



# Student Handbook

*Pursuing Excellence in Character and Academics*

2008 - 2009



## Welcome to the Maranatha School community!

We are delighted that you have chosen to partner with our school in educating your child. We believe that, in cooperation with the home and church, our school will advance each child's growth "in wisdom, in stature, in favor with God and man."

Our motto is "Pursuing Excellence in Character and Academics". Our staff is dedicated to using all available resources to encourage children; to develop a biblical worldview and critical thinking skills with which to explore the world around them, to recognize their God-given gifts and abilities while utilizing them in the classroom and to acquire a strong foundation in educational basics that will support their future learning.

We look forward to coming along side you as you undertake the awesome God-given responsibility to "train up your child in the way he should go". We are committed to supporting your efforts through a consistent prayer life and a diligent work ethic. We trust that we can count on your faithful support to make this desire a reality in your child's life.

In Christ's service,

Pastor Carol Morley  
Administrator, Maranatha School



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## Statement of Faith

We believe: That all 66 books of the Bible are the inerrant, inspired Word of God. 2Peter 1:20-21 It is given for salvation, reproof, correction, and training in righteousness. 2 Timothy 3:16

We believe: There is one God, eternally existing in three persons: Father, Son, and Holy Spirit. Deuteronomy 6:4, Luke 3:21-22

We believe: Salvation is a gift of God's grace and is received by personal faith in the Lord Jesus Christ, totally apart from human merit or works. This salvation is evidenced in a changed life, Christ-like character, righteous living, and good works as the believer submits to the indwelling Holy Spirit in obedience to the Word of God. Galatians 5:22-23, Ephesians 2:8-9, 1Timothy 1:5, 2Timothy 1:9, James 1:21-27

We believe: The church is the body of Christ. Matthew 28:18-20, 1Corinthians 12:13, Ephesians 2:11-16, Ephesians 4:11-16, Colossians 1:28, Hebrews 10:23-25.

We believe: In the present ministry of the Holy Spirit by whose indwelling the Christian is empowered to live a godly life. Acts 1:5, Matthew 3:11, Mark 1:8

## Scripture Theme

"But the people who trust the Lord will become strong again; they will rise up like an eagle in the sky, they will run and not need rest, they will walk and not become tired." Isaiah 40:31 NCV.

## Mission Statement

Maranatha School exists to work in cooperation with home and church, assisting each child to grow spiritually, academically, physically, and socially.

## Philosophy

Proverbs 9:10 tells us that "The fear of the Lord is the beginning of wisdom, and the knowledge of the Holy One is understanding". Maranatha School embraces an educational philosophy centered in the person of Jesus Christ. To that end we utilize a Christ-centered, bible-based curriculum.

Maranatha School offers a quality educational experience from a Christian worldview while using differentiated instructional strategies in a multiage classroom setting. God's Word is

integrated throughout each subject area teaching students to think critically about the world around them through the Biblical lens. Students are frequently assessed and teaching strategies are developed to encompass a wide variety of learning styles and MI's.

We believe that biblical instruction and Christian principles gives children a firm foundation for life. Our multi-age classrooms provide a nurturing environment, promote community, and develop strong character and the leadership abilities of students.

## Admission

Maranatha School admits students of any race, color, national ethnic origin, or religious affiliation to all the rights, privileges and programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national, ethnic origin, or religious affiliation in administration of educational policies, admission policies, scholarship and all other school administered programs.

Students who are presently enrolled in Maranatha School must be registered for the following school year by March 1<sup>st</sup> in order to be assured of a place for the following school year. The re-enrollment fee and all necessary paperwork must be completed before a place will be guaranteed.

Fees from the school year in progress must be current before registration for the following year will be accepted.

New student registrations will be accepted after March 1<sup>st</sup>. All parents of prospective students must attend an interview before a final decision on admission will be made. Prospective students will complete an academic screening assessment.

## Age Enrollment Requirements

| <u>Class</u> | <u>Student Ages</u> | <u>Maximum Class Size</u> |
|--------------|---------------------|---------------------------|
| Level 1      | 5-7year olds        | 18/class                  |
| Level 2      | 7-8 year olds       | 20/class                  |
| Level 3      | 9-10 year olds      | 22/class                  |
| Level 4      | 11-14 year olds     | 25/class                  |
| Level 5      | 15-18 year olds     | 25/class                  |

Students seeking enrollment must meet the minimum age requirement for each class level by September 1<sup>st</sup>. When classes have been filled, names and dates will be placed on a waiting list and called as openings become available.

A “kindergarten-readiness” program is offered Monday through Friday mornings (8:30am-11:30am) or afternoons (12:30pm-3:30pm). It is recommended that children be 52 months of age or older by September 1<sup>st</sup> to qualify.

## Attendance

Regular attendance is absolutely essential to academic success. Parental example and encouragement demonstrates to students the importance of faithful attendance. Colossians 3:23 says, “Whatever you do, work at it with all your heart, as working for the Lord, not for men.” To effectively complete their work, students must make a conscientious effort to apply this scriptural principle daily in their attendance and work ethic.

Classroom experiences are valuable components of learning. Interactive learning and instructional opportunities are lost through class absence and cannot be retrieved by simply completing the assignments.

Therefore, scheduling family vacations and outings around the school calendar is greatly appreciated.

Excused absences are given for illness, death in the family, and doctor appointments that cannot be scheduled after school hours. Without a written parental excuse, the absence is considered unexcused. Unexcused absences will subject the student to disciplinary action. A written note from the parent giving the student permission to be late or absent does not require the school to excuse the absence or the tardiness.

Upon the return of the absent student, a signed parental note will be submitted to the office with the date and reason for the absence. It is the responsibility of the student and parents to request, obtain, and make up missed work within the designated time frame.

Administration should be notified in writing at least one week before a planned absence and a request for student work submitted to the teacher at that time. Student absences in excess of 20 days per academic year will be subject to administrative review and could result in academic retention.

## Behavior Management/Discipline

Scripture commands us to be obedient to those placed in authority over us. Teachers have a God given responsibility to assist parents in the training of their students to learn and obey the rules of conduct as laid out in scripture.

Hebrews 13:17 says, "Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be no advantage to you." Romans 13:1 says, "Everyone must submit himself to the governing authorities, for there is no authority except that which God has established."

The best behavior management strategy instills within each student the ability to enact self-control in his life. The policies of Maranatha School are designed to assist students, parents and staff to work together to promote a high standard of Christian conduct in an atmosphere of excellent academics.

We believe that students need structure with clear-cut boundaries and expectations. This produces an environment in which correction followed by appropriate consequences will encourage the development of self-control. Each teacher is entrusted with the responsibility of directing and enforcing classroom rules in a manner embodied in Christian principles and in accordance with administrative directives to maintain control in the classroom.

Students must be respectful of the rights and property of others and of the authority of the staff and administration. Respect, responsibility, and recognition are highly valued at Maranatha School. We work hard at developing a respectful attitude for one another and the school property. We endeavor to teach students to take responsibility for their actions and behaviors and to learn to accept the consequences of poor choices or to receive the recognition of right choices.

## Behavioral Infractions and Consequences

- Tier 1 - Minor Infractions
  - Classroom disruption
  - Chronic chair rocking or table sitting
  - Dress code violations
  - Two unexcused morning tardies in one week
  - Eating or drinking in the classroom without permission
  - Harassment of another student
  - Horseplay without personal injury or property damage
  - Minor disrespect (quip, murmur, expression, gesture)
  - Minor vandalism (property can be repaired or cleaned)
  - Missing of assigned detention
  - Personal property brought to school without prior approval
  - Throwing of objects in classrooms or halls

### Resulting Action

When infractions occur, the student will be made aware of this and instructed in the scripturally correct behavior expected. A short time-out or a written assignment may also be required. Restitution may be required.

A combination of seven (5) minor infractions within one calendar week will result in an hour detention. When this occurs a Notice of Detention will be sent home with the student and mailed to the parent. Upon receipt the parent will sign the notice and return it to the office on the next day.

- Tier 2 Persistent Minor Infractions

Chronic tier 1 infractions in any one area

Fighting without personal injury

Language infractions (lying, gossip, mockery, obscenities, profanity, slander, or swearing

Objectionable or obscene literature, pictures, music

Patterns of incomplete or missing assignments or homework

Three or more detentions in any one quarter

### Resulting Action

A tier 2 infraction results in parental notification by administration for a conference to develop a plan for disciplinary action. Restitution may be required.

- Tier 3 Major Infractions

Blatant disrespect or disobedience to parents, administration, staff, teachers or students

Bullying or intimidation of another student

Cheating

Chronic tier 2 infractions in any one area

Fighting or horseplay resulting in personal injury or property damage

Five detentions within a quarter

Leaving or skipping school without permission

Stealing

Vandalism

### Resulting Action

First Major infraction - results a parent conference, in-school suspension, and a strict disciplinary plan to be administered by the parent at home. Restitution may be required.

Second Major Infraction – results in student pick-up, out of school suspension, academic penalty, and a strict disciplinary plan to be administered by the parent at home. Restitution may be required..

Third Major Infraction – tier 4 discipline

- Tier 4 Major Infractions  
Aggressive physical attack on a student or teacher  
Possession of illegal substances or weapons  
Sexual harassment or immorality  
Malicious vandalism  
Willful and chronic infractions in any area

Resulting Action

Immediate out of school suspension  
Immediate parent conference  
Academic penalty  
Pastoral and council review with behavioral probation, dismissal, or expulsion. Restitution may be required.

## Behavioral Recognition

Any student who has received less than seven marks per week for ten weeks in a given quarter will be eligible to attend the “Quarter Party”. Any students who are not eligible for the party will spend the time in detention reading, doing school work or working on special projects. Ineligible students who do not have an excused absence for the quarter party will be served a double detention.

## Complaints

Complaints from students, or parents regarding school staff or school policy should first be brought to the attention of the person/s involved within a week of the incident. If a mutually satisfactory resolution cannot be arrived at between involved persons, a grievance may be submitted to the school administrator. A grievance must be submitted in writing. The administrator will return a written response within thirty days of the original complaint.

## Conferences

Parent/Teacher conferences will be held in the fall, winter, and spring. The purpose of a parent-teacher conference is to discuss the student’s progress assessment and to develop a strategy for meeting individual student’s academic, spiritual, social/behavioral and physical goals for growth. Documentation

of the assessment, strategy plan, and conference notes will be placed in the student's record.

Good communication and cooperation between teachers and parents is in the best interest of the child. Please feel free to call the teacher anytime, before or after class, to discuss concerns or questions you may have.

## Dress Code

While the Bible does not give us specifics regarding proper dress, scripture does address attitudes of the heart and gives us general principles such as the one stated in 1Timothy 2:9 which states, "I also want women to dress modestly with decency and propriety." Therefore, we have established guidelines for dress for Maranatha School and school sponsored events. Please observe the following guidelines.

Clothing is to be of proper size, clean and in good repair. (No oversized pants or tight fitting clothing or jeans with holes or frayed hems are allowed.)

Clothing is not to be worn in such a way as to expose underwear

Jewelry is to be worn in such a way as not to be a distraction or a safety hazard to the student or others.

No mini skirts, midriff tops, halter tops, tube tops, or spaghetti strap tops are to be worn.

Socks are to be worn with shoes. Boots are not to be worn in the classroom. Sandals may be worn when the outside temperature is over 70 degrees. Students are not to walk around the school in stocking feet or barefoot.

Hair must be clean, neat and combed. Hair is not to cover the eyes. If bangs are long, they may be pulled back and held with a clip.

Caps or hats may not be worn indoors.

It is the responsibility of the student and parent to keep their appearance in compliance with these minimum guidelines.

The final judgment of appropriateness is the decision of the administration.

## Field Trips

Field trips may be planned periodically throughout the year to acquaint children with our community and to give them a "hands on experience." Permission slips will be sent home notifying parents in advance of the date, destination, cost and purpose of

each field trip. A fee will be required to cover transportation costs, entrance charges or other expenses. All trip fees must be prepaid.

## Fire Safety

In the event of fire, we will exit through the closest fire exit. Fire drills will be held and fire safety measures will be reviewed monthly with the children.

## First Aid/ Emergency

If a child becomes injured at school, a school staff member will administer first aid. Teachers are CPR and first aid certified. For any serious injury, the 911 service will be called and the injured child will be brought by ambulance to Fairview Hospital in Wyoming MN. Cost of transportation by ambulance will be the responsibility of the parents.

If a poisoning occurs, the center for poison control will be contacted, and upon their instruction, syrup of ipecac, will be administered.

## Health Regulations

### Immunizations:

The MN Department of Human Services requires that we have on file a current immunization record or a notarized conscientious objection to immunizations and a health record for each child.

**This completed form must be stamped by your doctor or clinic, signed by the parent and be in our files on the first day of school.**

The state requirements are as follows:

|              |         |                  |
|--------------|---------|------------------|
| 5Yrs         | 5DTP    | 4Polio 3HBV 1MMR |
| 7Yrs-12 Yrs  | 3DTP/TD | 3Polio 3HBV 1MMR |
| 13Yrs-18 Yrs | 3DTP/TD | 3Polio 3HBV 2MMR |

### Medications:

All medication must be sent in the original bottle, with the student's name on it, and must be given to the classroom teacher who will keep medications in a locked drawer or box.

Prescription medications require a written doctor's order and a written authorization from the parent to administer the medications.

Nonprescription medications require a signed, parental order, listing the medication to be given, dosage, frequency, and duration. The school does not stock medication.

Medication authorization forms are available from the classroom teachers.

We request that parents submit a care plan for children with special conditions (e.g. diabetes, asthma, severe allergies, etc.) Students may store juice at school for treatment of insulin reactions. For infection control purposes, blood sugar testing should be done under the observation of the classroom teacher.

#### Communicable diseases:

Parents are required to inform the school within 24 hours when a child has a contagious and/or reportable disease (i.e. lice, scabies, impetigo, ringworm, chicken pox, etc.) so that we can inform other parents of their child's exposure. If your child has been exposed to a communicable disease, the school administrator will notify you by telephone or written notice within 24 hours of the exposure.

#### Illness guidelines:

Many parents are frequently concerned about when children should stay home or attend school. The following information may help with this decision:

- Do not send child to school with significant symptoms.
- If child has had a fever of 100 degrees or more, the child should stay home for 24 hours after the temperature returns to normal.
- Do not give aspirin or aspirin substitutes to any fever-related illness.
- If a child has vomited or had diarrhea, the child should stay home until 24 hours after the last episode.
- If a child has any rash that could be disease-related or is of unknown origin, check with your family physician before sending the student to school.
- Your child's health is important to all of us. If your child should display symptoms of illness (i.e. a temperature >100 degrees, vomiting, diarrhea etc.) while at school, the parents will be notified and requested to pick up their child immediately. The child will be asked to lie down on a mat in the classroom and made as comfortable as possible while waiting parental arrival. The child will be supervised at all times.

## Inclement Weather/School Closings

If inclement weather is forecast, listen to KTIS 98.5 FM radio or WCCO 830 AM radio for one of the following announcements

- Two hour late start – morning preschool will be cancelled.
- No school
- Early closing

If a snowstorm warrants an early closing of school, parents will be notified to pick up their child. A staff person will stay with any child whose parent was unable to be reached until the parent arrives.

See the school calendar for holiday and vacation day closings.

## Meals, Milk and Snack Breaks

Students may provide their own lunches or order hot lunch which is catered. Refrigeration and microwaves are available for student use. Students will be able to purchase ½ pint milk cartons. The hot lunch menu is published and sent home monthly. Students purchase a lunch punch card and can use it to purchase meals as they choose. Parents are invited to participate in lunch with the students.

If a student forgets his lunch, food items will be provided and charged to the student's account.

Please provide your student with a healthy lunch and snack. Nutritional foods promote better learning. Healthy foods include fruit, yogurt, vegetables, crackers, and cheese. Do not include caffeinated beverages, pop, candy, or high-sugar content foods or drinks. Candy and pop will be confiscated and kept by the teacher to be returned after school.

Students will enjoy pop and treats during special party times throughout the year.

## Parties

The classroom teacher schedules holiday, quarterly, and birthday parties. Summer birthdays will be celebrated in May. Special arrangements must be made through the teacher before treats are brought from home. Students or parents are not to plan surprise parties.

Please do not distribute birthday party invitations at school unless all boys or girls are invited to the party.

## Pets

Pets cannot be brought to school without making prior arrangements with the classroom teacher. If we have a pet come to visit school, prior parental notification will be given.

## Photos

Periodically, we may take pictures of the students during their activities to display on the bulletin boards, for the yearbook, or promotional materials. Written parental permission will be obtained before using student pictures for printed promotional pieces.

## Recess

We will play outside each day as the weather permits. During the cold months, it is expected that students will bring the appropriate outer wear, including snow pants, caps, mittens, and boots. Students will remain inside only on days of extreme temperatures, rain or storms. Students may be excused from outdoor recess only if they have had a recent illness and a parent submits a written request. Students, who are unable to go outside because they forgot to bring the appropriate outer wear, will be given a minor infraction. This is considered a dress code violation.

## School Calendar

The school calendar is mailed to enrolled families in July.

## School Colors

The school colors are blue and white. Blue represents God's faithfulness to his children and white represents how we are made clean through the cleansing power of Jesus Christ.

## School Hours

|                           |                    |
|---------------------------|--------------------|
| Kindergarten Readiness am | 8:30am – 11:30pm   |
| Kindergarten Readiness pm | 12:30 pm – 3:30 pm |
| Level 1 – 5               | 8:30am – 3:15pm    |

Please bring your child no more than ten minutes before class begins.

KR, Level 1 & 2 - When you pick up your child, please wait outside the classroom door until the door is opened and the students are dismissed. We want to make sure each child

leaves with either a parent or a person listed on the registration form. Please remember to notify the teacher, in writing, of any changes regarding who is going to bring and/or pick up your child. This is **VERY** important!

Level 3 and above - children will be dismissed from the classroom by their teacher.

## School Mascot

The school mascot is the Eagle.

## Schedules

Classroom teachers have individual but similar schedules. The morning schedule generally includes a devotional and prayer time, language arts, Spanish, math, and keyboarding/art. Afternoons consist of science, social studies, and music, or physical education, small group centers and individual instruction.

## Transportation

It is the parents' responsibility to provide transportation to and from school. Heartland Express will transport Chisago County students to school for a nominal fee. Please let the teacher know if someone other than the usual provider will be picking up your child. The staff cannot provide transportation.

## Tuition

See separate financial contract

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