

MRBS Summer Parent Letter

To: MRBS Parents
From: MRBS Administration
Re: 2011-2012 School Year
Date: July 2011

Hello from the Macon Road Administration. We hope all of our school families are doing well and enjoying the summer. We are busy preparing for this upcoming school year, and we are looking forward to working with you in your child's Christian education during the following months.

We want to make you aware of some very important dates and information. Please familiarize yourself with the information in this letter to ensure a smooth start for the new school year.

We ask that you pray for the Lord's blessing upon our upcoming school year. Through prayer and working together we can make it an excellent year.

First Day of School:

The first day of school is Wednesday, August 17, 2011. All students are to go directly to their classrooms on this day. Please note the following school times:

Berclair K4	8:15 a.m. to 12:00 p.m.
Berclair K5	8:15 a.m. to 12:30 p.m.
Berclair 1 st -6 th	8:00 a.m. to 3:00 p.m.
Berclair 7 th -12 th	7:55 a.m. to 2:55 p.m.
East K3-6 th	8:00 a.m. to 3:00 p.m.
East 7 th -12 th	8:00 a.m. to 3:05 p.m.
Lakeland Campus	Class start time is 8:15 a.m.; daycare opens at 6:30 a.m. and closes at 6:00 p.m.

Required Orientations:

Berclair K4 and K5 Orientation – Saturday, August 13, 2011, from 10:00 a.m. to 11:15 a.m. Please meet in the church auditorium. At least one parent or caregiver is required to attend K4 and K5 Orientation – **Parents Only Please! Students will not be admitted to class on the first day of school if at least one parent or guardian does not attend orientation.** You will meet your child's teacher and be given information about classroom procedures, health records, etc. Birth certificates and shot records are required for both K4 & K5. **All K5 students are also required to have a school physical within 6 months of entry into K5 and a state-required immunization form on file. Please note that children are not allowed to attend K4 and K5 orientation and will not be permitted in the classrooms.**

Berclair Elementary Orientation (1st-6th) – Monday, August 15, 2011, from 5:30 p.m. to 6:45 p.m. This will be a time of familiarizing yourself with your child's classroom, teacher, and classroom procedures. At least one parent or caregiver is required to attend Elementary Orientation – **Parents Only Please! Students will not be admitted to class on the first day of school if at least one parent or guardian does not attend orientation. Please note that children are not allowed to attend elementary orientation and will not be permitted in the classrooms.**

Berclair Secondary Orientation (7th-12th) – Tuesday, August 16, 2011, from 6:15 p.m. to 8:45 p.m. New Student/Parent Meeting at 5:15 p.m. Please meet in the church auditorium for orientation meetings. **7th-12th grade students are required to attend with at least one parent.** Students will not be admitted to class on the first day of school if they do not attend orientation with at least one parent or guardian. **Students are required to attend orientation in “Special Event Dress Code.”** Special Event Dress Code for girls is a dress or skirt to the top of the knee cap and a nice appropriate top. Special Event Dress Code for boys is slacks and a collared shirt. No jeans or t-shirts for boys or girls. Students do not need to wear their school uniform on orientation night.

East Campus K3, K4, and K5 Orientation - Saturday, August 13, 2011, from 1:00 p.m. to 2:15 p.m. Please meet in the gym building on the East Campus. At least one parent or caregiver is required to attend the orientation – **Parents Only Please! Students will not be admitted to class on the first day of school if at least one parent or guardian does not attend orientation.** You will meet your child’s teacher and be given information about classroom procedures, health records, etc. Birth certificates and shot records are required for K3, K4 & K5. **All K5 students are also required to have a school physical within 6 months of entry into K5 and a state-required immunization form on file. Please note that children are not allowed to attend K3, K4, and K5 orientation and will not be permitted in the classrooms.**

East Campus Elementary Orientation (1st- 6th) – Monday, August 15, 2011. Orientation for grades 1-3 begins at 6:30 p.m. and orientation for grades 4-6 begins at 7:30 p.m. Each orientation will last about an hour and fifteen minutes. Please meet in the gym auditorium on the East Campus. This will be a time of familiarizing yourself with your child’s classroom, teacher, and classroom procedures. At least one parent or caregiver is required to attend Elementary Orientation – **Parents Only Please! Students will not be admitted to class on the first day of school if at least one parent or guardian does not attend orientation. Please note that children are not allowed to attend elementary orientation and will not be permitted in the classrooms.**

East Campus Secondary Orientation (7th-12th) – Tuesday, August 16, 2011, from 6:15 p.m. to 8:30 p.m. New Student/Parent Orientation will begin at 5:15 p.m. Please meet in the gym auditorium for orientation meetings. **7th-12th grade students are required to attend with at least one parent.** Students will not be admitted to class on the first day of school if they do not attend orientation with at least one parent or guardian. **Students are required to attend orientation in “Special Event Dress Code.”** Special Event Dress Code for girls is a dress or skirt to the top of the knee cap and a nice appropriate top. Special Event Dress Code for boys is slacks and a collared shirt. No jeans or t-shirts for boys or girls. Students do not need to wear their school uniform on orientation night.

Lakeland Campus K3 and K4 Orientation - Saturday, August 13, 2011. K3 Orientation is at 11:30 a.m. and K4 Orientation is at 12:00 p.m. – **PLEASE NOTE THE TIME CHANGES.** Each Orientation will last about an hour. Please meet in the Lakeland cafeteria. At least one parent or caregiver is required to attend the orientation – **Parents Only Please! Students will not be admitted to class on the first day of school if at least one parent or guardian does not attend orientation.** You will meet your child’s teacher and be given information about classroom procedures, health records, etc. Birth certificates and shot records are required for K3 and K4. **Please note that children**

are not allowed to attend K3 and K4 orientation and will not be permitted in the classrooms.

Sports Information:

Students must have the following information in order to try-out for any sport throughout the year.

1. Current Sports Physical Examination from a Doctor (physicals are good one year to date). **Please use the required TACS Physical Form which may be obtained in the offices or on the school's website.**
2. Sports Waiver (may be obtained in the offices or on the school's website).
3. Sports Information Sheet (may be obtained in the offices or on the school's website).
4. Fan Behavior Guideline Form (may be obtained in the offices or on the school's website). Both parents/guardians of each athlete must sign the Fan Behavior Guideline Form. Macon Road expects high standards of conduct from all coaches, athletes, spectators, and parents.
5. A sport playing fee will be deducted from the student's voucher account on a specified date after the try-outs. Please note the athletic pre-season information sent home last spring (posted on the school's website) regarding playing fees. Students who decide not to be a part of the team after official practice has started will not have the playing fee credited back to their account.

Athletic Pre-season Information for fall sports was sent home last May and is posted on the website at www.maconroadbaptist.org. If you have any questions, please call the Berclair office at (901) 682-5420 or the East Campus receptionist's desk at (901) 867-8161. You may also email Coach Leone at jleone@maconroadbaptist.org.

Supplies:

Please access the school's website at www.maconroadbaptist.org to view the supply list for the 2011-2012 school year. If you do not have internet access, you may pick up a copy of the supply list from the main office on the Berclair Campus or from the receptionist's desk at the East Campus or Lakeland Campus. Teachers may require additional supplies the first week of school.

As stated on the Supply List for the 2009-2010 school year, students may not have Rolling Back Packs. Also, Book Bags, Lunch Boxes, and Folders may not have cartoon or movie characters (Examples – Spider Man, Star Wars, Barbie, Brats, Batman, Hulk, Hannah Montana, X-Men, Etc.) **All Book Bags, Lunch Boxes, and Folders must be generic.**

This is a reminder that students in grades 7-12 are not allowed to bring book bags to class. All book bags will need to be kept in the students' lockers or on the hooks provided in the gym and hallways. Book bags should be used only for transporting books to and from school. As you purchase book bags over the summer, please make sure they are able to fit in the lockers. Students may not have rolling back packs.

Seniors:

Seniors need to turn in a formal (drape/tux) and a casual senior portrait for the yearbook to the yearbook sponsor by Friday, October 29. The drape on the girls must be on the shoulder, not off the shoulder. Seniors do not need to have a cap and gown portrait. Many of our Seniors use Shelby Images for their senior portraits, but are not required to do so.

All senior portrait pictures (formal or casual) that are turned into the school for the yearbook or any other reason need to pass the modest dress standards and hair standards of the school (including men's facial hair). Any pictures submitted that are out of the above guidelines will not be used for any school publication, and the student will be asked to resubmit a new picture at the student's expense. Thank you for your help in this matter.

Immunization for 7th grade students:

All Students entering 7th grade must show proof of immunity to Hepatitis B for entry into the 7th grade. Students who have started the vaccine series but have not completed the 2 or 3 shot series may start school and finish the series during the school year.

Student Handbooks/Policies:

Please refer to the student handbook for all school policies before the first day of school (new handbooks are currently being printed and will be distributed at the orientation meetings). Please note the highlighted Dress Code information below.

K3 through K5 Shoe Policy:

Students in K3 through K5 must have slip on or Velcro shoes from Parker Uniforms. K3 through K5 students are not allowed to wear shoes that tie.

Dress Code Policies:

Please refer to the handbook regarding all dress code policies. Below we have highlighted a few things that we feel need to be emphasized.

General Information

We want to remind parents that all shoes for K3 through 8th grade must be Parker shoes or *exactly* resemble a Parker shoe. K3 – K5 Shoes need to be slip on or Velcro shoes. K3-8th P.E. shoes do not need to be Parker shoes.

Shoes for the 9th-12th girls must be a closed toe shoe that does not resemble an athletic shoe. Girls are not allowed to wear boots. Please refer to handbook for more details.

Shoes for the 9th-12th boys must be a closed toe and closed heel shoe that does not resemble an athletic shoe. Please refer to the handbook for more details.

We also want to remind parents that all boys' shorts/pants through the 8th grade must be Parker pants.

All boys' belts must be brown or black dress belts with a regular size buckle (no excessive decoration on the belt).

All boys' socks must be black, navy, white, or brown.

All girls' socks or tights must be black, navy, or white. We recommend the Parker navy or white ankle or knee high socks or the Parker navy or white tights.

All polos will have a school logo and must be purchased from Parker Uniforms. The old logo shirt for grades K3-5 may still be worn.

This is a reminder that students may not wear coats in class, the cafeteria, or the auditorium unless it is an approved coat from Parker (two nylon options and one fleece option).

Parker is offering a new skort in place of the K3-5th grade culotte.

A new green knit shirt is also being offered in place of the old green knit shirt. The plaid on the skort and the green on the new shirt are a darker green. Students may still wear the old Parker culotte and shirt.

A P.E. warm-up with the MR logo is offered to all students through Parker. These warm-ups will be in stock during the entire school year. Students who wish to wear a warm-up suite during P.E. or to school when allowed to wear the P.E. uniform must wear the warm-up purchased this past school year or the one purchased from Parker.

Please note that the Parker warm-up may not fit the K3 – K5 students. They may wear a predominantly black warm-up pant and royal blue top in place of the Parker warm-up.

Remember the warm-up may be worn anytime the P.E. uniform is allowed to be worn.

Game Days for 7th-12th Athletes:

Please note the following for game day dress for 7th-12th Athletes. There may be some game days when athletes are required to wear Sunday Dress as outlined in the dress code section of the general section of the student handbook.

The 7th-12th grade girls will wear the ¾ sleeve blouse with sweater vest or girls' tie with regular school uniform skirt.

The 7th-12th grade boys will wear khaki pants with a white button down oxford with the Parker tie for games days. Appropriate dress shoes, socks, and belt must also be worn. Pants must be neat and presentable in appearance.

Revisions and Additions

Please note the following regarding revisions/additions to the school uniform for the 2011-2012 school year:

Parker is offering a new skort in place of the K3-5th grade culotte.

A new green knit shirt is also being offered in place of the old green knit shirt. The plaid on the skort and the green on the new shirt are a darker green. Students may still wear the old Parker culotte and shirt.

East and Berclair Daycare/After School Closings:

Macon Road's daycare on the Berclair Campus and East Campus will be closed anytime the school is closed for a full day or for inclement weather.

After school care will not be provided on the Berclair Campus on early dismissal days; after school care will be provided on the East Campus until 4:00 p.m. on early dismissal days. Early dismissal days are the Wednesday before Thanksgiving Break, the Friday before Christmas Break, and the last day of school.

The Summer Daycare on the Berclair Campus and East Campus will be closed the Monday and Tuesday before the first day of school and the entire week of Memorial Day.

Lakeland Daycare/After School Closing:

The Lakeland Campus will be closed the Monday and Tuesday before the first day of school.

The Lakeland Campus will close at 4:00 p.m. on the Wednesday before Thanksgiving Break; the Thursday before Christmas Break, and the last day of school.

A schedule regarding closed days for the Lakeland Campus is posted on the school's website.

Please note that anytime the Berclair Campus and East Campus are closed for inclement weather, the Lakeland Campus will be closed also.

Vouchers:

Each student has a voucher account. Voucher accounts are used for all events during the school year. Examples of charges that may be debited to the student's voucher account include the following: lunch (Berclair), field trips, sports playing fees, carnivals, detentions, library fines, snacks, concession stand, school pictures, etc.

Please note that the voucher account is not a credit card system or charge account. Money must be on the voucher account before fees are deducted.

You may deposit money to your student's voucher account in the following ways:

- 1) Online – Go to www.maconroadbaptist.org. Click on “Online Payments” and type in your information; choose voucher; choose amount; enter credit card information; click submit (you do not need a password).
- 2) Black Drop Box in the main Berclair office and the East Campus receptionist's desk in Building #1.
- 3) Mail (please do not send cash in the mail).
- 4) Please note that this year we have a new policy regarding negative voucher accounts. Any voucher account that is negative on Monday morning will be assessed a \$5.00 late fee.

You may view your student's voucher balance and activity on InfoDirect. You may access InfoDirect through the school's website. InfoDirect passwords will be distributed during the first week of school (usernames and passwords remain the same each year).

We hope your summer finishes well, and we look forward to seeing you at orientation. Please feel free to call the Berclair office or the East Campus receptionist's desk if you have any questions. You may also email Mr. Thorell, Mr. Errett, or Miss Parks at the email addresses listed below.

Trent A. Thorell, Administrator and Berclair Principal
tthorell@maconroadbaptist.org

Jeremy Errett, Assistant Administrator and East Campus Principal
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Jennifer Parks, Elementary Supervisor
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Thank you,
MRBS Administration