

Madison Academy Elementary Handbook 2017-2018



The Mission of Madison Academy is to provide quality education in a Christian Environment that will help students grow in Wisdom, in Stature, and in Favor with God and man.

Dear Elementary Parents,

Welcome to Madison Academy Elementary School! We are blessed and honored that you have chosen us to aide in educating your child. Our goal at Madison Academy is to teach not only important academic standards, but to teach your child the love of Christ. We are a grades 2-6 school that offers a complete academic program pursuing excellence in character and academics. Our certified teachers work tirelessly to make sure that your child receives the best education possible using best practices.

Learning is not limited to the Madison Academy campus. Field trips are used to enhance and enrich our academic program. Some exciting trips offered are Space Camp, Washington D.C., Nature's Classroom, Tour of Huntsville and many more. These trips allow students the opportunity to see the applications of concepts taught within the classroom used in real life situations.

Along with daily academics, our students participate in chapel spending time in prayer, scripture and song. This student/teacher led time of the day is precious for the faculty as well as the student body. Spending time focusing on the One who makes all things possible is the perfect start to any day.

MA is a family that works together, grows together, and strives to live a life pleasing to God. It is truly a blessing to be afforded the privilege of guiding your child as they grow as Jesus did in wisdom and stature and favor with God and man. Luke 2:52

Missy Lusk,

Elementary School Principal

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Madison Academy Elementary

School Hours: 7:45-2:45

Arrival

Students may arrive no earlier than 7:15 am.

- Students arriving before 7:35 am should go directly to the cafeteria.
- Students arriving after 7:35 am may go directly to the classroom.
- The car rider line will close at 7:45 am. Parents must park and walk their student into the building after 7:45 am.

●

The left lane in front of the school will remain open for through traffic only.

Please be cognizant of students loading and unloading.

Dismissal

Car Rider-dismissal is 2:45 pm

Afternoon car rider line will operate utilizing the right lane in the lower parking lot.

- Car rider numbers should be visible, hanging from the car's rear view mirror.
- Students will be directed to load cars by staff once all cars are stopped
- Cars will be directed to move once all cars are safely loaded by a member of faculty.
- The left lane will be left open, but is a NO PASS ZONE while students are loading their cars.
- Please refrain from forming a car line before 2:15 pm in the afternoons. This causes traffic issues for our campus.

Beyond the Bell at Madison Academy

Extended Day-students who will be picked up between 2:45 pm and 3:30 pm should be registered for Extended Day. There will be a \$5/week per family fee charged to your account for this service. Parents will be required to park in a parking space and walk in to sign their child out. NOTE: No snacks or special activities will be provided to these students.

After School Care-students participating in After School Care, will report to the Cafeteria upon dismissal, this service is available until 5:30 PM on regular school days. Students who are not picked up from Extended Day by 3:45 PM will be placed in the care of the After School Care Director and a charge of \$13 per day will be incurred. Please park in a parking space when signing your child out from After School Care. Parking in the drive causes congestion to those leaving campus.

Absences

All absences must be accompanied by written excuse within three days of the student returning to school. Failure to submit an excuse will result in an unexcused absence. After ten absences a notification will be sent to alert parents.

Excused Absences

*All school-related absences, doctor's excuses, and absences due to extenuating circumstances (as determined by administration) will be excused.

*Ten parent notes will be excused each school year.

- A parent note is an excuse for an absence that is written by a parent/guardian requesting the absence be excused.
- If a student is absent for three or more consecutive days, a doctor's excuse will be required.

*More than ten absences, whether planned or unplanned, will be unexcused without a doctor's note or evidence of extenuating circumstances. Principal will use discretion to determine whether the absence is excused.

* All makeup work for excused absences, including tests, homework, projects, and written assignments, must be made up within **three school days** of returning.

*Planned absences--family trips, travel ball, participation in "special" extracurricular activities etc-- must be submitted to the principal no less than one week before the absence(s). Students who communicate planned absences in advance have the advantage of coordinating makeup work with the teacher(s). Teachers have the prerogative to require that makeup work be completed in advance of the absence(s). Otherwise, all work must be made up within three days of returning to school.

Unexcused Absences

- Unexcused absences--students will receive a 20% deduction for all tests, homework, projects, and written assignments.
- Unexcused absences may constitute a student/parent conference to discuss disciplinary actions i.e. academic contract, suspension from extracurricular activities and athletics, denial of invitation to re-enroll.
- Unexcused absences will prevent 6th grade students from being allowed to exempt semester exams.

Excessive Absences- Excessive absences/tardies incurred during the school year may result in student retention or denial of invitation to re-enroll, subject to the attendance committees review.

Tardies

A tardy is defined as being more than 1 minute late from the start of school/class for reasons other than a Doctor's appointment.

****Five tardies will be converted into an unexcused absence.***

Students who arrive more than 10 minutes late to class will be counted absent for that class. (6th grade only)

***Madison Academy follows the compulsory attendance law of the State of Alabama. Truancy will be reported via Huntsville City Schools.

Check-out/Check-in

Any student who checks out before 11:15 am or checks in after 11:00 am will be considered absent. Students must be in attendance for ½ of the school day to be considered present. Parents/Guardians are required to sign their child in/out from the elementary office.

No checkouts will be allowed between 2:30 pm and 2:45 pm. Please notify your homeroom teacher if a student is checking out during the school day.

*****Please park in parking spaces to check your child out. Parking in the drive causes congestion on campus as well as prevents Emergency Vehicles from having access to our building.

Illnesses or Accidents at School

- In case of illness or accident at school, the school nurse or staff member will notify a parent so that the student can be picked up.
- Students must be free of fever: 100 degrees and over, vomiting, pink eye, infectious drainage from the nose, and diarrhea for 24 hours without the aid of medication, before returning to school.
- Please keep your child's health information and medications updated in RenWeb Medical.

Medication

- All prescription medication should be in the original container with the student's name clearly marked. School staff cannot administer any medication without a completed Prescribers/Parent Authorization (PPA) form. According to the Alabama State Department of Education, this is the only form the school can accept. These forms can be obtained by visiting the following link. [PPA form](#)
- Non-Prescription, Over-the-Counter drugs are not provided by Madison Academy. Some over-the-counter medications such as Tylenol, Advil, Antacids, cough drops and allergy medication can only be administered after parental permission has been provided via RenWeb medical. Each family is responsible for completing and updating the RenWeb medical section for each student enrolled at Madison Academy.

Immunization Requirements

- 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 chickenpox virus.
- Students entering 6th grade must have an updated IMM-50 that shows they have had a 6th DTP immunization.

LUNCH

- Parents are welcome to eat lunch with their child; however, we ask that you limit your visits to 10 times per year.
- Visiting parents should sign in at the office before meeting your child in the cafeteria.
- Anyone eating lunch with a student, who is not an immediate family member, should bring a note of permission from the student's parents.

Parties

Second-Fifth grades may have four parties a year:

- Fall Festival
- Christmas
- Valentine's Day
- End of the Year

NOTE:

- Planned reward parties must be approved by the principal.
- End of the year parties for grades 2-5 are held in correlation with Field Day.
- All class party activities must be approved by the classroom teacher.
- Birthday treats may be served at lunch.
- Siblings should not be brought to classroom parties.
- Flowers, balloons, party favors, or limos should not be brought to school.

Party Invitations

Party invitations can be passed out at school only when the entire class is being invited. All other invitations should be sent through the mail.

Items Not Allowed at School

The school is not responsible for personal non-school items brought on campus at any time. Knives, water guns, matches, cigarette lighters, laser pointers, and other items of a disruptive nature are not allowed at Madison Academy. Other items may be barred as deemed appropriate by the Administration. Teachers may bar certain items from their room at their discretion. Book bags, lunch boxes, etc., must not have any inappropriate writing, symbols, or pictures.

Possession of a weapon is not allowed and is grounds for immediate expulsion.

LAPTOP COMPUTERS AND iPADS – Policies

Students that have a Madison Academy laptop or iPad assigned to them are required to adhere to all provisions and conditions set forth in the Responsible Use Policy. (See the [Responsible Use Policy](#) on the school website.) Any violation of this policy will result in disciplinary action, including the possibility of the loss of technology privileges. Students are to report any known violation(s) of this policy to appropriate administrative staff members. Any infractions of the laptop and iPad Rules and the Responsible Use Policy may result in limitations imposed on the student's technology use. Madison Academy takes no responsibility for violations conducted on school

computers, laptops and iPads and/or materials stored on computers, laptops, or the network.

Madison Academy has the capability, via third party software, to utilize the camera system on the MacBook, but will only exercise this capability with the full notification and agreement of the parent or guardian of the child. An example use of this capability would be to recover a stolen laptop.

Laptop and iPad Rules:

- No unattended laptops or iPads
- No laptops or iPads in the cafeteria
- No laptops or iPad left exposed in cars
- No use of laptops or iPads in the restrooms or the locker rooms
- No markings or stickers on the laptop or iPad itself
- No inappropriate screen savers and/or backgrounds
- No rough handling of laptops or iPads
- No unauthorized email during class (unauthorized email is email that does not involve school or school-related activities and email that is a distraction to study)
- No unauthorized game-playing during the school day
- No sharing of music over the school network
- No using proxies to get to blocked sites
- No using emails of an abusive or harassing nature-no cyberbullying
- No mass emails
- No loaning/borrowing of another student's or teacher's laptop or iPad

Consequences for laptop or iPad violations:

Consequences will be determined by a Technology Disciplinary Committee made up of the Principal and members of the IT staff. The consequence (s) will fit the infraction.

Possible consequences include:

Loss of technology privileges* for up to one week and a letter to parents.

Loss of technology privileges* for up to one month and a meeting with the parents.

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

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. Specifically, with teacher supervision, users have the conditional right to use Web browsers, FTP's, class related e-mail, and Tel Net. 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

The use of vulgarities, swearing, or any other inappropriate language is forbidden. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited. Illegal activities of any kind are strictly forbidden.

Facebook and Chat rooms are prohibited. Students should not agree to meet people contacted via the Internet.

Responsibilities

1. Be polite.
2. 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.
3. Respect the privacy of others.
4. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
5. Users shall not represent themselves as another user unless specifically authorized to do so by that user.
6. Respect the legal protection by the copyright and license laws of programs and data. Respect the integrity of computing systems.
7. Users shall not intentionally introduce, develop, or alter the software components, a computer, or computing system.
8. Keep all pornographic, offensive, defamatory, or illegal material or files dangerous to the integrity of the network from entering the school via the Internet.
9. Report any misuse of the network to any teacher or administrator.
10. 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 designee shall determine whether certain acts are inflammatory, harassing in nature, sexist, racist, obscene, or pornographic.

Cell Phones/Smart Watches

- Unless directed by a teacher, electronic devices must be kept in the designated location during the school day (7:45 am-2:45 pm).
- Under no circumstances may a child use an electronic device to take a picture or video at school unless directed by the teacher.

- If misused, will be taken from the student and returned only to a parent or guardian.

Texting/emailing is not permitted during the school day.

Parents should help protecting our learning environment by refraining from texting/emailing your child. Messages to your child can be transmitted via the Elementary office.

Rules and Expectations

1. **Treat others with love and respect.** (1John 4:7)
 - a. Walking and talking quietly in halls
 - b. Working quietly
 - c. Thinking of others before yourself
 - d. Keeping hands, feet and objects to self
2. **Listen and Obey the 1st time.** (Prov. 13:1, Psalm 18:6, Colossians 3:20)
 - a. Follow all teacher directions
3. **Use kind words in a kind voice.** (Proverbs 15:1, 16:24, Ephesians 4:29)
4. **Do all your work as if you're working for the Lord.** (Colossians 3:23)
 - a. Do your best
 - b. Do your own work

A student's misbehavior at school may result in one of the following actions (please refer to your teacher's behavior plan) :

- a. The teacher may talk privately with the student.
- b. The teacher may use some form of classroom discipline or removal of privileges.
- c. The teacher may call, email, or meet with the parents.
- d. The teacher may send the student to the office. An administrator will review the situation and administer appropriate discipline (see list below). 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
6. Possession of items not allowed at school

Disciplinary procedures for serious infractions:

1. In-school suspension with a note to the parents.
2. Conference with parents
3. Suspension from school
4. Removal from Madison Academy

Note:

In matters of discipline, the final decision lies with the elementary discipline committee. As a private Christian School, Madison Academy reserves the right to deny admission to any student. Madison Academy reserves the right to ask any student to leave at any time for any reason when the administration/Board of Directors believes it is in the best interest of the school; this also includes the right to deny a student to return for the next school year.

Homework

Homework should not be excessive and will vary from grade to grade and from student to student.

Grades and Report Cards

Evaluation of a student's achievement and improvement is 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 RenWeb on a weekly basis. Parents may access their child's individual progress through this means. **Progress reports will be emailed via RenWeb at the 3 week and 6 week mark of the grading period.**

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 grades and take appropriate actions in classroom instruction. Parents are encouraged to notify the teacher anytime there is a question regarding the success of their student.

Criteria for President's' List

- 95 or above average for the school year

Criteria for Principal's List

- 90 or above average for the school year

Conferences

E-mail is the best way to communicate with your child's teacher. To schedule a conference you may email your child's teacher or leave a message with the office. The teacher will make every effort to contact you in a timely manner.

NOTE: Please refrain from conducting "drop in" conferences while dropping off, picking up or having lunch with your child. "Drop in" conferences are disruptive to the school day 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.

Parents who visit during the school day/or school sponsored events, are asked to be in modest apparel. Please adhere to the dress code set forth for students pertaining to modesty.

Field Trips

Learning is not limited to the Madison Academy campus. Field trips are used to enhance and enrich our academic program. Some exciting trips offered are Space Camp, Washington D.C., Nature's Classroom, Tour of Huntsville and many more. These trips allow students the opportunity to see the applications of concepts taught within the classroom used in real life situations.

- Students must have a permission slip to leave the campus.
- Younger children and siblings cannot accompany parents on field trips.
- Parents who chaperone field trips are expected to adhere to the following guidelines:
 1. Modest dress-follow guidelines set forth in Dress Code
 2. Alcohol and tobacco use are prohibited

Dress Code

- Students are required to wear "Spirit Wear" clothes purchased from Educational Outfitters, Land's End or The Corral. Please visit www.macademy.org for the complete dress code. The accessories and/or undergarments worn for warmth should not be such that they distract from the Spirit Wear look. Exceptions will be made for field trips and certain designated "special" times by the principal. Violations will be documented. A first offense will receive a warning. Continual offenses will involve disciplinary action.
- Outerwear that is worn during the school day must be MA Spirit Wear approved, even within the classroom.

- Accessory items are not to hide Spirit Wear.
- Students in grades 2-5 are required to wear traditional athletic shoes to school. Sixth grade may wear other shoes to school but must have traditional athletic shoes for PE. Traditional athletic shoes exclude Mary Janes, boot-type sneakers, etc.
- Skirts, skorts, and jumpers should be the length below fingertips when arms are extended by side.
- Clothing items that advertise alcohol, drugs, tobacco, or that display inappropriate slogans should not be worn at school or to school events.
- Hats are not allowed in the school building without principal approval.
- Boys' hair should be cut so that it is not in the eyes when pulled straight down in the front. Maximum length in the back should be no longer than the top of the collar of a polo shirt. Girls' hair should be styled so it is not in the eyes.
- Hooded Spirit Wear and garments are allowed. Hoods may not be worn while indoors.
- Spirit Wear shirts must be worn under sweaters, jumpers, vests, coats, etc. This is not referring to undergarments.

NOTE: The Board has approved allowing students to wear khakis outside the two vendors that we currently have. All khakis must still be presentable and meet criteria standards (length, tightness, standard color, etc.) Khakis must be closely matched to the standard uniform khaki color that is available from our uniform vendors i.e. Educational Outfitters and/or Lands' End. This change applies only for the lower dress.

Inclement Weather

- During weather related emergencies, an announcement concerning closings or delays will be made and you will be notified via e-news alert and local television channels.
- When inclement weather takes place during school hours, please know that students will be kept in a safe place.
- When school dismisses early or has a 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.
- Students must bring their lunch when delayed openings are in effect.

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.

Custody Agreements- please make sure the office has a copy of your most recent custody agreement. This will ensure your child's safety and well being.

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. Movies without a "G" rating will be shown only with prior parent notification.

Technology has broadened the spectrum of media content for teachers. Teachers may use their discretion in determining what media is appropriate in supporting curricular and spiritual development.

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.

Elementary Media Center

Media Center Hours and Policies

The media center is open Monday through Friday, 7:45 am-2:45 pm, when school is in session. Some of the rules that apply to the Madison Academy media center are:

- Print books may be checked out for one week.
- Up to two print books may be checked out at a time.
- Students who lose or damage a print book will be asked to bring in a replacement copy (hardcover) or a check payable to Madison Academy to cover the purchase of a new copy. If the book is located, please return it to the library; payment however is considered a donation to Madison Academy. Check out of print books is permitted as soon as overdue book is returned or paid.
- There are no late fees.
- Proper library behavior is required for library patrons at all times.
- The library owns books for lower, middle and upper grades. Different parents approve of different concepts. Parents are encouraged to be aware of the books their children check out, in addition to the library staff monitoring for interest level appropriateness. Occasionally, parental approval might be requested for certain titles.

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 quizzes on each title. A student may 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 use www.arbookfind.com. AR gives immediate feedback to students on their reading and vocabulary quizzes. Parents have the option to sign up for electronic updates on a child's AR scores and reading progress (up to six email addresses). Quizzes must be taken on campus (classroom or library) as per license agreement, Monday through Friday from 7:45 am till 3:25 pm when school is in session.

Special Instructions Regarding Sixth Grade Students

Exam exemption criteria

Yearly Honor Roll Requirement

A student must be on the Honor Roll all four quarters to be considered for the Honor Roll award at the end of the year.

Criteria for President's List

95 or above average

- No grade below an 80, including non-core subjects.
- No conduct grade below a 1
- 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 "M's".

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
- 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 "M's".

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.

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 RenWeb 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 workplace.

