

Welcome –

Dear Parents,

In these uncertain times, it is essential that we band together to train and encourage your children. It is our desire to help them develop a heart for God, Biblical wisdom, and character that pleases Him.

At Maranatha we serve both you and your children. Please let us know of any concerns you have so that we can resolve them.

We don't know what the future will bring, but we are confident of this for you and your children, "that He who began a good work in you will carry it on to completion until the day of Christ Jesus." Phil. 1:6

In His Service,

*Laura Burch
Elementary Principal*



LIFE AT MARANATHA ACADEMY

Who's Who at Maranatha Academy3
Mission Statement.....4
Maranatha Ministry Goals4
Statement of Faith4
Philosophy of Education5
Admission Standards.....6
Financial Information6
Counsel in the Closet (Resolving Issues).....7

TRAINING FOR THE CHRISTIAN LIFE8

ACADEMICS9

LEARNING ASSISTANCE/ENRICHMENT.....10

DISCIPLINARY POLICY11

GENERAL INFORMATION

Attendance Policy12
Tardies12
Pre-arranged Absences12
Illness12
Health Forms12
Medication13
Field Trip Forms13
Visitors/Contacting the Teacher13
Dress Code13
Day Care.....14
Lunch/Milk15
Phone Calls.....15
Restroom Use15
School Supply List15
School Telephone Directories15
Sending Money to School.....15
Volunteering15
Special Classes15
Shuttle Bus15
Birthdays/Parties.....16
Parents in Prayer.....16
Items Not Allowed16
Monthly Calendars and Newsletters16
Picking Up Your Child During School.....16
Inclement Weather16
Reporting Suspected Child Abuse.....16
Cooperation with Law Enforcement Officials.....17
Re-Enrollment.....17

CAMPUS TRAFFIC AND PARKING

North Campus Procedures18
South Campus Procedures.....19

2009/2010 HOLIDAYS & DAYS OUT OF SCHOOL/EARLY DISMISSAL

Schedule20

WHO'S WHO

ADMINISTRATION

Dr. Larry D. Daugherty, Superintendent
Laura A. Burch, Elementary Principal
Delonn Anderson, Elementary Assistant Principal

BUSINESS OFFICE

Linda Jennings, Registrar
Debbie Dunn, Accounts Payable
Debbie Hamil, Receptionist
Diane Cochran, Accounts Receivable

ELEMENTARY

FACULTY AT NORTH

Deena Simmons, Kindergarten
Stephanie Peck, 1st Grade
Janice Lewis, 2nd Grade
Delonn Anderson, 3rd Grade
Teresa Bradshaw, Kindergarten
Debbie Martini, Kindergarten
Linda Smith, 1st Grade
Cathy Rooks, 2nd Grade
Carolyn McFarland, 3rd Grade

SUPPORT STAFF

Sandy Justice, Secretary
Linda Conklin, Before School Day Care, Aide
Janis Walk, Aide
Tracy Shiner, Office Aide
Cheri Gardner, After School Day Care
Janet Wilson, Counselor

FACULTY AT SOUTH

Leonora Feldman, 4th Grade
Mindy Hughes, 5th Grade
Patty Attwood, 6th Grade
Lori Tracy, 4th Grade
Linda Steinbrink, 5th Grade
Doris Boster, 6th Grade

SUPPORT STAFF

Karen Wagoner, Secretary
Rani Mullins, Morning &
Afternoon Day Care, Office Aide

SPECIAL CLASSES

Marilyn Daugherty, Computer, Library, Learning Center
Nena Shelley, Library
Melvin Moyer, North P.E.
Cindy Daniels, K, 1, 2 Art
Sue Langseth, 4, 5, 6 Art
Tracy Shiner, Spanish
Oscar Feldman, Music
Suzy Manning, South P.E.
Anita Shikles, 3, 4 Art
Steve Gordon, Band

SCHOOL BOARD

Mr. Rob Metcalf, Chairman, Treasurer
Mr. Kevin Bergerhofer
Mr. Jim Cotton, Secretary
Mr. Kevin McCracken
Mr. Mark Schultze

Mr. Sean Slattery
Mr. Shawn Stewart
Mrs. Brandyn West
Mr. Dennis Wiley
Mr. Chris Wojcik

MISSION STATEMENT

In partnership with the home and local church, the mission of Maranatha Academy is to train and equip students for life and for service to Jesus Christ through a biblical worldview, character development, and academic excellence.

CHARACTER WISDOM SERVICE

MARANATHA MINISTRY GOALS

The essence of the educational philosophy at Maranatha Academy can be found in Colossians 1:28-29; *“We proclaim Him, admonishing and teaching everyone with all wisdom, so that we may present everyone perfect in Christ. To this end I labor, struggling with all His energy, which so powerfully works in me.”*

The ministry of the school is to work with parents and help students develop full maturity in Christ by teaching, training, and equipping them:

* TO BE (development of CHARACTER) conformed to the image of Jesus Christ.

(Romans 8:29)

* TO KNOW (development of WISDOM) the truth so the truth can set you free.

(John 8:32)

* TO DO (development of a servant’s heart – SERVICE) the good, acceptable, and perfect will of God. (Romans 12:2)

MARANATHA ACADEMY’S STATEMENT OF FAITH

Maranatha Academy is a ministry of Eastern Kansas Christian Schools. It is interdenominational in its attitude and emphasis. The school stands and operates firmly on the changeless Word of God as expressed in the following statement of historic evangelical Christianity.

- We Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (II Timothy 3:15, II Peter 1:21).
- We Believe there is one God, eternally existent in three persons – Father, Son and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30).
- We Believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life (Hebrews 4:15, 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His Resurrection (John 11:25, I Corinthians 15:4); His Ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11, Revelation 19:11).
- We Believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God’s grace and through faith alone we are saved (John 3:16-19, 5:24, Romans 3:23, 5:8-9, Ephesians 2:8-10, Titus 3:5).
-

- We Believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
- We Believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28). We Believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, I Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18).

PHILOSOPHY OF EDUCATION

The educational philosophy of Maranatha Academy springs from the belief of its supporters and staff that all life is originally the product of a loving and holy God and that the duty of man is obedience to that God and His principles. We believe that to educate for life, while ignorant of the source of life and His view of life, is futile and empty at best, destructive and perverse at worst. Therefore, it is the desire of the faculty, parents and students at Maranatha to know Jesus Christ personally and to make Him known. With the guidance of the Holy Spirit, we want to incorporate the Word of God into all academic pursuits.

Because truth and reality are absolute, despite our frequent misinterpretations of them, we must seek God's view of the universe, for He sees it clearly, including the unseen spiritual realities. To gain that view, we look to the Bible as the primary source of truth. Since the Bible expresses God's truth accurately, it is the standard by which we may judge all perceptions and interpretations of His creation, remembering that our interpretations of Scripture may be imperfect and that unbending dogmatism is both unproductive and unwise.

The home, church and school must work together to prepare children spiritually, morally, socially and academically for their adult lives. As the educational arm of that effort, the school's primary responsibility is to provide the student with academic and vocational pursuits. This responsibility cannot be fulfilled in a spiritual vacuum, therefore the school must also provide the student with spiritual and moral direction in both academic pursuits and personal life.

Maranatha Academy educates from the perspective that true knowledge and wisdom are much more than the accumulation of facts. Knowledge is the understanding of facts as they are illuminated by the precepts of Almighty God, and wisdom is the proper and scriptural application of the knowledge. In order for such knowledge and wisdom to be transmitted to students at Maranatha, the faculty and staff must consist of well-qualified, born-again believers who are committed to the Gospel and to educational excellence, and the student body must consist of believing children who are attending school to receive a good education in a Christian atmosphere.

Even with these advantages, however, Maranatha Academy can never replace the significant spiritual impact of a godly home and church. Though the school can support their efforts through sound Biblical instruction and through the example and leadership of a believing faculty, it is the responsibility of Christian parents to provide the basis and stimulation for solid growth and achievement, both academically and spiritually. Parents should take an active part in the education of the child and should strive to be living epistles of God's Word. In doing this, they will "train up their children in the way they should go" and maintain the basis upon which education at Maranatha Academy is founded.

Maranatha Academy provides for the parents a service much like the service provided by the deacons to the apostles in the early church. The apostles provided spiritual leadership and instruction to the church while the deacons attended to the material needs of the church. Similarly, the church provides the child with the most important source of spiritual training, while the school seeks to prepare the child vocationally and academically. Through prayer, parental support and the efforts of a believing faculty, we, like the deacon Stephen, can bring a high level of spirituality and power to a task which otherwise might seem primarily concerned with this world.

ADMISSION STANDARDS

Maranatha Academy is open to anyone interested in securing a Christian education, from Kindergarten through twelfth grade. The Lord has not yet opened the doors, however, for us to work with the physically handicapped or severely learning disabled.

Maranatha Academy admits students of any race, color, nationality, or ethnic origin in administration of educational policies, admissions policies, scholarship programs, athletic, or other school-administered programs. To do so would be in violation of Christian principles as set forth in God's Word, the Holy Bible.

The following standards have been established for entrance into Maranatha Academy:

- Parents should be in agreement with our basic objectives and willingly and actively support our educational program.
- The student must be living with at least one parent who is a born-again Christian and committed to a local church as demonstrated by his/her consistent attendance and support.
- The student must have a sincere desire for a Christian education and be willing to submit to the standards and regulations of the school.
- The applicant's entering record of behavior in his home, community, school, and church must indicate that Maranatha Academy can be reasonably sure that the applicant's citizenship will be acceptable.
- Applicants entering grades 5-12 must attest to a definite born-again experience and give evidence of a daily relationship with the Lord Jesus Christ.
- A student transferring from another school must be in good academic standing. Should the student's accomplishments be below grade level as evidenced by recent grade reports and/or standardized achievement test scores, the student may be admitted on a probationary basis or placed in a lower grade better suited for the student's achievement. All students must be enrolled in a minimum of four classes at campus to be considered a full-time student.

FINANCIAL INFORMATION

Maranatha Academy is dependent upon the contributions from parents and friends as well as tuition and fees. We trust that our school families will voluntarily assist the school in meeting its financial obligations which cannot be met by tuition alone.

Accounts must be current as of December 15 and May 15 in order for students to complete the first semester and second semester respectively. Students whose accounts are not current as of those dates will be suspended from school until the account is paid in full.

Academic work, including final exams, must be completed within thirty (30) days of the end of the semester. After this date, academic work not completed will receive zero credit and be included in the determination of the final course grade, which may result in an "F". In the event a student with an outstanding balance due on his/her account withdraws, it is understood that the school will hold all transcripts until the balance is paid in full.

COUNSEL IN THE CLOSET



one.

When humans work together in any capacity, difficulties can occur. There are bound to be conflicting view points and misunderstandings on issues, especially where our children are concerned. Our first response to a problem should be to seek wise counsel in the closet, the prayer closet. God can give us His perspective, which is infinitely better than our limited

Good Communication

In order to facilitate good communication when we feel a wrong has occurred, God gave us Matthew 18:15-17 - “And if your brother sins, go and reprove him in private; if he listens to you, you have won your brother. But if he does not listen to you, take one or two more with you, so that by the mouth of two or three witnesses every fact may be confirmed. And if he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, let him be to you as a Gentile and a tax-gatherer.

So many concerns could be taken care of if this was a common practice. Open and honest communication, one-on-one, is the first step to settling a dispute. If there is no resolution, then the next step is to “take one or two others along.”

As a school staff, we understand that there will be mistakes and misunderstandings and our hope is that parents will bring those concerns to us right away; first to the teacher and then to the principal.

Ineffective Responses

Two mistakes we can make are responding like the bear or the ostrich. The bear sees a problem and just attacks the offensive party. The ostrich sticks its head underground and hopes the problem will disappear. Neither response promotes two-way communication.

Forgiveness

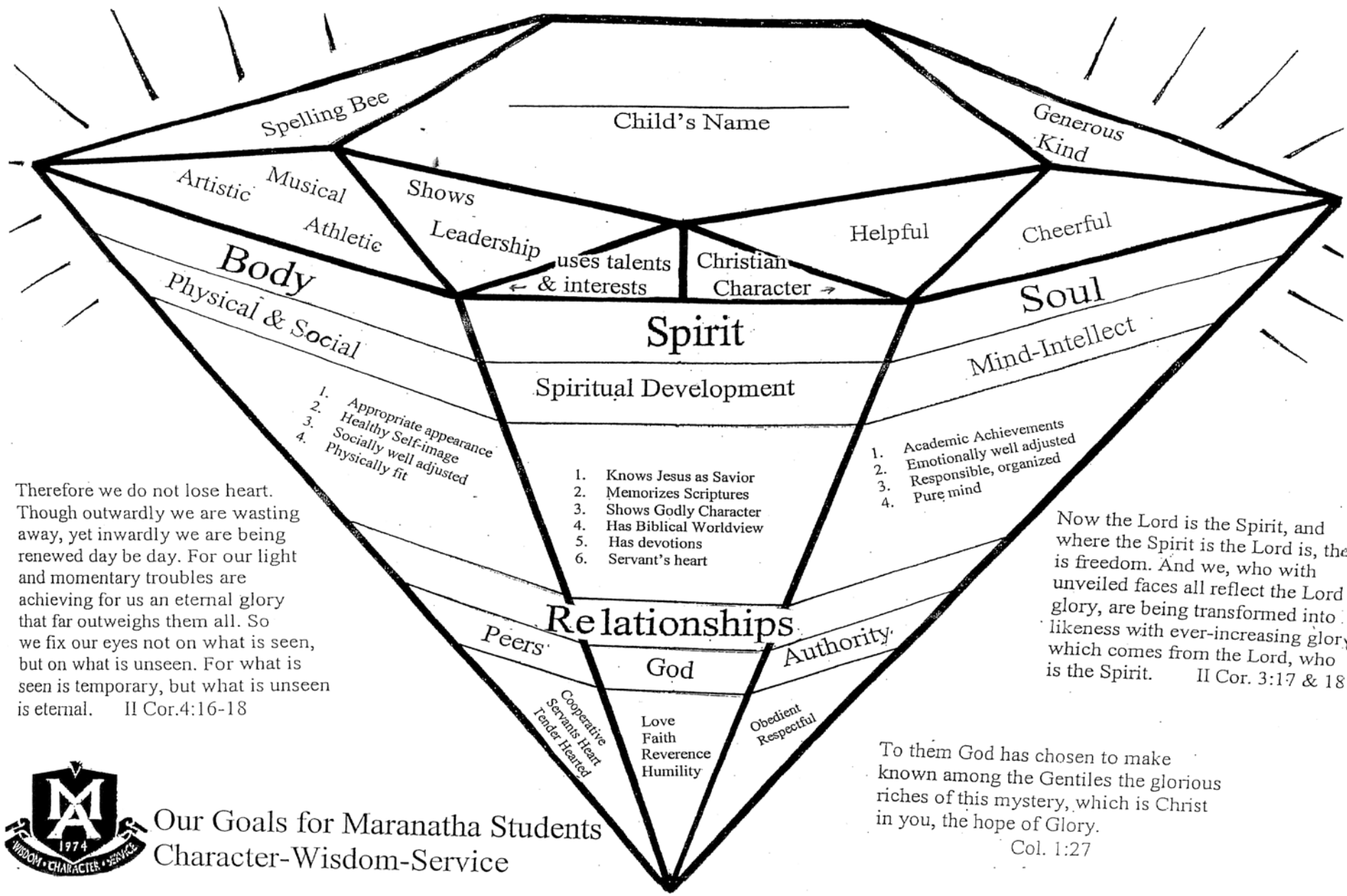


Matthew 18 continues by encouraging us to forgive and forgive and forgive. In fact, Jesus very convincingly shows in the story of the unmerciful servant what happens to one who refuses to forgive—he will not have his own debts cancelled by God.

Matthew 18 begins with Jesus explaining to the disciples that the greatest in the kingdom of heaven is the one who humbles himself like a child. Have you ever noticed how quickly and easily a child forgives?

STEPS TO RESOLVE ISSUES OR GRIEVANCES:

1. Meet with the teacher
2. Parent and teacher meet with principal
3. Those in Step 2 meet with superintendent
4. Those in Step 3 meet with the board chairman
5. Parent appeals to school board



Therefore we do not lose heart. Though outwardly we are wasting away, yet inwardly we are being renewed day by day. For our light and momentary troubles are achieving for us an eternal glory that far outweighs them all. So we fix our eyes not on what is seen, but on what is unseen. For what is seen is temporary, but what is unseen is eternal. II Cor.4:16-18

Now the Lord is the Spirit, and where the Spirit is the Lord is, there is freedom. And we, who with unveiled faces all reflect the Lord's glory, are being transformed into His likeness with ever-increasing glory, which comes from the Lord, who is the Spirit. II Cor. 3:17 & 18

To them God has chosen to make known among the Gentiles the glorious riches of this mystery, which is Christ in you, the hope of Glory. Col. 1:27



Our Goals for Maranatha Students
 Character-Wisdom-Service



TRAINING FOR THE CHRISTIAN LIFE

Our goal is to help children understand how to live the Christian life.

Prayer/Worship/Devotions

Each class has time set aside for prayer and praise. Students are given opportunities to share needs and express thanks. Students enjoy praying for one another.

Bible Classes

All students in K-6 have Bible class daily.

Students memorize scripture each week. Parents are asked to help their child by listening to them practice their memory verses.

We teach Biblical doctrine, Biblical worldview and Godly character. We do not teach church or denominational doctrine.

Chapels

Chapels are held on Tuesdays at North and Fridays at South. Speakers are from area ministries. Students participate and even help lead these chapels. Sixth graders are given a special role in helping with chapels.

Character Development Program

We are presently teaching our students a Biblical worldview through our Biblical curriculum, The Truth Chronicles, Outside the Lines, and using textbooks that have corresponding scriptures for each subject studied.

Developing Godly Character

We are using Character Counts and our Bible curriculum to help our students develop a character that is pleasing to God.

Each year we choose a character development theme submitted by our families to help students learn about the Christian life in a practical and fun way. In years past we have had L.A.M.P., The Lord Answers My Prayers, R.O.C.K., Respect Our Creator King, and B.E.A.R., Be Encouraging And Respectful as our program emphasis. Students have performed skits, made posters, designed T-shirts and had other fun projects relating to these programs. Our aim is to help students learn and remember key Christianity concepts.

Service Projects

We teach students the importance of serving others through service projects. We have two whole-school projects assisting City Union Mission, collecting food at Thanksgiving and collecting toys and gifts at Christmas. In addition, we are raising funds to assist an orphanage in India.

Each class has a service project which may vary from year to year. Some of these have been singing and making cards for seniors at nursing homes, raking leaves and cleaning at a local mission, going bowling with developmentally disabled students, making gifts and singing Christmas carols for our school neighbors, making sandwiches for the homeless, and sponsoring a child through ACSI missions.

“We are His workmanship created in Christ Jesus for good works.” - Ephesians 2:10

Missions

Each class has a missionary with whom the class communicates. During Mission Week and at other times, we have missionary visitors come talk to classes. Students enjoy meeting missionaries from all over the world who share their vision for world evangelism. Students are given an opportunity to donate toward missions.

Christian Textbooks

We have textbooks that have corresponding scriptures for each subject studied and present the biblical worldview.

Christian Teachers – Our teachers are mature Christians that can handle any situation in a Christ-like manner.

ACADEMICS

Grade Reports

Grade Reports are sent home each nine weeks. Mid-quarter reports are sent home for grades of D's and F's or if a student is not working up to his/her potential.

Parent Conferences

A parent-teacher conference is held at the end of the first quarter for all students. Conferences are arranged as needed for the other quarter grading periods.

Grading Scale

Kindergarten	+ & ✓
1 st – 2 nd Grades:	E = Excellent S = Satisfactory Progress N = Needs Improvement U = Unsatisfactory Progress
3 rd – 6 th Grades:	A = Excellent 90-100% B = Above Average 80-89% C = Average 70-79% D = Below Average 60-69% F = Not Acceptable 59%-Below

Work Habits/Social Development

Work habits such as the ability to work independently, completing class work on time, listening and following directions are rated with a + for satisfactory or a ✓ for needed improvement. Social development such as playing well with others, exhibiting self-control, and showing respect for authority also are rated with a + or a ✓.

Honor Roll

Students in 4th-6th grade can qualify to be on the honor roll. For the B Honor Roll, students must have a B average in these subjects – Reading, Math, Social Studies, Science, Bible, Language, and Spelling. Students must have an A average in those subjects to be on the A Honor Roll.

Homework

Homework is an integral part of our school program. We believe students gain responsibility and a sense of accomplishment through homework completion. We request that parents support this endeavor by encouraging students to complete assignments. The only acceptable excuses for not completing homework are illness and family emergencies. Most teachers require a parent's signature on an assignment steno indicating that homework was completed.

Parents can help their child by providing a non-distracting area to study, the supplies needed, and assisting only when asked by providing explanations or examples.

We encourage students to spend time reading and doing math each evening if they do not have assigned homework.

Make-Up Work

If your child has been ill, please call the office in the morning to arrange for make-up assignments. The teacher will have the assignments and books ready to pick up by 3:30.

LEARNING ASSISTANCE/ENRICHMENT

Enrichment

We set high standards for all of our students; however, we understand that there are individual differences and education needs.

Each teacher provides enrichment according to the individual student's needs and interests.

Gifted Program

Students who qualify may participate in Enhanced Learning Center offered through the Shawnee Mission School District.

Learning Center

Maranatha's Learning Center provides individual and small group instructions for 30-40 minutes a day three days a week. Students can receive remedial help in a particular subject, help with assignments, and build study skills. Parents or teachers may refer students to the Learning Center. There is an additional charge for the Learning Center.

Individual Learning Program (ILP)

This program provides direct instruction in Reading, Math and Language Arts. Students attended approximately 2 hours per day in a small teacher to student ratio.

Helps Class

Each teacher sets a time during the week to provide extra assistance to students. Detailed information will be sent home when this is established.

Special Services

Students who qualify for special education services such as learning disabilities or speech are served by the Shawnee Mission School District for those residing in the district.

Modified Workload/Grades

Sometimes it is beneficial to a student to reduce the workload in a particular subject. Other times it is best to adjust the grading scale. The administration, the teacher, and the parents may work out the best plan to meet the child's individual needs.

DISCIPLINARY POLICY

We believe that part of a child’s training to be like Christ involves discipline. As our Father God disciplines us, so He admonishes parents to discipline their children. Our discipline plan follows Godly principles.

I Corinthians 14:40 says “everything should be done in a fitting and orderly way”. Students are expected to act in an orderly manner and follow school and classroom rules. Our discipline has four tenets. **First**, the child must come to accept responsibility for their behavior. **Second**, they should make amends to any wrong by apologizing to those hurt and asking God’s forgiveness (and possibly making restitution). **Third**, they must accept appropriate consequences for their behavior. **Finally**, we want students to accept other’s and God’s forgiveness and be able to forgive themselves while learning from their mistake.

1. **Teachers handle most common offenses in the classroom.** Students may receive minutes off their recess, sentences or documents to write, or they may lose a privilege.

2. **Time Out**

Students may be sent to the office for a time-out period. When a student loses control emotionally, the teacher can send the student to the office to “cool off”. The student receives a time-out notice. Parents are asked to sign this note acknowledging receipt of the notice.

3. **Office Referral**

For serious offenses (including leaving school grounds without permission, fighting, stealing, lying, profanity, disrespectful or defiant behavior), students are sent to the office. The principal will have a conference with the teacher and child and will then call or send a note home explaining the offense and the consequences. The consequences may include in-school suspension. We will contact the parents before administering in-school suspension.

Discipline and Probation Procedure

When there are continual behavioral problems, a student may be placed on probation. The following describes the office referral procedure and minimum consequences that may be assigned. Further consequences may be given for any misbehavior according to the severity of the problem.

1. When a teacher fills out an office referral form, the principal meets with the student and notifies the parent by note or phone, and an appropriate consequence is also given. The minimum consequence is spending recess in the office.
2. When a student receives two office referrals, they must spend recesses, lunch, and special class time in the office.
3. After the student receives three office referrals, the student will receive a half-day in-school suspension.
4. At the next (fourth) office referral, the student will receive a full-day in-school suspension and a parent/teacher conference will be held.
5. At the next (fifth) referral, the student will serve another full-day suspension. At this point, a conference is held with the student, teacher, parent, and principal to determine probationary status. At this time, the student will be put on probation unless there is an overriding reason why that should not occur. The terms and conditions of probation are written and signed.
6. Parent/teacher conferences are held every two or three weeks until the student has gone nine weeks without a referral. Students who are unable to abide by the terms of the probation may be asked to leave.

Parents are expected to support the school’s policy and procedure for discipline. Cooperation between the home and school is essential for training students.

GENERAL INFORMATION

Attendance Policy

School hours for South are 8:15-3:15, North hours are 8:20-3:10 for Kindergarten and 1st grades, and 8:20-3:20 for 2nd & 3rd grades. Regular attendance is imperative to a good learning experience. Students who are absent miss out on teacher's explanations, discussions, demonstrations, labs, and group work. Please call the school by 9:00 a.m. to report your child's absence.

Tardies

Likewise, students miss out on experiences that cannot be duplicated when they are tardy. Consistent tardies have a negative effect. Tardy students should report directly to the office.

Pre-arranged Absences

Please notify the principal and teacher two weeks in advance of a pre-arranged absence if it is foreseeable. Some work may need to be completed before the absence.

Illness

For your child's protection and the protection of others, children should be kept at home if they have any of these symptoms.

- **Cold symptoms, coughing, sore throat:** Many diseases in their first stages resemble a common cold.
- **Temperature:** A child should have a normal temperature after an illness for 24 hours prior to returning to school.
- **Upset stomach, vomiting, diarrhea:** A child should be kept home until they are symptom-free for 24 hours.
- **Undiagnosed rash, skin lesions, red or discharging eyes, earache, or swollen glands.**

Parents, please call the school immediately if your child has been diagnosed with a communicable disease so that we can notify the parents of students in that classroom that their children may have been exposed.

Please do not send your child to school to be diagnosed by the office, or if you are uncertain what the child has. Students who are in school are expected to fully participate in activities. Please send a note if you want your child to stay in from recess after an illness. Students who are returning from an illness (cough/cold) may stay inside for three days without a doctor's note. If a child needs to stay inside longer than that, a doctor's note should be sent to school.

Health Forms

Please return the following health and emergency medical forms to the office by the first week of school:

Kindergarten and New Students: Legal Authorization for Emergency and Kansas Certificate of Immunization (KCI)

1st-4th Grades: Legal Authorization for Emergency

K-6th Grades: Chicken Pox vaccination or have had the Chicken Pox

5th-6th Grades: Legal Authorization for Emergency and Doctor's Proof of Second MMR

Please note: Notify the office immediately when there is a change of address or home or work phone number.

Medication

We do not provide non-prescription medication in the school health office. If you want your child to take a pain reliever, cough syrup, antacid, etc., you must do the following: (a) send your own medication from home clearly marked with child's name and grade, and (b) have your doctor send a note giving permission for the child to take that particular non-prescription medication at school and give any instructions for its use.

Prescription medication may be given at school. Make sure it is in its original prescription bottle or container with clearly marked instructions. Records are kept of all dissemination of medication.

Field Trip Forms

Students take three to five field trips a year. A permission slip with information about the trip will be sent home. Students must have a parent's signature on this slip before they can go on the trip. Parents are encouraged to accompany the class and help supervise. A limited number of openings may be available on some trips. A Student's siblings may not attend field trips.

Visitors/Contacting the Teacher

All parents and other visitors should report directly to the office first. If you need to contact your child's teacher, please call or stop by the office. If the teacher is not available, leave a message and your call will be returned.

Dress Code

Maranatha's dress code is based on neatness, modesty and appropriateness for the occasion. We have tried to set a standard in dress that reflects our philosophy as well as being obtainable for parents.

Boys should wear the following:

Denim blue, navy blue, black or khaki slacks or jeans with a belt if needed (Acceptable style include carpenter, cargo pants, or dress slacks with a regular, loose, relaxed, or a baggy fit. Acceptable fabrics include denim, cotton blends, and corduroy.)

Collared shirt (polos, button down, turtleneck, dress shirts)

Sweatshirts or sweaters (must have collared shirt under sweatshirts) – no words on tops/sweatshirts

All shirts must be buttoned and tucked in for grades 4-6

Moderate length of hair

Non-marking tennis shoes or Velcro or soft soled lace-up shoes with backs

Girls should wear the following:

Knee-length dresses (to the top of the knee)- may be worn any day, any pattern acceptable

Denim blue, navy blue, black or khaki slacks or jeans - plain, no decorations. (Acceptable styles include carpenter, cargo pants, or dress slacks with a regular, loose, relaxed, or a baggy fit. Acceptable fabrics include denim, cotton blends, and corduroy.)

Solid color, plain jumpers or skirts

Blouse or shirt with a collar (polos, button down, turtleneck)

All tops must be tucked in for grades 4-6

Sweatshirts or sweaters (must have collared shirt under sweatshirts)

Non-marking tennis shoes or Velcro or soft soled lace-up shoes with backs

Boys should not wear the following:

Apparel with words, pictures, or cartoons (patterns are OK)

Baggy, oversized clothing

Excessively worn clothing

Earrings\ excessive Jewelry

Hats/caps indoors

Outerwear may not be worn in the classroom

(including zip sweatshirt)

Bib overalls

T-shirts

Tight fitting clothing

Jogging/sweat pants (except Kn dg.)

Sandals/Crocs (for safety reasons)

Tattoos

Frayed jeans

Colored/highlighted/dyed hair

Athletic pants/shorts

Vests
Tank tops

Fleece

Girls should not wear the following:

Make-up except in 6th grade
Apparel with words, pictures, or cartoons
Oversized, baggy clothing
Loose fitting sleeveless tops
Sandals/backless shoe/Crocks (for safety reasons)
Hats/caps/bandanas/scarves indoors
Frayed jeans
Outerwear may not be worn in the classroom
(including zip sweatshirt)
Hooded tops (sweats, pullovers, sweaters)
Fleece

Bib overalls
Excessively worn clothing (no holes)
Jogging/sweat pants (except Knkg.)
Tight fitting clothing
Short waisted tops
Tank Tops
Leggings (except under dresses)
Vests
Tattoos
T-shirts
Colored/highlighted/dyed hair

Fridays – On Fridays, students may wear Maranatha T-shirts or Christian T-shirts (those with ` scripture and a Christian message).

Dresses – Dresses may be worn any day.

Shoes – Students must wear non-marking tennis shoes.

Field Trips – All students will be required to wear a Maranatha polo shirt.

Casual Days - Will be as designated, usually the first Friday of the month.

Shorts Days – Shorts may be worn August-October 15 and April 15 – May. Shorts must be modest length denim or cotton blend shorts (5” or longer in-seam). Acceptable colors are denim blue, navy blue, black, or khaki. Acceptable styles include regular, cargo and carpenter. Capris may be worn at this time as well. Tops must still meet dress code.

Skorts (shorts that look like skirts) – Skorts are considered shorts and may be worn during the months of August, September and May.

Special Occasions – For evening programs, Grandparent’s Day, special chapels, and other special days, students will be asked to dress up. Girls should wear dresses and nice shoes. Boys should wear nice slacks, dress shirts, ties, and nice shoes.

Kindergartners – Kindergartners may wear solid color sweatpants for easy pulling up.

Day Care

Day Care is available after school at both campuses. Morning Day Care is from 7:00-7:45 A.M., and After School Day Care is from 3:30-6:00 P.M. There is a separate charge for Day Care which is billed monthly.

Students are expected to behave in Day Care. Students who consistently do not follow school or Day Care rules may not be allowed to attend Day Care.

On days that we are out of school, day care is available at the North campus for grades K-6 from 7:00 a.m.-6:00 p.m. for a daily charge of \$27, which includes lunch, snacks, and activities. Please sign up ahead of time.

Lunch/Milk – South and North

Students may bring their lunch to school. We have microwaves available, but we ask that you not send any more than one food item to be microwaved and only items that do not require more than one minute to warm up.

At North monthly menus for hot lunches will be sent home. Students may purchase a hot lunch ticket in the following amounts: 10-\$25, 15-\$37, 20-\$50. Students may inform the teacher in the morning whether they are having a hot lunch or not.

At South hot lunches are available every day. An order form will come home ahead of time. Please get these in by the deadline.

Milk tickets are available for you to purchase. To make it easier on the teachers and the office, please purchase a ticket instead of buying individual milks – 10 - \$3.00.

Phone Calls

Students are not allowed to use the phone. The secretary will call home if your child is ill or if they need a lunch or clean clothes, etc.

Restroom Use

Students are encouraged to use the restroom during the daily scheduled bathroom breaks for each class. Students may also use the restroom before school and during lunch. If your child has a condition that requires frequent use of the restroom, please write the teacher a note explaining the reason.

School Supply List

A list of school supplies is mailed each summer is available on our web site. You may contact the office if you do not receive a list or have misplaced your school supply list. Please mark your child's name on all items.

School Telephone Directories

Telephone Directories are available on line.

Sending Money to School

Money should always be sent in a sealed envelope with the following information:

Child's Name & Grade

Teacher's Name

Amount Enclosed

Purpose of Money

Volunteering

Parents and grandparents are always welcome to help. We rely on parents for many services. If you are interested in being a Room Mother or Father, please contact your child's teacher for information about their duties. At Back to School Night, there will be a chance to sign up for volunteering.

Special Classes

Students have the following special classes in Kindergarten through 6th Grades: Music, Art, P.E., Computer Lab, Library, and Spanish.

Shuttle Bus

A shuttle bus runs between the two campuses in the morning and afternoon. The bus leaves North at 7:45 a.m. It picks up students at South at 7:55 a.m. and arrives back at North at 8:05 a.m. In the afternoon, the bus leaves North at 3:20 P.M. to take students to South, and it leaves South at 3:30 P.M. to take students to North.

Birthdays/Parties

Individual birthday parties are celebrated during lunch or the last half-hour of the day. In many intermediate grades, one party is celebrated for all those who have birthdays that month.

Whenever possible, please send nutritional snacks rather than sweets. No cakes, please; they are very messy.

Please do not send birthday party invitations to school unless all the children are invited. On Valentine's Day, please send Valentines for every child. Do not mark the children's names on the envelopes.

Parents in Prayer

Parents gather once a week to pray for the students and staff. Consider joining this group for fellowship and sharing. More information will be sent home.

Items Not Allowed

The following items should not be brought to school: weapons of any kind, radios, Ipods, MP3 players, video games, including Nintendo DS, baseballs, softballs, roller blades, skateboards, roller skates, kites, Goosebumps, Harry Potter books or other similar books and toys (except Kindergartners who may bring them for Show-and-Tell).

Cell Phones

Students who bring cell phones because of after school activities must keep them in their backpacks and turned off during the day.

Monthly Calendars and Newsletters

The newsletter/calendar will be sent home the beginning of each month. Please read it and keep it handy for reference. The dates on the monthly calendar are the most updated ones.

Office Notes

On Mondays, reminders of the week's events and news will be sent home.

Picking Up Your Child During School

Parents must come to the office to pick up their child. We can not release a child to leave except directly to a parent or guardian. Students may not leave the classroom until a parent has arrived. It is helpful to notify the office ahead of time when you will be arriving so the child can be ready to go. It is our policy that students will not wait in the office, but in the classroom.

Inclement Weather

Arrangements have been made to air school closings on local TV and radio stations. We generally close if the Shawnee Mission School District closes. Parents should use their own discretion in sending children to school in inclement weather based on the conditions in your living area.

If school closes early, we will try to call parents, and we would request that you pick your child up as soon as possible.

Day Care will be available for K-6 on snow days for \$27 a day at the North Campus. Availability may be limited.

Reporting Suspected Child Abuse

In accordance with state law and school policy, school staff members are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

Cooperation with Law Enforcement Officials

It is the policy of Maranatha Academy to cooperate with the various law enforcement agencies in our state, county, and city governments. We are required by law to report suspected physical or sexual abuse and truancy violations.

Re-Enrollment

Re-enrollment forms are mailed home in early spring for the following school year. Your child is not officially re-enrolled until the enrollment fees are paid.

CAMPUS TRAFFIC AND PARKING

North Campus Morning Arrival

North Campus Afternoon Parking for Dismissal

PLEASE NOTE NO PARKING AREAS

South Campus Morning Arrival

South Campus Afternoon Parking for Dismissal

PLEASE NOTE NO PARKING AREAS

2009-2010
HOLIDAYS & DAYS OUT OF SCHOOL/EARLY DISMISSAL

August	13	12:15 Dismissal Grades 1-6 – First Day of School
	13	12:00 Dismissal Kind. A-L – NO SCHOOL Kind. M-Z
	14	12:00 Dismissal Kind. M-Z – NO SCHOOL Kind. A-L
September	7	NO SCHOOL – Labor Day
	18	12:15 Dismissal/Teacher In-Service
October	9	K-6 12:15 Dismissal – End of Quarter
	15	NO SCHOOL – ACSI Teacher’s Convention
	16	NO SCHOOL – ACSI Teacher’s Convention
	22	K-6 NO SCHOOL – Parent/Teacher Conferences
	23	K-6 NO SCHOOL – Parent/Teacher Conferences
November	6	12:15 Dismissal/Teacher In-Service
	25-27	NO SCHOOL – Thanksgiving Break
December	17	K-6 12:15 Early Dismissal – Christmas Break Begins
	18	NO SCHOOL – Christmas Break (Dec. 18-Jan.1)
January	4	Students Return
	8	Full day of school – End of Semester
	15	K-6 12:15 – No School/ACSI Spelling Bee
	18	NO SCHOOL – Martin Luther King, Jr. Day
	22	NO SCHOOL – Parent/Teacher Conferences
February	15	NO SCHOOL – Presidents Day
	16	NO SCHOOL – Teacher In-Service
March	12	K-6 12:15 Early Dismissal – End of Quarter
	15-19	NO SCHOOL – Spring Break
April	2	NO SCHOOL – Good Friday
	5	NO SCHOOL – Easter Monday
May	26,27	12:15 Early Dismissal – Field Days
	27	Last Day of School
	31	NO SCHOOL – Memorial Day

Day Care provided on days we are out of school except major holidays for \$27 per day. Day Care will be held at the North Campus for all grade levels.

