha Christian School's current handbook and I am committed to fully supporting in attitude and conduct the requirements outlined therein.

I recognize that the school is committed under God to foster the spiritual growth of its students and I am willing to profit from the constructive counsel of its staff.

Student's Signature

Parent's Signature

Date Signed