

# PORTLAND ELEMENTARY HANDBOOK

2024-2025



# MCA K-5th Handbook - Portland

## 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 an educational environment where differences are understood and Biblical unity is intentionally pursued.

## God's Word... Our Standard

We are living in a culture that avoids absolutes and the truth expressed in God's Word. The Bible sets a very clear direction for living, and the staff of MCA desires to see this standard of God's Word imparted into the lives of our students.

## 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.
- We believe humanity as a whole is united in origin, in the fall, and in the provision of the atonement through Christ, making every person equally worthy of love and forgiveness; as well as just and unbiased treatment. John 3:16; Acts 10:34; 17:26; Romans 5:6-21; Colossians 3:8-16
- We believe God's eternal purpose involves all races and nations, culminating in every nation, tribe and tongue being represented before His throne. Matthew 28:19; Ephesians 2:14-18; 2 Corinthians 5:16-21; Revelation 5:9; 7:9

In addition to these fundamental beliefs, we also believe that:

- The theological framework for understanding all of God's dealings with mankind is to be found in the divine covenants revealed in Scripture. Romans 9:4-5; Galatians 3-4; Ephesians 1:9-14; 3:11 Hebrews 8; 13:20
- We believe in the public gathering of the Church together for prayer, worship, teaching and preaching of the Bible and the administering of the sacraments of the church. Acts 2; I Corinthians 11; Hebrews 10:25
- 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. Genesis 2:24; Malachi 2:14-16; Matthew 19:4-6
- Humanity as a whole is united in origin, in the fall, and in the provision of the atonement through Christ, making every person equally worthy of love and forgiveness; as well as just and unbiased treatment. John 3:16; Acts 10:34; 17:26; Romans 5:6-21; Colossians 3:8-16
- God's eternal purpose involves all races and nations, culminating in every nation, tribe and tongue being represented before His throne. Matthew 28:19; Ephesians 2:14-18; 2 Corinthians 5:16-21; Revelation 5:9; 7:9
- The Church of Jesus Christ is the last instrument that God is using to extend His kingdom prior to the second coming of Christ. Matthew 16:18; Ephesians 1:20-23; 3:10
- The local church is autonomous; it is self-governing, self-supporting, and self-propagating in its mature state. Acts 2; 13:1-4
- The biblical form of church government is a plurality of elders with a Lead Pastor who all qualify on the basis of 1 Timothy 3 in spiritual life, character, domestic life and ruling ability.
- Every believer in Christ must be subject to God's authority in a specific local church for spiritual protection and long-term fruitfulness. Hebrews 13:17

## Contact Information

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9200 NE Fremont Street Portland, Oregon  
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Fax: 503-257-2221

Email: [info@mannahouseacademy.com](mailto:info@mannahouseacademy.com)

Website: [mannahouseacademy.com](http://mannahouseacademy.com)

General Contacts:

- General Email: [mca@mannahouseacademy.com](mailto:mca@mannahouseacademy.com)
- School Office: [portland@mannahouseacademy.com](mailto:portland@mannahouseacademy.com)
- Attendance Portland Campus: [attendancepdx@mannahouseacademy.com](mailto:attendancepdx@mannahouseacademy.com)

Hours

- Portland Campus: 8:30am - 3:00pm
- School year office hours are from 8am to 4pm
- Summer office hours are from 10am to 2pm

## Weather Closures

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

- School announcements sent by text utilizing the number listed in FACTS.
- Tune into the most local TV or radio stations between 6:30-8:00 am for school
- Check Flash Alert ([flashalert.net](http://flashalert.net))
- Check your FACTS Family Portal for updated information
- Mannahouse Christian Academy Facebook page

## Conferences

Parent-teacher conferences will be held shortly after the first progress reports are distributed. This usually occurs in October or November of each school year. Conferences are highly recommended and important for assuring student success and further developing our partnerships with our school families. Parents and guardians are welcome to request additional conferences throughout the school year.

## Emergency Dismissal

- When teachers are notified of an emergency dismissal a specific dismissal time will be stated. Preceding dismissal, students will go to their homeroom teacher and remain there until they are dismissed.
- Permission to leave, however, must come from the parent to the office staff.
- Parents arriving to pick up students will go directly to the students homeroom to pick up their child.

- 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, Grades K-5th**

The standards outlined here are designed to assist you in preparation for leadership by applying Biblical standards of cleanliness, modesty, and propriety in grooming and dress. As Christians, the way we present ourselves to others affects the way they perceive Christ and may affect the impact we have with them. We are asking students not to draw undue attention to themselves either in dress or appearance.

Christians should avoid any identification with any group that is in rebellion against God or society. MCA students should strive for Biblical unity and not intentionally create controversy or unrest within the school community by wearing clothing that has offensive political statements or controversial cultural ideations.

All students are expected to adhere to this dress code during school hours, and during all school events and activities. Students should maintain high standards of cleanliness, moderate grooming, and modest apparel. We believe that men should refrain from any feminine appearance, just as women should refrain from any masculine appearance.

### **Male Students:**

Men are asked to groom in a clean manner appropriate to an academic and church environment. Hair should not be styled in an extreme manner. All men are expected to wear appropriate clothing to all classes and chapel services.

In keeping with a standard of Christian modesty, men are asked to observe guidelines such as:

- Inappropriately tight-fitting pants or shorts are not appropriate at any time.
- Shirts with sleeves (long or short) are required at all times while on campus. Shirts need to cover the torso with no visible skin showing.
- Sleeveless Shirts and Tank Tops are not allowed while in classes. Sleeveless shirts and tank tops are allowed for athletes while at sports practices/games, and should adequately cover the torso.
- Shorts should not be shorter than approximately a hand width above the top of the knee.
- Fashionably distressed jeans with rips and holes in them are allowed, as long as the skin showing through is at the same level as required for shorts, approximately a hand width above the top of the knee.
- Lycra-type shorts may be worn only under regular shorts.
- No pajama pants or shirts except on planned school spirit day activities.
- Blankets are not to be worn or brought into the classroom or chapel services.
- No visible facial piercings (lips, nose, eyebrows, etc), ear gauges, or visible facial tattoos. Ear piercings are ok, but avoid extremes.
- PE Uniforms are required.

### Female Students:

Women are asked to groom in a clean manner appropriate to an academic and church environment. Hair should not be styled in an extreme manner. All women are expected to wear appropriate clothing to all classes and chapel services.

In keeping with a standard of Christian modesty, women are asked to observe guidelines such as:

- Clothes may be flattering but not sensual.
- Clothes that are extremely tight fitting, tops with low necklines or that allow midriff exposures are not appropriate at school or school sponsored events. This applies to both casual and formal wear.
- Shirts need to cover the torso during all forms of movement, with no visible cleavage or midriff showing, (sleeves, long or short are required).
- Sleeveless shirts and tank tops are not allowed while in classes. Sleeveless shirts and tank tops are allowed while at sports practices, and should adequately cover the torso.
- The length of dresses and skirts should be no shorter than approximately a hand width above the top of the knee.
- The length of shorts should be no shorter than approximately a hand width above the top of the knee.
- Fashionably distressed jeans with rips and holes in them are allowed, as long as the skin showing through is at the same level as required for dresses and skirts at approximately a hand width above the top of the knee.
- Lycra-type spandex legging pants may be worn, but must be worn with tops that cover the front and backside during all forms of movement AND extend to the fingertips when arms are extended. Lycra-type spandex shorts may be worn only under regular shorts.
- No pajama pants/shirts, or onesie type outfits except on planned school spirit day activities.
- Blankets are not to be brought to school, but may be brought on long bus trips for games/field trips.
- No visible facial piercing (lips, nose, eyebrows, etc), ear gauges, or visible facial tattoos. Ear piercings are permitted, but should not be extreme.

### **Dress Code, Grades K-5th (Uniform Guidelines)**

For middle school students, the uniform must be worn at all times when in the school building on school days, including lunch and after school. Students who come to school out of uniform must immediately change into uniform clothing, call to have a parent bring them uniform to change into, or immediately leave the campus until changed into uniform clothing.

- All students are to be dressed and groomed appropriately for their biological gender at birth.
- Notes from parents excusing out of uniform, will not always be accepted by the school as reasons for excuse.
- Designated uniform clothing may be purchased at any store as long as it meets the following school criteria. (MCA does not sell uniforms, only spirit gear items. Stores like Target, Amazon, or Old Navy often carry approved uniform clothing.) 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.
- Plan ahead for uniform cleaning needs. This is not an acceptable excuse for an incomplete uniform. It is important to have more than one set of school uniforms.  
UNIFORM MCA 'Spirit Gear' Uniform Sweatshirt (\*Required for all Kinder - 8th graders. Purchase on school website)
- All students are required to purchase a uniform sweatshirt. These items or proof of purchase must be presented on the first day of school.
- No City Christian (old school name) gear will be permitted.
- Only MCA Spirit Gear or identifiable MCA sweatshirts may be worn during school.
- Any identifiable MCA sweatshirt is the only accepted sweatshirt at school.
- Sweatshirts should fit appropriately, be neither tight nor baggy, and should not extend below the wrist.
- The MCA uniform sweatshirt must be the outermost layer at all times indoors.
- Polo shirt in any solid color, long or short sleeve, pullover with collar and buttons. No striped or patterned polos, or full button down shirts.
- The shirt length and/or layering must be long enough to always cover the waistline, even when seated, and when the arms are raised.
- Polo shirts should fit appropriately, be neither tight nor baggy, and should not extend below the wrist, be oversized or too small.
- Long sleeve shirts under polos may either be solid color, striped, or patterned- however, there should be no writing on the shirt.
- The required shirt must be worn under all zippered school sweatshirts if unzipped.
- Midriffs should not show and necklines should not be low, during any form of movement
- The polo shirt may be worn tucked or untucked.
- Logo designs on polos must be smaller than a quarter

#### **Elementary School Dress Code Uniform Details: T-Shirts**

- Any identifiable Mannahouse Christian Academy t-shirt may be worn as a uniform instead of a polo shirt.
- No City Christian gear will be permitted. Only MCA Spirit Gear or identifiable MCA sweatshirts may be worn during school.
- T-shirts, long or short sleeve, are acceptable under short sleeve polos (no long underwear/pajama shirts).
- T-shirts, long or short sleeve, worn underneath polos may either be solid color, striped, or patterned - but should not have print, writing, logos or designs.
- The required shirt must be worn under all school zippered sweatshirts if unzipped.
- Midriffs should not show and necklines should not be low, during any form of movement

#### **Elementary Dress Code Uniform Details: Pants/Shorts Full length only:**

- Simple, classic 5-pocket style and fit.
- Cotton/cotton blend, Dockers material ( blue or navy color only). Faded/styled wash or distressed fabric is NOT allowed on uniform days.
- Leggings may be worn under appropriate length skirt or dress



- Shorts must be the same material as pants and the same length as skirts (no more than 2” above the knee and 3” below).
- Athletic type shorts may not be worn as a uniform. Athletic/gym shorts may ONLY be worn in PE classes or sports activities.
- Not Allowed:
  - Pajamas, cords, cargo pants, embellished pockets, sweatpants, leggings-as pants (without skirt), track pants, yoga pants, tech pants, jogging pants, athletic pants of any type.
- Pants must be loose enough to pinch an inch on both sides. They should be neither tight nor baggy.
- Pants cannot have tears, rips, frays, holes or scuffs, no matter if purchased that way and even if no skin is showing.
- Skirts/Skorts/Shift
  - Navy Blue solid or navy plaid, must be same material as pants
  - Length is to be middle of the knee length or longer (no more than 2” above the knee and 3” below)

#### **Elementary Dress Code Uniform Details: Coats**

- Students may wear coats to and from school and during outdoor activities.
- If a student is still cold inside the school when wearing the MCA sweatshirt, 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.

#### **Elementary Dress Code Uniform Details: Shoes**

- Shoes should be appropriate for school activities and consider the weather.
- Sturdy shoes with a closed toe and heel for maximum dexterity and safety in school activities is recommended.
- All students in ELE PE are required to have non-marking tennis shoes that are designated for HS Gym wear only. These shoes should not be worn off court.
- Shoes with wheels, cleats, or other items on the soles are not allowed.
- Shoes manufactured to require laces must have laces and be tied.

#### **Elementary Dress Code Uniform Details: Hair, Makeup, & Accessories**

- Hair should be discreet, avoid extremes, and follow the standards of MCA.
- Any dyeing of the hair is to be in natural colors only.
- Unnatural hair colors are not accepted, whether intentional or unintentional, and need to be quickly changed.
- Hair extensions are permitted, but need to be in natural colors only.
- Makeup and fingernail polish should be worn discreetly and in moderation, avoiding extremes, and follow the standards of MCA.
- Boys may wear nail polish but it needs to be “clear” in color.
- Jewelry and hair accessories should be discreet and modest, avoiding extremes, and follow the standards of MCA.
- Jewelry with unedifying symbols are not appropriate for school wear.

- Students are not to wear body-piercing jewelry other than earrings in the ear. Clear or flesh-colored plugs or placeholders are allowed for nose piercings, but not for other body piercings.
- Hats are not allowed on uniform days for any student. Hats are only allowed on spirit days when the hat complements the dress up theme.
- Scarves are not to be worn indoors with school uniforms, only outdoors for warmth.
- Students are not to wear anything considered an accessory without permission of the administrator.

#### **Elementary Dress Code Uniform Details: Undergarments**

- Undergarments must be clean and always worn by all students, and girls are to wear bras.
- Undergarments are not to be visible, neither through clothing or during any form of movement.

#### **Elementary Dress Code Uniform Details: Athletics**

- Team jersey shirts/sweatpants may be worn instead of uniform on game days.
- Other appropriate clothing will be determined by the athletic director and/or coach.
- Approved athletic shirt, spirit gear t-shirt or polo must be worn under all zippered athletic jackets or sweatshirts if unzipped.
- If a practice uniform is not issued, the student may wear any shorts, sweats and shirt as long as the items meet out of uniform guidelines.
- Game attire must be modest. Shorts must be loose fitting, with a spandex under-short if necessary.
- Girls wearing the tank-top style uniform must wear an undershirt also, either a t-shirt or bra top.
- Midribs should not show and necklines should not be low, during any form of movement

#### **Elementary Dress Code Uniform Details: Lost Clothing**

- No clothing is to be left in the school at any time, including in the bathrooms, classrooms, or locker rooms.
- A lost MCA uniform sweatshirt must be replaced as soon as possible or no later than two (2) weeks after the time it was lost.
- It's highly recommended that students have their names written on their school uniform. Polo shirts, t-shirts and sweatshirts should be labeled on the inside of the neck on the back of the garment. Skirts and pants should be labeled on the inside of the waistband in back.
- MCA is not responsible for lost clothing.

#### **Elementary Out-of-Uniform Dress Code**

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. Spirit Day outfits

should be appropriate to the theme and dress code guidelines. If a student chooses not to participate, they must come in uniform.

### **Elementary Out-of-Uniform Dress Code: Pants/Shorts/Skirts/Dresses**

It would be wise to check with the school office for dress requirements for special activities. All clothing should be clean, modest, and mended, and should avoid worldly fashion extremes. All students are to be dressed and groomed appropriately for their gender at birth.

- Any color is acceptable.
- Rips in pants can be no higher than 2" above the knee cap. No shorts with rips are allowed.
- NO LEGGINGS WORN AS PANTS. Leggings may be worn under appropriate length skirt or dress.
- Shorts length: no more than 2" above the knee and 3" below
- No pajamas, yoga pants, sweatpants, or jeggings.
- They should be neither too tight nor too baggy.
- Dresses and skirts must be consistent with the general uniform guideline and rest 3" above the knee cap or 4" below the knee. They should be loose enough to pinch an inch on both sides.

### **Elementary Out-of-Uniform Dress Code: Shirts**

- Shirts must comply with general modesty guidelines and school dress code, and must be worn at all times.
- Sleeveless shirts/tank top shoulder straps may be no smaller than 4" in width, and armholes may be no more than 2" below the armpit. Strapless tops are not allowed.

### **Elementary Out-of-Uniform Dress Code: Shoes/Hair/Accessories**

- Shoes must be appropriate to school activities, weather, and overall safety (wheels, cleats, and other items on shoe soles are not accepted).
- Hair should be discreet, avoid extremes, and be in keeping with the standards of MCA. Hair color should only be natural hair colors.
- Make-up, fingernail polish, jewelry, accessories, and undergarments should follow the MCA dress code guidelines.

### **Elementary Dress Code Uniform Details: Undergarments**

- Undergarments must be clean and always worn by all students, and girls are to wear bras.
- Undergarments are not to be visible, neither through clothing or during any form of movement.

## **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.
- Unclaimed Items are donated at the end of every term.

## 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 and grow from their poor 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 school 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 an inclusive 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.

The table below describes our discipline and intervention processes for addressing the misbehavior behavior of MCA students when it may occur.

Step 1	<b>General Misbehavior - In or Out of Class.</b> Verbal warning, written warning, or optional discipline measures may be taken after a conference with the teacher and/or the school principal. The teacher should record escalated disruptive/disrespective issues in FACTS and follow up with a phone call or email letting parents know a behavior challenge has emerged.
Step 2	<b>Temporary Removal from Class - In Class Misbehavior</b> Temporary Removal from Class (TRC) - if the student continually refuses to follow directions or is disrespectful of others, they will be asked to leave the class. The teacher may ask them to go to the office or to another teacher's classroom for supervision. If a student is asked to leave the class, the teacher will record the event in the student information system and contact the student's family within 24 hours to explain the situation and request parent support including intervention suggestions from the parent. If the teacher has concerns about implementing proposed student behavior intervention suggestions, the teacher will at this point involve their campus principal.

Step 3	<p><b>Persistent Misbehavior resulting in Suspension</b>          Persistent misbehavior will result in a school suspension (1 - 3 days), and a parent meeting with the student's teachers and campus principal. Student misbehavior and enrollment status will be discussed at this meeting. The student will be placed on Behavior Probation for the remainder of the school year. It may be determined the best course of action is for the student to voluntarily unenroll from Mannahouse Christian Academy.</p>
Step 4	<p><b>Enrollment Termination and Involuntary School Expulsion</b>          If the behavior improvement plan is found to be ineffective. The enrollment status of the student will be terminated and the student will be removed from Mannahouse Christian Academy. A formal expulsion letter will be drafted and placed in their academic file. The campus Principal has the authority to terminate student enrollment.</p>

**Examples of Misbehavior Include:**

- Leaving Class without permission
- Skipping
- Trespassing, loitering
- General Harassment
- Display of offensive material
- Dress Code Violation
- Plagiarism/Cheating
- Cell Phone Violation
- Indecent gestures
- Willful disobedience
- Profane language
- Inappropriate physical contact - not resulting in physical harm

**Examples of behavior that will result in student suspension.**

- Fighting - resulting in harm
- Possession/Use of Illegal substances for minors - includes vaping, cigarettes, weed, alcohol, pills, etc.
- Possession/Use of Pornography
- Possession of a weapon (not a gun) while at school
- Bullying (see below for the MCA definition of Bullying)
- Threats of harm to other students or staff members (this includes social media as well)
- Destruction of school property - arson, vandalism, etc.
- Theft or possession of stolen property
- False fire alarm
- Misuse of school property
- Sexual Harassment
- Racial Harassment
- Religious Harassment

- Intimidation
- Technology violation - using school technology for unintended purposes.

### **Examples of behavior that will result in student expulsion.**

- Using any weapon to harm another student or staff member
- Distribution or persistent use of an illegal substance - includes vaping
- Distribution or persistent use of pornography. This includes posting/texting sexually provocative pictures of yourself/others.
- Possession or use of a gun (any gun while at school or in any school sponsored activities.)
- Bomb threat
- Technology violation - using technology to change school records or cause harm to another student, staff member

### **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.

### **Medical**

- 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.
- The office staff is not trained to answer medical questions.
- Please do not send “home injuries” or other unusual physical symptoms to the school office to be assessed. School personnel are only able to administer basic first aid to students. Consult with your primary care physician if you have medical questions.
- 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, their peers, teachers and school staff.
- Students must be symptom free for 48 hours before returning to school

## Medical Emergency

In the event of a medical emergency, the school will call 911 and contact parents. School staff will not transport injured students to the hospital.

## Sports Physicals

To participate in school athletics, students must receive a physical from their doctors prior to participation, and submit a current physical release form. This documentation must be updated every 2 years.

## 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, and placing them in the nearest secure location.

**Earthquake drills** will be practiced on a regular basis using the drop, cover, hold procedure. When the teacher states that it is all clear and safe, students will file out of the room using the fire drill procedure.

**Fire** extinguishers and alarm boxes are located throughout the facilities for the protection of individuals 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**

- 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.

## **Playground**

There is no supervision before school and after school. Students opting to use the playground should be mindful of the equipment's intended purposes.

- Students should keep to the sidewalks and not disturb adjacent landscaping.
- Students may use the soccer field.
- The 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.



## Attendance

Parents should make a serious effort to see that their student is in school every day on time at 8:30 a.m. Please allow enough time for students to go to their lockers before classes begin. All high school students must be enrolled in a minimum of 2.5 credit hours (5 classes) per semester.

Absences	<ul style="list-style-type: none"> <li>• 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.</li> <li>• When a student reaches 13 absences (excused or unexcused) in a semester, it will result in a conference with the student's parents and the principal to discuss possible ideas to address any barriers to attendance.</li> <li>• Each absence resulting from school-related activities such as sports, field trips, special church services, etc. will not count against a student's absence record.</li> <li>• At the beginning of the day, if a student is up to 10-minutes late to class they are tardy. Beyond 10 minutes, the tardy becomes an absence.</li> <li>• We request that a note or email come from parents/guardians to the school excusing all planned absences, including medical appointments, counseling appointments, lunch with parents, etc.</li> </ul>
Excused/ Unexcused Absences	<ul style="list-style-type: none"> <li>• For the safety of your students, notify the school by emailing school attendance first thing in the morning on the day of the absence.</li> <li>• An absence remains on our records as unexcused unless the school receives approval by the parent</li> <li>• Unexcused absences come under the title of skipping classes. (See Skipping below)</li> </ul>
Skipping	<ul style="list-style-type: none"> <li>• Any absences from school or a class that is not excused by the parents/guardians, will be considered skipping.</li> <li>• 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.</li> <li>• 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.</li> </ul>
Tardies - All Others	<ul style="list-style-type: none"> <li>• Tardies are considered an absence when students are more than 10 minutes late to class.</li> <li>• 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.</li> </ul>

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### School 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

Absent Excused (AE)	<ul style="list-style-type: none"> <li>● Vacations (-)</li> <li>● Sick or Injuries (-); COVID related, quarantine or illness (+)</li> <li>● Parents unable to drop students off (-)</li> <li>● Appointments (doctors, dentist, etc) (-)</li> <li>● College visits, not presently on campus (-)</li> <li>● Late to class by more than 10 minutes (-)</li> <li>● Students are allowed to make up and submit work they have missed.</li> </ul>
Absent Unexcused (AU)	<ul style="list-style-type: none"> <li>● Student not present in class when attendance is taken (-)</li> <li>● Parents have not called or emailed to inform us the child's whereabouts (-)</li> <li>● Students skip classes, don't check into the office and directly go to class.</li> <li>● Student is in school serving a full day of suspension. (-)</li> <li>● The student is suspended and not present at school (-)</li> <li>● Students leaving class to support a sports team that is not school sponsored (-)</li> </ul>
School (SCH)	<ul style="list-style-type: none"> <li>● Any trip that is outside the classroom (+)</li> <li>● Students leaving class to support a sports team that is school sponsored (+) *Example would be a rooter bus for a district or state basketball tournament.</li> <li>● Any student that is part of a team (+)</li> <li>● School sponsored event preparation and assistance (+)</li> <li>● Student taking a MAPS (Measure of Academic Progress) Test on campus (+)</li> <li>● Student was talking to a teacher and is late to other classes (+) (if it's an excused pass, does not count against them)</li> </ul>

Emergency In-School Passes (EMG)	<ul style="list-style-type: none"> <li>• Student needs to use the restroom during class time (-) (does count against them after five passes per semester)</li> <li>• Student was getting an item from locker during class time (-) (does count against them after five passes per semester)</li> <li>• Student was late in between classes (-) (does count against them after five passes per semester)</li> </ul>
No School (NS)	<ul style="list-style-type: none"> <li>• Weather related days (+)</li> </ul>
Family (FAM)	<ul style="list-style-type: none"> <li>• Funerals (+)</li> <li>• Weddings (+)</li> <li>• Family emergencies (+)</li> </ul>
Present (P)	<ul style="list-style-type: none"> <li>• In classroom (+)</li> </ul>
Tardy (T)	<ul style="list-style-type: none"> <li>• We apply this code to elementary students when they come late to school and add the time (-)</li> </ul>

## Tuition, Payments, and Withdrawals

Rates	<ul style="list-style-type: none"> <li>• Tuition charges are based on an annual contract for the school year. Rates include the academic school year beginning in September and ending in June. A 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 and are not receiving financial aid.</li> </ul>
Payments	<ul style="list-style-type: none"> <li>• Agreements will be finalized and sent to the account holder for review, along with contractual agreement terms, balance details and payment schedule. (Contractual agreement terms and information can also be found in your Enrollment Packet and Parent Communication folder).The first bill includes your tuition plus any applicable school fees.</li> <li>• All payment(s) must be paid online using the FACTS Tuition Management service through the Parent Portal.</li> <li>• Payments are not accepted through the mail or in any MCA offices.</li> <li>• All payments are set to automatic withdrawal utilizing the bank or credit card assigned to the account (a services fee will be applied).</li> </ul>
Work Exchange	<ul style="list-style-type: none"> <li>• Mannahouse Christian Academy does not have a program to exchange work for tuition or fees.</li> </ul>
Late payment	<ul style="list-style-type: none"> <li>• FACTS assesses a non-refundable late fee of \$50 for payments that are not received within three days of when payment is due.</li> </ul>

<p>Delinquency</p>	<ul style="list-style-type: none"> <li>● Payments not made within 30 days will be considered delinquent and will interrupt student(s) enrollment until the past due/delinquent amount is paid in full or have an agreed upon payment plan arranged through the school Principal or Contracts Manager.</li> <li>● Past due/delinquent balances may result in a financial block. This block may prevent you from accessing student information such as grades, service hours, school activities, school records, and re-enrollment.</li> <li>● Any and all past due amounts must be paid in full before students are allowed to be enrolled for any following quarter term or new school year.</li> <li>● If a student attends school under the delinquency circumstance, the student will be removed from class until they are picked up and are required to stay at home until the balance is paid in full.</li> </ul>
<p>Rate Changes</p>	<ul style="list-style-type: none"> <li>● Our tuition rates are set for the beginning of each academic school year.</li> </ul>
<p>Withdrawal/ Termination</p>	<ul style="list-style-type: none"> <li>● If for any reason it is necessary to withdraw from school, school fees will not be refunded. Tuition refunds will not be given for any month in which the student has attended at least one full day.</li> <li>● All withdrawals must be communicated through the MCA office and the online withdrawal form must be filled and submitted before contract adjustments and enrollment is deactivated.</li> <li>● Charges will remain in effect until the school office has received the submitted withdrawal form completed by the parents that the child is being withdrawn.</li> <li>● Mannahouse Christian Academy reserves the right to remove a child if: <ul style="list-style-type: none"> <li>○ It is determined that a child is not developmentally ready for our program.</li> <li>○ A satisfactory solution cannot be agreed upon when dealing with discipline issues.</li> <li>○ The family account is 30 days past due.</li> </ul> </li> <li>● 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 or school year.</li> <li>● Mannahouse Christian Academy reserves the right to withhold grade reports, diploma, and academic records of any student or former student with an account balance greater than \$50.00 as stated in ORS 339.260.2.</li> </ul>

## Grades and Assignments

<b>A</b>	90 - 100
<b>B</b>	80 - 89
<b>C</b>	70 - 79
<b>D</b>	60 - 69
<b>F</b>	0 - 59

## Grades and Assignments

- 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.
- The monthly Scripture memorization constitutes 10% of the grade of the Bible 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.
- Extra credit may not be allowed in every class, but when it is, it can not bring up a grade average more than 10% and can not 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 grade reports will be made available to you through FACTS at the end of each grading term. There are 6 terms per year and a final end-of-year grade.
- Final grades represent the cumulative sum of all graded assignments during the year.

## Physical Education

- Grade achievement: P.E. grades are based on attire, participation and attitude.

- Each day a student has no uniform he/she may be asked to participate anyway for the P.E. period, and his/her daily grade will be lowered.
- Participation: students are required to attend P.E. classes even if not participating.
- Excuses: Only written excuses will release a student from P.E. these would be for health reasons due to an injury or sickness. Limitations on the type of participation may only be granted upon receipt of a note from a medical doctor or parent.

## **Plagiarism & AI**

- 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.
- Mannahouse Christian Academy considers plagiarism in any form academic dishonesty.
- If a student is caught plagiarizing, it may result in:
  - A grade of "0" for the assignment and parental notification
  - Re-doing the assignment (for a reduced grade), parental notification.
  - Detention for academic dishonesty
- Persistent plagiarism may result in failing the class and removal from MCA
- This is also an automatic disqualification from the Platinum Party for the semester when the plagiarism occurred.
- Utilizing AI for completing assignments at MCA is not permitted. AI violations will be viewed in the same light as plagiarism.

## **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 lost or damaged books/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 (except K-1st).
- No eating in the library.

## **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 the day of return.
- Based on course syllabi and academic expectations, teachers will determine the late assignments students can submit for credit.

- For late work that has passed the grading term, the assignment will become a 0%.

## Scripture Memorization

- Weekly scriptures must be recited in their entirety. No more than three “helps” or “mistakes” per scripture memory attempt are allowed. Students will recite (or write out) their memorized Scripture to their assigned Leadership teacher.
- A Scripture memory award is available to every student who recites all their Scriptures by end of the year.
- The weekly Scripture memorization will be incorporated into the grade of the Bible class, equaling 10% of the grade.
- All Scriptures must be completed by the last school day of each grading term to receive full credit. Any make-up Scriptures must be completed by the end of April.

## School Property 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 textbooks.
- 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.
- Book covers are available at most stores.

## 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.

Christian Character Award	<ul style="list-style-type: none"> <li>• Will be awarded to each student to honor a particular strength of godly character observed in that student during the school year.</li> </ul>
Scripture Memory	<ul style="list-style-type: none"> <li>• A scripture memory award is available to every student who recites every weekly scripture for the year.</li> <li>• All scriptures must be completed by the end of April.</li> <li>• Late scriptures may be made up. Students entering 4th term or later will be eligible for this award as long as they say their scriptures for all of 4th-6th term regardless of entry date.</li> </ul>

Perfect Attendance	<ul style="list-style-type: none"> <li>• Is available to every student.</li> <li>• Perfect attendance is for full days in school.</li> <li>• Half or full days may be exempt for weather and other emergencies.</li> <li>• Up to four class periods may be excused for appointments.</li> <li>• Excess of 20 tardies in the year will disqualify a student from this award.</li> </ul>
Special Recognition	<ul style="list-style-type: none"> <li>• Is awarded to K-5th grade students who have shown consistency or advancement in one or more areas of character or academics; and has visibly put forth personal effort to bring this about.</li> </ul>
Scholastic Achievement	<ul style="list-style-type: none"> <li>• Is awarded to K-5th grade students and recognizes a student who is taking college prep or advanced courses and is among those with the highest grade percentage.</li> <li>• Scripture memory award is required.</li> </ul>
Christian Character	<ul style="list-style-type: none"> <li>• Is awarded to K-5th grade students for leadership, Christian character qualities, and a growing relationship with the Lord.</li> <li>• Scripture memory award is required.</li> </ul>
Teacher's	<ul style="list-style-type: none"> <li>• Is awarded to K-5th grade students and given for overall leadership in attitudes, Christian character, academic achievement, and involvement in school activities.</li> <li>• Scripture memory award is required.</li> </ul>

**Chapel**

Chapel consists of worship, praise, testimonies, special music, use of spiritual gifts, and the 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.

- It is important for all students to show respect while in Chapel. This means participating, listening, and not causing any distractions. If you are not a Christian, you still need to respect and honor the chapel experience as it is highly meaningful for the majority of students and all of the staff of Mannahouse Christian Academy.

**MCA Technology Policy**

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.



- MHC/MCA wireless network is intended to follow when using technologies (desktop, laptop, phone, tablet, etc.) in school 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 are subject to discipline.

Cell Phones	<ul style="list-style-type: none"> <li>● Due to the increased use of cell phones for cheating, classroom interruptions, and other inappropriate uses, cell phones will not be allowed during class time unless approved by teachers for middle and high school students.</li> <li>● Cell phones are prohibited in restrooms and locker rooms. The use of a cell phone is a privilege and not a right. The school has the right to confiscate cell phones at any time during the day.</li> <li>● If you need to contact your student, please call the office and we will deliver the messages for you.</li> </ul>
Google Drive	<ul style="list-style-type: none"> <li>● Students are responsible for ensuring that work is not lost due to mechanical failure, failure to back-up files, or accidental deletion.</li> <li>● Device malfunctions are not an acceptable excuse for not submitting work; therefore, students should back up all work to their manna-house-academy.com Google drive.</li> <li>● The students should not attempt to bypass any restrictions to gain access.</li> </ul>

Cyber-bullying	<ul style="list-style-type: none"> <li>● 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.</li> <li>● 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.</li> </ul>
Device Use and Inspection	<ul style="list-style-type: none"> <li>● Students are NOT permitted to use gaming or social media apps during class time, unless teacher approval during school hours.</li> <li>● Use of devices should not disrupt the concentration of other students or staff at any time.</li> <li>● Students are NOT allowed to download games, audio files, or video streaming during school hours unless instructed by faculty for educational use.</li> <li>● Teachers and staff always reserve the right to ask students to check devices anytime while on campus.</li> <li>● 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.</li> <li>● Do not assume any privacy right in any information that is uploaded or downloaded temporarily or permanently stored in the system.</li> </ul>
E-mail	<ul style="list-style-type: none"> <li>● MCA will provide students and staff with an e-mail account for the purpose of school-related activities and communication.</li> <li>● Availability and use may be restricted.</li> <li>● 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.</li> <li>● Students and staff are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.</li> <li>● All Internet activity with use of a given school email is subject to inspection by the school.</li> <li>● Students do not have privacy rights with the use of school property, this includes devices, email accounts, and electronic storage provided to MCA students.</li> </ul>

<p>Netiquette</p>	<ul style="list-style-type: none"> <li>● Students and staff should always use the internet, network resources, and online sites in a courteous and respectful manner.</li> <li>● Students and staff should also recognize that along with valuable content online there is also unverified, incorrect, or inappropriate content.</li> <li>● Students and staff should use trusted sources when conducting research via the Internet.</li> <li>● 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.</li> <li>● Once something is online, it's accessible and can be shared and spread in ways the original user never intended.</li> </ul>
<p>Network Access/ Connectivity</p>	<ul style="list-style-type: none"> <li>● Students and staff are required to connect to the wireless network using the provided user name and password given from the MCA.</li> <li>● MCA makes no guarantee that the wireless network will be operational 100% of the time.</li> <li>● 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.</li> </ul>
<p>Parent/Guardian Responsibilities</p>	<ul style="list-style-type: none"> <li>● 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.</li> </ul>
<p>Passcodes and Passwords</p>	<ul style="list-style-type: none"> <li>● Students must not share their passwords/passcodes/login information with any other student at any time for any reason.</li> <li>● Students may not attempt to use another student's or staff member's account at any time for any reason.</li> <li>● Assigned passwords may not be altered unless otherwise instructed by authority figures.</li> </ul>

<p>Personal Safety</p>	<ul style="list-style-type: none"> <li>● 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.</li> <li>● Students should recognize that communicating over the internet brings anonymity and associated risks and should carefully safeguard the personal information of themselves and others.</li> <li>● 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</li> </ul>
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	they're at school; parent/guardian if they're using the device at home) immediately.
Printing/Wireless Printing	<ul style="list-style-type: none"> <li>• Printing classwork is the students' responsibility; school printing is not available.</li> </ul>
Recording	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Under no circumstances should recording take place in bathrooms or locker rooms. Violations will be subject to discipline.</li> </ul>
Responsibility with Devices	<ul style="list-style-type: none"> <li>• On school-owned loaner devices, students may not download apps (including, but not limited to, games, music, or social media) unless directed by or with the permission of a teacher.</li> </ul>
Security	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>

Sound/Music	<ul style="list-style-type: none"> <li>• On all student devices, sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.</li> <li>• Students are not permitted to use earbuds or headphones of any kind on campus during class time hours without permission from a staff member.</li> </ul>
Web Access	<ul style="list-style-type: none"> <li>• MCA provides students and staff with access to the Internet, including websites, resources, content, and online tools.</li> <li>• That access will be restricted in compliance with CIPA regulations (Children's Internet Protection Act) and school policies.</li> <li>• Web browsing may be monitored, and web activity records may be retained indefinitely.</li> <li>• 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.</li> <li>• 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 the school faculty or administration.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Parents are encouraged to use safety features to limit or disable specific use of their student's device.</li></ul> |
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## 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.

## Examples of Unacceptable 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 time
- 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

## **Sports**

See MS/HS Athletic Handbook for more information or [mannahouseacademy.com/athletics](http://mannahouseacademy.com/athletics)

## **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 school principal.

- 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 development of romantic interest or dating will be allowed between Mannahouse Christian Academy staff or students.

## **Platinum Party**

Once a year, commonly held after the third term, a special activity will be planned for those who meet certain criteria.

- Students must have said their scriptures up through the month of January
- Students have no suspensions
- Students have 10 or less written warnings
- Students must have 70% or above grade in every class

Automatic disqualifications include:

- Suspensions
- Plagiarism or cheating offense
- Violations of the honor code commitment such as smoking, drugs, immorality
- Any other major violations as determined by the staff
- Qualifications for these activities will be announced in February

## **Restroom Policy**

- Students are expected to use the restrooms as permitted by their teacher
- Elementary students may not use the restrooms in the mezzanine nearest the Police Officer Room at any time
- The church lobby restrooms are off limits to elementary students

## **Modification/Accommodations**

All Mannahouse Christian Academy students begin every year with their peers. Should they struggle with the class requirements, parents, teachers, and school administration work together to address the issues. Typically this involves putting together a student support plan or medical support plan to provide the structure and flexibility needed for student success.

## **Visitors**

Parents are welcome to visit Mannahouse Christian Academy. We ask that a visiting time is scheduled in advance with the teachers so that it does not disrupt instruction time in the classroom. All visitors, parents/guardians or alumni must 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 for a "shadow day". Alumni may visit during lunch time with approval of the campus principal.

## **Assemblies**

Students are expected to conduct themselves in school assemblies as they would in the classroom setting. All school rules regarding appropriate conduct apply.

### **Classroom Behavior**

- 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.
- Mannahouse Church has a no-gum policy in the church, schools, and on the grounds

## **Special Events**

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

- Sit with a 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 online classroom 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.

## **Social Media Guidelines**

Mannahouse Christian Academy understands 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.



## **Special Family Gatherings**

Parents that want their students to attend performances, assemblies, services, funerals, ect. at the Mannhouse Church campus during school hours, will need to 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 parent.
- 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.

## **Sporting Events**

- 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 drinks are allowed on the gym floor.
- Treat all participants with respect. Let the players play, let the officials officiate. Positively support your team, know the rules of the game, pursue victory with honor, win with class, lose with dignity, and practice the "golden rule." Model good sportsmanship. It's all about respect! Students who have no work must bring a book (no magazines) to read that meets school standards.

## **School Bus/Vehicle Rules**

- Remain seated, facing forward with feet out of aisles when the vehicle is moving
- Keep hands, heads, and objects inside the windows.
- Nothing is to be thrown out of the bus at oncoming traffic, pedestrians, or anything else.
- No loud music
- 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 vehicle is clean when you leave your section.
- No application of make-up, hairspray, or fragrance of any kind is allowed.
- Keep all backpacks and other items out of the aisles.
- Not complying with the code of conduct will result in being removed from riding the vehicle and/or suspension of transportation privileges.

## **Campus Facility: Portland Off-limit areas**

- 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 for the high school only or for middle school students 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.
- The cliffs are off limits. Students going to the cliffs will result in immediate suspension.
- Off limits occur 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.
- Restrooms in the mezzanine area nearest the Police Officer Room at any time.
- Mannahouse Church requests that parents and students also respect shrubbery, hedges, or any flowerbeds, rocks, and cones.
- Pets are not allowed on campus without permission

