

**MRCA
MITCHELL ROAD
CHRISTIAN ACADEMY**

**2009/2010
STUDENT HANDBOOK**

“ . . . but those who hope in the Lord will renew their strength. They will soar on wings like eagles, they will run and not grow weary, they will walk and not faint.”

Isaiah 40:31

September, 2009

Dear Parents:

Mitchell Road Christian Academy is blessed with a rich heritage, caring and qualified faculty, a committed Board, and excellent facilities. MRCA is prepared to take the next step to provide a biblically based education that is academically excellent. Our curriculum is designed to challenge the whole child physically, spiritually, socially, emotionally, and academically. Each day of this year is dedicated to the glory of God.

This handbook is prepared to give you basic information concerning our school program. It is provided so that we can all live in harmony and with a united purpose.

The purpose and ministry of MRCA is to unite with the home and church in teaching young people to think and behave in a Christ-like manner. We serve families that have the same goals for their children as that of Mitchell Road Christian Academy. Parental involvement is important to sound Christian education. We appreciate the investment you are making in your child's education.

As always, we stand ready to assist you as we share in the task of "training up your child in the way he/she should go."

Yours in Christ,

Robert C. Schmidt
Headmaster

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MRCA PURPOSE

The purpose of Mitchell Road Christian Academy is to provide an excellent education and to train children from Christian families in preparation for a life of fellowship with God and obedience to His Word, thereby resulting in service to man and loyalty to his country.

Mitchell Road Christian Academy endeavors to complement the home and the church in promoting the student's spiritual growth, academic training, physical growth, and social development. This is accomplished by teaching that all truth is God's truth in each subject area studied and that Jesus Christ is the center of all learning and living.

MRCA MISSION

The Mission of Mitchell Road Christian Academy is to provide a Biblically based education to the children of Christian families through the pursuit of academic excellence and the establishment of a Christian world view.

MRCA CORE VALUES

Excellence in all we do

Absolute Truth

Grace and Gratitude

Love and Logic

Encouragement

Servanthood

HISTORY OF MITCHELL ROAD CHRISTIAN ACADEMY

Soon after the establishment of Mitchell Road Presbyterian Church, the founding pastor, with the support of the church body, put into operation the realization of a long-awaited dream - the creation of a Christian day school. Mitchell Road Christian Academy began in the fall of 1973 with one K-5 class of eleven pupils. In 1974, the school added a K-4, a second K-5, first, second, and third grades, with a total enrollment of 81 students. The Academy has continued to grow, and now a K-3 through eighth grade program is offered to our church families and the Christian community.

SECTION I - GENERAL INFORMATION

A. School Board

Mitchell Road Christian Academy is a ministry of Mitchell Road Presbyterian Church. MRCA is operated directly under the School Board, which in turn operates directly under the Session of the church.

The School Board is comprised of a maximum of twelve members. Board members are members of Mitchell Road Presbyterian Church and must be approved by the Church Session. Board members for the 2009-2010 school year are as follows:

Steve Cloy - Chairman	Grover Todd
Will Bragdon	Heleen Van Slooten
Tony Moncini	Ryan Stewart
Ken Newman	Jeff Swiger – MRPC Session Representative

B. Faculty/Staff/Administration

The 2009-2010 school year faculty and staff are as follows:

Administrative Staff

Robert C. Schmidt	Headmaster
Gail Simmons	Director of Admissions, Assistant to the Headmaster
Tony Lesley	Middle School Principal
Beth Kinzer	Elementary/Early Education Director
Michael O’Leath	Athletic Director
Cathy Ashmore	Academy Business Manager/Development
Sandy Merritt	Administrative Assistant
Julie Spurrier	Academy Receptionist
Charlene Clement	Middle School Secretary

Early Education

Brenda Ellington	Three-Year Kindergarten (2/3-Day)
Jenna Jennings	K3 Aide (3-Day)
Denise Lesiak	Four-Year Kindergarten (5-Day)
Christy Stevenson	K4 Aide (5-Day)
Pam Keown	Four-Year Kindergarten (3-Day)
Cary Hargrove	K4 Aide (3-Day)
Susan Fry	Five-Year Kindergarten
Rachel McClure	K5 Aide
Wendy Jackson	Five-Year Kindergarten
Lisa Smith	K5 Aide

Faculty, cont.

Elementary

Kitty Williams	Transitional First Grade
Deb Carter	Transitional First Grade Aide
Donna Casey	First Grade
Debbie Teague	First Grade
Kay Lumpkin	Second Grade
Caroline Almand	Second Grade
Caroline Keck	Third Grade
Kathryn Williams	Third Grade
Susan Babb	Fourth Grade
Denise Brinson	Fourth Grade

Middle School

Laurie Thomas	Fifth/Sixth Grade Social Studies/Bible
Sandy Waugh	Fifth/Sixth Grade Language Arts/Writing Enrichment
Lisa Hall	Fifth/Sixth Grade Math/Bible
Keri Lindamood	Fifth/Sixth Grade Science/ Bible
Teresa Swiger	7th/8th Science
Meredith Golla	7th/8th Grade Social Studies/5 th grade Bible
Caroline Pennell	7th/8th Language Arts/Creative Writing
Neels Myburgh	7th/8th Mathematics/Math Lab
Aaron Thomas	7th/8th Grade Bible/Middle School Curriculum Coordinator

Related Arts Faculty

Allison Germano	Physical Education
Laura Carter	Music/Chorus
Kristin Rollins	Computer/Technology Support
Ruth Thomas	Art
Elizabeth Wilson	Spanish
Frances Carnell	Librarian

Support Staff

Vera Huston	CASA Director
Alyx Clements	CASA Assistant
Sharon Fox	CASA Assistant
Emilie Land	CASA Assistant
Jeanette Stanley	CASA Assistant
Shawn Cipriano	Lunchroom Supervisor
Ron Hardgrave	Facilities Manager
John Jones	Facilities Assistant

Support Services

Ruth Whitley	Speech Therapist
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C. Facilities-Physical Plant

Mitchell Road Christian Academy is located in the education buildings of Mitchell Road Presbyterian Church. A playground, library, art room with kiln, gymnasium, computer lab, and soccer fields are provided. Three separate buildings house the fifth through eighth grade students.

D. Accreditation

Mitchell Road Christian Academy is accredited by the following accrediting organizations: ACSI, Association of Christian Schools International; SACCS, the Southern Association of Colleges; and CITA, the Commission on International and Trans-Regional Accreditation.

E. Home-School Relationship

Mitchell Road Christian Academy partners with parents in Christian education. The MRCA website, Alert Now, ACCENTS, Info-Direct, report cards, parent-teacher conferences, and parent-teacher meetings serve as effective means of communication. A spirit of friendliness and cooperation among parents and teachers helps provide a better learning and growing environment for all students.

F. Parental Concerns Procedure

In the event that any parent or group of parents shall feel concerned regarding any policy of the Mitchell Road Christian Academy School Board, or other actions of its agents or employees, said parent or parents shall be entitled to use the following method of obtaining redress.

The parent or parents shall file a written request with the Headmaster of the Academy setting forth in detail the action or policy which is the basis of the grievance. The Headmaster may initiate a hearing or discussion on the basis of this written request.

If the grievance is not settled after being filed with the Headmaster, the concerned party or parties may at any time subsequent to fourteen days after filing with the Headmaster, file a written notice or copy of said concern with the chairman of the School Board requesting that the Board review the same. The School Board or a committee appointed by it shall determine within thirty days whether a formal hearing shall be held.

While a concern is pending, the policy or action being appealed shall be enforced unless modified by order of the School Board or MRPC Session.

G. Matthew 18 Principle

In the event a problem arises, principles from Matthew 18:15-18 should be followed to involve only those necessary to resolve the problem.

H. Home-Church Relationship

Believing that our purpose at MRCA is to assist the home and the church in the task of training young people, we feel that it is of utmost importance for all of our students, with their families, to be in regular attendance at their church. We do not feel that we are working in harmony with the home if the family is not active in church (Heb. 10:25).

I. Evangelism of Students

It shall be the policy for each teacher to give a clear presentation of the Gospel to each student during the course of the year and for each teacher to know where each child in their class stands in regard to his/her relationship to Christ. It is the desire of the Academy that every student have a personal relationship with Christ and that the Gospel be made a natural part of the process.

J. Fundraisers

The MRCA School Board has adopted a fundraising model that employs a comprehensive development approach. By combining and coordinating our efforts, the School Board believes that we will be more efficient and effective in our fundraising and be able to support and fund more programs and projects that ultimately benefit the children and the ministry of MRCA. During the academic year there is one school-wide fundraising activity – the annual SERVE-A-Thon. Fundraisers/Promotions such as Box Tops for Education and the Publics and BILO grocery store programs contribute to the general fund. As well, the eighth grade class conducts two fundraisers to raise funds for their end-of-the-year trip.

K. Mitchell Road Christian Academy “ACCENTS”

Mitchell Road Christian Academy’s “ACCENTS” is a weekly newsletter featuring current and future events of the Academy, as well as news of Academy students.

L. Web-Site

Pertinent school information (i.e., school calendar, lunch calendar, “Accents”, intrascholastic athletic schedules and directions, Admissions information) can be accessed on the school’s web-site at www.mitchellroadchristian.org

Info Direct, an online information service, is available for parents and students. Via email each year, ALL parents will receive a user name and new password for accessing Info Direct.

M. Alert Now

Alert Now is Mitchell Road Christian Academy’s emergency information system. The Alert Now system is utilized in the event information needs to be quickly disseminated to our parents, i.e. inclement weather issues, school schedule changes, emergency situations, etc. Non-emergency information and information regarding inclement weather will be sent via the Mother’s cell phone number. Emergency information will be sent to the family home phone number, to both parent’s cell phones, and to the email addresses on file in the main school office.

SECTION II ADMISSIONS POLICIES AND FINANCIAL INFORMATION

A. Application Procedure

1. The following application materials must be completed and on file in the Admission Director’s office prior to the scheduling of an interview:
 - a. Non-refundable application fee
 - b. Student Application
 - c. Copy of child’s previous report cards
 - d. Copy of child’s standardized test scores
 - e. Copy of any other special testing the child has ever had for any reason
 - f. Parent’s Page with a parent signature
 - g. Computer Use Contract
 - h. Photo Consent Form
 - i. Pastor’s Reference Letter (if not a Mitchell Road Presbyterian Church member) needs to be given to the family’s pastor for him to fill out and mail back to MRCA
 - j. South Carolina Certificate of Immunization
 - k. Medical Report which must be completed and signed by BOTH the parent AND the physician before the student enters school. If an appointment cannot be secured before the interview, the date of the doctor’s appointment should be indicated at the top of the application
 - l. Copy of birth certificate for K3, K4, K5, and T1 students
 - m. Letter of reference given or mailed to current teacher or principal
2. An entrance evaluation will be given to students in four-year kindergarten through eighth grade applying for admission. Grade placement on the application is determined by the Headmaster with the approval of the Admissions Committee.
3. All applying families must be interviewed by the Admissions Director and/or a member of the administrative staff.
4. After the interview and the entrance evaluation, the Admissions Committee will review the application.

5. The non-refundable registration fee will be collected at the interview. The student's name will be added to the list when the registration fee is paid. The registration fee will be refunded only if the application is denied by the Admissions Committee.
6. Re-registration for the next school year begins mid-January. Registration for new students begins February 1st.
7. Registration fees are non-refundable, unless it is determined by the school administration that MRCA is unable to meet the educational needs of the student.

B. Standards for Admission

1. Based upon our purpose, Mitchell Road Christian Academy's admission standards are designed to identify students who:
 - a. Demonstrate average or above average aptitude and/or achievement (stanines of 5 or higher on standardized testing)
 - b. Are socially and emotionally well-adjusted
 - c. Are amenable to correction and instruction
 - d. Want to attend Mitchell Road Christian Academy
 - e. Are motivated to learn
 - f. Have parents who are supportive of the Philosophy, Purpose, Statement of Faith, and Enrollment Agreements
 - g. Have parents who will meet their financial obligation
 - h. Meet minimum age requirements
 - (1) To enroll in the K3 program, a child must be potty-trained and be 3 before September 1st
 - (2) To enroll in the K4 program, a child must be 4 before September 1st
 - (3) To enroll in the K5 program, a child must be 5 before September 1st
 - (4) To enroll in the first grade program, a child must be 6 before September 1st
 - i. Students may be recommended for retention at a certain grade level provided such placement will not put a student more than one grade level behind their normal grade placement according to chronological age.
2. In addition, at least one parent must be a Christian and must be in agreement with the following statement:

"I believe that Jesus Christ is the only Savior given to man from God, and that Jesus is, Himself, God. I have personally received Jesus as my Savior and Lord and am committed to raising my children according to the inspired Word of God, the Bible."
3. At least one parent in the family should be a member or regular attendee and in good standing with a local church.
4. If classes are full, students are placed in a waiting pool. The waiting pool process and policies will be explained to parents during the admissions interview.

C. Admissions Process for Special Needs Students

Students who are identified with ADD, ADHD, LD, or other special needs shall be evaluated as follows:

1. Student records as well as psychological and educational testing will be evaluated by the Admissions Committee and a recommendation made by the Admissions Committee to the Admissions Director.
2. The number of special needs students currently being served within the grade for which application is being made will be considered.

D. Tuition

1. Tuition is paid on the first of the month over an eleven month period - JULY through MAY. Pre-payments may also be made annually or by semester. The July tuition payment secures your child's class placement for the coming school year and is **non-refundable** should you choose to withdraw.
2. Tuition payments may be mailed to the Academy, paid in the school office, or automatically drafted from your bank account. Tuition and CASA (Children's After School Activities) payments must be made separately. To assist in sending monthly payments to MRCA, a Tuition Tracker and Automatic Draft Form are included in the summer information packet sent to each family.

3. Students who enroll after September will pay tuition on a monthly basis. July tuition will be recouped. After the school year has started, a pro-rated scale will be used to determine the cost of the initial month of entrance; however, for the months of August and December, full payments will be due. No refunds will be made for the month in which a student withdraws from school. **Should a student withdraw from MRCA prior to the opening of school, July tuition payments will not be reimbursed.**
4. MRPC membership status will be reviewed on July 1 and January 1 of each school year. If a family has completed all requirements to obtain MRPC membership status by July 1 they will receive the church member discount tuition beginning with the July payment. Another review will take place on January 1. All families having attained membership status between July 2 and December 31 will receive the church member discount in tuition beginning in January.
5. For each additional child in the same family, a discount will be given each month. From the base monthly tuition, the second child's tuition will be discounted \$10.00; the third child and subsequent children tuition will be discounted \$20.00 per child.
6. Partial scholarships are available. Family Financial Needs Assessment (FFNA) applications, which are available in the Academy office, **should be submitted by May 1st**. MRCA uses FFNA to assess the family's financial needs for the school year.
7. A \$100 per new student one-time tuition reduction is available to current families that refer a new family that enrolls in the school. The referral form, which is attached to all applications, must be completed at the time of application.
8. There will be a \$25.00 charge for each returned check.
There will be a \$25.00 charge for stop payment checks.
9. Tuition payments include the cost of field trips, except for year-end parties and food costs.

E. Late Fee Policy

1. A \$15.00 late charge will be added for accounts not paid by the 10th of the month. The intent of the late fee policy is to ensure prompt payments; not to increase total revenues. **A student may not be allowed to return to Mitchell Road Christian Academy if the delinquent account is not cleared at the end of a thirty (30) day period.** Hardship cases may be addressed to the School Board by letter for an exception to this policy.
2. Any family that falls behind in tuition will be contacted by the Business Manager so that satisfactory arrangements can be made.
3. Info Direct access will be blocked and transcripts and report cards held by the Academy office for any account that is delinquent or for an incomplete application file.
4. All tuition accounts must be paid in full by May 15th or your child may not complete the school year. Hardship cases may be addressed to the School Board by letter for an exception to this policy. Letters must be submitted by the third Tuesday of April for consideration.

F. Delinquent Tuition Accounts

Tuition and CASA accounts must not be delinquent in order for a student to be re-registered for the following school year or to be registered for any soccer club team. **A student may not be allowed to return to Mitchell Road Christian Academy if the delinquent account is not cleared at the end of a thirty (30) day period.**

SECTION III - ACADEMIC INFORMATION

A. General

Mitchell Road Christian Academy attempts to maintain the highest scholastic standards combined with a qualified and dedicated faculty and staff. Specialized instruction is given in Art, Music, Physical Education, Spanish, Computer, and Library skills.

B. Summer Packet

The summer information packet is available on the school's website, www.mitchellroadchristian.org, by late June of each year. An abbreviated summer packet is mailed to each family by late June and includes a tuition statement, tuition tracker, and Auto-draft payment form.

C. Orientation/Back-to-School Night

Orientation and Back-to-School Night allows parents a chance to meet their child's teacher(s) and to visit their classrooms. The teachers have a chance to communicate important information to the parents, which assists in getting the school year off to a good start. Orientation and Back to School Night specifics are addressed in the Summer Information Packet and are available on the MRCA website.

D. Curriculum

MRCA provides a graded course of study for every grade. Provisions are made for periodic evaluation of courses of study and for revision in order to keep pace with educational change. Curriculum development reflects MRCA's statements of philosophy and purpose, and is based on reliable findings from the sciences dealing with child growth and development, and learning. The methods of instruction are ones which promote inductive learning through exploration and discovery, inquiry and interpretation, critical thinking, and creativity. The goal of the entire school effort is to achieve proper and adequate development of the students in terms of academic learning, spiritual growth, and healthy social and physical performance.

The curriculum and teaching methods used at Mitchell Road Christian Academy are designed to implement the Christian school philosophy and to coordinate the child's academic development with his or her total growth. Efforts are made to encourage his or her abilities, develop his or her study habits, and to make learning an enjoyable and fulfilling experience.

Each child has a daily period of Bible instruction. A Christian worldview is integrated and incorporated into everyday learning experiences.

MRCA uses a phonetic approach in teaching children to read. Reading readiness skills are taught beginning in four-year-old kindergarten with the formal Open Court curriculum being started in the five-year-old kindergarten classes. The D'Nealian handwriting style is used school-wide, first with the manuscript letters and later with the cursive.

A listing of the current curriculum is available in the Academy office as well as on the Academy web-site (www.mitchellroadchristian.org).

E. Curriculum and Textbooks

The philosophy of the school must be carried out in its education program. Textbooks and curriculum are important factors within this framework and must be carefully chosen and formulated. Without proper materials to use that complement the philosophy, the best of philosophies are of little value.

At Mitchell Road Christian Academy, textbooks are provided free of charge to students in the sense that no additional charge is made for them other than in the annual registration fees. An exception may be made for some courses. Students are responsible for their textbooks. Should damage or loss occur, students and/or their parents are responsible.

Textbooks shall be reviewed and evaluated on a regular basis and decisions shall be made at the time of review regarding replacement of textbooks in that subject area for various grades.

Christian textbooks shall be selected when they meet the goals and objectives needed for that subject and grade level. Secular texts may be selected if no sufficient Christian texts are available.

It is expected that teachers will not stray too far from the subject content of their curriculum. This does not mean that topics of varied interest cannot be discussed, but primary attention is to be paid to the scope and sequence as adopted by the Board.

F. Class Size

Because the pupil/teacher ratio is critical to the teaching/learning process, the maximum class sizes at Mitchell Road Christian Academy are as follows:

3-Year Kindergarten	12
4-Year Kindergarten	16
5-Year Kindergarten	18
Transitional First	12
First -Third Grade	21
Fourth - Eighth Grade	23

Mitchell Road Christian Academy has set a ceiling on classroom enrollment based on the grade level and other relevant factors to ensure a quality educational experience for every student. However, with Board approval, this ceiling may be adjusted.

G. Transitional First Grade Program

MRCA believes in the unique needs and makeup of each child. In an effort to provide the best opportunity for success for future educational endeavors, a transitional first grade program is offered. The criteria for MRCA's T1 and 1st grade programs will be discussed during parent/teacher conferences and at the Rising 1st Grade Parents Meeting.

H. Homework Policy

Homework is an integral part of the educational process at Mitchell Road Christian Academy. It is given to extend the learning experience within the classroom and for practice that will internalize and reinforce the concepts taught in class. It is an essential part of independent learning and the formulation of study skills.

Students in the 3rd through 8th grade are given assignment notebooks at the beginning of the year. It is advisable for students to form the habit of having an assignment notebook in which to list their work and due dates. It is the student's responsibility to see that homework is completed.

Parents can check homework assignments on Info Direct; as well, K3 through 4th grade parents receive a weekly newsletter with homework assignments included.

Limited homework assignments will be made on Wednesday nights, in order to promote attendance by the school families at mid-week church services.

Homework for 1st through 2nd grades should average no more than 30 minutes per night to complete. Homework for 3rd and 4th grades should average no more than 45 minutes per night. Homework time for 5th/6th grade middle school students should average no more than 60-90 minutes; homework for 7th/8th grade middle school students should average no more than 1 to 2 hours per night, varying with the day and class load.

Work on long-range homework assignments should not be counted as part of the average homework times.

I. Request for Assignments

If a child is absent and a parent would like to get the missed assignments, the parent should call either the main school receptionist or the middle school secretary **before 10:00 a.m.** to allow ample time for requested assignments to be gathered. Remember, homework assignments may be found on Info-Direct. The requested elementary work may be picked up at the main reception desk. Middle School assignments may be picked up from the Middle School office; if books are needed to complete the missed assignments, parents may pick them up between 3:15 and 3:30.

J. Grading Standards

The following chart lists the grading standard to be used in the school program for K5 - T1:

- E = Exceptional Progress
- S = Satisfactory Progress
- N = Needs Improvement

The following chart lists the grading standard to be used in the school program for grades 1 - 2:

- E = 96-100 Exceptional Progress
- S+ = 90-95 Above Average Progress
- S = 80-89 Satisfactory Progress
- N = 70-79 Needs to Improve
- U = below 70 Unsatisfactory Progress

The following chart lists the grading standards to be used in the school program for grades 3 - 8:

<u>Letter Grade</u>	<u>Percentage Range</u>
A+ =	99 - 100
A =	96 - 98
A- =	93 - 95
B+ =	91 - 92
B =	88 - 90
B- =	85 - 87
C+ =	83 - 84
C =	80 - 82
C- =	77 - 79
D =	70 - 76
F =	Below 70

K. Habits and Attitudes/Conduct Marks

Parents will also be informed of their child's habits, attitudes, and conduct. Middle School students will have an evaluation of conduct for each of the courses in which the student is enrolled. The following letter marks will be used in grades 1 - 8.

- E = Exceptional Progress
- S = Satisfactory Progress
- N = Needs to Improve
- U = Unsatisfactory Progress

L. Incomplete Grades

An "Incomplete" is given only when the teacher feels there are justifiable reasons for the work to be late. Such a grade changes to an "F" if the work is not completed within two weeks.

M. Stanford Achievement Tests

The Stanford Achievement Test 10 is given each spring. Students in grades 3, 5, and 7 are also given the Otis-Lennon School Ability Test. Parents will receive a copy of their child's test scores with their final report card.

N. Progress Reports

With Info-Direct, parents have the capability of monitoring their child's progress on a daily/weekly basis.

O. Report Cards

Report cards are issued approximately one week after the end of each nine-week grading period.

P. Honor Roll

Honor Roll recognition is given to students in 4th through 8th grade.

Fourth grade students are eligible for the "A" or the "A-B" honor roll for the **End of each Nine Weeks**, as well as for the **All Year** honor roll.

Fifth through eighth grade students are eligible for the "A" or the "A-B" honor roll for the **End of each Nine Weeks**, the **End of the Year**, as well as having "A's" or "A's and B's" for **All Year**.

The **End-of-the-Year** honor roll is earned by having all "A's" or "A's and B's" for the End-of-the-Year average in each subject.

To achieve the "A" honor roll, a student must make A's in each subject and must not have any Unsatisfactories (U) on his or her report card.

To achieve the "A-B" honor roll, a student must make all A's and B's in each subject and must not have any Unsatisfactories (U) on his or her report card.

Q. Duke University Talent Identification Program (TIP)

Seventh grade students who qualify to participate in the Duke TIP Program will be notified of their eligibility through the Middle School office.

R. Parent-Teacher Communication

Teachers are to communicate with parents of students in academic difficulty or who show a slower developmental level. Communication should be in the form of telephone calls, parent-teacher conferences, and/or through email. Students with a "D" or "F" grade and/or students who have dropped two letter grades since the previous report card are considered as having academic difficulty.

Although parent-teacher conferences may be held any time during the school year, a formally scheduled conference time is held during the year for kindergarten and first grade students. The dates of these conferences are noted on the school calendar.

Unless the specific teacher indicates otherwise, all parent/teacher conferences and communication (formal and informal) should be scheduled through the Middle School or Academy office according to specific grades. A written report will be made by the teacher on all parent/teacher communications. A copy will be placed in the student's file, and a copy will be kept by the teacher.

S. Tutoring Policy

All teachers are available to help students; however, parents of students who require tutoring should secure someone other than the child's classroom teacher. Any exceptions will be initiated by the Administration.

T. Promotion and Retention

The final responsibility for the promotion and retention of an individual student rests with the Headmaster. The decision to promote or retain will be based on the teacher's recommendation, grades, achievement test scores, mastery level in the basic skill areas, mastery of curriculum objectives, emotional stability, physical health, and mental ability. Specific standards are delineated in the Promotion and Retention Policy. Interested parents may request a copy of this policy from the Academy office.

Failing any subject for the year automatically places the student on academic probation.

Middle School Policy: Any yearly grades that are failing should be amended by completing the summer school requirements. Failure to amend these failing grades in summer school will result in repeating the grade. Greenville County has a limit of two courses for their summer sessions; therefore, if a student fails more than two core subjects, the year will have to be repeated. Core subjects include Language Arts, Math, Social Studies, Science, and Bible.

U. Academic Probation

Academic probation is invoked when a student has a serious academic problem. It is intended to give notice to the parent and student so a mutual effort on the part of both school and home may be made to correct the academic deficiency. Hopefully the deficiency will be improved to a satisfactory or passing level. If not, the administration will decide if the student will be able to continue at Mitchell Road Christian Academy.

V. Teacher Request Policy

The administration will not accept requests for specific teachers for students.

W. Student Request Policy

If parents want to request that their student and another student not be in the same class, they **must submit in writing** the reason for the request **to the administration**, not the classroom teacher, **by April 1st**. Requests will be reviewed by the administration and faculty prior to class lists being made. Many factors are considered regarding student placement; therefore, there is no guarantee that the request will or can be honored.

X. Summer Reading Program

Throughout the summer, students are encouraged to be actively involved in reading. Upon returning to school in August, students will be encouraged to turn in their list of books read in order for them to receive recognition at the Summer Reader Recognition Assembly.

SECTION IV - STUDENT INFORMATION

A. Dress Code

The dress wardrobe of Mitchell Road Christian Academy is based on both biblical standards and the need for children to learn to dress modestly and tastefully. Scripture says that the bodies of Christians are the temples of the Holy Spirit (I Cor. 6:19-20).

School is a place of work for students where modest, decent, clean, neat, and appropriate attire create a quality of appearance to enhance the learning atmosphere and process. Dress reflects an attitude, and Mitchell Road Christian Academy seeks to establish an atmosphere and attitude that reflects a Christian learning environment (I Tim. 2:9, Deut. 22:5).

The dress wardrobe is established to provide guidelines to parents and students on the appropriate attire. If faculty and staff must spend time enforcing the dress wardrobe, it detracts from teaching and learning time, which is the main purpose of the school.

Students should dress for success and a positive image when at the school. The school promotes a lifestyle to carry through to adulthood. The school does not impose rules for students outside of school; rather the school recognizes parental authority and depends on parents to support the dress code by checking their children before school each day. Parents and students who have questions about correct attire should ask the school administration and/or faculty before wearing the questionable attire.

All T1 through 8th grade students must wear shirts purchased from Land's End and/or Educational Outfitters embroidered with the MRCA logo. Mesh or Interlock polo shirts, super t-shirts, turtlenecks/mock turtlenecks, crew/v-neck/cardigan sweaters, sweatshirts, and knit or micro-fiber peter pan shirts in red, classic navy, white, and evergreen are the acceptable Land's End and/or Educational Outfitters clothing.

K3 through K5 Students

- ◆ The main emphasis of the pre-school dress should be clothing that is neat, modest, and in good repair.
- ◆ Shoes with backs are to be worn at all times. No flip flops, beach sandals, heelys, or CROCS are permitted.

All T-1 through 8th grade students must purchase a classic navy polo shirt from Land's End and/or Educational Outfitters embroidered with the MRCA logo for Field Trips and Special Events.

Elementary and Middle School Students' Wardrobe:

- ◆ All clothing should be in good repair (no frayed material)
- ◆ All students must purchase a classic navy polo shirt from Land's End and/or Educational Outfitters embroidered with the MRCA logo for field trips and special events.
- ◆ **Polo shirts and sweatshirts may be untucked.**
- ◆ All **t-shirts, turtlenecks, and Peter Pan shirts** must be **tucked in.**
- ◆ No shirts worn under school logo shirts may show at the sleeve or waist.
- ◆ Shorts are to be no shorter than 6 inches from the floor when the student is in a kneeling, upright position.
- ◆ **Elementary students** must wear shoes or sandals with backs at all times (No flip flops, beach sandals, heelys, or CROCS are permitted.) **Middle School students** may wear shoes or sandals without backs (No flip flops, beach sandals, or heelys are permitted.)
- ◆ Hats or tattoos are not to be worn at any time.
- ◆ Body piercing is not permitted.
- ◆ Earrings are not permitted for boys.
- ◆ Hair of non-human color is not permitted.

Elementary and Middle School Girls' Wardrobe:

- ◆ All bottoms must be blue denim, khaki/navy twill or corduroy. Girls may also wear plain khaki or navy jumpers.
- ◆ Skirts, skorts, or jumpers are to be no shorter than 3 inches above the knee.

Elementary and Middle School Boys' Wardrobe:

- ◆ All bottoms must be blue denim, khaki/navy twill or corduroy. Boys may wear pants or shorts.
- ◆ Hair must be styled neatly to hang above the collar (as measured on a polo shirt) with half the ears showing and above the eyebrows.

Outerwear

Outerwear intended to be worn during recess or break may be purchased at the vendor of your choice and does not need an MRCA logo. If the student plans to wear the item inside the building, the garment must meet all MRCA wardrobe guidelines. It must be purchased through Land's End and/or Educational Outfitters in the acceptable school colors and be embroidered with the MRCA logo.

B. Dress for Physical Education

T1 through 4th grade students may wear navy Umbro-style shorts, navy sweat pants, or navy wind pants on P.E. days with an approved wardrobe shirt.

Middle School students are required to wear a P.E. uniform purchased through Mitchell Road Christian Academy. Details will be given to the students on the first day of class.

C. Dress Code Violations

Teachers will note violations of dress code standards and will provide counsel and warning as necessary to students. Violations of the dress code may necessitate a student remaining in the office until the parents bring a change of clothing or take the student home until the dress code is met. The resulting absences are unexcused. Areas of subjectivity are left to the discretion of the teachers and Administration.

D. Personal Items

MRCA will not be responsible for personal items brought to school that are lost or stolen. Electronic games, MP3 devices, remote control devices, and card collections are not to be brought to school and will be confiscated if found during school hours - 7:30 a.m. until 3:00 p.m. Unless permission has been given, cell phones used during school hours, 7:30 a.m. - 3:00 p.m., will be confiscated.

E. Cell Phones and Other Electronics

Cell phones used during school hours – 7:30 a.m. – 3:00 p.m. – will be confiscated. Students may have cell phones as long as they are off and stored in their locker or book bag. Cell phones are not allowed on their person.

Any use of a cell phone, IPOD, game boy, electronic game, MP3 player, etc., during school hours – 7:30 a.m. – 3:00 p.m. will result in disciplinary action.

F. Lost and Found

Lost and found items will be located in the elementary school workroom, the gym, and the middle school office. A charge may be assessed the student for retrieval of a lost item. Lost and found items not claimed by the owners are given to a local charity the last Friday of each month, as well as at the end of the school year. We strongly encourage the labeling of all clothing and student belongings.

G. Discipline Policy

At Mitchell Road Christian Academy there are a minimal number of rules, all of which emanate from the Scriptures. When students choose to violate these rules, corrections will be made. Methods used to encourage proper behavior include teacher/student conferences, parent/teacher conferences, after-school detention, suspension, Saturday School, and probation.

Middle school students will use a Discipline Referral discipline system, further explained under the Middle School policies.

Elementary students follow the individual teacher guidelines and procedures set-up for classroom management. Should an elementary student's behavior warrant administrative intervention, the Behavior guidelines found on page 30 will be used to administer appropriate discipline.

Serious offenses are handled individually by the Administration and the School Board, as outlined in the School Board discipline policy. **Interested parents may request a copy of this policy from the Academy office.**

If, at any time, the staff and/or administration determine that a student and/or a student's parents are not in compliance with the spirit of the school, the student will be asked to withdraw from MRCA.

H. Saturday School/Detention

The objective of Saturday School/Detention is twofold. First, it allows students who are currently passing a course or just below passing, but have more than the maximum number of absences allowed, the opportunity to make up class hours by attending school on designated Saturdays to earn credit. Secondly, students who have misbehaved and deserve a suspension or Thursday Detention may be assigned or choose to attend Saturday School/Detention so as not to miss class time or an extra-curricular event. Students who are barely passing or just below passing and do not need to miss class time will be assigned to Saturday School/Detention if they are given a suspension.

Saturday School/Detention will be held as the need arises. Saturday School/Detention will be assigned to students needing to make-up school days after they have exceeded the designated number of absences allowed by the Student Handbook.

Saturday School/Detention will take place at Mitchell Road Christian Academy on the following Saturdays: September 26th, October 24th, November 14th, December 12th (12:00-4:00), January 30th, February 27th, March 27th, April 24th, May 15th, and May 27th (12:00-4:00). It will be monitored by a certified teacher or a MRCA staff member. For students attending from 8:00 a.m. – 10:00 a.m. the fee is \$20.00 and is nonrefundable. For students attending from 8:00 a.m. – 12:00 noon the fee is \$40.00 and is nonrefundable. **Money collected from this service will pay the person(s) on duty.**

It is the student's responsibility to bring textbooks and enough academic work to keep him/her occupied for the entire four hour duration. Students without study materials will not be admitted. Library books will be acceptable; no resource materials will be available at the site.

The Saturday School/Detention staff will have the right to dismiss a student at any time, when deemed necessary due to lack of materials, behavioral problems, etc. Upon dismissal the student will call his/her parents to come pick them up. No attendance hours will be made up for that day and no money will be refunded.

Money will be collected by the administration prior to the assigned Saturday School/Detention session. Upon payment, the student's name will be put on a list, which the monitor will use to check the student's attendance. Should a student not attend, the student will forfeit the \$20.00 or \$40.00 fee and be required to pay for the make-up.

Upon being assigned to Saturday School/Detention, a notice and/or phone call of Saturday School/Detention assignment will be sent home to parents. Tardies from Saturday School will be handled in the following manner: a \$1.00 charge will be assessed for each 5 minutes a student is late. After 15 minutes a student will have to make up the Saturday School/Detention the next assigned time. Failure to attend the next Saturday School/Detention will result in out of school suspension. Absences from Saturday School/Detention for students assigned for misbehavior will result in out-of-school suspension.

There are no excuses for early dismissal from Saturday School/Detention.

I. Medication Policy

Students 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.** Medication is to be dropped off in the Academy office or the middle school office where it will be kept until time to be taken. **Students are not to have any type of medication with them or in their lockers without written notification from their physician on file in either the main school office or the middle school office.**

No student may at any time give medication to another student. If a student does give medication to another student, disciplinary action will be taken.

J. Communicable Childhood Diseases

Students should not attend school while contagious (temperature of 100°F or more, chicken pox blisters still developing, etc.). Should a student develop contagious symptoms during the school day, the school will notify the parent to pick up the child.

Upon having the following diseases and prior to returning to school, a child must have written consent from either a physician or the Health Department or be subject to school office approval for re-admittance: Chicken Pox, Measles, Mumps, Pneumonia, Whooping Cough, Pinworms, Scabies, Ringworm, Impetigo, and Pink Eye.

K. Medical Procedures

At the beginning of each school year, parents are asked to complete the "**Medication Administration Form**" which includes those medications their child may be given, the name and phone number of the family doctor, as well as the name, address, and phone number of the parents, and the name and phone number of an alternate person to be notified if the parents are unavailable. An updated **Medical Administration Form** must be on file before a child will be given any medication. It is the responsibility of the parent to see that this information is complete and on file.

In case of an illness or injury at school, the family will be contacted by phone, and the parents will be requested to come to the school to pick up the child.

First Aid Procedures

First aid treatment will be administered to stop bleeding, restore breathing, and prevent shock or infection. Parents will be notified; however, if parents are unavailable or can not be reached, the information obtained on the "**Medication Administration Form**" will be utilized to determine who to contact and further medical procedures. A representative of the school will stay with the child until the parent assumes responsibility. In an emergency situation, medications will be given only by, or on the order of, a physician.

AED's (Automatic External Defibrillator) are located outside the main school office and the middle school office.

L. Immunization Policy

A current DHEC immunization form must be on file in the office no later than the 30th day of school or the child will be excluded from school until the form is updated.

M. Life Threatening Allergy Policy

Mitchell Road Christian Academy is **NOT** an Allergen-Free or Peanut-Free School. Therefore, MRCA is **NOT** guaranteeing or warranting that a student, when in the school environment, will not be exposed to peanuts or other food allergens. Therefore, due to the increase in Life Threatening Allergies, the following guidelines must be followed to insure the safety of those students with life threatening allergies.

- Parents must read and agree with the Life Threatening Allergy Guidelines
- Parents must sign the Life Threatening Allergy Parent Agreement
- Parents must supply a completed MRCA Allergy Action Plan.
- The completed MRCA Allergy Action Plan must be signed by the child's attending physician and contain a current picture of the child.
- Parents must supply the required number of EPI-Pens as designated on the Life Threatening Allergy Parent Agreement Page.

N. Student Accident Insurance

The school provides student accident insurance to cover school activities. This insurance is a second carrier for families who have other insurance policies and a first carrier for families without insurance.

O. Drug Abuse

We believe that any non-medical involvement (i.e. consumption, procurement, provision) with controlled substances, or material generally acknowledged as being harmful to an individual's physical, spiritual, or psychological health is inconsistent with the Christian lifestyle.

As a matter of policy, Mitchell Road Christian Academy will investigate fully any incident suggesting drug involvement on the part of students, faculty, staff, or parents. Confirmation of drug abuse as defined above will be reported to the appropriate legal authorities, and will subject the individual(s) involved to immediate disciplinary review by the Headmaster and School Board.

P. Selling or Distributing Drugs

The official position of MRCA is to report all such violations to the local law enforcement agencies as well as consider what action we as an institution must take in reference to that student's future at MRCA.

Q. Field Trips

Arrangements for field trips are made by the teachers. Permission slips will be sent home prior to each trip, stating the details of the trip. Buses will be utilized on all field trips. In the event parent drivers are transporting students other than their own, MRCA must have a copy of their current insurance declaration page (not the card) on file in the school office prior to driving on any field trips. Student behavior on field trips must be exemplary or students may lose the privilege of going on the next field trip.

R. Transportation Rules and Regulations

Students shall adhere to the following rules and regulations when riding on MRCA buses for field trips and/or athletic events:

1. Students shall observe the same conduct as they do in the classroom.
2. Students shall be courteous and respectful of others.
3. Students shall enter and exit the bus quietly and in an orderly fashion.
4. Students shall remain in their assigned or selected seat at all times.
5. Students shall have their seat belt fastened around them at all times.
6. Students shall not unfasten their seat belt while the bus is in motion.
7. Students shall keep head, hands, and feet inside the bus at all times.
8. There will be no eating or drinking on the bus without permission.
9. There will be no shouting while on the bus.
10. There will be no distracting the bus driver.
11. Students are not to open the back door without permission.
12. Students are to pick up and dispose of all trash on the bus insuring it is clean when they exit.

S. Birthdays

If desired, refreshments for classroom birthdays may be supplied by the parent of the birthday child. Parents should contact the classroom teacher at least 72 hours in advance in order to make the necessary arrangements and inquire about any students with food allergies.

Students are permitted to pass out invitations during school hours in only two situations:

1. All classmates are invited
2. All classmates of the same sex are invited

T. Student Use of School Telephone

Students may use the phone **ONLY** in an emergency. Forgotten assignments, clothes, books, etc. are **not** considered emergencies. All students must have a note from the teacher to use the phone and should be directed to the school office. Emergency calls are free but other calls will cost the student \$.25. Unless permission has been given, cell phones are not to be seen or used between the hours of 7:30 a.m. and 3:00 p.m.

U. **Academic Enrichment Activities**

Students will have the opportunity to participate in academic competitions and activities throughout the school year.

V. **Recreational Soccer Club**

Soccer is offered to MRCA students in grades K5-8th depending on the number of students participating, the availability of coaches, and the age of students. A soccer participation fee is required for student involvement.

W. **Sports Club (Intramurals)**

The Athletic Department at MRCA offers Sports Club (Intramurals) to students in the 3rd through 8th grade. Various Intramural sports are offered in six week increments throughout the school year. There is a fee for participation in Sports Club.

X. **Standards of Behavior in Competition**

Mitchell Road Christian Academy conducts a sports program in the belief that competitive team experiences contribute significantly to the development of character, mutual support, and school spirit. Sportsmanship is an important part of this training.

We expect our coaches, our players, our parents, and our students to represent the Academy in a manner that is respectful of others on and off the field of play. We also encourage and endorse the enthusiastic support of family and friends. In the process, we expect all such family and friends to uphold the same high standards that we expect of our students. Opposing teams and their fans are to be treated as honored guests.

Y. **MRCA Yearbook**

Tapestry is MRCA's annually produced yearbook which highlights the classes and events of each school year.

SECTION V - SCHOOL DAY

A. School Hours

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 4th grade should report to the Academy reception area. Fifth through eighth grade should report to the middle school office. School hours are as follows:

K3, K4, K5, T1	8:15 a.m. - 12:15 p.m.	Monday through Wednesday, Friday
K3, K4, K5, T1	9:15 a.m. - 12:15 p.m.	Thursday
1 st – 8 th Grades	8:15 a.m. - 3:00 p.m.	Monday through Wednesday, Friday
1 st – 8 th Grades	9:15 a.m. - 3:00 p.m.	Thursday

Students in 1st through 8th grades must be at school a MINIMUM OF 3.75 HOURS or 225 MINUTES in order to be counted “present” for the entire school day. Students K3 through T1 MUST BE AT SCHOOL A MINIMUM OF 2 HOURS or 120 MINUTES each day in order to be counted “present” for the entire school day.

In managing your 12 absences pre school year, please remember that an absence incurred due to not meeting the time parameters above will be counted as one of your child’s 12 absences.

B. Student Arrival/Early Stay

Monday through Wednesday and Friday, all students arriving between 7:30 a.m. and 8:05 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 7:45 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 4th 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.**

C. Tardiness

In order for a student to receive the full benefit of the classroom, it is important that he or she be present and on time each school day. The cooperation of parents is requested to see that students arrive at school on time each day.

Students in K5 through 8th grade will be allowed **20 tardies per year**. It does not matter whether these 20 tardies are excused or unexcused. **The 21st and all subsequent tardies will result in a \$5.00 charge per tardy per child.**

D. Absences

Students in K5 through 8th grade will be allowed 12 absences per year. It does not matter whether these 12 absences are excused or unexcused. No written note from a parent or doctor is necessary for the first 12 absences.

For the 13th and subsequent absences, a **doctor’s note must be submitted** within two days for the absence to be excused. If there is no doctor’s note submitted, the absence will be unexcused and will result in Saturday School.

Students involved in family trips, etc., should send a note to the teacher(s) involved one calendar week ahead of the absence, if possible. **The absences will count against the 12 absences allowed per year**; however, a student will be allowed to receive credit for all work that is made up (preferably ahead of time). The timing of the make-up work will be based on the teacher's availability and schedule. Generally, students are allowed to make up assignments within the same number of days that they were absent

E. **Saturday School**

Students who are currently passing a course, or just below passing, but have more than the maximum number of absences allowed, are given the opportunity to make up class hours by attending school on designated Saturdays to earn credit. (For further information, see page 20.)

F. **Dismissal**

Students are to be picked up within 20 minutes of their afternoon dismissal time. Students not picked up by 3:20 p.m. will return to the middle school office (if they are normally picked up on the middle school side) and to the academy reception area (if they are normally picked up on the flagpole side) to be supervised until their parent arrives. A **late fee** will be charged for students who are picked up after 3:20 p.m.

Every 5 minutes a parent is late after 3:20 p.m., a charge of \$1.00 per person will be assessed. The clock will start at 3:20 p.m. Money earned from this service will pay the person on duty. Parents will need to come to the reception desk to sign their child(ren) out.

Kindergarten students not picked up by 12:30 p.m. will be escorted to the academy reception area. Late fee charges will begin at 12:30 p.m. Every 5 minutes a parent is late after 12:30 p.m., a charge of \$1.00 per person will be assessed. The clock will start at 12:30 p.m. Money earned from this service will pay the person on duty. Parents will need to come to the reception desk to sign their child(ren) out

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 for a birthday party, child going home with a grandparent, etc.). This will help to promote the safety of your children.

On rainy days, traffic flow will remain the same as other days.

G. **Medical Appointments and All Other Early Dismissals**

All K3 through 4th grade students needing to be dismissed early must be signed out at the Academy reception desk. All middle school students needing to be dismissed early must be signed out in the Middle School office. Students will be paged to the office when the parent arrives. **Parents are not allowed to go directly to the classroom.**

There will be no early dismissals after 2:30 p.m. Please make appointments accordingly.

H. **Playground Policy**

Elementary and preschool students will have outdoor recess daily, except in bad weather. Students should dress appropriately in the cold winter months and will be expected to go outside with the class unless recovering from an illness.

I. **Bad Weather Policy**

The *Alert Now* system will be utilized in the event information regarding bad weather needs to be quickly disseminated to our parents. Depending upon whether school is in session or not, the *Alert Now* information will be sent via the “non-emergency” or “emergency” phone numbers described in the *Alert Now* section of this handbook (page 10).

MRCA will follow the Greenville County school initial call on snow days. After this initial call, MRCA will call its own snow days independently of Greenville County. Parents are instructed to listen for MRCA closings/openings specifically on WYFF-TV4 and WHNS-FOX Carolina. Snow days will not be made up unless more than five days are missed.

Announcements for school openings/closings will be made by 6:30 a.m. Should there be a delay in the opening time, please stay tuned for details on opening times for Early Stay. Generally, Early Stay will not be open at its normal time. Should there be a delay in the opening time; the kindergarten program **will** open unless otherwise specified.

J. CASA-Children's After School Activities

CASA is Mitchell Road Christian Academy's program for those parents who desire care for their child after the dismissal of classes.

This program does not offer drop-in care, but offers care by registration and pre-arrangement of days and hours.

The program is available until 5:30 p.m. for our K4 and older students on all days that school is in session (including most early dismissal days, please check school calendar). CASA is now available for children in our K3 program as well until 2:00 p.m. each day. The CASA program does not operate on snow days or school holidays.

Complete policies, fees, and procedures are available in the Academy office or on the school website, www.mitchellroadchristian.org.

K. Lunch Program

The lunchroom offers a variety of items from local vendors. Milk (white and chocolate) and juices are also available for sale in the lunchroom. Lunch orders are taken in the morning. 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 students when their accounts are running low. **Charging is not permitted.**

Students may also bring food from home to be heated (but not cooked) in warming units. When the student arrives at school, food brought from home to be heated will be sent to the lunchroom. The food will be heated and ready for the child during his or her lunch period. **It is important that the child's name be placed on the food items in order to avoid mix-ups in the lunchroom. Any needed cups, plates, silverware, etc. should be sent also.**

Lunch orders are placed and food items are sent to the lunchroom by 8:45 a.m. Corndogs are available in the event that a student should forget his lunch or fail to order in the morning.

L. Chapel

Chapel programs are held every Thursday. Parents and friends are cordially invited to attend any of these services.

M. Prayer

Prayer is a vital ingredient in our program of Christian training. Students at Mitchell Road Christian Academy are trained in the importance of establishing a consistent daily prayer life. Teachers lead the students to understand how God is central to all of life and that continual communication with Him is essential to consistent Christian living.

Students are trained in the habit of prayer throughout the school day, before beginning the responsibilities of each day, before eating lunch, for special needs, and to give Him praise for all things. Students are encouraged to make their requests known before God and are given opportunities to pray and to share needs with others as they share their requests with Him.

N. Bible Memorization

The overall purpose of Bible memorization is to instill the Word of God into the hearts of students (Ps. 119:11). MRCA recognizes the New International Version as the translation normally used in the classroom.

O. Campus Visitors/Security

For security purposes, most exterior doors are locked. All Academy visitors arriving on campus should enter through the main Academy entrance or the Middle School office entrance, sign-in, and receive a Visitor's Name Tag. **Visitors without a Visitor's Name Tag will be redirected to the Academy or Middle School offices.** The administration reserves the right to limit visitation at any time.

P. Closed Campus

Mitchell Road Christian Academy is a closed campus.

SECTION VI - PARENTAL SERVICE ORGANIZATIONS

A. **Parent-Teacher Fellowship (PTF)**

To facilitate good home-school relationships, MRCA has a Parent-Teacher Fellowship. MRCA's Parent-Teacher Fellowship (PTF) sponsors many events including Skate Nights and the annual Teacher Appreciation Week. As well, MRCA's Parent-Teacher Fellowship helps facilitate several on-going fund raising projects such as: General Mills Box Tops for Education, Publix, Bi-Lo, and Target designated donations. PTF meetings are announced via ACCENTS, MRCA's weekly newsletter.

B. **Room Moms (Zoom Moms)**

Zoom Moms are responsible for the quick dissemination (zooming) of information from teachers and/or administration to MRCA families. Zoom Moms also aid the classroom teacher by communicating her needs to classroom volunteers regarding classroom events, the (3) classroom parties, and other activities throughout the year.

C. **Mission Program**

Mitchell Road Christian Academy is deeply committed to the spiritual development and maturity of each student. Our goal through Missions is to encourage each student toward a Christ-like character by teaching them to love God and by providing opportunities for them to serve others.

Students in K3 through eighth grades participate in school-wide mission projects. As well, 8th grade students have the opportunity to participate in MRCA's annual mission trip to Guatemala.

D. **Moms-in-Touch**

Moms-in-Touch believe that prayer makes a difference. Moms-in-Touch meet weekly to pray for the children, teachers and administration of MRCA, as well as for the concerns and events in the life of MRCA.

SECTION VII - MIDDLE SCHOOL

A. General

MRCA's Middle School consists of 5th through 8th grades, divided into 2 distinct Quads – 5th/6th and 7th/8th. The middle school day consists of a seven period schedule plus a lunch period and a break. Instruction is given by faculty members who are specialized in their curriculum subjects.

B. Middle School Fall Retreats

As a **mandatory** part of the Middle School curriculum, a two day (for 5th/6th grades) and a three day (for 7th/8th grades) retreat is scheduled every fall. The purpose of these trips is three-fold:

1. To acquaint/introduce new students and faculty to the returning student body and faculty in a more informal setting.
2. To provide opportunity for "retreat" and spiritual challenge.
3. To promote MRCA unity and cooperation.

There is an additional fee for these retreats. Reference should be made to the school calendar for the specific dates.

C. Curriculum

All middle school students enroll in the following courses: Bible, Language Arts, Math, Physical Education, Science, and Social Studies. In addition, various enrichment classes are offered, such as Art, Music, Choir, Writing, Computer, Spanish, and Keyboarding. Students will also have a chance to be involved in Student Government.

Students in 7th and 8th grade must take a final 2nd semester exam in all core subjects. These examinations are summative in nature and comprehensively cover all the facts, skills, and concepts covered during the 2nd semester. These exams count 10% of the semester grade.

D. Physical Education Uniform

All 5th - 8th grade students are required to wear a P.E. uniform purchased through Mitchell Road Christian Academy. Details will be given to the students on the first day of class.

E. Student Government

Opportunities exist through our Student Government for 6th through 8th grade students to develop leadership qualities and to be a part of planning the school year's student activities. Elections are held each year for council offices and class representatives.

F. Extra-Curricular Programs

6th - 8th grade students may participate in try-outs for the school soccer, basketball, volleyball (girls only), golf, and cross-country teams. An activity fee is involved with a student's participation in these sports. The teams compete with other area middle schools. Families of students who participate in any of the athletic programs at MRCA are provided an athletic handbook. Parents and students should familiarize themselves with the requirements and standards of the MRCA Athletic Program.

5th - 8th grade students may also participate in various ACSI events, Chorus, and Art Club.

Student participants in any of the extra-curricular programs listed above must meet the following eligibility requirements:

1. The student must have at least a C- average, with no F's or U's. Grades will be determined initially from the most recent mid nine-week report or the day report cards go home. Those students who have been considered ineligible or who are on the borderline of having difficulties will be reviewed on a weekly basis.
2. The student must be in good standing with all his or her teachers in regards to classroom behavior.

Students may not participate in any extra-curricular games or activities while ineligible. Practices may be permitted and/or required as directed by the coaching staff or event leader.

G. Eighth Grade Trip

The purpose of the 8th grade trip is to provide those students who just graduated the opportunity to have a time away with each other before parting ways to their various high schools. A parent-initiated committee is formed each year to help determine the specific aspects of the trip. The trip must be approved by the School Board and is designed within the guidelines of who we are as Christians and what MRCA represents as a Christian school. Students who agree to participate are financially responsible for the total cost of the trip.

H. Lockers

Lockers are provided for the convenience of 5th through 8th grade students and are the property of MRCA. Students are provided lockers and are required to keep their belongings in their lockers. Lockers are to be used for storage of school supplies, purses, and lunches only. Wall hooks should be used for coats, sweaters, jackets, and small lightweight bags only. Due to fire regulations and safety issues, no objects will be permitted on the hall floor. Lockers may be decorated with appropriate pictures, mirrors, posters, and banners, but must be held in place with magnets (not tape). Medications of any sort, either over-the-counter or prescription, may not be stored in lockers at any time. Each student will be held responsible for replacing or repairing any damage to the inside of his/her locker. It is strongly recommended that students purchase a combination lock for their locker and lock their locker on Wednesday and Friday afternoons.

Students will not be allowed to tamper with other students' lockers. Doing so will result in a loss of locker privileges.

The administration reserves the right to conduct inspections of lockers at anytime with or without the knowledge and/or permission of the student or their parents.

I. MOMS (Mothers of Middle Schoolers)

MOMS is a group of middle school mothers responsible for recognizing the 5th - 8th grade students and teachers. Their goal is to make every student feel special and appreciated. MOMS decorate lockers for special recognitions, provide snacks for the students, and recognize the middle school teachers and staff birthdays.

J. Disciplinary Procedures

• Classroom Guidelines

Each middle school teacher will have the same procedures posted in his or her classroom. These rules are as follows:

1. Be prepared for class.
2. Speak only when recognized by the teacher.
3. Respect others and their property at all times.
4. Be in your seat ready to work when the bell rings.
5. Take care of YOUR stuff on YOUR time.
6. Negative comments will not be tolerated. Encourage!

These procedures will be explained to the students on the first day of school. Adherence to the classroom procedures will create an effective learning environment. After appropriate instruction, students who do not adhere to the class procedures will be issued a discipline referral (DR).

• After School Detention

After School Detention is a disciplinary consequence for behavioral offenses made by 5th – 8th grade students. After School Detention is not a study hall. Students are not allowed to work on homework or any other activity during their time in detention. They must report to detention on time and in proper dress code attire and will sit silently for the designated time. An unexcused absence from After School Detention will automatically result in an In-School Suspension (ISS) the next school day. Students who habitually serve After School Detentions may incur a more severe discipline as determined by the Administration.

After school detention is held in the middle school building on Tuesdays from 3:20 p.m. to 4:20 p.m.

- **Homework**

Homework is an integral part of the educational process at Mitchell Road Christian Academy. It is given to extend the learning experience within the classroom or given for practice that will internalize and reinforce the concepts taught in class. It is an essential part of independent learning and the formulation of study skills.

It is advisable for students to form the habit of having an assignment notebook in which to list their work and due dates. It is the student's responsibility to see that homework is completed.

Limited homework assignments will be made on Wednesday nights, in order to promote attendance by the school families at mid-week church services.

Homework one day late for students in 5th/6th grade will result in a 30 point reduction in the grade. Homework 2 days late will result in a 50 point reduction of the grade and homework 3 days late will result in a zero.

Homework one day late for students in 7th/8th grade will result in a 30 point reduction in the grade. Homework 2 days late will result in a zero.

- **Behavior Guidelines**

The following **major violations** will ordinarily result in suspension, probation, or a recommendation for expulsion from Mitchell Road Christian Academy. The penalties are severe because the types of behavior listed here are antagonistic to the basic purpose of the school, hurtful and/or harmful to others, and harmful to the school's reputation and its witness to the community.

1. Fighting or causing deliberate injury to another
2. Threatening or intimidating students and/or school personnel
3. Possessing any weapon
4. Stealing, lying, cheating, forgery, or plagiarism
5. Willful destruction or defacement of school property
6. Insubordination, disrespect, or refusing to obey school personnel
7. Use of profanity or obscenities either verbally or physically
8. Truancy from classes or leaving the school grounds without permission
9. Engaging in sexual immorality
10. Committing a breach of conduct outside the school which has an adverse effect on the testimony of the school
11. Use of drugs, alcohol, or tobacco at any time
12. Use of fireworks, starting fires, or facsimile on campus
13. Leaving the school campus without permission
14. Verbal or physical bullying

The following **minor violations** may result in a discipline referral (DR) being issued, the serving of detention, and/or consequences deemed appropriate by the Administration. Details on the consequences of infractions are listed separately.

1. Littering on campus
2. Eating outside the cafeteria or allowed areas
3. Chewing gum on the school campus
4. Riding or having a skateboard, roller skates, or moped on campus
5. Behaving in a disruptive or potentially destructive manner - including running, throwing things, or making excessive noise of any kind
6. Making a public display of affection while at school
7. Organizing any on-campus student activity without the presence and supervision of an appropriate staff member
8. Being in the Middle School building before 8:05 a.m. or after 3:15 p.m. without special permission from a faculty member
9. Having electronic devices or games at school without special permission from a faculty member
10. Being in one of these restricted areas during the school day without special permission:
 - a. Parking lot during school hours
 - b. Any part of the elementary school campus
 - c. Soccer field, unless with a class
 - d. An unoccupied classroom or office
 - e. Teachers' workrooms or offices

11. Failing to maintain a neat appearance and/or respectful, non-disruptive behavior at all times on campus
12. Name Calling (depending on severity and/or frequency may result in major violation)
13. Dress code violation
14. Use of cell phone from 7:30 a.m. - 3:00 p.m

- **Disciplinary Referral**

A written Disciplinary Referral form known as a “DR” is issued to 5th – 8th grade students committing any of the minor violations listed above.

- **Disciplinary Referral System**

5th/6th grade – DR’s are weekly

- 1st DR = No penalty
- 2nd DR = WARNING
- 3rd DR = 10 minutes in Supervised Detention during student activity period
- 4th DR = 20 minutes in Supervised Detention during student activity period
- 5th DR = 30 minutes in Supervised Detention during student activity period
- 6th DR = 40 minutes in Supervised Detention during student activity period
- 7th DR = 50 minutes in Supervised Detention during student activity period
- 8th DR = No participation in student activity period
- 9th DR = Conference with principal and parents

A 5th/6th grade student's slate is cleared every 2 weeks. When necessary to accommodate Middle School activities or events on the school calendar, the 5th/6th grade DR schedule may be 3 weeks instead of 2 weeks. In that case, DR’s will be adjusted accordingly.

7th/8th grade – DR’s are weekly and monthly

A student’s slate is cleared each week; however, DR’s do accumulate for a monthly total.

<u>WEEKLY DR’s</u>	<u>ONE WEEK (M-F)</u>	<u>MONTHLY DR’s</u>	<u>ONE MONTH (4 weeks)</u>
3	1 day lunch detention	9-10	3 days lunch detention
4	2 days lunch detention	11-12	No Activity Period
5	30 minutes after school detention	13-15	60 minutes after school detention Plus No Activity Period
6	60 minutes after school detention	16-17	1 day ISS plus No Activity Period
7	1 day ISS	18-19	2 days ISS plus No Activity Period
8	1 day OSS	20-21	1 day OSS plus No Activity Period

- **Incentive for Rewarding Cooperative Behavior**

During the first day of school, students will be instructed in this discipline policy. As the year progresses, the emphasis will be on creatively rewarding and recognizing students, classes, and teams for the good jobs they do. The goal is to create an environment that acknowledges the students for their good efforts and behavior. This may be done in the classrooms, in chapels, or to individuals, by teachers or the Administration.

- **Student Activity Period**

A Student Activity Period will be set up to reward those students who have cooperated with the rules. This will be a time for fun and socialization with other students. Activity periods will take place during the school day. The student activity period is the official end of the determined discipline period.

IN CONCLUSION

The MRCA Administration and School Board reserve the right to change a policy or procedure herein, at any time, when deemed in the best interest of the school.

Please feel free to consult with the Academy Administration regarding any question that concerns the welfare of your child. It is the desire of the entire faculty and staff of Mitchell Road Christian Academy to be of service to both our parents and students.