



Phone **Fax**
843-665-6395 / 843-629-0510

SCHOOL HOURS

Main Office	7:45 a.m. - 6:00 p.m.
Administration Office	7:45 a.m. - 4:00 p.m.
Daycare	6:30 a.m. - 6:00 p.m.
Extended Care	3:00 p.m. - 6:00 p.m.
Preschool & K4 Half Day	8:15 a.m. - 11:45 a.m.
Kindergarten Full Day	8:15 a.m. - 2:30 p.m.
Elementary	8:15 a.m. - 2:40 p.m.
Junior High	8:15 a.m. - 3:00 p.m.
Senior High	8:15 a.m. - 3:00 p.m.

MEMBER OF THE SOUTH CAROLINA ASSOCIATION OF CHRISTIAN SCHOOLS



MEMBER OF THE AMERICAN ASSOCIATION OF CHRISTIAN SCHOOLS



Dear Parents and Students:

We are pleased that you have chosen Maranatha as your school. We consider it a great honor and a privilege to share the responsibility of training your child. With privileges come responsibilities, therefore we must have rules to guide our relationship.

The Bible is our guidebook which serves as our set of rules, and shows us how to live the Christian life. Our prayer for your family is that God's Word will have a strong impact upon your life.

We share a great burden for our school family; first for salvation of all our parents and students, and secondly for spiritual growth in each of our lives. Please call us if we can be of assistance to you. May the Lord bless you as you seek to rear your family in Biblical principles.

Pastor	Rev. Lee Patrick
Principal	Mr. Chad Reel
Childcare Director	Mrs. Terry Simmons
Financial Manager	Mrs. Dot Lee

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MARANATHA CHRISTIAN SCHOOL PARENT-STUDENT HANDBOOK

A Ministry of FIRST FREE WILL BAPTIST CHURCH

2624 West Palmetto Street
Florence, SC 29501

PURPOSE OF HANDBOOK

It is the purpose of this handbook to explain to the parents and students of Maranatha our basic philosophy of education and discipline. Policies that will direct our relationship together throughout the year will also be discussed. If any problems or situations arise which are not discussed in this handbook, the administration and faculty will determine the course of action necessary to correct the problem. We trust that this handbook will provide you with the information that will lead to a successful school year.

MISSION STATEMENT

The mission of Maranatha Christian School is to provide quality education in a Christ-centered environment in order to reach students for Christ and equip them to serve God and impact the world through biblical thought and action.

HISTORY OF THE SCHOOL

Maranatha Christian School has been used of God to train thousands of boys and girls in the Florence County area for over thirty-five years. MCS is a ministry of the First Free Will Baptist Church Inc., and began under the direction of Rev. Guy Owens. The burden of Rev Owens, the pastor of the church, was to provide a quality Christian education for children of all ages. The fall of 2007 marked the thirty-fifth anniversary of Maranatha Christian School.

The school consists of childcare facilities for babies as young as six weeks, academic classes beginning with two-year olds, kindergartens, and grades one through twelve.

MCS relocated in 1980 to 2624 West Palmetto Street. We have a beautiful 13 acre campus consisting of three buildings and sports fields. Our newest building is the gymnasium. It is dedicated to the memory of Dr. D. H. Howell, a former pastor who died tragically in an accident in the gym during construction.

The first graduating class of Maranatha was the class of 1974. Throughout the years of the school's existence, MCS graduates have distinguished themselves in many areas. Because of the school's longevity, MCS graduates are now sending their children and grandchildren to the school.

MCS is currently a member of the South Carolina Association of Christian Schools and the American Association of Christian Schools. The school is primarily college preparatory in it's emphasis, and it's graduates are required to meet all graduation requirements for the State of SC.

PURPOSE OF THE SCHOOL

The ultimate goal and purpose of MCS is to lead boys and girls to a personal relationship with Jesus Christ and then train them in the knowledge of God, the Christian way of life, and to offer them an excellent education. Our desire is to work with the parents in raising their child up in the nurture and admonition of the Lord and thus equipping him to identify, evaluate, and relate properly to life's problems.

OUR PHILOSOPHY OF EDUCATION

Maranatha Christian School is guided by a Christian, traditional philosophy of education. We believe that Christian education is a mandate from God for the Christian family.

By traditional education we hold to the following:

- The teacher is responsible for providing a structured atmosphere of order in which the student can learn.
- Homework is assigned regularly and expected to be completed on time.
- Our textbooks are God-centered, teaching spiritual truths, morality, and patriotism.
- The curriculum is paced for the average student.
- The teacher is professional in manner, but servant minded.
- Rules and standards are not obsolete and outdated.
- God's Word is Truth.

We stand opposed to progressive education in which the emphasis is upon the following:

- Questioning the answer.
- Experimentation.
- The innate goodness of man.
- Suppressing discipline.
- The relativity of all things (including morals).
- Omitting God and His Word from the educational process.
- Values clarification.

The Student:

1. Created by God and in His image, he is of inestimable worth, possessing an eternal soul that shall inherit either everlasting life or everlasting damnation.
2. Because of sin, he is unable to reach God. His nature is totally depraved and foolishness is bound in his heart. (Proverbs 22:15)
3. Faith in Christ Jesus is the only way of establishing a right relationship with God. Reality in life's purposes and values can be ascertained in and through Christ alone.

The Curriculum:

1. God is the source of all wisdom and He has revealed Himself specifically in the Bible - thus God's Word is the basis of all our studies and should be correlated with all experiences that the child has under the auspices of the school.
2. Christian education seeks to train a child in such a way that he will have a sound, practical working knowledge of the Word of God and be able to evaluate every circumstance of life from a Christian perspective.
3. The home and church, being ordained of God and being charged with the responsibility of training and teaching (Deut. 6:6, Matthew 28:20), should work together with the Christian School in promoting the student's growth.

The Teacher:

1. The teacher in the Christian school must give evidence of knowing Christ as personal Savior.
2. The teacher must be wholly committed to following and obeying Christ; thus being wholly committed to a life of service for Christ's sake.
3. The teacher should possess academic and professional training necessary to perform his task.

OUR DOCTRINAL STATEMENT

This church receives the Scriptures as the inspired Word of God and the sole authority in matters of faith and practice. The church's understanding of Christian truth is herein contained by the following Declaration of Faith:

1. We believe the Bible to be the plenary, verbally, inspired Word of God, the only infallible, authoritative rule of faith and practice.
2. We believe that there is one God, eternally existent in three persons, Father, Son and Holy Spirit.

3. We believe in the Deity of our Lord Jesus Christ, in His virgin birth, and sinless life, in His mercies, in His vicarious death through His shed blood, in His ascension to the right hand of the Father, and His personal premillennial return in power and glory.
4. We believe that for the salvation of lost, sinful men, regeneration by the Holy Spirit is absolutely essential.
5. We believe that salvation is by grace through faith alone.
6. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
7. We believe in the resurrection of both the saved and the lost, the lost unto the resurrection of damnation, and the saved unto the resurrection of eternal life.
8. We believe in the Genesis account of the creation of man as opposed to the theory of the evolution of man.
9. We believe in the spiritual unity of believers in our Lord Jesus Christ.

OUR SPIRITUAL AND EDUCATIONAL OBJECTIVES

1. To lead students to a saving knowledge of Jesus Christ (John 1:12, Matt. 16:26).
2. To teach the Bible as God's Inspired, Incarnate Word and to develop attitudes of love and respect toward it (Deut. 4:10, 6:6-9).
3. To develop a desire in the student to know and obey the will of God (Matt. 26:39, Prov 3:5-6).
4. To equip the student to carry out the will of God daily (I Thess. 4:3-12, I Tim. 4:12).
5. To encourage the student's love for Christ (Eph. 3:19, Phil 3:10).
6. To guide the student in learning the principles of standing alone (Dan. 1:8, Eph 6:11-18).
7. To develop the mind of Christ in each student and to teach students how to overcome sin (John 16:33, 2 Timothy 3:14-16).
8. To train students to stand for Biblical convictions (Ps. 119:46, Prov. 1:10).
9. To teach students the importance of examining everything in the light of God's Word (Acts 17:11, Psalms 119:105)
10. To encourage the development of self-discipline and responsibility (Acts 24:16; I Cor. 11:28).
11. To train leaders who will be faithful servants of God (I Cor. 4:2, 2 Timothy 2:15).
12. To develop a sense of responsibility in placing God first in the student's life (Matt. 6:33, Prov. 9:9-10).
13. To encourage the students to recognize the importance that a Bible-believing local church plays in the life of a family (Heb. 10:25; Psa. 122:1).
14. To help students see in the light of Scripture their responsibility of telling others about the Lord (Matt. 28:18-20, Prov 11:30).
15. To help students develop good interpersonal relationships with faculty, students, and family (Rom. 12:18, Rom 13:7).
16. To give our students a solid academic foundation in the fundamentals of learning geared for the average to above average student along with Christian training taught from a Biblical point of view (Col. 3:16, 17, 1 Cor 10:31).
17. To stimulate an appreciation for the beauty of God's creation.(Gen 1:1, Ps 8:3-5)
18. To promote proper physical and social development (Luke 2:52, 1 Cor 9:24-27).
19. To instill a knowledge of and appreciation for our cultural heritage (Prov. 14:34, Ps 33:12).

PLEDGES

A demonstration of an individual's love and appreciation for our country, our Savior, and the Bible is a freedom afforded to every citizen of our country and an opportunity provided to every student of MCS each day.

The recitation each morning of the words of the pledges given below is a consistent and continual reminder of the honor and privilege we have as American citizens and Christians. Therefore, it is essential that every student see his/her responsibility to recite these each day.

PLEDGE TO THE BIBLE

I pledge allegiance to the Bible, God's Holy Word, I will make it a lamp unto my feet and a light unto my path. I will hide its word in my heart that I might not sin against God.

PLEDGE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty for all who believe.

PLEDGE TO THE AMERICAN FLAG

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

ADMISSIONS

STATEMENT OF NONDISCRIMINATION

Maranatha Christian School admits students of any race, color, national or ethnic origin to all the rights and privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, athletic and other school-administered programs. Maranatha does reserve the right to select, dismiss or refuse re-enrollment to students on the basis of academic performance, religious commitment, and personal qualifications, including a willingness to cooperate with Maranatha Christian School administration and abide by its policies. **New students will not be admitted during the fourth quarter.**

ENROLLMENT PROCEDURES

The following information must be submitted before an entrance interview can be scheduled:

- 1) A completed application form
- 2) A copy of the most recent report card or school transcript
- 3) A state-certified copy of the child's birth certificate
- 6) Current SC Certificate of Immunization.

Those enrolling pre-schoolers and kindergarten students must meet with the Child Care Director. For new students in grades 1-12, parents must come for a scheduled interview with the Principal. Students in grades 7-12 are required to be with their parents. All new students grades 1-12 will be required to take an entrance placement test before their admission is complete.

The administration reserves the right not to define criteria whereby a student may be accepted or denied as a student at MCS. The school also reserves the right to place a student in a lower grade if deemed necessary.

All new students are admitted conditionally with a nine weeks' trial period. If the child fails to make acceptable progress or does not adjust to our program, the parents will be asked to find a school better suited to meet their child's needs.

The records of students presently enrolled at MCS will be reviewed on an annual basis to determine their status. Students will only be re-admitted based on a satisfactory record in academic subjects, conduct, and spiritual growth.

Students On A Waiting List Will Be Considered As Follows for Admission:

- Members of First Free Will Baptist Church
- Students with siblings currently enrolled at MCS
- Those who have attended MCS previously
- All others accepted on a first come basis

REGISTRATION

Pre-registration for previously enrolled students begins in February. Completion of a new application and payment of the registration fee will ensure a place for the child during the next school year. Parents are cautioned to complete registration during the month of February. Parents risk the possibility of losing a place for their child for the new school year by delaying in the pre-registration process.

All parents who enroll their children in MCS are to sign the Statement of Cooperation indicating to the school their willingness to support the school in all endeavors. During the time of enrollment, we would like to feel that we have the parent's confidence and support. Should there come a time that your support can no longer be given, we would ask that you withdraw your child/children from the school.

WITHDRAWALS/DISMISSAL FROM SCHOOL

Withdrawals from school must be made through the school office. No records will be transferred while there still is an outstanding balance on the student's account. Students who choose to withdraw from Maranatha during or at the conclusion of a school year may not be accepted back at a future date.

MCS expects full cooperation from both students and parents in the education of the student. If at any time the school feels that this cooperation is lacking, the student may be asked to withdraw. In addition, if the student's behavior or attitude indicates an uncooperative spirit or one that is out of

harmony with the spirit or standards of the school, whether or not there is any definite breach of conduct, he may be requested to withdraw.

A student will be dismissed from school when 150 demerits are accumulated or when he is found to be out of harmony with the rules and policies of the school. Students who are dismissed from MCS will not be considered for re-enrollment for the period of one year. Parents and the student must meet with the administration before re-enrollment will be considered. Students who finish the school year with 150 demerits, but are permitted to complete the year under special arrangement, will not be enrolled the following year.

FUND-RAISING

We are grateful for our equipment and our library facilities; however, there is much more we would like to provide for our students. Since our tuition is low, it is imperative that we have fund-raising campaigns. Knowing that you have a keen interest in your child's education and in this school, we invite you to participate in the projects as they are announced.

MCS requires that fundraisers are to be conducted in a legal, ethical and professional manner. All fundraisers must be approved through the school office and have the approval of the administration. No literature of any kind is to be distributed in the school without the administrator's approval.

INSURANCE

Our policy provides for "excess" coverage for your child while at school and will pay "in excess over any family or employer group insurance which must contribute their maximum first."

Our insurance plan is subject to review and change as we attempt to continue to provide a better protection plan.

Although insurance is provided, Maranatha Christian School does not assume liability for an accident or sickness beyond our control.

If you have a claim, **IT MUST BE FILED IMMEDIATELY.** The school secretary will have the proper forms. She will complete the school's portion of the form; it is the parent's responsibility to complete their portion and to mail the form along with appropriate proof of claim to the address on the form.

FEES

Tuition is figured on an annual basis. Payments are broken down into 12 monthly payments for convenience. The first payment is due June 5th, with the last payment due May 5th. Parents may also pay in advance on a semester or yearly basis.

There is a late charge for all payments received after the 15th of the month. No report cards will be issued if accounts are not current.

No reservation will be held for any child registered whose tuition fees are not paid in full by August 1. After this date, if vacancies exist, applications will be accepted on a first-come, first-served basis in grades with openings.

EXTENDED CARE FEES

Extended Care fees are in addition to and separate from regular school fees. Extended Care is available from 6:30 a.m.-7:45 a.m. and 3:00 p.m.-6:00 p.m. Students must enroll in the after school program to avoid drop-in charges. If Extended Care children are not picked up by 6:00 p.m., there will be an extra charge of a \$1.00 per minute late.

Payments for children enrolled in extended care are due on Monday of each week. A \$5.00 late fee will be added on Tuesday.

Any childcare drop-in fee incurred for elementary students must be paid within one week of the drop-in date. A \$5.00 late fee will be added each week until the balance is paid.

CONDUCT AND DISCIPLINE

CONDUCT

MCS expects its students to live above reproach, showing respect to God, country, family, faculty, and fellow-students; therefore, lying, cheating, theft, and profanity will not be tolerated. Attendance at MCS is a privilege, not a right. Constructive suggestions are always welcomed, but GRIPING IS NOT TOLERATED. Any student who will not cooperate spiritually, morally, or scholastically will be dismissed.

Disorderly conduct (goofing off, horseplay, disruptive talking, etc.) is not conducive to Christian character and leads to destruction of property; therefore, it will not be tolerated. At MCS, these four rules must be followed:

1. No student will be out of his seat without permission.
2. No student will speak out in class without permission.
3. Students will always address and reply to teachers with the utmost respect.
4. Students in the high school who fail to follow instructions will be given demerits.

It would be most helpful for all of us to remember that MCS is a private institution and as such, has the right to set and maintain its own standards of acceptable conduct, dress, cleanliness and scholarship for those who ask to join its student body and faculty.

A sense of the need for spiritual growth in our students has led MCS to adopt the following standards which are conducive to the environment that will promote the spiritual welfare of all students. MCS, therefore, expects each student-whether at home, school, or elsewhere:

1. To refrain from participating in worldly activities such as swearing, or indecent language, body piercing or tattoos; smoking, possession or use of alcoholic beverages, drugs, or tobacco; involvement in the occult; gambling; stealing; pornography; premarital sex, homosexuality, or gender reassignment.
2. To refrain from harassment, fighting, violence, racial comments, or actions, threats of any kind regardless of provocation.
3. To maintain Christian standards in courtesy, honesty, morality, and dress.

DISCIPLINE

The Bible teaches respect for authority (Colossians 3:20, Romans 13:1a, and Hebrews 13:17a), and it requires discipline for children (Proverbs 6:23, Proverbs 13:24, Proverbs 29:15, 17). If we discipline ourselves, it is not necessary for others to discipline us.

Parents and teachers must cooperate fully with one another. Anything said or done which tears down respect and confidence for either party will harm the child. When there is a misunderstanding, the parent should take it quickly to the teacher. Often a conference or even a note will clear up the difficulty. Should the problem remain after this has been done, then feel free to consult with the principal. Whenever possible, conferences should be arranged during a teacher's regular working hours. Parents should not call teachers at home to discuss student problems. That time is usually needed by them for their own personal and private lives. Clear communication between parents and teachers is one of the keys to successful learning.

Students found to be out of harmony with our school's code of conduct and manner of life by repeated violations of the Code of Conduct or those students who display a continuing rebellious and disagreeable attitude toward the code shall be required to withdraw for the general welfare of all concerned. However, that student may be reconsidered for reapplication during another school year, if circumstances seem to warrant it.

Students who break the standards of conduct or dress codes will receive corrective measures to deal with the problem, which may take the form of demerits, detention, extra assigned work, probation, suspension, or expulsion.

A student presenting a discipline problem will be suspended or expelled. Some reasons for probation or suspension that could lead to expulsion include:

1. Continued deliberate disobedience.
2. A rebellious spirit that is unchanged after extended effort by the teachers.
3. A continued negative attitude and bad influence upon other students.
4. Insufficient academic progress.
5. A serious breach of conduct inside or outside of the school.
6. Parental misconduct or disregard for school policies and/or authority.
7. Failure of the parents to comply with the disciplinary procedures of the school.
8. Failure of the parents to obtain recommended professional help.

Students may be expelled without previous warning.
**Please see additional addendums to Discipline under
the separate divisions of the school.**

IN-SCHOOL SUSPENSION

When a student serves an in-school suspension he/she will not be allowed to attend regular classes or any other school activities that day or evening. They will spend the entire school day in an area adjacent to the school office. They will be under the supervision of the principal or someone on the office staff. Students will be given assignments by the teacher to work on during the day. Any tests that are scheduled on that day will be taken in the office area. The highest score that can be earned on a test while serving an 'in-school suspension' will be 70%. They will be allowed bathroom and lunch break, but will not be allowed to socialize with other students at any time.

STUDENT DRESS AND HAIR CODE

In establishing the dress code for MCS, we do so in hopes of providing some uniformity among our students. It is our intention to follow Biblical guidelines and principles as it applies to what we wear. We believe the Bible teaches that men and women are to dress modestly. We believe the Bible clearly sets forth that we are to dress distinctively (difference between men and women). We believe that Christians are to dress in a manner that would identify them with the Lord. We understand that there are many variations that may be allowed that meet the above guidelines. With fashions changing from season to season, it is impossible to keep up with what is the latest fad. We at MCS have no intention of doing so, and we do not encourage our students to do so either. Nor will we adjust our dress code standards just because a certain style may not be as taboo as it was a few years ago.

Guidelines For All Students

- All Students in grades 4-12 are required to wear Maranatha uniform polo shirts.
- All clothing must be free of all writing and logos. Small labels or brand names are not considered writing, but these labels are not to be conspicuous or obvious. This rule applies to all school functions on the MCS Campus. (There will be no exceptions)
*Special Note: Book bags with writing or pictures that promote anything that is contrary to the principles taught in the Bible or by MCS are not acceptable and will not be allowed.
- Students are not to wear clothes that are slouchy, dirty, faded, or extremely tight.
- Wind-pants or modest walking shorts that come to the middle of the knee may be worn for P.E., ball practice or certain recreational activities.
- No caps (girls or boys) are to be worn in the buildings.
- Students are not to change into nonconforming dress on school grounds.
- No body piercing; tattoos or body markings of any kind are allowed.

Note: Dress code offenses that involve the wrong clothing or the clothing being too short, too tight, etc. and cannot be immediately corrected will necessitate the student being removed from the classroom until parents can bring other clothes. Demerits will be given for flagrant and repeated offenses. If the dress offense is not flagrant, the student may simply be told not to wear the clothing to school again.

MCS Students are required to abide by the school dress code when attending any MCS event, even those that they themselves are not participating in. Such as K-5 graduation, or an elementary music program. Girls are not to wear slacks to any activity sponsored by MCS. Wind-pants or knee length walking shorts may be allowed for certain recreational activities.

When students are representing MCS in an after school activity such as a sporting event or field trip, the coach or sponsor may require a certain dress standard for the group.

Since "Fads and Fashions" are constantly changing, the administration reserves the right to determine what is acceptable in the area of hairstyles or accessories worn. Anything that in our judgment is likely to distract or disturb other students and hinder the educational environment we desire to build in our school will not be permitted.

Guidelines For Girls:

- Girls are not to wear clothes that are tight. Skirts or tops that are tight or form-fitting to the point that they excessively accent the girl's figure, or in anyway reveal the impression of under-garments are not acceptable. It is understood that the term 'tight' may be relative, therefore, the administration reserves the right to make the final decision on this matter. This rule will be strictly enforced.
- Girls are not to wear skirts and tops that expose the midriff. A girl must be able to reach, sit, bend, stoop, or kneel without exposing any skin between the top and the skirt.

- Girls must wear dresses or skirts no shorter than the crease in the bend of the knee. Split skirts or skorts are not acceptable. Girls need to keep in mind that the length requirements are in effect at all times and should avoid tight fitting skirts or dresses that rise when sitting.
- Girls in grades K5-3rd should not wear sleeves shirts of any kind. All shirts must have at least a cap sleeve. Girls in K5-3 may wear sleeves dresses, however, a sweater must be worn with the dress at all times.
- Girls are to wear school attire to all ball games. Slacks are not allowed.
- Girls may wear leggings under skirts however; all leggings must come to the ankle. (Leggings that stop mid-calf are not acceptable)

Guidelines For Boys:

- Boys must wear long slacks. Acceptable types would include dress, khaki, corduroy, etc. All slacks must be worn modestly and neatly. Faded or ragged slacks, wind-pants, sweat pants, denim colored jeans or excessively baggy slacks are not permitted. Boys in grades 7-12 must wear slacks with belt loops. Cargo pants are OK as long as the pockets are flat and the pants are not badly wrinkled or baggy. Blue jeans are permitted for after school recreational activities if they are not excessively faded, torn, or tight.
- All boys in grades 4-12 must wear uniform polo shirts. Boys in grades 1-3 may wear crew neck shirts. Shirts must be tucked in at all times. Tee shirts or tank tops are not allowed. All shirts must be free of writing or logos.
- Boys must wear slacks and shirts in such a way that the shirt-tail stays in at all times. Slacks and belts should be kept tight enough to hold the shirt-tail in the waist-band through normal daily activities. Boys should wear shirts that are long enough to remain tucked in when bending, or reaching. Belts are required for boys in grades 7-12, and must not be covered by the shirt tail. Boys will not be allowed to wear their shirt tails bloused outside of the waist band and covering their belt.
- Boys are not to wear necklaces, earrings or bracelets to any school activities. The only exception would be for medical reasons. Students are not to wear lanyards, chains or straps attached to clothing.

SCHOOL BANQUET / HOMECOMING DRESS:

GIRLS

Modesty is the goal for our young ladies at MCS. Therefore the following guidelines are to be used in choosing appropriate dresses for the Jr./Sr. Banquet or the Homecoming court. The school staff must approve all dresses, and the approved dress must be worn to the event. You will be dismissed from the event if another dress is worn.

1. No low-cut, strapless, or off-the-shoulder dresses may be worn.
2. The neckline of your dress should be no lower than 4 fingers from your collarbone. The goal is to alleviate any cleavage from showing in front and sides, therefore, dresses with sweetheart necklines may not be appropriate for some students.
3. The back of any dress should be no lower than the traditional bra.
4. If altering a strapless dress by adding straps, the straps must be at least 1 inch. The strap should come straight over the shoulder to cover the bareness around the arms.
5. A dress that is not strapless should have at least 1" to 2" straps on the shoulder.
6. Avoid dresses with clingy fabric that would emphasize the outline of the body. (Tightness and modesty is by discretion of MCS Staff.)
7. The dress should be no shorter than the top of the knee, including splits.
8. The dress should cover the midriff when standing or sitting.
9. Dresses must be approved by two MCS lady staff members by completing the appropriate dress form.
10. Any rechecks must be re-approved no later than two days before the scheduled event.
11. If Dress is not approved by date given you will not be able to attend the event.

*While guidelines may be followed, MCS reserves the right to disapprove according to fit. Modesty is the goal for our young ladies at MCS.

Boys: Certain banquets will allow the young men to wear a tuxedo; others will require a regular suit. A tuxedo or suit should remain within the overall standard of dress. The "fad"

look is NOT appropriate. If a young man comes to a banquet wearing inappropriate attire, he will be sent home to change.

AFTERCARE STUDENTS

These students will be allowed to change into play clothes after school. Further details will be sent home the first week of school.

DRESS CODE VIOLATIONS

It is the parent's responsibility to see that the student abides by the dress code. Parents, please be aware of what your child is wearing when he leaves for school. If in doubt, have him change. Dress code violations will be dealt with as follows:

Kindergarten: Sent to the office to receive a dress code slip. The dress code slip is to be signed by a parent and returned the next day. If the problem is major, such as inappropriate shirt design or a very short skirt, the parent will be called to bring appropriate clothes. The student will remain in the office until the parent arrives.

Grades 1-12: Sent to the Administration Office for a dress code slip. The parent will be called to bring appropriate clothes. The student will remain in the office until the parent arrives. Students in grades 7-12 will receive a demerit for each dress code violation. If a student is in continual violation of the dress code, he and the parents will be asked to meet with the Administrator.

HAIR CODE

Boys hair should be trimmed so that it will not touch the ears, eyebrows or shirt collar. Boys are not to wear sideburns lower than the ear lobe. Facial hair of any kind is not allowed. Hair should not be shaggy or bushy. Fad hairstyles are not acceptable.

Young ladies should wear their hair in a soft, feminine manner. Fad hairstyles are not acceptable. Dyeing and bleaching hair in an unnatural pattern is not permitted. Color, fabric, or feather extensions and applied colors (red, blue, purple, pink, etc.) are NOT acceptable. We believe that every young lady gains the respect she commands, and that her dress and personal appearance will lead every young man to respect her accordingly.

ALL STUDENTS: Designs, initials, partial or fully shaven hair styles are NOT appropriate and will be dealt with on an individual basis.

Failure to comply within three days to a haircut request shall result in the suspension/and removal of the student from school until such time as the hair is in compliance with the dress code.

GENERAL POLICIES AND INFORMATION

GENERAL SCHOOL REGULATIONS

1. Students should have concern about the maintenance and upkeep of their school. Any student who defaces or destroys property, even through negligence, must replace or repair the property and receive disciplinary measures deemed necessary by the administration.
2. Cell Phones are not permitted during school hours and will be taken to the office if they are seen or heard. This includes free time, recess, afterschool, in the cafeteria, in the library, and at PE. For Emergencies, students may use the phone in the office. Confiscated phones will be returned using the following guidelines.
 - a. First offense-phone is returned to the parent at the end of the day with a possible \$10.00 fine.
 - b. Second offense-phone is held in the school office for 1 week
 - c. Third offense-phone is held in the school office for 1 month

The administration has tried several policies regarding cell phones and we continue to have problems with students using their phones during school hours. We have been left with no other option but to administer these guidelines.

If you bring an iPad/Nook/Kindle, it must be used for class time only and they must be authorized and supervised by the classroom teacher. MCS cannot be held liable for damage or theft of electronic devices.

3. Behavior at assemblies and chapels is to reflect a genuine respect for the event that is taking place. Talking, whispering, note-writing, and other forms of communication are not to take place. Disrespectful behavior will be dealt with in a firm manner.
4. Students are to be quiet in the halls during break, after lunch, and between classes.
5. Lunchroom behavior is as follows:
 - a. Students must not be loud.
 - b. Students must clean up their own trash. – Table tops and beneath the tables
 - c. Offenders will be called back to clean cafeteria.
 - d. All trash goes inside the appropriate trash cans.
 - e. Those who are selected by teachers to clean tables must do so with good attitudes and a cooperative spirit.
 - f. Students are not to leave the cafeteria before their designated time.
6. Extracurricular Activities/ballgames, etc.
 - a. Regular school dress is expected.
 - b. Exception: For ballgames only, boys may wear neat looking jeans and T-shirts. Girls may wear knee length shorts(mid-knee)
 - c. No jeans or T-shirts are allowed at programs, recitals, graduations, etc. – only ballgames.
 - d. School rules apply for all activities that are school related. For instance, students are expected to abide by the school dress code—both at home and away ballgames.
7. Students should take care not to idly use any name or attribute of Christ or God.
8. No student may leave the grounds during school hours without permission from the office and his parents.
9. Theft or destruction of school property or the property of other students will not be tolerated. Any student found to be destructive to any property not his own will be asked to reimburse the school or owner for repairs or replacement. Disciplinary procedures will be followed in such cases.
10. Attendance at MCS is a privilege. Any student whose conduct or attitude, in or out of school, shows him to be in opposition to the basic principles and purposes of the school will be subject to dismissal.
11. Students may use the office telephone only in cases of extreme emergency. Forgetting a homework assignment, lunch money, or some item of clothing, etc., does not constitute an emergency.

12. Students must obey promptly the commands and directions of teachers without complaint, argument, or facial expressions of disagreement. Disrespect, disobedience and insolence will not be tolerated.
13. Stealing other student's books or personal belongings (P.E. clothes, jewelry, etc.) will not be tolerated. Students may be dismissed for these violations.
14. Kissing, handholding and other public displays of affection between boys and girls are not permitted on the school grounds, in the buildings, buses, or at any school function. A reasonable distance between boys and girls is expected at all times.
15. No student will be retained at MCS who experiments with or regularly uses tobacco, alcohol, or unlawful drugs of any form. Students are reminded that South Carolina regulations states that a student's locker or other storage area is subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects.
16. The gymnasium is off limits to students except when under the supervision of a P.E. teacher or coach. **Students found in the gym without supervision will receive demerits.**
17. Students in grades 7-12 are not to leave book bags or personal belongings in the hall or classrooms after school. All books and belongings must either be kept in their lockers or carried home.
18. Students are to use restrooms only during breaks between classes. Students will not be excused from class unless it is an extreme emergency.

The following items are considered "unacceptable" under any situation, and will result in disciplinary action:

- Drugs, alcohol, tobacco, lighters, matches
- Guns, toy guns, knives, laser lights
- Worldly music, videos, or reading material
- Video games, hand-held games, iPods
- Skateboards, roller blades, etc.
- Live pets or animals (Unless permission is given by the teacher)
- Gambling accessories such as dice or face cards
- Clothing, book-bags, or other accessories that may have inappropriate words, slogans or pictures on them.

ATTENDANCE POLICIES

There is probably no factor more important to successful school progress than regular school attendance. Students who are absent excessively from the instructional program will fall behind in academic achievement. Excessive school absenteeism precedes grade failure, loss of interest, and may result in students withdrawing from school.

MCS reserves the right to retain a student who accumulates too many absences at the same grade level. Excessive absences affect a student's grade and could place his/her promotion in jeopardy.

Tardy: Students are expected to be on time. This includes kindergarten (K4 - K5) students as well as elementary students. Students arriving after 8:15 a.m. are to be brought into the office by a parent to receive a tardy slip.

MCS views student punctuality as a parental responsibility. For students in grades K5-12, the following policy applies:

1. When a student receives a **third cumulative unexcused tardy per semester** the student's parents will be assessed a **\$5.00 fee per tardy** which will be billed through the school office.
2. Beginning with the **sixth cumulative unexcused tardy in one semester**, the student will be charged **\$10.00** per tardy for each successive tardy.
3. Beginning with the **ninth cumulative unexcused tardy per semester** the student in grades 6-12 will serve an in-school suspension. For all students, a parent conference will be required to discuss a plan to correct the problem. Repeated tardiness after this meeting may result in the removal of the student from the school. The **\$10.00** fine per tardy will still be enforced per tardy.
4. Student athletes must arrive on-time for school on the morning following an athletic competition or receive an unexcused tardy. Being tired is no excuse and late nights

should be considered when deciding whether to participate in a team sport. Exceptions will be made with a signed and dated medical excuse.

Students coming to school after 11:45 a.m. or leaving school before 11:45 a.m. will be considered absent for one-half of a day. To receive credit for a full-day of classes, a student may not leave before 2:00 pm.

Absence: A student accumulating ten (10) or more unexcused class absences in an annual course or five (5) or more unexcused class absences in a designated semester course will be subject to the withholding of a passing final grade pending a review of the absences by the administration.

Types of Absences:

1. Unexcused Absence
2. Excused Absence (see below)
3. Unexcused Tardy
4. Excused Tardy
5. One-Half Day Absence – If a student leaves before 11:45 A.M. or arrives after 11:45 A.M., he is to be counted as ½ day absent.

Kindergarten-6: Regular attendance is essential to successful class work. A pupil who is absent must bring a written excuse from his/her parent or guardian to their teacher. This statement should be on a full sheet of paper and should list the date of absence and the reason for the absence. A maximum of 20 absences per year are allowed in kindergarten and elementary, and 10 of these absences must be excused by a doctor's note. More than 20 absences, or more than 10 absences not excused by a doctor, will result in the student being retained in that grade.

Grades 7-12: Students are allowed 10 absences each semester, and 5 of these absences must be excused by a doctor's note. More than 10 absences in a semester, or more than 5 absences not excused by a doctor, **will** require students to repeat the course. Special allowances may be made for extenuating circumstances such as hospital surgeries, etc.

Excused and Unexcused Absences

The following shall constitute valid excuses for absenteeism:

- Illness or injury
- Death in immediate family
- Medical or dental appointment
- Court or administrative proceedings
- Sponsored events by student's home church such as mission trip, youth trip, etc.
- Educational opportunity with proper advance notice
- Pre-approved family trip with necessary form on file prior to absence(up to 5 per year)

Any other absence will be considered an unexcused absence. Students who miss a scheduled test or quiz due to an unexcused absence will receive a zero. All other assigned work missed due to an unexcused absence must be made up immediately upon arrival back to school. Ten grade points will be deducted from the assigned grade for each day the make-up work is turned in after the student's first day back to school. For example, an assignment that receives a grade of 90% if turned in on day one, would receive a grade of 80% on day two. No make-up assignments will be received after three school days. See 'Make up-work' section.

- All classes missed over 10 per semester must be made up after school or on Saturdays. There will be a charge of \$25 a day for makeup time.
- A doctor's note must be turned in for every absence after the 10 missed and the absence must be made up on Saturday.
- Students who miss Saturday make-up classes will be in jeopardy of failing.
- A student's absence may be approved if the parents go out of town and the student must go with them. A note must be brought in advance for principal and teacher approval. All work is to be completed within the time specified. Approved absences also count toward the limit of 20 in grades 6-12; therefore, the number of approved absences is to be no more than five (5) days for the year.

- Attendance will be taken on a period-by-period basis in grades 7-12. Students who are continually late to school and miss portions of the first period will be counted present for the day but could possibly lose credit for the first period class. A student must be in a class for at least 40 minutes to be considered present unless a valid excuse is presented to the teacher. Regardless of the number of excused absences a student may have, no credit can be awarded in classes where the student has missed 20 or more hours of instruction during the school year.
- Parents of absentee students may be called to verify the absence and reason. **A written notice, by a parent/guardian stating the specific reason for absence, must be brought in by the student when returning to school.** An extended illness (more than 3 days) or a contagious illness will require a doctor's statement regarding the nature of the illness upon returning to school.
- If a student is absent from school, he is not to show up on campus for practices, social events, ball games, or just to visit. **An absence means the student is not on campus at all.**

BOOKS

Curriculum for our academic program comes from A Beka Book, Positive Action and Bob Jones Press. Our program is geared for the average child. Each subject is taught in harmony with God's Word.

Some of our text books are paperback and are used for only one year. Some are hardback and are used for several years. All text books must be kept neat.

- Students should bring their textbooks to class everyday.
- No textbook is to be scribbled in, written in or on the sides, or ripped intentionally.
- A fine will be assessed as a result of misuse to pay for damages. Report cards will be held until any fines or fees are paid.
- If a book is lost, the student, will be charged the full replacement cost regardless of its age or condition when issued.

CHAPEL SERVICES

Maranatha Christian School has regular chapel programs each week. Attendance is required and no student is to be excused from regular or special chapel programs. Parents are invited to attend all chapel services. Pre-school chapel is held each Wednesday at 9:00 A.M. Elementary at 9:00 A.M. and Jr. and Sr. High chapel is scheduled at 10:30 A.M.

DISMISSALS

A student may be dismissed from school at any time he is found out of harmony with the rules and policies of the school. All MCS are expected to abide by the CODE OF CONDUCT outlined in this handbook (page 11) Decisions in these matters are the full responsibility of the principal and the pastor.

EMERGENCY PROCEDURES /SCHOOL CLOSING

The alarm for the fire drill is a siren. Students are to move quickly from the building in a straight line without talking, running, crowding, or touching each other. Upon reaching the proper distance from the building (designated by the teacher), the students should turn and face the building and listen to roll call. Fire drill routes are posted in each classroom.

If there is inclement weather and school has to be closed, it will be announced on both of Florence's TV stations, 13 & 15 on our school website www.mcsbulldogs.com, and on our school schools facebook page.

In the case of a natural disaster and/or a school closing that would require students to be moved off campus for their personal safety, MCS will be busing children to Peace Free Will Baptist Church. This church is located at 897 3rd Loop Rd, Florence, SC 29505.

ELIGIBILITY REQUIREMENTS FOR HOLDING OFFICE

Only eligible students with at least a "C" average and no failing grades qualify to serve as class officers of any official school organization. The basis for eligibility will be the most recent

quarter grades at MCS. Students holding office must also have approval of the School administration. Only students who have been in our school for at least one year may hold office.

EXTENDED CARE

Before And After School Care For Students In Grades 1-6

- Elementary students arriving before 8:00 A.M. are to be taken to the cafeteria in Building B. Students will not be allowed to loiter outside campus, they will not be permitted to be in the school's restrooms, hallways or classrooms before 8:00 am. There will be an additional fee for those arriving prior to 7:45.
- Students being picked up after school is dismissed are to meet their rides at the assigned pick-up point for their grade.
- Students not picked up by 3:00 P.M. will go to after school child care in Building B. Students will remain in this general area for a quiet study hall until their parents pick them up. The 'after-school child-care' closes at 6:00 P.M. A drop-in rate applies to any child who is sent to childcare after 3:00 who is not registered for our afterschool childcare. Please check in the school office for more information.

Before And After School Care For Students In Grades 7-12

- Junior and senior high students who arrive in the school buildings before 8:00 am are to wait outside the **front doors** of building A. In inclement weather students may wait in the cafeteria. After 8:00 A.M. students are free to go to their homerooms.
- Students in grades 7-12 who must wait after school for their parents to pick them up and who are not involved in athletic practice after school hours must have a school waiver signed by their parents and must remain in the following designated areas until their parents come: FOYER OF BUILDING A

The students must be in the designated area by 3:15. If the waiver is not signed, the student must report to childcare and the parents are responsible for childcare fees.

No one is to be in the gym after school hours unless they have permission from the athletic director.

FACULTY

All faculty members of MCS are approved academically, morally, spiritually, and physically by the school administration before they join the faculty. All faculty members of our school staff are required to meet the educational requirements to be certified and receive continual training through the South Carolina Association of Christian Schools.

The foremost requirements for teachers at MCS are an unselfish dedication to Christian education, a sincere love for children, and a complete devotion to the Lord Jesus Christ. The majority of our faculty are active members of First Free Will Baptist Church.

FIELD TRIPS

Each of the classes in kindergarten through sixth grade will have at least one field trip during the year. Parents are encouraged to participate as chaperons. A small fee is usually charged, depending upon the field trip. Parents must send in a written note if they do not want their student to attend a field trip. The day will be counted as an excused absence for those students that have permission from their parents not to attend.

FINANCIAL POLICIES

Preschool thru Kindergarten 4

Accounts are paid on a weekly basis, and the full weekly payment is required whenever our daycare is open three or more days of any one-week.

1. Enrollment fee and Book/Supply fee must accompany application.
2. Weekly payments are due and payable on Monday of each week. A \$5 late fee will be added on Tuesday. If payment is not made within 15 days of the due date, your child will not be able to continue at MCS.
3. If you have more than one child in MCS, you may deduct \$5 from the preschool weekly rate for the 2nd child and \$10.00 for the third child.
4. Each child who is year round (June - May) is allowed 2 weeks of vacation for which there is no charge. Parents are to notify the office in advance. A full charge will be assessed for all other weeks except for in the case of sickness. A maximum of 10 days with a doctor's excuse will be accepted for credit.
5. If a child is absent for one full week and you do not notify us, that child's place may be filled by the first person on the waiting list.
6. Any child here past 6 PM will be charged \$1.00 per minute. This must be paid before the child may return.
7. Checks returned due to insufficient funds will require that payments be made with cash only.
8. All Fees are non-refundable.

Kindergarten 5, Elementary & Jr./Sr. High

1. Tuition, Books, and testing fees are combined, and divided into twelve payments beginning in June 2014. Parents who register late (after May 1) may have an increased monthly payment. Example: If a parent registers in August, they have missed two payments therefore the total charges will be divided over 10 payments instead of 12 payments.
2. Payments are due on the 5th of each month and payable to SMART Tuition Management Services. These payments are due regardless of school holidays, family vacations, or illness. A \$60.00 late fee is assessed for payments not received on time.
3. If a family's account is 45 days late, student(s) will be removed from the classroom and extracurricular activities until the account is current or financial arrangements are made through the Finance Office. On the 60th day, the student(s) will be dismissed from Maranatha Christian School. No child will be allowed to continue as a student of MCS if an account is delinquent more than 60 days.
4. Financial Emergencies are understandable and should be discussed with the school's Financial Office for special consideration. Arrangements must be made in writing and signed by the Financial Office prior to the 45th day.
5. Accounts over 90 days past due, will be turned over to a collection agency. The responsible party will be accountable for all balances due to MCS and all fees associated with the collection of those funds.
6. Students will not be allowed to take mid-term and final exams if tuition payments are not current.
7. Report Cards and Transcripts are not given to parents or schools requesting them until accounts are paid in full.
8. All Fees are non-refundable.

HOMEWORK

MCS believes that homework is vital to the student's development academically. It stimulates independence and self-direction. It reinforces school learning through practice and provides an opportunity to spend extra time on worthwhile school activities or projects. Homework acquaints parents with what the child is learning and affords them an opportunity to help their child. Homework is:

1. For reinforcement: We believe that most students require solid drilling to master material essential to their educational progress.
2. For practice: Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.

3. For remedial activity: As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following classroom instruction allows these weak points to become identified.
4. For special projects: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

Homework assignments must be completed and handed in on the day designated by the teacher. Students are required to write their assignments in a notebook designed for that purpose. Parents should check to see that all homework is completed and all books are returned to the classroom. Often the effectiveness of the classroom is impaired by forgotten books.

Students do not receive homework on Wednesdays. There is never to be written homework on Wednesday night or on any night during special meetings at our church. Children are to have written homework only on Monday, Tuesday, Thursday, and Friday evenings.

Concerned parents will understand what we mean when we say that the real price paid to help ensure that the best education possible for their child is NOT the tuition paid in the office, but rather the time spent each evening helping them with their homework.

HONOR ROLL

"Principal's List"	Student must have A's in all academic subjects
"A" Honor Roll	Student must have an overall "A" average in all academic subjects, and no grade lower than a "B"
"B" Honor Roll	Student must have an overall "B" average in all academic subjects, and no grade lower than a "C"

LEAVING CAMPUS

Any student leaving campus for any reason during the school day must be signed out by a parent or designated adult. The sign-out sheet is located in the administration office. If a student returns during the same day, he must return to the administration office to sign in.

ONCE A STUDENT ARRIVES ON CAMPUS, HE IS CONSIDERED IN SCHOOL. Leaving campus without permission, even before school officially starts, or at the end of the day before dismissal time, will be considered skipping. Walking to Bi-Lo is not acceptable at any time!

If a student is to leave with another student other than a regular ride, a note must be sent in by the student's parent. If a student drives and must leave before 3:00 p.m., he must have written permission from a parent.

LIBRARY

Students are encouraged to use the library services to obtain optional reading material as well as for research purposes. Students may check out books for two (2) weeks. A fine will be assessed on all overdue books. Encyclopedias are not to be taken out of the library. Under no circumstances are any of the reference materials to be taken out of the school building. Report cards will not be issued to those who owe book fines.

LOST AND FOUND

Please mark your child's name on clothing, lunch boxes, etc. All items found will be turned into the school office to be placed in the lost and found. There will be a 50 cents fee to redeem lost items. If your child has lost something, please check with the school office. All unclaimed items will be given to charity at the end of each quarter.

LUNCH PROGRAM

Meals are available but not included in the monthly tuition fees. The meals are well prepared and well balanced; therefore, we recommend that each child eat the noon meal in our dining hall. The student is encouraged to eat what is on his plate. We believe this is an important part of the child's training.

MAKE-UP WORK

It is the responsibility of the student with an excused absence to obtain and turn in the missed assignments from the teacher(s). It is also the responsibility of the student to obtain any missed class notes from another student. Class notes are not to be copied on the school's copy machines. The student will have as many days to make-up the work as he was absent.

A student who is granted an excused absence will be responsible to take any scheduled and announced quizzes or tests on the first day back to school after the absence. Failure to do so will result in a zero for the quiz or test. Like-wise, any other assignments that have been assigned and are due on the day of the absence will be due on the first day back to school.

MATERIALS

Students are expected to have in their possession and bring to class all necessary class materials and tools including notebooks, paper, pens and pencils, rulers, compasses, protractors, etc. Borrowing or loaning should not take place. This includes borrowing or loaning of gym uniforms, clothing, and money for any purpose.

iPods, are not to be brought to school without permission from the administration. In addition, games, handheld video games, weapons, drugs, alcohol, tobacco, knives, playing cards, skateboards, rollerblades and immoral or questionable reading material are not to be brought on campus. If you bring an iPad/Nook/Kindle to school, it must be used for class time only and they must be authorized by the classroom teacher. MCS can not be held liable for damage or theft of any electronic devices.

MUSIC

Piano and instrumental lessons are available for a fee through MCS on an individual basis. These lessons are given during school when possible. For more information, please contact the school office.

All music groups perform in various programs during the year. All elementary and secondary programs are considered part of the curriculum and the attendance of all students in the programs is vitally important. If a child chooses not to attend a program, his music grade will be adversely affected.

PARENT INVOLVEMENT

The faculty and administration encourage parents of our students to remain actively involved in their child's education. Parents should feel free to contact their child's teachers to discuss progress. All appointments should be coordinated through the administration office.

Parent-teacher conferences are scheduled throughout the year. Parents are encouraged to attend these informative meetings as a means of learning what their child is doing and how he can improve. Please make a note of these dates as well as exam schedules and dates that report cards will be sent home.

There are times throughout the year when parents may be asked to serve as a chaperone or a helper in some activity.

We would also greatly appreciate parents dressing modestly and appropriately when they visit our campus or attend any school function. There is to be **no smoking at anytime** on school or church property.

Parents are the greatest role model for children, including the area of social media. Parents who wish to operate a personal website or participate in social media (ie Facebook, Twitter, Instagram, etc.) should understand that if the Administration becomes aware of material that is deemed inappropriate or unsupportive of the purpose and mission of MCS that family may be subject to disciplinary action including dismissal from MCS.

PARENT/STUDENT CONDUCT AT SPORTING EVENTS

Christian conduct from our fans is important to the testimony of MCS. Therefore, we expect our players and spectators to be examples of the believers. "Let no man despise thy youth, but be thou an example of the believers, in work, in conversation, in charity, in spirit, in faith, in purity". I Timothy 4:12.

Students and parents are asked to observe the following guidelines during sporting events:

- Respect for school (Both MCS and the opposing school)
- Derogatory remarks should never be yelled to opposing players, coaches, spectators or the officials.
- Smoking or drinking of alcoholic beverages is prohibited on campus. Furthermore, any person who has been drinking will be asked to leave the school campus.
- Students and parents are expected to respect and observe school dress codes.

PICK-UP

NOTE: IF SOMEONE DIFFERENT IS PICKING UP YOUR CHILD DURING OR AFTER SCHOOL – FOR ANY REASON – NOTIFY THE SCHOOL IN WRITING OF THIS CHANGE. IF AN EMERGENCY ARISES, CALL, IDENTIFYING YOURSELF AND THE PERSON WHO WILL BE PICKING UP YOUR CHILD. A PHOTO ID WILL BE REQUIRED OF THE PERSON PICKING UP THE CHILD.

POLICY ON ROCK, COUNTRY, RAP & CONTEMPORARY GOSPEL MUSIC

The purpose of MCS is to work hand-in-hand with the home to, *Train up a child in the way he should go* (Proverbs 22:6). This training includes academic as well as character growth.

Since rock, rap, and country "music" is part of the counter-culture that seeks to undermine authority by implanting seeds of rebellion in a young heart and mind, MCS considers listening to this "music" to be detrimental to the spiritual, moral, and intellectual life of a young person.

It is recognized that MCS does not have the authority to tell the home what type of music to which the young person should listen. However, it is also recognized that students who exist on a steady diet of rock, rap, or country "music" do not grow spiritually, become cold and indifferent to the things of God and hinder the growth of other students. Therefore, the policy of MCS is to be opposed to all forms of rock, country, or rap "music" and its culture. CDS, pictures, magazines, emblems or any other rock, rap, or country music paraphernalia are not to be brought on the campus of MCS. This includes the singing or whistling of any rock, rap, or country "song" or the drawing of a rock, rap, or country emblem or rock, rap, or country, group's name on any text, text cover, notebook, etc.

Contemporary Gospel Music

Preferences in music are varied among Christians. MCS does not condemn or condone Contemporary Gospel Music. However, students and parents who listen to this musical format should understand that the selection of music in our school programs, competitions and chapels will lean toward the more conservative, traditional side. Any music used in any school-sponsored activity will be screened and the more liberal Contemporary Christian music will not be allowed.

PROMOTION

No student will be promoted in grades 1 or 2 if he/she fails reading, math, phonics, or receives a "D" in all three subjects.

Students in grades 3-8 who receive final grades of "F" in two (2) or more academic subjects (physical education, art, and music are not included) will not be promoted to the next grade level. Students who receive a final grade of "F" in one (1) or these subjects will be required to take that subject in summer school in order to be promoted to the next grade level.

Students in grades 9-12 who receive a final grade of "F" in any required subject must repeat the subject or attend summer school and receive a passing grade in order to be eligible for graduation.

For a student in grades 9-11 to be promoted, he/she must earn the required credits for the next year's classification:

To enter grade:	Must have earned:
10	6 credits
11	12 credits
12	18 credits
Graduate	24 credits

REPORT CARDS

Report Cards are issued at the end of every nine weeks.

Interim grade reports are sent home half way through each grading period. Parents are to sign them and return them to the school.

Note: A report card will not be released if tuition is delinquent, or if all fees and fines are not paid in full. Additionally, students in grades 7-12 with an account balance will not be allowed to take mid-term or final exams.

SCHOOL OFFICE

The school office is a place of business during the school hours. Students having business for the school office should arrange to have it done before school or during their lunch hour. Students should come to the window and ask the secretary's permission before entering any office.

School phones are for business use only and are not to be used by students unless an emergency arises and permission has been obtained. Parents are requested to make all calls to the office as brief as possible.

School copy machines are not for personal or student use. A charge of .25 per copy is required to make personal copies.

Any request for documentation must be made one business day in advance. This includes school records, birth certificates, transcripts, report cards, and immunization records.

General information such as account balances, calendars, school menus, or parental consent forms be picked up in the school office or viewed on the school website. It is our policy to NOT to FAX these documents.

SCHOOL BUILDINGS AND GROUNDS

Maranatha Christian School uses the facilities of the First Free Will Baptist Church. Therefore, we follow the rules and regulations of the church concerning the building and grounds. They are:

- School buildings are open from 8:00 A.M. until 4:00 P.M. on all weekdays except during special services.
- The church grounds are not to be used for sporting events on Sunday without the Pastor's approval. This includes the ball fields and gym.
- The following areas are off-limits unless specific permission is given by the principal or church staff: closets, kitchen, offices, sanctuary, baptismal pool and changing areas, sound room, copy room, library and bookroom.

SIGNING OUT

Anytime a student checks out during the school day, (8:15 – 3:00) a written note, dated and signed by a parent must be presented to the office personnel. Students will not be allowed to sign themselves out without written permission. Students will not be able to call parents during the day to request permission over the phone to leave school. Parents are urged not to give their children permission to leave school unless it is an emergency or an appointment that cannot be rescheduled.

Parents wishing to sign out a student during school hours must visit the school office. **No student will not be called from class until a parent arrives at the school and has signed out their child.**

SCHOOL LOCKERS

Students in grades 7-12 will be furnished with a locker at the beginning of the year in which to store their books and other belongings. All lockers and locks are the property of MCS. The student is assigned a locker number and combination. This is the student's personal combination to help safeguard his/her personal belongings and prevent their loss. Under no circumstances is the student to give his/her combination to any other student. Students are not to bring locks from home. All lockers are to be kept locked at all times. Food is not to be left in the locker overnight. Pictures, stickers, or other designs **ARE NOT** to be posted inside or outside the locker at any time. No items are to be placed on the top of the lockers. Lockers are to be kept clean and uncluttered. Hallways are to be kept uncluttered at all times. Books and personal belongings left in the hall where they may be tripped over, or left overnight will be placed in lost and found. Any malfunction in the combination lock or locker should be reported to the administration office immediately. The student will be charged a replacement fee for a lock if it is lost.

SENIOR FIELD TRIP

The annual Senior Field Trip to a location to be chosen by the administration is regarded as a major factor in the student's educational experience. Therefore, all seniors are expected to take advantage of this opportunity in order to fulfill their graduation requirements. The cost of the trip is the responsibility of each student and parent. The seniors are involved in various fund-raisers during the year that can help defray the cost of the trip. If a senior chooses not to attend the senior field trip, they must attend school.

STUDENT BLOGS/SOCIAL WEBSITES

Any student who decides join a social website or contribute to a personal blog must register their username/blog with the school administration. (Ex. Twitter, Facebook, Instagram, etc.) Any usernames or user ids must be registered immediately upon their creation. A student must register their usernames/user ids/blog as soon as he/she is accepted as a student. All websites/blogs will be monitored for content on a regular basis. Any student found with an unregistered username/userid/blog or material that is deemed inappropriate to the purpose and mission of MCS will be in direct disobedience to this ruling and will be subject to disciplinary action up to and including immediate ineligibility to attend MCS.

SUMMER SCHOOL

Elementary students needing summer school may make arrangements with MCS teachers or outside teachers or firms, such as Sylvan Learning Center, for remedial help. High school students who fail one or more semesters of a class taken at MCS must take the responsibility to make up that course the following summer. Summer school offered by the public school system or some other private school will be accepted by MCS.

TECHNOLOGY

If you bring an iPad/Nook/Kindle, it must be used for class time only and they must be authorized and supervised by the classroom teacher. MCS cannot be held liable for damage or theft of electronic devices.

WiFi is available to the staff and administration of MCS. Students are not to access the network. If a student needs an internet connection to complete a class project or class presentation, permission must be granted through the administration.

TESTING

Each spring we administer to students in K-5 through 12th grade the Stanford Achievement test and the Otis-Lennon Mental Ability Test.

- Students in Grade 10 take the PSAT each fall.
- Students in Grades 11 and 12 are required to take the SAT or the ACT.
- Students in Grades 10 - 12 may also take the ASVAB test. (Armed Services Vocational Aptitude Battery)

TRAFFIC FLOW ON CAMPUS

- Students who have permission from their parents to drive to school must park in the parking lot in front of building A.
- The speed limit on the parking lot is 10 MPH. Please remember to use extreme caution at all times.
- Student drivers must register all vehicles driven on campus.

Students in grades 1-2 may be picked up at the assigned pick-up points. *If you arrive early, please park in the parking slots. Please follow arrows and signs to ensure safe and orderly traffic flow.*

Do not park in driving lanes

The speed limit is 10 mph on campus for those dropping off and picking up students in front of building B. ***Please do not park on the left or on the cross-walk between the two buildings or reserved parking places.***

TRANSCRIPTS

Transcripts are updated quarterly. Students who request a copy of a transcript must fill out a "Transcript Request Form" at least one business day before receiving the transcript. MCS will provide three copies of a student's transcript without charge. A \$5.00 fee will be charged for each additional copy.

VISITING THE SCHOOL AND CLASSROOMS

Parents are always welcome at MCS and should feel free to visit the school and classrooms. Parents who come to school during normal school hours for any reason are asked to go directly to the school office and identify themselves. Any visitor to a classroom should make an appointment with the administration office in advance. Parent-teacher conferences should be scheduled with the classroom teacher at a convenient hour.

MCS students may bring visitors to school on the following conditions:

- Only adults or prospective students may visit during the school day.
- Permission must be secured from the school office one day in advance. This includes visitors just for lunch.
- The visitor must be brought to the school office to receive a visitor's pass before visiting the classroom.
- Each visitor must abide by all the school rules as to conduct and dress.
- Visitors will not be permitted during exam days in grades 7-12.

WITHDRAWALS

Withdrawals from school must be made through the school office. All tuitions continue until withdrawal is completed. It is the policy of MCS not to issue report cards if an account is not current. A student wishing to withdraw from school should secure a withdrawal form from the school office.

SICKNESS, INJURY AND MEDICATION

SICKNESS OR INJURY

No treatment other than first aid will be given at school. We will not dispense medicine for headaches and other minor problems.

Children who have the following symptoms of illness must be kept home for their sake and the well-being of other children in the school.

1. Fever of 100 degrees or above. A child must be without fever 24 hrs before returning to school.
2. Vomiting (previous night and day of drop off)
3. Continuous diarrhea
4. Listlessness
5. Matting in the eyes must be checked by doctor and medical statement must be brought to school stating child does not have a contagious illness or disease, or when the child may return to school.
6. Any other signs of a communicable disease.

Parents should notify the school office if a child contracts a confirmed case of a contagious disease.

Every effort is made to prevent accidents. However, in case of an accident, it is very important that we be able to reach the parents. We will follow your directions on the enrollment form in contacting you or a designated party. **Please keep the school informed with the most up-to-date information on how to reach you at all times.**

COMMUNICABLE DISEASE POLICY

MCS desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness that arises because of a specific infectious agent that may be transmitted either directly or indirectly from a susceptible host or infected person or animal to other persons.

A teacher or administration official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the administrator.

Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, MCS may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. MCS reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

Communicable diseases include (but are not limited to): Acquired Immune Deficiency Syndrome (AIDS), Aids Related Complex (ARC), Amebiasis, Animal Bite of Humans only by a potentially rabid animal, Anthrax, Botulism, Brucellosis, Campylobacteriosis, Chancroid, Dengue, Diphtheria, Encephalitis, Giardiaasis (acute), Gonorrhea, Granuloma Inguinale, Hansen's Disease (Leprosy), Hemorrhagic Fevers, Hepatitis, Histoplasmosis, Human Immunodeficiency Virus (HIV), Legionnaire's Disease, Leptospirosis, Lymphogranuloma Venereum, Malaria, Measles (rubella), Meningitis, Meningococcal Disease, Mumps, Paralytic Shellfish Poisoning, Pertussis, Pesticide Poisoning, Plague, Poliomyelitis, Psittacosis, Rabies, Relapsing Fever, Rocky Mountain Spotted Fever, Rickettsia, Rubella (including congenital), Salmonellosis, Schistosomiasis, Shigellosis, Smallpox, Syphilis, Tetanus, Toxoplasmosis (acute), Trichinosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Vibrio, Cholera, Vibrio Infections, Yellow Fever.

MEDICATION

A signed medication form by a parent or a licensed physician must be obtained before any medicine can be given at school (including over-the-counter medicines). Prescription medicines must be in the original container and labeled with the child's name. ALL medicines must be left with the school secretary with a completed medication form explaining dispensing procedures (includes over-the-counter headache medicine for ALL students). The school cannot assume full responsibility to see that it is taken at the proper time or in the prescribed manner. Students requiring close attention in this area should remain under the parent's supervision.

Note: Older students may carry over-the-counter medicine with them to school, such as aspirin or Tylenol. These medicines are not to be shared with other students under any circumstances.

KINDERGARTEN DIVISION

INTRODUCTION

Our kindergarten is a Bible-based, academic program that builds the foundation for the elementary division. The student must be age four (K4) or five (K5) no later than September 1 and must meet all the admission requirements as stated in the general information section of the parent/student handbook.

CURRICULUM

The ABEKA curriculum is used in the kindergarten program. This curriculum stresses the phonetic reading system and development of early math skills. All necessary workbooks, work sheets, and reading materials are provided. Bible is taught as a specific subject in kindergarten through flannel-graphs and other visual aids.

SUPPLIES

Most necessary supplies are provided, however, parents will be provided with a supply list each fall. Each student must have a backpack or satchel to carry papers and notes home for the parents to check daily.

ILLNESS/ MEDICATION

A signed medication form by a parent or a licensed physician must be obtained before any medicine can be given at school (includes over-the-counter medicines). Prescription medicines must be in the original container and labeled with the child's name. ALL medicines must be left with the school secretary with a completed medication form explaining dispensing procedures (includes over-the-counter headache medicine for ALL students). The school cannot assume full responsibility to see that it is taken at the proper time or in the prescribed manner. Students requiring close attention in this area should remain under the parent's supervision. (See section on "Sickness, Injury and Medication" above.)

PARTIES

A complete list of party days, times, and items to provide will be sent home at the beginning of the school year. Birthday parties are allowed only during snack or lunch time. We are unable to host parties that will include multiple decorations, visits from clowns, etc. Please remember that the school does not display anything having to do with witches, leprechauns, jack-o-lanterns, bunnies, and Santa Claus or anything that would be contrary to Biblical truth.

GRADING

Kindergarten work is not graded until the second nine-week period. The grading of the child's work may take many forms: a comment, a check mark, a sticker, or by an actual letter grade. Each method is recorded in the grade book and will be used in determining the child's report card grade.

The K5 report card is based on the same scale as grades 1-12, but uses letter grades only. Social and developmental skills are also graded by letter on the K5 level.

HOMEWORK

Homework will only be given to the K5 students and starts the 2nd nine weeks. Reading assignments start in December, two (2) nights a week. A homework assignment sheet is placed in the daily folder. It should be signed and returned after the homework is completed. Homework is expected to be completed when assigned. Parental help is the key to the success of the child.

DRESS CODE

All children must wear clothing that is in harmony with our Christian world-view. Clothing that depicts characters such as Pokemon, Power Rangers, Harry Potter, or cartoons that promote fighting or other questionable practices are not acceptable attire. This also applies to book bags, lunch boxes, etc.

Each child should have an extra set of clothing at school.

Shoes must be comfortable and should not easily slide off his/her feet. Flip Flops are not allowed.

Tattoos and stick on jewelry are not permitted. A child will be asked to remove these items if they are visible.

Students are required to follow the following guidelines for class time:

1. Students should not wear clothes that are slouchy, dirty, faded, or extremely tight..
2. No caps (boys or girls) are to be worn in the buildings.
3. Students who stay for extended daycare may bring play clothes to change into after school.

Boys:

1. Boys must wear long pants.
2. All shirts must be tucked in.
3. Boys are not to wear necklaces, earrings or bracelets.
4. Hair is to be cut neatly, short enough as not to be shaggy or bushy. Hair should not touch the eyebrows, ears, or collar. Designs, initials, partially or fully shaven hairstyles are not appropriate and will be dealt with on an individual basis.

Girls:

1. Girls must wear dresses or skirts no shorter than the middle of the knee (including slits). Tight fitting skirts or dresses are not permitted.
2. Shirts, blouses, and tops must be loose fitting with modest coverage.

ELEMENTARY DIVISION

ADMISSION

The Elementary Division (grades 1-6) continues to build upon the foundation laid by the kindergarten. In order to enter the first grade, the student must be six (6) years old no later than September 1, and must meet all admission requirements as stated in the general information section of the handbook.

CURRICULUM

MCS uses the ABEKA, BJU Press, and Positive Action curriculum and textbooks. The main emphasis is placed upon reading, math, and grammar. Bible is taught as a specific graded subject with a strong emphasis placed upon the student's individual responsibility to a Holy God.

DRESS CODE

(See *General Information*, "Dress Code" for specific details.)

DISCIPLINE

MCS expects its students to live above reproach showing respect to God, country, family, faculty, and fellow students. Therefore, lying, cheating, theft, and profanity will not be tolerated. Attendance at MCS is a privilege, not a right. Constructive suggestions are always welcomed, but GRIPING IS NOT TOLERATED. Anyone who will not cooperate spiritually, morally, or scholastically will be dismissed.

Disorderly conduct (goofing off, horseplay, disruptive talking, etc.) is not conducive to Christian character and leads to destruction of property; therefore, it will not be tolerated. At MCS, these three rules must be followed:

1. No student will be out of his seat without permission.
2. No student will speak out in class without permission.
3. Students will always address and reply to teachers with respect.

Discipline problems are handled in the following ways: warning to students, notes to parents, and phone calls to parents, parent-teacher-principal conferences, probation, suspension, or expulsion.

SUPPLIES

All texts, with the exception of the student's personal Bible, are supplied by the school. Many of these texts, especially on the lower level, are consumable workbooks. Students will receive a supply list during the summer mailing.

PARTIES

A complete list of party days, times, and items to provide will be sent home at the beginning of the school year. Birthday parties are allowed only during snack or lunch time. We are unable to host parties that will include multiple decorations, visits from clowns, etc. Please remember that the school does not display anything having to do with witches, leprechauns, jack-o-lanterns, bunnies, and Santa Claus or anything that would be contrary to Biblical truth.

GRADING

Papers will be sent home on Monday consisting of the past week's work. This will include tests, quizzes, projects, and seatwork, etc. The cover sheet will be signed and sent back to school.

HOMEWORK

Weekly homework assignment sheets for students in grades 1-6, will be sent home each Monday for the parent to read. This will list all of the work that the student is required to do. This sheet is a communication tool through which the teacher can keep the parent up to date on the student's progress.

PROMOTION (Grades 1-8)

No student will be promoted in grades 1 or 2 if he/she fails reading, math, phonics, or receives a "D" in all three subjects.

Students in grades 3-8 who receive final grades of "F" in two (2) or more academic subjects (physical education, art, and music are not included) will not be promoted to the next grade level. Students who receive a final grade of "F" in one (1) or these subjects will be required to take that subject in summer school in order to be promoted to the next grade level.

JUNIOR AND SENIOR HIGH SCHOOL DIVISION

DISCIPLINE

MCS expects its students to live above reproach, showing respect to God, country, family, faculty, and fellow students. Therefore, lying, cheating, theft, and profanity will not be tolerated. Attendance at MCS is a privilege, not a right. Constructive suggestions are always welcomed, but GRIPING WILL NOT BE TOLERATED. Anyone who will not cooperate spiritually, morally, or scholastically will be dismissed.

The conduct of a student off campus is just as important as his conduct on campus. Therefore, any student involved in any of the following, on or off campus, may or may not be retained as a student, depending upon their involvement: use or possession of tobacco, alcohol, or drugs; involvement in immoral acts, including pornography, homosexuality and any other sexual activity; any criminal acts which cause the student to be imprisoned; disrespectful acts or intimidating acts toward any faculty member; gambling; stealing; attending any parties where alcohol or drugs are used; attending any night club. Any student involved in any of the above may be expelled anytime before graduation and will not receive a diploma, even if all work has been completed.

DEMERIT SYSTEM

Students will be given varying numbers of demerits depending upon the type and severity of the infraction. A list of offenses and their demerit penalties follows. Demerits may also be given at the discretion of the administration in certain irregular cases not covered by the list. The number of demerits given for a specific offense will be doubled, tripled, etc., for successive violations of the same code.

Each time a student is given a detention he will receive 5 demerits. These demerits are recorded in the office and will give the administration a record of the student's behavior. The number of demerits a student has accumulated can determine the student's eligibility for sports and other extra curricular activities. It can also determine any additional corrective actions that may have to be taken. If a student goes one month with no demerits we will remove 10 demerits. A student who receives a total of 150 demerits will be dismissed from MCS.

The following is a list of disciplinary steps that will be taken as a student accumulates several demerits.

# of Demerits	Disciplinary Action
25.....	Detention
50.....	In-School Suspension
100.....	Out-of-school Suspension
150.....	Expulsion

DEMERIT CODE

(5 demerits)

- Tardy to class
- Loitering in the hallways or outside
- Loud and unruly conduct
- Chewing gum at school
- Food or drinks in hallways or classrooms
- Hair or Dress code violation. (Shirt out or unbuttoned, skirt too short, not wearing a belt, etc.)
- Unprepared for class
- Talking in class, library, chapel or assembly
- Failure to return signed note, report card, permission slip, etc.
- Not paying attention in class (daydreaming, passing notes, silently communicating to other students, etc.)
- Littering

(10 demerits)

- Disrupting class
- Being in off limits areas
- Defacing others' personal property because of carelessness (plus payment for repairs or replacement)
- Leaving class without permission

- Running when not involved in physical education
- Throwing objects when not involved in physical education
- Forgetting to turn off personal cell phone in class

(20 Demerits)

- Pushing, shoving or horseplay
- Misbehaving in chapel
- Defacing others' personal property maliciously (plus payment for repairs or replacement)
- Leaving school grounds without permission
- Picking another student's lock, or a locked door

(25 -150 demerits)

The following offenses will result with an immediate meeting with the principal and the discipline council and could result in five or more detentions or even expulsion. The number of detentions assigned will be determined by the student's cooperation, remorse, number of times involved with similar offenses, and general overall attitude toward correction.

- Rebellious attitude
- Quarreling or arguing with a teacher, or disrespect for authority
- Harsh or abusive language to other students
- Disrespect in Chapel
- Disobedience (deliberately ignoring warnings or detentions for particular offense may be interpreted as disobedience)
- Skipping class or detention
- Smoking (on or off campus)
- Cheating, stealing, gambling, lying or deception.
- Drinking alcohol (on or off campus)
- Public Displays of Affection (includes kissing, holding hands, hugging, sitting too close, etc.)
- Vulgarity, profanity (including language, written or spoken, and gestures)
- Fighting
- Pornography
- Vandalism
- Unacceptable items at school

NATIONAL HONOR SOCIETY

National Honor Society is open to tenth through twelfth grade students who are selected by a faculty committee. The criteria for membership in National Honor Society are scholarship (90 average), leadership, service, and character. MCS is a chapter member of the National Honor Society and as a chapter abides by National Honor Society regulations.

STUDENT DRIVERS

1. All students who drive to school must obtain permission from the school office.
2. Cars must be parked at the designated place upon arrival at school. Students are not to sit in their cars until school starts but should go to the cafeteria. Written permission shall be obtained from the administration for each authorized use of a car during the regular school day.
3. Student drivers must register their vehicle (and names of regular riders if any) with the school office.
4. Students must have full insurance coverage to drive cars or motorcycles to school.
5. Students must observe all posted speed zones and follow regular traffic patterns.
6. Students may not be in or go to cars in the parking lot during school hours.
7. Students may not sit in their cars with other students after school. Students must leave the campus after school.

8. Students violating school regulations regarding the use of automobiles may be denied permission for car use.
9. Students may not play loud offensive music in their cars on campus.
10. Students should always lock cars parked on the school grounds. The school is not responsible for stolen items.

Violation of any of the above requests will cause a student to lose his/her driving privileges for one full semester and may result in social discipline.

ATTENDANCE REQUIREMENTS

1. A student accumulating ten (10) or more unexcused class absences in an annual course or five (5) or more unexcused absences in a designated semester course will be subject to the withholding of passing final grade(s) pending a review of the absences by the administration.
2. Students will be counted in attendance only if they are actually present or are engaged in a school-approved educational activity that constitutes a part of the instructional program.
3. Attendance will be taken on a period-by-period basis. Students who are continually late to school and miss portions of the first period will be counted present for the day but could possibly lose credit for the first period class. A student must be in the class for at least 40 minutes to be considered present unless a valid excuse is presented to the teacher. Regardless of the number of excused absences a student may have, no credit can be awarded in classes where the student has missed 20 or more hours of instruction during the school year.

TARDINESS

MCS views student punctuality as a parental responsibility. For students in grades K5-12, the following policy applies:

5. When a student receives a **third cumulative unexcused tardy per semester** the student's parents will be assessed a **\$5.00 fee per tardy** which will be billed through the school office.
6. Beginning with the **sixth cumulative unexcused tardy in one semester**, the student will be charged **\$10.00** per tardy for each successive tardy.
7. Beginning with the **ninth cumulative unexcused tardy per semester** a parent conference will be required to discuss a plan to correct the problem. Repeated tardiness after this meeting may result in the removal of the student from the school. The **\$10.00** fine per tardy will still be enforced per tardy.

Student athletes must arrive on-time for school on the morning following an athletic competition or receive an unexcused tardy. Being tired is no excuse and late nights should be considered when deciding whether to participate in a team sport. Exceptions will be made with a signed and dated medical excuse.

PHYSICAL EDUCATION

Physical education is fundamentally a learning time. Physical education stresses physical activity, not as an end in itself, but as a means toward fulfilling one's personal potential in all phases of life. Physical education is a planned program of personal movement experiences that develops the body and fosters growth intellectually, socially, and creatively in harmony with the goal of Christian education.

Goals

1. Health and fitness - Care of the body in order to serve God and others.
2. Motor proficiency - Use of human movement to serve meaningfully God and others.
3. Intellectual - Understanding of the human being in action.
4. Decisional - Development of choices and commitments.

Dress

Items needed for class include a P.E. uniform, (to be purchased in the school office), proper athletic shoes (made for outdoor use), and socks. All shoes and uniforms must be clearly marked with the student's first initial and last name on them. During cool weather, a sweater or jacket may be worn over the uniform. The uniform is not to be altered in any way. Students are required to wear their own suits, shoes, and socks.

Failure to dress out on required days causes a drop in grade as well as the possibility of other discipline as the instructor sees fit.

Students are to be in the locker room no later than 2 minutes after the class is scheduled to begin. For physical education classes, the classroom is the locker room. Students must be changed and ready for roll call by 10 minutes after the class begins. No gum, food, or drinks are allowed in the locker rooms or during class.

Excuses

For minor difficulties, a note from the parents is required. A student should bring a note from home stating the date, grade, student's name, and the length of time and reason he/she is to be excused. Phone calls are not acceptable. If a student does not have a written excuse, points will be taken off his grade.

If a student is to be excused permanently from physical education, he or she must obtain a medical excuse from his physician. This procedure must be cleared with the administration office. Any student with a medical problem or disability should tell the teacher by the end of the 1st week of class. The teacher needs to know if the student cannot participate in certain activities or if he may be limited in certain activities.

Students will not be excused from P.E. classes to make up work in other classes.

General Information

During volleyball and basketball season, students are not allowed to walk on the courts, under the volleyball nets, etc. The courts are off limits except for scheduled classes, events, practices or games.

Do not abuse the equipment.

Keep the floor, walls, and water fountains clean.

Students are expected to use and express good manners at all times.

Report any injuries to the instructor immediately.

The equipment room is off limits. Special permission must be given by the teacher before entering. At no time are students to be using the equipment room without the supervision of a teacher.

HIGH SCHOOL ATHLETIC PROGRAM

Interscholastic Activities

MCS maintains an active interscholastic sports program competing in major sports through membership with the South Carolina Association of Christian Schools. All students participating in any interscholastic sport, including cheerleading, must have a current sports physical each year of participation.

Student Participation in Sports

The spirit of the school's policy concerning academics is to ensure that MCS maintains academic excellence and at the same time fulfilling contracted games we obligate ourselves to play.

All athletes, managers, and statisticians will be academically evaluated when interim grade reports and report cards are distributed. Any student participating in extra curricular activities must maintain a "C" average (78%), have no more than one "F" and no "Incompletes" on his/her report card, and be passing Bible.

During the academic probation, the following guidelines will be observed:

1. The student will not dress out or participate in any games or practice games.
2. The student will attend and participate in all regular team practice.
3. The student will attend and sit with the team on the bench at home games.
4. The student will not attend away games.

IN THE CASE OF SUSPENSION(ISS or OSS) AN ATHELETE WILL BE UNABLE TO PLAY IN THE NEXT GAME-1GAME SUSPENSION

Sports Fee: Our sports activities are not funded by tuition, so we must have some means of generating an income to defray the expenses that ticket sales and fund-raisers do not cover: uniforms, equipment, insurance, official's fees, transportation, and miscellaneous expenses.

Families who join our Booster Club at a certain level may waive all sports fees. Families who decide not to enroll in the Booster Club will be required to pay a sports fee per sport per participate.

Fees are non-refundable and are due at the beginning of the sport.

Athletics In General: Students wearing a uniform represent our school; and their conduct reflects on the student body as a whole. Athletes must watch every aspect of their behavior during play, traveling, or in the stands. Fighting, abusive language or poor conduct will not be tolerated and will subject the athlete to immediate removal from the team. Listed below are a few rules:

1. Athletes are to be picked up within 15 minutes after practice or the pick-up time following a game.
2. Injured players are to stay with their team and are not to loiter around school.
3. The weight room is for the use of athletes. At no time will it be occupied by men and women at the same time or used without permission from a coach.

Cheerleading: Cheerleaders are selected from those qualifying in tryouts and meeting the same qualifications as athletes.

JUNIOR AND SENIOR HIGH ACADEMIC INFORMATION

This section is designed to provide the parents and students of MCS information regarding course offerings and the school's academic requirements for graduation. The administration understands that the academic program of MCS cannot match the course offerings of its public counterpart, but it does strive to excel in the thoroughness of its presentation of the material taught in the classroom. Any student who is willing to apply himself satisfactorily, and do what is required of him by the teacher can expect to do well in the school. Students who have such motivations should make the transition into college quite easily.

Our courses have been carefully developed to prepare our students for entrance into college. With a strong commitment to the Bible and solid coverage of language, math, and the sciences, we feel that our students should be adequately equipped for a challenging future. We remind our parents and students that we teach all classes in light of the Word of God, and we do not apologize for such a commitment. We believe the Bible gives a scriptural admonition to ... *train up a child in the way he should go ... (Proverbs 22:6)* and that ... *The fear of the Lord is the beginning of wisdom...* (Proverbs 9:10) These convictions affect the academic orientation of all classes taught at MCS.

It is our desire that each student with the encouragement of his parents works hard and does his very best at the task that has been set before him. Although graduation may seem a long way down the road, hard work and perseverance now will reap dividends when the student has successfully completed all requirements and the diploma is in hand!

HONOR GRADUATES

Graduates who have a final grade point average of 4.0 or above (on a 5.0 scale) will graduate with honors.

The valedictorian and salutatorian from the graduating class will be chosen based on the academic record. The valedictorian and salutatorian must have been a student at MCS during the entire eleventh and twelfth grades.

GRADUATION COURSE REQUIREMENTS

In order for a student to obtain a high school diploma, he/she must successfully earn 24 academic credits in Grades 9-12.

Minimum Requirements:

Four (4) Credits in English

With a major concentration in composition, grammar, and literature.

Three (3) Credits in Social Studies

1 credit World History

1 credit U.S. History

½ credit American Government

½ credit Economics

Three (3) Credits in Science

1 credit Physical Science w/Lab

1 credit Biology w/Lab

Chemistry

Four (4) Credits in Mathematics

College Preparatory Track

Algebra I, Algebra II, Geometry, Advanced Math or Precalculus

Four (4) Credits in Bible

One credit for each year enrolled at MCS

Students transferring into MCS will be responsible for credits earned only while at MCS.

One (1) Credit Physical Education

Two (2) Credits in Spanish

One (1) Credit in Keyboarding

One (1) Credit in Performing Fine Arts Courses

To be selected from Speech, Music, Art, or Band

One (1) Elective Credit

Grade Level Requirements:

<u>NINTH</u>	<u>TENTH</u>	<u>ELEVENTH</u>	<u>TWELFTH</u>
Bible I	Bible II	Bible III	Bible IV
English I	English II	English III	English IV
Gov't/Econ.	World History	U.S. History	Speech
Phy. Science	Biology	Math Elective	1-3 Electives
Algebra I	Math Elective	Chemistry	
Keyboarding	1 Elective	Spanish II	
1 Elective	Spanish I	1 Elective	

Electives*

Physical Education	Home Economics	Teacher's Aide
Geometry	Bible I,II,III, IV	Ensemble
Statistics	Advanced Math	Chorus I, II, III, or IV
Accounting	Algebra II	Informal Geometry
Band I, II, III, or IV	Library Aide	Keyboarding
Family Living	Journalism I, II	Speech
Weight Training	Spanish I, II	Health

*An elective is any class that is not serving the purpose of satisfying another graduation requirement. Electives should be carefully balanced between academic and non-academic courses. When signing up for electives, students must include at least one alternate for each elective selected. Students should not assume that there is any less amount of work associated with these classes.

Special Notes:

1. All students while enrolled at MCS are required to take Bible classes. Students who fail these classes must make them up by correspondence before graduation.
2. **All students are required to take 7 classes per year.** Seniors must take at least 5 classes.
3. The majority of the academic subjects are of one year's duration. Students are expected to remain in these classes the entire school year. Students who drop out of a class during the course of the year will receive no credit for that class.
4. Requirements for graduation begin in ninth grade. For each full-time, annual course that is successfully completed during the school year, one credit will be awarded. Completion of a semester course will receive one-half credit. A minimum grade of a "D-" is required to receive a unit of credit.
5. Any student receiving an "F" can receive credit towards graduation by successfully repeating that subject the following year. Other alternatives include repeating the course in summer school or taking a correspondence course from an approved, academic institution. Such a course must correspond closely to the subject failed and be approved by the administration.
6. All courses attempted are included in the computation of a student's grade point average (GPA). Should a student fail a subject, he will be required to repeat the class in summer school.
7. It is the student's responsibility to see that all courses are satisfactorily completed in order to graduate. Although student records will be checked frequently to make sure that all graduation requirements are being met, MCS cannot be held responsible for any student who is deficient in credits at the end of his/her senior year.
8. Seniors will not be permitted to march in the commencement exercises if they lack more than one credit for graduation. Arrangements must also have been made to earn their credit in an approved summer or correspondence school program before the student can march. MCS cannot be held responsible for the inconvenience caused by a senior's failing courses during the last days of school.

Grading/Promotion Information:

1. The following has been adopted as the grading scale for all work done at Maranatha Christian School:

<u>Letter Grades</u>	<u>Percentage Grades</u>	<u>Grade Points</u>	<u>Honors</u>
A	94-100	4.12-4.87	4.5-5.37
B	87-93	3.25-4.0	3.75-4.5
C	78-86	2.12-3.12	2.62-3.62
D	70-77	1.0-2.0	1.5-2.5
F	0-69	0.00	0.00

2. Grades will be issued at the end of each nine-week period. At that point, the academic teachers will assess each student's ability, attitude, and application of skills. All incomplete work at the end of a grading period must be made up within 10 school days after the beginning of the new grading period or the grade will be changed to an "F."
3. The final average of an annual class is determined by counting final exams as 20% and the quarter grades as 80%, with a provision for teacher override. The final average of a semester class is calculated by 40% value for each of the 2 nine-week periods and 20% value for the final examination, with a provision for a teacher override.
4. Progress reports will be sent home on all students during the middle of the grading period. The purpose of this report will be for parents to evaluate their child's grades and to take whatever action necessary to make improvements. After the parent has reviewed the report, he needs to sign and return it to the homeroom teacher the following day. Parents who wish to discuss the progress of the child are encouraged to schedule a conference with the teacher.
5. Report cards are issued at the end of each grading period. These reports give parents and students accurate information regarding the progress or lack of progress being made by the student. Report cards are to be signed and returned to the homeroom teacher the next school day.
6. At the end of each academic year, the progress of the students will be assessed by the administration. If the student has made satisfactory progress in all his/her required classes and electives, he will be recommended for promotion to the next higher grade. Students must have earned six credits to enter tenth grade, 12 credits to enter eleventh grade, and 18 credits to enter twelfth grade.
7. Each senior will be given an unofficial copy of his/her transcript at the end of the school year. Any official transcripts must be ordered through the school office. The student must supply the accurate mailing address of the institution where the transcript is to be mailed.

Extra Credit: Extra credit is given at the teacher's discretion and may only be used to raise a grade before the end of the grading period. Extra credit will not be given to students that have a low grade as the result of not turning in homework, projects, etc. No extra credit may be done to raise a grade already earned and reported on the report card.

Examinations:

1. The academic year at MCS is divided into four nine-week grading periods. Teachers are required to administer at least three tests a grading period. An exam schedule will be provided for the semester exams. Semester exams will cover material for the entire quarter, while final exams will cover material for the entire year. Report cards will be sent home at the end of each quarter.
2. All students will be required to take final examinations.
3. Exam Exemption (grades 7-12): Students who earn a 96% average in the previous two quarters in any given class, and have no unexcused tardies or "late-to-class" notices or have not exceeded the 10 day absence rule during the same period for that class, may exempt the semester exam for that class.
4. Students who miss final examinations will be allowed one week (from the date they return to school) to make up the examination. Tests must be made up at the discretion of the

subject-area teacher. Students who fail to make up work within the given time period will be given a zero on the test.

Course Selection:

1. High school students may choose their elective classes under the guidance of a counselor. Students are encouraged to choose classes that best meet their abilities and will help them meet the requirements for graduation.
2. Students are required to furnish the school office with any transcripts of work completed in other schools as soon as possible. These credits will not be counted until an official transcript from the school is in our office.
3. Students must choose alternates to all electives when completing their course selection sheets. The administration will do their best to give students the classes they ask for, but because of scheduling conflicts, this may not always be possible.

Drop/Add Regulations:

1. Permission from the school office is required to drop or add a course after enrollment. A drop/add card must be signed by all the teachers in question and then approved by the principal. No student may drop a class without written permission from his/her parents.
2. After the first four weeks of the semester, no class may be dropped or added to a student's schedule. Any class that is dropped after this date will receive a grade of "F" for failure and will appear on the student's transcripts. There are no refunds for class fees if the course is dropped.

Honors Courses:

MCS offers honors courses in our Math and English Departments. Students who choose to take these classes for "Honors" credit must have approval from the subject-area teacher and the academic advisor. The students must have received at least a "B-" average in their previous year.

Prospective juniors and seniors who desire to take Honors classes choose these courses during the first week of school.

Honors classes are designed for students who have strong motivation and are willing to do a substantial amount of work on their own.

Dual Credit Courses:

MCS offers dual credits with Florence Darlington Technical College to prospective junior and senior students who wish to begin obtaining college credits during high school. These courses require students to apply and enroll at FDTC. Dual credit courses are an additional cost.

Sometimes in the course of a school year we find it necessary to add or modify the school guidelines. We reserve the right to do this.

You will be notified in writing of any change.

Parent Cooperation and Support Statement

I am pledging my full support and loyalty to the aims and ideals of this school. In a day when many parents are abandoning their responsibilities regarding the rearing of their children, I am signing this form in an honest effort to reassure the administration of my *full* support.

I agree:

1. I have read the school handbook and will fully support MCS policies as stated in the handbook. Furthermore, I understand that parental misconduct or disregard for school policies and/or authority may result in the dismissal of my child(ren) from MCS.
2. I will be loyal to the church and the school by not discussing problems or grievances with other parents. I will bring all of my questions directly to the teacher and/or the principal. I know that it would be regarded as gossip should I discuss my student's problems with those who can do nothing to help him or her.
3. I will attend, or my spouse will attend, all MCS PTF Meetings and class programs as scheduled each year.
4. I understand that should I choose to operate a personal website or participate in social media (ie Facebook, Twitter, Instagram, etc.) that if the Administration becomes aware of material that is deemed inappropriate or unsupportive of the purpose and mission of MCS a family may be subject to disciplinary action including dismissal from MCS.
5. I pledge to not be defensive should I be called for a discipline infraction that involves my student. I fully understand that children make mistakes, lie, and do things that break our rules; I will be one of those parents who appreciate such communication from the teacher or principal. I do not believe that the settling of discipline problems should have to resemble a court trial.
6. I will be here promptly, within less than one hour, whenever I am notified of a discipline problem or sickness.
7. I will see that my student dresses each day within the boundaries of the school's dress code.
8. I will see that my student assumes and accepts responsibility for his own actions. This includes being correctable and accepting the consequences when the school deems his or her actions to be unacceptable. I realize that my child is responsible for his or her actions, attitudes, and decisions. I want him to learn that consequences, both good and bad, follow our decisions.

9. I will show full respect for the teachers and principal of MCS. I know that many people today show a disrespectful attitude towards those in authority, but this is not, and will not be, my attitude.

10. I promise to pay all of my bills on time. I understand that to withdraw my child in nursery through K4 requires a two-week notice for which I am responsible to pay. I understand that to withdraw my child in first through twelfth grade requires that I must pay in full all of the charges due during the time my student was enrolled.

I further pledge not neglect my responsibility regarding the education of my child. I will see that my student studies, completes assignments on time, and prepares adequately for tests and quizzes. Being a cooperative partner with MCS in the education of my child, I will take appropriate measures to see that my child progresses adequately in the learning process; this may include after school tutoring, help classes, spending extra time with my child, and frequently monitoring my child's progress. I am committed to my student doing his/her best and being actively involved in his character education.



Father: _____
Date: _____

Mother: _____
Date: _____

Principal: _____ Date: _____

Names of Students: _____

Media Release

I DO GIVE Maranatha Christian School permission to use photographs taken of my child, _____ for use on the school website, and in promotional materials and advertisements.

I DO NOT GIVE Maranatha Christian School permission to use photographs taken of my child _____ for use on the school website, and in promotional materials and advertisements.

Signature of Parent/Guardian: _____