

2023-2024 Middle & High School Student/Parent Handbook



FOREWORD

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.

INTERPRETATION OF MRA POLICIES, RULES, AND REGULATIONS

The MRA Board of Trustees 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.

STUDENT HANDBOOK ACKNOWLEDGMENT FORM

All students and their parents/guardians must execute a Student Handbook Acknowledgement Form found in the back of this handbook at Appendix 1. By signing this form, you acknowledge that you have read, understand and agree to be bound by the rules, regulations and policies set forth in this handbook.

MADISON-RIDGELAND ACADEMY

7601 Old Canton Road Madison, MS 39110 • 601-856-7076 • www.MRApats.org

"Educating the Mind, Body, and Spirit"

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MADISON-RIDGELAND ACADEMY

Educating the Mind, Body, And Spirit

7601 Old Canton Road Madison, MS 39110

601-856-7076 • www.MRApats.org

Administrative Office - 601.856.4455
Kindergarten - 601.856.7426
Elementary - 601.856.7076
Secondary Student Services - 601.853.3820

ADMINISTRATION

Headmaster - Termie Land
High School Principal - Greg Self
Middle School Principal - Ben Haindel
Director of Instruction - Harry Hill
HS Boys Dean of Students - Herbert Davis
HS Girls Dean of Students - Tonya Reeves
MS Dean of Students - Danny White
Elementary Principal - Amanda Smillie
Kindergarten Director - Sandy Rawlings

MRA is accredited by the prestigious Southern Association of Colleges/Schools (SACS) and the Southern Association of Independent Schools (SAIS). The Academy also maintains the highest level of accreditation given by the Mississippi Association of Independent Schools (MAIS).

MRA admits students of every gender, 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 gender, race, color, national and ethnic origin in Administration of its educational policies, admission policies, scholarships, and athletic and other school administered programs.

MADISON-RIDGELAND ACADEMY

Mission Statement

Madison-Ridgeland Academy is a college-preparatory Christian school committed to educating each student's mind, body, and spirit.

Vision

Madison-Ridgeland Academy is committed to excellence in teaching the mind, reaching the heart, and inspiring servant leaders who will impact the world for Jesus Christ.

Beliefs

Mind

1. All students can learn provided they have the willingness and intellectual capacity to succeed in a college-preparatory curriculum.
2. Students need to develop not only an understanding of essential knowledge and skills, but also the capacity to reason, to solve problems and to produce quality work.
3. Students learn best when they are actively engaged in the learning process.
4. Every effort will be made to provide students with a variety of learning activities that engage the different sensory styles of learning.
5. The commitment to continuous improvement of student learning is expected of all administrators, teachers, students, patrons, and members of the community to enable students to become confident, self-directed, lifelong learners.
6. A safe and physically comfortable environment promotes student learning.

Body

7. Each student is a valued individual with unique physical, social, emotional and intellectual needs.
8. Extra-curricular activities provide positive opportunities for the individual to develop a sense of self and purpose.

Spirit

9. Student learning with a Christian foundation is a chief priority of the school.
10. A student's self-worth is enriched by positive relationships and mutual respect among and between student and staff.
11. Through community service, students can learn new skills, assume responsibilities, become aware of the needs of others, learn the importance of unselfish serving and giving, and understand the importance of being good stewards of the gifts and blessings that God has so graciously given us.

MADISON-RIDGELAND ACADEMY

Declaration of Faith

A Christian foundation has two cornerstones – orthodoxy and orthopraxy. Madison-Ridgeland Academy affirms and teaches both of these historic truths of the Christian tradition.

Orthodoxy (*Right Belief*)

MRA affirms, teaches, and is ordered by the historic Christian faith as understood and taught through the universal creeds of the Christian church (Nicene and Apostles).

MRA affirms and teaches a God who is understood as triune, that is the Father, Son, and Holy Spirit, three distinct persons, yet one in unity.

MRA affirms and teaches the birth, life and teachings, death, resurrection, and return of Jesus Christ and salvation that is assured through His sacrifice and resurrection.

MRA affirms and teaches the Holy Spirit as the indwelling presence of God active in the life of every Christian, and we affirm the Church universal, made up of all who believe upon the name of Jesus.

MRA affirms and teaches the Holy Scripture (the Old Testament and the New Testament) as the true, authoritative, and inspired Word of God which we believe and strive to obey.

Orthopraxy (*Right Living*)

MRA affirms and teaches the biblical and historical teaching of the church regarding (but not limited to) issues related to life, marriage, human sexuality, and gender.

MRA believes in the sanctity of marriage and adheres to the traditional belief that marriage is defined as the unity of one man and one woman in holy matrimony, abiding in the Holy Spirit.

MRA affirms and teaches the biblical and historical understanding that a “man” is defined as a male person’s biological sex as objectively determined by anatomy and genetics at his time of birth.

MRA affirms and teaches the biblical and historical understanding that a “woman” is defined as a female person’s biological sex as objectively determined by anatomy and genetics at her time of birth.

MRA holds and applies these sincere religious beliefs and convictions in accordance with the historical understanding of the Holy Scripture and the Christian faith.

PORTRAIT OF A GRADUATE

A graduate of Madison-Ridgeland Academy will be ...

Challenged by the Gospel

Grounded in the Gospel of Jesus Christ and its implications, with the tools to obtain spiritual direction and understanding.

A Lifelong Learner

Academically prepared with the knowledge, skills, and habits of mind to embark upon and seek to continue a rigorous intellectual path while understanding the importance of developing the mind and creating a strong work ethic in career pursuits.

Well Balanced

Developing a healthy, balanced lifestyle possessing a foundation of Godly character, independence, and self-awareness. Growing in disciplines of mind and body through the pursuit of excellence in academics, athletics, and/or arts.

Engaged and Persuasive

Participating effectively in a community of ideas as a listener and communicator - understanding, critiquing, and challenging worldviews and their implications - working productively with others of diverse viewpoints and backgrounds while maintaining integrity of personal beliefs.

Skillful with Technology

Uses technology in a skillful and ethical manner and utilizes information systems in personal, scholastic, and professional contexts to acquire knowledge and advance learning.

A Servant to Others

Demonstrates an awareness of his or her impact on the community, values diversity, and has the skills to understand, cooperate, and empathize with others.



MADISON-RIDGELAND ACADEMY

Characteristics of Professional Excellence

A faculty member of Madison-Ridgeland Academy will ...

Be Grounded in the Gospel

An MRA teacher will be a committed believer grounded in the Gospel of Jesus Christ and fully committed to the great commandment to “love God and your neighbor as yourself.” While modeling the Fruit of the Spirit, the teacher will aspire to be present and supportive in all interactions with the students to assist in pointing them to the Lord.

Be a Lifelong Learner

An MRA teacher will remain engaged in constantly working to refine his or her practice through current educational research and professional development. Each teacher will maintain expert knowledge of the disciplines he or she teaches and will enthusiastically create new learning experiences to make the subject matter relevant and meaningful to all students.

Be Well Balanced

Focused on the development of the mind, body and spirit, a teacher understands that taking an interest in the life of the student both inside and outside the classroom is an important responsibility essential to the success of the educational process. An MRA teacher is an energetic, passionate, and courageous leader who models empathy, grace, mercy, and Godly character.

Be an Effective Communicator

An MRA teacher will develop meaningful relationships with students, colleagues, and parents so that there is open communication and problem solving that promotes an environment that enables learners to excel. Experiences and dialogue lead students to discover the interconnectedness of the world around them while openly communicating in a positive and encouraging way.

Be Student Centered

The MRA teacher will be skilled in providing a joyful learning environment which encourages creativity and includes continuous, individualized instruction that combines teacher reinforcement and feedback in an effort to promote consistent performance at or near each student's capacity.

Be Skillful with Technology

The MRA teacher will be knowledgeable in the ever changing world of technology with a willingness to integrate it in the approach to instruction. Each teacher will be open minded in collaborating with students, peer teachers, and administrators in the approach to the use of technology in the classroom.

Be a Servant to Others

Each MRA teacher will demonstrate a servant's heart and exhibit an attitude which is hopeful, optimistic, and graceful in his or her relationships and interactions with peers, colleagues, students, and families. The teacher will consistently demonstrate a supportive, nurturing, mentoring, and empathetic mindset with respect to his or her professional and student relationships.

Be Collegial and Collaborative

Eager to work together within a community of trust, we understand that we are stronger when working together than we would ever be on our own. An MRA teacher will strive to be a builder of meaningful relationships and will be engaging by making positive contributions as a professional with colleagues, students, parents, and administrators.

Be Committed to High Expectations

The MRA teacher establishes high expectations for every student and believes that all students can learn. Clear standards of behavior and academic performance are provided as each teacher motivates and inspires all students to achieve these standards. In the classroom, setbacks are understood as part of the learning process, not as a road-block to future success.

Be Professional

Each teacher will model professional excellence through diligence, organization, communication, and consistency in putting forth his or her best effort as an ambassador for the school at all times.

MADISON-RIDGELAND ACADEMY

Culture of MRA

We are a family

MRA embodies everything that defines a family: we are supportive, loving, caring, encouraging, and welcoming. We are a community of students, parents, faculty, staff, administrators, and alumni who value this family atmosphere and make maintaining it a priority especially as we continue to grow.

We sow seeds of faith

MRA is a Christian school with a multi-denominational student body. The choice to have a Christ-centered focus reflects our desire to provide not just academic growth, but spiritual growth as well.

We have a shared sense of what is important

We have a mission and vision accompanied by a system of beliefs, values, and goals that we communicate by actions and words.

We are welcoming

MRA values and nurtures relationships with our students and families. We actively promote participation and engagement and offer various opportunities for involvement by all.

We have a positive atmosphere

MRA has an affirming, student-centered, innovative learning environment where each child is valued for his or her talents and gifts.

We are progressive

MRA is visionary and innovative in adapting to today's education and technology.

We are diligent

We value hard work, effort, productivity, and improvement in our students, faculty, staff and administration.

We have high expectations with accountability

We set lofty goals in academics, character, and behavior and hold our students, faculty, staff and administrators accountable for the results.

MADISON-RIDGELAND ACADEMY

Patriot VALUES

RESPECT

Respect for God, self, fellowman, and country

RESPONSIBILITY

Responsibility for one's self

HONOR

Integrity, honesty, and fairness to all

COMPASSION

Compassion demonstrated by service to others

EXCELLENCE

Commitment to excellence in mind, body, and spirit

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 relationships 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

GENERAL INFORMATION

The Middle School and High School class day at MRA will begin at 8:15 a.m. 6th/7th graders are to report to the dining commons 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 8:15 a.m. until 3:45 p.m. on school days.

NOTE: Students are asked to come to school no earlier than 7:40 a.m. and, at the day's 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 T.V. on at approximately 6:00 a.m. and/or check your MRA email account. The announcements will be made over our local station, via MRA email, school website, and the MRA Facebook page. 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 Services has the exclusive rights to the food services on the MRA campus; therefore, food cannot be delivered to the school by any other food service group.

LOCKERS

Lockers will be assigned to each student during when schedules are released. 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. All athletic equipment, gym bags, etc. are to be placed inside, NOT on top of, your assigned locker. 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, and all contents within them, without notice. Students are not to change from their assigned lockers without clearing this with the counselor or Principal.

DEVOTIONAL AND PLEDGE OF ALLEGIANCE

A Christian devotional and the Pledge of Allegiance will be conducted on a daily basis by the 1st period teacher.

ADDITIONAL COURSE AND ACTIVITY FEES

Fees are charged for certain courses offered. These fees help keep the equipment maintained and purchase supplies. Fees for field trips will be assessed based on the particular trip planned.

All fees must be paid before exams will be given. The MRA Additional Course and Activity Fee Schedule can be found in the back of this Handbook at Appendix 4.

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 8:15 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.

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.

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 3:30 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.

ASSEMBLIES

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. Students are not to take Chromebooks/Macbooks into assemblies. It may be necessary to charge a small fee for some of these programs.

LUNCH

All students must report to and eat in the cafeteria during their assigned lunch period. 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 (EXCEPT for bottled water) are to be taken out of the cafeteria, and no Chromebooks/MacBooks are to be taken into the cafeteria during lunch or morning break. 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.

Generally, lunch will be served in the cafeteria from 11:00 a.m. – 1:30 p.m. each day. A lunch schedule can be found in the back of this handbook at Appendix 5.

USE OF SCHOOL FACILITIES

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.

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. NOTE: See Appendix 8 for Covid-19 Student Attendance Policy.

STUDENT SERVICES

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 are issued only for use while operating the driver education car with the instructor.

Student Accident Insurance – MRA provides student accident insurance for all students. Our student insurance is secondary to the student's primary health insurance. If a student is injured at school or while participating in a school-related activity, the parent should contact the business office for a claim form. Treatment should begin within 60 days of the date of the injury, and the insurance carrier should receive first notice of a claim.

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 (6-12), 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.

ACADEMICS

SCHOLARSHIP RECOGNITION

Headmaster's List will include students with at least an overall average of 93 in all academic subjects and who have no unsatisfactory marks on work, study, and social habits. A pupil cannot be on the Headmaster's List if he/she has any grade below 90.

Principal's List will include students with at 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 80 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 DAYS

Monday	Tuesday	Wednesday	Thursday	Friday
Art	Computer	Communication	Math	Social Studies
Bible	English	Drama	Languages	Accounting
Creative Writing	Vocabulary	Journalism		AP Science
Driver Education		Science		
Health				
Psychology				
Rotation				

2023-2024 POLICY EXEMPTIONS

SENIORS:

Seniors who meet either of the following criteria will be exempt from 2nd semester exams or fall semester course exams (such as government in the fall and economics in the spring) on a per class basis:

- Cumulative Academic Average of 90 for the entire course with no in-school or out-of-school suspensions; or
- Cumulative Academic Average of 85 for the entire course with the following conditions:
- Have been absent 5 days or less for a full year course or 3 days or less for a one semester course (School Related Absences, which now include college days, are the only exceptions);
- Have no Work Detail hours due to tardies during the entire school year or first semester for a fall semester course.
- Have no more than 5 Work Detail hours during the entire school year (No distinction for a spring semester course) or no more than 3 Work Detail hours for a first semester course; and
- Have no In-School or Out-of-School Suspensions during the entire school year.

GRADES 9-11:

All students in grades 9-11 have the opportunity to be exempt from exams during the 2nd semester on a per class basis. This will include one semester courses taken in the spring. Exemptions will be based on grades attendance, and behavior during the entire school year. Students in grades 9-11 who meet the following criteria will be exempt from taking 2nd semester exams on a per class basis:

- Cumulative Academic Average of 90 for the entire year
- Have been absent 5 days or less for a full year course or 3 days or less for a one semester course (School Related Absences, which now include college days, are the only exceptions);
- Have no Work Detail hours due to tardies during the entire school year;
- Have no more than 5 Work Detail hours during the entire school year; and
- Have no In-School or Out-of-School Suspensions during the entire school year.

[NOTE: Work Detail Hours, Tardies, and ISS/OSS stipulations are for the entire year, regardless of one semester courses taken in the spring. For example, if a child gets work detail for tardies in the first semester, he/she would not be eligible to be exempt in a spring semester course.]

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.*

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.

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 = 95, A- = 90, B+ = 89, B = 85, B- = 80, C+ = 79, C = 75, C- = 70, 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.

CLASS RANK, VALEDICTORIAN, AND SALUTATORIAN

MRA 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 the University Honors Track will be eligible for Valedictorian and Salutatorian. A transfer student must have completed 6 semesters of high school curriculum at MRA to be eligible for Valedictorian or Salutatorian. Early graduation deems a student ineligible for these distinctions.

MR. AND MISS MRA MIDDLE SCHOOL / MR. AND MISS MRA

Students eligible to be named Mr. or Miss MRA Middle School must have been enrolled and attended MRA for their entire 7th and 8th grade academic years.

Students eligible to be named Mr. or Miss MRA must have been enrolled and attended MRA for their entire 10th, 11th, and 12th grade academic years.

REPORTING OF STUDENT PROGRESS

Progress reports are not issued during the 9 weeks grading period, but parents do have access to their students' grades on a daily basis within MyBackPack. Report cards will be posted to student and parent MyBackPack accounts 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. For parents or students who are having difficulties logging on, please contact mbpsupport@mrapats.org.

CLASSIFICATION OF STUDENTS

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

Each student in grades 6-8 must pass English, math, and science, & failure to meet the above requirement(s) will result in retention for one year. If a student fails the same grade two consecutive years, the Administration reserves the right to determine promotion and retention. 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.

GRADING SYSTEM

Standard grades at MRA are as follows:

A 90-100 B 80-89 C 70-79 F 69 and below

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 grade. No 9 weeks tests will be administered. 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.

SCALE AND GRADING ADJUSTMENTS:

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

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

GRADUATION REQUIREMENTS

All students will be required to satisfactorily complete one (1) of two (2) tracks of study.

	University	University Honors
English	4	4
Math	4	4
Science	4	4
History	4	4
Electives	4	3
Languages	1	2
Non-Acad.	2	2
Fine Arts	1	1
TOTAL	24	24

1. Beginning with the class of 2027 and beyond, graduation requirements will now include one (1) Bible Credit. Students must earn 24 credits on both University Honors and University Track. Only two (2) non-academic credits will count toward graduation requirements. Required electives: Health (1 semester), one (1) Bible credit, Speech (1 semester), one (1) Fine Art credit, one (1) Computer credit, and at least one (1) year of a World Language.
2. University Honors and University Track will meet all major college requirements. *Students are required to complete 4 credits of English, 4 credits of math, 4 credits of science, 4 credits of social studies, and 5 credits of academic electives as a part of their required credits.
3. **University Track** must take Algebra I, Geometry, Algebra II, and a higher-level math; Biology I, Chemistry, and 2 higher-level sciences. University Track students must also take 1 year of world language. A student on University Track can graduate with Honors with a 93 or above cumulative academic average from MRA courses in grades 9-12.
4. **UNIVERSITY HONORS TRACK UPDATES**
UPDATED FOR THE CLASS of 2024 and beyond: You must earn four (4) full credits in AP and/or Dual Credit courses. One (1) full credit must be earned prior to the senior year, and one (1) full credit must be earned from one of the following: AP History, AP/DC English, DC Math, AP Science. University Honors Track must also earn two (2) credits of the same world language. The four (4) science credits must include a biology, a chemistry, and an honors/AP science credit from the following courses:
 - a. The four (4) science credits must include a biology, a chemistry, and an honors/AP science credit from the courses listed below. Science courses that fulfill the University Honors Track: AP Physics 1 & 2, AP Physics C, AP Environmental Science, AP Chemistry, AP Biology, Honors Physics, Honors Genetics (semester course), Honors Zoology (semester course). University Honors Track must also earn two (2) credits of the same foreign language. You must earn three (4) full credits in AP and/or Dual Credit courses.
 - b. Graduation Distinctions for University Honors Track : Honors: 90-92.99 Highest Honors: 93 and above ...
 - c. Only students enrolled in University Honors Track will be eligible for Valedictorian and Salutatorian. *A transfer student must have attended MRA for six (6) semesters to be eligible for Valedictorian and Salutatorian. Early graduation deems a student ineligible for these distinctions.*
5. **All students:** History must include Geography (1 full credit) , World History, American History, American Government, and Economics. Required academic electives include for the class of 2024-2026: (½) Health credit, one (1) Fine Art credit, one-half (½) Bible credit, one (1) Computer credit (can include Computer Apps from 8th grade), one (1) credit of World Language, (½) Communications credit. All students must take at least five (5) academic subjects. **No student is allowed to have two (2) Study Halls in the same semester.**
6. A maximum of 2 credits can be taken in a single summer session. This includes dual enrollment courses, online courses, and/or correspondence courses from another accredited high school. NOTE: This does not include credit recovery coursework that may be necessary to fulfill graduation requirements. Students cannot take English, Science or Math as a new course off campus without administrative approval.
7. 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
8. To enroll or qualify for dual credit courses at MRA, students must meet the following criteria:
 - a. Be classified as a sophomore, junior or senior
 - b. Have a valid ACT score on file in the MRA guidance office
 - c. Minimum ACT composite score of 21 for math and English courses and 18 for psychology.
 - d. Additional requirements for each course are defined below
9. Requirements for the following honors, AP or DC courses are as follows:
AP Chemistry – Must have completed chemistry and Algebra II (Chemistry may be skipped with special permission from the Principal)
AP Computer Science Principles- Must have completed Computer Application and 85+ final grade in Algebra I or completion of Algebra II

AP English Language & AP English Literature- Juniors/seniors who qualify for this course will have an 88 overall average in their high school English courses and adequate standardized test scores. AP Language is a juniors level course. AP Literature is a senior level course.

Dual Credit College Algebra- a minimum 21 sub-score in math on the ACT and successful completion of Algebra II and Geometry
Dual Credit Statistics & DC Trigonometry- a minimum 21 sub-score in math on the ACT and successful completion of Algebra II and Geometry

Dual Credit Calculus I/II- a minimum 25 sub-score in math on the ACT and successful completion of Trigonometry/Precalculus

Dual Credit English Composition I- a minimum 21 sub-score in English AND reading on the ACT and successful completion of English I, English II, and English III/Honors English III/AP English Language (for seniors only)

Dual Credit English Composition II - a minimum 21 sub-score in English AND reading on the ACT in addition to either the successful completion of Composition I or received a minimum score of 3 on the AP Language and Composition AP exam

Dual Credit Survey of American Literature- Receive a minimum score of 3 on the AP Language and Composition AP exam

Dual Credit Introduction to Psychology- a minimum 18 composite on the ACT and junior or senior level student.

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 2022 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 recommended 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.

COLLEGE ENTRANCE REQUIREMENTS

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.

ELIGIBILITY FOR ATHLETICS

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. In junior high athletics, a student is allowed to compete for three years after entrance into 7th grade.

Students are required to maintain an overall 76 or above average 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 76 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. Eligibility can be regained by acquiring an overall 76 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.

WEDNESDAY-SATURDAY SCHOOL

Wednesday-Saturday school will consist of giving make-up tests. These make-up test sessions will be held from 7:15 a.m. until 8:10 a.m. on Wednesday morning, from 3:35 p.m. until 4:30 p.m. on Wednesday afternoon, and from 8:00 a.m. until 8:55 a.m. on Saturday morning. Students will be assigned to Wednesday-Saturday school via the morning report. Once these tests are placed in Wednesday-Saturday school, they must be made up in the next two (2) assigned Wednesday-Saturday school sessions. NOTE: The Wednesday School sessions (A.M. and/or P.M.) count as one (1) session. 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 two (2) dates, permission must be granted from the Principal prior to the expiration of the allotted time. **DO NOT WAIT UNTIL THE 2nd 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 Wednesday-Saturday school, the test must be made up during this time. Extended absences will be worked out with the Wednesday-Saturday school director. It is the responsibility of the student to know when the test(s) have been placed in Wednesday-Saturday school. Jobs and athletic practices are not considered as special circumstances and students will not be excused from Wednesday-Saturday school because of said situations. Students arriving after the testing session has begun will be allowed the time remaining in the testing session to complete their test(s). 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.

MAKE-UP WORK

The student is responsible for scheduling make-up work with his/her teacher(s) within the timetable 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.

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 one or more AP exams occurs after graduation. You will be required to take the exam and your diploma will be held until the test is completed. The 2023 fee for each exam is \$94.00

ACHIEVEMENT TESTS

Throughout the year various achievement tests are administered by MRA. The Stanford is required for 6th–7th graders, ASPIRE test is required for 8th–10th graders, and the PSAT is required for 9th Honors English students, 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 Head of School or High School Principal. 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.

MRA PHILOSOPHY & THEOLOGY 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, Biblical interpretation should be placed on it. The fundamentals of Biblical 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 and Christ-like behavior.

PATRIOT COURTESIES

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. Chromebooks/Macbooks are not allowed in chapel programs or other assemblies, and students are not to read or do other types of work during these chapels or assemblies.

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. These areas are as follows: 6th grade will sit in the visitor bleachers across from the visitors' bench. The 7th and 8th graders will sit throughout the curve and into the horseshoe that is directly above the ramp. 9th and 10th graders will sit in the horseshoe on the baseline of the basketball court. 11th graders will sit in the curve of the horseshoe, and seniors will sit directly behind the visitors' bench. 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 (EXCEPT for bottled water), 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.

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.

DURING LUNCH AND BREAK

Always display a pleasing manner during the time while eating lunch and at morning break. Students are not allowed to carry Chromebooks/Macbooks into the cafeteria during lunch or 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 (EXCEPT for bottled water), 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 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.

OUTSIDE OF SCHOOL

Any conduct outside of school that is unbecoming an MRA student, or would tend to frustrate the purpose and intent of MRA to serve as a private association striving to promote Christian principles and values, and provide a safe, Christian environment in which students may learn and grow may subject the student to disciplinary proceedings, including expulsion from the School.

TYPES OF DISCIPLINARY ACTION

The following are types of disciplinary action that will be used by the MRA Administration.

1. **Internal Suspension** – student(s) will be removed from class and placed in internal suspension at school. Any test scheduled will be taken that day with the ISS teacher, however daily assignments such as homework or quizzes missed during this time will result in a zero (0) on the 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.

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. Each of these rules is informed by the general Principal that all students should conduct themselves in a Christ-like manner at all times.

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 action 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.

CODE OF CONDUCT

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, damaging the reputation of our school, or interfering with the purpose and intent of MRA to serve as a private association striving to promote Christian principles and values, and provide a safe, Christian environment in which students may learn and grow.

CHEATING

This action is 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 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.

ACADEMIC HONESTY

Madison-Ridgeland Academy defines academic honesty as completing all academic work without cheating, lying, stealing, or receiving assistance from any other person or any source of information, including AI not appropriately credited or authorized. Plagiarism is a specific type of academic dishonesty where one presents another's ideas or expressions exclusively as one's own, whether intentionally or unintentionally. Any student who uses borrowed material of any kind and does not provide documentation for that material has committed plagiarism.

If a student commits an act of academic dishonesty, he or she may receive a grade of zero (0) on the respective assignment. In addition, any student who aids another student in an act of academic dishonesty may receive a grade of zero (0) on the respective assignment. Plagiarism is a serious offense that violates both academic integrity and our code of conduct. Therefore, in addition to the academic consequences of a grade penalty, other disciplinary actions, not excluding suspension or expulsion, may result.

ACADEMIC INTEGRITY

Becoming educated inside a biblical worldview includes learning to act and study with integrity. To encourage truthfulness in academic work, the following standards will be maintained. Although there may be cases in which students accidentally represent work that is not theirs as their own, this section primarily describes intentional cheating.

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

- Reveal answers to other students.
- Lending homework in or out of class.
- Copy homework, reports, projects, or any other instance in which a student is representing someone else's work as their own.
- Possess or pass notes under, around, or on their desk.
- 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.
- Using any unauthorized software or online application to produce assignment content for a student.
- Forgery is 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.
- Plagiarism - to steal and pass off the ideas or words of another as one's own; to use another's production without crediting the source.

Students who cheat on any assignment will be disciplined by the Dean of Students, and the Principal will be notified. Confirmed cheating offenses during coursework may result in a grade of zero (0) on the assignment as well as other disciplinary action. A second offense will result in additional disciplinary action. A third offense of cheating may result in a referral to the Head of School.

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.

STEALING

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.

POSSESSION OR USE OF ALCOHOLIC BEVERAGES

The sale, 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 Trustees, 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, purchasing and/or selling any illegal drug or substance at school or at a school function or activity, or who is caught, arrested, or convicted off campus of using, possessing, purchasing and/or selling any illegal drug or substance may be permanently expelled from MRA without a refund of tuition or fees, may be subject to legal action, or subject to other disciplinary action. MRA Board of Trustees reserves the right to review for additional disciplinary 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

(SEE POLICY P.42)

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 school Administration has the discretion to contact local law enforcement to conduct these searches. The MRA Board of Trustees 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.

SMOKING, E-CIGARETTES, AND SMOKELESS TOBACCO

Tobacco use of any kind, including E-Cigarettes, 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 Trustees, 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.

MARRIAGE AND PREGNANCY POLICY

Students who are married will not be accepted for enrollment. Students who are married during the school term may be dismissed upon knowledge of such marriage by the administration. Parents (either the mother or father of a child) will not be accepted for enrollment. Upon knowledge by the administration of the pregnancy or childbirth of an enrolled student, the prospective mother and/or father may be dismissed from Madison-Ridgeland Academy.

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 Trustees, 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.

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.

CELL PHONE POLICY

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 3:30 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, **a parent will have to come pick the phone up from student services**, and 1 hour of work detail assigned. 2nd offense: The phone will be turned over to the teacher, **a parent will have to come pick the phone up from student services**, and 5 hours of work detail will be assigned. 3rd offense: The phone will be turned over to the teacher, **a parent will have to come pick the phone up from student services**, 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 **a parent will have to come pick the phone up from student services**. 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.

Under no circumstances (unless instructed by an MRA staff member) is photographing or audio/video recording allowed anywhere on the school premises; violators will face disciplinary actions, including but not limited to loss of cell phone privileges or other disciplinary consequences as deemed appropriate.

Any other electronic device which is not explicitly approved for use by students at MRA is not permitted on campus. A list of other approved electronic devices may be found in the back of this handbook in Appendix 3.

Unapproved electronic devices, including Personal Chromebooks/Macbooks, and/or Personal Laptops, iPads, iPods, Radios, 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.

DISRESPECT TOWARD A FACULTY MEMBER 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 is not allowed.

OFF LIMIT AREAS

Parking Lots: Upon arrival at school, students are not to sit in or on vehicles. 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 (601-853-3820) by 8:45 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 cannot 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.

All absences (including doctor visits) that are not School Related Activities will count toward the set number of 20 absences per class (10 for a semester class). College Days will be recorded as School Related Activities. Seniors will be allowed to take 3 college days during the school year, and Juniors will be allowed to take 2 college days.

We do recognize that extenuating circumstances may occur. A student whose attendance has otherwise been regular may ask to extend the maximum number of absent days by submitting a brief letter appealing for credit. This letter should include the reasons for absences and an explanation of any extenuating circumstances. This letter can be emailed directly to Greg Self at gself@mrpats.org. This letter of appeal is required even if the office has been notified of absences as they occurred. Even with accepted extenuating circumstances, there may be times when a student is not able to receive credit due to the nature of the class and work missed.

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.

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

Students arriving to class after the 8:15 a.m. bell must first check in at the Student Services Office before attending class to receive a class admission slip.

Students will be allowed to accumulate 3 tardies per nine weeks without consequence. The 4th tardy in a 9 week grading period will result in one hour of work detail. The 5th tardy will result in 2 hours of work detail, and the 6th hour will result in 2 additional hours of work detail. Should a student receive a 7th tardy in a 9 week grading period, that student will be placed in In School Suspension for one day. Continued tardiness will be dealt with on a more severe basis.

Tardies will not be excused or unexcused, with the exception of school-approved tardies. Examples of school-approved tardies will be traffic issues determined to be extreme by the Administration in the morning or when a teacher keeps a student late for the next class. Parents will not be allowed to excuse a child's tardiness.

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 8:45 a.m. on the day of a planned early dismissal.

If a student comes to school late or checks out early and, as a result, misses a test or quiz, the student is required to take the test or quiz before leaving school for the day. Failure to comply with this rule will result in a grade of zero (0) on the test or quiz. Further, the student is required to turn in all assignments that are due that day prior to leaving school for the day or the student will receive a grade of zero (0) on the assignment. This rule does not apply to a student who is required to check out early due to an illness or injury.

The above rule does not apply to a student that comes to school late or checks out early for approved school related extra-curricular activities. However, that student is required to turn in all assignments that are due that day prior to leaving school for the day or the student will receive a grade of zero (0) on the assignment.

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.

WORK DETAIL

For certain misbehavior, the Administration will assign work detail to students. Work detail will be held on Tuesday and Thursday (more dates may be added near the end of a semester, if necessary). Students will be allowed to choose to work in the morning from 7:15 until 8:15 or in the afternoon from 3:35 until 4:30. Saturday work detail sessions may be assigned on an individual basis, as well. **Students are not to leave campus after morning 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 work detail system, students 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 morning work detail and is at school, he/she is expected to attend afternoon work detail that day from 3:35 p.m. - 4:30 p.m. Failure to attend both work detail sessions in one day will result in an additional 1 hour of work detail being assigned. All work detail hours must be cleared at the end of each semester. Failure to clear hours will result in a student not being allowed to take 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 7 of their hours during the school day.

PHYSICAL CONTACT

Physical contact, kissing, and hand holding are inappropriate behaviors. 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.

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.

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. In addition, your children/family may be expelled from MRA.
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.

DRESS CODE

Students are required to dress in a manner that reflects modesty, Christian values, common sense, and neatness of dress. Clothing items shall be purchased from DENNIS Uniform as part of the approved Secondary Uniform items selected for MRA. Other items, such as footwear, belts, socks, hair accessories, under-shirts, etc. may be purchased from DENNIS Uniform or any vendor but must meet the required guidelines.

These specific rules are to be followed by all students:

Boys: All shirts 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). **Hair should be kept neat and clean, worn above the eyebrows in the front and no longer than the midpoint of the ears on the sides, and not extending past the area of the neck normally covered by a polo-shirt collar.** Hairstyles/hair-colorings that are extreme or designed in any unusual manner, in the opinion of the Administration, to distract or draw attention will not be permitted. There must be no designs, names, or lines cut into the hair. Sideburns may not be any longer than the bottom of the ear lobe. Males are to be clean shaven (no stubble, goatees, beards, or mustaches). No earrings and/or body piercing decorations are allowed regardless of location (tape coverings are not allowed). Students may not get tattoos (temporary or permanent) while students at MRA. Tattoos (temporary or permanent) are never to be displayed.

These guidelines apply to students even beyond the school day's end; students must abide by them at events on campus and at MRA-related events off-campus (e.g., dances, games where MRA is playing, MRA-sponsored or chaperoned trips, performances, etc.).

Girls: Wearing apparel should reflect modesty, Christian values, and traditional taste. All items of clothing must be worn in a modest fashion so as not to expose any undergarments, bare shoulders, back or midriff areas, or cleavage. Foundation garments should be worn so as not to be visible under clothing. All tops must fall below the belt line when sitting or standing. Navy leggings may be worn in cool weather months. Modesty shorts are suggested but not required under skirts and skorts. Hairstyles/hair-colorings that are extreme or designed in any unusual manner, in the opinion of the Administration, to distract or draw attention will not be permitted. There must be no designs, names, or lines cut into the hair. Earrings for girls will not be worn attached to any part of the body other than the ear lobe. Earrings or other jewelry that is designed, in the opinion of the Administration, to distract or inappropriately draw attention will be prohibited. No body piercing decorations are allowed regardless of location (tape coverings are not allowed). Students may not get tattoos (temporary or permanent) while students at MRA. Tattoos (temporary or permanent) are never to be displayed.

These guidelines apply to students even beyond the school day's end; students must abide by them at events on campus and at MRA-related events off-campus (e.g., dances, games where MRA is playing, MRA-sponsored or chaperoned trips, performances, etc.).

NOTE TO BOTH BOYS AND GIRLS: Walking shorts, skorts (girls), and skirts (girls) length should be no longer than knee length, but no shorter than 5 inches above the top of the knee. Walking shorts, skorts (girls), and skirts (girls) are allowed to be worn year round.

SECONDARY UNIFORM GUIDELINES

Please note each grade has one required uniform selection which is indicated by the asterisks. All other items are options for each individual student within the grade. MRA recommends that each student make minimal selections within these uniform options to minimize costs but provide adequate clothing selections for the student during the school year.

Boys 6th to 12th Grade (Dennis Uniform)++

Required Uniform (Students in grades 9-12 are required to wear this uniform for Chapel each week.)

- Khaki pants* - flat or pleated front
- Khaki shorts - flat or pleated front
- Navy Polo with MRA logo

Other Uniform Options

- Khaki shorts - flat or pleated front
- Navy shorts – flat or pleated front
- Navy pants – flat or pleated front
- Navy & white pin-striped oxford monogrammed with MRA logo (long sleeve)
- Navy Gingham Check monogrammed with MRA logo (long sleeve)
- Navy V-Neck Pullover with MRA crest
- Navy V-Neck Sweater Vest with MRA crest
- Navy or red ¼ zip sweatshirt with MRA crest
- Navy microfleece vest with MRA crest
- Navy microfleece jacket with MRA crest

Girls 6th to 12th Grade (Dennis Uniform)++

Required Uniform (Students in grades 9-12 are required to wear this uniform for Chapel each week.)

- Plaid skirt*
- White Top - Either white polo or Taylor blouse white stretch poplin monogrammed with MRA logo* (short sleeve or long sleeve)

Other Uniform Options

- Plaid skirt - flap front and back
- Navy skirt
- Navy skort
- Khaki skort
- Khaki skirt
- Khaki shorts (flat front regular waist or mid-rise)
- Khaki pants (flat front regular waist or mid-rise)
- Red or Navy polo monogrammed with MRA logo (short sleeve)
- Navy crew-neck cardigan with MRA crest
- Navy v-neck cardigan with MRA crest
- Navy v-neck pullover with MRA crest
- Navy or red ¼ zip sweatshirt with MRA crest
- Navy microfleece vest with MRA crest
- Navy microfleece jacket with MRA crest

ALL STUDENTS MUST WEAR AN APPROVED MRA DENNIS UNIFORM TOP UNDER THE NAVY SWEATER, NAVY SWEATER VEST, NAVY/RED SWEATSHIRT, FLEECE VEST, OR FLEECE JACKET.

All DENNIS Uniform clothing must be in good clean condition, free from holes or frayed hems at all times.

BOYS AND GIRLS OUTERWEAR

Outerwear: Although outerwear is not required, only approved outerwear purchased from DENNIS Uniform and/or The Patriot Store shall be a part of the approved outerwear acceptable to be worn to and from school. The Administration reserves the right to expand this rule to allow the students to wear additional outerwear on extreme weather days.

Dennis Uniform Outerwear Options:

- Jacket or Vest - Navy fleece with MRA Crest
- Sweatshirt - Navy or Red ¼ zip sweatshirt with MRA Crest
- Sweater - Navy sweater with MRA Crest

Patriot Store Options - Middle and High School:

- Jackets or Vests - Red, White or Navy or a combination of these colors with MRA logo
- Sweatshirts - Crew or ¼ zip in Navy, Red, Grey, or White or a combination of these colors with MRA logo
(No sweatshirts with hoods or uni-pockets)

Belts: Boys (6th through 12th grade) are required to wear a belt at all times. Girls (6th through 12th grade) are required to wear a belt at all times when a shirt is required to be tucked in with those garments having belt loops. Belts may be purchased from DENNIS Uniform or any vendor.

Headwear: Hair accessories may be worn by female students and may be purchased from DENNIS Uniform or any vendor, but must be neutral in color, or black, brown, red, white, navy, or a combination of these colors. Accessories must not be designed to distract or draw attention in the opinion of the Administration.

Undershirts: Boys are encouraged to wear an undershirt under a DENNIS Uniform top. Undershirts are limited to the following colors: white, grey, navy, and red. Undershirts should have no emblem, writing, or visible design.

Socks: Boys and girls socks should be SOLID white and may be purchased from DENNIS Uniform or any vendor. Socks are to be worn with all athletic shoes. Should a boy choose to wear pants and dress shoes, solid navy socks will be allowed.

Headwear: Hair accessories may be worn by female students and may be purchased from DENNIS Uniform or any vendor, but must be neutral in color, or black, brown, red, white, navy, or a combination of these colors. Accessories must not be designed to distract or draw attention in the opinion of the Administration.

Leg Wear: Girls may wear navy leggings with uniform. Yoga pants are not acceptable as leggings. Tights and leggings may be purchased only from DENNIS Uniform. Girls socks should be SOLID white and may be purchased from DENNIS Uniform or any vendor. Socks or leggings should be SOLID in color with no design or appliqué.

FOOTWEAR

The following styles of shoes are acceptable under the MRA Secondary Uniform Code:

Boys Shoes

1. Any neutral color closed toe/heel dress or casual shoe
2. Sneakers – Predominate colors must include white, dark blue, grey, MRA Red, or black, or a combination of those colors
3. A light or dark brown sandal type shoe.
4. Boots - neutral colored (Boys may only wear boots with khaki pants in the normal manner.)
5. Prohibited shoes - flip-flops, shower shoes, beach shoes, slippers or those resembling will not be allowed.

Girls Shoes

1. Any neutral color dress or casual shoe.
2. Sneakers– Predominate colors must include white, dark blue, grey, MRA red, or black, or a combination of those colors
3. Any neutral color sandal. (No flip-flops, shower shoes, beach shoes, or those resembling said shoes allowed.)
4. Boots - neutral colored (brown, black, gray) No lace up, no fringe, no embellishment.
5. Prohibited shoes - flip-flops, shower shoes, beach shoes, slippers or those resembling said shoes will not be allowed. Lights, sounds, or other distracting feature on a shoe will not be allowed. No rain boots will be allowed. Heel height must not exceed 1 inch. Shoes with laces must have laces and the laces must match the predominant color of the shoe or the uniform, no extreme colors or styles are permitted.

SPECIAL ACTIVITIES

There may be special activities that will call for exceptions to the MRA Uniform Code. The Administration will approve these days prior to such events and will provide guidelines for that activity prior to that event.

SPIRIT DAYS

On designated “Spirit Days” students are permitted to wear MRA spirit wear. MRA t-shirts, MRA sweatshirts (No sweatshirts with hoods or uni-pockets), MRA outerwear and/or other shirts that have MRA logos on them may be worn. Jeans in good condition (no holes or tears) and black, navy, or red joggers may be worn as part of spirit wear. Shorts must meet uniform requirements in regard to length. For girls, 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. Footwear requirements must be met. If caps are allowed, they must be worn at the appropriate times and properly. No sunglasses are to be worn in the building. NOTE: Spirit Dress Days are not “free dress days.” Student attire must adhere to the Dress Day theme, or meet MRA spirit wear guidelines, or follow the Dennis Uniform guidelines.

EXTRACURRICULAR ACTIVITIES

Students are not required to wear their uniform to extracurricular events unless otherwise specified in advance by Administration, coaches, or the event sponsor.

“GAME DAY” ATTIRE:

Coaches who wish to purchase or have the students purchase wind suits or t-shirts for the teams to wear to school on game days will now follow these guidelines.

- No Fleece pants will be worn to school.
- Wind suits may be worn (top and bottom), but only as a team. Either the entire team is to wear it, or the entire team is to be in school uniform. Sweatshirts or other outerwear will not be allowed with these team wind suits. Previous year’s or other sport’s wind suits do not fall into either of these two choices.
- “MRA Athletics” t-shirts are available for purchase in the Patriot Store. This “MRA Athletics” t-shirt will be the only t-shirt allowed during the school day for “game day” attire. No sport specific t-shirts will be allowed for “game day attire.”
- No sweatsirts with hoods.

At all times, Students are required to dress in a manner consistent with the spirit and modesty of the MRA dress code. No clothing displaying alcoholic beverages or symbols, inappropriate logos, pictures, profanity, or vulgar, provocative, or suggestive themes or wording is allowed. Shirts displaying alcoholic beverages, bars, saloons, tobacco, or such inscriptions are not allowed. Clothes with holes are not permitted. 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.

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.

DAILY ACADEMIC SCHEDULE

The school maintains six (6) daily academic schedules. The school's daily academic schedules may be found in the back of this handbook in Appendix 6. Daily academic schedules are subject to change as may be required for the orderly Administration of the school.

CLUBS/ORGANIZATIONS

A Listing of MRA's Club's and Organizations may be found in the back of this handbook at Appendix 7.

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:

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.

MRA POLICIES

MRA PLAGIARISM POLICY

The faculty at MRA 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 reference all sources of information accurately consulted for the project. Plagiarism is regarded as a serious offense and will not be tolerated by Madison Ridge-land Academy or any other institution of higher learning. It is an expectation that all departments and students adhere to and enforce this policy.

Plagiarism is stealing another person's thoughts and/or ideas and passing them off as your own. The Modern Language Association (MLA) Handbook (5th ed. 30) stipulates three major forms of plagiarism:

1. Failure to give appropriate acknowledgment when repeating another's wording or particularly apt phrase.
2. Paraphrasing another's argument and presenting it as your own.
3. Presenting another's line of thinking and presenting it as your own.

Plagiarism also includes the use of artificial intelligence (AI) to produce schoolwork.

Students should use common sense when determining what it is we should cite. The best rule of thumb is: When in doubt—CITE! Failure to utilize proper citations is plagiarism.

Turning in a paper already written for another class is self-plagiarism, therefore, cheating. Even if the paper is moderately reworked, you have not done enough analytical thinking and writing to constitute a new assignment. The best option in cases where it is justified is to discuss it with your teacher.

Assistance on papers by parents, friends, or siblings is very common. However, it is inappropriate for these individuals to do any form of writing or re-writing of the text. Copyediting, on the other hand, is acceptable. This includes offering editing advice on grammar, spelling, and common errors.

Plagiarism on any writing assignment may result in the issuance of an immediate zero (0) on that assignment. Furthermore, it will be referred to the Dean of Students' office for disciplinary action, and the Principal will be notified. A second offense will result in additional disciplinary action. A third offense of plagiarism may result in a referral to the Head of School.

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

MRA 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 the following:

- 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 MRA 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. 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.

MRA HARASSMENT POLICY

Harassment is a behavior, which is UNWELCOME and REPEATED; it is not Christ-like and will NOT be allowed. Some forms of harassment are also 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 MRA 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.

MRA SEXUAL HARASSMENT 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.

Note: The fraternization of teachers and students is strictly prohibited

MRA DRUG/ALCOHOL PREVENTION POLICY - GRADES 9-12

The Board of Trustees and Administration has adopted a comprehensive Drug/Alcohol Education and Prevention Policy, effective the 2011-2012 school year and beyond. The policy will include all students in grades 9-12 and will be comprised of the following components:

I. Drug Testing Program

A. General Information

1. All students in grades 9-12 are subject to drug testing (using urine and/or hair samples) at any time during the school year.
2. The MRA testing program will include the following nine-panel screen: amphetamine, barbiturates, benzodiazepines, cocaine, carboxy-thc (marijuana), methadone, opiates, propoxyphene, pcp. The drugs to be included in the test may be increased or decreased at the discretion of the Board of Trustees or the Administration.
3. All positive tests will automatically be confirmed by a second test (using the same specimen) for the purpose of confirming that no error has occurred.
4. If a student tests positive for a prescription drug that is included in item 2 above, a Medical Review Office (MRO) will investigate the validity of the prescription. If the student has a valid prescription for the drug in question, the test will be considered negative. However, if the student does not have a valid prescription the test will be considered positive.
5. Periodic random testing will be conducted during each school year at the discretion of the Administration. All students' names will remain in the selection pool regardless if he/she has been tested previously. The Administration has the discretion to test any student that is suspected of illegal drug use at any time.
6. Any student who enrolls at MRA after a school year has begun will automatically be included in the next random drug testing.
7. A student's refusal to consent to drug testing will result in immediate expulsion from MRA.

B. First Positive Test

1. The Headmaster and/or high school Principal will notify parents/guardians of the results of the test.
2. A student who tests positive (level one) will be required to attend a meeting with his/her parents and the Administration. At this time it will be suggested that the student meet with a drug assessment counselor. The cost of this evaluation will be the sole responsibility of the student's family or guardian.
3. Once a student has tested positive, he/she is subject to periodic retesting anytime during the school year as determined by the Administration.

C. Second Positive Test

1. The Headmaster and/or high school Principal will notify parents/guardians of the results of the test.
2. A second positive test (regardless of the year in which it occurs) will result in a student being required to undergo a drug evaluation and assessment program. The length and manner of counseling will be determined on a case-by-case basis upon recommendation by the evaluation and assessment program and approved by MRA Administration. A student's refusal to complete treatment determined by the counselor will result in immediate expulsion from MRA.

D. Third Positive Test

1. The Headmaster and/or high school Principal will notify parents/guardians of the results of the test.
2. A third positive test (regardless of the year in which it occurs) will result in a student being immediately and permanently expelled.

II. Chain of Custody Procedures

- A. All testing procedures and the handling of the results are to be administered with the utmost confidentiality. Only the Headmaster and high school Principal will be allowed access to the test results.
- B. Samples will be collected and sent to a laboratory designated by Madison Ridgeland Academy for actual testing confirmation.
- C. A chain of custody form will accompany each specimen from the point of origin through the entire testing process in an effort to ensure complete integrity of the specimen.
- D. A third-party administrator will set up the collection site, customize result reporting, provide approved testing services, and other services as needed.

III. Handling of Results

- A. All results will be delivered to the Headmaster and/or high school Principal.
- B. The Headmaster and/or high school Principal will store all positive test results in a safe deposit box in a location determined by the Administration. The Headmaster and high school Principal only, will have access to this location.
- C. All positive results will be kept for 7 years after said student's class is eligible for graduation, at which time the positive test results will be destroyed.

IV. Alcohol Testing

- A. All MRA students in grades 9-12 are subject to a breathalyzer test at any time during the school year.
- B. All students (including guests) will submit to a breathalyzer test to gain admission into any school sponsored dance under the supervision of the MRA Administration.
- C. A positive test result will deny the student into the dance and a parent/guardian will be required to pick him/her up.
- D. Any student having a positive result will be subject to disciplinary action as determined by the Administration and suspended from the next dance.

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.

MRA TUITION PAYMENT POLICY

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 beginning in August or twelve (12) monthly installments beginning in June, 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 \$40.00.
- (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.

MRA TECHNOLOGY ACCEPTABLE USE POLICY

Introduction

MRA recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st Century technology and communication skills. To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that students are expected to follow when using computing technologies in school, including any electronic device used on the MRA campus. Students are expected to follow the same rules for good behavior and respectful conduct online as offline. Misuse of school resources can result in disciplinary action. MRA makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies. Users of the MRA network or other technologies are expected to alert school faculty or Administration immediately of any concerns for safety or security.

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.

Parent/Guardian Responsibilities - Generally

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, cell phones, videos, movies, and music.

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, Instagram, MySpace, Pinterest, Snapchat, 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.

Responsibilities of the Student or User - Generally

The MRA wireless network is intended for educational purposes. All activity that takes place over the network or using school technologies can be recorded and retained. Access to online content via the MRA wireless network is restricted in accordance with this policy and federal regulations, such as the Children’s Internet Protection Act (CIPA).

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.

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.

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.

Saving Work

It is the student's responsibility to ensure that work is not lost due to mechanical failure, failure to back-up files or accidental deletion. Electronic device malfunctions are not an acceptable excuse for not submitting work; therefore, students should back up all work.

Network Connectivity

MRA makes no guarantee that the school's wireless network will be up and running 100% of the time.

Hot Spots, VPN's and 3G/4G/LTE

Students are not permitted to connect to the internet using a "hot spot," a VPN (Virtual Private Network), 3G/4G/LTE wireless account, or any other access to the internet while at school. Only the MRA wireless network may be utilized during the school day.

Downloading Apps

Teachers may require students to download software applications or educational materials, including textbooks, that have application to their specific course content. These applications will be pushed out to the students' device by the MRA IT Department.

Web Access

MRA provides students with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing can be monitored and web activity records can be retained indefinitely.

Users are expected to respect that any web filtering software is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow MRA protocol to alert a member of school faculty or Administration. Parents are encouraged to use parental control settings on electronic devices to limit or disable specific use of their student's devices.

Email

MRA will provide users with a Gmail account for the purpose of school-related communication. Availability and use may be restricted based on school policies. As users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown origin; should use appropriate language; and should only communicate with other people as allowed by MRA policy or their teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. There shall be no expectation of privacy associated with this email account. The account is the property of MRA, and all messages may be monitored.

Collaborative Content

Recognizing the benefits collaboration brings to education, MRA may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should also recognize that along with valuable content online there is also unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet. Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone in real life whom they encounter online without parental permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Cyber-bullying

Cyber-bullying will not be tolerated. Harassing, dissing, denigrating, impersonating, pranking, excluding, and cyber-stalking are all examples of cyber-bullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber-bullying can be a crime. Remember that your activities are monitored and retained.

Inspection

Students may be selected at random to provide any electronic device for inspection.

Limitation of Liability

MRA will not be responsible for damage, harm or theft to student-owned computers or other electronic devices. While MRA employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. MRA will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

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.

A non-exhaustive list of acceptable uses may include, by way of example only, the following:

- Use school technologies for school-related activities
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline
- Treat school resources carefully, and alert staff if there is any problem with their operation
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online
- Use school technologies at appropriate times, in approved places, for educational pursuits
- Cite sources when using online sites and resources for research
- Recognize that use of school technologies is a privilege and treat it as such
- Be cautious to protect the safety of myself and others
- Help to protect the security of school resources

UNACCEPTABLE USES OF 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 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.

A non-exhaustive list of unacceptable uses may include, by way of example only, the following:

- “hacking” or “jailbreaking” of a school-owned electronic device
- Spamming-Sending mass or inappropriate emails
- Gaining access to other student’s accounts, files, and/or data
- Using the school’s internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Participating in credit card fraud, electronic forgery or other forms of illegal behavior
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment
- Transmission of or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Bypassing the MRA web filter through a web proxy, 3G/4G/LTE, Hotspot, or VPN
- Using another student’s computer or electronic device
- Illegal installation or transmission of copyrighted materials
- Any action that violates existing School policy or public law
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Using unapproved chat rooms, or sites selling term papers, book reports and other forms of student work
- Gaming during Class. Games played outside of class should be games that are presentable to our faculty and staff.
- Attempting to find inappropriate images or content
- Engaging in cyber-bullying, harassment, sending sexually explicit photos, arranging to meet someone on-line or disrespectful conduct toward others
- Trying to find ways to circumvent the school’s safety measures and filtering tools
- Agreeing to meet someone met online in real life
- Using school technologies for illegal activities or to pursue information on such activities
- Attempting to hack or access sites, servers, or content that isn’t intended for my use

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.

Examples of disciplinary repercussions, include, but are not limited to, the following:

- Suspension of network, technology, or computer privileges
- Loss of use for a determined period of time (student still responsible for all required work)
- Notification of parents
- Work Detail or Suspension from school and school-related activities
- Legal action and/or prosecution

Acknowledgment and Signatures

All students and parents must sign a document acknowledging they have reviewed these policies and agreed to be bound by them. When you have read these policies and are ready to sign them, please download the Acceptable Use Policy Acknowledgment Form located in the back of this handbook at Appendix 2. This form must be completed and signed by both a parent/guardian and the student. You can also download this policy in .pdf form for your records.

APPENDIX 1

2023-2024 STUDENT HANDBOOK ACKNOWLEDGMENT FORM

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

APPENDIX 2

2023-2024 ACCEPTABLE USE POLICY ACKNOWLEDGMENT FORM

I hereby release MRA and its personnel from any and all claims and damages of any nature arising from my child's use of, or inability to use the school technology, including but not limited to claims that may arise from the unauthorized use of any computer or electronic device to purchase products or services.

I understand that it is impossible for MRA to restrict access to all controversial materials, and I will not hold the school responsible for materials accessed on the network. I also agree to report any inappropriate use MRA Technology to the school Administration.

I accept full responsibility if and when my child's use of technology is not in the school setting and understand that my child is subject to the same rules and agreements while not in school.

I have read and discussed the MRA Acceptable Use Policy and Appendix 3 - APPROVED LIST OF OTHER ELECTRONIC DEVICES, with my child and agree to abide by the rules set forth therein.

Parent's/Guardian's Signature_____

Student's Signature_____

Date Filed in Office

Homeroom Teacher

APPENDIX 3

2023-2024 APPROVED LIST OF MRA-ISSUED DEVICES

Students may only use Chromebooks (5th – 8th) or Macbook Air (9th – 12th) on campus at MRA, and only for educational purposes consistent with MRA's Acceptable Use Policy and the following rules of conduct:

Using Your MRA-Issued Device at School

MRA Chromebooks/Macbook Airs ("Device") are intended for use at school each day. In addition to teacher expectations for Device use, school messages, announcements, planners, calendars and schedules may be accessed using the Device. Other uses of the Device during class times can result in disciplinary measures.

Charging Your MRA-Issued Device's Battery

Devices must be brought to school each day in a fully charged condition. Students need to charge their Device each evening. Keep in mind that this process can take up to five (5) hours to fully charge the Device depending on the percentage of battery life remaining.

MRA-Issued Device Left at Home

If students leave their Device at home, they are responsible for getting course work completed as if they had their Device present.

Loaner MRA-Issued Device

Loaner Devices will be available for rent at the rate of \$5 per day for students who forget to charge or bring their Device. Students who repeatedly (three or more times in a semester grading period) fail to bring their Device to school or fail to maintain a fully charged battery will be assigned work detail.

Passwords

School-owned Devices will be password protected with a password being assigned at the time of leasing or for loaners. Students are required to set a password for student-owned Devices and are prohibited from sharing their password with others.

Screensavers/Background photos

Students are to choose wallpapers for their Device which reflect modesty and would in no way offend others.

Sound, Music

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Gaming

Students are NOT permitted to use gaming apps on school issued devices. Teachers always reserve the right to do random "flip checks" during instructional time.

AirPrint

AirPrint stations will be available for a fee. Black & white print-outs will be twenty-five (25) cents per sheet, & color print-outs will cost fifty (50) cents per sheet.

APPENDIX 4

2023-2024 ADDITIONAL COURSE AND ACTIVITY FEE SCHEDULE

Driver Education	\$150.00 per student (\$175.00 summer school)
Resource (1 - 12)	\$120.00 per semester, \$240.00 per year
ELS Lab	\$300.00 per semester, plus a one-time testing fee of \$50.00

APPENDIX 5

HIGH SCHOOL CLUBS & ORGANIZATIONS

Audio/Video Production Club

Grades 6-12

Audio/Video Production will fine tune the live-stream process for MRA athletics and other events. Students interested in the “behind the scenes” aspect of live-streaming events, such as producing graphics, producing live events, and using multiple cameras for broadcasts are encouraged to be a part of this club.

Academic Quiz Bowl

Grades: 10-12

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

Grades: 10-12

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

Bible Club

Grades: 9-12

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

Chess Club

Grades: 9-12

The purpose of this club is to study and play the game of chess and understand the history and culture of this game.

Debate

Grades: 9-12

Logical consistency, factual accuracy and some degree of emotional appeal to the audience are elements in debating, where one side often prevails over the other party by presenting a superior “context” or framework of the issue. This club will involve these concepts and more, along with the possibility of competitions among other schools.

Drama

Grades 9-12

This club will explore the beginning concepts of acting and theater production, including activities such as improv and role play.

Fellowship of Christian Athletes (FCA)

Grades: 6-12

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

Grades: 8-12

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.

Hands & Feet (Formerly Habitat for Humanity)

Grades: 9-12

Hands and Feet was formerly Habitat for Humanity, but it has been renamed to allow this organization to include more opportunities. This club will search for opportunities across the metro area to be the hands and feet of God as they look to take part in local mission projects.

Honor Society

Grades 10- 12

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

Grades: 9-12

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.

Junior Classical League (Latin)

Grades: 8-12

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.

Model UN (Formerly YMCA Youth Legislature)

Grades: 9-12

Model United Nations is an educational simulation in which students can learn about diplomacy, international relations, and the United Nations. Model UN involves and teaches researching, public speaking, debating, and writing skills, in addition to critical thinking, teamwork, and leadership abilities.

Mu Alpha Theta

Grades: 10-12

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.

National Art Honor Society

Grades: 9-12

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.

National French Honor Society

Grade 9-12

The purpose of the Society is to recognize outstanding scholarship in the French language and Francophone literatures, to increase the knowledge and appreciation of Americans for the cultural contributions of the French-speaking world, and to stimulate and to encourage French and francophone cultural activities.

Praise Band

Grades 9-12

This organization allows students to utilize their many talents in a contemporary music setting while also training them to be dynamic Christian leaders. Incorporating vocals, electric guitar and acoustic guitar, bass, keyboard, drums, horns and percussion, the praise band leads worship during weekly chapel services.

Pre-Law Club

Grades: 10-12

The purpose of this club is to provide students with insight into the various fields of Law 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 legal studies.

Pre-Med Club

Grades: 10-12

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.

Science Olympiad (Members are winners from previous Science Olympiads)

Grades 9-12

Science Olympiad is an American team competition in which students compete in 'events' pertaining to various scientific disciplines, including earth science, biology, chemistry, physics, and engineering.

Spanish Club

Grades: 8-12

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.

Sports Media Club

Grades: 9 - 12

The purpose of this club is to promote interest in Sports Media and to explore the possible career options in this field. Students will learn how to assist the Athletic Department in all areas of sports media.

Student Council

Grades: 9-12

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.

Politics Club

Grades: 9-12

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

Grades: 9-12

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.

MIDDLE SCHOOL CLUBS

Board Brains

Grades: 6-8

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

Geography Club

Grades: 6-8

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.

Image Club

Grades: 6-8

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.

Memory Club

Grades: 6-8

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.).

Middle School Bible Club

Grades: 6-8

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

Middle School Chess Club

Grades: 6-8

The purpose of this club is to study and play the game of chess and understand the history and culture of this game.

Middle School Debate

Grades: 6-8

Logical consistency, factual accuracy and some degree of emotional appeal to the audience are elements in debating, where one side often prevails over the other party by presenting a superior “context” or framework of the issue. This club will introduce these and other concepts in preparing our students to participate on a high school debate team in the future.

Middle School Drama

Grades 6-8

This club will explore the beginning concepts of acting and theater production, including activities such as improv and role play.

Middle School Hands & Feet (Formerly Habitat for Humanity)

Grades: 6-8

Hands and Feet was formerly Habitat for Humanity, but it has been renamed to allow this organization to include more opportunities for more grade levels. This club will search for opportunities across the metro area to be the hands and feet of God as they look to take part in local mission projects.

Middle School Honor Society

Grades: 7-9

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.

Middle School Hunting and Fishing

Grades: 6-8

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.

Middle School Model UN (Formerly YMCA Youth Legislature)

Grades: 6-8

Model United Nations is an educational simulation in which students can learn about diplomacy, international relations, and the United Nations. Model UN involves and teaches researching, public speaking, debating, and writing skills, in addition to critical thinking, teamwork, and leadership abilities.

Middle School Praise Band

Grades 6-8

This organization allows students to utilize their many talents in a contemporary music setting while also training them to be dynamic Christian leaders. Incorporating vocals, electric guitar and acoustic guitar, bass, keyboard, drums, horns and percussion, the praise band leads worship during weekly chapel services.

Middle School Robotics

Grades 6-8

Robotics is the interdisciplinary branch of engineering and science that includes mechanical engineering, electrical engineering, computer science, and others. This robotics club will initially deal with the design, construction, operation, and use of robots. The size of the club and its willingness to work will determine just how far the club goes in designing and using these robots.

Middle School Student Council

Grades: 6-8

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.
