

**South Carolina Education Oversight Committee  
Annual Standards Assurance Form  
S.C. Budget Proviso 109.15  
2016-2017  
Document A**

Please complete the information requested below concerning your independent school. This information will be listed on the South Carolina Education Oversight Committee's website, [www.eoc.sc.gov](http://www.eoc.sc.gov).

Independent School Name:	Mitchell Road Christian Academy
Independent School Contact Person:	Beth Kinzer
Independent School Address:	207 Mitchell Rd
City, State, Zip Code:	Greenville, SC 29615
Independent School Telephone Number:	(864)-268-2210
Independent School Fax Number:	(864)-268-3184
Independent School E-mail Address:	bkinzer@mitchellroadchristian.org
Independent School Website Address:	www.mitchellroadchristian.org

Please review the standards below based on the 2016-17 General Appropriation Act. An "Eligible school" is defined in the Proviso as "an independent school including those religious in nature, other than a public school, at which the compulsory attendance requirement of Section 59-65-10 may be met and that does not discriminate based on the grounds of race, color, religion, or national origin." Please indicate whether your school has met each standard to ensure the following academic requirements are being met. The S.C. Education Oversight Committee reserves the right to **request additional documentation** to show the school is in compliance with the 2016-17 General Appropriation Act.

STANDARDS	YES	NO
1. Offers a general education to primary or secondary school students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Does not discriminate on the basis of race, color, or national origin.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Is located in this state.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Has an educational curriculum that includes courses set forth in the state's diploma requirements, graduation certificate requirements (for special needs children), and where the students attending are administered national achievement or state standardized tests, or both, at progressive grade levels to determine student progress.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Has school facilities that are subject to applicable federal, state, and local laws.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is a member in good standing of the Southern Association of Colleges and Schools, the South Carolina Association of Christian Schools or the South Carolina Independent Schools Association.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Provides a specially designed program or learning resource center to provide needed accommodations based on the needs of exceptional needs students or provides onsite educational services or supports to meet the needs of exceptional needs students, or is a school specifically existing to meet the needs of only exceptional needs students with documented disabilities. <b>Provide evidence of services or supports.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Did this school receive any grants last fiscal year (July 1, 2015 until June 30, 2016) from any nonprofit scholarship funding organization under the Educational Credit for Exceptional Needs Children Program? <b>If Yes, then Complete Document B.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Will your school provide student test data from school year 2015-16? <b>If Yes, then Complete Document C.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Will your school provide a compilation, review, or compliance audit of the organization's financial statements, conducted by a certified public accounting firm? <b>If Yes, then Complete Document D.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

I assure that all documents submitted to the SC Education Oversight Committee for the purpose of applying as an eligible school, as defined by the Proviso, is true, accurate, and complete under penalty of perjury in accordance with Section 16-9-10.

Signature: Beth Kinzer

Date: 7/6/16

Print Name of Signature Above: Beth Kinzer

Title: Curriculum Coordinator

Email: bkinzer@mitchellroadchristian.org

**Return this form to Melanie Barton**

- Phone: 803.734.6148
- E-mail: [mbarton@eoc.sc.gov](mailto:mbarton@eoc.sc.gov)
- Mail: (P.O. Box 11867)  
502 Brown Building  
Columbia, S.C. 29211 (29201)



# ACADEMIC SUCCESS CENTER POLICY MANUAL

*“ . . . 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*

*December 2014*

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## **ACADEMIC SUCCESS CENTER PURPOSE**

Mitchell Road Christian Academy recognizes that God has created each individual in a unique and special way with different styles of learning and different academic needs. The purpose of the Academic Success Center is to encourage and assist our students to help them reach their God-given potential and to enable them to become successful independent learners.

## **ACADEMIC SUCCESS CENTER MISSION**

The Mission of the Academic Success Center is the same as the Mission of Mitchell Road Christian Academy which is to equip children of Christian parents through a Biblical worldview education to become Christ's ambassadors of redemption.

## **ACADEMIC SUCCESS CENTER ADMISSION PHILOSOPHY**

Students who have been diagnosed by a licensed school psychologist with a specific learning disability or a processing deficit will be considered for our program. We realize that we will not be able to help every student that struggles. The students that we will consider are students that have the potential to be successful in the regular classroom, but may be in need of some specialized instruction/one-on-one tutoring and classroom accommodations to reach their academic goals. We will work closely with the Admissions Committee to determine if we can meet the needs of new applicants before an admissions decision is reached.

## **ACADEMIC SUCCESS CENTER TARGET POPULATION**

- Students who have been diagnosed by a licensed school psychologist with a specific learning disability or a processing deficit will be considered for our program.
- We realize that we will not be able to help every student that struggles. The students that we will consider are students that have the potential to be successful in the regular classroom, but may be in need of some specialized instruction/one-on-one tutoring and classroom accommodations and/or modifications to reach their academic goals. We want to be more supportive of the students that the Lord has already brought to MRCA. We will work closely with the Admissions Committee to determine if we can meet the needs of new applicants before an admissions decision is reached.
- We also hope that we can better meet the needs of students that have left our school and have made adequate progress in another setting, to return and have a better support system that will enable them to be successful.

## **DIAGNOSTIC TESTING**

Diagnostic Testing will be necessary if no formal testing has been done within the past two years or if further diagnostic information is needed by the Academic Success Center's Teacher/Director to determine if Mitchell Road Christian Academy will be able to meet the student's needs.

## ACADEMIC SUCCESS CENTER STUDENT CRITERIA

- Student intelligence is in normal range (90-110) or higher.
- There is a discrepancy between IQ and achievement of at least 15 points in at least one academic area.
- Student scores on the Woodcock-Johnson IV Tests of Achievement are below the 40<sup>th</sup> percentile in at least one academic area (this will be administered by the ASC teacher if a full battery of testing has not been completed in the past two years).
- Other factors that may be considered are:
  1. the student's character, attitude, and behavior.
  2. the level of support from the family.
  3. classroom observations by the principal and the ASC teacher.
  4. teacher feedback concerning the student; and, is it likely the student will be successful here if support is provided.

## WHAT IS A LEARNING DISABILITY?

A learning disability is a distinct and unexplained gap or discrepancy between a person's level of *expected* achievement and their actual performance. Learning disabilities can range from mild to severe, and they affect different people in different ways and at various stages of development. In addition, about one-third of individuals with learning disabilities also have ADD/ADHD, and while these two disorders share common features, such as difficulty concentrating, memory, and organizational skills, they are not the same disorder. (ADD/ADHD is not a learning disability.) Learning disabilities can affect a person's ability in the areas of: Listening, Speaking, Reading, Writing, Spelling, Reasoning, and Math. An individual with a learning disability has average or above average IQ.

## WHAT ARE ACCOMMODATIONS OR MODIFICATIONS

**ACCOMMODATIONS** - must be documented on report cards and transcripts.

Classroom accommodations are grouped into 5 categories:

- **Timing:** giving a student more time to complete an assignment or test; giving a student several nights to study a set of teacher's notes to prepare for a test
- **Flexible scheduling:** example- giving a student two days to complete a project instead of one day; or allowing a student to take your test on a different day because he already has several other tests that same day
- **Presentation of the material:** material is presented in a way that's different from a more traditional way to help the student understand (examples: making a lesson more "hands on" or more multi-sensory.)
- **Setting:** completing a test or assignment in a quiet or separate room
- **Response accommodation:** having a student respond orally or through a scribe

**MODIFICATIONS** - must be documented on report cards and transcripts.

- A modification usually means **changing the target skill**. It often means that **learning expectations are reduced** or the modification affects the content in such a way that what is being taught or tested is fundamentally changed. A modification changes the target skills to such a degree that the student's product no longer represents what we think it does.
- Examples: Most students in a class have a list of 20 spelling words, but the learning disabled child may only be responsible for 10 words each week, or they may have a different list all together; Or, a completely separate math class is offered that uses a different curriculum.

## **ACADEMIC SUCCESS CENTER SERVICES**

- One-on-one tutoring and separate small group instruction is being offered. More services may be offered in the future depending on enrollment and the needs of the students. Placement is offered first to students that are already being served by the Academic Success Center Teacher/Director.
- Classroom Accommodation plans are developed and implemented for students in the program, on an individual basis, depending on their documented needs and teacher feedback concerning their performance in the classroom.

## **ACADEMIC SUCCESS CENTER STUDENT REFERRAL PROCESS**

- All potential new students to MRCA will need to go through the regular admissions process before they are considered for the ASC.
- When a teacher is concerned because a student is not performing academically as *expected* for their age and grade level, the principal should be contacted first.
- If the principal and classroom teacher agree that there is cause for concern, the parent will be contacted and a conference will be scheduled.
- Prior to the conference, the teacher will provide feedback and documentation describing the difficulties that the student is exhibiting. The ASC Teacher/Director will provide a skills checklist to help the teacher provide more specific feedback.
- If the classroom teacher, parent, and principal agree that the student is at risk for learning difficulties, classrooms observations and educational assessments will be conducted by the ASC Teacher/Director.
- A committee will then meet to determine if the student is a good fit for our program. Does the student have the potential to be successful if intervention and classroom accommodations are provided?

## **ADMISSIONS PROCESS FOR SPECIAL NEEDS STUDENTS**

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

- Student records as well as psychological and educational testing will be evaluated by the Admissions Committee and the Academic Success Center Teacher/Director who will make a recommendation to the Admissions Director.
- The number of special needs students currently being served within the grade for which application is being made will be considered.

## **STUDENT "TRANSITION" PROCEDURES**

Academic Success Center students will be ready to transition from the program when the following occurs:

- Performance in the classroom matches grade-level expectations.
- Little or no assistance is needed and the student is able to be independent in the classroom.
- Few, if any, accommodations are being utilized by the student.
- When the Woodcock-Johnson IV is administered, the student performs at or near grade-level in all core subject areas.

**STUDENT “DISMISSAL” PROCEDURES (Asked to leave, not able to help, Discharged, Released, etc.)**

Academic Success Center students will be dismissed from the program when the following occurs:  
????????????????????

**PARENT-TEACHER CONFERENCES/COMMUNICATION**

Parent-teacher conferences may be held any time during the school year. All parent/teacher conferences and communication (formal and informal) should be scheduled ??????????????

**PARENTAL CONCERNS PROCEDURE**

- In the event that any parent or group of parents shall feel concerned regarding any policy of the Mitchell Road Christian Academy School Board, or other actions of its agents or employees, said parent or parents shall be entitled to use the following method of obtaining redress.
- The parent or parents shall file a written request with the Head of School of the Academy setting forth in detail the action or policy which is the basis of the grievance. The Head of School may initiate a hearing or discussion on the basis of this written request.
- If the grievance is not settled after being filed with the Head of School, the concerned party or parties may at any time subsequent to fourteen days after filing with the Head of School, file a written notice or copy of said concern with the chairman of the School Board requesting that the Board review the same. The School Board or a committee appointed by it shall determine within thirty days whether a formal hearing shall be held.
- While a concern is pending, the policy or action being appealed shall be enforced unless modified by order of the School Board or MRPC Session.

**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.

**HOURS OF OPERATION**

The Academic Success Center will operate each school day beginning on the first day of school and ending on the last day of school. The Academic Success Center will follow MRCA school days and hours. The Academic Success Center will not operate on snow days, school holidays, the half day before Thanksgiving and Christmas break or early dismissal from school due to inclement weather or other emergency conditions.

## **FEE PAYMENTS**

- Monthly Academic Success Center payments are due the first day of each month September through May. A late payment fee of \$15.00 will be assessed after the 15th of each month for past due payments. If an account is not cleared at the end of a thirty-day period services in the Academic Success Center may be discontinued until the account is current. Any family that falls behind in Academic Success Center tuition will be contacted by the MRCA Business Manager or Academic Success Center Teacher/Director so satisfactory arrangements can be made. All Academic Success Center accounts must be paid in full by May 15th.
- Academic Success Center payments may be included with your tuition payment. Send all Academic Success Center payments to the Business Office. If you would like to authorize to have your monthly Academic Success Center payments auto drafted from your account, please contact the Business Office.

Academic Success Center Fees and Information can be obtained by contacting the Academic Success Center Teacher/Director or the Director of Admissions.

## **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.

## Document B Grants Received

### Educational Credit for Exceptional Needs Children (ECENC) Application 2016-2017

**Independent School Name:** Mitchell Road Christian Academy

An independent school applying for or continuing to participate in the Educational Credit for Exceptional Needs Children Program for Fiscal Year 2016-17 is required to submit the following information:

Number and total amount of grants received from each nonprofit scholarship funding organization from July 1, 2015 through June 30, 2016.

Please complete the following chart. If no grants were received from a nonprofit scholarship funding organization indicate with "0" and "\$0."

<b>Nonprofit Scholarship Funding Organizations</b>	<b>Total Number of Grants Received</b>	<b>Total Amount of Grants Received</b>
Advanced Carolina SFO	0	\$
Donors Enriching Students' Knowledge (DESK)	0	\$
Palmetto Kids FIRST Scholarship Program, Inc.	9	\$ 30,855.50
St. Thomas Aquinas Scholarship Funding Organization	0	\$

Total number of grants is the number of individual children/students who received a grant even if the school received more than one grant for a specific child/student. The total amount of grants per child/student should not have exceeded \$10,000.

**Return this form & report to EOC:**

Fax: 803.734.6167  
Phone: 803.734.6148  
Mail: P.O. Box 11867  
Columbia, SC 29211

## Document C

### Student Assessment Data

#### Educational Credit for Exceptional Needs Children (ECENC) Application 2016-2017

**Independent School Name:** Mitchell Road Christian Academy

An independent school applying for or continuing to participate in the Educational Credit for Exceptional Needs Children Program for Fiscal Year 2016-17 is required to submit the following information:

Student test scores, by category, on national achievement or state standardized tests, or both, for all grades tested and administered by the school.

In working with its nine-member advisory committee, the EOC has determined that, to maintain student privacy and to recognize the educational needs of students, each school must submit the following:

- Summative assessment data from the 2015-16 school year that documents for *each grade tested* and for *each grade with at least 10 students in the grade*, the English language arts (reading) and mathematics achievement of students in the grade. Examples include: *TerraNova, Stanford 10, Iowa Test of Basic Skills, etc.*
- *For schools with less than 10 students per grade level, whole school results should be used for reporting purposes.*
- For grades 9-12, the school may provide average PSAT, SAT, ACT, or other scores as appropriate.
- For Support Level III schools, those schools that specifically exist to meet the need of only exceptional needs students with documented disabilities, the EOC will work with the Support Level III schools to provide information (including formative assessments, portfolios, etc.) that document the students' academic and social development
- Please DO NOT provide personally identifiable student information.

The following is a **template** that you may use for reporting purposes. For questions, contact the EOC.

**2015-16 School Year Results for TerraNova Assessment  
National Percentiles Mean Scale Scores, Average Scores, Grade Equivalents, etc.**

Grade	English language arts (Reading)	Mathematics
1	see next page	
2		
3		
4		
5		
6		
7 etc.		

**Return this form and assessment data to EOC:**

Fax: 803.734.6167

Phone: 803.734.6148

Mail: P.O. Box 11867

Columbia, SC 29211

## Document C

### Mitchell Road Christian Academy Student Assessment Data

MRCA students in kindergarten through eighth grade are given the Terra Nova Achievement Test. The stanine scores indicate MRCA student scores range from the top end of average to above average.

	<b>2016 Median National Percentile (MDNP)</b>
<b>Kindergarten</b>	76.0 - 96.4 <b>Stanine</b> 7th - 9th
<b>First Grade</b>	63.3 - 94.0 <b>Stanine</b> 6th - 8th
<b>Second Grade</b>	60.5 - 89.0 <b>Stanine</b> 6th - 8th
<b>Third Grade</b>	72.5 - 95.6 <b>Stanine</b> 6th - 9th
<b>Fourth Grade</b>	67.7 - 86.5 <b>Stanine</b> 6th - 7th
<b>Fifth Grade</b>	65.0 - 92.0 <b>Stanine</b> 6th - 8th
<b>Sixth Grade</b>	64.0 - 89.2 <b>Stanine</b> 6th - 8th
<b>Seventh Grade</b>	62.5 - 78.7 <b>Stanine</b> 6th - 7th
<b>Eighth Grade</b>	65.5 - 92.0 <b>Stanine</b> 6th - 8th

## Document D

### Educational Credit for Exceptional Needs Children (ECENC) Application 2016-2017

**Independent School Name:** Mitchell Road Christian Academy

An independent school applying for or continuing to participate in the Educational Credit for Exceptional Needs Children Program for Fiscal Year 2016-17 is required to submit the following information:

A copy of a compilation, review, or compliance audit of the organization's financial statements, conducted by a certified public accounting firm. By law, the compilation, review or compliance audit will be posted online at [www.eoc.sc.gov](http://www.eoc.sc.gov).

Please answer the following questions:

	YES	NO
Did your school receive any grants last fiscal year, between July 1, 2015 and June 30, 2016, under the ECENC program?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>If <b>Yes</b>, are you attaching a compilation, review or compliance audit conducted by a certified public accounting firm to this Document and submitting it to the EOC by <b>December 30, 2016</b>.</p> <p>Does the audit:</p> <ul style="list-style-type: none"> <li>• Document and verify that all grants received under the Educational Credit for Exceptional Needs Children Program in 2015-16 were for eligible children enrolled in the school?</li> <li>• Document the total amount of each grant per child from every scholarship funding organization (SFO)?</li> <li>• Document that no grant exceeded \$10,000 during school year 2015-16?</li> <li>• Document that the independent school returned a prorated amount of the grant to the SFO if any student withdrew during the school year?</li> </ul> <p>Also, document that the total amount of each grant was used for tuition which is defined as "the total amount of money charged for the cost of a qualifying student to attend an independent school including, but not limited to, fees for attending the school and school-related transportation."</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If <b>No</b> , will your school submit a compilation, review or compliance audit conducted by a certified public accounting firm by <b>June 30, 2017</b> to the EOC if you receive tuition grants this fiscal year, between July 1, 2016 and June 30, 2017?	<input type="checkbox"/>	<input type="checkbox"/>

**Return this form & report to EOC:**

Fax: 803.734.6167

Phone: 803.734.6148

Mail: P.O. Box 11867

Columbia, SC 29211

MITCHELL ROAD CHRISTIAN ACADEMY

August 8, 2016

Saunders O'Dell PA  
210 East Trade St.  
Simpsonville, SC 29681

In connection with your engagement to apply agreed-upon procedures to grants received under the Educational Credit for Exceptional Needs Children Program for the program year ended June 30, 2016, we confirm, to the best of our knowledge and belief, the following representations made to you during your engagement.

1. We are responsible for the presentation of information on the grants received under the Educational Credit for Exceptional Needs Children Program in accordance with the criteria established by the SC Education Oversight Committee.
2. As of August 8, 2016 the information on the grants received under the Educational Credit for Exceptional Needs Children Program is presented in accordance with the criteria established by the SC Education Oversight Committee.
3. We are responsible for selecting the criteria and for determining that such criteria are appropriate for our purposes.
4. We have disclosed to you all known matters contradicting the presentation of information on the grants received under the Educational Credit for Exceptional Needs Children Program.
5. There have been no communications from regulatory agencies, internal auditors, and other independent practitioners or consultants relating to the presentation of information on grants received under the Educational Credit for Exceptional Needs Children Program, including communications received between June 30, 2016 and August 8, 2016
6. We have made available to you all information that we believe is relevant to the presentation of information on the grants received under the Educational Credit for Exceptional Needs Children Program.
7. We have responded fully to all inquiries made to us by you during the engagement.
8. No events have occurred subsequent to June 30, 2016 that would require adjustment to or modification of the the presentation of information on the grants received under the Educational Credit for Exceptional Needs Children Program.

Signature:



8/8/16

Title: Finance Director, Mitchell Road Christian Academy