

Madison-Ridgeland Academy

7601 Old Canton Road

Madison, Ms 39110

Administrative Office	856-4455
Kindergarten.....	856-7426
Elementary.....	856-7076
Secondary Student Service.....	856-6921

Administration

Headmaster	Tommy Thompson
Associate Headmaster/H.S.....	Greg Self
Dean of Students.....	Brian Smith
Middle School Principal.....	Allen Kirk
Elementary Principal.....	Dr. Marlynn Martin
Kindergarten Principal.....	Sandy Rawlings

MRA is accredited by the prestigious Southern Association of Schools and Colleges. The Academy also maintains the highest level of accreditation given by the Private School Association.

Madison-Ridgeland Academy admits students of any race, color, national and ethnic 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, admission policies, scholarships, and athletic and other school administered programs.

FORWARD

This handbook has been prepared for your convenience and guidance; consult it often. In it you will find outlined most of the school's policies and regulations. Your parents, too, will find it helpful and informative.

When policies, rules, and regulations are adopted, the first consideration is the welfare of the students. We believe that adhering to the guidelines of this handbook will promote that welfare. If you do not find herein the information desired, please ask your principal or teacher.

PHILOSOPHY

Madison-Ridgeland Academy was established in December, 1969 for the purpose of providing the citizens of Madison, Ridgeland, North Jackson, and surrounding areas an opportunity to enroll their children in a private school with a superior learning environment. MRA upholds the policy of non-discrimination, which applies to race, color, national, or ethnic origin. The original physical plant of MRA was constructed largely by the patrons themselves, and the spirit of these individuals permeates much of the school's philosophy, which in part states: (1) that parents should, through orderly representative procedures, have a voice in their children's destiny; (2) that the parents, not the State, should determine what is best for their own children; (3) that achievements obtained through hard labor, determination, and sacrifice are more rewarding and enduring than those which are the results of public benevolence; (4) that it is good to have noble ideas and aspirations and to work to accomplish their realization.

The founders, as well as the present leaders, of MRA believe this school should train its students in the techniques of acquiring knowledge by the scientific method and that scientific knowledge should be used in a moral, humane way. The school also emphasizes religious principles upon which this nation was founded and thus provides an opportunity for Christian witness for the students, teachers, and parents.

It is the intention of MRA to offer a strong academic program and to have each student recognize the importance of possessing an abundant storehouse of knowledge and factual information. Students are encouraged to utilize cognitive skills in solving practical problems which are encountered in daily life. To this end, curriculum revision is made on a continued basis to meet the demands of new technology.

MRA also recognizes that all of the students' experiences are educational; and, in this respect, participation in extra-curricular programs and activities, including physical education and interscholastic athletics, is encouraged. Emphasis is also placed on the development of the personality of each student enrolled, as well as the individual development of self-discipline, self-reliance, and personal responsibility.

Imperative to the development of the total individual in any educational program is an awareness of the roles and functions of the members of the school community and the community at large. To provide the students with an ideal worth of emulation, the faculty and administration must assume school and community leadership roles congruent with the philosophy of MRA. Students should be encouraged to practice the roles of citizenship within the protective environment of the school. Through this effort, the importance and inter-relatedness of the various roles of good citizenship will be presented to the student

The philosophy of the school also stresses patriotism, whereby we can develop citizens who will be aware of the basic concepts of the federal system of government under which our nation operates. Students are encouraged to participate in the exercise of democracy as a privilege and a responsibility. Attention is also devoted to the importance of the students' acquiring a fundamental knowledge of etiquette, social graces, and the art of communication. It is the philosophy of MRA that these skills are necessary for the perpetuation of an orderly culture.

MISSION STATEMENT

MRA - EDUCATING THE MIND, BODY, AND SPIRIT

SYSTEM OF BELIEFS

The Madison-Ridgeland Academy family embodies the following principles:

1. Student learning in a Christian environment is the chief priority of the school.
2. The commitment to continuous improvement is imperative to enable students to become confident, self-directed, lifelong learners.
3. Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
4. Students need not only demonstrate their understanding of essential knowledge and skills, but also need to be actively involved in solving problems and producing quality work through application in meaningful contexts.
5. Teachers, administrators, parents, and the community share the responsibility for advancing the school's mission.
6. Students learn best when they are actively engaged in the learning process and should be provided with a variety of learning activities to process and should be provided with a variety of learning activities to accommodate differences in learning styles.
7. A student's self-esteem is enhanced by positive relationships and mutual respect among and between student and staff.
8. A safe and physically comfortable environment promotes student learning.
9. Assessments of student learning should provide students with a variety of opportunities to demonstrate their achievement of the expectations for their learning.
10. Schools need to function as a learning organization and promote opportunities for all those who have a stake in the success of the school to work together as a community of learners.
11. Extra-curricular activities provide positive opportunities for the individual to develop a sense of self and purpose.

THE SECONDARY SCHOOL

GENERAL RULES AND REGULATIONS

The class day at MRA will begin at 8:00 a.m. 6th graders are to report to the multi-purpose gym upon arrival at school and no activities are allowed. Coaches' afternoon hours will vary according to their duties. Teachers will have one (1) conference period each day. This period should be used for parent-teacher conferences and phone calls should be made at this time. All conferences should be arranged through the guidance counselor. Conferences with the principal may be scheduled at any time from 8:00 a.m. until 4:00 p.m. on school days.

NOTE: Students are asked to come to school no earlier than 7:40 a.m. and, at the days end, will not be allowed in the buildings without special permission and teacher/coach supervision after 4:00 p.m. This does include the gyms.

On the rare chance we have snow or icing conditions, turn your radio or T.V. on at approximately 6:00 a.m. The announcements will be made over our local station. Please do not call teachers and other school officials.

All school policies regarding dress code, discipline, grading, attendance, etc. will also be in effect during exam week, and during any term of summer school.

Gifts (balloons, candy, flowers, etc) for students will not be accepted during school hours.

Valley Foods has the exclusive rights to the food services on the MRA campus; therefore, food can not be delivered to the school by any other food service group.

VISITORS

We welcome parents and visitors to MRA. We do ask that all parents and visitors sign in at student services for proper authorization and to receive a visitor's pass to be on the MRA campus. It is requested that visitors park and enter at the student services area of MRA. Anyone wishing to bring a guest to MRA must make arrangements with your principal.

CLASSROOM BEHAVIOR

The following are the standard classroom policies. In addition, teachers may have special regulations not listed here. **Students are bound by both the following rules and by the instructor's special rules.**

1. Students are to be in their seats when the tardy bell rings. They are not to leave their places in the classroom without permission.
2. Each student is to have all the necessary materials for class: text(s), workbooks, notebooks, etc.
3. Students are to be attentive and participate actively in all class activities assigned by the teachers. They are not to do work for another class or to read other than class materials, unless given explicit permission to do so by the instructor. Materials for another class or for non-class activities should not be on a student's desk.

4. Each student is to refrain from talking out without permission and from talking to others while instruction is going on or study periods or tests are underway; noise making, forced laughter, etc. are also unacceptable.
5. Students are not to congregate around an instructor's desk without permission. All items on the teacher's desk are considered personal; students are not to touch or read papers, grade books, etc.
6. Students are to avoid any actions that is distracting to the learning procedure under way in the classroom, especially harassing other students, taking books, poking and kicking others, pushing desks, throwing or shooting items around the room, passing notes, etc.
7. Students are responsible for the cleanliness around their chairs and on their desks. Students are to clean-up around their desks at the end of each class.
8. Students are not to use vulgar, obscene, suggestive, or insulting expressions, overt demonstrations of disapproval, any behavior that is disruptive to the classroom situation; they are not to argue about tests, grades, or punishments during the class, but rather they should see the teacher after class in order to resolve such difficulties.
9. The location of desks, the condition of windows, blinds, thermostats, and lights are the teacher's responsibility; students are not to regulate these unless directed to do so by the teacher.
10. Students should always knock before entering a classroom when a class is in session. Respect and politeness are expected at all times.

PATRIOT COURTESIES

Grades 6-12

IN THE GYM COMPLEX/ASSEMBLIES

When entering the gymnasium for an assembly or program, enter quietly and remain quiet during the entire time spent there. Give your attention to the speaker; **DO NOT** disturb the ones around you by making comments or any other talking.

Never boo, hiss, whistle, or stomp your feet regardless of your opinion of a program; however, always remember to applaud courteously. **DO NOT read or do any type of work during any program.**

NO food, drinks, gum, candy, etc. is to be carried into or used in the gymnasium complex except at school sponsored events where concessions are sold.

Keep off the playing area of the gym floor.

Students are to sit, by grades, in the assigned areas at all assemblies. (see back of handbook for assigned seating) During pep rallies, students may sit in any seat within the designated seating area.

IN THE CLASSROOM

Cooperate with the teacher and other students in every class activity. When it is appropriate to talk, keep your voice in a conversational tone. Refrain from talking when someone else is talking. Always be prepared when you go to class and maintain the habit of expecting to work and achieve. No food, drinks, gum, candy etc. is allowed in the classroom. To avoid damage to the furniture, students may not sit or write on the desktops. **No surprise parties, birthday parties, etc. for students or teachers are allowed without prior permission from the principal.**

DURING LUNCH AND BREAK

Always display a pleasing manner during the time while eating lunch and at morning break.

Respect the place of others by never crowding, pushing or trying to get ahead. The saving of seats and isolating someone is never allowed.

Practice proper table manners and assist in the smooth operation of our cafeteria by placing trash in the containers provided when completing lunch and/or break. Please keep all food and drink in the cafeteria. Food, drinks, gum, candy, etc. are not to be taken from the cafeteria. Students are not to go into the halls of the building during lunch or break without special permission. Students may use the restrooms by the cafeteria hallway. **Please do not sit on the cafeteria tables, and assist in keeping the cafeteria clean by placing your trash in the proper receptacles.** Failure to keep the cafeteria clean will result in a loss of break privileges. **The parking lot is off limits.**

IN THE LIBRARY

We ARE FORTUNATE TO HAVE AN EXCELLENT LIBRARY. Develop an appreciation for books and understand books are a valuable school property. Handle them with care and respect! Be considerate of others in the library and remember, for those who are reading, "Silence is Golden." Cooperate fully with the librarian; never bring food, drinks, gum, candy, etc. into the library.

IN THE CORRIDORS

Good conduct is expected in the halls. Never play, run, hit, push, shove, use abusive language, or loiter in the halls. Always open and close your lockers quietly. When meeting others in the hall, pass to the right of each other. Keep food, drinks, gum, candy, etc. out of the building. Unless they have special permission as indicated by a corridor pass, students are to be in the halls only at the beginning and closing of school and during class changes.

IN THE SCHOOL GENERALLY

Students are expected to respect constituted authority, abide by school regulations, avoid loud talking, profanity, pushing, running, whistling, loitering, and crowding. Students are to be ladies and gentlemen at all times and uphold the high ideals of our school. Help keep school property clean and neat. Use the sidewalks and keep our grass attractive.

AT SCHOOL SPONSORED EVENTS

Always display good sportsmanship when attending an event. The visiting teams and officials are our guests and should be treated as such. MRA spectators are to cheer for their own teams and not against anyone else. Remember when attending school functions or school sponsored events, you will be expected to follow the same code of conduct that is applied during a regular school day. Profanity, derogatory remarks, and the like have no place at any event in which MRA participates. Possession or use of tobacco products, alcoholic beverages, and/or drugs is strictly prohibited. If a student is found to be in violation of these rules, he/she will face severe disciplinary action.

Failure to adhere to the above Patriot courtesies will result in offenders being disciplined in a manner prescribed by the administration.

MADISON-RIDGELAND ACADEMY PHILOSOPHY OF DISCIPLINE

Grades 6 – 12

Discipline is the most ill defined and the most misunderstood word in the dictionary. Discipline should not be interpreted in a narrow sense as punishment only; a broader interpretation should be placed on it. The fundamentals of discipline as looked upon by the administration of MRA have the following objectives:

1. To create and preserve the conditions essential to the orderly process of the school
2. To prepare the student for effective participation in adult life
3. To install the fundamental lessons of self-control

TYPES OF DISCIPLINARY ACTION

Grades 6 – 12

The following are types of disciplinary action that will be used by the administration at MRA:

1. Internal Suspension – student(s) will be removed from class and placed in internal suspension at school. Any test or work missed during this time may result in a zero (0) on test or missed work. Additional/other consequences may be assigned.
2. External Suspension – any test or work missed during this time will result in a zero (0) on the test or work. Additional/other consequences may be assigned.
3. Work Detail – students will be assigned work at prescribed times. The amount will be according to the offense.
4. Detention – will be used as punishment for certain offenses.
5. Corporal Punishment – spankings will be administered.

MRA CODE OF CONDUCT

Grades 6 – 12

INTRODUCTION

This code of conduct applies to any student:

- On school property;
- In attendance at school;
- At any school-sponsored activity; or
- Involved in any conduct at any other time or place that has a negative effect on maintaining school order and discipline, protecting the safety and welfare of others, or damaging the reputation of our school.

POSSESSION OR USE OF ALCOHOLIC BEVERAGES

The purchase, possession, and/or use of alcohol by MRA students is expressly prohibited. Any student found using, possessing, and/or under the influence of alcohol at school or at a school function or activity will be immediately suspended for three (3) days and, at the discretion of the MRA Board of Directors, may be subject to additional disciplinary action, including expulsion. A student expelled from MRA for violation of this rule is not entitled to a refund of tuition or fees.

POSSESSION, ILLEGAL USE, OR SALE OF DRUGS

Any student found using, possessing, and/or selling any illegal drug or substance at school or at a school function or activity, or who is caught and convicted off campus of using, possessing, and/or selling any illegal drug or substance will be permanently expelled from MRA without a refund of tuition or fees and may be subject to legal action. MRA reserves the right to require drug and alcohol testing at the discretion of the administration.

INTERPRETATION AND ENFORCEMENT OF DRUG AND ALCOHOL POLICY

The primary purpose of the school's drug and alcohol policy is to protect the health, safety, and welfare of MRA students by eliminating alcohol and drugs from all aspects of school life. The policy will be broadly interpreted so as to effectuate its purpose. The school administration reserves the right to search persons, vehicles, and belongings if it has reason to believe a student is carrying alcohol, drugs, or other illegal substances. The MRA Board of Directors has the discretionary authority to interpret the MRA drug and alcohol policy and to determine all questions arising in the administration, interpretation, and application of the policy.

MRA FAMILIES' RESPONSIBILITY REGARDING PARTIES

Just as the school takes seriously its appropriate role regarding the use of alcohol and drugs, parents also have responsibilities. For sound medical and health reasons, MRA does not subscribe to the philosophy that adolescents can or should be taught to use alcohol responsibly. It is because students themselves often

distinguish that their use of illegal substances is not at school but “at parties” or “on weekends” that we wish to emphasize parental responsibility.

Even though the school responsibility extends only to school hours and school sponsored events, the school does recommend careful consideration be given to the Safe Party Guidelines which follow:

FOR FAMILIES HOSTING A PARTY

1. A parent should be home and visible during the party. Parents can greet guests, bring in snacks, and non-alcoholic beverages. Invite other parents to help if your party is large.
2. Do not offer alcohol to guests who are underage. Do not allow guests to use drugs in your home. You may be brought to court on criminal charges and/or have to pay monetary damages in a civil law suit if you furnish alcohol or drugs to minors.
3. Guests who try to bring alcohol and/or drugs or who otherwise refuse to cooperate with your expectations should be asked to leave.
4. Do not let anyone drive under the influence of alcohol or drugs.
5. Let your child know what you expect. In setting ground rules with your child before an event, you will both have an opportunity to express feelings.
6. Plan to have plenty of food and non-alcoholic drinks on hand.
7. Plan the party with your child prior to the event. This should include time limits, number of guests, type of music, etc.
8. Do not allow any guests who leave the party to return. This will discourage teens from leaving the party to drink or use drugs elsewhere and then return to the party.
9. Avoid open house parties; know who is expected to attend. It is important to discourage crashers.
10. Consider notifying your neighbors that there will be a party.
11. Teens frequently hold parties at homes where parents are away. If you must be away, make arrangements for quality supervision to ensure protection for you and your child. It is a good idea to let your neighbors, the police, and the school know that you are going to be out of town, along with contact information.

WHENEVER YOUR CHILD ATTENDS A PARTY

1. Know where your child will be. Obtain the address and telephone number of the party giver. Let your child know that you expect a phone call if the location of the party is changed.
2. Contact the parents of the giver to verify the occasion. Be sure that a parent will be present. Know that alcohol and other drugs will not be permitted.
3. Be certain your child knows when he/she is supposed to be home.

4. Know how your child will get to and from the party. Assure your child that you or a specified friend or neighbor can be called for a ride home (make sure he/she has the telephone number). Discuss with your child the possible situation in which he/she might need to make such a call.
5. If your child stays overnight with a friend after a party, verify that the parents of the friend are aware of the fact. Be sure you both agree on curfew hours and rules.
6. Be awake or have your child awaken you when he/she arrives home.

CHEATING AND STEALING

These two actions are expressly forbidden and will not be tolerated at MRA. Any student found guilty of cheating may be given a zero (0) on the respective class work, homework, quiz, examination, or test. Appropriate action will be made on an individual basis and disciplinary action will be decided by the administration. The student may also be placed in either in-school and/or out-of-school suspension and his/her parent(s) notified. Repeated violations may be treated more severely and punishment may ultimately result in expulsion from MRA. The student and his/her parent(s) will be allowed the right of appeal to the administration prior to expulsion. Re-admission will be made on an individual basis as determined by the administration and the Board of Trustees.

The following are some examples of cheating and are to be understood as not being all inclusive:

- ❖ Lending/copying homework in or out of class.
- ❖ Giving or receiving answers on quizzes, tests, or examinations during or immediately surrounding such times.
- ❖ Violating test procedures as defined and explained by the classroom teacher.
- ❖ Entering an academic testing situation with an unfair advantage.
- ❖ Forgery as defined as the alteration of a document or negotiable instrument with intent to defraud; signing another's signature to a document with intent to defraud.

The school recognizes that cell phones and other electronic devices of communication can be used as a cheating device. When a teacher determines, after consulting with the administration, that a student is using any device to cheat, this student may be given a zero (0) on the respective class work, homework, quiz, examination, or test. The student may also be placed in either in-school and/or out-of-school suspension and his/her parent(s) notified.

Any student found guilty of stealing must make restitution, may face legal action, and may be suspended or expelled from MRA. Appropriate action will be made on an individual basis and disciplinary action will be decided by the administration. The student and his/her parent(s) will be allowed the right of appeal to the administration prior to expulsion. Re-admission will be made on an individual basis as determined by the administration and the Board of Trustees.

INVOLVEMENT IN BREAK-IN OR VANDALISM

A student who has been involved in a break-in and/or malicious damage to the school or school property shall be suspended with his readmission to the school contingent upon the financial compensation for said damages, or at the discretion of the Board of Directors, shall be terminated from MRA without a refund of fees. The student may be subject to legal action. Any minor acts of vandalism will require a student to make restitution for damages and face appropriate punishment as determined by the administration.

Students are asked to protect this property by not littering, writing on desks, lockers, walls, or in any other way that would damage school property.

SMOKING AND SMOKELESS TOBACCO

Tobacco use of any kind is prohibited at MRA. Any student found using or in the possession of said items may be suspended. Appropriate disciplinary action will be determined by the administration of MRA.

POSSESSION OF A WEAPON AND THREATS

A student having in his/her possession and/or displaying, using, or threatening to use any weapon, or an instrument that could be classified as a weapon, shall be subject to termination from MRA without a refund of fees and may face legal action.

Any student, family member, or any other person making a threat toward MRA, the faculty, staff, administration, Board of Directors, and/or another student shall immediately be suspended and turned over to the appropriate authorities.

A threat shall be defined as the following:

1. Any statement or deed, written or verbal, which carries the implication of physical or bodily harm
2. Any statement or deed, written or verbal, which carries the implication of physical harm, destruction, or mayhem
3. Any statement or deed, written or verbal, that carries the implication of the threat to use a bomb, firearm(s), or other dangerous instrument or contraband material

Any student or family member making said threat(s) are subject to having their contract terminated without a refund of fees.

DANGEROUS INSTRUMENTS AND CONTRABAND

A student shall not possess, handle, or transmit a knife, razor, ice pick, explosives, fireworks, cigarette lighter, matches, chains, or any other object which can be considered a dangerous instrument or any contraband material. Violation of this code may result in suspension from MRA. Appropriate disciplinary action will be determined by the administration of MRA.

ELECTRONIC GAMES AND OTHER ELECTRONIC DEVICES

Radios, ipods, tape recorders, electronic games, laser pointers, beepers, pagers, or any similar items are not permitted at school. Calculators are to be used only in classes where they are required and allowed. Games are not to be played on calculators at school. No cards or games of chance of any type are allowed. Any said items will be confiscated from the student immediately and turned over to the principal. Consequences deemed appropriate by the administration will be administered. Repeated violations will be dealt with more severely and will result in the parent having to meet with the principal.

At MRA we understand the need for cell phones because of their convenience and the safety they provide your child. Therefore, cell phones or other electronic devices of communication are to be kept in the **off** position and **out of sight** upon arrival to school and until the end of that student's school day and he/she is outside the building at 3:15 p.m. Having cell phones **on** and/or **in use** is strictly prohibited at school. When the cell phone or other electronic device of communication is visible or it is determined that it is not in the **off** position, he/she may be subject to the following disciplinary action: **1st offense**: The phone will be turned over to the teacher and 1 hour of work detail assigned. **2nd offense**: The phone will be turned over to the teacher and 5 hours of work detail will be assigned. **3rd offense**: The phone will be turned over to the teacher and the student will be placed in internal suspension. Repeated violations will be dealt with in a more severe manner. Anytime the phone is confiscated, the teacher will turn the phone in to the principal and the student must see the principal. Parents, pagers and cell phones are not to be used at school except as aforementioned. If you need to contact your child, please call student services and, in the case of an emergency, we will be happy to deliver the message or get your child to the phone.

DISRESPECT TOWARD A MEMBER OF THE FACULTY OR STAFF

A student found to be insubordinate toward any member of the faculty or staff will receive punishment as deemed appropriate by the administration. Should such disrespect manifest itself by physical contact with the staff or faculty member, or result in a verbal threat, the student may be suspended or terminated from MRA without a refund of fees.

DISRUPTIVE BEHAVIOR

Fighting, disruptive behavior, or disturbances will not be tolerated at MRA during school, school functions, or any school sponsored/attended event. Students guilty of the above actions will receive appropriate punishment as deemed necessary by the administration.

SUBSEQUENT VIOLATION OF POLICY OR ELEMENTS THEREOF

It shall be assumed that repeated infractions of the MRA's Code of Conduct shall result in termination from MRA without a refund of fees.

IN-SCHOOL SUSPENSION, OUT OF SCHOOL SUSPENSION, AND SUSPENSION FROM PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

The administration shall have the authority to issue suspensions as a result of a student's disregard of school rules, regulations, or disobedience. An offense serious enough for suspension should also penalize the offending student with a loss of extracurricular school related activities, both sport and non-sport related.

All out-of-school suspensions will result in a loss of extracurricular activities for the period of suspension.

A loss of extracurricular activity privileges due to in-school suspension will be left to the discretion of the administration.

CHEWING GUM, CANDY, ETC.

MRA students are not to chew any form of gum, candy, etc. or have drinks outside of the cafeteria. Students caught in violation of this rule will be placed in work detail. Repeated violations will be dealt with on a more severe basis. Use of said items creates a problem for the janitorial staff when they have to clean it off furniture and floors; therefore, the use of the above items are not allowed.

OFF-LIMIT AREAS

Parking Lots: Upon arrival at school, students are not to sit in or on cars. Students are not to go to the student parking lot at any time during the school day, including lunch and break, without appropriate permission from the principal. At the end of school, students are not to loiter in the parking lot but are to get in their cars and leave campus immediately.

Hall Areas During Lunch/Break: Students are not to wander in the halls of the building. Disregard of off-limit areas will result in appropriate disciplinary action from the principal.

Elementary Building: The elementary building and classrooms are off-limits for secondary students (6-12), unless they are attending an assigned class.

ABSENCES

Excused absences are given for illness of a student or serious illness in the immediate family, death or funeral in the immediate family, or a court summons. The principal may excuse other absences.

A doctor's statement, parent's phone call, or direct contact should verify each excuse. **WE DO NOT ACCEPT NOTES!** **On the day of the student's absence, parents are asked to telephone the Student Services Office (856-6921) by 8:30 a.m. stating that your son/daughter will be absent and the reason for that absence.** All absences will be considered unexcused unless specifically excused by the administration, or parental contact is made by telephone or in person with a valid reason for the absence prior to the student's return to class. **The administration of MRA reserves the right to excuse or not excuse all absences.** The Student Services Office will randomly check students who are reported absent; however, we can not be responsible for students who leave home and do not report to school. **Parental request is not considered a valid reason for an absence.** Any absence due to a personal or private nature may be discussed with the principal or headmaster. Please notify the Student Services Office well in advance of planned absences.

MRA's school board policy mandates a student may forfeit the right to receive credit for the year, regardless of the grades earned or the reason for absences, when total absences exceed twenty (20) for a one-year course or ten (10) for a one-half-year course. A student must not be absent from class more than thirty-seven percent (37%) of the actual class period to be counted as present. Absences due to school sponsored activities are not counted in this total. In the case of an extended illness, medical documentation is necessary. Any exception to these rules must be approved by the administration. Even though the school will make an effort to notify you of excessive absences, it is the responsibility and accountability of the parent(s) and student(s) to avoid this excess.

LEAVING SCHOOL (CHECK OUT PROCEDURE)

No student may leave campus at any time, including after work detail, without obtaining permission from the principal. Requests for early dismissal should be confined to illness or items of an emergency or critical nature. Parental request by phone or personal contact should be submitted to the Student Services Office by 8:30 a.m. on the day of a planned early dismissal. Unexpected dismissal due to illness or emergencies will be granted only upon telephone or personal contact. Lunches and personal errands are not considered emergencies or to be critical in nature. When possible, we encourage parents to arrange dental and doctor appointment after school or on Saturday.

Parents who come to school to pick up a student are asked to come by the Student Services Office and someone will get your student. The office staff will also deliver to your student anything that is brought to the school.

Students are to sign out before being officially dismissed from school. Under no circumstances will a student leave the campus for any reason without first obtaining school approval and checking out in the Student Services Office.

A pattern of numerous early dismissals will result in a school/parent conference, and the possibility of make-up time or other actions as prescribed by the administration.

Parents should realize that a student's grades might suffer due to class absences. The administration reserves the right to excuse or not excuse all absences.

TRUANCY

School attendance at MRA is mandatory. Any student found to be absent from school without proper permission from MRA, or failing to follow the policy on school absences and dismissals, may be punished by internal suspension for one (1) day, and assigned to work detail on the basis of two (2) hours per period missed. Repeated violations will be dealt with on a more severe basis, and parents will have to meet with school authorities to have this student readmitted to MRA. **There is no skip day at MRA; if school is in session, we are having class.**

TARDIES (SECONDARY)

Students arriving to class after the 8:03 a.m. bell must first check in at the Student Services Office before attending class to receive a class admission slip. Each semester a student may accumulate a total of (3) tardies (this does not mean three (3) tardies per class, but rather three (3) tardies total for all classes combined including activity period) without action being taken. Parents will be informed of all tardies exceeding three (3). A 4th tardy will result in one (1) hour of work detail. Each subsequent tardy will add two (2) more hours of work detail. A student accumulating more than seven (7) tardies total will be placed in internal suspension. Continued tardiness will be dealt with on a more severe basis.

DRESS CODE (Secondary)

Students are required to dress in a manner that reflects modesty, Christian values, and common sense. MRA sets forth the following standards:

BOYS: Socks are to be worn with all shoes except sandals. Jerseys of any kind are not permitted wear. Males are to be clean shaven (**no stubble, beards or mustaches**). **Hair is to be worn above the eyebrows in the front and no longer than the mid point of the ears on the sides**, and not extending past the area of the neck normally covered by a shirt collar, not in a pony tail, or in any unusual manner designed, in the opinion of the administration, to distract or draw attention. Earrings will not be permitted. Side burns may not be any longer than the bottom of the ear lobe. **No flip flops of any type will be allowed**; however, sandals may be worn.

GIRLS: Wearing apparel should reflect modesty, Christian values, and traditional taste. Crop tops, **low cut blouses or tops**(no cleavage showing), tank tops (**sleeveless shirts may be worn but must completely cover the shoulders**), scoop tops, tube tops, halters, backless garments, exposed midriffs, mini-skirts, sweats, tight fitting apparel (**including pants**), see- through apparel, or other similar clothes are not acceptable at MRA. **Tight fitting Lycra tops or any other top that tends to bear the midriff are not allowed. All tops that are not tucked in must fall below the belt line when sitting or standing. Low rise/hip hugger jeans, pants, shorts, etc. are not permissible wear unless they are worn with a top that is tucked in and remains tucked when standing, bending, or sitting.** Earrings for girls will not be worn attached to any part of the body other than the ear lobe. Earrings that are designed, in the opinion of the administration, to distract or draw attention will be prohibited. Shower shoes, beach shoes, or those resembling said shoes are not allowed.

NOTE TO BOTH BOYS AND GIRLS: Walking shorts and skirts are allowed and must be no shorter than 2 inches above the top of the knee. Skirt lengths and the slit in a skirt shall be included in this length. No cut-offs, gym shorts, athletic shorts, biker shorts, short sweat pants, jams, umbros, sweatpants, scrubs, pajamas, etc. **T-shirts are allowed but must bear an approved MRA logo only or be plain with no writing or logos.** Shirts and t-shirts, unless the design makes them unreasonable to tuck, must be neatly tucked so the belt line is visible in the front, back, and sides during the school day. **Folded is not acceptable and is a violation of the dress code.** This applies to both boys and girls. Shirts must be buttoned. **At no time are undergarments to be seen.** Over-sized clothes, such as pants, shirts, coats, etc. are not allowed. The waist of the pants must be worn at the waist and not dropped to the hips. This is deemed inappropriate and will not be allowed. Sandals may be worn without socks.

Tongue rings, navel rings, nose rings, tattoos, chains, etc. are not allowed at MRA. Shirts displaying vulgar, provocative, or suggestive themes are not permissible. Also, shirts displaying alcoholic beverages, bars, saloons, tobacco, or inscriptions are not allowed. Clothes with holes are not permitted. No caps, hats, sunglasses, etc. are to be worn in the building. **The administration of MRA reserves the right to pass judgment on future modes of dress not outlined at this time.**

A student found to be in violation of the dress code at MRA, unless the violation can be corrected immediately, will be placed in internal suspension until the violation can be corrected. Internal suspension may result in a zero (0) on work missed. **Students will not be allowed to go home to change.** If a student must come out of class to correct the violation, he/she will receive consequences as deemed appropriate by the administration. Repeated violations of any aspects of the dress code will be dealt with on a more severe basis.

PHYSICAL CONTACT

Physical contact, kissing, and hand holding are inappropriate behaviors in school. It is important for all students to understand while certain behaviors may be viewed as correct in one social situation, they may be viewed as incorrect at another time or place.

SELLING OF MERCHANDISE

Students may not sell any product for any reason at school or school-sponsored activities unless it is for a school-sponsored activity or event and has been approved by the administration.

NOTE: This handbook does not and cannot address every situation, question, or problem that may arise. Any situation, question or problem that arises and is not covered in this handbook will be left to the discretion of the administration.

GENERAL INFORMATION

LOCKERS

Lockers will be assigned to each student during the first few weeks of school. You are responsible for the upkeep of your locker and keeping your books or supplies in the place assigned; you should report any unsatisfactory conditions to your principal. Combination locks may be placed on a student's locker, but the combination must be provided to student services. Book bags are to be used to transport books to and from school. **All books and supplies are to be removed from the book bags and placed in the locker along with the bag or kept in the book bag with the bag placed in the locker or on top of the locker. All athletic equipment, gym bags, etc. are to be placed in the assigned area(s) of the gym. Any of said items found out of their assigned place will be confiscated and the student must see the principal to have said items returned. Appropriate disciplinary action will be assigned as deemed by the administration.** Lockers are the property of MRA; therefore, no signs, stickers, or outside decorations should be on the locker. The administration reserves the right to search lockers when just cause is evident. **Students are not to change from their assigned lockers without clearing this with the counselor or principal.**

DEVOTIONAL & PLEDGE OF ALLEGIANCE

The devotional and pledge of allegiance will be conducted on a daily basis by the 1st period teacher.

ANNOUNCEMENTS

The public address system should be used sparingly. In accordance with this belief, submit announcements to be placed on the morning report in writing to Student Services before 8:00 a.m. The morning report is to be read at the beginning of 2nd period. Announcements concerning non-school activities may be placed, with permission from the principal, on the bulletin board in the secondary school building.

ELIGIBILITY FOR ACTIVITIES

No student will be permitted to participate in inter-scholastic contests for more than four (4) years after entrance into high school. He/she shall not be permitted to participate in inter-scholastic contests if he/she has reached the age of 19 prior to August 1st.

Students are required to maintain an overall C average (76 and above) in all academic subjects if they are to remain eligible for extra-curricular activities. Student averages will be checked at 3-week intervals and at the end of each 9-week grading period. Any student not maintaining an overall C average, at the aforementioned intervals, will be placed on probation. Any student on probation, and not maintaining an overall C average during the next grading interval, will be ruled ineligible for games and practice sessions. Eligibility can be regained by acquiring an overall C average during the next or any following 3 week grading period. In order to be eligible for the next school year, students must pass 4 major subjects for the year.

A student who is absent from school all day on the day of an interscholastic contest will be ineligible to participate. If a student is absent four (4) periods or less, an excused absence must be given to be eligible to participate. A student missing over four (4) periods, but yet attends school, will be eligible if a doctor gives approval to the principal. The administration retains the right to review special cases and to grant exceptions in cases of extenuating circumstances.

TRANSPORTATION

Driving on the campus of MRA is a privilege. Failure to operate the vehicle safely and responsibly will result in the loss of this privilege. All drivers must follow these regulations:

1. Drive thoughtfully and carefully at all times.
2. There must be no speeding, reckless driving, over acceleration, racing of engines, or squealing of tires. At no time are students to be on the outside of a moving vehicle.
3. **No students are to be in or on a parked car on the MRA campus.**
4. Any students driving on the MRA campus must have a valid Driver's License.
5. Playing loud music before, during, and after school hours is prohibited on the MRA campus.
6. Do not park in the teacher parking, reserved parking, or handicapped parking.
7. Speed limit on campus is 5 M.P.H. in and around the parking lots. The speed limit is 15 M.P.H. on the main entrance and exit roads of the campus.
8. All of the above rules apply to the roads that are parallel to campus.

LUNCH

Lunch will be served in the cafeteria from 11:00 a.m. – 1:20 p.m. each day. The lunch schedule is as follows:

1 st – 5 th	grades.....	11:00a.m. - 11:55 a.m.
6 th – 8 th	grades.....	12:12p.m. - 12:32p.m.
	or.....	12:00p.m. - 12:20p.m.
	or.....	11:50a.m. - 12:10p.m.
	(depending on class schedule)	
9 th – 12 th	grades.....	1:06p.m. - 1:26p.m.
	or.....	12:57p.m. - 1:17p.m.
	or.....	12:45p.m. - 1:05p.m.
	(depending on class schedule)	

All students must report to and eat in the cafeteria. This also includes those students who bring their own lunches or choose not to eat. Drinks will not be served or available except during break and lunch. No food or drinks are to be taken out of the cafeteria. Conduct and behavior should be equal to or better than that which is the custom in public dining halls. No one is allowed in the parking lots during lunch.

PARENT-TEACHER CONFERENCES

Parents are cordially invited to visit the school and confer with the principal at any time concerning the work of their child. Conferences with teachers may be arranged on Tuesday, Wednesday, or Thursday afternoon. Teachers will be available from 3:15 p.m. to 3:45 p.m. or during their conference period. Please do not call the teacher at his/her residence. The guidance counselor or the principal's secretary will gladly schedule an appointment.

Note: Parents are not allowed to go to the classroom to get your child or see the teacher. If this is necessary, report to student services and we will make the appropriate arrangements.

TUESDAY – THURSDAY SCHOOL

Make-up Tests

Tuesday-Thursday school will consist of giving make-up tests. This school will be from 7:00 a.m. until 8:00 a.m. on Tuesday and from 3:20 p.m. until 5:00 p.m. on Thursdays. Students will be assigned to Tuesday-Thursday school via the morning report. Once these tests are placed in Tuesday-Thursday school, they must be made up in the next three (3) assigned Tuesday-Thursday school sessions. Failure to take assigned tests will result in a grade of zero (0) being registered for that subject test. If there are very special circumstances that prevent a student from making up a test within the three (3) dates, permission must be granted from the principal prior to the expiration of the allotted time. **DO NOT WAIT UNTIL THE 3RD CHANCE AND THEN PRESENT THESE CIRCUMSTANCES. Tests will not be made up during study hall or other class periods. If you have a test placed in Tuesday-Thursday school, the test must be made up during this time. Extended absences will be worked out with the Tuesday-Thursday school director. It is the responsibility of the student to know when the test(s) have been placed in Tuesday-Thursday school.** Jobs and athletic practices are not considered as special circumstances and students will not be excused from Tuesday-Thursday school because of said situations. Students arriving after 7:10 a.m. on Tuesday and 3:30 p.m. on Thursday will not be allowed to make up a test during that session. **Note: Students will not be allowed to bring books, notes, paper, and/or other materials into the testing area. Only pencils and calculators, when necessary for the tests, will be allowed in the testing area. Scratch paper will be provided.**

WORK DETAIL

For certain misbehavior, the administration will assign a work detail to students on any morning from 7:00 a.m. - 8:00 a.m. In this system, students, on designated days, will work on campus under the supervision of the administration. Certain offences will be assigned to work detail from 3:20 p.m. – 4:20 p.m. in the afternoon and/or on Saturdays. **Students are not to leave campus after work detail without checking out through student services.** Leaving school to change clothes, eat, or clean up is not excused or allowed. If you feel you may need to change after work detail, bring a change of clothes with you. In this system, students, on designated days, will work on campus under the supervision of the administration. Students are expected to attend their assigned work detail unless they have been released by the principal prior to work detail time. If a student misses work detail and is at school, he/she is expected to attend afternoon

work detail that day from 3:30 p.m. – 4:30 p.m. Failure to attend P.M. work detail will result in an additional 2 hours of work detail being assigned. All work detail hours must be cleared at the end of each grading period. Failure to clear hours will result in a student not being allowed to take any nine weeks test/exams until all hours are cleared.

NOTE : The accumulation of 10 or more hours will result in a student being placed in In-School-Suspension. During this time a student will be under the supervision of school personnel and will work off their hours during the school day.

MAKE-UP WORK

The student is responsible for scheduling make-up work with his/her teacher(s) within the time table of one day for each day missed. Make-up work that is missed because of an unexcused absence or suspension will not receive credit. **Students absent for extra-curricular activities are not excused, and the test or assignment is due as scheduled when returning to school.**

INJURY, ILLNESS

If a student becomes ill at school, the principal should be notified and arrangements made for the child to be taken home. The student is to report to the office for dismissal. No medication, not even aspirin, will be given unless the medication is provided by the child's parents. If a student sustains an injury, it should be reported immediately to a teacher. If a doctor is needed, transportation will be provided. A written report of the accident must be filed and the principal notified.

SCHOLARSHIP RECOGNITION

Headmaster's List will include students with an A in each academic subject and no unsatisfactory marks on work, study, or social habits.

Principal's List will include students with a least an overall average of 88 in all academic subjects and who have no unsatisfactory marks on work, study, and social habits. A pupil cannot be on the Principal's List if he/she has any grade below 85.

Honor Roll will consist of those students who have an overall grade average of at least 85 in their academic subjects and who have no unsatisfactory marks on work, study, or social habits. A pupil cannot be on the Honor Roll if he/she has a failing grade in a subject.

ASSIGNED TEST DATES

MONDAY: Art, Creative Writing, Driver's Ed, Health, Psychology, Sociology, Bible, Rotation Classes

TUESDAY: English, Computer

WEDNESDAY: Science, Speech, Communication, Drama, Journalism

THURSDAY: Math, Languages

FRIDAY: Social Studies, English Vocabulary, Accounting

EXEMPTIONS

Only seniors eligible for graduation, having a minimum average of 88 for the 3rd and 4th nine weeks combined, may choose to forego a final exam in that subject(s). Said exemption shall be only for those subjects that the 3rd and 4th combined nine weeks average is equal to or above an 88. This exemption does not apply to Advanced Placement Courses or any other course that earns college credit.

OUTSIDE CURRICULUM

All outside curriculum coursework must be approved by the administration before the class begins. Failure to do so may result in no credit toward graduation requirements at MRA. Only two summer school credits may be applied to establishing athletic eligibility and may be applied for credit during one summer. Students are reminded that all English courses taken for the first time must be taken at MRA. **Students are also reminded that only four (4) new outside curriculum courses will be applied for credit toward graduation. It is the student's responsibility to know how many outside curriculum credits you have attained.** Note : This does not include credit recovery course work that may be necessary to fulfill graduation requirements.

Students transferring to MRA with letter grades and all outside curriculum course work will be converted to the following scale on the MRA transcript: A+ = 100, A = 96, A- = 93, B+ = 91, B = 88, B- = 85, C+ = 83, C = 80, C- = 76, D+ = 75, D = 73, D- = 70, and F = 67.

NOTE : The administration of MRA reserves the right to adjudicate any course work that the school cannot schedule or offer at the appropriate high school level. In addition, special consideration (exception) may be made for any student with a documented learning disability to enroll in new course work.

Permission Form on File

In order to earn high school credit for any course work taken outside of MRA, a student MUST have a permission form on file in the guidance office listing the course work and the accredited school where the course is to be taken along with signatures from the high school principal and counselor. This work includes but is not limited to online courses, correspondence courses, courses taken at an accredited high school, etc. At the issuance of permission from MRA, the student must declare whether the course is for new credit or credit recovery.

Academic Integrity

Grades for course work taken outside of MRA will be calculated into the student's cumulative grade average. However, these grades will NOT be used for consideration of Valedictorian, Salutatorian, Highest Honor Graduate, Honor Graduate, National Honor Society, or Mu Alpha Theta.

Class Rank, Valedictorian, and Salutatorian

Madison-Ridgeland Academy does not report class rank. Only the top two students in the graduating class shall receive a class ranking. The student with the highest numerical grade average shall be recognized as the Valedictorian, and the student with the second highest numerical grade average shall be recognized as the Salutatorian. Only students completing Track III will be eligible for Valedictorian and Salutatorian. A transfer student must attend MRA for 4 consecutive semesters prior to being eligible for Valedictorian or Salutatorian. Early graduation deems a student ineligible for these distinctions.

REPORTING OF STUDENT PROGRESS

Progress reports will be available for parents at the end of the first 3 weeks and second 3 weeks in the nine week period. Report cards will be given out at the end of each nine (9) week grading period. Parents may log on to www.mrapats.com for grades, absences, discipline, etc. at any time.

GRADING SYSTEM

Standard grades at MRA are as follows:

A+.....	100-99	C+.....	84-83
A.....	98-95	C.....	82-78
A-.....	94-93	C-.....	77-76
B+.....	92-91	D+.....	75
B.....	90-87	D.....	74-71
B-.....	86-85	D-.....	70

The lowest passing grade is 70. Numerical grades will be recorded on report cards and on permanent records.

The marks for daily homework, participation, class work, and tests are combined to determine each nine (9) weeks grades. The nine (9) weeks grades will be determined by using the daily average (3/4) and the nine weeks test as (1/4) of the nine weeks grade. **Note: A nine weeks test will not be administered at the end of the 2nd and 4th nine weeks. The daily average will be the nine weeks grade for the 2nd and 4th nine weeks.** The two nine weeks grades will count as (3/4) of the semester grade and the semester examination will count (1/4) of the semester grade. The yearly average will be determined by averaging the first semester grade with that of the second semester grade.

Students transferring to MRA with letter grades will be converted to A+ = 100, A = 96, A- = 93, B+ = 91, B = 88, B- = 85, C+ = 83, C = 80, C- = 76, D+ = 75, D = 73, D- = 70, and F = 67

PLEASE NOTE THE FOLLOWING SCALE AND GRADING ADJUSTMENTS:

<u>WEIGHT OF 1.025</u>	<u>WEIGHT OF 1.05</u>	<u>WEIGHT OF 1.10</u>
6-8 Special Sections	3 rd /4 th Year Languages	AP Foreign Language
9-12 Honors Sections	Calculus	AP English
All courses taken in advance of their normal grade year and not weighted. Example 7 th grader taking Alg. 1 or a 9 th grader taking geometry.	Physics	AP American Govt.
	Adv. Math	AP Calculus
		AP History
		AP Science

NOTE : Students taking Algebra II, Biology II, or Anatomy and Physiology in the 10th grade will not receive a weighted score.

CLASSIFICATION OF STUDENTS

Secondary

Students attending MRA will be classified according to the number of credits earned toward graduation as follows:

Freshmen – students promoted from the eighth grade

Sophomores – students who have completed 6 units of work

Juniors – students who have completed 12 units of work

Seniors – students who have completed 18 units of work

The Junior High School student, in grades 6-8, must pass three major subjects to be promoted. In grades 6-8 all math, English, and science course work must be taken at MRA; any exceptions must be approved by the administration. Any remedial coursework must be approved by the administration before the class begins. Remedial work completed in summer school may be accepted at the discretion of the administration.

GRADUATION REQUIREMENTS

All students will be required to satisfactorily complete one (1) of three (3) tracks of study.

	Jr. College Track I	University Track Track II	University Honors Track III
English	4	4	4
Math	2	4	4
Science	2	3	4
History	3	4	4
Electives	7	4	2
Languages	0	1	2
Non-Acad.	2	2	2
Fine Arts	1	1	1
TOTAL	21	23	23

Note: Students entering the 9th grade in 2006 will be required to complete 4 credits of English, 4 credits of Math, 4 credits of Science, 4 credits of Social Studies, and 4 academic electives as part of their academic credits for graduation.

1. Track I will meet Junior College regulations. Track I will not prepare you for admission to a major university.
2. Tracks II and III will meet all major college regulations.

3. Only students enrolled in Track III will be eligible for Valedictorian and Salutatorian. **A transfer student must have attended MRA for four (4) consecutive semesters prior to being eligible for Valedictorian or Salutatorian. Early graduation deems a student ineligible for these distinctions.**
4. Track III: Highest Honors – 93 and above...Honors – 90-92
Track II: Honors – 93 and above (**Grades are not rounded up for either category**)
5. All students must take five (5) academic subjects and one (1) non-academic subject each year, such as: music, P.E., chorus, girl's basketball, driver's ed., annual staff, paper staff.
6. All students must take Computer Application I, health, and a fine art. Fine arts are art, graphic communication, choir, drama. (Note: Personal Fitness counts as ½ of the fine art requirement and counts as the full requirement for health.)
7. Tracks II and III must take Algebra I, geometry, Algebra II and a higher level math; Biology I, chemistry, and Track II must take one (1) higher level science, with Track III taking three (3) higher level sciences. Track II must take (1) year of a foreign language. **Students entering the 9th grade in 2006 will be required to take 2 higher level sciences for Track II.**
8. Requirements for the following courses are as follows:
AP Chemistry – must have completed Algebra II and chemistry. Chemistry may be skipped with special permission from the principal.
Physics – must have completed Algebra II
Computer Science – completed keyboarding/application, completed or taking Algebra II
Graphic Art – must have completed keyboarding/application and Art I
9. Track III: The four (4) sciences must include a biology, a chemistry, and a physics. You must take two (2) years of the same foreign language. You must take 3 AP courses. One must be taken prior to your senior year, and one must be AP Calculus, AP Physics, or AP English. Algebra III may be taken as an elective, but not as one of your math requirements.
10. Tracks II and III: History must include Mississippi studies, geography, world history, American history, American government, and economics.
11. To enroll or qualify for an honors class and/or an AP class, students must meet the following criteria:
 - a. Teacher recommendation
 - b. Established achievement test scores
 - c. Established grade scores

COLLEGE ENTRANCE REQUIREMENTS

Secondary

The entrance requirements to different colleges vary greatly. If one plans to attend college, he/she should write the college of his/her choice for a bulletin of information on the requirements for admission. Each high school student should plan his/her academic program to suit his/her needs. **Most state universities require a minimum of an 18 on the ACT with a minimum of 2.0 GPA on the required high school courses. (Required courses vary from college to college)**

Seniors are reminded all state colleges require scores from the American College Testing Program (ACT). College centers administer the test five (5) times during the year. We also encourage students to take the Scholastic Aptitude Test (SAT). Applications are available in the counselor's office.

HIGH SCHOOL UNITS
(Grades 9-12)
REQUIRED FOR ADMISSION TO
PUBLIC UNIVERSITIES IN MISSISSIPPI

The Board of Trustees of State Institutions of Higher Learning passed the following policy pertaining to admission standards. The College Prep Curriculum for students graduating from high school and entering a public institution of higher learning prior to the summer of 2012 is as follows:

- English: 4 Carnegie Units – All must require substantial communication skills and components. (e.g., reading, writing, listening, and speaking)
- Mathematics: 3 Carnegie Units – Includes Algebra I, geometry, and Algebra II. A fourth class in higher level mathematics is highly recommended.
- Science: 3 Carnegie Units – biology, advanced biology, chemistry, advanced chemistry, physics, advanced physics, or any other science course with comparable rigor and content. One Carnegie unit from a physical science course with content at a level that may serve as an introduction to physics and chemistry may be used. Two of the courses chosen must be laboratory based.
- Social Studies: 3 Carnegie Units – Courses should include United States history (1 unit), world history (1 unit with substantial geography component), government (1/2 unit), and economics (1/2 unit) or geography (1/2 unit).
- Advanced Electives: 2 Carnegie Units – Courses may be two units of foreign language or one unit of foreign language and one unit of geography, mathematics, or a lab-based science course of comparable rigor and content to those required above.
- Computer Applications: ½ Carnegie Unit – The course should include use of application packages such as word processing and spread sheets. The course should also include basic computer terminology and hardware operation.
- Pre-High School Units: Algebra I or first-year foreign language taken prior to high school will be accepted for admission, provided course content is the same as the high school course.

The College Prep Curriculum for students graduating from high school and entering a public institution of higher learning beginning in the summer of 2012 is as follows:

- English: 4 Carnegie Units – compensatory reading and compensatory writing may not be included.
- Mathematics: 4 Carnegie Units – Includes Algebra I, geometry, Algebra II, and any one Carnegie unit of comparable rigor and content. (e.g., advanced algebra, trigonometry, pre-calculus, calculus, AP Calculus AB, AP Calculus BC, discrete mathematics, probability and statistics, or AP Statistics)
- Science: 4 Carnegie Units – Includes Biology I, Chemistry I, and any two Carnegie units of comparable rigor and content. (e.g., physics, physical science, Biology II, Chemistry II, AP Chemistry, Physics II, AP Physics B, AP Physics C – electricity and magnetism, AP Physics C – mechanics, botany, microbiology, or human anatomy and physiology)
- Social Studies: 4 Carnegie Units – Includes world history, U.S. history, introduction to world geography, U.S. government, economics, and Mississippi Studies. (Credit earned for a state/local government course in any other state may stand in lieu of Mississippi Studies.)
- Arts: 1 Carnegie Unit – Includes any one Carnegie Unit of visual and performing arts course(s) meeting the requirements for high school graduation.

- Advanced Electives: 2 Carnegie Units – Courses may be two units of foreign language or one unit of foreign language and one unit of geography, mathematics, or a lab-based science course of comparable rigor and content to those required above.
- Computer Applications: ½ Carnegie Unit – Course should emphasize the computer as a productivity tool. Instruction should include the use of application packages, such as word processing and spreadsheets. The course should also include basic computer terminology and hardware operation.
- Pre-High School Units: Algebra I, first-year foreign language, or Mississippi Studies taken prior to high school will be accepted for admission, provided course content is the same as the high school course.

NOTE: Those students wishing to apply for admission to Mississippi Universities but not meeting the standards set forth should contact their counselor or the university of their choice for information on Provisional Admission.

FEES (Grades 6-12)

Fees are charged for certain courses offered. These fees help keep the equipment maintained and purchase supplies. The courses requiring fees are the following:

Driver's Education	\$125.00 per student (\$150.00 summer school)
Resource (1-12)	\$60.00 per semester, \$120.00 per year
ELS Lab	\$300.00 per semester, plus a one time testing fee of \$50.00

**** Fees for field trips will be assessed based on the particular trip planned.**

**** All fees must be paid before exams will be given.**

ASSEMBLIES (Grades 6-12)

At various times during the school sessions, programs of an educational or entertaining nature are presented. These programs are conducted by students under the direction of teachers, by outside speakers, or by entertainers, including dramatic and musical groups. It may be necessary to charge a small fee for some of these programs.

TEXTBOOKS (Grades 6-12)

Textbooks will be on a loan basis with a fee charged. The books will be returned at the end of the year. A fine will be assessed for any abuse, such as writing in the books, and charged to the student at the end of the course.

All lost books or books with water damage will be paid for on a pro-rated basis. Books needing rebinding due to student abuse or neglect will be **\$15.00**. All fees, fines, books, etc. must be cleared before exams will be given.

ADVANCED PLACEMENT COURSES

STUDENTS ENROLLED IN ADVANCED PLACEMENT COURSES WILL BE REQUIRED TO TAKE THE AP EXAM TO RECEIVE CREDIT FOR THE COURSE AT MRA. **NOTE TO SENIORS:** MANY TIMES THE AP EXAM OCCURS AFTER GRADUATION. YOU WILL BE REQUIRED TO TAKE THE EXAM AND YOUR DIPLOMA WILL BE HELD UNTIL THE TEST IS COMPLETED. PRESENT FEE FOR EACH EXAM IS \$83.00.

ACHIEVEMENT TESTS

Throughout the year various achievement tests are administered by MRA. The Stanford is required for 6th – 8th graders, Explore test is required for 8th graders, the PLAN test is required for 9th and 10th graders and the PSAT is required for 10th and 11th graders. If any additional achievement tests are administered at MRA, that grade level will be required to take the designated achievement test.

SCHEDULE CHANGES

You may change a class after approval by the headmaster, principal, or counselor. A subject must be dropped in the first two weeks of the semester in which the course begins. Dropping a class at a later date will result in a failing grade.

SERVICES (Grades 6-12)

Transcripts – Three transcripts will be sent for a student who has completed the required form. A fee of \$2.00 will be charged for each additional transcript mailed.

Telephone – The office telephone is a business phone and should NOT be used by students. Special permission will be granted for needed use of the phone at student services. Times to use these phones are before school, during break or lunch, and after school. No student will be called from class to answer the telephone, but in an emergency he/she will be called to the office. Students needing to check out of school must use the phone at student services. Students are not to leave class or study hall to use the phones except for situations of a critical nature.

Driver's Education – Driver education is available to students 14 years old or older and entering the 9th grade or above. It consists of thirty (30) hours of classroom training and six (6) hours “behind the wheel” in the driver education car. Permits issued to a 14 year-old must be kept by the instructor and are issued only for use while operating the driver education car with the instructor.

Insurance – MRA does not underwrite an insurance policy. The school merely aids the students in obtaining this insurance. We encourage student to have insurance; however, the school cannot be responsible for any claims not paid.

Guidance Services – It is the goal of MRA to help each student profit as much as possible from his/her school program and to assist in plans for further educational study after completing this school program. The counselor, administrators, and teachers are available to discuss with students and/or parents any problem or question relative to our educational program.

The Guidance Program – includes the following: individual and group counseling (7-12), administration of a comprehensive testing program and interpretation of scores (K-12), elementary orientation and consultation, scheduling and course of study planning, career orientation, college planning and application requirements and procedures, and curriculum consultation.

Copying Service – Copies may be made at a cost of twenty-five (25) cents a page.

Permits and Driver's License – Students who plan to obtain a driver's permit or license must contact student services to receive a Certificate of Attendance Form. Please make your request well in advance of the time needed. The Mississippi Highway Patrol will not give a test without the certificate. The certificate is valid for 30 days and must be renewed.

TUITION PAYMENT POLICY (Grades 6-12)

The following guidelines have been adopted by the Board of Trustees:

- (1) Tuition may be paid in one of the following methods:
Payment in full at the beginning of the school year with a check or credit card (Visa or Mastercard only). A 2.5% discount is allowed for full payment by August 1st.

Payment in two equal installments with a post dated check or credit card. Payments are due on August 1st and January 1st.

Ten (10) equal monthly installments or twelve (12) monthly installments beginning in August, with bankdraft. You may select to have your account drafted on the 1st or 15th of each month.
- (2) Monthly tuition payments not paid within ten (10) days of the contract date are considered delinquent. If a monthly tuition payment is not actually received within ten (10) days of the contract date, a late charge of \$25.00 will be added to the account.
- (3) An additional \$25.00 late charge will be added for each additional month said account is in arrears.
- (4) Any payment of tuition and/or fees that is returned by the bank for insufficient funds or other reasons will result in an additional charge of \$25.00.
- (5) Tuition and/or fees for August must be paid before a student can begin the fall session.
- (6) Patrons whose tuition and/or fees payments are in arrears and delinquent to the extent of two (2) monthly payments will have their student(s) immediately dismissed from school.
- (7) The parent/parents of a student dismissed from school for non-payment of tuition and/or fees will be required, before readmission, to pay the entire balance of the tuition and fees due for that school year plus a re-entry fee of \$50.00 per student.
- (8) Final grades and transcripts will be withheld while the tuition and/or fees are in arrears.

- (9) If tuition and/or fees are in arrears, the student may not register until the account is current.
- (10) The business office DOES NOT mail monthly statements concerning tuition payments.

NOTE: Release of any report cards, cumulative records, and/or transcripts is dependent on all fees (tuition, lost book fees, etc.) being paid in full at the Business Office. No exams will be given until all tuition is current.

USE OF SCHOOL FACILITIES

(Grades 6-12)

Throughout the year, all school facilities will remain closed and no school activities will occur on Sunday. Exceptions to this policy will only take place with the prior consent of the administration. In any event, no activity on Sunday shall exceed a period of two (2) hours and shall only occur between the hours of 1:00 p.m. and 5:00 p.m.

All school facilities are for the use of MRA students, staff, and patrons in direct association with student activities. Civic and community participation is permitted, encouraged, and scheduled upon request. Exceptions to this policy will only be granted as a result of Board approval. All school activities shall have precedence over any other activity on the school campus.

EMERGENCY PROCEDURES

(Grades 6-12)

FIRE:

1. Fire Alarm – Three (3) short rings of the bell with verbal instructions, “CLEAR THE BUILDING.”
2. When the alarm sounds, the students are to leave the room in single file under the supervision of the teacher. The student is to take nothing with him/her except what he/she has in his/her hands when the alarm sounds.

TORNADO:

1. Tornado Alarm – Six (6) long rings of bell with verbal instructions, “TORNADO POSITIONS.”
2. When the alarm sounds, the students are to leave the room in single file under the supervision of the teacher.
3. Students are to crouch down on their knees on the floor on the assigned area facing the wall with their heads down inside their knees and arms over their head.
4. No one is to be up and moving about. Avoid looking up and toward areas with glass.
5. When the all clear signal of multiple short rings sounds, return in an orderly manner to class.

EARTHQUAKE PROCEDURES:

1. If **INDOORS**, duck under a desk or sturdy table, stay under cover until the shaking stops.
2. If **OUTDOORS**, move to a clear area away from wires, poles, and trees.
3. **AFTERSHOCK**: Be prepared for aftershocks. If indoors, move outside to the west end of the campus after the shaking of the earthquake stops.

LIBRARY (Secondary)

The school library is an integral part of the educational program at MRA. It contains many volumes of carefully selected books suitable for general reading and reference work, daily newspapers, and current magazines. The school library is one of the privileges of the student, and it should be used extensively and carefully.

Library Hours: The library will be open Monday through Friday from 7:45 a.m. to 3:30 p.m. The library is open all day and the librarian is available to help students.

Check-out Procedure: All books taken out of the library must be checked out. Books may be checked out for a three (3) week period, or at the discretion of the librarian.

Reference Work: Reference books and magazines will be checked out only at the discretion of the librarian. Copies of magazine articles may be made at a cost of twenty-five (25) cents a page.

Lost Books and Fines: Overdue fines will be ten (10) cents a day. Students are responsible for checking the day due slip in the back of the book and

Returning the book on time. If a book is lost, the student will be charged for the replacement cost of the book. Books placed on reserve may be checked out overnight, but must be returned by 1st period the next day. A fine of ten (10) cents a period will be charged for reserve kept past 1st period.

Students must remember when checking books in or out or doing reference work, they should always conduct themselves in an orderly manner. If a student is in the library during the school day, he/she must receive permission from the librarian before leaving.

MRA CHAPEL PROGRAM

While the school attempts to view all of life as a spiritually beneficial activity (1 Cor. 10:31; Col. 3:17), some activities are structured primarily to help our students grow in the spiritual dimension of life. The MRA chapel program is designed to sow seeds that will enable our students to more fully love the Lord their God with all their heart, soul, and strength. Our time in chapel will be relevant as it addresses real life issues and encourages our students to seek God's purpose and plan for their life. Through age appropriate bible study, worship, and praise our students will have the opportunity to deepen their personal relationship with God.

Objectives:

- To clearly present the message of salvation through Jesus Christ
- To address current/relevant issues and topics of today's society in a way that demonstrates God's commandments, mercy, and grace
- To provide an atmosphere of worship, celebration, and hope
- To train and equip our students for ministry on and off MRA campus
- To bring students to a point of decision

Madison-Ridgeland Academy Student Harassment Policy

Harassment is a behavior, which is *UNWELCOME* and *REPEATED*; it must *NOT* be allowed to continue.

Some forms of harassment are *UNLAWFUL*.

In schools, harassment can happen when:

- A student harasses another student
- An adult harasses a student
- A student harasses an adult
- An adult harasses another adult

Harassment is ongoing verbal and/or physical attacks against a person. It includes intimidation in all forms. It is done with intent to disrupt physically and/or emotionally. This can be done by an individual or by a group gathered together to harass someone.

Harassment can be physical, racial, verbal, or sexual.

Physical Harassment:

- Hitting, punching, jostling, pushing, spitting, or sexual abuse
- Frightening others by threatening these actions against them
- Hiding, damaging, or destroying the property of others

Non-physical Harassment:

- Name-calling or putting others down
- Using offensive names, making suggestive comments or other forms of sexual harassment
- Using abusive language to others
- Making degrading comments about another's race, culture, gender, religious or social background

- Ridiculing a person or making derogatory comments about his or her body, face, or clothing
- Writing derogatory graffiti about others
- Writing crude notes or crude drawings about others
- Spreading rumors about students or their families
- Belittling another student's abilities and achievements
- Posting, texting, or sending derogatory statements via digital media, i.e. email, internet blogs, cell phones, etc.

Any student who engages in any harassing behaviors toward another Madison-Ridgeland Academy student will be subject to disciplinary action, which may include suspension or expulsion.

*Approved by the MRA Board for inclusion in the Student Handbook, August 16, 2006.

SEXUAL HARRASSMENT POLICY

MRA is committed to ensuring that the students have a school free from sexual harassment and therefore recognize the need to have and enforce a sexual harassment policy.

Sexual harassment includes any unwelcome sexual advance, request for sexual favors, and any other verbal, visual, or physical conduct of a sexual nature that meets the following criteria:

1. Any unwanted or inappropriate sexual attention that includes touching, looks, comments, or gestures.
2. Verbal conduct such as epithets, derogatory or obscene comments, slurs or sexual invitation, sexual jokes, propositions, suggestive insulting, obscene comments, or gestures or other verbal abuse of a sexual nature;
3. Graphic, verbal commentary about an individual's body, sexual prowess, or sexual deficiencies;
4. Flirtations, advances, leering, whistling, touching, pinching, assault, coerced sexual acts, blocking normal movements;
5. Visual conduct such as derogatory or sexual posters, photographs, cartoons, drawing or gestures or other displays of suggestive objects or pictures;
6. Retaliation for having reported or threatened to report sexual harassment

This behavior is unacceptable at MRA and at MRA functions such as athletic events, dances, plays, field trips, etc.

While MRA encourages the individual(s) who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome, MRA also recognizes this may be ineffective or impossible; therefore, the following steps should be followed in reporting a sexual harassment complaint:

1. Report the incident and the complaint to the principal or the headmaster. If reported to the principal, he/she will report to the headmaster.
2. All complaints will be investigated thoroughly and promptly. Should complaints prove to be legitimate, the offending student will be subject to disciplinary action that may result in the student being terminated from MRA without a refund of fees.

<p>Note: The fraternization of teachers and students is strictly prohibited</p>
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Madison-Ridgeland Academy Plagiarism Policy

Rationale

The faculty at Madison Ridgeland Academy is committed to teaching students how to become ethical users of information and ideas. It is our responsibility not only to educate students in the research process and mechanics of writing and proper documentation, but also to hold these students accountable for honest work. Whether an assigned project is in a visual, written or spoken format, students are expected to accurately reference all sources of information consulted for the project. Plagiarism is regarded as a serious offense and will not be tolerated by Madison Ridgeland Academy or any other institution of higher learning. It is an expectation that all departments and students adhere to and enforce this policy.

Definition of Plagiarism

Plagiarism is defined as:

- Copying of another person's ideas and/or works, whether intentional or not, in whole or in part, from a print or non-print source, and using those ideas or works as one's own.
 - Deliberate and/or consistent lack of proper documentation and citation in the project or paper.
 - In-text documentation that is not reflected in the Works Cited page.
-

Teacher Responsibilities

Madison Ridgeland Academy teachers are to provide the following at the beginning of the paper or project:

- An assignment sheet with detailed instructions;
- A rubric outlining assessment at all points of the process and for the final product;
- Clear guidelines regarding acceptable amounts of help from peers or other adults.

In addition, teachers are responsible for:

- Assisting students who are having difficulty in the location and evaluation of information;
 - Assisting students in how to manage time and deadlines throughout the research process;
 - Conferencing with students on formatting and composing the project or paper.
-

Student Responsibilities

- Submit authentic work;
 - Follow the project instructions and deadlines assigned by the teacher;
 - Ask questions and seek help from appropriate persons (teachers, the librarian, peers);
 - Follow the Madison Ridgeland Academy Research and MLA Style Guide per teacher direction;
 - Cite in-text or in-project sources correctly and accurately;
 - Format Works Cited pages correctly and accurately.
-

Plagiarism Violations

If a teacher has sufficient reason to believe that a student has plagiarized, the teacher must determine the level of plagiarism according to the criteria below. A committee comprised of the high school principal, assistant principal, department chair, and teacher involved then has the option to meet to determine what actions, if any, will be taken.

DEGREES OF PLAGIARISM

I. A first-degree violation may occur due to ignorance or inexperience on the part of the student. An example of plagiarism at this level may involve a student's using a paragraph or a few lines of text without citing the material properly; however, most of the paper is the student's own work.

Recommended procedures for first-degree violations are outlined below; any one or more procedures may be chosen:

1. A make-up assignment at a more difficult level.
2. A grade reduction on the original assignment.
3. Notify parents of the violation

II. A second-degree violation is considered a more serious plagiarism offense. Examples of this violation include use of one or more paragraphs of another's ideas and/or works without correct citation. Incorrect citation may often take the form of improper paraphrasing. Although some of the work is the student's, it is evident that much of the work has been taken from other sources and not referenced.

Recommended procedures for second-degree violations are outlined below; any one or more procedures may be chosen:

1. A grade reduction on the original assignment.
2. A letter in the student's academic file detailing the offense.
3. Notification to National Honor Society advisor, if appropriate.
4. Disciplinary action taken by administration, including parent notification.

III. A third degree violation is a severe case of plagiarism and indicates the majority of a student's work has been taken from another source or sources and not referenced. An example may be the use of a purchased term paper or other materials as one's own. Also, this violation may involve improperly acquiring information and/or intentionally altering it, i.e. citing sources that are not actually sources. In addition, a third degree violation occurs when a student has been found guilty of plagiarism in a prior instance. In this instance a committee meeting will be held to discuss what will happen.

Recommended procedures for third degree violations are outlined below; any one or more procedures may be chosen:

1. A recommendation that no credit be given for the original assignment.
2. A letter in the student's academic file detailing the offense.
3. Notification to National Honor Society advisor, if appropriate.
4. Disciplinary action taken by administration, including parent notification.

Madison-Ridgeland Academy Technology Acceptable Use Policy

Purpose

The purpose of this Policy is to provide the students, faculty and staff of Madison-Ridgeland Academy (“MRA”) with notice of what conduct shall be deemed acceptable with regard to the use of Technology, as the term is defined herein below.

Who Is Covered by this Policy

This Policy covers the use of MRA Technology and Technology, as defined below, by all MRA students, patrons, faculty and staff (collectively “Users”) in any way which directly or indirectly affects MRA.

How this Policy Applies

This Policy applies to the use of Technology or MRA Technology by any User, regardless of his/her location, in any way that affects or relates to (1) MRA, its students, faculty, administration or staff, (2) any event or extracurricular activity involving MRA, or (3) any MRA-sponsored group.

Technology

“Technology,” as used in this Policy, means any electronic communication tool, system or process, including, but not limited to, telephones, cellular telephones, computers, software, the Internet, web sites, or Internet related software and communication tools. For example, Technology encompasses all cellular and SMS text messages, e-mail, instant messenger sessions, newsgroups, on-line forums, and file sharing and/or bit torrent clients.

“MRA Technology,” as used in this Policy, means any Technology owned, controlled or provided by MRA.

Responsibilities of the User

Users of MRA Technology must take full responsibility for what they publish, transmit or possess. Users of MRA Technology must connect equipment and install software in a manner that meets the technical and security standards set by MRA. Users are also responsible for keeping their account information confidential at all times.

A certain measure of caution and awareness is required by Users to ensure the efficient and trouble-free use of MRA Technology. While MRA has systems in place to combat viruses, spyware, spam, and other computer “bugs,” MRA will not be responsible for damage to a User’s Technology which results from viruses, spyware, spam, or any other use of MRA Technology. Users are responsible for adequately protecting and maintaining their own Technology.

When making use of MRA Technology, users are responsible for keeping their personally identifiable information, which may include, but is not limited to, a User’s telephone number, address, age, gender, date of birth, credit card data, Social Security and Driver’s License numbers etc., strictly confidential.

Acceptable Use

Use of MRA Technology is a privilege, not a right. Users may make use of MRA Technology for purposes of education, academic research, and MRA related activities and communications.

Unacceptable Uses

Technology

No User may use any Technology to do the following:

- steal, forge, lie, cheat, plagiarize, or masquerade;
- bully or threaten;
- disseminate confidential information;
- tamper with, misuse, damage, interfere with, or destroy the Technology of another;
- upload, download, post, or transmit content that is obscene, threatening, harassing, defamatory, libelous, invasive of another's privacy, hateful, or racially/ethnically motivated; or
- incite violence or the imminent threat of violence.

MRA Technology

MRA Technology exists to advance the mission of MRA. MRA will manage these resources accordingly. Users may not do any of the following with MRA Technology:

- access the account of another;
- generate activities which consume more than a User's fair share of either system time or network bandwidth [*ex: sending chain letters*] or adversely affect system performance;
- fraudulently log into any computer;
- forge e-mail headers or manipulate other identifiers in order to disguise the origin of any system or network activity;
- attempt to determine the passwords of others or obtain privileges on any computer to which a User is not entitled;
- possess, willingly receive or distribute obscene material;
- copy, install or use any data in violation of applicable copyrights or license agreements [*Downloading and distributing movies, songs and software without authorization from the owner of the copyright is a violation of copyright law. The Recording Industry of America and Motion Picture Association of America can and do aggressively sue to enforce their copyrights.*];
- utilize any software or communication protocol not provided by MRA, including IP forwarding, bridging, ARP proxying, IP masquerading, DHCP, Network Address Translation (NAT), IP/ IPX tunneling, SOCKS, application layer proxies, SSH, bit torrent and/or peer-to-peer (P2P) software, or any similarly enabling technology;
- add new or unauthorized devices such as hubs, switches, gateways, routers, access points and/or servers of any kind to existing MRA Technology;
- use any MRA Technology for advertising or commercial purposes, including unsolicited commercial e-mail [*Commercial sponsorship of academic projects, e.g., the inclusion of banner ads on a project web site, is strictly prohibited without written approval.*];
- use any MRA Technology for partisan political activities;
- install any software on MRA Technology without written approval;
- violate this Policy off-campus anywhere in the world using MRA Technology; or
- possess any software, resource or equipment whose purpose is to effect one of the violations listed in this Policy; or
- attempt to violate any provision of this Policy.

Privacy

Users should have no expectation of privacy with regard to any information created, received, sent or stored in conjunction with their use of MRA Technology. MRA may access, view, investigate and delete any and all information stored on or created with MRA Technology. MRA may do so without cause and without prior notice to the User.

Duty of Parent or Guardian to Monitor Out of School Use of Technology

It is the responsibility of each parent or guardian to verify that their student's use of Technology is in compliance with the law and all of MRA's policies. Failure to monitor a student's use of Technology may result in serious consequences.

Personal websites, Blogs or profile directories such as Facebook, MySpace and Xanga are not monitored by MRA. However, Users who engage in behavior unbecoming of a member of the MRA community through the use of Technology will be subject to penalties. Any information that MRA, in its sole discretion, finds is obscene or constitutes a threat, defamation, copyright infringement or other illegal activity will be reported to the appropriate authorities.

Penalties

Penalties for violation of this policy may include loss of MRA Technology privileges, discipline, suspension, expulsion or termination. Civil liability and criminal penalties may also be imposed.

Under the Family Educational Rights and Privacy Act, schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Parents must notify MRA and request that said information not be disclosed about their child/children.

INTERPRETATION OF MRA POLICIES, RULES, AND REGULATIONS

The MRA Board of Directors has discretionary authority to interpret the terms and provisions of this handbook, and to determine all questions arising in the administration, interpretation, and application of the handbook.

The 6 most important words:
I admit I made a mistake.

The 5 most important words:
You did a good job.

The 4 most important words:
What is your opinion?

The 3 most important words:
If you please.

The 2 most important words:
Thank you.

The 1 most important word:
We

The least important word:
I

SCHEDULE 1

1 st Bell.....	7:57 a.m.
2 nd Bell.....	8:00 a.m.
1 st Period.....	8:03 a.m. – 8:53 a.m.
2 nd Period.....	8:57 a.m. – 9:47 a.m.
Morning Break.....	9:47 a.m. – 9:57 a.m.
Activity/Chapel.....	10:00 a.m. – 10:24 a.m.
3 rd Period.....	10:28 a.m. - 11:18 a.m.
4 th Period.....	11:22 a.m. - 12:12 p.m.
5 th Period.....	
Middle School Lunch.....	12:12 p.m. - 12:32 p.m.
Middle School Class.....	12:36 p.m. - 1:26 p.m.
High School Class.....	12:16 p.m. - 1:06 p.m.
High School Lunch.....	1:06 p.m. - 1:26 p.m.
Afternoon Break.....	1:26 p.m. - 1:28 p.m.
6 th Period.....	1:31 p.m. - 2:21 p.m.
7 th Period.....	2:25 p.m. - 3:15 p.m.

SCHEDULE 2

1 st Bell.....	7:57 a.m.
2 nd Bell.....	8:00 a.m.
1 st Period.....	8:03 a.m. - 8:59 a.m.
2 nd Period.....	9:03 a.m. - 9:56 a.m.
Morning Break.....	9:56 a.m. - 10:06 a.m.
3 rd Period.....	10:10 a.m. - 11:03 a.m.
4 th Period.....	11:07 a.m. - 12:00 p.m.
5 th Period.....	
Middle School Lunch.....	12:00 p.m. - 12:20 p.m.
Middle School Class.....	12:24 p.m. - 1:17 p.m.
High School Class.....	12:04 p.m. - 12:57 p.m.
High School Lunch.....	12:57 p.m. - 1:17 p.m.
Afternoon Break.....	1:17 p.m. - 1:20 p.m.
6 th Period.....	1:23 p.m. - 2:17 p.m.
7 th Period.....	2:21 p.m. - 3:15 p.m.

SCHEDULE 3

1 st Bell.....	7:57 a.m.
2 nd Bell.....	8:00 a.m.
1 st Period.....	8:03 a.m. - 8:56 a.m.
2 nd Period.....	9:00 a.m. - 9:51 a.m.
Morning Break.....	9:51 a.m. - 10:00 a.m.
3 rd Period.....	10:04 a.m. - 10:55 a.m.
4 th Period.....	10:59 a.m. - 11:50 a.m.
5 th Period.....	
Middle School Lunch.....	11:50 a.m. - 12:10 p.m.
Middle School Class.....	12:14 p.m. - 1:05 p.m.
High School Class.....	11:54 p.m. - 12:45 p.m.
High School Lunch.....	12:45 p.m. - 1:05 p.m.
6 th Period.....	1:09 p.m. - 2:00 p.m.
7 th Period.....	2:04 p.m. - 2:55 p.m.
Activity.....	2:58 p.m. - 3:15 p.m.

SCHEDULE 4

(1/2 Day)

1 st Period.....	8:00 a.m. - 8:33 a.m.
2 nd Period.....	8:36 a.m. - 9:06 a.m.
3 rd Period.....	9:09 a.m. - 9:39 a.m.
4 th Period.....	9:42 a.m. - 10:12 a.m.
Morning Break.....	10:12 a.m. - 10:21 a.m.
5 th Period.....	10:24 a.m. - 10:54 a.m.
6 th Period.....	10:57 a.m. - 11:27 a.m.
7 th Period.....	11:30 a.m. - 12:00 p.m.

CLUBS/ORGANIZATIONS

Academic Quiz Bowl

Sponsor: Donna Allen / Grades : 10-12 / Room : 121

The purpose of this club is to provide capable and interested students with an opportunity to participate in local and state-wide academic competitions.

Annual Staff

Sponsor: Frances Dykes / Grades : 10-12 / Room : 115

The annual staff is responsible for taking pictures, writing features, and helping in the development and production of the yearbook.

Art Club

Sponsor: Lynn Miller, Catherine Wood / Grades : 9-12 / Room : 116

The purpose of this club is to develop an interest in various forms of art. The club also provides assistance to any school groups in need of signs, posters, decorations, etc.

Bible Club

Sponsors: Elise Self, David Durrett / Grades : 9-12 / Room : 111

The purpose of this club is to experience Christian fellowship and to learn and grow through the word of God. Members will also prepare and present special chapels for Christmas and Easter.

Board Brains

Sponsors: Barbara Smith, Beth Watts / Grades : 6-8 / Room : 102

The purpose of this club is to study and play various board games and understand the history and culture of these games.

Choral Club

Sponsor: Shannon Watt / Grades : 6-12 / Room : 117

The purpose of this club is for interested students to study voice and music. Students will work on various plays, productions, and presentations for the school and community.

Fellowship of Christian Athletes (FCA)

Sponsor: Brian Smith, Tripp McCarty / Grades : 6-12 / Room : Cafeteria

FCA is a student-run Christian faith-based organization. Students and coaches meet to study God's word and to impact the world for Jesus Christ through testimony, outreach programs, and community service.

French Club

Sponsor: Valerie Abraham / Grades : 8-12 / Room : 112

The purpose of this club is to explore and experience French culture and traditions. Students will also socialize with other French students and practice speaking and writing skills.

Geography Club

Sponsor: Marcia Smith / Grades : 6-8 / Room : 101

The purpose of this club is to study how people in other cultures live, what they eat, how they celebrate, etc. Members of the club will study locations of these cultures and areas throughout the world.

Habitat for Humanity

Sponsor: Michelle Stubbs / Grades : 9-12 / Room : 120

Habitat for Humanity is a nonprofit, ecumenical Christian housing ministry. HFH seeks to eliminate poverty housing and homelessness from the world, and to make decent shelter a matter of conscience and action. Habitat involves people of all backgrounds, races and religions to build houses together in partnership with families in need.

Honor Society

Sponsor: Donna Allen, Mary Willaims (HS), Liz Haskins (MS) / Grades : 6-12 /

Room : 121, 122

The purpose of this organization is to promote educational excellence. Students who meet eligibility requirements excel in the areas of academics, service, leadership, and character.

Hunting and Fishing

Sponsor: Mac Norwood (HS), Mike McLendon (MS) / Grades : 6-12 / Room : Gym

The purpose of this club is to promote lifetime activities outdoors, such as hunting, fishing, camping, and other outdoor pursuits. Information includes hunter education, processing and cooking wild game, and outdoor safety.

Image Club

Sponsor: Michelle Edwards / Grades : 6-9 / Room : 203

The purpose of this club is to give female students an opportunity to discuss relevant issues in their lives. Students will examine topics such as dating, fashion, health and wellness, etc.

Junior Classical League (Latin)

Sponsor: Beth Watts / Grades : 8-12 / Room : 110

The purpose of this club is to promote and expand knowledge of Roman and Greek traditions. Members will interact using Latin and participate in activities that stimulate cultural awareness.

Math Counts

Sponsor: Daireth Headley, Michelle Stubbs / Grades : 6-8 / Room : 103

The purpose of this club is to develop a continued appreciation and development of math. Students will discuss various mathematical areas and work on developing and improving their math skills.

Memory Book

Sponsor: Wren Gregory, Beth Yerger / Grades : 6-8 / Room : Library

The purpose of this club is to provide students an opportunity to document events throughout the school year through photos. Students will take pictures of student life around school (sports, class, clubs, etc.).

Mu Alpha Theta

Sponsor: Donna Allen, Michelle Stubbs / Grades : 10-12 / Room : 121

Mu Alpha Theta is a national mathematics honor society for students who excel in math. Students who meet the eligibility requirements will participate in math competitions, provide peer tutoring, and volunteer in service projects.

Newspaper Staff

Sponsor: Frances Dykes / Grades : 10-12 / Room : 115

The purpose of this club is to assist in the development and layout of the student newspaper. Students will design the newspaper and gather articles which deal with school and community news.

Photography Club

Sponsor: Lynn Miller, Catherine Wood / Grades 10-12 / Room: 116

The purpose of this club is to introduce students to the techniques, skill, and art of studio photography. Students will study various types of photos, photographers, and professional opportunities inside this industry.

Pre-Med Club

Sponsor: Cindy Meade / Grades : 10-12 / Room : 210

The purpose of this club is to provide students with insight into the various fields of medicine and the number of careers which are available in this area. Various speakers will give students information about degree requirements, job duties and responsibilities, and general information concerning medical jobs.

Rotary Club

Sponsor: Don Varner, Greg Morgan / Grades : 9-12 / Room : 206

The purpose of this club is to offer service opportunities for our students. Students will serve with organizations such as Toys for Tots and Camp Barnabas.

Spanish Club

Sponsor: Sharon McDill / Grades : 8-12 / Room : 113

The purpose of this club is to promote interest in Spanish and stimulate cultural awareness. Students will practice speaking in Spanish and explore Spanish culture and traditions.

Student Council

Sponsors: Jennie Blackwell, Stephanie Lynch (HS), Wren Gregory, Marcia Smith (MS) Grades : 6-12 / Room : 201, Library

Student Council is a representative body composed of students chosen by their classmates to organize social and extra-curricular activities and to participate in the government of the school.

Teenage Republicans

Sponsor: Tonya Reeves / Grades : 9-12 / Room : 118

The purpose of this club is to allow students an opportunity to examine the workings of the political system on a local, state, and national level. Students participate in elections by helping with campaigns, working voting areas, etc.

Writer's Club

Sponsors: Melissa Buie / Grades : 9-12 / Room : 119

The purpose of this club is to provide an outlet for interested students to improve their writing skills. Students will study various types of writing and participate in various poetry and writing contests.

YMCA Youth Legislature

Sponsors: Chad Lipscomb, Tonya Reeves (HS), Jane Green, Jim DeLaughter (MS)

Grades : 6-12 / Room : 114, 104

Youth Legislature is a program that allows students from across the state to participate in mock legislature. Students debate state issues, argue Supreme Court cases, and preside over committee sessions as officers.

TO PARENTS AND STUDENTS

The MRA handbook was written as a guide to the student and to the parent. We strongly believe in our school's policies. These policies have full administrative approval and are authorized by the MRA Board of Trustees.

As a student, patron, or teacher of MRA, I understand and agree to these policies and pledge to work toward their implementation for continued betterment of our school.

Parent's/Guardian's Signature_____

Student's Signature_____

Date Filed in Office

Homeroom Teacher

2008-09 Navigators

ELEMENTARY: Coordinator - Leslie Dixon

1st grade - head - Jennifer Micello, Tiffany Francis

2nd grade - head - Lisa Crout, Angela Ingram

3rd grade - head - Tish Vaughan, Lee Powell

4th grade - head - Elizabeth Cobb, Jeanne Hamil

5th grade - head - Margaret Cunningham, Tina Coats

MIDDLE SCHOOL: Coordinator - Tracy Miracle

6th grade - head - Joni Sullivan, Monica Harrigill, Glenda Proctor, Dawn Steed

7th grade - head - Stephanie Champion, Melissa McNeese, Lou Ann Woodward, Tracy McCraw

8th grade - head - Leigh Webb, Lynn Fitch, Stephanie Billingsley, Wendy Summers

HIGH SCHOOL: Coordinator - Karen Camp

9th grade - head - Laurie Ruwe, Susan Peoples, Sharon Whitehead, Tammy Gandy

10th grade - head - Rebecca Henley, Tammy Snyder, Susie Kerley, Joyce Miskelley

11th grade - head - Virginia Richardson, Mary Lynn Bankester, Julie Trammell, Vicki Girod, Marty Bell

12th grade - head - Elaine Dodd, Lisa Henderson, Cathy Robertson, Linda Hutcheson, Patty Ryan, Karen Tutor

MRA Faculty Email List

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