



Mitchell Road
CHRISTIAN ACADEMY

2019-2020 Family Handbook

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

- Isaiah 40:31

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OVERVIEW OF MRCA

PURPOSE

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

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

MISSION

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

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.

GENERAL INFORMATION

School Board

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

Accreditation

Mitchell Road Christian Academy has full accreditation through ACSI (Association of Christian Schools International) and AdvancED.

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 students, with their families, to be in regular attendance at their church. We do not feel that we can be effective if the family is not active in church (Heb. 10:25).

Family Handbook Adherence

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

Gospel at MRCA

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.

Conflict Resolution

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

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

God (James 1:20).

- b. Meet with the individual to discuss the issue, prayerfully seeking understanding and unity.
 - c. If no resolution is reached, schedule a meeting with the individual and his or her supervisor while continuing to pray that God's purposes will be revealed throughout the process.
5. Usual route of appeal:
- a. Teacher
 - b. Principal/Director
 - c. Head of School (HOS)
 - d. School Board Chair*

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

Matthew 18 Principle

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

School-Home Communication

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

mobile app, report cards, parent-teacher conferences, and parent-teacher meetings serve as effective means of communication. A spirit of friendliness and cooperation among parents and teachers helps provide a better learning and growing environment for all students.

- Mitchell Road Christian Academy's *Eagles in the News* is a weekly newsletter featuring current and future events of the Academy. Additional information regarding all that is going on at MRCA can be found on our website, Facebook and Instagram pages, and MRCA App.
- Pertinent school information (i.e., school calendar, lunch calendar, MRCA's *Eagles in the News*, interscholastic athletic schedules and directions, as well as our Admissions information) can be found on the MRCA website, www.mitchellroadchristian.org and the MRCA App.
- Mitchell Road Christian Academy utilizes Facebook – Mitchell Road Christian Academy (Official) – and Instagram - [mitchell_road_christian_academy](https://www.instagram.com/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.
- Mitchell Road Christian Academy has a school-specific mobile phone app, created by Crescencance, 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.

Boxtops for Education

MRCA participates in the Boxtops for Education program. Boxtops are collected several times during the school year and sent in for \$.10 per boxtop. The program then sends MRCA a check.

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 pieces, 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.

Publix Partners

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

ADMISSIONS POLICIES/FINANCIAL INFORMATION

Application Procedure

1. The following items must be completed and submitted to the Admissions office when applying to MRCA:
 - 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
 - Copy of South Carolina Certificate of Immunization

- Copies of child's most recent report cards, standardized test scores, and any other special testing your child has ever had for any reason
- Records Request for previous school records
- 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 you are not a Mitchell Road Presbyterian Church member, it needs to be mailed or given to your pastor to complete and mail, fax or email to MRCA
- Medical Report which must be completed and signed by the parent(s)/ guardian(s).
- 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 evaluation results of students entering K4 through 8th grade
 - The non-refundable student enrollment fee will be collected to reserve a space for your child. Notification of acceptance or denial will be given at that time.
 - 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 Director of Admissions and/or a member of the administrative staff.
4. After the entrance evaluation and interview, the Admissions Committee will review the application.
 5. Students are considered enrolled by January 31 given the parameters of MRCA's continuous enrollment guidelines as set forth on pg. 6 of the Family Handbook if they have paid the \$225 re-enrollment fee. Enrollment for new students begins February 1.
 6. A family not meeting these criteria may be denied acceptance to MRCA.

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 years old on or before September 1st
 - (2) To enroll in the K4 program, a child must be 4 years old on or before September 1st

- (3) To enroll in the K5 program, a child must be 5 years old on or before September 1st
 - (4) To enroll in the first-grade program, a child must be 6 years old on or before September 1st
 - i. Students may be recommended for retention at a certain grade level provided such placement will not put a student more than one grade level behind their normal grade placement according to chronological age.
2. In addition, at least one parent must be a Christian and must be in agreement with the following statement:

“I believe that Jesus Christ is the only Savior given to man from God, and that Jesus is, Himself, God. I have personally received Jesus as my Savior and Lord and am committed to raising my children according to the inspired Word of God, the Bible.”
 3. At least one parent in the family must be a regular attendee or member and in good standing with a local church.
 4. If classes are full, students are placed in a waiting pool. The waiting pool process and policies will be explained to parents during the admissions interview if it affects that family.
 5. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not limited to, living in, condoning, or supporting sexual immorality; practicing homosexual lifestyle or alternative gender identity; promoting such practices; or otherwise having the inability to support the authority and moral principles of the school (Lev. 20:13a, Rom. 1:27, Matt. 19:4-6).

6. By enrolling and re-enrolling their children in MRCA, parents agree to fully support the policies and standards of conduct as set forth in the Family Handbook and cooperate with the teachers and administrators in a spirit of partnership in the training of their children. If, in the sole discretion of MRCA, it determines that a parent is not fulfilling this commitment to cooperate with MRCA policies and procedures, 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 unwholesome communication with others regarding the school, its teachers, administrators, staff, programs, and policies.
- Practice the Matthew 18 principle when resolving conflict.
- Ensure words and actions are free from anger (James 1:19-20).

Admissions Process for Students with Specific Learning Needs

Mitchell Road Christian Academy recognizes that God has created each individual in a unique and special way with different styles of learning and academic needs. Our Academic Success Center encourages and assists our students to help them reach their God-given potential and to enable them to become successful independent learners. Students who have been diagnosed by a licensed school psychologist with a specific learning difference or a processing deficit will be considered for the Academic Success Center program.

1. The Admissions Committee, including the director of the Academic Success Center, will evaluate student records, as well as all psychological and educational testing.
2. The number of special needs students currently being served

within the grade for which application is being made will be considered.

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 Family Handbook or parental failure to support the authority and decisions of the school administration and teachers.

If the re-enrollment fee is not received by January 31st 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 1st but before November 1st, the re-enrollment fee will not be refunded. The re-enrollment fee is non-refundable and non-transferable, except when contingent on tuition assistance. After May 1st, a \$75 late fee will be added to the re-enrollment fee.

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

Withdrawal Fee

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

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

Tuition and Fee Payments

1. Starting the 2019-2020 school year, MRCA will be using FACTS for tuition payment processing. MRCA will be offering the following payment plans utilizing FACTS:
 - Plan A: Payment in full by August 1st (1% discount)
 - Plan B: 50% payment due by August 1st. 50% payment due by January 1st.
 - Plan C: 11-month payment plan

After the school year has started, a pro-rated scale will be used to determine the cost of the initial month of entrance (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. All tuition payments can be made payable to MRCA or online or by mail to FACTS. Please do not send checks payable to FACTS to MRCA.

2. Tuition, ACE, and other fee payments may be paid through FACTS or through the school. An online payment plan invite will be sent in the summer to set up the family tuition account.
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. The FACTS Aid & Assessment application is available on our website. The FACTS application should be submitted by March 1st. MRCA uses FACTS to assess the family's financial needs for the school year.
7. There will be a \$25.00 charge for each returned check. There will be a \$25.00 charge for stop payment checks.
8. Tuition payments include the cost of field trips, except for year-end parties and food costs.

Late Fee Policy

1. Any family that falls behind in tuition will be contacted by the business manager so that satisfactory arrangements can be made.
2. Report cards will be held by the business office for any account that is delinquent or for an incomplete application file, or grades will be blocked in FACTS.
3. All tuition accounts must be paid in full by May 15th, or your child may not be promoted or considered for the next 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.

Delinquent Tuition Accounts

Tuition and ACE accounts must not be delinquent in order for a

student to be re-registered for the following school year. 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.

ACADEMIC INFORMATION

Back-to-School Information

Back to School information is available on the school’s website, www.mitchellroadchristian.org, by mid-July. An auto-draft payment form is emailed to each family by late June as well.

New parent orientation sessions, Meet the Teacher, and Curriculum Night give parents opportunities to meet their child’s teacher(s) and to visit their classrooms and give teachers a chance to communicate pertinent information to the parents.

Lost and Damaged Textbooks

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.

Class Size

Because the student/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	16-18
Transitional First	12-14
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.

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

Parents can check homework assignments on FACTS; 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.

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 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 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 academy reception desk before 10:00 am. This will allow ample time for the teacher to prepare the requested assignments.
- Homework for each day may be found on FACTS.
- Homework requested 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 are absent to complete the missed assignments.

Grading Standards

The following expectations will be reflected on K3 through 2nd grade 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 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

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.

Report Cards

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

Parent-Teacher Conferences/Communication

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

Tutoring Policy

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

will be approved by the administration.

Promotion and Retention

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

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

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

Academic 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.

Teacher Request Policy

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

Student Request Policy

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

STUDENT INFORMATION

Uniform/Dress Code Guide

- K3 & K4: Uniforms are not required for these classes. Shoes without back (flip flops, sandals, Crocs, etc.) are not permitted
- K5 – 8th Grade: Must wear logo-embroidered shirts purchased through one of our vendors. All shirts must be one of the following colors: red, navy, white or green. Boys may wear jeans, pants, and/or shorts and girls may wear jeans, pants, shorts, jumpers, skirts, skirts, or capris. All bottoms must be blue denim, khaki/navy twill, and khaki/navy corduroy and 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 Parent Portal tab, 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.

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

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

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

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, MRCA believes that technology not only 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 digital technology 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 for 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. MRCA 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, Chrome books, 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.

Technology 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.

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, rather 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.

Behavior Guidelines

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.

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 also result in consequences deemed appropriate by the teacher and/or administration.

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 child enrolled at Mitchell Road Christian Academy. The custodial parent of an enrolled child has the ongoing responsibility to provide MRCA any updated documentation relevant to changes in their custody and/or visitation rights. Updated documentation must be submitted to MRCA within seven days of any change. If a change occurs after school has dismissed for the summer, it is the responsibility of the custodial parent to provide updated documentation at least seven days before the beginning of the new school year.

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

legally binding document.

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

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

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

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.

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 website postings

(including blogs).

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

Communicating a Crisis Situation

Anyone aware of a crisis situation on campus should call 911, then notify the head of school, principal, and/or the Emergency Management team. 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 local TV, the MRCA Phone App, and/or the school website.

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 (Jr. Acetaminophen, Acetaminophen, Jr. Ibuprofen, Ibuprofen, Cough Drops, Cough Syrup, Saline Eye Drops, Antacid Tablets, Hydrocortisone cream, and/or Diphenhydramine (generic Benadryl) 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 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 a student needs to take a prescription medication during the school day, an Authorization for Prescription 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 Prescription Medication at School form and the labeled medication must be brought to the main academy reception desk by an adult and turned in to the school nurse or receptionist if the school nurse is not present.

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

Medications that are approved for self-administering are asthma inhalers, insulin for diabetic students, and EpiPens for severe allergic reactions. An Authorization for Self-Administration of Medication at School form must be signed by the parent/legal guardian and physician for the current school year. Students are not to have any type of medication with them or in their lockers without approval and the Authorization for Self-Administration of Medication at School form on file.

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

Medical Action Plans

Parents/legal guardians of a child requiring ongoing medical care (e.g. seizures, diabetes), will provide a complete Medical Action Plan detailing the specialized care needed for their child during

school. Parents/legal guardians and school nurse need to sign the Medical Action Plan prior to medical care given.

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 your child 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

Your child must be free of these symptoms for a minimum of 24 hours before returning to school.

If taking an antibiotic, your child 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. Scdhec.gov (Staying Home from School or Childcare When Your Child is Sick)

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

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.

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 EpiPens and Benadryl as designated on the Life-Threatening Allergy Parent Agreement Page by July 31st of each year.

Student Accident Insurance

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

Field Trips

Field trip arrangements are made by 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.

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

Lost and Found

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

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.

Athletic Event Parental Supervision

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

Athletic Event Standards of Behavior

MRCA conducts a sports program believing that competitive team experiences contribute significantly to the development of character, mutual support, and school spirit. Sportsmanship is an important part of this training.

We expect our coaches, players, parents, and students to represent 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.

SCHOOL DAY

School Hours

Monday through Wednesday and Friday, students should arrive by 8:05 am in order to be ready for 8:15 am classes. Students who enter class after 8:15 am will be tardy and will be sent to the designated school office for a tardy pass. K5 through 4th grade students should report to the main academy reception desk. 5th through 8th grade students should report to the middle school office.

On Thursday, students should arrive by 9:05 am in order to be ready for 9:15 am classes. Students who enter class after 9:15 am will be tardy and will be sent to the designated school office for a tardy pass. K5 through 4th grade students should report to the main academy reception desk. 5th through 8th grade students should report to the middle school office. School hours are as follows:

- K3, K4 – 8:15 am - 12:00 pm – Monday through Wednesday, Friday
- K5 Half Day – 8:15 am - 12:00 pm – Monday through Wednesday, Friday
- K5 Full Day – 8:15 am - 3:00 pm – Monday through

Wednesday, Friday

- T1 - 8th Grades – 8:15 am - 3:00 pm – Monday through Wednesday, Friday
- K3, K4 – 9:15 am - 12:00 pm – Thursday
- K5 Half Day – 9:15 am - 12:00 pm – Thursday
- K5 Full Day – 9:15 am - 3:00 pm – Thursday
- T1 - 8th Grades – 9:15 am - 3:00 pm – Thursday

** Students K5 (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 (full day) through 8th grade students must arrive at school by 11:15 am in order to be counted “present” for the school day.

** Students K3 through K5 (half day) MUST BE AT SCHOOL A MINIMUM OF 2 HOURS each day in order to be counted “present” for the school day. All K3 through K5 (half day) students must arrive at school by 10:00 am in order to be counted “present” for the school day.

In managing 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.

Student Arrival/Early Stay

Monday through Wednesday and Friday, all preschool, elementary and middle school students arriving between 7:30 am and 8:05 am 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 am and 8:05 am should be dropped off at the middle school building and report immediately to the designated early stay location. All students arriving between 8:05 am and 8:15 am should proceed directly to their classroom. All students arriving after 8:15 am should go directly to the middle school office or the main academy reception desk to pick up their tardy pass and then proceed to their classrooms. Students should not arrive before 7:30 am.

On Thursday, students arriving between 7:30 am and 9:05 am 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 am and 9:15 am should proceed directly to their classroom. All students arriving after 9:15 am should go directly to the middle school office or the main academy reception desk to pick up their tardy pass and then proceed to their classrooms. Students should not arrive before 7:30 am.

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.

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 the 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 will be allowed to make up and receive credit for assignments within the same number of days that they were absent.

Dismissal

Students are to 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 to be supervised 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. The clock will start at 3:20 pm. Parents will need to come to the main academy reception desk to sign their child(ren) out.

Half day K3-K5 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. The clock will start at 12:20 pm. Parents will need to come to the main academy 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.

Medical Appointments and All Other Early Dismissals

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

Playground Policy

Elementary and preschool students will have daily outdoor recess, except in bad weather. Students should dress appropriately in the cold winter months and will be expected to go outside with the class unless recovering from an illness. No parents will be permitted at recess or break.

Inclement Weather Policy

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

1. MRCA will put inclement weather delays or closings 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.

ACE – After Care Eagles

ACE is Mitchell Road Christian Academy’s program for those parents who desire care for their child after school. 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 pm for our K3-8th grade students on all days that school is in session (including most early dismissal days, please check school calendar). The ACE program will operate until 6:00 pm on early dismissal days except during the first week of school. Complete policies, fees, and procedures are on the school website, mitchellroadchristian.org.

Lunch Program and Visitor Protocol

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

Every family has a lunch account, and money can be deposited in several ways. An automatic draft can be set up through the business office. Check or cash, clearly marked with child’s first and last name, can be given to the homeroom teacher to be sent to the lunchroom, or the money can be given directly to the lunchroom when the student comes to lunch. The lunchroom director will send an email if the balance is greater than negative \$10. Students place their lunch orders each morning in homeroom.

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 child’s first and last name and grade.

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

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

Chapel

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

Campus Visitors

All Academy visitors arriving on campus should enter through the main academy entrance or the middle school office entrance. Visitors must sign-in with a Driver’s License, Passport or Government issued ID. Visitor’s ID’s will be put through a database that checks backgrounds and then issues a badge for the visitor to wear. Visitors without a visitor’s badge will be redirected to the academy or middle school offices. The administration reserves the right to limit visitation at any time.

Closed Campus

Mitchell Road Christian Academy is a closed campus for the safety of our students and faculty. While school is in session, visitors must

sign in at the main academy reception desk or middle school desk before entry into the school or be attending a school or church approved event.

PARENT ORGANIZATIONS

MPACT

MPACT stands for Mitchell Road Partners 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.

Room Parents

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

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.

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.

MIDDLE SCHOOL

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.

Middle School Fall Retreats

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

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

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

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.

Physical Education Uniform

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

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.

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.

Extra-Curricular Programs

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

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 ineligibility, 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.

MRCA offers various extra-curricular activities for 5th - 8th grade students such as: Chorus, Art Club, Chess Club, Yearbook Club, and Lego Robotics.

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 principal 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.

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. Due to fire regulations and safety issues, no objects will be permitted on the

hall floor. Lockers may be decorated with appropriate pictures, mirrors, posters, and banners. Medications of any sort, either over-the-counter or prescription, may not be stored in lockers at any time. Each student will be held responsible for replacing or repairing any damage to the inside of his/her locker. If you desire, students can purchase a combination lock for their locker and lock their locker on Wednesday and Friday afternoons.

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

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

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 using their school issued assignment planner 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 two days late will result in a 20 point reduction of the grade and homework three days late will result in a zero.