

Little MADISONACADEMY PRIMARY 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

Table of Contents

The Mission of Madison Academy **1**
History and Organization of Madison Academy **4**
SPIRITUAL COMMITMENT 5
STATEMENT OF CHRISTIAN HERITAGE 6
ACCREDITATION 7
NON-DISCRIMINATION STATEMENT 7
CREST 7
MASCOT 7
ADMINISTRATION 8
School Health **8**
SCHOOL HEALTH SERVICES 8
ILLNESS and MEDICATION 8
IMMUNIZATION 9
ADDITIONAL HEALTH INFORMATION 9
Arrival/Departure and Attendance Policies **9**
KINDERGARTEN and 1ST GRADE ATTENDANCE 9
EXCUSED ABSENCES 9
UNEXCUSED ABSENCES 10
TARDINESS 10
CONCERNING CHECKOUTS 10
ARRIVAL AND DEPARTURE OF STUDENTS 10
After School Activities **12**
AFTER SCHOOL CARE 12
AFTER the BELL FUN ACTIVITIES (ATBF) 12
MADISON ACADEMY ATHLETICS - MAA Sports 12
Academic Information **13**
COMMUNICATION AND CONFLICT 13
RESOLUTION OF CONCERNS 13
HOMEWORK 14
GRADES and REPORT CARDS 14
ACCELERATED READING - KINDERGARTEN/1ST GRADE 15
ASSESSMENTS, REPORT CARDS and CONFERENCES 15
ELECTRONIC DEVICES 15
RESPONSIBLE USE POLICY 16
DEVICE USE 16

CELL PHONES/SMARTWATCHES 17
GENERAL CARE 17
NO GUARANTEED CONTENT PRIVACY 17
DISCIPLINARY MEASURES 17
REPAIRS AND MAINTENANCE 18
Behavior Expectations and Policies 18
CODE of CONDUCT 18
SEXUALITY, GENDER, RELATIONSHIPS AND CONDUCT 19
ITEMS NOT ALLOWED at SCHOOL 20
LITTLE MADISON ACADEMY PRIMARY RULES 20
POTTY-TRAINING 22
DRESS/HAIR CODE PreK4-12th 22
Billing Payment and Procedures 27
TUITION AND ENROLLMENT FEES 27
PAYMENT POLICIES 28
CHILDCARE 28
Little MA Primary Life 29
SNACK and WATER BOTTLES 29
LUNCH 29
ALLERGIES 30
PARTIES 30
NOTES 30
General Information 31
CAMPUS SECURITY 31
GUESTS ON CAMPUS 31
PARENT COOPERATION 31
PARENTS' CLUBS 32
FIELD TRIPS - KINDERGARTEN/1st GRADE 32
CHILD ABUSE 32
CUSTODY AGREEMENTS 32
VIDEO POLICY 33
GUM POLICY 33
BOOK NOOK 33
ADDITIONAL INFORMATION 33
INCLEMENT WEATHER 33

*Thank you for choosing **Little Madison Academy Primary School.***
At Little MA Primary, activities are designed to expand a student's experiences in the real world. Children are regarded as developing people with social, emotional, physical, spiritual, and intellectual needs. It is our sincere prayer that each student has a positive experience and benefits from teachers who are dedicated to focusing on each individual's needs.

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.

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.

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.

SCHOOL MISSION

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.

SCHOOL VISION

At Madison Academy, we offer a transformative educational experience grounded in Jesus' teachings. We strive to help every student feel known, noticed, and needed, guiding them to grow in faith, love, wisdom, and excellence.

CREST

MASCOT

We are the Mustangs! The original school was located on the Max Luther Plantation. The founders called the school the Mustangs because of the horses on the plantation. The school's colors are maroon, white, and gold.

ADMINISTRATION

Madison Academy President: Casey Farris
cfarris@macademy.org
Madison Academy Vice-President of Operations: Natalie Lirette
nlirette@macademy.org
Madison Academy MS/HS Principal: Brian Privett
bprivett@macademy.org
Madison Academy MS/HS Vice-Principal/Athletic Director: Mark Mincher
mmincher@macademy.org
Madison Academy MS/HS Assistant Principal/Curriculum & Instruction: Dr. Whitney Meade
wmeade@macademy.org
Madison Academy Elementary Principal: Brian Givens
bgivens@macademy.org
Little Madison Academy Primary Principal: Jodi McCaghren
mccaghrenj@macademy.org

School Health

SCHOOL HEALTH SERVICES

Madison Academy is staffed with two full-time Registered Nurses who manage all of Madison Academy's health needs. School Nurses can be reached by phone @ 256.469.6400.

In case of illness or accident at school, parents are notified by accident report, email, or phone call.

ILLNESS and MEDICATION

Communicable Diseases

1. Communicable disease is defined as a disease that may be transmitted directly or indirectly from one individual to another. Examples of communicable diseases include but are not limited to: strep, staph infection, stomach virus, COVID-19, flu, ringworm, pink eye, impetigo, and scabies. Madison Academy School Health Services realizes that the spread of communicable diseases cannot be totally prevented, but preventive measures can be taken to reduce the incidence of communicable diseases and therefore promote the health of our students. All students with suspected or confirmed communicable diseases will be evaluated on a case-by-case basis. Please notify Nurse Kristi or the Little Madison Academy Primary office if your child has been diagnosed with any infectious communicable disease.
2. Students must be free of fever (100.4 degrees and over), vomiting, pink eye, infectious drainage from the nose, and diarrhea for 24 hours without the aid of fever-reducing medication, before returning to school.

Medication

1. All prescription medications should be in the original container with the student's name clearly marked. School staff cannot administer any 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. Download the form and take it to the doctor's appointment and have the doctor sign if prescribed medication must be administered at school. The office has copies of the PPA form available. You can also access the form at this link.
2. Non-Prescription: Some over-the-counter medications such as Tylenol, Advil, Antacids, cough drops and allergy medication can be administered after parental permission has been provided and PPA form filled out. A doctor's signature is not necessary for over-the-counter medicines Each family is responsible for completing and updating the FACTS medical section for each student enrolled at Madison Academy.
3. **Take medicine to the Little Madison Academy Primary office. Never place medication, including cough drops or inhalers, in a child's bag.**

IMMUNIZATION

1. Students entering school must present a valid Alabama Certificate of Immunization (IMM-50) or exemption.
2. The IMM-50 must have an expiration date in order to be valid.
3. Each student must have a copy of his/her birth certificate on file in the office.

ADDITIONAL HEALTH INFORMATION

1. Apply long-lasting sunscreen and/or bug spray on your child before school, if needed, for protection.
2. Please keep pick up, emergency contact, allergy information up-to-date in FACTS and in the office. It is crucial the school has a current home, cell, work numbers, and email address. Notify the teacher when contact information has been changed.
3. Children who suffer from severe food allergies should pack a lunch and snack everyday.

Arrival/Departure and Attendance Policies

KINDERGARTEN and 1ST GRADE ATTENDANCE

Madison Academy requests Kindergarten and 1st grade families to schedule vacations and trips during school calendar breaks unless cleared through the administrator.

EXCUSED ABSENCES

1. All school-related absences, doctor's excuses, and absences due to extenuating circumstances (as determined by administration) are excused.
2. Ten parent notes per year are excused. Parents/Guardian must email or send in a written note for absences to be excused. A parent note is an excuse for an absence written/emailed by a parent/guardian requesting the absence be excused. Parent notes are used for illnesses without a doctor's note or vacations.

3. More than ten absences, whether planned or unplanned, are unexcused without a doctor's note or evidence of extenuating circumstances. The principal uses discretion if absence is excused.
4. All makeup work for excused absences, including tests, homework, and projects, must be made up within three school days for each day absent.
5. Planned absences--family trips, etc-- must be submitted to the principal no less than one week before the absence(s). Students who communicate planned absences in advance have the advantage of coordinating makeup work with the teacher. Teachers have the prerogative to require makeup work to be completed in advance of the absence(s). Otherwise, all work must be made up within three days of returning to school.

UNEXCUSED ABSENCES

1. Unexcused absences are more than ten absences that are not school-related or not excused by a doctor's note.
2. After ten unexcused absences, the parents will be contacted by the administrator.
3. Excessive absences/tardies incurred during the school year may result in student retention or denial of invitation to re-enroll, subject to the attendance committee's review.
4. An unexcused absence means that permission from administration was not granted.

TARDINESS

1. An unexcused tardy is defined as arriving late for reasons other than a doctor's appointment.
2. **Students are considered late when not in the classroom by 7:45 a.m.**
3. A parent should sign in their child through the office if the student cannot be in their classroom by 7:45 a.m.
4. Five unexcused tardies convert to one parent note or unexcused absence.

CONCERNING CHECKOUTS

1. Students must check in before 11:15 a.m. or check out after 11:15 a.m. to be considered
2. present half day. Students must be at school at least half a day to be considered present.
3. Check in and out through the office. If a student needs to be ready for checkout at a particular time, call, email, alert through SchoolPass, or send a written note in advance.
4. No checkouts between 2:15 p.m. and 2:30 p.m. to allow teachers time to prepare all students for dismissal.
5. No checkouts through the lobby during carline: 2:30 p.m. - 2:45 p.m.

ARRIVAL AND DEPARTURE OF STUDENTS

School Day Hours: 7:45 a.m. - 2:30 p.m.

<u>Arrival</u>

1. Little MA's doors open at 7:15 a.m. There is no extra cost for early morning care.
2. Car line begins at 7:15 a.m. around the back of the school. Enter the car line at the entrance adjacent to the Little MA Gym. A staff member is available to open car doors

and school doors for students. For safety sake, allow your child to exit on the passenger side of the car.

3. To keep the car line running smoothly, allow your child to unbuckle before entering the gated area. Parents may pull over to the side to help their child if necessary and pull back into the car line.
4. If reaching back to help your child exit, place your vehicle in park so it will not roll forward.
5. Walking a child to the front doors is an option. Parents may park in front of the building along the sidewalk and escort children to the front doors. Parents are encouraged to park along the sidewalk. Don't forget to lock the vehicle when leaving.
6. Children are not allowed to exit their vehicle and enter the building without an escort.
7. Avoid blocking traffic during the morning car line.
8. All children must eat breakfast before school. No breakfast is served.
9. Students entering the building between 7:15 a.m.-7:25 a.m. sit with belongings on a designated spot until it's time to go to class. PK4 teachers escort students to the classroom. After 7:25 a.m., all students go straight to the classroom.
10. Students are considered late if not in class by 7:45 a.m.
11. Car line ends at 7:43 a.m. Park the car, walk the child into the building, and sign the child in for the day if the child will not be in the classroom by 7:45 a.m.

Afternoon Dismissal and After School Care

1. Since teachers are preparing students for dismissal, do not check out between 2:15 p.m.-2:30 p.m.
2. Students are dismissed through the car line beginning at 2:30 p.m. It is best to not arrive at the car line before 2:25 p.m. Arriving too early backs the car line to Old Madison Pike and causes traffic issues. Little MA refrains from dismissing children through the lobby during the car line to eliminate confusion.
3. Adults help children into cars.
4. To keep the car line running efficiently, pull over to the side past the playground to buckle.
5. Only parent-approved individuals with proper ID are allowed to pick up children without a SchoolPass' RFID tag. These people should park in the front of the building and enter the lobby with identification either before 2:15 p.m. or after 2:45 p.m. If the school was alerted about a different driver for pick up through email, SchoolPass, or phone call, the driver may show their ID in the car line.
6. Change your child's pick up status through the SchoolPass app for an easy transition from the normal pick up routine.
7. Add drivers who are allowed to pick up your child through the SchoolPass app and FACTS. Parents may purchase additional RFID tags through the front office for $5.00.
8. **Little MA requires parents to follow Alabama laws concerning car seats, booster seats, and seat belts during car line pick up:**
    a. **Forward-facing car seats until a child is 5-years-old or weighs more than 40 pounds.**
    b. **Booster seats until a child is 6-years old.**
9. Pick-Up Instructions after Car Line

- **After 2:45 p.m.: Drive around back (gym side) to pick up and check out.**
- Be prepared to show a photo ID until the staff becomes familiar.

After School Activities

AFTER SCHOOL CARE

3:00 p.m. - 3:40 p.m. ($2 per student/day)
3:41 p.m. - 5:30 p.m. ($16 per student/day)

1. Park in the back parking lot behind the gym for pick up after 2:45 p.m. and sign out children.
2. Be prepared to show a photo ID until the staff becomes familiar.
3. After school care is billed separately from tuition and charged the first week of each month.

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

AFTER the BELL FUN ACTIVITIES (ATBF)

1. Parents can opt to register their children for after school classes provided by outside vendors. Parents pay fees directly to vendors.
2. ATBF registration is held in mid-August and mid-January, and classes typically begin in September and February.
3. Registration information and a schedule is emailed.
4. No children can join ATBF activities after registration has closed.
5. Parents park in the back of the school (gym side) to pick up their children. Sign the child out of the activity with parent signature on the sign-out sheet.
6. Be prepared to show a photo ID until the staff becomes familiar.
7. Students still at school five minutes after the activity has ended join After School Care and the daily Extended Day fee is applied for the day.

MADISON ACADEMY ATHLETICS - MAA Sports

Madison Academy offers a variety of athletic programs for ages 4 through 6th grade. The following athletic programs are available for Little MA students:

Soccer: 4 yrs old and up / Fall sport / Early August registration
Football: 5 yrs old and up / Fall sport / Late Spring registration
Cheerleading: 5 yrs old and up / Fall sport / Spring registration
Girls Basketball: 5 yrs old and up / Winter sport / Fall registration
Boys Basketball: begins in 3rd grade / Winter sport / Fall registration

Academic Information

COMMUNICATION AND CONFLICT

Little Madison Academy Primary communicates through the following methods: Parent Square, Google Sites, newsletters, email, text (also called parent alert), notes, and flyers.

- Classroom teachers produce weekly newsletters.
- Little Madison Academy Primary also produces a school newsletter called News from the Ark weekly.

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 during instructional time, weekends, holidays 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.

HOMEWORK

Kindergarten and 1st grade homework is a part of school and participation is graded on the report card. Be aware of due dates and give your child the extra practice at home for academic success.

GRADES and REPORT CARDS

Evaluation of a student's achievement and improvement is based on class work, test grades, participation and effort.

Kindergarten and 1st Grade Scale:

S-Satisfactory (Mastery)
P-Progressing (Getting There)
N-Needs Improvement (Needs Some Work)
U-Unsatisfactory (Major Work Needed)

● Report cards are typically issued the Thursday after the quarter ends. Refer to the school calendar.
● Look at graded work sent home in the communication folder and go over wrong answers. If you are concerned about your child's progress, schedule a conference with your child's teacher. Teachers will also schedule a conference if they are concerned about a child's progress.

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 the 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.

ACCELERATED READING - KINDERGARTEN/1ST GRADE

Accelerated Reader (AR) Enterprise is a web-based program that manages students' reading and vocabulary practice. Students may participate in AR when at least a Late Transitional Reader according to STAR Early Literacy. Students read books appropriate to their level (determined by STAR assessments) and take multiple-choice comprehension quizzes on each title. A student may read books he or she has at home, as well as books checked out from the school or public library. To verify whether a book has a corresponding AR quiz use www.arbookfind.com. AR gives immediate feedback to students on their reading and vocabulary quizzes. Quizzes must be taken on campus (classroom or library) as per license agreement, Monday through Friday, 7:30am - 2:45pm, when school is in session.

ASSESSMENTS, REPORT CARDS and CONFERENCES

1. Continuous evaluation is an important component of a successful program. Careful teacher observations are made to identify each student's strengths and weaknesses in their social, physical, and academic development.
    - PreK-4: Three assessments per year
    - Kindergarten/1st Grade:
        - Quarterly Report Cards
        - STAR Math assessment quarterly
        - STAR Early Literacy: Kindergarten quarterly and 1st grade Bridge students quarterly
        - STAR Reading assessment quarterly
        - Kindergarten Really Great Reading Assessment
        - 1st Grade Dibels
2. A close working relationship with parents is necessary for students to reach optimal growth and development. Communication is the key to parent-teacher cooperation and must start at the beginning of the school year. Teachers are willing to provide information about students and the goals of the class. Parent orientation presentations are designed to familiarize parents and students with the teachers, facilities, and curricular program. Teachers schedule conferences early in the school year for all parents, and parents are encouraged to set up a conference at any time to ask about their children's progress. Conferences can be held in person or virtually.
3. Typically, parents are encouraged to participate in organized school activities. Feel free to call the office with questions. Teachers may not be disturbed during class time so an e-mail or message given through the office is the best way to communicate with teachers.
4. Parents are encouraged to schedule conferences by phone, in person, or virtually when they have concerns.

ELECTRONIC DEVICES

1st Grade students are assigned a Madison Academy iPad for classroom use only. PK4 and Kindergarten students may occasionally use iPads during learning stations. All students are

required to adhere to all provisions and conditions set forth in the Responsible Use Policy. Any violation of this policy will result in disciplinary action, including the possibility of the loss of technology privileges. Students are to report any known violations of this policy to appropriate administrative staff. Infractions of the iPad Rules and the Responsible Use Policy may result in limitations imposed on the student's technology use. Madison Academy takes no responsibility for violations conducted on school iPads and/or materials stored on the network.

RESPONSIBLE USE POLICY

1. All iPads are used with the teacher's permission.
2. Keep the iPad free of markings or stickers.
3. The teacher determines screen-savers and/or backgrounds.
4. Handle iPads with care.
5. Students must utilize the iPad according to the teacher's instructions and must not stray from learning activity.
6. Electronic devices are kept in a designated place indicated by the teacher.
7. iPad centers are used to enhance learning.
8. Under no circumstances may a child use an electronic device to take pictures or video at school unless directed by faculty. These items, if misused, will be removed from the student.
9. The device is fragile, and may break if it is dropped. Therefore it should only be used while it is on a flat, sturdy surface such as a table.
10. The device must be kept in its protective and approved case at all times. The cases are designed for device use and portability.
11. The Internet is only to be used for academic research and as a means of obtaining information required by a teacher or administrator.
12. Sound must be turned off except when it is being used as part of a class and headphones will be required for use in some classes and it will be the responsibility of the student to bring their own headphones.
13. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.
14. Students must not change the locked-screen profile.
15. The device will be treated in a similar manner as other school-owned educational property.
16. All Madison Academy policies, rules, handbooks, contracts, and directives, including disciplinary measures, apply to the use of the device.
17. Loss, Damage, or theft of the device must be reported to the school immediately.
18. Students are required to report unacceptable device use by another student.
19. Students are responsible for maintaining the integrity of the Madison Academy Device Program and the school's network system. Students should report any violations of this policy.

DEVICE USE

The device has wireless capability and while on campus, students will access the school's servers and the Internet using this wireless infrastructure. Madison Academy will filter the devices at school. There are sites that will not be accessible to the students. Even though the computer will have a filter it may not be foolproof.

CELL PHONES/SMARTWATCHES

● Cell phones and smart watches are not allowed. 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 Little MA 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 Little MA office 256-517-8620.

GENERAL CARE

Students are expected to treat their device with care and respect. The device is the property of Madison Academy and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the device is not allowed and will result in loss of privileges. If damage occurs, the student will be charged for the repair of those damages and could be charged for replacement of the device. Students should use care when plugging in and unplugging power cords from the device. Power supplies and cords are very fragile. Care should be taken when walking or moving around areas where device cords are in use. Screens accumulate smudges and fingerprints and to clean these, choose a microfiber cloth and rub gently to remove smudges. Electronic cleaning wipes can also be used to remove prints. After using the wipe, clean with a microfiber cloth to remove any build-up.

NO GUARANTEED CONTENT PRIVACY

Although the content of the device is not routinely monitored, Madison Academy reserves the right to monitor and access data of the device if it suspects or is advised of possible breaches of security, harassment, or other violations of other school policies, rules, regulations, directives, or law, or evidence exists which demonstrates to the school that the device may contain information, data, or other intellectual property that belongs to another person.

DISCIPLINARY MEASURES

Noncompliance with the above Madison Academy Device Responsible Use Policy will result in loss or restriction of device privileges. Repeated or severe infractions may result in permanent termination of privileges. Use of a Madison Academy device may be revoked at any time. Students may be required to make full financial restitution for any unauthorized expenses incurred or any damages caused to the device. School administrators will determine violations of the Madison Academy device Responsible Use Policy. Students violating any part of this policy may face additional disciplinary action deemed appropriate in keeping with the adopted disciplinary policies and guidelines of Madison Academy. The use of any Madison Academy

technology is a privilege and not a right. Students are expected to use the device in accordance with this Responsible Use Policy, and any applicable laws. Failure to use the device in an appropriate manner will result in any or all of the following consequences, as determined by the staff and administration of Madison Academy.

- ●Student conference
- ● Parent conference
- ● Cancellation of student use or access privileges
- ● School disciplinary actions

REPAIRS AND MAINTENANCE
In the event of damage, the device and any damaged parts must be brought to the Technology Team for repair. A technician will determine whether to repair or replace the device.

Behavior Expectations and Policies

CODE of CONDUCT
In addition to academic preparation, Madison Academy believes that instilling in our youth the behaviors that are required to sustain society is also very important. The purpose of this code of conduct is to provide students an effective and safe learning environment. Our students are expected to demonstrate the following behaviors while at Madison Academy:

- Respect for self and others
- Demonstrate courtesy to others
- Behave in a responsible manner
- Attend class regularly
- Be prepared for class
- Take learning seriously
- Dress appropriately according to school uniform and extra-curricular codes
- Cooperate with school officials and teachers
- Respect others property, person, and feelings
- Refrain from public displays of affection
- Abide by the Students' Honor Code of Conduct

In addition to the above behaviors, students are expected to:

- **Participate fully in the learning process.** Students need to report to school and class on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.
- **Avoid behavior that impairs their own or other student's educational achievements.** Students should know and avoid the behaviors prohibited by the code, take care of books and other instructional materials, and cooperate with others.

The general philosophy of discipline at Little Madison Academy Primary 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 choices they make have consequences. A discipline program based upon the natural and logical consequences provide 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 Little MA Primary 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.

As a private Christian School, Madison Academy reserves the right to deny admission to any student. Further, Madison Academy reserves the right to ask a student to leave when the Administration/Board of Directors believes it is in the best interest of the school; this also includes the right not to allow 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.

ITEMS NOT ALLOWED at SCHOOL

1. The school is not responsible for personal non-school items brought on campus at any time.
2. Knives, water guns, matches, cigarette lighters, laser pointers, and other items of a disruptive nature is not allowed at Madison Academy.
3. Other items may be barred as deemed appropriate by the Administration.
4. Teachers may bar certain items from their room at their discretion.
5. Book bags, lunch boxes, etc. must not have inappropriate writing, symbols, or pictures.
6. Possession of a weapon is not allowed and is grounds for immediate expulsion.
7. Personal digital device use such as iPad, tablets, smart watches, and phones is prohibited during the school day and after school care.

LITTLE MADISON ACADEMY PRIMARY RULES

1. Help the teacher teach and the children learn. (Colossians 3:23)
2. Listen and obey. (Ephesians 6:1-3; Deuteronomy 5:16)
3. Be kind to myself and others. (2 Peter 1:5-7)
4. Keep myself and others safe. (Romans 12:9-18)
5. Have a servant's heart. (1 John 3:18)
6. Do what is right even when no one is watching. (James 4:17)

The first four to six weeks of school are spent teaching, modeling, and reinforcing desired behavior.

Minor Infractions (list not all inclusive)

- Disruptive behavior that negatively impacts the learning environment or safety
- Using hands or feet inappropriately after a student has been told to stop
- Littering
- Excessive tardies (5 unexcused 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

Possible Consequences for Minor Infractions

- Natural/Logical consequences (clean up mess, lose privilege, move to another seat, make amends, device taken to office for parent to pick up, clothes changed)
- Practice desired behavior
- Email/Message parent (teacher)

Intermediate Infractions (list not all inclusive)

- Repeated minor infractions
- Defiance
- Disrespect toward faculty/staff
- Inappropriate or offensive comments
- Mild profanity (verbal or written)
- Inappropriate public displays of affection (kissing)
- Vandalism
- Bullying
- Fighting (no injuries)
- Theft under $50

Possible Consequences for Intermediate Infractions

- Natural/Logical consequences (clean up mess, damage paid for or fixed, lose privilege, make amends, device taken to office for parent to pick up, clothes changed in office)
- Reset in office
- Email/Call parent (administration)

Major Infractions (list not all inclusive)
The following are considered to be serious infractions requiring immediate office referral:

- Continued intermediate infractions
- Inappropriate physical touch that intentionally targets a private part of the body
- Displaying underwear or private areas to others
- Blatant disrespect to faculty or staff
- Inappropriate display of temper

- Theft of items worth more than $50
- Possession of prohibited items at school

Possible Consequences for Major Infractions

- Natural/Logical consequences
- Reset in office
- Call parent (administration)
- Suspension for the Remainder of the Day
- Suspension for 1 or 2 days
- Dismissal from school

RESET

- This will consist of a 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.

Possible Reasons for Dismissal and Withdrawal

1. Parent/guardian refusing to keep records current
2. Tuition/fees not kept current
3. Severe physical/emotional problems or illness that prevents students from participating in daily routines
4. Disruptive or aggressive behavior
5. Child not potty-trained
6. Other situations determined by the principal to be dangerous
7. Persistent unacceptable actions
8. Persistently not following rules or code of conduct
9. Madison Academy is unable to meet students academic needs

POTTY-TRAINING

All students must be toilet-trained. Although accidents may happen now and then, this should be an exception and not a frequent occurrence. The definition of school potty-trained is different from the definition of home/daycare potty-trained. Students should not depend on adults to read body language or have to be prompted to take care of potty needs.

1. Child goes to the restroom without prompting.
2. The child can pull down/up underwear/pants without help.
3. Child can wipe with no help.
4. Teachers can help with snaps/buttons/zippers.

DRESS/HAIR CODE PreK4-12th

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:
    - 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 extra curricular clubs, teams, 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 cubby or hook 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, skirts, and dresses 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 Friday's only or for special occasions with permission from the principal.
        - Must fit at the natural waist and be of modest fit.
        - May be straight, bootcut or wide leg fit. May not be tight-fitting.
        - 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 extra curricular clubs, teams, or field trips.

    No outer shirts are to be worn over Spirit Wear shirts.
3. ACCESSORIES:
    - 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.

   Student's sweatshirts and shirts cannot hang lower than spirit wear shorts.

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 Friday's only or for special occasions with permission from the principal.
     - Must fit at the natural waist and be of modest fit.
     - May be straight, bootcut or wide leg fit. May not be tight-fitting.
     - 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.

Billing Payment and 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.

Lunch Information: All lunch accounts must be prepaid and maintain a positive balance. To make a prepayment, please see the "Log into FACTS Family Portal" section below. When the available balance in your child's account falls below $25, you will receive daily notification emails. Once your child's account balance is $0, they will be unable to eat in the cafeteria and you will be subject to Madison Academy's collection policy. Madison Academy's food service 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.

Little MA Primary Life

SNACK and WATER BOTTLES

Parents provide one nutritious snack during the school day. Snacks are placed in the school bag and not in the lunch box to eliminate confusion. Parents provide a water bottle filled with water with their child's name clearly labeled. Water bottles need to be spill proof and easy for your child to recognize. Classroom sinks or water bottle fillers located in the Ark Room and gym lobby can be used to refill water bottles. If a child forgets their water bottle, one will be charged to the FACTS account.

LUNCH

Chef Advantage prepares nutritious, hot meals. A menu for the month is published in the News from the Ark, ParentSquare, and Madison Academy website and app. Students may buy or pack a lunch. If a child does not have a lunchbox, the staff will provide a school lunch unless notified by the parent. Milk or water is available for those who packed a lunch. All lunch charges are billed to the student FACTS account.

1. When packing a lunch, pack a meal that is easy for the child to open or is not time-consuming for the teacher to open.
2. No carbonated drinks or glass bottles allowed.

3. Students may purchase a milk or water bottle with a packed lunch. The cost is billed through the lunch account.
4. Lunch money should be put in the lunch account through the business office or FACTS account. It is permissible to send payment through the Little MA office. **Please send in at least one week's worth of lunch money at a time.**
5. Parents are welcome to eat lunch with their child. Since lunchtime is important for building community within a classroom and developing social skills, limit visits to ten visits per school year. Visitors check in at the office first. (Call by 8:30 a.m. or send a note/email if eating a school lunch to ensure there is enough food.) Lunch must be confined to the student's lunch period. A visitor's lunch is billed through the child's lunch account.
6. Lunch Times:
    a. PK4 - 10:55 a.m. - 11:25 a.m.
    b. Kindergarten - 11:35 a.m. - 12:05 p.m.
    c. 1st Grade - 12:15 p.m. - 12:45 p.m.
7. Chef Advantage strives to be a peanut-free environment. However, if a child is highly allergic, parents should pack a lunch.
8. Chef Advantage can substitute some food items for medical or special dietary needs.

ALLERGIES

Keep FACTS updated with children's allergies and medical conditions so the school can best meet students' needs. It is best practice to alert the office and teacher of changes.

PARTIES

1. Typically, parents are invited to participate in holiday parties.
2. The school encourages parents to celebrate student's birthdays during lunchtime. Parents are encouraged to attend this special time. Parents and children will sit away from the class and may furnish a treat such as cookies, donuts, individual ice cream cups, or MINI cupcakes. If schedules do not permit parents to attend, they may send items with their children.
3. Parents of children with food allergies may send in treats for special celebrations. Treats can be kept in the room or Little Madison Academy Primary's kitchen.
4. Although balloons, flowers, etc… sent to school seems like a sweet way to make children feel special, it relates disappointment in other students. Please send flowers, balloons, etc… to the home of the child and not to school.
5. Children should not bring party invitations to school unless the entire class is invited. It is allowable to invite all girls or all boys for a gender-specific party. All other invitations should be sent privately.

NOTES

1. Planned reward parties must be approved by the principal.
2. Class party activities must be approved by the classroom teacher.

General Information

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. Guests are 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.

PARENT COOPERATION

Little Madison Academy Primary is committed to developing a school environment that is both preventative and instructional when it comes to dealing with disruptive or unsafe behavior. Rules, best practices, and procedures are taught, modeled, and reinforced in all school settings, i.e., in the classroom, hallway, Ark Room, playground, gym, and restroom. Parents are responsible for responding to school communications pertaining to their children, and understand and support fair, consistent administration of school rules and policies. We strive for less disruptive classroom behavior, improved morale among students and staff, and development of students' social skills and responsible behavior. Most importantly, we are working towards the school-wide mission of our students' growth in wisdom, in stature, and in favor with God and man.

1. Parents/guardians at school for after school activities are responsible for the proper conduct of their children in the building or on the school grounds. Children should be supervised at all times.
2. Parents/guardians are asked to identify themselves when sending correspondence to the teachers, administration, or staff.
3. Parents who visit during the school day or school-sponsored events are asked to dress in modest apparel.

PARENTS' CLUBS

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.

FIELD TRIPS - KINDERGARTEN/1st GRADE

Parents are invited to attend several field trips. Some field trips do not allow for parent chaperones due to space. Thank you for your cooperation in making field trips safe, memorable, fun, and educational.

1. No siblings allowed unless instructed otherwise.
2. All children must ride on school transportation to and from the field trip unless permission is granted from the Principal for special circumstances.
3. Parent chaperones meet the class at the field trip location.
4. Children stay with their class and are encouraged to listen to guides/teachers and use good manners.
5. Field trips are learning experiences; therefore, parents should refrain from visiting with their child and other parents during times of teaching or instruction-giving. A parent helps chaperone the field trip experience.
6. Concessions and gift shops are not part of the field trip experience unless indicated otherwise.
7. Parents can check out their child through the teacher at the field trip site.
8. Parents who could not attend the field trip may check out their child after the bus has returned to school.
9. Students wear field trip shirts provided at the beginning of the year.

CHILD ABUSE

Cooperation with Governmental Authorities

Madison Academy takes the responsibilities of reporting suspected child abuse, neglect, and abandonment seriously, and will cooperate with governmental authorities in connection with their investigations. Questions regarding the school's mandatory reporting obligations should be directed to the guidance counselor.

CUSTODY AGREEMENTS

In cases where parents are divorced, an affidavit of the court will be supplied to the school office in order to document the official custody arrangements regarding children enrolled at Little Madison Academy Primary. Upon request, the school will provide school records to both parents UNLESS supplied with official documentation prohibiting such. It is the parents' responsibility to provide the school with updates. ONLY the custodial parent is allowed to check out a child from school unless the school has been otherwise notified in writing/email by the custodial parent.

VIDEO POLICY
Movie ratings of "G" are acceptable. The movie/video must contain content with educational value. Technology has broadened the spectrum of media content for teachers. Teachers may use their discretion in determining what media is appropriate in supporting curricular and spiritual development.

GUM POLICY
Madison Academy has a "no gum" policy. Children should not bring gum to school.
Gum may be given as a reward by teachers but will be thrown away before leaving the classroom or area.

BOOK NOOK
The Book Nook is open Monday through Friday 7:45 a.m. - 2:30 p.m. when Mrs. Bell is available.

Book Nook Rules

1. Books may be checked out.
2. Up to two books per student may be checked out at a time- AR and Library Day book.
3. Students who lose or damage a book will be asked to pay a fee of $15. If the book is located, please return to the library; payment however is considered a donation to Madison Academy. Checking out books is allowed as soon as an overdue book is returned or fee paid.
4. There are no late fees.
5. Proper library behavior is required for library patrons at all times.
6. Parents are encouraged to be aware of the books their children check out, in addition to the library staff monitoring for interest level appropriateness.

ADDITIONAL INFORMATION

1. **Mark the student's name clearly on tote bags, water bottles, book bags, lunch boxes, nap mats, nap mat bags, coats, jackets, sweatshirts, gloves and other possessions.**
2. **Students bring a spill-proof water bottle labeled with their name daily.** If a child forgets their water bottle, a disposable water bottle will be provided and child's lunch account charged.
3. Check bags/folders each day for school messages or important information and remove schoolwork.
4. Since students go outside as often as the weather permits, dress children appropriately for the weather.
5. **All guests during the school day need to check in/out through the office.**

INCLEMENT WEATHER

1. An announcement regarding closings, early dismissal and late arrival will be made through ParentSquare and local TV Channels 19, 31 and 48.
2. When inclement weather takes place during school hours, please know that students are kept in a safe place.
3. When school is dismissed early there will be no after school care.

4. On delayed openings, students should arrive no earlier than 30 minutes prior to the opening time. Due to a shortage of time, students may be asked to pack a lunch when there is a delayed opening.
5. It is understandable that an automatic response is to call the school. However, when lines are tied up, it is impossible for emergency situations to be handled and emergency phone calls to be made. Please know that Madison Academy has an immediate connection with the weather bureau and keeps informed of impending weather.
6. The transportation safety of students and staff is always a top priority. Because the Madison Academy student population is dispersed, parents are the best judges for road conditions where they live. Regardless of administrative decisions, when parents deem that road conditions warrant staying home, parental judgment takes precedence.

Thank you for choosing Little Madison Academy Primary! It is our goal to lovingly guide children through this time of early social interaction and quality education that allows students to grow in Godly and academic wisdom, in stature, making good choices for a healthy body and mind, and in favor with God and man.

All families are asked to signify their desire to partner with Madison Academy and adhere to the rules, policies, and procedures by administration or through the admissions process.

Thank you for making Madison Academy your school family!