

## 2008-09 SCHOOL YEAR CALENDAR

<b>September</b>	2 3 19 24-26 29	Orientation Night First day of school/ First Term Begins Parent/Teacher Spaghetti Dinner MABC Missions Conference <i>No School</i>
<b>October</b>	7 7 15 31	Yearbook Picture Day <b>Mid-term reports go home</b> (1 <sup>st</sup> Qtr.) Sophomore & Junior Class PSAT Testing End of First Term
<b>November</b>	3 4 13, 14 26 27-28	Second Term Begins <b>Report Cards go home</b> (1 <sup>st</sup> Qtr.) Teacher’s Convention (MERAACS) – <i>No School</i> School out at 12 Noon Thanksgiving Holiday – <i>No School</i>
<b>December</b>	9 22-Jan. 2	<b>Mid-term reports go home</b> (2 <sup>nd</sup> Qtr.) Christmas Holidays – <i>No School</i>
<b>January</b>	5 16 19 20 21	Classes resume End of Second Term M.L. King, Jr., Day – <i>No School</i> Third Term Begins <b>Report Cards go home</b> (2 <sup>nd</sup> Qtr.)
<b>February</b>	12 13 16-20	Senior High Academic Testing GSACS Spelling Bee (Snow Date – 17 <sup>th</sup> ) Winter Break – <i>No School</i>
<b>March</b>	3 10 13 20 27 30 31 30-Apr. 3	<b>Midterm Reports go home</b> (3 <sup>rd</sup> Qtr.) Spring Portrait Day Teacher’s Convention (GSACS) – <i>No School</i> Sr. High Academic Day (Snow Date – 23 <sup>rd</sup> ) End of Third Term Fourth Term Begins <b>Report Cards go home</b> (3 <sup>rd</sup> Qtr.) Achievement Testing Week ( <i>Please... No appts. for students this week!</i> )
<b>April</b>	10 13-17	Good Friday – <i>No School</i> Easter/Spring Break – <i>No School</i>
<b>May</b>	1 12 25	Jr. High Academic Day <b>Midterm Reports go home</b> (4 <sup>th</sup> Qtr.) Memorial day – <i>No School</i>
<b>June</b>	1 3 4 5	K-5 Graduation (7PM) Last day of After-Care School out at 12Noon 8 <sup>th</sup> Grade Graduation (7PM) <i>The Official Last Day of School!</i> MABA Awards Ceremony (10AM – Classes dismissed at conclusion.) 12 <sup>th</sup> Grade Graduation (7PM)

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# FACULTY & STAFF

<b>Administrator -</b>	<b>Pastor Jay Harvey</b>
<b>Principal -</b>	<b>Pastor Brandon Black</b>
<b>Secretary -</b>	<b>Mrs. Aida Irizarry</b>
<b>Secretary -</b>	<b>Mrs. Julie Spencer</b>
<b>K4 -</b>	<b>Andrea Riveros</b>
<b>K5 -</b>	<b>Claudia Brunner</b>
<b>K4/K5 Aide -</b>	<b>Annie Balfour</b>
<b>1st -</b>	<b>Debbie Harvey</b>
<b>El. Ed. Aide -</b>	<b>Raquel Feliciano</b>
<b>2nd -</b>	<b>Nicha Jean</b>
<b>3rd -</b>	<b>Elaine Novak</b>
<b>4th -</b>	<b>Jean Staley</b>
<b>5th -</b>	<b>Chrissy Hughes</b>
<b>6th -</b>	<b>Ken Hughes</b>
<b>7th-12th Grades</b>	<b>Derek Makri</b>
	<b>Tim Pardine</b>
<b>Bible -</b>	<b>Pastor Bradley Balfour</b>

**\*After reading all applying portions of the handbook, both student and parent must sign and return the POLICY CONSENT FORM by the end of the first full week of school.**

**\*\*Please read and sign also the PHOTO/INTERNET PERMISSION FORM located on the reverse of the Policy Consent Form.**

# **ABOUT MABA**

## **History**

The Madison Avenue Baptist Church was established in 1893, and even today it is a gospel preaching center in the Northeast. The Academy was started in 1981 out of a desire to prepare young people spiritually as well as academically. The high school - after closing more than a decade ago - reopened in 2004 to further continue the effort of training the next generation of Christian leaders. God continues to bless both of these ministries and for that we are extremely grateful.

## **What We Believe**

1. We believe in the verbal inspiration and authority of the scriptures. We believe that the Bible reveals God, the fall of man, the way of salvation, and God’s plan and purpose in the ages.
2. We believe in God the Father, God the Son, and God the Holy Spirit.
3. We believe in the deity, virgin birth, excruciating death, and bodily resurrection of Jesus Christ.
4. We believe that salvation is “by grace” plus nothing and minus nothing. The conditions of salvation are repentance and faith.
5. We believe that men are justified alone, and are accounted righteous before God only through the merit of our Lord and Savior, Jesus Christ.
6. We believe in the visible, personal and pre-millennial return of Jesus Christ.
7. We believe in the everlasting, conscious blessedness of the saved, and the everlasting , conscious punishment of the lost.

## **Affiliations**

The Madison Avenue Baptist Academy is a member of the Garden State Association of Christian Schools and the America Association of Christian Schools. This provides the school a variety of educational services including opportunities for academic, musical and athletic competition.

## **Program**

- |                       |             |
|-----------------------|-------------|
| Kindergarten Division | (4 & 5 yr.) |
| Elementary Division   | (1st-5th)   |
| Jr. High Division     | (6th-8th)   |
| High School Division  | (9th-12th)  |

## **Curriculum**

We are - without apology - Bible centered, first and foremost. That being said, the King James Version is used in both the classroom and chapel, so it is required for use in the academy. Other versions may be used for personal study and church. Our curriculum resources come exclusively from the A Beka Book Publishers of Pensacola, Florida.

**GENERAL INFORMATION**

*Academy topics are organized alphabetically.*

**After-School Care**

1. The school day ends at 3:15 PM and your child must be picked up from school by 3:30. ALL children remaining in the building after 3:30 will automatically be placed in After-Care (with the exception of students directly supervised by an academy teacher). Check with the After-Care director for current fees.
2. All bills should be paid on the Friday of the week that the child attends the program. Checks are accepted, however, be aware that the school’s policy for returned checks will be followed (see the school office for policy). All money is to be given to the After-Care director and children are only charged on the days they attend.
3. 7th-12th grade students should not be in After-Care. When the school day ends at 3:15, the 7th-12th grade students must already have arrangements made to go home at that time. (Students planning on returning for evening church activities must also go home and return at the scheduled activity time.)

**Appearance**

Mom and Dad, please see that your child(ren) leave home adhering to the dress code. We will contact you if any of the following is unacceptable. Please observe the following:

1. Boys’ hair is not to hang over the ears or the collar, nor is it to be braided, of an *extreme* or *unnatural* color, or an extreme style.
2. Earrings are not permitted on the boys and should be tastefully displayed on girls. Girls should wear no more than 2 pairs of earrings.
3. Girls’ skirts are to fall no higher than the top of the knee while seated.
4. Clothing must not be torn, purposely cut or dirty.
5. During cold weather, only uniform sweaters are permitted in the K-6th grade classrooms. Jackets and sweat-shirts must not be worn in any of the classrooms, so please plan accordingly ahead of time. Students will be asked to remove the item, so please make sure that your student has something to keep warm if they seem naturally cold.
6. All dress code exceptions for medical reasons require a doctors note if the adjustment is for more than one day. A one day exception requires a note from the parent stating the reason, duration, and parent contact name and number.

All elementary students must wear the appropriate uniform, obtained from Co-Ed Uniforms of Elmwood Park (Rt. 4) or from LandsEnd.com/School. The following items must be purchased there:

<u>Girls</u>	<u>Boys</u>
Jumpers	Pants
Skirts	Pullover Shirts
Sweaters	Ties
	Sweaters

Other items to be worn as part of the uniform that may be purchased elsewhere include:

<u>Girls</u>	<u>Boys</u>
White blouses	White dress shirt
Navy blue knee socks	Navy blue socks
Navy or white socks	Black belt
Navy/Black shoes	Navy/Black shoes

NOTE: The K4 and K5 girls are allowed to wear navy or khaki pants to school. This is due to the nature of their non-traditional classroom and activities.

**Attendance**

1. The school building opens every morning at 7:45. Upon arrival, students will wait in the gym until 8:05, when the teachers take them to their classrooms.
2. A student not in his/her seat by 8:15 will be considered tardy, and must present a valid excuse, signed by the parent, stating the reason for lateness. If a valid excuse is not presented, the child will be considered unexcused, and will not be allowed to make up any work missed in the time they were tardy.
3. Any absence should be explained in writing by the parent on the day of the pupil's return to school. The note needs to be brought to the teacher *at the beginning of the day*. No work may be made up until a note is provided. If no note is provided by the second day back to class, all work missed during the absence will be given a grade of "0". (Please understand, this note is especially critical on test and quiz days and on project due dates.)
4. Any parent coming to the school during the day must stop by the school office before going to the classroom. If your child needs to be picked up before 3:15 for any reason, a note must be sent in the morning with the student. Unannounced parents must not disrupt the classroom or pick up their child.
5. For every 10 tardies, excused or unexcused, a student accumulates, one unexcused absence will be assessed. If a student accumulates an excessive number of absences (20 or more) during the course of the school year, he/she may be retained in their current grade for the following year.

**The guidelines for absences are outlined as follows:**

1. The maximum number of any absences is twenty (20) as required by the state of New Jersey.
2. The following shall be exceptions, not included in the 20 days maximum number of unexcused absences:
  - Following an illness of three or more consecutive days, the student will present a note from a doctor, clinic, Board of Health or hospital explaining the reason for the absence. If no doctor's note is supplied, any days over three will be considered unexcused.
  - Three days are allowed for attending a funeral for a member of the immediate family: parents, grandparents, siblings, aunts, uncles.
  - Absence due to vacation. If your child is absent for more than five consecutive days due to vacation, each day in excess of five days will be considered unexcused. Your child will not be permitted to make up any work missed on the unexcused days. Please understand that vacations should be planned during school breaks so as not to conflict with the children's education.

**Bible Class/Training**

Here at MABA, Bible class is a foundational part of every child's education. Children will have Bible class everyday except on the one day of the week that they have chapel. The purpose of this class is to lay a foundation of how much God loves us, why He sent Jesus Christ to die for us, how we can know we are going to Heaven, and how He wants us to live our lives. As stated previously, we use the King James Version of the Bible exclusively in the classroom. Children are expected to learn memory verses each week, and, in the older grades, they will be taught the foundational truths and doctrines of God's Word. Because the school is a ministry of the church, all children will be taught in the practical and doctrinal fundamentals of historically Baptist traditions.

We make no apologies for the Scriptural content taught in Bible class and will endeavour to remain faithful to all of It's precepts. Each child who is enrolled in our school will be expected to participate fully within the curriculum established for their grade.

**Church Attendance**

We are not just a private school - we are a Christian school. As teachers, we need students to receive reinforcement at home of what they are learning here. With that in mind, we encourage you to be faithful in your church attendance. Even though we do not require attendance at Madison Avenue Baptist Church, we do believe it is important that you attend somewhere faithfully. If you do not regularly attend church and are looking for a good church, then we would love to have you join us here. We have programs in place from the nursery to adults, and we would be happy to help you find a place to be involved.

(For 6th -12th grade Student Conduct please turn to page 14)

**Kindergarten Classes**

The kindergarten classes do not function on a traditional disciplinary system of tallies and demerits. *Kindergarten classes follow the system defined below:*

1. Students will begin the day on the “happy” side of the board. Throughout the day they will receive stars for good behavior. Poor behavior will result in the loss of stars. Once a child is out of stars, their name will be put on the “sad” side of the board. Continued poor behavior will result in the addition of check marks next to their name. Once a student is on the sad side, they can earn their way back onto the happy side with good behavior.
2. Once a child reaches 5 check marks on the sad side, in any day, you will be called to speak to your child about their behavior.
3. Once a child reaches 10 check marks on the sad side, in any day, you will be called to pick up your child for the remainder of the school day.
4. Any child who refuses to accompany the teacher to the office to call a parent for poor behavior will be sent home on that day. Any child who refuses to accompany the teacher to the office to call a parent twice must be removed from the school for the remainder of the school year.
5. Any child whose parent must be called a second time in a grading period to pick them up due to excessive check marks on the sad side, will need to remain home the following day.
6. Any child whose parent must be called a third time in a grading period will remain home the following two days.
7. Any child whose parent must be called a fourth time in a grading period will need to be removed from the school for the remainder of the school year.

**Grades 1-5 students will receive tallies for the following offenses,** best remembered as:

**H-O-W I A-C-T**

*H - Horseplay*

General misbehavior in or out of class that does not fit under any other category.

*O - Out of Order*

Out of seat, not in line, so on

*W - Work not In*

Work not turned in or not completed on time. This includes notes to be signed by parents (only) and returned.

*I - Intentional Disobedience*

The key word is intentional.

*A - Attitude Lacking*

Any improper attitude, for any reason. Tallies are given according to severity of attitude problem.

*C - Courtesy lacking*

Discourtesy to a teacher, student, or any other person - which includes the giving and/or receiving of any answers or work that is not a student's own (requiring an immediate “0” and further appropriate discipline).

*T - Talking*

Any talking without permission.

Tally accumulation procedures for the above offenses are as follows:

**Grades 1-3**

When **20** tallies are received during one nine-week grading period, a letter will be sent home to the parents from the teacher. When **40** tallies are received during one nine-week grading period, a letter of warning will be sent home from the principal. **60** tallies received during one nine-week grading period will result in a one day out of school suspension. **80** tallies received during one nine-week grading period will result in a three day out of school suspension. If a student receives **more than 85** tallies within a nine-week grading period, the administration will consider possible expulsion and any decision by the administration is final.

**Grades 4, 5**

We believe 4th and 5th grade students should be capable of, and responsible for, measuring and monitoring his/her own behavior. This means then that we expect more from a 4th or 5th grade student than we do for the younger children. When **20** tallies are received during one nine-week grading period, a letter will be sent home to the parents from the teacher. When **35** tallies are received during one nine-week grading period, a letter of warning will be sent home from the principal. **50** tallies received during one nine-week grading period will result in a one day out of school suspension. **60** tallies received during one nine-week grading period will result in a three day out of school suspension. If a student receives **more than 70** tallies within a nine-week grading period, the administration will consider possible expulsion and any decision by the administration is final.

**IMPORTANT:** Each student will begin each nine weeks/quarter with a clean slate of zero tallies. However, *if during a semester (two nine-week quarters) a student receives more than 120 tallies for grades 1-3, or more than 100 tallies for grades 4 and 5, the administration will consider further disciplinary action* including possible expulsion for *consistent misbehavior*. As the school year progresses we would like to see a change in a students behavior, not just a clean slate of tallies so that he/she can accumulate them and act the same way. (Please see also, Probation, pg. 12)

**IMPORTANT:** Parents, it is absolutely imperative that you keep in touch with the school by (1) asking your student daily for any notes or paperwork that may have been sent home, (2) checking bookbags to be sure (also daily), and/or (3) contacting your student’s teacher whenever and however possible. Please watch for any notes and make certain that they return signed (if required) as it will greatly reduce confusion later.

- Teachers are required to contact parents with extended discipline measures but both parents and teachers vary in availability and opportunity. Please check in with your student’s teacher(s) weekly as it will greatly limit surprises and misunderstandings. It may even improve student behavior because the student knows mom and dad will be in touch any day.

**Special Offenses**

- Fighting**
- Cursing/Vulgar Language**
- Racial Disrespect**
- Blatant Disrespect to Authority**
- Sexual Harassment/Misbehavior**

The following can be expected for any of the above:

- 1st Offense: Letter of warning sent home + appropriated tallies
- 2nd Offense: 1 day out-of-school suspension + further discipline committee decision
- 3rd Offense: 3 day out-of-school suspension + further discipline committee decision
- 4th Offense: Possible expulsion

Parents will be notified in each case either by letter, phone call or formal/personal conference.

Each student begins the school year with a clean slate but if a student participates in any of the above activities, we will follow the general guidelines above with considerations for severity. From the first offense, the student will then be responsible to behave him/herself for the rest of the school year. If, at any time during the remainder of the school year, he/she commits a second offense, we will continue with the next step and so on.

Obviously there is no place for any of these activities in school but there are times when the intention or full knowledge of what was said or done is not as malicious or intentional as another. We may take a more severe course of action in more severe cases and a less severe course of action in less severe cases. The administration reserves the right to make decisions in all of these matters; if there is a serious problem with a student regarding any of these instances, the administration reserves the right to make a discretionary judgement call. (Please see also, Probation, pg. 12)

Because we are to live holy, separated lives as Christians both on and off school grounds, at no time should students should involve themselves in smoking, drinking of any alcoholic beverage, fighting, indecent or explicit language, drug abuse of any kind, gambling, dishonesty, stealing, sexual misbehavior, pornography, truancy, or vandalism - whether on or off school property. Immediate expulsion may result for any of the previous activities whether the incident occurred during school hours or after, or on school property or off. Students should conduct themselves as Christ-honoring ladies and gentlemen at all times.

*The personal lives of our students should demonstrate the highest levels of excellence in everything they do - but especially in their Christian testimony. MABA is committed to a high standard of education and to a high standard of discipline. In order to be effective in this endeavor, we seek the same commitment from our students and parents and we ask for your support in every aspect of your child's education. **Because of our high standards of excellence and discipline, we reserve the right to expel a student for all of the conduct areas detailed above and/or to say to a student, at any time, that they will not be allowed to attend or return to the Madison Avenue Baptist Academy.***

Please consider the following Scriptural mandates concerning discipline:

1. "Chasten thy son while there is hope, and let not thy soul spare for his crying." (Prov. 19:18)
2. "Correct thy son, and he shall give thee rest yea, he shall give delight unto thy soul." (Prov. 29:17)
3. Also, Proverbs 20:30, 23:13-14, 29:15-17

### **Emergency School Closing**

In the event of bad weather, tune your radio to 94.7 FM (Family Radio), your TV to CBS (channel 2) or News 12 New Jersey (on Cablevision) for all information concerning impromptu changes in the Academy schedule. Some classes may also implement their own classroom "telephone chain" to contact parents. (Make sure that if you cannot reach the next person on the chain, go on to the person after them. This will help keep the chain going and help the teacher immensely.) Please see also: [www.mymaba.org](http://www.mymaba.org)

### **Field Trips**

Twice a year - once in the fall and once in the spring - your child's class may take a field trip and there are a variety of trips they may take for the purpose of fun and learning. Field trips are required and are considered a regular part of the school day. Any child who misses a field trip for a reason other than illness will receive a participation grade of "0" in each class for that day. Children may dress down on their field trips; and in such a case, a note will be sent home in advance to advise everyone of dress code adjustments.

As always, parents are more than welcome to join their child's class for the field trip if their job permits, but please contact the teacher before sending any other adult with your student/s. Siblings are allowed only with the parent's attendance and transportation; however, siblings within the academy must receive permission from their teacher before attending or the day may be considered an unexcused absence with no make-up work.

**Finances**

***Book Fees:*** Please see the school office for a list of book fees as you should have already received one. These fees are due upon your child's acceptance into our school, along with the registration and no student may start the school year until these fees are paid.

***Tuition:*** Tuition bills are to be paid by the 15th of each month. You may pay by cash, check, or credit. Please do not send payments with the students. If you send a payment with a student and it is lost, the academy is not responsible for the lost money or check. The payments are to be mailed in the envelopes provided at the beginning of the year, or are to be hand delivered to the secretaries at the office. Please make sure you receive a receipt from the secretary for your payment.

***Collection and Late Fees:*** You will be responsible for all collection fees should we need to involve our third party collection agency on accounts not current. You will also be responsible for all late fees and percentage fees on all balances that are not current (Fees and percentages vary).

Every month you will receive a statement detailing your account for the year. The statement will also inform you if your account is carrying a balance. *If/when your account stands 2 months or more with a balance, you will have to remove your child until such time as your account is made current.* Statements will be sent home on the last Friday of the month. The effective date for removal of students is the following Monday.

**Forms*****Health Form*** (yellow)

All students will receive a yellow health form in the mail. You will be expected to take your child to the doctor so the doctor can complete it and sign that the information is correct. This form must be returned on or before the first day of school. *No child will be permitted in the classroom if we do not have health form on file.*

\*NOTE: If you have a returning student, you will be expected to provide us with updated files as is necessary.

\*\*ALL High School students are required by the state of New Jersey to have the Hepatitis B series inoculations completed by the end of the first semester of their 9th grade school year.

***Teacher Information Card*** (green)

On orientation night, you will receive two green teacher information cards. These cards will be kept in the school office and with the teacher in case there is a need to contact you. This card will contain all the pertinent information for your child. On the back, there will be a place for you to write the names of those picking your child up from school - make sure that you put the names of everyone who has your permission to pick up your child. Also, take special care to ensure your student's contact information is always up to date should you move or change a phone number. *You will be expected to have this card turned in to your child's teacher by the end of the first full week of school. If we do not have it by that Friday, your student will not be allowed to return to class until we have that information.*

***Re-Enrollment Forms*** (blue)

In the spring of the school year, we will give you, the parents, the opportunity to re-enroll your student before we open enrollment to the community. There will be a deadline attached after which we cannot guarantee your child's spot in the class so we encourage you to take care of re-enrollment quickly. If your account is carrying a balance, you will not receive a form until your account is made current.

***Transportation Forms*** (white)

If you live more than 2 miles, but no more than 20 miles, away from the school, and you drive your child to school, you may qualify for a transportation reimbursement. These forms can be obtained from the school secretary in the school office and they must be resubmitted each semester.

**Fundraisers**

Throughout the school year, we will have a variety of fundraisers. When there is a fundraiser scheduled, you will be given all the information necessary to participate; but, as always, no one is required to participate in the fundraisers. However, proceeds always go to improving our school and keeping student expenses low.

**Grading**

At the midpoint of each grading period, a *progress (midterm) report* will be sent home for all grades. The purpose of this report is to communicate with you, the parent, on how your child is performing in class. This also allows ample time to correct any deficiencies before the end of the quarter.

At the end of each grading period, a *report card* will be sent home for each grade to notify parents of the final course grades from the current grading period. Please check the school events calendar ahead of time for dates that midterm report and report cards can be expected home. Being informed about those dates will prevent the possibility of confusion about, or the concealment of, deficient grades.

All grades are based on the following grading scale:

<b>A+</b>	<b>100</b>	<b>C+</b>	<b>83-82</b>
<b>A</b>	<b>99-95</b>	<b>C</b>	<b>81-77</b>
<b>A-</b>	<b>94-93</b>	<b>C-</b>	<b>76-75</b>
<b>B+</b>	<b>92-91</b>	<b>D+</b>	<b>74-73</b>
<b>B</b>	<b>90-86</b>	<b>D</b>	<b>72-68</b>
<b>B-</b>	<b>85-84</b>	<b>D-</b>	<b>67-66</b>
<b>F</b>		<b>65 and below</b>	

All progress reports and report cards must be signed and returned by the Friday of the week in which they are issued. Failure to return them by that time will result in a tally for the lower grades and a demerit in the upper grades.

Please remember that it is our desire, as it is God’s, that your child do their best. However, their worth as a person is in no way determined by the results that they will bring home at the end of each grading period. Your child is special because they are a direct creation of God. Regardless of how they might perform, they are valuable to God and to us.

Tutoring is available for all students on an “as needed” basis. If you would like to receive advice on helping your child to become a better student and test taker, please check with your student’s teacher or the school office as there are many things that are not required of our classes that could be a great help.

NOTE: For the high school, eligibility for extra curricular activities will be determined based upon their midterm grades. In short, a student’s eligibility to play sports will be evaluated every 4 1/2 weeks.

**General Policies**

1. Office *telephones* are not to be used by any student except in the case of an emergency (any phone calls will be made by the school secretaries only). Cell phones are not permitted for any reason in school. If you wish for your child to bring a cell phone to school, they must turn it into the office at the beginning of the day, and may go there to place a call when needed. They should also pick up their cell phone at the end of the day in the office. This will cause less distractions in the classroom to your student and fellow classmates and teachers. We will take disciplinary actions if these guidelines are not followed and MABA is not responsible for lost, stolen, or broken cell phones.
2. *Gum chewing* is NOT allowed at school; and because of its destructive abilities, repeated offenses will receive additional penalties.
3. *Electronics in general* (including radios, MP3 players, i-pod’s, game systems, etc.) and *are* not necessary and are prohibited at school. These items will be immediately confiscated and returned only to a parent in person. MABA is not responsible for the theft or loss of these items.
4. *Pocket knives, or weapons of any kind* or for any reason, must never be carried to school by a student and will be immediately be confiscated. Additional penalties will/may be applied.
5. Students are expected to follow any and all conduct and classroom rules at all times.

**Home Life**

Christian education begins at home as was directly commanded by God (Duet. 6), Eph. 6:10-17 tells us,

*“Finally, my brethren, be strong in the Lord, and in the power of His might. Put on the whole armor of God, that ye may be able to stand against the wiles of the devil. For we wrestle not against flesh and blood, but against principalities, against powers, against the rulers of the darkness of this world, against spiritual wickedness in high places. Wherefore take unto you the whole armor of God, that ye may be able to withstand in the evil day, and having done all, to stand. Stand therefore, having your loins girt about with truth, and having on the breastplate of righteousness; And your feet shod with the preparation of the gospel of peace; Above all, taking the shield of faith, wherewith ye shall be able to quench all the fiery darts of the wicked. And take the helmet of salvation, and the sword of the spirit, which is the word of God.”*

This spiritual armor and its corresponding values are “put on” at home. The Christian school’s goal is simply to assist the student with properly fitting and using this spiritual armor. The parent then must initiate and reinforce this training both at home and in all other areas of life as well. Whatever we teach a child at school will have little impact if it does not come from the home first. If we can be of any assistance to you in encouraging spiritual growth at home, please let us know and we would be glad to help.

**Homework**

1. Homework will not be assigned on Wednesday nights. However, homework assigned earlier in the week can be made due on Thursday (given that the workload is one nights worth).
2. All homework, assigned in the 5th-6th grades, will be graded and every homework paper has the potential of receiving full credit if it is completed for collection on time. All homework not turned in when it is due and collected is considered late and will result in a grade of “0”.
3. Test and quizzes will be administered on Thursdays only when the class knows and is properly prepared in advance by Monday of the same week. Reading and penmanship tests and quizzes may be administered on Thursdays.
4. No student is to be held back from any class and/or removed from class except by the expressed permission of that class’s teacher and administrative approval. This is due to the fact that their failure to attend a class will have a detrimental affect on the student’s grade.
5. Parents, please help us by regularly checking your child’s homework, by providing a quiet and orderly place for your child to study, and by staying in contact with your child’s teacher. Not all teachers are required to send grade notices home since it is expected that parents are checking test, quiz, and homework scores daily. If at any time you sense your child is beginning to have difficulty, please check with your child’s teacher as early as possible to keep any problem from escalating.

**Incomplete Work**

Absences - After returning to school from an absence, a student has the opportunity to make up any work missed, as long as the absence was excused by a note (from a parent, if absent 1-2 days; or doctor, if absent, 3 or more days). The student will have the amount of days to make up work as were missed during the absence. Any work not made up by the end of the extended time period will be counted as a “0”.

Projects - Any project not turned in on time will be subject to a daily 10 point deduction. If after 5 full school days the project is not turned in, the student will receive a grade of “0”.

**AGAIN:** Parents, it is absolutely imperative that you keep in touch with your child’s teacher by (1) asking your student nightly for any notes or paperwork that may have been sent home, (2) checking bookbags to be sure (also nightly), and/or (3) contacting your student’s teacher whenever and however possible.

- **Many of the teachers will often ask that you sign any tests/papers/notes that are sent home and then return those items to the teacher so they can see you checked it.**
- Teachers are required to contact parents but it is much more efficient, thorough and convenient for parents to contact teachers whenever possible and by any means reasonable. Just a few quick minutes each week will enable everyone to remain current at all times and prevent confusion later.

**Lunch**

Students will have the opportunity to purchase a hot lunch on certain days of the week and you will receive a notice of those days, and what may be purchased on the Friday in advance. Due to the number of students and the above hotlunch menu mentioned above, please do not send lunches that require heating with your student. Students will need to bring a cold lunch from home on days that do not have a hotlunch, if they did not order hotlunch, and on days immediately following a school break. Milk is available weekly at a nominal cost.

**Medication**

If your child is under the care of a physician, or any time medication needs to be administered to your student during school hours, the school must have written parental consent to administer the medication. Print your directions and emergency contact information and attach them to the medication. Consent by word of mouth is inadequate.

**Parking**

When bringing your child to school in the morning and picking them up in the afternoon, always err in favor of safety and follow the parking guidelines.

1. Please park in the lined spaces provided.
2. Do not stop in the driving lane as you will stop the flow of traffic in the parking lot and can quickly create a backup.
3. NEVER pull around someone who is stopped and waiting for a parking space.
4. ALWAYS keep your speed well below 10 mph while in the parking lot as children can appear at any moment.
5. High school students who drive to school are expected to park in the upper parking lot only.

Failure to abide by the parking guidelines may result in the loss of some parking lot facilities or less convenient parking arrangements for everyone.

Pick up and Drop Off - If you wish to park and accompany your child into the building in the morning, we would ask that you used the gated entrance on E. 19th Street. The same request follows for afternoon pick-up. If you wish to simply drop your child off in the morning, you may use the front curb (Madison Ave.) as a drop zone. Please park only briefly as space is limited, and use extreme caution when re-entering Madison Avenue.

**Probation**

If, during the first semester of the school year, your student's grades drop below passing in a core subject (math, language/phonics, reading), he/she will be placed on an academic probation for the following grading period. The same may apply from one school year to another. If the grade(s) are not raised by mid-point of the next grading period, you will need to transfer your student out of the school.

Persistent misbehavior may mean a student is allowed to return to school on behavioral probation only. This means that the child's behavior will be monitored during the next term (nine weeks), and if they (1) accumulate 40 or more tallies or 25 demerits, or (2) receive an automatic suspension during that term, he or she will be removed from class and expelled effective immediately. This action may seem drastic, but it is our sincerest hope that this final measure will correct the behavior, not expel the student.

**Student Achievement Testing**

The K5 - 12th grades participate in achievement testing every spring. We use the Stanford Achievement Test by Harcourt Assessment. The purpose of this time of testing is, first, to chart the progress of our students throughout the year. Second, it gives us a good indicator of whether or not our curriculum is serving its designed purpose. Third, we are also able then to compare our scores with state and national averages to see where our students rate with the rest of the country. You will receive a copy of your student's scores at the end of the school year, after the awards ceremony. If, for some reason, we notice a problem with your student's scores, we will be in contact with you before the end of the school year. At that time we will explain to you what the problems are, and will try to outline some options you will have as a parent. Our only goal at this time is to help you get the help for your child that they need to succeed academically.

**Summer School**

If, at the mid-point of the final grading period, your student is earning an “F” in Phonics/Language or in Math for the year, he/she will be required to attend summer school for that course. Failure to attend summer school sessions will result in the repeating of the current grade in the coming school year.

The cost for summers school sessions is \$15.00 for each session. In the Lower Elementary classes (1-3), a session lasts 30 minutes. In the Upper Elementary classes (4-6), a session is 50-60 minutes. The number of sessions needed will be determined by the teacher/tutor.

**Additional Information for Parents and Students of the**  
*Sixth through Twelfth Grades*

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**\*After reading all applying portions of the handbook, both student and parent must sign and return the Policy Consent Form by the end of the first full week of school.**

**After School**

If your student will ever walk home after school, then the student must bring a handwritten note signed by their parent by the end of the first full week of school. This must be redone each year.

As stated previously, all high schoolers must be off school property by no later than 3:30 PM - unless they are participating in help classes or extra curricular activities during which they are directly supervised by a teacher.

**Appearance**

Mom and Dad, please see that your child(ren) leave home adhering to the dress code. We will contact you if any of the following is unacceptable and demerits may be applied. Please observe the following:

1. Hair for both boys and girls must never be *extreme* and/or *unnatural* in color or style. Boys' hair specifically must not hang over the ears or the collar, nor is it to be braided, and boys must always be clean shaven.
2. Earrings are not permitted on the boys and should be tastefully displayed on girls. Girls should wear no more than 2 pairs of earrings in the ears only.
3. Girls may wear make-up, but it must not be extreme and/or excessive.
4. Girls' skirts are to fall no higher than the top of the knee while seated. Slits in the skirt should also not come higher than the top of the knee
5. Boy's pants must fit properly both in the waist and the length. Boys should not wear pants that are excessively tight or baggy enough to drag on the floor.
6. Clothing must not be torn, purposely cut or modified, or dirty.
7. During cold weather, only MABA sweatshirts and undecorated, unbranded sweaters approved by the administration are permitted in the classroom. Jackets and non-uniform items must not be worn, so please plan accordingly. Only knit sweaters without advertisement or logo may be worn in the junior and senior high grades. Nothing of an athletic nature is permitted, although academy issue sweatshirts may be worn by the 7th-12th

grade students. Students will be asked to remove the item so please make sure that your student has something to keep warm if they seem naturally cold.

8. All dress code exceptions for medical reasons require a doctors note if the adjustment is for more than one day. A one day exception requires a note from the parent stating the reason, duration, and parent contact name and number.

### **Dress Code**

The dress code for the 7th through 12th grades is different than for the younger grades. There are items that must be purchased from CoEd or LandsEnd.com and other items that may be purchased elsewhere.

The following items must have the school logo and mascot on the left side and may be purchased from Co-Ed Uniforms (Rt. 4) or on LandsEnd.com/school:

1. Polo-style, pull-over shirts in red, white, or blue
2. Oxford-style shirts in white or blue (Girls may purchase these, but only boys are required to have them for chapel days.)
3. PE Uniform - navy blue shirt and gray pants

Pants for boys and skirts for girls, however, may be chosen at the discretion of the parents and students with the following guidelines in mind:

1. Girls may wear any style skirt, including denim, provided it conforms to the standard prescribed in the general guidelines above.
2. Boys may wear any style of pant excluding denim of any kind, shorts, sweatpants or warm-up pants. All pants must follow the general guidelines outlined in the previous section for boys' pants.
3. Shoes should be solid colored dress or business casual shoe. Sneakers, including shoes that look like sneakers, slipper type shoes, and boots of any kind are not to be worn for school attire.
4. Boys must wear dress socks.
5. Boys are required to wear dress shirts and ties for all chapel services.

### **Conduct, 6th-12th Grade Student**

*(For K-5th grade Student Conduct please turn to page 6)*

The following disciplinary systems are being used by the 6th - 12th grades. They operate on a demerit system with students receiving demerits based on severity and frequency for each of the following offenses:

1. Chewing gum / eating / drinking outside of designated times and areas
2. Lack of courtesy to fellow students
3. Excessive talking in class w/o permission
4. Lack of attention / sleeping in class
5. Horseplay (i.e. running in the hall, throwing things in class, etc.)
6. Dress code violation (after note of warning has been sent, and problem persists)
7. Tardiness to class
8. Chapel misconduct
9. Improper attitude (i.e. rolling eyes, sarcastic response to teacher...etc)

The first time this misconduct occurs, either a warning or a demerit will be given, depending upon the circumstances. The accumulation of ten demerits during one grading period (nine week period) will result in a detention.

15 demerits = a second detention

25 demerits = a 1 day out-of-school suspension (zeroes in work for all subjects)

35 demerits = a 3 day out-of-school suspension (zeroes in work for all subjects)

40 demerits = possible expulsion

\*NOTE: An automatic detention is an automatic 10 demerits to be counted towards suspension.

The following misbehaviors will result in students receiving different disciplinary action:

1. Cheating = Detention + grade of "0"
2. Direct Disobedience = Detention + further disciplinary action

Persistent misbehavior will be dealt with on a case by case basis with decisions based on the severity of the situation. All decisions by the administration are final. If there is a consistent problem in one or more of these areas, a student may face possible expulsion.

**IMPORTANT:** Parents, it is absolutely imperative that you keep in touch with the school by (1) asking your student daily for any notes or paperwork that may have been sent home, (2) checking bookbags to be sure (also daily), and/or (3) contacting your student's teacher whenever and however possible. Please watch for any notes and make certain that they return signed (if required) as it will greatly reduce confusion later.

- Teachers are required to contact parents with extended discipline measures but both parents and teachers vary in availability and opportunity. Please check in with your student's teacher(s) weekly as it will limit surprises and misunderstandings. It may even improve student behavior because the student knows mom and dad could be in touch any day.

Special Offenses

- Fighting**
- Cursing/Vulgar Language**
- Racial Disrespect**
- Blatant Disrespect to Authority**
- Sexual Harassment/Misbehavior**

The following can be expected for any of the above:

- 1st Offense: Letter of warning sent home + appropriated tallies
- 2nd Offense: 1 day out-of-school suspension + further discipline committee decision
- 3rd Offense: 3 day out-of-school suspension + further discipline committee decision
- 4th Offense: Possible expulsion

Parents will be notified in each case either by letter, phone call or formal/personal conference.

Each student begins the school year with a clean slate but if a student participates in any of the above activities, we will follow the general guidelines above with considerations for severity. From the first offense, the student will then be responsible to behave him/herself for the rest of the school year. If, at any time during the remainder of the school year, he/she commits a second offense, we will continue with the next step and so on.

Obviously there is no place for any of these activities in school but there are times when the intention or full knowledge of what was said or done is not as malicious or intentional as another. We may take a more severe course of action in more severe cases and a less severe course of action in less severe cases. The administration reserves the right to make decisions in all of these matters; if there is a serious problem with a student regarding any of these instances, the administration reserves the right to make a discretionary judgement call. (Please see also, Probation, pg. 12)

Because we are to live holy, separated lives as Christians both on and off school grounds, at no time should students should involve themselves in smoking, drinking of any alcoholic beverage, fighting, indecent or explicit language, drug abuse of any kind, gambling, dishonesty, stealing, sexual misbehavior, pornography, truancy, or vandalism - whether on or off school property. Immediate expulsion may result for any of the previous activities whether the incident occurred during school hours or after, or on school property or off. Students should conduct themselves as Christ-honoring ladies and gentlemen at all times.

*The personal lives of our students should demonstrate the highest levels of excellence in everything they do - but especially in their Christian testimony. MABA is committed to a high standard of education and to a high standard of discipline. In order to be effective in this endeavor, we seek the same commitment from our students and parents and we ask for your support in every aspect of your child's education. **Because of our high standards of excellence and discipline, we reserve the right to expel a student for all of the conduct areas detailed above and/or to say to a student, at any time, that they will not be allowed to attend or return to the Madison Avenue Baptist Academy.***

Please consider the following Scriptural mandates concerning discipline:

1. "Chasten thy son while there is hope, and let not thy soul spare for his crying." (Prov. 19:18)
2. "Correct thy son, and he shall give thee rest yea, he shall give delight unto thy soul." (Prov. 29:17)
3. Also, Proverbs 20:30, 23:13-14, 29:15-17

### **Eligibility**

Athletics is a fun and exciting opportunity for every young person who wishes to participate and an important part of the educational environment. However, it is most important that academic excellence not suffer in the pursuit of athletic excellence. For this reason we have implemented the following guidelines concerning eligibility for extra-curricular activities:

1. Midterm/Progress Reports
  - If a student has an F in ANY subject on their progress report, they may play if they bring that grade up BEFORE the next game. If they do not bring their grade up to a passing level (D or better), they can miss a maximum of 1 game and then become eligible.
  - If a student has MORE than 2 D's in ANY subject on their progress report, they may play if they bring one or more of those D's up to a C or better (i.e. if a student has 4 D's, they would need to bring up 2 of those D's to become eligible). If they do not bring their grade up to a C level, they can miss a maximum of 1 game and then become eligible.
2. Term/Report cards
  - For EVERY "F" in ANY subject on their report card, the student must sit a minimum of 2 games. If those next 2 games should fall on a weekend tournament (overnight or out of state), then they will miss that tournament.
  - If a student has MORE than 2 D's in any subject on their report card, they must sit a minimum of 2 games. If those next 2 games should fall on a weekend tournament (overnight or out of state), then they will miss that tournament.
3. Note that these rules apply to all of those involved in extracurricular activities of any nature. This includes those that go to "help" with the teams.
4. Please understand that eligibility is the one of the more difficult things to judge. *The administration reserves the right to make provisions for special situations.* We realize that there are some so-called "gray areas" and situations that need special attention. In those instances, the administration will make the best possible decision for both the school and student.

\*NOTE: Eligibility for extra curricular activities will be evaluated every 4 1/2 weeks.

**About Our Policies**

As an ministry of Madison Avenue Baptist Church, the Madison Avenue Baptist Academy and its policies answer solely to the academy administration and the board, members, and constitution of the Madison Avenue Baptist Church. This does not, and is not intended to, exclude or prohibit the contributions of academy parents who are not members of the church; instead, it is intended to protect the school’s rich heritage, disciplined reputation, uncompromised educational environment, and vibrant spiritual atmosphere.

First, it is the desire of the Madison Avenue Baptist Academy to glorify God “in whatsoever we do.” Second, it is the desire of MABA to provide an equal opportunity for all children everywhere and from all backgrounds to be able to enjoy and prosper from a superior education in a Christ-focused environment. Finally, it is the desire of MABA to train the next generation of Christian leaders. In order to meet those goals the academy must reserve the exclusive abilities detailed in the handbook policies.

All of our policies are constantly undergoing re-evaluation to ensure that they reflect the heart and intent of what makes MABA great and godly - Christ-likeness. Should any changes become necessary, we will communicate such in writing whether by personal letter or school newsletter.

As always, any comments or concerns are encouraged and can be taken immediately to the school office, formally sent by letter, or met by appointment with administration. Remember, we would not meet these goals without your ceaseless support and input. **Don’t forget to pray... for MABA!**

**POLICY CONSENT FORM**

If you have any questions regarding this handbook, or anything that is written therein, please do not hesitate to call us. We do not want you to be confused about what will be expected of you or your child while a member of the Madison Avenue Baptist Academy.

Please read this handbook completely and then sign on the lines below indicating that you have read the handbook. Then tear this page out of the handbook and return it to your child’s teacher. Keep the rest of the handbook for easy reference throughout the course of the school year. (Only sixth through twelfth grade students and parents need to read the section by the same title.)

***This page MUST be returned by the end of the first full week of school.*** Failure to return this form on time, will require that your child not be allowed to return to school until it is furnished. Signing this page signifies that,

***“As member of the academy, we have read and understand all of the before-noted policies, and will actively adhere to all matters contained herein.”***

**Parent Signature:**

\_\_\_\_\_ Date: \_\_\_\_\_

**Student Signatures:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

**\*\*\*Please read and sign also the PERMISSION FORM located on the reverse of this page.**

**While participation is not required for enrollment at MABA, permission from a birth parent or legal guardian is required for participation in all of the following:**

**For each of the following children only...**

Child 1: \_\_\_\_\_  
Grade: \_\_\_\_\_

Child 2: \_\_\_\_\_  
Grade: \_\_\_\_\_

Child 3: \_\_\_\_\_  
Grade: \_\_\_\_\_

Child 4: \_\_\_\_\_  
Grade: \_\_\_\_\_

**PHOTOGRAPHY/VIDEO PERMISSION**

(1)... I grant The Madison Avenue Baptist Academy permission to take photographs/video of my child/children for educational, public relations/awareness and academy publishing purposes. I understand my child's name will not be published.

YES \_\_\_\_ /NO \_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(2) ... I grant The Madison Avenue Baptist Academy permission to take photographs/video of my child/children for academy notices of achievement and permit the inclusion of my child's name for this purpose only.

YES \_\_\_\_ /NO \_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PERMISSION TO PUBLISH ON THE INTERNET**

Throughout the year we would like to publish items to our website ([www.mymaba.org](http://www.mymaba.org)) that recognize student participation and accomplishments in school related areas. However, we need permission from the legal parent or guardian to publish a student's name or picture on the world wide web.

**Again, participation is not required.**

(3) I grant for my child/children's first name to be published on the academy website only.

YES \_\_\_\_ /NO \_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(4) I grant for my child/children's photograph/s to be published on the academy website only.

YES \_\_\_\_ /NO \_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(5) I grant for my child/children's school/class work to be published on the academy website only.

YES \_\_\_\_ /NO \_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_