

Parent/Student Handbook

2020-2021



Parent/Student Handbook

GENERAL OVERVIEW	5
<i>GENERAL PURPOSE</i>	5
<i>SCHOOL POLICY STATEMENT</i>	5
<i>STATEMENT OF FAITH</i>	6
<i>BASIC EDUCATIONAL PHILOSOPHY</i>	6
<i>NON-DISCRIMINATION POLICY</i>	6
<i>ACCREDITATION</i>	7
<i>PARENT ORIENTATION AND INVOLVEMENT</i>	7
<i>FACULTY SCREENING</i>	7
<i>NON-PUBLISHED POLICIES</i>	8
ADMISSIONS POLICIES	8
<i>ADMISSIONS AND REGISTRATION</i>	8
<i>HEALTH RECORDS</i>	8
<i>AGE REQUIREMENTS FOR ENTRANCE TO PRE-KINDERGARTEN THROUGH FIRST GRADE</i>	8
<i>REQUIREMENTS FOR RETURNING STUDENTS</i>	8
<i>STUDENTS DIAGNOSED AS "LEARNING DISABLED"</i>	9
<i>PROCESS FOR WITHDRAWING STUDENTS</i>	9
<i>TUITION</i>	9
<i>ADDITIONAL FEES, FINES, AND CHARGES</i>	10
<i>FUNDRAISING</i>	10
EDUCATIONAL POLICY AND CURRICULUM	11
<i>STUDENT PLEDGE</i>	11
<i>CURRICULUM</i>	11
<i>TEACHER GRADE/CLASS ASSIGNMENTS</i>	11
<i>GRADING SYSTEM</i>	11
<i>HOMEWORK</i>	12
<i>STUDENT RECORDS</i>	12
<i>GRADUATION REQUIREMENTS</i>	13
GENERAL POLICIES	13
<i>SCHOOL DAY ACTIVITIES AND FIELD TRIPS</i>	13
<i>OFF-CAMPUS ACTIVITIES</i>	14
<i>PARTY POLICY</i>	14
<i>STUDENT TRANSPORTATION</i>	14
<i>PVA – PARENT VOLUNTEER ASSOCIATION</i>	14
<i>PARENT VOLUNTEER DRIVERS</i>	15
<i>PARENT VISITATION</i>	15
<i>GRIEVANCES</i>	15
<i>CHAPEL</i>	16
<i>LUNCH PROGRAM</i>	16
<i>COMPUTER/INTERNET USAGE POLICY</i>	16
<i>LOCKERS</i>	16

ATHLETICS.....	17
<i>SPORTS</i>	17
<i>ELIGIBILITY</i>	17
EXTRA-CURRICULAR OFFERINGS.....	18
<i>MUSIC</i>	18
<i>OTHER ACTIVITIES</i>	18
ATTENDANCE POLICY.....	19
<i>ABSENCES</i>	19
<i>MAKE-UP WORK</i>	19
<i>SUSPENSIONS</i>	20
<i>TRUANCY</i>	20
<i>TARDINESS</i>	20
ARRIVAL AND DISMISSAL.....	20
<i>ADMINISTRATIVE HOURS</i>	20
<i>CLASS HOURS</i>	20
<i>ARRIVAL</i>	20
<i>END OF DAY DIMISSAL</i>	21
<i>AFTER SCHOOL CARE</i>	21
<i>EARLY DISMISSAL</i>	21
STUDENT DRESS CODE AND GROOMING.....	22
<i>UNIFORMS</i>	23
<i>PERFORMANCE ATTIRE</i>	23
<i>HAIR CODE</i>	23
<i>PHYSICAL EDUCATION ATTIRE</i>	23
<i>DRESS CODE VIOLATIONS</i>	23
STUDENT CONDUCT AND DISCIPLINE.....	24
<i>BIBLICAL STANDARDS OF BEHAVIOR</i>	24
<i>DISCIPLINARY PROCEDURES</i>	24
<i>DISCRETIONARY SEARCHES</i>	25
<i>SAFETY-RELATED AND OTHER DISCIPLINE ISSUES</i>	25
<i>CARE OF PROPERTY</i>	25
REPORTING PROCEDURES AND COMMUNICATIONS.....	25
<i>COMMUNICATION WITH SCHOOL PERSONNEL</i>	25
<i>ON-LINE COMMUNICATION</i>	25
<i>EMERGENCY PREPAREDNESS</i>	26
<i>INCLEMENT WEATHER</i>	26
<i>SCHOOL CALENDAR</i>	26
<i>TELEPHONE CALLS AND MESSAGES</i>	26

STUDENT HEALTH PROCEDURES 27
FIRE, SAFETY AND HEALTH 27
ILLNESS DURING SCHOOL HOURS 27
MEDICATION 27
STUDENT INJURY 28

GENERAL OVERVIEW

GENERAL PURPOSE

The Bible teaches that children are a gift from GOD and parents are ultimately responsible for the education and development of their children (Psalm 127:3-5; Deut. 6:7; Prov. 22:6; Eph. 6:4). The general purpose of Maranatha Christian Academy is to aid you, not replace you, in the overall education of your student. Maranatha Christian Academy desires to guide your child and establish learning experiences that will assist them in becoming mature Christians, as well as responsible, productive members of the Body of Christ. We are purposed to point them to Christ, teach them discipline, and educate them in academics.

PURPOSE OF THIS HANDBOOK

- A.** Education is more than knowing how to make a living; it should stress how to live. We pray that each student will mature and conform to the image of Christ, helped by the education he receives here at Maranatha Christian Academy.
- B.** We desire to train all students, but we can only work with students who obey and parents who support the guidelines set forth in this handbook. We do not expect our students to be perfect, but we urge students to strive for spiritual maturity.
- C.** Observance of the school's regulations only partially fulfills one's responsibilities to God. Willingness to abide by the rules of the school is indicative of spiritual maturity and is generally characteristic of students who are committed to serving the Lord with their lives.
- D.** This handbook is designed to help the student adjust to school life easily. It is a source of information and instruction for the student.

SCHOOL POLICY STATEMENT

Maranatha Christian Academy is a private Christian school, established in 1973, as a ministry of Maranatha Baptist Church. Our school exists specifically for children living in Christian households. MCA honors the commitment parents make to provide a Christ-centered education for their children by providing a setting where academic skills are developed and enhanced in an environment promoting Christian ideals and spiritual growth.

IMPORTANT NOTICE:

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

STATEMENT OF FAITH

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

BASIC EDUCATIONAL PHILOSOPHY

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

NON-DISCRIMINATION POLICY

Maranatha Christian Academy is non-discriminatory in its admission policies and does not offer preferential admission on the basis of race, color, gender, national origin, or ancestry. MCA reserves the right to refuse admission or hire on the basis of religious belief and/or lifestyle choices contrary to the school Mission Statement or Biblical standards. Families, for example, who deny the deity of Christ will be denied admission as the MCA Mission Statement asserts that the mission of the school is “to partner with Christian parents” and Article #3 of the school Doctrinal Statement affirms the deity of Christ. In the same way,

families or students who choose to pursue or promote an immoral lifestyle will be refused admission or hire because of the Biblical standards set forth in Lev. 20:13; I Kings 14:24; Romans 1:24, 26-27; and I Cor. 6:9.

ACCREDITATION

MCA is accredited by the Georgia Association of Christian Schools (GACS) grades K3-12, and the American Association of Christian Schools (AACS). GACS is recognized by the Georgia Private School Accrediting Commission (GAPSAC) and the American Association of Christian Schools. Teachers are certified through GACS and must satisfy the requirements as set forth by this accrediting body and must demonstrate their ability to work in their respective field.

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

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

In addition to the above agencies, Maranatha is also accredited by the following:

- NACSAA (North American Christian School Accrediting Agency)
- NCPSA (National Council for Private School Accrediting Agency)
- AdvancED Accreditation Commission

PARENT ORIENTATION AND INVOLVEMENT

Parental involvement is the foundation of MCA and an area we encourage all parents to take seriously. The Bible states that parents are ultimately responsible for their child's education. With this in mind, we aim to work in partnership with you.

If, in the sole discretion of the administration, a parent has failed to support the Administrator or ministry staff as articulated in the ministry's Statement of Faith, the administration reserves the right to deny the student continued enrollment in the school.

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

FACULTY SCREENING

All staff members have been carefully screened and are employed with consideration of educational experience, integrity, and especially a Christ-like spirit of dedication to children. Each staff member believes that his position at the school is a ministry and a service to God.

Each staff member has a personal relationship with Jesus Christ which is evidenced in his/her daily life and active membership in Maranatha Baptist Church or a Bible-believing church.

NON-PUBLISHED POLICIES

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

ADMISSIONS POLICIES

ADMISSIONS AND REGISTRATION

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

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

HEALTH RECORDS

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

AGE REQUIREMENTS FOR ENTRANCE TO PRE-KINDERGARTEN THROUGH FIRST GRADE

MCA adheres to a September 1st cutoff date for student age requirements in entering our preschool through first grade programs. A student must be five years of age for kindergarten and six years for first grade. Children entering K3 or K4 within the school year must be potty trained and evaluated for their school readiness.

REQUIREMENTS FOR RETURNING STUDENTS

During the month of February, re-enrollments for the following year are accepted on a first-come, first-served basis. A student with a delinquent account will not be allowed to re-enroll until the account is brought up to date. Parents are notified when re-enrollment is open.

STUDENTS DIAGNOSED AS “LEARNING DISABLED”

Learning disabilities may be divided into two categories:

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

Other learning “disabilities” - These are disabilities commonly diagnosed as dyslexia, ADD, ADHD, hyperactivity, and other similarly diagnosed conditions. Children who otherwise meet the criteria for enrollment, but have been diagnosed with one of these “disorders”, may be enrolled at MCA, under certain conditions and guidelines.

For parents who believe their child requires help beyond the regular classroom setting, MCA offers a Focused Learning Program, during regular school hours, which is designed to help students with specific learning deficiencies and is in addition to regular tuition. Tutorial assistance, after regular school hours, can also be arranged through the school office for an hourly fee.

PROCESS FOR WITHDRAWING STUDENTS

Upon completion of the Enrollment process, you have entered into an agreement to attend Maranatha Christian Academy for the entire school year and acknowledge responsibility for payment. Please note the early withdrawal penalty on your enrollment contract. Should an issue arise which would precipitate a student’s withdrawal before the end of the school year, please notify the administration. Scholarship funding may, or may not be, transferrable.

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

TUITION

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

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

All payments must be kept up to date. If a monthly obligation is not met, the student will not be allowed to attend classes until the tuition balance is current, or other arrangements are made with the administration. If any balance remains at the end of the school year, school records, test scores, transcripts, and report cards will be withheld until the account is brought current. Any special payment arrangements must be discussed with and approved in writing by the school administration.

If a parent can be verified as a full-time pastor, missionary, or civil servant, then the family is entitled to a \$500 scholarship.

All tuition payments should be made to Maranatha Christian Academy. Returned checks will incur a \$25 service charge. All scholarship funds are designated to MCA and are not transferrable.

ADDITIONAL FEES, FINES, AND CHARGES

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

Fees may be assessed for lost books, late tuition, after care payments, returned checks, etc. Additional fees, fines or charges may be assessed as approved by the Administrator or Principal. A processing fee is assessed for all debit or credit card transactions.

FUNDRAISING

Maranatha Ministries is a registered 501 C(3) non-profit organization. Any gift donation may qualify for a tax deduction. A letter for tax purposes can be provided for any and all donations.

Occasionally, additional fundraising is needed for operational expenses. Taking advantage of opportunities to support MCA can substantially offset the cost of education and help us keep tuition reasonable.

The Faculty are dedicated and convinced that this is where God wants them to be used. We will collect an offering at our Thanksgiving and Christmas programs that will be given to our teachers as an extra bonus for their labor for the Lord. Thank you for your support in the areas of prayer and special gifts.

EDUCATIONAL POLICY AND CURRICULUM

STUDENT PLEDGE

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

1. Pay attention and take notes on subject in class.
2. Do all assignments and homework.
3. Prepare for all quizzes and tests.
4. Do all to the glory of God.

CURRICULUM

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

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

TEACHER GRADE/CLASS ASSIGNMENTS

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

GRADING SYSTEM

Parents can view student's current grades as well as three (3), six (6), and nine (9) week quarterly reports published through MySchoolworx. Progress reports and report cards will be published through MySchoolworx in grades 1-12 and K3-K5 students will receive a report card each nine (9) weeks. Teachers will communicate more specifically through emails, conferences and phone calls if the need arises. If you have any questions about your child's academic program or progress, please feel free to contact your child's teacher.

Skills sets for Grades K3-5th grades use the following scale:

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

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

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

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

Standardized Achievement Tests are administered for Kindergarten through 11th grade, during the second semester of each school year. The nationally recognized Iowa Achievement Test is administered by the school each spring and measures student progress for the year.

HOMEWORK

Homework is given for several reasons:

- For reinforcement. We believe that most students require review to master material essential to their educational process.
- For practice. Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.
- For remedial activity. As instruction progresses, various weak points in a student's grasp become evident. Homework following instruction is given to overcome such difficulties.
- For special projects. Book reports, compositions, special research assignments, and projects are some of the activities that are frequently assigned as homework.

It is the intent of Maranatha Christian Academy to cover the subject in the classroom and provide time for independent study to prevent excessive homework, particularly in grades Kindergarten through 4th grade.

Maranatha Christian Academy believes that homework is an integral part of the Middle and High School program. The teacher is at liberty to give homework to aid the students in advancing their studies. Teachers are expected to give reasonable homework assignments. Students in grades 5-12 can expect homework in all subjects every night. Each student is required to complete his homework assignments on time.

It is important that students learn good study habits and responsibility in completing homework assignments regardless of busy schedules. If homework or an assignment is not turned in during the appropriate class period/time, it is late. Late penalties are set by the administration and are grade appropriate.

STUDENT RECORDS

Student records contain application, birth certificate, immunization forms, transcripts and any psychological evaluations; records are maintained in the school office and are reviewed annually to ensure that all data is present. In the event that MCA ceases to exist, MBC will secure and maintain all student records.

GRADUATION REQUIREMENTS

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

In order to earn a diploma the student:

- A. A student must have been enrolled and attended Maranatha Christian Academy for both their 11th and 12th grade year.
- B. Must satisfy the credit requirements for either the College Preparatory Diploma or the Honors College Preparatory Diploma.
- C. Is encouraged to take the SAT and/or ACT college entrance exam. Students can take both of these tests more than once. It is advisable to take either or both of these tests first in the junior year, then again in the senior year. The highest score will be used.
- D. The Preliminary Scholastic Aptitude Tests (PSAT) will be administered to the sophomore and junior classes in October. This test provides an indication of national placement when compared with college-bound juniors in the United States.

GENERAL POLICIES

SCHOOL DAY ACTIVITIES AND FIELD TRIPS

Students participate in scheduled field trips periodically (usually one per semester, and others approved by the administration) throughout the school year to enhance the curriculum taught in the classroom, as well as provide times of fun and fellowship. Parents will be informed concerning dates, details, and cost of these field trips. The cost for these activities and local school day field trips are typically paid by the student. Students are required to wear their MCA uniform on field trip days unless administration states conditions dictate otherwise.

Administration approves all field trips and teachers follow strict guidelines in scheduling, orchestrating, and documenting any off-campus field trips or social events. Other off-campus activities during the school day may include travel to and from activities such as academic competitions, art festivals, and athletic events. All students must have signed permission slips on file in order to participate.

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

OFF-CAMPUS ACTIVITIES

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

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

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

PARTY POLICY

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

STUDENT TRANSPORTATION

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

High school students with a valid Georgia driver’s license, proof of current automobile insurance coverage, and a current permission form on file in the office are allowed to drive to school. Students who drive to and from school must have their driver’s license with them at all times. Students are not allowed to drive other students to or from school activities without parents and administration permission. Reckless or unsafe driving issues on campus will not be tolerated and is cause for termination of driving privileges.

PARENT VOLUNTEER ASSOCIATION

MCA is proud to have dedicated parents as part of our Parent Volunteer Association that serve in numerous functions throughout the school. Some areas of need are defined and require specific skills, while others simply need a willing person with a little extra time. Whatever your interests, there are definitely places for you to connect with the school through the PVA such as Grandparents Day, Teacher Appreciation, Back to School and After School Functions, Fundraising Programs, Room Parent Program, Special Work Days scheduled for the maintenance of school equipment and facilities, and lending assistance at sporting events, field trips, and other activities.

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

PARENT VOLUNTEER DRIVERS

Parents are invited and encouraged to participate in classroom field trips and off-campus activities. Parents are required to provide a current copy of their Georgia driver's license and proof of current automobile insurance coverage prior to driving for the school. These copies are kept on file in the office and are provided to classrooms or teachers as needed. It is the parents' responsibility to provide updated records. All those in attendance will be held to the highest standard of Christian character and testimony. Parents should not use any form of tobacco, and will be instructed as to appropriate attire by the teacher. When using your own vehicle please refrain from using the radio, or video.

PARENT VISITATION

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

GRIEVANCES

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

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

CHAPEL

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

LUNCH PROGRAM

Our school has a cafeteria that provides hot lunch choices each day, plus additional standard options. Students may also bring lunches to school. Refrigerators and microwaves are available for the storage and preparation of lunches. MCA also has water fountains, as well as a snack machine and canned drinks for sale. Parents are asked to provide proper, nutritious meals for their children. K3-4th grade students enjoy a short period of "quiet time" at the beginning of each lunch period. This allows each student time to finish their lunch prior to socializing with their classmates. A lunch calendar is provided monthly.

COMPUTER/INTERNET USAGE POLICY

Students have hands-on access to computers as well as varied instruction on keyboarding, word-processing, or spreadsheet concepts. Computer-based reference material is available for students' use.

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

Before students may use computers or access the Internet at MCA, parents or guardians need to initial on the enrollment contract giving permission for their student to access the internet. Preventative measures have been taken to prohibit access to inappropriate websites.

5th-12th grade students that utilize MCA ipad's or Chromebooks must read and agree to the acceptable-use guidelines, and parents will need to sign the Technology Contract Agreement.

THERE SHOULD BE NO EXPECTATION OF, AND THERE IS NO RIGHT OF, PRIVACY. MARANATHA CHRISTIAN ACADEMY RESERVES THE RIGHT TO MONITOR ANY COMPUTER USAGE, PUBLIC OR PRIVATE (FACEBOOK, TWITTER, INSTAGRAM, ETC.)

LOCKERS

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

ATHLETICS

SPORTS

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

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

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

Student athletes and parents need to familiarize themselves with the policies and procedures within the MCA Athletic Handbook.

ELIGIBILITY

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

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

EXTRA-CURRICULAR OFFERINGS

MUSIC

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

MCA offers private music lessons for its students. Choir may be offered with practices being held one day per week. More information about these offerings will be announced at the beginning of each school year.

OTHER ACTIVITIES

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

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

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

ATTENDANCE POLICY

ABSENCES

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

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

Excused absences

The following circumstances will be considered as excused absences:

- Verified illness of the student.
- Bereavement of immediate family members.
- Verified doctor/dental appointments.
- Emergency situations approved by administration (requires parent contact with administration).
- Personal days pre-approved by administration.
- School sponsored events

Unexcused Absences

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

Fifteen absences per semester, whether excused or not, may result in expulsion and/or a failing grade.

MAKE-UP WORK

Students will be allowed to make up work for unexcused absences at the discretion of the teacher and administration, and may result in a deduction in grade. For excused absences, the student is expected to speak to the teacher immediately upon returning to school and to make up missed work immediately. Generally, one day is allowed to make up work for each day absent. Teachers will assist students in making up work; however, it is the parent's/student's responsibility to determine what work has been missed and to ensure that the work is made up. When it is obvious that the student will miss more than one day, it

is the parent's responsibility to check MySchoolworx for class assignments. Parents need to contact the school if there is a need to gather books from the student's classroom or locker.

SUSPENSIONS

If a student is absent from school due to a suspension or any other form of discipline, all work missed (including tests) must be made up according to the number of days suspended.

TRUANCY

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

TARDINESS

It is important that students always be on time. Promptness demonstrates self-discipline and responsibility. Self-discipline in this area is important for proper academic achievement as well as the development of good personal habits which are characteristic of success and proper behavior in all areas of life. Each student is to be in the classroom when the class period begins. Students must come to class with the necessary materials. Students are considered tardy when arriving late or unprepared. The roll is taken daily at 8:00 a.m. Students are considered tardy if they are not present by that time. All late arrivals must check-in at the school office in order to obtain a tardy slip. Excessive tardiness will be addressed by the administration.

ARRIVAL AND DISMISSAL

ADMINISTRATIVE HOURS

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

CLASS HOURS

K3 – 4 th Grade	8:00 A.M. – 3:00 P.M.
5 th – 12 th Grade	8:00 A.M. – 3:15 P.M.

ARRIVAL

Upon arrival parents should proceed to the designated “drop-off” point before allowing the student to get out of the vehicle, and students should enter through the main entrance of the building.

Preschool students will go to their homeroom and K5-12th grade students will go to the cafeteria where they will be dismissed to their home rooms at 7:50 A.M.

END OF DAY DIMISSAL

Dismissal Procedures

K3-4th grade dismissal time: 3:00 PM. 5th-12th grade dismissal time: 3:15 PM. All students are dismissed from the main entry door. MCA uses a card system that lets the teachers know who is authorized to pick up your children. Students may not be picked up from school by anyone except their parents, unless parents grant prior permission to the school. The name of any person picking the children up, other than the parents, must be kept on file by the school. Each child is escorted to the vehicle for safety reasons. For liability reasons, and to keep the car rider lane moving, we ask that you move your vehicle to a parking spot to secure any car seat buckles or seat belts. The students are in the dismissal area until 3:30 PM at which time they will be sent to After Care.

AFTER SCHOOL CARE

An after school program is available to all students who remain at school after 3:30 PM. Students in this program may stay at the school until 6:00 PM under the care of the school's After Care provider. The charge is \$5 for the first half hour and \$5 each additional hour. Charges begin at 3:30 PM. Parents will be charged for a full hour for any portion of an hour your child is in After Care after 4:00 PM. Those not picked up by 6:00 PM will be charged an additional late fee of \$5.00 for every 15 minutes past 6:00 PM. We understand that circumstances sometimes arise, such as a car accident or heavy traffic, which can result in a parent not being able to pick up their child by 6:00 PM. In consideration for our After Care providers' need to be with their own families, we ask parents to make it a priority to have their children picked up by 6:00PM. For their safety, students of any age who remain at the school after 3:30PM must enter the after-school program or be under the direct supervision of an adult. Under no circumstances are students allowed to wander in any of the school buildings after 3:30PM.

EARLY DISMISSAL

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

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

STUDENT DRESS CODE AND GROOMING

UNIFORMS

A student's appearance should reflect the impression that formal learning is important enough to call for precision and neatness in dress. Style and neatness should indicate a serious academic purpose on the part of the student, rather than carelessness or inappropriate concerns for fads. Personal hygiene is expected of all students, at all times. Maranatha Christian Academy has adopted a school uniform policy all students must adhere. Availability, affordability, and style have been taken into consideration. The following guidelines are to be observed by K5-12th grade students:

Everyday attire

- Polos or oxfords-solid in color, may have a small logo (IZOD, polo, etc.).
- Jeans-blue in color; no holes or embellishments.
- Uniform style pants in khaki or navy.
- Uniform style shorts for boys in khaki or navy.
- Uniform style skirts or skorts for girls in khaki or navy.
- Jumpers for elementary girls in khaki or navy.
- Jackets, sweaters or zip-up hoodies-solid in color, may have a small logo (IZOD, polo, etc.).
- Items from previously required uniform which include: jumpers, skirts, skorts, polos, oxfords, blouses, jackets and sweaters. May be ordered at: www.uniform-source.com or you may purchase previously owned uniforms from the school's uniform closet.
- Every Friday students may wear their Spirit Wear t-shirts, unless otherwise specified.

Specific Guidelines:

- Skirt/dress length should be no shorter than the top of the knee when standing.
- Belts must be worn with pants/skirts/shorts with belt loops.
- Belts must be solid in color.
- Shirt tails- A short, even hem may be worn untucked. An uneven hem with "tails" in the front or back, must be tucked.
- Socks/leggings for girls-should be solid in color when wearing a skirt or jumper.
- Socks for boys-should be solid in color when wearing shorts.
- Shoes must be closed toe and heel. Any graphics deemed inappropriate by administration will be addressed. Tennis shoes are required for PE.
- Clothing is to be neat, clean and in good repair.
- No pins, buttons, etc. are to be worn on school clothing.
- We realize that students will grow during the year. Please be aware of your child's growth, and keep an eye on the fit of clothing, in order to avoid embarrassing situations (*for the student, the teacher and the parents*).
- When undershirts are worn under uniform shirts, there should be no writing or design seen through the outer shirt.

- No students may wear nose rings or piercing on any part of the body except the ears. Boys may not wear earrings. Students may wear no jewelry of an indecent and/or non-Christian character.

Performance attire

- Boys: White oxford with black dress pants; black socks and shoes.
- Girls: White blouse with black skirt or black dress; black tights/socks and shoes.
- Guidelines for skirt/dress length, belts and shirt tails apply.

Exceptions:

Christmas program and Spring Concert: assigned costume or specified outfit.

On certain occasions (performances, sporting events and school activities), students may not be required to wear uniforms. During such times, please be respectful of Maranatha's standards of modesty and appropriateness. Immodest or inappropriate attire will be addressed by the administration.

HAIR CODE

Boys: Hair is to be off the ears, eyebrows, and collar. No bleaching or coloring of hair will be allowed. Facial hair is not permitted.

Girls: Modest, conservative styles; should not resemble a man's hairstyle in any way. It must not cover your eyes. Hair coloring should be in keeping with natural hair colors.

PHYSICAL EDUCATION ATTIRE

A. K5-5th grade students may wear regular school uniforms with tennis shoes or may change into shorts and a t-shirt that conform to our casual dress code. Girls need to wear shorts under their skirt/jumper.

B. 6th-12th grade students will be notified of PE requirements.

DRESS CODE VIOLATIONS

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

1. First offense - The infraction is pointed out by a teacher or Administration and the student is warned about further offenses. Parents will receive an alert from MySchoolworx on dress code violations. If immodest, parents will be asked to correct the violation before the student enters the classroom.
2. Second offense - Parents or guardians will receive a MySchoolworx alert informing them that a disciplinary will be taken concerning the dress code violation. Parents or guardians are expected to address this matter with their child.

3. Further offenses – Administration will address continued offenses and a parent or guardian will be contacted regarding what action will be taken. Such continued offenses are considered a breach of contract.

STUDENT CONDUCT AND DISCIPLINE

BIBLICAL STANDARDS OF BEHAVIOR

Our goal at MCA is to be striving for Christ like character and God-honoring interaction with others guided by the understanding that everything we think, say, or do should be with the purpose of pleasing God. We realize that we are all fallen creatures and as such our students will need correction and instruction to help them grow in these areas.

RULES OF GENERAL CONDUCT

1. Students are to be respectful of the right and property of others.
2. Appropriate behavior is expected of an MCA student. Inappropriate language, running, yelling, or acting in a disorderly manner is not permitted.
3. Students must obtain permission from the teacher or assistant before leaving the classroom or playground. Students are not allowed to leave campus for any reason without permission from the office and parents.
4. Parents should use discretion in allowing students to bring personal items to school. The school will not be responsible for replacement or repair costs of items brought from home. Cell phone usage is a privilege and not a right on campus at MCA; guidelines are subject to unique classroom rules. Electronics brought from home by the student may be used only at the discretion of MCA staff. MCA Administration and staff reserves the right to confiscate any device when its use does not comply with MCA's standard of conduct. Any item confiscated will be returned only to the student at the end of the school day.
5. All play and school equipment must be used safely and properly.
6. Dangerous items such as knives, etc., must be left at home.
7. Food and drinks must be consumed in designated areas, at designated times as established by teachers or administrators. Water bottles are permitted in the classroom for consumption throughout the day. No food or drink outside the cafeteria.

DISCIPLINARY PROCEDURES

Please note the disciplinary procedures for grade levels below:

GRADES PK-4TH-Color-Coded System

The color-coded system reflects the student's conduct throughout the day. This gives the teacher the ability to reward or correct student's behavior. If there is a continual disciplinary problem, the administration will schedule a meeting with the parents.

GRADES 5TH-12TH-Grace: Correction and Instruction

The purpose at MCA is to help our students grow in personal and behavioral discipline so that they would reflect Christ as they strive to live a life pleasing to Him. Recognizing these goals, we operate under the principle of disciplinary grace which results in individualized discipline for the students' spiritual growth; this individualized discipline will include the

direction, correction and instruction from our teachers, administrators and parents based on the level of need.

DISCRETIONARY SEARCHES

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

SAFETY-RELATED AND OTHER DISCIPLINE ISSUES

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

CARE OF PROPERTY

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

REPORTING PROCEDURES AND COMMUNICATIONS

COMMUNICATION WITH SCHOOL PERSONNEL

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

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

ON-LINE COMMUNICATION

The school has elected to use the internet as our primary source of communication with families. Parents are strongly encouraged to be prepared to use e-mail and internet for

school communication. In the event that a family does not have access to the internet, please notify the school office.

The school utilizes various forms of communication (school website, MySchoolworx and our Facebook group) that provides families and interested parties with current information regarding the school, its activities, and programs. The school web site may be accessed at www.MCAGeorgia.com.

EMERGENCY PREPAREDNESS

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

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

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

INCLEMENT WEATHER

In the event of inclement weather, MCA will typically follow the Hall County school closing schedule. Tune in to local television or radio stations for information regarding school closings. Also, an email message will be sent through the school messaging system and will also be posted on Facebook.

SCHOOL CALENDAR

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

TELEPHONE CALLS AND MESSAGES

All telephone calls and messages to students or teachers should be directed to the school office. No student or teacher will be called out of class except in case of emergency. Student usage of the telephone during school hours requires faculty approval. Emergency messages

will be relayed to parents by the school administration or a teacher. Student usage of cell phones or other electronic devices for communication purposes is a privilege at MCA and should not be abused.

STUDENT HEALTH PROCEDURES

FIRE, SAFETY AND HEALTH

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

ILLNESS DURING SCHOOL HOURS

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

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

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

MEDICATION

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

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

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

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

Throat lozenges will be available for minor throat irritations. Benadryl is available for EMERGENCY USE ONLY. It will not be dispensed for allergy symptoms without parental consent.

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

STUDENT INJURY

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