



# Little Madison Academy Primary School Student Handbook

Thank you for making Little Madison Academy your school choice. At Little MA, activities are designed to expand a student's experiences in the real world. Children are regarded as developing people with social, emotional, physical, spiritual, and intellectual needs. It is Little MA's sincere prayer that each student has a positive experience and benefit from teachers who are dedicated to focusing on each individual's needs. It is LMA's goal to lovingly guide children through this time of early social interaction and education.

## **Arrival and Departure of Students**

### **School Day Hours: 7:45am - 2:30pm**

#### **Arrival**

1. Little MA's doors open at 7:15am. There is no cost for early morning care.
2. Car line begins at 7:15am around the back of the school. Enter car line on the north end of the building. A staff member is available to open car line and school doors for students. For safety sake, allow your child to exit on the passenger side of the car.
3. Walking your child into the building is still an option. Please park in the front of the building and escort your child inside the building.
4. A student must arrive before 7:25am to eat breakfast before school. Students may purchase cold cereal and milk for \$1.50 or bring their own breakfast. Please prepay the supervising teacher or pay as needed. Please send in a breakfast ticket or tell an employee if your child is supposed to eat a school breakfast.
5. Students are released to classes at 7:30am. PreK3/PreK4 teachers will escort students to the classroom.
6. Car line ends at 7:44am. Please park your car and walk your child into the building and sign them in for the day if arriving after 7:45am.

#### **Afternoon Dismissal and After School Care**

1. Because teachers are preparing students for dismissal, there is no check out between 2:20pm-2:30pm.
2. Students are dismissed and car line begins at 2:30pm. Please do not arrive for car line before 2:25pm. It backs the line to Old Madison Pike and causes traffic issues. We do not dismiss children through the lobby during car line to eliminate confusion.
3. Display your child's school-provided car line sign on the passenger side or front window. Adults will be help children into the cars.

4. To keep car line running efficiently, please pull over to the side past the playground to buckle.
5. Only parent-approved individuals with the proper ID are allowed to pick up children without an official name card. These people should park in the front of the building and enter the lobby with identification.
6. From 2:45pm-3:00pm, park in front and come into the building to get your child.

### **Extended Day**

1. Students picked up between 3:00pm-3:30pm should register for Extended Day.
2. A fee of \$1 per day/child will be charged to your account.
3. After 3:00pm, parents should park at the back of the school, gym side, and sign their child out.
4. Any student still at school at 3:30pm will join After School Care and the daily fee applied for the day. No snacks or special activities are available for Extended Day students.

### **After School Care**

1. After School Care hours: 2:30pm-5:30pm
2. Children registered for After School Care are escorted to “The Ark” room at 2:30pm.
3. Park in the back parking lot behind the gym for pick up.
4. Be prepared to show a photo I.D. until staff becomes familiar.
5. A charge of \$1 per minute incurs after 5:30pm.

### **Kindergarten and 1st Grade Attendance**

Madison Academy requests vacations and trips be scheduled during school calendar breaks unless cleared through the administrator.

### **Excused Absences**

1. All school-related absences, doctor’s excuses, and absences due to extenuating circumstances (as determined by administration) will be excused.
2. Ten parent notes per year will be excused. If a student is absent due to illness for three or more consecutive days, a doctor’s excuse is required. Parents/Guardian must email or send in a written note for absences to be excused. A parent note is an excuse for an absence written by a parent/guardian requesting the absence be excused.
3. More than ten absences, whether planned or unplanned, will be unexcused without a doctor’s note or evidence of extenuating circumstances. The principal will use discretion to determine whether the absence is excused.

4. All makeup work for excused absences, including tests, homework, and projects, must be made up within three school days.
5. Planned absences--family trips, 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. 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**

1. Unexcused absences are more than ten absences that are not school-related or excused by a doctor's/parent's note.
2. After five unexcused absences, a conference will be required to discuss disciplinary actions i.e. academic contract and/or denial of invitation to re-enroll.
3. Excessive absences/tardies incurred during the school year may result in student retention or denial of invitation to re-enroll, subject to the attendance committee's review.
4. An unexcused absence means that permission from administration was not granted.

### **Tardiness**

1. A tardy is defined as as being 1-10 minutes late from the start of school/class for reasons other than a doctor's appointment.
2. Children are considered late after 7:45am. Children arriving after 7:45am should sign in through the office.
3. Five unexcused tardies converts to one unexcused absence.

### **Concerning Checkout**

1. Students must check in before 11:45am or check out after 11:45am to be considered present half day. Students must be at school at least half a day to be considered present.
2. Check in and out through the office. If a student needs to be ready for checkout at a particular time, please call, email or send a written note in advance.
3. No checkouts between 2:20pm and 2:30pm. This allows time for the teachers to prepare all students for dismissal.

## **School Health Services**

Madison Academy is staffed with a full time Registered Nurse. Kristi Smith, RN, is located in the Elementary School and manages all of Madison Academy's health needs. She can be reached by phone @ 256.469.6400 or email at ksmith@macademy.org.

In case of illness or accident at school parents will be notified by the school nurse or appointed proxy.

## **Communicable Diseases**

1. Communicable disease is defined as a disease that may be transmitted directly or indirectly from one individual to another. Illness is defined as a state of being sick. Examples of communicable diseases include but are not limited to: Strep, staph infection, stomach virus, flu, ringworm, pink eye, impetigo, and scabies. Madison Academy School Health Services realizes that the spread of communicable diseases cannot be totally prevented, but preventive measures can be taken to reduce the incidence of communicable diseases and therefore promote the health of our students. All students with suspected or confirmed communicable diseases will be evaluated on a case-by-case basis. Please notify Nurse Kristi if your child has been diagnosed with any infectious communicable disease.
2. 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.

## **Medication**

1. 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 the Alabama State Department of Education, this is the only form the school can accept. These forms can be obtained by visiting [https://www.alsde.edu/sec/pss/Health Documentation/PPA\\_revised\\_5-2014.pdf](https://www.alsde.edu/sec/pss/Health Documentation/PPA_revised_5-2014.pdf)  
Download form and have doctor sign it if prescribed medication must be administered at school.
2. Non-Prescription, 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**

1. Students entering school must present a valid Alabama Certificate of Immunization (IMM-50) or exemption. Students in grades 1-6 must have proof of Varicella vaccine or verification of having had the chickenpox virus.
2. The IMM-50 must have an expiration date in order to be valid.
3. Each student must have a copy of his/her birth certificate on file in the office.

### **Additional Health Information**

1. Apply long-lasting sunscreen and/or bug spray on your child before school, if needed, for protection.
2. Please keep contact, emergency, allergy information up-to-date in RenWeb AND with the office. It is crucial that the school has current home, cell, and work numbers.
3. Children who suffer from severe food allergies should pack a lunch and snack everyday.

### **Lunch**

The lunchroom staff prepares nutritious, hot meals. A menu for the following week is published every week in the Friday News from the Ark. Students may buy or pack a lunch. Milk or water are also available for those who packed a lunch. All lunch charges are billed to the student RenWeb account.

1. When packing a lunch, please provide a meal that is easy for your child to open or not time-consuming for the teacher to open.
2. No carbonated drinks or glass bottles allowed.
3. Students may purchase a milk or water bottle with a packed lunch. The cost is billed through the lunch account.
4. Lunch money should be put in the lunch account through the business office or RenWeb account. It is permissible to send payment through the Little MA office. Please send in at least one week's worth of lunch money at a time.
5. Parents are welcome to eat lunch with their child. Please check in at the office first. (Call by 9:30am or send a note if eating a school lunch to ensure there is enough food provided.) Lunch must be confined to the student's lunch period. A visitor's lunch will be billed through the child's lunch account.
  - a. PreK3/PreK4- 10:30am
  - b. Kindergarten- 11:15am
  - c. 1st Grade- 12pm

6. Little MA's kitchen strives to be a peanut-free environment. However, if your child is highly allergic, please pack their lunch.
7. The kitchen can substitute some food items for medical or special dietary needs. A statement from a recognized medical authority, which includes recommended substitute foods, must support the exception. The statement will be maintained on file in the school office.

### **Parties**

1. Parents are invited to help with and participate in holiday parties. We encourage students to celebrate their birthday with the class during lunchtime. Parents are encouraged to attend this special time. They may furnish a treat such as cookies, donuts, individual ice cream cups, or mini cupcakes. If schedules do not allow parents to attend, they may send items with their children.
2. Although balloons, flowers, limos, etc... sent to school seems like a sweet way to make children feel special, it relates disappointment in other students. Please send flowers, balloons, and etc... to the home of the child and not to school.
3. Children should not bring party invitations to school unless the entire class is invited. All other invitations should be sent privately.

### **Notes:**

1. Planned reward parties must be approved by the principal.
2. Students are prohibited from any water activities at all parties.
3. Class party activities must be approved by the classroom teacher.

### **Items Not Allowed at School**

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

### **Electronic Devices**

First Grade students will have a Madison Academy iPad assigned to them for classroom use only. All students 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 violations of this policy to appropriate administrative staff. Infractions of the 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 iPads and/or materials stored on the network.

### **Electronic Device Rules:**

1. All iPads are used with the teacher's permission.
2. No markings or stickers on the iPad itself.
3. No inappropriate screen-savers and/or backgrounds.
4. No rough handling of iPads.
5. No unauthorized game-playing during the school day.
6. No loaning/borrowing of another student's iPad without teacher's permission.
7. Unless directed by a teacher, electronic devices must be kept in designated place.
8. iPad and iPod centers created by teachers are used to enhance learning.
9. Under no circumstances may a child use an electronic device to take pictures or video at school unless directed by faculty. These items, if misused, will be removed from the student.

### **Consequences for Ipad violations:**

A Technology Disciplinary Committee made up of the Principal and the IT staff will determine consequences. Consequence (s) will fit the infraction.

### **Discipline Policy**

As a Christian school, Madison Academy uses God's Word as it's standard for discipline and respect for authority. We believe that a minimum number of behavioral rules are necessary to allow students and teachers to live and work together in an orderly, peaceful environment. The school does not permit a disruptive student to impede the education of an entire class. We see each student as an individual with God-given abilities which are to be developed to their fullest for the glory of God, and we know that students are happier, and feel secure, when there are clear rules that are consistently and fairly enforced. It is our desire to work with parents in applying these and other Biblical principles to ensure the best possible outcome of student growth in wisdom, in stature and in favor with God and man.

### **Behavior Expectations**

1. Help the teacher teach and the children learn.
2. Be kind to myself and others.
3. Keep myself and others safe.



“Be kind and compassionate to one another, forgiving each other, just as in Christ, God forgave you.” Ephesians 4:32

The first six weeks of school are spent teaching, modeling, and reinforcing desired behavior.

### **Disciplinary Policy Action Steps After the Sixth Week:**

#### **Level 1 Misbehavior**

Level 1 misbehaviors are minor and cause minimal disruption. They are average childhood issues.

These may include, but are not limited to:

- Not following directions
- Persistent talking without permission
- Speaking/Acting unkindly
- Misusing classroom materials
- Horseplay/rough play
- Hurting an individual due to not listening or lack of self-control

#### **Level 2 Misbehavior**

Level 2 misbehaviors are more serious and reflect a disregard for rules, an uncooperative attitude, an attitude of disrespect, or failure to respond to corrective action taken by the teacher. These may include, but are not limited to:

- Disrespectful attitude toward adults/Willful disobedience
- Disrespectful attitude/actions toward classmates
- Lying
- Continued inappropriate language
- Hurting another with hateful intent
- Inappropriate use of technology
- Abuse/Destruction of another’s property, including school property
- Stealing

#### **Level 3 Misbehaviors**

Level 3 misbehaviors are severe incidents.

#### **Level 4 Misbehaviors**

Level 4 misbehaviors are so severe as to warrant dismissal from school. These are extreme misbehaviors that endanger others, create distrust, severely weaken the student/school relationship, severely damage the reputation of the school in the community or are illegal.

#### Reasons for Dismissal and Withdrawal

1. Parent/guardian refusing to keep records current
2. Tuition/fees not kept current
3. Severe physical/emotional problems or illness that prevents student from participating in daily routines

4. Continuous disruptive or aggressive behavior
5. Child not potty-trained
6. Other situations determined by the principal to be dangerous to student or others
7. Persistent unacceptable actions

### **Homework**

Kindergarten and 1st Grade homework is a part of school. Homework should not be excessive, but it will vary from grade to grade and from student to student.

### **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.

Kindergarten/1st Grading Scale:

- S-Satisfactory
- P-Progressing
- N-Needs Improvement
- U-Unsatisfactory

NOTE: Report cards will be issued as scheduled in the school calendar.

### **Assessments and Conferences**

1. Continuous evaluation is an important component of a successful program. Careful teacher observations are made to identify each student's strengths and weaknesses in their social, physical, and academic development. Evaluations are communicated to parents at appropriate times.
2. A close working relationship with parents is necessary for student's to reach optimal growth and development. Communication is the key to parent-teacher cooperation and must start at the beginning of the school year. Teachers are willing to provide information about your student and the goals of her class. Parent orientation presentations are designed to familiarize you and the children with the teachers, facilities, and curriculum program. The teacher schedules a conference early in the school year for all parents, and parents are encouraged to set up a conference any time to ask about their children's progress.
3. 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 so a message will be given to the teacher. E-mail is the best way to communicate with your child's teacher.
4. **Do not plan conferences no matter how brief first thing in the morning and/or at dismissal time as it is a busy time for teachers and "drop in" conferences are disruptive taking time away from the students.**

## **Parent Cooperation**

1. Parents/guardians 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.
2. Parents/guardians are asked not to send any correspondence to the teachers, administration, or staff without the identification of the sender.
3. Parents who visit during the school day or school sponsored events are asked to dress in modest apparel.

## **Field Trips-Kindergarten & 1st Grade**

Parents are invited to attend several field trips. Some field trips do not require parent chaperones due to space. Thank you for your cooperation in making field trips safe, memorable, fun, and educational.

## **Field Trip Guidelines**

1. Students must have a permission form to leave the campus.
2. No siblings. Field trips are for Little MA Kindergarten and 1st Grade students only.
3. All students must ride on school transportation to the field trip unless special circumstances exist and permission granted.
4. Parent chaperones are welcome to follow the bus or meet the class at the location.
5. Parents who attend are expected to dress modestly- no short shorts or halter tops. Alcohol and tobacco use is prohibited.
6. Chaperones should help keep students with their class and encourage them to listen to guides/teachers and speak/act respectfully. People should say that Little MA is the best group they have ever worked with.
7. Since field trips are intended to be a learning experience, refrain from visiting with students and other parents during times of instruction. Remember that a chaperone helps with the field trip experience. Although fun, it is not intended to be a social event.
8. Children are not allowed to attend concessions and gift shops unless part of the field trip experience as indicated by the teacher.
9. Students may leave with their parents after checking out through the teacher at the field trip or back at the school.

## **Dress Code**

1. All polos, t-shirts, jackets, button downs, etc. require the MA Logo.

2. Students are required to wear "Spirit Wear" clothes purchased from The Corral, Educational Outfitters, Land's End, and The Corral unless indicated by Administration.
  3. Students may wear any brand of khaki-colored pants, shorts, skorts, skirts, and jumpers that follow dress code guidelines.
  4. Length of dresses, shorts, skorts, skirts, and jumpers must be at or longer than the fingertips.
  5. Shorts of choice must be worn under dresses, jumpers, and skirts.
  6. Students may wear a shirt of choice on Fridays with khaki or Spirit Wear bottoms.  
**No tank tops.**
  7. Accessories and undergarments worn for warmth should not distract or hide from the Spirit Wear look. Exceptions will be made for field trips and certain designated "special" dress up days approved by the Principal.
  8. **Outerwear worn inside the school must be MA Spirit Wear. A jacket of choice may be worn outside.**
  9. Students are required to wear traditional athletic shoes to school. Traditional athletic shoes exclude Mary Janes, boot-type sneakers, roller blades, etc
  10. Earrings for boys are inappropriate both in school and at all school functions.
  11. Body piercings and permanent tattoos are not permitted.
  12. Clothing items advertising rock groups, alcohol, drugs, tobacco, or displaying inappropriate slogans should not be worn at school or to school events.
  13. Head coverings for boys or girls are inappropriate in the school building unless for special occasions.
  14. Boys' hair, when pulled straight down in the front, should not cover the eyes. Maximum length in the back should be no longer than the top of the collar of a polo shirt.
  15. Girls' hair should be styled so it is not in the eyes.
  16. Students' hair should be styled so that it does not draw attention.
  17. Hooded Spirit Wear and garments are allowed. Hoods may not be worn on the head indoors.
  18. Female students should not wear or bring makeup to school.
  19. Spirit Wear shirts must be worn under sweaters, jumpers, vests, coats, etc. This is not referring to undergarments.
- NOTE: All items of clothing worn by boys or girls should be modest and in good taste (as determined by the Principal).

### **Inclement Weather**

1. An announcement regarding closings, early dismissal and late arrival will be made on MA E- News, Parent Alert and local TV Channels 19, 31 and 48.

2. When inclement weather takes place during school hours, please know that your children will be kept in a safe place.
3. When school is dismissed early or has a delayed opening there will be no before or after school care.
4. On delayed openings, students should arrive no earlier than 30 minutes prior to the opening time. Due to a shortage of time, students may be asked to pack a lunch when there is a delayed opening.
5. It is understandable that an automatic response is to call the school to make us aware of weather conditions. When 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 are kept informed of impending weather.
6. The transportation safety of students and staff is always top priority. Because the MA student population is so dispersed, parents are the best judges for road conditions where they live. Regardless of administrative decisions, when parents deem that road conditions warrant staying home, parental judgment takes precedence.

### **Child Abuse and Cooperation with Governmental Authorities**

Madison Academy takes the responsibilities of reporting suspected child abuse, neglect, and abandonment seriously, and will cooperate with governmental authorities in connection with their investigations. Questions regarding the school's mandatory reporting obligations should be directed to the guidance counselor.

### **Custody Agreements**

Please ensure that the office has a copy of the most recent custody agreement. This will ensure your child's safety and well being.

### **Video Policy**

Movie ratings of "G" are acceptable. 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.

### **Chewing Gum**

Madison Academy has a "no gum" policy. Children should not bring gum to school. Gum may be given as a reward by teachers.

## **Book Nook**

The Book Nook is open Monday through Friday 7:35am-2:45pm, when Mrs. Kistler or Mrs. Chandler are available.

## **Book Nook Rules**

1. Books may be checked out for one week.
2. Up to two books per student may be checked out at a time- AR and Library Day book.
3. Students who lose or damage a book will be asked to pay a fee of \$15. If the book is located, please return to the library; payment however is considered a donation to Madison Academy. Check out of books is permitted as soon as overdue book is returned or fee paid.
4. There are no late fees.
5. Proper library behavior is required for library patrons at all times.
6. Parents are encouraged to be aware of the books their children check out, in addition to the library staff monitoring for interest level appropriateness.

## **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](http://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 in on campus (classroom or library) as per license agreement, Monday through Friday from 7:30am till 2:45pm when school is in session.

## **General Rules**

1. **Mark student's name clearly on tote bags, book bags, lunch boxes, nap mats, coats, gloves and other possessions.**
2. Check bags each day for school messages or important information and remove schoolwork.
3. Since students go outside as often as weather permits, dress your child appropriately for the season.
4. All students must be toilet-trained. Although accidents may happen now and then this should be an exception and not a frequent occurrence.

- 5. Give all medications to the office. Medications should not be placed in the student's bag.**