

**2010-2011  
Student – Parent Handbook  
Grades 7 - 12**



**325 Slaughter Road  
Madison, Alabama 35758**

## **THE MISSION OF MADISON ACADEMY**

*“To provide a quality education in a Christian environment that will help students grow in wisdom and stature and in favor with God and man.”*

Christian education is the primary mission of Madison Academy. The administration and staff believe in developing a child to know God as his/her creator, protector, provider, and personal friend. We strive to help each child grow as Jesus did in wisdom, knowledge, stature, and in favor with God and man (Luke 2:52).

A Christian education provides each child with an understanding of himself/herself in relation to God and the world in which he/she lives. Our goal is to meet the needs of the individual child so that he/she can live a life that will please and glorify God.

We will seek to provide opportunities that help develop Christian attitudes. We wish to lead the child to the knowledge and understanding needed to live by and perpetuate the ideals upon which our nation was founded. We believe that better Christians make better citizens, and that Christian and American ideals go hand-in-hand.

We will work to provide high quality learning experiences. We are dedicated to the cause of Christian education and will put aside personal desires to serve this cause. We will be honest in the evaluations of our students and of ourselves.

We will strive to relate Biblical principles to everything that is taught, making these principles relevant to the students' lives now, as well as in the future. To reach our goal, Christianity must permeate the classroom and all school-sponsored activities.

The basic concept of Christian education at Madison Academy includes a sincere interest in the total life of each student as an individual person. We genuinely care about what each student thinks, believes, and does. Christian education, as understood here, is dedicated to placing in the hearts, minds, and lives of young people all that God has revealed in the Bible and the very best that man has learned, discovered, or experienced during his sojourn on earth.

This student-parent handbook outlines boundaries and expectations designed to provide a safe, encouraging, and harmonious environment in which each child can learn and flourish. **It is your responsibility as parents to instruct your child(ren) at home concerning the importance of protecting their privilege to attend Madison Academy by pledging to observe the guidelines we have established.** Please review it carefully, and if you have any questions, please feel free to discuss them with us. We strive in our disciplinary policies to be fair, to take each student's behavior and character history into consideration, and to administer correction in ways that are preventive, proactive, and considerate of the needs of all the students at Madison Academy.

Thank you for choosing Madison Academy. Our staff, faculty, and volunteer board of directors strive to faithfully administer the Lord's work at MA in keeping with our mission, and we look forward to serving your family in God's name.

***The Administration and Board of Directors  
Madison Academy***



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## **INTRODUCTORY INFORMATION**

### **NON-DISCRIMINATION STATEMENT**

Madison Academy is a Christian school open to any qualified student without regard to race, religion, sex, color, national or ethnic origin, or physical handicap. In a manner consistent with all applicable laws and regulations, it does not discriminate on the basis of race, religion, sex, color, national or ethnic origin, or physical handicap in the administration of its educational policies, programs, and activities except where necessitated by specific religious tenets held by the institution.

### **ACCREDITATION**

Madison Academy is fully accredited by the Southern Association of Colleges and Schools (SACS) and by the National Christian School Association (NCSA). Accreditation is maintained through meeting rigorous standards, showing progress on a school improvement plan, submitting annual reports, conducting a self-study, and hosting an on-site peer review committee visit every five years.

### **PARTNERSHIP BETWEEN SCHOOL AND HOME (Policy on Resolution of Concerns)**

As with any organization, concerns, complaints, and conflicts will arise from time to time among individuals in the school community. Using Matthew 18:15-17 as a guide, the following policy is established for the MA community in order to resolve complaints or make suggestions for changes to school policies:

**First:** Go to the person with whom you have a disagreement and attempt to resolve the issue. No person on the administrative staff is authorized to intervene between two parties until an attempt has been made by the parties in question to resolve the issue. Students are never required to confront alone the individual with whom they have a grievance. Any student complaint should be taken directly to the most relevant teacher, and guidance will be given to pursue a path of resolution.

**Second:** If an adult has addressed the concern directly with the other involved individual and the concern is still unresolved, then he/she is encouraged to take the issue to the next level of authority as outlined below. If the concern is still unresolved at that level, please continue to proceed through each level as outlined below:

1. If no resolution is found, take your concern to the appropriate Upper School Principal.
2. If you do not find satisfactory resolution there, raise the issue with the school president.
3. After addressing it with the school president, you may address your concern to the Board of Directors, if you still need assistance.

Order of process: Peer Parent → Teacher/Staff → Principal → President → Board

In order to elevate a concern to the Board level, parents/guardians should submit their concern in writing to the Chairman of the Board. Written concerns should be no more than one page long; should summarize the issue at hand, the parties involved, and the desired resolution; and should be signed and dated by the submitter. The Chairman of the Board will notify you of the anticipated course of any investigation, hearing, or closure of the issue. The Board will respond in writing after the issue is addressed. Written responses will be considered private, and closure will be documented in confidential Board files.

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Please note that the Board will neither review anonymous complaints nor intervene in the issues where the concern is clearly addressed in published policies. The Board also recognizes the rights of all Madison Academy employees to be advised of complaints against them. The Board will not review a concern if one of the parties involved is not part of the MA family. Complaints alleging violations of the law will be reported to the appropriate civil authorities.

### **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 school President or Principal.

### **CHILD CUSTODY**

In cases where parents are divorced, an affidavit of the court **MUST** be supplied to the school office in order to document the official custody arrangements regarding children enrolled at MA. Upon request, the school will provide school records to both parents **UNLESS** supplied with official documentation prohibiting such. It is the parents' responsibility to provide the school with updates. **ONLY** the custodial parent will be allowed to check out a child from school unless the school has been otherwise notified in writing by the custodial parent. All students must live with at least one parent or an official guardian. Students may not live alone or with friends.

### **COMMUNICATION**

It is the responsibility of parents/ guardians and students to stay informed of any changes in MA policies and procedures. To assist with this, Madison Academy offers several communication resources for the MA family to access and use, which are listed below.

#### ***Newsletters***

A two times a year, a publication from the MA president's office called *Roundup* will be mailed to your home in the form of a mid-year report and a late summer annual report.

#### ***Web Page – [www.macademy.org](http://www.macademy.org)***

MA hosts an extensive Internet website. It offers online shopping tools for buying Spirit Wear. It will keep you current on events, dates and locations with an invaluable calendar tool, highlighting many of our campus activities. It has links to exciting athletic and club pages and is your gateway to subscribing to email news. Be sure to check it regularly at [www.macademy.org](http://www.macademy.org).

#### ***E-News***

The Board of Directors of Madison Academy has authorized **E-News**, MA's email subscription newsletter service, as the formal means of communication for all up-to-date information about Madison Academy. Parents and guardians are expected to subscribe to this service in order to ensure that they have the very latest MA information. Families without access to email should contact administration, and we will honor alternative forms of communication in cases regarding formal notification of policy issues. Otherwise, administration and the MA board will rely on E-news as the school's official communication tool. We ask that all MA families take advantage of this tool by logging on to [www.macademy.org](http://www.macademy.org), clicking on the E-News icon, and following the instructions for subscribing to MA E-News.

***Edline***

Edline offers parents and guardians Internet access to their child's grades. Parents can monitor assignment turn-ins, check grades, and evaluate total GPAs. Families new to Edline simply need to visit the Upper School Office and ask to be assigned an activation code and a password in order to access the system. Activation codes may be obtained in the Upper School Office. Grades are updated regularly. It is the responsibility of the family to monitor grades. Homework assignments are also posted on Edline.

***The MA Directory***

MA asks that all parents provide the school with at least one parent/guardian email address that we can use in communication regarding your child. Likewise, we publish our entire faculty, staff, and Board member phone numbers and email addresses in an annually published MA Directory. In it, you will also find a complete listing of clubs, organizations, and officers. The directory also lists the names, phone numbers, addresses, and grades of all our students/families. This is a powerful communication tool, and copies of this directory are available for a nominal charge in the Development Office. Naturally, we ask that you understand that this resource is intended for the convenience of communication within the MA family and not for supplying information for promoting special business interests outside of MA.

***Scheduling Meetings with Faculty/Staff***

Walk-in appointments disrupt the planned workday, interrupt other staff-family meetings, and do not allow for appropriate preparation of information that can add to the success of the conference. We ask that parents not attempt to engage our faculty in student-specific dialog in the mornings before school. During this time our teachers are preparing for classes and tending to administrative assignments such as hall duty, parking lot observation, copying tests, etc. Instead, if you need to meet with a faculty member, please schedule a time to see him/her during his/her planning period or after school. If you need to meet with a staff member, such as the principal or guidance counselors, please contact the upper school support staff in the central office to schedule an appointment. Following common business etiquette practices and calling to schedule meetings will allow us to give your issues our full attention.

***E-mailing Staff***

As part of routine email correspondence, we have challenged our faculty and staff to acknowledge parent emails within one school day and to act upon them within three school days. [Faculty Email Link] Please be patient with our staff and give them time to process the huge load of incoming communication they receive. Understand that they need time to investigate your requests before being expected to act. However, if after three school days, you feel your issue is not being effectively pursued, please let the central office support staff know. They will guide you in determining how to elevate your concern to the next appropriate level. At MA, we pride ourselves on our open door policy and encourage parents to get involved and communicate with us regularly. We simply ask parents to recognize basic business etiquette in scheduling meetings and handling correspondence.

**SCHOOL HOURS**

School hours for a regular school day for grades 7-12 are from 8:00 a.m. to 3:15 p.m. The building will be officially opened by 7:15 a.m. each day. On a regular school day, the Upper

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School Office is staffed from 7:30 a.m. to 4:00 p.m. Please call the school office if you have a need to conduct school office business outside of these times.

Students who are not involved in organized after-school programs should make arrangements to leave the campus by 3:45 p.m. After-school supervision is provided from 3:45 p.m. until 5:30 p.m. for students in grades 7-12 (see the school office for the fee and registration).

All students involved in organized school activities before or after school hours or on weekends must be under the direct supervision of a sponsor, teacher, or coach.

### CLOSED CAMPUS

With the exception of seniors during lunchtime, Madison Academy is a closed campus. Students are not authorized to take cars off campus during the school day. Parents who request students to leave the campus must be aware that the students are not under the school's supervision during those times. **Students who leave for any reason must check out at the Upper School Office.** Students will not be permitted to check themselves out without parental permission.

### GUESTS ON CAMPUS

Parents and Grandparents may visit Madison Academy during the school day. A visitor's pass must be received from the school office. Other guests must have administrative approval to visit on campus during the school day. Please make arrangements with the Upper School Office no later than the day prior to the visit. Failure to do so may result in the guest not being allowed to visit. Typically other school-age friends will not be allowed to visit on campus during the school day unless they are prospective students. Prospective students may visit during the school day; see the dean of students to make arrangements.

### CHAPEL

Chapel is a time when students, faculty, visitors, and parents come together to pray, sing, listen to speakers, and edify one another. Students are expected to participate and not be a distraction to others. Anyone violating this policy will be disciplined appropriately. Eating or drinking is not allowed in chapel. Classroom cell phone/electronic equipment policy also applies during chapel time. Chapel attendance is required.

### PARENTS' CLUBS

- LAMA (Ladies Association of Madison Academy) – provides support for the school through fundraising, volunteer efforts, and fostering friendship among women interested in Christian education.
- Athletic Booster Clubs – each sport has a booster club that assists in raising funds to buy equipment, pay officials, help with athletic facilities, etc. For more information on sport booster clubs, please refer to the MA Athletic Handbook, found on the MA website.
- Music Booster Club – provides volunteer assistance and fund raising support for the band and choral departments.
- Drama Booster Club – provides volunteer assistance and fund raising for the drama department.

## **GENERAL SCHOOL PROCEDURES AND RULES**

### **WEATHER**

During a weather-related emergency, we will announce any closings or delays on TV (Channels 19, 31, 48). If you see no announcement, follow the **Madison County School's decision.**

### **CHEWING GUM**

While, as a general rule, students are allowed to chew gum during the school day, a teacher may revoke the gum chewing privilege in his/her classroom for any or all students.

### **DRIVING PRIVILEGE**

**Students must register cars with the office and obtain (for a nominal fee) a parking sticker to be placed in the lower right hand corner of the windshield.** Upon arrival at school, students will park their cars and not return to them until school is out unless written permission from a staff member is granted. Students should drive slowly on school grounds. Improper parking or driving may result in a loss of driving privilege for a set time and/or monetary fines, detention, etc. Students are to park only in areas designated as student parking and to obey all traffic laws while driving their vehicles on campus. Improperly parked vehicles may be removed at owner's expense. Remember that driving on campus is a privilege, not a right.

Student privileges to drive and/or park on school grounds may be revoked for any of the following reasons:

- Parking in staff areas
- Parking in areas not designated as parking areas
- Double parking
- Parking in handicapped space
- Unsafe driving—formal complaints may be filed with the city police department in addition to loss of Madison Academy parking privileges.
- Failure to follow staff members' directions concerning parking, returning to car, etc.

### **FIELD TRIPS**

From time to time, teachers arrange field trips for their classes. All regulations regarding the responsibilities of students while in school are applicable when on field trips or any school sponsored activity. Required paperwork must be turned in upon the set deadline. Transportation arrangements must be followed to ensure proper student safety. Only grade level students may attend (siblings are not allowed to participate).

### **GYM USE**

No student is to be in the gym (including gym lobby, dressing rooms, weight room, etc.) except when involved in a P.E. class, athletics or a game—and only then with supervision. Only those involved with athletic practice are to be in the gym after school or when school is not in session. Use of gyms must be scheduled through the athletic director. Use of gym will be subject to the Gym Use Policies (see athletic director for details).

### **HONORS RECOGNITION**

Excellence in academic achievement, athletic accomplishments, leadership, and service is recognized through many venues at all grade levels throughout each school year. The following are criteria for five of the highest honors presented in senior high at Madison Academy.

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**Valedictorian Award** - given yearly to the graduating senior with the highest grade point average for academic subjects for grades 9-12. To be eligible for this award, the student must qualify for the Advanced Academic Diploma and have been enrolled at MA since the beginning of the senior year. Determination is made after completion of the first semester of the senior year.

**Salutatorian Award** - given yearly to the graduating senior with the second highest grade point average for academic subjects for grades 9-12. To be eligible for this award, the student must qualify for the Advanced Academic Diploma and have been enrolled at MA since the beginning of the senior year. Determination is made after completion of the first semester of the senior year.

**Honor Graduate** – is given yearly to each graduating senior earning an overall average of 90 or above in academic subjects in grades 9-12.

**Mr. and Miss Madison Academy** – a male and a female student selected annually during the first semester by the high school faculty and senior class for exhibiting the ideals of Christian behavior and citizenship. All eligible candidates must have completed their entire 10<sup>th</sup> and 11<sup>th</sup> grade years at Madison Academy with no conduct grade of “3” or less and no record of serious discipline problems made inside or outside of school. Each candidate must have an overall academic average of at least 80.

**Students of Distinction** – During the first semester of each year, the Madison Academy faculty and administration votes on 11<sup>th</sup> and 12<sup>th</sup> grade students who exemplify outstanding scholarship, citizenship, character, leadership, service to others, and potential for future leadership. The top 16 students from this vote are designated as Students of Distinction.

## HONOR SOCIETIES AND SERVICE GROUPS

Campus organizations for students include the National Honor Society [add link to NHS], National Junior Honor Society, Mu Alpha Theta (Math Honor Society) [add link to MAT], Student Government Association (SGA), Spanish Honor Society, Spanish Club, Anchor Club [add link to Pilot Club], and Fellowship of Christian Athletes [add link to FCA]. All of these organizations require students to meet scholarship and character requirements. Students should be aware that induction into the National Honor Society is contingent upon not only meeting and maintaining requirements in scholarship but also meeting requirements in leadership (elected or appointed offices or positions), service (school, church, and community activities), and character (the six pillars of character: respect, responsibility, trustworthiness, fairness, caring, and citizenship).

## INTERNET, COMPUTER AND SYSTEMS USAGE POLICY

Madison Academy is supportive of the use of technology as a tool for the instruction of Madison Academy students. 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. The use of the Internet must be in support of education and research and consistent with the educational mission of Madison Academy. All persons using the school's computers, the school's computer network, or personal computers on school property or over the school's network are required to abide by the following rules. 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. Responsibilities come with the use of the Internet. Violations of the following guidelines may result in the

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revocation of access privileges and possible disciplinary responses. Please read the following carefully.

**Purpose:** The purpose of providing access to the Internet and school's computer network is to support research and provide educational opportunities. The use of such resources should be limited to those activities that support the school's educational objectives.

**Privilege:** The use of the school's systems is a privilege and not a right. Users have the conditional privilege as outlined in this document to access the Internet for class projects in order to facilitate personal growth in technology, information gathering skills, and communication, as long as they are responsible members of the Internet users' community. Failure to follow the conditions described in these regulations may result in the loss of the "user" privilege to access the Internet or other disciplinary action, including possible suspension or dismissal from Madison Academy.

**Internet Access:** Students, as well as others, will have access to the Internet through the school's network. The school does provide a filtering system; however, no filtering system is foolproof. Therefore, we expect users to act responsibly and report access to any inappropriate site immediately.

### **Responsibilities:**

- Be polite. Use appropriate language. Remember that you are a representative of Madison Academy on a non-private system. You may be alone at your computer, but what you say and do can be viewed globally.
- Accessing the accounts and files of others is prohibited. Respect the privacy of other users. For example, users shall not intentionally seek information on; obtain copies of; modify files, other data, or passwords belonging to other users; or represent themselves as another user unless explicitly authorized to do so by that user. Using someone else's password or posting a message using someone else's log-in name is a form of dishonesty and will be treated as such.
- Respect the integrity of computing systems. For example, users shall not intentionally introduce, develop, or attempt to develop programs that harass other users, infiltrate a computer or computer systems, and/or damage or alter the software components, a computer, or computing system.
- Keep all pornographic, offensive, defamatory, or illegal material or files dangerous to the integrity of the network from entering the school via the Internet.
- Report any misuse of the network to any administrator or any teacher.

**Internet Safety:** Students should never give out personal information (address of school, date of birth, social security number, credit card number, etc.) over the Internet. Students should also not meet with someone they have contacted on-line without prior parental approval. Safety is the responsibility of the parent and student. The school is not liable in any way for the irresponsible acts on the part of the student.

**Pirated Software:** Respect the legal protection by the copyright and license laws of programs and data. The term "pirated software" refers to the use and transfer of stolen software. Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. The school will not, in any way, be held responsible for a student's own software brought to school for personal use.

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### **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.

**Chat Rooms, E-Mail, Instant Messaging, and Social Networking Sites:** The school's filtering software has been set to block chat rooms and social networking sites. Their use while on campus or while using school equipment is prohibited. At any time (whether or not using school technology), students are prohibited from making, distributing, or posting any materials that are obscene, libelous, or slanderous. Students are also prohibited from making any comments that imply a clear and present danger of the commission of unlawful acts on school premises, the violation of school rules, or the substantial disruption of the school's orderly operation. In addition, any person who believes that he/she has been harassed or threatened by any of these methods of communication should immediately report the concern in accordance with the school's No Harassment/No Bullying Policy (p. 14). Students should also be aware that teachers and administrators periodically check such sites and may determine that off campus behavior violates the school conduct code. Additionally, making disparaging or negative comments about the school, administration, or faculty member in a manner that is disruptive to the school's mission will be addressed as a disciplinary matter.

Off-campus student expression, including but not limited to student expression on off-campus Internet web sites, is generally constitutionally protected but shall be subject to discipline when such expression poses a direct threat to the safety of students or school personnel. Conduct of a student off campus that, for any reason, materially disrupts the class day or involves substantial disorder or invasion of the rights of others is not protected by the constitutional guarantee of free speech.

**Viruses:** Every effort is made by the school to keep our system virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer. The school is not responsible for the transmission of any virus or for damage suffered from a virus.

**Computer Care:** Members of the school community will not abuse, tamper with, or willfully damage any computer equipment, use the computer for other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will result in discipline, and students will be held responsible for replacement or repairs.

**Reporting Requirements/Discipline:** Any student who accesses inappropriate material on the Internet, or who receives harassing, threatening, or inappropriate materials via e-mail or on the Internet, must immediately report the concern to the teacher who is supervising the activity or to an administrator so that the situation can be investigated and addressed appropriately. Students who violate any aspect of this Computer and Systems Usage Policy will be subject to appropriate discipline and loss of computer and/or Internet privileges.

**School's Right to Inspect:** Madison Academy, through its designated representative(s), reserves the right to access, read, or delete any information stored on the network. Individual access to the Madison Academy computer information system may be monitored. This includes student work, e-mail, or other files on the network. Whether certain acts are inflammatory, harassing in nature, sexist, racist, obscene, or pornographic shall be determined by the Principal or his/her designate and disciplinary action may ensue. Do not assume that any messages or material on your computer or the school's systems are private.

## **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 without special permission of the teacher and Principal. 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 – Policies for School Laptops**

Students that have a Madison Academy laptop 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 laptop privileges. Students are to report any known violations of this policy to appropriate administrative staff members. Any infractions of the Laptop Rules and the Responsible Use Policy may result in limitations imposed on the student's laptop use. Madison Academy takes no responsibility for violations conducted on school computers and laptops 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 Rules:**

- No unattended laptops
- No laptops in the Cafeteria
- No laptop bag without a school-issued ID
- No laptops left in cars
- No use of laptops in the restrooms or the locker rooms
- No loaner provided for issued laptops left at home
- No markings or stickers on the laptop itself
- No inappropriate screen savers and/or backgrounds
- No rough handling of laptops
- 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 chatting and/or Internet shopping during the school day
- No watching movies 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

**Consequences for laptop 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 laptop privileges\* for up to one week and a letter to parents
- Loss of laptop privileges\* for up to one month and a meeting with the parents

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- Loss of laptop and suspension from school.

\* Loss of laptop privileges includes, but is not limited to, the loss of iTunes, the DVD player, iPhoto, iChat, GarageBand, mail, and browsers, i.e., recreational applications.

**Note:** *Damaged or stolen laptops will require an incident report signed by a parent and submitted to the IT department before a loaner is issued.*

### **LOCKERS**

Each student will be assigned a locker. Students must have approval from the office for a locker change. Items of value should not be left in lockers. The school will not assume any responsibility for loss of locker contents. Locks may be used. Locks may be obtained for a \$5 fee from the office. The lock may be returned in working condition at the end of the school year for a refund. If the lock is not returned, the fee is kept and the lock becomes the property of the student. Locks other than locks issued by the office will be cut off. The outside of lockers must be kept free from inappropriate pictures, posters, stickers, etc. All items or pictures inside the locker must conform to the principles in the handbook. The administration reserves the right to check lockers periodically and remove inappropriate items. Student book bags and athletic bags must be kept in a locker or on a shelf; they are not to be left on the floor in the hall.

### **LUNCHROOM**

Students in grades 7-11 are expected to eat lunch in the cafeteria. Students have the choice of either purchasing a school lunch or bringing their own lunch. Parents or friends are not allowed to bring food from restaurants without prior approval from the administration. Each student eating in the cafeteria should deposit all litter in wastebaskets and leave the floor, tables and chairs in a clean condition. Students are to go to and remain in the lunchroom during their assigned lunchtime.

### **SENIOR LUNCH PRIVILEGE**

Seniors are allowed to leave campus for lunch. They will not be allowed to leave early, and they must not be tardy for the period after lunch. Excessive tardiness after lunch will be dealt with by the usual tardy policy. In addition to the usual tardy policy, the campus lunch privilege will be forfeited at the rate of 3 days for each additional tardy after 3 during a 9 week period. A tardy is no more than 5 minutes late. Anything over 5 minutes will be treated more severely. Excessive tardiness after lunch will result in a loss of the lunch privilege for an extended time. Students in other grades are not to ride with seniors during lunch. Doing so will result in disciplinary action against all students involved.

### **MEDIA CENTER**

The Madison Academy Media Center offers educational services to both students and teachers. The media center is open between 7:45 and 3:30 when school is in session. Our online catalog is available wherever there is Internet access (<http://madisonacademyal.booksys.net/opac/school/index.html>). A link to the catalog is provided on the Madison Academy website, under Academics.

The media center subscribes to Accelerated Reader (AR) quizzes. Students may read fiction and nonfiction works from our library, their home libraries, or the public library, then take quizzes on their reading. To determine whether a book has a quiz, please visit AR Book Finder at <http://www.arbookfind.com/UserType.aspx>. AR quizzes may be taken from 7:45 till 3:15.

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The media center also subscribes to the American Theological Library Association Serials (ATLAS) database. ATLAS is an online collection of major religion and theology journals selected by leading religion scholars and theologians. Users can read articles or research the history of a topic from as early as 1924 to the present. Currently, researchers are able to use ATLAS as a search tool to retrieve images of the pages in more than one hundred forty different journals.

For student login information to both AR and ATLAS, please contact the library. For other research needs, students are encouraged to obtain a free Alabama Virtual Library (AVL) card from their public library branch. AVL provides all students, teachers, and citizens of the State of Alabama with online access to essential library and information resources. It is a group of online databases that have magazine, journal, and newspaper articles for research.

Students may use the iMac computers in the media center on an individual basis, for school related work anytime during the school day, when the library is not reserved for a class. Teachers schedule classes in the library based on instructional needs. Library books can be checked out for two weeks. Two books may be checked out at a time. Students will pay for any book that is lost or damaged. We do not charge any late fees.

## **MEDICATIONS**

All prescribed medications should have a current prescription label and must be left in the Upper School Office with the secretary. A form signed by both the doctor and the parent authorizing administration of the medication must accompany medications that are prescribed for the long term, such as for ADD. A note signed by the parent should accompany short-term medications such as antibiotics. Staff cannot provide over the counter medication to students. Exception to this policy is made for field trips; see field trip release form for details and parental permission.

## **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 a 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; requests for sexual favors or physical contact of a sexual nature; or creating a hostile, abusive, or offensive environment due to sexually suggestive conduct. **Students who believe they are targets of sexual harassment must report such conduct immediately to any administrator.** A prompt and thorough investigation of the alleged incident will be conducted, and appropriate corrective action will be taken. 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.

## **TELEPHONES, CELL PHONES, AND ELECTRONIC DEVICES**

Permission must be granted from the classroom teacher to use the office telephone during class (and only during the first or last 5 minutes of class). Use of cell phones in class is not permitted. Disruption of school activities due to cell phone use will result in disciplinary action. See individual class syllabus for specific teachers' rules/guidelines.

### **CARE OF SCHOOL PROPERTY**

A student is expected to pay for any property damage that is caused by his/her carelessness. Willful destruction of any property is subject to disciplinary action plus payment of damages.

### **TEXTBOOKS**

The student is responsible for maintaining his/her textbooks. Fines may be assessed by administration if the material is lost, damaged, or defaced. Parents will be expected to pay the fine if the student cannot.

### **TEXTBOOK AND SUPPLEMENTAL READING SELECTIONS**

Careful consideration is given to all textbook and supplemental reading selections. It is our policy, when objectionable subject matter is found in some books, to help our students reach a mature, Christian attitude in dealing with such. We strive to relate Bible principles to everything that is taught, making these principles relevant to the students' lives now, as well as in the future.

The textbooks at Madison Academy have been chosen after careful review because of their overall academic strength and coverage of the topics. However, most of our textbooks are the product of secular publishing companies and are not written from a Christian worldview. Therefore, not all the views in the textbooks are consistent with a Biblical view of God as the Creator and Sustainer of the creation and of life itself. In those areas where the textbooks might be in conflict with this Biblical understanding, the class instructor will balance the textbook discussion with this Biblical perspective. We believe all truth is God's truth. Further, it is the school's belief that a student's faith is actually strengthened by studying from a secular textbook within the Christian school classroom so that the student can understand that man's wisdom truly is foolishness when in opposition to God's truth (cf. 1 Cor. 1:18-25).

### **UNAUTHORIZED STUDENT BODY EVENTS**

Unauthorized student body events are not protected by Madison Academy liability insurance. An example of this would be senior (or any grade) skip day. Consequently, Madison Academy prohibits events of this nature and may pursue any and all penalties available against participating seniors. There will be no authorized student skip days.

### **CODE OF CONDUCT**

Consistent with the school's mission, Madison Academy is a school whose goal is to create an environment that will give its students the encouragement, teaching, and fellowship that will enable them to see clearly and live consistently a God-honoring lifestyle. MA strives to be a light in the community; therefore, not only its policies but also its people, including students, must bear witness to Christ. We want to teach all of God's nature – holiness and purity along with love and forgiveness and restoration. We also want to teach personal responsibility.

**As a private Christian School, Madison Academy reserves the right to deny admission to any student. Further, 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 not to allow a student to return for the next school year.**

## **HONOR CODE OF MADISON ACADEMY**

To maintain honor in their relationships, Madison Academy students will agree to do what is right, to speak the truth, and to strive for integrity in all that they do. Therefore, the Madison Academy student will not be involved in lying, cheating, or stealing. Students who vary from this path of honor will accept the correction from others and the established consequences of the school.

## **SELF-REPORTING VIOLATIONS**

Parents and students are encouraged to self-report serious infractions to the Principal. Open attitudes and communications demonstrate that the student recognizes the need for honesty and taking responsibility for his/her actions. The administration will make every effort toward leniency with students who self-report.

## **DISCIPLINE**

Madison Academy students are expected to be good citizens, maintain a wholesome attitude, respect their fellow students, and show respect for the administration, faculty, and staff. They should strive to imitate Christ. The best discipline is self-discipline that, through proper training, develops self-control, character, and orderly conduct. Those who exercise self-control and proper behavior will need little if any corrective discipline. Students are urged to exercise and develop self-discipline in all areas of school life and to observe the rules of the school. One of the goals of Madison Academy is to create a caring, nurturing, healthy, and drug-free environment for each student at the Academy. The major objectives of discipline are to teach the fundamental concepts for living:

- Christ's life is the best example of self-discipline, and the Bible teaches accountability for one's actions
- Respect for the rights, dignity, and safety of all individuals within the school and community
- Respect for law and observance of school policies, procedures, and local regulations
- Respect for public and private property rights

Teachers will handle discipline problems in the classroom using appropriate disciplinary procedures, using the established Participation Grade as a first step. For serious problems, the teacher will notify the counselor and/or administration who will take appropriate action. If needed, a conference with the parents, teacher(s), student, counselor, and/or administrator will be arranged.

**The following conduct guidelines (where applicable) have been established for students while on campus and off-campus, when school is in session and during all breaks, and at any time the student is representing Madison Academy.**

### **Minor Infraction Examples (list not all inclusive):**

- Improper gum chewing
- Disruptive behavior in the class or halls
- Excessive talking
- Littering
- Improper behavior at any school activity
- Violation of dress code or hair code
- Food or drinks in the halls

### **Intermediate Infractions Examples (list not all inclusive):**

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- Profanity (verbal or written)
- Vandalism
- Fighting or bullying
- Possession or use of tobacco in any form
- Disrespect toward adults
- Public display of affection (see section below)
- Skipping school or class
- Open and willful disobedience to teachers or staff
- Violations of the Honesty Standards (cheating, lying, stealing)

### **Major Infractions (list not all inclusive):**

- Possession or use of alcoholic beverages or drugs
- Indecent sexual behavior (heterosexual or homosexual)
- Weapon or fireworks on campus or at a school function
- Committing a criminal offense
- Stealing property valued at \$50 or more
- Criminal mischief- willful damages in excess of \$50
- Membership or involvement with a gang or gang activity
- Aggravated battery -intentionally causing bodily harm to someone
- Threats or acts of gross violence
- Repeated and/or multiple violations of lesser infractions

Appropriate discipline will be given for minor or intermediate infractions and will be administered by the Upper School Principal or his/her administrative designee. Disciplinary actions which may involve more than 3 days of out-of-school suspension, including expulsion, will be determined by the Upper School Principal and his or her Administrative Team (which includes the Dean of Students, the High School Counselor, the Registrar, the Athletic Director, and the Campus Minister) plus the President and the Lower School Principal. Expulsion may result from the first violation of a major infraction. Expulsion may result for any combination or number of infractions such as accumulated detentions, suspensions for various offenses, for constant minor classroom disruptions, or exhibition of non-Christ-like attitude. In the event, that the decision is made to expel a student from MA, the student and the family will receive written notice of the expulsion and notice outlining the procedure to appeal this decision, if it is desired, to the Executive Committee of the Board of Directors.

### **Possible disciplinary consequences:**

- Loss of participation grade
- Work detail (before, during, or after school)
- Saturday workday
- Suspension from school (A zero in each class missed will be given.)
- Forfeit of honors
- Forfeit of offices held in school organizations
- After-school detention
- Isolation
- Internal suspension
- Behavior probation
- Professional counseling
- Expulsion

A parent who disagrees with a discipline decision may request a hearing before the Principal. Such a request must be made within 5 days of the notification of discipline. If disagreement still

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exists after this meeting, a meeting may be requested in writing with President, the Upper School Principal and the Lower School Principal within 5 days of the meeting with the Principal. If there is still dissatisfaction with the discipline decision, the parents may request procedures to appeal the situation to the Executive Committee of the Board of Directors. The decision of the Executive Committee is final. Procedures for appealing a discipline decision to the Executive Committee are available upon request in the school office.

### **SATURDAY WORKDAY**

The purpose of Saturday workday is to provide an avenue of disciplinary action for repeated offenders of such infractions (but not limited to): tardiness, dress code violations, and class disruption. Saturday workdays can also be assigned for other infractions at the discretion of the administration.

- Saturday workdays will be arranged as the need arises based on the number and circumstances of disciplinary referrals. The individual supervising the students and the Principal will determine the date of the workday.
- Students will be expected to report to the school no later than 8:00 a.m. and may leave at 12:00. Failure to report on time will result in an additional day of Saturday work to be assigned. Failure to report will result in 1 day of out-of-school suspension. Failure to adequately participate as determined by the Saturday workday supervisor in the Saturday workday will result in 1 day of out-of-school suspension.
- Students will be expected to complete physical jobs around the campus as well as bring class materials in the event that the jobs are completed early. Physical work to be completed will be determined by the administration.

The parents of the student assigned the workday will be charged a fee of \$30 per student per occurrence. This fee will be used toward paying a supervisor at a rate to be determined by administration.

### **BEHAVIORAL PROBATION**

Please see the sections entitled EXTRA-CURRICULAR ACTIVITY ACADEMIC ELIGIBILITY STANDARDS, ATTENDANCE, and DISCIPLINE for details regarding standards to avoid probation.

Students may be placed on behavioral probation when any of the school's regulations are flagrantly violated. When a student is placed on probation, any careless act or questionable attitude will be a basis for dismissal. The student's behavior will be monitored closely to determine if the student will be allowed to continue at Madison Academy. Also, students placed on behavioral probation risk forfeiture of his/her privilege to participate in extra-curricular activities, including athletics and field trips, at the discretion of the administration, sponsors and coaches. While on behavioral probation, a behavior management plan may be drawn up stating expectations the student must meet in order to continue attending Madison Academy. At the discretion of the administration, students may be placed on behavioral probation at the beginning of a new school year based upon behavioral problems displayed during the previous school year.

### **HARASSMENT/BULLYING**

Madison Academy is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the school will not tolerate any type of harassment or bullying. Harassment includes, but is not limited to, slurs,

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jokes, and other verbal, graphic, or offensive conduct relating to race, color, sex, or national or ethnic origin. Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), and emotional aggression (teasing, threatening, intimidating others). The school also prohibits cyber bullying (creating websites, instant messaging, e-mails, using camera phones, posting messages on social networking sites, or using other forms of technology to engage in harassment or bullying).

All students share responsibility for keeping the school environment free from harassment and bullying. Students must report incidents of harassment and bullying to a teacher or an administrator. When the school administration becomes aware that harassment or bullying may be occurring, they will promptly investigate the situation. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school. No adverse action will be taken against any person who makes a good faith report of alleged harassment or bullying.

### **ACADEMIC HONESTY**

The following descriptions have been adapted, in large part, from the work of Northwestern University in its policy on Academic Integrity. If a student establishes a pattern of academic dishonesty, that will be taken into consideration in the administration of consequences. Academic dishonesty may affect participation in extra-curricular activities and membership in honor societies and clubs.

**Cheating:** Cheating is using unauthorized notes, study aids, or information on an exam; altering a graded work after it has been returned, then submitting the work for re-grading; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors. A student who gives his/her work to another student to copy is considered guilty of cheating, as well as the student copying the work. When a teacher observes cheating, a zero will be given on the work of both students. The teacher will complete a Discipline Referral form and submit it to the Dean of Students. The teacher will inform the parents, and both the parents and student will be notified that another instance of cheating will result in more serious disciplinary action.

**Plagiarism:** Plagiarism is submitting material that in part or whole is not entirely one's own work without attributing those same portions to its correct source(s). Diana Hacker's A Writer's Reference states: "To be fair and ethical, you must acknowledge your debt to the writers of any sources you use. If you don't, you commit plagiarism, a serious academic offense. Three different acts are considered plagiarism:

1. Failing to cite quotations and borrowed ideas,
2. Failing to enclose borrowed language in quotation marks,
3. Failing to put summaries and paraphrases in your own words.

**Obtaining an Unfair Advantage:** Dishonesty is inherent in gaining an unfair academic advantage. Such actions include: stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor; unauthorized collaboration on an academic assignment; retaining, possessing, using, or circulating previously given examination materials without permission; otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over another student's academic work.

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**Aiding and Abetting Academic Dishonesty:** When a student provides material, information, or other assistance with knowledge that such aid could be used in any of the violations of Academic Honesty, that student is guilty of Academic Dishonesty. Further, providing false information in connection with any inquiry regarding academic integrity or failing to provide information in such an inquiry is also considered aiding and abetting Academic Dishonesty.

**Unauthorized Access to Computerized Academic or Administrative Records or Systems:** Viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use of availability of computer systems or information is a violation of the school's Academic Honesty policy.

## **DRUG POLICY**

For the purpose of this policy, Madison Academy defines "drugs" as the following:

1. Illegal substances (marijuana, methamphetamines, etc.)
2. Known over the counter, prescription medications, or other substances which can be used for mind-altering experiences, unless such medication is registered with the school as treatment for the student from a Physician
3. Alcoholic beverages
4. Drug Paraphernalia with known association with illegal substances

The following defines Madison Academy's policy on drug and alcohol possession and use. For students who possess or use drugs and alcohol, our desire is that parents and students engage in an appropriate recovery program. Our prayer is for all of our students develop to their full potential socially, academically and spiritually.

**Statement of Expectation:** Possession, transfer, sale, or use of drugs, or alcoholic beverages on campus, or at any school-sponsored extra-curricular activity, is prohibited. Furthermore, students observed to be under the influence of any illegal substance on campus, or at any school-sponsored extra-curricular activity, are subject to immediate confirmatory action (e.g. drug testing) at the parents' expense. Confirmation of any of the above will result in Discipline Clause action as listed below.

**Voluntary Admission Clause:** Any student who voluntarily admits drug or alcohol use prior to discovery by observation or random testing/search is subject to the Recovery Program Clause.

**Non-Voluntary Admission Clause:** Any student who, through random testing, searches, or observation by a school employee, is found to have used drugs or alcohol is subject to the Discipline Clause.

**Discipline Clause:** Out of school suspension will be immediately enforced while further disciplinary actions are being considered by the administrative team outlined above on page 14 under "Major Infractions." The committee will meet with a decision within 3 school days.

The following actions may be enforced, at the discretion of this administrative committee:

- Further suspension
- Expulsion
- Behavioral Probation (that may include Extra-curricular activities probation)
- Forfeit of honors
- Forfeit of offices held in school organizations

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- Additional penalties may be applied at the committee's discretion.

The Recovery Program Clause may be enacted at the Committee's discretion.

**Recovery Program Clause:** For students who are not expelled, a recovery program will be instituted to reflect the specific drug policy infraction. This program will be under the jurisdiction of the school's administration and may include, but is not limited to, the following:

1. A required schedule of substance testing
2. A defined counseling plan
3. Behavior Probation

The administrative committee will present their decision to the student and parents, with the understanding that the requirements set forth by the Committee are to be met completely. Failure to adhere to the specified recovery program may result in expulsion.

**Appeal Procedures:** If the parent disagrees with the decision of the administrative committee, the process to appeal the decision to the Executive Committee of the Board of Directors (described on page 14) may be enacted. Guidelines for this Appeal Process are available upon request in the school office. The decision of the Executive Committee is final.

If suspension or expulsion was the decision of the administrative committee, that penalty will be enforced during the Executive Committee appeal process.

## DRUG TESTING POLICY

Any parent may be required at any time to have his/her child undergo a drug test at parent expense and to submit the results as a condition to remain at Madison Academy. Refusal to comply with this policy or a test result that reveals use of an illegal substance (including but not limited to marijuana, cocaine, etc.) may result in immediate dismissal. Random drug searches may be made at any time.

## SEARCHES

The school reserves the right to inspect and conduct a search of a student's locker, book bag, backpack, computer, vehicle, and any other possession or property on the school premises or on a school sponsored trip. Inspections and searches may be conducted on a routine or random basis as deemed necessary. Further, the school has the right to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, the possession of which is a violation of the school's rules, community standards, and/or local and state law.

## DISPLAY OF AFFECTION

Inappropriate public displays of affection are considered in poor taste and not permitted on campus or at school functions. School is not the place for embracing, kissing, and other displays of affection. Holding hands is acceptable in halls but not during chapel or class time. The administration will determine unacceptable displays of affection.

## SEXUAL MISCONDUCT POLICY

MA upholds a Biblical view of sexual morality (1 Thessalonians 4:3-5). Students shall not engage in sexually promiscuous behavior on or off campus. Violation of this policy will result in one of four options: either (1) suspension, (2) exclusion from regular school attendance and

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regular school activity participation (homebound education), (3) student be withdrawn from the school, or (4) expulsion from school.

Students who disrupt the school environment by promoting promiscuous practices or beliefs or by professing to be homosexually or bisexually oriented are subject to disciplinary action up to and including expulsion of the student. The administration reserves the right to use its own discretion to determine, on a case-by-case basis, what constitutes disruption of the school environment. The administration also reserves the right to make inquiries of students and parents regarding these issues and to expect truthful responses.

### **MATERNITY/PATERNITY**

In the event a female student becomes pregnant or a male student causes a pregnancy, we want what is best for the prospective parent(s) and child. Pregnancy itself is not a sin, and, in implementing this policy, we want to be clear to not confuse the act of immorality with the value of the child. MA values the sanctity of life. The purpose of this policy is intended to be restorative in nature. We want to encourage and foster an atmosphere of compassion and support in which a pregnant student will feel strengthened in her decision to preserve her pregnancy and will not, at anytime, feel compelled to seek an abortion. However, in an effort to support what is best for the prospective parent(s) and the child, it is important for all parties to understand that young men and women facing parenthood face special difficulties as they prepare to bring a new human life into the world, and we do not believe, in most situations, that MA will be able to meet the physical, emotional and spiritual needs of a student facing such situation. It is our anticipation that the long-term educational plan for such student(s) will likely involve a transition to an environment better suited to meet the student's new needs.

Accordingly, when a current MA student becomes pregnant or aware that he is a prospective parent, the student shall immediately inform the administration of the situation. The student's parents should accompany the student to a meeting with the administration as quickly as reasonably possible to discuss a plan to assist the student in preparing for what lies ahead. The student will immediately be placed on out-of-school suspension for a limited period of time for the parents, student, and the administration to work together to develop a transition plan that is in the best interest of the student's continued spiritual and academic future. The goals of the transition plan will be (i) to assist the student in making plans for his or her future and the future of the child (ii) to get the student to a point academically that will enable the student to more easily continue his/her education in whatever manner is recommended by the administration or otherwise determined by his/her parents, and (iii) to encourage and restore the student spiritually during a difficult and stressful time in the student's life.

It is our anticipation that a student will be provided the opportunity to complete coursework (via homebound instruction) for at least the current term if not the entire school year. If the administration determines that homebound coursework is warranted under the circumstances, continued enrollment at MA will be subject to the following conditions:

1. Abortion is not an option to be considered in dealing with the pregnancy.
2. Parents and student must agree to ongoing counseling with their minister or a Christian counseling professional that is approved by the administration.
3. The student must attend and complete pregnancy counseling/parenting classes with a Christian counseling program that is approved by the administration.
4. Academic standards of the school must be maintained.
5. The student must forfeit any student leadership positions and will not be allowed to participate in student activities.

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6. The student may be subject to additional fees that will be assessed to compensate for the additional time and resources that may be needed to provide and monitor meaningful homebound coursework. These fees will be discussed with the family in connection with the development of the transition plan.

### **MARRIAGE**

Madison Academy is a coeducational institution that expects students to maintain high standards of moral purity and remain accountable to their parents or guardians. Married students are classified by law as adults and are no longer subject to the will of their parents. Additionally, the educational environment of MA is not designed to respond to the needs of young, married persons. Therefore, married students will not be enrolled and will be terminated from enrollment in this school should a student get married.

Cohabitation is an unacceptable lifestyle. A student living under such conditions will neither be accepted for enrollment nor permitted to continue attending MA.

The above policies relating to sexual promiscuity, pregnancy, and marriage govern both male and female students.

### **DRESS CODE (Regular School Hours)**

MA expects all students, parents and/or guardians to exercise good judgment in considering issues such as age, stage of development, and body type in the selection of school attire and appearance. The manner of a student's wear of MA Spirit wear is directly related to the student and parent's attitude toward and respect for Madison Academy and its administration and faculty. Spirit wear will be neat, clean, properly fitted, age-appropriate and suitable for the learning environment. Spirit Wear will be worn during the course of the regular school day (i.e., defined as 8:00 a.m. until 3:15 p.m., Monday through Friday).

All students are required to wear Spirit Wear, which can be purchased at Educational Outfitters, 97 Hughes Road #E, Madison, AL, phone 464-6151 – located in the Madison Markets Shopping Center, across from the skateboard park. The store can be accessed at this site: [www.educationaloutfitters.com](http://www.educationaloutfitters.com) and click on “search for your school store.”

Coats and jackets worn during the school day must be either the Spirit Wear jacket that is available at Educational Outfitters or an approved jacket of the school organization of which the student is a member. All other coats or jackets are to be placed in the student's locker upon arrival to school.

- All items of student dress must be modest and in good taste.
- Accessory items are not to hide Spirit Wear.
- Items of immodest dress not permitted include, but are not limited to, the following:
  - Pants worn low to expose the midriff or underwear
  - Tight-fitting, form-revealing pants/shirts
  - Skirts/dresses/shorts hemmed or slit more than three (3) inches above the crease at the back of the knee.
- No outer shirts are to be worn over Spirit Wear shirts.
- No sagging or excessively baggy pants are to be worn.
- Boys' hair is to be neat and clean, out of the eyes and off the collar. Facial hair is to be neatly trimmed.
- Girls' hair is to be worn out of the eyes.
- Boys' and girls' hair color should be a natural hair color.

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- No hats or hair coverings are to be worn indoors.
- No visible tattoos or body piercing (girls are allowed earrings; boys are not).
- No accessories that are cult, satanic, or gang related are permitted.
- No damaged Spirit Wear including frayed, torn, or stained clothing.
- Spirit Wear must be worn under buttoned shirts and zippered jackets with full front openings.

**“Friday Wear”**: On each Friday, students are allowed to vary from their Spirit Wear, using the following guidelines:

- Must be approved t-shirts with MA logo
- Team jersey with MA logo (see “Game Day Wear” below)
- Spirit Wear slacks/skirts must be worn

**“Game Day Wear”**: We recognize the benefit to overall school spirit and individual pride of involvement that is achieved when students are allowed to wear attire that promotes and recognizes their participation in an event where they are representing Madison Academy. To afford students this privilege, we have adopted the following policy on “Game Day” attire:

1. All “Game Day” attire worn during the current school year must be approved by the Clothing Committee. Attire from previous years must be submitted for reconsideration and approved before wear during the current school year. Proposed attire must fully meet the intent of Spirit Wear.
2. Once approved, a group must maintain uniformity of wear. In other words, all members of the group must wear the same approved attire on the date allowed.
3. All groups will be permitted to wear an approved top, but must wear approved Spirit Wear bottoms.

For specific examples of this policy, please refer to the MA Athletic Handbook (found under ATHLETICS on the website).

### **Procedure for approval and monitoring of Game Day attire:**

The Board remains firm in its commitment that Spirit Wear is an appropriate and worthwhile policy for student attire at MA, and realizes the potential for significant abuse of the privilege of Game Day attire as a distraction to the principle of Spirit Wear. As a result, to monitor the compliance of this policy, the following protocol will be followed:

1. All proposed Game Day attire must be submitted to the Clothing Committee for review prior to wear. The proposal may be in the form of an actual example of clothing, or a detailed picture, so as to be clear as to the absolute intent of the proposal.
2. Each coach or group sponsor will submit a list of names (in alphabetical order) who are active participants in their group (the participation list), to include their appropriate event dates, to the administration.
3. The participation list will be matched with the approved attire for that group and will then be distributed to all appropriate teachers, to assist in compliance.
4. If a teacher suspects abuse of this privilege, he/she will check the participation list on file for that group, and a Zero participation grade shall be assigned to the student for the day he/she is found to be in violation of this policy.

**PE/Practice Wear**: Practice wear or attire for Physical Education may not be worn in the classroom and must comply with the following guidelines:

- Approved t-shirt with MA logo
- Approved shorts with 5” inseam minimum
- Sweatshirts/pants (includes all hooded sweatshirts)

### **DRESS CODE (Extra-curricular Events)**

Students who are dressed inappropriately at an extra-curricular school event may be barred from participating or attending. Guests of MA students are also expected to comply with the dress code.

Apparel worn to games, spectator events, or other extra-curricular activities should not:

- Be revealing or immodest (no short shorts, no sheer or low cut tops)
- Promote drugs, alcohol, or behavior that is inappropriate or against the behavioral standards of Madison Academy

Homecoming Court and Junior-Senior Banquet attire should not expose:

- Cleavage
- Back below shoulder blades
- Chest or midriff
- Leg above the crease at the back of the knee

If any questions arise, the Dress Code Committee designees will meet to review and approve garments for the Homecoming Court and Junior/Senior Banquet.

### **DRESS CODE VIOLATIONS**

A record of cumulative offenses will be kept with more serious discipline for repeat offenses. In each violation, the student will immediately correct the violation. If a student is sent home to correct a dress code violation, they will receive zeros for the classes missed. The Administration shall have the final decision on the appropriateness of dress. Subsequent violations may include after-school detention, ISS (In-School Suspension), Saturday detention and OSS (Out-of-School Suspension).

If a student reports to school out of Spirit Wear, the following measures will be taken:

- 1<sup>st</sup> Offense – Spirit Wear provided (based on availability), parent contacted, and violation logged
- 2<sup>nd</sup> Offense – 1 hour of Detention
- 3<sup>rd</sup> Offense – 1 day of ISS
- 4<sup>th</sup> Offense – 1 day of OSS for each infraction per semester

## ***ATTENDANCE POLICIES***

### **ATTENDANCE**

Madison Academy understands the importance of developing the trait of being on time and having good attendance and believes the school can help teach these traits. Good attendance is necessary for maximum benefit and is the responsibility of the student and the parents. Class participation, interaction, teacher explanations, and other in class activities cannot be "made up." There is a direct relationship between strong attendance and class success. Students having good attendance generally achieve higher grades and enjoy school more.

This policy has been developed to encourage good attendance and help develop good time management habits that will benefit the student for life.

Absences that will be excused are the following:

- A student is too ill to attend school.

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- Inclement weather as determined by the administration.
- Death in the family, emergency conditions or circumstances as determined by the Academy's administration, legal requirements such as a court subpoena.
- PRIOR permission granted by the administration and consent of the parent (such as a trip that has religious or educational value i.e. College Days). Parents should clear such absences through the Principal as far in advance as possible. Family trips and other planned absences should be scheduled during the school holidays to avoid extended or unnecessary school absences. Students should request assignments from teachers and complete as much as possible prior to the absence. A student absence due to a NON-PREARRANGED trip for reasons other than listed above will be treated as an unexcused absence. (A form for this prior approval is available in the school office or on-line.)
- A student participating in a school endorsed or sponsored trip will not be counted as absent, and it will not show up as such on report cards.
- Medical or dental appointments will be excused as a "doctor's absence" upon receipt of a note from the medical personnel. Please schedule orthodontist appointments, so they will not cause absence from the same period each time.

### **PROCEDURE FOR EXCUSING ABSENCES**

A written explanation of the absence with a parent's signature must be presented to the Upper School Office within three (3) days after returning to school, or the absence may be counted as an unexcused absence. The excuse note must be precise enough to determine if the absence meets the criteria for an excused absence.

THE SCHOOL DETERMINES IF THE ABSENCE MEETS THE REQUIREMENTS OF THE ABOVE STATED POLICY. A PARENT NOTE DOES NOT GUARANTEE THAT THE ABSENCE MEETS THE CRITERIA TO BE AN EXCUSED ABSENCE.

A student who has an excused absence is responsible for getting assignments from the teachers of all classes missed. As a general rule, students will have one day make-up time for homework and classwork assigned on the day of their excused absence for up to three days of consecutive absence. Special arrangements will be made for absences of more than three consecutive days. If a student is absent on the day of a scheduled test or assignment, it is expected that the test or assignment will be made-up on the day the student returns to school. However, for more specific requirements regarding make-up work of individual assignments, classwork, or tests, students should consult each teacher's class syllabus as it is considered the primary source of each teacher's expectations and practices.

### **UNEXCUSED ABSENCES**

Unexcused absences may result in detention, suspension, or loss of privileges. Any homework and/or class work (including tests) may receive a lowered grade or a zero; furthermore, a zero for the daily participation grade may be given.

If an absence is excused the student can make up missed work and receive a grade for it. If an absence is unexcused the student may lose the opportunity to turn in an assignment late for a grade. Parents may not allow students to miss class/school for unexcused reasons and parental approval for skipping class/school does not exempt students from disciplinary consequences. There are no authorized "skip days" for seniors or any other group.

**FIVE UNEXCUSED ABSENCES FROM ONE CLASS DURING ONE SEMESTER WILL RESULT IN FAILURE OF THAT CLASS FOR THAT SEMESTER, SUBJECT TO REVIEW BY**

THE ATTENDANCE COMMITTEE. MORE THAN 15 ABSENCES (EXCUSED, UNEXCUSED, APPROVED) FROM ANY CLASS IN ONE SEMESTER WILL RESULT IN NO CREDIT FOR THAT CLASS FOR THAT SEMESTER [ADMINISTRATIVE EXCEPTIONS CAN BE MADE FOR SERIOUS MEDICAL/HEALTH RELATED ABSENCES].

## **TARDINESS**

Being tardy to school or class is defined as reporting to class without permission after the bell rings. Tardiness disrupts the education process for all the students in the class in which a student enters. Promptness is an important trait that everyone should strive to achieve. Students and parents alike should recognize the importance of punctuality to school. **Students who arrive late to school at the start of the school day must report to the office for an admit slip to class.** Students who are tardy will not be admitted to class without an admit slip. Tardiness to class is unexcused unless there is a note from school personnel excusing the tardy. All first period tardies will be unexcused (even train delay, traffic problems, etc.) unless there is a doctor/dental note or emergency conditions (as determined by the Principal).

Regarding unexcused tardies: For the **first three tardies**, there is no consequence, other than a verbal warning by the person who fills out the tardy slip. For **tardies four through six**, there is a detention assigned. On the **seventh tardy**, one (1) day of ISS is assigned. Two (2) days of ISS is assigned on the **eighth tardy**. On the **9th tardy**, one (1) day of OSS (Out-of-School Suspension) is assigned. Consequences for **tardies beyond the 10th** are at the discretion of the Dean of Students.

Being tardy by 15 minutes or more to any period will be counted as an absence in that period. (Tardy = less than 15 minutes late to class. Absent = 15 or more minutes late to class.) Furthermore, every five (5) unexcused tardies in a class will constitute one (1) unexcused absence in that class.

## **COLLEGE VISITS**

Juniors and seniors are allowed three (3) days per year to visit various colleges and universities. A student will bring a written note from his/her parent, ahead of the planned date, to the Guidance Office for approval. Students are responsible for obtaining missed lessons from teachers. Only three (3) college days per year will be approved to not count against a student's exemption from final exams.

**PARTICIPATION IN AFTER-SCHOOL EVENTS** (See Co-Curricular Policy section page 29)

## **ACADEMIC POLICIES**

### **GRADES, REPORT CARDS AND GRADING SCALE**

Students' grades are available on-line for parents and students to check – please see the section entitled EDLINE for details (page 3). With the accessibility of this information, we encourage you to monitor your child's grades on a regular basis. For those families without on-line availability, printed progress will be available upon request. Please check with the Upper School Office for grade access directions. **Report cards will be issued at the end of each 9-week grading period. If you do not receive a report card, please contact the Upper School Office.** Students/parents have one (1) year in which to report and correct any discrepancies

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regarding grades/semester exams. Academic support materials, grade books and semester exams will only be kept for twelve months.

### Grades will be as follows:

- A: 90 – 100
- B: 80 – 89
- C: 70 – 79
- D: 65 – 69
- F: 0 – 64

Computing Grade Point Averages for colleges and transcripts will include all subjects. However, GPA's for some in-school recognition and participation programs are computed only upon grades in academic subjects.

## HONOR ROLLS

**President's List**—Student must maintain at least a 95% on academic subjects with no grade below a B nor any conduct grade below a “1” during any quarter.

**Principal's List**—Student must maintain at least a 90% average on academic subjects with no grade below a C nor any conduct grade below a “1” during any quarter.

## ACADEMIC REQUIREMENTS FOR GRADUATION

Participation in Madison Academy's graduation is considered an honor. In order to participate in the commencement ceremony, students must have passed the classes determined necessary by administration and attend required practices. Students may be denied the opportunity to participate in the commencement ceremony for disciplinary reasons. If a senior is in danger of being ineligible to participate due to academic or behavioral difficulties, parents will be notified as soon as the problem is identified. In the event that a senior does not graduate (on time), all coursework for credit must be completed before a diploma can be awarded.

During grades 9-12, all students must complete:

- 4 units each of math, science, social studies, English, and Bible.
- 1/2 unit of health (or 2 semesters of human physiology)
- 1 unit of PE (may be fulfilled by taking athletic PE, regular PE or Marching Band)

Students enrolled at Madison Academy for grades 9-12 are required to complete a total of 26 units, including Bible (1 unit/year). Students not at MA for the four full years of grades 9-12 must complete a minimum of 24 units, plus Bible for each semester while attending MA.

## ADMISSIONS OF TRANSFER STUDENTS AND COURSE PLACEMENT

Transfer credit will be evaluated on an individual basis referring to official transcripts and course descriptions. Proficiency evaluations may be needed for class placement. Recognition of credit earned

- Madison Academy recognizes credit earned from other schools that are associated with the regional or state accrediting agencies.
- Students transferring in from a school without the above accreditation will be subject to placement testing in order to determine credit earned.

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Madison Academy reserves the right to have any student participate in placement testing in order to ensure proper placement of the student in a particular subject area; i.e. Math, English, and Science, etc.

### **DIPLOMAS**

Students have a choice of two types of diplomas.

**Standard Diploma** provides preparation for transition into college liberal arts programs and two-year community college programs. It must include Algebra I (or equivalent), Geometry (practical or regular Geometry), Biology I, and a physical science.

**Advanced Academic Diploma** is strongly recommended for students who plan to pursue pre-med, engineering, and other science-related majors in college. It must include Algebra I, Geometry, Algebra II/Trigonometry, Pre-Calculus, Biology I, Chemistry, an additional advanced life or advanced physical science (such as Human Physiology, Chemistry II or Physics), and two (2) years of the same foreign language. Algebra II, Practical Geometry, Geo-science, or regular Physical Science will not count towards an Advanced Academic Diploma. Students must also maintain a 75 average per semester in each course to receive an Advanced Academic Diploma.

### **SCHEDULE CHANGES**

Students may change classes only during the first full week of classes of a semester, and only then with the approval of the counselor and written permission from parents. Any schedule changes after the one week drop/add period will require administrative approval and will result in a transcript designation of WF (Withdrawal Failing) or WP (Withdrawal Passing).

### **COLLEGE CREDIT**

College credit through dual enrollment is an option available to students through arrangements made with Calhoun Community College, the University of Alabama in Huntsville and College Board/AP. These programs allow a student to earn high school credit while also earning credit at the college level. Courses currently providing Dual Enrollment option are Calculus, Pre-Calculus, English 12, Chemistry II and Spanish III. Courses currently providing the AP option are Portfolio Art, Calculus, English 12, and US History 11: 1865-Present, Government /Economics and Language and Composition. Students may also take courses at the University of Alabama in Huntsville. See the High School Counselor for details.

### **ADVANCED PLACEMENT (AP) CLASSES**

Advanced Placement (AP) Classes are offered through meeting the requirements of the College Board. AP classes are classes where high school classes are taught on a college difficulty level for advanced placement examinations in May. All students taking an AP course will be required to take the AP exam. Colleges participating in the AP program give college credit for a passing score. Students participating in Advanced Placement/Dual Enrollment courses will receive one quality point to their cumulative grade point average in recognition of the college equivalency and difficulty of the course.

### **ADVANCED AND HONORS COURSES**

Due to the rigors of curriculum, certain courses have been designated as “Advanced” and “Honors” courses. Students participating in Honors courses will receive one-half quality point to their cumulative grade point average in recognition of the difficulty of the course.

## **FAILURE POLICY**

In grades 7 & 8, any failed major subject (English, math, social studies, or science) must be taken in summer school. If two (2) or more major subjects are failed, the grade must be repeated. Failures are based on yearly averages. A student repeating a grade may or may not be allowed to return to Madison Academy, based on the decision of the Admissions Committee.

In grades 9 - 12, each semester of each subject required for graduation that is failed must be taken in summer school. No more than two (2) subjects can be made up in any one summer by attending summer school or by correspondence courses. Any Bible course failure in junior or senior high must be made up by assigned extra work during the summer. Students who fail any subject for the semester should see the High School Counselor regarding available/approved options for make-up credit.

## **ACADEMIC PROBATION**

Students are placed on academic probation when they receive two or more grades of “F” in a grading period or when their grade average in academic classes for a grading period is below 70. Academic Probation is designed to be an academic warning period. A student subject to Academic Probation two consecutive semesters may be asked to withdraw from MA for one semester. After attending one successful semester at another school, he/she may reapply for admission. [See section **EXTRA-CURRICULAR ACTIVITY ACADEMIC ELIGIBILITY STANDARDS** (page 29) for details regarding extra-curricular activity participation while on Academic Probation.]

## **MAKE-UP CREDIT**

Courses repeated in summer school, through correspondence courses, or at MA due to previous low but passing grades must be approved by the parents and administration. Such courses will not earn hour credit; however, these grades will be reflected on the permanent record. If the repeat credit grades are higher than the former, they will be used to compute GPA. In grades 9-12, make-up credit earned for courses failed or credit earned for courses re-taken for an improved grade cannot be applied toward the Advanced Academic Diploma.

No duplicate enrollment for credit is permitted. All prerequisite courses must be completed before a student advances to the next level.

## **PARTICIPATION GRADES AND CONDUCT SCORES**

Participation grades will be given to students in all middle and high school courses based on following Madison Academy **Classroom Rules**. These rules are as follows:

- **Be on Time**
- **Be Prepared** with assignments, book, pencil and paper
- **Be Courteous**
  - Show respect for self, classmates and teacher
  - Use positive and appropriate language
  - Work productively and cooperatively
- **Be Responsible**
  - Follow handbook rules
  - Focus on learning

The **Participation Grade** makes up 10% of each student’s overall grade. It is awarded as a daily five points on an “All or None” basis as determined by a student’s following all Classroom

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Rules. The grade is recorded and posted on Edline weekly. Parents are encouraged to monitor your child's participation grade by accessing Edline regularly.

The **Conduct Score** that is given on report cards for each course is an average of the Participation Grades given for the quarter. The following scale is used:

- 1 = S or Satisfactory Conduct (85 to 100% Participation Average)
- 3 = M or Marginal Conduct (65 to 84% Participation Average)
- 5 = U or Unsatisfactory Conduct (0 to 64% Participation Average)

Unsatisfactory conduct, as noted by teachers, may result in a conference with the parents and behavior probation for the student, with a behavior management plan being established stating the conditions the student must meet to be allowed to remain at Madison Academy.

## SEMESTER EXAMS

Semester exams will be given in all academic subjects. Semester exams may be given in the nonacademic subjects (art, drama, chorus, band, and PE) at the discretion of the teacher. All students will take exams for the first semester. Second semester exams may be exempted based upon the following criteria:

- For students in grades 7 – 11, the student must have a grade of "A" in the class for the semester (average for quarters 3 & 4); seniors may exempt with a grade of "A" or "B" in the class.
- If the class is the second half of a full-year course, the student must have earned a "B" or higher the first semester.
- There can be no Unexcused Absences from the class during the second semester.

This semester exam exemption privilege can be revoked for individual students as a consequence for misbehavior.

## SPECIAL EDUCATION POLICY

While Madison Academy's smaller class sizes and enriched academic environment have helped students with mild special learning needs to succeed academically in a college preparatory curriculum, MA has no special education program and will not be responsible for inability of students with special needs (ADD, LD, ADHD, etc.) to successfully meet the academic or behavioral requirements.

## TRANSCRIPT RELEASE

Transcripts of a student's record will be released by a counselor to educational institutions, parents, or the student for any requested purpose without cost. The request must come in writing from the parents or guardian or student of legal age. No transcript will be released unless the financial account to MA is current.

## VIDEO POLICY

Movie ratings of "G," "PG," and "PG-13" are generally acceptable in grades 7-12 without prior parent notification (teachers are asked to review PG-13 movies closely to be sure the content is not inappropriate). The movie/video must contain content with educational value and/or be relevant to the course. Teachers of grades 9-12 who wish to show educational movies/videos that are rated "R" **must** do the following:

- Present rationale of the educational value to the administration for approval.
- Send home a permission form to be signed by parents. Students not receiving parental permission to view the movie/video must be given an alternative assignment and not

penalized grade-wise.

## **CO-CURRICULAR POLICIES**

### **EXTRA-CURRICULAR ACTIVITY ACADEMIC ELIGIBILITY STANDARDS**

Involvement in any extra-curricular activity (athletic team, academic association, fine arts, social club, or service organization) is considered a privilege at Madison Academy, and participation is contingent upon demonstrating and maintaining established academic standards and proper behavioral standards. The purpose of creating a probationary policy is to signal to the student and his/her family that appropriate time and attention must be given to improving fundamental academic performance necessary for long-term student success. The policy has been created such that the student will be in control of the length of the probationary period, thus motivating the student to remedy the situation as soon as possible.

For interscholastic athletic competition, the following standard meets and exceeds the eligibility requirements stated by the Alabama High School Athletic Association.

**To represent MA in extra-curricular activities, a student must maintain the following academic standards, and therefore will be placed on Extra-curricular Activities Probation if any of the following standards are not met at the end of any 9-week grading period:**

- A cumulative 70 average in academic classes.
- A failing grade in any 2 classes.

Extra-curricular Activities Probation is as follows:

- The student will not be allowed to compete, perform, travel with the team/club, or represent the school in any extra-curricular activity until the academic performance has improved.

Improvement is defined as completing the following by the mid-point of the following 9-week grading period, relative to the issue needing to be improved:

Within the next 4½ weeks, the student must:

1. Achieve a cumulative average of 70 or above in core subjects (defined as taking the sum of the 4½-week numerical grades for math, English, science, history/social studies, and Bible, and dividing by 5, to obtain the cumulative average).
  2. Achieve a grade of 70 in all but one subject where an F was given in the previous 9 weeks.
- Students on Extra-curricular Activities Probation will still be allowed to participate in any training activity such as dress rehearsals, team practices, or event preparation.

The Athletic Director and Principal will review grades at the 9-week grading period and will notify the student, teachers, and the appropriate faculty representative or head coach of the specific infraction if applicable. For each student placed on probation, the Athletic Director and Principal will also review their improvement status at the 4½-week mark and will reinstate full extra-curricular privileges at that time if the above improvement standard has been met. If improvement does not meet the standard at the 4½-week mark, the student will continue on

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extra-curricular probation, and review of the specific situation will be continued every 4½ weeks, until the standard is met.

### **PARTICIPATION IN AFTER-SCHOOL ACTIVITIES**

A student is expected to attend the full school day in order to participate in any after school activities that day. The exception is for pre-authorized absences, medical appointments, or special activities approved by the administration, by providing appropriate documentation. In addition, a student should not come to school sick just to allow participation in an after school activity that same day.

If there is an emergency or special circumstance, the Principal will determine eligibility for participation in that evening's activity.

**Students participating in extra-curricular activities are expected to consistently attend and be on time to school the day after the activity. The privilege of participation in extra-school activities may be forfeited if schoolwork and attendance is hindered because of the participation.**

### **ATHLETIC AND CHEERLEADING CONDUCT**

Athletics is an integral part of the educational program, adding greatly to the interest and desire of the students to improve their physical abilities. The objectives of interscholastic athletics are the development of desirable traits in the individual and the meeting of students' competitive needs in a constructive, growth-producing setting. Properly supervised competition helps students learn to cope with and solve the problems of life situations.

All persons (students, staff and parents) involved in Madison Academy athletics will:

- Strive to emulate Christ's example and to live Christian principles at all times.
- Emphasize proper ideals of sportsmanship, proper conduct and fair play.
- Stress the values derived from playing the game fairly.
- Respect the integrity and judgment of officials.
- Achieve an understanding of the rules of the game.
- Achieve an understanding of the rules of the athletic area and state regulations.
- Achieve an understanding of the rules of Madison Academy.
- Encourage leadership, goal setting, use of initiative and good judgment.
- Recognize that the purpose of athletics is to promote the physical, mental, moral, social and emotional well being of the individual involved.
- Recognize that participation in athletics is a privilege, not a right.
- Recognize that as a part of Madison Academy athletics, students are representatives of the school. Through a student's actions, other people, schools, and towns will form their opinion of the school and those associated with it. Madison Academy athletes must exhibit conduct, both at school and away, in such a way as not to bring disgrace upon the school and its students.
- Realize that as a representative of a Christian school, others will hold MA students to a higher standard of behavior. Welcome it! Embrace it! Live it! Do not show behavior that will cause others to look down on other Christians. MA students should not disgrace their standing upon this earth as a representative of God and Jesus.

Since athletic activities are voluntary, participants are subject to rules and policies created by Madison Academy and are bound by these rules as long as they choose to participate. The Athletic Committee of Madison Academy prepares an Athletic Handbook as a reference about the established policies and procedures regarding athletics at MA. Some of the more pertinent

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policies are listed below; the complete Athletic Handbook can be found on the MA website – please refer to it for specific questions about MA Athletics.

Athletes will not be allowed to change sports during the season. Once a student accepts a position on a team roster, student athletes who quit the team or are removed from the team because of rule infractions will not be permitted to join a team in a new sport's out of school hours activities until the previous sport's season is completed.

Athletes must turn in all school issued equipment from a previous season's sport to the coaching staff before being allowed to participate in the next season's sport.

Students suspended from school (in-school suspension or out of school suspension) for disciplinary purposes may not attend practice nor participate in competitions during the period of suspension.

### ATHLETIC ELIGIBILITY

To be eligible for participation in interscholastic athletics at Madison Academy, a student must:

- Have on file in the school office:
  1. Proof of medical/hospitalization insurance for the student (Madison Academy does not provide hospitalization insurance for athletes.)
  2. A physician's physical exam report that is no more than 1 year old
  3. STAR SPORTSMANSHIP Certification
  4. Copy of birth certificate
- Meet the eligibility requirements of the Alabama High School Athletic Association and the scholastic and disciplinary requirements of Madison Academy, which are stated in detail below and in this handbook (see the sections entitled EXTRA-CURRICULAR ACTIVITY ACADEMIC ELIGIBILITY STANDARDS [page 29], ATTENDANCE [page 22], and DISCIPLINE [page 13].)

The Alabama High School Athletics Association has established eligibility requirements for everyone participating within the state. These are as follows:

- Students entering the 10th, 11th and 12th grades must have earned during the last two semesters of school (and summer school, if applicable) at least six new Carnegie units with a minimum composite numerical average of 70 in those six units. Four core curriculum courses (English, mathematics, science, and social studies) must be included in those units passed and averaged.
- Students entering the 8th and 9th grades must have passed during the last two semesters of school (and summer school, if applicable) at least five new subjects with a minimum composite numerical average of 70 in those five subjects.
- Students entering the 7th grade for the first time are eligible.

Students declared ineligible at the beginning of a school year may regain eligibility at the end of the first semester by meeting the academic requirements listed above during the last two semesters in attendance (and summer school, if applicable).

A transcript from that school must establish the eligibility of a student who has attended another school during the preceding year before the student is permitted to participate.

For eligibility purposes, extra work, make-up work, review, etc. may not be counted. Only one unit in physical education per year may be counted, and a maximum of two units or subjects may be earned in any organized summer school that is approved by the State Department of

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Education. If a unit or subject is repeated in summer school, the higher numerical grade for that unit or subject may be used to compute the composite grade average.

Accredited correspondence courses may be accepted by a school system, but they must be completed and the grade received before the school year starts. To be accepted, a correspondence course must have prior approval from the Principal.

