

Parent Handbook



Maranatha Christian Academy

2019-2020

Parent Handbook



Maranatha Christian Academy

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Calvaryschools.org

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Superintendent

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Principal

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"They that wait upon the Lord shall renew their strength; they shall mount up with wings like eagles." Isaiah 40:3

Maranatha Christian Academy Behavioral Expectations

At Maranatha Christian Academy we believe that obedience, respect, and responsibility are key virtues that students must develop. Obedience to rules and guidelines is essential to the development of maturity (Luke 2:51, Hebrews 5:8). It results in genuine freedom in life (John 8:32). Respect is necessary for all successful and meaningful relationships (Luke 10:36-37, Romans 12:18). In addition, the building of personal responsibility fosters a sense of achievement. Both responsibility and achievement are necessary ingredients to the development of self-worth (1 Corinthians 10:31, Ecclesiastes 9:10, Romans 14:12).

As we seek to provide a balanced and disciplined learning environment for the students of Maranatha Christian Academy, we realize that human wisdom falls short of God's standards. We do not claim to be perfect in all our decisions, but we try our best to discipline in a way that is Biblical and pleasing to God. As partners in the discipline process, it is important that the school and the home work cooperatively for the students' good. Since we teach the students to obey and submit to their parents, it is imperative that parents maintain that continuity by upholding and teaching the principles taught at school. We can instill in students proper Christian educational and moral principles only through a program that includes clear disciplinary procedures, and as parents, your cooperation in that program is crucial. (Please be aware that the Administration reserves the right to make discipline decisions on an individual basis.)

Our goal should always be to obey Colossians 3:17, "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him". In the best interest of the entire school community, certain guidelines of conduct must be maintained by all students of Maranatha Christian Academy so that we might live and work happily together.

These general guidelines for student conduct are listed below:

1. Students should practice courtesy and consideration in their association with teachers, school employees, fellow students and visitors as well as respect their person and property. (See Ephesians 4:28-32)
2. Students should respect the authority of teachers, administrators, and staff members, and treat them courteously, respectfully and obediently as unto the Lord. (See Hebrews 13:17 and I Thess. 5:12-13)
3. Students should abstain from inappropriate or unkind speech and actions. Such speaking and acting are harmful to others and are not conducive to good moral and spiritual development. (See Ephesians 4:29)
4. Students should leave all annoying or dangerous items such as pocket knives, water pistols, and matches at home. Radios, CD players, MP3 players, video recorders, and video games are not allowed at school without school approval. The use of cell phones is prohibited during the school day or while on the campus. Cell phones are to remain off and must be kept in the student's backpack.
5. Students should do their own work and their record should be a reflection of their individual effort. Since honesty is a Christian virtue that should be displayed by all

students, cheating is considered a serious offense. During a test or quiz, it is a student's responsibility to avoid every appearance of cheating. All books and papers must be out of sight. No talking is allowed and will be dealt with in the same manner as cheating.

6. Students should avoid plagiarism, which is also a serious offense. The definition of plagiarism is "the use of another writer's ideas or words without giving the writer credit for them."
7. All school rules apply on all field trips and on all school-sponsored events both on the school campus and away from it.

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Introduction



to
Maranatha Christian Academy

Introduction

This parent handbook is designed to familiarize you with the many facets of student life at Maranatha Christian Academy. You are urged to read it carefully and use it wisely. Parents are required to read this handbook and indicate their agreement to abide by the provisions contained therein at the time of enrollment.

The parents/guardians and students accept the contents of the 2018-2019 Handbook as essential parts of the contract between them and Maranatha Christian Academy in both letter and spirit. Any changes will be published on our website www.calvaryschools.org. Changes can be made at any time, and this handbook should not be viewed as contractually binding the school in any way. Please be aware of your obligation to monitor these means of communication with you. They are our primary means to update you on policy changes.

Letter from the Principal

Welcome to MCA!

The administration and staff at Maranatha Christian Academy consider it a privilege and joy to serve the Lord and His children through the teaching of the Gospel message, strong academics, and a bonded social community. We are looking forward to the exciting plans that the Lord has for our students this year in the form of dynamic chapels and strong academic progress. Special events including Grandparents Day, Veterans Day Parade, Christmas Musical, Bible Bowl, and the Talent Showcase, act as a few examples of activities that make MCA special.

The Calvary Chapel School Staff is unique in our ability to spiritually affect our students and proudly place spiritual emphasis as our primary goal. Love for others, daily Bible Lessons and scripture memorization, together with weekly chapels, and the opportunity to grow from life events, serve as the instruments God uses to reach our students for His kingdom.

We offer strong academic training using the best curriculum and technology available. Along with our core subjects of reading, grammar, math, science, and history, our students participate in music, Meet the Masters Art, library use, computer science, Spanish, S.T.E.A.M. activities, Accelerated Reader and physical education classes.

With the Lord as our compass, students are assured a fruitful year at Maranatha Christian Academy. We look forward to serving our students and their families, and we invite anyone interested to visit our campus.

Sincerely,
Greg Steinhaus
MCA Principal

Admissions Policies and Procedures

Calvary Chapel Schools seeks students who will benefit from a Christian education taught by teachers who are knowledgeable and passionate about their field of study, compassionate and excited about the students they teach and substantial in their Christian faith, thought and character. Candidates for admission are considered on their academic record, discipline records, standardized test scores, evident enthusiasm for learning and a personal interview that evaluates the student's and parental support of the vision and mission of Calvary Chapel Schools. All students must have a desire to attend Calvary Chapel Schools and agree to honesty and wholeheartedly apply themselves to the study of God's Word. They also agree to be courteous and respectful to their peers, staff, faculty, and others. Calvary Chapel Schools reserves the right to select students and families based on their worldview, lifestyle choices, academic performance and personal qualifications including the willingness to cooperate with the Administration and abide by the school policies.

CCS does not discriminate based on race, color, national and ethnic origin in admissions policies, scholarship programs, athletic and other school-administered programs. MCA grants students of any race, color and national or ethnic origin all the rights, privileges, programs and activities generally made available to students.

Changes in Policy

The school rules, regulations, and policies listed in this document may be added to or amended by the administration of Maranatha Christian Academy at any time through an oral or written notice to students and/or parents. Additionally, no handbook can address every situation. This representation of school guidelines is not meant to be exhaustive. The school is the final arbiter in any decision.

Health and Safety

Calvary Chapel Schools has a Health Office on campus where a full-time registered nurse (RN) treats all non-emergency cases. Our campus has defibrillators strategically placed for easy access and the staff is trained in their use. The administration conducts regular fire, earthquake, and lockdown drills to ensure that our students and staff are prepared in case of an emergency. Our security guards monitor the campus throughout the day to ensure student safety.

History

Maranatha Christian Academy was established in 1973 to meet the educational, social and spiritual needs of the children attending Calvary Chapel of Costa Mesa. Pastored by Brian Brodersen, MCA is a ministry of CCCM, building up Christian leaders in mind, body and soul through biblical truth, character development, and strong academic pursuits, enabling students to serve and enjoy Christ and their community.

Mission Statement

“But thanks be to God, who gives us the victory through our Lord Jesus Christ.”

1 Corinthians 15:57

The mission of Maranatha Christian Academy is to empower students to live victoriously as disciples of Christ, to engage, equip, and empower students to lead and serve in Christ and the world. The faculty and staff endeavor to participate in the life of each student: encouraging spiritual growth, providing quality academic instruction, maintaining a safe environment, and offering social and emotional support.

Vision

The vision of Calvary Chapel Schools is to build tomorrow’s Christian leaders today.

Values

People We value people as those who Christ loved and died for.

Growth We value growth as part of the necessary process of maturity.

Collaboration We value collaboration as each of us are members of the body of Christ.

Leadership We value leadership that comes from each person using their God-given opportunity to influence the whole body of Christ.

Glorify God We value the glory of God, as we desire all we say or do to bring God glory according to His Word and His will.

Verse

But among you it will be different. Whoever wants to be a leader among you must be your servant. Matthew 20:26

Philosophy Statement

The philosophy of Calvary Chapel Schools is intrinsically aligned to that of Calvary Chapel Costa Mesa where the supreme desire is to know Christ and to be conformed to His image by the power of the Holy Spirit. We believe that bringing up a child in the likeness of Christ is primarily the responsibility and Biblical duty of the parent(s). Therefore, our school exists to assist in that education. We strive to give students the skills to be productive citizens, but most importantly to nurture a relationship with Jesus Christ. CCS seeks to develop students who are honest and truthful with one another, knowing that as we interact with truth that the opportunity for growth is bolstered and the community is strengthened. According to the Gospel of John, the integration of grace and truth is a gift

from the Father which is modeled by Christ. It is through Communication, Comprehension, Cooperation, Critical Thinking, Creativity, Character, and Christ that we seek to follow God and shape our school culture.

Pledge of Allegiance

Calvary Chapel Schools requires students to participate in the Pledge of Allegiance each morning.

School Colors and Mascot

Colors: Navy Blue and Vegas Gold

Mascot: Eagles

Schoolwide Learning Goals

Communication

Demonstrate effective written and verbal communication

“From a wise mind comes wise speech; the words of the wise are persuasive.” Prov. 16:23

Comprehension

Demonstrate the ability to know and comprehend course materials

“Behold, my eye has seen all this, my ear has heard and understood it.” Job 13:1

Cooperation

Demonstrate cooperation by working together to accomplish shared goals

“For as we have many members in one body, but all members do not have the same function, so we, being many, are one body in Christ, and individually members of one another. Having then gifts differing according to the grace that is given to us, let us use them...” Romans 12:4-6a

Creativity

Demonstrate creative initiative through the constructive use of resources

“So he who had received five talents came and brought five other talents, saying, ‘Lord, you delivered to me five talents; look I have gained five more besides them.’ His lord said to him, ‘Well done, good and faithful servant; you were faithful over a few things, I will make you ruler over many things. Enter into the joy of the lord.’” Matthew 25:20-21

Critical Thinking

Demonstrate the ability to collect, analyze and apply information using critical thinking skills

“So that you incline your ear to wisdom, and apply your heart to understanding.” Proverbs 2:2

Christ

Demonstrate knowledge and understanding of Christ-like behavior and a Biblical worldview. “Christ is the exact likeness of the unseen God. He existed before God made anything at all. Christ himself is the Creator who made everything in heaven and earth, the things we can see and the things we can’t; the spirit world with its kings and kingdoms, its rulers and authorities; all were made by Christ for his own use and glory” Col. 1:15-16

Character

Demonstrate growth in good judgement, integrity, honesty, excellence, justice, and other essential virtues. “And besides this, giving all diligence, add to your faith, virtue; and to virtue knowledge; And to knowledge temperance; and to temperance patience; and to patience godliness; And to godliness brotherly kindness; and to brotherly kindness charity. For if these things be in you, and abound, they make you that ye shall neither be barren nor unfruitful in the knowledge of our Lord Jesus Christ”. II Peter 1:5-8

Special Education Services

Maranatha Christian Academy does not provide special education services or formal curricular modifications such as student testing or preparation of 504 plans or Individual Educational Plans. A qualified educational specialist is available each to assist teachers with students needing specific target help. Referrals are made through the Depending on the level of services needed, there may be an additional charge for this specialized intervention.

Statement of Faith

Calvary Chapel Schools abides by the Calvary Chapel Costa Mesa Statement of Faith.

God.

We believe that there is one living and true God, who exists in three persons as the Father, Son, and Holy Spirit. All equal in power and authority, the Godhead is the Creator, sustainer, and governor of all things.

The grace of the Lord Jesus Christ, and the love of God, and the communion of the Holy Spirit be with you all. Amen. 2 Corinthians 13:14

Bible.

We believe that God has communicated to us through the Old and New Testaments, which are true and without error. Scripture is the foundation of our individual lives and the blueprint for His church.

All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness, that the man of God may be complete, thoroughly equipped for every good work. 2 Timothy 3:16-17

Creation.

We believe that God created our world and gave it life. He is the Maker, who by simply speaking brought everything into existence and tasked humanity to care for it.

For by Him all things were created that are in heaven and that are on earth, visible and invisible, whether thrones or dominions or principalities or powers. All things were created through Him and for Him. Colossians 1:16

Jesus.

We believe that God became man so that we might be reconnected to Him. As a man, Jesus of Nazareth fulfilled this mission by His death and resurrection, and as God remains the object of our worship.

For unto us a Child is born, unto us a Son is given; and the government will be upon His shoulder. And His name will be called Wonderful, Counselor, Mighty God, Everlasting Father, Prince of Peace. Isaiah 9:6,

Salvation.

We believe that God invites everyone to entrust their lives to Jesus Christ. This act of faith initiates God graciously giving us spiritual birth, a place in His family, purpose in this life, and residency with Him forever.

But as many as received Him, to them He gave the right to become children of God, to those who believe in His name: who were born, not of blood, nor of the will of the flesh, nor of the will of man, but of God. John 1:12-13,

Church.

We believe that God has formed a universal community from those who follow Him. We are connected to each other locally, where we gather to worship Him, be taught by Him, and be sent by Him.

Now, therefore, you are no longer strangers and foreigners, but fellow citizens with the saints and members of the household of God, having been built on the foundation of the apostles and prophets, Jesus Christ Himself being the chief cornerstone, in whom the whole building, being fitted together, grows into a holy temple in the Lord, in whom you also are being built together for a dwelling place of God in the Spirit. Ephesians 2:19-22,

Life.

We believe that God has given us His Spirit to have the liberty, power, and wisdom to live every day for Him. The believer who yields to His presence will experience the supernatural in all areas of life.

“Most assuredly, I say to you, he who believes in Me, the works that I do he will do also; and greater works than these he will do, because I go to My Father. And whatever you ask in My name, that I will do, that the Father may be glorified in the Son.” John 14:12-13,

Statement of Purpose

The Maranatha Christian Academy staff members love the Lord and the students. Therefore, they have a desire to maintain the school’s vision to the glory of God. The teachers view the daily instruction of students as a privilege and part of their ministry at Calvary Chapel.

Attendance



Policies and procedures

Attendance Policies and Procedures

Introduction

We take our responsibility for our students' welfare and whereabouts seriously. Regular attendance in all classes is one of the greatest contributing factors to success in school. Please keep this in mind and, whenever possible, schedule all outside activities after the regular school hours. Although we are a private school, student attendance is governed by the rules and regulations set forth in the California Education Code.

Absences

In case of a student absence, parents/guardians are asked to contact the MCA office as soon as possible to provide a reason for a student's absence. MCA will accept phone calls and written communication, including e-mails that explain a student's absence from school. Children returning to school after an absence **must provide a written note or e-mail** from their parents. This is to be given or sent to the teacher.

An absence of three consecutive day or more of illness requires a doctor's note.

Please call the school nurse if your child has contracted a communicable disease such as measles or chicken pox. We are a family here at MCA and desire to keep your child in prayer when there is an illness or injury.

Extended Absence

It is recommended that students who have prior knowledge of an absence of three or more days complete their work prior to the absence. Parents must inform the Administration in advance if their student will be out of school due to a planned absence that is five days or more in length.

Make-up Work

When a student is absent, parents are expected to stay in close communication with teachers through RenWeb and email. Due to the dynamic nature of the classroom and the work required for teachers to prepare assignments, some work may not be able to be given or completed until the student returns from an absence. However, MCA will work hard to provide as much support as possible during a student's absence.

A student who is absent for any reason is required to make up assignments and tests missed during the absence. Students have the same number of class days as their absence (Ex. 2 days of absence=2 extra class days) to make up their missing work for excused absences only. Tests and quizzes should also be made up within a week after a student's return to school. **If a student is absent on a day that an assignment is due or a test is given, the student must turn in the assignment or take the test on the first day back, unless other arrangements are made with the teacher.**

Excused Absences

Absences are considered “excused” for these reasons:

1. **Illness:** a child is too ill to attend school if he/she has a contagious condition, a temperature over 100, symptoms of vomiting or diarrhea, or a written order from a doctor to stay at home. If the child is ill 10 days or more in the school year, the school may require a note from a physician documenting the child’s illness and the necessity of having the child stay home (EC 46010,48205). The statewide absence rate for typical childhood illness is 5 days. MCA allows each parent to excuse up to 10 cumulative days (not consecutive) of illness without verification from a medical professional. Any absences in which medical documentation is provided will NOT be counted as part of the 10-day limit.

Parents may be required to verify illness through documentation from a medical professional under these circumstances:

- The child has missed more than 10 days of school (not necessarily consecutive) due to illness without any prior documentation from a medical professional.
- The child has missed more than 3 consecutive days of school due to illness.

Chronic Illness:

If your child has a diagnosed chronic illness, you may receive a physician’s authorization to excuse absences for your child. The treating physician must verify the diagnosis and list symptoms that would not necessitate an office visit, but require the student to remain home from school. With this authorization, when a child returns to school with a note from the parent listing one or more of the symptoms the physician has identified, the absences will be considered authorized.

In certain circumstances however, MCA may not be able to effectively educate a child with a chronic illness. Therefore, temporary or permanent withdrawal from MCA may be deemed best. If this is the case, the administration will work with the family to discuss options and come to a decision that works best.

2. **Hospitalization:** (EC46010, 48205)
3. **Appointments:** (medical, dental, court-ordered) (EC46010,48205)
4. **Funeral services,** so long as the absence is no more than one day if the service is conducted in California and not more than 3 days if service is conducted outside of California. (EC46010,48205)
5. **Administrative approved absence:** are based on the circumstances and are at the discretion of administration (EC46010,48205) There may be circumstances in which an absence does not adhere to the list of excused absences above. In these circumstances, parents must submit a request in writing in advance. The absence will be approved only at the discretion of administration. Factors that will be considered include:

- Previous attendance history
- Academic and behavioral history
- The nature of the request, including the purpose and amount of time requested

Unexcused Absences

Absences for any other reason than listed above will be considered “unexcused,” even if they are verified by the parent. Examples of unexcused absences include:

- Absences not cleared by a parent note within a week of the absence.
- Suspension
- Truancy
- Being late to school by more than 15 minutes
- Transportation problems (flat tires, running out of gas, missing a ride)
- Oversleeping, lack of planning
- Vacations- MCA discourages family vacations while school is in session and absences due to vacations are typically considered unexcused. However, if parents submit their request well in advance, administrative approval **may** be given based on the criteria listed above.
- Staying home to avoid turning in assignments or to avoid taking a test

Some support in the form of alternate assignments, extra instructional aid, and additional work time, may not be able to be provided for absences that are unexcused.

If a parent feels there is a legitimate reason for an unexcused absence, they can request administrative approval prior to the absence.

Excessive Absenteeism

Excessive absenteeism is detrimental to a student’s academic success and will be handled by the MCA administration according to the following guidelines:

6th absence in a semester: MCA administration will contact the student’s parent/guardian by phone or written correspondence.

10th absence in a semester: A conference will take place between the student, parent/guardian, and administration. All parties will sign an attendance contract in which the following penalties may be assessed to the student’s school work in the case of any further absences during the semester.

- Homework due on the day of the student’s absence may not be accepted.
- Homework assigned on the day of the student’s absence must be submitted the first day the student returns to school.

- Any test or quiz missed during an absence may not be made up and will receive a grade of zero.
- Any project or essay due on the day of the absence will be marked down by 10% for each day of absence.

Extraordinary family situations and serious medical problems will be taken into consideration and may be sufficient grounds for delaying the implementation of, or modifying the conditions of, any attendance contract.

Notification of Excessive Absences

Parents may receive communication from MCA for the following:

- If their child was absent and the parent did not provide a written excuse within 5 days upon their return.
- If their child is in danger or having excessive amounts of absences in the school semester (6 absences or more)
- When a child has been absent for 10 days due to illness, which means all future illnesses may need to be verified by a medical professional in order to be excused.
- When their child has excessive unexcused absences, appointments, or morning tardies.

If attendance fails to improve after notification or meetings with administration, the student may be placed on academic probation, referred to their local school district or be asked to withdraw from the school.

Closed Campus Policy

MCA is a closed campus. All students are required to remain on campus until the end of their school day (Only Seniors are permitted to leave campus for lunch). Any student leaving campus for any reason must have permission by a parent/guardian through the Attendance Office.

Daycare Procedures

1. Extended daycare is available for students, grade 1– 6, who will be on campus before and after school. Each student will sign up on a daily basis. Daycare is free of charge until 3:30 p.m.

Daycare hours: 7:00 - 8:00 a.m.
 3:15 - 6:00 p.m.

2. All students remaining on campus must check into Daycare at 3:15 p.m.
3. No students are to be left on school grounds earlier than 7 a.m. or later than 6 p.m. (If any child is left after 6 p.m. an additional charge per 10 minutes will be assessed beginning at 6:05 p.m.) **All students dropped off before 7:30 a.m. must sign in to daycare.**

4. Parents must park and walk to the Daycare room to sign out their child.
5. All MCA children on the school grounds must go to Day Care at 3:15 p.m. The only exception to this is if a child is participating in an after-school program supervised by an adult. If a child is not picked up after the program is finished, he must then go to Day Care. (No charge until 3:30 p.m.!)
6. All children in evening Day Care must be signed out by a parent. Children cannot sign themselves out or sign for a parent. Students will not be released to a parent waiting in a car.
7. A monthly daycare statement reflecting current charges is sent out monthly through the accounting office

Sign-In/Sign-Out

According to the Attendance Guidelines of the State of California, a parent or legal guardian must sign their student in and out at the Attendance Office during school hours. Attendance will phone the student's classroom, and the student will be sent to the Attendance Office. Students may not leave campus without being released through the Attendance Office. Any student leaving campus with someone other than a parent or legal guardian must adhere to the following procedures: a note from the parent or legal guardian must be provided to the Attendance office explaining the valid reason for leaving must be provided prior to the student leaving the campus (i.e., medical appointment, family emergency, etc.). Phone call are **not** acceptable. Since valuable academic instruction occurs throughout the school day, **students with excessive sign-outs will be contacted by MCA administration to address the situation.**

When both parent/guardians are out of town during the school week, it is imperative that the MCA Office is notified in advance and proper authorization is given for release to any other adult. The Administration reserves the right to refuse to permit a student to leave campus if the conditions outlined above have not been met. The student must bring a note to the MCA Attendance Office before school the next day when any part of a school day has been missed.

Tardiness

It is important that students arrive on time to school and to class. Punctuality demonstrates self-discipline and responsibility. Self-discipline in this area is not only important for proper academic achievement, but it is essential for the development of good habits which are characteristic of success and good citizenship in every walk of life. **It is recommended that students arrive by 7:45 so as to allow for socialization and physical activity prior to beginning classroom work.**

School begins promptly at 8:00 a.m. A student who is late to school disrupts the class and misses valuable Bible and academic time at the beginning of the day. **Any student arriving after 8:30am** must report to the MCA office for a tardy pass. Students must present a note signed by the parent stating the reason for the tardy. Excessive tardiness will be handled as follows:

6th incident in a semester- student's parent/guardian will be contacted by the MCA administration by phone call or written communication.

10th incident in a semester- A conference will take place between the student, parent/guardian, and the administration. If the student continues to be tardy, all parties will sign an attendance contract that may include a number of penalties including academic consequences or after school detentions.

If a child is going to be arriving at school later than 9:00am and needs a school lunch that day, parents must be sure place an online order before 9:00am. No hot lunch purchases may be made after 9:00 a.m.

Special note to parents: Tardiness to school will not be judged excused or unexcused. We want students to develop the habit of being punctual, much as one must be on time for work. Therefore, we have provided students a measure of tardiness that will be allowed for those unforeseen problems that come up. Excessive tardiness will not be allowed to continue, even if the tardiness isn't caused by the student, and a Parent/Administration meeting will be required to address the situation and seek a solution.

Excessive Morning Tardies, Late Arrivals, Early Dismissals

Missing any part of the school day greatly impacts not just the student, but the entire class. It is the parent's responsibility to make sure their child arrives to school each day on time, prepared and ready to learn. Oversleeping, personal transportation issues or lack of planning are not excuses for being frequently late to school. Parents are encouraged to make appointments before or after school so their child does not miss important class time. A student with excessive absences, whether full or partial day, excused or unexcused, may require administrative involvement.

Truancy

As per the state of California, students are considered truant for the following reasons:

- Absences not cleared by parents within 5 school days of the student's return.
- 3 or more full or partial-day absences without a valid excuse.
- 3 or more times of being late to school or class by more than a 20-minute period during the school day without a valid excuse.
- Any absence from class or school without parent permission

Dress code



Policies and procedures

Dress code Policies and Procedures

Dress Code Introduction

Representing the school in a positive manner is an expectation in all areas of student life, including modesty in dress and grooming. Handbook regulations concerning proper dress are applicable at all times, whether on or off campus. It is both the parents' and the school's responsibility to instill this mindset in the student body. It is expected that clothing will be neat, clean, and in satisfactory condition. In addition to handbook guidelines, any other attire or grooming patterns determined to cause distractions are not acceptable. **The administration is the final authority on interpretations of the dress code.**

Dress Code Parameters

During school hours-7:00am to 3:30 pm- and at off campus school sponsored field trips, all students will abide by the following dress code:

Students from kindergarten through sixth grade will wear:

- Jeans or pants to the knee, no cutouts, no **holes**, in any color. No athletic type shorts are permitted.
 - Collared, non-logoed short or long sleeve polo shirts in any color. No button up shirts or blouses.
 - Outerwear jackets, sweatshirts and sweaters with **no logos or graphics** in any colors. School sweatshirts are also acceptable. Button up shirts are not considered appropriate outerwear.
 - No underwear showing on male or female students.
 - No blankets allowed.
 - Sunglasses may only be worn outside.
 - No make-up is allowed
 - Hats, beanies, bandanas, or sweatshirt hoods may not be worn in the classroom or Chapel at any time. Hats may be worn outside before or after school and at lunch. All students must remove all hats, beanies, bandanas, and sweatshirt hoods when entering any room (including Chapel).
 - No sweats, pajama bottoms, yoga pants or **leggings** *
- *girls in kindergarten through second grade may wear skirts with bike shorts or leggings underneath; **no dresses or jumpers.**

- All students must wear tennis shoes. No sandals, boots, regular or dress shoes, bedroom slippers or bare feet will be allowed.

- No visible body or nose piercings (other than earrings on the ears of girls).
- No visible tattoos.
- All students will follow the dress code during field trips.
- All students must wear a polo shirt under all outerwear.
- No painted or unnaturally colored hair or mohawks.

Dress Code Violation Disciplinary Actions

A student who is observed to be in violation of dress code guidelines will be liable for disciplinary action; a parent may be notified via phone or email for dress code infractions. Students are issued a disciplinary point for dress code violations, and an accumulation of three or more per quarter may result in a conduct detention.

In addition, the administration may immediately do one of the following: (1) send individual students' home for violations; (2) require parents to bring appropriate clothing from home. Parents are urged to carefully monitor the clothing worn by their students when they leave for school and school functions.

**** If dress code violations become excessive, a parent conference will take place.*

Discipline



Policies and Procedures

Discipline Policies and Procedures

Introduction

“Listen to counsel and accept discipline, that you may be wise the rest of your days.”

Proverbs 19:20

The Scriptures exhort us to discipline our children because of our great love for them. One of the most important lessons to be learned is the proper response to authority. To accomplish this task, we set discipline guidelines that are enforced consistently, fairly, and lovingly. Listed below are the guidelines for dealing with major problems and daily classroom situations. The Administration reserves the right to handle each individual discipline situation uniquely as the Lord should lead, as well as individual situations which may fall outside the guidelines of this handbook. All disciplinary decisions will be made prayerfully.

To provide the greatest learning environment and instill Godly character in students as is demonstrated in the Bible, MCA has instituted two distinct behavior management systems. The Color Clip Chart, which is used for managing student behavior in the kindergarten through third grades, and the Behavior Management Point System for students in the fourth through sixth grades. Each system serves to train a child's behavior in the ways of Godliness (Proverbs 22:6) using organized direction, loving correction, and when correction is not received – consequences.

Color Clip Chart - Behavior Management System (Kindergarten – Third Grade*):

The Behavior Management Color Clip Chart contains a series of colors in descending order. Each color on the chart signifies a specific intervention to address and correct classroom misbehavior. A clip or clothes pin containing the students name will be used to manage behavior and navigate the chart.

Every student begins each school day at the top of the Behavior Chart (Green). If the student misbehaves in class, the teacher will instruct the student to “clip-down” to the next descending color. The student can earn their way (“clip-up”) successively back toward green by demonstrating desired classroom behavior.

In School Consequences for Kindergarten – Third Grade

Green = Every student begins each school day at green which signifies good classroom behavior.

Yellow = Warning! Further misbehavior will result in punishment.

Orange = 5-minute time-out supervised by the teacher outside the classroom door.

Blue = 15-minute recess or lunch time-out in Daycare Room 9. Walk-the Line in a secluded-supervised area.

Red = Chronic Misbehavior: Consequences will include an Office Referral.

Office Referral

If the student continues to chronically misbehave, they will receive an Administrative Office Referral and be sent to the principal's office. Consequences will be administered to change the behavior.

- First to Third Office Referral – After School Detention for 20 minutes.
- Fourth Office Referral – One-day suspension at home. Parent conference and the formation of a Behavior Contract.
- Fifth Office Referral – Two-day suspension at home. Parent Conference and Behavior Contract.
- Sixth Office Referral – May result in expulsion from school.

*During the second semester, third grade with switch to the point system listed below.

Behavior Management Point System (Fourth – Sixth Grades):

If a student misbehaves in class in the fourth through the sixth grades, a “point” will be awarded as a penalty. Parents will be notified via e-mail which will include a general description of the infraction. Accumulated points for misbehavior will negatively affect the student's Citizenship grade, as well as subject the student to a hierarchy of Corrective Behavior Interventions.

Corrective Behavior Intervention (Fourth through Sixth grades)

When a student accumulates points for misbehavior in class, intervention techniques are administered to help extinguish undesired behavior and to enhance positive behavior.

- 5 points in a day or 10 points accumulated – First Office Referral. Walk the Line. Principal phone call and/or written notification. Daily Behavior Chart.
- Second Office Referral or 20 points accumulated – After School Detention. Principal phone call. Daily Behavior Chart.
- Third Office Referral or 30 points accumulated - After School Detention. Principal phone call. Behavior Contract and Daily Behavior Chart.
- Fourth Office Referral or 40 points accumulated –Principal phone call and parent meeting. Two- day suspension at home. Behavior Contract and Daily Behavior Chart.
- Fifth Office Referral or 50 points accumulated -Principal phone call and parent meeting. Two-day suspension at home. Behavior contract and Daily Behavior Chart.
- Sixth Office Referral or 60 points accumulated.- Principal phone call and parent meeting. Possible expulsion.

Automatic Administrative Office Referral (Applies to MCA students Kindergarten – Sixth Grade):

An Automatic Administrative Office Referral will be given for MCA students in kindergarten through the sixth grade for misbehavior that includes:

- fighting
- any attempt or threat to cause personal injury to another
- continual physical or verbal harassment (bullying)
- defiance of school authority, theft, vandalism to school or personal property
- obscene acts
- obscene language
- racial slurs, electronically or in person

Parents will be notified by the school administration and appropriate discipline administered which may include suspension or expulsion.

Bullying

Bullying is defined by an ongoing or repeated act or an especially severe or egregious event that a reasonable person would find hostile, offensive, threatening, intimidating, or humiliating involving real or perceived power imbalances.

When bullying is reported:

1. The bullying claim is investigated. Involved students, parents, and/or staff are interviewed.
2. If the bullying is substantiated, meetings follow with involved parties and parents.
3. Points, detention, or suspension may be administered depending on the severity or context of the situation.
4. Follow up is made with students afterward to ensure that the bullying has ceased and that nothing retaliatory has occurred.

The message to students that are bullied is that this is not right, and we will seek to make it stop. The message to the bully is that this is not right, and it must stop.

Cellular Phones or Other Electronic Devices

Students at MCA are not allowed to use cell phone or other electronic devices. Any cell phone or electronic device brought to school must remain turned-off and inside the student's backpack or the area designated by the teacher. Violators will have their phone or device confiscated and turned into the teacher or MCA Office, and the device must be picked up by the parent. If a student needs to make a call home, they may come to the MCA office and will be allowed to do so using an office phone or their personal cell phone. In compliance with these guidelines, parents are asked not to call or text their student during school hours. If parents need to contact their student, please call the MCA office, and a staff member will deliver the message to the student.

All electronics are also not allowed in before or after school daycare, after school programs, or while on campus. If a parent needs to contact a student, the daycare supervisors will receive all parent calls and pass-on messages to students.

Administration reserves the right to read and/or view contents of cell phones for

unacceptable text messages and/or photographs.

Cheating and Academic Integrity

Integrity in a student's academic pursuits at MCA is critical to the growth of their character and their true understanding. Students are expected to do their own homework, submit their own thoughts for writing assignments, and take tests without external aids. Students are also expected to deny requests from other students to copy from their work.

Parents, tutors, or peers wishing to help a student succeed must make sure that their assistance does not compromise the student's ability to submit work that represents their sole effort. Parents may assist with homework and projects but must be careful to not do the work in their child's place.

Plagiarism and cheating are serious violations of academic integrity and may result in both academic and disciplinary consequences.

Cheating is an attempt to improve one's score or someone else's score through dishonest means. Cheating results in an automatic, immediate office referral and is defined as:

- Looking at another student's test or quiz paper.
- Using a "cheat sheet" or using another person's test/quiz/answers before an exam
- The giving/receiving of specific test information to a student who was absent for a test or exam.
- Complicity in cheating.
- Any form of communication during a test or quiz.
- Stealing a test or the distribution of a stolen test.
- A student doing or copying another student's homework, project or paper.
- Resubmission of one's work or another student's work from a previous class (ie. novel reports).
- Submitting "No Name" homework as your own.
- Falsifying data (science labs; research information)
- Working with another student(s) or adult on assignments when individual work is required

Plagiarism is defined as the theft and use of another person's ideas or writings as one's own, with or without the knowledge of the other person. This includes not properly citing sources in a written work. Plagiarized work will receive an automatic

score of zero. A student's ability to redo the assignment will be at the sole discretion of the administration and would receive a maximum score of 50%.

Cheating results in an automatic, immediate office referral:

First Offense:

- F on quiz, test or paper (scored as a zero).
- Office referral to Administration.
- Phone call home from the teacher.

Second Offense:

- F on quiz, test or paper (scored as a zero).
- Parent conference.
- Suspension from school.

Third Offense:

- F on quiz, test or paper (scored as a zero).
- Parent conference.
- Letter in permanent school records.
- Possible expulsion.

Cheating offenses are cumulative throughout students' elementary school career.

Social Media and Cyber Etiquette

Negative or derogatory comments about CCS, CCS students, administration, faculty, or staff are discouraged on social media sites, blogs, texts or other similar sites and functions. Offended parties should take issues or concerns to the appropriate person rather than making inflammatory remarks on social media.

Parent Involvement

We believe that it is the parent's responsibility to monitor their child's social media activity. If an issue is brought to CCS administration, we may contact the offending student's parents to make them aware of the issue. If the issue continues, or if the issue is reasonably likely to cause or does cause a substantial disruption of a school activity or attendance, is illegal in nature, or goes against our moral code of conduct, CCS may become more actively involved.

If social media activity is directly affecting a child's success at MCA and the family is unable to resolve the issue without administrative support, parents may bring social media concerns directly to CCS administration and **must** refrain from confronting students and or parents on school grounds.

Student Responsibility

Students are encouraged to exercise extreme caution when participating in the various forms of social media, texting or online communications. Remember that these forms of

communication can be made very public and what is written and/ or contributed leaves a digital marker that anyone can see or read.

All posts or contributions, in visual or written format, need to conform to the school's code of conduct for on-campus behavior. Unacceptable communication includes profane, abusive, vulgar and rude language.

Videos and Photos

Video recorders and cameras are not to be used on campus except with the express permission of the CCS administration. To avoid conflict, photos and videos taken on campus, or at school events should be posted with care on the internet and should have the permission of the participants.

Social Conduct Parameters

"All things are lawful, but not all things are profitable. All things are lawful, but not all things edify. Let no one seek his own good, but that of his neighbor."

1 Corinthians 10:23-24

In this passage the Apostle Paul is exhorting believers not to abuse their liberty in Christ. We are to behave in a manner that would not cause another believer to stumble, or hinder the influence of Jesus in the life of the unbeliever, even though the believer's actions may be innocent. All students are expected to abide by Biblical standards of conduct, off campus as well as on campus. Respect and love of others should be a pervasive theme guiding all student interactions. Students should address faculty and staff politely, courteously and respectfully in a spirit of friendliness and in an atmosphere of cooperation. Students are reminded that the same courtesy extended to faculty and staff should be extended to fellow students.

Student to Student Conduct

Students of MCA are asked to C.A.R.E.

C:alled to a Christian worldview

"Jesus said unto him, Thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind. This is the first and great commandment. And the second is like unto it, Thou shalt love thy neighbor as thyself." Matthew 22:37-40

A: ccept our differences

"Therefore receive one another, as Christ also received us to the glory of God." Romans 15:7

R: espond in love

"Then he answered and said unto me, saying,... Not by might, nor by power, but by my spirit, said the LORD of hosts." Zechariah 4:6

E: ncourage one another

“Therefore encourage one another and build one another up, just as you are doing.” I
Thessalonians 5:11

Academics



Policies and procedures

Academic Policies and Procedures

Introduction

Maranatha Christian Academy offers a curriculum based on a Christian perspective of education. We feel it is important to integrate scriptural principles into each area of the subject matter. It is our goal to teach students the basic knowledge necessary for functioning in today's world. The methods and materials used by Maranatha Christian Academy are scripturally based and give the teacher a clear plan for teaching sound Biblical principles throughout the day.

Basic Classroom Expectations

All teachers have specific classroom expectations which students are held responsible for throughout the school year. The following are basic classroom expectations:

- Respect of individual persons and their property.
- Respect for those in authority.
- Respect for the learning environment and students' right to learn without distractions.
- Respect for students' right in the learning process to express themselves without ridicule.

Cumulative Records

Pursuant to the Education Code of California, Chapter 1.5, Article 3, Section 49063, you are hereby given notification of privacy rights of parents and students. Federal and state laws grant certain rights of privacy and rights of access to students and their parents.

Full access to all personally identifiable written records maintained by Maranatha Christian Academy must be granted to natural parents, adoptive parents, or legal guardians of students under the age of 18.

Parents may review individual records by making a request to the student's teacher and/or the administration. The teacher and/or administration will see that explanations and interpretations are provided, if requested. Information that is alleged to be inaccurate or inappropriate may be removed upon written request by parents and review by administration. In addition, parents may receive a copy of any information in the records at a reasonable cost per page. Policies and procedures relating to types of records, kinds of information retained, persons responsible for records, directory information, access by other persons, review, and to the challenge of records are available through the administration office. When a student moves to a new school, records will be forwarded upon the request of the new school. At the time of transfer, the parent may review, receive a copy (at a reasonable fee), and/or challenge the records.

If you believe Maranatha Christian Academy is not in compliance with federal regulations regarding privacy, you may file a complaint with the United States Secretary of Health, Education, and Welfare.

Curriculum

We believe God is not only interested in the academic goals themselves, but also in the means by which we reach these goals. We believe our methods should be the same as our Lord's – a godly example, encouragement, training, practice, discipline, reproof, correction, and exhortation. In most subject areas, we use the A Beka curriculum, which is most suitable in reaching our goals of excellence in academics with a strong Christian foundation.

Field Trips

Every class will be going on field trips during the year. For each trip, every child must have a permission slip and medical release form signed by the parents. Transportation is usually by bus or carpools.

Grading Scale

Kindergarten:

E= Excellent (Mastered Concept)

S=Satisfactory Progress (Skills Evident Most of the Time)

N=Needs Improvement (Skills Sometimes Evident)

1st-6th Grade:

100 -97.5	A+	89.4-86.5	B+	79.4-76.5	C+	69.4-66.5	D+
97.4-93.5	A	86.4-83.5	B	76.4-73.5	C	66.4-63.4	D
93.4-89.5	A-	83.4-79.5	B-	73.4-69.5	C-	63.4-59.5	D-
59.4-	Below						

Homework Policy

Homework is a required and integral part of the MCA curriculum, providing vital reinforcement of school instruction and aiding the student in learning and developing disciplined study habits. Parents should keep in mind that study patterns developed during the elementary and middle school years pave the way for stronger foundations during high school and college. Homework is not limited to written work only; it may include reading, study and preparation for exams.

Weekly homework assignments will go home with students in their "Monday Letter." It may also be viewed online on each student's Ren-Web site (call the MCA office for assistance in using Ren-Web). Teachers will publish the complete assignment from their curriculum guide. Parents and students are responsible for monitoring, completing, and check-up on homework and school work progress.

There are natural consequences for not doing homework. If students do not do their homework, grades may suffer and they may be unprepared for learning the new concepts presented in class. Each grade level will provide more specific guidelines as to the type and amount of homework that is assigned.

The prescribed homework-time guideline that follows has been established for each grade level. Please keep in mind that these are only guidelines and daily homework may vary based on the curricular requirements at the time. There may also be other factors which may cause the student to take longer than the prescribed time, such as the child's state of health, ability and mastery of the subject, interest level or lack thereof, or video games and other distractions.

Prescribed Homework Time

FIRST GRADE	10 minutes	FOURTH GRADE	40 minutes
SECOND GRADE	20 minutes	FIFTH GRADE	50 minutes
THIRD GRADE	30 minutes	SIXTH GRADE	60 minutes

Make-up Work

Upon request, homework and assignments may be picked up in the office after 3:00pm. Please call the office 10:00 a.m., and the receptionist will gather the necessary homework assignments. Parents should make arrangements directly with the teacher to make-up any assignments, tests, and quizzes missed during an excused absence. Homework assigned before the absence must be turned in the day the student returns to class. Students will be given the number of days of the absence to make-up any homework/tests/quizzes. When a student is absent from school due to a prolonged illness, teachers will assist with make-up work.

Missing Assignments and Tests

Students will be given the number of days of the absence to make-up any homework/tests/quizzes. It is primarily the responsibility of the students and parents to ensure work is made up in a timely manner, although teachers will make every effort to ensure that the student is aware of missing work. Any tests or quizzes not made up within the designated period of time will receive a score of zero. When a student is absent from school due to a prolonged illness, parents should contact the teacher to make arrangements for extended time. Homework that is not made up can have an adverse effect on a student's progress and learning and may negatively affect a student's grade.

ParentsWeb

MCA considers it a priority to communicate with parents regarding their student's academic progress. ParentsWeb is a valuable tool that allows parents and students to be connected in the academic process and make informed decisions correlated to their students' specific needs. Parents are strongly encouraged to establish a ParentsWeb

login and make it a priority to utilize this as a significant source of information on: class grades, homework and lesson plans, report cards, progress reports and attendance.

First time user instructions:

1. Go to www.calvaryschools.org
2. Select the Maranatha Christian Academy link
3. Select the ParentsWeb tab (add a “bookmark” in your computer at this step)
4. Select First Time User tab-click on “*Create New ParentsWeb Account*”
5. District Code: CALCS-CA
6. Email: your registered email address (*you will need to have your email address registered with the school*)
7. Enter Username and Password
8. Select Parent login button and login

Parent-Teacher Conferences

Parent-teacher conferences are scheduled once a year in order to keep parents apprised of a student’s progress. Teachers will notify parents of the times available and parents can select a time slot that best fits their schedule. Teachers will make every effort to accommodate to parent schedules, however every request may not be able to be honored. No classes are held during conference days so parents will need to make arrangements for childcare during their meeting time. Parents are requested not to bring the student or siblings to the conference.

Physical Education Program

All grades at MCA participate in a physical education program. Each grade level participates differently, but P.E. is an integral part of their education. The foundation of the P.E. program is physical fitness. Focus is placed on sportsmanship and doing the best job possible with the skills that God has given each child.

First and second graders focus on movement exploration and fundamental motor skills, and will gain experience in playing group games, learning game rules, developing strategies and developing teamwork.

Third and fourth graders will continue to practice fundamental motor skills with a major focus on learning the rules and strategies of each sport, with emphasis on teamwork and the value of a Godly attitude and effort. The *Presidential Fitness Challenge* is introduced, practiced, and assessed throughout these years.

Fifth and sixth graders focus on developing an understanding of the way their physical bodies work, and how to develop and train their bodies so that they may serve the Lord with the talents with which He has blessed them. A large emphasis will be placed on the fitness exam. Students will also participate in sport tournaments throughout the year during their lunch period.

Students must come to school prepared to participate in P.E. Tennis shoes are required for each student during physical education class.

Students will only be excused from P.E. with a note from their parents. Phone calls to the office as a replacement for a note are not acceptable. If a student is not feeling well and wants to sit out of P.E. but does not have a note, the student must sit in a designated area. Non-participation in P.E. will adversely affect the student's grade.

Privacy

Access to pupil records are in accordance with Education Code Sections 49063 and 49073 through 49077.

Report Cards and Progress Reports

The academic school year is divided into two semesters. A Progress Report will be e-mailed by the teacher at the 6-week mark that reflects the current grade for each subject. Report cards reflecting the final semester grades are available on-line at 18 weeks. In addition, parents may access their student's grades, attendance and homework throughout the semester using Parents Web. Please contact the School Office if you have any questions or do not have Internet access.

Retention

On occasion, it may be the recommendation of the school that a student repeat a grade level. For many children this has proven to be beneficial to their educational, social, and emotional development. The decision to retain a student will be made only after prayer and conferring with parents, teachers, and administration.

Teacher Requests

The administration prayerfully considers a student's social and educational needs in making student class placements. Input from a student's previous teacher is also considered and every effort is made to ensure that a child has at least one friend placed in their class. In the event that a parent feels there are special circumstances that need to be considered in the placement of their child, parents need to meet with the administration during the month of May to discuss the request. Tuition must be current prior to meeting with the principal. Barring unusual circumstances, no placement requests will be accepted after May 31st and without the principal's approval.

Tutoring

For students who need tutoring, a tutor list is available by request in the MCA Office. The cost and hours for tutoring are set by the individual tutor.

L.E.A.P. Program

Students needing extra help or support, may be able to benefit from our fee-based resource center. Staffed by qualified staff members, students can benefit from individualized plans, and small group or individual pull-out instructional sessions. Referrals must be made through the administration in conjunction with the child's teacher and the resource specialist.

General Information



Policies and procedures

General Information

Accounting and Tuition

The Maranatha Christian Academy [MCA] Office handles all accounting needs for K-12. Please direct all accounting questions to 714-556-0965. All tuition payments should be mailed or delivered to the school accountant in the MCA Office (Rm. M100) or paid through the FACTS account management system. Tuition checks for K-12 may be made payable to "MCA. or Calvary Chapel Schools"

Registration Fees

In order to register, all previous balances must be current. The Registration Fee is per student, payable at the time of registration. The registration fee is non-refundable. This yearly fee includes all books and materials, yearbook, and testing fees.

Tuition

Tuition is divided into **ten monthly payments and billed through FACTS Tuition System**, commencing in August. FACTS accounts will be set up during the enrollment process. The tuition schedule for 2018-2019 is as follows:

Kindergarten- 6th grade: \$6,800
(refundable)

Registration fee: \$415 (non-

Those who regularly attend and support Calvary Chapel of Costa Mesa may apply for a Calvary Chapel family tuition discount at the time of registration. The determining criteria include both regular attendance and a regular consistent pattern of tithing at least one year prior to enrollment.

Discounts: Multiple child discounts are as follows: 2nd student discount of \$500, 3rd student discount of \$1,000, and no tuition is charged for the 4th student on.

Leaving During the School Year

If a student is withdrawn during the school year, parents must check out with the accounting office. Account tuition balance will be calculated on a cost-per-day basis and all balances must be paid in full before withdrawal is complete. If you have questions regarding refunds, please contact Calvary Chapel Schools Accounting Office at 714-556-0965.

Tuition Payments

Tuition payments can be made through the FACTS Tuition system or monthly invoice payments. Parents should mail or deliver payments, payable to Calvary Chapel Schools including the student's name and grade level, in an envelope labeled,

"Attention: Accounting." If payment is made in cash, a receipt will be issued at the time of payment. Credit cards are also accepted in person or over the phone.

Late Fees and Past Due Accounts

1. Tuition is due monthly beginning in August. Any payments not received by the agreed upon due date will be considered past due and assessed a \$20 late fee.
2. If an account becomes past due more than one month, the student(s) will not be allowed to attend school until the account is brought current.

Financial Aid

Needs based financial aid is available through the FACTS Tuition system. Once an application is completed, parents will be notified by email concerning the amount of financial that is being awarded.

Admission and Enrollment Policies

Maranatha Christian Academy is an outreach of Calvary Chapel of Costa Mesa and as such, it is maintained primarily for the children of its members, as well as children of parents attending other churches who desire a Christian education. Calvary Chapel Schools seeks students who will benefit from an education taught by teachers who are knowledgeable and passionate about their field of study, compassionate and excited about the students they teach and substantial in their Christian faith, thought and character. Candidates for admission are considered on their academic record, discipline records, standardized test scores, evident enthusiasm for learning and parental support of the vision and mission of Calvary Chapel Schools. All students must have a desire to attend Calvary Chapel Schools and agree to honesty and wholeheartedly apply themselves to the study of God's Word. They also agree to be courteous and respectful to their peers, staff, faculty and others. Calvary Chapel Schools reserves the right to select students and families based on their worldview, lifestyle choices, academic performance and personal qualifications including the willingness to cooperate with the Administration and abide by the school policies. Our policy of nondiscrimination is in accordance with Section 31223, Chapter 4, Title 22, California Administrative Code. Children of all races, creeds and color are encouraged to apply for admission. Applications are available in the school office and online during the year.

A child must be five years of age on or before September 1 of the year they are to enter school in order to be enrolled in Kindergarten classes.

First grade students are required by state law to have a physical examination which includes an oral exam. The exam may be done up to 18 months before your child goes into first grade or 90 days after he starts first grade.

Enrollment of both new and returning students is handled through the school office as follows:

New Student Enrollment

1. An online application must be submitted by the parent or guardian. It will then be reviewed by the administration. If an opening within the grade level exists, and the student meets the criteria, the parent will be notified within a few days by email.
2. When a child is accepted, an email with instructions to enroll will be sent to the parent or guardian. If you do not respond, we will assume that you do not want your child to attend MCA.

Returning Student Enrollment

Registration for presently enrolled students of MCA opens online in the spring of each school year. All instructions for reenrollment will be included in an email sent to parents with a window of registration. All financial obligations, including tuition and day care payments for the current school year must be up-to-date in order to register for the next year.

C.A.R.E. Program

The CCS Care Program is designed to help students in their interpersonal relationships with their peers. The CCS Care Program has become a part of the school culture. The word Care is an acronym for the following:

C: alled to a Christian World View

“Jesus said unto him, Thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind. This is the first and great commandment. And the second is like unto it, Thou shalt love thy neighbor as thyself.” Matthew 22:37-40

A: ccept our Differences

“Therefore receive one another, as Christ also received us to the glory of God.” Romans 15:7

R: espond in Love

Then he answered and said unto me, saying,... Not by might, nor by power, but by my spirit, said the LORD of hosts.” Zechariah 4:6

E: ncourage One Another

“Therefore encourage one another and build one another up, just as you are doing.” I Thessalonians 5:11

“Jesus said unto him, Thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind. This is the first and great commandment. And the second is like unto it, Thou shalt love thy neighbor as thyself.” Matthew 22:37-40

Chapel

Chapel provides opportunity for MCA students to participate in a collective worship service. It is a time of spiritual enrichment and exposure to a variety of Christian experiences. The aim of all chapel times is to magnify Jesus Christ. Kindergarten, grades 1-3 and 4-6 meet separately for Chapel. While it is mandatory for fourth through sixth graders to bring their Bibles to Chapel, first through third grade students are also encouraged to do so. Parents are always welcome to attend MCA Chapels which are held every Monday.

Classroom Visitation

All classroom visitations must be cleared through the school office. Parents and visitors are not permitted to walk into the classroom. Please sign-in at the MCA office. If it is necessary to get a message or other item to a student, please take it to the office and the child will be notified at a time that will not disrupt the class.

Emergency and Health Procedures

The health office offers immediate first aid to all injured students and ministers to those who are ill. The nurse is available every day during school hours and may be contacted by calling the school office.

Each child is covered by school insurance for accidents occurring during the school day. Please contact the health office in the event of an accident to a child and the nurse will provide the necessary forms.

Taking medications during school hours is discouraged unless there is a special or serious problem. A physician's order and a parents' release and request form are available for this purpose. Over the counter medication is also discouraged. Please call the nurse if there is a problem. Medication outside of its proper container will not be accepted. All medication must be in the possession of the nurse and dispensed only by her. Girls should keep feminine supplies in their backpacks. The Nurse's Office has supplies only for emergencies.

Any student, regardless of grade level, must meet the current immunization requirements. Please make sure your child has been properly immunized. Immunization records must be presented at the time of registration.

California state law requires that each child entering first grade must present evidence of having been given a physical examination sometime during the 18 months prior to entering the first grade or 90 days after. A "California Health and Disability" form, available in the school office, must be taken to the doctor and presented to the school upon entering first grade or kindergarten.

Emergency Reunification with Parents

In case of a school emergency or a natural disaster, such as an earthquake, it is our primary concern that students remain safe at all times and that there is an orderly dismissal and release of our students. Our school staff will remain on duty until all children have been safely checked out by a parent, guardian, or emergency contact as designated on your child's school emergency card. Staff will only release children to those adults designated on their emergency card. There will be no exceptions to this procedure. It is therefore imperative that parents keep information on their child's emergency card up to date. MCA will issue notification for student release by school voice mail message at our main number (714) 556-0965.

Parents who are off campus please follow the following procedures:

- If school is in the state of emergency, please do not attempt to enter the campus yourself, but instead follow the instructions of law enforcement, as they will maintain control of the school's perimeter for everyone's protection.
- If you are able to walk to the school to pick up your child, we recommend you do so. Parking will be very limited. If you must drive, be prepared to park off campus.
- When arriving at the school to pick up students, it is important to stay calm and follow instructions from the security team, who will be in the parking lot to direct you to the reunification point.

Parents who have entered the school please follow the following procedures:

- Follow directions of the security team
- Locate your student in one of our secured areas on the Sunflower side of campus
- Sign Student Release Log
- Present a picture identification card upon request
- Proceed and line up at the student pickup area
- A staff member will go to the Assembly Area, get your child, and bring him/her to the release area
- Wait for your child to arrive and leave immediately

Please be patient and respectful to our staff. It is their primary concern that students remain safe at all times and that there is an orderly dismissal and release of all our students.

Food Service

Hot lunch is available to MCA students through the school kitchen at a cost of \$4.00 (kindergarten lunch is \$3.00). Parents must purchase lunch through the online portal before 9:00 a.m. with either a credit card or direct charge to a bank account. No cash purchases are accepted. A selection must be made for each child individually. Parents need to ensure that a specific lunch day is selected even if funds are available on the account. If a child is ill and lunch has been purchased for that date, the parent must

cancel lunch before 9:00 am or the account will be charged. No refunds will be provided. A monthly menu is also accessible online.

Forgotten Lunch

If a parent forgets to give or bring a lunch for their student, they may bring a lunch to the school office. Before 9:00 am, the parent can arrange for the child to receive a school lunch for the day by making an online purchase. If a child has forgotten their lunch, the student should come to the office at recess or lunch to see if their lunch has arrived.

Lost and Found Procedures

Because of the size of our student body, and the fact that all the uniforms look the same, there is often a problem with lost and found items. The best way to insure the return of your child's belongings is to always put his name on items of clothes, lunch pails, etc. If your child finds something on the school ground that does not belong to him or her, it should be turned in to the school office. Please ensure your children don't bring home things that do not belong to them.

The following procedure will be used throughout the year with lost and found articles.

1. The article will be turned in to the school office. If there is a name on the article, the office will return the item to the student. Periodically, articles with no name will be taken to one of three places: the Pre-school Office, the School Office, or the Day Care Room (Room 9). Small items such as jewelry and money will be kept in the school office. After four weeks, money may be claimed by the person who found it.
2. Outside the Day Care Room the articles will be placed on marked shelves. Parents may contact a Day Care Supervisor before or after school to see the contents of the shelves. Please try to keep the shelves as neat as possible when searching for an item.
3. After the articles have been kept for a month, they will be displayed in the Fellowship Hall on "Claim It Day." Parents may come and claim anything that belongs to their children. A flier will be sent home notifying parents of an upcoming Claim It Day. Any items not claimed will be given to a Church ministry to be distributed to the needy.

Office Hours

The Maranatha Christian Academy Office business hours are from 7:30 AM to 3:30 PM, Monday through Friday. Summer hours are from 8:00 AM to 2:00 PM, Monday through Friday. The MCA Office phone number is 714-556-0965.

On-Campus Visitors

For security reasons, **all visitors**, including parents and family members of students, **must sign in to the school office and obtain a visitor's pass** prior to visiting any part of the school campus during regular school hours.

Parents wishing to deliver messages or items to their child during school hours can do so by contacting the school office.

Parent Phone Calls and Emails

The telephones in the office and classrooms are for exclusive use of the teachers and staff of Calvary Chapel Schools. If a student needs to make a phone call on their personal cell phone during the school day, they must request permission from the staff.

In case of an emergency, parents may call the MCA School Office and leave a message, which will be delivered to the student. Please do not tie up the office staff with non-essential calls. Parents are not to text their student during school hours.

If you wish to contact a teacher, please email them using their first name, period (.), and last name followed by @calvaryschools.org. (i.e., jason.huffman@calvaryschools.org) or call the school office at 714-556-0965 and leave a message. The teacher will return the message within 48 hours. Phone calls will not be transferred into classrooms during class hours.

Parking Lot and Carpool Procedures

When using the parking lot, please keep in mind the following rules:

1. Be careful! Be watchful! **Drive Slowly!**
2. Use the lanes designated by the painted lines and planters. Do not cut across the parking lot.
3. Do not drive over or remove cones.
4. Children riding bikes or skateboards to school must walk when they reach the school.
5. **Use the crosswalk** if you are on the north or south sides of campus.
6. When dropping off children in the carpool lanes.
 1. **Pull as far forward as possible.** Don't leave gaps between you and other cars.
 2. Obey the directions given by the crossing guard.
 3. Use the carpool lanes for dropping off or picking-up students only. **The lanes are not the place to write notes, get lunch money, counsel, etc.** If you must stop, please park in the parking lot, not the car pool lanes. We want the car pool lanes to keep moving.

MCA Carpool Drop Off

The MCA carpool area is located off of MacArthur Blvd. on the north side of campus. If you choose to park and escort your children onto campus from the MacArthur parking lot, please use the crosswalk!

Please obey the posted signs and **Do Not** park or drop-off students in front of the church office.

The south parking lot at the corner of Fairview and Sunflower is not a carpool lane! Please do not drop children off in this area. You may park your car and walk your student onto campus.

Kindergarten Parent Drop-off and Pick-up Requirements

All Kindergarten parents are required to park their cars and walk their child both onto and off of campus each day. Parking space is provided in the south parking lot for all Kindergarten parents.

1st and 2nd Grade Carpool Procedure

Upon school dismissal at 3:00pm, 1st and 2nd grade students not picked up at the classroom will be escorted to the MCA field on the south end of the MCA campus for parent pick-up. At 3:15pm each day, the classroom aides will walk the remaining students who were not picked-up down to the Daycare. Every student remaining will be signed-in to Daycare. **There is no charge for Daycare until 3:45 pm.** While in Daycare, parents must park their cars, walk over to the Daycare Room # 9, and sign their child out.

Rainy Day Parking and Procedures

During the **morning arrival** to school, carpool procedures remain unchanged regardless of weather conditions; just follow the cone set up.

In the event of **rainy day dismissal**, the traffic gates will be opened. This will allow for parking cars as close as possible to the classrooms. After parking, it will be necessary for parents or carpool drivers to go to each classroom to pick students up. **All students must be picked up from their classroom on rainy days!** Teachers will only release the children to the adult supervising the carpool if the adult is on the sign-out form. At 3:20pm, the children who have not been picked-up will be taken to Rooms 4 and 9 where they will await their parents or guardians. We suggest that parents or carpool drivers keep a list in the car with the names, room numbers, and home phone numbers of each child in the carpool.

Photo Usage

Throughout the year, a student's picture may be taken at various events or locations (such as lunch time, camps, games, etc.) and used in school brochure, on the website, yearbook or various school-related literature. Your signature on the agreement in this handbook will be authorization for MCA to use these photos.

School Hours

Classes begin promptly at 8:00 a.m. and end at 3:00 p.m. Extended daycare is available for students grades 1-6 who will be on campus before or after school. No students are to be left on school grounds earlier than 7 a.m. or later than 6 p.m. All students on campus after 3:15 p.m. must check into daycare. Daycare is free of charge until 3:45 p.m.

Daycare hours: 7:00 - 8:00 a.m.
 3:15 - 6:00 p.m.

School Transportation

Bus

MCA does not provide a bus system for the students. Bus transportation will be provided for most field trips; however, there is no scheduled bus transportation to and from school. Riding the bus is a privilege and may be revoked for violation of the rules or for conduct detrimental to the safe operation of the bus. The driver is fully in charge of the bus and the students.

Carpool

Carpool information is available in the MCA Office. For the safety of all persons on campus, carpool drop-offs and pick-ups must be conducted from the designated carpool lane.

School Library

The MCA Library services students from Kindergarten through 6th Grade. Kindergartners, 1st and 2nd graders enjoy story times and also have an opportunity to check out books during their library times. Students will be going to the library with their classes on a regular basis.

Kindergarten and 1st grader students may check out one book at a time for a two-week period. Second through sixth graders may check-out 2 books at a time also for a two week period.

Students in grades 3 – 6 may visit during their lunch periods and read, study, or do their homework. The library is not an extension of the playground. Students who use the library at lunch and after school must maintain whisper voices.

Library Conduct

All library visitors are expected to be considerate of both people and materials at all times. The library is used for a variety of activities: reading, studying, tutoring, testing, class projects and research. It is important to keep talking and noise at an acceptably low level to respect other library users. All school/ classroom rules, as stated in this handbook apply to students when in the library, for example, but not limited to: dress code, food and drink, cell phones, i-pods and other electronic devices. Access to the library may be limited or withheld at the librarian's discretion to any student whose behavior is unacceptable while using the library.

Overdue and lost books

Parents: please remember that your child/children are responsible for returning their library books in a timely manner (within two weeks.) There are no overdue fines for late books, however if a student has not returned an overdue book, he or she will not be allowed to attend an upcoming field trip (a two-day grace period will be allowed). Report cards are also withheld from students who have over-due books. Students will be required to pay for any library books that they have lost.

After school Library Hours are as follows:

Monday, Tuesday, Thursday & Friday 3:00 pm - 3:30 pm.

The library is closed after school on Wednesdays

Parents are welcome to come in after school or to accompany Kindergarten – 2nd grade students to check out a book or read quietly with them. Third through sixth grade students do not need to be accompanied by their parents to use the library after school.

Skateboarding, Bicycling, or Walking to School

To ensure the safety of students and staff members, riding skateboards, bikes, roller blades, skates or rolling shoes is not permitted at any time on church/school grounds. If a child must cross Fairview, Sunflower or MacArthur, they should cross only at the crosswalks.

All bikes should be walked across the streets and through the parking lots. Skateboards should be carried across the streets and through the parking lots also. Bikes must be parked in the designated bike racks only. Please make sure your child brings and uses a sturdy and secure lock for their bike.

Student Property

Maranatha Christian Academy is not responsible for lost or stolen articles. Students bring items to school at their own risk. Any personal items or textbooks left lying around the campus are at risk of being stolen. Students should guard their things carefully and wisely.

M.C.A. reserves the right to confiscate any personal belongings that are not appropriate for the school environment. The safekeeping of any personal item is the responsibility of the student. Cell phones and electronic devices (IPODS) must be kept in the student's backpack or a location designated by the teacher and must be turned-off.

Textbooks and Supplies

Textbooks for Kindergarten-6th grade are purchased by the school. The cost of these is covered by the annual registration fee. School supplies need to be purchased by the parents at the start of each school year. A list of these supplies, by grade, can be found on the school website at calvaryschools.org

Withdrawal Procedure

Each case of student withdrawal is unique; please call the MCA School Office with any questions. The MCA Office cannot give cum files to the student or parents. A file transfer request form must be completed by the parent before cum files will be sent to the new school.

Yearbooks

The cost of the yearbook is included in the registration fee and will be distributed at the end of the school year, as long as all financial and school obligations are cleared; including overdue or lost library books and tuition payments.

The staff of Maranatha Christian Academy does their best to make sure that information in the yearbook is as accurate as possible. Although we do our best to make sure everything in the yearbook is accurate, we cannot and will not guarantee that there will not be typographical errors, misspelled words, misspelled names, missing student names, and students left out of photos. The yearbooks will not be reprinted based on the previously mentioned errors.

Map of MCA Campus

N

First floor

107	106
108	105
109	104
Restrooms	
110	103
111	102
112	101
113	100
Office	

Second Floor

	208
210	207
211	206
212	205
213	204
214	203
215	202
216	201
217	200

Children's Ministry	
20	17
21	16
22	15
Restrooms	
23	14
24	13
25	12
Library	

FELLOWSHIP HALL

NURSE

5	4	3	2	1
10	9	8	7	Lunchroom

