

PARENT STUDENT HANDBOOK



MARANATHA
CHRISTIAN SCHOOL

Equip. Serve. Impact.

2026-2027

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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.

Maranatha Christian School Goals

We want our students to be able to exhibit the following characteristics as part of their lives as they grow through childhood toward young adulthood. Everything that is taught and practiced here at Maranatha Christian School will aim to help students meet these expectations. We want our students to be:

Influential Christians who:

- Accept the Lord Jesus Christ as personal Savior.
- Apply Biblical principles as the foundation for moral and spiritual living.
- Develop and maintain an informed Biblical worldview that shapes their lifestyle choices.
- Demonstrate God's love through acts of service and sharing of the Gospel.

Investigative Learners who:

- Master a body of knowledge, vocabulary, and skills.
- Understand, analyze, and order relationships among facts.
- Assess their needs and apply appropriate strategies to learn concepts and skills.
- Actively seek and apply absolute truth.

Perceptive Thinkers who:

- Identify, analyze, prioritize, and apply information.
- Have the ability to solve problems by thinking independently and logically.
- Make responsible and well-reasoned decisions.

Effective Communicators who:

- Demonstrate the ability to accurately understand, interpret, and exchange information.
- Communicate with eloquence, creativity, and persuasion in writing and in speech.
- Develop and use artistic expression.
- Proclaim and defend the Gospel with wisdom and respect.

Responsible Citizens who:

- Respect and submit to properly constituted authority.
- Actively protect and promote liberty and our republic.
- Enjoy God's creation and practice proper dominion of it.
- Recognize and contribute to meeting the needs of others Biblically.

History

Maranatha Christian School has been used of God to train thousands of boys and girls in the Florence County area since 1972. MCS is a ministry of First Free Will Baptist Church, Inc. and began on King Avenue under the direction of Pastor Guy Owens. The burden of Pastor Owens was to provide a quality Christian education to students of all ages. The school consists of childcare facilities for babies as young as six weeks, and academic classes beginning with two-year-old kindergarten to elementary, middle and high school.

MCS relocated in 1980 to 2624 West Palmetto Street. We have a 13-acre campus consisting of an academic and administrative building, a church auditorium and a modern childcare building that also holds our cafeteria, and a gymnasium. The first graduating class of Maranatha Christian School was the class of 1974. Throughout the years of the existence of the school, our graduates have distinguished themselves in a variety of callings and vocations. Because of the longevity of MCS, our 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. Our school is also accredited with SCACS, a

recognized accrediting agency by the State legislature of South Carolina. Our graduates meet or exceed the requirements for graduation by the state.

Doctrinal Statement

The First Free Will Baptist Church receives the Scriptures as the inspired Word of God and the sole authority for 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.
10. We believe that God has established marriage as a lifelong, exclusive relationship between one man and one woman and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual or otherwise, is immoral and therefore sin (Genesis 2:16-25, Exodus 20:14, 17, 22:19, Leviticus 18:22-23, 20:13, 15:16, Matthew 19:4-6, 9, Romans 1:18-31, I Corinthians 6:9-10, 15-20, I Timothy 1:8-11, Jude 7). We believe that the cohabitation of unrelated persons of the opposite sex in a marriage-like relationship, without the marriage bond, is contrary to the teaching of Scripture (1 Thessalonians 5:19, Hebrews 13:4). We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, polygamy, bestiality, incest and the use of pornography) is sinful and offensive to God (Matthew 15:18-20 and I Corinthians 6:9-10). We believe that God created the human race male and female and that all conduct with the intent to adopt a gender other than one's birth gender is immoral and therefore sin (Genesis 1:27 and Deuteronomy 22:5). We believe that God wonderfully and immutably creates each person as male or female. Those two distinct, complementary genders together reflect the image and nature of God (Genesis 1: 26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

Philosophy

The primary goal of Christian education is to inspire a Biblical world view in each student. Not only so they can defend and support their faith, but also so they can recognize falsehood in the world around them. The argument is used that Christian schools do not prepare children for the "real" world. The implication is that a Christian school does not prepare children to become like the rest of the world. "And be not conformed to this world: but be ye transformed by the renewing of your mind, that ye may prove what is that good, and acceptable, and perfect, will of God." (Romans 12:2) A truly Christian education will purposefully prepare children to be set apart from the world and not like it so they may be salt and light in the darkness of the "real" world. Christian education will serve the student in three general areas.

1. Life in Christ: fellowship, character training, the bearing of one another's burdens, reaching the lost, spiritual disciplines.
2. Love of God: the most important thing a student learns, the love of God for him/her, and to love Him in return, is ultimately found on an individual basis.
3. Curriculum: to learn the academics in core subjects. An education that is truly Christian is taught from a biblical base so that students may respond more adequately to God through loving and serving Him through whatever vocation God leads them to in their life.

A Christian school should assist in that discovery. It can do no more and no less, for salvation cannot be forced. Modern education strives after the last area but cannot even hope to address the other two. Jesus said, " But seek ye first the kingdom of God, and his righteousness; and all these things shall be added unto you." Matthew 6:33 The foundation of a truly Christian education is built upon a Christian philosophy centered on God's Word.

General Information

Pledges

A demonstration of a person's love and appreciation for our Savior, the Holy Scriptures, and the nation in which he lives is a liberty afforded to all of us as Americans. We gladly take the opportunity each day to stand and state the following pledges:

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 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, and I will hide its words in my heart, that I might not sin against God.

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.

Administration, Faculty, and Staff

The pastor of First Free Will Baptist Church is the chief administrator of Maranatha Christian School and delegates the operation of the school to the Administrative Team of the school, who answers directly to him. Faculty members are hired by the pastor with the recommendation of the Administrative Team.

Dean of Students: Maranatha Christian School believes that student development extends beyond academics. The Dean of Students serves on the Administrative Team and serves alongside faculty, staff, and families to help cultivate a Christ-centered school culture that supports the mission of the school.

The Dean of Students provides leadership in the following areas:

- Student Discipline & Accountability
- Student Culture & Character Development
- Parent Communication & Student Support
- Teacher Support & Policy Consistency
- Student Leadership, Chapel, & School Climate

The purpose of this role is not simply to administer discipline but to help create an environment where students are encouraged to grow academically, spiritually, socially, and personally. Working in partnership with families and faculty, the Dean of Students seeks to foster a school culture that reflects the mission of Maranatha Christian School by equipping students to serve God and impact the world through Biblical thought and action.

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 enrolled in the school.

It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, athletic or other school-administrated 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.

Enrollment Procedures: Anyone who is interested in our school must first complete the online application. Once processed, the following information must be submitted at that time:

- A copy of the most recent report card or school transcript
- A state-certified copy of the student's birth certificate
- Current SC immunization records

Once all information is received, a secretary will contact you for a tour of the facility with the a member of the administration team. Enrollment fees and a payment plan set up can be completed at that meeting. Students enrolling and entering K5 through 12th grade must accompany their parent(s).

Students in grades second and higher are required to take a placement test before the admissions process is complete. The administration reserves the right not to define criteria whereby a student may be accepted or denied admission 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. If the student fails to make acceptable progress academically or does not adjust to our program within the first nine weeks, the parents may be required to withdraw their student. The records of students enrolled at MCS are reviewed annually to determine retention qualifications. Students are re-admitted for each school year based on a satisfactory record in academics, conduct and spiritual growth.

Homeschool Policy

Homeschooled students in grades 6–12 may apply for enrollment and athletic participation in accordance with SCACS guidelines and school policies.

To be eligible, students must enroll in at least one full-year course. Elective classes do not count toward this requirement. Tuition and applicable fees are required for each enrolled course. Additionally, a fee for each sport played is required.

Admission is contingent upon completion of the school's application and interview process. For students seeking athletic participation, the Athletic Director will participate in the interview process. The number of homeschool athletes permitted on each team is limited and acceptance into the homeschool program does not guarantee placement on an athletic team.

Homeschool students and their parent(s)/guardian(s) must review, sign, and comply with all applicable school and athletic handbook policies. Failure to do so may result in dismissal from the homeschool program and/or loss of athletic eligibility.

Homeschool students are required to wear the approved school uniform while attending classes on campus.

Re-Enrollment

Once a student is enrolled, he/she is automatically re-enrolled yearly unless the parent opts out during the period of Jan. 1- Feb. 15.

A re-enrollment fee will be charged to the parent account and must be paid by Feb. 15. The late fee will be charged after that date.

A re-enrollment fee will be charged to the parent account and must be paid by Feb. 15. The fee

will increase by an additional \$100 if paid after that date. Any parent opting out of the contract will need to send a written notice to the school office by Feb.15 for the re-enrollment fee to be voided. If the school office is notified after Feb 15, the fee still stands and must be paid before records are sent to another school.

Withdrawals/Dismissal

Withdrawals from school must be made through a written statement or via e-mail to the school office. No records will be transferred while there is still an outstanding balance on the account. Students who choose to withdraw during the school year are not guaranteed enrollment at a future date.

MCS expects full cooperation from both students and parents. If the administration believes that cooperation is lacking, the student may be asked to withdraw.

Absences/Tardiness

Excused absences include:

1. Illness validated with doctor's note
2. Doctor and dental visits—note from the doctor required
3. Death in the family
4. School-sponsored activities
5. Hospital stays
6. Youth group activities with home church (7th-12th Grade)

Students who are absent for medical reasons must turn in an excuse from the doctor or medical facility within two school days after returning to school. A parent or guardian must write and sign a note for any medically related absence that keeps their student home from school. However, these may or may not be counted as excused absences (at the discretion of the office/administration).

Students are allowed two days for each day he is absent (up to a maximum of five days) to complete missed work for full credit. Work not completed in the allotted time will receive a zero.

K5-12th: For a student to be counted as present for a full day, the student must remain in school until 11:45 AM. Students are expected to remain in class until dismissal times each day unless the student has an appointment.

A high school student must be in class for at least half of the class time to be counted present for that class.

Students have a maximum of 10 unexcused absences. Students with 15 absences in a semester (excused or unexcused), or 25 in a year (excused or unexcused) will result in failure of that grade level.

6th-12th: After the student has gone over the allotted number of absences, they must make up school days (at an additional cost) as directed and assigned by the administration. Each absence over 10 for the school year requires an additional make up day.

Students having more than five unexcused absences in a class must make up that class (at an additional cost) as directed and assigned by the administration. The grade for any class with absences not made up by the end of the second quarter or the end of the school year will be marked as incomplete until the absences are made up. There is no credit granted for a class marked as incomplete.

Juniors and Seniors are allowed excused absences to visit colleges and/or attend to duties related to college acceptance or job placement or military service.

Morning Tardies: Students are expected to arrive at school on time and be prepared for the start of the school day. Morning tardies are considered an attendance matter and will be monitored by the Dean of Students.

Morning tardies will be tracked each grading quarter.

- After the third morning tardy in a grading quarter, the student will meet with the Dean of Students.
- After the fifth morning tardy in the same grading quarter, the student and parent will be required to meet with the Dean of Students.
- Continued excessive tardiness may result in additional interventions, including an attendance improvement plan, loss of school privileges, or other administrative action as determined by the school administration.

Class Tardies: Students are expected to be in their assigned classroom and prepared for instruction when the bell rings. A student who is not in the classroom when the bell rings will be considered tardy.

Class tardies are considered a classroom management issue and will be addressed by the classroom teacher through appropriate classroom consequences and parent communication when necessary.

If a student's class tardiness becomes habitual or the student fails to respond to classroom interventions, the teacher may refer the matter to the Dean of Students for further review and appropriate administrative action.

Office Procedures

The school office is open from 8:00 AM until 3:30 PM on school days and is an off-limits area to students.

Students may use the office phone only in cases of extreme emergency. Forgotten items are not extreme emergencies. Students should make a request for a call to their teacher first.

Please make requests for documentation at least one business day in advance. This includes birth certificates, transcripts, report cards and immunization records. Individual student records are the property of MCS. When a student leaves our school, we will mail a copy of the records to the new school, provided all accounts are up to date. We do not give parents or anyone else a copy of the school record.

General information such as account balances, calendars, school menus or parental consent forms may be picked up at the office or viewed on the school website. We will not FAX these documents.

Parent Communication & Involvement

Myschoolworx: Myschoolworx is the name of our computer system that takes care of our records and communications between teachers and parents, administration and parents and any other communication need. The system is accessed through any platform and office personnel will assist with its use.

We encourage parents to remain actively involved in the education of their student. Teachers should be contacted through Myschoolworx. Other communication applications may also be used

by teachers/coaches upon approval from administration. Teachers will respond within a 24-hour time period (Monday-Friday) and a 48-hour time period (Saturday & Sunday).

Volunteer: Parents are encouraged to volunteer for various events throughout the school year. We would greatly appreciate parents dressing modestly and appropriately when they visit our campus or attend a school function. The entire campus is a smoke-free area.

Attending Ballgames: Christian conduct from our fans is important to the testimony of MCS. 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 expected to observe the following guidelines:

- We cheer for our team and maintain a positive attitude.
- Derogatory remarks are never yelled to opposing players, coaches or spectators, and our officials are always given our obvious respect.
- There is to be no smoking or drinking of alcoholic beverages on our campus. Any person found to be under the influence will be told to leave the campus.
- No one is to ever enter the court or field under any circumstance.

Visiting the School and Classrooms:

Parent meetings with the teacher, supervisor, or administration should be arranged in advance.

MCS students may have visitors:

- The visitor must be an adult or a prospective student. Permission for the visit must be granted by the administration at least a day in advance.
- Parents may have lunch with students for birthdays or class parties only.
- Pastors and youth pastors may have lunch with students who are members of their church at any time.

Payment Plan

Tuition is figured on an annual basis and will be adjusted when necessary to meet normal increases in costs. Payments are broken down into 12 monthly payments for convenience. The first payment is due June 5th, and the last payment is due May 5th. Parents may also pay in advance on a semester or yearly basis. There is a late charge for all tuition payments received after the 14th of each month.

After Care fees are paid separately from other fees and are billed weekly.

Delinquent Accounts

The success of our Christian school hinges upon the commitment of families to make their child's Christian education a financial priority by making tuition and other payments on a timely basis. The school relies upon tuition and other payments to provide an excellent spiritual and educational program operating on a balanced budget. Therefore, when tuition and other payments become delinquent, it can quickly become a serious matter.

The school understands that unexpected situations can and do arise. It has always been the school's policy to work with families by making special payment arrangements when they have qualifying financial circumstances. In such cases, families and/or the financially responsible party should contact the financial office to discuss the possibility of making special payment arrangements. A written payment plan will be drafted and signed by the responsible party.

In the event a family fails to make payments or to follow through with the payment arrangement plan, the school reserves the right to discontinue the family's enrollment at Marantha Christian School. Student records, transcripts, and diplomas will be held until the account is paid in full.

When payments are not made in accordance with the tuition agreement, the following steps will take place:

30 days past due:

- When an account becomes 30 days past due under the established tuition agreement, the financially responsible party will receive written notification through Myschoolworx requesting that the account be brought current
- It is the responsibility of the family and/or financially responsible party to contact the school's financial office to bring the account up to date or to create an alternative tuition payment plan with the school.

60 days past due:

- When an account becomes 60 days past due, the Finance Office will issue the financially responsible party a written notice through Myschoolworx. The notice will reiterate the terms of the financial commitment and request immediate attention to this matter
- In addition to this notification, the Myschoolworx account(s) will be blocked and the student(s) will not be permitted to return to classes or any other school activities until the balance is paid in full or an alternative plan has been approved

Prior Year Balances:

- A prior year's tuition and other payment balances will result in non-admission for the following school year.
- All tuition and other payments must be current by the first day of class, or the student(s) will not be permitted to attend classes.

Maranatha Christian School encourages all responsible parties to maintain open communication with the financial office to ensure a complete understanding of each family's financial circumstances. The goal of the school is to provide a Christian education to every student that desires one. By working together, we can make sure this goal is met.

Exceptions to this policy are allowed by consent of the school administration board.

Fundraisers

Parent participation in Maranatha Christian School fundraising efforts is greatly appreciated and plays an important role in supporting programs, activities, and special events that are not covered by the school's general operating budget.

From time to time, the school may organize fundraisers to help offset the cost of specific activities or events. While individual students and families may participate in these fundraising efforts, all funds raised are collected on behalf of Maranatha Christian School and remain the property of the school. They are not considered personal funds belonging to an individual student or family.

If a family has made direct payments toward an activity and those funds have not been used for that activity, any unused portion of those direct payments will be refunded, as appropriate.

Before Care/After Care; Drop Off/Pick Up

School starts with a bell at 8:00am. At this bell, homeroom procedures begin. The school day is over at 2:45pm (K5-5th Grade) and 3:00pm (6th-12th Grade). **Fridays: The school day is over at 1:45pm (K5-5th Grade) and 2:00pm (6th-12th Grade).**

Before Care: Students (K5-5th) arriving prior to 7:45am are to report to the cafeteria. Before Care rates apply. Please see the rate sheet.

After Care: For an additional fee, students (K5-5th) may enroll in the after-school program. Applications are available in the School and Child Care Offices and must be submitted by the last

Friday of August. Please see rate sheet for fees. Students who are picked up after 6:00pm will be charged an additional fee for every minute late.

Students in 6th Grade through High School, who are not involved in athletics or are not being held after school for disciplinary reasons, are not allowed to remain on campus after 3:15pm.

Drop Off: For the safety of students and efficiency of car line, parents of students grades 2-5 will drop off their child and remain in the car. The student will need their key fob to enter the building. If a parent needs to escort a child, they must first park and check in at the front office.

Pick Up: Parents who are picking up students in grades K5-5th at full-day dismissal must remain in their car and display their student identification sign on the inside of the front windshield with the name of the student/students they are picking up. The elementary teachers will direct the student to the car. Students in elementary who have siblings in middle or high school must be picked up in the elementary car line and then proceed to the front carline as their dismissal times are 2:45pm (K5-5th) and 3:00pm (6th-12th). **Fridays: The school day is over at 1:45pm (K5-5th Grade) and 2:00pm (6th-12th Grade).**

Leaving Campus

Students who leave campus for any reason during the school day must be signed out through the school office by a parent or another adult authorized by the parent.

High school students who drive may sign themselves out with a written note from a parent that includes the date, time, and reason for the appointment or early dismissal.

If a student returns to campus on the same day, he or she must report to the school office and sign back in before returning to class.

Once a student arrives on campus, he or she is considered to be under the school's supervision and is expected to remain on campus unless properly signed out. Leaving campus without permission at any time, including before the school day officially begins, will be considered skipping and will result in disciplinary action.

If a student is to leave with another student other than one previously arranged, a note must be sent in by the parents of both students. Students may not check out and leave for lunch with another student at any time. Lunch privileges are given to 12th Grade students only.

Students who drive to school must follow these rules:

- Cars must be parked in the designated place upon arrival at school. Students are not to sit in their cars during the school day.
- Students must observe a 10-mile-per-hour speed limit and follow established traffic patterns.
- Passengers must be siblings or have a written note from both sets of parents.

Building Use

Security Key Fob: For security reasons, all building doors will remain locked at all times. All students must have a key fob to access entry into the building at all times. Each family is required to purchase at least one key fob for each family member who will be entering our buildings on a regular basis. The cost of each fob is \$10.

If a parent or family member does not purchase a key fob or continually needs to be let in the building by a member of the office staff, we reserve the right to create a fob and bill the account for that family.

All parents and visitors must receive a visitor badge from the school office or the childcare office to be in the school buildings at any time.

Third-Party Deliveries: To maintain campus security and minimize disruptions, third-party delivery services (such as DoorDash, Uber Eats, Grubhub, Instacart, Walmart delivery, etc.) are **not permitted** to deliver items directly to students or staff during the school day unless the delivery has been specifically authorized by the school administration for school business. The school reserves the right to refuse or decline any unauthorized delivery that creates a safety concern or disrupts the educational environment.

Parents or guardians may deliver items directly to the school office, including lunches, forgotten school materials, medications (in accordance with school policy), childcare supplies, or other necessary items. Families are responsible for coordinating these deliveries with their students or the appropriate school office prior to arrival.

School buildings and grounds: Maranatha Christian School uses the facilities of the First Free Will Baptist Church. We believe these facilities deserve to be treated with respect. The following standards apply:

- School buildings are accessible with key fob 7:45am until 3:30pm, except during special services. Students should not be found in the buildings in any area not designated and supervised by an adult.
- The church grounds are not to be used for sporting events on Sunday.
- Closets, kitchen, break room, any offices or storage rooms, auditorium, baptismal and changing areas, Kid's Wing, sound booth, media room, security room, and elevator are off limits unless the student is directed to be there by the responsible adult.

Sickness/Injury Policy

Children must be free from the following symptoms for at least 24 hours before returning to school:

- Fever of 100.4 or above.
- Vomiting
- Diarrhea
- Matting of the eye that might be a symptom of pink eye or other contagious disease.

Parents should notify the school right away if their student contracts a confirmed case of a contagious disease.

Medication: Any medication (prescription or OTC) must be turned in to the office and taken at the prescribed time in the presence of a staff member. Medical permission forms are available in the school office and must be completed to administer medications. Under no circumstances should a student ever give any medication of any kind to anyone.

Student Accident Insurance: Our policy provides for "excess" coverage for your student while at school and will pay "in excess over any family or employee 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 accident insurance is provided, MCS does not assume liability for an accident or illness beyond our control. If you have a claim, it must be filed right away. The school secretary will have the proper forms and will complete the school's portion for you. 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.

Every effort is made to prevent accidents, but they do happen. In case of an accident, we will attempt to contact you right away. Please confirm all emergency contact information is current in Myschoolworx. We will follow the instructions you give us on those forms.

Lunchroom

Students will be supervised during the lunch period that is assigned to their class. Seniors may leave campus for lunch every day. A written letter of permission from a parent of the senior is required, absolving the school of any liability. A senior who is late to the class after lunch will lose this privilege for a period of time. Please reference the Leaving Campus section for rules. Other students may not check out and leave for lunch with another student at any time.

Students may bring their own lunch, or they may purchase lunch (a month in advance) through Myschoolworx. A meal is cooked and provided by our cafeteria staff for purchase three days per week. Students may also order catered lunches via Myschoolworx. Catered lunch costs will be determined by the vendor.

Students are required to clean up after themselves and help with the cleaning of the tables when lunchtime is over. Students are not permitted to leave the lunchroom before their designated time.

All lunches received after student drop off time are to be delivered directly to the school office (2nd-12th Grade) and the childcare office (K5-1st Grade).

School Closing & Delays

In the event of severe weather or other circumstances requiring a school closing or delayed opening, notifications will be sent to all school families through the MySchoolWorx messaging system.

Updates will also be posted on the school's Facebook page. Families are encouraged to monitor both MySchoolWorx and the school Facebook page for the most current information regarding school operations.

In any case that would require students to be moved off campus for their personal safety, MCS will bus children to Peace Free Will Baptist Church, located at 897 Third Loop Road, Florence, SC 29505.

Lost & Found

Please mark your student's name on clothing, book bags, etc. All items found will be turned into the school office to be placed in the lost and found. Unclaimed items in the lost and found will be given away to charity at various times announced throughout the school year.

Music & School Programs

Piano & guitar lessons are available for an additional fee. Please contact the office for details. All music groups perform in various programs during the year. All programs are considered part of the curriculum and attendance is mandatory.

Valuables

We recommend that students do not bring anything of value to school, including any significant amount of cash.

7th-12th Grade students who are provided lockers and locks will assume their own liability for anything missing.

Prohibited Items

To help maintain a safe, orderly, and Christ-centered learning environment, students may not possess, use, distribute, or bring the following items onto school property or to any school-sponsored activity:

- Firearms, weapons, ammunition, knives, or other dangerous objects
- Illegal drugs, controlled substances, drug paraphernalia, alcohol, or intoxicating substances
- Tobacco products, vaping devices, electronic cigarettes, electronic nicotine delivery systems (ENDS), nicotine pouches, or other nicotine products
- Matches, lighters, fireworks, or other combustible or explosive materials
- Laser pointers or similar devices
- Pornographic, obscene, or otherwise inappropriate printed or electronic material
- Gambling devices or gambling-related items
- Live animals (unless approved for an educational purpose)
- Toys or novelty items that create a classroom distraction or resemble a weapon
- Any item that may pose a safety risk or substantially disrupt the educational environment

Items addressed by other school policies—including personal electronic devices, smart watches, earbuds, headphones, and similar technology—are governed by the Electronic Device Policy contained elsewhere in this handbook.

This list is representative and is not intended to be all-inclusive. The school administration reserves the right to prohibit any item determined to be unsafe, disruptive, or inconsistent with the mission and standards of Maranatha Christian School.

Classroom & Social Policies

Electronic Device Policy

Maranatha Christian School is committed to providing a learning environment that promotes academic excellence, meaningful relationships, and Christlike character. Personal electronic devices can create unnecessary distractions and interfere with instruction. Therefore, students are expected to keep all personal electronic devices secured and out of use during the school day.

For the purposes of this policy, **electronic devices** include, but are not limited to:

- Cell phones
- Smart watches
- Earbuds and headphones
- Tablets
- Personal gaming devices
- Any other personal electronic communication or entertainment device

Students may bring personal electronic devices to school; however, all devices must remain **powered off and secured in the student's locker, backpack, or vehicle from 8:00 a.m. until dismissal**, unless specifically authorized by a teacher or administrator for an approved educational purpose.

Students may not use, display, charge, or access personal electronic devices during the school day without prior permission from a teacher or administrator.

Smart watches capable of texting, calling, recording, internet access, or receiving notifications are considered electronic devices and are subject to this policy.

Violations of this policy will be addressed according to the Student Conduct and Discipline section of this handbook. Students in grades 6-8 will be disciplined in accordance with the middle school discipline policy. Students in grades 9-12 may receive demerits, detention, suspension, or other disciplinary consequences as determined by the Dean of Students.

Maranatha Christian School assumes no responsibility for lost, stolen, or damaged electronic devices brought onto campus.

Social Media

Students of Maranatha Christian School are expected to demonstrate Christlike character both on and off campus, including in their online presence. Because online behavior can directly impact the Christian testimony, safety, and reputation of the school community, students may be subject to disciplinary action for inappropriate conduct occurring through social media, text messaging, email, or other electronic communication when such conduct substantially affects the school environment or is inconsistent with the mission and standards of Maranatha Christian School.

Examples include, but are not limited to:

- Bullying, harassment, or intimidation
- Threats of violence
- Profanity directed toward students or staff
- Sexually explicit or pornographic material
- Distribution of inappropriate photographs or videos
- Conduct that damages the reputation or Christian testimony of the school
- Encouraging or promoting illegal, immoral, or dangerous behavior

Depending on the nature and severity of the conduct, disciplinary action may include demerits, detention, suspension, recommendation for expulsion, or other consequences as determined by the Dean of Students and school administration.

Bullying

MCS has chosen to adopt the definition of bullying as provided by the US Department of Health and Human Services: "Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated or has the power to be repeated".

When behavior has been identified as bullying, appropriate disciplinary action will be taken as determined by the administration.

Chapel

Chapel services are typically held on Wednesday and are an important part of the spiritual life of Maranatha Christian School. Chapel is a priority in our weekly schedule and is rarely cancelled. If an unavoidable scheduling conflict arises, chapel will be rescheduled for another day that week, whenever possible.

All students are required to attend chapel each week and bring their Bible and the chapel notebook provided by Maranatha Christian School.

Girls are expected to wear a knee-length skirt on chapel days in accordance with the school's dress code.

Parents are always welcome and encouraged to attend our chapel services as their schedules permit.

Class Parties

Teachers are free to conduct class parties at appropriate times, and we would encourage parents to volunteer as “class mom” or “class dad” and help the teacher as needed. Parents are also allowed to drop off supplies at the school office for a child’s birthday. Please notify the teacher in advance.

Field Trips

Field trips are considered an extension of the classroom and are designed to enhance the educational experience of our students. Students are expected to participate in required field trips that are part of their academic program.

Parents will receive information for each field trip, including its educational purpose, itinerary, cost, permission forms, and student expectations, well in advance of the scheduled trip.

Students who do not participate in a required field trip may be required to complete an alternative assignment or be subject to other academic or attendance considerations as determined by the teacher and school administration.

Gymnasium Use

The gym is for student use only under the supervision of a teacher or coach. Students should not be found in the gym for any reason unless it is directed by a member of the faculty or staff.

Library

Students are encouraged to use the library services to obtain reading material as well as for research purposes. K5-6th Grade will have a bi-weekly time in the library. Students may check out books for two weeks. A fine will be assessed on all overdue books. Any library book not returned by the end of the school year will be paid for by the student at an appropriate price.

Reference materials are not to be taken from the school, though they may be taken from the library to the classroom as long as they are returned to the library the same day.

Lockers

6th-12th Grade students will be assigned a locker with a lock in which to store books and other personal belongings. The lockers and the locks are the property of MCS. Each student is assigned a locker number and combination. Under no circumstances is a student to give their locker combination to anyone. Students are not to bring their own locks from home. A lost lock will be replaced by the school at the expense of the student. Lockers are to be kept locked at all times. Lockers are to be kept clean, uncluttered, and will be inspected. Please see “Valuables” in this handbook for additional information.

Academics

Curriculum

The following curriculum (as well as other resources previously approved by MCS administration) is used at MCS: Bob Jones Press (for all core subjects and Bible K5-12th), Dave Ramsey (for Personal Finance).

Some textbooks are hardback editions. Any hardback books are the property of MCS and must be returned to the office at the end of the school year. Students will be held responsible for any markings or damage to the hardback textbooks.

Grade Scale

We use the South Carolina grade scale to measure the percentage of the work presented that a student has learned.

A	100-90
B	89-80
C	79-70
D	69-60
F	below 60

Grade Point Equivalents:

GPA	Honors
A=4	A=5
B=3	B=4
C=2	C=3
D=1	D=2
F=0	F=0

Only academic courses are used in calculating GPA for High School (Academic classes include: Math, English, Science, History, Foreign Language, etc.; Non-academic include: Music, Art, Yearbook, electives, etc.)

To calculate GPA: Divide the sum of the Academic Grade points for each academic course by the number of academic grades.

"I" for Incomplete is given when a student fails to complete the required assignments before the issuance of grade reports.

Testing/Exams/Grade Weights

It is the student's responsibility to see that all courses are satisfactorily completed. If needed, courses may also be taken again using an alternative correspondence or internet course approved by the administration.

Students in 10th and 11th grade take the PSAT in October each year.

Each spring, we administer the IOWA Advanced Test to every student from K5 through 11th grade. The COGAT Ability Test is given annually to every student from 2nd- through 11th grade.

Students must take either the SAT or the ACT prior to graduation. The SAT is taken at the school on a designated day in the Fall. Seniors are required to take the test. The test is also available during the year at various other sites. The ACT is currently not available at our school but is recommended beginning in the spring of the junior year.

Grade Weights

- Tests 50%
- Quizzes 30%
- Homework/Classwork 20%
- Projects may fit into any of the three categories depending on the level of work and time commitment required to complete them
- In High School, midterms and final exams will count as 20% of the final grade. Anyone who has a 90 or above, six or less tardies, and five or less absences (excused or unexcused) may be exempt from the final exams. Bible exams are required and may not be exempted. Midterms are required for all students; no exemptions will be granted.
- There are four grading periods. Final grades are determined by averaging four quarters together for Grades 1-8. There are no final exams or cumulative testing given through the 8th grade.
- High School courses are divided into two semesters.
 - Semester 1: To calculate the first semester average, coursework for Quarter 1 and Quarter 2 are combined for a total of 80% and the Midterm Exam will be 20%
 - Semester 2: To calculate the second semester average, coursework for Quarter 3 and Quarter 4 are combined for a total of 80% and the Final Exam will be 20%
 - The final course grade is determined by averaging the Semester 1 and Semester 2 grades

Reports/Grades

A parent can find their student's grades on the Myschoolworx program at any time throughout the school year. We believe that parents deserve an accurate assessment of their student's progress.

At the conclusion of each quarter, report cards will be published on Myschoolworx and must be e-signed within three days. Questions regarding report cards may be addressed and scheduled by parent or teacher.

Incomplete work due to absences, please refer to Absences/Tardiness in this handbook.

Honor Roll

Dean's List: All "A"s in all academic subjects for every quarter

"A" Honor Roll: Overall "A" average for the school year in all academic subjects. There can be no "C"s or lower in any subject in any quarter

"B" Honor Roll Overall: "B" average for the school year in all academic subjects. There can be no "D"s or lower in any subject in any quarter.

Homework

Homework expectations will vary by teacher, grade level, and subject. The amount of homework assigned—or the decision to assign little or no homework—should not be viewed as an indication of the rigor or difficulty of a class. Many teachers intentionally use class time for guided practice and application rather than sending work home.

When homework is assigned, students are expected to complete it independently unless otherwise directed by the teacher. The use of artificial intelligence (AI) or other unauthorized resources to answer questions, solve problems, or complete assignments is considered academic dishonesty.

Students are encouraged to read at home regularly and to prepare for upcoming tests and quizzes through consistent review and study.

Written homework is not assigned on Wednesdays, as we encourage our students and families to attend church on Wednesday evenings. It is not assigned on evenings when First Free Will Baptist Church is conducting special services. Students assigned tests will be expected to study.

Retention and Promotion

Students in K5 through 2nd grade may be retained if they fail reading, math or phonics. They may also be retained if they earn a “D” in all three subjects. Students in 3rd grade through 8th grade may be retained if they fail one academic subject, at the discretion of administration on a case by case basis. High school students must repeat a course that is failed, though that does not necessarily mean that the student must repeat the entire grade.

Students may also be assigned to an alternative class in various academic subjects beginning in the sophomore year if academic achievement in that area has not been successful enough to project future success with higher level courses. The alternative course will meet requirements for a general high school diploma in South Carolina, though it must be understood that colleges have the discretion of deciding specific courses passed in high school for acceptance to their institution.

Summer School

MCS does not conduct a formal summer school. In most cases, grade school students may retake subjects failed through arrangements made with MCS teachers or approved outside teachers. High school students who fail a class must make it up in a later year or with a summer class approved by the administration.

Awards Program

K5-8th Student of the Quarter: Each quarter, one student will be selected as a “Student of the Quarter” for each class. This honor goes to the student who has earned a combination of a strong academic standard along with an exemplary attitude and behavior record. These students will be presented with a gift card.

High School Student of the Month: One boy and one girl will be chosen once a month. Requirements: No disciplinary action, no classroom issues, and excellent character and behavior. The student of the month award will be presented each month (beginning in October) for the previous month.

High School Student Leadership (10th-12th): The Student Leadership Team is designed to develop students who demonstrate Christlike character, servant leadership, and a commitment to positively influencing the Maranatha Christian School community.

Membership is a privilege, not a right. Students must complete an application each year, and previous membership does not guarantee selection for the following school year. Final selections are made by the Dean of Students and the administrative team.

Applicants are evaluated on academic standing, character, leadership potential, servant-heartedness, school involvement, teacher recommendations, and faithful participation in a local church. Students selected for the Leadership Team are expected to model the school's values through their conduct, attitude, and service both on and off campus.

Leadership Team members serve as ambassadors for Maranatha Christian School and assist with school events, student orientation, admissions activities, chapel services, community service projects, and other responsibilities as assigned by the Dean of Students and school administration.

Membership may be suspended or revoked if a student's academic performance, conduct, attendance, spiritual testimony, or commitment to the responsibilities of the Leadership Team no longer reflects the expectations of the program.

End of the Year Awards:

1st-8th Grade for each grade level

Highest Overall Average

Most Improved Student

Christian Character

Perfect Attendance

Dean's List

1st-8th Grade - Certificates

Overall Highest average each class

Most Improved average each class

A Honor Roll

B Honor Roll

9th-11th Grade

Highest Overall Average (per core class)

Most Improved Student (per core class)

Christian Character (per grade level)

Perfect Attendance

Dean's List

Pastor's Award: This award is the highest award presented to a graduating senior at Maranatha Christian School, provided he/she has spent the last two years at MCS. The student selected for this honor will have achieved high academic success, maintained a clean discipline record, and demonstrated Biblical servant leadership throughout their time at MCS.

This award does not have to be presented each year—it will only be presented when there is a student who has clearly earned the award. The award will be chosen and presented at commencement by the pastor of First Free Will Baptist Church. The recipient will receive a Study Bible, have his/her name placed on a permanent plaque located in building, and have his/her books paid for the first semester in college.

Graduation Requirements

The high school program at MCS is designed to provide students with a rigorous, Christ-centered education that prepares students for success in college, careers, and faithful Christian living. Through a balanced program of academic study, biblical instruction, and a variety of elective opportunities, students are challenged to develop critical thinking, effective communication, strong character, and a biblical worldview. Our graduation requirements meet or exceed South Carolina graduation requirements while providing students with a well-rounded, college-preparatory course of study.

To earn an MCS High School Diploma, students must successfully complete the following graduation requirements:

Bible	4 credits	Economics	.5 credit
English	4 credits	Other Social Studies	1 credit
Mathematics	4 credits	Foreign Language (same language)	2 credits
Science	3 credits	Computer Science	1 credit
American History	1 credit	Physical Education /Health	1 credit
Government	.5 credit	Electives	3 credits

Students who successfully complete all MCS graduation requirements will be awarded a **Maranatha Christian School High School Diploma**.

In limited circumstances, a student with documented learning differences may follow an individualized high school program that does not include all of the requirements necessary for an MCS High School Diploma. When this occurs, the school will work closely with the student's parents to develop an individualized course of study that best meets the student's educational needs. The student's graduation credential, such as a **Certificate of Completion**, will be determined on an individual basis. The graduation requirements and expected credential will be clearly communicated to parents at the time the individualized high school program is established and will be reviewed regularly throughout the student's high school years so that families fully understand the student's graduation pathway and expectations.

Any student graduating with a final W GPA of 3.9 on the 5.0 scale will graduate with honors. The valedictorian and salutatorian are the students with the highest and second highest W GPA's respectively. Both students must have been full time students at MCS for their entire junior and senior years.

Class Ranking Policy: MCS Class Ranking is based on the following:

- The South Carolina Uniform Grading Policy (SCUGP)
- Ranks all academic classes at the end of the academic year
- Rank includes entire class (diploma seeking candidates)
- Rank is demonstrated on the official transcript of every student regardless of if they are using rank to qualify for a scholarship or not

A ranking report for 10th, 11th, and 12th grade is printed/archived at the end of each academic year and have a printed date calculated on the report that coincides with the end of year transcript.

Although records are checked frequently, MCS will not be held responsible for any student who ends up short of credits at the end of their senior year. Seniors may not be permitted to participate in the graduation exercise when they have not completed all requirements necessary to earn a diploma.

If a student needs to take a course beyond the completion of their senior year, MCS will award a diploma when proof of completion is provided.

Graduates will be given an unofficial copy of their transcript at the end of the school year. Any official transcripts must be ordered through the school office. An accurate mailing address of the institution receiving the transcript is the responsibility of the student.

Honors Classes

Beginning with the sophomore year, there will be opportunities to take honors classes in various academic disciplines that may be necessary for admittance to certain colleges. An “A” average in the applicable academic discipline is required to take an honors class.

Dual Credit Courses

Sophomores, Juniors, and Seniors may enroll in dual credit classes with colleges approved by administration that may be applied to the student’s transcript. Any student may take courses at their choosing, though they may not be applied to the transcript without the approval of the administration.

The cost from the college for taking dual credit courses is assumed by the student, regardless of whether the course is applied to the transcript or not. The student must apply and be accepted by the college. Any student contemplating taking dual credit courses should first meet with administration and the career coach to get a thorough briefing on the implications regarding this choice.

Transcripts

When a student enrolls in a different school, MCS will mail a copy of the transcript to the new school, provided all fees and other obligations have been met. Parents should provide the office with an accurate mailing address or e-mail address during withdrawal proceedings.

Conduct & Discipline

Philosophy of Discipline:

Maranatha Christian School exists to partner with Christian families in developing students spiritually, academically, socially, and personally. Because of this mission, students are expected to conduct themselves in a manner that reflects Christlike character both on and off campus.

Discipline is intended not merely to correct behavior, but to teach biblical principles of self-control, personal responsibility, respect for authority, and accountability. Our desire is to restore students, encourage spiritual growth, and maintain a safe, orderly learning environment where every student can learn and thrive.

The administration recognizes that every disciplinary situation is unique. Therefore, while this handbook establishes general expectations and procedures, the administration reserves the right to determine appropriate disciplinary action based upon the severity, frequency, intent, and circumstances of each incident.

Student Conduct Expectations:

Students enrolled at Maranatha Christian School are expected to conduct themselves in a manner that honors the Lord, respects others, and reflects positively upon their family and the testimony of the school.

Students are expected to:

- Demonstrate respect for God, authority, faculty, staff, fellow students, and visitors.
- Follow the directions of faculty and staff promptly and respectfully.
- Speak with courtesy and avoid profanity, vulgarity, or inappropriate language.
- Demonstrate honesty, integrity, and academic responsibility.
- Respect school property and the personal property of others.
- Help maintain a clean, orderly, and safe campus.

- Refrain from bullying, harassment, intimidation, horseplay, or inappropriate physical contact.
- Conduct themselves appropriately during all school activities, whether on or off campus.
- Comply with all school policies and procedures.
- Demonstrate Christlike attitudes and behavior that contribute positively to the school community.

Campus Expectations:

Students are expected to help maintain a safe, orderly, and respectful campus environment.

Students may not:

- Remain on campus after school unless under the direct supervision of a teacher, coach, or approved school sponsor.
- Enter unauthorized classrooms, offices, storage areas, athletic facilities, or other restricted areas without permission.
- Return to vehicles during the school day without administrative permission.
- Sit on tables, desks, windowsills, or other furniture not intended for seating.
- Tamper with thermostats, classroom equipment, school technology, or safety equipment.
- Bring prohibited items onto campus as identified elsewhere in this handbook.

Students are expected to remain in their assigned locations throughout the school day unless permission has been granted by a teacher or administrator.

Respect for School Property:

Students are expected to exercise good stewardship of all school facilities, equipment, furniture, technology, books, and other property.

Any student who intentionally damages, defaces, or misuses school property or the property of another person may be subject to disciplinary action and will be responsible for the cost of repair or replacement.

Theft, vandalism, graffiti, or intentional destruction of property are considered serious disciplinary offenses and may result in suspension, restitution, or recommendation for expulsion depending upon the severity of the offense.

Cleanliness:

Students are expected to take pride in maintaining a clean and orderly campus.

Students are expected to:

- Dispose of trash properly.
- Leave classrooms, hallways, restrooms, cafeteria areas, and other common spaces clean after use.
- Keep lockers, desks, and personal storage areas neat and orderly.
- Respect the work of those who maintain our campus by helping keep school property clean and well cared for.

Office Procedures:

The school office exists to assist students, parents, and faculty while maintaining an orderly school environment.

Students should report to the office only when directed by a teacher or when permission has been granted.

The office telephone is available for student use only in cases of illness or emergency. Forgotten lunches, homework, athletic equipment, or similar situations generally do not constitute emergencies.

Students should conduct all office business through the reception window unless directed otherwise by school personnel.

Parents and visitors must report to the school office upon arrival before proceeding elsewhere on campus.

Classroom Expectations:

Students are expected to arrive prepared, participate respectfully, and contribute positively to the learning environment.

Students should:

- Bring required materials and complete assigned work.
- Follow classroom procedures established by the teacher.
- Remain attentive and avoid behaviors that disrupt instruction.
- Respect the classroom, teacher, and fellow students.
- Demonstrate academic honesty in all assignments and assessments.

Students whose behavior significantly disrupts the learning environment may be referred to the Dean of Students or school administration for additional disciplinary action.

Kindergarten-5th Grade Discipline Program:

Discipline in the elementary grades is intended to help students develop self-control, respect for authority, personal responsibility, and Christlike character.

Teachers are responsible for managing routine classroom behavior through redirection, correction, and age-appropriate consequences. When additional intervention is needed, the matter may be referred to the Dean of Students or school administration.

Depending upon the nature and severity of the behavior, disciplinary action may include:

- Teacher conference and correction
- Parent communication
- Classroom consequences
- Loss of classroom or school privileges
- Office referral
- Restitution for damaged property
- In-school suspension
- Out-of-school suspension
- Recommendation for withdrawal or expulsion for serious or repeated misconduct

Parents and teachers are encouraged to maintain open communication regarding student behavior. The administration reserves the right to determine appropriate disciplinary action based upon the individual circumstances of each situation.

Middle and High School Student Conduct and Discipline

The mission of Maranatha Christian School is to develop students academically, spiritually, and personally in a Christ-centered environment. Discipline is viewed as an opportunity to teach responsibility, encourage biblical character, and restore students to right relationships whenever possible.

The administration recognizes that each disciplinary situation is unique. Therefore, while this handbook provides guidelines for student conduct and consequences, the administration reserves the right to determine appropriate disciplinary action based upon the severity, frequency, intent, and circumstances of each incident.

Teachers are responsible for maintaining order within their classrooms and addressing routine disciplinary matters. When classroom interventions are unsuccessful or an office referral is warranted, the matter will be referred to the Dean of Students. The Dean of Students will investigate the incident, consult with the referring teacher when appropriate, communicate with parents as needed, and determine the appropriate disciplinary action, including the assignment of demerits for students in grades 9-12.

Grades 6-8 Student Discipline: Students in grades 6-8 do not participate in the high school demerit program.

The middle school years are a time of significant academic, emotional, social, and spiritual growth. During these years, Maranatha Christian School seeks to help students develop self-discipline, respect for authority, personal responsibility, and Christlike character.

Discipline for students in grades 6-8 is handled progressively, allowing students opportunities to learn from mistakes while providing appropriate accountability.

When necessary, disciplinary action may include one or more of the following:

- Teacher conference and correction
- Parent communication
- Classroom consequences
- Office referral
- Lunch detention
- After-school detention
- Restitution for damaged property
- Loss of school privileges
- In-school suspension
- Out-of-school suspension
- Recommendation for withdrawal or expulsion for serious or repeated misconduct

The administration reserves the right to determine the appropriate consequence based upon the student's behavior, previous disciplinary history, and the circumstances surrounding the incident.

Grades 9-12 Demerit Program: Students in grades 9-12 participate in the Maranatha Christian School Demerit Program.

The demerit program is designed to promote personal responsibility and provide a consistent method of addressing student misconduct. Demerits serve as a record of disciplinary infractions and assist in communicating behavioral concerns with students and parents.

Demerits are assigned by the Dean of Students following review of the incident and any recommendations provided by faculty or staff. The offenses and demerit values listed below are representative examples and are not intended to be all-inclusive.

Repeated violations of the same offense may result in increased disciplinary action regardless of the assigned demerit value.

Repeated or serious violations may also result in additional disciplinary action, including demerits, at the discretion of the Dean of Students.

Demerit Values

Five (5) Demerits

Minor classroom or school conduct violations, including but not limited to:

- Classroom disruption
- Horseplay
- Dress code violations
- Running in the building
- Food or drink in unauthorized areas
- Being in an unauthorized area without permission
- Failure to follow classroom procedures
- Failure to serve assigned detention
- Minor inappropriate language (non-profane)
- Other minor conduct violations

Ten (10) Demerits

Repeated or moderate misconduct, including but not limited to:

- Repeated five-demerit offenses
- Dishonesty
- Cheating
- Forgery
- Skipping class
- Leaving campus or assigned area without permission
- Minor disrespect toward faculty or staff
- Misuse of school property
- Electronic device visible during the school day.
- Failure to keep an electronic device properly secured.
- Other moderate misconduct

Twenty (20) Demerits

Serious misconduct, including but not limited to:

- Repeated disrespect toward faculty or staff
- Defiance or refusal to comply with school personnel
- Harassment
- Bullying
- Vandalism
- Theft
- Possession, use, sale, or distribution of tobacco products, vaping devices, electronic cigarettes, electronic nicotine delivery systems (ENDS), nicotine pouches, or other nicotine products.
- Possession or use of tobacco or nicotine products
- Gambling
- Fighting without serious bodily injury
- Refusal to surrender an electronic device when directed by school personnel.
- Repeated violations of the Electronic Device Policy.
- Other serious misconduct

Thirty (30) Demerits

Major misconduct, including but not limited to:

- Academic dishonesty, including plagiarism, unauthorized use of Artificial Intelligence (AI), possession or use of teacher editions or answer keys, or use of answer-sharing websites
- Profanity or obscene language
- Vulgar or obscene gestures
- Threatening another student
- Inappropriate physical contact
- Repeated bullying or harassment
- Use of any tobacco or nicotine product on campus or at a school-sponsored event.
- Possession or distribution of pornographic material
- Other major misconduct

Fifty (50) Demerits

Students reaching fifty (50) accumulated demerits will receive:

- Parent conference
- Two-day out-of-school suspension
- Placement on Disciplinary Probation

Examples of conduct that may result in fifty (50) demerits include:

- Fighting resulting in injury
- Verbal abuse toward faculty or staff
- Written, electronic, or spoken threats
- Sexual harassment
- Possession or use of alcohol
- Repeated major misconduct
- Other severe misconduct

Seventy (70) Demerits

Students reaching seventy (70) accumulated demerits will receive:

- Parent conference
- Three-day out-of-school suspension
- Final Disciplinary Probation
- Administrative review to determine continued enrollment

One Hundred (100) Demerits

Students accumulating one hundred (100) demerits may be recommended for expulsion.

Accumulating one hundred (100) demerits does not guarantee expulsion. Likewise, the administration reserves the right to recommend expulsion before a student reaches one hundred (100) demerits when warranted by the seriousness of the offense.

Detention: After-school detention is intended to provide students with an opportunity to reflect on their behavior while reinforcing personal responsibility and accountability.

Classroom teachers are responsible for addressing routine classroom discipline through appropriate classroom management techniques. When classroom interventions are unsuccessful or an office referral is warranted, the matter will be referred to the Dean of Students.

After reviewing the incident and consulting with the referring teacher as appropriate, the Dean of Students may assign after-school detention and/or demerits in accordance with the school's discipline policy.

Students assigned after-school detention are expected to report on the designated date and time established by the Dean of Students.

A **\$10 supervision fee** will be charged for each assigned after-school detention and will be billed to the student's school account.

Failure to report for detention, failure to serve detention appropriately, or continued disciplinary violations may result in additional disciplinary action, including additional demerits, in-school suspension, out-of-school suspension, or other consequences as determined by the Dean of Students.

In-School Suspension: In-school suspension (ISS) provides students with an opportunity to continue their academic work while being removed from the normal classroom environment.

In-school suspension may be assigned by the Dean of Students in situations where removal from the classroom is warranted but an out-of-school suspension is not appropriate.

Students assigned ISS must report to the Dean of Students before 8:00 a.m. and remain in their assigned location for the duration of the school day unless otherwise directed.

During ISS:

- Students will complete all assigned academic work.
- Students will work quietly and independently.
- Cell phones and personal electronic devices are prohibited unless specifically authorized.
- Students may leave only with permission from the supervising administrator.
- Lunch will be served separately from the student body.
- Students may not participate in or attend any athletic practices, games, extracurricular activities, or school-sponsored events on the day of the suspension.

Failure to comply with the expectations of ISS may result in additional disciplinary action, including out-of-school suspension.

Out-of-School Suspension: Out-of-school suspension is reserved for serious misconduct or repeated disciplinary violations.

Students serving an out-of-school suspension are prohibited from:

- Being present on campus.
- Participating in or attending any athletic event, extracurricular activity, or school-sponsored function.
- Representing Maranatha Christian School in any capacity during the suspension.

Students are responsible for completing all academic work assigned during the suspension. Teachers will provide reasonable opportunities to make up missed assignments in accordance with school policy.

Out-of-school suspensions may be assigned according to the demerit schedule or at the discretion of the Dean of Students and school administration when the severity of an offense warrants a more immediate response.

Disciplinary Probation: A student who accumulates 50 demerits will be placed on Disciplinary Probation.

While on probation, the student's conduct will be closely monitored. Additional disciplinary violations may result in increased consequences, including extended suspension, loss of extracurricular privileges, or recommendation for expulsion.

Students who accumulate 70 demerits will be placed on Final Disciplinary Probation and will be subject to an administrative review to determine whether continued enrollment is appropriate.

Expulsion: The safety, testimony, and Christian mission of Maranatha Christian School are of the highest priority. While every effort will be made to restore students through biblical correction and accountability, certain behaviors may warrant immediate recommendation for expulsion.

A student may be recommended for expulsion for, but is not limited to, the following:

- Accumulating 100 demerits during a school year.
- Possession, use, sale, or distribution of illegal drugs or alcohol.
- Possession of a firearm, weapon, or dangerous object.
- Criminal conduct occurring on campus or during a school-sponsored activity.
- Sexual misconduct or immorality.
- Possession or distribution of pornographic material.
- Credible verbal, written, or electronic threats directed toward any student, employee, or the school.
- Conduct occurring on or off campus, including through social media or electronic communication, that significantly damages the testimony, safety, or mission of Maranatha Christian School.
- Sale or distribution of illegal drugs.
- Bringing a firearm or weapon.
- Credible threat of violence.
- Sexual assault.

- Any conduct which, in the judgment of the school administration, demonstrates an unwillingness to abide by the standards, policies, and expectations of Maranatha Christian School.

Expulsion is determined by the school administration and is not solely based upon accumulated demerits.

A student who is expelled or required to withdraw may not be present on campus or attend school-sponsored activities without prior administrative approval.

Students seeking readmission following expulsion must wait a minimum of one calendar year before applying. Readmission is not guaranteed and will be considered only after a meeting with the school administration.

Student Review Process: Student academic and disciplinary records are reviewed periodically by the school administration.

A conference with parents may be required for students who:

- Are placed on Disciplinary Probation.
- Are placed on Final Disciplinary Probation.
- Demonstrate a pattern of repeated disciplinary concerns.
- Are placed on Academic Probation.
- Have significant delinquent financial accounts affecting enrollment.

The purpose of these conferences is to develop a cooperative plan that supports the student's spiritual growth, academic success, and personal responsibility.

Merit Program: The goal of the discipline program is not simply to correct inappropriate behavior, but to encourage students to demonstrate growth in character, responsibility, and leadership.

Students who consistently exhibit positive behavior, faithful service, leadership, or significant improvement may be awarded Merits by the Dean of Students.

Merits may be earned through acts of service, leadership, outstanding citizenship, academic responsibility, or other actions that positively contribute to the school community.

Merits may be used to reduce a student's accumulated demerits. The awarding of merits and the number of demerits removed will be determined solely by the Dean of Students.

Merits are intended to recognize genuine growth and should not be viewed as a means of avoiding accountability for serious misconduct.

Athletics

Elementary Athletics

We call this our Pups program. Students participate on co-ed teams in two divisions: 1st-3rd Grade and 4th-6th Grade. Our teams compete against other private schools in our immediate area in soccer (for the fall) and in basketball (for the winter). Cheerleading is also available for girls 1st-6th Grade.

Junior Varsity and Varsity Athletics

Students in the 7th through 10th grades are eligible and encouraged to participate in junior varsity athletics. Students may play on varsity teams through 12th grade.

For those students playing JV or varsity sports, an academic standard is required to play.

- Quitting a team during the season is not acceptable and comes with consequences. A student who quits the team after the first two weeks of practice and/or games of a particular sport, cannot participate in the next sport offered without the approval of the administration and the Athletic Director. The student who quits their team will not be eligible for any post-season awards or activities for all sports.
- Grades will be continuously checked by the Athletic Director. If needed, students will be allowed two weeks for grade turnaround. If the grade is still failing at two weeks, the probation period will continue until the grades are no longer failing. The student will continue to attend practice but will not be allowed to play in a game until the grades are no longer failing.
- Starting at 40 demerits, the athlete will not play the 1st quarter (or 1st part of the half depending on the sport) of the next available game. This only applies to that game. If an athlete were to receive 50 demerits, they will not be able to play the first half of the next available game. This only applies to that game as well. Once 75 demerits is accrued, the athlete will be suspended for the entirety of the next game, and the athlete must meet with the Athletic Director for a conduct evaluation.
- Once an athlete has collected 40 demerits, they will be required to fulfill a service project for a week that will be assigned by the Athletic Director. If the athlete were to accrue 50 demerits, another week of service projects will be assigned to the athlete. If 75 demerits are accrued by the athlete, a mandatory 2 weeks of service projects will be assigned to the student athlete. Service projects include but are not limited to: mopping and sweeping the gym floor, cleaning behind the gym bleachers, pulling weeds around the property, and other duties assigned. Service projects will not last longer than an hour per day and will not be required more than 5 days in the week.
- If a single disciplinary incident results in the assessment of fifty (50) or more demerits, the athlete will be ineligible to participate in the next scheduled contest and may be subject to additional athletic consequences as determined by the school administration and Athletic Director.
- If 100 demerits are accumulated, the athlete is off the team for that sport. The consequence for demerits between 50 and 100 will be determined by the administration and the AD.
- A player suspended or dismissed from a team may appeal the decision to the executive committee consisting of the Athletic Director, the administration, and a High School Teacher. The committee's decision is final.
- An athlete ejected from a game will be subject to discipline. During a season, an athlete who earns four technical fouls (or cards) will be suspended from the next two games. A fifth technical foul or card may disqualify him for the rest of the season. The player will be able to appeal if they so choose.
- The coach and the Athletic Director hold the right to remove any player from the team for disciplinary reasons. Bullying, foul language, destruction of equipment, bad attitudes, rebellion, and other actions similar to those listed will not be tolerated and could be grounds for dismissal from the team.
- Away Games Pick-Up Policy: Athletes are required to be picked up no later than 15 minutes after the arrival back to campus. 1st Offense: Warning; 2nd Offense: Suspension of one game

Dress Code and Appearance

Our dress code is established to provide a standard of distinctiveness and modesty. Distinctiveness means that males and females dress differently. Modesty means our students dress in a fashion that is not revealing, suggestive or offensive. We understand that there are many variations of dress that may fit the definition of distinctive and modest, but as a school we must choose and abide by a clearly outlined standard of dress. We in no way are attempting to define the dress standards a family may have for itself. Our dress code applies to our school only. Our dress code applies to all school functions and sporting events, on or off campus, or tutoring for MCS students (summer and school year).

- It is the parent's responsibility to make sure their student leaves the house in the morning in the proper clothing.
- Students who are out of dress code will be required to contact a parent or guardian to bring appropriate clothing. The student will remain in the office until the dress code violation is corrected and will be counted tardy for any missed class time. If a loaner garment is available, school administration may permit its use at its discretion. If the violation cannot be corrected in a reasonable amount of time, the student may be sent home.
- Dress code violations in elementary school are handled through communication between the teacher and parent. Continued violations will be referred to the administration. Dress code violations in middle and high school are addressed in accordance with the school's discipline procedures. Repeated violations may result in progressive disciplinary action.
- No caps are to be worn by any student inside the school buildings unless they are allowed for special days.
- Skirts/Jumper w/polos (no pants) are required for Chapel and/or Assemblies held in the Church Sanctuary.
- Body piercing, tattoos and other body markings of any kind are not allowed. Students are not allowed to draw on themselves or others.
- Students are not to change into non-conforming clothing on school grounds.
- When students are representing MCS in an after-school activity such as a sporting event, field trip or fine arts event, the coach or teacher may require a certain dress standard for that group.
- Administration reserves the right to determine what is acceptable. Anything, that in the judgement of the administration is likely to distract or disturb other students and hinder the learning process, will not be permitted.

It is imperative that we have full parental support in the compliance and enforcement of our dress code. Remember, you have chosen an MCS education for your child, and our dress code is a very big part of what we are trying to produce. Your support of administrative decisions regarding clothing in question is required.

Dress Code: Boys

Pants/Shirts	Hair	Jewelry, Shoes, Outerwear
▪ Must be dressy/casual chino style NO skinny, slim or above the ankle style. Must be free of holes, patches, or shredding. Must be modest and loose fitting and must be able to pinch 1 inch at the waist. Must be khaki, black or gray. ▪ 6th-12th must wear slacks with belt loops and a belt and shirts tucked in at all times. ▪ Solid Polo Shirts may be long or short sleeve in Red, Black, White or Gray. Polos may display the MCS logo but not required. All other logos should be no larger than the palm of your hand. ▪ Long sleeves (red, black, white, or gray) may be worn under a short-sleeved polo.	▪ Hair must be neatly cut and styled above the brows, ears, and shirt collar. Hair should not be shaggy or bushy, and fad hair styles are not permitted. Hair is not to be colored or dyed at all. ▪ Designs, initials, partial or fully shaven hair styles, including mohawks, ponytails, and man buns, are not appropriate on any student. ▪ No hairstyles rising above 3 inches from the scalp. No beards or mustaches. No medical excuses will be accepted for facial hair, including dermatologist notes. 6th-12th Grades: School-issued ID badge, lanyard, and security key fob must be worn during the school day and are considered part of the required school uniform.	▪ Boys are not to wear necklaces, earrings, or bracelets to school or activities. The only exception would be for medical reasons. Rubber bracelets are acceptable. ▪ Casual, tennis, or dress shoes may be worn. Flip flops and slides are not allowed. ▪ Solid - Black, White, Gray, or Red Cardigan style sweaters, Crew neck sweatshirts, and Hoodies may be worn over an approved polo. MCS Hoodies may also be worn. All other logos should be no larger than the palm of your hand, and all clothing should be free from any graphics other than MCS designs. ▪ Outerwear worn to and from school and at recess may be other colors, however, they may not be worn in class.
Casual Attire (Field Trips, Ballgames, etc.)	PE Classes/Practices	Friday: Spirit Day
▪ School attire pants, blue jeans (loose-fitting, not excessively faded, not torn), or athletic pants may be worn. No skinny leg or clingy styles. ▪ Modest shorts must come to the knee.	▪ PE: 6th-9th Grade Students taking PE are required to wear black shorts that come to the knee or black loose-fitting athletic pants and a red MCS t-shirt. ▪ Ball Practice - Athletic pants or shorts that come to the knee may be worn. No skinny leg or clingy styles.	▪ MCS spirit wear t-shirts may be worn with regular pants as listed with school attire. ▪ A link to purchase spirit wear is available on our school website. ▪ We will have other spirit days as announced for special games or events.

Dress Code: Girls

Dresses & Skirts	Shirts/Pants	Hair, Jewelry, Shoes, Outerwear
- Girls are not to wear clothes that are tight. Skirts or tops that are tight or form-fitting and excessively accent the girl's figure, or in any way 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. - Must be at least to the knee and solid Khaki, Black or Gray. - Must be modest and loose fitting (must be able to pinch 1 inch of material at the hip). - Slits should not be shorter than the top of the knee. - Must be free of holes, patches, or shredding. K5-5th Grade jumper/polo dresses: - Must be at least to the knee in Khaki, Black or Gray. - Must be modest and loose fitting (must be able to pinch 1 inch of material at the hip). - Jumper must be worn over a polo shirt that is Red, White, Black or Gray. - Polo Dresses may be worn in red, white, black, or gray.	- Solid Polo Shirts may be long or short sleeve in Red, Black, White or Gray. Polos may display the MCS logo but not required. All other logos should be no larger than the palm of your hand. - Long sleeves (red, black, white, or gray) may be worn under a short-sleeved polo. - Pants must be dressy/casual chino style: - NO skinny, slim or above the ankle style. - Must be free of holes, patches, or shredding. - Must be modest and loose fitting and must be able to pinch 1 inch at the waist. - Must be khaki, black or gray. 6th-12th Grades: School-issued ID badge, lanyard, and security key fob must be worn during the school day and are considered part of the required school uniform.	- Girls should wear their hair in a feminine manner. Dying, coloring or bleaching hair in an unnatural color or pattern is not permitted. Fabric extensions are not acceptable. - Partial or fully shaven hair styles are not appropriate. - No more than two earrings in each ear lobe or that appear to be more than two. No cartilage piercings. - Casual, tennis, or dress shoes may be worn. All shoes in K5 through 8th grade must have backs - No Flip flops, slides, or slip-on sandals. High school girls may wear backless shoes but no flip flops, bedroom type slippers, or athletic slides. - Socks or leggings worn under skirts must be solid school colors. - Solid - Black, White, Gray, or Red Cardigan style sweaters, Crew neck sweatshirts, and Hoodies may be worn over an approved polo. MCS Hoodies may also be worn. All other logos should be no larger than the palm of your hand, and all clothing should be free from any graphics other than MCS designs. Outerwear worn to and from school and at recess may be other colors, however, they may not be worn in class.
Casual Attire (Field Trips, Ballgames, etc.)	PE Classes/Practices	Friday: Spirit Day
- School attire pants, blue jeans (loose-fitting, not excessively faded, not torn), or athletic pants may be worn. No skinny leg or clingy styles. - Modest shorts must come to the knee.	- PE: PE: 6th-9th Grade Students taking PE are required to wear black shorts that come to the knee or black loose-fitting athletic pants and a red MCS t-shirt. - Ball Practice – Athletic pants or modest walking shorts that come to the knee may be worn.	- MCS spirit wear t-shirts may be worn with regular school attire or with denim skirts - must not have holes, patches or shredded and must follow school dress code. - A link to purchase spirit wear is available on our school website. - We will have other spirit days as announced for special games or events.

Formal Attire

There are occasions when our students have the opportunity to attend a formal event. The young ladies who are chosen for the Homecoming court (K5-8th Grade) will wear a modest church dress at least to the middle of the knee. The young ladies who are chosen for the Homecoming court (9th-12th) will wear a formal dress. There also may be other events in which a formal attire for high school girls is appropriate.

Certain events may require a young man to wear a tuxedo or a regular suit. Either garment should remain within the overall standard of dress.

Modesty is the goal for our young ladies. The following guidelines are in place for all MCS ladies' participation in formal events.

- For 9th-12th Grades, the administration will approve all dresses, and the dress that is approved must be worn to the event. Dresses must be approved by two female staff members designated by the administration, using the appropriate dress form. The check must be done at a time convenient to the ladies who are doing the checking and may not be done during a class period. Any recheck must be re-approved by the same ladies no later than two days before the scheduled event. If the dress is not approved by that date the student will not be allowed to attend the event.
- No low-cut, strapless or off-the-shoulder dresses or sweetheart necklines are to be worn. A strapless dress may be modified by adding straps that are at least 1 inch wide and should come straight over the shoulder.
- The neckline of the dress must be no lower than four fingers from the collarbone.
- A high neckline dress with a strap around the neck is acceptable. Halter style dresses are not appropriate. All straps must connect to the back of the dress. It must not cut in to show any cleavage.
- The back of the dress will be no lower than the traditional bra.
- Avoid dresses with clingy fabric that would emphasize the outline of the body.
- The dress must be no shorter than the middle of the knee, including splits.
- The dress must cover the midriff when standing or sitting.
- While these guidelines may be followed, MCS reserves the right to disapprove according to fit.
- Should the student arrive at the event wearing something else, they will not be admitted to the event, and any cost incurred will not be reimbursed to the student.

During the course of a school year, the Administration may find it necessary to add to or modify the school guidelines. We reserve the right to do this. Parents will be notified of any changes to the policies in this handbook.

Each year, all parents and students must sign the school provided agreement that they will read, understand, and abide by all Parent/Student Handbook policies.