



2018/2019 STUDENT HANDBOOK

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

Isaiah 40:31

Revised 02/07/2018

TABLE OF CONTENTS

Words from our Head of School	5
Purpose	6
Mission	6
Student Profile	6

SECTION I - GENERAL INFORMATION

School Board	7
Faculty/Staff/Administration	7
Facilities-Physical Plant.....	9
Accreditation	9
Home-Church Relationship	9
Evangelism of Students	9
Missions.....	9
Conflict Resolution	9
Matthew 18 Principle.....	10
School-Home-Communication	10
"MRCA Eagles in the News"	10
Web-site	10
InfoDirect.....	10
Facebook.....	10
TWILIO	10
MRCA Mobile App	10
General Mills Boxtops for Education	10
Amazonsmile Program.....	10

SECTION II - APPLICATION POLICIES & FINANCIAL INFORMATION

Application Procedure	11
Standards for Admission.....	12
Admissions Process for Special Needs Students.....	12
Re-Enrollment - Continuous Enrollment	12
Withdrawal Policy and Fees	13
Tuition and Fee Payments.....	13
Late Fee Policy	13
Delinquent Tuition Accounts.....	14

SECTION III - ACADEMIC INFORMATION

Back to School Information	15
Curriculum and Textbooks	15
Class Size.....	15
Homework Policy	16
Request for Assignments	16
Grading Standards	16
Achievement Tests.....	17
Report Cards	17
Parent-Teacher Conferences/Communication.....	17
Tutoring Policy	17
Promotion and Retention	17
Academic Probation.....	17
Teacher Request Policy.....	18
Student Request Policy	18

TABLE OF CONTENTS, cont.

SECTION IV - STUDENT INFORMATION

Uniform/Dress Code Guide19
Cell Phones and Personal Items19
Digital Technology Responsible Use Policy19
 Digital Technology Defined19
 Digital Citizenship19
 Disciplinary Procedures20
Love and Logic Disciplinary Model and Core Beliefs20
Child Custody Policy20
 Custody Documentation20
 School Records21
 Dismissal/Early Releases21
 Parent/Teacher Meetings21
 School Communications21
Visits of Parents of Divorced/Separated Families21
Harassment Policy21
 Bullying21
 Cyberbullying21
Communicating a Crisis Situation22
Saturday School22
Medication Policy22
Communicable Childhood Diseases22
Immunization Policy22
Life Threatening Allergy Policy23
Student Accident Insurance23
Field Trips23
Birthdays23
Student Use of the Telephone23
Lost and Found23
Recreational Soccer Club23
Sports Club (Intramurals)24
Athletic Event Parental Supervision24
Athletic Event Standards of Behavior24

SECTION V - SCHOOL DAY

School Hours25
Student Arrival/Early Stay25
Tardiness26
Absences26
Dismissal26
Medical Appointments and All Other Early Dismissals26
Playground Policy27
Inclement Weather Policy27
ACE - After Care Eagles (After School Activities)27
Lunch Program and Visitor Protocol27
Chapel28
Prayer28
Bible Memorization28
Campus Visitors28
Closed Campus28

TABLE OF CONTENTS, cont.

SECTION VI - PARENTAL SERVICE ORGANIZATIONS

MPACT29
Room Moms29
MOMS (Mothers of Middle Schoolers).....29
Moms-in-Prayer (formerly Moms-in-Touch)29

SECTION VII - MIDDLE SCHOOL

General30
Middle School Fall Retreats.....30
Middle School Curriculum30
Physical Education Uniform30
Student Council30
Duke University Talent Identification Program30
Extra-Curricular Programs31
Eighth Grade Trip31
Lockers31
Disciplinary Procedures32
 Homework.....32
 Behavior Guidelines.....32

CONCLUSION33

August, 2018

Dear Parents:

For over forty years Mitchell Road Christian Academy has upheld a tradition of academic excellence, biblical worldview training, community service, artistic growth, and athletic achievement for students in K3 through 8th grade. By the grace of God we have created a vibrant culture where students are nurtured to fulfill their highest potential in the love of Jesus Christ. We feature outstanding, experienced teachers, great facilities, a loving community, active learning, technology integration, and an emphasis on project-based learning and critical thinking.

Our mission is to partner with Christian parents to equip children to become Christ's ambassadors of redemption through academic excellence and an integrated biblical worldview education. As a result, we share your values and provide a safe environment where God's word is taught daily, providing a foundation for academic achievement and lifelong success. Because Mitchell Road teachers and administrators genuinely care for our students, we provide the kind of individualized attention each student needs to grow in the Lord. We also bathe this ministry in prayer, humbling ourselves before God so that He may be glorified in our midst.

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

As always, we stand ready to assist you as we share in the task of equipping your child to become Christ's Ambassador of Redemption.

Yours in Christ,

Patrick Beaudine
Head of School

MRCA's 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.

MRCA's 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.

STUDENT PROFILE

The curriculum and instructional practices at MRCA 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.

It is only by the grace of God that students will be transformed into Christ's ambassadors of redemption.

SECTION I – GENERAL INFORMATION

A. School Board

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

The School Board is comprised of a maximum of twelve members. Board members are members of Mitchell Road Presbyterian Church and must be approved by the Church Session. Board members for the 2017-2018 school year are as follows:

Chris Rikard – Chairman	Ben Creasman	Chris Toates
Cara Bostrom	Leah Kudlak	Mark Woodard
George Burdette	Grant Slay	

B. Faculty/Staff/Administration

The 2018-2019 school year faculty and staff are as follows:

Administrative/Staff

Patrick Beaudine	Head of School
Gail Simmons	K3-8 th Grade Principal
Michael O’Leath	Athletic Director
Steve Harper	Director of Finance
Bryce Martin	Director of Marketing and Admissions
Mark Martin	Director of Development
Jennifer Foster	Director of Curriculum and Instruction
Josh Neuer	Director of Guidance
Debby DeRosa	Assistant to the Director of Development
Sandy Merritt	Administrative Assistant
Charlene Clement	Middle School Administrative Assistant
Kelly Keever	Academy Receptionist
Jennifer Clardy	Academy Receptionist
Sharri Johnson	Athletic Administrative Assistant/Nurse
??????	Director of MPACT

Early Education

Betsy Bell	Three-Year Kindergarten (2/3-Day)
Jeanette Stanley	K3 Aide (3/5-Day)
Susan Fry	Four-Year Kindergarten (3-Day)
??????	Four-Year Kindergarten (5-Day)
Lucinda Ward	K4 Aide (3/5-day)
Suzy Chance	Five-Year Kindergarten
Rebecca Griffith	K5 Aide
Kelli Williamson	Five-Year Kindergarten
Deb Carter	K5 Aide
Kitty Williams	Transitional First Grade
Heather Bohannon	T1 Aide

Faculty, cont.

Elementary

Lane Chatfield	First Grade
Dana Richardson	First Grade
Kristen Odom	Second Grade
Heather Haines	Second Grade
Susan Babb	Third Grade
Crystal Nihart	Third Grade
Chelsea Burns	Fourth Grade
Maggie Caldwell	Fourth Grade
Ashley Hughey	Elementary Spiritual Formation Teacher

Middle School

Laurie Thomas	Fifth/Sixth Grade Social Studies/5 th Bible
Alise Brown	Fifth/Sixth Grade Language Arts/5 th Bible
Justin Withers	Fifth/Sixth Grade Science/6 th Bible
Sina Shuey	Fifth/Sixth Grade Math/6 th Bible
Rachel Burrow	7 th /8 th Grade Social Studies
Bobby Alcocer	7 th /8 th Mathematics/Math Enrichment
Caroline Pennell	7 th /8 th Language Arts/Writing Enrichment
Kai Hubbard	7 th /8 th Science
Aaron Thomas	7 th /8 th Grade Bible/Spiritual Formation Director

Related Arts Faculty

Sarah Pennell	Art
Suzanne Washick	Media Specialist/Technology Coordinator
Paula Karmin	Band/Music
Sarah Barron	K3-T1 Music
Caroline Lovejoy	Spanish
???????	Physical Education

Support Staff

Sandy Waugh	Academic Success Director
Michelle Gohs	Media Specialist Assistant
Lynn Bateman	Elementary Support
Meg Schuerman	ACE Director
????????	ACE Assistant
Diane DeBruhl	ACE Assistant
Amy Smith	ACE Assistant
????????	Lunchroom Director
Andrea Hueble	Lunchroom Assistant
Ron Hardgrave	Facilities Manager
Daniel Myers	Facilities Assistant
Mark Johnson	Facilities Assistant
Tommy Sullivan	Facilities Assistant

Support Services

Ruth Whitley	Speech Therapist
--------------	------------------

C. Facilities-Physical Plant

Mitchell Road Christian Academy is located in the education buildings of Mitchell Road Presbyterian Church. A playground, library, art room with kiln, music room, gymnasium, computer lab, and soccer fields are provided. There is one separate building that houses the seventh and eighth grade students.

D. Accreditation

Mitchell Road Christian Academy is currently going through the accreditation process with the following accrediting organizations: ACSI (Association of Christian Schools International) and AdvancED.

E. Home-Church Relationship

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

F. Evangelism of Students

Through a Biblical worldview education, it is the desire of Mitchell Road Christian Academy to expose every student to the Gospel and to provide opportunities to develop a personal relationship with Jesus Christ.

G. Missions

Mitchell Road Christian Academy is deeply committed to the spiritual development and maturity of each student. Our 8th grade students have the opportunity to participate in MRCA's annual mission trip.

H. Conflict Resolution

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, not revenge. 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
 - d. School Board Chair*

*The School Board has delegated to the Head of School (HOS) 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 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 appropriate grade level 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 – Parental Concerns Procedure – and take their concerns to the School Board.

I. School-Home Communication

Mitchell Road Christian Academy partners with parents in Christian education. The MRCA website, “**MRCA Eagles in the News**,” 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.

- Mitchell Road Christian Academy’s “**MRCA 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 and Facebook page.
- Pertinent school information (i.e., school calendar, lunch calendar, “**MRCA Eagles in the News**”, intrascholastic athletic schedules and directions, as well as our Admissions information) can be found on the MRCA web-site, www.mitchellroadchristian.org
- Mitchell Road Christian Academy utilizes Facebook – [Mitchell Road Christian Academy \(Official\)](#) – and Instagram - [mitchell_road_christian_academy](#) - to give current and prospective families a window into the day to day happenings at MRCA and the upcoming events in the life of the school.
- **TWILIO** is used by MRCA to communicate important information to our school families. When a TWILIO message is sent out, you will receive a call or text from school. Please wait a few moments to allow for receipt of a voice message – indicating a TWILIO message. These TWILIO calls are not missed calls but important messages you will need to listen to regarding important school matters.
- Mitchell Road Christian Academy has a school-specific [mobile phone app](#), created by Crescerance, Inc. This mobile 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 push notifications to those parents who have downloaded the app. Push notifications 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 mobile app without charge and can opt-out of notifications at any time.

J. General Mills Boxtops for Education

MRCA participates in the General Mills Boxtops for Education program. Boxtops are collected several times during the school year.

K. AmazonSmile Program

You Shop! Amazon gives!

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 pieces, same services.

Support MRCA by starting your shopping at <https://smile.amazon.com/>

SECTION II ADMISSIONS POLICIES/FINANCIAL INFORMATION

A. Application Procedure

1. The following items must be completed and submitted to the school office prior to the scheduling of an interview:
 - Application form(s) with the non-refundable application fee(s).
 - Parent Enrollment Agreement read and signed.
 - Consent for Use of Photograph page read and signed.
 - Computer Use Contract read and signed for K5 through 8th grade students.
 - Copy of birth certificate for ALL students.
 - Copies of child's most recent report cards, standardized test scores, and any other special testing your child has ever had for any reason.
 - Teacher Reference Letter given to a current teacher and/or principal for them to complete and mail, fax, or email to MRCA.
 - Pastor's Reference Letter. If not a Mitchell Road Presbyterian Church member, it needs to be mailed or given to your pastor for him to complete and mail, fax or email to MRCA.
 - Medical Report which must be completed and signed by BOTH the parent AND the physician. If you are unable to secure an appointment before turning in the application, please complete your portion of the Medical report, make a copy of the Medical report and submit the copy with the application. You can then take the original copy to your child's physician when your child has their doctor's appointment.
 - South Carolina Certificate of Immunization
2. Upon receipt of the forms and fee(s) listed above, you will be contacted regarding an interview with the Director of Admissions. The following will be discussed at the interview:
 - A parent's brief testimony of their personal relationship with Jesus Christ.
 - Child's school records.
 - Entrance testing of students entering K4 through 8th grade.
 - The non-refundable registration fee will be collected to reserve a space for your child. Notification of acceptance or denial will be given via a phone call and/or letter after the entrance evaluation.
 - For fall enrollments, the one-time non-refundable Family Enrollment Fee of \$250 is due by June 15th; otherwise this fee is due at the time of enrollment.
 - Time for questions and answers.
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 Christian.
 - The prospective student is performing on grade level.
 - The prospective student gives evidence of good conduct and attitude.
 - All applying families must be interviewed by the Principal and/or a member of the administrative staff.
4. After the interview and the entrance evaluation, the Admissions Committee will review the application.
5. Enrollment for the next school year begins mid-January. Enrollment for new students begins on February 1.
6. A family not meeting these criteria may be denied acceptance to MRCA.

B. Standards for Admission

1. Based upon our purpose, Mitchell Road Christian Academy's admission standards are designed to identify students who:
 - a. Demonstrate average or above average aptitude and/or achievement (stanines of 5 or higher on standardized testing)
 - b. Are socially and emotionally well-adjusted
 - c. Are amenable to correction and instruction
 - d. Want to attend Mitchell Road Christian Academy
 - e. Are motivated to learn
 - f. Have parents who are supportive of the Philosophy, Purpose, Statement of Faith, and Parent Enrollment Agreement
 - g. Have parents who will meet their financial obligation
 - h. Meet minimum age requirements
 - (1) To enroll in the K3 program, a child must be potty-trained and be 3 on or before September 1st
 - (2) To enroll in the K4 program, a child must be 4 on or before September 1st
 - (3) To enroll in the K5 program, a child must be 5 on or before September 1st
 - (4) To enroll in the first grade program, a child must be 6 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 member or regular attendee and in good standing with a local church.
4. If classes are full, students are placed in a waiting pool. The waiting pool process and policies will be explained to parents during the admissions interview.

C. Admissions Process for Special Needs Students

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

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

D. Re-Enrollment – Continuous Enrollment

MRCA uses a continuous enrollment contract for parents and guardians. The continuous enrollment agreement requires a signature the first year of enrollment and remains in effect for the remainder of a child's time at MRCA unless or until this agreement is terminated by the School for academic or behavioral reasons in accordance with the Student Handbook, or official notice of withdrawal is submitted.

If the re-enrollment fee is not received by January 31 of each year, a child's space may be offered to other MRCA applicants.

If a child is re-enrolled for the next school year but then opts to withdraw after February 1 but before November 1, 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 1, 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 31 to admissions@mitchellroadchristian.org of their intent to withdraw.

E. Withdrawal Policy and Fees

Changes in circumstances, including moves and financial changes, can be unpredictable. MRCA will do its best to support families during times of transition. If a family decides to move a child after November 1 of a school year, a \$500 withdrawal fee will be assessed unless the move falls under one of the following criteria:

1. An out of town family move of greater than 30 miles;
2. MRCA can no longer meet the academic needs of a student; or
3. MRCA can no long retain a student due to disciplinary reasons.

Should a student withdraw from MRCA prior to the opening of school, **July tuition payments will not be reimbursed.**

F. Tuition and Fee Payments

1. Tuition is paid on the first of the month over an eleven month period – JULY through MAY. Pre-payments may also be made annually or by semester. The July tuition payment secures your child’s class placement for the coming school year and is **non-refundable** should you choose to withdraw from MRCA.
2. Tuition, ACE, and other fee payments may be mailed to the Academy, paid in the school office, automatically drafted from your bank account, or paid via credit card. Tuition information will be emailed to MRCA families each year in June. Initial set-up of credit card payments will need to be done in the 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. When 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. Financial Aid for School Tuition (FAST) applications are available on our website and **should be submitted by February 1**. MRCA uses FAST to assess the family’s financial needs for the school year.
7. A \$100 per new student one-time tuition reduction is available to current families that refer a new family that enrolls in the school. The referral form, which is attached to all applications, must be completed at the time of application.
8. There will be a \$25.00 charge for each returned check. There will be a \$25.00 charge for stop payment checks.
9. Tuition payments include the cost of field trips, except for year-end parties and food costs.

G. Late Fee Policy

1. A \$15.00 late charge will be added for accounts not paid by the 15th of the month. The intent of the late fee policy is to ensure prompt payments; not to increase total revenues. **A student may not be allowed to return to Mitchell Road Christian Academy if the delinquent account is not cleared at the end of a thirty (30) day period.** Hardship cases may be addressed to the School Board by letter for an exception to this policy.

2. Any family that falls behind in tuition will be contacted by the Business Manager so that satisfactory arrangements can be made.
3. Report cards will be held by the Business office for any account that is delinquent or for an incomplete application file.
4. All tuition accounts must be paid in full by May 15th or your child may not complete the school year. Hardship cases may be addressed to the School Board by letter for an exception to this policy. Letters must be submitted by the third Tuesday of April for consideration.

H. Delinquent Tuition Accounts

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

SECTION III – ACADEMIC INFORMATION

A. Back to School Information

Back to School information is available on the school’s website, www.mitchellroadchristian.org, by mid-July. A tuition statement and an Auto-draft payment form are emailed to each family by late June as well.

Through individual parent meetings, new parent orientation sessions, and Back to School Nights, parents have the opportunity to meet their child’s teacher(s) and to visit their classrooms and gives teachers a chance to communicate pertinent information to the parents.

B. Curriculum and Textbooks

Mitchell Road Christian Academy implements instructional strategies such as Problem Based Learning, Tiered Instruction, Collaborative Learning, and the backward design process of “Wisdom by Design” to equip our students to be creative, critical, collaborative problems solvers. These instructional strategies alter the learning activities of our students in the classroom and at home. Instead of being passive receivers of information, our students actively steward their time and resources to discriminate truth within information and apply that information to solve new problems and innovatively create new ideas as Christ’s Ambassadors of Redemption.

Classroom teachers, with reference to the state standards, are responsible for the development of their curriculum and they use a variety of instructional materials and textbooks for instruction. Textbooks are chosen that best meet the educational goals and objectives of the course. Textbooks published by a secular company, are carefully reviewed by teachers and administration. Students are responsible for any textbooks, course material, or other supplies that are assigned to them. If damages or loss occur 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.

C. Class Size

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

3-Year Kindergarten	12
4-Year Kindergarten	16
5-Year Kindergarten	18
Transitional First	12
First –Third Grade	21
Fourth – Eighth Grade	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, with Administrative approval, the ceiling may be adjusted.

D. Homework Policy

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

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

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

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

Homework for 1st 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 middle school students should average no more than 50-60 minutes; homework for 7th and 8th grade middle school 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.

E. Request for Assignments

For 5th through 8th grade students

- When a student is absent, class work 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 Sycamore.
- If books are needed to complete the homework, parents may go to their child's locker to pick up books between 3:15 p.m. and 3:30 p.m.
- Students will have the same number of days they are absent to complete the missed assignments.

For 1st through 4th grade students

- When a student is absent and a parent would like to get the missed assignments, the parent should call the main school reception desk before 10:00 a.m. This will allow ample time for the teacher to prepare the requested assignments.
- Home work for each day may be found on Sycamore.
- Homework requested may be picked up at the main reception desk between 3:15 p.m. and 3:30 p.m.
- Students will have the same number of days they are absent to complete the missed assignments.

F. Grading Standards

The following expectations will be reflected on your K3 through 2nd grade child's report card:

- 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 3rd 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

G. Achievement Tests

The TerraNova Achievement Test is given each spring to K5 – 8th grade students. Students in grades 3, 5, and 7 are also given the InView Ability Test. Parents will receive a copy of their child’s test scores with their final report card.

H. Report Cards

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

I. Parent-Teacher Conferences/Communication

Parent-teacher conferences can be held any time during the school year. Parents should contact their child’s teacher to schedule a conference.

J. Tutoring Policy

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

K. 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, grades, achievement test scores, mastery level in the basic skill areas, mastery of curriculum objectives, emotional stability, physical health, and mental ability.

Middle School 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.

L. Academic Probation

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

M. Teacher Request Policy

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

N. Student Request Policy

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

SECTION IV – STUDENT INFORMATION

A. Uniform/Dress Code Guide

Refer to the Uniform/Dress Code Guide on our website for specifics regarding the MRCA dress code. Teachers will note violations of dress code standards and will provide counsel and warning as necessary to students. Violations of the dress code may necessitate a student remaining in the office until the parents bring a change of clothing or take the student home until the dress code is met. The resulting absences are unexcused. Areas of subjectivity are left to the discretion of the teachers and Administration.

B. Cell Phones and Personal Items

MRCA will not be responsible for cell phones and/or personal items brought to school that are lost or stolen. Cell phones are not to be used without permission during school hours - 7:30 a.m. until 3:20 p.m. Inappropriate or disruptive use of cell phones will result in disciplinary action.

C. Digital Technology Responsible Use Policy

We live in a digital age. Digital technology is a daily feature of life and has become central to how we interact with our environment. Because it will continue to become even more influential, Mitchell Road Christian Academy believes that technology needs to be embraced for its benefits, but also fully understood. Technological choices have moral consequences. They impact students on the cognitive, emotional, spiritual, social, and physical levels. For example, having access to and using a smart phone during the school day can distract students, increase their cognitive load beyond efficient capacity, and interrupt working memory and executive functioning capabilities. Digital technology, therefore, provides an opportunity to teach students to use it wisely in order to positively impact our world as ambassadors of Christ, rather than become controlled by it. When used in a responsible manner, it offers valuable resources to staff, teachers, and students that enable educational excellence. Mitchell Road Christian Academy is committed to helping students and staff use technology as an effective educational and administrative tool. It is understood that students and staff will use technology in a mature and professional manner in accordance with the following responsible use policy.

Digital Technology Defined

Digital technology includes the following hardware: iPods, iPads, cell phones, laptops, 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

Mitchell Road Christian Academy expects students to embrace the norms of appropriate and responsible behavior with regard to using technology, and therefore function as ethical digital citizens. Students will 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 Mitchell Road Christian Academy.
- 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, creed, ethnicity, religion, sexual orientation or political beliefs of any individual or group.
- Users will not download any unauthorized software, file, or program.

Disciplinary Procedures

Failure to comply with this policy governing the use of digital technology will result in disciplinary action. Mitchell Road Christian Academy 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 inappropriate item, restitution/restoration, administrative action, including suspension and expulsion.

D. Love & Logic Disciplinary Model and Core Beliefs

As a school we have adopted 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 handles discipline differently than a completely behavioristic program. 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. Our rules and values have not changed, just our approach to how we address choices that are made about those rules. 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 we as a school have adopted are as follows:

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

E. Child Custody Policy

The splitting of a family is traumatic for parents and particularly for students. Consequently, the focus of Mitchell Road Christian Academy will be on 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 student enrolled at Mitchell Road Christian Academy. The custodial parent of an enrolled student 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 Releases – 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.) will be shared with the noncustodial parent.

F. Visits of Parents of Divorced/Separated Families

MRCA is responsible to the individual who has legal custody of the student. Any deviation to this policy must be submitted in writing and filed with the student's records by the person having legal custody. If another individual wishes to have any information regarding a student, i.e., copies of report cards or any other records of the student's performance, a conference, etc., the individual with legal custody is to be notified prior to any arrangements being made by the requestor.

G. Harassment Policy

MRCA’s policy is to provide an academic environment that honors the Lord in all interaction with one another. This environment should be free from harassment – whether based on sex (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 a parent, pastor, or elder, and a member(s) of the Mitchell Road Christian Academy staff 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 Mitchell Road staff. Instances for which 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 Web site 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.

H. Communicating a Crisis Situation

Anyone aware of a crisis situation on campus should notify a member of the Emergency Management Team immediately. The Head of School and/or the 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 TWILIO, local TV, the MRCA Phone App, and/or the school web site.

J. Medication Policy

Students who must receive medication during the school day are to bring medication in a **PRESCRIPTION BOTTLE WITH THE CHILD'S NAME AND DOSAGE CLEARLY WRITTEN ON THE BOTTLE.** Medication is to be dropped off in the Academy office or the middle school office where it will be kept until time to be taken. **Students are not to have any type of medication with them or in their lockers without written notification from their physician on file in either the main school office or the middle school office.**

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

At re-registration time, parents complete the “**Emergency Information Form**” which includes those medications their child may be given, the name and phone number of the family doctor, as well as the name, address, and phone number of the parents, and the name and phone number of an alternate person to be notified if the parents are unavailable. The “**Emergency Information Form**” must be on file before a place is reserved for your child for the next school year. It is the responsibility of the parent to see that this information is complete and on file.

The **Emergency Information Form** must be on file before your child can begin receiving medications at school. In case of an illness or injury at school, the family will be contacted by phone, and the parents will be requested to come to the school to pick up the child.

K. Communicable Childhood Diseases

Students should not attend school while contagious (fever, chicken pox blisters still developing, etc.). Should a student develop contagious symptoms during the school day, the school will notify the parent to pick up their child. A child may not **return to school for 24 hours** after vomiting or having a fever.

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

L. Immunization Policy

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

M. Life Threatening Allergy Policy

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

- Parents must read and agree with the Life Threatening Allergy Guidelines
- Parents must sign the Life Threatening Allergy Parent Agreement and return by July 31st of each year.
- Parents 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.
- Parents must supply the required number of EPI-Pens as designated on the Life Threatening Allergy Parent Agreement Page by July 31st of each year.

N. Student Accident Insurance

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

O. Field Trips

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

P. 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
2. When all classmates of the same sex are invited

Q. Student Use of School/Cell Phone

Students must have verbal permission from a teacher to use a cell phone and then ONLY if it is an emergency. Forgotten assignments, clothes, etc. are not considered emergencies. Middle school students should not use the phones in the middle school building or in the gym (until after school hours) except in an emergency.

R. Lost and Found

Lost and found items will be located in the elementary school workroom, the gym, and the middle school workroom. Lost and found items not claimed by the owners are given to a local charity at the end of each month, as well as at the end of the school year. Items that are labeled will be returned to the appropriate child.

S. Recreational Soccer Club

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

T. Sports Club (Intramurals)

The Athletic Department at MRCA offers Sports Club (Intramurals) to students in the 3rd through 5th grade. Various intramural sports are offered in six week increments throughout the school year. There is a fee for participation in Sports Club.

U. 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.

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

SECTION V – SCHOOL DAY

A. School Hours

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

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

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

**** Students K5/T1 (full day) through 8th grades must be at school a MINIMUM OF 3.75 HOURS each day in order to be counted “present” for the school day. All K5/T1 (full day) through 8th grade students must arrive at school by 11:15 a.m. in order to be counted “present” for the school day.**

**** Students K3 through T1 (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 T1 (half day) students must arrive at school by 10:00 a.m. in order to be counted “present” for the school day.**

In managing your 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 your child’s 12 absences.

B. Student Arrival/Early Stay

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

On Thursday, students arriving between 7:30 a.m. and 9:05 a.m. are to be dropped off at the lunchroom, where a supervisor will be on duty for no additional charge. All students arriving between 9:05 a.m. and 9:15 a.m. should proceed directly to their classroom. All students arriving after 9:15 a.m. should go directly to the middle school office or the academy receptionist area to pick up their tardy pass and then proceed to their classrooms. **Students should not arrive before 7:30 a.m.**

C. **Tardiness**

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

Students in K5 through 8th grade 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.**

D. **Absences**

Students in K5 through 8th grade will be allowed **12 absences per year**. A written note from a parent or Legal Guardian is required for any student absence. These 12 allowed absences can be excused, unexcused, or a combination of both. Any student who exceeds twelve absences may be required to repeat a grade or class. Every absence in excess of twelve 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 student's return to school
3. Death in the immediate family
4. Extreme hardships at the discretion of the administrator

Students involved in family trips, etc., should send a note to the teacher(s) involved one calendar week ahead of the absence, if possible. **The absences will count against the 12 absences allowed per year.** Generally, students are allowed to make up and receive credit for assignments within the same number of days that they were absent.

E. **Dismissal**

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

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

Kindergarten students not picked up by 12:20 p.m. will be escorted to the academy reception area. Late fee charges will begin at 12:20 p.m. For every 5 minutes a parent is late after 12:20 p.m., a charge of \$1.00 per student will be assessed. The clock will start at 12:20 p.m. Money earned from this service will pay the person on duty. Parents will need to come to the reception desk to sign their child(ren) out

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.

If there is inclement weather (thunderstorms, lightning, etc.) at dismissal time, in order for MRCA to ensure the safety of our students, students will remain in the building and be called for dismissal as their ride arrives.

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

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

G. 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.

H. Inclement Weather Policy

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

1. MRCA will put inclement weather delays or closings **on the home page of our website, on our Facebook and Instagram pages as well as on the MRCA Mobile App**. MRCA inclement weather delays or closings will also be listed on **WYFF4** and **WHNS Fox Carolina**.
2. With each weather event, MRCA will follow the initial call (delays/closings) of Greenville County Schools regarding inclement weather days. After their initial call, MRCA will determine its own inclement weather delays or closings independently of Greenville County.
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.
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.

I. ACE – After Care Eagles (After school activities)

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

The ACE 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 p.m. for our K4 and older students on all days that school is in session (including most early dismissal days, please check school calendar). ACE is also available for children in our K3 program until 3:00 p.m. each day. The ACE program will operate until 6:00 p.m. on early dismissal days except during the first week of school.

Complete policies, fees, and procedures are on the school website at www.mitchellroadchristian.org.

J. Lunch Program and Visitor Protocol

The lunchroom offers a variety of items from local vendors. Milk (white and chocolate) and juices are also available for sale in the lunchroom. Lunch orders are taken in the morning. The lunchroom is on a pre-pay or pay daily basis. Parents may send money to the lunchroom to be kept on account. The lunchroom supervisor will inform students when their accounts are running low.

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

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

Parents and family of students are always welcome to have lunch with your child. However, our main goal is to ensure the safety of all of our children. Therefore, when you come to have lunch with your child, you must **first sign in at the main reception desk and receive a nametag** – you may then proceed to the lunchroom. **No one will be allowed to enter through the side lunchroom door or to drop off items at that door.** This will ensure that visitors to the lunchroom and on our campus are properly identified.

K. Chapel

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

L. Prayer

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

M. Bible Memorization

The overall purpose of Bible memorization is to instill the Word of God into the hearts of students.

N. Campus Visitors

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

O. Closed Campus

Mitchell Road Christian Academy is a closed campus.

SECTION VI – PARENT ORGANIZATIONS

A. **MPACT**

MPACT stands for **Mitchell Road Parents Advancing Community and Teachers**. In partnering with Christian families, Mitchell Road Christian Academy 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.

B. **Room Moms**

Room Moms (K3-4th grade) are responsible for the dissemination of information from teachers and/or administration to classroom parents. Room Moms also aid the classroom teacher by communicating her needs to classroom volunteers regarding classroom events, the (3) classroom parties, and other activities throughout the year.

C. **MOMS (Mothers of Middle Schoolers)**

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

D. **Moms-in-Prayer**

Believing that prayer makes a difference, Moms-in-Prayer is a group of parents who meet weekly to pray for the children, teachers, and administration of MRCA. Moms-in-Prayer intercede for our children through prayer and pray that MRCA will be guided by Biblical values and high moral standards.

SECTION VII – MIDDLE SCHOOL

A. **General**

MRCA's Middle School consists of 5th through 8th grades, divided into 2 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.

B. **Middle School Fall Retreats**

As a **mandatory** part of the Middle School curriculum, a one day (for 5th/6th grades) and a 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. Reference should be made to the school calendar for the specific dates of each retreat.

C. **Middle School Curriculum**

During the middle school years at Mitchell Road Christian Academy, students are further equipped to impact the world as Christ's Ambassadors of Redemption 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 fine arts, Spanish, and technology.

As preparation for high school, 7th and 8th grade students take a final 2nd semester 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 counts 10% of the student's final 2nd semester grade.

D. **Physical Education Uniform**

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

E. **Student 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 Council offices and class representatives.

F. **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.

G. Extra-Curricular Programs

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

Middle School students (5th – 8th grades) are required to purchase a P.E. uniform through Mitchell Road Christian Academy. Details will be given on the first day of class.

Fifth through eighth grade students may also participate in various ACSI events, Chorus, Band, Art Club, and Lego Robotics.

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

1. A student must maintain a 2.0 grade point average. Averages will be checked at mid-term and at report card time.
2. If a student is indicating poor performance in any classroom prior to those times, a conference will be set up with the teacher, coach/advisor, and student to create a strategy for success.
3. If the student does not comply with the agreed upon strategy, a loss of practice, playing time, and participation, as well as ineligibly, will occur.

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

H. Eighth Grade Trip

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

I. 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, purses, and lunches only. Wall hooks should be used for coats, sweaters, jackets, and small lightweight bags only. Due to fire regulations and safety issues, no objects will be permitted on the hall floor. Lockers may be decorated with appropriate pictures, mirrors, posters, and banners, but must be held in place with magnets (not tape). Medications of any sort, either over-the-counter or prescription, may not be stored in lockers at any time without prior permission from the Middle School Principal. Each student will be held responsible for replacing or repairing any damage to the inside of his/her locker. It is strongly recommended that students purchase a combination lock for their locker and lock their locker on Wednesday and Friday afternoons.

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

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

J. Disciplinary Procedures

- Homework

Homework is an integral part of the educational process at Mitchell Road Christian Academy. It is given to extend the learning experience within the classroom 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 advisable for students to form the habit of having an assignment notebook in which to list their work and due dates. It is the student's responsibility to see that homework is completed.

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

Homework one day late for students in 5th through 8th grade will result in a 10 point reduction in the grade. Homework 2 days late will result in a 20 point reduction of the grade and homework 3 days late will result in a zero.

- Behavior Guidelines

Major behavioral violations will result in probation, suspension, or expulsion from Mitchell Road Christian Academy. 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 also result in consequences deemed appropriate by the Administration.

As a school MRCA has adopted 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 handles discipline differently than a completely behavioristic program. 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. Our rules and values have not changed, just our approach to how we address choices that are made about those rules. We believe we should LOVINGLY allow children to grow through their mistakes by emphasizing a LOGICAL connection between choices and the consequences.

Behavioral issues will be reviewed by the Head of School and/or the Principal on a case by case basis to determine whether the violation is major or minor.

IN CONCLUSION

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

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