Continuing the Journey



MADISONACADEMY
ELEMENTARY SCHOOL

STUDENT-PARENT HANDBOOK

Last Revised 07/23/2026

The Mission of Madison Academy

To provide a quality education in a Christian environment that will help students grow in wisdom and stature and in favor with God and man.

A Christian education provides each child with an understanding of themselves in relation to God and the world in which they live. Our goal is to meet the needs of each individual child so that they can live a life that will please and glorify God.

We aim to provide opportunities that help develop Christian attitudes and lead children to the knowledge and understanding needed to live a meaningful life. We are committed to providing high-quality learning experiences and being honest in our evaluations of both our students and ourselves. We strive to relate biblical principles to everything taught, making these principles relevant to students' lives now and in the future. To achieve our goal, Christianity must permeate the classroom and all school-sponsored activities.

This handbook outlines boundaries and expectations designed to provide a safe, encouraging, and harmonious environment in which each child can learn and flourish. It is your responsibility as parents to instruct your children at home about the importance of protecting their privilege to attend Madison Academy by pledging to observe the guidelines we have established. Please review it carefully, and if you have any questions, feel free to discuss them with us.

The information contained in this handbook is accurate as we enter a new school year. This handbook is reviewed annually and subject to amendment at any time by Madison Academy without prior notice. Any material amendments will be communicated or disseminated within 30 days of adoption. Thank you for choosing Madison Academy. Our staff, faculty, and volunteer board of directors strive to faithfully administer the Lord's work at MA in keeping with our mission, and we look forward to serving your family in God's name.

The Administration and Board of Directors
Madison Academy

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History and Organization of Madison Academy

The concept of a Christian school affiliated with Churches of Christ was first birthed in 1955 and was named Madison County Bible School. The school opened for grades one through eleven with grade twelve being added the following year.

- The original campus was located at 301 Max Luther Drive in northern Huntsville, Alabama.
- In 1959, a kindergarten building was constructed in time for operation by September of that year.
- The name was changed to Madison Academy in 1960. A gymnasium was constructed in 1963, and the Mustangs began playing interscholastic basketball and football.
- A new elementary building was built in 1971. The enrollment of Madison Academy grew from 246 in 1955 to 573 in 1975, then declined to below 400 in the early 1980's.
- Madison Academy (grades 1-12) received accreditation by the Southern Association of Colleges and Schools in 1977.
- The five-year-old kindergarten was added to our accreditation credentials in 1987.
- The school moved to the 160-acre Ashburn Campus on Slaughter Road in January 1998.
- The campus was named in honor of the Cecil Ashburn family.
- Little Madison Academy construction was completed the summer of 2000, housing our preschool, kindergarten and first grade.
- The addition of the Performance Center was completed in 2017, providing additional classrooms, an upgraded area for Chapel and the Performing Arts. The addition also included a state of the art Strength and Conditioning facility.
- A new track facility was completed in 2018.
- Continuous upgrades and enhancements continue to be made on our Ashburn campus.

Now, after 71 years since its incorporation, MA graduates are sought after by universities around the country due to their character, diligence, and biblical worldview. Madison Academy graduates' talents are showcased by the substantial scholarship money they receive for academics, artistic talents, and athletic abilities.

Madison Academy has intentionally evolved with the times. The school has proactively sought program improvements, embraced new research in education, and continues to find ways to enhance its facilities. The school also actively supports and engages with the surrounding community.

Whether through early mottos like "Quality Education in a Christian Environment" or more recent mission statements such as "like Jesus, in wisdom, stature, in favor with God and man," the focus on excellence in Christ for young people remains at the forefront of our hearts and mission.

SPIRITUAL COMMITMENT

While not under the auspices of any church organization, Madison Academy bases its foundational principles for hiring faculty and staff on Biblical truth, personal morality, and the excellence found in Jesus Christ. During the hiring and interview process, as well as in maintaining staff renewal, we assess whether the employee exhibits the good fruit described in Galatians 5:22-23: “But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness, and self-control.”

In 2007, the MA Board of Directors adopted a Statement of Christian Heritage. More than just paper documents connecting Madison Academy to a specific movement or fellowship, these serve as a “Polar Star” for Madison Academy's spiritual beliefs, policies, and practices. Future boards and leaders will refer to these documents when considering new policies. The foundations of student, staff, faculty, administrator, and board behavior policies are grounded in these principles. Spiritual teaching and biblical beliefs are substantiated within these parameters as well.

The reason for adopting a Statement of Christian Heritage, sometimes referred to as the Statement of Faith, is to guard against mission drift. The founders of MA were focused first on Jesus, and so shall we be. This Statement is to be signed annually by each member of the Board of Directors, administration, faculty, and staff, and parents providing affirmation of biblical doctrine consistent with the message of God as reflected in the Bible and historic Christianity. The statement also defines the perspective that shapes a Madison Academy education.

In accordance with the Bylaws of Madison Academy, Article 5, Section 2, and Section 7, as approved on November 7, 2023, each faculty member and each Director will be asked to self-assert that they adhere to these principles in faith, practice, and teaching. Each family of current students at MA will also be asked to self-assert that they understand these principles are upheld by the faculty and staff of MA and will be embodied and taught at MA.

STATEMENT OF CHRISTIAN HERITAGE

We affirm:

** God as the Father, Jesus his Son, and the Holy Spirit. - Genesis1; Hebrews 1:2, John 1; Matthew 28:18-20; II Corinthians 13:14.*

** The central authority of the Bible, which we believe to be the fully inspired Word of God and look to it as our source of direction for faith, worship, and practice. - II Timothy 3:16-17; John 17:17; II Peter 1:20-21.*

** Salvation is by grace through an active, working faith in the life, death and resurrection of Jesus Christ - Ephesians 2:8-9; Romans 2:24-28; James 2:24*

** The Christian life begins when true believers renounce sin, confess Jesus Christ as their Savior, and are baptized by immersion for the remission of sins. - Acts 2:38; Acts 8:35-39; Mark 16:15-16; Romans 10:9-10*

** The priesthood of all believers who, through prayer, have access to God through Jesus Christ - I Peter 2:5, 9; John 14:13; I Timothy 2:5; John 14:6; Romans 1:8*

** The necessity of living a Godly life - Romans 12:1-2; Ephesians 4:25-32; I Peter 1:13-19*

** A commitment to spread the Gospel of Jesus Christ in our community and throughout the world - Matthew 28:19-20; Mark 16:15-16*

** God created and sanctioned marriage to bring together men and women, the complementary halves of humanity, by joining them in "one-flesh" unions. (Genesis 2:18-25.) Marriage between one man and one woman for life uniquely reflects Christ's relationship with His Church. (Ephesians 5:21-33)*

** God wonderfully and immutably creates each person as male or female, and these distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27)*

These principles are not intended to be comprehensive but provided to illustrate fundamental beliefs reflected in Madison Academy. This statement of beliefs will be signed and placed on file every year by each Director, faculty/staff member, and family of current MA students subject to the provisions of Article 5, Section 2 and Section 7 of the Madison Academy by-laws adopted on November 7, 2023.

Introductory Information

NON-DISCRIMINATION STATEMENT

Madison Academy is a Christian school open to any qualified student regardless of race, religion, sex, color, national or ethnic origin, or physical handicap. In a manner consistent with all applicable laws and regulations, it does not discriminate based on race, religion, sex, color, national or ethnic origin, or physical handicap in the administration of its educational policies, programs, and activities except where necessitated by specific religious tenets held by the institution.

ACCREDITATION

Madison Academy is fully accredited by Cognia and by the National Christian School Association (NCSA). Accreditation is maintained through meeting rigorous standards, showing progress on a school improvement plan, submitting annual reports, conducting a self-study, and hosting an on-site peer review committee visit every five years. Madison Academy's most recent visit took place in 2024.

CHILD ABUSE and COOPERATION WITH GOVERNMENTAL AUTHORITIES

We take our responsibilities to report suspected child abuse, neglect, and abandonment seriously and will cooperate with governmental authorities in connection with their investigations. If you have questions regarding the school's mandatory reporting obligations, please consult the school president or principal.

CHILD CUSTODY

In cases where parents share custody of a child, an affidavit from the court will be supplied to the school office to document the official custody arrangements regarding children enrolled at MA. Upon request, the school will provide school records to both parents UNLESS supplied with official documentation prohibiting such. It is the parent's responsibility to provide the school with updates. ONLY the custodial parent will be allowed to check out a child from school unless the school has been otherwise notified in writing by the custodial parent. All students must live with at least one parent or an official guardian. Students may not live alone or with friends.

CONFIDENTIALITY

Counseling provided by our guidance counselors and teachers is confidential. Information obtained during counseling sessions will not be disclosed to any outside persons or agencies except when required by law (e.g., where there is reasonable suspicion of abuse of children, where the student presents the potential for harm to another or him/herself, etc.). A counselor may consult with or receive supervision from another counseling professional as part of the counseling process.

SCHOOL HOURS

School Hours: 7:45 a.m. - 2:45 p.m.
Office Hours: 7:15 a.m. - 3:30 p.m.

CAMPUS SECURITY

From 8:30 a.m. to 2:00 p.m., access on campus will be limited only to our main entrance of Madison Academy located on Slaughter Road. The Old Madison Pike entrance will be closed during these school hours. All guests will be greeted by a security guard who will be checking identification or for a vehicle pass before allowing visitors to enter campus. *All vehicle passes should be displayed on the drivers side on the top left corner of the inside windshield*.

GUESTS ON CAMPUS

Parents and Grandparents may visit Madison Academy during the school day. Other guests must have prior administrative approval to visit on campus during the school day (including lunch time). Please make arrangements with the School Office no later than the day prior to the visit. A student that is a guest is expected to be in modest attire. Before entering school buildings, visitors must have an appointment and will check-in through School Pass which notifies security and administration of their presence. School Pass provides a brief background check and notifies the individual/department with communication that a guest is present. All visitors must wear their School Pass Visitor Pass in a clear visible location to assure students/faculty/staff that they have approval to be on campus. Failure to follow these guidelines may result in the guest not being allowed to visit. Typically other school-age friends will not be allowed to visit on campus during the school day unless they are prospective students. Prospective students may visit during the school day; see the Admissions Coordinator to make arrangements.

PARENTS' ASSOCIATION OF MADISON ACADEMY

We are the Moms, Dads, Grandparents, alumni, and friends of Madison Academy, coming together to support our teachers, strengthen school events, and build meaningful community. The Parents' Association is dedicated to enhancing the Madison Academy experience through encouragement, volunteer involvement, and intentional connection across all grade levels in our Mustang community. Information on membership and volunteer opportunities will be shared throughout the school year via multiple communication channels.

Billing & Payment Procedures

TUITION AND ENROLLMENT FEES

Re-enrollment Fees

Re-enrollment fees are non refundable. Paying this fee does not obligate either party for continued enrollment at Madison Academy.

- Early Re Enrollment: $125 per student, if paid between *Jan 01 - Jan 15*
- Regular Re Enrollment: $200 per student, if paid between *Jan 16 - Feb 28*
- Late Re Enrollment: $300 per student, *March 01 and thereafter*

Tuition Schedule and Payment Plan Options

Madison Academy offers monthly, semi-annual, and annual payment options. Monthly payment plans are offered as an 11-month payment plan.

Tuition is billed and paid through FACTS Tuition Management. Students must be enrolled in FACTS as part of your enrollment at Madison Academy.

FACTS Payment Selection Plan

*Payment method **for both tuition and incidentals** must be an Automatic Bank Payment (ACH) from a checking or savings, or credit card (with a convenience fee).*

Annual and Semi Annual

- FACTS enrollment fee $25
- One payment in full through FACTS - Due July 1
- Two payments through FACTS - Due July 1 and Jan 1

11 Month - Tuition draft date can be elected on the 1st or 15th of each month

- FACTS enrollment fee $55
- 11 payments through FACTS - July - May

Upcoming Tuition Schedule Changes

The chart below provides the planned payment schedule.

Year	First Payment Month	Last Payment Month	Payment Months
2026-27	July	May	11

PAYMENT POLICIES

Failure to Pay Tuition and Incidentals: Any student whose FACTS account is 60 days past due will not be admitted to class.

Failure to Prepay Lunch Account: Any student whose FACTS lunch account has a balance of negative $100.00 or greater will not be admitted to class.

Dining Hall Information: Each student has a unique student ID number that is used at checkout for breakfast and lunch. All Dining Hall accounts must be prepaid and maintain a positive balance. To make a prepayment, please see the "Log into FACTS Family Portal" section below. Payments cannot be accepted in the Dining Hall. When the available balance in your child's account falls below $25.00, you will receive daily notification emails. Once your child's account balance is $0, they will be unable to eat in the Dining Hall and you will be subject to Madison Academy's collection policy. Madison Academy's Dining Hall is managed by Chef Advantage and the rules of purchase are dictated by the vendor.

Graduation

All balances must be paid in full prior to Madison Academy releasing your student's diploma or transferring official transcripts.

Early Withdrawal Fee

Madison Academy will charge a **$2,500.00 per student** withdrawal penalty for any enrolled student who withdraws after **March 1, 2026.** After **April 01, 2026** the withdrawal penalty will be **$3,500.00**, after **May 01, 2026** it will be **$4,500.00**, and after **June 01, 2026** it will be **$5,500.00**. In addition to any withdrawal fee charged, tuition cost will be prorated by the number of days attended. ***No records will be released until fee is paid and all accounts settled.***

CHILDCARE

Billing is posted to your FACTS account monthly. You are billed only for days you use the service. Payment for charges billed is due on receipt of the statement.

Before Care - Complimentary

- Little Madison Academy Primary - 7:15-7:45
- Elementary - 7:20-7:45

After School Care Costs

Little Madison Academy Primary	*Elementary/Upper School*
3:00-3:40 p.m. - $2.00 per day/student	3:10-3:40 p.m. - $2.00 per day/student
3:41-5:30 p.m. - $16.00 per day/student	3:41-5:30 p.m. - $16.00 per day/student

Late Pickup Costs

- 5:31 - 5:40 p.m.: $2 per student/per minute
- 5:41 p.m. and after: $10 per student/per minute

LOG INTO FACTS FAMILY PORTAL:

Go to macademy.org
Select the Academics tab
Select Family Portal
Select FACTS log in on the right
District code - MA-AL
Enter your User ID and Password and select login as Parent

TO MAKE INCIDENTAL OR DINING HALL PAYMENT:

Log into the Family Portal account at https://ma-al.client.renweb.com/pwr/
The Discount Code is MA-AL.
Enter user ID and password and log in as a parent.
Select the "Financial" drop down on the left hand side of the screen, select "Add Funds" under prepay or accounts.

General Procedures and Rules

ARRIVAL

Students will not be allowed entry into the building until 7:20 a.m.

- Please obey the posted speed limit while on campus.
- Students in grade 2 will go straight to their classroom upon morning arrival.
- Students in grades 3-6 arriving before 7:35 am should go directly to early morning care.
- Breakfast will be served until 7:35 in the Lunchroom to those students needing to purchase breakfast. The Corral will not be available to Elementary Students.
- The car rider line will close at 7:45 am.
- Once the car line has closed, parents MUST escort their child or children into the front lobby to sign them in.
- Students must load and unload from the right side.
- Pull forward to the porch just north of the crosswalk.
- Please do not stop in the crosswalk.
- Elementary students cannot be dropped off or picked up at the High School entrance.
- Once the carline has closed, your student is tardy for the day.
- Wait for the car in front of you to move before pulling off. NO PASSING cars that are loading/unloading without being directed to do so!!!

The left lane in front of the school will remain open for through traffic only.
Please be cognizant of students loading and unloading.

DISMISSAL

Dismissal is 2:45 p.m.
The afternoon car rider line will operate utilizing the right lane of the lower parking lot.

- RFID stickers should be placed on the left headlamp.
- Staff will direct students to load (from the passenger side) cars once all cars are stopped.
- Cars will be directed to move by a member of the faculty once all cars are safely loaded.

- The left lane will be left open for through traffic, but is a **NO PASS ZONE,** for those in the car line.
- Please refrain from forming a car line before 2:00 p.m. This poses traffic issues.
- Siblings driving Elementary students must pick them up in the Elementary Lobby.
- Upperclassmen are to refrain from picking siblings up from the classroom.

AFTER CARE

- You will be billed monthly for this service.
- Parents must park in a parking space and walk in to sign their child out.
- No snacks or special activities will be provided to these students.
- Students in After School Care will report to the designated area upon dismissal.
- Students who are not picked up through the carline by 3:10 p.m. will be placed in After School Care, and standard fees will apply.
- Please park in a parking space when signing your child out from after-school care. Parking in the drive causes congestion for those leaving campus.

*****There will be no After-School Care programs available on early dismissal or scheduled half days.**

ABSENCES

All absences require a written excuse. Failure to submit an excuse will result in an unexcused absence.

Excused Absences

- All excuses must be submitted to the elementary front office by emailing elementaryattendance@macademy.org.
- Your email will be received by our front office personnel to record excused absences.
- A parent note is written by a parent/guardian requesting the absence be excused is an excused absence.
- Parent notes encompass anything outside of a doctor's note.
- Any missed assignments, including tests, must be made up within three days of returning to school.

*****Ten parent notes will be excused each school year.**

Planned, Pre-Approved Absences

- Planned, pre-approved absences--family trips, travel ball play dates, etc-- should be submitted to the Administration at least one week before the absence(s) to be considered excused or for extenuating circumstances.
- Parent notes may also be used in these circumstances. Students who communicate planned absences in advance can coordinate makeup work with the teacher(s).
- Teachers may require that makeup work be completed before the approved absence(s).

Unexcused Absences

- Any absence without a written excuse from a parent/guardian or a physician.
- Absences will be coded as unexcused if an excuse is not received.
- Unexcused absences will prevent 6th-grade students from being allowed to exempt semester exams.

- Once all parent notes have been exhausted, a student in 6th grade may receive a zero in the gradebook for any assignments due to each unexcused absence.
- The Principal can schedule a parent conference at any point to address unexcused absences and their impact on a student's learning.

Excessive Absences

- Excessive absences/tardies incurred during the school year may result in student retention or denial of an invitation to re-enroll, subject to the attendance committee's review.
- Once all parent notes have been exhausted and excessive unexcused absences have resulted, the Principal may assign consequences such as after-school detention or loss of privileges.

TARDIES

- A tardy is being more than 1 minute late from the start of school/class (7:46 a.m. and beyond).
- Five unexcused tardies will result in a phone or in person conference that will be scheduled with Mr. Givens.

CHECK-IN and CHECK-OUT

- Check-in must occur by 11:15 to be counted as present for the day.
- Check-out must occur after 11:15 to be counted as present for the day.
- Parents/Guardians must sign their child in/out from the elementary desk.
- *Please notify your homeroom teacher if a student checks out during the school day.*
- *Please refrain from checking out between 2:15 and 2:45 pm if possible.*

*****Please park in visitor parking spaces, upper parking lot, or gravel lot while checking your child in/out.**

ILLNESSES OR ACCIDENTS AT SCHOOL

- The school nurse or staff member will notify parents/guardians as deemed necessary.
- Students must be free of:
    - fever 100 degrees and over
    - vomiting
    - infectious drainage from the nose and eyes
    - diarrhea

  for 24 hours without the aid of medication before returning to school.
- Please keep your child's health information and medications updated in RenWeb Medical.
- Madison Academy is staffed with two full-time Registered Nurses who can be reached at 256-469-6400.

MEDICATION

- All prescription medications should be in the original container with the student's name clearly marked.
- School staff cannot administer any prescription medication without a completed Prescribers/Parent Authorization (PPA) form. According to the Alabama State Department of Education, this is the only form the school can accept. Click here for the PPA form.
- Non-Prescription, Over-the-Counter drugs are not supplied by Madison Academy.

- Some over-the-counter medications such as Tylenol, Advil, Antacids, cough drops and allergy medication can only be administered after parental permission has been provided via RenWeb medical.
- Each family is responsible for completing and updating the RenWeb medical section for students enrolled at Madison Academy.

IMMUNIZATION REQUIREMENTS

- Students entering school for the first time at any grade level must present an Alabama Certificate of Immunization (IMM-50) or exemption. The IMM-50 must have an expiration date in order to be valid.
- Students in grades 1-6 must have proof of Varicella vaccine or verification of having had the chickenpox virus.
- Students entering 6th grade must have an updated IMM-50 that shows they have had a 6th DTP immunization.

LUNCH

- Parents are welcome to eat lunch with your child. You should receive guidance from your child's teacher about pertinent lunch information.
- Visiting parents should sign in at the office before meeting their child in the cafeteria.
- Please refrain from classroom visits while visiting for lunch.
- Visitors may purchase a meal from the lunchroom while visiting a student. The meal will be charged to the student's lunch account.
- Anyone eating lunch with a student who is not an immediate family member requires prior permission. Parents should communicate with the homeroom teacher via note or email.

CELEBRATIONS

- Planned reward parties must be approved by the principal.
- End-of-the-year parties for grades 2-6 are held in correlation with Awards Day.
- All class party activities must be approved by the classroom teacher.
- Siblings should not be brought to classroom parties.
- Birthday treats may be served at lunch.
- Flowers, balloons, party favors, or limos should not be brought to school.

PARTY INVITATIONS

Party invitations can be passed out at school only when the entire class is being invited. All other invitations should be sent by mail.

ITEMS NOT ALLOWED AT SCHOOL

The school is not responsible for personal items brought on campus at any time.

- Knives, water guns, matches, cigarette lighters, toys and other items of a disruptive nature are not allowed at Madison Academy.
- Other items may be barred as deemed appropriate by the Administration. Teachers may bar certain items from their room at their discretion.
- Book bags, lunch boxes, etc. must be free of inappropriate writing, symbols and pictures.

Possession of a weapon is not allowed and is grounds for immediate expulsion.

COMMUNICATION AND CONFLICT

Please be patient as we respond to your emails. Emails will be answered as quickly as possible. Please note, a response may be delayed if the email is sent on the weekends or after school hours.

RESOLUTION OF CONCERNS

In accordance with the Bylaws of Madison Academy, Article 8, Section 4, as approved on December 7, 2004, this policy is provided such that parents, students, and teachers can follow the same basic principles to resolve complaints or make suggestions for changes to the policies of the school.

The process by which concerns shall be resolved is outlined below:

1. Go to the peer parent, coach, teacher, or staff member with whom the conflict exists first.
    a. No person on the administrative staff is authorized to intervene between two parties until an attempt has been made by the parties in question to resolve the issue.
    b. Students are never required to confront alone, the individual with whom they have a grievance. Any student complaint should be taken directly to the most relevant teacher and guidance will be given to pursue a path of resolution.
2. If no resolution is found, take your concern to the appropriate school Principal.
3. If you do not find satisfaction there, raise the issue with the school President.
4. If after addressing it with the school President and you still need assistance, you may address your concern with the Board as defined below.

Order of Process: Peer Parent → Teacher/Staff → Principal → President → Board

In order to elevate a concern to the Board level, parents/guardians should submit their concern in writing to the Chairman of the Board. Written concerns should be no more than one page long, should summarize the issue at hand, the parties involved, the desired resolution and be signed and dated by the submitter. The Chairman of the Board will notify you of the anticipated course of any investigation, hearing, or closure of the issue. The Board will respond in writing after the issue is addressed. Written responses will be considered private and closure will be documented in confidential Board files.

Please note that the Board will not review anonymous complaints, nor will it intervene in issues where the concern is clearly addressed in published policies. The Board also recognizes the rights of all Madison Academy employees to be advised of complaints against them. The Board will not review a concern if one of the parties involved is not part of the MA family. Complaints alleging violations of the law will be reported to the appropriate civil authorities.

Student-to-Student Conflict Resolution Process (Grades 2–6)

The process by which student concerns and conflicts shall be resolved is outlined below:

1. Seek Understanding with Self-Control

When a conflict occurs, students should first seek to honor Christ by responding with kindness, self-control, and truth.

"Everyone should be quick to hear, slow to speak, and slow to anger." — James 1:19

a. Students should take time to calmly seek understanding with a question and consider their own actions before addressing the conflict. For example, "Why did you push me?" "Why would you say that about me?"
b. Students should not retaliate with hurtful words, exclusion, gossip, or physical actions.

2. Speak Directly and Respectfully

Students are encouraged, when appropriate and safe, to speak directly and respectfully with the other student. However, students are never required to confront another student alone. Any concern involving bullying, threats, intimidation, inappropriate touching, harassment, or safety concerns should be reported directly to a teacher, supervising staff member, a counselor, or the principal.

"Speak the truth in love." — Ephesians 4:15

a. Students should use respectful language and seek understanding rather than blame.
b. Students should listen carefully to one another and seek forgiveness when needed.

3. Seek Teacher Guidance

If students cannot resolve the conflict on their own, they should seek assistance from their classroom teacher or the supervising staff member.

"Blessed are the peacemakers." — Matthew 5:9

a. The teacher will listen to both sides, help students communicate respectfully, and guide them toward biblical reconciliation.
b. Students may be asked to apologize, forgive, restore relationships, or make restitution when appropriate, verbally or in writing.

4. Principal Involvement

If the conflict continues, involves repeated behavior, or is sufficiently serious to require administrative attention, the matter should be referred to the principal.

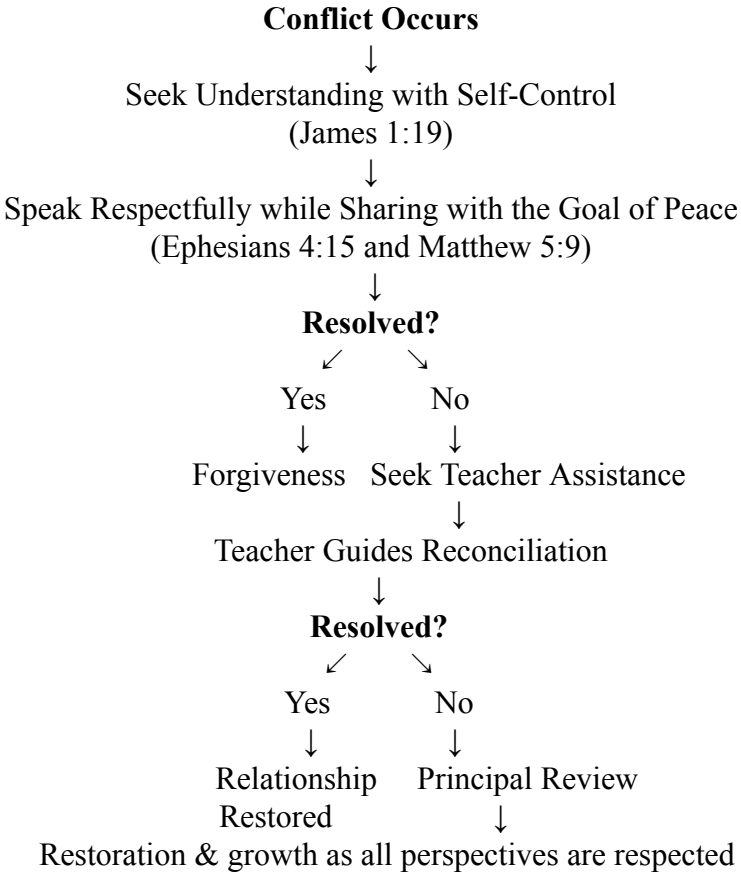
a. The principal will review the situation, communicate with parents when appropriate, and determine the next steps under the Code of Student Conduct. The principal will partner with teachers and parents to address the underlying heart issues and behavioral patterns contributing to the conflict.
b. Consequences may be assigned when school expectations or biblical standards of conduct have been violated.

5. **Parent Partnership**

Parents may be included at any point in the process when the school determines that the conflict is ongoing or significant, involves safety concerns, or requires additional support.

a. The goal of parent involvement is restoration, growth, accountability, safety, and healthy relationships.
b. Parents are encouraged to support the school's biblical conflict-resolution process. A harmonious partnership requires all parties to seek to understand the perspectives involved and recognize that elementary-aged children will make mistakes that require appropriate consequences, instruction, and guidance as they grow in wisdom and understanding.

Student Conflict Resolution Flow Chart



Order of Process

*****This student-to-student conflict-resolution process provides age-appropriate guidance for peer conflicts involving students in Grades 2–6. It does not replace the school's formal Resolution of Concerns process for concerns involving parents or guardians, employees, school policies, or appeals. That process is located in the Resolution of Concerns section of this handbook.**

Self-Reflection → Respectful Peer Conversation When Appropriate and Safe → Teacher/Staff Assistance → Principal Review

Guiding Principle:
"Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you." — Ephesians 4:32

This keeps the Matthew 18 model of biblical reconciliation while providing age-appropriate support for our elementary students. Teachers and administrators will communicate with parents when school personnel determine that the nature, seriousness, frequency, or continuing impact of the conflict warrants parent involvement.

Communication and Partnership

Teachers and administrators will communicate with parents when school personnel determine that the nature, seriousness, frequency, or continuing impact of the conflict warrants parent involvement.

The partnership among parents, teachers, and the principal allows the school to consider all relevant perspectives. Children will make mistakes, and the adults involved must work toward the shared goals of safety, accountability, restoration, and biblical growth.

Adults are expected to communicate respectfully and factually, focusing on observable conduct rather than using derogatory, inflammatory, or character-based labels toward students.

Students will be taught by their teachers, counselor, and principal how to address conflict when it occurs on the playground, in the classroom, in the dining hall, in the gymnasium, or in other school settings. The school's goal is to equip students to understand and apply biblically based conflict-resolution skills through a cooperative approach in which school personnel and parents work together.

HOMEWORK
Homework should not be excessively burdensome. It will vary from grade to grade and from student to student. Please refer to your child's classroom teacher(s) with any questions.

GRADES AND REPORT CARDS
The evaluation of a student's achievement and improvement is based on class work, test grades, participation, and effort.

GRADING SCALE

A (90-100)	Excellent Work
B (80-89)	Good Work
C (70-79)	Satisfactory Work
D (65-69)	Needs Improvement
F (0-64)	Unsatisfactory

NOTE: Report cards will be issued as scheduled in the school calendar.

- A report is emailed to parents every nine weeks.
- Teachers post grades on Facts weekly..
- Parents may access their child's progress via Facts as desired.
- Progress reports will be emailed via PowerSchool at the 3-week and 6-week mark of the grading period.

PROGRESS REPORTS
Progress reports will be sent via email at the following times of each quarter

- 3 weeks into the quarter
- 6 weeks into the quarter
- Report cards will be sent at the end of the 9 weeks completing the quarter.

REPORTING STUDENT LEARNING PROGRESS
The Board recognizes that open communication between the school and home is crucial to the successful learning development of all students. Providing clear and timely information of student achievement is the professional responsibility of every teacher on the Madison Academy faculty. To assist teachers with this important responsibility, computer technology and software applications have been provided. Each teacher will utilize these resources in maintaining current grade reports of student learning progress and achievement. It is expected that parents will utilize this resource to stay informed of student learning. Should a parent have a question regarding student progress, the parent should contact the **r**eporting teacher.

*Parents are encouraged to notify the teacher anytime there is a question regarding the success of their students. Student grades can be accessed 24 hours a day via Facts.

CRITERIA FOR A HONOR ROLL
Students must maintain an A average for the school year in core subjects. This means that a student must obtain at least a 90 or above for ALL quarter averages throughout the school year. If a student scores a B for one of the four quarters he or she will not receive **A** honor roll.

CRITERIA FOR A/B HONOR ROLL
Students must maintain a minimum of a B average for the school year in core subjects. This means that a student must earn at least one or more 90 or above average in the four quarters, and an average that is not below an 80 during the course of the school year.

CONFERENCES

- Conferences will be offered to all parents during the first semester.
- Parents may request a conference at any time.
- To schedule a conference, you may email your child's teacher or leave a message with the office.
- The teacher will make every effort to contact you in a timely manner.
- Drop in conferencing causes disruptions to the school day. The Administrative Assistant will be glad to help you schedule a conference time convenient to you and the staff member.

Please refrain from conducting "drop-in" conferences while dropping off, picking up, or having lunch with your child. Drop-in conferences are disruptive to the school day and take time away from instruction.

RETENTION

- When a student is not progressing or meeting grade-level standards, a teacher can recommend a student or students to the retention committee. The committee will analyze all data points and work samples available to identify if the child is a possible candidate during the Spring semester and schedule a parent conference before Spring Break.

- The school will make every effort to accommodate a student's needs before recommending the child be retained in the grade level he or she is currently in for the following school year.
- Upon determining whether a student is a good candidate for retention, the retention committee will meet before the teacher's parent conference to discuss this as a possibility or recommendation for retention.
- A meeting with the Principal must be scheduled if there are parental concerns with the retention recommendation.
- If the decision is made in the child's best interest to proceed into the next grade level, an academic or behavioral contract/success plan will be mandatory to address all areas of necessary support.
- Madison Academy reserves the right to recommend retention in which the child has not mastered the essential standards and skills necessary to be successful in the next grade level.

PARENT COOPERATION

- The parent/guardian partnership with Madison Academy is essential for your child's success in meeting God-given potential.
- Understand the importance of the perspectives of both teacher and student when it comes to addressing concerns or questions that arise.
- Parents/guardians who are at school for after-school activities are responsible for their children's proper conduct in the building or on the school grounds. Children should be supervised at all times.
- Parents/guardians are asked not to send any correspondence to teachers/ administration or staff anonymously.
- Parents who visit during the school day/or school sponsored events, are asked to be in modest apparel. Please adhere to the dress code set forth for students pertaining to modesty.

FIELD TRIPS

Learning is not limited to the Madison Academy campus. Field trips are used to enhance and enrich our academic program. These trips allow students the opportunity to provide impactful experiences aligned with state standards.

- Teachers may require a signed permission slip to leave the campus.
- Younger children and siblings cannot accompany parents on field trips.
- Parents who chaperone field trips are expected to adhere to the following guidelines:
    1. Modest dress guidelines outlined in the Dress Code
    2. Alcohol and tobacco usage is prohibited
    3. Appropriate language with no profanity

*****NOTE***** All balances must be paid to date in order for students to qualify for participation in extended field trips. This includes tuition, fees and lunch balances that must be up to date for your child to attend grade-level field trip experiences.

TO LOG IN TO YOUR FACTS FAMILY PORTAL ACCOUNT: Go to macademy.org

Madison Academy Dress Code PreK4-12th

DRESS/HAIR CODE

Parents and students have the primary responsibility to understand and adhere to the dress & hair code. Madison Academy defines modesty from a biblical worldview as dressing, presenting or behaving to avoid indecency and not drawing attention to one's self by revealing or emphasizing the physical figure. School faculty and administration reserves the right to require a student to change clothes based on Madison Academy dress code expectations. Dress code infractions are addressed on a case by case basis. Students will not attend class until dressed appropriately. The student will work on their classwork in the assigned area.

Females

1. HAIR: Student hair is to be neat and clean, and cut in a style where it naturally falls out of the eyes. (Administration reserves the right to ask any student to get a haircut)
    - Hair color or style should not distract or disrupt classroom instruction or the school learning environment.
    - No hats or hoods are to be worn indoors *(unless permission is given by the administration)*.
2. ACCESSORIES:
    - No visible tattoos during the school day.
    - Tattoos should be covered at all MA sponsored events.
    - Piercings are only permitted in the ear and should not distract from the school learning environment.
    - No accessories that are cult, satanic, or gang related are permitted.
    - Accessory items are not to hide Spirit Wear.
    - Primary School students should not wear or bring makeup to school.
3. SHIRT: Spirit Wear tops (uncollared shirts, polos, sweatshirts, hoodies, dri-fits) will have an approved MA logo and be maroon, gold, white, gray, or black. Please see Friday Shirt Wear for guidelines on other tops.

    FRIDAY SHIRT WEAR - All clothing worn on Fridays must include the MA logo but may be of various colors. Examples include shirts and sweatshirts from MA mission trips or field trips.

    No outer shirts are to be worn over Spirit Wear shirts.
4. FULL FRONT ZIP SWEATSHIRT: Students may wear a full-front zip, solid black or gray sweatshirt, but the zipper must remain fully open with an MA-approved shirt visible while in the school building.
5. COATS/JACKETS/HOODIES: must have the approved school logo and be maroon, gold, white, gray, or black if worn inside the school building. If a student wears a coat/jacket/hoodie that is not in the approved colors and logo, the garment should be placed in the student's locker upon arrival to school. (Elementary and Primary Schools may wear any jacket of choice while outside.)
6. SKIRT/SHORT:

    Upper School: Must be in khaki color ONLY - Length must reach one horizontal credit card width above the knee cap and must be of modest fit and sitting at the natural waist. Females who are warned concerning rolling up skirts or shorts will

receive a behavioral consequence following the first verbal warning. Black skirts/shorts are not allowed.

Primary and Elementary: Must be in khaki color ONLY unless purchased through the Corral. Spirit Wear dresses, jumpers, and skirts for Primary and Elementary girls offered through the Corral are acceptable and must be of modest length, *reaching at least mid-thigh.* Primary School students must wear shirts under jumpers, shorts/leggings must be worn under skirts, and no sleeveless dresses.

Note: Bottoms must be clearly visible under tops.

Not Approved



Approved



Not Approved



Approved



7. PANT: Approved pant colors are khaki or black. Students may wear any pants in those colors including joggers or chinos of modest fit. No denim, no sweats, no leggings are allowed. Leggings may be worn **under** shorts or skirts only.
    - Pants must be worn at the waist and should not expose the midriff or undergarments.
    - Pants/Skirts/Shorts should not be tight-fitting or form-revealing
    - No sagging or excessively baggy pants are to be worn.
    - Jeans may be worn on Fridays
        - Must fit at the natural waist and be of modest fit.
        - May be straight, bootcut or wide leg fit.
        - Jeggings, tight fit or skinny jeans are not allowed.
        - May not have rips, tears, stains or holes.
        - Administration reserves the right to restrict this privilege.

PERMITTED JOGGERS:

Students may wear **joggers** that meet the following standards:

- Made of **structured material** (e.g., twill, or performance fabric- this includes moisture-wicking materials like Dri-FIT.)
- Must be **clean, untorn, and appropriately fitted**—not excessively baggy or tight.
- Elastic or cuffed ankles are acceptable.
- Must be free of excessive branding, graphics, or logos inconsistent with school values.

NOT PERMITTED: SWEATPANTS

For the purposes of this policy, **sweatpants** are defined as:

- Baggy, fleece-lined, or heavily casual pants typically associated with loungewear or gym attire.
- Pants made entirely of sweatshirt or thick fleece material.

- These are **not allowed during regular school hours**, except during physical education classes (if specified by PE instructors).

General Appearance Standards

- Clothing must promote **modesty, cleanliness, and order**.
- No clothing with **offensive, inappropriate, or secular messaging**.
- All attire should not distract from the Spiritual Formation Culture and should be conducive to a **focused Christian academic environment**.

Rationale

Joggers provide a **neater and more intentional appearance** while allowing comfort and mobility. Sweatpants, while comfortable, do not uphold the same standard of appearance and are generally associated with informal or recreational settings, which can detract from the school's academic and spiritual atmosphere.

8. SHOES: Primary and Elementary Schools are required to wear sneakers or tennis shoes (closed toed shoes are required). Middle/Upper School student's shoes MUST have a back, a strap around the heel, or a fitted footbed AND a rubber sole. (The following shoes will not be allowed: house slippers, slides, flip-flops, this list is not all inclusive). If a student wears a pair of shoes that causes feet to drag, those shoes will not be permitted.

Males

1. HAIR: Student hair is to be neat and clean, and cut in a style where it naturally falls out of the eyes. (Administration reserves the right to ask any student to get a haircut)
    - Hair color or style should not distract or disrupt classroom instruction or the school learning environment.
    - No hats or hoods are to be worn indoors *(unless permission is given by the administration)*.
2. SHIRT: Spirit Wear tops (uncollared shirts, polos, sweatshirts, hoodies, dri-fits) will have an approved MA logo and be maroon, gold, white, gray, or black. Please see Friday wear for guidelines on other tops.

    FRIDAY SHIRT WEAR - All clothing worn on Fridays must include the MA logo but may be of various colors. Examples include shirts and sweatshirts from MA mission trips or field trips.

    No outer shirts are to be worn over Spirit Wear shirts.
3. ACCESSORIES:
    - No visible tattoos during the school day.
    - Tattoos should be covered at all MA sponsored events.
    - Piercings are only permitted in the ear and should not distract from the school learning environment.
    - No accessories that are cult, satanic, or gang related are permitted.
    - Accessory items are not to hide Spirit Wear.
4. FULL FRONT ZIP SWEATSHIRT: Students may wear a full-front zip, solid black or gray sweatshirt, but the zipper must remain fully open with an MA-approved shirt visible while in the school building.
5. COATS/JACKETS/HOODIES: must have the approved school logo and be maroon, gold, white, gray, or black if worn inside the school building. If a student wears a coat/jacket/hoodie that is not in the approved colors and logo, the garment should be

placed in the student's locker upon arrival to school. (Elementary and Primary Schools may wear any jacket of choice while outside.)

6. SHORTS: Khaki color ONLY - Length must reach one horizontal credit card width above the knee cap and must be of modest fit and sitting at the natural waist. No black colored shorts allowed.

Note: Bottoms must be clearly visible under tops.

7. PANT: Approved pant colors are khaki or black. Students may wear any pants in those colors including joggers or chinos of modest fit. No denim, no sweats, no leggings are allowed.
    - Pants must be worn at the waist and should not expose the midriff or undergarments.
    - Pants/Shorts should not be tight-fitting or form-revealing
    - No sagging or excessively baggy pants are to be worn
    - Jeans may be worn on Fridays
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- These are **not allowed during regular school hours**, except during physical education classes (if specified by PE instructors).

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and are generally associated with informal or recreational settings, which can detract from the school's academic and spiritual atmosphere.

8. SHOES: Primary and Elementary Schools are required to wear sneakers or tennis shoes (closed toed shoes are required). Middle/Upper School student's shoes MUST have a back, a strap around the heel, or a fitted footbed AND a rubber sole. (The following shoes will not be allowed: house slippers, slides, flip-flops, this list is not all inclusive). If a student wears a pair of shoes that causes feet to drag, those shoes will not be permitted.

Physical Education Dress Code (7th - 12th Grade): Males & Females

1. Our goal is to train students to value their body and how they present themselves well at all times. The PE Dress Code is designed to protect modesty and show respect to others.
2. The PE Teacher will address clothing expectations for PE Class through the syllabus.
3. Shoes- Athletic shoes are expected
4. Athletic wear is not permitted outside of the PE/Gym area (gym, weight room, outdoors). If leaving this area, appropriate pants / tops must be worn over athletic wear.

INCLEMENT WEATHER

- During weather-related emergencies, closings or delays will be announced, and you will be notified via Parent Alert.
- When inclement weather takes place during school hours, please know that students will be kept in a safe place.
- After-School Care or Elementary extracurriculars will not be available during early dismissal due to inclement weather.
- On delayed openings, students should arrive no earlier than 30 minutes prior to the delayed opening time. EXAMPLE: A 2 hour delay start time = arrival no earlier than 9:20 am.

HARASSMENT/BULLYING

Madison Academy is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the school will not tolerate any type of harassment or bullying. Harassment includes, but is not limited to the following:

- Slurs or jokes that are verbal or graphic in nature
- Offensive conduct relating to race, color, sex, or ethnic origin.
- Bullying behaviors that are physically or verbally aggressive in nature (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), and emotional aggression (teasing, threatening, or intimidating others).
- School also prohibits cyber bullying of any kind (creating websites, instant messaging, emails, using camera phones, posting messages on social media networking sites, or other forms of technology to engage in harassment or bullying).

All students share responsibility for keeping the school environment free from harassment and bullying. Students should report incidents of harassment and bullying to a teacher or an administrator. When the school administration becomes aware that harassment or bullying may be occurring, they will promptly investigate the situation. Any student found to have violated this policy with a pattern of behavior will be subject to disciplinary action, including dismissal from the school. No adverse action will be taken against any person who makes a good faith report of alleged harassment or bullying.

SEXUAL HARASSMENT
Madison Academy students are entitled to an environment free from all forms of discrimination and from conduct, which can be considered harassment, or coercion of any kind. The Academy expects all of its students to treat each other with courtesy, dignity, and respect. The Academy does not tolerate violation of federal and state laws prohibiting sexual harassment. Sexual harassment is a form of misconduct constituting serious offense and subjects the offender to disciplinary action up to and including expulsion.

- Sexual harassment has been defined as unwelcome sexual comments, unwelcome sexual advances, and/or physical contact of a sexual nature.

To the extent consistent with adequate investigation and appropriate corrective action, any complaints of harassment will be treated as confidential. Retaliation against any student who, in good faith, reports a claim of harassment or cooperates in the investigation of any such claim will not be tolerated and will in itself be subject to appropriate disciplinary action.

VIDEO POLICY
Technology has broadened the spectrum of media content for teachers. Teachers may use their discretion in determining what media is appropriate for supporting curricular and spiritual development.

TEXTBOOK AND SUPPLEMENTAL READING
Careful consideration is given to all textbook and supplemental reading selections. Madison Academy strives to relate Biblical principles to everything that is taught, making these principles relevant to the students' lives now as well as in the future.

ELEMENTARY READING MEDIA CENTER
The Media Center is open Monday through Friday, 7:45 am-2:45 pm when school is in session. Some of the rules that apply to the Madison Academy media center are:

- Print books may be checked out for one week.
- Up to two print books may be checked out at a time.
- Madison Academy will charge students who lose or damage a print book to cover the purchase of a new copy. If the book is located, please return it to the library; payment, however, is considered a donation to Madison Academy.
- Checking out print books is permitted when the lost/damaged book is returned or replaced.
- There are no late fees.
- The library owns books for lower, middle, and upper grades. Parents are encouraged to be aware of the books their children check out, in addition to the library staff monitoring for interest and age appropriateness. Occasionally, parental approval might be requested for certain titles.

SPECIAL INSTRUCTIONS REGARDING SIXTH GRADE STUDENTS
Exam exemption criteria- Exams will be given at the end of the second and fourth quarters.

- Exams are given at the end of each semester.
- All exams will be taken at the end of the first semester.
- Students can exempt exams in the second semester based on grades and attendance.
- Students must maintain a 90 average second semester and no lower than an 80 the first semester, as well as no unexcused absences to exempt second-semester exams.
- Please hold on to all test material to review for exams.

Yearly Honor Roll Requirement

A student must be on the Honor Roll all four quarters to be considered for the Honor Roll award at the end of the year.

Criteria for President's List

95 or above average

- No grade below an 80 average, including non-core subjects.
- No conduct grade below a 1.

Criteria for Principal's List

- 90 or above average
- No grade lower than a 70 in any class, including non-core subjects. No conduct grade below a 1.

Failure

For sixth grade, the student can pass for the year if both semesters average together for a combined passing grade of 65 or greater for the school year. If not, the student would retake that course in the summer, either in an approved online course or through one of the local summer school programs.

Grades for Sixth Grade

- Grades are submitted weekly.
- Progress reports are emailed at the 3 and 6-week mark.
- Numerical grades will be given for core subjects.
- Letter or number grades for electives will be given based on teacher preference.

Guideline for Daily Participation Grades - The Daily Participation Grade, constituting 10 percent of each student's overall grade, is based on successfully observing the rules. The grade is awarded 5 points daily on an "all or none" basis and posted on PowerSchool weekly. Most students have found that they are very good at adhering to the rules and participation points help their overall course average.

CELL PHONES/SMARTWATCHES

- **Cell phones and smart watches are not allowed in the Elementary School**. If a teacher hears/sees a student's cell phone or smartwatch, the device will be taken up.
- Parents will be notified and required to come to the Elementary School Office to retrieve the phone or smartwatch.
- Phones or smart watches may be picked up between 7:20-3:15 p.m.
- Students are not to contact parents with complaints of illness during the school day. The school nurse or a staff member will contact parents in cases of illness.
- Under no circumstances may a child use an electronic device to take a picture or video at school unless directed by the teacher.

Texting/emailing is not permitted during the school day.

Parents, help protect our learning environment by refraining from texting/emailing your child during school hours. Messages to your child can be transmitted via the Elementary office 256-469-6404.

Code of Conduct

The general philosophy of discipline at Madison Academy Elementary is to create self-discipline in every student. In the real world, consequences are a natural part of our lives. Students need to learn that the choices they make have consequences. A discipline program based upon the natural and logical consequences provides opportunities for children to learn from their mistakes. By dealing with consequences, students learn that they are responsible for their choices and actions. While discipline policies are not infallible, and while there will be differences of opinions at times, we request and expect students and families to abide by the standards of behavior outlined in this handbook.

We believe the discipline policies are based on sound educational principles and common sense. We also believe that being a student at Madison Academy Elementary is a privilege and not a right. In keeping with this privilege, the school has set basic policies, rules, regulations and procedures by which the school will function. All students are required to follow these guidelines. The school reserves the right to dismiss any child whose general attitude or habitual action is contrary to the interest of the school. In addition, a student may be dismissed if the actions of the student, the parents, or guardians, in the opinion of the school, interfere with the school's ability to accomplish its educational and spiritual mission.

ACADEMIC HONESTY
Academic dishonesty is a major offense, so a student should expect steep consequences, including a zero on the assigned work. If a student establishes a pattern of academic dishonesty (defined as more than one offense), a parent conference may be required and serious consequences will be incurred i.e. suspension from school (zeroes for all classwork missed), suspension from extra-curricular activities, behavior contract, etc.

Cheating: Cheating is using unauthorized notes, study aids, or information on an exam; altering a graded work after it has been returned, then submitting the work for regrading; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors. A student who gives his/her work to another student to copy is considered guilty of cheating, as well as the student copying the work.

Plagiarism: Plagiarism is submitting material that in part or whole is not entirely one's own work without attributing those same portions to its correct source(s). Diana Hacker's A Writer's Reference states: "To be fair and ethical, you must acknowledge your debt to the writers of any sources you use. If you don't, you commit plagiarism, a serious academic offense. Three different acts are considered plagiarism:
1. Failing to cite quotations and borrowed ideas,
2. Failing to enclose borrowed language in quotation marks,
3. Failing to put summaries and paraphrases in your own words

Obtaining an Unfair Advantage: Dishonesty is inherent in gaining an unfair academic advantage. Such actions include the following: stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor; unauthorized collaboration on an academic assignment; retaining, possessing, using, or circulating previously given examination materials without permission; otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over another student's academic work.

Aiding and Abetting Academic Dishonesty: When a student provides material, information, or other assistance with knowledge that such aid could be used in any of the violations of Academic Honesty, that student is guilty of Academic Dishonesty. Further, providing false information in connection with any inquiry regarding academic integrity or failing to provide information in such an inquiry is also considered aiding and abetting Academic Dishonesty.

Unauthorized Access to Computerized Academic or Administrative Records or Systems: Viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use of availability of computer systems or information is a violation of the school's Academic Honesty policy.

EXPECTATIONS

1. **Treat others with love and respect.** (1 John 4:7)
    a. Walking and talking quietly in halls
    b. Working quietly
    c. Thinking of others before yourself
    d. Keeping hands, feet and objects to self
2. **Listen and Obey the 1st time.** (Prov. 13:1, Psalm 18:6, Colossians 3:20)
    a. Follow all teacher directions
3. **Use kind words in a kind voice**. (Proverbs 15:1, 16:24, Ephesians 4:29)
4. **Do all your work as if you're working for the Lord.** (Colossians 3:23)
    a. Do your best
    b. Do your own work

In an effort to help students further understand these expectations we have created a student-friendly acronym to help our Mustangs run F.A.S.T.
F - ocused **(Proverbs 4:25)**
A - ttitude awareness **(Philippians 2:3-5)**
S - elf-disciplined **(Colossians 3:23)**
T - eachable **(Proverbs 9:9)**

CONSEQUENCES

A student's misbehavior at school may result in one of the following actions (please refer to your teacher's behavior plan):

a. The teacher may talk privately with the student.
b. The teacher may use some form of classroom discipline or removal of privileges.
c. The teacher may call, email, or conference with parents.
d. The teacher may send the student to the office. An administrator will review the situation and administer discipline at his/her discretion. Discipline may include parent

notification, withdrawn privileges, isolated lunch, after-school detention, suspension from school, or removal from Madison Academy.

Administrative Discretion
The school reserves the right to classify conduct at the level it determines appropriate based on the students' ages, intent, repetition, coercion, location, and nature of the contact, resulting injury, impact on the student, safety concerns, and other relevant circumstances.

Minor Infractions
- Disruptive behavior that negatively impacts the learning environment or safety within the classroom, dining hall, media center, hallway, playground, or car line areas
- Using hands or feet inappropriately after a student has been told to stop
- Littering
- Excessive tardies
- Rude behavior towards classmates that is hurtful. This could include, but is not limited to, refusing to allow others to play with them or directly making fun of another student
- Violation of cell phone or smartwatch device policy
- Violation of dress code or hair code
- Low-level, nonsexual physical contact that violates personal-space or hands-to-self expectations but does not result in injury or present a significant safety concern**.**

Intermediate Infractions
- Profanity or obscenity (verbal or written)
- Improper behavior at school activities on or off campus outside of school hours
- Defiance of any kind towards an adult with disrespectful behavior that creates a disturbance in the learning environment
- Vandalism of school property (ex. urinating in the bathroom drain, writing on bathroom stalls, damaging desks or lunch tables)
- Fighting (intentional physical contact not leading to injury) or meanness (an isolated event that is verbally directed with the intent to impact another student negatively)
- Willful disobedience to teachers or staff members
- Public display of affection
- Stealing less than $25
- Intentional, nonsexual physical contact involving the unsafe use of hands, feet, or an object, including conduct that continues after correction or causes a reasonable safety concern.

Major Infractions
The following are considered to be serious infractions requiring immediate office referral:
- Fighting (injuries inflicted) and bullying (habitual pattern of verbal or physical behavior that damages the emotional or physical well-being of others)
- Inappropriate physical touch that intentionally targets a private part of the body
- Blatant disrespect to faculty or staff
- Inappropriate language that includes profanity or sexual terminology that leads to the victim feeling unsafe or uncomfortable
- Inappropriate display of temper that impacts the learning environment
- Theft of items worth more than $25
- Possession of prohibited items at school

- Intentional physical contact involving injury, coercion, significant aggression, private areas of the body, conduct that is sexual in nature, repeated conduct after prior intervention, or another significant safety concern.

RESET

- This will consist of a 45-minute or less period with the student and administration to address the undesired behavior(s) with the heart behind the actions addressed.
- The goal is to provide an opportunity to look to the Word of God with the administration and point to the preferred choice that God provides us with as the student reflects and responds.

IN-SCHOOL SUSPENSION

- ISS will serve as a two-hour or more time frame with an administrator to address inappropriate behaviors.
- This will consist of reading, writing, reflecting, and responding with a spiritual formation focus opportunity.
- Class work can be done during this period, but privileges will be withdrawn based on behavioral choices.

OUT OF SCHOOL SUSPENSION

- OSS will serve as a consequence for major infractions or a pattern of intermediate infractions.
- During this time frame, students are prohibited from being on campus during the school day.
- All assignments completed will be given a maximum of 50% credit when submitted to the teacher upon return.

PROGRESSION OF DISCIPLINE

Disciplinary procedures for major infractions or a pattern of minor or major infractions could include the following actions:

- Parent notification from a teacher or administrator
- Conference with the teacher or administrator
- Withdrawal of privileges
- Reset period of 45 minutes or less with an administrator
- After-School Detention
- In-School Suspension (ISS)
- Out of School Suspension (OSS)
- Removal from Madison Academy

Note:

In matters of discipline, the final decision lies with the elementary discipline committee. As a private Christian school, Madison Academy reserves the right to deny admission to any student. Madison Academy reserves the right to ask any student to leave at any time for any reason when the administration/Board of Directors believes it is in the best interest of the school; this also includes the right to deny a student to return for the next school year.

SEXUALITY, GENDER, RELATIONSHIPS AND CONDUCT

As articulated in the Madison Academy Statement of Christian Heritage, we affirm…*God wonderfully and immutably creates each person as male or female, and these distinct, complementary genders together reflect the image and nature of God.* - (Genesis 1:26-27) *God created and sanctioned marriage to bring together man and woman, the complementary halves of humanity, by joining them in "one-flesh" unions.* (Genesis 2:18-25) *Marriage between one man and one woman for life, uniquely reflects Christ's relationship with His Church.*- (Ephesians 5:21-33).

Our culture is permeated with confusing and deceptive messages targeted at the mind, body, and soul of our children and young adults concerning their identity and sexuality. We remain committed to imparting the truth of God's Word to our students and exemplifying Christ's love and kindness in our conduct. We humbly seek to extend guidance and compassion to any student struggling to reconcile the conflicting messages of our culture with the wisdom and truths of the Bible.

We believe that the God who created us loves us and knows what is best for us in every area of our lives. Therefore we seek to put in place expectations at our school that are consistent with the standards God has given each of us through His Word. Because of this, MA upholds a Biblical view of sexual morality (1 Thessalonians 4:3-5). Therefore, we expect students to abstain from all sexual activities and behaviors. Students or parents who are disruptive to the school environment (within or on school property and/or at school-sanctioned or supervised activities, including extracurricular activities) by participating in, or advocating conduct or a lifestyle not in harmony with Madison Academy's Statement of Christian Heritage are subject to disciplinary action including possible expulsion. This includes but is not limited to heterosexual, homosexual, bisexual, or transgender conduct. The Administration reserves the right to use its discretion to determine, on a case-by-case basis, what constitutes a disruption. The Administration also reserves the right to make inquiries of students and parents regarding these issues.

Students agree to conduct themselves in a manner that is respectful of the school's Christian mission, values, and Statement of Christian Heritage, both on and off campus. This includes, but is not limited to,

- avoiding the use or distribution of pornography, or any sexually explicit or suggestive material.
- abstaining from sexual relations with any other individual.
- avoiding same-sex dating or romantic behavior.
- living consistently with one's recorded biological sex, given by God at birth, while avoiding any attempts to disagree with or alter one's biological sex.
- students using the bathroom and locker rooms of their biological sex, pronouns consistent with their biological sex, and participating on athletic teams of their biological sex.

While our policy articulates our firm convictions regarding Biblical authority on these issues, we affirm that there are students seeking a safe space at MA to navigate the complex issues surrounding human sexuality. Students are encouraged to discuss their questions and concerns about sexuality or any other aspects of their lives with counselors and administrators at Madison Academy. Such discussions will be handled discreetly and in collaboration with the student's family, as deemed suitable based on age and circumstances. We pledge to treat each student with love, respect, and compassion while upholding Christ-centered values and Biblical truth in our campus culture.