

Elementary Handbook 2009-2010

Arrival and Departure of Students

School Hours: All grades 8:00 AM – 3:00 PM

Mornings

- Students should arrive no earlier than 7:15 AM.
- Students arriving before 7:45 AM should go directly to the cafeteria.
- Students arriving after 7:45 AM may go directly to the classroom.
- Parents should allow students to enter the building alone. The student safety patrol will assist students exiting cars.

Afternoons, Dismissal, and After School Care

Students' names are called once their vehicle is in line. Students should go to their vehicle in the designated departure line. Whoever is picking up your child should place the student's name in the front windows.

Students who are automatically dismissed at 3:00 PM are "walkers." The parents of walkers are expected to be prompt for the 3:00 PM pick up time. Walkers who do not have parents waiting on them must report back to class and wait to be called.

Those students staying for after school care are picked up by after school care staff in designated areas. After school care includes registered students only. No "drop-in" care will be provided. Any exceptions must be made **in advance** through the elementary principal. Students who are not picked up by 3:30 will be taken to a designated place and a charge incurred.

Absences

Madison Academy has designed a school calendar with breaks during the year in which family trips can be scheduled. The administration and faculty ask that parents plan vacations, trips, etc. during these selected vacation periods. Any exceptions during school time must have prior **written permission** from the elementary principal. ***Failure to receive prior permission will result in an unexcused absence.***

Parents of an absent student should:

1. Request assignments from teacher so the student will not fall behind in schoolwork.

2. Send a *written* explanation for the absence to your child's teacher on the student's first day of returning to school.

NOTE: Failure to send a written explanation will result in an unexcused absence. Making up missed schoolwork for an unexcused absence will be at the teacher's discretion.

*Ten **unexcused** absences in one semester or twenty unexcused **absences** in a school year may result in student retention, subject to the attendance committee's review.

Absences will be excused for the following reasons:

1. Personal illness with an explanation from parents but without a doctor's statement
2. Personal illness with a doctor's statement
3. Death in the immediate family
4. Weather preventing attendance
5. Legal requirements, such as subpoena or other required court appearances.
6. **Prior permission** by the principal at the **written** request of parent/guardian.

Note: Failure to receive prior permission will result in an unexcused absence.

Tardiness

In elementary school, parents are responsible for the timely arrival of their child. Students are to be in the classroom by 8:00 AM. Students arriving after 8:00 AM should obtain a tardy slip from the office.

*Five tardies in a nine-week grading period convert to one absence.

*After 15 tardies, the principal will contact the parents.

*Students with 8:00 - 9:00 AM medical appointments will receive an excused tardy **when presenting a note from the doctor or dentist**. The note should include the time of the appointment. The student is expected to arrive at school in a timely manner after the appointment. An excused tardy does not count against perfect attendance. **Excused tardies apply only to medical appointments.**

Concerning Checkout

Students arriving after 10:00 AM and leaving before 1:30 PM are considered absent 1/2 day. **STUDENTS MUST CHECK OUT THROUGH THE OFFICE!**

Perfect Attendance is considered no absences and no unexcused tardies. First through fifth grade students with perfect attendance will receive a perfect attendance certificate at the end of the school year.

Immunization Requirements

Students entering kindergarten, first, or sixth grades must present an original Alabama Certificate of Measles Immunity (IMM-90) or an exemption.

Students entering school for the first time at any grade level must present an Alabama Certificate of Immunization (IMM-50) or exemption. The IMM-50 must have an expiration date in order to be valid. Students in grades 1-6 must have proof of Varicella vaccine or verification of having had the chicken pox virus.

- Each student must have a copy of his/her birth certificate on file in the office.
- By order of the Alabama Health Department, an **original** proof of immunization must be on file in the office.

Illness or Accident at School

- In case of illness or accident at school, a staff member will immediately notify a parent so that the student can be placed in the care of the family physician.
- Students must be free of fever, vomiting, pink eye, infectious drainage from the nose, and diarrhea for 24 hours before returning to school.

NOTE: Volunteers staff the First Aid Room.

Medication

- All medication should be in the original container with the student's name.
- School staff cannot administer any medication without the Medical Release Form signed by a parent or guardian.
- Non-routine medications such as Tylenol or Advil can only be administered after parent contact has been made, and **only if the parent provides the medication.**

NOTE: Medicines are kept locked in the elementary office.

LUNCH

- Students are expected to eat lunch in the cafeteria
- "Fast food" such as McDonald's, Chick-Fil-A, Tenders, Steak Out, etc. should not be brought in to school to eat during the regular lunchtime.
- Parents are allowed to eat lunch with their child any time. A visitor's badge from the office is required.
- Visiting parents should sit with their child at the designated parents' table.

- Anyone eating lunch with a student, who is not a regular visitor, should bring a note of permission from the student's parents.
- Students may bring lunch from home. Lunch brought from home should not contain carbonated drinks.

Medical or Special Dietary Needs

Regulations allow for substitutions in the food components of the basic meal requirements if individual children are unable to consume the required foods because of medical or other special dietary needs. An example would be substituting for milk in the case of a child with lactose intolerance. A statement from a recognized medical authority, which includes recommended substitute foods, must support such an exception. The statement should be maintained on file in the school.

Parties

First-sixth grades may have four parties a year:

- Fall Festival
- Christmas
- Valentine's Day
- One other

NOTE:

- Planned reward parties must be approved by the principal.
- End of the year parties for grades 3-5 must be held on campus at Madison Academy. First and second grades are permitted to go off campus for the end of the year party. Students are prohibited from any water activities at all parties.
- Birthday treats may be served at lunch.
- Younger siblings should not be brought to classroom parties.
- Although balloons, flowers, etc. sent during the school day seems like a sweet way to make a child feel special, it creates disappointment in other children. Madison Academy asks that flowers, balloons, and etc. be sent to the home of the child and not to school. Along these same lines, being picked up by a limo causes havoc in our parking lot. If you are planning to

use limousine services to celebrate a special occasion, please arrange a place for pick up off campus.

Personal parties held after school hours

Students should not bring party invitations to school unless the entire **grade** is being invited. All other invitations should be sent through the mail.

Behavior at School

A student's misbehavior at school may result in one of the following actions:

1. The teacher may talk privately with the student.
2. The teacher may use some form of classroom discipline such as lowering the conduct grade or after school detention.
3. The teacher may call, e-mail, or meet with the parents.
4. The teacher may send the student to the office. An administrator will review the situation and administer appropriate discipline. Parents will be notified by phone or in writing.

The following are considered to be **serious** infractions:

1. Fighting
2. Disrespect to faculty or staff
3. Inappropriate language
4. Inappropriate display of temper
5. Theft

Disciplinary procedures for serious infractions:

1. Classroom isolation in another grade with a note to the parents.
2. In-school suspension with a note to the parents.
3. Conference with parents/suspension from school (no make-up work)
4. Behavioral contract
5. Removal from Madison Academy

Note: In matters of discipline, the final decision lies with the elementary principal.

Biting

Biting is a very serious infraction. When biting occurs, it causes alarm. Please discuss this subject with your child at home. If your child bites another student, he/she may be asked to take a blood test.

Cell Phones and Pagers

Cell phones, Ipods and hand-held electronic games are not necessary for elementary age students. Students in elementary are not permitted to have cell phones, Ipods, or hand-held electronic games at school. These items, if taken from a student, will only be returned to a parent or guardian.

Respect for Property

- Students should exercise care at all times to prevent damage to school property or other students' property.
- Students who damage school property or the property of others will be asked to pay for damages.
- Additional discipline may be administered

Homework

Homework is a part of school. Homework should not be excessive, but it will vary from grade to grade and from student to student. Teachers have been advised to be conscious of Wednesday night Bible study when making test schedules as well as daily assignments.

Grades and Report Cards

Evaluation of a student's achievement and improvement is a professional judgment of the teacher based on class work, test grades, participation and effort.

Grading Scale

- A (90-100) Excellent Work
- B (80-89) Good Work
- C (70-79) Satisfactory Work
- D (65-69) Needs Improvement
- F (0-64) Unsatisfactory

NOTE: Report cards will be issued as scheduled in the school calendar. A written report is sent home to parents every nine weeks. Teachers post grades on Edline on a

weekly basis. Individual student Edline codes are available through the counselor's office. Parents may access their child's individual progress through this means.

Reporting Student Learning Progress

The Board recognizes that open communication between the school and home is crucial to the successful learning development of all students. Providing clear and timely information of student achievement is the professional responsibility of every teacher on the Madison Academy faculty. To assist teachers with this important responsibility, computer technology and software applications have been provided. Each teacher will utilize these resources in maintaining current grade reports of student learning progress and achievement.

It is expected that parents will utilize this resource to stay informed of student learning. Should a parent have a question regarding student progress, the parent should contact the reporting teacher.

Teachers are able to observe student progress on a daily basis and are usually the first to notice learning difficulty. Teachers will monitor grade reports on a three-week-basis and take appropriate actions in classroom instruction that will best benefit student learning. Indication that a student is having learning difficulty will be handled according to the following steps:

1. After the first three-week period of a semester during which a student's grade average falls below 69, the teacher will provide a written notification either sent by postal mail, in the MOOSE notebook, or by e-mail to the student's custodial parent/guardian. A copy of the notification is to be filed with the appropriate guidance counselor or the elementary principal.
2. Should the student's grade remain below 69 during the next three-week period of the semester, the teacher should mail a written notice or e-mail to the custodial parent/guardian requesting an after-school conference. A copy of the notification will be filed with the guidance counselor or the elementary principal. This will place the student's name on **The Principal's Alert** list.

The scheduled conference is to be attended by the teacher, parents, student, and guidance counselor/principal for the purpose of establishing a plan of action for student learning assistance. The action plan is to be outlined in writing and signed by each of the concerned individuals. The original document is to be placed in the guidance/principal's office files after a copy is given to each signee.

Conferences

Parents are encouraged to visit the school as often as time permits. Feel free to call with a question at any time; however, teachers may not be disturbed during class time. A message will be left in the teacher's box. To question a teacher or set up a conference, leave a message with the office. The teacher will return your call at their earliest convenience. Every teacher has an e-mail address. E-mail is the best way to communicate with your child's teacher. In order to maximize teaching time, please do not call during school hours to speak with a teacher.

NOTE: First thing in the morning and dismissal time in the afternoon is a busy time for teachers. "Drop in" conferences are disruptive and take time away from the students.

Parent Cooperation

- Parents/guardians who are at school for after school activities are responsible for the proper conduct of their children in the building or on the school grounds. Children should be supervised at all times.
- Parents/guardians are asked not to send any correspondence to the teachers, administration, or staff without the identification of the sender.

Field Trips

- Students must have a notarized permission form to leave the campus.
- Younger siblings cannot accompany parents on field trips.

Dress Code

1. Students are required to wear "Spirit Wear" clothes purchased from Madison Academy. Exceptions will be made for field trips and certain designated "special" times by the elementary principal. Violations will be documented. A first offense will receive a warning. Continuing offenses will involve disciplinary action.
2. Outerwear that is worn during the school day must be MA Spirit Wear, even within the classroom.
3. Accessory items are not to hide Spirit Wear.
4. Students are required to wear athletic shoes to school.
5. Skirts, skorts and jumpers should be no shorter than 3 inches from the knee.

6. Earrings for boys are inappropriate both in school and at all school functions.
7. Body parts piercing and permanent tattoos are not permitted.
8. Clothing items that advertise rock groups, alcohol, drugs, tobacco, or that display inappropriate slogans should not be worn at school or to school events.
9. Head coverings for boys or girls are inappropriate in the school building.
10. Boys' hair should be cut so that it is not in their eyes. **Maximum length in the back should be no longer than the top of the collar of a polo shirt.**
11. Girls' hair should be styled so it is not in their eyes.
12. Sixth grade boys and girls are required to wear PE uniforms.
13. Elementary girls should not bring make-up to school.
14. Hooded Spirit Wear and garments are allowed. Hoods may not be worn on the head indoors.

NOTE: All items of clothing worn by boys or girls should be modest and in good taste (as determined by the principal).

Inclement Weather

During a weather related emergency, an announcement concerning closings or delays will be made on TV channels 19, 31, and 48. If no announcement has been made by Madison Academy, we will follow the decision of the **Madison County school system**.

When inclement weather takes place during school hours, please know that your children will be kept in a safe place. Note: When school dismisses early or has delayed opening there will be no before or after school care. On delayed openings students should arrive no earlier than 30 minutes prior to the delayed opening time. We understand that the automatic response of a parent is to call the school to let us know of weather conditions and to find out if we are taking precautions. When our lines are tied up, it is impossible for emergency situations to be handled and emergency phone calls to be made. Please know that we have an immediate connection with the weather bureau and we are kept informed of impending weather.

Child Abuse and Cooperation with Governmental Authorities

We take our responsibilities to report suspected child abuse, neglect, and abandonment seriously and will cooperate with governmental authorities in connection with their investigations. If you have any questions regarding the school's mandatory reporting obligations, please consult with the guidance counselor.

Sexual Harassment

Madison Academy students are entitled to an environment free from all forms of discrimination and from conduct, which can be considered harassment, or coercion of any kind. The Academy expects all of its students to treat each other with courtesy, dignity, and respect. The Academy does not tolerate violation of federal and state laws prohibiting sexual harassment. Sexual harassment is a form of misconduct constituting serious offense and subjects the offender to disciplinary action up to and including expulsion. Sexual harassment has been defined as unwelcome sexual comments, unwelcome sexual advances, and/or physical contact of a sexual nature. To the extent consistent with adequate investigation and appropriate corrective action, any complaints of harassment will be treated as confidential. Retaliation against any student who, in good faith, reports a claim of harassment or cooperates in the investigation of any such claim will not be tolerated and will in itself be subject to appropriate disciplinary action.

Video Policy

A movie rating of "G" is acceptable in grades 1-12. The movie/video must contain content with educational value and/or be relevant to the course.

Chewing Gum

Madison Academy has a "no gum" policy. Children should not bring gum of any kind to school. Gum should not be given as favors at class parties or as a reward from teachers.

Textbook and Supplemental Reading

Careful consideration is given to all textbook and supplemental reading selections. Madison Academy strives to relate Bible principles to everything that is taught, making these principles relevant to the students' lives now, as well as in the future.

Special Instructions Regarding Sixth Grade Students

Criteria for Presidents' List

95 or above average

No grade below an 80, including non-core subjects

No conduct grade below a 1

Since there are three core teachers and each teacher teaches two subjects, one "M" from any of the three teachers would automatically be considered as two "Ms". One "M" is allowable from the non-core classes such as:

Band, Chorus, Computer, Art, and P.E

Criteria for Principal's List

90 or above average

No grade lower than a 70 in any class including non-core subjects.

No conduct grade below a 1

Since there are three core teachers and each teacher teaches two subjects, one "M" from any of the three teachers would automatically be considered as two "Ms". One "M" is allowable from the non-core classes such as:

Band, Chorus, Computer, Art, and P.E

Grades for Sixth Grade

Grades are submitted on the quarter system. Number grades will be given for core subjects. Letter and number grades for electives will be given, based on teacher preference.

Rules for Sixth Grade are as follows:

1. Be on time
2. Be prepared with assignments, book, pencil and paper
3. Be courteous - show respect for self, classmates and teacher. Use positive and appropriate language. Work productively and cooperatively.
4. Be responsible. Follow the handbook rules. Focus on learning.

Behavior/Discipline Policy

At every available opportunity, we will encourage your child with praise for outstanding behavior and achievement. However, should behavior become a problem, the following discipline guidelines will be used:

1. Verbal warning

2. Loss of daily participation points/teacher student conference
3. Teacher calls, emails, or confers personally with the parents
4. Student-Principal conference
5. Student-Teacher-Parent-Principal conference

Guideline for Daily Participation Grades - The Daily Participation Grade, which constitutes 10 percent of each student's overall grade, is based on successful observance of the rules. The grade is awarded as 5 points daily on an "all or none" basis and posted on Edline weekly. Most students have found that they are actually very good at carrying out the rules and that the participation points actually help their overall course average. Teachers have found that by awarding points based on the key ingredients needed in a successful learning environment encourages development of the "whole child" and reinforces the learning of valuable skills needed for future success in high school, college and the work place.

Elementary Library

Library Hours

7:45 AM – 3:30 PM

The following are some of the rules that apply to the elementary library:

1. Books may be checked out for **one week**.
2. No more than **two books** per student will be checked out at a time.
3. Students may check out one regular book and one AR book at a time. They may not check out two AR books at a time, but they are permitted to check out two library books at a time.
4. Students who lose or damage a book will be asked to bring in a replacement copy or a check payable to Madison Academy (cash is also acceptable) to cover the purchase of a new copy. If the book is located, money may be refunded for up to seven days. Otherwise your payment is considered a donation to the library. Report cards are held on students that have a debt of money or a book owed to the library.
5. Proper library behavior at all times is required for library users.

AR Enterprise

Accelerated Reader (AR) Enterprise is a web-based program that manages students' reading and vocabulary practice. Students read books appropriate to their level, and take multiple-choice tests on each title. A student can read books he or she has at

home, as well as books checked out from the school or public library. To verify whether a book has a corresponding AR quiz visit www.arbookfind.com. AR gives immediate feedback to students on their reading or vocabulary quizzes. Parents, grandparents, and family friends have the option to sign up for electronic updates (up to six email addresses) on a child's AR scores and reading progress. Quizzes are taken in the school library, Monday through Friday from 7:45 a.m. till 3:30 p.m. when school is in session.

Madison Academy **School Internet Use Agreement**

Madison Academy supports the use of technology as a tool for instruction. The goal in providing Internet access to Madison Academy students, teachers, and staff is to promote educational excellence by facilitating resource sharing, innovation, and communication. Internet use must be in support of education and consistent with the educational mission of Madison Academy. While the school monitors Internet usage on campus, parents are responsible for teaching sound, safe, responsible Internet practices and for implementing them in the home setting.

The Internet is a complex association of governmental, business and educational agencies and individuals working together to share resources. New responsibilities come with the use of the Internet. Please read the following carefully.

Rights

1. Users have the **conditional right**, as outlined in this document, to access the Internet for class projects to promote personal growth, information gathering, and communication, provided they are responsible members of the Internet community.
2. Specifically, **with teacher supervision**, users have the conditional right to use Web browsers, FTP's, class related e-mail, and Tel Net.
3. Failure to follow the conditions described in these regulations could result in loss of access and/or disciplinary action to include suspension or dismissal from Madison Academy.

Restrictions

1. The use of vulgarities, swearing, or any other inappropriate language is forbidden.

2. Hate mail, harassment, discriminatory remarks and other anti-social behaviors are prohibited.
3. Illegal activities of any kind are strictly forbidden.
4. Chat rooms are prohibited.
5. Students should not agree to meet people contacted via the Internet.

Responsibilities

1. Be polite. Use appropriate language. Remember that you represent Madison Academy on a non-private system. You may be alone at your computer, but what you enter can be viewed globally.
2. Respect the privacy of others. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users. Users shall not represent themselves as another user unless specifically authorized to do so by that user.
3. Respect the legal protection by the copyright and license laws of programs and data.
4. Respect the integrity of computing systems. Users shall not intentionally introduce, develop, or alter the software components, a computer, or computing system.
5. Keep all pornographic, offensive, defamatory, or illegal material or files dangerous to the integrity of the network from entering the school via the Internet.
6. Report any misuse of the network to any teacher or administrator.
7. Keep passwords, addresses, phone numbers, credit card information, social security numbers, or other personal information private.

NOTE: Madison Academy through its selected representative(s) reserves the right to access, read, or delete, any information stored on the network. This would include student work, e-mail, or other files on the network. The principal or his/her designate shall determine whether certain acts are inflammatory, harassing in nature, sexist, racist, obscene, or pornographic.

MADISON ACADEMY ELEMENTARY HANDBOOK AGREEMENT 2009-2010

I have read the Madison Academy Elementary Handbook and have discussed it with my child(ren). We agree to abide by the rules stated in this handbook.

Child's Name _____

Teacher _____

Signature of Parent/Guardian

**Madison Academy
Elementary Handbook
2009-2010**

Dear Elementary Parents,

This handbook was written by elementary teachers and the administration, with input from parents. The guidelines placed in this handbook are there to assure the safety of your child as well as provide for a smooth running school. Please read carefully each section and store in your memory the things that apply directly to you and your situation. The back page provides a form for parents to sign and return to the school. Madison Academy is interested in the overall education of your child. Teaching children how to act in public, how to act during worship, how to answer the phone, and how to obey promptly and cheerfully, is as important as the three R's, reading, writing and arithmetic. Thank you for choosing Madison Academy as your school for life.

Sincerely,

Carmelita Burton
Lower School Principal

Elementary Handbook

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