



**K-8 Campus
6170 Torrey Road
Flint, MI 48507**

**High School Campus
3266 S. Genesee Rd.
Burton, MI 48519**

Parent/Student Handbook



Excellence in Education

Our Mission (K-12)

Madison Academy students will demonstrate academic excellence and wellness, positive character development, a knowledge with interest in fine arts, a love for life long learning and service to others.

Our Vision (K-12)

“Prepare the next generation of professionals, through academic excellence.”

School Pledge: (K-12)

Today is a new day. I will be respectful and responsible. If I put forth full effort, I will learn.

TO OUR STUDENTS AND PARENTS

WELCOME (K-8) (9-12)*

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. We love our students enough to maintain high expectations and all members of our community support these expectations.

ADMISSION POLICY (K-8) (9-12)*

Madison Academy does not discriminate on the basis of race, color, and national origin (Title VI of the Civil Rights Act of 1964), sex (Title IX of the Education Amendments of 1972), disability (Section 504 of the Rehabilitation Act of 1973), or age (Age Discrimination Act of 1975) in its programs or activities. The following person(s) have been designated to handle inquiries regarding the nondiscrimination policies:

Brigitte Jackson
Elementary Principal
6170 Torrey Road
Flint, MI 48507

Kevelin Jones II
High School Principal
3266 S. Genesee Road
Burton, MI 48519

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.
4. Kindergarten students will participate in entrance testing to determine appropriate instructional requirements.

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

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:

- Medical treatment forms as needed
- Athletic liability release forms as needed
- Field trip liability release and permission forms as needed.
- Doctor signed athletic physical forms as needed
- Any previous IEP information for your child
- Signed forms from Student/Parent Handbook
- School Uniform Order

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 FORM with administrative approval. A note from parent/guardian is NOT enough. Phone permissions will not be accepted.
- All medicines will be kept in a lockbox and administered privately by designated staff.

DIRECTORY INFORMATION *

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Madison Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Madison Academy may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Madison Academy to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want **Madison Academy** to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **September 15th**.

Madison Academy has designated the following information as directory information:

- **Student's name**
- **Address**
- **Telephone listing**
- **Electronic mail address**
- **Photograph**
- **Date and place of birth**
- **Major field of study**
- **Dates of attendance**
- **Grade level**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**
- **Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)**
- **Parent email addresses**

WHAT MADISON ACADEMY OFFERS (K-8) (9-12)

Madison Academy offers many things of great value to parents and guardians 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, our highly qualified staff members, under the No Child Left Behind Act (NCLB), are people whose lives are committed to the students they teach.

Thirdly, the curriculum emphasizes high-character values, while following the guidelines of the Michigan Curriculum Framework.

Through a cross-curricular integration elective program, fine arts programming will be offered to students in grades third and above. In grades kindergarten through second, fine arts will be integrated into the classroom curriculum.

A wellness philosophy has been adopted to emphasize the importance of health, safety, personal hygiene, and environmental awareness. This philosophy will address all of the above areas and give students the tools to make wise decisions.

As technology integration and application knowledge becomes more and more a necessity, Madison will work to upgrade and expand its offerings of integrated technology. Beginning with kindergarten students, Madison will use technology in instruction, testing, tutorial and recreational activities. In addition, such core content subjects as mathematics, English language arts, social studies, and science will be supplemented through the infusion of technology. The development of multimedia capacity is the future of our school, and we will maintain this goal as a top priority.

Madison also prides itself upon the use of differentiated education. Each student will be continuously evaluated for proficiency and mastery in the core subjects to determine performance level. Utilizing this data, we will use various instructional strategies in an attempt to meet the needs of the student.

GRADE SCALE for grades 3 and above

The grade scale is as follows:

92.5% - 100%	A	72.5% - 76.4%	C
89.5% - 92.4%	A-	69.5% - 72.4%	C-
86.5% - 89.4%	B+	66.5% - 69.4%	D+
82.5% - 86.4%	B	62.5% - 66.4%	D
79.5% - 82.4%	B-	59.5% - 62.4%	D-
76.5% - 79.4%	C+	Less than 59.5%	F

GRADE SCALE for grades K through 2 (Standards-based)

The grade scale is as follows:

4=Mastery/Proficient

3=Developing

2=Emerging

1=Area of Concern

Blank=not evaluated at this time

More explanation of grade scale will appear on the student's individual report card.

HOMEWORK *

Homework is proven to be invaluable in reinforcing the concepts learned in the classroom. Expect some sort of homework or other reinforcement responsibility for your child on a daily basis. The amount given nightly will be age appropriate for your child's grade level. If your child is regularly struggling with the completion of their homework, it is vital that you contact their teacher directly to identify the issue that needs to be resolved. Students are individually responsible for completing all assigned work. Though homework will not be the major portion of the student's grade, it will be a determining element.

Daily reading is essential for building comprehension skills and fluency. We encourage you to provide your child with age appropriate reading material and a period of time in which to read and be read to.

Children who become good readers have parents who continue to read with them through elementary school and beyond. Daily reading is essential for building comprehension skills and fluency.

MAKEUP WORK

Students are expected to make up any classroom work that was assigned during an absence. It is the student's responsibility to find out what work needs to be completed during or before the absence. In the lower grades (K-6), teachers will have the work ready for pickup on the day the student returns to school unless arranged in advance. Students will be permitted a one day extension for each day absent to return completed work except in the case of an assignment that was clearly given a deadline prior to the absence. This generally means 1 day absent = 1 day to complete the missed assignments but previously established deadlines and other circumstances may apply. Absences longer than 5 days need to be discussed with the student's teacher for appropriate makeup time. Testing windows and the issuance of semester and final grades may affect this policy. Test, quiz, and project dates announced prior to absence may impact this policy if the absence occurs within two days of the announced test, quiz, or project and are subject to the discretion of the classroom teacher and administration. In general, work submitted after one week of the due date will not be awarded credit nor will work submitted following the announced date of teacher's report card grade submission.

STANDARDIZED TESTS

Students will be tested regularly to determine their progress with regard to identified academic and co-curricular outcomes, using both formative and summative tests. Other testing for students in second grade and higher will be the Global Scholars Performance Series, conducted in September, January, and May to determine individual learning objectives and growth. In addition, third through ninth grades will be given the MEAP (Michigan Education Assessment Program) test in October to measure their knowledge and abilities according to the State of Michigan's identified outcomes in the areas of mathematics, science, language arts, writing, and social studies. Ninth grade students will also take the ACT Explore assessment, designed to help them explore a broad range of options for their future and highlighting areas of academic strength and need. Eleventh grade students will be given the ACT/MME test in March, measuring their knowledge and abilities according to the State of Michigan's identified outcomes in the areas of mathematics, science, language arts, writing and social studies. First grade will be tested in March for mathematics, science, language arts, reading, and social studies, using the Terra Nova test battery. Kindergartners will be given oral exams frequently in their classrooms by their teachers and staff. Other testing structures and devices than those listed above will be used for evaluative purposes.

Students are expected to exhibit their best effort on every standardized test. If it is determined that a reasonable amount of effort has not been exhibited and when permitted by test protocols and regulation, students may be required to re-take a test in part or as a whole until a reasonable standard of effort is evidenced to the satisfaction of school staff. This may include as many sessions as necessary and at the discretion of school personnel.

TEXTBOOKS (K-8) (9-12)

Textbooks and related materials will be loaned to all students at no charge for use in the classroom. The care of these materials is the student's responsibility but remain the property of Madison Academy except in cases as materials are determined by administration to be expendable. Textbooks and related materials must be returned at the end of the school year or class cycle. Students are expected to:

- Return textbooks and related materials in the same condition as when they were issued.
- To use the textbooks and related materials responsibly and with respect.
- Bring textbooks and related materials to the class daily.
- Monetarily replace any damaged or lost textbooks that were in their care.

- Failure to replace or reimburse for damaged or lost materials will result in loss of privileges such as extracurricular and celebratory participation. Other forms of consequences may be levied.

RETENTION POLICY (K-8)

GRADE PROMOTION AND RETENTION

The sections of the *Revised School Code* that address this issue are contained in the Michigan Compiled Laws under MCL 380.10, 380.11a, 380.1280b, and 380.1282.

Local Board Authority K-8 and 9-12

Promotion and retention decisions may be difficult. People may disagree about policies and criteria, and research may not provide educators with a definitive answer to the question of whether to promote or retain. However, despite the problems inherent in making promotion and retention decisions, it is clear that educators and boards of education have authority to adopt policies that are based on objective criteria.

The *Revised School Code*, sections 380.11a and 380.1282, provides a board of education “general powers” to “exercise a power incidental or appropriate to the performance of any function related to the operation of the school district in the interests of public elementary and secondary education in the school district.” [MCL 380.11a and 380.1282]. Moreover, the courts have confirmed that a school board has the authority to retain pupils on the basis of their failure to achieve at the appropriate level.

Parental Right to Request (K-8) (9-12)

Regarding the rights of a parent on this issue, the law does recognize:
Section 380.10:

“It is the natural, fundamental right of parents and legal guardians to direct the care, teaching, and education of their children. The public schools of this state serve the needs of the pupils by cooperating with the pupil’s parents and legal guardians to develop the pupil’s intellectual capabilities and vocational skills in a safe and positive manner.”

This authority does not give a parent the ability to determine at what grade level their child shall be placed. While a local school board policy may consider the recommendation of a parent as an objective standard and incorporate it in the promotion and retention policy, the ultimate decision is based on school board policy.

Promotion

Promotion to the next grade is based on the following criteria:

Grades K-8

1. Current level of achievement
2. Potential for success at the next grade level
3. Emotional and or social maturity
4. Fulfillment of the school's attendance policy

A passing grade for the purpose of promotion is D- (or equivalent stands-based achievement) or better. The student must pass three (3) out of four (4) academic and exhibit appropriate effort and achievement in co-curricular and elective courses per academic year. If significant deficiencies are identified in core content coursework or standardized test scores, additional requirements may be instituted for promotion including but not limited to: Successful Summer School Completion, Intervention Courses, Special Projects, or Additional Assignments/Evaluations.

Retention

Students may be retained if it is in their best interest. Students may be retained for any of the following reasons:

1. Emotional growth
2. Social growth
3. Academic growth
4. Lack of sufficient attendance

In grades 3 through 8, if a student fails two (2) core academic courses (Language Arts, Mathematics, Science, or Social Studies) or three (3) specials and elective courses within one academic year, the student may be retained.

All parents/guardians will be informed throughout the year as to a possible retention. The decision to retain will be made in the third quarter so that the student may have a probationary period to correct the issue at hand.

High School

As determined by the State of Michigan, students in high school must earn 23 credit hours in various core and academic and elective subjects in order to graduate. If the student fails a course then they must retake it for credit. Arrangements for retaking a class can be made with the administration. Madison Academy requires 25 credit hours as described below.

Michigan Merit Curriculum High School Graduation Requirements
MATHEMATICS* - 4 Credits
Algebra I* Geometry* Algebra II* One math course in final year of high school
ENGLISH LANGUAGE ARTS - 4 Credits
English Language Arts 9* English Language Arts 10* English Language Arts 11** English Language Arts 12**
SCIENCE - 3 Credits
Biology* Chemistry* and one additional science credit
SOCIAL STUDIES** - 3 Credits

* U.S. History and Geography*
* World History and Geography*
.5 credit in Civics*
.5 credit in Economics*

PHYSICAL EDUCATION & HEALTH - 1 Credit (.5 for each)**

VISUAL, PERFORMING AND APPLIED ARTS* - 1 Credit

ONLINE LEARNING EXPERIENCE*
Course, Learning or Integrated Learning Experience

LANGUAGE OTHER THAN ENGLISH - 2 Credits**
In grades 9-12; Beginning with Class of 2016

Graduation Requirements

1. Carnegie Unit: A Carnegie Unit is a unit of work at the high school level equivalent to a minimum of 120 hours of instruction. It is the amount of credit given by Madison Academy for satisfactory performance in a subject taken one class period five times a week (or equivalent time earned in a block schedule) for a full school year.
2. Trimester Credit: A Semester Credit is equal to half (1/2) a Carnegie Unit. Madison Academy gives ½ (.5) semester credit for a satisfactory performance in a subject taken one class block, for one Trimester. One Trimester is equivalent to ninety (90) days of instruction. Credit will not be awarded for less than 77 days attended per class per Trimester Any appeals of the 77 day rule must be made to the Board of Directors.
3. Academically capable students will be encouraged to participate in classes of advanced Mathematics, Science, English, Social Studies, and recommended electives in their chosen pathway whenever provided as a viable option.
4. All students will attend school full time. Eight semesters of attendance is required. To graduate and participate in graduation exercises, a student must meet graduation requirements set by the Board and attend Madison Academy as a full time student during the 2nd semester of his/her senior year.
5. Credits: Credit toward graduation requirements may be earned through: _____; Virtual Learning (internet courses); and _____; approved summer school programs; or from accredited correspondence/online courses. approved by administration but not mentioned in the preceding statement All courses completed in this manner must be approved in advance by the school counselor or principal with a letter of approval placed in the student's cumulative record. All grades earned will count toward the student's grade point average based on a 4.00 (A) system. (An exception to this rule is dual-enrollment classes taken just for college credit.)

Certificate of Attendance - Any senior, attending full time for eight (8) semesters, but failing to complete the required credits, may opt to receive a certificate of attendance. They may not participate in the graduation ceremony. A student who must return to Madison Academy beyond the 8th semester to meet graduation requirements need not meet the full time attendance rule.

Students who wish to repeat a course in which they previously received a grade of 1.7 (C-) or less may do so with parental permission. The student can improve his letter grade but will only be allowed credit for taking the class one time. The student's cumulative grade point average shall reflect the most recently earned grade for the class. A grade of "F" cannot be changed and will remain on the final transcript.

6. Drop and Add: A period of drops and adds will occur at the beginning of each semester. This will last only for a maximum of one week. After this period ends, a student will be allowed to drop only if educational reasons are presented and approved by the principal. Such changes are detrimental to the overall educational program and will not be permitted except when extenuating circumstances exist. A poor working relationship between student and teacher shall not be considered such an extenuating circumstance.

7. Requirements: A minimum of twenty-five (25) semester credits and eight (8) semesters of attendance is required by Madison Academy (grades 9-12 inclusive). All students in order to graduate from Madison Academy with a Diploma of Graduation must successfully complete the following courses or equivalent as determined by Committee.

Ninth Grade

Course: English 9

Duration: 1 Year (1 credit/.5 per semester)

Prerequisites: 8th grade English

Grades: 9

This course provides an introduction to high school reading and writing. Using classic pieces of literature such as The Odyssey, "Romeo and Juliet" and Of Mice and Men, this class will provide students with the skills necessary to succeed in the analytical, critical writing and reading comprehension required by a rigorous high school curriculum.

Course: Biology

Duration: 1 Year (1 credit/.5 per semester)

Prerequisites: None

Grades: 9

Students will explore the science of living things. Topics include the chemical basis of life, cell structure and function, genetics, biological diversity, ecology, and a survey of living organisms. Microscopic study of cells, and microorganisms, and animal dissection are included. Each year, less time will be spent on prerequisite knowledge, allowing more time for more core knowledge integration.

Course: American History – Reconstruction to Present

Duration: 1 Year (1 credit/.5 per semester)

Prerequisites: American History- Beginning with Reconstruction

Grades: 9

This class will explore the history from the end of the 19th Century to the contemporary United States. Students will examine the complex timeline of events, social and economic trends, wars and political issues that shaped the modern fabric of the United States. Major events that will be analyzed are the Industrial Revolution, Progressives, World War I, The Depression, World War II, The Cold War, Civil Rights, and Current Events.

Course: Algebra 1

Duration: 1 Year (1 credit/.5 per semester)

Prerequisites: Pre-Algebra or equivalent

Grades: 9

Algebra 1 covers includes topics such as: arithmetic and evaluation of expressions involving signed numbers, exponents, and roots; properties of real numbers; absolute value; equations and inequalities involving absolute value; scientific notation; solution of equations in one unknown; solution of simultaneous equations; the algebra of polynomials and rational expressions; functional notation and functions; probability.

Course: Physical Education/Health

Duration: 1 Year (.5 credit P.E., .5 credit health)

Prerequisites: None

Grades: 9

Gym and health are taught in combination with each other. Students will learn the fundamental rules of both team games, as well as individual games. They will learn about the importance of physical activity. Health units will focus on nutrition, making healthy lifestyle choices, the dangers of alcohol and drug use. In addition, sexual education will be taught.

Course: Art 1 (Art History I : Stone Age - Romantic and Two Dimensional Representations)

Duration: 1 year (1 credit/.5 per semester)

Prerequisites: None

Grades:9-10

Using a historical approach to explore two-dimensional representations in art, students will develop understanding of vocabulary, philosophical movements, and sociological impact across the identified time period. Students will create original two-dimensional pieces in the various styles of artists, movements, and regions. Developing a portfolio and authoring a journal for the duration of the class will be included in the assignments for the course.

Tenth Grade

Course: English 10

Duration: 1 Year (1 credit/.5 per semester)

Prerequisites: 9th grade English

Grades: 10

This course focuses on the literary traditions of American culture. Reading "The Crucible," "A Raisin in the Sun," "Hamlet," and Lord of the Flies require students to think deeply about themes such as authority, poverty, racism, freedom and the American spirit. Challenging literary response essays ask students to reflect on their thoughts concerning the aforementioned themes.

Course: Chemistry

Duration: 1 Year (1 credit/.5 per semester)

Prerequisites: Biology and Algebra 1

Grades: 10

This course is a comprehensive look at the structure, states, and interaction of matter with an emphasis on atomic theory. It also examines the mathematics of chemical equations. Laboratory experiments are regularly included to give first-hand experience with chemical behavior, and to develop basic laboratory skills.

Course: World History

Duration: 1 Year (1 credit)

Prerequisites: US History

Grades: 10

This class will explore world history and geography. Students will examine the classical world, growth and spread of religion, communication, trade and cultural exchange of the world to 1500, the emergence of the Global Age in the 15th to 18th centuries, Global Revolutions, Global Crisis and Achievement of the 1st half of the 20th century, the Cold War and it's aftermath, and contemporary global issues.

Course: Geometry

Duration: 1 year (1 credit/.5 per semester)

Prerequisites:

Grades: 10

Geometry covers the basic tools of constructing geometric shapes. Students will explore the characteristics of a variety of geometric figures. They will learn to use reasoning and write proofs. In addition, they will learn to calculate surface area and volume.

OR

Course: Algebra 2

Duration: 1 Year (1 credit/.5 per semester)

Prerequisites: Algebra 1

Grades: 11

Students will continue to explore the basic tools of Algebra. Study of functions, graphs, and equations, linear systems, and matrices will be developed. Functions dealing with polynomials, rational, logarithmic and exponential will be covered. The study of basic probability, statistics, and trigonometry will be introduced.

Eleventh Grade

Course: English 11

Duration: 1 Year (1 credit/.5 per semester)

Prerequisites: 10th grade English**Grades: 11**

This course focuses on British literature through the course of time and requires students to think critically and respond to complex themes and ideas. Rigorous writing assignments accompany each piece of literature. In addition, it covers Shakespeare's "Hamlet", stories from *Canterbury Tales*, and "Beowulf".

Course: Algebra 2**Duration: 1 Year (1 credit/.5 per semester)****Prerequisites: Algebra 1 and Geometry****Grades: 11**

Students will continue to explore the basic tools of Algebra. Study of functions, graphs, and equations, linear systems, and matrices will be developed. Functions dealing with polynomials, rational, logarithmic and exponential will be covered. The study of basic probability, statistics, and trigonometry will be introduced.

OR

Course: Pre-Calculus(if offered)**Duration: 1 Year (1 credit/.5 per semester)****Prerequisites: Algebra 1 and Algebra 2****Grades: 11 or 12**

This course explores various number relationships and functions. Trigonometric functions, graphs, and equations will be introduced. In addition, additional study of statistics and data analysis along with an introduction to calculus will be covered. This course will also incorporate a study careers that apply the various skills will be explored.

Course: Distance Learning**Duration: 1 Year (1 credit/.5 per semester)****Prerequisites: None****Grade: 11**

To fulfill the Michigan Merit Curriculum requirement for on-line learning experience, each student will be expected to complete an on-line educational course, which could include an elective course not offered at Madison; or a remedial course to supplement an academic or elective course offered at Madison, for which the student may need additional support for successful completion. The course of study must be approved by the teacher, counselor, or administration, in order to be considered for credit. This course will also include on-line ACT Test Prep, helping students prepare for the ACT/MME testing which will take place in the spring.

Twelfth Grade

(In Development)

Course: English 12**Duration: 1 Year (1 credit/.5 per semester)****Grades: 12**

(In Development)

Course: Civics/Economics**Duration: 1 Year (.5 credit of civics, .5 credit of economics)****Prerequisites: None****Grades: 11-12**

Emphasis is placed on the basic skills necessary for learning to become educated and active citizens in society. The focus is on the history of government and how it has shaped it into what it is today. Students will learn how government works in a democratic society. They will see how governmental decisions affect the economy and everyday life. In addition, they will learn what role they play as citizens in government. Students will briefly look at our role and effect in the world. They will also explore the basic fundamentals of economics in today's society.

Ninth to Eleventh Grade Electives**Course: Math Enrichment****Duration: 1 year (1 credit/.5 per semester)**

Prerequisites: Pre-Algebra, Algebra 1, or Geometry

Grades: 9-12

Using a differentiated and multi-age grouping approach, the MREL will provide recovery for Pre-Algebra, Algebra 1, and Geometry. In addition, extension for advanced students will take place in the same groupings. A provision of additional instruction and small-group support will enable both extension and recovery efforts to be more individualized and increase in efficiency.

Course: ACT Prep

Duration: 1 year (1 credit/.5 per semester)

Prerequisites: Pre-Algebra, Algebra 1, or Geometry

Grades: 11

Course: Education Development Planning and Career Cruising

Duration: 1 year (1 credit/.5 per semester)

Prerequisites: None

Grades: 7-9

Students taking this one-time course during 7-9th grades, will prepare an individualized plan for academic development based upon a series of self-evaluations and diagnostic tools. Students will also develop interest profiles and skills acuity measurements in pursuit of career exploration utilizing a technology-based curricular package, as well as participate in the Why Try problem solving and character building program.

Course: Current Events

Duration: 1 year (1 credit/.5 per semester)

Prerequisites: Algebra 1 or Pre-Algebra

Grades: 9-10

Using a variety of media, students will explore current events with a global perspective including their historical basis, economic significance, geographic connections, and sociological and political implications. These explorations will be the basis for project-based summaries and projections presented in group and individual formats using varied media.

Course: Spanish 1

Duration: 1 year (1 credit/.5 per semester)

Prerequisites: None

Grades: 8-9-10

This course will introduce students to the most commonly used vocabulary and grammar structures so that they can begin to communicate in Spanish. Students will gain exposure to the language through reading and listening, using a variety of sources. They will practice communicating through writing and speaking, with an emphasis on speaking. Students will learn to conjugate verbs in the present tense and some verbs in the preterite tense. Basic habits and study skills that are important while learning a language such as memorization techniques, correct use of a dictionary, use of online resources, etc. will also be introduced and practiced.

Course: Spanish 2

Duration: 1 year (1 credit/.5 per semester)

Prerequisites: Spanish 1

Grades: 9-10-11

This course begins with a complete review of grammar and vocabulary introduced in Spanish 1. You will then continue to practice understanding and interpreting the language through more complex readings and listening exercises. You will be able to express yourself at a more advanced level in the target language through writing and speaking, with a heavy emphasis on speaking. Additional verb tenses will be studied, as well as more advanced grammar structures and vocabulary. Throughout the course, you will have the opportunity to investigate culture topics as well.

Course: Art 2 (Art History II Impressionist- Modern and Three Dimensional Representations)

Duration: 1 year (1 credit/.5 per semester)

Prerequisites: Art 1

Grades: 10-11

Using a historical approach to explore three-dimensional representations in art, students will develop understanding of vocabulary, philosophical movements, and sociological impact across the identified time period. Students will create original three-dimensional pieces in the various styles of artists, movements, and regions. Developing a digital portfolio and authoring a journal for the duration of the class will be included in the assignments for the course. Students will be "commissioned" by the Academy to create a piece of art that will remain with the Academy.

Course: Geography, Current Events, and History through Media (if offered)

Duration: 1 year (1 credit/.5 per semester)

Prerequisites: None

Grades: 10-11

Using a variety of media, students will explore historical events and explore their historical basis, economic significance, geographic connections, and sociological and political implications. These explorations will be the basis for project-based summaries and projections presented in group and individual formats using varied media. Projects will utilize distance learning technologies and focus on peer-education as well as the development of visual and audio presentations.

Course: Drama in Literature**Duration: 1 year (1 credit/.5 per semester)****Prerequisites: None****Grades: 9-10-11-12**

Using literature as a basis, students will explore basic components of drama and types of productions. An exploration of varied presentations of the same material and the staging methods used to convey similar themes with different intent and results will be a focus. Students will develop and stage their own versions of literary works.

Course: Climatic Impact: Meteorology and Weather**Duration: 1 year (1 credit/.5 per semester)****Prerequisites: None****Grades: 9-10-11-12**

Using weather and meteorology as a basis, the global climate will be explored and evaluated historically and projections made for the potential impact on society. An understanding of the causes and effects of environmental events will be developed.

Course: Eagle Band**Duration: 1 year (1 credit for 9th,10th and 11th grade=1 credit/.5 per semester)****Prerequisites: Audition****Grades: 7-8-9-10-11-12**

The Madison Band meets during the school day Monday through Friday. This class is comprised of all students who have previous experience on a band instrument or who have a desire to learn one at a fast pace. The band consists of 7th, 8th, 9th, 10th and 11th graders. The following instruments in this class are Woodwinds, Brass and Percussion. Each student is expected to practice at home on their own time as well as in class. Performances are mandatory and are factored into final grading.

Audit Class BOARD VERSION (Needs to be completed)

Students can choose to audit one class during their high school tenure. Credit will be given for the class and count toward graduation requirements. Students auditing a class will be given a "pass" on their transcript if they earn a D – or above in the course. The credit will not impact grade point average. However, if the class is "failed" an "F" will be entered on the transcript and calculated into the cumulative grade point average. Not all colleges and employers recognize an audited class as a class taken. A course audit application is available in the counseling office (TO BE DEVELOPED). Students must have a cumulative GPA of 3.0 entering their Senior Year to apply for an audit class. The student must declare a desire to audit a class during the first week of the course and may only choose from an approved list of courses. A student may only remain in an audited course so long as their behavior is not deemed a distraction by administration. Removal from a course will result in a "failed" grade.

Math Program – Acceleration or "Doubling Up"

In order to accelerate his/her math program, a student may elect to enroll in two math courses simultaneously. The following criteria must be met in order to do so:

1. Earn semester grade of B or better in previous math course
2. Carry a cumulative GPA of 3.0 or better in all classes
3. Obtain written permission from most recent math instructor
4. Obtain permission from the Committee

Math Program – Learning for Mastery

The new Michigan Merit Curriculum requires that all graduates, beginning with the class of 2011, must successfully complete eight semesters of mathematics through Algebra II. In order to meet this very high standard, we must insure that students are mastering the content standards in mathematics before

moving to the next level. For this reason, a student who fails a math course will be required to re-enroll in that course. If necessary, a student may enroll in simultaneous math courses to complete his/her graduation requirements on time.

PE Waiver

To qualify for a 0.5 credit waiver, a student must have:

Participated in 3 seasons of JV or Varsity sports

Dual Enrollment (In Development)

GASC Technology Center

Beginning in the fall of 2010, courses at the GASC Technology Center will be made available to Madison students. A brochure of available courses is available through GASC, Madison, or can be found on the internet at <http://www.gasctech.us/>. Applications for Technology Center courses are available through GASC, downloaded from their website, or at the high school counseling office, and can be returned to either GASC or Madison for processing. Enrollment is open until September 25, 2010. Students will ride the technology center bus from _____, leaving at _____ am, and will return to the school at approximately 9:30 am. Students will not be responsible for course content for their GASC classes that meet concurrent with Madison classes, however, their class schedule will be adjusted to ensure that they attend core academic classes for the duration of their tenure at the technology center.

WELLNESS PHILOSOPHY (K-8) (9-12)

Madison Academy is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating, hygiene, and physical activity.

In addition to core academic classes, students will be educated in the area of health and wellness as directed by the Michigan Health Education Content Standards. Students will learn about healthy eating choices, personal and oral hygiene practices, and the importance of physical activity.

Parental Support

- Send healthy snacks and lunches for students that are low in sugar and higher in protein.
- Do not send candy, cupcakes, cookies, or other pastries for birthday treats. A list of alternate ideas to celebrate your child's special day will be given to you from your child's teacher.
- Look for different and unique food items to be served during classroom parties.
- Do not send pop of any kind to school with your child.
- Do not allow your child to bring candy, mints, or gum to school.

SPECIAL SERVICES (K-8) (9-12)*

A number of services are available for students with special needs. The services of psychologist, social worker, speech and language pathologist, occupational therapist, special education teachers, RTI (Response To Intervention) Team and Title I support staff and structures are provided for students who qualify. All students must go through the Response to Intervention (RtI) process for evaluation before determining any special services. As described by the Learning Disabilities Association of America, RtI is a prevention model designed to limit or prevent academic failure for students who are having difficulty learning by providing "scientific research-based interventions" to bring students up to grade level achievement. Referral forms are available from your child's classroom teacher and the referral process must be completed by the classroom teacher as it requires extensive use of school records.

FINE ARTS PROGRAMS AND EXTRA CURRICULAR ACTIVITIES (K-8) (9-12)*

Several programs have been developed including Music, Art, Physical Education, and several after school opportunities to support academics, fine arts, and athletics. All students are welcome to participate in any program that they choose as long as they uphold the following Madison academy standards:

- Students must carry a grade point average of 2.0 (C-) or higher.
- Students must not be involved in any severe discipline action processes or exhibit a pattern of disturbance at any time.
- Students are to uphold Madison Academy's rules and codes of conduct on and off campus.
- Students must adhere to any financial obligations and regulations.
- Students must complete and submit any and all required permissions forms and releases.

BEFORE AND AFTER SCHOOL CARE (K-8) (9-12)

Madison does provide before and after school latchkey care through Champions at parent cost. Students are to be picked up within five minutes of the final dismissal time. If parent/guardians do not arrive, authorities will be notified and consequences may be levied. For parents needing latch key care before and/or after school, please contact the school office to make arrangements with Champions.

ARRIVAL AND DISMISSAL (K-8) (9-12)

The school office will be open from 7:30 am to 4:00 pm (elementary) 7:00am to 3:30pm (high school). Students in detention or participating in official after school activities must be picked up within 10 minutes of their dismissal. If parent/guardians do not arrive, authorities will be notified and consequences may be levied. Students may not leave the school grounds for personal reasons such as but not limited to, shopping, dining, or socializing and return unless prior written permission from administration has been secured. Students who arrive after 9:30am will be counted absent for 1/2 day. Likewise, students leaving before 3:00pm will be counted absent for 1/2 day.

Our parking lot and pickup lanes are in a confined space and it is imperative that all parents follow the rules:

- Drop your child off and go in the morning. Do not wait for them to cross. A staff member will get them into the building.
- Pick up your children at their assigned pickup time. Please do not arrive early and wait for your child.
- Stay in your vehicle at all times, the teacher or a staff member will walk your child to you. This will make pickup less confusing and congested.
- Do not conference with your child's teacher in the pull up lanes. If you need to talk to them, let them know and pull around to park. Once the teacher has all of their students dismissed, they will be able to talk to you.
- Please drive slowly and follow the directions of the staff members directing traffic. Excessive speed or reckless operation is forbidden and may result in notification of proper authorities.
- Talk to your child about looking before crossing. A staff member will direct them across when the lot is safe.
- Though any traffic jam is frustrating, please remember that we are all in this together and to be courteous and kind for our students' sake.
- Parking for any length or time in Fire Lanes or spaces identified as Handicapped Only without proper permits is forbidden and may result in notification of proper authorities.

ATTENDANCE (K-8) (9-12)

Absences

School attendance is the law! As stated in the Michigan Compulsory School Attendance Act (PA 451 or 1977), all children from age six to sixteen are required to be in attendance during the entire school year at a public school, unless that child is enrolled in an approved non-public school. At Madison Academy, students are expected to be in attendance every day 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. The parent may call the Madison Attendance line and provide the following information: student name, teacher, date(s) of absence, reason for absence, parent phone number but written documentation with the same information is required before the absence or immediately upon the return to school. We realize that things happen which are out of our control, however, a note from the parent does not necessarily mean the absence is excused. If the reason falls under the excused category, the absence will be marked excused. If not, it will be marked unexcused. The determination between excused and unexcused will be made by school administration. A pattern of excused absences exceeding 10 days may necessitate a meeting with administration to determine whether or not attendance is an issue impacting successful completion of academic requirements. Excessive absence of any type can be problematic and will be taken seriously into consideration regarding promotion and/or credit attainment.

Excused Absences (K-8) (9-12)

Too sick to come to school: An excuse note must be brought to the school office upon return to school for 1 or 2 day absences. For an extended absence (3 days or more), a doctor's note is required.

- Vacation out of town: Please limit to no more than 8 school days total, with the student being responsible for any work missed (see the makeup work policy for details).
- Doctor or dental appointments: As much as possible these should be scheduled around school hours. The parent must provide documentation to the office when the student returns to school.
- Passing of a family member or friend: The parent must provide documentation showing attendance at services.

Any other reason will be considered unexcused.

If a pattern of absences becomes apparent, a conference with the parent/guardian will be convened to seek a resolution to the situation.

Half day absences (K-8) (9-12)

Students who arrive after 9:30am will be counted absent for 1/2 day. Likewise, students leaving before 3:00pm will be counted absent for 1/2 day.

Truancy (K-8) (9-12)

The State of Michigan holds parents responsible for student attendance. A notice of truancy will be sent by U.S. mail to the parent/guardian following a student's absence from school according to the following criteria:

- 1st notice - 3 days of accumulated unexcused absences
- 2nd notice - 8 days of accumulated unexcused absences
- 3rd notice - 13 days of accumulated unexcused absences
- Petition to Genesee County Prosecutor's Office - 15 days unexcused absences

In the event that a student in grades 1st through 5th, has accumulated 15 or more unexcused absences, Project Chalkboard Procedures, as established by the Genesee County Prosecutor's Office, will be implemented. If a student in grades 6th through High School accumulates 15 or more unexcused absences, whether through educational neglect on the part of the parent (MCL 712A.2(b)(1)), or the child's willful absence from the school program (MCL 712A.2(a)(4)), a Truancy petition will be filed with the Family Division of the Genesee County Circuit Court. Further action concerning the attendance of the

child will then rest with the Genesee County Prosecutor's Office. Ultimately, keeping track of their child's attendance is the parents' responsibility; failure to receive an attendance notification letter from the school does not excuse parental responsibility.

In addition, students who accumulate more than 15 absences in a school year face the possibility of not being promoted to the next grade at the year's end.

Tardiness (K-8) (9-12)

- Students are considered tardy if they arrive after the school day has begun.
- Tardy students must go to the tardy officer and obtain a late slip before being admitted to class.
- Parents must walk students into the school when the student is tardy.
- Five (5) unexcused tardies will equal 1 unexcused absence.
- Students who arrive after 9:30am will be counted absent for 1/2 day. Likewise, students leaving before 3:00pm will be counted absent for 1/2 day.

CLOSED CAMPUS (K-8) (9-12)

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. If a student 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 must come to the school office.
4. The parent must sign the student out at the front office.
5. The office will then call to have the student dismissed. All students are to remain in their learning environment until the parent arrives to the school.
6. The parent will not need to go to the classroom teacher when picking up the student. The student will be called to the office.
7. Students who arrive after 9:30am will be counted absent for 1/2 day. Likewise, students leaving before 3:00pm will be counted absent for 1/2 day.

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. Disciplinary action will likely follow. Students may not leave the school grounds for personal reasons such as but not limited to, shopping, dining, or socializing and return unless prior written permission from administration has been secured.

STUDENT DRIVERS

Parking on school property is a courtesy extended to students and others by Madison Academy. Madison Academy assumes no responsibility for damage to cars or for theft of vehicles or articles from vehicles. Any student who wishes to drive to school must have a "Permit to Drive" form on file in the Main Office, before permission to drive is granted. The cost of this permit is \$30. Permission to park on school property may be removed by the administration for any person who does not observe the regulations or who drives unsafely.

- Students must park in the student designated areas only.

- Students in violation of these rules or the conditions outlined on the “Permit to Drive” will face disciplinary action and possible loss of the driving privilege.
- Dual Enrollment students may not drive or ride to or from college classes in private cars without a properly authorized and signed driving permit. Failure to comply will result in disciplinary action and possible removal from class.
- The parking lot is school property and subject to searches, including canine searches, at any time.

***Students may not operate a motor vehicle or park vehicles on school grounds without a valid Operator's license, proof of insurance, registering the vehicle with the office and purchasing a parking pass.**

VISITORS TO THE SCHOOL (K-8) (9-12)

In order to maintain proper security, **all** visitors to the school must check in at the school office immediately upon arrival. A visitor is anyone who is not a current student or staff member. Social visits during the educational day are discouraged. Limiting distractions, however well-intended, is a high priority. Classroom visits must be scheduled and approved. Volunteer opportunities are encouraged and supported but must be structured and approved. Visitors must present identification, state the purpose and intended length of their visit, sign in and obtain a Visitor's Badge. This badge is to be worn at all times and remain easily visible to staff. At the end of the visit they must sign out. Parents are our students' first role models and are expected to support the school staff in a manner that reflects responsibility and respect. If a problem arises, parents are encouraged to meet with the teacher and or administration to calmly work out a solution. In the unfortunate event that a parent or visitor allows their emotions to get the better of them and communication becomes aggressive, loud, or confrontational, that person will be asked to leave the grounds and schedule another time to further discuss the issue. If there is a refusal to leave the grounds without further incident, authorities will be notified and the person will be removed. Should this occur, further access to the premises may be restricted. In the interest of the emotional and physical well-being of our students, the school environment needs to be a model of safety and stability. Whether in-person, written, or by phone, the communication should be calm and non-confrontational. If communication from a parent/guardian or other visitor becomes inappropriate, the communication will be halted and another attempt will be made at a later time to rectify the matter.

PHONE CALLS AND MESSAGES (K-8) (9-12)

During the school day students are not allowed to receive phone calls from anyone except their parent 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 environment the better.

If students need to make a phone call from the school and not in their classroom, they must get **written** permission from their teacher or other staff member.

Messages for teachers and administration must be handled through the Main Office, staff e-mail, or voicemail. Please take the time to make an appointment to speak with staff and give clear information as to the nature of the issue so that appropriate attention and care may be taken to accurately address your concern.

Messages to staff will be prioritized and information about the nature of the call or visit will be requested. Confidentiality will be maintained at all times but disclosure of the details and nature of the incident is required to effectively manage the safety and security of our students and staff. If requested information regarding the nature of the concern is not provided, meetings will not be scheduled and calls will not be returned. Special attention is paid to safety and emergencies take priority over other concerns. Messages will be routed to personnel determined to be most appropriate to address the concern.

Aggressive, confrontational, or abusive communication will not be tolerated during phone, email, or face-to-face communication. Calls will be ended after a warning if unacceptable communication is occurring.

SCHOOL CLOSING INFORMATION (K-8) (9-12)

All scheduled closings of Madison Academy are listed on the school year calendar available in the school office and in this handbook.

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.

PARENT NEWSLETTERS (K-8) (9-12)

A weekly newsletter is sent home on Fridays to keep parents informed of the events in the school. These newsletters are Madison Academy's way of communicating with the parent about school information and news. Please look for this newsletter each week. An updated newsletter is posted by the office each week and on our website. Policy updates and announcements found within these documents are extensions of this handbook and should be treated as such.

PARENT/EDUCATOR CONFERENCES (K-8) (9-12)

An essential ingredient in student achievement is direct parental involvement. Parent/Educator conferences are scheduled three times during the academic school year. This provides opportunities for parents and teachers to discuss each student's academic and social growth. Both afternoon and evening conferences are held for parental convenience. Reports cards will not be sent home if there is an opportunity for conferencing. Report cards are only available at these conferences with the exception of Fourth Quarter report cards and Third Quarter Notifications.

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, tissues, etc. Any other items such as CD players, MP3 players, portable gaming devices, cameras, playing cards, toys, etc., are not allowed unless required or permitted by school personnel (in writing). Items of great personal or monetary value should not be brought to school as their presence may be a distraction. Also, reimbursement or replacement for the loss or damage of these items **will not** be the responsibility of Madison Academy.

Students are forbidden to bring any kind of weapon to school. Students who bring weapons to school will be subject to expulsion proceedings. Likewise, students whose actions endanger student lives or school property be subject to severe consequences including potential expulsion.

FORBIDDEN ITEMS (K-8) (9-12)*

Madison Academy students will not be allowed to have certain items at school at any time. These items will be confiscated immediately and not returned. Disciplinary consequences for the possession of these items or the knowledge of their possession without report to administration will be severe. Such items include, but are not limited to:

1. Knives
2. Guns
3. Martial arts weapons such as stars, swords, etc.

4. Drugs or drug related items. The only exception is prescribed medicine that is kept in the school office and administered in the presence of designated personnel with administrative permission and signed forms.
5. Pornography
6. Any unapproved music, DVD, or video
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
14. Any electronic device
15. Gum, candy, or mints
16. Playing cards of any kind
17. Dice or poker chips

CELL PHONES and ELECTRONIC DEVICES (K-8) (9-12)

Students needing to carry a cell phone on school property must have filled out the cell phone form located in the permissions section of the handbook. All cell phones need to be powered off during school hours and can only be used before and after school by the student. If a staff member has reason to believe that a student is using a cell phone for any reason during school hours the staff member will ask that the phone be handed over to them immediately. Failure to hand the phone directly to the staff member without complaint or delay (including operating any of the buttons on the phone) will be viewed as insubordination and impeding staff in the performance of their duties, which will carry further consequences. After determining that the phone is on, the staff member will request that the student turn the phone off immediately and hand the phone back to the staff member. The phone will be packaged, labelled with the student's name and turned over to the Main Office. Phones will **only** be turned over to the parent or legal guardian of the student in the Main Office.

Students should NOT be found in possession of a phone belonging to another. If a phone is confiscated from a student and the phone is the property of another, the parent or guardian of the owner of the phone must reclaim it from the Main Office.

No pictures may be taken with a cell phone by a student on school grounds without written permission of staff. Distribution of images or content that is deemed to be offensive using a cell phone (including texts, images, voice messages, emails, etc.) will be dealt with severely. Messaging of any type during a testing session or when the recipient of the message is in a testing session will be viewed as academic misconduct regardless of the content of the message.

If possession or use of cell phone becomes a persistent problem in the classroom or school area then the student may lose their privilege to carry a phone on school grounds.

Text Messaging, mobile email, and other file transmissions are prohibited unless written permission is given by administration prior to transmission.

Use of images or audio content captured on school grounds without administrative written permission is prohibited unless written permission is given by administration prior to capture.

Any electronic device capable of transmitting information falls under this policy such as but not limited to: iPod, iTouch, Media Players, Zune, video camera, digital camera, etc.

SEARCH AND SEIZURE POLICY (K-8) (9-12)

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 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:

- Student's desk
- Backpacks
- Purses
- Pockets
- 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 determine whether or not the authorities will be notified.

POLICY ON SEARCHES OF PUPILS' LOCKERS AND LOCKER CONTENTS (K-8) (9-12)

LOCKERS ARE SCHOOL PROPERTY:

All lockers assigned to pupils are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The public school principal or his/her designee shall have custody of all combinations to all lockers or locks. Pupils are prohibited from placing locks on any locker without the advance approval of the public school principal or his/her designee. Unapproved locks will be cut from lockers and discarded. No financial liability for these locks rests with Madison Academy and no restitution will be made for their damage in removal.

LEGITIMATE USE OF SCHOOL LOCKERS:

The school assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Pupils shall not use the lockers for any other purpose, unless specifically authorized by school board policy or the public school principal or his/her designee, in advance of pupils bringing the items to school. Pupils are solely responsible for the contents of their lockers and should not share their lockers with other pupils, nor divulge locker combinations to other pupils, unless authorized by the public school principal or his/her designee.

SEARCH OF LOCKER CONTENTS:

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for pupils and personnel. Accordingly, the board authorizes the public school principal or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or pupil consent. The public school principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The public school principal or his/her designee shall supervise the search. In the course of a locker search, the

public school principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

SEIZURE:

When conducting locker searches, the public school principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the public school principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items, or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the public school principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil, or a pupil eighteen (18) years of age or older, shall be notified by the public school principal or his/her designee of items removed from the locker.

NOTICE OF POLICY:

A copy of the local school board policy regarding locker searches shall be provided annually to each pupil and parent/guardian of the pupil assigned a school locker.

REFERENCES:

The Revised School Code, 380.1306, 2000 PA 87 (Locker Searches)

New Jersey v. T.L.O., 469 U.S. 325 (1985)

U.S. Constitution, Amendment IV

*If the board of a school district, local act school district, or intermediate school district or board of directors of a public school academy operates a school that has pupil lockers, . . . the board or board of directors shall adopt a policy on searches of pupils' lockers and locker contents. The board or board of directors shall provide a copy of this policy to each pupil at a school that has lockers and to the parent or legal guardian of each of those pupils. The board . . . shall also provide a copy of the policy to the department upon request by the department. [380.1306(2)]

LOST AND FOUND (K6) (7-11)

It is inevitable that a student at some time in the year misplaces something. Lost items will be placed in a "Lost and Found" box. These items will be available for parents and students to look through as needed and will be displayed for open houses and parent educator conferences. Due to high volume, the "Lost and Found" items will be donated to charity after a minimum of three weeks in lost and found bins or following a display at an open house or conferences. Any item of value, such as jewelry, etc., will be kept in the office for identification prior to return. We strongly advise that you label all clothing and personal property so that misplaced items may be returned.

STUDENT CODE OF CONDUCT INTRODUCTION (K-8) (9-12)

Madison Academy is dedicated to creating and maintaining a positive learning environment for all students. Teachers, administrators, parents, and students must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful, and responsible behavior fosters a positive climate for the learning community. One of the most important lessons education teaches is discipline. While it is not a formal subject, it underlies the entire educational process. Discipline is the joint responsibility of students, parents, family, staff, and administration. Discipline includes self-control, character development, orderliness, and efficiency. Proper conduct and consideration of others are goals of student discipline.

The Code of Student Conduct sets forth student rights and responsibilities while at school and school-related activities, and the consequences for violating school rules. When determining the appropriate action to be taken as a consequence of student misconduct, school officials may use intervention strategies and/or disciplinary actions, depending upon the severity or repetition of misconduct; age and grade level of the student; circumstances surrounding the misconduct; impact of the student's misconduct on others in the school community, and any other relevant factors.

The Code of Student Conduct will be administered uniformly and fairly, without partiality or discrimination. Information obtained from the student discipline log will be considered when preparing behavior plans for individual students.

WHEN AND WHERE THE CODE OF STUDENT CONDUCT APPLIES:

The Code of Student Conduct applies before, during, and after school:

- When a student is at school.

“At school” means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises;

- When a student's conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff; and
- When a student is using school telecommunications networks, accounts, or other district services. This includes text messages, phone calls, letters, notes, emails, and internet communication.

VIOLATIONS OF THE CODE OF STUDENT CONDUCT:

Student misconduct is classified into three levels. In addition to these three levels of discipline, a teacher may suspend a student for his or her conduct in a class, subject or activity. The definitions of misconduct at each level are not all-inclusive, but only representative and illustrative. A student who commits an act of misconduct not listed herein is nonetheless subject to disciplinary action.

School district staff may use intervention strategies such as teacher/student conferences, auxiliary staff/student intervention, and teacher/parent/guardian contacts for Level I and Level II violations. The staff will refer Level III violations directly to school administrators, because of the serious and/or unlawful nature of the misconduct. At the option of school administrators, a student accused of any violation of the Code of Student Conduct may be referred to a school social worker or counselor, in conjunction with or in lieu of other disciplinary procedures. Where the misconduct is subject to mandatory discipline under state law, however, the school board will act to impose any mandatory sanctions.

A teacher may issue suspensions for up to one day. The principal or assistant principal may issue short-term suspensions. The district's board of education or its designee may issue long-term suspensions or expulsions.

Any student involved in the investigation of a possible violation of the student code can be required to complete a written statement of their recollection of events upon request of school staff. Failure to do so will be viewed as interference in the performance of school personnel's duties and insubordination and will result in consequences being levied. Any false information given in these statements will be viewed in the same manner with the same or greater consequence.

SHORT-TERM SUSPENSION:

A short-term suspension occurs when a student is suspended for one (1) school day, up to and including ten (10) school days. During a short-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended.

LONG-TERM SUSPENSION:

A long-term suspension is when a student is suspended for more than ten (10) school days. During a long-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended.

EXPULSION:

An expulsion occurs when the school district's administration terminates the student's rights and privileges to attend school, including extracurricular activities. An expulsion is for an indefinite time, unless otherwise specified by the school board or state law. The parent/guardian of the student may petition the school board to request the student's reinstatement to school, as permitted by state law.

LEVELS I, II, AND III VIOLATIONS

Depending on severity or repetition, a Level I violation may be reclassified as a Level II or Level III violation.

LEVEL I VIOLATIONS:**1. Cheating/Academic Misconduct**

A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. Discipline under this section may result in academic sanctions in addition to other discipline.

2. Defacement of Property

A student will not wilfully cause defacement of, or damage to, property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray-painting surfaces are acts of defacement.

3. Disorderly Conduct

A student will not harass others or misbehave in a manner that causes disruption or obstruction to the educational process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting another constitutes disorderly conduct. Behavior is considered disorderly if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.

4. Inappropriate Displays of Affection

Students will not engage in inappropriate displays of affection, such as kissing or long embraces of a personal nature.

5. Inappropriate Dress and Grooming

A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others. A student will not dress in a manner that is distracting or indecent, to the extent that it interferes with the learning and teaching process.

6. Insubordination/Unruly Conduct

A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, write an assignment, work with another student, work in a group, take a test or do any other class or school-related activity not listed herein, refusing to leave a hallway or any other location by a school staff member, or running away from school staff when told to stop constitutes unruly conduct.

7. Leaving School Without Permission

A student will not leave the school building, classroom, cafeteria, assigned area, or campus without permission from authorized school personnel.

8. Negligent or Improper Operation of a Motor Vehicle

A student will not negligently operate a motor vehicle on school property, so as to endanger the property, safety, health, or welfare of others.

9. Possession of Inappropriate Personal Property

A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning, including but not limited to pornographic or obscene material, laser lights, personal entertainment devices, computer games, electronic pagers or beepers, radios, television sets, cassette players, compact disc players, telephones, or other personal communication devices. Certain devices may be permitted for health or other reasons, if approved by the principal.

10. Profanity and/or Obscenity Toward Students

A student will not orally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any other student. A list of unacceptable words will be available for parent/guardian review upon request.

11. Sexual Harassment (Level I)

A student will not use words, pictures, objects, gestures, or other actions relating to sexual activity or a person's gender that cause embarrassment, discomfort, or a reluctance to participate in school activities.

12. Smoking

A student will not smoke, use tobacco, or possess any substance containing tobacco in any area under the control of a school district, including all activities or events supervised by the school district.

13. Tardiness

A student will not fail to be in his or her place of instruction at the assigned time without a valid excuse.

14. Technology Abuse

A student will not violate the district's "Technology Use Guidelines."

15. Trespassing

A student will not enter upon the premises of the school district, other than the location to which the student is assigned, without authorization from proper school authorities. If removed, suspended, or expelled from school, a student will not return to the school premises without permission of the proper school authorities.

16. Truancy

A student will not fail to report to the school's assigned class or activity without prior permission, knowledge or excuse by the school or parent/guardian.

SCHOOL RESPONSES TO LEVEL I VIOLATIONS:

School administrators and staff may use appropriate intervention strategies, as determined by local district policies including, but not limited to, staff and student/parent conferences, auxiliary staff intervention and counseling programs, student programs for conflict resolution and peer mediation, and programs for anger management and violence prevention. Any of the following intervention strategies and disciplinary actions may be used:

- Administrator/student conference or reprimand;
- Administrator and teacher-parent/guardian conferences;
- Referrals and conferences involving various support staff or agencies;
- Daily/weekly progress reports;
- Behavioral contracts;
- Change in student's class schedule;
- School service assignment;
- Confiscation of inappropriate item;
- Restitution/restoration;
- Before- and/or after-school detention;
- Denial of participation in class and/or school activities;

- Weekend detention;
- In-school suspension;
- Other intervention strategies, as needed;
- Out-of-school suspension (short-term) from one (1) school day up to and including ten (10) school days;
- Law enforcement agency notification.

LEVEL II VIOLATIONS:

Depending upon severity or repetition, a Level II violation may be reclassified as a Level III violation.

1. Bullying/Harassment/Intimidation

“Bullying, harassment or intimidation” means any gesture or written, verbal, or physical act that a reasonable person, under the circumstances, should know will have the effect of harming a student or damaging the student’s property, placing a student in reasonable fear of harm to the student’s person or damage to the student’s property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Bullying, harassment or intimidation includes, but is not limited to, such a gesture or written, verbal, or physical act, that is reasonably perceived as being motivated by a student’s religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or by any other distinguishing characteristic.

2. Destruction of Property

A student will not intentionally cause destruction of property of the school or others. Actions that impair the use of something are destructive. Ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary are acts of property destruction.

3. Failure to Serve Assigned Detention

A student will not fail to serve an assigned detention of which students and/or parents/guardians have been notified.

4. False Identification

A student will not use another person’s identification or give false identification to any school official with intent to deceive school personnel or falsely obtain money or property.

5. Fighting

A student will not physically fight with another person. Self-defense or defense of others may be taken into account in determining whether this provision has been violated.

6. Forgery

A student will not sign the name of another person for the purpose of defrauding school personnel or the Board of Education.

7. Fraud

A student will not deceive another or cause another to be deceived by false or misleading information in order to obtain anything of value.

8. Gambling

A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.

9. Gang Activity

A student will not, by use of violence, force, coercion, threat of violence, or gang activity, cause disruption or obstruction to the educational process.

Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district’s education mission.

Gang activity includes:

- a. Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang.
- b. Using any word, phrase, written symbol, or gesture that intentionally identifies a student as a member of a gang, or otherwise symbolizes support of a gang.
- c. Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs.
- d. Recruiting student(s) for gangs.

10. Hazing

A student will not haze or conspire to engage in hazing of another. As used in this section, "hazing" includes any method of initiation or pre-initiation into a student organization or any pastime, or amusement, engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, personal harm, or personal degradation or disgrace. The term "hazing" does not include customary athletic events or similar contests or competitions.

11. Improper, Negligent, or Reckless Operation of a Motor Vehicle

A student will not intentionally or recklessly operate a motor vehicle, so as to endanger the safety, health or welfare of others on school property.

12. Loitering

A student will not remain or linger on school property without a legitimate purpose and/or without proper authority.

13. Profanity and/or Obscenity Toward Staff

A student will not verbally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any school district staff members or adult volunteers.

14. Sexual Harassment (Level II)

A student will not make unwelcome sexual advances, request sexual favors or engage in verbal communication or physical conduct of a sexual nature with or toward any other student, school district personnel or adult volunteers.

15. Theft or Possession of Stolen Property

A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property valued at \$100.00 or less which does not belong to the student.

16. Threat/Coercion

A student will not threaten another with bodily harm. A student will not coerce another to act or refrain from acting.

SCHOOL RESPONSES TO LEVEL II VIOLATIONS:

Intervention strategies are not limited to those listed herein. Other methods of addressing misconduct may be more appropriate, depending upon the circumstances. Any or all of the following intervention strategies and disciplinary actions may be used:

- Any school response to a Level I violation, listed above;
- Out-of-school suspension (short-term) for one (1) school day, up to and including ten (10) school days.

NOTE: Fighting poses an immediate threat to student safety. In most cases, out-of-school suspension is imposed even for a first offense. The length of suspension will depend on severity or repetition.

- Long-term suspension or expulsion;
- Law enforcement agency notification;
- Denial of driving privileges.

Fighting will usually result in an immediate 3 to 5 day OSS on first offense and long-term suspension or expulsion on second offense.

LEVEL III VIOLATIONS:

Depending on severity or repetition, a Level I or Level II violation may be reclassified as a Level III.

1. Alcohol and Drugs

A student will not possess, use, offer to buy or sell, or purport to buy or sell, a controlled substance, dangerous drug, prescription drug, counterfeit drug, intoxicating substance, or alcohol. A student legally in possession of prescribed medication will not be in violation of this section as long as his/her use and possession of the prescribed medication is authorized at school.

2. Arson (Starting a Fire)

A student will not intentionally, by means of starting a fire, cause harm to any property or person, or participate in the burning of any property or person.

If a student commits arson in a school building, on school grounds or other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]).

“Arson” means a felony violation as set forth in Chapter X of the Michigan Penal Code.

(MCL 750.71 to MCL 750.80).

3. Extortion

A student will not make another person do any act against his or her will, by force or threat of force, expressed or implied.

4. False Fire Alarm or Bomb Report; Tampering with Fire Alarm System

Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school-related event. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building.

If a student enrolled in grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, then the school board or its designee shall suspend or expel the student from the school district for a period of time as determined in the discretion of the school board, or its designee. (MCL 380.1311a[2]).

5. Felony

A student will not commit a criminal act that results in being convicted or, in some cases, charged with a felony offense.

6. Fireworks

A student will not possess, handle, transmit, conceal, or use any fireworks or firecrackers.

7. Interference with School Authorities

A student will not interfere with administrators, teachers or other school personnel by threat of force or violence.

8. Physical Assault

A student will not physically assault another person.

If a student enrolled in grade 6 or above commits a physical assault at school against another student, then the school board or its designee shall suspend or expel the student from the school district for up to 180 school days. (MCL 380.1310[1]).

If a student enrolled in grade 6 or above commits a physical assault at school against a person employed by, or engaged as a volunteer or contractor by the school board, then the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement under MCL 380.1311a(5). (MCL 380.1311a[1]).

“Physical assault” means intentionally causing or attempting to cause physical harm to another through force or violence. (MCL 380.1310[3][b], MCL 380.1311a[12][b]).

9. Robbery

A student will not take or attempt to take from another person any property, by force or threat of force, expressed or implied.

10. **Sexual Assault**

A student will not sexually assault another person. If a student commits criminal sexual conduct in a school building, on school grounds or any other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]).

“Criminal sexual conduct” means a violation as set forth in Chapter LXXVI of the Michigan Penal Code. (MCL 750.520b to MCL 750.520g).

11. **Theft or Possession of Stolen Property**

A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property valued at more than \$100.00 that does not belong to the student.

12. **Verbal Assault Against an Employee**

Verbal Assaults

Any student in grade 6 or above who commits a verbal assault on school property, on a school bus or other school related vehicle, or at a school sponsored activity or event against an Academy employee or against a person engaged as a volunteer or contractor for the Academy shall be suspended or expelled, depending upon the circumstances, for up to one hundred eighty (180) days. “Verbal assault” means a threat of an immediate harmful or offensive touching, coupled with an apparent immediate ability to commit same, and which puts a person in a reasonable apprehension of such touching; or, the use of offensive language directed at a person, where such language is likely to provoke a reasonable person to physical violence; a bomb threat (or similar threat) directed at a school building, other school property, or a school related event. For purposes of this policy, the definition of assault also includes written threats.

If a student enrolled in grade 6 or above commits a verbal assault, as defined by school board policy, at school against a person employed by or engaged as a volunteer or contractor by the school board, then the school board or its designee shall suspend or expel the student from the school district for a period of time as determined at the discretion of the school board or its designee. (MCL 380.1311a[2]).

13. **Weapons: Dangerous Instruments**

A student will not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A “dangerous instrument” means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous instruments include, but are not limited to, chemical mace, pepper gas or like substances; stun guns; BB guns; pellet guns; razors; or box cutters.

14. **Weapons: Dangerous Weapons**

A student will not possess, handle, transmit, or use as a dangerous weapon, an instrument capable of harming another person. A “dangerous weapon” means a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles. (MCL 380.1313).

A “firearm,” as defined in section 921, title 18 of the United States Code (18 U.S.C. § 921) means:

- Any weapon (including a starter gun) which will or is designed to, or may readily be converted to expel a projectile by action of an explosive;
- The frame or receiver of any such weapon;
- Any firearm muffler or firearm silencer; or
- Any destructive device.

The term "firearm" does not include an antique firearm (18 U.S.C § 921).

State law requires the school board or its designee to permanently expel from the school district a student who possesses a "dangerous weapon" in a "weapon-free school zone," subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]).

However, a school board is not required to expel a student for possessing a weapon if the student establishes in a clear and convincing manner at least one of the following:

- The object or instrument possessed by the student was not possessed by the student for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- The weapon was not knowingly possessed by the student;
- The student did not know or have reason to know that the object or instrument possessed by the student constituted a dangerous weapon;
- The weapon was possessed by the student at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

"Weapon-free school zone" means school property and a vehicle used by a school to transport students to or from school property. (MCL 750.237a).

"School property" means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses. (MCL 750.237a).

If a dangerous weapon is found in the possession of a student while the student is in attendance at school or a school activity, or while the student is en route to or from school on a school bus, the superintendent or the school district or intermediate school district, or his or her designee, shall immediately report that finding to the student's parent or legal guardian and the local law enforcement agency. (MCL 380.1313[1]).

15. Weapons: Use of Legitimate Tools as Weapons

A student will not use a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another.

SCHOOL RESPONSES TO LEVEL III VIOLATIONS:

Any or all of the following intervention strategies or disciplinary actions may be used:

- Any school response to a Levels I or II violation, listed above;
- Long-term suspension or expulsion;

[NOTE: Drug-related behaviors pose an immediate threat to student safety. In all Level III drug-related cases, out-of-school suspension is imposed even for the first offense.]

- Placement in an alternative education program or transfer to another building;
- In the event a student is expelled for possession of a dangerous weapon in a weapon-free school zone, arson in a school building or on school grounds, or criminal sexual conduct in a school building or on school grounds, the school board shall ensure that, within three days after the expulsion, an official of the school district refers the individual to the appropriate county department of the family independence agency or county community mental health agency, and notifies the individual's parent or legal guardian or, if the individual is at least age 18 or is an emancipated minor, notifies the individual of the referral. (MCL 380.1311[4]).
- Requesting an emotional, behavioral, and/or chemical dependency evaluation and treatment and/or counseling recommendation. The intervention strategy or discipline may require the student to follow any or all treatment recommendations of the evaluation. The evaluation must be from a source approved by the administration.

ANTI_BULLYING POLICY: (K-8) (9-12)

The Madison Academy board of education prohibits acts of harassment or bullying. The board of education has determined that a safe and civil environment in school is necessary for students to learn and achieve high

academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

"Harassment or bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, personal digital assistant (pda), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

"Harassment" is conduct that meets all of the following criteria:

- is directed at one or more pupils;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect; and,
- is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

"Bullying" is conduct that meets all of the following criteria:

- is directed at one or more pupils;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; and,
- is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

The Madison Academy board of education expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

The Madison Academy board of education believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff, and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members.

The Madison Academy board of education believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities for helping students learn to assume responsibility and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to *prevent*

discipline problems and encourage students' abilities to develop self-discipline. Since bystander support of harassment or bullying can support these behaviors, the district prohibits both active and passive support for acts of harassment or bullying. The staff should encourage students to support students who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority.

The Madison Academy board of education requires its school administrators to develop and implement procedures that ensure *both* the appropriate consequences *and* remedial responses to a student or staff member who commits one or more acts of harassment or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment or bullying.

Factors for Determining Consequences

- Age, development, and maturity levels of the parties involved
- Degree of harm
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

Factors for Determining Remedial Measures

Personal

- Life skill competencies
- Experiential deficiencies
- Social relationships
- Strengths
- Talents
- Traits
- Interests
- Hobbies
- Extra-curricular activities
- Classroom participation
- Academic performance

Environmental

- School culture
- School climate
- Student-staff relationships and staff behavior toward the student
- General staff management of classrooms or other educational environments
- Staff ability to prevent and de-escalate difficult or inflammatory situations
- Social-emotional and behavioral supports
- Social relationships
- Community activities
- Neighborhood culture
- Family situation

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion, in the case of a student, or suspension or termination in the case of an employee, as set forth in the board of education's approved code of student conduct or employee handbook.

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the board of education's approved code of student conduct. Remedial measures shall be designed to: *correct the problem behavior; prevent another occurrence* of the behavior; and *protect the victim* of the act. Effective discipline should employ a school-wide approach to adopt a rubric of bullying offenses and the associated consequences. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

- Admonishment
- Temporary removal from the classroom
- Loss of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension during the school week or the weekend, for students
- Out-of-school suspension
- Legal action
- Expulsion or termination

Examples of Remedial Measures

Personal

- Framing the aggressive behavior as a failed attempt to solve a real problem or reach a goal. The adult assists the misbehaving student to find a better way to solve the problem or meet the goal.
- Restitution and restoration
- Transformative conferencing/restorative justice
- Peer support group
- Corrective instruction or other relevant learning or service experience
- Supportive discipline to increase accountability for the bullying offense
- Supportive interventions, including participation of an Intervention and Referral Services team, peer mediation, etc.
- Behavioral assessment or evaluation, including, but not limited to, a referral to a Child Study Team, as appropriate
- Behavioral management plan, with benchmarks that are closely monitored
- Involvement of school disciplinarian
- Student counseling
- Parent conferences
- Student treatment
- Student therapy

Environmental (Classroom, School Building, or School District)

- Set a time, place, and person to help the bully reflect on the offending behavior, maintaining an emotionally-neutral and strength-based approach
- School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying
- School culture change
- School climate improvement
- Adoption of research-based, systemic bullying prevention programs
- Modifications of schedules
- Adjustments in hallway traffic
- Modifications in student routes or patterns traveling to and from school
- Targeted use of monitors (e.g., hallway, cafeteria, bus)

- General professional development programs for certificated and non-certificated staff
- Professional development plans for involved staff
- Disciplinary action for school staff who contributed to the problem
- Parent conferences
- Referral to Family counseling
- Involvement of parent-teacher organizations
- Involvement of community-based organizations
- Development of a general bullying response plan
- Peer support groups
- Law enforcement involvement (e.g., school resource officer, juvenile officer)

The Madison Academy board of education requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action *may not* be based solely on the basis of an anonymous report.

The Madison Academy board of education requires the principal and/or the principal's designee to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed within three school days after a report or complaint is made.

The Madison Academy board of education prohibits reprisal or retaliation against any person who reports an act of harassment or bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

The Madison Academy board of education prohibits any person from falsely accusing another as a means of harassment or bullying. The consequences and appropriate remedial action for a *person* found to have falsely accused another as a means of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a *school employee* found to have falsely accused another as a means of harassment or bullying shall be disciplined in accordance with district policies, procedures, and agreements.

The Madison Academy board of education requires school officials to annually disseminate the policy to all school staff, students, and parents, along with a statement explaining that it applies to all applicable acts of harassment and bullying that occur on school property, at school-sponsored functions, or on a school bus. The chief school administrator shall develop an annual process for discussing the school district policy on harassment and bullying with students and staff.

The school district shall incorporate information regarding the policy against harassment or bullying into each school employee training program and handbook.

School Activities (K-8) (9-12)

A student who is suspended from school for any reason will not be allowed to practice, participate in, or attend any school activity, regardless of location, during the suspension (including weekends and/or holidays). Students who are suspended out-of-school (OSS) are to be removed from campus immediately following due process and are not to be on school grounds for any reason while suspended.

Maintaining Class Progress (K-8) (9-12)

When appropriate in the judgment of the principal, a suspended student may maintain academic progress under the terms and conditions set by the principal. A suspended student must request work prior to serving their suspension. Requests made after the suspension may not be granted.

DUE PROCESS PROCEDURES (K-8) (9-12)

Short-Term Suspension

Except in extraordinary circumstances, alleged violations of the Code of Student Conduct are initially handled at the student's school. If a short-term suspension is contemplated, the principal or assistant principal shall provide the student with oral or written notice of the charges or allegations, and an explanation of the evidence or basis for the charges. The student shall be given the opportunity to present an explanation or a differing statement of the facts. If the misconduct is determined, the principal may authorize disciplinary action in accordance with this Code of Student Conduct, including short-term suspensions.

Students whose presence pose a continuing danger to persons or property, or an ongoing threat of disrupting the educational process, may be immediately removed from the school without prior notice, explanation, or opportunity to respond. In such cases, the above procedures shall be provided as soon as practical. The student and parent/guardian shall be notified of the circumstances and action taken.

Expulsion

The student and parent/guardian shall be notified of the allegation; the recommended disciplinary action; the time, date and location of the hearing; and of their right to attend and participate in the hearing. The board of education or its designee shall conduct a hearing, which may be recorded. The student shall be advised of the alleged violation and be given an explanation of the facts. The explanation may include the written or oral testimony of others.

At the request of the student or the student's parents, the board of education may meet in a closed session to "consider the dismissal, suspension, or disciplining of a student." (MCL 15.268[b]). The student and parent/guardian may be represented at the hearing by an attorney or other adult. Written or oral evidence may be presented at the hearing on behalf of the student.

After the hearing, the board of education or its designee shall issue a decision, including a determination of disciplinary action.

Appeal to Board of Education for Reconsideration

A student aggrieved by the decision of the board of education may, within five (5) days of receipt of the decision, petition the board of education for the opportunity to request review or reconsideration by the board or its designee. The petition shall be in writing and contain the reasons that the board or its designee's decision should be reviewed or reconsidered. The board of education may grant or deny the request for an appeal or request for reconsideration. If granted, the board shall notify the student in

writing of the procedures to be used for the appeal or request for reconsideration.

Suspension and Expulsion of Students Receiving or Otherwise Eligible for Special Education

Students previously identified under state and federal regulations as eligible for special education are entitled to an extra measure of consideration for the disability in student discipline procedures. Also, other due process provisions are triggered for any student if a review of a student's record indicates significant prior knowledge about a potential but unidentified disability. School personnel are advised to consult with their local and intermediate district administrators for special education and to refer to the most recent edition of Special Education Considerations in Student Disciplinary Procedures (Michigan Department of Education).

Interviews of Students by Police or Other Public Agencies (K-8) (9-12)

The school district endeavors to cooperate with law enforcement agencies. Students may be interviewed in school by law enforcement officials. School officials will grant law enforcement interviews with a student after considering the:

- (1) type of incident;
- (2) seriousness of the incident;
- (3) age and maturity of the student;
- (4) relationship of the incident to school and the educational process; and
- (5) whether time is of the essence.

When practical, school personnel will be present during the police interview, and an attempt will be made to contact the parent/guardian prior to the interview if time permits. If the student is a minor and the parent was not present during the interview, the parent/guardian will be notified by the Principal or designee that an interview has taken place.

Notification to Law Enforcement Agencies (K-8) (9-12)

State law requires each school board to comply with the statewide school safety policy adopted by the Superintendent of Public Instruction, Attorney General, and Director of Michigan State Police on October 4, 1999. (MCL 380.1308). The statewide school safety policy requires the following types of incidents occurring at school be reported to a local law enforcement agency:

Armed Student or Hostage Robbery or Extortion
Suspected Armed Student Unauthorized Removal of Student
Weapons on School Property Threat of Suicide
Death or Homicide Suicide Attempt
Drive-By Shooting Larceny (Theft)
Physical Assault (Fights)
Intruders (Trespassing)
Bomb Threat Illegal Drug Use or Overdose
Explosion Drug Possession or Drug Sale
Arson Vandalism or Destruction of Property
Sexual Assault Minor in Possession of Alcoholic Liquor or Tobacco Products
(Criminal Sexual Conduct) Bus Incident or Bus Accident

SATURDAY SCHOOL RULES AND PROCEDURES

STUDENTS MUST BE IN MADISON ACADEMY DRESS CODE (when Implemented)

- Students must report to the Saturday School Room when they arrive at school and should be in the correct room by 8:00. Tardies to Saturday School or Check-Ins/Check-Outs (excused or

unexcused will result in an extra day of Saturday School unless approved by the administration). Absences from Saturday School will result in a 1-day Out of School Suspension. Other privileges may be restricted until the missed Saturday School is made up.

- The Saturday School Monitor will e-mail Administration to notify them who is in Saturday School at 8:05AM any student whose name does not appear on this email will be considered absent and the above conditions apply.
- Students must bring books, paper, pencil, pens, and other materials to Saturday School.
- The Saturday School instructor will assign students a seat. Students will remain seated at all times. Only essential movements related to the completion of assigned tasks will be allowed.
- Students will not sleep or rest their heads on arms, desk, wall, etc. at any time.
- Students will not talk to other students, pass notes, or make any noises.
- Students will not eat candy or chew gum while in Saturday School.
- Students may speak only when instructed to do so by the Saturday School instructor.
- Students are expected to complete all work assigned by teachers or the Saturday School instructor.
- Students will be given bathroom breaks as deemed appropriate by the Saturday School instructor. The Saturday School instructor will escort the students to the bathroom.
- Students will not be allowed to use the phone unless there is an emergency.
- Students will follow all Board of Directors policies and school rules while in Saturday School.
- Students will not be allowed to participate in any after school activities, such as band, athletic events or drama, the day they are in Saturday School.
- Students will follow Madison Academy dress code while in Saturday School.
- Students will surrender all cell phones to the Saturday School instructor upon entering the Saturday School room. Phones will be returned to student at the end of the day. Should parents need to contact students during the day, calling the main office is required.
- The instructor will contact parent/guardian of each student assigned to Saturday School to share information about student conduct and progress as well as to update contact information including email address.
- Students will not mark on desks, chairs, study carrels, etc. Any defacing of the Saturday School facility (or other school property) will be considered an act of vandalism.
- Any verbal instruction given by an administrator or Saturday School instructor shall supersede these printed rules and procedures.
- Any violation of rules may result in additional days of Saturday School. The Saturday School instructor can assign extra days of Saturday School. The student may be referred back to an administrator; this may result in OUT OF SCHOOL SUSPENSION. Following the OSS, the student will return to Saturday School for remaining days of assignment.
- Saturday School may be assigned by Administration only and in the following increments: 1-day and 2-day. After these have been assigned and served, Saturday School is no longer an option.

IN-SCHOOL SUSPENSION RULES AND PROCEDURES (when implemented)

1. Students must report to the ISS Room when they arrive at school, students should report to the office if they arrive at school before 8:00. The ISS instructor will get breakfast for students if necessary on the way to ISS Room. Tardies to ISS or Check-Ins/Check-Outs (excused or unexcused will result in an extra day of ISS unless approved by the administration). Absences from ISS will be made up before returning to regular classes.
2. The ISS instructor will e-mail teachers 1st period to notify them who is in ISS.
3. Students must bring books, paper, pencil, pens, and other materials to ISS.
4. The ISS instructor will assign students a seat. Students will remain seated at all times. Only essential movements related to the completion of assigned tasks will be allowed.
5. Students will not sleep or rest their heads on arms, desk, wall, etc. at any time.
6. Students will not talk to other students or make any noises.
7. Students will not pass notes to anyone.

8. Students will not eat candy or chew gum while in ISS.
9. Students may speak only when instructed to do so by the ISS instructor.
10. Students are expected to complete all work assigned by teachers or the ISS instructor.
11. Students will be brought lunch or students can bring lunch from home and eat it in the ISS room. Drinks or food other than breakfast or lunch will not be allowed in the ISS room.
12. Students will be given bathroom breaks as deemed appropriate by the ISS instructor. The ISS instructor will escort the students to the bathroom.
13. Students may have the opportunity to talk with a counselor during the time they are assigned to ISS during times when the counselor is available. Counselor availability will be determined by interoffice email or chat message.
14. Students will not be allowed to use the phone unless there is an emergency.
15. Students will follow all school board policies and school rules while in ISS.
16. Students will not be allowed to participate in any after school activities, such as band, athletic events or drama, the day they are in ISS.
17. Students will follow Madison Academy dress code while in ISS.
18. Students will surrender all cell phones to the ISS instructor upon entering the ISS room. Phones will be returned to student at the end of the day. Should parents need to contact students during the day, calling the main office is required.
19. The instructor will contact parent/guardian of each student assigned to ISS to share information about student conduct and progress as well as to update contact information including email address.
20. Students will not mark on desks, chairs, study carrels, etc. Any defacing of the ISS facility (or other school property) will be considered an act of vandalism.
21. Any verbal instruction given by an administrator or ISS instructor shall supersede these printed rules and procedures.
22. Any violation of rules may result in additional days of ISS. The ISS instructor can assign extra days of ISS. The student may be referred back to an administrator; this may result in **OUT OF SCHOOL SUSPENSION**. Following the **OSS**, the student will return to ISS for remaining days of assignment.
23. ISS may be assigned by Administration only and in the following increments: 2-day, 3-day, 5-day. After these have been assigned and served, ISS is no longer an option.
24. Special Education students must serve ISS in their assigned rooms during their prescribed time (up to and including the entirety of the school day) and **MUST** follow the above guidelines except when prescribed accommodations (504 or IEP) dictate.

DRESS AND APPEARANCE CODE

Madison Academy holds high expectations for our students' success and has adopted the following uniform dress code:

Any and all requests for exception to this code must be handled PRIOR to attendance on campus. Exceptions for religious observance must be determined by the Board at a scheduled meeting.

A. General Clothing Guidelines

All students will wear a polo style shirt with the Madison logo embroidered on the front. The shirts come in (for grades K-5) maroon, navy blue and white and (for grades 6-8) red, black, and gray, in grades 9-12) maroon, tan, and light blue, in both short and long sleeves, and may be purchased from the school.

The student may wear a shirt or turtleneck under the Madison uniform shirt. This undershirt must be plain, free of writing, and in the solid uniform colors.

Plain button down sweaters may be worn over the Madison uniform shirt and also are to be in the colors of grade appropriate uniform colors mentioned above.

The only sweatshirt allowed to be worn in the classroom is a Madison logo hoodie. **No other hoodie, coat, sweatshirt, zipper jacket, or vest will be allowed to be worn in the classroom.**

Students will need to be dressed for the weather conditions for outside play. This clothing will be stored in lockers when not being used outdoors.

B. Girls

Skirts, jumpers, skorts, Capris, knee length dockers style shorts, or slacks in SOLID black, navy blue or tan khaki. **NO GAUCHOS, PAJAMAS, OR SKINNY JEANS ALLOWED.**

Skirts, jumpers, and skorts must be knee length when seated.

NO BARE MIDRIFTS allowed.

Torso must be appropriately covered.

No jean clothing of any color

Girls who have pierced ears may wear ONE small plain stud in each ear to keep each ear open.

When Slacks have belt loops, a belt must be worn.

Shirts must be fully tucked into pants except in PE classes.

Belts must be free of adornment and of simple, solid design without large ornate or distracting closures.

No stretch pants

C. Boys

Slacks or Shorts must be uniform, Dockers style, cargo or corduroy in black, navy blue or tan khaki. When slacks have belt loops, a belt must be worn.

Pants may not sag and should be worn at waist level at all times.

No earrings or ear studs at school

No jean clothing of any color

NO SKINNY JEANS at all. Including Jean days

Shirts must be fully tucked into pants except in PE classes.

Shirts must be sized to tuck in pants. (if the shirt cannot be tucked due to size, it is not allowed)

Belts must be free of adornment and of simple, solid design without large ornate or distracting closures.

D. Both boys and girls

No jewelry except for a watch.

No body piercing or tattoos visible under any circumstances.

Necklaces may be worn under shirts provided that they are not visible.

Shirts must be fully tucked into pants except in PE classes.

Belts must be free of adornment and of simple, solid design without large ornate or distracting closures.

E. Shoes

Shoes can be any shoe as long as the toe is enclosed.

Females may wear a closed-toe sandal with a strap on the back.

Additional athletic shoes are required for all grades for PE class.

Heels are to be no higher than 1 inch in size. Soles are to be no higher than ½ inch.

No Heelies or house shoes allowed.

(Administrative determination on all dress-code decisions)

HAIR/MAKEUP

A. Girls

Hair must be clean, and neat and free of unnatural or distracting colors.

Hairstyles determined to be distracting by the staff will not be allowed.

Makeup determined to be distracting by the staff will not be allowed.

Students in grades 3 and above will dress for gym class. No hats are permitted.

B. Boys

Hair must be clean, neat, free of unnatural or distracting colors, out of the eyes.

No initials, distracting wavy lines, cut-in designs, spiked hair, Mohawks, fauxhawks.

Hairstyles determined to be distracting by the staff will not be allowed.

Facial hair must be neat.

No makeup allowed except clear lip protectant.

No nail polish allowed.

No hats are permitted.

FRIDAY JEAN DAY (K-8) (9-12)

On designated Fridays only, students are allowed to wear a denim bottom, as in the guidelines below, for their uniform. If there is no school on a Friday, then there is no jean day that week.

The bottom may be denim material that has no writing inappropriate writing, and is free of rips, tears, or holes.

The top of the uniform may be a Madison tee shirt or the Madison logo shirt only.

All other parts of the uniform remain the same.

***NOT EVERY FRIDAY IS A JEAN DAY**

The privilege of participation in jean day by an individual student, or group of students will be determined by the teacher, or administration and can be based upon behavior.

FIELD TRIPS, FINE ARTS NIGHTS, AND ASSEMBLY UNIFORM (K-8) (9-12)

Parents will be given the opportunity to purchase their child's field day uniform in the fall so the student may wear this shirt for field trips. The following guidelines apply:

Outdoor field trip: Student may wear their class color field day shirt with a pair of jeans. Appropriate footwear and outside wear also needed. (elementary)

Indoor field trip: Elementary students are to wear their Madison logo shirt with a navy blue bottom. Dress code socks and shoes apply.

Middle School students are to wear their Madison logo shirt with a navy bottom. Dress code socks and shoes apply.

GENERAL REMARKS ON DRESS AND APPEARANCE (K-8) (9-12)

As a part of our health and wellness program, all students are expected to maintain high standards of cleanliness in their person and their clothes. We expect the clothes to be freshly laundered and free of rips, tears, and holes. Students are to bathe daily. They should come to school looking and smelling clean. Arms, faces, and legs should be free of any writing, tattoos, or stickers. Parents will be contacted if there is a problem in this area.

Assembly (K-8) (9-12)

On some days throughout the year students will participate in assemblies. This is a time of fun, learning, team and school spirit. During assemblies, students and family are expected to act responsibly and respectfully.

When entering, leaving or during the assembly, each student should:

- Walk quietly in a single-file line with their teacher or designated staff member.
- Enter the assembly quietly and quickly following any directions given for seating.
- Pay attention and NO TALKING during the assembly except when asked.
- Show positive actions only; no put-downs, boos, or laughing, etc.
- Excessive noise will be requested to be controlled and then the student will be removed if not remedied.
- Leave quietly and quickly following their teacher or designated staff member.
- Leave in a single-file line.

Hallway Expectations

Students are expected to conduct themselves in an orderly and courteous manner in our hallways.

When in the hallways of Madison Academy, students are expected to:

- Walk in a quiet, single-file line on the right side of the hallway.
- Students are to refrain from running, pushing, shoving, hitting or tripping other students.
- Students are to refrain from slamming locker doors, banging on lockers or walls, or yelling.
- Students are not to jump, touch lights, door frames, ceiling tiles, walls, or school clocks.
- Students are to refrain from touching any school artwork or class projects displayed on tables or walls in the hallway.

*There are several safety alarms throughout our hallways and touching them may trigger them. Students are not to touch these alarms and may face disciplinary consequences should they do so.

General Classroom Expectations

Each teacher will provide their students with a copy of their classroom rules and procedures. Students are expected to abide by these guidelines at all times. Whether the class is being supervised by the teacher, other staff member, guest teacher, substitute teacher, or volunteer parent students are expected to conduct themselves by:

- Arriving at each class and being seated on time.
- Bringing the required materials to class daily.
- Following classroom rules and procedures established by their teacher, as well as other school rules.
- Receive permission before leaving the classroom or school area.
- Cooperate with the teacher.
- Be courteous and kind to all classmates as well as all students in the school.

Recess (K-8)

Physical activity is beneficial to children's proper growth and provides an effective outlet for excess energy. As part of our wellness philosophy, all K-7 students will receive up to a 20 minute recess as part of their school day. This recess period will be supervised by teaching staff and scheduled by them as it fits best within the daily schedule. Because fresh air is so important to developing lungs, students will go outside for classroom recess except in cases of hard rain, freezing rain, or temperature or wind chill below 20 degrees (recess or a like activity will be conducted indoors whenever possible). Please provide appropriate outdoor clothing for the weather. This may include hats, gloves, mittens, boots, coats, or jackets. These items are necessary and expected as the school cannot provide these for the students. Younger students in grades 4 and below will benefit greatly from the use of snow pants. If the proper clothing is not provided, then students will not be able to play outside.

Students in kindergarten will also receive an extra 15 minute recess in the morning and afternoon supervised by their classroom teacher. Students in grades first through second may receive one additional 15 minute recess either in the morning or the afternoon period supervised and scheduled by their classroom teacher.

Students are expected to use recess and playground equipment safely and conduct themselves in a safe and courteous manner. Any student not using the equipment appropriately or misbehaving will be subject to behavioral consequences. Continued unsafe or disruptive behavior may result in more severe disciplinary action.

Computer Lab and Laptop Computers ((K-8) (9-12)

Students will have use of computers in our lab or from the laptop cart. Students are to follow all rules and guidelines set forth by the Madison Academy Board of Directors and the Madison Academy technology use policies. Parents will need to sign a release yearly to ensure they are of the understanding of the policies and procedures. If the Internet Permission slip is not signed then the student will not be allowed to use the Internet at Madison Academy. Violation of the acceptable use policy may result in limited use of technology.

CHEATING (Academic Misconduct) (K-8) (9-12)

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
6. Changing wrong answers on a corrected test

In the event of academic misconduct, a failing grade on the assignment (including projects and tests) will be issued to any student involved in the

SCHOOL SUPPLIES (K-8) (9-12)

School supply lists vary from teacher to teacher and are on file in the office for the parent to receive a copy.

LUNCH SHIFTS AND FOOD

The lunch shifts may vary from year to year but will consist of a combination lunch/recess time.

Please check with your child's teacher as to their lunch shift. We will serve a hot lunch for those who wish to participate, or students may bring a sack lunch. Hot lunches must be ordered in advanced on a pick and choose basis. Daily orders will not be accepted.

Microwaves are not available for heating student lunches.

MADISON ACADEMY PARENT TEACHER ORGANIZATION (PTO) (K-8) (9-12)

The Madison Academy PTO is an organization of parents, teachers, 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 PTO. This is your chance to make major contributions to your child's education.

FUNDRAISING (K-8) (9-12)

Madison Academy will conduct fundraisers during the school year. They are a valuable tool in providing things we cannot purchase otherwise, and can help make up any shortages in the school experience. When fundraising 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. Any additional fundraising must be approved by the PTO at a meeting at least one month in advance of the project.

FIRE, TORNADO, AND EMERGENCY DRILLS (K-8) (9-12)

During the course of the school year Madison will conduct at least 8 fire drills, 2 tornado drills and 2 emergency drills. Records of these activities will be kept in the school office. Said records will contain the date, time and results of the drills. Any disruption of these drills will be dealt with seriously as these drills are crucial to the maintenance of safety. There is not to be talking by students during the entire drill including the return to class.

FINAL NOTES

STUDENT RESPONSIBILITIES (K-8) (9-12)

Students are expected to attend school regularly, punctually, and to devote their energy to learning, under the supervision of the school staff. In addition to observing and understanding all of the rules of conduct of the school, students are expected to recognize that there are established channels through which rules and conditions can be appealed.

PARENT RESPONSIBILITIES (K-8) (9-12)

Parents are expected to insure regular and punctual attendance of their children, establish and maintain appropriate communications with Madison Academy, and assume responsibility for working cooperatively with the school personnel in resolving behavioral problems. Parents are also responsible for helping their child attend fine arts performances. Parents are our students' first role models and are expected to support the school staff in a manner that reflects responsibility and respect. If a problem arises, parents are encouraged to meet with the teacher and or administration to calmly work out a solution. In the unfortunate event that a parent or visitor allows their emotions to get the better of them and communication becomes aggressive, loud, or confrontational, that person will be asked to leave the grounds and schedule another time to further discuss the issue. In the interest of the emotional and physical well-being of our students, the school environment needs to be a model of safety and stability. Whether in-person, written, or by phone should be calm and non-confrontational. If communication from a parent/guardian or other visitor becomes inappropriate, the communication will be halted and another attempt will be made at a later time to rectify the matter.

It is encouraged that every parent become a part of Madison Academy and volunteer time to better the education of our students. There are many opportunities for volunteering and employment.

REVISION RIGHTS (K6) (K-8) (9-12)

This handbook and its policies are effective as of August, 2012 The school administration reserves the right to update and revise this document as is necessary. When such changes occur, a new revised handbook will be issued or notification in Parent Newsletter or other distributed notification in written form will be used.

CONCLUSION

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

Sample Attendance Notification Letters

Date: _____

Dear Parents:

Your child, _____ has _____ absences for the school year.

This is your:

_____ 1st notification because of 3 absences Date(s) _____

_____ 2nd notification because of 8 absences Date(s) _____

_____ 3rd notification because of 13 absences Date(s) _____

_____ A conference is required with _____ on _____

As provided in the Michigan School Code, all children between the age of six and sixteen must be enrolled in a public or private accredited school on a regular basis. If the child is not in school, the district will file formal charges against the parents.

It is your responsibility to make sure your child, _____ arrives at school by _____ am daily. Please notify the school at 810-655-2949, if your child is unable to attend school. We are here to help and provide the best possible education for your child.

Thank you for your cooperation.

Sincerely,

Staff Signature

Date: _____

Re: _____

Dear: _____

It has been brought to my attention that your child has a serious attendance problem. I hope that you can help in correcting this situation. It is important for you to be aware of the classes in which your child has been absent. Non-attendance and incomplete work required by the teacher will result in class failure and the necessity of the class being repeated.

Enclosed is a list of your child's classes and the amount of absences that he/she has been absent in each class. These absences are from the official attendance report as of _____.

As you can verify from this list and the amount of absences, _____ is in need of guidance to alter the present habit of non-attendance. Madison Academy has an attendance policy and the school will enforce class closure/suspension of non-attendance.

As provided in the Michigan School Code, all children between the ages of 6 and 16 years old must attend public or private accredited school on a regular basis. Student who are truant from school will be petitioned to the Genesee County Family Court. You and your child will be required to appear in Court and respond to these charges.

If you have any questions, please feel free to call me at 810-655-2949, extension 104.

Sincerely,

Student Facilitator

Madison Academy Policies

Student Acceptable Use Policy

Madison Academy Student Acceptable Use Policy

Madison Academy considers the following uses of the Internet and World Wide Web (WWW) unacceptable, and just cause for taking disciplinary action, revoking privileges, and/or initiating legal action:

1. Personal Safety

- a. Students shall not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.
- b. Students shall not agree to meet with someone they have met online without their parents' approval and participation.
- c. Students shall promptly disclose to their teacher and or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

2. Illegal Activities

- a. Students shall not attempt to gain unauthorized access to the Wide Area Network (WAN) or to any other Local Area Network (LAN) or computer system through the WAN, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purpose of browsing.
- b. Students shall not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. Students will not use the system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person, etc.
- d. Students shall not use Madison Academy's computing resources for commercial or financial gain or fraud.
- e. Students shall not use the system for political lobbying (Unless teacher directed as part of an administration-approved activity). Students may use the system to communicate with their elected representatives and to express their opinion on political issues.
- f. Students shall not post chain letters.
- g. Students shall not post anonymous messages.

3. System Security

- a. Students shall be responsible for the use of their individual account, if assigned, and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a student provide their account information and/or password to another person.
- b. Students shall immediately notify the teacher if they suspect or have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access
- c. Students shall avoid the inadvertent spread of computer viruses by following the Madison Academy virus protection procedures if they download software.

4. Inappropriate Language

Restrictions against Inappropriate Language apply to public messages, private messages and material posted on Web pages. For the purpose of this policy, Inappropriate Language can be considered to include, not necessarily limited to, the following clarifications:

- a. Students shall not use obscene, profane, lewd, vulgar, rude, inflammatory, racist, sexist, threatening, or disrespectful language.
- b. Students shall not post information that, if acted upon, could cause damage or a danger of disruption.
- c. Students shall not engage in personal attacks, including prejudicial or discriminatory attacks.
- d. Students shall not harass another person. Harassment is persistently acting in manner that distresses or annoys another person. If a student is told by a person to stop sending them messages, the student must stop sending messages to that person.
- e. Students shall not knowingly or recklessly post false or defamatory information about person or organization.

5. Respect for Privacy

- a. Students shall not repost a message that was sent to them privately without permission of the person who sent them the message.
- b. Students shall not post private information about another person.

6. Respecting Resource Limits

Every effort shall be taken not to waste finite resources. Students shall not download extensive files unless absolutely necessary. If necessary, students will download the file at a time when the system is not being heavily used and immediately remove the files from the system computer to their personal computer.

7. Plagiarism and Copyright Infringement

- a. Students shall not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings or others and presenting them as if they were original to the user.
- b. Students shall respect the rights of copyright owners. Copyright infringement occurs when a individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the student should follow the expressed requirements. If the student is unsure whether they can use a work, they should request permission from the author or copyright owner.

8. Access to Inappropriate Material

For the purpose of this policy, Inappropriate Materials are those materials including, but not limited to, any materials not in support of the system's curriculum.

- a. Students shall not use the WAN to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people.
- b. If a student inadvertently accesses such information, they should immediately disclose the inadvertent access to the computer teacher at their school. This will protect students against an allegation they have intentionally violated the Acceptable Use Policy.

Consequences of Violations

In the event there is an allegation that a student has violated the District Acceptable Use Policy, the student will be provided with notice and a hearing in the manner set forth in the disciplinary code(s) of Madison Academy.

Disciplinary action shall be tailored to meet specific concerns related to the violation and to assist the students in gaining the self-discipline necessary to behave appropriately in an electronic environment. If the alleged violation also involves a violation of other provisions of the disciplinary code(s) of Madison Academy, the violation will be handled in accord with the due process provisions of the school and the school district currently in place.

It is every student's responsibility to cooperate in any investigation of a complaint or alleged violation of the policies by providing any information he/she possesses concerning the matters being investigated. Further, it is against city policy to attempt to alter, delete or destroy documents, files, etc. that are the subject of investigation. Students should realize that the Network Administrator can still recover files, which have been deleted.

Consequences to violations include by are not limited to:

- Suspension of Internet access;
- Revocation of Internet access;
- Suspension of Network privileges;
- Revocation of Network privileges;
- Suspension of computer access;
- Revocation of computer access;
- School suspension;
- School expulsion;
- Legal action and prosecution by the authorities.

Madison Academy has the right to restrict or terminate anyone's Network, Internet, and WWW access at any time for any reason. Further, Madison Academy has the right to monitor Network activity in any form that is deemed necessary to maintain the integrity of the Network.

Student Acceptable Use Policy

Registration Form

I have read the Madison Academy Student Acceptable Use Policy for the Internet and the World Wide Web, and agree to use these resources in accordance thereof.

Further, my parent(s) or guardian(s) and I have been advised that Madison Academy does not have control of the information on the Internet or the World Wide Web, which may contain material that is potentially offensive to some People. It is Madison Academy's intent to make Internet and World Wide Web access available to further educational goals and objectives.

Madison Academy believes that the benefits to educators and students from access to the Internet and WWW, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. But ultimately, the parent(s) or guardian(s) of minors are responsible for setting and conveying the standards that their child(ren) should follow. We get daily and weekly updates of new sites that contain inappropriate material and the academy blocks those sites on its server. To that end, Madison Academy supports and respects each family's right to decide whether or not to allow their child(ren) to utilize the resources of the Internet and WWW.

The student and his/her parent(s) or guardian(s) shall understand that student access to the Internet and WWW is being provided in support of the educational program. The specific conditions and services being offered will change from time to time. In addition, Madison Academy makes no warranties with respect to the academy's Wide

Area Network and Internet, WWW service, and it specifically assumes no responsibilities for:

- A. The content of any advice or information received by a student from a source outside the academy, or any costs or charges incurred as a result of seeing or accepting such advice;
- B. Any costs, liability or damages caused by the way the student chooses to use his/her Internet, WWW access;
- C. Any consequences of service interruptions or changes even if these disruptions arise from circumstances under the control of Madison Academy.

Student Permission Slip

SCHOOL: _____

Student Name(please print): _____

Grade: _____ Date: _____

I have discussed Internet Safety rules with my child.

Signature of Parent/Guardian: _____

Date: _____

IN ADDITION TO THE ABOVE SIGNATURES, PLEASE SIGN BELOW

I give my child permission to use the Internet in the classroom for educational curricula reasons.

NOTE: All Internet activities are teacher directed.

Signature of Parent/Guardian: _____

Date: _____

Print Parent/Guardian Name _____

Publishing Student Work

We are encouraging all schools to have updated web pages for information and curriculum reasons. At certain times, a teacher might want to share student name, photo, or work on the web page or other publication. If you give permission for your child's name, photo, or work to be shared, please initial below.

Please place your initials in the space provided to the left of each statement to indicate your choice(s):

_____ I give permission for my child's name to appear on their student web page should one be developed.

_____ I give permission for my child's photo to appear on their student web page should one be developed.

_____ I give permission for my child's work to be displayed on or off school premises in relation to Madison Academy activities or initiatives.

_____ I give permission for my child's photo/work to be shown in other publications of the academy.

Please return only this page – Keep all other pages for your future reference.

Possession of Cell Phone

I have read, understand, and agree to fully comply with Madison Academy's Cell Phone policy. Listed below are the identification details for the phone that my student will be carrying with my permission.

Parent Signature _____ Date _____

Madison Academy School Calendar 2012-2013
School Hours
K-8th grade- 7:45am- 3:15pm (Torrey Road)
High School 7:15am-2:45pm (Genesee Road)

August

29th Student/ Parent Orientation

September

3rd Labor Day

4th First Day of School

10th Fall Global Scholars test begins

28th School Picture Day

October

3rd Count Day/Pep Rally
5th Global Scholars Testing Ends
3rd-12th Greenbrier Fundraiser
10th SOAR Assembly
9th-17th MEAP Testing
15th Progress Reports Mailed

November

14th SOAR Assembly
19th-21st Finals/Trimester Ends 21st
22nd-23rd Thanksgiving Break
22nd Trimester II begins
30th Parent Teacher Conferences No School

December

3rd Wall of Fame Assembly
12th SOAR/Wall of Fame Assembly
14th Winter Dance (High School)
24th-1/1/13 Winter Break

January

3rd School Resumes
9th SOAR Assembly
21st MLK No School
23rd Progress Reports Out

February

6th Count Day/Pep Rally
11th-3/15 Re-enrollment
13th SOAR Assembly/Brotherhood Program
18th-22nd Mid-Winter/President's Day Break
25th Classes Resume
27th-3/1 Trimester II Final Exams

March

4th Open Enrollment Extended Hours 3:00-6:00
5th-8th Michigan Merit Exam-ACT
6th End of Trimester II
8th Parent/Teachers Conferences No School
11th-15th Spirit Week (High School)
13th SOAR Assembly/Wall of Fame Assembly
16th Open Enrollment Extended Hours 9:00-12:00
18th Wall of Fame Assembly
18th-28th Open Enrollment

19th-21st MME Make ups
28th-4/5 Spring Break

April

8th Classes Resume
10th SOAR Assembly
24th Progress Reports Mailed
26th Spring Fling Dance (High School)

May

1st Global Scholars Begins
6th-10th Teacher Appreciation Week
15th SOAR Meeting
18th Junior/Senior Prom
28th-31st Senior Finals
27th Memorial Day No School
31st Seniors Last Day

June

7th Graduation
10th-12th Finals
12th K-8 Field Day
13th HS Field Day, Kindergarten Graduation
14th Honors/Fame/Final Assembly
14th **Last Day ½ Day**
18th Last Day for Staff