



Mitchell Road Christian Academy
Family Handbook
2023 - 2024

“. . . 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

Table of Contents

OVERVIEW OF MRCA	5
Purpose.....	5
Mission	5
GENERAL INFORMATION	5
Family Handbook Adherence	5
Student Profile.....	5
Church Affiliation.....	6
School Board.....	6
Accreditation	6
Church Engagement	6
Gospel at MRCA.....	6
Conflict Resolution	6
Matthew 18 Principle	7
School Communication.....	7
Communicating a Crisis Situation	7
CORPORATE PARTNERS	7
Box Tops for Education.....	7
AmazonSmile Program	8
Publix Partners.....	8
Lowe's Foods	8
ADMISSIONS POLICIES & FINANCIAL INFORMATION	8
Mission Driven Enrollment	8
Application Procedure.....	8
Admissions & Enrollment Requirements.....	9
Wait Pool Policy.....	10
Admissions Process for Students with Specific Learning Differences	10
Re-Enrollment.....	11
Withdrawn Students Returning for Re-Admission	11
Withdrawal Policy and Fee.....	11
Tuition and Fee Payments	11
Late Fee Policy.....	12
Delinquent Tuition Accounts	12
Force Majeure	12
SCHOOL DAY	13
School Hours.....	13

Student Arrival.....	13
Early Stay	13
Tardy Policy	13
Absences.....	14
Dismissal	14
Early Dismissals.....	14
Playground Policy	15
Inclement Weather Policy	15
After-School Program	15
Lunchroom Protocol	15
Chapel.....	16
Campus Visitors	16
Closed Campus	16
Field Trips	16
Birthdays.....	16
Lost and Found	16
Supervision of Students.....	17
Athletic Event Parental Supervision	17
Athletic Event Standards of Behavior	17
ACADEMIC INFORMATION	17
Back-to-School Information.....	17
Lost and/or Damaged Textbooks.....	17
Class Size.....	17
Homework Policy.....	18
Request for Assignments.....	18
For 1st through 4th grade students	18
For 5th through 8th grade students.....	18
Grading Standards	18
Achievement Tests	19
Report Cards	19
Parent-Teacher Conferences/Communication.....	19
Tutoring Policy.....	19
Promotion and Retention	19
Academic and Behavioral Review	20
Teacher Request Policy.....	20
Student Request Policy.....	20

STUDENT INFORMATION 20

- Love & Logic Disciplinary Model and Core Beliefs 20
- Behavior Guidelines 21
- Uniform/Dress Code Guide 21
- Cell Phones, Tablets, Smart Watches, Electronic Devices and Personal Items 21
- Digital Technology Responsible Use Policy 21
 - Technology Disciplinary Procedures 22
- Harassment Policy 22
 - Bullying 23
 - Cyberbullying 23
- Child Custody Policy 23
 - Custody Documentation 23
 - Dismissal and Early Dismissal 23
 - Parent-Teacher Meetings 23
 - School Communications 23
- Medication Policy 24
- Medical Action Plans 24
 - Life Threatening Allergy Policy 25
 - Diabetes Policy 25
- Communicable Childhood Diseases 25
- Immunization Policy 26
- Student Accident Insurance 26

MIDDLE SCHOOL 26

- General 26
- Middle School Fall Retreats 26
- Middle School Curriculum 26
- P.E. Uniform 27
- Student Council 27
- Athletic Programs 27
- Lockers 27

COMMUNITY RELATIONS 27

- Room Parents 27
- Moms in Prayer 27
- MOMS (Mothers of Middle Schoolers) 27

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 their 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 Mitchell Road Christian Academy (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:
 - Creative problem solving
 - Collaboration
 - Communication
 - Critical thinking
2. Students will develop and exhibit outstanding character.
3. Students will be impacted by the love of Jesus Christ.

Church Affiliation

MRCA is a ministry of [Mitchell Road Presbyterian Church](#) (MRPC). Mitchell Road Presbyterian Church is a member of the Presbyterian Church in America (PCA), a family of churches subscribing to the biblically based Westminster Confession of Faith.

School Board

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

Accreditation

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

Church Engagement

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 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 issue 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. However, if a parent 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. 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 Family Handbook and take their concerns to the MRCA Board.

School Communication

The MRCA website, MRCA's Eagles in the News, the MRCA app, report cards, and parent-teacher conferences and meetings serve as effective means of communication. A spirit of friendliness and cooperation in communication 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 school. Additional information regarding all that is going on at MRCA can be found on our website, Facebook and Instagram pages, and the MRCA app.
- K3-4th grade teachers provide weekly newsletters to parents with classroom and grade specific information.
- Pertinent school information (i.e., school calendar, lunch calendar, athletic schedules, and directions) can be found on the MRCA website, www.mitchellroadchristian.org and the MRCA app.
- 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.
- MRCA utilizes Facebook – Mitchell Road Christian Academy (Official) – and Instagram - [mitchell_rd_christian_academy](https://www.instagram.com/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.

Communicating a Crisis Situation

The head of school, principal, and/or a member of the MRCA Emergency Management team will make the necessary decisions regarding procedures to address the crisis. Communication to parents during a crisis situation will be handled by the head of school either by phone, the FACTS Parent Alert via text, local TV, 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 Publix loyalty card is needed.

Lowe's Foods

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

ADMISSIONS POLICIES & FINANCIAL INFORMATION

Mission Driven Enrollment

1. **Mission and Purpose Centered:** The mission and purpose of MRCA are the guideposts by which admissions decisions are made. Families who agree with and support the mission and purpose will be considered for enrollment.
2. **Family Values Oriented:** MRCA seeks to bolster the work of the family, support the Bible's teaching on marriage, and emphasize traditional values such as hard work, humility, perseverance, etc. Agreement with and abiding by the values set forth in the Statement of Faith & Conduct (found in the student application) and a parent's testimony are requirements for a partnership with the school.
3. **Academic Distinction:** MRCA provides students with a challenging environment where they can work toward their academic potential with discipline and integrity. The school partners with parents who understand the importance of empowering their children to take responsibility for their work and will support the school in these endeavors.

Application Procedure

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 parent's brief testimony of their personal relationship with Jesus Christ;
- The prospective student's school records;
- Classroom, school board, and other school details as they pertain to the prospective family; and
- Any questions the prospective family 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 Enrollment Director to the Admissions Committee. Once the Admissions Committee has reviewed the application, an enrollment decision (acceptance, denial, wait 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 the new student's placement 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.

A more detailed outline of the application steps is available on the MRCA website.

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 at or above grade level.
- The prospective student gives evidence of good conduct and attitude.

Admissions & Enrollment Requirements

Mitchell Road Christian Academy admits students based primarily on the following requirements of both the student and parent(s):

The student:

- Demonstrates average or above average (50% percentile or 5 stanine) aptitude/achievement on standardized testing
- Performs at or above grade level
- Has excellent Pastor and Teacher Reference Letters
- Exhibits the following attributes:
 - Is motivated to learn
 - Wants to attend MRCA
 - Gives evidence of good conduct and attitude and is amenable to instruction and correction
 - Shows age-appropriate social and emotional intelligence
 - Meets the minimum age requirements:
 - For K3, the student must be fully potty-trained and 3 years old on or before September 1st
 - For K4, the student must be fully potty-trained and 4 years old on or before September 1st
 - For K5, the student must be 5 years old on or before September 1st
 - For 1st grade, the student must be 6 years old on or before September 1st

The parents:

- Must ascribe to and be supportive of the Mission, Purpose, Statement of Faith and Conduct, and Enrollment Agreement and support the faculty and staff of MRCA
- Are able to meet their financial obligation
- Affirm that at least one parent is a Christian and agree 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."
- Affirm that at least one parent in the family is a regular attender or member in good standing with a local church

If classes are full, students are placed in a wait pool. The wait pool process and policies will be explained to parents during the admissions interview as it pertains to that family.

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).

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).

Wait Pool Policy

With a large number of prospective students each year, the number of applicants can exceed the availability in a designated grade level for the current or upcoming school year. Our goal is to maintain optimal class size and classroom chemistry in each grade and the wait pool process helps to achieve this goal. MRCA's wait pool is an unranked group of students who have been accepted to our school who we prayerfully hope will be able to join the MRCA community.

While space may become available anytime throughout the school year due to life changes (moving, etc.), there are key time frames to note in the wait pool process.

- February – Re-enrollment for current MRCA families for the upcoming school year ends in January. Wait pool families can typically expect to be notified of acceptance beginning in February for the upcoming year based on availability.
- July – The first tuition payment for the upcoming school year is due in mid/late-July. Grade level availability may also occur shortly after the first tuition payment cycle.

We will notify families in the wait pool if space becomes available. We will be glad to transfer student applications to the following school year if we are not able to offer admission from the current school year's wait pool. The most current standardized test scores and another entrance evaluation will be required for any child whose application is moved to the next year for consideration.

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 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. Therefore, MRCA will be unable to accommodate every student with a learning difference that applies for admission to the school.

Re-Enrollment

MRCA opens re-enrollment for current students in January for the upcoming school year. The re-enrollment packet must be submitted by January 31st in order to retain a current student's space for the upcoming school year. If the re-enrollment packet is not received by January 31st, a student's space may be offered to another MRCA applicant. The family's FACTS account will be invoiced for the \$225 re-enrollment fee at the beginning of February. The re-enrollment fee is non-refundable and non-transferable, except when contingent on tuition assistance. 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. 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 child/family from MRCA for any reason other than a relocation of greater than 30 miles away and then desires to re-enroll their child at any time after the withdrawal, the head of school may request a meeting with both parents. The meeting between the parents and the head of school will determine eligibility and 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

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. Tuition, After-School, and other fee payments may be paid through FACTS or through the school Business Office.

For students who enroll after the start of the school year, a pro-rated scale will be used to determine tuition for the initial month of entrance. If a student withdraws after the start of school, there will be no refund for the month in which the student leaves.

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.

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.

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.

There will be a \$25.00 charge for each returned check. There will be a \$25.00 charge for stop payment checks.

Tuition payments include the cost of most field trips, except for year-end parties and food costs.

Late Fee Policy

Any family that falls behind in tuition will be contacted by the finance director so that satisfactory arrangements can be made. 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.

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, After-School Care, and Academic Success 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.

SCHOOL DAY

School Hours

Monday, Tuesday, 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.

Student Arrival

Students dropped off in car line on Monday, Tuesday, Wednesday, and Friday between 7:55 am and 8:15 am should go directly to their homebase classroom. The same procedure applies to Thursdays between 8:55 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 for parents who must be at work before 7:55 am. Parents will be asked to register student(s) for Early Stay so MRCA can best prepare and staff for the number attending. Early Stay registration is available through the MRCA 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. When working parents register their child(ren) for Early Stay, an annual Early Stay charge of \$25 per family will be invoiced at the time of registration.

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 vital to ensure that students arrive at school on time each day. Students in K5 through 8th grade are allowed 20 unexcused tardies per year. An unexcused tardy is any tardy not accompanied by a doctor’s note. The 21st and all subsequent tardies will result in a \$5.00 charge per tardy for the family unit. Chronic, excessive tardies will be addressed by administration with the student’s parents. 5+ tardies per quarter is considered excessive. Students who arrive at school after 8:15 am are considered tardy. Parents must walk their child in the building to be checked in at the designated reception desk (K3-4th grade check-in at the main school reception desk and 5th-8th grade check-in at the middle school reception desk). The receptionist will take their lunch order if needed, give them a tardy pass, and inform 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 or have summer tutoring to be paid for by the family if deemed necessary by the administration. The amount of tutoring will be based upon the number of absences and the academic needs of the student. Every absence in excess of 12 must be excused. Excused absences are defined as:

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

Students involved in extended family trips, etc., should notify their teacher(s) via email two calendar weeks ahead of their absence. The absences will count against the 12 absences allowed per year. Teachers may not be able to give students the classwork and homework they will miss while absent. Therefore, once students return to school they 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 MRCA sports or clubs. MRCA can provide information and notification regarding student attendance, but it is ultimately the responsibility of the parents to monitor the number of days the student is present.

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 should inform the school one hour 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 5th through 8th grade students needing to be dismissed early must be signed out at the middle school reception desk. Students will be summoned when the parent arrives, and parents must wait at the reception desk (not in the car) to sign out their child. If a parent needs to sign out their child just before dismissal, it must be done before 2:45 pm. Any dismissal after 2:45 is problematic and receptionists will be unable to call the child to the desk for checkout.

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. Parents are not permitted at recess or break.

Inclement Weather Policy

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

- 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.
- MRCA will put inclement weather delays or closings on our Facebook and Instagram. MRCA inclement weather delays or closings will also be listed on WYFF4.
- MRCA will utilize emails and school-wide communication systems (the FACTS parent alert) to disseminate information to our parents regarding inclement weather, school schedule changes, emergency and non-emergency situations, and any other pertinent information.
- 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

Extended Day (K3-K4) and After-School Care (K5-8th grade) are MRCA's programs for parents who desire care for their child after school. The programs do not offer drop-in care but offers care by registration and pre-arrangement of days and hours. The programs are available until 5:30 pm for K3-8th grade students on all days that school is in session. Extended Day and After-School Care will operate until 6 pm on the early dismissal day before Christmas Break. The programs will not operate on the half days the first week and last week of school. Complete policies, fees, and procedures are on the MRCA website under Campus Life tab, in the After-School Program section.

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 wise 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 lunch account through FACTS, or via check or cash. Enclose your check or cash in an envelope clearly marked with the child's first and last name and give to the homeroom teacher for delivery to the lunchroom. The money can also be given directly to the lunchroom staff 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 by 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 school reception desk or middle school reception desk and receive a name tag, and then you may proceed to the lunchroom. No one is permitted 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 K5-8th grade students are held every Thursday. Parents and friends are welcome to attend any of these programs. A separate chapel for K3 and K4 is held on Thursday mornings in one of the Early Ed. classrooms.

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 IDs 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 one of the school reception desks or the church reception desk before entry into the school or church.

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:

- When all classmates are invited, or
- 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, in the athletics center, and in 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.

Supervision of Students

During school hours, academic-related tutoring, private music instruction, or educational therapy services may be conducted between an approved faculty or staff member and a student. These instances must be requested and approved by the principal or head of school beforehand and be conducted in a location that is easily viewable and monitored by administration. Beyond school hours, MRCA employees acting in their official capacities may not be in a one-on-one situation with any MRCA student on or off campus without the student's parent present.

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 as MRCA will not provide supervision on game days between 3:20 pm and 4:00 pm.

Athletic Event Standards of Behavior

MRCA believes that competitive team sports 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 both 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.

Please see the MRCA Athletic Handbook for comprehensive information about the school's athletic programs and its standards.

ACADEMIC INFORMATION

Back-to-School Information

Back-to-School information is available on the school's website, www.mitchellroadchristian.org, and on the MRCA app by mid-July. Events such as Meet the Teacher give parents an opportunity to meet their child's teacher(s), visit their classrooms, and give teachers a chance to communicate pertinent information to 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. 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 10 - 20 minutes per night to complete, respectively. Homework for 3rd and 4th grades should average no more than 30-40 minutes per night, respectively. 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 obtain 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 when they return to school.
- 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 9-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.

Tutoring Policy

Certain teachers are available to tutor students after school hours; however, it is preferred that parents of students who require tutoring secure someone other than the child's classroom teacher. Any exceptions will be approved by the administration. A parent must be in close proximity to their child during the tutoring session.

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 failing end-of-year grades will be amended by completing 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 will 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 June 1st. Requests will be reviewed prior to class lists being finalized. Many factors are considered regarding student placement; therefore, there is no guarantee that the request can be granted, and the school reserves the right to make the final determination.

STUDENT INFORMATION

Love & Logic Disciplinary Model and Core Beliefs

MRCA uses a form of interaction with 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 shepherding their hearts are ultimately more valuable than simply changing a student's behavior temporarily. We believe that we should lovingly allow children to grow through their mistakes by emphasizing a logical connection between choices and 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 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: navy, white, light blue, or gray. Boys may wear jeans, pants, and/or shorts and girls may wear jeans, pants, capris, and/or fingertip-length shorts, skirts, or jumpers. All bottoms must be blue denim, khaki, navy, gray, or black (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.
- PE Uniforms: 5th - 8th graders must purchase a P.E. uniform (navy shirt with MRCA P.E. logo and gray mesh athletic shorts) through Lands' End. K5-4th graders must wear regular MRCA-approved uniform shirts to P.E. class. On P.E. days, K5-4th graders may choose to wear either regular approved uniform bottoms or fingertip-length athletic shorts, sweatpants, fleece, or wind pants that may be purchased from any vendor, all of which must be navy.
- If students wear non-approved uniform items to school, they will receive a quiet reminder of the uniform guidelines and, if possible, be asked to remove the article of clothing (if it is a non-approved jacket, for instance). If non-approved items are worn regularly, children will be sent to the reception desk and parents will be called to bring an appropriate uniform to school for children to change into.

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. Teachers may require students to place watches in their backpacks or other secure location during the school day. 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 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 and other tablets, cell phones, laptops, Chromebooks, desktop computers, digital cameras, and wearable tech such as Fitbits and smart watches. It also includes all software such as search engines, apps, digital media, 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 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, person, 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. 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 is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. 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

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 recipient of such misuses of technology at school should 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. Without an official court document, both parents/guardians have equal rights to custody. The school does not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

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, school records, etc.) should be shared with the non-custodial 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 inhalers, insulin, emergency medication for seizures, and EpiPens. 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), must provide a complete Medical Action Plan detailing the specialized care needed for their child during school. Both parents/legal guardians must 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 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 fever free and/or without vomiting for a minimum of 24 hours without 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 conditions and prior to returning to school, a student must have a written consent from either a licensed health care provider, the Health Department, or consult the school nurse for re-admittance: chicken pox, measles, mumps, whooping cough, pinworms, scabies, ringworm, impetigo, and lice.

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.

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. There is an additional fee for these retreats. The purpose of these trips is three-fold:

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

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, and technology.

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

Students may be selected for available honors-level classes in 8th grade (i.e., Algebra 1 Honors, English 1 Honors, and Spanish 1). To qualify for these classes, several criteria from 7th grade will be considered when determining a student's placement, including the student's final grades, MAP scores, work ethic, and behavior. Placement in honors classes is not guaranteed and class size is also considered when determining schedules. Regardless of which classes students are assigned in their 8th grade year, MRCA graduates are well-prepared and positioned for success upon entering high school.

P.E. Uniform

All 5th - 8th grade students are required to wear a P.E. uniform. The P.E. uniform must be purchased through Lands' End.

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.

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 with the 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. Lockers can be used for storage of school items, personal belongings, and lunches. Due to fire regulations and safety issues, objects are not permitted on the hall floor or on top of lockers. Lockers may be decorated with appropriate pictures, mirrors, posters, and banners. Medications of any sort, either over the counter or prescription, must 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 are not 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 any time with or without the knowledge and/or permission of the student and/or their parents.

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 aid classroom teachers by communicating needs and information to volunteers regarding classroom events, class parties, field trips, and other activities throughout the year.

Moms in Prayer

Confident 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.

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.