

**South Carolina Education Oversight Committee (EOC)
Annual Standards Assurance Form**

School Year: 2019-20

**Application to Participate in
Educational Credit for Exceptional Needs Children (ECENC) Program**

Please complete the information requested below concerning your independent school. This information will be listed on the South Carolina Education Oversight Committee's website, <https://eoc.sc.gov/>.

Independent School Name:	Mitchell Road Christian Academy
Independent School Contact Person:	Sandy Waugh
Independent School Address:	207 Mitchell Road
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:	swaugh@mitchellroadchristian.org
Independent School Website Address:	www.mitchellroadchristian.org

Please review the standards below that are based on Act 247 of 2018. An "eligible school" is defined as "an independent school including those religious in nature, other than a public school, at which the compulsory attendance requirements of Section 59-65-10 may be met." Please indicate whether your school has met or intends to meet each standard to ensure the following academic and reporting requirements are met. The South Carolina Education Oversight Committee reserves the right to **request additional documentation** to show the school is in compliance with state law. Failure to meet these standards or reporting requirements will result in your school being denied or removed from participation in the program.

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, the South Carolina Independent Schools Association, or the Palmetto Association of Independent Schools.	<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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

REPORTING REQUIREMENTS	YES	NO
1. If your school received any grants from Exceptional SC in school year 2018-19, then your school will report to the EOC the number and total dollar amount of grants received in the 2018-19 school year from Exceptional SC by September 1, 2019 .	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Your school will submit to the EOC by September 1, 2019 a statement of services that documents your school: (a) provides a specially designed program or learning resource to provide needed accommodations based on the needs of exceptional needs students; or (b) provides onsite educational services or supports to meet the needs of exceptional needs students; or (c) exists specifically to meet the needs of only exceptional needs students with documented disabilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Your school will submit to the EOC by November 15, 2019 the <u>school-level</u> assessment results for all grades in the school and for each grade with at least (10) students tested. Results should be provided for English language arts (reading) and mathematics achievement of students in each grade tested in school year 2018-19.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. If your school received grants from Exceptional SC in school year 2018-19, the school will submit by November 15, 2019 <u>individual student test scores</u> on national achievement or state standardized tests for any student in grades one through twelve who received a grant from the program during school year 2018-19. The data will be collected using a secure portal. No personally identifiable information will be published; instead, the information will be aggregated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. If your school received grants from Exceptional SC in school year 2018-19, the school will submit to the EOC a copy of a compilation, review, or compliance audit of the organization's financial statements as relating to the grants received, conducted by a certified public accounting firm by November 15, 2019 .	<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 state law, is true, accurate, and complete under penalty of perjury in accordance with Section 16-9-10 of the South Carolina Code of Laws. Failure to report to the EOC the required data will result in the school being removed from the list of approved schools.

Signature: Sandra L. Waugh (Sandy)

Date: 2/19/19

Print Name of Signature Above: Sandra L. Waugh (Sandy)

Title: Director of the Academic Success Center

Email: swaugh@mitchellroadchristian.org

**Document A
Grants Received**

**Educational Credit for Exceptional Needs Children (ECENC) Program
2019-20**

Independent School Name: Mitchell Road Christian Academy

An independent school participating in the ECENC Program is required to submit the following information by **September 1**:

How many students in kindergarten through grade 12 were enrolled in your school in the prior school year? 350 students

What is the total number of grants and total amount of grants received in the prior school year from Exceptional SC? Please complete the following chart and sign below.

If no grants for any qualifying student were received from Exceptional SC in the prior school year, please indicate with "0" grants received and "\$0" in total amount of grants received from Exceptional SC.

	Total Number of Grants Received	Total Amount of Grants Received
#	<u>21</u>	\$ <u>82,987</u>

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.

Signature: Sandy Waugh

Date: Aug. 30, 2019

Print Name of Signature Above: Sandy Waugh

Title: Director of the Academic Success Center

Email: swaugh@mitchellroadchristian.org

**Document B
Statement of Services**

**Educational Credit for Exceptional Needs Children (ECENC) Program
2019-20**

Independent School Name: Mitchell Road Christian Academy

An independent school participating in the Educational Credit for Exceptional Needs Children is required to submit a Statement of Services by **September 1** that documents that the school:

- (a) provides a specially designed program or learning resource to provide needed accommodations based on the needs of exceptional needs students; or
- (b) provides onsite educational services or supports to meet the needs of exceptional needs students; or
- (c) exists specifically to meet the needs of only exceptional needs students with documented disabilities.

Please sign below and attach a statement of services.

Signature: Sandy Waugh

Date: Aug. 30, 2019

Print Name of Signature Above: Sandy Waugh

Title: Director of the Academic Success Center

Email: swaugh@mitchellroadchristian.org



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

June 2017

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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 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.
- Students who have emotional, social and/or behavioral needs that are beyond the scope of services that the ASC can provide will not be considered for enrollment in the ASC.
- 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 realize that we will not be able to help every student that struggles.
- We 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 may 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.) To determine if MRCA will be able to meet a student's needs, an applying student must have record of formal testing within the past two years. The ASCT/D may also need to administer further diagnostic testing/assessments to determine if MRCA's ASC can meet the student's needs.

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.

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 30th 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
 5. the likelihood that the student will be successful at MRCA if support is provided

POSSIBLE ACCOMMODATIONS OR MODIFICATIONS FOR STUDENTS ENROLLED IN THE ASC

ACCOMMODATIONS - must be documented on report cards and transcripts.

Classroom accommodations are grouped into 5 categories:

- **Time:** giving a student more time to complete an assignment or test – (example - 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 a test on a different day because he already has several other tests the 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 (example - making a lesson more "hands on" or more multi-sensory.)
- **Setting:** completing a test or assignment in a quiet or separate room
- **Response accommodation:** (example - 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 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 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 or enrolled at MRCA.
- 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?
- Any student enrolled in the ASC wishing to add additional days, times, or services must be approved by the Admission Committee.

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.
- After the entrance evaluation, if additional testing is recommended by the Admissions Committee, then the ASC Director/Teacher will administer all or part of the Woodcock Johnson IV evaluation to the prospective student at an additional cost.
- 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 above or near the 30th percentile. in most 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 and/or Mitchell Road Christian Academy when one or more of the following occurs:

- The parent is not willing to secure additional testing and/or tutoring when requested by the Admissions Committee and/or Academic Success Center Director/Teacher.
- The student is failing or nearly failing two academic subjects over the course of two quarters even though classroom accommodations and intervention have been provided.
- Student is making little or no progress in core academic skills (reading, written expression, math).
- Student is not completing classroom and/or homework assignments on a consistent basis; student does not have a cooperative attitude and/or student seems apathetic about his or her grades and is not putting forth adequate effort towards improving academic skills.
- A student scores at or below the 3rd stanine on core subjects on standardized testing given to all students in the spring of each year Mitchell Road Christian Academy.
- The student scores below the 25th percentile on 50% or more of achievement subtests when evaluated by a licensed school psychologist and/or on the Woodcock Johnson IV when administered by the ASC Director/Teacher.
- The discrepancy between IQ and achievement does not appear to be narrowing even though intervention has been provided.
- More assistance is needed than the Academic Success Center can provide as observed by the classroom teacher, ASC Director/Teacher and Principal.
- Teacher feedback concerning the student indicates the teachers are unable to provide the necessary support and accommodations needed for success in the classroom.
- Student has emotional, social and/or behavioral needs that are beyond the scope of the services that the ASC can provide.

PARENT-TEACHER CONFERENCES/COMMUNICATION

The ASC Director/Teacher will meet with parents and teachers of each ASC student at least two times per year to discuss student progress, the effectiveness of the current services being provided to the student, and classroom accommodations and/or modifications that are being provided.

TESTING TO MEASURE STUDENT PROGRESS

Standardized testing will be conducted at the beginning of the year and again at the end of the year to measure student progress for all current ASC students.

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 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.

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 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 C
Assessment Data**

Educational Credit for Exceptional Needs Children (ECENC) Program

2019-20

Independent School Name: Mitchell Road Christian Academy

A school applying for participation in the ECENC Program must provide by **November 15** the following:

School-level Assessment Results

In the chart below, please list the NAME of each national achievement test that was administered and the grade in which the test is administered for the prior school year. Examples include: *TerraNova, Stanford 10, Iowa Test of Basic Skills, MAP, PSAT, SAT, ACT, etc.*

For schools that specifically exist to meet the needs of only exceptional needs students with documented disabilities, please document how the school documents students' academic and social development.

Grade	English language arts (Reading)	Mathematics	Other

For each national assessment listed above and for each grade with at least 10 students tested, please attach the results from the prior school year. The manual provides a template for schools to use in reporting mean scale scores, national percentile rankings, etc.

Attached

Document C

Student Assessment Data

2018-2019 School Year Results for Terra Nova Assessment

National Percentiles

Grade	Reading Composite	Math Composite
1	83%	77%
2	84%	73%
3	74%	73%
4	77%	81%
5	74%	65%
6	83%	75%
7	71%	87%
8	78%	81%

Individual Student Assessment Results

If your school received grants from Exceptional SC in the prior school year, the school must submit by **November 15**, individual student test scores on national achievement or state standardized tests for any student in grades one through twelve who received a grant from the program during the prior school year.

The data will be collected using a secure portal. No personally identifiable information will be published; instead, the information will be aggregated.

Please identify one or more staff persons from your school who will provide the individual student test scores from this school:

Name: Sandy Waugh
Title: Director of Academic Success Center
Telephone Number: 864 268-2210
Email Address: sWaugh@mitchellroadchristian.org

The individual submitting school-level assessment information and the name of the staff person to provide individual student assessment data must sign below.

Signature: Sandra F. Waugh

Date: Nov. 15, 2019

Print Name of Signature Above: Sandra Waugh

Title: Director of the Academic Success Center

Email: sWaugh@mitchellroadchristian.org

MITCHELL ROAD CHRISTIAN ACADEMY

AGREED-UPON PROCEDURES REPORT

For the Program Year Ended June 30, 2019

Saunders O'Dell PA

CERTIFIED PUBLIC ACCOUNTANTS
210 EAST TRADE STREET
SIMPSONVILLE, SC 29681

Marc L. Saunders, CPA, CGMA
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INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED UPON PROCEDURES

Mitchell Road Christian Academy
207 Mitchell Road
Greenville, SC 29615

We have performed the procedures enumerated below, which were agreed to by the management of Mitchell Road Christian Academy ("Academy"), on compliance with certain requirements of the South Carolina Educational Credit for Exceptional Needs Children Program of Mitchell Road Christian Academy for the year ended June 30, 2019. Mitchell Road Christian Academy's management is responsible for complying with the requirements of the South Carolina Educational Credit for Exceptional Needs Children Program. The sufficiency of these procedures is solely the responsibility of Mitchell Road Christian Academy. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

- We obtained documentation to verify that all grants received under the Educational Credit for Exceptional Needs Children Program in 2018-2019 were for eligible children enrolled in the Academy.

We noted no exceptions as a result of our procedures.

- We obtained documentation to verify that the independent school can document the total amount of each grant per child from Exceptional SC.

We noted no exceptions as a result of our procedures.

- We obtained documentation to verify that no student's grant exceeded \$11,000 for the 2018-2019 program year.

We noted no exceptions as a result of our procedures.

- We obtained documentation to verify that the independent school returned a prorated amount of the grant to the SFO if any student withdrew during the school year.

We noted no exceptions as a result of our procedures.

- We obtained documentation to verify 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.”

We noted no exceptions as a result of our procedures.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an audit or review of financial statements or any part thereof, the objective of which is the expression of an opinion or conclusion on the financial statements or a part thereof. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of Mitchell Road Christian Academy’s management and specified users as approved by the Academy’s management and is not intended to be and should not be used by anyone other than those specified parties.

Saunders O'Dell PA

Simpsonville, South Carolina
November 11, 2019