

# MADISON ACADEMY

## 2017-2018 STUDENT & PARENT HANDBOOK



**SEEKER. SCHOLAR. SERVANT.**

100 ACADEMY ROAD, MADISON, TN 37115

615.865.4055 ♦ [MADISONACADEMY.COM](http://MADISONACADEMY.COM)



# STUDENT & PARENT HANDBOOK

## 2017-2018 SCHOOL YEAR

### Table of Contents

History .....	3
Accreditation .....	3
Philosophy of Adventist Education .....	3
Mission & Core Values .....	3
Message to Parents & Students .....	4
Admission Requirements & Process .....	4
Citizenship .....	5
Attendance .....	10
Uniform and Dress Standards .....	12
General School Information & Policies .....	14
Student Services .....	17
Financial Information .....	19
Academic Policies .....	21
Course of Study & Diploma Structures .....	27
Course Descriptions .....	28

## History

In 1904, acting on their convictions to educate and evangelize the South, Ellen G. White, Percy T. Magan and E.A. Sutherland boarded Edson White's river steamer, *The Morning Star*, on the Cumberland River near Nashville. Under Mrs. White's visionary leadership, they purchased the Nelson Farm and established the Nashville Agricultural and Normal Institute, doing business as Madison Hospital and Madison College. In the years that followed, other churches and institutions were formed following the educational-medical model.

When the college closed in 1964, the Kentucky-Tennessee Conference of Seventh-day Adventists transitioned the school to a secondary education program with a largely college-preparatory curriculum. Building on our rich heritage, the school continues to provide a well-rounded education that enhances students' mental, physical, social, and spiritual growth and development. We accomplish this by offering quality learning experiences in the core humanities and STEM curriculum combined with the co-curricular programs in music, fitness, service-learning, leadership, and work-experience to improve and enhance every student's overall education and preparedness for college, life work, and global citizenship.

In the summer of 2013, the Kentucky-Tennessee Conference and Madison Academy entered into a partnership with the Renaissance Network to provide management expertise, leadership training, and funding for specific school enhancement projects.

Located 10 miles northeast of Nashville, Madison Academy's campus is positioned on more than 60-acres. Two buildings house the classrooms, science labs, home arts lab, music department, fine arts studio, gymnasium, fitness room, learning commons, chapel and administrative offices. The Madison Academy Linen Service and its folding service, the Enterprise, have two buildings on site. The property also includes rental units, as well as, several utility buildings used for maintenance and storage.

## Accreditation

Madison Academy is part of the Adventist educational system, the largest Protestant educational system in the world. Accreditations include: the Seventh-day Adventist Accrediting Association, the Middle States Accrediting Association, and the National Council for Private Schools.

## Mission, Vision & Core Characteristics

Rooted in a tradition of purpose, Madison Academy exists to equip high school students to be **inspired Seekers, empowered Scholars, and devoted Servants** rising to the challenges of the 21<sup>st</sup> Century by developing the skills that improve the quality of the family, the community, and the workforce.

Our students leave Madison Academy positioned to thrive in college, career, and life through the embodiment of seven Core Characteristics which are infused in our curriculum and culture.

These seven Core Characteristics include: communication, collaboration, creativity, critical-thinking, confidence, compassion, and Christ-likeness.

## Message to Parents & Students

The successful operation of the school is a responsibility shared by the school board, administration, faculty, parents, and students. By registering at Madison Academy, the students and their parents or guardians agree to abide by the judgment of the school board, administration, and faculty as it applies to standards of behavior, dress, and discipline. Enrollment implies an obligation to meet on time the financial responsibilities that accrue out of tuition, fees, and other applicable charges.

## Admission Requirements & Process

Madison Academy is operated primarily for the education and training of the youth of the Seventh-day Adventist Church. However, the school will consider an application from any person who is in harmony with the philosophy and goals of Adventist Christian education and who will sincerely endeavor to live according to its principles. We desire that all students at Madison Academy become aware of Jesus Christ as the focal point of campus life and choose to make Him their Lord, Savior, and Friend.

Non-Discrimination Statement	Madison Academy admits students of any race, color, or national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and local programs, and other school-administered programs.
Special Education	Madison Academy is not staffed to provide special education for students with emotional, developmental, or learning disabilities that cannot be handled in a regular classroom setting. Final authority as to who is accepted to MA and under what terms rests with school administration.
Application Process	Application to Madison Academy is done online through the school website ( <a href="http://madisonacademy.com">madisonacademy.com</a> ) on the RenWeb portal. Once all necessary documentation (as explained in the online application) is in the office, the Admissions Committee will review the application and contact the family.
Enrollment	Registration is conducted online through RenWeb's online enrollment process. Students are then invited to meet with the Registrar to schedule their classes.
Immunizations	Before entering school, each student must present to the school registrar documentation of meeting all Tennessee State immunizations requirements. These include: <ul style="list-style-type: none"><li>• Polio</li><li>• Diphtheria, Tetanus, and Pertussis (DTP)</li><li>• Mumps, Measles, and Rubella (MMR)</li><li>• Hepatitis (3 shot series)</li><li>• Varicella (or disease history)</li></ul>
Student Work Application	Students who would like work on campus, must complete a Work Application, W-4, and I-9 as well as provide copy of both a birth certificate and social security card.

## Citizenship

It is Madison Academy's goal to help students mature into considerate, honest, responsible young adults. Anytime before, during, or after school hours, and at any school-sponsored activity, on or off campus, students of Madison Academy are expected to display the highest standard of conduct.

Students are expected to conduct themselves in a manner consistent with Christian living. Courtesy, honesty, and integrity are fundamental qualities necessary for creating a positive school environment.

Code of Conduct	<p>Students involved in the following practices may jeopardize their privilege of attending and will be subject to disciplinary action by the administration and/or the Administrative Council:</p> <ol style="list-style-type: none"><li>1. Undermining the religious ideals of the Seventh-day Adventist church.</li><li>2. Displaying an arrogant or detrimental attitude toward the standards of the school.</li><li>3. Using profanity or other forms of vulgar or indecent language.</li><li>4. Possessing or using tobacco, drugs, alcohol or narcotics in any form.</li><li>5. Gambling, betting or possession of gambling devices.</li><li>6. Participating in dishonesty of any kind, including theft, cheating, lying, or willful deception concerning school work or business.</li><li>7. Engaging in lewd or suggestive conduct, possessing or displaying obscene literature, pictures or pornography. This also includes visiting or attempting to access inappropriate websites.</li><li>8. Using, handling, or possessing weapons, self-defense sprays, air pistols, firearms, or other explosives at school or on school functions.</li><li>9. Engaging in any type of willful destruction or vandalism of school property or anyone else's property.</li><li>10. Tampering with any fire/security alarms or fire-fighting equipment.</li><li>11. Engaging in improper social conduct, sexual advances or harassment.</li><li>12. Leaving campus without administrative approval.</li><li>13. Fighting or striking another person.</li><li>14. Engaging in anything dealing with the occult including, but not limited to, music, literature, games, fortune telling, role-playing games, symbols or paraphernalia.</li><li>15. Speaking or acting in a manner deemed as disrespectful or offensive toward a staff member.</li><li>16. The use of racially derogatory language, or racially motivated acts of aggression, will be cause for serious discipline including, but not limited, to suspension and expulsion.</li><li>17. Any damaging information posted on the internet by a Madison Academy student defaming Madison Academy, its staff or students, may be cause for serious discipline including, but not limited to, suspension and expulsion.</li></ol>
Statement regarding Sexuality	<p>Madison Academy is a Seventh-day Adventist Christian school. Because of our beliefs, we prohibit students from engaging in any sexual conduct/activity, including same-sex relationships. We have chosen to define sexual</p>

conduct/activity to include anything that advocates for, promotes or supports the homosexual lifestyle in any forum, including in social media. Sexual conduct/activity also includes any consensual sexual behavior that occurs before marriage, such as sexual intercourse, public displays of affection, intimate contact, homosexuality or behavior that exhibits a same-sex relationship, pornography, and actions (for example, spending the night with someone of the opposite sex), that may lead to situations of temptation, regret and immoral conduct.

**Sexual Harassment** Madison Academy is committed to providing a school environment free from sexual harassment for all students and employees. Incidents of harassment should be immediately reported to school authorities who will take appropriate action. Students who sexually harass another are subject to discipline up to and including dismissal.

“Sexual harassment is unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting.” The victim of the harassment and the offender do not have to agree about what is happening. Some examples include, but are not limited to: suggestive or sexual gestures, looks, or comments; “mooning”; spreading sexual rumors or making sexual propositions; pulling another’s clothes or your own clothes off; sexting; inappropriate posting on social media with sexual or suggestive content or implications.

**Bullying and Cyber-bullying** Bullying is defined as unwelcome verbal, written, electronically published, or physical conduct directed at a student that has the effect of:

1. Physically, emotionally or mentally harming a student.
2. Damaging, extorting or taking a student’s personal property.
3. Placing a student in reasonable fear of physical, emotional or mental harm.
4. Placing a student in reasonable fear of damage to, or loss of, personal property.
5. Creating an intimidating or hostile environment that substantially interferes with a student’s educational opportunities.

Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing someone by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or social media/website postings which has the effect of bullying.

**Substance Abuse** Few problems challenge the academic community as consistently, and painfully, as substance abuse by students. Related issues include social, religious, health, legal, moral and academic concerns. The following policy is an attempt to provide a rational and consistent paradigm within which to address substance abuse in light of those concerns. In addition, it is intended to serve the faculty and administration as we participate in the redemptive process that serves as the

philosophical basis of our existence. Above and beyond the force of policy is the consideration for the salvation and welfare of the individual; the policy is to serve as a guide to provide all concerned with an understanding of the process Madison Academy follows in addressing substance abuse.

If the school administration has reason to suspect that a student is using, possessing, selling, or purchasing illegal drugs, alcohol or tobacco, whether that activity is off-campus or on-campus, the student will be suspended pending further determination and disciplinary action.

Any student using or bringing any form of illegal drug, alcohol or tobacco on campus for any purpose is liable to immediate expulsion with no refund of tuition. The parents will be notified, and the police may be notified, if required by law. Any student who sells or distributes illegal drugs, alcohol or tobacco will be expelled, and the police will be notified. Tuition will not be refunded.

Madison Academy reserves the right to act in what it deems is in the best interest of the individual and the student body. The Administrative Council will meet to review referrals from the faculty, administration, and students. If a student self-identifies, or if the administrative council is informed of substance abuse by a student, the school, together with the student's parents, will seek intervention.

Each situation will be examined for continuation on a case-by-case basis. The following will be considered: Has the student brought drugs, alcohol or tobacco onto campus? What would be the general impact on the rest of the students if he or she were to remain? Is there a high probability for the student's success if he or she were to remain? Does the student desire to continue in school?

If continuation is granted the following will be expected of the student:

- Complete successful professional intervention.
- See a counselor and/or participate in an approved intervention program. (Parents will authorize the release of information from the counselor to the school.)
- Enter into a behavioral contract with Madison Academy.
- Participate in unannounced drug testing for the duration of the student's stay at Madison Academy.
- A student who shows positive drug test results will be subject to disciplinary action as outlined. Madison Academy will pay for the cost of any required drug testing; however, test results that return as positive, or that require follow-up testing as a result of a positive test result, will be billed directly to the family. Release to the school of the results of any such test is required and a refusal to release the results will be deemed conclusive proof that the student or applicant is using a controlled substance in violation of these policies.
- Madison Academy will make reasonable efforts to support and verify the student's success.

- If the student does not comply with the requirements for intervention and/or complete the required rehabilitation, the student will be expelled. Tuition will not be refunded. If the student is involved in a second offense, or if he or she tests positive in a follow-up test, he or she will be expelled with no refund of tuition.

## Search

If the principal or Administrative Council decides that there is reasonable cause to suspect a student of using, possessing, selling or purchasing illegal drugs, alcohol or tobacco, a search may be directed by the principal, or in his/her absence, by the a member of the Ad Council. In the event a decision is reached to make a search, the student will be escorted by a faculty or staff member to an area designated by the school administration and will be required to bring his/her books, notebooks, book bag, briefcase, purse, backpack, waist pack, clothing, and other articles in his/her possession which might be used to conceal any illegal drugs, alcohol or tobacco.

Any search will be conducted by any two of the following: the principal, vice principal, registrar, or a faculty member. The student will be asked to open and empty out the contents of all books, notebooks, book bags, briefcases, purses, backpacks, waist packs and similar property, and open and empty all pockets, remove shoes, and lower any cuffs. The student's locker and car, if applicable, will also be searched. A female faculty member will be present for any searching of a female student's property.

Refusal to submit to the search will be considered tantamount to an admission to possession of a controlled substance in violation of the school's policies and the student will be immediately suspended pending further disciplinary action by the administrative council, which may include expulsion without a refund of tuition.

## Drug Testing

Madison Academy reserves the right to conduct drug testing. If, in the judgment of the principal, or designee, drug screening of a student is required, the parents or guardians will be promptly informed, if possible, and the testing will be conducted immediately in order to ensure reliable results.

## Uniform Code of Discipline

In an effort to provide clear rules and guidelines, maintain parental involvement, and administer consistent and timely discipline, MA has established this *Uniform Code of Discipline* in response to infractions stated in *the Student Handbook*:

- Electronic Device (phone, headphone, etc.) seen or heard = 1 demerit
- Uniform dress code violation = 1 demerit, more if repeat offense
- Use of profanity or vulgarity = 4 demerits
- Truancy or "ditching" a class (or portion thereof) = 4 demerits (10 minutes missed of class)
- Leaving Campus without Permission/Failure to Sign-out = 4 demerits



- Cheating or plagiarism = 4 demerits and receive an F on the assignment, communication with parent. Second occurrence in the same class = 12 demerits and expulsion from the class
- Talking back or refusing a reasonable direct request of a teacher, verbal disrespect or ill-treatment of a teacher or student = 6 demerits
- Theft = 4-12 demerit range
- Destruction of property / vandalism = 10 demerits and pay for property damage
- Fighting, threatening, bullying, cyber-bullying, or harassing a student or teacher = 10-12 demerit range
- Public Display of Affection (PDA) = Demerits awarded per occurrence
- Question of substance use or abuse = see specific policy
- Suspicion of violence, weapons, or threats = immediate suspension, length or expulsion to be determined by the discipline review committee

Special Notes  
Regarding  
Discipline

- In some circumstances, more than one category of discipline may apply.
- In an effort to increase the potential for a swift and honest resolution of the situation, students who show truthfulness and integrity in the discipline process will receive a reduction in the discipline response.
- When needed, discipline will be designed not merely as punishment, but to help the student progress toward a more meaningful acceptance of Christian guidelines for behavior and conduct. Discipline can include, but is not limited to, loss of school trips, tours, intramural and interscholastic athletic teams (practice or game time and/or team membership), leadership offices, and other extra-curricular activities. A student who accumulates excessive citizenship demerits in any quarter may be asked to withdraw.

Detention Plan

- 4 demerits = email, letter, and/or phone call to parent
- 8 demerits = lunch detention (including a \$10 fee) and email/letter/phone call to parent
- 10 demerits = conference with the parents
- 12 demerits = one day suspension

Student Leadership  
Eligibility

To be eligible to hold or continue to hold a student council or class office, student leaders must not have more than 5 citizenship demerits in any quarter of the previous or current school year. If this occurs for any reason, the student will voluntarily resign from his/her leadership office.

Suspension

Suspension is a “wake-up call” letting the student know that he or she is nearing expulsion. Teachers retain the right to suspend a student from their class. The principal retains the right to suspend the student from school.

If a student wishes to keep up with their studies, they may do so provided that all assignments are turned in at the time the student returns to school. This will require the student's diligent effort in getting assignments (assignments are also posted on-line via Renweb and may be accessed through the school's website) and completing work while they are still on suspension. In the case of missed tests, the student must be ready to take the test at the time of re-entry.

Dismissal /  
Expulsion

Students may be expelled without the refund of tuition for one or more of the reasons listed on the Code of Conduct. After expulsion it is generally best to make a clean break. The Administrative Council, or a school administrator, will give specific guidance. The student will be asked to refrain from coming back on campus unless, and until, he or she is readmitted. Case-by-case consideration will be made for those who are not intending to return, but have reached the point where they could reapply. Dismissed students are expected to enroll in a new school or program. The administration is required by law to report to the State Department of Education those who do not enroll in a new school.

Madison Academy believes in God's ability to change people, and wishes to keep the door of re-entry open for its former students. It is our standard practice to consider a student's reapplication after the end of the full semester following the expulsion, and to request indicators of the student's new commitment and more positive direction. These normally include the student's most recent grade reports and recommendations from his/her counselor and/or new school's staff.

Administrative  
Council

The Administrative Council has the authority to review and act on disciplinary issues submitted by the principal. The administrative officers of the school serve on this council by the virtue of their position. Other faculty chosen by the principal also serve as voting members on this council.

Appeals Process

A decision by the Administrative Council may be appealed in one of two ways: as a written request, or as a verbal request from the parent to the principal for a parent-faculty meeting.

A decision by the faculty may be appealed to the School Board of Directors via a written request to the principal or chairman of the School Board.

## Attendance

Regular attendance and punctuality to all classes is a critical factor in achieving educational success at Madison Academy. Our society is highly time-dependent, and we must train students to function in this culture. Students who are absent from classes miss a variety of significant learning experiences and may suffer a proportionate decline in academic achievement. Therefore, MA has instituted the following attendance policy:

Coursework	Each teacher has a policy and procedure for handling missed course work. Please refer to the class syllabi or ask the teacher(s) for clarification.
Our Commitment to You	The office team will do our best to keep parents informed of student's attendance record. Student and parents will receive an email communication from RenWeb every evening a tardy or absence is recorded. Additionally, each student's up-to-date attendance information is always available from RenWeb.
Tardies	Students are allowed three (3) free tardies during each quarter. Any number of tardies after the three free ones will be charged \$1. Fines must be paid in order to receive the semester final exam permits.
Absences	<p><i>State of Tennessee 15% Rule</i> – If a student is absent from any class for <b>more than 15 percent</b> of the periods in a semester, he/she <b>will not receive credit</b> in that class and a <b>W (withdrawal)</b> will be recorded on his/her transcript.</p> <p><i>Exceptions</i> – Absences due to school functions will not count against the number of allowed absences. Absences due to serious illness, death in the family, or other state-allowed reasons that require extended time away from school (which are recorded on the student record when parents notify office) will not be counted against the number of allowed absences at the end of the semester. A doctor's note will be required for all extended illnesses.</p> <p><i>College Visitation</i> – Seniors may be allowed up to two days to view colleges other than Southern Adventist University. Documentation of the visit must be submitted.</p> <p><i>Appeals</i> – Appeals for excessive absences made be made to the Administrative Council in writing.</p>
Morning Worship / Chapel / Assembly	Attendance at the 7:45 AM school-wide gathering will be recorded. Absences and tardies will be calculated as one (1) point unless the student is absent for the day.
Truancy	Truancy is absence from part or all of a class without the consent of parents or school personnel. Truancy includes, but is not limited to, skipping class; leaving campus without permission; loitering anywhere on campus including the halls, locker area, and parking lot; or leaving class without permission of the teacher. Truancy is a Code of Conduct violation and will result in immediate discipline.

Extracurricular Activities	Students who are absent for any reason more than three periods in a single day are not eligible to participate in that day's extracurricular activities. Extracurricular events include music programs, athletic events/practices, school trips, banquets, etc.
Eligibility (for Leadership & Athletic Teams)	To be eligible to hold or continue to hold a leadership position and/or join an athletic team, students must not exceed twelve (12) tardies to classes or chapel (15 total including the 3 free tardies) in a quarter.
Perfect Attendance	Perfect attendance is by definition an attendance record for a quarter with no excused (AE) or unexcused absences (A) or tardy marks (T). However, school-related trips or activities are considered a part of the school program and will not affect perfect attendance. Recognition for perfect attendance will be awarded at the end of each semester.

## Uniform & Dress Standards

While the current secular culture objectifies and sensualizes the body, we believe each young person is God's precious child, unique creation who deserves respectful treatment from themselves and others (Eph. 2:10; Rom. 12:1-2; 1 Tim. 2:9). Dressing modestly can be difficult when popular clothing trends seem purposefully engineered to expose as much of the body as possible. We believe that the young person at MA can rise to the challenge and creatively express their unique personalities within Biblical principles. Attire should be modest, neat, clean, non-distracting, and appropriate for time and place. Parents are expected to partner with us in the enforcement of the MA Dress Code prior to their student(s) leaving home in the morning. In matters of opinion, the judgment of teachers and administration will prevail. The following dress code specifies appropriate student attire for the various activities at Madison Academy.

School Day Attire	Students are expected to be within these guidelines beginning at 7 AM until the end of the school day.
Uniform Company	Madison Academy has chosen Educational Outfitters, 3205 Powell Avenue, Suite B, Nashville, TN 37204 (phone: 615.373.0433, web: <a href="http://educationaloutfitters.com">educationaloutfitters.com</a> ) as the sole source for school apparel for both the regular school day and PE/fitness/Across courses. Clothing may be purchased at the local store or online. The Madison Academy code is <b>TN01751</b> . All uniforms must be monogrammed at Educational Outfitters with the school logo on the shirts/sweaters and the local vendor's tag on the pants/shorts for easy identification.
Female Uniform	<ul style="list-style-type: none"> <li>• Embroidered Fitted Polo shirts: Must be navy or white with logo. <i>Fitted polos only come in short sleeves.</i></li> <li>• Embroidered Unisex Polo shirts: Must be navy or white with logo in short or long sleeve.</li> <li>• Embroidered Oxford blouse: Must be white with logo in short or long sleeve. Must be tucked in.</li> </ul>

- Embroidered Cardigan: Must be navy fine-gauge with logo.
- Embroidered Sweater: Must be navy fine gauge V-neck pullover with logo.
- Pants: Must be khaki or navy of any E.O. style and worn with a tucked-in shirt or undershirt.
- Skorts / Scooters: Must be khaki or navy of any E.O. style and no shorter than 2” above the top of knee and worn with a tucked-in shirt or undershirt.
- Skirt: Must be the E.O. drop-waist style in Plaid 85 and no shorter than 2” above the top of knee and worn with a tucked-in shirt or undershirt.
- Belts: Must be worn when wearing pants. Belts must be black, navy, or brown.
- Leggings and Tights: Must be solid navy or white.
- Socks or Knee Socks: Must be solid white, navy, grey, black or brown in color.

#### Male Uniform

- Embroidered Unisex Polo shirt: Must be navy or white with logo in short or long sleeve. Must be tucked in.
- Embroidered Oxford shirt: Must be white with logo in long sleeve. Must be tucked in.
- Embroidered Sweater: Must be navy fine-gauge V-neck pullover or vest with logo.
- Pants: Must be any E.O. style khaki or navy with the vendor’s tag.
- Shorts: Must be any E.O. style khaki or plaid 85 with the vendor’s tag.
- Tie: A plaid 85 tie or bow-tie is option if worn with the Oxford shirt.
- Belts: Must be worn and be black, navy, or brown in color.
- Socks: Must be solid white, navy, grey, black or brown in color.

#### Both Genders

- Shoes: Must be closed-toed and closed-heel dress or athletic shoes and having only the following colors: white, navy, grey, black or brown in color. No boots, crocs, sandals, water shoes, skeletoe-types, house slippers, flip-flops /beachwear are permitted.
- Jewelry: Although we do not believe that wearing jewelry is a moral issue, students are to set aside all jewelry including rings, earrings (and clear studs), ankle bracelets, friendship bracelets, and sweat band or pony-tail holders worn as bracelets.
- Tattoos or body-piercings: May not be displayed on the body.
- Hair: Must be clean, out of the eyes, and present a well-groomed appearance. Extreme colors or cuts are not appropriate for school.
- Clothing: Must be in good condition without tears, rips, or ragged hems.
- Headgear: Sunglasses, hats, or any other type of head gear is not allowed inside the school building.

#### Cold Weather Outerwear

- Embroidered ¼ Zip Pullover: Navy ¼ zip pullover with logo.
- *Approved* MA schoolwide (sold by OE) or organizational jackets or sweaters.
- Hoodies and sweatshirts of any kind are not acceptable school attire.

Phys Ed. /Fitness /Acros Uniform	<ul style="list-style-type: none"> <li>• T-Shirt: Grey E.O. shirt with screen-printed logo must be worn.</li> <li>• Shorts: Navy E.O. shorts with screen-printed logo must be worn.</li> <li>• Girls: May wear leggings or bike shorts underneath the logoed shorts.</li> <li>• Boys: May wear bike shorts underneath the logoed shorts.</li> </ul>
Dress Code Violations	<p>Dress Code violations will be addressed in the demerit system.</p> <p>Skirt violations only: The second violation will result in the student forfeiting the privilege of wearing a skirt for the rest of the quarter. When the student is allowed to again wear a skirt at the start of the next quarter, at the first offense the student will go back to wearing school pants.</p>
School Spirit Days (SA, Athletics, etc.)	Students must wear either the school dress uniform or the special apparel as communicated by administration. Modest and respectful choices are expected.
On-Campus After School	Students who are not in class, but remain on campus after school for work or appointments must stay in either the school dress or PE uniform until leaving. Specific school jobs may have their own policy. Maintenance/Grounds workers may wear clothes appropriate to their duties.
Ladies Formal Attire (Banquets & Sr. Class Night, etc.)	<ul style="list-style-type: none"> <li>• Straps: Must have at least two straps (a shawl or cover-up does not take the place of straps).</li> <li>• Front: Must not have visible cleavage.</li> <li>• Back: Must have solid fabric at least from the bra-line down</li> <li>• Slits: May not be more than two inches above the knee</li> <li>• Length: May not be shorter than two inches above the knee in the front and back.</li> </ul>
Off-Campus Field Trips	If MA uniforms are not required, then modest Christian attire is expected for off-campus school-sponsored activities and field days. If swimwear is needed, a modest one-piece swimsuit must be worn.
School's Right to Change Guidelines	The school reserves the right to review and change these guidelines as needed. A review will be done during post-session and an updated dress code will be posted for each school year.

## General School Information & Policies

After School Care	All students who are not working on campus are expected to leave the school premises as soon after school as possible. To that end, the Ad Building will be locked at <b>3:15 PM</b> and any students on campus who are not working will be expected to wait for their rides on the front porch area. Although a staff member will be on campus until the last student leaves, they will not be able to provide direct supervision or care.
Closed Campus	A student's school day begins when he/she arrives on campus and ends with the close of the last period of the day. It is required that a student be in his/her assigned class or study hall each period of the school day.

Permission to leave campus during the day must be obtained from the principal's office. Permission is based on a phone call or letter from a parent stating why a student is to leave early. When permission is given, the student is always required to sign out at the front desk. *Please remember that just because a student is allowed to sign out and leave campus does not mean that it is for an excusable reason.*

Extra-Curricular  
Activities Eligibility

Students who have significant academic, citizenship, or attendance challenges may not be allowed to participate in extra-curricular or co-curricular activities or off-campus trips.

Hazardous Weather  
Conditions

If school cannot convene because of hazardous weather or road conditions, a Parent Alert text message will be sent to students and parents who have designated their mobile number in RenWeb. The local TV channels 2, 4, and 5 will also have the latest school closing / late start / early dismissal information.

Locks & Lockers

As a convenience to students, the school provides lockers and locks for each student's personal effects and books. Students are to keep their lockers locked at all times, using only the lock provided by the academy. The academy will not assume responsibility for articles lost. The school reserves the right to inspect lockers and their contents at any time.

Marriage

Due to our belief in the importance of obtaining an education before taking on the responsibilities of marriage, and because the adjustment to marriage could be a distraction to the educational process, any student getting married during the school year will be dropped automatically for the remainder of the year.

Off Limits Areas

Students are to be in common areas or supervised by a teacher at all times. Students may not be in a classroom without supervision except by specific permission from the teacher. Unauthorized possession of a key to any school lock or unauthorized entry into any room or building is cause for discipline.

Personal Property

The school takes no responsibility for any books, clothing, or personal property left on the school grounds or in school buildings before, during, or after school hours.

Physical Contact  
with Others

Madison Academy adheres to a "hands-off" social policy, meaning that students should refrain from physical contact with one another. While no moral issue is implied in the physical contact between students, a hands-off policy allows for greater consistency in maintaining standards. These social guidelines will be enforced while students are on campus, or on any school-sponsored activity, on or off-campus, and apply to interactions between students, regardless of gender, whether they are dating each other or not. Students should not recline with their heads in each other's laps, or sit in each other's laps. When physical contact is appropriate - hugs of congratulations, comfort, or greeting after separation - it should also be appropriate in duration and intensity.

Residence	All students attending Madison Academy are expected to live with their parents or legal guardians. Any exceptions must be approved administration.
School Property	Students are expected to respect school property, including the buildings, grounds, and parking lots. It is assumed that the property of school staff and students will be given the same respect. Students causing damage to school, staff, or student property, either purposely or accidentally will be expected to make appropriate restitution as well as face disciplinary action.
Electronic Equipment	Cell phones that are seen or heard during class time will be taken and the student will receive a demerit. Electronic entertainment equipment is not permitted except as may be required for class work (with prior approval by the teacher and the principal). We do not want a student's choice of music to affect the climate we are trying to maintain here on campus, therefore, headphones and sound are not allowed on school property for recreational use. If a teacher chooses to use either of these for a class activity, that is their decision.
Technology and Campus Information Network	<p>The campus information network provides Madison Academy with access to a multitude of educational resources. Madison Academy's network allows students and staff access to the internet. Usage of Madison Academy's network implies consent to the Acceptable Use Policy guidelines.</p> <ul style="list-style-type: none"> <li>• School technology resources (iPad, internet, printers, etc.) are for academic purposes only.</li> <li>• Students may not install software or download apps on any devices owned by Madison Academy.</li> <li>• Under no circumstances are students to reconfigure the hardware or software on any Madison Academy device.</li> <li>• Students are to follow rules of proper care for all computer equipment and will be held responsible for damages caused by misuse or abuse of equipment.</li> <li>• Students may not use the internet for any illegal purpose.</li> <li>• Students must not tamper with the data of another user, the internet, or any networks. This includes the creation of, or the uploading of, computer viruses on the internet or Madison Academy's servers.</li> <li>• Students should not give out any personal information about themselves or anyone else over the internet.</li> <li>• Students may not give out passwords or attempt to circumvent password-protected areas of the network.</li> <li>• Undermining the religious ideals of the Seventh-day Adventist church is a "Most Serious Offense" at Madison Academy. Students agree to make every effort to visit internet sites that are consistent with moral purity. Inappropriate sites might include profanity, promotion of substance abuse, gambling, lewd or suggestive conduct, or promotion of weapons. Visiting such sites will subject the student to disciplinary measures.</li> </ul>



- All students of Madison Academy will abide by the computer-related policies established by the school. Failure to adhere to policies regarding iPads, computers, and the internet is considered a major school offense and will be referred to the Administrative Council for disciplinary action.

## Vehicles

Students who drive on campus must have a valid driver's license, vehicle registration, liability insurance on the vehicle, and the \$5 annual campus parking permit.

*Safety & Security* – Students are expected to drive in a responsible manner so as not to endanger lives or draw undue attention to themselves and/or their vehicles by noise, or reckless driving, speeding, etc. The school accepts no liability for cars left on campus during trips. We strongly encourage students to leave their cars home while they are gone on school trips.

*Parking* – Student-driven vehicles are to be parked in the designated areas. Sitting in, or on, cars or loitering in the parking lot during school hours (including lunch time) is prohibited. State laws relative to motorcycles (helmets, mufflers, etc) apply to campus.

*Violations* – A fine, which may be levied by any faculty member, and/or suspension of campus driving privileges may result from violations of the above rules. The fine is \$5 for the first offense. The second offense is loss of driving privileges for one week. Further offenses will be addressed by Ad Council.

## Visitors on Campus

Madison Academy operates a closed campus. All individuals, including former students, wishing to visit the school must obtain a visitor's pass from the reception desk. All visitors are to cooperate with the school's conduct and dress standards.

## Student Services

### Assembly /Chapel / Morning Worship

Each school day includes worship and announcements for students and teachers. Attendance is required at assemblies and chapels. Assembly and chapel services are important school culture. Students are expected to maintain a respectful decorum. Study materials and personal items (including mobile phones) are not to be used in the worship room and may be temporarily stored against the back wall of the chapel. (They cannot be left in the entry or hall due to fire code.)

### College & Career Planning

The academy provides the following guidance services to the student body:

- A 4-year online college and career planning curriculum with *Naviance*
- Standardized testing, including Iowa Assessment, PSAT, SAT, and ACT
- A work experience program
- Financial planning for college through SAU
- A 5 sp. college and career pathways project-based course
- Individual college and career planning assistance with faculty or designee

Interscholastic Athletic Program	<p>Madison Academy provides an optional interscholastic athletic program to its student body. Interested students must read and understand the athletic program handbook and have several documents completed and signed: (1) sports physical, (2) concussion information, (3) parental consent, which covers participation, transportation, medical consent, media coverage etc.</p> <p>Parents are responsible for the additional costs and transportation to events associated with their student's choice of activity. To be eligible to participate on an interscholastic athletic team, students must maintain the following standards:</p> <p style="padding-left: 40px;">GPA: 2.5 at the grading period preceding the sport with no F's, or I's  Attendance: no more than 12 points (+3 free = 15) in a quarter  Citizenship: no more than 10 points in a quarter</p>
Learning Commons	<p>The learning commons provides a place for students to study, research and relax. Our collection and connections with other online resources provide for the needs of the students and faculty.</p> <p>Students are expected to work quietly in the learning commons and check out materials properly before taking them from the room. Materials are to be returned by date due. Failure to return materials may jeopardize exam permits.</p>
Lunch	<p>Students must remain on campus during the lunch period. There are two exceptions: going off-campus with a faculty member (with permission from parent), or if a parent/guardian comes and signs the student out.</p>
Program Participation	<p>Programs conducted at Madison Academy should meet high standards, both in content and presentation. The materials and details of each program should be worked out with the faculty advisor of the group and be approved by administrative council.</p>
Student Association	<p>All students and staff members are automatically members of the Student Association, the organization which plans much of the student activity. It provides students with the opportunity to connect through a variety of events. It is governed by a constitution, elected officers, and faculty sponsors.</p>
Student Council Officers	<p>To be eligible to hold or continue to hold a leadership position, students must maintain the following standards:</p> <ul style="list-style-type: none"> <li>• Attendance: no more than 12 points (+3 free = 15) in any quarter of election &amp; serving school years</li> <li>• Citizenship: no more than 5 points in any quarter of election &amp; serving school years</li> <li>• GPA: Cumulative of 2.5 with no D's, F's or Incompletes at 3<sup>rd</sup> Quarter of election year</li> <li>• Service: 10 additional hours beyond the 25/year required for graduation</li> <li>• Recommendation from Faculty Member (not a Student Council sponsor)</li> </ul>

- Recommendation from a pastor, youth leader, employer, or adult/non-family member
- Class Standing: the president and vice-president shall be either a senior or junior during the year that they serve.

Senior Class Trip      The location of the senior class trip should be planned so that every member of the class may attend regardless of immigration status.

Yearbook      The *Cumberland Echoes* is the academy yearbook. It provides the annual record of the faculty, students, and activities. You will find the yearbook interesting to you now, and a treasured reminder of academy days in the years to come.

## Financial Information

Financial Policies      *Financial Brochure* – The *Financial Brochure* explains the details of tuition, fees, billing procedures, discounts, scholarships, and more. Refer to it for current information

*Registration Process* – Registration is not complete until the first month’s tuition and the entrance fee have been paid.

*Billing Procedures* – For your convenience, the annual tuition charge is divided into ten installments and billed August through May. The monthly installment plan is designed to help parents spread the cost of tuition over ten months and does not signify the cost of education per month. No refunds will be made for a partial month upon a student’s withdrawal. A monthly statement will be mailed or emailed to the responsible party on the first day of the month.

**Tuition and any applied fees are due on the 15<sup>th</sup> of each month. A late fee of \$25 per student will be charged and any discounts and/or tuition assistance matching funds will be forfeited if payment is not made by the 25<sup>th</sup> of each month.** A history of checks returned for insufficient funds may result in a request that payments be made in cash or money order.

*Delinquent Accounts* – No account will be allowed to be more than sixty days past due. The student will be placed on economic suspension if the account is not cleared. Students with past due accounts may not be allowed to take exams and will not receive transcripts. Participation in extracurricular activities involving additional costs may be curtailed until the account is paid in full or satisfactory arrangements made. Seniors will not be allowed to take final exams, or receive a diploma or transcript unless the account is paid in full. Any exceptions to this policy must be approved by the Finance Committee or its designee.

Accident Insurance      Accidents occurring while a student is employed by the academy are covered by workman’s compensation insurance. Students injured other than during employment, are covered by the student accident insurance which is paid for in the entrance fees. All accidents are to be reported immediately to the business office. Information about the insurance will be sent to the parents.

Bankruptcy	Recognizing that the discharge of a debt through bankruptcy proceedings prohibits a creditor from subsequently pursuing the collection of the debt, the academy, upon notification of such discharge of a student's current school, or loan account(s), complies with this legal prohibition. There are extended services by arrangement only.				
Discounts	The Multi-Student Discount, Early-Bird Discount and Pre-Payment Discount are shown and explained in Madison Academy's <i>Financial Brochure</i> .				
Scholarships	<ul style="list-style-type: none"> <li>• 8<sup>th</sup> Grade GPA Scholarships are based on a student's GPA from the 8th grade and are shown on the December statement of the freshmen year. <table border="0" style="margin-left: 40px; width: 80%;"> <tr> <td style="padding-right: 40px;">3.76 to 4.00 earns \$400</td> <td>3.26 to 3.50 earns \$200</td> </tr> <tr> <td>3.51 to 3.75 earns \$300</td> <td>3.00 to 3.25 earns \$100</td> </tr> </table> </li>   <li>• <i>Summer Camp Employment Scholarship</i>: Madison Academy cooperates with the Kentucky-Tennessee Conference in giving scholarship assistance to students who work during the summer at Indian Creek Camp.</li> </ul>	3.76 to 4.00 earns \$400	3.26 to 3.50 earns \$200	3.51 to 3.75 earns \$300	3.00 to 3.25 earns \$100
3.76 to 4.00 earns \$400	3.26 to 3.50 earns \$200				
3.51 to 3.75 earns \$300	3.00 to 3.25 earns \$100				
Tuition Assistance	<p><i>Church Tuition Assistance</i> – Some churches provide tuition assistance to eligible members. Please contact your church pastor or treasurer for further information.</p> <p><i>Work-Matching Tuition Assistance and MA Heritage Grant</i> – Madison Academy has limited resources available for qualifying families based on need. Applications for both funds are available in the Business Office.</p>				
Summer Employment Policy	All summer earnings with the exception of incentive pay, will be applied to the student account for the following school year. In the event circumstances demand a change in school plans, funds earned will not be forwarded until after the end of the first semester.				
Textbooks	Most textbooks are available on student iPads. There are a few classes that will use actual textbooks. The cost of new books will range from \$100–200/course. The ISBN for these textbooks is included on the Student Supply List. Many students are able to save money by purchasing books from other students.				
Tithe	Students are encouraged to pay tithe on their earnings to their own church. Tithing should be based on 10% of a student's labor credit that is reflected on each monthly statement.				
Tuition	<p>For the convenience of the parents, tuition may be divided into ten equal payments, the first of which is due at registration along with the general registration fee. The second payment is due on September 15, and each successive payment is due on the 15<sup>th</sup> of the month, with the last payment due on May 15.</p> <p>The tuition rates are set by the academy board. The board reserves the right to increase or decrease student charges to conform to severe fluctuations in the economy.</p>				

Work Opportunities On-campus work may be given to students who need assistance in meeting their tuition expenses. The earnings will be applied to the student’s account and will not be paid in cash. Students must make application for work in the Linen Service, maintenance/grounds, custodians, readers, janitors, etc. The available positions are filled by the teachers or department chairs of each area.

Work will be assigned only after a student has been accepted for school attendance and has filed a work application with the academy business office (which must include a copy of the students Social Security card and birth certificate, completed W-4 and I-9 forms).

## Academic Policies

**Class Standing** To be a class member in regular standing, a student must pay the appropriate class dues as part of entrance fee, complete 25 hours of service-learning for each year in attendance, and meet the following requirements at the beginning of the school year:

- Freshmen (9<sup>th</sup>) = First year academy student, registered for at least 50 semester periods.
- Sophomore (10<sup>th</sup>) = Academy student who has completed 50 semester units
- Junior (11<sup>th</sup>) = Academy students who has completed 100 semester units
- Senior (12<sup>th</sup>) = Academy student who has completed a minimum of 150 semester units in the designated areas. A Senior must also:
  - have recorded in the registrar’s office all official transcripts of previous work completed in other schools.
  - have all correspondence work completed and the transcript filed in the registrar’s office as outlined under “Correspondence Work”.

**Grading Scale** The standard plus/minus scale is used for all regular academic courses. Advanced Placement and Dual-Enrollment courses earn five points on a four-point scale.

Percentage Range	Grade	Un-weighted	GPA Calculation:	
			Weighted w/ DE	Weighted w/ AP
100 – 93	A	4.00	5.00	5.00
92 – 90	A-	3.67	4.67	4.67
89 – 87	B+	3.33	4.33	4.33
86 – 83	B	3.00	4.00	4.00
82 – 80	B-	2.67	3.67	3.67
79 – 77	C+	2.33	3.33	3.33
76 – 73	C	2.00	3.00	3.00
72 – 70	C-	1.67	2.67	2.67
69 – 67	D+	1.33	2.33	2.33
66 – 63	D	1.00	2.00	2.00
62 – 60	D-	.67	1.67	1.67
59 – 0	F	.00	.00	.00

TN Hope Scholarship

The Tennessee HOPE Scholarship programs are available to eligible Madison Academy students.

Scholarship	Eligibility Requirements	Award
HOPE Scholarship	Graduate from a Tennessee high school and meet minimum residency requirements AND enroll in a participating Tennessee college or university. AND have ONE of the following: 1. A minimum of 21 composite ACT score (980 SAT), exclusive of the essay and optional subject area battery tests, OR 2. An overall weighted minimum 3.0 GPA	\$4000 per year at a 4 year college
General Assembly Merit Scholarship	3.75 weighted GPA AND have a minimum of a 29 composite ACT score (1200 SAT), exclusive of the essay and optional subject area battery tests	\$2000 per year at a 2 year college

Advanced Courses

Each year, Madison Academy offers several advanced courses. These courses are college-level and are paced as such as well. Students taking these courses will earn five points on a four point scale. Students who enroll must pay the AP exam fee at the beginning of the school year and will be required to take the AP exam in May of that school year. Each college has a different policy for awarding credit based on the AP test results.

Dual Enrollment Course

Madison Academy partners with Southern Adventist University to offer a variety of dual-enrollment college courses offered by our Master Degreed teachers to our students on campus. Families are responsible for the additional costs for these classes as set by Southern Adventist University. Students must meet SAU requirements in order to enroll in the course and will earn credit on an SAU transcript. In addition, the student earns points on a five-point scale to be recorded on the Madison Academy transcript.

Dual Enrollment Grant

The state of Tennessee offers a dual enrollment grant to high school seniors who are taking college courses while in high school. In order to view their most current criteria, as well as the amount offered and the application, please visit [www.tn.gov/CollegePays](http://www.tn.gov/CollegePays)

Senior guys who have turned 18 must be aware that federal and state grant monies can be denied if they have not enrolled in the selective service before applying for these monies. To enroll in the selective service program go to your local post office or [www.sss.gov](http://www.sss.gov).

College Courses	Students are welcome to enrich their high school academic experience with college courses (in addition to the Advanced and Dual-Enrollment offered on campus). However, these credits will not be included in the high school transcript and therefore, not in the GPA calculation.
Failing Grades / Credit Recovery	Semester grades issued by a teacher are final. Students with a D or F grade in a course may take the course again. If a student retakes it while at another high school (and then returns to Madison Academy) or through a school pre-approved and accredited school, the new, higher grade will replace the grade on the transcript. However, if the course is retaken through any public school summer course, the student can only have a Pass/Fail recorded for that course and both grades will remain on the transcript.
High School Correspondence Work	<p>When correspondence work is permitted, the following policies apply:</p> <ol style="list-style-type: none"> <li>1. Any course currently offered by Madison Academy is to be taken at Madison Academy unless it is make-up work (from a failed class), or there is a class scheduling conflict.</li> <li>2. All correspondence work should have the prior written approval of the school administration if it is to be accepted for credit.</li> <li>3. To be accepted for credit toward graduation, correspondence work must show a grade of “C” or above, unless work is make-up work for subjects failed.</li> <li>4. Correspondence work which involves credit required for graduation must be completed with a passing grade and in the registrar’s office before the graduation program is printed in order for a senior to have his or her name in the program as graduating with a certain diploma. Correspondence work for graduation must receive a passing grade prior to graduation activities in order for that student to participate in graduation exercises with regular diploma status (see also the guidelines for Certificate of Attendance).</li> <li>5. The total cost of correspondence work is borne by the student, and there will be no reduction in tuition at Madison Academy because the student is, or has, taken correspondence.</li> </ol>
Incompletes	Any incomplete other than those for financial reasons, standing two weeks after any nine week period (1 <sup>st</sup> and 3 <sup>rd</sup> ) will automatically revert to the student’s standing grade with no make-ups. There are no incompletes given at the end of the fourth nine weeks (2 <sup>nd</sup> semester) by teachers.
Semester Exam	All financial obligations must be met prior to taking final semester exams. Students are required to attend tests at regularly scheduled times. In the case of unforeseen emergencies, requests for exceptions are accepted up to two weeks prior to the scheduled examinations. If approved, a rescheduled exam will be given at a time convenient to the teacher and a fee of \$5 per exam will be assessed. The \$5 exam fee may be waived in cases of illness (verified by a physician), or due to a death in the immediate family.

Acceleration	<p>Madison Academy follows Southern Union guidelines:</p> <ul style="list-style-type: none"> <li>• Students who wish to accelerate and graduate in three years must meet all the four-year graduation requirements.</li> <li>• Diplomas are granted to students only when full graduation and curriculum requirements are met and when the final semester is taken in residence.</li> <li>• That a qualifying GPA of 3.50 be met, and maintained, with a composite score of at least the 85<sup>th</sup> percentile on the Iowa Assessment.</li> <li>• Application be made in writing before the beginning of the sophomore year, in order for the school to outline the student’s curriculum.</li> <li>• Any class work taken outside the school must have authorization before the class(es) are taken.</li> <li>• Approval for acceleration must be recommended by the Academic Standards Committee prior to the beginning of the program with final written approval for graduation to be made at the beginning of the final year.</li> <li>• The student must have paid the class dues as set by the class.</li> </ul>
Drop / Add Classes	<p>Permission to add or drop a class must be obtained from: the teacher involved, the parent/guardian, and the registrar’s office. A student may add a full semester course only within the first twelve school days of any semester. Any exceptions to this policy must be approved by the Academic Standards Committee.</p> <p>A student dropping a class within the first twelve days of the semester will have that class removed from his/her record. After twelve days it will note either a “WP” or a “WF” on the transcript depending upon the grade at the time the class was dropped. No class required for the general diploma can be dropped.</p>
National Honor Society	<p>Madison Academy has organized a chapter of the National Honor Society. To qualify, a student must meet criteria for character, leadership, service, and academic excellence. This includes maintaining a 3.50 GPA and completing at least 10 additional service-learning hours beyond the 25/year required for graduation. Consideration will be given to sophomores, juniors and seniors. The NHS can choose to elect a President to serve as the organization’s student leader.</p>
Religion Course Requirement	<p>Students are required to earn credit in a religion class during each semester of their attendance in an Adventist academy. Transfer students from non-Adventist schools are <i>not</i> required to make up the religion classes for semesters attended at those schools.</p>
ParentsWeb	<p>Parents and guardians are strongly urged to regularly check their student’s grades on ParentsWeb. Questions regarding grades are to be directed to the teachers.</p>
Study Hall Policy	<p>If a student does not have a class appointment, he/she is assigned to a study hall. Attendance is taken as for any other class period. Students should come prepared with assigned work to be completed, materials for review, or reading material that is acceptable to the standards of the school. The study hall supervisor will monitor the progress of those students on Academic Probation.</p>



Regardless of the type of diploma that a student is aspiring to earn, no student at Madison Academy will be permitted to have more than two study halls in a given day. Special exceptions to this must be requested must be approved by the Academic Standards Committee. Students may not have two consecutive study halls in a given school day.

## Service Learning Hours

Madison Academy faculty and students are committed to growing as compassionate humanitarians and therefore choose to be active in community service. For “just as the Son of Man did not come to be served, but to serve” (Matthew 20:28) we must also “serve wholeheartedly, as if [we] were serving the Lord [and] not men” (Ephesians 6:7).

All students will be required to complete **twenty-five (25) hours** of local/global community service for **every year in attendance** (pro-rated for transfer students). In the spirit of the service learning requirement, the following policy will help provide guidelines for engaging in enriching community service.

1. The 25 hours per year (beginning with the 2016-17 school year) are a diploma requirement and will be recorded on the student’s official transcript. Proper documentation must be completed prior to re-enrollment or diploma and transcript release.
2. Students will develop, evaluate, and revise an Individualized Service Plan (ISP) each quarter as part of the Religion curriculum. The ISP will include:
  - a. A variety of agencies to allow for a beneficial experience
  - b. Location of their community service hours.
  - c. Contact information for an approved service site (site, supervisor, address, phone, email).
  - d. Activities or responsibilities during the time of service
  - e. Scheduled date / time of service
  - f. Approval signatures from parents / guardians
2. Upon completion of a service activity, the hours must be documented on the appropriate service learning form to include:
  - a. Number of hours completed
  - b. List of activities at the service project site
  - c. Official signature, title, and contact information for any clarification deemed necessary
  - d. Supervisors comments
  - e. Student’s reflection
3. School group activity sponsors may submit a roster of participants on a service project. However, it is the students’ responsibility to verify that the hours appear on record.
4. Teachers who arrange class-wide service activities must determine if the

project is for credit or service learning hours. (*cannot count twice*)

5. Service learning hours cannot be completed for a job which someone is employed to do.
6. Community service hours will not be accepted for any of the following circumstances:
  - a. Service for which a student receives financial or grade compensation
  - b. Court-directed or school disciplinary related community service
  - c. Fundraising for a school sponsored activity
  - d. Service to one's own family
  - e. Community Service hours performed prior to June 1
  - f. Hours do NOT rollover to the next year.
  - g. However, a student may submit more than the 25 hours required to be reported on the student transcript.

#### Graduation Requirements

A high school diploma or certificate will be granted to a student who:

- Has been in attendance for at least the final semester of the school year prior to graduation.
- Maintains satisfactory conduct and attendance.
- Has completed a minimum of four years in academy except as provided by the "Acceleration Policy".
- Has completed at least 25 hours of service learning for each year in attendance, beginning with the 2016-2017 school year.
- Has completed in a satisfactory manner the required course work as specified by the Academic Standards Committee in harmony with the *Southern Union Education Code*. If a student changes diploma paths in the course of the senior year, their graduation requirements will be reviewed for approval by the Academic Standards Committee.

Any exceptions to these policies must be approved by Academic Standards.

#### Certificate of Completion

The Certificate of Completion may be awarded at graduation to a student who has completed four years of high school, but does not meet the course or credit requirements for graduation.

Course of Study & Diploma Options			
Subject Areas	General Diploma	College-Prep Diploma	MA Honors Diploma*
<b>Religion</b>	1 semester for every semester at an SDA HS	1 semester for every semester at an SDA HS	1 semester for every semester at an SDA HS
<b>English</b>	40 sp	40 sp	40 sp
<b>Math</b> Students must be enrolled in a math course every year	40 sp	40 sp	40 sp
<b>Science</b>	30 sp	30 sp	40 sp
<b>Social Sciences</b> Geography not required for transfer students	35 sp	35 sp	35 sp
<b>Modern Languages</b> Two years of one language	20 sp	20 sp	20 sp
<b>Personal Finance</b>	5 sp	5 sp	5 sp
<b>Physical Education</b> PE 1 & 2 required	10 sp	10 sp	10 sp
<b>Health</b>	5 sp	5 sp	5 sp
<b>Vocational</b> (Life Skills, Comp Lit, Pathways)	20 sp	20 sp	20 sp
<b>Fine Arts</b>	10 sp	15 sp	20 sp
<b>Minimum Required Semester Periods</b>	265	275	300
<b>GPA Minimum</b>		2.50	3.70

- sp = Semester Periods      Five sp equals one full semester while ten sp equals two semesters.
- Math      The College Prep Diploma must include Algebra 2, while the MA Honors Diploma must include Algebra 2 and Pre-Calculus. Calculus AB is considered the 5<sup>th</sup> year of math.
- Science      All diplomas must include Biology. The MA Honors Diploma must include Chemistry. Physics is considered the 4<sup>th</sup> year of science.
- Physical Education      All diplomas must take 10 sp of Physical Education (*does not include fitness, Acros, etc.*)
- Fundamentals      Only the General Diploma can include courses designated as “Fundamentals”.
- ESL Courses      English as a Second Language courses meet the requirements for either the General Diploma or the College Prep Diploma.
- MA Honors Diploma\*      Requires Algebra 2, Chemistry, Pre-Calculus, and three additional honors level courses, as well as, a fourth year of science or ENGL101, AP Calculus, or AP Statistics

## Course Descriptions

### English

#### English 1 – Introduction to Literature and Composition (10 sp)

A language course for the freshman year devoted to the writing process. This course will develop and enhance students' composition skills through vocabulary building and basic grammar and mechanics. The course uses a variety of genres of the classics (poetry, essays, novels, short stories and plays) to achieve a well-rounded appreciation of literature and the themes important to humanity and to develop an understanding of how the craft of writing has changed throughout history. Students will practice a variety of modes of writing to hone their ability to communicate the themes that are most important to them.

#### English 2 – World Literature and Composition (10 sp)

A comprehensive study for the sophomore year designed to expand students' cultural awareness through a study of various genres of literature classics from Asia, Africa and the Middle East, Greece, Rome, and various other European countries. By expanding their literary horizons, students will come to a greater appreciation of and reverence for “foreign” religious and cultural traditions, values, and attitudes, while at the same time identifying those elements which bind all humans together. Students will further develop their composition skills through critical reading and thinking, the process of various modes of writing, grammar usage, mechanics, and vocabulary building.

#### English 3 – American Literature and Composition (10 sp)

This course for juniors will explore American literature from the Puritan era to Post-Modernism, paying specific attention to the influences of race, class, and gender on society. Students will study various genres of American literature, including the novel, drama, non-fiction, poetry, and the short story. They will then use this literature to enhance their skills in the composition process of various modes of writing. Grammar usage, vocabulary, and mechanics will be covered within the context of the literature and composition. This course includes a one-week tour of the Eastern United States.

#### English 4 – British Literature & Composition (10 sp)

This course focuses on the study of British literature, incorporating literary theory, comprehension, research, critical and creative writing, and critical listening, reading and thinking skills. Course study will include a variety of genres within British literature, presented from Medieval to Post-modern writing. Composition in all modes is a major component of this course. Grammar, vocabulary, mechanics, and usage will be covered within the context of the literature and composition.

#### English 101 – *Dual-Enrollment via SAU* (5 sp)

ENGL 101 is a class in writing by design, the first semester of a two-semester course that focuses on the writing process, especially on revision. Students will

learn to write college-level academic essays, which emphasize form, function, and clarity. This class emphasizes specific writing skills and principles which readily apply to most college writing tasks. This course does not count toward an English major or minor.

## Fine Arts

### Art (10 sp)

“Seeing the world through different eyes”. This art class is suitable for beginner as well as more experienced artists. Projects include painting with watercolors and acrylics, printing, as well as drawing with a variety of mediums including colored pencils, different types of pastels and watercolor pencils.

### Art History & Appreciation (credit varies)

Art History and Appreciation is designed to help the student who may or may not be gifted with artistic talent learn to look at, interpret and understand art in its various forms. The course will introduce the student to art and discuss why people make art and what that art can variously mean. Then the student will examine various types of art from various time periods, most corresponding to given periods of history such as the ancient civilizations, the Renaissance, or the Postmodern era. The course will also try to familiarize students with various forms of art – the painting, the bust, sculpture, and architecture. The course will also look at noted great artists and assess their contributions to the art world. And finally the student will be able to identify and explain why certain great works of art are considered to be masterpieces.

### Band (credit varies according to time allocated)

An instrumental ensemble that gives a variety of concerts each year. Emphasis on musicianship, rhythm, reading and different musical styles. Open to all students by audition.

### Madisonians (credit varies according to time allocated)

A select choir which studies basic vocal technique, secular and sacred music, and ensemble singing. Open to students by audition.

### Drama (10 sp)

*Big Fish Drama* gets its name from Matthew 4:19. Jesus calls some of His first disciples by asking them to follow and become “fishers of men.” Through the use of Christian drama we hope to draw others to a knowledge of Jesus Christ. In this class you will learn the basics of acting, staging, lighting and other theatrical skills. These skills will be used to witness to others about Jesus. Team members are selected on the basis of an audition that takes place during the first week of school. It is expected that the student will remain in the class for both semesters. This is also touring group so there will be commitments outside of class time which the student will be required to attend.

### Handbells (credit varies according to time allocated)

An English handbell choir which is open to all students by audition.

Instruction in ringing techniques with an emphasis on musicianship, reading and rhythm.

Private Lessons or MCC Orchestra (credit varies)

Instruction in voice, keyboard, and other instruments may be recorded on the transcript with pass/fail credit if pre-approved with administration and provided adequate documentation from the instructor is submitted. Material studied will be at the technical level of the student.

Praise Team (credit varies)

This course will address the topics of spiritual growth and worship. The students will be challenged to strengthen their walk with God through spiritual growth activities while developing their current musical abilities, learning how to experience music at a spiritual level, and leading others in worship.

Yearbook (5 sp)

Students will produce and edit the *Cumberland Echoes*, Madison Academy's yearbook. Photography, journalism, computer-based design and layout are some of the many skills that will be learned by those who serve on the staff of this publication.

Mathematics

Algebra 1A (10 sp)

Covers the first semester of Algebra 1 concepts over an entire school year. For the incoming student who needs additional time with math concepts.

Algebra 1B (10 sp)

Covers the second semester of Algebra 1 concepts over an entire school year. For the sophomore student who has completed Algebra 1A and who needs additional time with math concepts.

Algebra 1 (10 sp)

A general course including the real number system and its properties, exponents, radicals, equations and inequalities, polynomials, graphing and systems of equations.

Algebra 2 (10 sp)

This is a more in-depth course in algebra including real and complex numbers, factoring, relations and functions, quadratic equations, exponential and logarithmic function, systems of equations, trigonometry, and probability. This course is required for college-prep and MA Honors diplomas.

Geometry 1A (10 sp)

Covers the concepts found in the first semester of Geometry over the course of an entire school year. This course is for students who need additional time for geometry concepts.

### Geometry (10 sp)

This course emphasizes the basic concepts of Euclidean geometry including properties, areas, and volumes of geometric figures; coordinate geometry; elementary trigonometry; logic; direct and indirect proofs, and transformations.

### Survey of Math - (10 sp)

This course builds upon concepts taught in previous courses to allow students to gain a deeper understanding of the real and complex number systems as well as the structure, use and application of equations, expressions, and functions. Students continue mastery of geometric concepts such as similarity, congruence, right triangles, and Circles. Student's use and design models for real life situations. Designed to get students ready for the ACT. Students who complete this class will be ready for an entry-level college mathematics course.

### Pre-Calculus - *Dual-Enrollment via SAU* (10 sp)

This course is a preparation for Calculus. Topics covered are quadratic equations, exponential and logarithmic functions, trigonometry, polynomial and rational functions, matrices, sequences and series, analytic geometry, and vectors. Prerequisites: Minimum grade of "C" in Algebra II. Consult with instructor on model. (For juniors and seniors, this can be a college level course receiving college credit from Southern Adventist University. An additional dual enrollment tuition charge from Southern will be placed on the student's school bill in the spring). Grades in this course will be weighted five points on a four-point scale. Prerequisite: B- or higher in Algebra 2 (SAU may have other requirements)

### AP Statistics (10 sp)

This is an Advanced Placement class with college credit given based on the AP exam which is required at the end of the course. Topics covered are exploring data, sampling and experimentation, anticipating patterns, and statistical inference. Prerequisite: Algebra 2. Grades in this course will be weighted five points on a four-point scale.

### Modern Language

#### Spanish 1 (10 sp)

An introduction to the Spanish language for all Juniors with emphasis on correct pronunciation, understanding, vocabulary and simple past and present verb tenses.

#### Spanish 2 (10 sp)

A continued study of the Spanish language for all Seniors having a prerequisite of Spanish I and an emphasis on increased vocabulary, more advanced grammatical structures, and refined usage.

Health &  
Physical  
Education

Physical Education 1 & 2 (5 sp /each)

These two required introductory courses are designed to motivate students to make physical activity a lifelong endeavor. The students will be introduced to key components of physical fitness, skills, rules, strategies, and attitudes through participation in a variety of team sports.

Health (5 sp)

This course covers a variety of health topics including, but not limited to: nutrition, genetics, mental and social health, sex, exercise science, and substance use/abuse. It incorporates aspects of science and mathematics since health is the application of science. The class emphasizes health from a Biblical perspective and that God is the source of Life and health. By the end of the semester, the student should be equipped to make positive lifestyle choices and know why they should make those decisions to be advocates of health for their family and peers.

Fitness (10 sp)

Fitness is a practical course designed to improve the student's physical fitness. High emphasis is placed on the four key components of physical fitness: cardio-respiratory endurance, muscular strength, flexibility, and body composition. Course time is shared between classroom theory and physical workouts. Exercise and fitness theory are discussed during workouts.

Gymnastics (10 sp)

Acros is a touring acrobatic/gymnastics team. The focus of the team is to demonstrate the benefits of commitment, dedication, and living a healthy, drug-free lifestyle. Admission to the team is based on try-outs where basic athletic skills are evaluated.

Interscholastic Athletic Teams (2.5 sp / each)

Participation on a Madison Academy athletic team will be recorded on transcript with pass/fail credit in physical education. Although the student team managers are important to the team, they will not receive credit.

Religion

Religion 1 – Life and Teachings of Jesus (10 sp)

The focus of first semester is an in-depth study of the development and purpose of the Bible and how God's love and character are demonstrated through creation, redemption, and in human relationships. Second semester is an overview of the significance of the life, the ministry, the death, and the resurrection of Jesus as revealed in the four Gospels

Religion 2 – Church History (10 sp)

This course covers the history of the Christian movement and the church from the Sanctuary in the Old Testament through the early Christian church and the journey of the church today. Students will study how the movement of the church is relevant today. The curriculum also includes the specific and



unique history of the Adventist community who settled this Madison campus to provide education, evangelism, and healthcare to the South.

#### Religion 3 – Christian Beliefs (5 sp)

This course covers the systematic overview of the fundamental beliefs of Christianity and the Seventh-day Adventist church. Students will study Christ's redemptive role in contemporary life in the broader prophetic events of the past, as well as those leading up to the second coming of Christ.

#### Religion 3 – World Religions (5 sp)

In this course students look at the world's major religions and examine them from a historical and spiritual perspective allowing for a comparison and contrast with Christianity. In addition to religions, we will also study the prevailing philosophical worldview present in the modern world. The purpose of this course is to strengthen the student's faith in God and enable them to recognize the influence of other religions and worldviews in our culture.

#### Religion 4 – Marriage & Family (5 sp)

This course will explore the concepts of having successful Christ centered relationships. Units of study will include friendships, dating, marriage and family. Scripture is the foundation for this course along with the latest statistics and studies woven in to ensure a Biblical approach in the 21st Century.

#### Religion 4 – Christian Witnessing (5 sp)

This course is an introduction to the aims, methods and principles of Christian Witnessing. Special attention will be paid to the formulating, design and delivery of giving Bible studies, devotional thoughts and sharing one's personal testimony. Service learning is also a key component in this class.

#### Social Science      Geography (5 sp)

World Geography is designed to acquaint the student with five themes of geography: location, place, region, human-environment, interaction, and movement. Students will be able to discern the various aspects of physical, cultural, and human geography. Students will learn how to read maps and will be responsible for keeping a map notebook. Students will also be responsible for completing a geography project.

#### World History (10 sp)

This course examines mankind's early accomplishments, focusing on the Egyptians, Assyrians, Babylonians, and Persians. A more in-depth study is made of the Greeks and Romans and their cultural impact. The effects of Judeo-Christian teachings are reviewed and a study of the rise & spread of Islam. Early African, Indian and Chinese civilizations will also be examined. The period of the Middle Ages is studied by viewing the effects of the

Crusades, feudalism, the manor system, chivalry, and the rise of the Roman Catholic Church. The course examines the European Renaissance of Classical thinking and artistry and the contrast of the Protestant Reformation and the Catholic Counter Reformation. The Age of Exploration and early colonialism are also discussed as are the thriving Asian and Arabic empires. The rise of the nation-state is reviewed and an analysis of absolute and constitutional monarchies is presented, as is the French Revolution & the Napoleonic era and its aftermath. The course concludes with a survey of the scientific and industrial revolutions.

#### AP European History (10 sp)

AP European History is the equivalent of a college level survey course and exists as a joint venture between the College Board, high schools and colleges. Highly motivated students will have the opportunity to earn college credit while still in high school by passing the national AP Exam in early May. The curriculum, materials and methods used in this course are of college level and have been selected to prepare the student for success on this three hour examination. More than just test preparation, this course will help students develop the necessary thinking, reading, studying and organizational skills to become successful in their ongoing educational careers. This course will explore the six themes set forth by the College Board as a means of understanding the fabric of Modern European History from 1450 to the present. Thus, under the umbrella of political, diplomatic, social, intellectual, cultural and economic themes students will be expected to demonstrate why historical events evolved the course will begin with the Renaissance and journey onward concluding with a look at the failure of communism and the rise of global terrorism.

#### United States History (10 sp)

The first semester will cover the colonial period dealing with the founding of the American colonies and the origins of the American Revolution. The creation of the U.S. Constitution and the early years of the American Republic are next studied. The Louisiana Purchase, the War of 1812, early relations with the Native Americans are studied too. Manifest Destiny and the expansion across the continent as well as regional differences and the origins and scope of the American Civil War are studied. The course includes a look at the Reconstruction era as the nation industrializes and delves into the Industrial Era and focus of the United States developing foreign policies and growing international power. The Progressive Era, the Roaring 20s, the Great Depression, the WWII era and Cold War were all-important and are studied in depth. The heyday of the 50s, turbulence of the 60s, the indulgences of the 70s & 80s, and permissiveness of the 90s are all examined. The changing and evolving role of the United States as a world power is also examined.

#### AP United States History (10 sp)

This course is designed to provide a college-level experience and preparation

for the AP Exam in May. An emphasis is placed on constructing historical arguments with the use of relevant historical evidence, chronological reasoning, comparison, contextualization and historical interpretation. The course will emphasize a series of key themes throughout the year. These College Board determined themes are essential to a comprehensive study of United States history. The course will trace these themes throughout the year, emphasizing the ways in which they are interconnected and examining the ways in which each helps to shape the changes over time that are so important to understanding the United States. Each unit also utilizes discussions of and writing about related historiography: how interpretations of events have changed over time, how the issues of one time period have had an impact on the experiences and decisions of subsequent generations, and how such reevaluations of the past continued to shape the way historians see the world today.

#### United States Government (5 sp)

This semester long class studies the basics of national and state government. Emphasis is placed on the origin and development of the U. S. Constitution and federalism. Additionally, the course will examine how the legislative, executive, and judicial branches of our government work and look at the outside influences that affect their workings. Attention will be paid to state and local governments and how they affect the everyday life of citizens. Examination of other forms of government will be included in the curriculum. Current events will be covered at least once a week and what we cover will be directly relative to what is currently news breaking.

#### Economics (5 sp)

This semester long class studies the basics of economics focusing on macro-economics and aware of current news. Initially, our attention will be on understanding economic systems, features of production, and examining principles production and consumption. The class will also examine the types of businesses and firm behavior, and the principles of supply and demand. We will also look at international economic principles in relation to US economic policy. Current events are covered at least once a week and what we cover will be directly relative to what is currently news breaking.

### Science

#### Biology (10 sp)

This laboratory science class provides a general survey of biology. Creation versus evolution is discussed throughout the curriculum clarifying how creation fits with scientific evidence. Other major areas covered include ecology, genetics, cell study, taxonomy, and the different phyla of organisms.

#### Integrated Physics and Chemistry (10 sp)

Integrated Physics and Chemistry is a broad overview of four major topics of science: Physics- the study of energy, forces and motion; Chemistry- the study of matter and its interactions; Earth Science- the study of geology and the

environment; and space science- the study of the solar system and the universe. This course weaves these themes together so the student can recognize and understand the interrelationship of life to each of them. The course is lab-based, but concepts are stressed over computation.

#### Survey of Chemistry (10 sp)

Survey of chemistry is a lab class which focuses understanding the concepts of chemistry, the study of matter and its interactions. There is some computation and equation use, but this is not the main focus.

#### Chemistry (10 sp)

This class is a study of the atomic and molecular theory of matter, and stresses the different chemical reactions that matter can undergo in the formation of new compounds. Must have completed Algebra 1 and Algebra 2, or take Algebra 2 along with this course. It is recommended that if a student gets less than a C in Algebra 1, Algebra 2 or Biology, that they take Survey of Chemistry.

#### Physics (10 sp)

Physics is a survey of classical and modern physics topics. The class is designed to enable students to appreciate the role of physics in today's society and technology. Emphasis will be on the fundamental laws of nature on which all science is based. Knowledge of high school algebra, geometry, and trigonometry is essential as most problems are word problems.

#### Anatomy and Physiology (10 sp)

This class is a study of the greatest of God's creations - man. The course deals with the structure and function of the various systems of the body. Emphasis is given to the result of improper functioning of the body in different diseases. Extensive in-class laboratory experience is given.

#### Vocational Arts Computer Literacy (5 sp)

This survey course provides the student with a basic foundation in computer terminology, technology and software applications. Students will explore a wide range of applications including: 3D modeling, image editing, website creation, coding, word processing, networking and PC building. Along with these topics, students will learn about the safe and ethical use of technology and how it can be used to serve God.

#### Life Skills (5 sp)

This course teaches basic skills needed to be successful in a multitude of avenues and obtain independent living skills and greater self-sufficiency. The course includes topics such as healthy living, cleanliness, cooking, basic sewing and mending, basic auto repair and maintenance, manners and etiquette, internet safety, interpersonal communication, and basic home maintenance and construction.

Career Pathways (5 sp)

This senior level course is designed to assist students on their path to college and a career. Projects and discussion topics will include, but are not limited to: college and scholarship applications and essays, job interview skills, career choice, and job shadowing.

Personal Finance (5 sp)

This course is designed to introduce the student to the basic terminology, concepts, and practices of personal finance management. Some of the topics include: family budgeting, insurance, home ownership, personal taxes, and personal investments.

Personal Finance – *Dual-Enrollment via SAU* (5 sp)

This course covers the basic economic concepts, business terminology, and practices designed to provide the techniques to manage personal finances. Budgeting, consumerism, insurance, home ownership, and investments are included in the curriculum.

Intro to Programming (10 sp, taught alternating years)

This elective course is an introduction into the world of computer programming. At the beginning of the semester students will choose which type and language of programming they would like to learn. The teacher will provide access to educational materials, resources, computer hardware and guidance to help the student be successful. As this course will be mainly self-directed with the teacher acting as a facilitator, students will need to be self-motivated, organized and responsible to remain in the course.

Audio-Visual Production (10 sp, taught alternating years)

This elective course will cover the basic technologies and skills needed to produce professional videos for a variety of uses. Students will have hands-on training using semi-professional as well as amateur equipment. They will go through the process of creating short films, promotional videos and other types of media from start to finish. As part of the curriculum, students will be required to video certain school events and create content to be used for school promotion.

**Regulations adopted and published by the Faculty and Administration during the school year are as binding as those published in this *Student & Parent Handbook*.**