MADISON ACADEMY

Completing the Journey



MADISONACADEMY

MIDDLE & HIGH SCHOOL

STUDENT-PARENT HANDBOOK

Last Revised 08/05/2026

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, 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 without regard to 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 on the basis of 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.

ADMISSIONS

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.

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.

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.

<u>The process by which concerns shall be resolved is outlined below:</u>

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.

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 any questions regarding the school's mandatory reporting obligations, please consult with the school president or principal.

CHILD CUSTODY

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 MA. 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 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.

COMMUNICATION

It is the responsibility of parents/ guardians and students to stay informed of any changes in MA policies and procedures. To assist with this, Madison Academy offers several communication resources for the MA family, which are listed below.

Web Page – www.macademy.org
MA hosts an extensive Internet website. It offers online shopping tools for buying spirit wear. It will keep you current on events, dates and locations with an invaluable calendar tool, highlighting many of our campus activities. It has links to exciting athletic and club pages and is your gateway to subscribing to email news. Be sure to check it regularly at www.macademy.org.

FACTS (RenWeb) & Canvas
FACTS (RenWeb), our (SIS) Student Information System, offers parents and guardians access to their child's grades. It is important to keep student and family information up to date.

Parents can monitor their student's real time progress in Canvas. There students and parents can see posted assignments, turn-in dates, and check grades, which are updated weekly. **It is the responsibility of the student and family of the student to monitor grades.** Any families having problems logging into their FACTS (RenWeb) accounts may contact the Upper School office for assistance.

Electronic Newsletters
Madison Academy utilizes electronic Newsletters to keep families informed of upcoming events as well as news about the school and students. Madison Academy communicates using the following: President's & Principal Newsletters, Admissions, and Guidance Counselor Newsletters. In addition, Parent Alerts are sent via text messages when urgent situations arise. Parents and guardians are expected to subscribe to these services in order to ensure that they have the very latest MA information. Families without access to email should contact administration, and we will honor alternative forms of communication in cases regarding formal notification of policy issues.

Scheduling Meetings with Faculty/Staff
Walk-in appointments disrupt the planned workday and do not allow for appropriate preparation of information that can add to the success of the conference. We ask that parents not attempt to engage our faculty in student-specific dialogue in the mornings before school. During this time our teachers are preparing for classes and tending to administrative assignments such as hall duty, parking lot observation, grading assignments, copying tests, etc. Instead, if you need to meet with a faculty member, please schedule a time to see him/her during his/her planning period or after school. If you need to meet with a staff member, such as the principal or guidance counselors, please contact the Upper School support staff in the upper school office to schedule an appointment. Following common business etiquette practices and calling to schedule meetings will allow us to give your issues our full attention.

E-mailing Staff
As part of routine email correspondence, our faculty and staff will acknowledge parent emails within one school day and act upon them within a timely manner. Please be

patient with our staff and give them time to process the huge load of incoming communication they receive. Understand that they need time to investigate your requests before being expected to act. However, if after three school days, you feel your issue is not being effectively pursued, please let the upper school support staff know. They will guide you in determining how to elevate your concern to the next appropriate level. At MA, we pride ourselves on our open door policy and encourage parents to get involved and communicate with us regularly. We ask parents to recognize basic business etiquette in scheduling meetings and handling correspondence.

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.). As part of the counseling process, a counselor may consult with or receive supervision from another counseling professional.

SCHOOL HOURS

School hours for a regular school day for grades 7-12 are from 8:00 a.m. to 3:00 p.m. The building will be officially opened by 7:00 a.m. each day. On a regular school day, the Upper School office is staffed from 7:30 a.m. to 4:00 p.m. Please call the school office if you have a need to conduct school office business outside of these times.

Students who are not involved in organized after-school programs should make arrangements to leave the campus by 3:30 p.m. If needed, after-school care is provided from 3:30 p.m. until 5:30 p.m. for Upper School students (see the school office for the fee).

All students involved in organized school activities before or after school hours or on weekends must be under the direct supervision of a sponsor, teacher, or coach.

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.

CLOSED CAMPUS

With the exception of seniors during specified Senior lunch days and time, Madison Academy is a closed campus. Students are not authorized to take cars off campus during the school day. Parents who request students to leave the campus should be aware that the students are not under the school's supervision during those times. Students who leave for any reason should complete the check out procedure with the Upper School Office. Students will not be permitted to check themselves out without parental permission.

CHAPEL GATHERING

Chapel is a time when students, faculty, visitors, and parents come together to pray, sing, listen to. speakers, and edify one another. Students are expected to participate and not be a distraction to others. Anyone violating this policy will be disciplined appropriately. Eating or drinking is not allowed in chapel. Classroom cell phone/electronic equipment policy also applies during chapel time. Madison Academy students are expected to attend Chapel or designated small group Chapel.

PARENTS' CLUBS

- 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.
- Athletic Booster Clubs – each sport has a booster club that assists in raising funds to buy equipment, pay officials, help with athletic facilities, etc. For more information on sport booster clubs, please refer to the MA Athletic Handbook.
- Music Booster Club – provides volunteer assistance and fundraising support for the band and choral departments.
- Drama Booster Club – provides volunteer assistance and fund raising for the drama department.

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.

Sports Fees
A student's account will be billed $150 for each sport in which he/she participates. This activity fee helps defray a portion of the multiple expenses incurred in maintaining the athletic program at Madison Academy which are not covered by fundraising by sport booster clubs, such as coaching stipends and athletic facility maintenance.

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*
3:00-3:30 p.m. - $2.00 per day/student	3:10-3:40 p.m. - $2.00 per day/student
3:31-5:30 p.m. - $16.00 per day/student	3:31-5:30 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 School Procedures and Rules

AFTER SCHOOL USE of FACILITIES

Students are prohibited from using school facilities or equipment after school hours unless authorized by the school administration or under the direct supervision of an administrator, teacher, or coach. Note to student-athletes: Use of school facilities/equipment during the school year during non-school hours out-of-season may make the student ineligible by AHSAA rules.

CARE of SCHOOL PROPERTY

A student is expected to pay for any property damage that is caused by his/her carelessness. Willful destruction of any property is subject to disciplinary action plus payment of damages. This includes accidental damages caused by pranks.

CHECKING OUT of SCHOOL PROCEDURE

A parent should contact the school office to check out their son or daughter. Students will not be allowed to check out based on a text message from a parent sent to a student. Students may not leave campus without permission and should check out with the office. Any student leaving campus without permission will be subject to disciplinary actions. No check-outs during testing/exams without Administrative approval. Students arriving after the school day has begun should check-in at the front office and will be counted tardy (see attendance and tardy policy).

PERSONAL MOBILE DEVICE POLICY

Personal mobile devices are communication devices such as mobile phones, smart watches, earbuds or any device that may connect to or have a similar functionality to a mobile phone. This policy does not include school issued laptops used for academic instruction.

Madison Academy understands that students may need to bring a personal mobile device to school, particularly if they are traveling independently to and from school or to extra-curricular activities, but the devices should not be seen during the day.

At Madison Academy:

- Students who choose to bring personal electronic devices to school must have them placed in their bag or locker while on campus until the end of the school day.
- Devices should be put away when students enter the building until 3:00 pm. Otherwise the personal device will be taken up.
- If the student needs to be reached during school hours, parents are to call the front desk and a message will be relayed to the student. A parent may also email a student using their Madison Academy email address.

Note: Medical exceptions to this policy may be applied for through the Madison Academy school nurse, if certain conditions are met.

Consequences

If a device is seen or heard it will be immediately taken up.
Phones/watches/earbuds will be taken to the front desk in the main lobby in a plastic bag labeled with the student's name. Devices may be picked up after school using the guidance below. The student's name will be recorded and offenses will be documented by the office in Renweb.

Violation	Action
First and Second	Students pick up the device after school and parents are notified via RenWeb.
Third and Fourth	Parents will pick up the device after school and are notified via RenWeb.
Fifth and Subsequent	Parents must pay a $25.00 fine in The Corral and then submit the receipt in order to pick up the device.

Students will be subject to further disciplinary action for defiance after the sixth offense.

Madison Academy is not responsible for lost or stolen devices. No images, video, audio etc. are to be transmitted inside/outside the classroom without permission. Multiple cell phone violations will be considered defiance and will be categorized as an intermediate offense. Refer to the Discipline section of the handbook for possible consequences.

FIELD TRIPS

From time to time, teachers arrange field trips for their classes. All regulations regarding the responsibilities of students while in school are applicable when on field trips or any school-sponsored activity. Required paperwork should be turned in upon the set deadline. Transportation arrangements should be followed to ensure proper student safety. Only grade level students may attend (siblings are not allowed to participate).

USE OF ATHLETIC FACILITIES

No student is to be in the gym (including gym lobby, dressing rooms, weight room, etc.) except when involved in a P.E. class, athletics or a game—and only then with supervision. Only those involved with athletic practices are to be in the gym after school or when school is not in session. Use of gyms should be scheduled through the athletic director or Athletic Director Assistant. Use of gym will be subject to the Gym Use Policies (see athletic director for details).

HONORS RECOGNITION

Excellence in academic achievement, athletic accomplishments, leadership, and service is recognized through many venues at all grade levels throughout each school year. The following

are criteria for five of the highest honors presented in senior high at Madison Academy. Any required academic numeric averages are based on honor roll calculations.

Valedictorian Award - given yearly to the graduating senior with the highest weighted numerical average for academic subjects for grades 9th-12th. To be eligible for this award, the student must qualify for the Advanced Academic Diploma and have been enrolled at MA since the beginning of the senior year. Determination is made after completion of the first semester of the senior year.

Salutatorian Award - given yearly to the graduating senior with the second highest weighted numerical average for academic subjects for grades 9th-12th. To be eligible for this award, the student must qualify for the Advanced Academic Diploma and have been enrolled at MA since the beginning of the senior year. Determination is made after completion of the first semester of the senior year.

Honor Graduate – is given yearly to each graduating senior earning an overall numeric average of 90 or above in academic subjects in grades 9th-12th. Determination is made after completion of the first semester of the senior year.

Mr. and Miss Madison Academy – a male and a female student selected annually during the first semester by the high school faculty and senior class for exhibiting the ideals of Christian behavior and citizenship. All eligible candidates will have completed their entire 10th and 11th grade years at Madison Academy with no pattern of minor disciplinary offenses or a singular major disciplinary offense. Each candidate must have an overall academic average of at least 85.

Students of Distinction – During the first semester of each year, the Madison Academy faculty and administration votes on 11th and 12th grade students who exemplify outstanding scholarship, citizenship, character, leadership, service to others, and potential for future leadership. To be considered for Students of Distinction, students must have attended Madison Academy for a year and have an academic average of 85. If a student transfers to Madison Academy their senior year, the attendance requirement may be waived by the administration.

ACADEMIC HONOR ROLLS

President's List—Student maintains at least a 95% average on the academic subjects (four core + Bible) with no grade below a B in any subject.
Principal's List—Student maintains at least a 90% average on the academic subjects (four core + Bible) with no grade below a C in any subject.

HONOR SOCIETIES and SERVICE GROUPS

Campus organizations for students include the National Honor Society, Mu Alpha Theta (Math Honor Society), Student Government Association (SGA), Spanish Honor Society, Spanish Club, Anchor Club, International Thespian Society, Tri-M Music Honors Society, National Arts Honor

Society, National English Honors Society, National Beta Club, and Fellowship of Christian Athletes. All of these organizations require students to meet scholarship and character requirements.

ITEMS NOT ALLOWED at SCHOOL

The school is not responsible for personal non-school items brought on campus at any time. Knives, water guns, matches, cigarette lighters, laser pointers, and other items of a disruptive nature are not allowed at Madison Academy without special permission of the teacher and principal. 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 not have any inappropriate writing, symbols, or pictures. Possession of a weapon is not allowed and is grounds for immediate expulsion.

LOCKERS

Each student will be assigned a locker. Students will request approval from the office for a locker change. Items of value should not be left in lockers. The school will not assume any responsibility for loss of locker contents. Locks may be used. Locks may be obtained for a $5 fee from the office. The lock may be returned in working condition at the end of the school year for a refund. If the lock is not returned, the fee is kept and the lock becomes the property of the student. Locks other than locks issued by the office will be cut off. The outside of lockers should be kept free from pictures, posters, stickers, etc. All items or pictures inside the locker will conform to the principles in the handbook. The administration reserves the right to check lockers periodically and remove inappropriate items. Student book bags and athletic bags should be kept in a locker; they are not to be left on the floor in the hall.

DINING HALL

Students are expected to eat lunch in the dining hall. Students have the choice of either purchasing a school lunch or bringing their own lunch. Each student eating in the dining hall should deposit all litter in wastebaskets and leave the floor, tables and chairs in a clean condition. Students are to go to and remain in the lunchroom during their assigned lunch.

SENIOR LUNCH PRIVILEGE

Senior students are allowed to leave campus for lunch on assigned days with written parental permission. On these assigned days they will be dismissed for lunch at 11:55 and must return to campus no later than 12:55. They will not be allowed to leave early, and they must not be tardy when they return. Senior lunch is a privilege and can be removed at any time by the administration. Students in other grades may not participate in the senior lunch privilege. Doing so will result in disciplinary action against all students involved. Students who choose to leave for senior lunch may not bring food back for any other students on campus.

MEDICATIONS

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. Click here for the form.

Non-Prescription, Over-the-Counter drugs are not provided 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 each student enrolled at Madison Academy.

Immunization Requirements

Students entering school must present a valid Alabama Certificate of Immunization (IMM-50) or exemption. 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 verifying they have had a 6th Tdap immunization.

Allergies

- A completed Physician's Order for Allergies at School is required annually.
- If orders are not made available to the nurse, the parent/guardian will be required to administer necessary medications to their child. This is a state guideline, and no-exceptions will be made. All food allergens must be divulged to the school nurse.
- A prescriber/parent authorization form must be completed and on file.
- All needed medication/epi-pens must be within the expiration date listed.

For any other health concerns or needs, please see one of our School Nurses

STUDENT DRIVING PRIVILEGE

Students must register cars with the office and obtain (for a nominal fee) a parking sticker to be placed in the lower right hand corner of the windshield. Upon arrival at school, students will park their cars and not return to them until school is out unless permission from the upper school office or appropriate staff member is granted. Students should drive slowly on school grounds and park only in their designated parking space. Student privileges to drive and/or park on school grounds may be revoked for any of the following reasons:

- Parking in staff areas, other student parking spots, or undesignated parking areas (handicap, double parking)
- Speeding
- Unsafe driving—formal complaints may be filed with the city police department in addition to loss of Madison Academy parking privileges.
- Failure to follow staff members' directions concerning parking, returning to car, etc.

WEATHER DELAY ANNOUNCEMENTS

During a weather-related emergency, we will announce any closings or delays on TV (Channels 19, 31, 48), through MA Newsletters and Parent Alerts.

TEXTBOOK USE

The student is responsible for maintaining his/her textbooks. Replacement fees will be assessed by administration if the material is lost, damaged, or defaced.

TEXTBOOK/SUPPLEMENTAL READING SELECTIONS

Careful consideration is given to all textbooks and supplemental reading selections. When challenging themes are found in content, we help students develop a mature, Christian attitude in response to them.We strive to relate Biblical principles to everything that is taught, making these principles relevant to the students' lives now, as well as in the future.

MAKEUP TESTING

Makeup testing has been designated to be held on **Tuesday and Thursday starting at 7:00 am** each week. Students are expected to make up tests during this window in an effort to protect the testing environment and limit missed instruction. Please note that the attendance policy states: All makeup work for excused absences should be made up within 2 subsequent class meetings.

UNAUTHORIZED STUDENT BODY EVENTS

Unauthorized student body events are not protected by Madison Academy liability insurance. An example of this would be a senior (or any grade) skip day. Consequently, Madison Academy prohibits events of this nature and may pursue any and all penalties available against participating seniors. There will be no authorized student skip days.

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.
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
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
    - 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.

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. Shorts and leggings may be worn during physical education classes. Shorts must extend beyond the fingertips when arms are at the sides and comply with the Madison Academy dress code. Compression shorts must be worn underneath athletic shorts. Leggings must be worn with shirts that extend beyond the hips and provide full coverage in the back.
4. Shoes- Athletic shoes are expected
5. 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.

Dress Code Approval for "Event Wear/ Game Day Wear":

We recognize the benefit to overall school spirit and individual pride of involvement when students are allowed to wear attire that promotes and recognizes their participation in an event where they are representing Madison Academy i.e. athletics, arts, clubs, etc.

1. All "Event Wear—Game Day Wear" attire must be approved by the Clothing Committee. Proposed attire will have the approved MA logo and be one of the approved colors: Maroon, gold, white, gray, or black.
2. All groups will wear khaki shorts or pants that meet the guidelines noted above

Dress Code Approval for Costumes/Outfits for School Productions (Music Mania, Theatre Productions/Plays, Chorus Performances):

Costumes/Outfits for all school productions need approval prior to the event. Attire is expected to protect modesty and show respect to others. See Fine Arts Department Class syllabus for more details about dress expectations for events and performances.

Dress Code Guideline Standards

- A student's height and body type are taken into consideration to approve or not approve modesty.
- Any student wearing pants or shorts with rips or tears will be required to change.
- No damaged Spirit Wear including frayed, torn, or stained clothing.
- No clothing or dress accessory is allowed that is deemed by the administration to be distracting to the learning environment or that represents Madison Academy in a negative way in the community.
- No political agenda clothing, mask or clothing is allowed
- The above guidelines are not all inclusive, administration reserves the right to deem any clothing worn as inappropriate.
- NOTE: Sweat pants and jeans are not allowed for grades 7-12.

Dress Code Infractions:

- 1st offense: the student will receive a verbal warning. The student is responsible to correct their spirit wear before returning to class. Students who are not able to take care of correcting their spirit wear will wear what the school provides as an alternative or stay in the detention room until corrected.
- 2nd offense: the student will receive a verbal warning and the parent will be notified. The student is responsible to correct their spirit wear before returning to class.
- 3rd offense: Administration will assign a detention and a parent will be notified. The student is responsible to correct their spirit wear before returning to class.
- 4th and subsequent offenses: This is considered defiance and discipline will progress. The parent will be notified and the student is responsible to correct their spirit wear. Refer to the discipline section of the handbook for possible consequences.

Dress Code for "Special Assemblies" During School Hours (Awards Day, Game Day, etc.)
In the event that there is a special assembly during school hours and students have permission to dress up for the event, the apparel should not:

- Be revealing (no tank tops, spaghetti straps, off-the-shoulder, or sheer garments)
- Be immodest in tight fitting or in length

Note: Skirts or dresses worn should be at least at the knee or below. Any skirt or dress that is above the knee should be worn with leggings.

- If a student shows up for an event on campus wearing clothing outside of the parameters of this policy the student will be asked to change clothes before being able to participate.

Dress Code while Attending School Events
Students who are dressed inappropriately at an extra-curricular school event may be barred from participating or attending. Guests of MA students are also expected to comply with the dress code. Apparel worn to games, spectator events, or other extra-curricular activities should not:

- Be revealing or immodest (no short shorts, no sheer or low cut tops)
- Promote drugs, alcohol, or behavior that is inappropriate or against the behavioral standards of Madison Academy
- Guests of MA students are also expected to comply with the dress code.

Homecoming Court and Junior-Senior Banquet Attire:
All students should choose attire that is gender appropriate for modesty and conceptually in line with expectations of the school dress code, the Madison Academy mission and the Statement of Christian Heritage. Students who do not adhere to these expectations may be asked to leave the event.

Females:
Young ladies should wear a dress or pants suit that does not show excessive cleavage or the small of the back. (The back of the dress should fall no lower than half way between the natural waistline and the shoulder blades. This is approximately 3 inches above the natural waistline or 3 inches below the shoulder blades depending on the height of the young lady.) No midriff should be visible and any slit in the dress should be no more than two inches above the knee.

Males:
Young men should dress modestly in pants, shirt and jacket. Slacks or pants should not be overly tight.

If any questions arise, the Dress Code Committee designees will meet to review and approve garments for the Homecoming Court and Junior/Senior Banquet.

*Note: Administration reserves the right (but is not limited to) to send a student home to change into the appropriate spirit wear for the school day and/or to place the student in in-school suspension.

Code of Conduct

The general philosophy of discipline at MA 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 will 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.

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.

Consistent with the school's mission, Madison Academy is a school whose goal is to create an environment that will give its students the encouragement, teaching, and fellowship that will enable them to see clearly and live consistently a God-honoring lifestyle. MA strives to be a light in the community; therefore, not only its policies but also its people, including students are encouraged to bear witness to Christ. We want to teach all of God's nature-holiness and purity along with love, forgiveness and restoration. We also want to teach personal responsibility.

HALL PASS PROCEDURE POLICY

Purpose: To maintain a safe, accountable, and structured learning environment by managing student departures from the classroom during instructional time.

- Students must receive verbal permission from the teacher before leaving the classroom for any reason.
- Only one student may leave at a time unless in case of an emergency or with pre-approved written permission.
- All students must carry a visible hall pass while out of class.

- Student movement should be limited, purposeful, and brief to minimize disruption to the learning environment.

ACADEMIC INTEGRITY

The following descriptions have been adapted, in large part, from the work of Northwestern University in its policy on Academic Integrity. Academic dishonesty is a major offense, so a student should expect a steep consequence, such as 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 incur. The student will meet with an Advisory Team to reinforce the expectations of the student's responsibility to maintain academic integrity. Consequences will be incurred i.e. suspension from school (such as zeroes for all classwork missed), suspension from extra-curricular activities, behavior contract, etc.*

Cheating: Cheating is using unauthorized notes, study aids, artificial intelligence platforms or information on an exam; altering a graded work after it has been returned, then submitting the work for re-grading; 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. Acts considered plagiarism, but not limited to:

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
4. The unauthorized use of a third party to assist in the completion of any part of or whole assignment is not considered one's own work.

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.

Use of Artificial Intelligence (AI)
Each Teacher's syllabus will include a definition for Artificial Intelligence (AI) and an explanation for how it is to be used in the classroom. AI is a tool which can be used to assist in a student's research; however, it can also be detrimental to a student's research if used incorrectly. Whether or not the use of AI will be determined as plagiarism is as follows:
NOT Plagiarism:

1. Using AI as a general search engine for information that will supplement the student's research
2. Asking AI questions for clarification
3. To help generate essay ideas and topics

Plagiarism:

1. Copying images or text without proper citations
2. To complete assignments that should be a student's own original thoughts
3. Using AI text information without checking references or possible plagiarism issues.
4. Using AI when forbidden by the instructor

Using AI in an incorrect manner as designated by the plagiarism section above will result in the paper being marked as plagiarism and receiving the same consequences as other types of cheating.

ATTENDANCE & ABSENCES

Regular class attendance is crucial to a student's academic success. School absences impact learning; **therefore, it is expected that students attend and participate in all classes.** While some absences are unavoidable, we kindly request that parents schedule appointments outside of school hours or during vacations. Upon late arrival on campus, the student must sign in. The following attendance policy is designed to promote regular attendance and ensure students' academic performance.

Excessive Absences and Loss of Credit

- If a student misses more than **11** class periods of any type (excused or unexcused), they will not receive credit for that class that semester. Students with documented chronic

illness or extenuating circumstances should contact administration immediately to determine a course of action success plan.

- Any student who misses more than 45% of a class will be counted absent.
- Students with excessive absences or tardiness may be denied re-enrollment or promotion.
- Parents should monitor and view their student's attendance through their parent Renweb account.
- Students and parents need to be thoughtful of the required days of classroom attendance when choosing nonessential absences from class.
- School-related absences (SR) such as field trips, academic and athletic contests, etc., do not count toward this number. Students must limit the number of school-related activities that will result in missed classes. Students have the option to decline participation in school-related activities that take them out of other classes if they feel that missing other classes creates an undue academic hardship. Teachers and administrators may assist students in limiting those activities if they result in excessive absenteeism or become detrimental to academic or class participation.
- College visit days for juniors and seniors do not count toward this number. To be excused from college visits, students must notify Dr. Meade and Carol Dearman in advance, arrange the visit through the college admissions office, and submit signed documentation of the college visit within 3 days of their return to school.
- The privilege of participating in graduation ceremonies may be revoked due to excessive absences or tardies even if academic credit is granted through another venue. The administration makes the final determination.

In cases involving extended or chronic illness or extreme circumstances, exceptions may only be considered when the parents, student and administration have conducted a proactive conference prior to the absence. These absences will not be excused retroactively.

If a student is unable to participate for an extended period of time in a physical education class, the student will not receive credit for the class. *Denial or granting of credit beyond the maximum number of absences is at the discretion of the administration.*

When a student is absent, the following general guidelines apply to *make-up work*:

1. Work missed due to an absence must be made up **within the number of classes absent plus one**; otherwise, a grade of zero will be recorded for missed assignments. **Prior knowledge of a test or project assigned before an absence will require the student to take the test or hand in the project on the first day back in school.** Projects/tests assigned to a student while they are absent will be scheduled on a case-by-case basis.

2. It is the student's responsibility (not the teacher's) to arrange work as necessary to meet this timetable. It is the student's responsibility to get notes and materials and meet with the teacher. A student is considered absent when they are more than 20 minutes late or are checked out more than 20 min early for class.
3. Teachers may choose to grade and/or provide feedback after grading/feedback on the current work of other students is completed. Any work turned in late will be graded after the other student's work that was turned in on time.

Co-curricular Related Absences from Class

Students (athletes and/or spectators) who will be absent from class for a school co-curricular event are responsible for taking the missed assessments (quizzes, tests) before departing campus**.** All papers and projects must be submitted before the student leaves campus. Students are also responsible for contacting their teachers directly by email before the scheduled event regarding the missed class and homework. The teacher determines the only exceptions allowed.

Note to students involved in extracurricular activities: Students need to learn how to plan ahead and manage their time effectively. Being an athlete or club member with long, proactive hours and possible late-night activities does not exempt a student from the responsibilities of being on time at school, attending classes, submitting assignments on time, or taking tests as scheduled.

As a general rule, students who are absent for more than 50% of the school day are not eligible to participate in athletic events or other school-sponsored activities that day. Exceptions may be considered for absences due to a documented medical appointment (with a physician's note) or a family emergency. All exceptions will be reviewed on a case-by-case basis, and final eligibility to participate will be determined by school administration.

Excused Absences

- All school-related absences (to include college visits for juniors and seniors), doctor's excuses, and absences due to extenuating circumstances (as determined by administration) will be excused. Doctor's notes should be submitted within 10 school days after returning to school. Without a doctor's note turned in, the absence counts as an unexcused absence.
- Five parent notes can be used per semester. Note that one parent note covers one school day. One parent note cannot cover multiple tardies or absences from different days. If a student is absent for three or more consecutive days, the student should provide a doctor's excuse (unless the absence is planned and pre-approved--see below). A parent note should be turned in prior to the absence or within 10 school days after returning to school. Without a parent note turned in the absence counts as an unexcused absence.
- All makeup work for excused absences, whether planned or unplanned, including tests, homework, projects, and written assignments, should be made up within 2

subsequent class meetings. When work is assigned in advance of the absence the teacher has the discretion of when the assignment is due.

- Planned, pre-approved absences--family trips, travel ball play dates, etc-- should be submitted to the Administration no less than 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 have the advantage of coordinating makeup work with the teacher(s). Teachers have the prerogative to require that makeup work be completed in advance of the absence(s).
- More than five absences, whether planned or unplanned, will be unexcused without a doctor's note or evidence of extenuating circumstances. Administration will use discretion to determine whether the absence is excused.
- College visits--juniors and seniors are allowed three (3) days per year to visit various colleges and universities—this should be submitted to administration no less than one week before the scheduled visit. Teachers have the prerogative to require that makeup work be completed in advance of the absence(s).
- For more specific requirements regarding make-up work of individual assignments, classwork, or tests, students should consult each teacher's class syllabus as it is considered the primary source of each teacher's expectations and practices.
- If a student accumulates more than five unexcused absences that are not school-related or excused by a doctor's note, the student may receive a deduction for tests, homework, projects, and written assignments. Note: A student can receive zeros on work for an unexcused absence
- After five unexcused absences, a student/parent conference may be required to discuss disciplinary actions i.e. (suspension-before, after or in-school) academic contract, suspension from extra-curricular activities or denial of invitation to re-enroll.
- There are no authorized "skip days" for seniors or any other group.

Tardies

- A student arriving at school more than 25 minutes late will be counted absent, and a parent note will be required for an absence to be excused. As noted above, only five total parent notes will be excused per semester.
- Five tardies to any particular class during the school day will count as one unexcused absence and results in a detention and may result in loss of certain privileges. As noted above, after five unexcused absences, a student/parent conference may be required to discuss further disciplinary actions.
- Excessive unexcused absences and/or tardies can result in the loss of school privileges.

Attendance Codes

- AU- Absence Unexcused
- A1- Parent Note 1, A2-Parent Note 2, A3-Parent Note 3, A4-Parent Note 4, A5 -Parent Note 5

- SR-School Related
- CV-College Visit
- EC-Extenuating Circumstance
- TU-Tardy Unexcused
- TE-Tardy Excused
- DR-Doctor Note

SEMESTER EXAMS

Semester exams/cumulative assessments are given in all subjects.

First Semester Exams:
All students will take exams for the first semester, with the exception of one core and one elective provided **no unexcused absences and an 85 semester average** in the selected classes. **Note* Second-semester students may not exempt the same exam both first and second semester.**

Second Semester Exams:
Second semester exams may be exempted based upon the following criteria:

1. For students in grades 7th–11th, the student must have an "A" average for the year in the class; seniors may exempt with an "A" or "B" average for the year in the class.
2. If the class is the second half of a full-year course, the student must have earned a "B" or higher the first semester.
3. A student can have no unexcused absences (parent note, doctor's excuse, or EC only) in the class and no more than 10 excused absences in the class the student is requesting to exempt. One parent note covers one school day. One parent note cannot cover multiple tardies or absences from different days. Second-semester students may not exempt the same exam both first and second semester.

This semester exam exemption privilege may be revoked for individual students as a consequence for misbehavior, including punctuality (excessive tardies).

ACADEMIC PROBATION

Students are placed on academic probation when they receive two or more grades of "F" in a grading period or when their grade average in academic classes for a grading period is below 70. Academic probation is designed to be an academic warning period. A student subject to academic probation for two consecutive semesters may be asked to withdraw from MA for one semester. After attending one successful semester at another school, he/she may reapply for admission.

Involvement in any extracurricular athletic activity is considered a privilege at Madison Academy, and participation is contingent upon maintaining academic and behavior standards. The purpose of creating a probationary policy is to signal to the student and his/her family that appropriate time and attention must be given to improving fundamental academic performance necessary for long-term student success. The policy has been created such that the student will

be in control of the length of the probationary period, thus motivating the student to remedy the situation as soon as possible.

For interscholastic athletic competition, the following standard meets and exceeds the eligibility requirements stated by the Alabama High School Athletic Association.

To represent MA in extracurricular athletic activities, a student must maintain high academic standards, and therefore will be placed on athletic probation if any of the following standards are not met at the end of any 9-week grading period:

- A cumulative 70 average in core classes (defined as taking the sum of the 9-week numerical grades for Math, English, Science, Social Studies and Bible dividing by 5 to obtain the cumulative average).
- A failing grade in no more than 1 class.

Alabama High School Athletic Association Eligibility Requirements

- Students entering the 10th, 11th and 12th grades must have earned during the last two semesters of school (and summer school, if applicable) at least six new Carnegie units with a minimum composite numerical average of 70 in those six units. Four core curriculum courses (English, mathematics, science and social studies) must be included in those units passed and averaged.
- Students entering the 8th and 9th grades must have passed during the last two semesters of school (and summer school, if applicable) at least five new subjects with a minimum composite numerical average of 70 in those five subjects.
- Students entering the 7th grade for the first time are eligible.
- A transcript from that school must establish the eligibility of a student who has attended another school during the preceding year before the student is permitted to participate.
- Accredited correspondence courses may be accepted by a school system, but must be completed and the grade received before the first fall contest. To be accepted, correspondence course must have prior approval from the principal.
- For eligibility purposes, extra work, make-up work, review, etc. may not be counted. Only one unit in physical education per year. If a unit or subject is repeated in summer school, the higher numerical grade for that unit or subject may be used to compute the composite grade average.

Students declared ineligible at the beginning of a school year may regain eligibility at the end of the first semester by meeting the academic requirements listed above during the last two semesters in attendance (and summer school, if applicable).

ATHLETIC PROBATION

The student will not be allowed to compete or travel with the team until the academic performance has improved. Improvement is defined as completing specific requirements by the midpoint of the following 9-week grading period, relative to the issue needing to be improved. Within three weeks—and with a weekly check-in—the student must complete the steps outlined below:

- Achieve a cumulative average of 70 or above in core subjects (defined as taking the sum of the 3-week numerical grades for Math, English, Science, and History/Social and Bible dividing by 5 to obtain the cumulative average).
- Achieve a grade of 70 in all but one subject where an F was given in the previous 9 weeks.

The Athletic Director will review grades of every in-season athlete in grades 9-12 at each 9-week grading period and notify the student, parents, teachers, and head coach of the student's probation status. For each student placed on probation, the Athletic Director will review the improvement status at the 3-week mark and will reinstate full extracurricular privileges at that time if the above improvement standard has been met. If improvement does not meet the standard at the 3-week mark, the student will continue on athletic probation, and review of the specific situation will be continued every 3 weeks, until the standard is met.

ATHLETIC ELIGIBILITY COMPLIANCE DOCUMENTS

To be eligible for participation in interscholastic athletics at Madison Academy, a student must have on file in the Athletic Department Compliance Office:

- Proof of medical/hospitalization insurance for the student (Madison Academy does not provide hospitalization insurance for athletes.)
- A physician's physical exam report that is no more than 1 year old
- STAR SPORTSMANSHIP Certification
- Copy of Birth Certificate
- Concussion History Form

DISCIPLINE GUIDELINES

Madison Academy students are expected to be good citizens, maintain a wholesome attitude, respect their fellow students, and show respect for the administration, faculty, and staff.

Teachers handle discipline problems in their classroom using appropriate disciplinary procedures (see individual teacher's syllabus for classroom expectations). Teachers notify parents through FACTS (RenWeb)/email communication to inform parents that their son/daughter has had or is having a discipline problem. For serious problems, the teacher will notify the counselor and/or administration, who will take appropriate action. If needed, a conference with the parents, teacher(s), student, counselor, and/or administrator will be arranged.

A parent(s) who disagrees with a teacher's discipline decision may request a hearing with the upper school principal within 5 days of the notification of discipline. If disagreement still exists after this meeting, the parent(s) may request a hearing with the president within 5 days of the initial meeting with the administration. If there is still dissatisfaction with the discipline decision, the parent(s) may appeal to the Executive Committee of the Board of Directors; however, suspension or expulsion penalties will remain in effect until the Executive Committee renders a decision, which is final.

Minor Infraction Examples (list not all inclusive):

- Disruptive behavior in the class or halls
- Display of affection
- Littering
- Tardies
- Violation of cell phone policy
- Violation of dress code or hair code

Intermediate Infractions Examples (list not all inclusive):

- Pattern of minor infractions
- Inappropriate or offensive comments
- Profanity or obscenity (verbal or written)
- Improper behavior at school activities
- Defiance of any kind
- Vandalism
- Fighting or bullying (intentional physical contact)
- Possession or use of tobacco in any form, including vaping and/or devices (Vaping can be considered a major infraction)
- Disrespect and/or open, willful disobedience to teachers or staff
- Public display of affection
- Skipping school or class
- Stealing less than $50

Major Infractions (list not all inclusive):

- Possession or use of alcoholic beverages or drugs
- Use of vaping on school campus
- Indecent sexual behavior (heterosexual or homosexual)
- Weapon or fireworks on campus or at a school function
- Committing a criminal offense
- Stealing property valued at $50 or more
- Criminal mischief- willful damages in excess of $50
- Membership or involvement with a gang or gang activity
- Aggravated battery -intentionally causing bodily harm to someone
- Threats or acts of gross violence
- Supplying illegal material on campus (not all inclusive ex.vapes, pornography)
- Repeated and/or multiple violations of lesser infractions
- Misuse of technology (including school-owned devices or personal devices) – such as, pornography, cyberbullying, profanity, misrepresenting an identity.
- Any blatant act of academic dishonesty

- Providing false information

Appropriate discipline will be given for minor or intermediate infractions and will be administered by the upper school principal or his/her administrative team. Disciplinary actions which involve more than 3 days of out-of-school suspension, including expulsion, will be determined by the president, the upper school principal, and his/her administrative team. Expulsion may result from the first violation of a major infraction or from a combination or number of infractions such as accumulated detentions, suspensions for various offenses, constant minor classroom disruptions, or continued exhibition of a non-Christ-like attitude. When a student is non-responsive about improving behavior the student may be considered for expulsion. In the event that the decision is made to expel a student from MA, the student and the family will receive written notice of the expulsion and an outline for appealing the decision to the Executive Committee of the Board, if desired.

CONSEQUENCES for MINOR RULE INFRACTIONS

- First offense: offense documented and parents may be notified
- Second offense: one day detention (one hour or in-school suspension one block)
- Third offense: multiple detentions or in-school suspension all day
- Fourth offense: A parent conference may be required and the student subject to more serious consequences i.e. suspension from school (zeroes for all classwork missed), suspension from extra-curricular activities, behavior contract, etc….

CONSEQUENCES FOR INTERMEDIATE OR MAJOR RULE INFRACTIONS

For more serious rule infractions, the nature and circumstances of the offense will dictate the consequences. The principal and administration will exercise reasonable discretion to determine the appropriate consequence. Possible consequences are as follows (list not all-inclusive and consequences may be combined depending upon the nature of the offense):

- Detention (one day or one week)
- In-school suspension (ISS-suspension all day but able to work on assignments)
- Out-of-school suspension (OSS)----All graded assignments are to be completed and will receive 50% credit. On the day that the student returns to school the test/assignments must be completed. There will be no study day provided.
- Forfeit of honors
- Forfeit of offices held in school organizations
- Forfeit of participation in extracurricular activities
- Loss of privileges
- Behavior contract (see below)
- Immediate expulsion
- MA Community service

BEHAVIOR CONTRACT

Please see the sections entitled EXTRA-CURRICULAR ACTIVITY ACADEMIC ELIGIBILITY STANDARDS, ATTENDANCE, and DISCIPLINE for details regarding standards to avoid probation.

Students may be placed on behavioral contract probation when a student shows a pattern of violating school rules. The student's behavior will be monitored closely to determine if the student will be allowed to continue at Madison Academy, and any careless act or questionable attitude will be a basis for dismissal. Also, students placed on behavioral probation risk forfeiture of his/her privilege to participate in extracurricular activities, including athletics and field trips, at the discretion of the administration, sponsors and coaches. While on behavioral probation, a behavior management contract will be drawn up stating expectations the student will meet in order to continue attending Madison Academy. At the discretion of the administration, students may be placed on behavioral probation at the beginning of a new school year based upon behavioral problems displayed during the previous school year.

DRUG AND ALCOHOL POLICY

For the purpose of this policy, Madison Academy defines "drugs" as the following:

1. Illegal substances, drug paraphernalia, and/or alcoholic beverages
2. Known over-the-counter medications, prescription medications, or other substances which can be used for mind-altering experiences, unless such medication is registered with the Director of Health Services as treatment for the student from a physician

   Note: Since some vapes include forms of THC, vape devices can be considered as drug paraphernalia or illegal substances.

Statement of Expectation: Possession, transfer, sale, or use of drugs, or alcoholic beverages on campus, or at any school-sponsored extra-curricular activity, is strictly prohibited. Furthermore, students observed to be under the influence of any illegal substances on campus, or at any school-sponsored extra-curricular activity, are subject to immediate confirmatory action (e.g. drug testing) at the parents' expense. Confirmation of any of the above will result in the Discipline Clause (see page 27-29).

Drug Testing:

Due to the seriousness of drug use/abuse among our nation's youth, parents are encouraged to look for warning signs of illegal drug use by their children. In order to give our students another reason to "say NO to drugs" AND to HELP identify those needing support, counseling, and treatment, Madison Academy has instituted a two-pronged approach to its drug testing program.

First, at the sole and absolute discretion of the administration, any student can be asked at any time to take a drug test of the school's choosing. Secondly, the school may randomly test students in grades 7 through 12 for drugs. The number of students selected, the particular students selected, the dates of testing, the particular test chosen, and all other aspects of such testing will be determined by the administration at its sole and absolute discretion. The school will pay for such drug testing. Any student who refuses to submit to drug testing or who, in the opinion of the administration, makes an effort to tamper with, alter, or sabotage the test in any manner (including, but not limited to the shaving or other removal of body hair) may be dismissed.

Random Drug-Testing

Our belief is the inclusion of random and periodic testing will encourage our students to make better decisions and will help maintain a healthy school community. The goal of testing is to partner with families to encourage a drug-free environment for all.

- We believe a drug-testing program gives students a strong reason to refrain from experimenting with illegal substances.
- We believe a drug-testing program will help to identify students who are experimenting with illegal substances and will provide the help and accountability they need.
- Our drug-testing program strives to maintain privacy for our students and families.

Voluntary Admission: Any student who voluntarily admits drug or alcohol use prior to discovery by observation or random testing/search is subject to the Recovery Program Clause (see below).

Non-Voluntary Admission: Any student who, through random testing, searches, or observation by a school employee is found to have used drugs or alcohol is subject to the Discipline Clause (see below).

Discipline Clause: Out-of-school suspension may be immediately enforced while further disciplinary actions are being considered by the administrative team outlined on page 37 , under "CONSEQUENCES FOR INTERMEDIATE OR MAJOR RULE INFRACTIONS." The committee will render a decision after all needed information is gathered. The Recovery Program Clause (see below) may also be enacted at the Committee's discretion.

Recovery Program Clause: For students who are not expelled, a recovery program will be instituted to reflect the specific drug policy infraction. This program will be under the jurisdiction of the school's administration and may include, but is not limited to, the following:

1. A required schedule of substance testing
2. A defined counseling plan
3. Behavior probation

The administrative committee will present their decision to the student and parents, with the understanding that the requirements set forth by the committee are to be met completely. Failure to adhere to the specified recovery program will result in expulsion.

See Addendum** which includes the **Health and Wellness Initiative (Grades 9–12)

- The Health and Wellness Initiative supplements—not replaces—the Drug & Alcohol Policy.
- "The Health & Wellness Initiative addresses wellness screening for repeated substance use, while the Drug & Alcohol Policy governs disciplinary violations involving possession, use, sale, transfer, or impairment on campus or at school activities."
- Detailed Testing procedures are outlined in the Health and Wellness Initiative.

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, slurs, jokes, and other verbal, graphic, or offensive conduct relating to race, color, sex, or national or ethnic origin. Bullying includes, but is not limited to, physical or verbal aggression (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, intimidating others). The school also prohibits cyber bullying (creating websites, instant messaging, e-mails, using camera phones, posting messages on social networking sites, or using 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 will be subject to disciplinary action, including dismissal from 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, harassment, or coercion of any kind. We expect all students to treat each other with courtesy, dignity, and respect. Madison Academy does not tolerate violation of federal and state laws prohibiting sexual harassment. Sexual harassment is a form of misconduct constituting a 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; requests for sexual favors or physical contact of a sexual nature; or creating a hostile, abusive, or offensive environment due to sexually suggestive conduct. Students who believe they are targets of sexual harassment should report such conduct immediately to any administrator. A prompt and thorough investigation of the alleged incident will be conducted, and appropriate corrective action will be taken. 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.

SEXUAL MISCONDUCT

MA upholds a Biblical view of sexual morality (1 Thessalonians 4:3-5). Therefore, we expect students to refrain from sexually-promiscuous behavior on or off campus. Violations of this nature can result in student disciplinary action up to and including suspension or expulsion.

Students or parents who are disruptive to the school environment by promoting lewd conduct and/or a promiscuous lifestyle (which includes but is not limited to homosexual, bisexual,

heterosexual, or transgender in nature) that are not in harmony with Madison Academy's Statement of Christian Heritage, are subject to disciplinary action and can result in the expulsion of a student. The Administration reserves the right to use its own discretion to determine, on a case-by-case basis, what constitutes a disruption of the school environment. The Administration also reserves the right to make inquiries of students and parents regarding these issues.

SEARCHES

The school reserves the right to inspect and conduct a search of a student's locker, book bag, backpack, computer, vehicle, and any other possession or property on the school premises or on a school-sponsored trip. Inspections and searches may be conducted on a routine or random basis, as deemed necessary. Further, the school has the right to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, the possession of which is a violation of the school's rules, community standards, and/or local and state law.

SELF-REPORTING VIOLATIONS

Parents and students are encouraged to self-report serious infractions to the principal. Open attitudes and communications demonstrate that the student recognizes the need for honesty and taking responsibility for his/her actions. On the other hand, students who try to cover up infractions, deflect blame, or otherwise obfuscate the truth will be subject to steeper disciplinary measures.

MATERNITY/PATERNITY

In the event a female student becomes pregnant or a male student causes a pregnancy, we want what is best for the prospective parent(s) and child. Pregnancy itself is not a sin, and, in implementing this policy, we want to be clear to not confuse the act of immorality with the value of the child. MA values the sanctity of life. The purpose of this policy is intended to be restorative in nature. We want to encourage and foster an atmosphere of compassion and support in which a pregnant student will feel strengthened in her decision to preserve her pregnancy and will not, at any time, feel compelled to seek an abortion. However, in an effort to support what is best for the prospective parent(s) and the child, it is important for all parties to understand that young men and women facing parenthood face special difficulties as they prepare to bring a new human life into the world, and we do not believe, in most situations, that MA will be able to meet the physical, emotional, and spiritual needs of a student facing such
situation. It is our anticipation that the long-term educational plan for such student(s) will likely involve a transition to an environment better-suited to meet the students' new needs.

Accordingly, when a current MA student becomes pregnant or aware that he is a prospective parent, the student shall immediately inform the administration of the situation. The student's parents should accompany the student to a meeting with the administration as quickly as reasonably possible to discuss a plan to assist the student in preparing for what lies ahead. The student will immediately be placed on out-of-school suspension for a limited period of time for the parents, student, and the administration to work together to develop a transition plan that is in the best interest of the student's continued spiritual and academic future. The goals of the transition plan will be (i) to assist the student in making plans for his/her future and the future of

the child (ii) to get the student to a point academically that will enable the student to more easily continue his/her education in whatever manner is recommended by the administration or otherwise determined by his/her parents, and (iii) to encourage and restore the student spiritually during a difficult and stressful time in the student's life.

If the administration determines that homebound coursework is warranted under the circumstances, continued enrollment at MA will be subject to the following conditions:

1. Abortion is not an option to be considered in dealing with the pregnancy.
2. Parents and students will agree to ongoing counseling with their minister or a Christian counseling professional that is approved by the administration.
3. The student will attend and complete pregnancy counseling/parenting classes with a Christian counseling program that is approved by the administration.
4. Academic standards of the school should be maintained.
5. The student will forfeit any student leadership positions and will not be allowed to participate in student activities.
6. The student may be subject to additional fees that will be assessed to compensate for the additional time and resources that may be needed to provide and monitor meaningful homebound coursework. These fees will be discussed with the family in connection with the development of the transition plan.

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.

MARRIAGE

Madison Academy is a coeducational institution that expects students to maintain high standards of moral purity and remain accountable to their parents or guardians. Married students are classified by law as adults and are no longer subject to the will of their parents. Additionally, the educational environment of MA is not designed to respond to the needs of young, married persons. Therefore, married students will not be enrolled and will be terminated from enrollment in this school should a student get married.

Cohabitation is an unacceptable lifestyle. A student living under such conditions will neither be accepted for enrollment nor permitted to continue attending MA.

NOTE: The above policies relating to sexual promiscuity, pregnancy, and marriage govern both male and female students.

MADISONACADEMY

Rev. 4/13/26

ADDENDUM

2026-2027 Health and Wellness Initiative

Substance Abuse Testing

In order to more closely partner with families, we are implementing a new Student Health and Wellness Initiative for the 2026-2027 school year.

Students face ongoing pressures and temptations related to mind-altering substances, including illegal drug use. The goals of this initiative are to:

- Detect concerns early for students who may be struggling with substance abuse.
- Provide an additional, practical reason for students to say "no" to drugs and alcohol.
- Use aggregate (non-identifying) trend data to help guide education, prevention, and student-support resources.

Testing Upper School students (grades 9-12) for substance abuse is a health-and-wellness initiative, with much more than just a disciplinary focus. Substance abuse is defined as *consistent* use over time of a mind-altering substance. This initiative is structured to be impartial and confidential. It will identify substance abuse problems privately and proactively. The goal is wellness for students at Madison Academy.

1. Students Covered

Applies to all Upper School students in grades 9–12 for the 2026-2027 school year.

2. Testing Method and Vendor

Beginning in August 2026, Madison Academy will conduct hair-sample collection for drug screening.

- Madison Academy will have trained personnel to collect hair samples.
- A third-party testing company will perform analysis at a licensed laboratory facility.
- For the 2026–2027 school year, the approved testing company is Psychemedics Corporation (www.psychemedics.com).
- All sample collection and transfer will follow the testing company's chain-of-custody protocols.

3. Possible Panel Screening

Hair samples may be tested for substances, including, but not limited to:

- Marijuana (THC)
- Delta-8/Delta-9
- Opioids
- Amphetamines
- Cocaine
- Fentanyl
- Nicotine
- Alcohol

Madison Academy encourages parents to thoroughly review results to confirm what substances are tested for during each screening.

The list of substances tested will be reviewed periodically and may be modified or expanded as deemed appropriate, and can be changed without prior notice. Parents can request additional testing for specific substances at their own expense.

4. Self-Reporting

Any MA student involved with drug use is encouraged to seek help by speaking confidentially with a MA counseling staff member or a member of the administration. No disciplinary action will be taken at that time, and our faculty and staff will help the student and family find appropriate resources to help

.

5. Testing Schedule

A. Universal Baseline Test (August 2026)

All students in grades 9–12 will participate in an initial universal (baseline) screening in August 2026. Any student who enrolls in grades 9-12 after the initial test will also take part in the screening. These results will screen for consistent use of substances within the previous 90 days. Any student who enrolls after the August baseline testing will be included in an upcoming testing window.

B. Random Testing (Following Universal Baseline Test)
After the baseline test, the testing company will randomly select students for additional testing.

- Random selection will be generated entirely by the testing company using student identification numbers.
- Madison Academy will have no role in choosing which students are selected.
- Random testing will occur during the remainder of the school year.

6. Chain of Custody For Test Samples

A. Test samples are collected by trained and certified registered individuals at Madison Academy.
B. Test samples are sent directly to Psychemedics from Madison Academy.
C. Psychemedics is solely responsible for lab testing.
    a. Psychemedics only receives a sample and an identification number.
D. Psychemedics contracts Secure Test Results (STR) as a third-party designee to communicate test results.
    a. STR connects the identification number and sample results to the student's name and contact information.

7. Reporting, Confidentiality, and Data Use

A. Parent Notification
For each testing cycle (universal or random), parents/guardians will receive student-specific test results. Secure Test Results (STR) will communicate the results directly to parents, whether positive or negative.

B. School Access to Results

- After the initial baseline screening, student-specific results will be provided directly and exclusively to parents/guardians.
- Madison Academy will not receive student-specific results from the baseline screening; however, the school may receive aggregate, non-identifying trend information (example: “3 of 73 ninth-grade students tested positive for ???”).

C. School Notification Trigger (Second Positive)
If a student receives a second positive test result, Madison Academy will be notified and will initiate the response outlined below.

8. Response to a First Positive Test Result

STR will communicate the results of the first test directly to parents via email and or phone call. If a student tests positive, STR will contact parents to review results and answer questions.
*The school will not be notified of the first positive test result.

9. Response to a Second Positive Test Result

A second positive test at Madison Academy will be reflected in the student's internal, confidential record and will result in additional intervention steps. The intervention and growth plan is outlined below.

Depending on the circumstances and at the school's sole discretion, the student may also face disciplinary consequences according to the policies in the 2026–2027 Upper School Parent/Student Handbook, up to and including dismissal.

A. Required Meeting
Upon a second positive test result, a meeting will occur with Student, Parent(s)/guardian(s), Madison Academy President, Upper School Principal, and School Counselor. The meeting will review the test results and establish a plan consistent with the Madison Academy Code of Conduct and wellness expectations.

B. Intervention and Support Plan
The school's response may include, but is not limited to, the following "growth path" as outlined in an official document:

- Parent/guardian consultation with the Upper School Principal and Counselor
- Regular student monitoring and support check-ins with a Madison Academy counselor.
- Engagement with a licensed counselor and/or substance abuse provider.
    - The counselor or agency will guide the family regarding any additional services required.
    - Outside counselors must have the ability to speak with Madison Academy's counselor to verify participation and/or attendance.
    - The student will agree to a behavioral success contract.
    - All costs for evaluation and treatment are the responsibility of the parent(s)/guardian(s).

C. Extracurricular Participation

Upon a second positive test result, the student will be suspended from participation in all extracurricular competitions and events for a minimum of three (3) weeks. The student may continue to attend practices during this period unless otherwise determined by the school. After three weeks, the school will determine whether full participation may resume based on compliance and progress.

D. Failure to Comply

If the student and/or parent(s)/guardian(s) refuse professional assistance or fail to comply with the requirements established by the school, the student will be dismissed from Madison Academy.

10. Response to a Third Positive Test Result

If a student tests positive for a third time:

- The student will be dismissed from Madison Academy.
- There will be no possibility of readmission for at least one (1) year, and only after the student has completed a treatment program of at least 28 days with credible proof that the student is drug-free.
- A senior dismissed for a third positive test will not be eligible for readmission.
- Even if eligibility conditions are met, readmission is not guaranteed.

A. Readmission Process (if applicable):
   - The student must submit a standard admissions application.
   - The student must meet all standard admissions requirements, including evidence of appropriate conduct and continued academic performance at another school.

B. Post-Readmission Monitoring

   If readmitted, the student will be subject to regular re-testing (monthly after 100 days), at the parent's/guardian's expense, for one calendar year. Any subsequent positive result will result in permanent dismissal with no possibility of re-admission.

11. Right to Conduct Additional Testing Based on Reasonable Grounds

The school reserves the right to require additional testing using saliva, breath, blood, hair, and/or urine if there are reasonable grounds to believe a student has used illegal substances. In such cases, Madison Academy will follow its current disciplinary response under the existing drug and alcohol policy in the Parent/Student Handbook.

Possession, transfer, sale, or use of drugs or alcoholic beverages on campus, or at any school-sponsored extracurricular activity, is strictly prohibited. Furthermore, students observed to be under the influence of any illegal substances on campus, or at any school-sponsored extracurricular activity, are subject to immediate confirmatory actions (e.g., drug testing) at the parents' expense. Confirmation of any of the above will result in the Discipline Clause in the Parent/Student Handbook.

12. Retesting Option

A student or parent/guardian may contest a positive result by requesting a re-test at the parent's/guardian's financial expense (Must be paid within five (5) days of the positive test result). The challenge and retest request must be sent in writing to the Upper School Principal.

- The sample must be collected by Madison Academy and sent to Psychemedics for analysis.
- The request for re-testing must be initiated within five (5) days of parental notification of the positive result.

13. Legal Action

Madison Academy personnel will not initiate criminal charges or other legal action against a student solely based on a positive drug test.

14. Consent and Cooperation

Enrollment or continued enrollment at Madison Academy constitutes acknowledgment of and consent to the Student Health and Wellness Initiative and its procedures. Parents/guardians agree to cooperate fully with all aspects of the program.

Any student who refuses to participate in drug testing, or who attempts to evade or interfere with the testing process, will be treated as having received a positive test result and will be subject to the same action as a confirmed positive test.

15. Administrative Discretion

The school reserves the right to respond appropriately based on the circumstances, including student safety, student history, severity, and compliance with required steps.

16. Program Limitation Statement

Madison Academy does not assume or undertake any duty to detect, prevent, or identify student substance use or abuse. This program is a supportive measure only, and the school makes no representation or guarantee that substance use and/or abuse will be discovered.

*Madison Academy reserves the right to modify this policy in subsequent years as technology and needs change.