



Mitchell Road
CHRISTIAN ACADEMY

2021-2022 Family 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

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OVERVIEW OF MRCA

PURPOSE

The purpose of Mitchell Road Christian Academy is to provide an academically excellent education and to train children of Christian parents 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.

MISSION

The mission of Mitchell Road Christian Academy is to partner with Christian parents to equip children to become ambassadors for Christ through academic excellence and an integrated biblical worldview.

Mitchell Road Christian Academy admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

It does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, admissions policies, tuition assistance, and all other school-administered programs.

GENERAL INFORMATION

Family Handbook Adherence

By enrolling at MRCA, you agree to abide by the Family Handbook guidelines. Edits, additions, and deletions to this document may be made at any time throughout the year. An updated Family Handbook will be distributed once a year to parents via a website link for your convenience and is always accessible on our school website.

Student Profile

The curriculum and instructional practices at Mitchell Road Christian Academy have been purposefully designed to give each student the opportunity to be actively involved in academic learning activities that will result in students attaining the following three goals:

1. Academic Excellence characterized by students attaining content mastery in each subject area and developing skills in the 4 C's:
 - a. Creative problem solving
 - b. Collaboration
 - c. Communication
 - d. Critical thinking
2. Students will develop and exhibit outstanding character.
3. Students will be impacted by the love of Jesus Christ.

School Board

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

Accreditation

MRCA has full accreditation through ACSI (Association of Christian Schools International) and Cognia.

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 students, with their families, to be in regular attendance at their church (Heb. 10:25).

Gospel at MRCA

Through a biblical worldview education, it is the desire of MRCA to expose every student to the Gospel and to provide opportunities to develop a personal relationship with Jesus Christ.

Conflict Resolution

MRCA serves in partnership with parents in providing an excellent education consistent with biblical truth. Harmony between home and school provides the best environment for godly training to take place. As Christians, we are expected to make every effort to keep the unity of the Spirit in the bond of peace by being completely humble, gentle, patient, and forbearing (Ephesians 4:2-3). All confrontations should have the purpose of resolution and restoration. When conflict arises:

1. Both parties should discuss the issue as soon as possible. When resolution cannot be reached through email or phone, the individuals involved should arrange for a conference in person to discuss the problem.
2. A third party is to become involved only if the conflict cannot be resolved among those in conflict.
3. If the conflict is never fully resolved, forgiveness must be applied in keeping with biblical instructions.
4. Please take the following steps when bringing an appeal:
 - a. Take your appeal to the Lord in prayer to receive His wisdom and gain proper perspective. Remember that the anger of man will never accomplish the righteousness of God (James 1:20).
 - b. Meet with the individual to discuss the issue, prayerfully seeking understanding and unity.

c. If no resolution is reached, schedule a meeting with the individual and his or her supervisor while continuing to pray that God's purposes will be revealed throughout the process.

5. Usual route of appeal:

- a. Teacher
- b. Principal/Director
- c. Head of School (HOS)
- d. School Board Chair*

**The School Board has delegated to the head of school the authority to operate the school and typically does not involve itself in operational issues or conflicts. If a parent, however, feels that a specific board policy has been violated to their detriment, they may contact the Board Chair in writing with a copy to the HOS. If a suitable resolution is not forthcoming, the matter may be considered by the MRPC Ministry Oversight Team (MOT) at its sole discretion.*

Matthew 18 Principle

In the event a problem or concern arises, principles from Matthew 18:15-18 should be followed to involve only those necessary to resolve the problem. Parent(s) should bring any questions, concerns, and/or criticism directly to the person(s) involved. If not resolved, the parent(s) should then go to the principal or assistant principal. If not resolved, the parent(s) should then go to the head of school. If the issue is still not resolved, the parent(s) can follow the policy and procedures stated in the Student Handbook and take their concerns to the MRCA Board.

School Communication

The MRCA website, MRCA's *Eagles in the News*, MRCA app, 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.

- MRCA's *Eagles in the News* is a weekly newsletter featuring current and future events of the Academy. Additional information regarding all that is going on at MRCA can be found on our website, Facebook and Instagram pages, and MRCA app.
- Pertinent school information (i.e., school calendar, lunch calendar, athletic schedules and directions) can be found on the MRCA website, www.mitchellroadchristian.org.
- MRCA utilizes Facebook – Mitchell Road Christian Academy (Official) – and Instagram - mitchell_rd_christian_academy - to give current and prospective families a window into the day to day happenings at MRCA and upcoming events in the life of the school.
- MRCA has a school-specific app, created by FACTS. This app allows parents to remain connected and aware of events occurring at MRCA throughout the school year. Additionally, the app allows MRCA administration and teachers to send information to parents who have downloaded the app. Information may concern the following matters: school delays and/or closings due to weather-related matters, important reminders about school events, and classroom-related functions. Parents can download the app without charge and can opt-out of notifications at any time.

Communicating a Crisis Situation

Anyone aware of a crisis situation on campus should call 911, then notify the head of school and/or principal. The head of school and/or the MR Emergency Management team will then make the necessary decisions regarding procedures to address the crisis situation.

Communication to parents during a crisis situation will be handled by the head of school either by local TV, phone, the MRCA app, and/or the school website.

CORPORATE PARTNERS

Box Tops for Education

Visit <https://www.boxtops4education.com/> to join. Once you create an account, you can download the Box Tops app and scan your grocery store receipts, or you can forward your online receipts to receipts@boxtops4education.com. Box Tops then credits our school.

AmazonSmile Program

Amazon donates 0.5% of the price of your eligible AmazonSmile purchases to the charitable organization of your choice. AmazonSmile is the same Amazon you know: same products, same prices, same services.

Support MRCA by starting your shopping at <https://smile.amazon.com/>. Simply log into your account and select the option to change your charity. Enter Mitchell Road Christian Academy in the search bar and you are ready to shop and donate to MRCA.

To activate AmazonSmile on the Amazon app, go to the main menu and then choose settings. Select AmazonSmile, search for/select MRCA as your charity of choice, then turn on the option to generate from your phone app's purchases.

Publix Partners

Sign up at <http://corporate.publix.com/community/corporate-campaigns/publix-partners>, select your school, then enter your phone number at checkout to support the school of your choice. No cards.

Lowes Foods

Enroll in Cart to Class at <https://rewards.lowesfoods.com/Account/SelectCard?mode=CartToClass>. Link your Lowes Foods card at the link so that Lowes Foods will donate a portion of your total to MRCA.

ADMISSIONS POLICIES/FINANCIAL INFORMATION

Application Procedure

1. To begin the admissions process, an online application must be submitted via the MRCA website to the Admissions office, along with a non-refundable application fee (payable online). Upon receipt of the application and fee, you will be contacted to schedule a parent interview with the Director of Enrollment. The following will be discussed at the interview:
 - a. A parent's brief testimony of their personal relationship with Jesus Christ;
 - b. The prospective student's school records;
 - c. Classroom, school board, and school details as they pertain to the prospective family; and
 - d. Any questions you may have about MRCA or MRPC.

After the parent interview, an entrance evaluation will be scheduled for your prospective K4 through 8th grader (evaluations are not given to prospective K3 students). This one-on-one assessment takes between 20 minutes to an hour, depending on the age of the applicant. After both the parent interview and student evaluation are complete, the application will be presented by the Director of Enrollment to the Admissions Committee.

2. Once the Admissions Committee has reviewed the application, an enrollment decision (acceptance, denial, waiting pool) will be conveyed to you via a mailed letter. If

acceptance is offered, an enrollment packet will be emailed to parents. The enrollment packet, which includes a non-refundable \$225 student enrollment fee, must be submitted within ten days of receipt of the email in order to solidify a new student's spot for the school year for which they applied. For fall enrollments, a one-time non-refundable family enrollment fee of \$250 is due by June 15th; otherwise, this fee is due at the time of enrollment and will be invoiced to the family's FACTS account.

3. MRCA exists as a ministry of Mitchell Road Presbyterian Church to provide an excellent education to Christian families whose children are performing on grade level; therefore, admission to MRCA is primarily based on three criteria:
 - At least one parent is a Christian.
 - The prospective student is performing on grade level.
 - The prospective student gives evidence of good conduct and attitude.

Current students are considered enrolled for the upcoming school year if they have completed the re-enrollment packet and paid the non-refundable \$225 re-enrollment fee by January 31st. Enrollment for new students begins February 1st.

Standards for Admission

1. MRCA'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) and are performing on grade level;
 - b. Are socially and emotionally well-adjusted;
 - c. Give evidence of good conduct and attitude and 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, Parent Enrollment Agreement,

faculty, and staff;

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 fully potty-trained and be 3 years old on or before September 1st.
- (2) To enroll in the K4 program, a child must be 4 years old on or before September 1st.
- (3) To enroll in the K5 program, a child must be 5 years old on or before September 1st.
- (4) To enroll in the first-grade program, a child must be 6 years old on or 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 must be a regular attendee or member 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 if it affects that family.
5. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission

of an applicant or to discontinue enrollment of a student. This includes, but is not limited to, living in, condoning, or supporting sexual immorality; practicing homosexual lifestyle or alternative gender identity; promoting such practices; or otherwise having the inability to support the authority and moral principles of the school (Lev. 20:13a, Rom. 1:27, Matt. 19:4-6).

6. By enrolling and re-enrolling their children in MRCA, parents agree to fully support the policies and standards of conduct as set forth in the Family Handbook and cooperate with the teachers and administrators in a spirit of partnership in the training of their children. If, in the sole discretion of MRCA, it determines that a parent is not fulfilling this commitment to cooperate with MRCA policies, procedures, and faculty or staff, the school may request the withdrawal of a student(s) or may disenroll a student(s). Parents agree to demonstrate their support and cooperation in the following ways:

- Support teachers and administrators and trust their decisions including academic and disciplinary actions.
- Avoid negative communication with others (including, but not limited to, social media, group text threads, and in-person communication) regarding the school, its teachers, administrators, staff, programs, reputation, and policies.
- Practice the Matthew 18 principle when resolving conflict.
- Ensure words and actions are free from anger (James 1:19-20).

Admissions Process for Students with Specific Learning Differences

MRCA recognizes that God has created each individual in a unique and special way with different styles of learning and academic needs. Our Academic Success Center encourages and assists our students to help them reach their God-given potential and to enable them to become successful independent learners. Students

who have been diagnosed by a licensed school psychologist with a specific learning difference or a processing deficit will be considered for the Academic Success Center program.

The Admissions Committee, including the director of the Academic Success Center, will evaluate student records, including the student's psychological and educational testing. The number of students with learning differences in a grade may not exceed 10% of the total amount of students in that particular grade.

Re-Enrollment

MRCA opens re-enrollment for current students in December for the upcoming school year. A re-enrollment packet, along with a non-refundable re-enrollment fee of \$225, must be submitted by January 31st in order to secure a current student's space for the upcoming school year. If the re-enrollment packet and fee are not received by January 31st, a student's space may be offered to another MRCA applicant.

If a child is re-enrolled for the next school year but then opts to withdraw after February 1st, the re-enrollment fee will not be refunded. The re-enrollment fee is non-refundable and non-transferable, except when contingent on tuition assistance. After May 1st, a \$75 late fee will be added to the re-enrollment fee.

If a parent decides not to re-enroll their child for the next school year, they must notify the Admissions Office in writing or via email by January 31st to admissions@mitchellroadchristian.org of their intent to withdraw.

Withdrawn Students Returning for Re-Admission

If a parent chooses to withdraw their student/family from MRCA for any reason other than a move or relocation of greater than 30 miles away and then desires to re-enroll their child at any time after the withdrawal, both parents must meet with the head of school prior to re-applying. The meeting between the parents and head of

school will determine eligibility and to ensure there is a supportive partnership between both parents and MRCA should admission be offered to their child.

Withdrawal Policy and Fee

A withdrawal fee of \$500 will be assessed if a student/family withdraws from MRCA after November 1st unless the withdrawal falls under the following criteria:

- an out-of-town move greater than 30 miles,
- MRCA can no longer meet the needs of a student, or
- MRCA can no longer retain a student due to disciplinary reasons.

Tuition and Fee Payments

1. MRCA uses FACTS for tuition payment processing. MRCA offers the following payment plan options:

- Plan A: Payment in full by August 1st (1% discount)
- Plan B: Semi-annual - 50% payment due by August 1st. 50% payment due by January 1st.
- Plan C: 11-month payment plan

All tuition payments can be made payable to MRCA or online to FACTS. Please do not send checks payable to FACTS to MRCA.

2. Tuition, After-School, and other fee payments may be paid through FACTS or through the school Business Office.
3. Students who enroll after the start of the school year will pay tuition on a monthly basis. 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. If a family completes the Mitchell Road Presbyterian Church membership process, they will receive the church member tuition discount the month following the completion of their membership process.
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 5%; the third child's tuition will be discounted 10%, and subsequent children's tuition will be discounted 50% per child.
6. Partial scholarships are available. The FACTS Aid & Assessment application is available on the MRCA website. The FACTS application should be submitted by March 1st. The MRCA financial assistance committee uses FACTS to assess the family's financial needs for the school year.
7. There will be a \$25.00 charge for each returned check. There will be a \$25.00 charge for stop payment checks.
8. Tuition payments include the cost of most field trips, except for year-end parties and food costs.

Late Fee Policy

1. Any family that falls behind in tuition will be contacted by the finance director so that satisfactory arrangements can be made.
2. Report cards will be held by the Business Office for any account that is delinquent or for an incomplete application file, and grades will not be visible in FACTS.
3. All tuition accounts must be paid in full by May 25th, or your

child may not be promoted or considered for the next school year. Hardship cases may be addressed to the head of school by letter for an exception to this policy. Letters must be submitted by the third Tuesday of April for consideration.

Delinquent Tuition Accounts

Tuition and After-School accounts must not be delinquent in order for a student to be enrolled for the following school year. A student may not be allowed to return to MRCA if the delinquent account is not cleared at the end of a thirty (30) day period.

Force Majeure

Parents agree that MRCA will not be liable for any failure or delay in the performance of its duties or obligations to the extent such failure or delay is caused by a force majeure or an event beyond the school's reasonable control. This includes but is not limited to a fire, flood, act of God, war, government action, act of terrorism, epidemic, pandemic, natural disaster, or other major upheaval which renders performance impractical, illegal, impossible, or otherwise inadvisable. In such an event, MRCA's duties and obligations shall be suspended until such time as the school, in its sole discretion, determines that it may safely and ably resume performance. MRCA will provide notification of such a suspension in a reasonable time and method. During such a suspension, parents are expected to make all payments due to the school and there will be no refund of tuition, fees, or other payments previously made. As an alternative to suspending performance, MRCA may elect to operate on a distance-learning basis, may choose to extend its school year, and/or may adopt an alternative schedule to complete its school year curriculum.

ACADEMIC INFORMATION

Back-to-School Information

Back-to-School information is available on the school's website, www.mitchellroadchristian.org, by mid-July.

Events such as New Parent Orientation and Meet the Teacher give parents opportunities to meet their child's teacher(s), visit their classrooms, and give teachers an opportunity to communicate pertinent information to the parents.

Lost and/or Damaged Textbooks

Students are responsible for any textbooks, course material, or other supplies that are assigned to them. If damage or loss occurs to any textbooks or instructional materials due to negligence or improper use, the students and/or their parents are responsible for the cost of repairing or replacing the items.

Class Size

Because the student/teacher ratio is critical to the teaching/learning process, the maximum class sizes at MRCA are as follows:

3-Year Kindergarten	12
4-Year Kindergarten	16
5-Year Kindergarten	16-18
Transitional First	12-14
First –Fourth Grade	18-21
Fifth – Eighth Grade	24

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, the ceiling may be adjusted by the head of school in exceptional cases.

Homework Policy

Homework is an integral part of the educational process at MRCA. 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 3rd through 8th grade are given assignment planners at the beginning of the year. It is advisable for students to form

the habit of having an assignment planner in which to list their work and due dates. It is the student's responsibility to ensure that homework is completed.

Parents can check homework assignments on FACTS. K3 through 4th grade parents also receive a weekly newsletter with homework assignments listed.

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

Homework for 1st and 2nd grades should average no more than 20 minutes per night to complete. Homework for 3rd and 4th grades should average no more than 45 minutes per night. Homework for 5th and 6th grade students should average no more than 50-60 minutes; homework for 7th and 8th grade students should average no more than 70 – 80 minutes 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.

Homework one day late for students in 5th through 8th grade will result in a 10 point reduction in the grade. Homework two days late will result in a 20 point reduction of the grade and homework three days late will result in a zero.

Request for Assignments

For 1st through 4th grade students

- When a student is absent and a parent would like to get missed assignments, the parent should email the teacher or call the main academy reception desk before 10:00 am to make this request. This will allow ample time for the teacher to prepare the requested assignments.
- Homework for each day may be found on FACTS.
- Requested homework may be picked up at the main

academy reception desk between 3:15 pm and 3:30 pm.

- Students will have the same number of days they were absent to complete the missed assignments.

For 5th through 8th grade students

- When a student is absent, classwork missed will be given to the student the day they return to school. This will enable the teacher to explain the assignment and answer any questions the student has before they attempt to complete the assignment.
- Homework for the day for each class may be found on FACTS.
- If books are needed to complete the homework, parents may go to their child's locker to pick up books between 3:15 pm and 3:30 pm.
- Students will have the same number of days they were absent to complete the missed assignments.

Grading Standards

The following expectations will be reflected on K3 through T1 report cards:

- 4 = Exceeding grade level expectations
- 3 = Meeting grade level expectations
- 2 = Working on grade level expectations
- 1 = Not meeting grade level expectations

The following grading scale will be used for 1st through 8th grade:

<u>Letter Grade</u>	<u>Range</u>
A+	= 100 - 97
A	= 96 - 93
A-	= 92 - 90
B+	= 89 - 87
B	= 86 - 83
B-	= 82 - 80
C+	= 79 - 77

C	=	76 - 73
C-	=	72 - 70
D+	=	69 - 67
D	=	66 - 63
D-	=	62 - 60
F	=	59 - 0

Achievement Tests

MAP achievements tests are given to students in K5 - 8th grade in the fall and spring of each school year.

Report Cards

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

Parent-Teacher Conferences/Communication

Parent-teacher conferences can be held any time during the school year. Parents may also contact their child’s teacher to schedule a conference. For preschool and elementary classes, teachers will contact parents to schedule a conference.

Tutoring Policy

All teachers are available to help students; however, it is preferred that parents of students who require tutoring should secure someone other than the child’s classroom teacher. Any exceptions will be approved by the administration.

Promotion and Retention

The final responsibility for the promotion and retention of an individual student rests with the head of school. The decision to promote or retain will be based on the teacher’s recommendation, overall attendance, grades, achievement test scores, mastery level in the basic skill areas, mastery of curriculum objectives, emotional stability, physical health, and mental ability.

6th – 8th Grade Policy: Any yearly grades that are failing will be amended by completing the summer school requirements. Failure to amend these failing grades in summer school will result in repeating the grade. Failing any subject for the year automatically places the student on academic probation.

Greenville County has a limit of two courses for their summer sessions; therefore, if a student fails more than two core subjects the year would have to be repeated. The core subjects are Bible, Math, Language Arts, Social Studies, and Science.

Academic and Behavioral Review

MRCA wants all students to succeed academically, grow in their ability to demonstrate responsible behavior, and maintain a positive outlook on their Christian education. In order to ensure we are achieving this goal, it is sometimes necessary to schedule progress reviews between students, parents, their teacher(s), and an administrator. If that need arises, MRCA will establish a customized review process depending on the student’s need. The student’s progress will be monitored and conferences with the parents will be scheduled as needed. As the student demonstrates adequate academic proficiency or behavioral progress, school personnel may discontinue the review status. If adequate proficiency/progress is not being achieved in a reasonable timeframe, MRCA will work with the parent to transition the student to a school where they can thrive.

Teacher Request Policy

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

Student Request Policy

If parents want to request that their child and another child 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 granted.

STUDENT INFORMATION

Love & Logic Disciplinary Model and Core Beliefs

MRCA uses a form of interaction with the students called Love & Logic that we believe is biblical and views each child as an individual image bearer of God. This approach to discipline is different than a completely behavioristic approach. Love and Logic discipline is a common-sense approach that incorporates discipline skills for teachers and parents that create respect, responsibility, and good decision making in children and youth. Relationships with students and getting to the heart are ultimately more valuable than simply changing a student's behavior temporarily. We believe we should lovingly allow children to grow through their mistakes by emphasizing a logical connection between choices and the consequences.

The core beliefs about Love and Logic that MRCA has adopted are as follows:

1. Every attempt should be made to maintain the dignity and mutual respect between adults and students.
2. Students should be given the opportunity to make choices and live with the results.
3. Students should be guided and expected to solve problems they create without making a problem for anyone else.
4. Inappropriate behavior should be viewed as an opportunity for individual problem solving and personal growth.
5. It is best if the student does most of the thinking when it comes to their behavior and actions.
6. There should be a logical connection between behavior and consequences.
7. Redeemed relationships are strengthened when students are given the opportunity to tell their side of the story in the

appropriate manner and time.

8. School problems should be handled by school personnel and that criminal activity should be referred to the proper authorities.

Disciplinary violations that are hurtful, harmful to others, and/or harmful to the school's reputation and its witness to the community, will be handled on a case by case basis.

More information on these core beliefs and Love & Logic discipline may be found at <https://www.loveandlogic.com>.

Behavior Guidelines

Behavioral issues will be reviewed by the principal and/or head of school on a case-by-case basis to determine whether the violation is major or minor.

Major behavioral violations will result in probation, suspension, or expulsion from MRCA. The penalties are severe because the types of behavior 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.

Minor behavioral violations will result in consequences deemed appropriate by the teacher and/or administration.

Uniform/Dress Code Guide

- K3 & K4: Uniforms are not required for these classes. Shoes without backs (flip flops, sandals, Crocs, etc.) are not permitted. Comfortable play clothes and shoes are recommended.
- K5 – 8th Grade: Students must wear logo-embroidered shirts purchased through one of our uniform vendors. All shirts must be one of the following colors: red, navy, white, or green. Boys may wear jeans, pants, and/or shorts and girls may wear jeans, pants, shorts, jumpers, skirts, or capris.

All bottoms must be blue denim, khaki, or navy (athletic shorts are not permitted except for P.E. days for K5-4th grade). Bottoms may be purchased from any vendor or store provided they conform to MRCA's Uniform Guidelines. Refer to the Uniform Guide on our website, under the [Resources page in the Campus Life tab](#), for specifics regarding the MRCA dress code. Teachers will note violations of dress code standards and will provide counsel and warning to students as needed.

Cell Phones, Tablets, Smart Watches, Electronic Devices and Personal Items

MRCA will not be responsible for cell phones, tablets, smart watches, electronic devices and/or personal items brought to school that are lost or stolen. Cell phones, tablets, smart watches, electronic devices and/or personal items are not to be used at any time on campus without permission. Inappropriate or disruptive use of these items will result in disciplinary action.

Smart watches and cell phones may be brought to school but must remain in backpacks and turned completely off throughout the day.

Digital Technology Responsible Use Policy

Digital technology is a daily feature of life and is necessary in social and academic environments. Because it will continue to become even more influential, MRCA believes that technology not only needs to be accepted for its benefits, but also fully understood. Technological choices can have moral repercussions. The choices impact students on the cognitive, emotional, spiritual, social, and physical levels. This provides MRCA an opportunity to teach students to use it wisely in order to positively impact our world as ambassadors for Christ, rather than become ensnared by it. When used in a responsible manner, it offers valuable resources to staff, teachers, and students and furthers educational excellence. MRCA is committed to helping students and staff use technology as an effective educational and administrative tool. The digital

responsibility use policy, as outlined below, is MRCA's standard and what we use to ensure our technology is used by both students and staff in a mature and professional manner.

Digital Technology Defined

Digital technology includes the following hardware: iPods, iPads, cell phones, laptops, Chromebooks, desktops, PDA's, tablets, cameras, wearable tech, and eReaders, among others. It also includes all software, such as apps and social networking platforms.

Digital Citizenship

MRCA expects students to embrace the norms of appropriate and responsible behavior with regard to using technology and, therefore, function as ethical digital citizens. Students and staff must abide by the following guidelines:

- Users will demonstrate manners, showing consideration and respect for others at all times.
- Users understand and agree that the use of digital resources must be in support of education, research, and the educational mission and core values of MRCA.
- Users will respect the rights of all copyright owners, recognizing that infringement occurs when a person reproduces a work that is protected by a copyright. Users will not plagiarize; therefore, they should cite all quotes, references, and sources.
- Users will not use digital technology to access material that is profane or obscene, advocates illegal or violent activities, or advocates discrimination towards other individuals or groups.
- Users will not disseminate threatening or harassing messages. Cyber-bullying is prohibited.
- Users will not disseminate inappropriate material and will not download, store, create, or forward any information/data that is inflammatory or defamatory to any race, ethnicity, religion, gender, or political beliefs of any individual or group.
- Users will not download any unauthorized software, file, or program.

Technology Disciplinary Procedures

Failure to comply with this policy governing the use of digital technology will result in disciplinary action. MRCA reserves the right to deny individual users access to hardware and/or software as a consequence of misuse. Multiple infractions may result in extended or permanent loss of technology privileges, confiscation of an inappropriate item, restitution/restoration, and/or administrative action, including suspension and expulsion.

Harassment Policy

MRCA's policy is to provide an academic environment that honors the Lord in all interactions with one another. This environment should be free from harassment – whether based on gender, race, color, national or ethnic origin, age, veteran status, disability, or other protected characteristic applicable to a religious based institution. Harassment of any type, including physical, sexual, verbal, or electronic will not be tolerated. This policy applies to the actions of faculty, staff, parents, coaches, volunteers, and students. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion. Given the sensitive nature of this issue, a person who has been the victim of alleged harassment is encouraged to include an authority figure, such as parent, a member(s) of the MRCA staff, pastor or elder, in the discussions with the person initiating the alleged harassment. Parents will be notified when an incident involving their child is brought to the attention of the MRCA staff. Instances where there is sufficient evidence that a crime has been committed will be reported to the appropriate authorities.

- **Bullying**

Bullying behavior is a form of harassment and antisocial behavior, which does not know any geographic, racial, or social-economic boundaries. It is defined as intentional hurtful behavior perpetuated over a period of time, in a relationship characterized by an imbalance of power. Bullying, whether physical, verbal, or indirect, is unacceptable behavior and will not be tolerated at MRCA. Any teacher

or student who believes this policy has been violated by another person should immediately report the violation to the administration.

- **Cyberbullying**

Neither the school's network nor the broader internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace, often called cyberbullying, are unacceptable and will not be tolerated at MRCA. Cyberbullying includes, but is not limited to, the following misuses of technology: harassment, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email, instant, or text messages, digital pictures or images, or website postings (including blogs).

Students who feel they have been the victim of such misuses of technology should not erase the offending material from the system. They should print a copy of the materials and immediately report the incident to their teacher and/or an administrator.

Child Custody Policy

The splitting of a family is traumatic for parents and particularly for students. Consequently, the focus of MRCA will be the safety and well-being of each student. Our instituted policies are set to further that goal.

Custody Documentation – At the time of enrollment, the custodial parent will provide all relevant documentation concerning custody and/or visitation rights of each child enrolled at MRCA. The custodial parent of an enrolled child has the ongoing responsibility to provide MRCA any updated documentation relevant to changes in their custody and/or visitation rights. Updated documentation must be submitted to MRCA within seven days of any change. If a change occurs after school has dismissed for the summer, it is the responsibility of the custodial parent to provide updated

documentation at least seven days before the beginning of the new school year.

School Records – A noncustodial parent has the right to access school records related to his or her child unless prohibited by a legally binding document.

Dismissal and Early Dismissal – No student will be released to any person other than a custodial parent unless express written permission is first given to MRCA by the custodial parent or a valid, legally binding document granting release to someone other than the custodial parent is on file with MRCA. A parent cannot ask the school to withhold release of his or her child to the other parent or parent’s representative without legally binding documentation.

Parent-Teacher Meetings – MRCA will provide separate parent-teacher conferences for custodial and non-custodial parents if requested and if the school is notified within a reasonable period of time.

School Communications – It is the custodial parent’s responsibility to communicate to MRCA what school information (newsletters, activities, report cards, etc.) should be shared with the noncustodial parent.

Medication Policy

All students must have a completed and signed Medical Information/Waiver form on file for the current school year. Parents/legal guardians may give permission for the designated non-prescription medications (acetaminophen, ibuprofen, hydrocortisone cream, antibiotic ointment, after bite, and/or diphenhydramine) to be given to their child as needed during the school day. The designated medications will be provided by the school and will be given as directed by the guidelines stated on the label. If a student requires a stocked nonprescription medication on a consistent basis, the parent/legal guardians will need to provide the medication to be used exclusively by the student. If the

administration of a nonprescription medication is greater than 10 days consecutively, a physician must complete an Authorization for Prescription Medication at School form.

If a student needs to take a nonprescription medication during the school day that is not provided by MRCA, an Authorization for Nonprescription Medication at School form must be completed for the current school year. All medication must be in the original, labeled container. Both the Authorization for Nonprescription Medication at School form and the labeled medication must be brought to the main academy reception desk by an adult and turned in to the school nurse or receptionist if the school nurse is not present. If the administration of a nonprescription medication is greater than 10 days consecutively, a physician must complete an Authorization of Prescription Medication at School form.

If a student needs to take a prescription medication during the school day, an Authorization for Prescription Medication at School form must be completed by a physician for the current school year. All medication must be in the original, labeled container/boxes (including inhalers and Epipens). Both the Authorization for Prescription Medication at School form and the labeled medication must be brought to the main academy reception desk by an adult and turned in to the school nurse or receptionist if the school nurse is not present.

Parents/legal guardians are responsible for knowing the expiration date of any medication brought to school and replacing the medication before the expiration date. Medications will not be administered if it is past the expiration date. All medications must be picked up prior to the last day of school. Any medication not picked up by the last day of school will be destroyed.

Medications that are approved for self-administering are asthma inhalers, insulin for diabetic students, and EpiPens for severe allergic reactions. An Authorization for Self-Administration of Medication at School form must be signed by the parent/legal

guardian and physician for the current school year. Students are not to have any type of medication with them or in their lockers without approval and the Authorization for Self-Administration of Medication at School form on file.

At no time may a student give medication to another student. If medication is given to another student, disciplinary action will be taken.

The Authorization for Nonprescription Medication at School form, the Authorization for Prescription Medication at School form, and the Authorization for Self-Administration of Medication at School form can be found on the MRCA website under the Campus Life tab, in the School Nurse Info section.

Medical Action Plans

Parents/legal guardians of a student requiring ongoing medical care (e.g. seizures), will provide a complete Medical Action Plan detailing the specialized care needed for their child during school. Both parents/legal guardians need to sign the Medical Action Plan prior to medical care given.

Life Threatening Allergy Policy

MRCA 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 ensure the safety of those students with life threatening allergies:

- Parent/legal guardian must sign the Life-Threatening Allergy Parent Agreement and return by July 31st of each year.
- Parent/legal guardian must supply a completed MRCA Allergy Action Plan and return by July 31st of each year.
- The completed MRCA Allergy Action Plan must be signed by the child's attending physician and contain a current picture of the child and returned by July 31st of each year.

- Parent/legal guardian must supply the required number of EpiPens and Benadryl as designated on the Life-Threatening Allergy Parent Agreement Page by July 31st of each year.

Turning in the Life-Threatening Allergy Parent Agreement, Allergy Action Plan, and EpiPens by July 31st allows time for the nurse to have each child's plan and medications in the designated areas, create allergy zones, and notify teachers accordingly prior to the start of school.

The Life-Threatening Allergy Parent Agreement, and the MRCA Allergy Action Plan can be found on our website under the Campus Life tab in the section titled School Nurse information.

Diabetes Policy

MRCA will provide care for students with diabetes in collaboration with their physician and parent/legal guardian according to their current Diabetes Medical Management Plan (DMMP).

The DMMP must be completed by the student's physician and signed by both the physician and parent/legal guardian.

The DMMP must be on file with nurse prior to the start of school. Parents/legal guardian must read and sign the Diabetes Parent Agreement prior to the start of school each year.

Communicable Childhood Diseases

MRCA follows the South Carolina Department of Health and Environmental Control school exclusion guidelines unless otherwise stated. Should a student develop contagious symptoms during the school day, the school will notify the parent/legal guardian to arrange for immediate pickup.

Please keep the student at home if they have any of the following symptoms:

- a fever of 100.5 degrees or higher without other symptoms,
- a fever of 100.0 or higher with other symptoms (cough and/or

- sore throat), or
- vomiting and/or diarrhea related to illness.

A student must be free of these symptoms for a minimum of 24 hours without symptom-altering medication before returning to school.

If taking an antibiotic, a student should be on this medication for a minimum of 24 hours before returning to school. MRCA may alter the school exclusion guidelines as health care situations arise in order to provide a safe environment for the students and staff.

Upon having the following diseases and prior to returning to school, a student must have a written consent from either a physician or Health Department for re-admittance: COVID-19, chicken pox, measles, mumps, whooping cough, pinworms, scabies, ringworm, impetigo, lice, and pink eye.

Immunization Policy

A current DHEC South Carolina Certificate of Immunization form or South Carolina Certificate of Religious Exemption must be on file in the office no later than the 30th day of school or the student will be excluded from school until the updated form is on file in the office. If a student has an immunization record that will expire during the school year, an updated record must be on file within 30 days of expiration.

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.

Field Trips

Field trip arrangements are made by teachers. Permission slips will be sent home prior to each trip stating the details of the trip. Buses

may be utilized on field trips, or parents may be asked to drive students to and from the field trip location. Student behavior on field trips must be exemplary, or students may lose the privilege of going on the next field trip. Behavior on the bus reflects MRCA to the public and community; therefore, MRCA rules and regulations apply when on the bus.

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 birthday party invitations during school hours in only two situations:

1. When all classmates are invited, or
2. When all classmates of the same sex are invited.

Lost and Found

Lost and found items are located at the end of the Learning Commons hallway, the athletics center, and the middle school workroom. Lost and found items not claimed by the owners are given to a local charity periodically, as well as at the end of the school year. Items that are labeled will be returned to the appropriate student.

Athletic Event Parental Supervision

Parents of students not participating on an official MRCA athletic team are responsible for their children before, during, and after all athletic events. Students must be picked up by the end of dismissal time at 3:20 pm. MRCA will not provide supervision on game days between 3:20 pm and 4:00 pm.

Athletic Event Standards of Behavior

MRCA conducts a sports program believing 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, players, parents, and students to represent MRCA 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. Officials, opposing teams, and their fans are to be treated as honored guests.

SCHOOL DAY

School Hours

Monday through Wednesday, Friday

- **K3 - K4:** 8:15 am - 12:00 pm
- **K5 Half Day:** 8:15 am - 12:00 pm
- **K5 Full Day:** 8:15 am - 3:00 pm
- **T1 - 8th Grade:** 8:15 am - 3:00 pm

Thursday

- **K3 - K4:** 9:15 am - 12:00 pm
- **K5 Half Day:** 9:15 am - 12:00 pm
- **K5 Full Day:** 9:15 am - 3:00 pm
- **T1 - 8th Grades:** 9:15 am - 3:00 pm

Students K5 (full day) through 8th grade must be at school a minimum of 3.75 hours each day in order to be counted “present” for the school day. All K5 (full day) through 8th grade students must arrive at school by 11:15 am in order to be counted “present” for the school day.

Students K3 through K5 (half day) must be at school a minimum of 2 hours each day in order to be counted “present” for the school day. All K3 through K5 (half day) students must arrive at school by 10:00 am in order to be counted “present” for the school day.

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

Student Arrival

Students dropped off in carline on Monday, Tuesday, Wednesday and Friday between 8:00 am and 8:15 am should go directly to their homebase classroom. The same procedure for Thursdays between 9:00 am and 9:15 am.

Early Stay

In support of our working parents, MRCA students may be dropped off at Early Stay beginning at 7:30 am, Monday – Friday. Parents will be asked to register student(s) for early stay so MRCA can best prepare for the number attending. [Early Stay registration](#) is available through the school app or on the school website under the Campus Life tab. If your family schedule changes during the school year, please call the main reception desk with updates.

Tardy Policy

In order for students to receive the full benefit of the classroom, it is important that they be present and on time each school day. The cooperation of parents is requested to ensure that students arrive at school on time each day.

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

Students who arrive to school after 8:15 am are considered tardy. The student should check in at their designated reception desk (K3-4th grade check-in at the main reception desk and 5th-8th grade check in at the middle school reception desk). The receptionist will take their lunch order, give them a tardy pass and

alert their teacher that they are on the way to class.

Absences

Students in K5 through 8th grade will be allowed 12 absences per year. A written note from a parent is required for any student absence. These 12 allowed absences can be excused, unexcused, or a combination of both. Any student who exceeds 12 absences may be required to repeat a grade or class. Every absence in excess of 12 must be excused. Excused absences are defined as:

1. Doctor's visit, accompanied by a note from a non-related physician;
2. Serious, chronic, or extended illness verified by a doctor's statement within three days of the student's return to school;
3. Death in the immediate family; or
4. Extreme hardships at the discretion of the administrator.

Students involved in family trips, etc., should send a note to their teacher(s) one calendar week ahead of the absence, if possible. The absences will count against the 12 absences allowed per year. Generally, students will be allowed to make up and receive credit for assignments within the same number of days that they were absent. Students who are absent during the school day are not able to participate in that day's after-school activities such as sports or clubs.

Dismissal

Students should be picked up within 20 minutes of their afternoon dismissal time. All students not picked up by 3:20 pm will be taken to the main academy reception desk for supervision until their parent arrives. A late fee will be charged for students who are picked up after 3:20 pm.

For every 5 minutes a parent is late after 3:20 pm, a charge of \$1.00 per student will be assessed. Parents will need to come to the main academy reception desk to sign the student out.

K3-K5 half day students not picked up by 12:20 pm will be escorted to the main academy reception desk. Late fee charges will begin at 12:20 pm. For every 5 minutes a parent is late after 12:20 pm, a charge of \$1.00 per student will be assessed. Parents will need to come to the main academy reception desk to sign the student 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.

Early Dismissals

All K3 through 4th grade students needing an early dismissal must be signed out at the main academy reception desk. All middle school students needing to be dismissed early must be signed out in the middle school office. Students will be called when the parent arrives.

Playground Policy

Elementary and preschool students will have daily outdoor recess, 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. No parents will be permitted at recess or break.

Inclement Weather Policy

There are several ways MRCA will communicate inclement weather closings and/or delays to our parents.

1. With each inclement weather event, MRCA will determine if a delay or closing is necessary and will communicate its decision to parents. MRCA will consider Greenville County Schools' actions when choosing its plans and will always keep its students' and staff's safety the top priority.
2. MRCA will put inclement weather delays or closings on our

Facebook and Instagram pages as well as on the MRCA app. MRCA inclement weather delays or closings will also be listed on WYFF4.

3. MRCA will utilize emails and school-wide communication systems to disseminate information to our parents regarding inclement weather, school schedule changes, emergency and non-emergency situations, and any other pertinent information. During extended school closure, MRCA may shift to virtual delivery of instruction as needed.
4. Please note, if MRCA delays its opening, Early Stay will not be available on that day. Students will not be able to order lunch or utilize the warmers for heat-ups when there is a delay in the start of school.

After-School Program

After-School is MRCA's program for those parents who desire care for their child after school. The After-School program does not offer drop-in care, but offers care by registration and pre-arrangement of days and hours. The program is available until 6:00 pm for our K3-8th grade students on all days that school is in session. The After-School program will operate until 6:00 pm on early dismissal days except during the first week of school. Complete policies, fees, and procedures are on the school website under the Campus Life tab.

Lunchroom Protocol

Each day the lunchroom offers a variety of items from local vendors. Drinks, fresh fruit, and snacks are also available, and middle school students may purchase ice cream. The lunchroom is a great place for students to learn about making good food choices, self-control, and the value of money.

Every family has a lunch account, and money can be deposited in several ways. Money can be added to the families lunch account through FACTS. Check or cash, in a clearly marked envelope with child's first and last name, can be given to the homeroom teacher for delivery to the lunchroom, or the money can be given directly

to the lunchroom when the student comes to lunch. FACTS sends weekly emails to all families who have a negative balance.

Students may bring food from home to be heated, not cooked, in a warming oven. Foil, metal, glass, and microwave safe plastic are ideal, and containers should be no more than 4" tall. Ziploc bags are not recommended. All food items should be clearly marked with the student's first and last name and grade.

Lunch orders are placed and food items are sent to the lunchroom by 8:45 am each day, and at 9:45 am on Thursdays. If your child is tardy, please call or email the lunchroom before these times to place a lunch order. If your child leaves early, please pick up food that has been ordered because your lunch account will be charged. In the event that a student should forget to order or forget their lunch, corn dogs are always available, and a few extra entree items are available on a first come first served basis.

Parents and family are welcome and encouraged to join their children for lunch. When you come to have lunch with your child, you must first sign in at the main academy reception desk and receive a name tag, and then you may proceed to the lunchroom. No one will be allowed to enter through the side lunchroom door. Our main goal is the safety of all of our students, and this policy will ensure that visitors to the lunchroom and on our campus are properly identified.

Chapel

Chapel programs for K3-8th grade students are held every Thursday. Parents and friends are welcome to attend any of these programs.

Campus Visitors

All MRCA visitors arriving on campus should enter through the main academy entrance or the middle school office entrance. Visitors must sign-in with a driver's license, passport, or government

issued ID. Visitor's ID's will be put through a database that checks backgrounds and then issues a badge for the visitor to wear. Visitors without a visitor's badge will be redirected to the main or middle school offices. The administration reserves the right to limit visitation at any time.

Closed Campus

MRCA is a closed campus for the safety of our students and faculty. While school is in session, visitors must either sign in at the main academy reception desk or middle school desk before entry into the school or be attending a school or church approved event.

COMMUNITY RELATIONS

Community Relations seeks to encourage, support and assist teachers, students and families in school and beyond. In partnering with Christian families, MRCA endeavors to equip families to grow in their relationship with Christ within their community and the world. Parents help accomplish this purpose through their support, honor, and encouragement of MRCA. Three of the ways Community Relations supports the school is through the following:

Room Parents

Room Parents (K3-4th grade) are responsible for the dissemination of information from teachers and/or administration to classroom parents. Room Parents also aid the classroom teacher by communicating their needs to classroom volunteers regarding classroom events, class parties, field trips, and other activities throughout the year.

MOMS (Mothers of Middle Schoolers)

MOMS is a group of middle school mothers responsible for supporting the 5th – 8th grade students and teachers. Their goal is to make every student feel special and appreciated. MOMS will decorate lockers for special recognitions, support faculty and staff in preparation of retreats and mission trips, as well as recognize the

middle school faculty and staff on birthdays and holidays.

Moms in Prayer

Believing that prayer makes a difference, Moms in Prayer is a group of parents who meet weekly to pray for the students, teachers, and administration of MRCA. To learn how you can be part of this group, email info@mitchellroadchristian.org.

MIDDLE SCHOOL

General

MRCA's middle school consists of 5th through 8th grades, divided into two distinct grade levels – 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.

Middle School Fall Retreats

As a mandatory part of the middle school curriculum, a one day (for 5th/6th grades) and a separate two 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. Please refer to the school calendar for the specific dates of each retreat.

Middle School Curriculum

During the middle school years at MRCA, students are further equipped to impact the world as ambassadors for Christ through the biblical worldview integrated curriculum and instructional practices designed by the middle school faculty. Each middle school faculty member is specially trained in their subject matter to

equip the unique learning needs of middle school students. Each day, students receive instruction in the five academic disciplines of Bible, Language Arts, Social Studies, Math, and Science. Throughout the middle school years, their education is further expanded by instruction and experiences in other disciplines such as physical education, fine arts, language acquisition, and technology.

As preparation for high school, 7th and 8th grade students take a 2nd semester final exam in Bible, Language Arts, Social Studies, Math, Science, and 8th grade Spanish. These exams are cumulative and measure the student's knowledge, skills, and understandings from the entire 2nd semester. Exams count as 10% of the student's final 2nd semester grade.

Physical Education Uniform

All 5th - 8th grade students are required to wear a PE uniform. Details will be given to parents during the admissions interview and in the summer information packet.

Student Council

Opportunities exist through Student Council 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 Student Council offices and class representatives.

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.

Athletic Programs

6th through 8th grade students may participate in try-outs for the school soccer, basketball, volleyball (girls only), baseball (boys 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.

Lockers

Lockers are provided for the convenience of 5th through 8th grade students and are the property of MRCA. Students are required to keep their belongings in their lockers. Lockers are to be used for storage of school supplies, personal belongings, and lunches 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. 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. Students can 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 and/or their parents.