Maranatha Christian Academy

Student Handbook

2010-2011

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CHAPEL SCHOOLS
Building Tomorrow's Christian Leaders Today

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Welcome

They that wait upon the Lord shall renew their strength; they shall mount up with wings like eagles. . .
Isaiah 40:31

Welcome to MCA!

Welcome to Maranatha Christian Academy! We are truly grateful that you are giving us the privilege of ministering to your children. We trust that it will be a profitable year for your child, both spiritually and academically.

As a believer in Jesus Christ, we consider you a part of the MCA family. Along with that privilege is the responsibility for each parent and guardian to assist the school ministry by praying and communicating with teachers and administrators. Each year there are new faces as the Lord sends us wonderfully talented and gifted students, parents, and new staff members, who are valuable additions to our excellent school. We are grateful that God has been so generous to us. Please introduce yourselves to the new staff members and make them feel welcome and a part of the MCA family.

We know that we are in for a great year and share your excitement and enthusiasm as together we look forward to the blessings God has for all of us at MCA this year! If you have any questions, or if we can be of service to you in any way, please don't hesitate to call.

God bless you!

MCA Administration

School Information

Address:
Maranatha Christian Academy
3800 S. Fairview Road
Santa Ana, CA 92704
714-556-0965

Website: www.calvaryschools.org

Established: September, 1973
Our school mascot is the Maranatha Eagle.

School Verse:
"But they that wait upon the Lord shall renew their strength; they shall mount up with wings like eagles; they shall run and not be weary; and they shall walk, and not faint".(Isaiah 40:31)

Philosophy of Education at MCA

The following is a sentence outline of the major elements of our educational philosophy.

I. Education is a parent/family responsibility. *(Deuteronomy 6:6, Ephesians 6:1)*

A. The home is the center of a child's training.

B. The church and the Christian school act as supplements to the ministry of the home.

1. The school acts "en loco parentis," as representatives of the parents, even in matters of discipline.
2. The school provides assistance to the parents. However, the school adheres to the principals and vision of our Church, Calvary Chapel of Costa Mesa.

II. Education is ministry to the whole person. *(Matthew 22:37 & Luke 2:40, 52)*

A. HEART: Educationally, this is related to the body and active participation in the nurture thereof. This includes missions, assemblies, sports, etc… The idea is of "doing" that which is good.

B. SOUL: The immaterial part of a person. Educationally, this relates to the spiritual components of the student. Bible study, prayer, and worship are all important aspects of this area. The idea is directed towards the relationship we have with the Lord.

C. MIND: The understanding, intellect, and faculty of mind. Educationally, this relates to the academic aspect of a students life. The idea is to teach a Christian worldview and the truth of the Gospel of Christ.

III. Christian education has results. *(Matthew 22:37 & Luke 2:40, 52)*

A. To love our neighbors as ourselves.

B. To be integral, functioning members of society (salt and light)

C. To impart a Christian Worldview and Christ-like nature.

IV. Education encourages listening, dialogue, and interaction. *(Luke 2:46)*

A. The classroom environment should be one that is suitable for students to clearly hear the teacher, without distractions and interruptions.

B. The classroom environment should foster a place where students can safely ask questions, dialogue with peers and the teacher, and discuss pertinent themes related to the subject being studied.

V. Education requires discipline. *(2 Timothy 2:15)*

A. The classroom environment should be challenging, yet attainable.

B. Teachers should have a balanced view of discipline: firm, fair, and consistent.

VI. Education should have a clear and flowing methodology. *(1 Corinthians 14:40)*

A. Curriculum should flow and build upon prior instruction.
B. Curriculum should be Biblically precise and historically relevant.
C. Curriculum should encourage academic, spiritual, and physical growth.

Enrollment and Admissions Policy

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. 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 December 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 application must be filled out by the parent or guardian and turned in to the office where it will be reviewed. If an opening within the grade level exists, and the student meets the criteria, the parent will be notified within a few days.
2. When a child is accepted, a registration packet will be sent to the parent or guardian with a date to register. If you do not respond, we will assume that you do not want your child to attend MCA.

Returning Student Enrollment

Registration packets will be sent home with the presently enrolled students of MCA during the month of April of each school year. All necessary forms and the dates of registration will be enclosed in the packet. Parents must register their child on the dates assigned or the child will lose his place for the following school year and will need to reapply. 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.

Parent Responsibility

1. Carpool – use MacArthur – Drive carefully!
2. Daycare – free of charge until 4:00 pm

3. Lunch – please send a lunch with your child or $3.50 for a hot lunch
4. Electronic Devices including Cell phones – are not allowed on campus
5. Communicate – Email, Telephone, attend conferences in February
6. Experiencing Problems? Read Matthew 18:17

Accounting and Tuition

Registration Fees

In order to register, all previous balances must be current. The Registration Fee is per student, payable at the time of registration. Partial registration fee can be refunded in the event the student withdraws before the beginning of school. This yearly fee includes all books and materials, yearbook, and student accident insurance.

Tuition

As many of you know, MCA is totally self-supporting except for the rent-free building. Beyond that, we pay for everything out of tuition and registration payments. We have on occasion raised our tuition due to inflation, etc., but have been able to maintain a relatively low tuition compared to many private schools.

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.

Leaving During the School Year

1. If you are leaving the school, you will be refunded or charged on a cost-per-day basis. Thus, if you leave during the school year, you will be charged for the total days your children were enrolled.
2. Make sure you formally notify the school office. If you fail to notify us, it will be assumed that your child is still enrolled and you will be charged accordingly.

Tuition Payments

We are using a coupon installment system for the receiving of your payments. The coupons will be issued or mailed to you before the first payment period. We ask that you please mail or deliver your payments, together with the appropriate coupon to the address printed on top of the coupon. Please make sure your account number is on your check and your envelope is labeled, "Attention: Accounting." If you pay in cash, please make sure you are issued a receipt at the time of payment.

Late Fees and Past Due Accounts

1. Tuition is due on the first of each month beginning in August. Any payments not received by the first of the month will be considered past

due. A 15-day grace period is allowed. Payments received after the 15th day of the month are assessed a $20 late fee. When the 15th day of the month lands on a weekend, the grace period is extended to the next business day.

2. If your account becomes past due two (2) installments, we will allow until the 15th day of the month to clear your account. If it is not cleared at this point, parents will be asked to keep their children home until the account is brought back to a "current" status.

Financial Aid

Financial aid assistance is available October through May of each school year. If you need financial assistance for a particular month, please fill out the application which is available in the school office and return it by the third Monday of the month, prior to the month you need assistance. You will be notified by mail as soon as the application is processed. This money is made available through donations among the body of Calvary Chapel Costa Mesa as a help to those who are in temporary financial stress. It is available to you when needed. You must submit a new, completed application for each month you need assistance. You may apply up to three consecutive months. If you receive financial help for three months in a row, you will not be eligible for the fourth month. After the month of not receiving aid, you may then again apply.

Daycare Procedures

1. Extended daycare is available for students, Kindergarten – 6th grade, who will be on campus before and after school. There is no pre-registration. Each student will sign up on a daily basis. Daycare is free of charge until 4:00 p.m.

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

2. All students 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.)

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 4:00 p.m.!)

6. All children in Day Care must be signed out by a parent. Children cannot sign your name for you. Students will not be released to a parent waiting in a car. Please exit your car to sign out your child.

7. Remember, these policies are established for the safety of your children. Please have your children abide by them.

8. You will receive a monthly Day Care statement through the accounting office.

Student Discipline

One of the most important lessons for any student to learn is how to properly respond to authority. The student must be guided to a proper response to their parents, teachers, and God. In order to accomplish this goal, we must set discipline standards that are enforced fairly, scripturally, consistently and lovingly.

Since the teacher is the one who works closest with the children, he or she carries the bulk of the discipline responsibility. It is important that the teacher work closely with the parents in these matters. The teachers will contact parents regarding any problems that they have in the area of student discipline. It is of the utmost importance that the parents support the teacher in matters of discipline, and it is equally important that the teacher keep the parent informed of any problems. Communication and cooperation between parents and the teacher are vital to maintaining discipline goals.

At times, it becomes necessary for the teacher to send the child to the office. In this event the principal or vice principal will deal with the situation. At that time, the child will be counseled with and, if necessary, disciplined further.

Occasionally, there is a child who does not respond to our ministry. If working with the parents does not bring about a marked improvement in the child's conduct, we reserve the right to remove any child from our school at any time. This will only be done in extreme cases, and particularly when the child is a bad influence or a danger to other children.

At MCA, the emphasis in discipline will always be on love. More than anything else, we want each child to know that he or she is loved. However, love does not necessitate a tolerance of disobedience. Real, Godly love sets the highest standard for people, then provokes them to love and good works. This is the goal of all discipline at MCA.

The following forms of discipline may be used at MCA:

1. Prayer and counseling
2. Color Charts
3. Tally Charts
4. Write Downs
5. Time-outs
6. Office Visit and counseling
7. Parent telephone call at home or work
8. Collaborative parent, teacher, administrator meeting

9. Suspension from school
10. Expulsion from school

Maranatha Christian Academy Campus

N

First Floor

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

NURSE	FELLOWSHIP HALL

NURSERY

5	4	3	2	1
10	9	8	7	Lunchroom

School Day

Show me thy ways O Lord; teach me thy paths.

Psalm 25:4

MCA School Office

The school office hours are as follows:
Mon. Tues. Thurs. & Fri.------7:45am - 4:00pm
Wednesday ----------7:45am - 3:15pm

*During the summer, the MCA office is open Monday through Friday 9:00am - 3:00pm.
The M.C.A. office phone number is (714) 556-0965.

School Hours

Kindergarten Morning classes ---------- 8:05am until 11:00am
Kindergarten Afternoon classes ---------- 12:05pm until 3:00pm
Full-Day Kindergarten classes ---------- 8:05am until 3:00pm
First through Sixth grade classes ---------- 8:05 am until 3:00pm

Student Absences

Children returning to school after an absence **must bring a written excuse** from their parents. This note is to be given to the teacher. No call is necessary to the school office until the third consecutive day of your child's absence. 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 want to help our families in as many areas as we can, and prayer for a sick student is a great way we can help. Parents can also call to get the work missed by the student and notify the school if there is anything else we can do to help.

Regular attendance is one of the greatest contributing factors to success in school. Because of this, it would greatly benefit your child if all appointments were made before or after regular school hours.

Tardiness

School begins at 8:05am. 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 8:10am** 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. Continued tardiness may result in a parent-teacher or parent-

administrator conference. If your child is going to be arriving at school later than 9:00am and needs a hot lunch that day, please be sure to telephone the office before 9:00am. You must then pay for the hot lunch when you arrive at school.

Leaving Campus During the School Day

A parent or legal guardian must sign-out a student if he is to leave school before 3:00 p.m. The sign out sheet is in the school office. If your child is to be signed out by someone other than yourself (i.e. going out to lunch with a friend and his/her parent), we must have a letter signed by you giving permission. Phone calls are **not** acceptable.

Playground Rules

Since there are so many children using the playground at one time, the following rules must be implemented. They are not created to take away the fun, but rather to make the playground as safe as possible.

1. Always try to be a **Godly example**.

2. Trees and plants make our school look nice. Do not play in planted areas, trees or in the planters. Do not pull off their branches or leaves. Do not climb on the trees, and do not pick the flowers.

3. There is no running or shouting in the hallways. You must have a pass to be in the hallways. Please be quiet in the bathroom hall and in the bathroom.

4. Drinks, snacks and lunches are to be eaten at the lunch tables only. You may eat lunch on the grass under the trees on the bookstore side of the field and at the center planter only if you are with your parents. **Parents eating lunch or visiting their child during lunch must sign-in on the form provided in front of the Daycare Room # 9.**

4. The parking lots and the ditch are NOT safe; please do not go in them.

5. It is NOT safe to climb on the baseball backstop, basketball poles, goal posts, railings, or fences. Do not play behind the baseball backstop or the storage shed. This area is OUT OF BOUNDS!

6. Standing on or jumping off any of the playground bars, slides or planters is not safe. Jumping off walls or playground equipment to do gymnastics or skateboard moves is NOT permitted.

7. Please, do not run up or down the slides.

8. Do not hang off the slides or side rails or jump off the slide onto the rails. Please do not block the slides, go down one person at a time sitting on your bottom.

9. The “small” playground is limited to use by Kindergarten and 1st grade during regular school hours. The “big” playground is open to all grades.

10. Students are NOT to throw balls or play ball tag in the slide areas.

11. Students are NOT to throw sticks, rocks, grass, dirt, or lunch boxes.

12. Playing tackle, wrestling or playing pretend judo or karate is not permitted.

13. Please do not bring “hard” balls to school. Hockey sticks may not be used at recess.

14. Not allowing others to play in your game is selfish. Let everybody play. You may play “grade level only” games.

15. Tetherball rules: two game limit---must be in line ---no saving spots---no roping---no going over the line - (one whole foot)---must eat snack / lunch before getting in line to play.

16. Do not argue with the playground supervisors. They know game rules and are there to help you have a fun and safe time.

Instruction

Give instruction to a wise man and he will be yet wiser, teach a just man, and he will increase in learning.

Proverbs 9:9

Homework

Homework is an integral part of the school experience which provides vital reinforcement of school instruction, aiding the student in learning and discipline. It is also a valuable tool useful in allowing parents to observe and help their child in developing the study habits needed for higher learning. Our main purpose in assigning homework is to reinforce and practice skills, and teach responsibility. Our objective is NOT to overload students, or have them do work in areas not covered in class.

Weekly homework assignments will go home with students in their "Monday Letter." It may also be viewed online on your student's Ren-Web site (call the MCA office for assistance in using Ren-Web). Teachers will publish the complete assignment from our curriculum guide. We are giving the parents and students the responsibility to monitor, complete, and check-up on homework and school work progress. Each student has their own unique abilities, strengths, and weaknesses. Your "family time" and family worship-time is very important to us at Maranatha Christian Academy.

There are "natural consequences" for not doing homework. If students do not do their homework, grades may suffer. There will not be any disciplinary action at school for those students who fail to do their homework. Each grade level will be more specific in the type and amount of homework that is assigned.

The prescribed homework-time guideline that follows is established for each grade level. There may be factors however, 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, writer's block, not knowing math facts or language rules, phone calls and interruptions.

Prescribed Homework Time

FIRST GRADE	15 minutes	FOURTH GRADE	30-35 minutes
SECOND GRADE	20-25 minutes	FIFTH GRADE	40-45 minutes
THIRD GRADE	25-30 minutes	SIXTH GRADE	50-60 minutes

If you know that your child is going to be absent, please leave a message in the school office before 10:00 a.m., and the receptionist will have the homework and assignments gathered for you. You may then pick them up in school office after 3:00pm.

Study Tips:

1. Don't let the child study too long!
2. Practice continually with math facts.
3. Read to your child and listen while your child reads to you!

Curriculum

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 scriptural based and give the teacher a clear plan for teaching sound Biblical principles throughout the day.

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.

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 in 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.

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. Grades 1-3 and 4-6 meet separately for Chapel. First through third grade students are

encouraged to bring their Bibles, while it is mandatory for fourth though sixth graders to bring their Bibles. Parents are always welcome to attend MCA Chapels.

Field Trips

Each 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. Parents will be notified in advance by the child's teacher of any extra field trip expenses (admission fees, souvenirs, food, etc.).

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. The 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”, “fundamental motor skills,” and will gain experience in-group games in teaching rules, strategies and teamwork.

Third and fourth graders continue the practice of “fundamental motor skills” with a major focus on teaching rules and strategies of each sport while placing priority 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 us. A large emphasis will be placed on the “Presidential Fitness Challenge”. Students will also participate in sport tournaments throughout the year during the 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 affect the student’s grade.

Procedures

Commit thy way unto the Lord, trust also in Him, and He shall bring it to pass.

Psalms 37:5

Evaluation/Parent Conferences

Evaluation is an ongoing process involving both parents and teachers at MCA. It is our desire that parents become involved in this evaluation process, through regular conferences and discussions with your child's teacher, as well as with your child. Parents are encouraged to communicate with the teacher through personal contact and email. We schedule one parent-teacher conference each year during the month of February (both parents must attend). Additional appointments can be made by contacting your child's teacher anytime you feel a conference would be helpful.

Student Cum Files

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.

Telephone Calls to the School Office

We receive a high volume of calls to the school office every day. We try our best to process all calls as quickly as possible. Telephone calls into the classroom are disruptive and we make every effort to avoid interrupting valuable classroom time. We seek your understanding and cooperation in this matter. It is our desire to serve our school families the best that we can. These procedures help us to streamline things so that we can help as many people as possible. Please do not call the church office during school hours and ask to be transferred to one of the classrooms. Please do not call your child's cell phone during the school day.

Absence from School

If a child is staying home due to illness no call is necessary to the school office. Please call the school nurse if your child has contacted a communicable disease such as measles, chicken pox or head lice.

Homework Request

Parents may choose to request homework for a student who has been absent two or more days. The office will fill out a request and place it in the teacher's box. Please remember to call prior to 9:00am. If you call after 9:00am the message may not get to the teacher in time. The requested homework will be waiting for your pick-up in the school office at 3:00pm.

Late To School – Adding A Hot Lunch

Please call the school office before 9:00 a.m., if your child will be arriving to school late, but would still like to receive a hot lunch for the day. The lunch needs to be paid for in the office once your student arrives at school.

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 hot lunch for the day and pay for the lunch. We suggest giving the student an "emergency" lunch ticket to keep in their backpack or desk to use in case they forget their lunch.

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.

Leaving Messages for After School Pick-up Arrangements

We will not put calls through to the classroom! We do collect such messages and call the classroom once at the end of the day. Please keep your messages brief, clear and understandable for the benefit of both your student and the office.

School Telephone Use

The telephone in the office and the classrooms are for the use of the teachers and staff of MCA only. If a student needs to make a personal call, they should go to the school office. Cell phones and electronic devises are not allowed at MCA.

Student Cell phone and Electronic Devices

Students at MCA are not allowed to use cell phones or electronic devices. Any cell phone or electronic device brought to school must remain turned-off and inside the students backpack. If a cell phone or electronic device is observed on campus, it will be confiscated and parents must pick it up from the MCA office.

In addition, students are not allowed to use a cell phone or electronic device when they are in after school daycare. The daycare supervisors will receive all parent calls and pass-on messages to students. Please do not call or text message your child's cell phone while they are at school.

Early Release From School

If it is necessary to take your child out of school early, parents must "sign-out" in the school office. Do not go to the classroom! Office personnel will call the classroom and your child will come to the office to meet you.

Materials and Facilities

The materials and facilities at MCA are dedicated to God in His service. Each individual is responsible for the materials he or she is issued. Lost books or school materials must be paid for. Any vandalism to the buildings or property must also be paid for.

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 involving your child and the nurse will give you the necessary forms.

We discourage the taking of medication during school hours 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 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.

Any student, regardless of grade level, must meet the current immunization requirements. Please make sure your child has been properly immunized. Consult with your physician or local health department. Immunization records must be presented at 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.

Personal Belongings

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, and must be turned-off.

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.

Kindergarten and 1st grade students may check out one book at a time and have a two-week check-out period. 2nd - 6th graders may check-out 2 books at a time and also have two weeks to return the books.

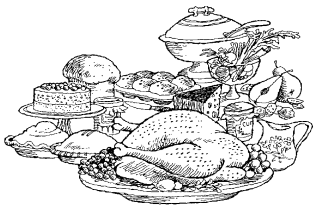
Students in grades 3rd – 6th may visit during their lunch periods and read, study, or do their homework. The library is not an extension of the playground. Students who use the library at lunch and after school must maintain whisper voices.

After school Library Hours are as follows: Open Monday, Tuesday, Thursday & Friday 3:00 pm - 3:30 pm. **We are closed after school on Wednesdays**. Parents are also welcome to come in after school or to accompany Kindergarten – 2nd grade children to check out a book or read quietly with them. 3rd – 6th grade students do not need to be accompanied by their parents after school.

Parents: please remember that your child/children are responsible for returning their library books in a timely manner—after two weeks. We do not have overdue fines for late books, but as you know, we are a small library with limited supplies, so we need your cooperation in collecting and returning books. Also, this year, if a student has not returned an overdue book, he or she will not be allowed to attend an upcoming field trip. (We will allow a two-day grace period.)

Library hours are 8:05 a.m. to 3:30 p.m. All students may go to the library before and after school and third though sixth graders may go to the library during their lunch. Students will also be going to the library with their classes on a regular basis. Report cards are withheld from students who have over-due books. Students will be required to pay for any library books that they have lost.

Hot Lunches



MCA offers hot lunches to students. Lunches may be purchased for $3.50 on a daily basis through the classroom. The students pay for hot lunch each morning through their teacher and their name is put on the “Hot Lunch List.” Parents may purchase lunch tickets through the office. Students must sign-up in the morning with their teacher so the lunch workers know how much food to prepare that day.

Dress Code

Option B is MCA's uniform provider. Maranatha Christian Academy wishes to maintain a consistent Christian testimony. Thus, we desire that school dress be appropriate, modest and safe for all school activity. All students are required to wear the "authorized" school uniforms from our uniform provider, Option B. Option B is an on-line uniform company and uniforms may be purchased through a link on our website, calvaryschools.org. These uniforms are to be worn when in attendance during the regular school day. All outerwear jackets, etc. must be purchased from Option B.

Lost and Found Items at School

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 or her 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, then it must belong to someone else and should be turned in to the school office where it can be properly placed so that the owner will be able to find it. Please make sure your children don't bring items home 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 Day Care (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. In 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.

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 go home prior to each Claim It Day.

4. The following day, unclaimed articles will be given to a Church ministry to be distributed to the needy.

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 your child, please take it to the office and your child will be notified at a time that will not disrupt the class.

Parking Lot and Carpool Procedures

A note from our Superintendent:

Please remember to drive slowly and carefully in the parking lot, observing all of our rules and procedures. Please don't endanger the lives of our children out of carelessness, hurrying or ignorance. Please make this a matter of personal prayer and consideration.

God bless you,
Jay Henry

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 parking lot.
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.

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 you to park your car as close as possible to the classrooms. After your car is parked, it will be necessary for you to go to each room of those

children in your family or carpool to pick them 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 you keep a list in your car of the names, room numbers, and home phone numbers of each child in your carpool.

MCA Carpool

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, all 1st and 2nd grade students will walk together under the supervision of the classroom aide, down to the north carpool area off of MacArthur Blvd. Students will be organized into lines with their classmates and await parents who are utilizing the carpool driveway. At 3:15pm each day, the classroom aide will walk the remaining students who were not picked-up in carpool, down to the Daycare area on the south end of the MCA campus. Every student remaining will then be signed-in to Daycare. **There is no charge for Daycare until 4:00pm.** While in Daycare, parents must park their cars, walk over to the Daycare Room # 9, and sign their child out.

Walking or Bicycling to School

If your 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. Please review bicycle and traffic safety with your child.

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.

Emergency Permission Forms

Every parent of an MCA student must have a signed Emergency Permission Form on file in the MCA office (this should be completed at Student Registration). In addition, for each class fieldtrip, a Fieldtrip Emergency Permission Form must be signed by a parent.

Student Photographs

Calvary Chapel Schools reserves the right to use photographs and likenesses of every child in attendance on the school's websites and media publications.

Observing The Pledge of Allegiance

Every student in attendance at Maranatha Christian Academy is expected to stand in respect, and participate in the Pledge of Allegiance to the United States, and the Christian Pledge of Allegiance.

Making-up Tests After an Absence

When a student is absent from school and misses a test or quiz, they have one day for every day of absence to study before making-up the test or quiz.

Summer Day Camp

Summer Day Camp is a program that operates separately from Maranatha Christian Academy; it is operated on the campus of Calvary Chapel Costa Mesa during the months of June, July, and August. The philosophy of the program focuses on seeking and worshiping the Lord through the avenue of activity and play. Students learn to draw close to the Lord through outdoor experiences, crafts, games, and weekly fieldtrips.

Discipline

As during the regular school year, Summer Day Camp teachers occasionally find it necessary to assign discipline upon students if they misbehave. Techniques to intervene and change behavior may include prayer with the child, one on one counseling, involvement of the parents, Bible study, time-out, and suspension. If behavior intervention proves unsuccessful, a child can be expelled from the Summer Day Camp Program.

We reserve the right to photograph all students enrolled in the Summer Day Camp Program for the use in publications and materials relating to the ministry of Calvary
Chapel Costa Mesa.