
Madison Christian Academy

Handbook

For

Parents, Teachers, Volunteers
& Students

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About Us

Madison Christian Academy is a non-profit, private K-12 Christian Academy for home school students. MCA began in 2001 to meet the needs of the growing number of families pursuing non-traditional educational programs. Many parents and students enjoy the benefits that MCA offers to those that choose parent-directed education.

Our Mission

In partnership with Christian parents, our mission is to provide a quality Christ-centered educational option to local Christian homeschooling families, while reinforcing traditional values that increase personal responsibility, character development, and positive citizenship among our students.

Our Principles

As members of the body of Christ, the leadership and administration seek to operate this organization based on Biblical principles. We believe the Bible is the inspired word of God and the basis for how we are to interact with one another. Parents should seek enrollment in MCA because its philosophies are in harmony with the home. We seek to provide a God-honoring environment, pursue excellence in all that we do to the glory of God, promote the spiritual, academic, social and physical well-being of each student, while integrating a biblical worldview into all of our programs.

Admission and Services

Families who meet the criteria for enrollment and agree to respect and uphold all policies of MCA may be granted admission. Once a family is enrolled, they may choose the programs and activities in which they wish to participate. Each activity or program may have additional fees or additional guidelines. Families that are granted enrollment into MCA will have access to MCA resources, special classes, standardized testing, field trips, clubs, prom alternative, socials, graduation, awards program, an athletics program, other extra-curricular activities, and our optional Academic Program.

Enrollment in subsequent years is **not** automatic; a family must request reenrollment each year.

MCA will not process any enrollment without the appropriate forms and fees. Current forms, fees and instructions can be requested from info@madisonchristianacademy.org.

Students or parents/guardians who are repeatedly found to be out of harmony with the overall spirit of Christian brotherhood at MCA may be required to withdraw whenever the general welfare of the organization demands it, even if there is no specific violation of policy.

Program Guidelines

Please read the following guidelines carefully before completing the enrollment forms. By **submitting** signed enrollment forms you are affirming that you have read the handbook, including the Statement of Faith, and agree to abide and uphold the policies and guidelines stated therein.

- Madison Christian Academy is a Christian organization and is founded on the belief that “without the Bible, education is incomplete”. Families should expect to hear and see references to the **Bible**, and students will be exposed to **prayer**. If a family is uncomfortable in this type of environment, they should not enroll.
- Our academy is for those families residing in the state of Kentucky, and more specifically in Madison and its surrounding counties.
- The use of **email** is necessary for communication.
- Character guidelines are in place in order to promote unity within our organization. Students suspended, expelled or dismissed from other schools will generally not be accepted. Married, divorced, pregnant or students with children may not enroll. Students who are above age 19 may not enroll. Applicants with a criminal record, negative discipline record, or poor attendance record will generally not be accepted. Applicants who withhold relevant information or who falsify information may be required to withdraw from MCA. The following are prohibited, whether during an MCA activity or on personal time: alcoholic beverages, tobacco products, illegal drugs, profanity and sexual immorality.
- For the safety of our students, all weapons are prohibited by students, including all types of guns and knives. Shooting sports equipment must be kept in the possession of an adult. Also prohibited are lighters, matches, firecrackers and other fireworks that could cause damage to a person or property.
- Electronic devices are not specifically banned; however, we accept no responsibility for lost, stolen, or damaged property. We also cannot control a student’s access to internet services that may be made available at our host churches, at field trip sites, at member schools or other ballgame locations. Certain types of music may also be banned at some locations and at ballgames. Teachers, coaches, bus drivers, and other program leaders reserve the right to ask that electronic devices be put away during specific activities or classes.
- Public displays of affection among student “couples” are prohibited at all MCA functions and activities. Inappropriate contact between students and adults is prohibited.

Statement of Faith

Preface:

- Our Statement of Faith includes the basic beliefs historically essential to Christianity. There are many truths taught in the Bible and while this is not an exhaustive list, we believe the following are essential to believe and respect for the members of this organization to enjoy fellowship and unity.

Bible: We believe the Bible, consisting of the Old and New Testament, is inspired by the Holy Spirit, is inerrant in the original manuscript, and is the infallible and authoritative Word of God. It is the ultimate authority by which every realm of human knowledge and endeavor should be judged.

God: We believe that there is one living and true God, Creator of all things, holy, infinitely perfect, and eternally existing in three persons: Father, Son and Holy Spirit.

Salvation through Jesus Christ: We believe in God the Son, Jesus Christ, the Savior, the only begotten Son of God, in His deity, in His virgin birth, in His sinless life, in His miracles, in His substitution and atoning death through His shed blood, in His resurrection, in His ascension to the right hand of the Father, in His continuous intercession for His people and His personal return in power and glory. We believe all have sinned, and a new birth through Christ is absolutely essential for the salvation of lost and sinful man. "Salvation is found in no one else, for there is no other name under Heaven given to mankind by which we must be saved."

Creation: We believe in the Genesis account of creation. We believe God is the Creator and through Christ made all things. We believe all persons are created in God's image and are made to glorify Him. We believe God's design was the creation of two distinct and complementary sexes, male and female, and that distinctions in masculine and feminine roles as ordained by God are part of the created order.

Family: We believe God has ordained the family as the foundational institution of human society and is composed of persons related to one another by marriage, blood or adoption. We believe marriage is the uniting of one man and one woman in covenant commitment for a lifetime. Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage, and teach their children spiritual and moral values and to lead them to make choices based on biblical truth. Children are to honor and obey their parents.

The Christian Walk: We believe that while a Christian may sin, we are called to live holy lives and to be transformed. We believe that Christians should abstain from the works of the flesh (as interpreted by the Administration of MCA) including drunkenness, sexual immorality, witchcraft, hatred, and the like, and instead should emulate the fruits of the spirit such as love, joy, peace, kindness, and self-control.

Dress Guidelines

In order to meet the expectations of our host churches and to honor the conservative values of many of our homeschooling families, we apply a simple "neck to knee" dress guideline. Our dress guideline applies to teachers, coaches, administrative staff, board members, and students. Parents and siblings should be considerate of the dress guidelines and show deference to our host churches and visiting schools from the Kentucky Christian School Athletic Association.

Unless otherwise specified by a particular program, the following guidelines will apply to official MCA sponsored activities:

- All clothing should be modest and unrevealing in cut, fit, and fabric and without inappropriate messages or pictures.
- Shirts must have sleeves.
 - Cap sleeves are acceptable.
 - Sleeves do not apply to swim suits, formal wear for girls, or other "dress up" events for girls.
- Shirts should have a modest neckline, show no cleavage, and should be long enough to not allow exposure of midriff or back.
- Pants, skirts, shorts, culottes and dresses should come within 2-3 inches of the knee, taking care that minimal thigh is showing. Slits in skirts should not come above the top of the knee.
- Proper undergarments should be worn appropriately and without being seen.
- Swimwear: girls must wear full body swimsuits and boys must wear boxer style trunks; boys may swim without a shirt.
- Proper shoes should be worn for the occasion, while being safe and practical.
- Visible tattoos and body piercings are not allowed, with the exception of pierced ears on girls.
- Extreme behavior, hairstyles, clothing or jewelry (ripped clothing, bold hair colors or cuts, baggy clothes, multiple ear piercings) that would be controversial or deemed to be distracting or inappropriate for our programs should not be worn.
- Families who exhibit extreme behavior or dress would best fit with a different program and will be addressed by the administration as necessary for the overall well-being of our programs.

Facility Usage

- Families will be expected to treat all host facilities with great care.
- Families are expected to leave the facility in a better condition than when they arrived.
- Families must clean up after themselves, and should bring their own kitchen supplies.
- Families should remember that members of the host churches are working, and we should try to avoid making unnecessary noise and disturbances.
- Damage to property, whether accidental or intentional, should always be reported to MCA administration.
- All children must be adequately supervised at all times. Children should not be allowed to wander off or to “couple up”.
- Certain areas of host facilities may be off limits to our organization. Announcements will be made throughout the year regarding those areas.
- Tobacco, illegal drugs and alcohol products are prohibited at all host facilities.
- Abusive and foul language and violent behavior are prohibited at all host facilities.
- Facility fees and janitorial fees may apply and will be announced each year.
- Liability Waivers must be signed in order to use host facilities.
- Live animals should not be brought into host facilities without prior approval.
- Music should be carefully chosen and should be approved by the MCA Administration.
- Our host churches cannot in good conscience permit facility usage to persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church’s faith or moral teachings.
 - Host churches may require individuals in leadership, teaching, or supervisory roles to:
 - Share their personal testimony
 - Provide references
 - Submit to a criminal background check
 - Provide copies of curriculum for review
 - Provide copies of activity plans

Adult Guidelines

All teachers, coaches, volunteers, administrative staff, and board members are subject to the following guidelines:

- Background Check
- Dress Guidelines
- Code of Ethics
- Statement of Faith

No parent, grandparent, graduated sibling or any other person should volunteer unless and until the Administration of MCA approves the request and a background check has been completed. Names of qualified individuals who could volunteer should be submitted to MCA Administration. Only MCA Administration has the authority to request a volunteer, teacher, or coach for service.

General Enrollment

To be considered for enrollment and to participate in any of MCA's programs and activities, **all** families must submit the following:

- General Enrollment Form
- Registration Fee per Student (To be announced each year)
- Liability Waiver
- New Family Referral Form (for new families only)

The registration fee helps cover costs associated with office expenses. This fee will be refunded if the family is put on a waiting list. Internet is required as all events and announcements are made via the website and e-mail. All activities are **fee** based and families may choose the activities in which they participate. Additional registration forms and fees may be required depending on the different programs in which a family is interested. Due to liability and time involved, parents requiring academic advising should enroll their student in our optional, Academic Program.

Enrollment priority is applied in the following manner:

- 1.** - to returning families in good standing
- 2.** - to families who are currently homeschooling and come with a personal recommendation from a seasoned MCA family
- 3.** - to families who are currently homeschooling who come recommended and in good standing from another home school, church or youth organization with whom they have been working
- 4.** - to families that are new to homeschooling who come in good standing from a Christian school, Preschool, Daycare, youth program, or church

Families new to homeschooling may be placed on a waiting list so they can be considered as space becomes available and as they have more time to become accustomed to homeschooling.

Acceptance will be based upon the academic, social and emotional well-being of the student, attendance and discipline history, character and values of the student and family, and space availability.

Madison Christian Academy does not discriminate on the basis of race, color, and national and ethnic origin in administration of its educational policies, admissions policies, scholarships, athletics, and other school-administered programs.

Academic Enrollment

Academic enrollment is for those families who desire to be enrolled in an academic “umbrella” program. These students will be listed on MCA’s roster, a copy of which will be sent to the Director of Pupil Personnel of the county in which the student resides. No letter of intent to homeschool is required. Grades and credits will be recorded on a professional transcript for these students as they work toward a high school diploma awarded by Madison Christian Academy in a graduation ceremony. Academic enrollment is restricted to those students who meet MCA academic guidelines in addition to the character guidelines.

- Academic enrollment fee is in addition to the general enrollment fee. Academic enrollment form must be submitted along with the appropriate fee in order for the student to be added to the roster that is submitted to the Board of Education.
- Academic guidelines are in place to protect the integrity of MCA’s academic program. MCA Administration has developed positive working relationships with both Madison County Public Schools and the Kentucky Department of Education. Enrollment is screened to avoid situations that may jeopardize our reputation. Students with excessive absences without justifiable reasons may not enroll. Students who have been placed in alternative education may not enroll. Students must have a 2.0 GPA to enroll. Students entering high school must be able to complete high school level work in order to receive a diploma. All students will be strongly encouraged to take the ACT, SAT, or COMPASS test prior to graduation. Curricula used must contain tests in order to evaluate a student’s progress and knowledge of material learned.
- Due to the difficulty of work required by high school students, at least one parent should have received a high school diploma or GED, for students enrolled in the academic program. Exceptions may be made if the student is enrolled in dual programs, tutoring programs, special classes, or if the student shows adequate academic progress through standardized testing.
- Students enrolling in our academic program must live in Madison County, unless they are participating in our special classes or athletic program, or live close enough to have work verified periodically by the administration. Madison Christian Academy does not offer a distance education program at this time. Students who live too far away to participate in local activities do not qualify for academic enrollment.

Academic Enrollment – (continued)

- Tutoring, academic advising, career or college advising, and curricula advising are available for those students enrolled in our Academic Program and **may** be charged additional fees depending on time involved.
- Academic enrollees should choose curricula, record attendance, and report grades in a timely manner to MCA administration.
- Certain curricula can be purchased through MCA. None will be purchased without payment in full. You are not required to purchase your materials through MCA. However, curricula with tests are a requirement of academic enrollment. Curricula purchased through MCA will be charged a reasonable rate to cover shipping and handling of orders.
- Report cards are available electronically up to 4 times per year. One official report card with school seal is mailed at the end of the school year. One official high school transcript with school seal is mailed at the end of the school year. All other forms or reports must be requested in writing. These will be sent out as long as the student's grades are up to date and all appropriate fees are paid.
- Additional forms requested to be signed or mailed out may be charged an additional fee of \$5 per form. Official High School Transcripts may be requested after graduation for a \$5 processing fee. Documentation requiring school letterhead with the official school seal and signature will be mailed via a US post office upon request, if the student's academic records are up to date and the appropriate fees are paid.
- MCA's grading scale (10 point) will be used for all students enrolled. This scale is the same scale that is used in the local school systems. We chose this scale so that our students can compete academically against other students in the area based upon the same criteria for obtaining a 4.0.
- School year runs from August 1 through July 31. Teachers have until August 15 to submit grades for the previous year. Students may enroll at any time during the school year **UNLESS** the requested enrollment is because of an issue that could jeopardize the integrity or reputation of MCA's programs. Reenrollment is **NOT** automatic. Families must request reenrollment forms each year. No student will be reenrolled without having submitted all scores from the prior year.
- MCA reserves the right to dismiss a family for personal and or/academic misconduct that takes place either inside or outside of the teaching home at our discretion.

Academic Enrollment – (continued)

- Graduating students must pay a graduation fee 60 days prior to graduation. This fee covers the cost of the diploma and the time involved in processing final transcripts, and also helps offset the costs of the graduation and awards ceremony. This fee will not exceed \$100. MCA students not enrolled in our Academic Program may participate in commencement exercises; however, their diploma will be issued from their home school. Graduating students must wear our traditional cap and gown. Only graduating students may participate in the graduation activities such as the senior video, graduation pictures, and senior table at the reception.
- In order to graduate from Madison Christian Academy, a student must complete the requirements for graduation as set forth by the Kentucky Department of Education and also demonstrate knowledge acquired. Currently the best standardized test that we have for high school students is the ACT, which is now required of all students in Kentucky public high schools. MCA diplomas will be awarded based upon the following criteria:

Type of Diploma	Course/Credits Required	Minimum ACT* Score
General Academic Diploma	Complete the minimum KY requirements with a 2.0 GPA	<18
College Preparatory	Complete the KY Pre-College Curriculum with a 3.0 GPA	18
Honors Diploma	Complete the KY Pre-College Curriculum with a 3.75 GPA	22
Honors Diploma	Complete the KY Pre-College Curriculum AND Complete 2+ Honors, AP or Dual Credit Courses with a 3.0 GPA	20

- A student who does not take the ACT, may request that another standardized test score be used in consideration for diploma type.*
- Student’s grades reported by their teachers should fall in line with the above criteria, as well. In order for a student to remain enrolled in our academic program, a sample of work completed might be requested from time to time to be submitted to the administration.
- It is a local decision to translate a transfer student’s high school transcript and award credit and grades for those courses which our Administration feels appropriate.

Athletics Program

MCA is a member of the KY Christian School Athletic Association. Each athlete and coach must abide by all KCSAA guidelines, which can be found at KCSAA.net.

Our goal is to offer sports programs in those areas that we have sufficient student interest, available coaching staff, equipment, and facilities for practices and games; therefore, our programs may change from year to year. Athletes are not guaranteed any specific amount of playing time, but every effort is made for each athlete to feel a part of the team they are a member of. For current athletic programs, please see our website or request information from the Administrator.

Athletic fees are determined each season. This fee helps to offset our league fees and our insurance fees. Our host churches charge a facility fee each year to use the facility for practices and games. Fees are announced each year.

In order to keep fees low, parents are required to share the responsibility of working concessions at home games. Parents may be given the opportunity to bring concession items to home games in lieu of paying admission.

Practice days and times are announced prior to the beginning of each season. Athletes are encouraged to attend all practices, especially if they desire to play at the varsity level; however, our families are encouraged to put God and family above athletics. Athletes are not punished for missing practices or games, but absences do affect the team's growth and chemistry and could affect playing time, starting positions, etc. The head coach will run the practices; "Parent Helpers" will be utilized as necessary to provide a safe environment and to make sure that we have sufficient adults on campus during practices. Parents should not participate in a practice without being asked by the Administration to assist. Older students may be dropped off or the parents may stay and visit with the other parents. Parents of students in elementary school must stay on the premises or have a designated substitute parent on site.

Dress code for athletic practices: loose fitting t-shirts with some type of sleeve; longer loose fitting basketball shorts or culottes that hit the thigh within 2-3 inches of the knee or non-form fitting sweat pants or capris; proper athletic shoes.

Athletic enrollment forms are required in order to participate. Families should request forms and information from info@madisonchristianacademy.org.

Monday School

Madison Christian Academy offers enrichment classes, supplemental classes or credit courses on Mondays each semester. Our Monday School meets at one of our host churches. Parents are welcome to stay on site, but they are NOT required to stay for the afternoon. One family member may be asked to volunteer for ONE Monday each semester, as needed. A parent area will be provided for those parents that wish to stay on site and chat.

All of our teachers must pass a background check in order to work with our students. The teachers are paid a nominal fee for their time in teaching and preparing the lessons. Supply fees are kept at a minimum, and the students will be asked to bring a backpack with their own school supplies.

When choosing an enrichment class for your child, please enroll students in classes based on the typical age for that grade level. Exceptions are made for some advanced, older middle school students who are ready to take courses for high school credit. Priority will be given to those students that are actually in that age group and need those courses for graduation purposes. Division of classes will ultimately depend on enrollment, class size requested by the teacher, and availability of teachers and classroom space.

MCA reserves the right to combine or divide classes as deemed necessary in the best interest of the overall program.

Unfortunately, we do not have the resources to adequately provide for students with severe academic, disciplinary or psychological needs. Our teachers and staff are not trained in these areas; therefore, students who are unable to participate in classes without additional assistance should enroll in a specialized program where their needs will be met.

For Monday School current information please see the website or email info@madisonchristianacademy.org.

Socials, Clubs, Formals, Field Trips, and other Extra-Curricular Activities

Madison Christian Academy offers a variety of other activities for our students and families. These activities rely on sufficient facilities, funding, staffing, and student involvement.

Each activity will be presented to the group via email, website, or yahoo group and participation is completely voluntary. It will be up to each family to request more information concerning registration for any optional activities. Each program or activity comes with its own registration, fees, age requirements, and other guidelines.

Some of our activities are open to the public; some are open to students and their family and friends, while other activities are specifically just for our students. Activities that are "open" to those not enrolled in our programs will be noted as such. Because of liability, guests and visitors should not be brought to any closed activity without requesting permission. From time to time, we may open up our special activities to guests of our students and families. Visiting students should expect to abide by all guidelines, including dress guidelines, and they may be required to sign a liability waiver.

Contact Information

Mailing address:

Madison Christian Academy
119 Cartier Drive
Richmond, KY 40475

Phone:

(859) 582-6782

Contact Person:

Ms. Melinda Lawrence
Administrator

Email the Administrator:

melinda@madisonchristianacademy.org

Email for information:

info@madisonchristianacademy.org

Website:

www.madisonchristianacademy.org

Yahoo Members Group:

madisonchristian@yahogroups.com

Code of Ethics

All students, parents, teachers, coaches, administrative staff, board members and volunteers of Madison Christian Academy are required to sign, stating that they will uphold our Code of Ethics. MCA reserves the right to dismiss a family for personal and/or academic misconduct that takes place either inside or outside of the teaching home at our discretion. Those activities that may be grounds for dismissal are:

1. Any activity which compromises the academic integrity of MCA and therefore, jeopardizes our relationship with local, State and Federal regulatory authorities and undermines the educational process will not be tolerated. This sort of academic misconduct includes, but is not limited to, cheating, fabrication, plagiarism, violation of published academic regulations, and facilitating academic dishonesty.
2. Any activity which harms the "good name" of MCA and compromises our relationship with the KCSAA and its member schools will not be tolerated.
3. Activities that do not uphold our Statement of Faith.
4. Activities that are out of harmony with a host church faith and moral teachings.
5. Physical or verbal threats or abuse of school personnel, volunteers, MCA families, members of other KCSAA schools, or host church staff. This includes slander, gossip and bullying.
6. Conviction for violating state or federal criminal codes or those of your residential jurisdiction.
7. Noncompliance with any guidelines stated in the MCA Handbook.
8. Negative results from a background check.
9. Non-payment of fees.
10. Falsifying information on forms.
11. Disagreements between families or students shall be dealt with in a Christ-like manner. Disagreements which cannot be resolved and continue to cause division may result in one or all of the involved families or students to be asked to withdraw from our program.

This handbook may be updated as often as the administration sees fit. Any questions should be addressed to Melinda@madisonchristianacademy.org.

Last updated on August 20, 2018.