

TO OUR PARENTS AND STUDENTS

WELCOME

We extend to each of you a sincere welcome to our school family. We thank you for your confidence in our school and staff. We realize you have a choice, and we pledge ourselves to providing the best for your student's learning experience.

ADMISSION POLICY

Madison Academy shall have a racially nondiscriminatory policy and, therefore, shall not discriminate against members, applicants, students, and others on the basis of race, color, or national or ethnic origin.

New students

The following list provides admission requirements for new students:

1. Kindergarten students must be five years old on or before November 30th of the year they begin school.
2. Submit a complete enrollment form for each child attending Madison Academy.
3. Include with the application:
 - A copy of the applicant's birth certificate with a seal
 - The applicant's social security number
 - A copy of the applicant's most recent report card (grade 1 up)
 - A complete health report including all immunizations (the attached form must be signed by the appropriate medical personnel) and returned as soon as possible. This is the only document that may be submitted later.

Special note: Enrollment will be considered incomplete unless ALL indicated items are completed and returned.

The above-completed forms may be mailed or returned to:

**Madison Academy
1291 E. Maple
Burton, MI 48529**

If you have any questions, please feel free to call the school at:

810-744-9100

WHAT MADISON ACADEMY OFFERS

Madison Academy offers many things of great value to parents dedicated to the development of their children. First of all, Madison offers quality education at all grade levels. As a result, it can provide for the full range of a student's needs. Secondly, staff members are people whose lives are committed to the students they teach. Thirdly, the curriculum emphasizes traditional values. Furthermore, the writers of the curriculum hold degrees in their fields of expertise, and have many years of experience teaching in them.

As computer knowledge becomes more and more a necessity, Madison will work to upgrade and expand its offering of technology. Starting with kindergarten students, Madison will use technology in learning, testing, tutorial and recreational activities. In addition, such subjects as spelling, reading, keyboarding, etc. will be supplemented through the computer. The development of multimedia capacity is the future of our school, and we will maintain this goal as a top priority.

Madison also offers individualized education. Each student will be diagnosed in the core subjects to determine his performance level. From this testing we will use various instructional strategies attempting to meet the needs of the student.

GRADE SCALE

The grade scale is as follows:

99-100	A+	78-79	C+	59-below F
93-98	A	73-77	C	
90-92	A-	70-72	C-	
88-89	B+	68-69	D+	
83-87	B	63-67	D	
80-82	B-	60-62	D-	

BEFORE AND AFTER SCHOOL CARE

Madison does not provide before and after school care. We expect parents to pick up students no later than ten minutes after dismissal for the day. The only exceptions involve students on detention, or those involved in school sanctioned activities. In those cases students must be picked up ten minutes after the activity is completed.

Students not picked up within five minutes of the final dismissal time will be held in a waiting area for 15 minutes. If the parents still do not arrive, students will be escorted to latch key care, and the parents will be responsible for at least a one hour charge.

For parents needing latch key care it is available through Daystar Child Care Center. It is located across the parking lot from the school. Those needing such care should call 743-3898 to make arrangements.

ARRIVAL AND DISMISSAL

The school office will be open from 7:45 am to 4:00 pm. School actually starts at 8:00 am and dismisses at 3:30 pm. Students may be brought anytime after 7:45 am and must be picked up by 3:45 pm. Parents needing to drop off students prior to 7:45 am and after 3:45 pm must arrange with Madison Academy for latch key care.

Students on detention or participating in official after school activities must be picked up within 10 minutes of their dismissal.

ATTENDANCE

Absences

School attendance is the law! All children under sixteen are required to be in school. We expect every student to be in attendance everyday that school is in session. Whenever a student misses school, he or she must bring a note from the parent stating the reason for the absence. If the reason falls under the excused category, the absence will be marked excused. If not, it will be marked unexcused. The decision will be made by the school.

Excused absences are as follows:

- Too sick to come to school. (An excuse note must be brought upon return to school for short absences. For an extended absence a doctor's note is required.)
- Vacation out of town (Please limit to no more than once per school year.)
- Doctor or dental appointment. As much as possible these should be scheduled around school hours.
- Passing of a family member or friend

Any other reason will be considered unexcused.

Half day absences

Students who arrive after 10:00 am will be counted absent for ½ day. Likewise, students leaving before 2:00 pm will be counted absent for ½ day.

Accumulation of absences

Students who accumulate More than 20 absences in a school year face the possibility of not being promoted to the next grade at the year's end.

Note: The State holds parents responsible for student attendance.

Tardiness

- Students are considered tardy if they arrive after the school day has begun.
- Tardy students must go to the school office and obtain a late slip before being admitted to class.
- Parents must check students into office when the student is tardy.

Closed campus

Madison Academy has a closed campus policy. This means once students have arrived in the morning, they may not leave the school without permission from the school office until the school day ends. In the case of a student who needs to leave, the following procedures must be followed:

1. The parent must contact the front office (not the teacher) and request permission for the student to be dismissed.
2. The office will contact the learning center and inform the teacher and student of the pick up time.
3. When parents arrive they should come to the school office.
4. Parent must sign student out at the front office.
5. The office will issue an early pick up pass to the parent.
6. Parent will give the pass to the classroom teacher when picking up the student.

When followed, this procedure allows both the home and the school to be aware of what is happening and helps us to monitor the safety of the student.

No student will be allowed to leave school without the parent's permission being communicated to the school by phone or in person. Any student who leaves the school campus without office permission will be considered withdrawn from the school and is automatically suspended until such time as the parents and principal have a conference to allow the student to return.

VISITORS TO THE SCHOOL

In order to maintain proper security, all visitors to the school must check in at the school office. A visitor is anyone who is not a current student or staff member. Visitors must present identification, state the purpose and intended length of their visit, and sign in. At the end of the visit they must sign out.

PHONE CALLS AND MESSAGES

During the school day students are not allowed to receive phone calls from anyone except their parents or guardian. Even then it is better if a message can be delivered to them from the office. The less we have to interrupt the learning centers the better.

If students need to make a phone call from the school, they must get permission from their teacher.

SCHOOL CLOSING

All scheduled closings of Madison Academy are listed on the school year calendar available at the school office.

When the school has an unscheduled closing, such as a weather-related closing, the radio and TV stations will be the primary means of announcement. In such situations we will try to make a decision by 7:00 am and will notify local stations.

Please remember, if it is not on the TV or radio we are having school. Please do not call staff members to ask if there is school.

Madison Academy will definitely be closed when Bendle Community Schools are closed for weather.

STUDENT PERSONAL PROPERTY

Madison students are allowed to bring the items necessary for proper functioning at school. Such items would include pencils, ink pens, erasers, rulers, protractors, Kleenex, mints, etc. Any other items such as books, magazines, CD players, etc., are not allowed. Back packs are only for school books and homework.

Students are forbidden to bring any kind of weapon to school. Students who bring weapons to school will be expelled for the remainder of the school year. Likewise, students whose actions endanger student lives or school property will be expelled for the remainder of the school year.

FORBIDDEN ITEMS

Madison Academy students will not be allowed to have certain items at school at any time. Such items include, but are not limited to:

1. Knives
2. Guns
3. Martial arts weapons such as stars, swords, etc.
4. Illegal drugs
5. Pornography
6. Any unapproved music
7. Clothing in violation of dress code.
8. Fireworks of any kind
9. Matches
10. Lighters
11. Straight pins or needles
12. Alcohol of any type
13. Any tobacco product

SEARCH AND SEIZURE POLICY

Madison Academy reserves the right to search the student's person and belongings in the event the school suspects the student possesses an unapproved or missing item. Such a search may be conducted without the student's or parent's permission, and registration of the student in the school constitutes parental consent to

such searches. Items which may be searched include, but are not limited to the following:

1. Student's desk
2. Backpacks
3. Purses
4. Pockets
5. Lockers

If unauthorized, stolen, or illegal items are found in the searches, the school reserves the right to confiscate such items. These items may or may not be returned to the parent. When they are returned, it will be only to the parent.

If illegal items are found, the principal will schedule a parent conference to discuss what action is to be taken, and whether or not the authorities will be notified.

GENERAL BEHAVIORAL GUIDELINES FOR STUDENTS

1. Students may engage in behavior that does not create a problem for them or anyone else.
2. If students find themselves with a problem, they may solve it by any means that does not cause a problem for anyone else.
3. Students may engage in any behavior that does not jeopardize the safety or learning of themselves or others. Unkind words and actions will not be tolerated.

PRINCIPLES STAFF WILL USE TO ENSURE THE ABOVE GUIDELINES

1. We will react without anger or haste to problem situations.
2. We will provide consequences that are not punitive but that allow the child to experience the results of a poor choice, enabling him or her to make better choices in the future.
3. We will proceed in all situations with the best interest of the child foremost in our minds—academic, social, and emotional well-being will be fostered.
4. We will guide students toward personal responsibility and the decision-making skills they will need to function in the real world.
5. We will arrange consequences for problem situations in such a way that the child will not be humiliated or demeaned.
6. Equal is not always fair. Consequences will be designed to fit the problems of individual students, and they may be different even when problems appear to be the same.
7. We will make every effort to ensure that, in each situation, the students involved understand why they are involved in consequences.
8. If we at any time act or react in a way that a child truly feels is unjust, the student need say to us, "I'm not sure that is fair." We will arrange a private conference during which the student can express to me why he or she feels our actions were not fair. This may or may not change our course of action. We are always open to calm, rational discussion of any matter.

FIRE AND TORNADO DRILLS

During the course of the school year Madison will conduct at least 8 fire drills and 2 tornado drills. Records of these activities will be kept in the school office. Said records will contain the date, time and results of the drills.

DRESS AND APPEARANCE CODE

Madison Academy has adopted the following uniform dress code effective with the 2004-2005 school year:

I. Clothing

A. All students will wear a polo style shirt with the Madison logo embroidered on the front. The shirts come in maroon, navy blue and white, in both short and long sleeves, and may be purchased from the school.

B. Girls

1. Skirts, jumpers, skorts or slacks in black, navy blue or tan khaki.
2. Skirts, jumpers and skorts must be knee length.
3. NO BARE MIDRIFFS allowed.
4. Shoes casual but no athletic shoes allowed except for gym
5. No jean clothing of any color
6. No flip flops
7. Girls who have pierced ears may wear a plain stud to keep ear open.
8. Shorts are not allowed

C. Boys

1. Slacks must be either Docker's style, blends, cargo or corduroy in black, navy blue or tan khaki.
2. When slacks have belt loops, a belt must be worn.
3. No ear rings or ear studs at school
4. Shoes can be casual but cannot be athletic style shoes.
5. No sandals except for casual days.
6. Shorts are not allowed.

D. Both boys and girls

1. No jewelry except for a watch.
2. No body piercing or tattoos

HAIR

I. Girls

- A. Hair must be clean, and neat.
- B. Hairstyles determined to be distracting by the staff will not be allowed.

II. Boys

- A. Hair must be clean, neat, off the collar, off the ears and out of the eyes.
- B. Hairstyles determined to be distracting by the staff will not be allowed.
- C. No initials, wavy lines, spiked hair, Mohawks, pony tails, or pig tails.

GENERAL REMARKS ON DRESS AND APPEARANCE CODE

All students are expected to maintain high standards of cleanliness in their person and their clothes. We expect the clothes to be freshly laundered. Students are to bathe everyday. They should come to school looking and smelling clean. Parents will be contacted if there is a problem in this area.

CHEATING

Cheating is a serious offence that cannot be tolerated at Madison Academy. It is a flaw that becomes a mark against the student's character. It includes but is not limited to the following:

1. Using a cheat sheet
2. Collaborating with another student for answers
3. Having someone else do the work and let it stand as your own
4. Copying from another person's work
5. Not doing all the work and pretending it is all done

When students cheat they will be dealt with as follows:

1. First offense-Student and parents will be called in for a conference.
2. Second offense-Student will be suspended for one day.
3. Third offense-Student will be suspended for three days.
4. Fourth offense-Student will be suspended for four days.
5. At the fifth offense the student may be expelled for the remainder of the school.

STEALING

Students who have been caught stealing will have severe disciplinary action taken against them. Stealing means taking anything that does not belong to the student, and also includes borrowing without permission. Students guilty of will be dealt with as follows:

1. First offense-Restitution made and student suspended one day.
2. Second offense-Restitution made and student suspended for three days.
3. Third offense-Restitution made and student suspended for five days.
4. Fourth offense-Restitution made and student may be expelled for remainder of school.

VANDALISM

Intentional destruction of school or student property will result in severe discipline as follows:

1. First offense-Restitution made and student suspended for one day.
2. Second offense-Restitution made and student suspended for 3 days.
3. Third offense-Restitution made and student suspended for 5 days.
4. Fourth offense-Restitution made and student may be expelled for remainder of school year.

USE OF LANGUAGE BY STUDENTS

Students are expected to keep their conversations free from the use of curse words, offensive slang terms and ethnic slurs.

Students using unacceptable language will:

1. Be warned for the first offense.
2. Be given a one day suspension for the second offense.
3. Be given a three day suspension for the third offense.
4. Be given a five day suspension for the fourth offense.
5. May be expelled for the remainder of the school year for further offenses.

PHYSICAL CONTACT

Students are to respect each other's personal space. Every student has the right to have other students keep their hands off of them.

NOTE WRITING

Any notes written will be confiscated and turned over to the parents for handling. If the problem persists, the student will face more stringent forms of discipline.

ACTIONS RESULTING IN IMMEDIATE AND SEVERE DISCIPLINE

The following will result in immediate and severe disciplinary action which will involve suspension or expulsion.

1. Fighting
2. Smoking
3. Gambling
4. Drinking of alcohol
5. Narcotics
6. Immorality
7. Any other action that does not promote high character standards as determined by the administration.

At Madison we will try to maintain a discipline which is firm, fair, and tempered with love. Our faculty maintains standards of behavior in the classroom through kindness, love, consistency, and a genuine regard for the student. However, when discipline does become necessary, it is carried out tempered by good judgment and understanding.

ADDITIONAL DISCIPLINARY POLICIES

Home and school cooperation

The primary responsibility for discipline is the parents'. Parents may delegate that responsibility to the school during school hours, but they still bear the major responsibility for it. That is why it is imperative for the parents and the school to cooperate when it comes to disciplining a child. It is why we want the parent included in the disciplinary process as much as possible.

Bullying

All students have a right to go to school in a safe environment without threat to their physical, mental or emotional health. Therefore students who persist in bullying other students will receive swift and strong discipline. We will try to work with the home to stop the unacceptable behavior. If we are unable to effect a change in the student's behavior, the student may lose the privilege of attending Madison.

SCHOOL SUPPLIES

While school needs may vary from class to class, most students will need the following:

1. Notebook paper
2. Pencils
3. Pen-blue or black ink
4. Crayons
5. Ruler
6. Large eraser
7. Kleenex

LUNCH SHIFTS AND FOOD

The noon break will be a combination lunch/recess time. The younger students will go from 11:30 am to 12:15 pm, and the older students will go from 12:15 pm to 1:00 pm. We will serve a hot lunch for those who wish to participate, or students may bring a sack lunch. Hot lunches must be ordered by the month on a pick and choose basis. Daily orders will not be accepted.

Microwaves are not available for heating student lunches.

REQUIRED FORMS OTHER THAN ADMISSION PAPERS.

Various consent and agreement forms will be issued as needed during the school year. These forms include but are not limited to:

1. Medical treatment forms as needed
2. Athletic liability release forms as needed
3. Field trip liability release and permission forms as needed
4. Doctor signed athletic physical forms as needed

MEDICAL GUIDELINES

All students must file a medical report form with the school detailing inoculations, past health problems, etc.

Parents must sign a medical treatment form. This form gives the school the right to authorize any necessary medical treatment in the event of an emergency when the parents cannot be reached.

No staff member will be allowed to administer any medications, tranquilizers, aspirin, any pills, etc. to any student for headaches, fever, or other reasons without WRITTEN PARENTAL AUTHORIZATION.

All medicines will be kept in a lockbox and administered privately by designated staff.

MADISON ACADEMY BOOSTERS

The Madison Academy Boosters is an organization of parents and friends of the school formed to promote the school and provide needs and services we would not

ordinarily have. We encourage all parents to take an active interest in and to cooperate with the Boosters. This is your chance to make major contributions to your child's education.

FUND RAISING

Madison Academy will conduct fund raisers during the school year. They are a valuable tool in providing things we cannot purchase otherwise, and can help make up any shortages the school experiences.

When fund raising is done, we try to select the least troublesome ones we can find. We do ask our school families to do their part in supporting the effort.

REVISION RIGHTS

This handbook and its policies are effective as of January 17, 2005. The school administration reserves the right to up-date and revise this document as is necessary. When such changes occur, a new revised handbook will be issued.

CONCLUSION

Once again we extend a warm welcome to every student and family. Working together we can and will have a great school year. Thank you for your commitment to Madison Academy.