



ELEMENTARY HANDBOOK



LIVE. LEARN. LEAD ▶

OUR VISION

Mannahouse Christian Academy began as Temple Christian Schools, a vision of Bible Temple in 1974 with 105 students, grades 1- 9. The driving force for the creation of this school was the need for students to learn quality academics from God's perspective. Our desire is to see every student encouraged and motivated to become all that God wants them to be: academically, socially, physically, artistically, and spiritually.

Mannahouse Christian Academy works together with the home and church to provide a Christ-centered spiritual, academic, and physical foundation in a nurturing environment to produce citizens who will be a transforming influence in the world. Mannahouse Christian Academy partners with parents in educating their children endeavoring to teach children and teenagers the principles of God's Word and to prepare them academically so they will reach their full God-given potential.

We place great value on the diversity of God's people, understanding there are diverse narratives and backgrounds that our students and families have experienced. We celebrate our ethnic and cultural differences, learning from one another, experiencing God's word together, and aiming to provide a educational environment where differences are understood and Biblical unity is intentionally pursued.

God's Word... Our Standard

We are living in a world that wants no standard, that desires no absolutes. This type of living is only an avoidance of truth, the truth as expressed in God's Word. The Bible sets down a very clear standard of living, unwavering principles by which we establish our lives. The staff of MCA desires to see this standard of God's Word as our standard in instruction and character. Pray for us as we become students of the Great Teacher, Jesus, and, in turn, impart His wisdom and knowledge in our classes.

MCA's Statement of Faith

- **We believe** in the plenary-verbal inspiration of the accepted canon of the Scriptures as originally given and that they are infallibly and uniquely authoritative and free from error of any sort in all matters with which they deal. 1 Corinthians 2:13; 2 Timothy 3:16
- **We believe** in the Eternal God-head who has revealed Himself as ONE God existing in THREE persons: Father, Son and Holy Spirit; distinguishable but indivisible. Matthew 28:19; 2 Corinthians 13:14
- **We believe** in the literal, special creation of the existing space-time universe and all of its basic systems as indicated in Genesis. Genesis 1; Nehemiah 9:6; Isaiah 42:5; John 1:3; Colossians 1:16-17
- **We believe** in the creation, test and fall of man as recorded in Genesis; his total spiritual depravity and inability to attain to divine righteousness. Romans 5:12,18
- **We believe** that sin is a transgressing of, or falling short of, God's standard in action, thought, and character. All individuals are born with a sin nature that affects their motivation, affection, volition, and actions. The results of sin include separation from God, and death. Romans 3:10,23; 6:23; 14:23; James 4:17; 1 John 5:17
- **We believe** in the Lord Jesus Christ, the Savior of men, conceived of the Holy Spirit, born of the virgin Mary, fully God and fully man. Isaiah 7:14; 9:6; Matthew 1:21; Luke 1:26-35; John 1:18
- **We believe** Christ died for our sins, was buried and rose again the third day, and personally appeared to His disciples. Romans 4:25; 1 Corinthians 15:1-8

- **We believe** in the bodily ascension of Jesus to heaven, His exaltation and personal, literal and bodily coming again the second time for the Church. Matthew 24; Mark 16:19; John 14:2-3; Acts 1:9-11 Philippians 2:5-11; 1 Thessalonians 4:13-18; Hebrews 9:28
- **We believe** in the salvation of sinners by grace, through repentance and faith in the perfect and sufficient work of the cross of Calvary by which we obtain remission of sins. Romans 5:11; Ephesians 2:8-9; Hebrews 9:12,22
- **We believe** in the necessity of water baptism by immersion in the name of the Eternal Godhead in order to fulfill the command of Christ. Matthew 28:19; Acts 2:38-39; 19:1-6
- **We believe** in the baptism of the Holy Spirit as a distinct aspect of the Christian foundational experience with the primary evidence of speaking in tongues as well as evidences such as empowerment to witness, to conquer sin and to live a holy life. Acts 2:1-4; 8:14-17; 19:6
- **We believe** in the Spirit-filled life, a life of separation from the world and the perfecting of holiness in the fear of God as an expression of Christian faith. 2 Corinthians 6:14; 7:1; Galatians 5:16-26; Ephesians 5:18
- **We believe** that since the Bible is the inspired Word of God, it is then authoritative in all areas of human behavior, including marriage, family, sexuality, morality, and ethics.
- **We believe** that the Bible defines marriage as the covenant relationship between a man and a woman. The importance of this union to society requires that we support and protect marriage as the Word of God does.
- **We believe** in the operation of the gifts of the Spirit as manifested in the Early Church and enumerated in 1 Corinthians 12-14.
- **We believe** in the healing of the body by Divine Power, or Divine healing in its varied aspects as practiced in the Early Church.
- **We believe** in the Table of the Lord, commonly called Communion or the Lord's Supper, for believers.
- **We believe** in eternal life for believers (John 3:16; 5:24) and eternal punishment for unbelievers.
- **We believe** in the reality and personality of Satan and eternal judgment of Satan and his angels.

SCHOOL DETAILS & DEMOGRAPHICS

Address

Mannahouse Christian Academy

Portland Campus
9200 NE Fremont Street
Portland, Oregon
Office: 503-252-5207
Fax: 503-257-2221

Vancouver Campus
811 NE 112th Ave.
Vancouver, WA 98684
Office: 360-719-2589
Fax: 503-257-2221

Email: info@mannahouseacademy.com

Website: mannahouseacademy.com

Hours

Portland Campus 8:25am-2:45pm

- Morning drop off begins at 8:10am for ALL students
- Pick up is between 2:45pm-3:15pm

Vancouver Campus 8:15am-2:45pm

- Morning drop off begins at 8:00am for ALL students
- Pick up is between 2:45pm-3:15pm

COMMUNICATION & CLOSURES

Office Phone

Important Calls may be made from the school office with a pass from the teacher. Office staff will prioritize calls.

Cell phones

See Personal Property

Weather Closures

In the event of inclement weather, official information regarding school closure for Mannahouse Christian Academy can be accessed by the following options:

- Make sure that you are signed up for school text messages
- Tune into the most local TV or radio stations between 6:30-7:30 a.m. for announcements about Mannahouse Christian Academy
- Go to <http://FlashAlert.net> (you must link from mannahousechristianacademy.com)
 1. Click on View News in the left column
 2. Click on the Portland button
 3. Select "Private schools-Portland area"
 4. Select Mannahouse Christian Academy
- Sign up for Twitter
- Check MCA website for updated information: www.mannahousechristianacademy.com
- Mannahouse Christian Academy Facebook page

COMMUNICATION

Conferences

- Parent-teacher conferences will be held in November.
- November conference is highly recommended for parents of all students.
- Required attendance of both parents may be requested by a teacher.
- Parent teacher conferences can happen throughout the year
- Conferences can be initiated by the parent or the teacher
- Conferences can happen in person or over the phone

Why Conferences are necessary:

- Conferences early in the school year give us the best opportunity to perceive a student's needs and make adjustments as agreed upon by the classroom teacher and parents.
- We believe these appointments are well worth the extra effort required of the staff to make them successful.
- We request that you also make them a high priority on your schedule. Check the school calendar online or at the school office and reserve the dates now on your personal calendar.

Emergency Dismissal

- When teachers are notified of an emergency dismissal a specific dismissal time will be stated. Students must go to their homeroom preceding dismissal.
- Students may notify parents of the early dismissal by cell or the office will call parents.
- Permission to leave, however, must come from the parent to either the office staff or the homeroom teacher.
- Parents arriving to pick up students may call the office from their cell phone when they arrive on campus to have the student excused immediately.
- As soon as parents are notified, all students within walking distance and those with cars will be excused and the roster noted.
- Homeroom teachers need to know how, when, and with whom each child leaves. Dismissal roll sheets marked with individual departure times will be turned in at the office when the teacher leaves for the day.

All students must check out with their teachers.

DRESS CODE

Presenting a positive Christian testimony is a goal that each of us should strive to maintain. Dress is very important, as it often establishes the first impression we make. Our school is partially judged by the impression of those who observe us. We continue with the uniform guidelines as they have been in previous years due to an over-whelming number of parents that reaffirm their desire to maintain a school uniform policy.

There are three basic reasons the parents give for this choice.

- First, it minimizes the amount of peer pressure that their children have to deal with.
- Second, it reduces the financial strain on the family budget.
- Third, it simplifies their job of determining what meets our school dress code.

In keeping with this decision, we request that you review the guidelines closely. Classes will occasionally observe a "casual day" where the students are allowed to dress "out-of-uniform" contingent upon meeting qualifications and adherence to the out of uniform dress standards as stated in this uniform book.

Thank you for helping us take pride in the appearance of our school. We are anticipating an awesome year.

DRESS & GROOMING

Elementary School (K-5th) General Dress Code Guidelines

- For elementary the uniform must be worn at all times when in the school building on school days. This includes lunch and after school. The only exceptions are authorized out of uniform activities.
- The only exceptions are authorized out of uniform activities, changing to leave campus for work, or playing sport activities during lunch etc.
- Students who come to school out of uniform will receive a warning or loss of privilege.
- All students are to be dressed and groomed appropriately for their biological gender.
- Notes from parents excusing out of uniform will not always be accepted by the school as reasons for excuse.
- Clothing designated below may be purchased at any store as long as it meets the criteria listed below

Skirts (5)/ Skorts (K-4)/ Shift (K-4)/ Jumpers	Dennis Uniform Any Store- Navy	<ul style="list-style-type: none"> • Shift: Navy Blue (Shift length: no more than 2" above the knee and 3" below) • Skirt: Navy Blue (Skirt length: no more than 2" above the knee and 3" below) • Skort: 035210-201-180 Navy Blue
Pants	Any Store	<ul style="list-style-type: none"> • NAVY (without contrasting stitching), may not have more than 4 pockets in traditional style (2 front, 2 back). • NO DENIM FABRICS, CORDS, OR CARGO PANTS. • No pajamas, no sweatpants. no track pants, no yoga pants, no jeggings, no tech pants, no jogging pants, no athletic pants of any type, etc. • No leggings if they are worn as pants. Leggings may be worn under appropriate length skirt or dress. • Pants must be loose enough to pinch an inch on both sides. They should be neither tight nor baggy.
Polo Shirt	Any Store	<ul style="list-style-type: none"> • Long or short sleeve Any solid color (logo must be smaller than a quarter) • The polo shirt may be worn tucked or untucked. • The shirt length and/or layering must be long enough to always cover the waistline, even when seated, and when the hands are raised. • Sweatshirts and polo shirts should fit appropriately, be neither tight nor baggy, and should not extend below the wrist. • Designs on polos must be smaller than a half-dollar. • Long Shirts under polos can either be a solid color or a pattern, however, there should be no writing on the shirt. • The required shirt must be worn under all school zippered jackets if unzipped, zippered sweatshirts if unzipped, and under the HS school cardigan at all times. • Mid-drifts should not be showing, including when arms are raised.

DRESS & GROOMING (CONT.)

<p>T-Shirt</p>	<ul style="list-style-type: none"> • Any identifiable MCA T-shirt • T-shirts with print, patterns, or designs are not acceptable underneath the polo shirt. • No writing on undershirts, polos, or sweatshirts except the name, if done professionally. • T-shirts of matching or contrasting solid color are acceptable under short sleeve polos (no long underwear). • The required shirt must be worn under all school zippered jackets if unzipped, and zippered sweatshirts if unzipped. • Mid-drifts should not be showing, including when arms are raised.
<p>Sweatshirt</p>	<ul style="list-style-type: none"> • All students are required to purchase a uniform sweatshirt. These items or proof of purchase must be presented the first day of school. The uniform sweatshirt or other MCA logo sweatshirt are the only appropriate “sweater” at school. • MCA Spirit Gear or any identifiable MCA sweatshirt • Sweatshirts and polo shirts should fit appropriately, be neither tight nor baggy, and should not extend below the wrist. Designs on polos must be smaller than a half-dollar. • The required shirt must be worn under all school zippered jackets if unzipped, zippered sweatshirts if unzipped, and under the HS school cardigan at all times. • The MCA logo sweatshirt must be the outermost layer at all times.
<p>Coats</p>	<ul style="list-style-type: none"> • Students may wear coats to and from school and during outdoor activities. • If a student is still cold in the classroom with the sweatshirt, jacket, a jacket may be worn underneath the uniform clothing for additional warmth; however, the MCA logo sweatshirt must be the outermost layer at all times.
<p>Shoes</p>	<ul style="list-style-type: none"> • Shoes should be appropriate to school activities and the weather. • We recommend you consider sturdy shoes with a closed toe and heel for maximum dexterity and safety in school activities. • All students in MS & HS P.E. will be required to wear non-skid tennis shoes that are designated for gym wear only. These shoes should never be worn off court. • Wheels, cleats, or other items on the shoe’s soles are not acceptable. • Shoes manufactured to require laces must have laces and be tied.
<p>Hair</p>	<ul style="list-style-type: none"> • Hair should be discreet, avoid extremes, and be in keeping with the standards of MCA. • Hairstyles should not distract from the countenance in any way. • Any dyeing of the hair is to be in natural colors only. Unnatural hair colors are not acceptable, whether intentional or unintentional, and need to be quickly changed. • Consequences are at the discretion of the administrator and may include suspension. • BOYS: A shake of the head must not cause hair to cover the eyes.

DRESS & GROOMING (CONT.)

Make-up and Fingernail Polish	<ul style="list-style-type: none"> • Make-up and fingernail polish should be worn discreetly and in moderation, avoiding extremes, and in keeping with the standards of MCA.
Jewelry	<ul style="list-style-type: none"> • Jewelry and hair accessories should be discreet and modest, avoiding extremes, and in keeping with the standards of MCA. • Girls are asked not to wear body-piercing jewelry other than earrings in the ear. Jewelry with unedifying symbols are not considered appropriate uniform wear. • Clear or flesh-colored nose plugs or placeholders are allowed but no clear or flesh-colored plugs or placeholders are allowed for other body piercing jewelry.
Accessories	<ul style="list-style-type: none"> • TEMPORARY TATTOOS: Cannot be visible • HATS: Hats are not allowed on uniform days for both guys and girls. Hats are only allowed on theme days for guys and girls when they complement the dress theme. • SCARVES AND OTHER ACCESSORIES Students are not to wear scarves with their school uniforms. Students are not to wear anything considered an accessory without permission of the staff.
Undergarments	<ul style="list-style-type: none"> • Undergarments are not to be visible and girls are to wear bras at all times (if needed). • Undergarments need to be worn but must not be visible.

Uniform Maintenance Guidelines

- All clothing should be clean, modest, and mended, with no frays, no unfinished cuts or alterations and should avoid worldly fashion extremes.
- Please foresee uniform cleaning needs. This is not an acceptable excuse for incomplete uniform. It is important to have more than one set of school uniforms.

Lost Uniform Clothing	<ul style="list-style-type: none"> • LOST UNIFORM CLOTHING No clothing is to be left in the school at any time, including in the bathrooms or locker rooms. • THE SCHOOL IS NOT RESPONSIBLE FOR LOST CLOTHING. A lost item must be replaced as soon as possible or no later than two (2) weeks after the time it was lost. • IT IS HIGHLY RECOMMENDED THAT CLOTHES BE LABELED WITH THE STUDENT'S NAME. Polo shirts, t-shirts and sweatshirts should be labeled on the inside of the neck in back of garment. Skirts and pants should be labeled on the inside of the waistband in back.
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DRESS & GROOMING (CONT.)

Elementary School (K-5th) Out-of-Uniform and Non-Uniform Guidelines

Non-Uniform Activities

- Throughout the year there are a number of activities, both during the school day and after school hours (including evenings), that do not require students to be in uniform.
- Dress for these occasions will vary greatly, but certain guidelines are always appropriate.
- It would be wise to check with the school office for dress requirements for special activities.
- All clothing should be clean, mended, and mended, with no frays, no unfinished cuts or alterations and should avoid worldly fashion extremes.
- All students are to be dressed and groomed appropriately for their biological gender.

Out-of-uniform guidelines are the same as daily school wear with the following exceptions:

Pants	<ul style="list-style-type: none"> • Pants must be made from jean material or Dockers like material or must be dress pants. • Any color is acceptable. • No other type of pants is acceptable. • No pajamas, no sweatpants, no track pants, no yoga pants, no jeggings, no tech pants, no jogging pants, no athletic pants of any type, etc. • Leggings are only acceptable under an appropriate length skirt or dress. • Rips in pants must not be higher than 2 inches above the knee cap.
Shirts	<ul style="list-style-type: none"> • T-shirts may have print and/or design of acceptable motifs. • Neckline openings should not allow cleavage to show when standing up or leaning forward. • Mid-drifts should not be showing, including when arms are raised.
Shorts	<ul style="list-style-type: none"> • Shorts length should not be shorter than 4 inches above the knee • Shorts should not have any rips in them
Skirts/Dresses	<ul style="list-style-type: none"> • If the activity calls for girls to wear skirts or dresses, the length must be consistent with the uniform requirements. • A low-cut neckline style or bare shoulder or back is not acceptable. • Skirt and dress length should not be shorter than 4 inches above the knee
Sleeveless Shirts	<ul style="list-style-type: none"> • Sleeveless shirts are allowed provided the shoulder straps are a minimum of 4 fingers wide and arm holes are a maximum of 3 fingers below the armpit • Mid-drifts should not be showing, including when arms are raised.

DRESS & GROOMING (CONT.)

<p>Shoes</p>	<ul style="list-style-type: none"> • Shoes should be appropriate to school activities and the weather. • We recommend you consider sturdy shoes with a closed toe and heel for maximum dexterity and safety in school activities. • Wheels, cleats, or other items on the shoe's soles are not acceptable.
<p>Hair</p>	<ul style="list-style-type: none"> • Hair should be discreet, avoid extremes, and be in keeping with the standards of MCA. • Hairstyles should not distract from the countenance in any way. • Any dyeing of the hair is to be in natural colors only. Unnatural hair colors are not acceptable, whether intentional or unintentional, and need to be quickly changed. • Consequences are at the discretion of the administrator and may include suspension. • BOYS: A shake of the head must not cause hair to cover the eyes.
<p>Make-up and Fingernail Polish</p>	<ul style="list-style-type: none"> • Make-up and fingernail polish should be worn discreetly and in moderation, avoiding extremes, and in keeping with the standards of MCA.
<p>Jewelry</p>	<ul style="list-style-type: none"> • Jewelry and hair accessories should be discreet and modest, avoiding extremes, and in keeping with the standards of MCA. • Girls are asked not to wear body-piercing jewelry other than earrings in the ear. Jewelry with unedifying symbols are not considered appropriate uniform wear. • Clear or flesh-colored nose plugs or placeholders are allowed but no clear or flesh-colored plugs or placeholders are allowed for other body piercing jewelry.
<p>Accessories</p>	<ul style="list-style-type: none"> • TEMPORARY TATTOOS: Cannot be visible • HATS: Hats are not allowed on uniform days for both guys and girls. Hats are only allowed on theme days for guys and girls when they complement the dress theme. • SCARVES AND OTHER ACCESSORIES: Students are not to wear scarves with their school uniforms. Students are not to wear anything considered an accessory without permission of the staff.
<p>Undergarments</p>	<ul style="list-style-type: none"> • Undergarments are not to be visible and girls are to wear bras at all times (if needed). • Undergarments need to be worn but must not be visible.
<p>SPIRIT DAYS</p>	<ul style="list-style-type: none"> • You may come in appropriate "spirit day" theme clothing. • If you choose NOT to come in theme clothing, you MUST COME IN UNIFORM. Failure to do so will result in a detention.

DISCIPLINE PROCEDURES

Mannahouse Christian Academy believes in a “truth in love” approach to school discipline. We have systems and programs in all grade levels to reward and honor students for making positive and responsible choices. We also provide students the opportunity to learn from their negative choices. This means communicating clear behavior expectations to students, reminding them of those expectations regularly, and having consequences that help students understand the impact their choices have on their peers, teachers, and learning community.

School personnel and parents/guardians share the responsibility for encouraging students’ appropriate behavior. School personnel are expected to use a continuum of positive behavioral interventions, strategies, and supports to teach, encourage and reinforce appropriate behaviors conducive to a learning environment.

School personnel are expected to intervene early and start the discipline process at the lowest possible level reasonably calculated to change the student’s behavior and minimize loss of instructional time. Additionally, staff should consider all available alternatives, focusing first on family and school-based resources when teaching school expectations and responding to misbehavior.

MCA staff responds to student’s inappropriate behavior as follows:

Certain kinds of behavior are not allowed at school or at school activities.

Behavior expectations apply to students whenever they are:

- Present in any school or on property of the school district
- At any school-sponsored activity, regardless of its location, including traveling to and from within a reasonable period of time
- Involved in conduct (regardless of whether or not they are off campus or at a non-school sponsored program) that has a direct connection to a school’s safety and/or welfare
- Participating in athletic programs, when rules are in force during the entire season in which the student is participating- seven (7) days a week, 24 hours a day, at any location.

Examples of misbehaviors:

- Keeping other students from learning
- Using profane or abusive language
- Using cellphones
- Using or having tobacco, alcohol, other drugs, or tobacco/drug paraphernalia
- Fighting of any kind
- Bringing weapons or anything that looks like a weapon to school
- Stealing or damaging property
- Threatening, harassing, or bullying students or staff
- Wearing out of uniform on a uniform day
- Refusing to follow directions

Summary of Disciplinary Consequences and Interventions

There is a range of consequences to support student behavior.

Action Levels:

Level 0	Verbal or Written Warning
Level 1	20 Minute Detention
Level 2	40 Minute Detention
Level 3	60 Minute Detention
Level 4	In School Suspension (ISS)
Level 5	Suspension
Level 6	Expulsion Hearing
Level 7	Expulsion

Levels correlate to points in the FACTS student information system. For example, a level two infraction = 2 points. 12 points accrued throughout a semester will result in the student being placed on Behavior Probation.

Student who receive a Level 4-6 infraction, will also be under behavior or academic probation

Expulsion Hearing and Expulsion

Campus Principals and the Director of Student Support can recommend students for expulsion. Once a recommendation is made, this results in an immediate suspension of the student up until the scheduled expulsion hearing with the Superintendent of Mannahouse Christian Academy. At the expulsion hearing, school staff will provide a recommendation for or against expulsion, along with rationale that supports their position. Parents and students will have the opportunity to ask questions and share their concerns, however the final decision for expulsion will be made by the Superintendent.

Bullying

MCA maintains a no bullying policy and defines. We have defined bullying as unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

MCA will consider behavior bullying if these two criteria are present – unwanted aggressive behavior, where an imbalance of power exists and this behavior is repeated or has the potential to be repeated.

BEHAVIOR EXPECTATIONS & CONSEQUENCES

Examples of conduct which violates expectations	Definition	Occurrence	Disciplinary Level min-max
Attendance & Punctuality			
Class Cutting/ Skipping/ Leaving without permission	<ul style="list-style-type: none"> Failure to attend assigned class without permission or excuse; leaving the building, classroom or assigned area without prior approval of the teacher and/ or administrator 	Minor/First Serious/Rep	Level 3 Level 4
Loitering	<ul style="list-style-type: none"> Remaining around the school building without permission and staff supervision for purposes other than an educational assignment or school event. 	Minor/First Serious/Rep	Level 1 Level 3
Off Limits	<ul style="list-style-type: none"> Entering a location in a building or any school property which has been restricted from student use or entering a location which has been restricted from student use during certain times of the day. 	Minor/First Serious/Rep	Level 2 Level 4
Tardiness	<ul style="list-style-type: none"> Failure to be in a place of instruction at the assigned time 	Minor/First Serious/Rep	Level 1 Level 3
Trespassing	<ul style="list-style-type: none"> Entering any school property or into school facilities without proper authority; during school hours; including any school entry during a period of suspension or expulsion. 	Minor/First Serious/Rep	Level 3 Level 5
Protection of Property			
Arson	<ul style="list-style-type: none"> Action which may cause a fire, but none results, such as throwing a lighted match in a trash container which fails to ignite or intentionally starting any fire or combustion on school property regardless of whether and damage occurs. 	Minor/First Serious/Rep	Level 6 Level 7
Bomb Threat	<ul style="list-style-type: none"> Evidence to the school, police or fire officials the presence of a bomb on or near school property without a reasonable belief that a bomb is present on school property. Evidence of threatening the safety of others with the use of a bomb. 	Minor/First Serious/Rep	Level 6 Level 7

Burglary	<ul style="list-style-type: none"> Unauthorized entry into a school building for the purpose of committing a crime when the building is closed to students and the public. 	Minor/First Serious/Rep	Level 5 Level 6
Deliberate misuse of property	<ul style="list-style-type: none"> The intentional use without proper permission of property belonging to the school or an individual for a purpose other than that for which it was intended or in a manner likely to damage the property. 	Minor/First Serious/Rep	Level 4 Level 5
False Fire Alarm	<ul style="list-style-type: none"> Reporting a fire to school or fire officials or setting off a fire alarm without a reasonable belief that a fire exists. 	Minor/First Serious/Rep	Level 4 Level 5
Gambling	<ul style="list-style-type: none"> Playing any game of skill or chance for money or anything of value. 	Minor/First Serious/Rep	Level 1 Level 3
Possession of stolen property	<ul style="list-style-type: none"> Having in one's possession or under one's control property which has been stolen when the person possessing it has reasonable cause to believe the property has been stolen, or possession without permission of property belonging to another. 	Minor/First Serious/Rep	Level 3 Level 4
Theft, Minor	<ul style="list-style-type: none"> Theft: taking property belonging to the school or any individual or group without prior permission. Minor Theft: includes items with a retail value of less than (\$20), but excludes personal items such as wallets, purses or keys. 	Minor/First Serious/Rep	Level 4 Level 5
Theft, Major	<ul style="list-style-type: none"> Includes items with a retail value of more than (\$20) or any keys, purses or wallets regardless of the value of its contents. 	Minor/First Serious/Rep	Level 5 Level 7
Property Damage, minor	<ul style="list-style-type: none"> Vandalism: intentionally causing damage to or defacing school or property of others. Minor Vandalism: includes situations in which minor damage can be repaired or replaced at no cost to the school. 	Minor/First Serious/Rep	Level 3 Level 4
Property Damage, Major	<ul style="list-style-type: none"> Includes situations that will cost the school to repair or replace the damage or damage that involves a substantial disruption of school activities, such as destruction of school records. 	Minor/First Serious/Rep	Level 5 Level 6

BEHAVIOR EXPECTATIONS & CONSEQUENCES

Protection of Physical Safety and Mental Well-Being			
Threat causing fear of harm	<ul style="list-style-type: none"> Physical, verbal, written or electronic action which immediately creates a fear of harm, without displaying a weapon and without subjecting the victim to actual physical attack. 	Minor/First Serious/Rep	Level 2 Level 4
Physical attack/harm	<ul style="list-style-type: none"> Intentionally touching or striking another person against his or her will; or intentionally causing bodily harm to an individual. 	Minor/First Serious/Rep	Level 3 Level 4
Display of patently offensive material	<ul style="list-style-type: none"> Displaying sexually, racially, or religiously patently offensive materials. 	Minor/First Serious/Rep	Level 3 Level 4
Extortion	<ul style="list-style-type: none"> Forcing other persons to act against their will, such as the demand for money. 	Minor/First Serious/Rep	Level 5 Level 6
Fighting	<ul style="list-style-type: none"> Fighting involves the exchange of mutual physical contact, such as pushing, shoving and hitting, with or without injury. 	Minor/First Serious/Rep	Level 2 Level 5
Firecrackers or Explosives	<ul style="list-style-type: none"> Using or possessing any firecrackers, fireworks, bullets, ammunition, or explosive materials or device. 	Minor/First Serious/Rep If Weapon	Level 5 Level 6 Level 7
Harassment or Bullying, other	<ul style="list-style-type: none"> Disturbing consistently, by pestering or tormenting; abusive words. Harassment, nonsexual, (physical, verbal, or psychological). Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic or written statements, or conduct that is physically threatening, harmful, or humiliating. 	Minor/First Serious/Rep	Level 3 Level 7
Harassment or Bullying on the basis of disability	<ul style="list-style-type: none"> Intimidating or abusive behavior toward a student based on disability. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic or written statements, or conduct that is physically threatening, harmful, or humiliating. 	Minor/First Serious/Rep	Level 5 Level 7

Harassment or Bullying on the basis of Race, Color, or National Origin	<ul style="list-style-type: none"> Intimidating or abusive behavior toward a student based on race, color, or national origin. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic or written statements, or conduct that is physically threatening, harmful, or humiliating. 	Minor/First Serious/Rep	Level 5 Level 7
Harassment or Bullying on the basis of Sex	<ul style="list-style-type: none"> Unwelcoming conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Harassment or bullying on the basis of sex also includes gender-based, nonsexual harassing conduct, such as harassment based on gender stereotyping. Both male and female students can be victims of sexual harassment, and the harasser and the victim can be of the same sex. 	Minor/First Serious/Rep	Level 5 Level 7
Harassment on the basis of Religion	<ul style="list-style-type: none"> Intimidating or abusive behavior toward a student based on religion. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic or written statements, or conduct that is physically threatening, harmful, or humiliating. 	Minor/First Serious/Rep	Level 5 Level 7
Intimidation	<ul style="list-style-type: none"> Forcing or discouraging an action by creating fear; extortion. (also see Extortion) 	Minor/First Serious/Rep	Level 5 Level 7
Reckless Vehicle Use	<ul style="list-style-type: none"> Using any motorized or self-propelled vehicle on or near school grounds in a reckless manner or so as to threaten health or safety or to disrupt the educational process. 	Minor/First Serious/Rep	Level 5 Level 7
Robbery	<ul style="list-style-type: none"> Taking property from a person by force or threat of force. 	Minor/First Serious/Rep	Level 6 Level 7

BEHAVIOR EXPECTATIONS & CONSEQUENCES

Appropriate Learning Environment			
Disruptive Conduct	<ul style="list-style-type: none"> Behaving in a manner which disrupts or interferes with the educational process, including consensual sexual activity. 	Minor/First Serious/Rep	Level 0 Level 4
Dress Code Violation	<ul style="list-style-type: none"> Dressing or grooming a manner that disrupts or is likely to disrupt the educational climate or process, or a threat to the learning opportunity, health or safety of the student or any other person. Includes violation of school adopted dress code. 	Minor/First Serious/Rep	Level 0 Level 3
Forgery	<ul style="list-style-type: none"> Providing a false signature or altering school documents. 	Minor/First Serious/Rep	Level 3 Level 5
Cell Phone	<ul style="list-style-type: none"> Use of a cell phone during school hours (8:00 am-3:00 pm) without proper permission. 	Minor/First Serious/Rep	Level 0 Level 3
Indecent Gesture	<ul style="list-style-type: none"> Making gestures which convey a grossly offensive, obscene or sexually suggestive message. 	Minor/First Serious/Rep	Level 0 Level 3
Insubordination, Defiance, Willful Disobedience	<ul style="list-style-type: none"> Failure to comply with a proper and authorized direction or instruction of a staff member. 	Minor/First Serious/Rep	Level 0 Level 4
Interference with School Personnel	<ul style="list-style-type: none"> Preventing or attempting to prevent school personnel from engaging in their responsibilities through threats, violence, or harassment. 	Minor/First Serious/Rep	Level 3 Level 5
Language, Abusive/ Profane	<ul style="list-style-type: none"> Writing or saying anything which ridicules or humiliates another person on account of age, color, creed, disability, national origin, race, religion, or sex. 	Minor/First Serious/Rep	Level 0 Level 4
Physical Contact, Inappropriate	<ul style="list-style-type: none"> Pushing, shoving, play fighting or other inappropriate touching that does not result in harm. 	Minor/First Serious/Rep	Level 0 Level 3
Plagiarism/ Cheating	<ul style="list-style-type: none"> Representing another person's work as one's own. 	Minor/First Serious/Rep	Level 3 Level 4

<p>Possession of Prohibited Items</p>	<ul style="list-style-type: none"> • Possession of items that are not permitted at school. Includes toy weapons that resemble a real weapon. • As with actual weapons, discipline for toy weapons must be done in consultation with the School Climate and Discipline Department 	<p>Minor/First Serious/Rep</p>	<p>Level 5 Level 7</p>
<p>Technology Use Violation</p>	<ul style="list-style-type: none"> • Using technology equipment other than in the manner directed by school staff; violations of internet security. 	<p>Minor/First Serious/Rep</p>	<p>Level 0 Level 4</p>
<p>Tobacco, Use and/or Possession</p>	<ul style="list-style-type: none"> • Using or possessing by any age student any form of tobacco or nicotine delivery device on or adjacent to school property and at all activities without regard to location. 	<p>Minor/First Serious/Rep</p>	<p>Level 5 Level 7</p>

MEDICAL & SAFETY

MEDICAL

Immunizations

Medication Distribution

The school does not dispense aspirin or Tylenol.

- If your child needs to take non-prescription medication such as aspirin, cold medicine (including cough drops), etc., it needs to be brought from home.
- Oregon state law prohibits the school from dispensing any type of medication, whether prescription or over the counter, unless it comes from the parent in the original container.
- All medications must be kept in the school office with a completed medication form.

Our medical recorder is not a registered nurse. The office staff is not trained to answer medical questions.

- Please do not send “home injuries” or other unusual physical symptoms to the office to be checked.
- Please see your doctor.

If your child is ill, please do not send him/her to school to expose others to the illness.

- We send students home if the fever is 100 degrees or above.
- Sending sick students to school creates difficulty for the child and greater inconvenience for the parent when the student is sent home.

Medical Emergency

Sports Physicals

SAFETY

Emergency Procedures

Code Yellow is the term used for a “lock in”. This means that all external doors are locked, and staff is positioned to monitor entry points. School continues as normal. Students are not allowed to go outside the building during a “lock in”, however they can move around the building, go to the bathroom, etc.

Code Red is the term used for a complete “lock down”. This means both classroom and external doors are locked, windows are covered, lights are turned off, and students move away from windows and doors. Everyone is silent this posture is maintained until the door is manually unlocked from school staff or law enforcement. Teachers are not to let students in their class once the Code Red has been signaled. Office staff are responsible for collecting students in restrooms, hallways, etc.

All students must check out with their teachers.

Homeroom teachers not how, when, and with whom each child leaves. Dismissal roll sheets marked with individual departure times will be turned in at the office when the teacher leaves for the day.

Earthquake

Earthquake drills will be practiced on a regular basis using the drop, cover, hold procedure. At the all-clear sign from the teacher, students will file out of the room using the fire drill procedure.

Fire

Fire extinguishers and alarm boxes are located throughout the facilities for the protection of persons and property. These are not to be removed or set off except in the case of an emergency. To do so will cause the offender to be suspended and fined.

Remember when exiting during emergencies:

- Walk quietly – do not run or push
- Do not talk
- Stay in a single file line
- Listen to the teacher's instructions
- Do not play in or out of the building
- When an exit is blocked; a teacher may give a command of "reverse." Then do an about face and wait for the teacher to lead you out another exit.
- All students must join their class at the designated outside gathering point if they were away from the class at a special activity when the alarm is sounded. The teacher will take roll and account for every child.

Leaving Campus, Students

- A student who leaves during the school day for any reason must have a parent or guardian sign them out at the office.
- One parent or guardian cannot excuse another parent's child from class or remove a child from school without that parent's or guardian's permission.

OFF-CAMPUS AREA

Off-Campus Lunch Privilege

- Seniors have off campus lunch privilege with a signed parent permission slip on file in the office.
- Juniors have off campus lunch privilege on Friday only, with a signed parent permission slip on file in the office.
- No loitering in cars or parking lot. Students that are leaving for lunch must go off campus.
- The privilege is earned for the entire year, unless he/she takes an underclassman or unqualified junior with him/her.
- Junior and Seniors taking an unqualified student will result in a 60-minute detention. Unqualified students will be given a 60-minute detention for leaving campus without permission. This may also result in a loss of off campus privilege for the junior or senior

Playground

There is no supervision before school and after school. Students must treat the equipment with respect and care. They must also show respect for other students and not use the time that has already been assigned to another class. Students must not use the swings or the bouncy bee or any of the playground equipment by the parking lot.

- Students will keep to the sidewalks and not disturb adjacent landscaping.
- Students may use south half of the soccer field.
- Chapel is off limits without permission.

Safety Patrol

- The patrol's job is to remind students of safety rules learned in the classroom and to guide them in safe crossing from the school parking lot to the front door.
- Patrols receive instruction in guidelines at training and patrol meetings. Pay attention to the Student Safety Patrol.
- They are there for your children's safety.



SCHOOL LIFE

Attendance Codes:

- A dash (-) next to the description of the attendance code indicates the absence will be counted against their attendance record
- A plus (+) next to the description of the attendance code indicates the absence will NOT be counted against their attendance record

1st Period Tardy (1st)	<ul style="list-style-type: none"> • Middle school & high school students get this code when they are tardy during 1st period only (-)
Absent Excused (AE)	<ul style="list-style-type: none"> • Vacations (-) • Injuries (-) • Parents unable to drop students off (-) • Appointments (doctors, dentist, etc) (-) • College visits, not presently on campus (-) • Sick (-) • Late to class by more than 15 minutes (-)
Absent Unexcused (AU)	<ul style="list-style-type: none"> • Student not present in class when attendance is taken (-) • Parents have not called or emailed to inform us the child's whereabouts (-) • The middle school or high school student is skipping classes, does not come into office to check in and goes into classroom directly (-) • Student is in school serving a full day of suspension. (-) • The student is suspended and not present at school (-) • Student's leaving class to support a sports team that is not school sponsored (-)
School (SCH)	<ul style="list-style-type: none"> • Any trip that is outside the classroom (+) • Nursing students on working at clinical site, not on campus (+) • Student's leaving class to support a sports team that is school sponsored (+) Example would be a rooter bus for a district or state basketball tournament. • Any student that is part of a team (+) • School sponsored event preparation and assistance (+) • Student taking a MAPS (Measure of Academic Progress) Test on campus (+) • Student was talking to a teacher and is late to other classes (+) (if it's an excused pass, does not count against them)
Emergency In-School Passes (EMG)	<ul style="list-style-type: none"> • Student needs to use the restroom during class time (-) (does count against them after 5 passes per semester) • Student was getting an item from locker during class time (-) (does count against them after 5 passes per semester) • Student was late in between classes (-) (does count against them after 5 passes per semester)
No School (NS)	<ul style="list-style-type: none"> • Weather related days (+)
Family (FAM)	<ul style="list-style-type: none"> • Funerals (+) • Weddings (+) • Family emergencies (+)

FACTS

Present (P)	<ul style="list-style-type: none">• In classroom (+)
Tardy (T)	<ul style="list-style-type: none">• We apply this code to elementary students when they come late to school and add the time (-)

FACTS

Lost and Found

- All lost and found articles are to be turned in at the MCA Office.
- All other items will be placed in the church lost and found.
- Any student needing to look in the lost and found can come to the office with a pass.
- Valuables will be retained in the school office.

Music Department

Lessons

- Mannahouse Christian Academy allows students to be excused from study halls or lunch periods to participate in private music lessons. Lessons must be held on the church property while students are under the school's oversight.
- Students MAY NOT be dismissed from class or chapel for private music lessons.
- Worship Leadership Classes, Choir Classes, and Elementary Music Classes, along with Band and Orchestra will be offered to grades 6th-12th.
- Private and small group lessons are available before and after school. (All new music opportunities will be organized according to skills; sign-ups and schedules and will include minimal fee.)
- Lessons are available at Mannahouse Church through the School of Voice and Instrument. Call 503-255-2224 for information.

PAYMENT POLICY

<p>Rates</p>	<ul style="list-style-type: none"> • Tuition rates are charged on an annual basis. • Tuition rates include the academic school year that begins in September and ends in June. • A multi-family discount is available for families with more than one student at Mannahouse Christian Academy and a 5% tuition discount is given for families who pay an annual contract in full by cash or check and are not receiving financial aid. • Payments that are paid by credit card will be charged a convenience fee for the transaction.
<p>Payment due policy</p>	<ul style="list-style-type: none"> • Prior to attending class, MCA and FACTS financial contracts will be drawn up and signed by the parent or guardian. • If you are not paying your contract in full, your first payment on your payment schedule is your tuition down payment plus any applicable school fees. • Families who choose to be invoiced by Bill.com have a payment due date of the 20th of each month, whereas families on the auto-deduct plan can choose any due date between the 1st and 20th of each month. • All payments must be made through FACTS
<p>Work exchange policy</p>	<ul style="list-style-type: none"> • Mannahouse Christian Academy does not have a program to exchange work for tuition or fees.
<p>Late payment policy</p>	<ul style="list-style-type: none"> • Bill.com, our tuition management company, assesses a non-refundable late fee of \$50 for payments that are not received by the end of the day on the 20th of the month.
<p>Vacation policy</p>	<ul style="list-style-type: none"> • Tuition charges are based on an annual contract for the school year. • Mannahouse Christian Academy will be open Monday through Friday with the exception of the following days: New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Labor Day, Veterans' Day, Thanksgiving Day, the day after Thanksgiving, Christmas Break, and Spring Break. • There are also several "teacher training days" built into the schedule.
<p>Rate changes</p>	<ul style="list-style-type: none"> • Our tuition rates are set for the beginning of each academic school year and will remain unchanged until the beginning of the next school year.
<p>Termination policy</p>	<ul style="list-style-type: none"> • Conditions and notice from Mannahouse Christian Academy: • Mannahouse Christian Academy reserves the right to remove a child from our school if: <ul style="list-style-type: none"> • It is determined that a child is not developmentally ready for our program. • A satisfactory solution cannot be agreed upon when dealing with discipline issues. • The family account is more than 60 days past due. The child(ren) will need to withdraw from school and will not be allowed to re-enroll until the past due amount is brought current. • In addition, any and all past due amounts must be paid in full before the family will be allowed to register child(ren) for any following semester term. • Mannahouse Christian Academy reserves the right to withhold grade reports, diploma, and academic records of any student o or former student with an account balance greater than \$50.00 as stated in ORS 339.260. 2. • Parents removing a child from Mannahouse: • When removing a child from Mannahouse Christian Academy, charges will remain in effect until the school office has received a signed withdrawal form completed by the parents that the child is being withdrawn.

GRADES & ASSIGNMENTS

Academic Grade Codes

A+	98-100
A	93-97
A-	90-92
B+	88-89
B	83-87
B-	80-82
C+	78-79
C	73-77
C-	70-72
D+	68-69
D	63-67
D-	60-62
F	0-59

Assignments and Grading

- All assignments must be completed with acceptable quality and handed in on time.
- Assignments and due dates are available on FACTS. <https://factsmgt.com/>
- Assignments turned in late are graded according to our Late Assignment Policy (See Below).
- Students must take responsibility to complete assignments missed because of absences.
- Students attending any portion of the school day are responsible to turn in assignments for all classes due that day.
- This includes students leaving for sports events.
- Wednesday homework load should be lighter than other school days.
- We will attempt to avoid scheduling tests and major papers to be due on Thursdays.
- The monthly Scripture memorization constitutes 15% of the grade of the Devotions class. For full credit, it must be said by the end of the assigned month. Partial credit is graded according to the late homework policy. (Scripture memory is listed in the Devos journal)
- Extra credit may not be allowed in every class, but when it is, it can never bring up a grade average more than 10% and can never raise a grade to exceed 100%.

Grade Reports

- Report cards will be made available to you through FACTS. <https://factsmgt.com/>
- We at MCA encourage regular communication about your student. Parents have all been provided direct access to their student's information through FACTS.
- All progress reports will be made available to you through FACTS at the end of each grading term. There are 3 terms per 18 semester. Each term is six weeks in length.
- The middle of every quarter for whole credit classes. Although these are not official grades, they do reflect the progress of the student up to that point and will include absence and tardy records.

Plagiarism

(Definition taken from the English Department of Concordia University)

- Plagiarism is the use of another's thoughts, words, or ideas without providing appropriate and complete documentation of your sources. This includes, but is not limited to, use of text-based sources, (books, articles, etc.), media sources (movies, videos, television and radio broadcasts, etc.), and electronic resources (CD-ROMS, Internet, World Wide Web, e-mail discussion list servers, etc.) without proper documentation. Plagiarism also results from using all or a portion of a classmate's or other's work as part of your own text without proper documentation. A complete explanation of plagiarism may be found in: *A Writer's Reference*, 2nd ed. By Diana Hacker, pp 261-264, as well as in many other academic handbooks on grammar and usage.

- Mannahouse Christian Academy looks very seriously at plagiarism in any form and considers it academic dishonesty. Colossians 3:23 says, "Work hard and cheerfully at whatever you do, as though you were working for the Lord rather than for people." (NLT). If a student is caught plagiarizing, it will result in either:
 1. Re-doing the assignment (for a reduced grade), parental notification, and a letter into the student's permanent file.
 2. A grade of "0" for the assignment, parental notification, a letter to the student's permanent file, and/or a consultation with the principal.
- This is also an automatic disqualification from the Platinum Party for the semester when the plagiarism occurred.

Late Assignments

- School work should be turned in as soon as possible and no later than the number of days absent.
- A test, quiz, or assignment announced before a single day's absence will be made up on the day of return.
- For work due on or before mid-quarter up to a maximum of 25% can be awarded at the teacher's discretion if turned in on or before the mid-quarter date. After this time all work will remain a 0%
- For work due from mid-quarter until the end of quarter up to a maximum of 25% can be awarded at the teacher's discretion if turned in on or before the end of the quarter. After this time all work will remain a 0%.

Library Guidelines

- All books and videos must be properly checked out by the adult in charge of the library.
- The librarian, teacher, or monitor must be present in order to use the library.
- Books should be returned within the three-week loan period and videos in one day.
- Upon receipt of a lost or damaged book/video notice, replacement value of the lost or damaged item must be paid.
- Silence is golden! Please keep a quiet atmosphere to allow students to read and study.
- Students may check out two books.
- No eating in the library.

Scripture Memorization

- Success in life can be achieved by the individual who memorizes, meditates on, and lives the Word of God (see Joshua 1:8). For this reason, passages of scripture from the Bible are selected to be memorized each month. MCA uses the New Living Translation of the Bible for all scripture memorization.
- A Scripture memory award plaque or year disk is available to every student who recite all the Scriptures by the end of the year.

The monthly Scripture memorization will be incorporated into the grade of the Devotions class and equaling 15% of the grade. All Scriptures must be completed by the **last school day of each month** to receive full Bible grade credit. (see Late Assignments) Fourth quarter and any make-up Scriptures must be completed by the end of May.

BOOKS

Textbook Care/Charges

- Each textbook contains a small form, outlining the condition of the book at time of issue and return, along with a schedule of charges for any damage noted after the book is turned in.
- We ask your support in promoting your student's care of their text- books.
- Every book is cleaned up by the student at the end of the year and then assessed charges for damage, if necessary.
- If a student damages a book beyond repair, the family will be charged the cost of replacing the book.
- If the book wears out due to normal wear and tear, the family will not be charged.

Textbook Covers

- In order to conserve our finances and yours, we require all hardbound textbooks to be covered. We ask that all book-covers be of sturdy material, in good taste, and in keeping with our Christian witness.
- Book covers are available at most stores.
- The school has a supply of free book covers available from your teacher.
- Do not scotch tape the book covers to the books. Teachers will check from time to time to be sure books are covered.

ATTENDANCE

Attendance

Parents should make a serious effort to see that their student is in school every day on time. Please refer to page 4 for school hours. Please allow enough time for students to go to their lockers before classes begin.

<p>Absences</p>	<ul style="list-style-type: none"> • A student is allowed only 12 absences, excused and/or unexcused, per semester before any consequences take place. Please plan family vacations to coincide with school vacations. Class time is very important • When a student reaches 13 absences for any class in a semester it will result in a 15% reduction in the semester grade for that class. When the student reaches 18 absences for any class in a semester the class grade is reduced to a failure. • In the Blended Learning Classes, 3 absences of the weekly meeting, in a semester, will result in at 15% reduction of the class grade and 6 absences in a semester will reduce the grade to a failure. • Each instance of an all-day absence will result in a minute detention. This can be removed if a parent calls the school to excuse the absence. • Each absence resulting from school-related activities such as sports, field trips, special church services, etc. would not count against their absence record. Absence reports are included in all quarter and mid-quarter grades. Please monitor these carefully. (See suspension rules under discipline) • A 10-minute tardy becomes an absence when it occurs during 1st period • We request that a note from home come to the school excusing all planned absences, including medical appointments, counseling appointments, or lunch with parents or staff.
<p>Excused/ Unexcused Absences</p>	<ul style="list-style-type: none"> • For the safety of your students, a phone call to the school from the parent is required first thing in the morning on the day of the absence • An absence remains on our records as unexcused unless the school receives approval by the parent • Unexcused absences come under the title of skipping classes. (See Skipping below)
<p>Skipping</p>	<ul style="list-style-type: none"> • Any absences from school or individual classes that do not have the approval of the parents or the school officials will be considered skipping. • Each instance of an all-day absence will result in a minute detention. This can be removed if a parent calls the school to excuse the absence. • The first instance of a period only absence will result in a detention for each period skipped issued at the end of the day. A subsequent offense will result in another 60-minute detention. • Any school work missed during a skipped class will not receive credit. Test and major projects are not affected. They will be due or taken the next time class is attended. (continued →)

<p>Skipping (cont.)</p>	<ul style="list-style-type: none"> • Being off campus without permission is considered skipping. A student who leaves during the school day for any reason must have a parent or guardian sign them out at the office. One parent or guardian cannot excuse another parent's child from class or remove a child from school without that parent's or guardian's permission.
<p>First-Period Tardies</p>	<ul style="list-style-type: none"> • Late arrival is anytime between 8:00-8:10. Any late arrival after that becomes an absence. • Late arrivals should receive a pass from the office before going to class. • For every set of seven 1st period tardies, excused or unexcused, a 20-minute detention will be given. • Detentions earned because of late arrivals does not hinder a student from participating in the Platinum Party or the monthly out of uniform Good Conduct privilege and does not count toward Saturday School. • All payments must be made through FACTS
<p>Period Tardies</p>	<ul style="list-style-type: none"> • Tardies are something the school takes very seriously. Classroom doors will be locked when the class bell rings. Any student not in the class will be tardy. Locked out students must report to the office to obtain a pass to enter class. Students may use an Emergency Pass (see below) to enter class with an excused tardy. • Emergency Passes: Students are entitled to 4 Emergency Passes per semester which allows them to receive an excused tardy pass to class (not to be used for late arrival to first period class). Every tardy exceeding 4 Emergency Pass tardies in a semester will result in a detention. • Students excused to work in the office or visit the General Church office, etc. are excused only for the period noted on the pass. • Remember, a 10-minute tardy becomes an absence when it occurs during first period.

AWARDS

Awards

Recognition of accomplishment is an important part of encouraging a student to be successful. We believe that all students should receive positive recognition and the awards we offer are part of that concept.

Weekly	
<ul style="list-style-type: none"> Golden award assemblies are held weekly to hand out class awards and student of the week awards. An out-of-uniform day will be awarded to 2nd through 5th graders who accumulate no warnings, no discipline form reports or other office discipline, for the previous week. Some teachers may choose to have a one or two-warning grace policy. The previous week's Scripture must be recited. 	
Semester	
<ul style="list-style-type: none"> Principal Party Good Conduct Certificate (s) will be awarded to those students in grades 2-5, who, over the period of one semester, have maintained consistent Christ-like behavior and self-control. <p>Certificates are given for the following criteria:</p> <ul style="list-style-type: none"> No suspensions or discipline form reports All scriptures recited on time Number of warnings: <ul style="list-style-type: none"> 0-9- Exemplary certificate with gold seal 10-19 - Outstanding certificate 	
Yearly	
Christian Character Award	<ul style="list-style-type: none"> Is for leadership, Christian character qualities, and a growing relationship with the Lord. Scripture memory award is required.
Christian Character Ribbon	<ul style="list-style-type: none"> Will be awarded to each student, K-5th, to honor a particular strength of godly character observed in that student during the school year.
Good Conduct Certificate(s)	<ul style="list-style-type: none"> Will be awarded to those students in grades 2-5, who, over the period of one semester, have maintained consistent Christ-like behavior and self-control. <p>Certificates are given for the following criteria:</p> <ul style="list-style-type: none"> No suspensions or discipline form reports All scriptures recited on time Number of warnings: <ul style="list-style-type: none"> 0-9- Exemplary certificate with gold seal 10-19 - Outstanding certificate

CHAPEL & DEVOS

<p>Scripture Memory</p>	<ul style="list-style-type: none"> • Is a plaque or date disk available to every student who recites every monthly Scripture for the year. • Fourth quarter scripture must be completed by the end of April. • Late scriptures may be made up. Student's entering 2nd semester or later will be eligible for this award as long as they say their Scriptures for all of 2nd semester regardless of entry date. • (See Scripture memory for more details)
<p>Perfect Attendance</p>	<ul style="list-style-type: none"> • Is available to every student. • Perfect attendance is for full days in school. • Half or full days may be exempt for weather and other emergencies. • Up to four class periods may be excused for appointments. • Excess of 20 tardies in the year will disqualify a student from this award.
<p>Academic Letter</p>	<ul style="list-style-type: none"> • In academics is given to the student who achieved 90% average in the first three quarters, having met the Scripture memory work requirement for the first three quarters during the academic year.
<p>Special Recognition</p>	<ul style="list-style-type: none"> • Is awarded to a 9th, 10th, or 11th grade student who has shown consistency or advancement in one or more areas of character or academics and has visibly put forth personal effort to bring this about.
<p>Teacher's</p>	<ul style="list-style-type: none"> • Is given for overall leadership in attitudes, Christian character, academic achievement, and involvement in school activities. • Scripture memory award is required.

Chapel

Chapel is held once a month and consists of worship, praise, testimonies, special music, use of spiritual gifts and speaking, and teaching of God's Word. It is an important factor for each individual in establishing his/her relationship with the Lord Jesus Christ. Often a guest speaker or staff member will share. Occasionally the schedule will include music or drama presentations, etc. Early release seniors are still required to attend chapel unless special permission is given. Devotions will be held twice a week with teachers and students taking part in a time of committing the day to God.

Devos

Devotions will be held twice a week with teachers and students taking part in a time of committing the day to God.

ACCEPTABLE USE POLICY

Introduction

Mannahouse Church and Mannahouse Christian Academy recognize that access to technology gives students and staff greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students and staff develop 21st Century technology and communication skills in a God-honoring manner. To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that students and staff are expected to follow when using technologies (desktop, laptop, phone, tablet, etc.) in school or on campus.

- MHC/MCA wireless network is intended for educational and staff purposes.
- Activity over the network or using school technologies will be monitored and may be retained.
- Access to online content via the network is restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Students and staff are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school and staff resources may result in disciplinary action.
- MHC/MCA make a reasonable effort to ensure student and staff safety and security online but will not be held accountable for any harm or damages that result from use of school and campus technologies.
- Students and staff are expected to alert school faculty or administration immediately of any concerns for safety or security.

Using Desktop, Laptop, Phone and/or Tablet

All technologies provided by or used at MHC/MCA are intended for educational and ministerial purposes. Students and staff are expected to follow the biblical mandate to honor the Lord Jesus Christ in all they do. Therefore, we expect students and staff to use technology in a way that is safe, appropriate, careful and kind; don’t try to get around technological protection measures; use good common sense; and ask if you don’t know. Inappropriate uses of technologies and social media is subject to discipline.

<p>Cell Phones</p>	<ul style="list-style-type: none"> • Due to the increased use of cell phones for cheating, classroom interruptions, and other inappropriate uses, cell phones will not be allowed during the hours of 8:00–3:00 for middle school students. • High School Students only may use their cell phone during the school day only during passing periods, and only in the lobby area near the HS restrooms. High School students can only use their cell phone in the designated cell phone area. Cell phones can not be used in the hallways, gyms, cafeteria, restrooms, locker rooms, etc. • Detentions will be given anytime a cell phone or electronic device is seen or heard. • If you need to contact your student, please call the office and we will deliver the messages for you. Absolutely no cell phones in restrooms.
<p>Google Drive</p>	<ul style="list-style-type: none"> • Students are responsible for ensuring that work is not lost due to mechanical failure, failure to back-up files, or accidental deletion. • Device malfunctions are not an acceptable excuse for not submitting work; therefore, students should back up all work to their mannahouseacademy.com Google drive. • The teachers may grant students access to share their work through the • The students should not attempt to bypass any restrictions to gain access.

ACCEPTABLE USE POLICY

<p>Cyber-bullying</p>	<ul style="list-style-type: none"> • Cyber-bullying will not be tolerated. Harassing, dissing, denigrating, impersonating, pranking, excluding, and cyber-stalking are all examples of cyber-bullying. Additionally, sending e-mails or posting comments with the intent of scaring, hurting, or intimidating someone else are also considered cyber-bullying and will not be tolerated. • Engaging in cyber-bullying behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber-bullying can be a crime. Remember that all activities are monitored and retained.
<p>Device Use and Inspection</p>	<ul style="list-style-type: none"> • Students are NOT permitted to use gaming or social media apps during class time in high school or during school hours in middle school or elementary. • Use of devices should not disrupt the concentration of other students or staff at any time. • Students are NOT allowed to download games, audio files, or video streaming during school hours unless instructed by faculty for educational use. • Teachers and staff always reserve the right to ask students to check devices anytime while on campus. • Students may be selected to provide their device for inspection with or without prior notice for safety and security purposes at the discretion of the Enterprise. • Do not assume any privacy right in any information that is uploaded or downloaded temporarily or permanently stored in the system.
<p>E-mail</p>	<ul style="list-style-type: none"> • MHC/MCA will provide students and staff with an e-mail account for the purpose of school-related activities and communication. • Availability and use may be restricted. • Student and staff e-mail accounts should be used with care. Students and staff should not send personal information, should not attempt to open files or follow links from unknown origin, should use appropriate language, and should only communicate with other people as allowed by the MCA or their teacher. • Students and staff are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. E-mail usage may be monitored and archived.
<p>Hot Spots and 3G/4G/5G</p>	<ul style="list-style-type: none"> • Students are not permitted to connect to the Internet using a detected hotspot or 3G/4G account while at school. • This is detected on our network. • Users must use available Wi-Fi while on school grounds.
<p>Laptop/ Electronic Policy</p>	<ul style="list-style-type: none"> • Permission to use a laptop or notepad devices will not be given until the permission sheet is signed by both student and parent and returned to the school. Forms are available online or in the MCA office. • One violation of the policy will result in the loss of the privilege to bring an electronic device to school and may result in disciplinary actions at the discretion of the staff. (continued →)

Laptop/ Electronic Policy (cont.)	<ul style="list-style-type: none"> • Electronic devices may be confiscated and returned to the student or parent after a meeting with the appropriate individuals. Warnings will not necessarily be given. • Continuing to bring a device after the loss of the privilege will result in the confiscation of the device and may result in further disciplinary actions at the discretion of the staff. • Laptop/tablet use in the classroom is only with each teacher’s permission and permission may be required on a daily basis.
Netiquette	<ul style="list-style-type: none"> • Students and staff should always use the Internet, network resources, and online sites in a courteous and respectful manner. • Students and staff should also recognize that along with valuable content online there is also unverified, incorrect, or inappropriate content. • Students and staff should use trusted sources when conducting research via the Internet. • Students and staff should also remember not to post anything online that they wouldn’t want parents, teachers, or future colleges or employers to see. • Once something is online, it’s accessible and can be shared and spread in ways the original user never intended.
Network Access/ Connectivity	<ul style="list-style-type: none"> • Students and staff are required to connect to the wireless network using the provided user name and password given from the MCA. • MHC/MCA makes no guarantee that the wireless network will be operational 100% of the time. • Students in grades 6-12 and staff may bring and use personal, portable, electronic devices. • Devices such as, but not limited to, electronic readers, small laptop computers, cell phones, or any other portable equipment can access the MCA filtered Wi-Fi network. (Refer to campus-specific handbooks for additional policies.)
Parent/Guardian Responsibilities	<ul style="list-style-type: none"> • In partnership with the school, it is expected that parents talk with their children about values and the standards students should follow on the use of the Internet just as on the use of all media information sources such as television, cell phones, videos, movies, and music.
Passcodes and Passwords	<ul style="list-style-type: none"> • Students must not share their passwords/passcodes/login information with any other student at any time for any reason. • Students may not attempt to use another student’s or staff member’s account at any time for any reason. • Assigned passwords may not be altered unless otherwise instructed by authority figure.

ACCEPTABLE USE POLICY

<p>Personal Safety</p>	<ul style="list-style-type: none"> • Students should never share personal information (including, but not limited to, phone number, address, social security number, birthday, or financial information) over the Internet without adult permission. • Students should recognize that communicating over the Internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others. • If students see a message, comment, image, or anything else online that makes them concerned for their personal safety, they should bring it to the attention of an adult (teacher or staff if they're at school; parent/guardian if they're using the device at home) immediately.
<p>Plagiarism</p>	<ul style="list-style-type: none"> • Students and staff should follow all copyright laws in the use, installation, distribution, duplication, or modification of copyrighted material. Failure to do so is considered plagiarism. • Plagiarism is taken very seriously; strict consequences apply if a student plagiarizes. These consequences are outlined in the Student Handbook.
<p>Printing/Wireless Printing</p>	<ul style="list-style-type: none"> • Printing may be available with teacher permission only. Students given permission to print will only be allowed to print in the MS/HS libraries for \$.10 per page. • Printing classwork is the students' responsibility; school printing may not be guaranteed.
<p>Recording</p>	<ul style="list-style-type: none"> • The use of audio, video, and/or pictures of teachers, staff, administrators, or students is NOT permitted without consent. For example, you may not record or video a class lecture without receiving prior permission from the instructor. • Under no circumstances should recording take place in bathrooms or locker rooms. Violations will be subject to discipline.
<p>Security</p>	<ul style="list-style-type: none"> • Students and staff are expected to take reasonable safeguards against the transmission of security threats over the campus network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. • If students or staff members believe a device might be infected with a virus, they need to alert the Help Desk. They should not attempt to remove the virus themselves or download any programs to help remove the virus.
<p>Social Media</p>	<ul style="list-style-type: none"> • Whether on or off campus, students and staff are prohibited from violating school rules and policies through social media (including harassment and bullying) on school or personal devices. • Defamation of others through social media (or any other platform) in the school community is prohibited. • Neither students nor staff may disclose private information of students, employees, or families through social media (or any other platform).

<p>Sound/Music</p>	<ul style="list-style-type: none"> • On all student devices, sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. • Students are not permitted to use earbuds or headphones of any kind on campus during school hours without permission from a staff member.
<p>Web Access</p>	<ul style="list-style-type: none"> • MHC/MCA provides students and staff with access to the Internet, including websites, resources, content, and online tools. • That access will be restricted in compliance with CIPA regulations and school policies. • Web browsing may be monitored, and web activity records may be retained indefinitely. • Students and staff are expected to respect that the web filter is a safety precaution and should not try to circumvent it when browsing the Web. • If a site is blocked and a student or staff member believes it shouldn't be, the student or staff member should alert a member of school faculty or administration. • Parents are encouraged to use safety features to limit or disable specific use of their student's device.

Examples of Acceptable Use

I will

- Never leave my device unattended, and I will know where it is at all times. I will place some form of name identification on the case or device itself in the event that the device is found.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow in the classroom.
- Treat MCA resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use MCA technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of MCA's technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of MCA's resources.

This is not intended to be an exhaustive list. Students and staff should use good judgment when using any technology.

ACCEPTABLE USE POLICY

Examples of UN-acceptable Use

- Spamming: sending mass or inappropriate messages of any kind
- Gaining access to other accounts, files, and/or data
- Using the MCA's Internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Vandalizing (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of MCA's equipment
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing the MCA's web filter through a web proxy, 3G/4G or Hotspot
- Removing the device profiles and restrictions from the device
- Using another student's or staff member's device
- Installation or transmitting copyrighted materials illegally
- Violates any existing MCA's policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Using chat rooms, sites selling term papers, book reports, and other forms of student work
- Gaming during class or work
- Attempting to find inappropriate images or content
- Engaging in cyber-bullying, harassment, sending sexually explicit photos, arranging to meet someone online or disrespectful conduct toward others
- Trying to find ways to circumvent the MCA's safety measures and filtering tools
- Agreeing to meet someone met online in real life
- Using MCA's technologies for illegal activities or to pursue information on such activities
- Attempting to hack or access sites, servers, or content that isn't intended for the use

This is not intended to be an exhaustive list. Students and staff should use their own good judgment when using any technology.

Limitation of Liability

Mannahouse Church and Mannahouse Christian Academy will not be responsible for damage, harm or theft to student-owned devices. While Mannahouse Church and Mannahouse Christian Academy employs filtering and other safety and security mechanisms and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Mannahouse Church and Mannahouse Christian Academy will not be responsible, financially or otherwise, for unauthorized transactions conducted over Mannahouse Church and Mannahouse Christian Academy networks.

Violations of this Acceptable Use Policy

Violations of this Acceptable Use Policy may have disciplinary repercussions, including, but not limited to:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention, suspension, or expulsion from school and school-related activities
- Legal action and/or prosecution

EXTRA-CURRICULAR

Sports

Mannahouse Christian Academy seek to provide all students who desire to participate in athletic events the safest conditions of participation. Student athletes will be required to have a sports physical prior to their first sports participation at MCA in the 5th or 6th grade. This examination must be completed before tryouts and turned in to the school office before your sports practice begins. The expense of the examination will be the responsibility of the student or parent/ guardian.

In addition to this, the parent/guardian shall be required to inform school officials of any physical ailment which places the student's health in jeopardy during athletic practices or events. Life threatening health conditions will prevent athletic participation (such as congenital heart defects, respiratory dysfunctions, or high blood pressure). Any athlete who has sustained a serious injury or a health problem during a game or practice that requires physician's care may be required to show a medical release from that physician before the student may return to athletic participation.

We view sports as an excellent opportunity to build Christian character in an individual. Character development results from the discipline of the sport: discipline in consistent practice, in learning physical and mental skills, in controlling attitudes and reaction, in working together as a team, and in displaying Christian character.

Certain rules will be enforced to help maintain this discipline:

- To participate in a game or practice, a student must be present for the full day. Students are expected to attend all classes the day following a game. Exceptions must be approved through the principal or his designee.
- Failure to be at a practice without a prior- arranged excuse could eliminate that person from playing in an upcoming game.
- All homework and tests missed because of athletics need to be made up immediately and are the responsibility of the student.

Elementary Sports Available:

5th & 6th Grade:

Winter: Boys' Basketball
Girls' Basketball

During games in the gym:

- Students playing or those watching the game are to be in the gym or on their way home — not loitering around the halls or grounds any time during the game.
- Concessions are permitted in the gym area. No food or drink is allowed on the gym floors.
- Treat all participants with respect. Let the players play, let the coaches' coach, let the officials officiate. Positively support your team, know the rules of the game, pursue victory with honor, win with class, lose with dignity, practice the "Golden Rule." Model good sportsmanship. It's all about respect!

Athletic's website = lionsathletics.us

STUDENT CONDUCT EXPECTATIONS

Interpersonal Relationships

A couple is defined as two people who appear to be romantically interested in each other. Romantic interests among our students are discouraged. Problems will be referred to the principal and director or student support.

- Pairing off and separating themselves from the main flow of students or activities is not permitted, including off-campus or on-campus lunch time, or after-school sports activities.
- Physical contact of any kind is not permitted.
- No developing of romantic interest or dating will be allowed between PBS and Mannahouse Christian Academy students.

Restroom Policy

- Students are expected to use the restrooms between classes unless an emergency pass is used. (see emergency pass).
- MS and HS students may not use the restrooms in the mezzanine area nearest the Police Officer Room at any time.
- Only HS students may use the church lobby restrooms unless a MS student has a class in the HS sanctuary classrooms.

Visitors

Campus: Parents are welcome to visit Mannahouse Christian Academy at all times. We request that all visitors, parents, alumni wear a visitor's pass during school hours. Please check in at the school office.

MCA is a closed campus. Students may not bring guests to attend school for all or part of a day. Applicants to MCA may be scheduled by the school office staff to visit classes occasionally.

Assemblies

Assemblies for elementary students are for educational and spiritual enrichment. They are scheduled periodically throughout the year.

Campus Facility

OFF LIMIT AREAS: are any places where there is no permission to be, including:

- The upper campus (PBC area)
- The gym and Ivy Hall are off limits except for lunch, P.E., organized sports, and supervised activities. This includes before and after school.
- Chapel when unsupervised.
- Elementary restrooms are off limits for middle and high school students.
- Before, during, and after school, the church sanctuary, elevator, choir and orchestra rooms, and church foyer including restrooms are always off limits without a pass or adult supervision.
- Church lobby restrooms: the church lobby restrooms are only available during the school hours of 8:00-3:25 for the high school only or for middle school who have a class in the sanctuary classrooms. The restrooms are always off limits for all other middle school students. Elementary students may use the lobby restrooms only when their whole class is using them. Restrooms are not to be used for changing for P.E., sports, or cheer. Locker rooms will be used for that purpose. Elementary students may not be in the locker rooms when MS/HS students are present.
- Parking lot and automobiles are morning entry until school is dismissed except for student who have earned off-campus privileges are off limits.
- The cliffs are off limits. Students going to the cliffs will result in immediate suspension.

- Off limits occurs when outside students are not within sight and hearing range of the teacher or monitor on duty. A student must be able to see and hear the supervisor, and the supervisor must be able to see and hear the student. MS and HS students may not use the restrooms in the mezzanine area nearest the Police Officer Room at any time.

Mannahouse Church request that parents and students also respect shrubbery, hedges, or any flowerbeds, rocks, and cones. Pets are not allowed on campus without permission.

Classroom

- Respect the teacher and class at all times
- Do not cause a disturbance.
- Remain in your seat until excused or dismissed by the teacher.
- Wear the required school uniform only.
- Respect all property and belongings.
- Do not bring gum to school or chew gum on the premises. Mannahouse Church has a no-gum policy in the church, schools, and on the grounds. Please honor our pastor's request.

Chapel

- 1st -5th chapel will be held each Friday afternoon from 12:45-1:15.
- Chapel is held once a week and consists of worship, praise, testimonies, special music, use of spiritual gifts and speaking, and teaching of God's Word.
- It is an important factor for each individual in establishing his/her relationship with the Lord Jesus Christ.
- Often a quest speaker or staff member will share. Occasionally the schedule will include music or drama presentations, etc.

Events

Students who have written permission from a parent to attend an even will need to adhere to the following guidelines just as all classes in attendance are expected to do.

- Sit with parent, teacher, or other staff member unless special permission is given by the staff.
- Do not talk during the announcements or performance.
- Do not leave your seat for any reason other than an emergency.
- Eat refreshments only if intended for the students.
- Make up all assignments by the assignment due date.
- Obtain from the teacher, another student, or MSP the assignments missed and make up all assignments by the given due date.

Field Trips

- Students participating in off-campus functions are required to obey teachers and any other appointed leaders.
- Students are not to leave the group or location in which they have been asked to remain.
- The dress code and appearance of students should be in keeping with the dress code of the school.
- Students with a history of behavioral issues may be excluded from class field trips at the principal's discretion.
- Students are responsible to make up any work missed during a field trip.
- Students are reminded that whenever they leave the campus, they represent Mannahouse Christian Academy, Mannahouse Church, and, most of all, the Lord Jesus Christ.

STUDENT CONDUCT EXPECTATIONS

Hallways

- There will be no bouncing balls, running, jumping and hitting the ceiling or pipes, or other disturbances while using the church-school hallways or indoor stairways.
- While moving singularly, in groups, or as a class from place to place – through hallways, up and down ramps and stairs, or along sidewalks – students are expected to maintain consideration for others, whether it be students working in other classrooms or personnel working in other areas of the church or school property.

Lunch

- Students have approximately 15 minutes to eat and 25 minutes to play. Lunches must be brought from home.
- Hot water is available and a microwave for warm-ups only (60-90 seconds). All eating utensils should be supplied from home such as a spoon, napkin, etc.
- Lunches should be precooked, precut, and in food containers age appropriate for your child to handle hot or cold.
- Good manners are expected at all times in the lunchroom.
- Students come up to the lunchroom in class groups and sit in areas designated for their class.
- Food is not to be consumed on the Ivy Hall floor, in halls, or in classrooms except under supervision.
- Students must ask permission to use the microwave, and they should raise their hand to ask permission to leave their seat.
- They should remain seated until given permission to put their lunches away.
- Please remember that we are a peanut free campus.
- During lunch, they may visit with friends near them.

None of the following is allowed at the tables:

- Horseplay or goofing off or play fighting
- Yelling
- Throwing food, lunches, or anything else
- Leaving without permission
- Changing seats
- Exchanging or giving away food

The students are given 3-5 minutes to put away lunches and clean the tables and floor.

- There should be no running, standing around the garbage cans to eat, or playing. They should return to their seat immediately.
- Students waiting to be excused should sit quietly and wait for announcements to be excused for break.
- They will be excused one table at a time and should then push their chairs in and walk down the stairs to recess in the Ivy Hall or outside.
-

If the lunch monitors see that students are not following the rules:

- They either write a note to send to the homeroom teacher stating the student's name and the reason for a warning (or)
- They may separate the student to a separate table to sit alone for the remainder of the lunch period.

The following behaviors are **NOT** acceptable during lunch breaks:

- swinging, carrying, dragging, shoving, or tripping other students in any way
- screaming (yelling is okay outside and in Ivy Hall if not overdone)
- pretend or real karate chops/kicks or play fighting
- grabbing or knocking anything (including balls) away from another student when not involved in an organized game
- tug-of-war with any person, object, or clothing
- kicking any ball in Ivy Hall. This protects
- wall sound panels and prevents dislodging of ceiling tiles. Nerf balls are allowed for these activities.
- leaving playground or Ivy Hall without permission.
- Playing with toys or objects that may be dangerous to others, including roller blades, skateboards, bicycles, and remote-controlled toys.
- improper use of playground equipment, including jump ropes, the moving of gravel, sawdust, dirt, rocks, or grass from where it has been placed, and walking or climbing on/in the flower beds, rockery, etc.
- bad language, name calling, or mean words to students, and talking back to teachers in an angry or disrespectful way
- bringing personal property that creates disunity such as valuable collections, etc.
- throwing rocks, sticks, bark dust, etc.

Photocopies

- Students may request photocopies by emailing or bringing their material to the assigning teacher.
- The charge is 25 cents per page for black and white copies only and will be collected by the teacher producing the copies.
- Photocopy machines are not available for student use except when serving as an official teacher's aide.
- Students are not allowed to print out work using a thumb drive, except at designated computers in the school office.

Playground

The safety of your child on the playground is our primary concern.

- The playground is supervised during the school day.
- Students must always remain in a position to see and be seen by the playground supervisor and to always hear the whistle.
- There is no supervision before or after school.
- students must treat the equipment with respect and care.
- They must also show respect for other students.
- Middle school and high school students may not use the elementary playground equipment before, during or after school.
- Any students on the playground before or after school should be supervised by their parent.
- Special attention should be given to keeping hands off the walls.
- There will be no yelling near the buildings and no screaming under any circumstances.
- Students will keep to the sidewalks and not disturb adjacent landscaping.
- Elementary students must play on the north half of the soccer field.
- Chapel is off limits without supervision

STUDENT CONDUCT EXPECTATIONS

Playground Safety Rules (Portland Campus)

- No jumping off swings or climbing on top of them
- No grabbing or spinning swings or wrapping them around top bar
- One person at a time on a swing or spinner
- 50 complete swings per turn is a courtesy rule
- Maximum 6 people at once on the Bouncy Bee
- Never stand on the Bouncy Bee.
- No rough play on the monkey bars
- No fighting games or wrestling
- No throwing rocks
- No picking up bark dust
- Return all equipment at the end of play time.
- Do what you know is right!

Special Services/Activities

Parents that want their students to attend performances, assemblies, services, funerals, etc.

- During school hours may send a note to the teacher or office requesting the student be excused from class.
- The student must sit with the adult attending the event unless special permission is given by the staff.
- One parent cannot excuse another parent's child from class or remove a child from school without the parent's permission.
- Students must sign out at the office at the beginning of the event and sign back in and obtain an office pass back to class when the event is completed.

Transitions

While moving singularly, in small groups, or as a class from place to place – through hallways, up and down ramps and stairs, or along sidewalks, students are expected to maintain consideration for others, whether it be students working in other classrooms or personnel working in other areas of the church or church-school property. There will be no talking or bouncing balls while using the church-school hallways or indoor stairways. There will be no screaming under any circumstances. **Special attention should be given to keeping hands off the walls.**

Vehicle Rules

Guidelines for traveling in the church vehicles:

- Remain seated, facing forward with feet out of aisles when the vehicle is moving.
- Keep hands, heads, and objects inside the windows.
- Talk in a normal tone of conversation. There is to be no loud talking or yelling. Extra noise distracts even the best drivers. Be considerate.
- No eating or drinking in the vehicles is allowed. Make sure windows are closed and the vehicles is clean when you leave your section.
- No application of make-up or hairspray is allowed.
- In the vans, seat belts are required for all students.
- Keep all backpacks and other items out of the aisles.

TRANSPORTATION

Arrival/Departure

- Students are expected to maintain strict safety standards, especially in regard to traffic safety before and after school.
- The designated waiting area is near the flagpole.
- Students are not to wait on the sidewalk west of the double glass door entrance or in the paved area.
- Student's driving to and from school should park on the north side of the lower parking lot and west of the basketball hoops.
- Please observe 15 mph speed limit.

Safety Patrol

The patrol's job is to remind students of safety rules learned in the classroom and to guide them in safe crossing from the school parking lot to the front door. Patrols receive instruction in guidelines at training and patrol meetings. Pay attention to the Student Safety Patrol. They are there for your children's safety.

- Parents can either park and drop off their students, or they can pull through the pick-up/drop off lane and let students out at the cross walk. If your students need to gather belongings out of the trunk or if stopping holds up the line, please park in a parking spot and unload your students there.
- In the lower lot, traffic cones will be used to guide and control traffic and parking. Please respect these lanes.
- Students and parents should always use the designated walkways and avoid walking in the middle of the street when possible. Keep our students safe!
- Parents and students should be alert to and respect any direction given by the staff members on duty during these times.
- Please do not park in the designated handicap spots unless you have a handicap permit. Please use the marked handicap spot closest to the marked crosswalk if you have a handicap permit Please display this permit in your front window.
- Do not park or pick up your children by the front of the church.
- Elementary students must be picked up from their classroom or in the elementary pick up line. All students that have not been picked up by 3:25 will be checked into Homework Club and the parents will be charged.
- Students are prohibited from waiting in or playing in either the Ivy Hall gym or high school gym after school except for school approved activities.
- During the school hours, students may leave the school campus only with parental approval by note or phone call to the school office.
- Students leaving the school grounds without proper permission will be subject to disciplinary action.
- One parent cannot excuse another parent's child from class or remove a child from school without the other child's parent's permission.

Automobiles (see campus facility rules)

Bus Passes

- Youth bus passes are available through tri-met.
- The current cost for students 18 and under.
- If you plan to ride the bus, carry some kind of identification with you that will verify your age.
- Students coming to or going from school of tri-met buses are asked to show behavior that does not bring a reproach on the school or the name of the lord.
- Students are asked to remain seated while the bus is in motion and to show due respect to the bus driver and other passengers.

TRANSPORTATION & STUDENT SUPPORT

Traffic Flow Map

Vehicles and Parking

- The automobiles and parking lot are off-limit areas after morning entry until school is dismissed except for students who have earned off-campus privileges, work release, or have other reasons with permission.
- **Give close attention to pedestrians and the campus speed limit of 15 mph.**

Parking in non-designated areas will result in disciplinary action. Keep our Christian testimony in the neighborhood by following all traffic rules.

STUDENT SUPPORT SERVICES

Academic Probation

If a student is struggling academically and their cumulative (over the course of the school year) GPA falls below a 2.0 during a grading term (T1–T6), they may be placed on academic probation. Additionally if students are credit deficient and at risk for not graduating, they too may be placed on Academic Probation. Academic Probation results in the creation of a formalized Academic Intervention Plan. The Academic Intervention Plan includes an initial meeting with the student, parents, and school teachers/administrators. During this meeting the following may be discussed: grade improvement goals, the potential for any academic accommodations/modifications, and the accountability plan for progression/completion of the students academic goals. Students who are on academic probation for consecutive Terms, may jeopardize their ongoing enrollment at MCA.

Modification/Accommodations in/out of class

All Mannahouse Christian Academy students begin every year in a “seat class” with their peers. Should they struggle with the class requirements, parents and teachers become a team to address the issues. Most struggles can be solved with parent resources only, but when further assistance is required; you may contact the office and ask for Support Services or call: 503-889-5574 to speak with the Support Service Coordinator directly.

Usually testing is required to ascertain exactly the nature of the struggle. Once that has happened, Support Services will work with you to set up appropriate interventions to support your student for the remainder of that school year. No services carry over from year to year. You must initiate supports again every academic school year. In doing so, we give students an opportunity to work without help, and see if they are ready to succeed independently, or with fewer supports.

Accommodations and modifications are never retroactive, but only become active from the date that you sign the written permission paperwork. Each quarter of the school year, support services are again open to receive new students. We will sign new qualifying students as soon as parents give us the signed permission paperwork to arrange necessary accommodations or modifications for the specific student. We will not admit students any later than six school days after the office has sent mid-quarter grades to parents in order to apply to that given quarter until the end of that school year.

SOCIAL MEDIA

Social Media Guidelines

Mannahouse Christian Academy understand that adapting to the changing methods of communication is an important part of being a relevant educational program. Social media is an important venue for students, teachers, and parents to collaborate, learn, and share ideas. With this in mind, Mannahouse Christian Academy has created the following guidelines to provide direction for students and our school community when participating in online social media activities.

- Be cautious of what you post online. Social media venues are public. What you post/tweet leaves a digital footprint for all to see. Don't post anything you wouldn't want friends, parents, teachers, or a future employer to see.
- Follow Mannahouse Christian Academy's code of conduct when writing/posting/tweeting. It is acceptable to disagree with someone else's opinion, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe. Don't give out personal information. Do not share your password with anyone besides your teachers and parents.
- Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- Don't post, text, share or request inappropriate pictures. Depending on the content of the photo, you may be convicted with a felony crime.

LIVE.

LEARN.

LEAD ▶

