

2023 Handbook



3516 W Powell Ln.
Mattoon, IL 61938

mcamattoon.com



Dear Parent/Guardian,

In this Student Handbook you will find the guidelines for a profitable experience at Maranatha Christian Academy.

Our guidelines and rules are not extensive and exhaustive, nor do we feel like they should have to be. Our core beliefs state that we hold firm to the position that personal responsibility is a key element required when conducting a high level of education.

This handbook will set some parameters for our students to grow into that personal responsibility aspect of their educational experience.

This handbook CAN NOT replace the value of instructing and correcting that you, the parent/guardian, have in your students life. It is our desire that you, the parent/guardian, are involved and knowledgeable about what is taking place in your student's life.

If at anytime you have questions or concerns with something in this handbook please, don't hesitate to ask.

Thank you for entrusting us with honor of educating your student.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ryan D. Haifley', written in a cursive style.

Ryan D. Haifley

Head of School

Illness:

Please do NOT send students to school when they are ill. A fever must be gone for 24 hours before returning. If a student has a fever of 100 degrees or higher, vomiting, diarrhea, a contagious skin or eye infection, lice or any sign that he/she is contagious, the student will be sent home.

If a student is absent for more than 3 days due to an illness, MCA requires a doctors note for the student to return to school.

Additionally, a doctors note will be required for a student to refuse participation in any PE activities. Parents will not be allowed to excuse a student without the doctors note.

Injury:

If a student receives a minor injury while at school, first aid will be administered and a note or a phone call to the parents will follow. An emergency vehicle will be called when deemed necessary in the event of a serious illness or accident. Parents will be asked to transport the student in less serious situations. It is extremely important to keep the school updated with all phone numbers in the event of an emergency.

Transportation:

Transportation is the responsibility of the parents. Students that are licensed drivers are permitted to drive a vehicle to school with consent given by their parents to the student's teacher. Students may not transport other students unless prior parental permission is arranged.

Graduation:

At the conclusion of the school year, a Graduation and Awards Ceremony is held to honor the students. All are welcome to attend this special event.

Church Attendance:

Faithful church attendance is a requirement for attending MCA. We believe that this lifelong habit is what the Lord insists on (Hebrews 10:25) in the life of every Christian, and no Christian education is complete without it.

Report Cards:

Report cards are distributed at the end of each quarter. Parents may keep the report cards for their own records. Honor Roll Certificates will be awarded to students who maintain an A/B average quarterly. Our grading scale is as follows:

A = 90-100 B = 80-89 C = 70-79 D = 65-69 F = 0-64

Attendance:

School starts at 8:30am and ends at 3:00pm Monday-Friday. A record of attendance will be kept for each student by their teacher. The total number of days absent will be recorded on the students report card each quarter.

Tardiness:

Students are allowed to come to school starting at 8:15 a.m. Any student entering their classroom after 8:30 a.m. will be considered tardy. If tardiness becomes a continual problem, the administration will contact the parents to determine an effective solution.

Absences:

For planned absences, parents must notify their students teacher at least one week prior. Leaving the school property between 8:30am and 3:00pm will only be allowed if the students teacher has been notified by the parents. If the student must leave school for any reason (going out for lunch, doctor's appointment or sickness, etc.) the parents must notify their child's teacher.

Lunch Break:

Students may leave the school during lunch with permission from their parents and teacher. A driving student may not leave with any other students in their vehicle without permission given from the parents to their student's teacher. No boy/girl may leave school together by themselves in a vehicle at any time.

Medicine:

All medicine must be given to the student's teacher along with the completed medical form in the Enrollment packet. Students are not allowed to carry any medication with them while at school or school functions.

Enrollment Procedures:

Contact the school office to request enrollment availability and an application packet. Become completely familiar with the MCA handbook and the Student and Parent Support of School forms. Submit the completed application to the school office. Schedule an appointment with the school for a personal interview to ensure compatibility between the student, family and school.

Re-enrollment Procedures:

Students who are re-enrolling in MCA for the next consecutive school year will receive a re-enrollment packet. The re-enrollment packet and appropriate fees must be turned in by the requested date or the student's place in the school may be forfeited.

Withdrawal:

When it becomes necessary for a student to withdraw from school, the parents are to submit a written notice to the school administration stating the plan of withdrawal. Failure to make this notification may result in failure in all courses for which the student is currently enrolled.

No refunds will be given of either tuition or fees due to withdrawal. All records and report cards may be withheld until all school tuition and fees are paid in full.

Code of Conduct:

Students are expected to abide by the standards of conduct as listed in the Parental and Student Support Form whether at home, school, church or elsewhere. Students found to be out of harmony with the school's ideals of work and life may be requested to withdraw if the administration determines that it is necessary.

No students will be retained at Maranatha Christian Academy who steals, drinks alcoholic beverages, smokes, uses drugs, or possesses pornographic or lewd materials. This applies to both on and off school property.

Some students do not adjust to a disciplined academic environment. In such cases, the school reserves the right to have full discretion in discipline, with suspension or expulsion where appropriate.

Maranatha Christian Academy neither encourages nor discourages dating. However, there are some basic Biblical principles which ensure conduct is above reproach and prevent questionable behavior.

Any physical contact at school is strictly forbidden. A verbal warning will be given only once. Non-compliance of this rule may result in expulsion.

Students will not be allowed to have phones or any electronic devices during school hours. Students driving to school will be given their cellphones if they are leaving during lunch.

Disrespect for a teacher or fellow student will not be tolerated and will result in a demerit and/or a parent teacher conference. Please understand that we want to work with the parents whenever there are discipline issues. Therefore, you will be contacted and expected to resolve any issues. Failure of a student to correct behavior will result in expulsion.

Dress Code:

The following are a list of basic rules students should abide by in dress during school hours:

- All shorts, skirts, or dresses must cover the knee when sitting.
- No sleeveless shirts.
- No shirts advertising inappropriate things.
- No Goth style clothing.
- All shirts must be no lower than three fingers off the collarbone.
- No excessive ripped or tight jeans. (no skin showing)
- No odd coloring in the hair.
- No excessive piercings.
- No tattoos or writing on skin.
- Neat haircuts must be kept. For the boys- off the ears and neck and out of the eyes.
- Girls leggings may only be worn when wearing a long shirt that completely covers the thighs; or under a skirt that is knee length.

Demerit System:

The demerit system is a guide for discipline at Maranatha Christian Academy. The standards of behavior have been stated in this handbook. The demerit system is a specific list for the assessment of offences.

Failure of the student to comply with the standards of conduct will result in issuing demerits. At each offense, the student will be given a demerit slip which will be sent home. Parents are to sign the slip and have their child return it to their teacher the following day.

Only 10 demerits will be allowed per quarter before a parent/teacher conference. A student who accumulates 20 demerits in a Semester will be placed on probation and will be suspended for one day receiving a 0% in all subjects for that day. High School students on probation are unable to leave early from school and may not leave for lunch. Students who accumulate 40 demerits within two consecutive quarters may lose the privilege of attending Maranatha Christian Academy.

*The administration reserves the right to discipline or expel any student who, in the opinion of the administration, does not fit into the spirit of the school regardless of whether or not there is confirmation to the specific rules and regulations of the school.

The following is a list of offenses covered by the demerit system:

Offense:	Demerit:
Disorderly conduct	1
Unexcused tardiness	1
Tampering with Parent/Teacher Correspondence	1
Not completing assigned homework	1
Non-compliance with the Dress Code	1
Profanity/ Disrespect/Disobedience	1
Stealing/Cheating/Lying	1
Activities prohibited by the Code of Conduct	1
*Smoking/Drugs/Alcohol/ Pornography	1