VANCOUVER MIDDLE SCHOOL HANDBOOK (Grades 6 - 8)

MANNAHOUSE
CHRISTIAN ACADEMY
LIVE. LEARN. LEAD

Table of Contents

Our Vision 4
Our Standard - God's Word 4
Our Mission 4
MCA's Statement of Faith 4
General Information 7
- Contact Information 7
- Weather Closures 7
- Emergency Dismissal 7

Dress Code, Grades 6th - 8th (Uniform Guidelines) 8
- Middle School Dress Code Uniform Details: T-Shirts 9
- Middle School Dress Code Uniform Details: Pants/Shorts Full length only: 9
- Middle School Dress Code Uniform Details: Coats 9
- Middle School Dress Code Uniform Details: Shoes 10
- Middle School Dress Code Uniform Details: Hair, Makeup, & Accessories 10
- Middle School Dress Code Uniform Details: Undergarments 11
- Middle School Dress Code Uniform Details: PE Uniform 11
- Middle School Dress Code Uniform Details: Athletics 11
- Middle School Dress Code Uniform Details: Lost Clothing 11
- Middle School Out of Uniform Dress Code 12

Lost and Found 13
Discipline Procedures 13
Bullying 15
Behavior Probation 16
MCA Disciplinary Board 16
Medical 17
- Sports Physicals 17

Safety & Emergency Procedures 17
Leaving Campus 18
Playground 18
Safety Patrol 19
Attendance 19
School Attendance Codes: 20
Special Family Gatherings 21
Academics 21
- Grading Scale 21
- Grades and Assignments 21
- Grade Reports 22
- Conferences 22
- Late Assignments 22

Plagiarism & A.I. 22
Modification/Accommodations 23
Library Guidelines 23
School Property Care/Charges 23
Scripture Memorization 24
Awards 24
Christian Character 24
Scripture Memory 24
Perfect Attendance 24
Special Recognition 24
Scholastic Achievement 25
Christian Character 25
Teacher's 25
Principal's 25
Chapel 25
Technology 26
Cell Phones 26
Cyber-bullying 27
E-mail 27
Parent/Guardian Responsibilities 27
Personal Safety 27
Passcodes & Passwords 28
Personal Safety 28
Printing 28
Recording 28
Responsibility with Devices 28
Security 28
Sound/Music 29
Social Media Guidelines 29
Physical Education 29
Sports 30
Restrooms 30
Interpersonal Relationships 30
Lockers 30
Platinum Party (Middle School) 31
Visitors 31
Special Events/Assemblies 31
Field Trips 32
Sporting Events 32
School Bus/Vehicle Rules 32
Vancouver Off-limit areas: 33

Our Vision

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.

Our Standard - God's Word

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.

Our Mission

Mannahouse Christian Academy works together with parents and their local church to provide a Christ-centered spiritual, academic, and physical foundation. Our goal is a nurturing environment that produces godly citizens who will be a transforming influence in the world.

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 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 evidence 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
- 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

General Information

Contact Information

Address: Vancouver Campus
811 NE 112 #200, Vancouver, Washington
Office: 360-719-2589
Fax: 503-257-2221

Email: info@mannahouseacademy.com
Website: mannahouseacademy.com
General Contacts:

- General Email: mca@mannahouseacademy.com
- School Office: vancouver@mannahouseacademy.com
- Attendance Vancouver Campus: attendancevan@mannahouseacademy.com

Hours

- School year office hours are from 8am to 3:30pm

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)
- Check your FACTS Family Portal for updated information
- Mannahouse Christian Academy social media platforms

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 follow the pick up line procedures.
- Homeroom teachers need to know how, when, and with whom each child leaves.
- All students must check out with their teachers.

Dress Code, Grades 6th - 8th (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.

- The only exceptions to being in uniform are authorized out of uniform activities, changing during lunch to prepare for a PE class, or when leaving campus for sports activities.
- 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 can be 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

Middle 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

Middle School Dress Code Uniform Details: Pants/Shorts Full length only:

- Simple, classic 5-pocket style and fit.
- Cotton/cotton blend, Dockers material or color denim (khaki, black, blue, or navy color only). Faded/styled wash or distressed denim is NOT allowed on uniform days.
- Leggings can not be worn as pants.
- 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
    - 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)

Middle School 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.

Middle School 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 MS PE/Courtsports are required to have non-marking tennis shoes that are designated for 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.

Middle School 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.
- Tattoos cannot be visible, whether temporary or permanent.
- 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.

Middle School Dress Code Uniform Details: Undergarments

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

Middle School Dress Code Uniform Details: PE Uniform

- Tennis shoes worn in the classroom may also be worn in PE classes held outdoors but not in the Gym.
- Non-marking athletic shoes - are required, and to be reserved for use in the Gym. These shoes should never be worn off court.
- Students must plan ahead, having the appropriate attire at all times for either indoor or outdoor activities, including both sets of tennis shoes, if outdoor shoes are needed in addition to gym shoes.
- PE shirts can be worn tucked or untucked, but they are not to cover the shorts completely.
- PE shorts should be no shorter than fingertip length when arms are at sides.
- Midriffs should not show and necklines should not be low, during any form of movement

Middle School 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.
- Midriffs should not show and necklines should not be low, during any form of movement

Middle School Dress Code Uniform Details: Lost Clothing

- No clothing is to be left in the school at any time, including in the bathrooms or classrooms.
- 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.

Middle School Out of Uniform Dress Code

The out of uniform dress code for middle school students is the same as the dress code for students in grades 9 -12.

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. We should aim to honor God in all we do, and this includes our clothing choices.

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.

Out of Uniform expectations are as follows:

- Inappropriately tight-fitting pants or shorts are not appropriate at any time. 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 nor permitted at school or school sponsored events. This applies to both casual and formal wear.
- 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.
- 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.
- 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.
- Blankets are not to be brought to school, but may be brought on long bus trips for games/field trips.

Lost and Found

- All lost and found articles are to be turned in at the MCA Office.
- Any student needing to look in the lost and found can come to the office with a pass during lunch or passing periods.
- 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	**General Misbehavior - In or Out of Class.** 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	**Temporary Removal from Class - In Class Misbehavior** 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	**Persistent Misbehavior resulting in Suspension** 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 un enroll from Mannahouse Christian Academy.
Step 4	**Enrollment Termination and Involuntary School Expulsion** 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.

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
- 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.
- Indecent Exposure
- Bullying (see below for the MCA definition of Bullying)

Examples of behavior that will result in student expulsion.

- Failing to demonstrate academic progress
- Any form of harassment resulting in significant harm to another student or staff member.
- Persistent bullying of another MCA student.
- 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 strict no-bullying policy. Bullying is defined as unwanted, aggressive behavior among students that involves a real or perceived imbalance of power. This behavior is repeated over time or has the potential to be repeated.
Bullying is identified by two key elements:

1. Imbalance of Power:
Students who bully may use physical strength, social status, access to embarrassing information, or other forms of influence to control or harm others. Power dynamics can shift depending on the situation or the individuals involved.

2. Repetition:
The behavior occurs more than once or is likely to recur.

Behavior will be considered bullying at MCA when these two criteria are present—unwanted aggressive behavior, coupled with an imbalance of power, that is repeated or has the potential to repeat.

Not all unkind or inappropriate behavior meets the definition of bullying. While MCA addresses all forms of disrespect, it is important to understand the differences:

Harassment:
Harassment is unwanted behavior that offends, demeans, or threatens another person. It may

be based on characteristics such as appearance, personality, or other personal attributes. Harassment can happen in a single incident or over time, and does not require an imbalance of power to be present.

Disrespectful or Inappropriate Behavior:
These are actions that are rude, unkind, or inconsiderate but do not involve power imbalance or repeated aggression. Examples include teasing between peers, one-time conflicts, arguments, or thoughtless comments. While these behaviors are not classified as bullying, they are still addressed promptly as they do not reflect MCA's expectations for student conduct.

Behavior Probation

Certain behaviors may require that a student be placed on Behavior Probation. These behaviors may include persistent disruptive or disrespectful behavior, or behavior that would normally result in a school suspension. Behavior Probation means that enrollment status will be reviewed by MCA school administration at the end of the school year or sooner to determine a student's eligibility for returning to MCA the following school year. Some circumstances require a more expedient decision of the student's enrollment status based on the nature of the infraction. This includes a review of discipline referrals and academic progress. Any additional misbehavior, may result in immediate dismissal from MCA.

MCA Disciplinary Board

Some situations may be referred to the MCA Disciplinary Board for review and further discipline recommendations. The discipline board will consist of school and church leaders who are members of the organization's governing board of directors. The discipline board will review all collected evidence, and may request additional testimony from students and parents. The Superintendent will determine if the situation in question warrants Disciplinary Board review.

If a situation is escalated to the MCA Disciplinary Board, affected students and parents will have the opportunity to respond in writing if they choose to do so, prior to the Disciplinary Board meeting date. Responses will be included as part of the review process and taken into consideration when making decisions regarding additional disciplinary actions.

Medical

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.

- 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.
- 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 and kept in the office with a medical release form on file.

- Washington 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 and a medical release form has been submitted to the office.
- All medications must be kept in the school, including over the counter medicine, 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 24 hours before returning to school

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. When outside, all persons need to move away from buildings, trees, streetlights, power lines, and anything else that may potentially cause harm.

Fire drills will be practiced monthly, students will file out of the room with their teacher and meet at designated areas outside of the building. 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 excuse them from school, with the school 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 and must be supervised by a parent or guardian.

- Students should keep to the sidewalks and not disturb adjacent landscaping.

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 school attendance a priority and have their student at school on time every day.

Absences	● 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 (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. ● 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. ● 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.
Excused/ Unexcused Absences	● For the safety of your students, notify the school by emailing school attendance 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)
Skipping	● Any absences from school or a class that is not excused by the parents/guardians, will be considered skipping. ● 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.

Tardies - All Others	● Any student not in the class will be tardy. Locked out students must report to the office to obtain a pass to enter class.

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)	● Vacations (-) ● Sick or Injuries (-); COVID related, quarantine or illness (+) ● Parents unable to drop students off (-) ● Appointments (doctors, dentist, etc) (-) ● Late to class by more than 10 minutes (-) ● Students are allowed to make up and submit work they have missed.
Absent Unexcused (AU)	● Student not present in class when attendance is taken (-) ● Parents have not called or emailed to inform us the child's whereabouts (-) ● Students skip classes, don't check into the office and directly go to class. ● Student is in school serving a full day of suspension. (-) ● The student is suspended and not present at school (-) ● Students leaving class to support a sports team that is not school sponsored (-)
School (SCH)	● Any trip that is outside the classroom (+) ● 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. ● 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)	● Student needs to use the restroom during class time (-) (does count against them after five passes per semester) ● Student was getting an item from locker during class time (-) (does count against them after five passes per semester) ● Student was late in between classes (-) (does count against them after five passes per semester)
No School (NS)	● Weather related days (+)
Family (FAM)	● Funerals (+) ● Weddings (+) ● Family emergencies (+)
Present (P)	● In classroom (+)
Tardy (T)	● We apply this code to elementary students when they come late to school and add the time (-)

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.

Academics

Grading Scale

Mannahouse Christian Academy uses a traditional letter-grade system: A, B, C, D, and F, based on clear percentage ranges (90–100% = A, 80–89% = B, 70–79% = C, 60–69% = D, and below 60% = F). This scale is used across all grade levels at MCA to ensure consistency, clarity, and continuity as students progress through the school. For our middle school students, this model provides several important benefits: it offers families a straightforward understanding of academic progress, helps students begin developing accountability and goal-setting skills early on, and creates a seamless transition into the expectations of high school and beyond. By using a familiar and objective grading structure, we are able to communicate achievement clearly while also supporting each child's growth, confidence, and readiness for future academic challenges.

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 all teacher required assignments missed because of absences (excused or unexcused 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 3 terms per 18 week semester.
- Final grades in each semester, represent the cumulative sum of all graded assignments during the semester.

Conferences

Parent-teacher conferences will be held shortly after the first progress reports are distributed. This usually occurs in 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.

Late Assignments

- School work should be turned in as soon as possible and no later than the number of days absent. Students must take responsibility to complete all teacher required assignments missed because of absences (excused or unexcused absences).
- 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%.

Plagiarism & A.I.

- 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 (Internet, e-mail discussion list servers, AI assistance, 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.
- The use of AI is permitted to support the learning process under teacher supervision

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.

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.
- Upon receipt of lost or damaged books 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.

School Property Care/Charges

- Each textbook is reviewed by staff at the time of issue and return. All charges for any damages will be noted to the office administration after the book has been turned in at the end of the school year.
- 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.

Scripture Memorization

- Monthly 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 Bible teacher.

- A Scripture memory award is available to every student who recites all their Scriptures by end of the year.
- The monthly Scripture memorization will be incorporated into the grade of the Middle School Bible class..
- All Scriptures must be completed by the last school day of each month to receive full credit. Any make-up Scriptures must be completed by the end of April.

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	● Will be awarded to each student to honor a particular strength of godly character observed in that student during the school year.
Scripture Memory	● A scripture memory award is available to every student who recites every weekly scripture for the year. ● All scriptures must be completed by the end of April. ● 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.
Perfect Attendance	● 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.
Special Recognition	● Is awarded to 6-8th 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.
Scholastic Achievement	● Is awarded to 6-8th grade students and recognizes a student who is taking advanced courses and is among those with the highest grade percentage. ● Scripture memory award is required.

Christian Character	● Is awarded to 6-8th grade students for leadership, Christian character qualities, and a growing relationship with the Lord. ● Scripture memory award is required.
Teacher's	● Is awarded to 6-8th grade students and given for overall leadership in attitudes, Christian character, academic achievement, and involvement in school activities. ● Scripture memory award is required.
Principal's	At the end of the first semester, students who meet the following requirements will be recognized and presented with a "Principal's Award": ● 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 80% or above grade in every class Automatic disqualifications include: ● Suspensions ● Plagiarism or cheating offense ● Violations of the honor code commitment such as smoking, drug usage, immorality ● Any other major violations as determined by the staff

Platinum Party

Once a year, commonly held after the third term, a special activity will be planned for all students. This party is to help celebrate the achievements students have accomplished over the first semester.

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 guest 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.

Technology

All technologies provided by or used at 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 will result in disciplinary consequences.

General guidelines are as follows:

- MCA wireless network is intended to be used only while using technologies (desktop, laptop, phone, tablet, etc.) at 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 will result in disciplinary action.
- MCA makes 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.

Cell Phones	• Student cell phone use is not allowed during the school day. MCA holds an "Away all Day" cell phone policy for K-12 students. This includes smart watches or other similar devices. • If you need to contact your student, please call the office and we will deliver the messages for you.

Cyber-bullying	● Cyber-bullying will not be tolerated. Harassing, dissing, denigrating, impersonating, pranking, excluding, and cyber-stalking are all examples of cyber-bullying. Additionally, sending emails 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.
E-mail	● MCA will provide students and staff with an email 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. Email usage may be monitored and archived. ● All Internet activity with use of a given school email is subject to inspection by the school. ● Students do not have privacy rights with the use of school property, this includes devices, email accounts, and electronic storage provided to MCA students.
Parent/Guardian Responsibilities	● 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.
Personal Safety	● 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.

Passcodes & Passwords	● 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 figures.
Printing	● Printing classwork is the students' responsibility; school printing is not available.
Recording	● 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.
Responsibility with Devices	● 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.
Security	● 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.
Sound/Music	● 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 class time hours without permission from a staff member.

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.

Physical Education

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

Sports

See Middle School Athletic Handbook for more information or mannahouseacademy.com/athletics

Restrooms

- Students are expected to use the restrooms between classes unless an emergency pass is used.
- Students are expected to use the middle school restrooms only..

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.
- PDA (Public Displays of Affection) of any kind is not permitted.

Lockers

Hallway lockers may be assigned to each student.

- A student may also choose not to have a locker assigned to them. If they decide later in the year to request a locker, one will be assigned to them based on availability.
- Lockers are not required to have locks on them. Students are not to trade or use another locker without permission.
- Anything posted inside or outside of the locker should reflect a Christian lifestyle and not violate Mannahouse Christian Academy's honor policy.
- No stickers should be put on the inside or outside of the locker.
- Anything that cannot be easily removed or any damage to the locker caused by the student may be charged for the repair of the locker.
- Periodic locker checks may be made without notice by the principal or designee, and any negative or questionable material may be removed.
- Students who trade lockers without permission will be disciplined and required to return to their original locker.
- Students will be responsible for the lock and must return the lock at the end of the year or will be charged a $15 replacement fee.
- Personal locks may not be used on school lockers and will be required to be removed or the lock may be cut off to remove.
- MCA is not responsible for lost or stolen contents of student lockers. It is the responsibility of the student to manage their belongings in a responsible manner.

Visitors

Parents/Guardians 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 instructional 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 before or after school hours.

Special Events/Assemblies

For all school and/or church related assemblies, 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.
- 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 or the assembly appropriate attire.
- Respect all property and belongings.
- Mannahouse Christian Academy and church has a no-gum policy in the church, schools, and on the grounds

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, Jesus Christ.

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!

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 (this includes appropriate language) will result in being removed from riding the vehicle and/or suspension of transportation privileges.

Vancouver Off-limit areas:

- 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.
- MCA requests that parents and students also respect shrubbery, hedges, or any flowerbeds, rocks, and cones.
- Pets are not allowed on campus without permission.