

# MRCA SCHOOL LIFE INFORMATION

## 2010-2011

**STUDENT ORIENTATIONS AND BACK-TO-SCHOOL NIGHTS** - The primary purpose of our student orientations and Back-to-School nights is to allow parents a chance to meet their child's teacher(s), visit the classroom(s), and for teachers to communicate pertinent information to the parents.

**K3 – T1** Classroom teachers will contact parents and set up an orientation time for parents and students prior to their first day of school.

**Early Education Back to School Night** is scheduled for **Tuesday, August 24<sup>th</sup>** for all K3 through T1 parents. The program will begin at 7:00 p.m. in the MRPC Sanctuary.

**1<sup>st</sup> – 4<sup>th</sup>** Orientation for **all 1<sup>st</sup> grade** students and parents as well as **all new 2<sup>nd</sup> – 4<sup>th</sup> grade** students and parents is scheduled for **Monday, August 16<sup>th</sup> from 11:00a.m. – 12Noon.** Parents and students will be directed to their classrooms.

**Elementary Back to School Night** is scheduled for **Tuesday, August 24<sup>th</sup>** for all 1<sup>st</sup> through 4<sup>th</sup> grade parents. The program will begin at 7:00 p.m. in the MRPC Sanctuary.

**5<sup>th</sup> – 8<sup>th</sup>** **Middle School Orientation/Back-to-School Night** is scheduled for **Monday, August 16<sup>th</sup>** for all 5<sup>th</sup> through 8<sup>th</sup> grade parents. The program will begin **at 7:00 p.m.** in the MRCA gym.

**CLASS LISTS and MIDDLE SCHOOL SCHEDULES** – On **Monday, August 9<sup>th</sup>**, class lists and middle school schedules will be available in the MRCA Reception Foyer.

### **FIRST DAY OF SCHOOL**

**MONDAY, AUGUST 16<sup>th</sup> – 8:15 A.M. - 12NOON**

**Middle School (5<sup>th</sup> through 8<sup>th</sup> grades ONLY)**

a. Middle School students should be in their homebase classroom by **8:15 a.m.** The homebase lists will be posted in the Middle School building. **This is their first day of classes; it is not an optional day.**

**TUESDAY, AUGUST 17<sup>th</sup> – 8:15 A.M. - 12NOON**

**Elementary School (1st through 4<sup>th</sup> grades ONLY)**

a. Elementary school students should be in their classroom by **8:15 a.m.** **This is their first day of classes; it is not an optional day.**

**WEDNESDAY, AUGUST 18<sup>th</sup> – 8:15 A.M. - 3:00 P.M.**

**First Full Day of School for T1 through 8<sup>th</sup>**

This is the first day of school for T1 and **is not an optional day.**

1 <sup>st</sup> – 8 <sup>th</sup> grades	8:15 a.m. – 3:00 p.m.
T1	8:15 a.m. – 12:15 p.m.

**THURSDAY, AUGUST 19<sup>th</sup> – 9:15 A.M. - 3:00 P.M.**

**ALL students K3(3-day) through 8<sup>th</sup> grade attend school.** This is the first day of school for **K3(3-day)** – **K5** students and **is not an optional day.**

1 <sup>st</sup> – 8 <sup>th</sup> grades	9:15 a.m. – 3:00 p.m.
<b>K3(3-day) - T1</b>	9:15 a.m. – 12:15 p.m.

**TUESDAY, AUGUST 24<sup>th</sup> - First Full Day of School for K3(2-day). 8:15 a.m. - 12:15 p.m.**

# SCHOOL LIFE

## SCHOOL HOURS

### MONDAY – WEDNESDAY, FRIDAY

K3, K4, K5, T1            **8:15 a.m. to 12:15 \*\***  
1<sup>st</sup> grade – 8<sup>th</sup> grade    **8:15 a.m. to 3:00 p.m. \*\***

### THURSDAY

K3, K4, K5, T1            **9:15 a.m. to 12:15 \*\***  
1<sup>st</sup> grade – 8<sup>th</sup> grade    **9:15 a.m. to 3:00 p.m. \*\***

Monday through Wednesday and Friday, students should arrive by 8:05 a.m. in order to be ready for 8:15 classes. Students who enter class after 8:15 a.m. will be tardy and will be sent to the designated school office for a tardy pass. K5 through fourth grade should report to the Academy reception area. Fifth through eighth grade should report to the middle school office.

On Thursday, students should arrive by 9:05 a.m. in order to be ready for 9:15 classes. Students who enter class after 9:15 a.m. will be tardy and will be sent to the designated school office for a tardy pass. K5 through 4<sup>th</sup> grade should report to the Academy reception area. Fifth through eighth grade should report to the Middle School office.

**\*\* Students 1<sup>st</sup> through 8<sup>th</sup> grades must be at school a MINIMUM OF 3.75 HOURS each day in order to be counted “present” for the school day. Students K3 through T1 MUST BE AT SCHOOL A MINIMUM OF 2 HOURS each day in order to be counted “present” for the school day. All students (K3 through T1) must arrive at school by 10:00 a.m. in order to be counted “present” for the school day. All 1<sup>st</sup> through 8<sup>th</sup> grade students must arrive at school by 11:15 in order to be counted “present” for the school day.**

## MORNING ARRIVAL/EARLY STAY

Monday through Wednesday and Friday, all students arriving between 7:30 a.m. and 7:45 a.m. are to be dropped off at the lunchroom, where a supervisor will be on duty for no additional charge. Elementary students arriving between 7:45 and 8:05 are to be dropped off at the lunchroom. Middle school students arriving between 7:45 a.m. and 8:05 a.m. should be dropped off at the middle school building and report immediately to the designated early stay location. All students arriving between 8:05 a.m. and 8:15 a.m. should proceed directly to their classroom. All students arriving after 8:15 a.m. should go directly to the middle school office or the academy receptionist area to pick up their tardy pass and then proceed to their classrooms. **Students should not arrive before 7:30 a.m.**

On Thursday, all K3 through 4<sup>th</sup> grade students arriving between 7:30 a.m. and 9:05 a.m. are to be dropped off at the lunchroom, where a supervisor will be on duty for no additional charge. Middle school students arriving between 7:30 a.m. and 8:45 a.m. should be dropped off at the lunchroom. Middle School students arriving between 8:45 a.m. and 9:05 a.m. should go directly to the CASA room. All students arriving between 9:05 a.m. and 9:15 a.m. should proceed directly to their classroom. All students arriving after 9:15 a.m. should go directly to the middle school office or the academy receptionist area to pick up their tardy pass and then proceed to their classrooms. **Students should not arrive before 7:30 a.m.**

## AFTERNOON DISMISSAL

- a. Parents are to inform the school, prior to dismissal, of any special changes in the normal pick-up routine (i.e., child going home with another parent, grandparent, etc.). This will help to promote the safety of your children.
- b. In an effort to provide a safer environment, K3-T1 students not picked up by 12:30 will return to the building and be supervised at the Academy reception area. A late fee will be charged (\$1.00 per student for every five minutes a parent is late) for the time the child remains after school is dismissed. The late fee will be charged beginning at 3:20 for students 1<sup>st</sup> grade through 8<sup>th</sup> grade. Parents must come to the Academy reception desk to sign their Elementary child(ren) out or go to the Middle School office to sign their Middle School child(ren) out.
- c. **PLEASE NOTE: NO EARLY DISMISSALS AFTER 2:30 P.M.**

**TRAFFIC PATTERN FOR DROP-OFF AND DISMISSAL** - Please refer to the information sheet on our website explaining the MRCA Traffic Plan. **There are diagrams on our website explaining the traffic flow patterns. PLEASE READ THIS INFORMATION AND REVIEW THE MAPS CAREFULLY FOR PROCEDURES REGARDING DROP-OFF.**

**MRCA STUDENT DIRECTORIES** – Breakaway Honda will sponsor the printing of our 2010-2011 Student Directory this year. Families will receive their Student Directory in September.

**MRCA SCHOOL HANDBOOKS** – The 2010-2011 School Handbook will be available on our website ([www.mitchellroadchristian.org](http://www.mitchellroadchristian.org)) in September.

**AUTOMATED DRAFT OPTION** – We are once again offering the **Auto Draft Payment option** for your **monthly tuition payments**. **New this year, however, is the option of additionally having your lunch, CASA, and Middle School retreat payments drafted** from your account. The Auto Draft Payment form, attached to your invoice in your summer packet of information, explains these additional options. The form may also be found on our website – [www.mitchellroadchristian.org](http://www.mitchellroadchristian.org) under the ‘Parent Info,’ ‘Summer Packet Information’ link. The Auto Draft option is easy to set up and can simplify all your monthly payments. **All automated payments will be drafted on the 15<sup>th</sup> of each month**. We encourage you to utilize this easy payment option.

**New this year as well, all tuition payments will be considered late on the 15<sup>th</sup> rather than the 10<sup>th</sup> of each month.** Should you have any questions, please call the Business Office at 268-2210, x314.

**CASA PROGRAM** – To be assured of the days and hours you desire in our CASA program, please contact Vera Huston at 268-2210 as soon as possible.

### **CHAPEL**

- a. Chapel programs are presented every **THURSDAY** morning for T1 through 8<sup>th</sup> grade students. Middle school students will meet in the CASA Room, T1 and elementary students will meet in the MRPC Sanctuary. The chapel program for K3 – K5 students will be held every **WEDNESDAY** morning in the CASA Room.

**EXCUSED/UNEXCUSED ABSENCES** – Students will be allowed **twelve (12)** absences per year. Should a student exceed the **12 absences allowed**, a doctor’s note must be brought to the office within two days after the child returns to school in order for the absence to be considered excused. **Refer to the Student Handbook regarding the Saturday School policy for more than 12 absences per year.**

**TARDY POLICY** - Students will be allowed **20 tardies per year**. It does not matter whether these 20 tardies are excused or unexcused. **The 21<sup>st</sup> tardy and all subsequent tardies after that will result in a \$5.00 charge per tardy per child.**

### **LUNCH**

- a. Students may bring food from home to be heated in our warming unit, or they may place an order for food. Our lunchroom offers a variety of items from local vendors. Drinks and other snack items are available on a daily basis.
- b. Each classroom has a lunchroom “box” in which items to be heated are placed. Orders for items to be bought are placed with the teacher. The order slip and food items are sent to the lunchroom by 8:45 a.m. Corndogs are available in the event a student should forget his lunch at home or fail to order in the morning.
- c. All food sent from home should be labeled with the student’s name. When sending food from home, please send any needed cup, plate, silverware, etc.
- d. The lunchroom is on a pre-pay or pay daily basis only. Parents may send money to the lunchroom to be kept on account. The lunchroom supervisor will inform the student when the account is running low. Lunches may also be paid for by the day. **Charging is not permitted.**

**LUNCHROOM VOLUNTEERS** – Parent volunteers are needed to assist with our lunchroom program. The hours involved would be from 10:45 a.m. – 1:20 p.m. If you would like to be involved in any way, please call our Lunchroom Director, Shawn Cipriano, 268-2210, x311.

**POLICY REGARDING COMMUNICATION WITH TEACHERS** – Unless the specified teacher indicates otherwise, all parent/teacher conferences and communication (formal and informal) should be scheduled through Gail Simmons in the main school office.

**PARENTS AND ALL OTHER VISITORS** – Occasionally, it may be necessary to visit the school. **Parents and all other visitors MUST** sign in at either the Academy reception desk or in the Middle School office. When signing in, everyone must put on a **VISITOR’S NAMETAG** which should be visible to all school personnel. Anyone without a **VISITOR’S NAMETAG** will be immediately redirected to the office. Everyone is required to sign out at the Academy reception desk or the Middle School office when leaving the campus.

**MRCA SCHOOL WARDROBE** - The dress at Mitchell Road Christian Academy is based on both biblical standards and the need for children to learn to dress modestly and tastefully as well as for added security. For specific wardrobe issues, go to our website, [www.mitchellroadchristian.org](http://www.mitchellroadchristian.org), click on the “Parent” link, then the “2010 Summer Packet Information” link, and then on the “Dress Code Brochure” link.

**DRESS FOR PHYSICAL EDUCATION** - T1 through 4<sup>th</sup> grade students may wear navy umbro shorts, navy sweat pants, or navy wind pants on P.E. days only with an approved wardrobe shirt.

Middle school students (5<sup>th</sup> through 8<sup>th</sup> grades) are required to purchase a P.E. uniform through Mitchell Road Christian Academy. The shirts and shorts have been pre-purchased and will be on hand by the first week of school. Students should bring a check made payable to MRCA for the amount of each item they need: Shirts - \$10.00; Shorts - \$10.00.

**IMMUNIZATION RECORD** – MRCA requires that **ALL** students, K3-8<sup>th</sup> grade, have a current State Immunization record (required by South Carolina DHEC) on file in the school office. An up-to-date form must be on file with the school office by **Friday, August 13<sup>th</sup>**.

**POLICY REGARDING MEDICATIONS TAKEN AT SCHOOL** – Children who must receive medication during the school day are to bring medication in a **PRESCRIPTION BOTTLE WITH THE CHILD’S NAME AND DOSAGE CLEARLY WRITTEN ON THE BOTTLE**. Students are not to have any medications with them, in their classroom/book bag, or in their lockers at any time during the school day.

**SUBSTITUTE TEACHER LIST** – Substitutes are needed from time to time for our teachers. If you would like to be on the MRCA Substitute Teacher list, please complete the short application form found on our website – [www.mitchellroadchristian.org](http://www.mitchellroadchristian.org). under the ‘Employment’ link and return to the main school office.

**ATHLETICS** - All 6<sup>th</sup> through 8<sup>th</sup> grade students interested in trying out for and/or participating in any of the MRCA sports - basketball, cross-country, golf, soccer, volleyball - must complete and turn in all appropriate participation forms prior to the try-out date of each sport. The forms may be found on the MRCA website – [www.mitchellroadchristian.org](http://www.mitchellroadchristian.org) – under the ‘Athletics’ link. Please note that a student’s sports physical form must be dated June 1<sup>st</sup> or later to try-out and/or participate in MRCA sports during the upcoming school year.

## **MIDDLE SCHOOL RETREATS**

**7<sup>th</sup> & 8<sup>th</sup> grade Middle School students** will participate in a three day retreat, **September 15<sup>th</sup> through 17<sup>th</sup>**, at BonClarcken in North Carolina. Lots of fun and unique activities are planned! The purpose of the retreat is three-fold: (1) to acquaint/introduce new students and faculty to each other in a more informal setting, (2) to provide opportunity for “retreat” and spiritual challenge, and (3) to promote MRCA unity and cooperation. The cost of the trip will be **\$155.00** and is due two weeks prior to the departure date. Transportation will be provided by both charter and school buses. Please begin praying now for this retreat.

**5<sup>th</sup> & 6<sup>th</sup> grade Middle School students** will participate in a two day retreat, **September 30<sup>th</sup> and October 1<sup>st</sup>**, at Lookup Lodge in South Carolina. As with the 7<sup>th</sup>/8<sup>th</sup> grade retreat, lots of fun and unique activities are planned for the 5<sup>th</sup>/6<sup>th</sup> grade Middle School retreat! The purpose of the retreat is three-fold: (1) to acquaint/introduce new students and faculty to the present student body and staff in a more informal setting, (2) to provide opportunity for “retreat” and spiritual challenge, and (3) to promote MRCA unity and cooperation. The cost of the trip will be **\$90.00** and is due two weeks prior to the departure date. Transportation will be provided by both charter and school buses. Please begin praying now for this retreat.