



INTERNATIONAL  
CHRISTIAN ACADEMY

*Parent & Student  
Handbook*

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### **MISSION STATEMENT**

International Christian Academy exists to develop servant-minded leaders for Christ through academic excellence and Christian character.

### **VISION STATEMENT**

Our vision is to glorify God by developing and releasing strong leaders with Christ-like character.

ICA represents one of the three major influences in the life of each child: the home, the school, and the church. We will achieve the optimal success in a child's development when this three-fold cord works in partnership.

Relationships are God's idea for the community; therefore, all relationships at ICA are about partnership, honor, and discipleship dictated by God's principles and teachings.

## WELCOME

Dear ICA Parents,

I am so thrilled to welcome you and your family to ICA. Over twenty years ago the ICA dream was conceived during a prayer session in my small office on West Sahara. At the time we didn't own a building or land, and we didn't have any money. I've never heard God's voice or seen writing on the wall, but that day I clearly had a thought that shook me up: start an academy that will emphasize excellence in all things. It took a truck load of miracles and willing people who gave, taught and led our little school.

We are all so proud of some of the graduates that have gone on to high school, college and careers.

So many people have mentioned the common denominator in all our graduates: excellence. Many have become valedictorians, scholarship recipients and award winners. In my opinion there is one more quality that has emerged: they are good people. I'm proud of all our students, teachers and administrators.

This year has also become very significant to me. Cathy Polyak has been chosen as our new principal. I must admit that I saw this coming for several years. After 14 faithful years as a top educator in our school she is ready for the next step. She's following two previous principals that were excellent. Bob Mekus had the longest tenure and played a crucial role in making ICA an excellent school. Lisa Adams helped ICA at a pivotal chapter in our history. We are so grateful for their leadership.

Besides our stellar academics and character development, ICA has started a soccer academy that has far exceeded our original expectations. One of our teams has won the league championship two years in a row, and all our players have played significant roles on club teams around our city. It seems like ICA is becoming what it was originally designed to be; a thoroughly international institution with the highest standards of academics, athletics and spirit.

Your commitment and involvement will only make us stronger. It's my prayer that together we will continue to build ICA. It is an academy that we can all be proud of, and our children and grandchildren will become world changers.

Thanks for partnering with us.

Go, Warriors!

Paul Marc Goulet  
Senior Pastor, ICLV

Dear ICA Families,

It is my great honor to welcome you to the 2018-2019 school year! I have called the International Christian Academy home for the past fourteen years. Not only have I spent these years as a professional educator at ICA, but I have also had the privilege of being a parent of two ICA graduates. My daughters are both attending college now, and I can confidently say that it was the strong foundation they received at ICA that helped them become successful students and leaders.

Today, it is more important than ever before that children develop the core values necessary to becoming strong leaders. Honor for God, an excellent work ethic, compassion for others, and growing in leadership are attributes that help build great citizens. Our goal is for every child we teach to become a strong leader within the framework of a life rooted in love and excellence. These core values, along with developing a life-long love of learning, will propel our students to make a significant impact on the world in which they live.

It is my prayer and desire that your children will thrive in every way this year, and that together, we will see them grow and demonstrate their full potential spiritually, academically, relationally, and physically. It is going to be an amazing year at ICA!

Thank you for choosing our school to serve your family's educational goals. We are grateful for the opportunity to partner with you and are committed to their success!

With much love and respect,

Cathy Polyak  
Principal  
International Christian Academy

***Train up a child in the way he should go, and when he is old he will not depart from it. Proverbs 22:6 NKJV***

## **STATEMENT OF FAITH**

The International Christian Academy is a ministry of the International Church of Las Vegas. Both institutions stand firmly on the changeless Word of God as expressed in the following statement of faith.

### *The Holy Scriptures*

We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:15, 2 Peter 1:21).

### *The Godhead*

We believe there is only one God, eternally existent in three persons—Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30).

### *The Person and Work of CHRIST*

We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life (Hebrews 4:15, 7:26); His Miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25, Corinthians 5:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11, Revelation 19:11).

### *The Total Depravity of Man*

We believe in the absolute necessity of regeneration of the Holy Spirit for salvation because of the exceeding sinfulness of human nature: and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16-19, 5:24, Romans 3:23, 5:8-9, Ephesians 2:8-10, Titus 3:5).

### *The Resurrection*

We believe in the resurrection of both the saved and the lost; they are saved unto the resurrection of life, and they are lost unto the resurrection of damnation (John 5:28-29).

### *The Unity of Believers*

We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).

### *The Holy Spirit*

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, 1 Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18).

## **ORGANIZATIONAL STRUCTURE AND AFFILIATIONS**

International Christian Academy is a recognized "Exempt School" by the Nevada Department of Education. As a private exempt school, ICA is operated under the

provision of NRS 394.211 and as such is exempt from the provisions of the Private Elementary and Secondary Education Authorization Act. International Christian Academy offers equal to or above Nevada standards education and each grade level completed at ICA is recognized and fully transferable.

**NON-DISCRIMINATORY POLICY**

International Christian Academy admits students of any race, color, nationality, and ethnic origin and reserves the right to deny admission to any individual whose academic or personal needs are beyond our ability to meet. We recognize that a variety of schools exist to meet the needs of students with special needs, e.g., severe learning disabilities, impaired vision or hearing. We base our recommendation for another school on our inability to meet the unique needs of a student. We reserve the right to deny admission to any individual whose family or personal lifestyle is not consistent with the philosophy or purpose of the school. We recognize and respect the religious background of every student, but reserve the right to teach by our biblical statement of faith. ICA reserves the right to screen employee applicants by their religious or spiritual convictions.

**SCHOOL HOURS**

School begins at 8:00 a.m. and ends at 3:00 p.m. Middle School hours are 8:00 am to 3:07. Children on campus before 7:30 a.m. or remaining after 3:15 p.m. will be taken to the Extended Care Program and parents will be billed according to fees set (Please see next section for extended care information). After 3:30, students cannot remain on campus unless enrolled in our fee-based extended care program. If students are picked up and signed out before 3:30 there will not be a charge. Students must be signed out, or the parent will be billed. Failure to sign your student in or out of the Extended Care program may result in dismissal from the program.

**EXTENDED CARE**

Adult supervision of ICA students is offered before and after school.

HOURS	PAYMENT
6:30 a.m. – 7:30 a.m.	0-9 hours - \$5.00 an hour
3:15 p.m. – 6:00 p.m.	10 and above - \$50.00 a week

Students will not be accepted for drop off before 6:30 a.m. Before or after care is \$5.00/hour, regardless of the amount of time spent in the hour. Students on campus 30 minutes before their classes begin or remaining on campus more than 30 minutes after their class dismisses are automatically signed in to the extended care program and are charged for this service through the 8th grade.

Parents must read and sign the extended care parent commitment guideline form prior to their student attending the extended care program. A new contract is to be filled out at the beginning of each year your child is in the program.

### **LATE PICKUP**

Punctual pickup of your child is necessary for the well-being of both child and staff. After our closing time of 6:00 PM, you will be charged a late fee. The time will be recorded and the fee added to your account as follows: tardy pickup fee will be \$5.00, plus \$1.00 for every minute after 6:00 PM. Please, if there are any disputes over late fees; refer your complaints to the extended care director within thirty (30) days. If a child has not been picked up within 1 hour of closing time, child protective services could be called as per State regulations.

### **ATTENDANCE**

Regular school attendance is required. In order to demonstrate conformity to national standards individual student absences should be limited to a maximum of ten (10) total absences per semester in any given class. A student's medical illnesses or conditions may prevent a student from meeting the above goal, and absences which are due to the student's physical or mental inability to attend school, if properly documented and submitted to the school within the timelines defined by this regulation, will be included in the determination of a student's denial of credit or retention if the student has completed course-work requirements.

In the event of an unplanned absence, the parent or guardian is required to call the office before 9:00 AM concerning the absence. Students are to make up required assignments. When requesting such assignments please allow the teacher until 3:15 p.m. to compile the assignments. The parent/guardian will need to make arrangements to pick up homework and deliver to student. The work is due the day after the student returns from an absence unless other arrangements are made in advance. Previously scheduled long-range assignments are due the first day of the student's return to school.

Parents are required to send a note or an email upon their child's return to school. These notes should be delivered to the attendance office and to the homeroom teacher. Failure to comply may result in being deemed truant.

Students with attendance difficulties are placed on probation for one quarter. Promotion to the next grade is greatly jeopardized when a student is excessively absent from school in any given quarter. Thus, the final decision to retain a student is at the discretion of administration. Any student (1st -9th) re-enrolling with excessive absences and/or tardiness must meet with the principal for continued enrollment.

### *Absences*

There are two types of absences. Both types count toward the school years' allotment of twenty total days. An excused absence is a legitimate reason for not attending school and any other would be considered unexcused.

NOTE: Three unexcused tardies will result in one unexcused absence.

#### *Excused absences:*

- Illness (fever, vomiting, cough, etc.)
- Injury that would make it impossible to get around campus or the doctor has ordered the student to stay home
- Death in the family
- Medical or dental appointments that could not be made without conflicting with school hours (these MUST have a doctor's note upon returning)
- Extended illness or injury—in these extreme cases there will be medical reports. A contract will be drawn up between teacher, parent/guardian, and the student involved, in which it can be documented that the student will and has made up the missing work and hours through home/ hospital schooling. Work insufficiently made up may result in retention or loss of credit.

#### *Pre-arranged absences:*

May be approved for a unique travel opportunity (a special destination, a special occasion, or a non-ICA sponsored mission trip). It is, of course, best if these trips are planned during the breaks in our academic year. When these opportunities will result in lost hours and schoolwork, parents must fill out a pre-arranged absence request and return it to the principal for approval. If the prearranged absence is approved, a contract between teachers, parent/guardian, student, and the principal is formed. Work insufficiently made up may result in retention.

Excessive absences adversely affect a student's academic performance and disrupt the classroom environment. Absences are documented by each teacher for each class period and recorded by the office. Students and/or parents are responsible for checking with the office, individual teacher, or RenWeb to see how many times a specific class has been missed.

#### *Tardies*

Excused—Traffic accidents and personal emergencies are only granted by the principal's approval.

Unexcused— Late car pools, running out of gas, oversleeping, traffic in general, missing school supplies, etc.

Student tardiness is a serious disruption to the educational process. Tardiness interferes with time to teach and infringes on the educational rights of other students. Students are required to be ready for class when the bell rings. K-5 students arriving after the

start of their school day must report to the front desk to receive a tardy pass for entrance to class. MS students must report to the middle school office. Any student who is tardy will not be admitted into the classroom without a pass.

Secondary students entering class after the first 20 minutes are considered absent from class. Elementary students: a tardy becomes a 1/2 day absence if more than one hour and fifty-five minutes is missed and becomes a full day absence if more than 3 hours and 45 minutes is missed of the instructional day.

Each student is allowed a total of ten (10) unexcused tardies per year in order to accommodate for unforeseen difficulties in the morning, such as traffic, illness, car troubles, etc. After ten (10) unexcused tardies parents will be required to escort their child to the front desk to obtain a tardy pass in order for the child to be admitted to class.

If this fails to change the tardy behavior and the student has more than 20 unexcused tardies, ICA will not admit the student to class on the days they are tardy in order to preserve the positive learning environment in the classroom. The parent will be responsible for their child on those days and the student will need to make up all the missed work. Administration reserves the right to refuse re-enrollment of a student who is consistently late.

*Excessive unexcused tardiness*

Both excused and unexcused tardies require a parent/guardian signed note, phone call, or email stating the student's full name, date, time, and reason for tardiness. twenty (20) unexcused tardies the remaining unexcused tardies will be tallied and result in unexcused absences. Three unexcused tardies are equivalent to one unexcused absence.

Recognition is given at the end of each school year for students whose attendance is perfect (0 days absent) or excellent (1 or 2 days absent).

**2<sup>nd</sup>-8<sup>th</sup> GRADING SCALE**

A standard scale is used in second through 8th grade to determine grades. This ensures a standard of excellence toward which students may strive. The following is the scale used:

A+	97-100	A	94-96	A-	90-93
B+	87-89	B	84-86	B-	80-83
C+	77-79	C	74-76	C-	70-73
D+	67-69	D	64-66	D-	60-63
F	59-50				

### **1<sup>st</sup> - 8<sup>th</sup> HONOR ROLL**

Students are awarded annually for the following in a public forum:

Scholarship with Distinction/Honor Award: all grades are at least a 94% (A) and above

Gold Honor Roll: all grades at least a 90% (A-) and above

Silver Honor Roll: all grades are at least an 80% (B) and above for all semesters.

All core academic subjects are included in the calculation for academic honors recognition.

- Elementary (1-5) are Bible, Math, Language/Phonics, Spelling, Reading, History, and Science.
- Secondary School (6-8) is Bible, Math, English, History, Science, World Language, Physical Education, and electives.
- Secondary School (9-12) is Bible, Math, English, History, Science, Worldview, and electives.

The instructional staff of ICA will strive to provide ongoing recognition of our student's achievements throughout the school year. Along with academic honors (which are an important cumulative measurement), we affirm the other accomplishments of our students such as good and excellent attendance, the demonstration of Christ-like character, and success in athletic and academic competitions.

### **END of YEAR HONORS/AWARDS**

The End of the Year Honors Awards will be a time to honor each student's hard work and personal growth throughout the academic school year. We look forward to this time where we can reflect and acknowledge involvement and accomplishments made by our outstanding students.

Secondary School End of the Year Honors Awards Ceremony will be separate and will be by invitation only.

### **PROGRESS REPORTS AND REPORT CARDS**

Grades are available at all times through ParentsWeb for 1<sup>st</sup> – 10<sup>th</sup> grades; however, progress reports may be obtained upon request to the teacher. Four (4) official report cards are available on ParentsWeb per year. Report cards are available to parents the week following the end of the quarter. Report cards may also be obtained upon request from the office.

### **ACADEMIC ASSESSMENTS**

Several standardized assessments are used throughout the school year beginning with kindergarten students.

### **PARENTS WEB/STUDENT WEB**

ICA uses RenWeb as our school management software. RenWeb is designed to increase the communication between school and home. It is the responsibility of the parents to check accuracy of information contained on ParentsWeb. Changes need to be given to

the Registrar in writing.

### *ParentsWeb*

Parents are able to access all of this information in ParentsWeb:

Attendance	Homework
Account Balance	Daily Grades
Missing Assignments	Newsletters & Documents
Progress Reports	Behavior/Discipline Events
Online Re-enrollment	Report Cards
Staff & School Directory	Family Demographics
Transcripts	Teacher Email Addresses
Lunch Menu & Ordering	Lesson Plans
Teacher Web sites	

- Parents may not use email to communicate criticism or negative remarks that should be resolved in person according to the biblical principles of conflict resolution (Matthew 18:15-18). Violations of this policy will result in inactivation of the parent's RenWeb account and a face-to-face meeting with the teacher and administration.
- Our system security provides password protection for your account.
- Parents can only access their own children/family's information.

### *StudentWeb*

Students are able to log-in and have access to the following:

Daily Grades	Homework
Lunch Menu & Ordering	Lesson Plans
Behavior/Discipline Events	Class Schedule
Progress Reports	Library

### **ENROLLMENT POLICY**

Each student is enrolled for a period of one year. In order to enroll for the next year, all fees must be current and a registration and materials fee must be paid. The previous year's account must be current before student fees are applied to the following year.

Admission to ICA is determined by the following factors:

1. New students must complete the New Student Application, Statement of Cooperation, Financial Agreement, Statement of Faith, Character Agreement, and Spiritual Goals.
2. New students must complete the Kindergarten readiness assessment, or grade-level placement test. An applicable testing fee is due at the time of the test.
3. New students must prepare and provide all necessary documentation listed on the registration instruction sheet.

4. The final step of admission is completion of the enrollment contract with signature of the financially responsible party(s) and payment of the non-refundable registration fee, testing fee, and material fee(s).
5. All requested transfers to another teacher/classroom must be documented no later than two weeks after school is in session.

### **PLACEMENT TESTING**

All new students will be required to take a placement test. There is a \$50.00 non-refundable testing fee. Multiple children discount is as follows 2<sup>nd</sup> child \$25.00 and 3<sup>rd</sup> child \$25.00.

### **TUITION**

ICA operates on a tuition basis. All tuition fees are due on the first of each month and an automatic late fee of \$50.00 will be incurred if not paid by 3:00pm on the 10<sup>th</sup> of each month. Should the 10<sup>th</sup> fall on a holiday or weekend, your payment is due the next business day by 3:00pm. If tuition is not paid by the 10<sup>th</sup> of the month your child(ren) will not be admitted into class beginning on the 11<sup>th</sup> of the month until the outstanding balance is paid. All tuition payments must be made online via through the Pay Now FACTS system, through ParentsWeb. Billing questions should be directed to the ICA accounting department.

We are more than happy to train you, or walk you through the Pay Now FACTS system and/or how to set up your Parent's Web account and/or help you make a payment using Pay Now FACTS. We are here to help you and we are only a phone call away, and as always you are welcome to stop by anytime.

In order to make payments online via FACTS on any computer or Smart phone app please log onto Parent's Web. The Pay FACTS button is available under the Family Billing section. A link to Parent's Web can be found on our school website.

If you have a balance due on your account, you will receive an emailed statement and a message reminding you to log on to Parent's web to review and/or pay your balance. A prorated tuition schedule will apply for any enrollments after September 30<sup>th</sup>. If a child is voluntarily withdrawn, registration, material fees or tuition will not be refunded for any reason.

### **PAST DUE ACCOUNTS/TUITION LATE FEES**

If your full monthly tuition payment is not received by 3:00pm on the 10<sup>th</sup> of each month, your account will be assessed a \$50.00 late fee per unpaid tuition. If tuition is not paid by the 10<sup>th</sup> of the month, your child(ren) will not be admitted into class beginning on the 11<sup>th</sup> of the month until the outstanding balance is paid.

### **WITHDRAWAL FROM ICA**

If it becomes necessary to withdraw a student from ICA, the parent or person responsible for the account must complete a withdrawal form (available in the school office.) All tuition charges will continue until the office has received this form. Records will not be released until all debts are paid and all textbooks and materials have been returned. A two (2) week notification is required for withdrawal of a student. *It is understood that registration, material fees or tuition is non-refundable.* Any withdrawal of a student before the end of the year the parent or person responsible for account will be required to pay tuition for remainder of the current semester. No refunds will be given for current semester.

### **RELEASE OF STUDENT RECORDS**

No student's records will be released to a parent until:

1. All tuition and fees are paid in full.
2. All textbooks are returned and any fines for severely damaged or lost textbooks are paid for.
3. All sporting uniforms, including cheerleading outfits are returned.

### **TECHNOLOGY FEES**

All International Christian Academy students in grades 6-8 purchase a Chrome Book to use throughout each school year. Electronic information and resources are available to students at ICA. These resources include software, access to the internet and the other files or accounts. Our goal in providing electronic services to students is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Students entering grades 6-8 at International Christian Academy will be purchasing a Chrome Book laptop through ICA. The cost of the computer includes the cost of the laptop, insurance, routine maintenance, and use of installed software. The parent is responsible for the full cost of the laptop and must be purchase through ICA Tech Department. The specific contract is located in a separate document with the IT policies.

### **SCOPE & SEQUENCE / CORE CURRICULUM GUIDE**

ICA uses ABeka, Bob Jones University Press, and Purposeful Design/ACSI.

Kindergarten—8th grade students use a combination of excellent curricula taught from a biblical worldview. The focus is on meeting the student's individualized needs, developing critical thinking, and preparing for college. Each academic subject is part of the truth God has created and is taught from that perspective.

### **HOMEWORK**

Homework is assigned for all grades K through 8<sup>th</sup>. The purpose is to practice and reinforce the material learned during the school day. Homework also provides an opportunity for independent work. The amount of homework and the type assigned increases and changes appropriately over the years.

## **BIBLE CLASS/CHAPEL/CHURCH**

All students have Bible class each day except on their scheduled chapel day. Participation in Bible class and chapel carries the same expectation as any class at ICA. The primary textbook is the Bible (New King James Version). Verse memorization, sermon notes, and scripture reading are integral parts of this class. In secondary Bible classes and chapels, age appropriate life issues are presented. These include God's teachings concerning addictions, purity, and missions.

Teachers will teach and give explanations of the subjects covered in Bible class and chapel; however, we also believe that God expects parents to be actively involved in their children's spiritual training.

*"And these words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise." - Deuteronomy 6:6-7*

Chapel occurs once a week for Kindergarten through tenth grade and parents are welcome to attend. Students participate through special music, drama, etc. and are to come prepared with their Bible and a notebook. A chapel offering is taken each week for a mission project. All-school or special chapels may be scheduled for special holidays or when a special speaker is available.

We believe that each ICA family benefits greatly from their personal involvement and attendance in a local Bible-believing and teaching church community. The ICA faculty and staff are willing to offer suggestions for churches or extend an invitation to visit their church with them. All ICA families are encouraged to become a part of the International Church of Las Vegas if they do not have a home church.

## **PHYSICAL EDUCATION AND RECESS**

International Christian Academy is committed to participation in Physical Education beginning in kindergarten. Uniforms are available to purchase from ICA.

Recess is vital to our children's physical, mental, and academic growth. Early education and elementary school classes enjoy daily recess. In the event weather prohibits recess or physical education, teachers are asked to provide some form of physical activity. Students may be excused from participating in P.E. and/or recess under the following conditions:

- One day with written note from guardian-excuse student from participation only (must stay with class).
- For more than one day, guardian must conference with students' teacher-excused from participation only (must stay with class).
- The student must have a written physician's order, for any extended period.
- Notification of asthma or other breathing issues related to physical exercise must be

given to your child's teacher.

### **EMERGENCIES AT ICA**

In case of student medical emergencies, the school office contacts parents immediately and an incident report is recorded. In certain situations, emergency services will also be asked to respond immediately. Environmental or building emergencies and campus lock down procedures are practiced monthly in cooperation with local authorities. When contacted regarding national, citywide, or area emergencies, parents and students are to observe instructions issued by school authorities and law enforcement. In the case of school closure due to weather, power outage, or other emergency, parents/guardians are notified to pick up students in a timely fashion.

### **INCLEMENT WEATHER**

During extreme weather conditions, red flags will be hung at the south entrance of the parking lot to alert parents to bring their children to the school gym in the morning, or to pick them up from the gym in the afternoon.

### **HEALTH GUIDELINES**

Students must be current in immunizations and provide shot records (or exemption letters) as a condition of enrollment.

ICA personnel do not administer medication without a prescription and a signed medical release. This includes over the counter medication such as cough drops, pain reliever, etc. Medication must be clearly labeled as to its type, the child's name, and dosage instructions.

For Prescribed Medications - A Medication Release Form must be filled out. All medications are kept in the school office and are administered to students when prescribed.

The Health Technician and teachers must be notified in advance if a student requires special health assistance. The Health Technician will provide very minor first aid such as bandages and antiseptic.

In case of illness, or a temperature of 100 degrees and above, the family will be contacted and the student is to be picked up immediately. Students must be symptom free for 24 hours before returning to school.

### **COMMUNICABLE DISEASE**

If a child has been absent from school due to a communicable disease, they must have written permission from their physician before being readmitted to school.

Parents/guardians will be notified immediately when it is determined that a child is sick or injured. A responsible adult must promptly pick up sick or injured child, as ICA is not

equipped to provide a suitable waiting area or extended supervision for sick or injured students. ICA is required to follow state health standards for determining when an illness mandates removal from the school environment.

### **HEALTH INSURANCE**

Students must be insured and parents must record proof of coverage with their application or sign a medical or health waiver for the student during school time including waiver for sporting activities. In case of accident or injury, the school's insurance policy will not cover medical expenses, except in cases of clear negligence.

### **SCREENING**

Students may be screened for vision and hearing needs. Results will be documented in the student's health file. Parents have the right to refuse any screening.

### **FOOD SERVICE PROGRAM**

School lunch is an important part of a student's school day. Students may either bring their lunch or purchase lunch from local vendors through our school's lunch program. If you are packing your child's lunch, please use cold packs in warm months to keep the lunch cool. For warm or hot lunch foods please pack them in microwavable safe dishes. Parents are expected to direct their children in food choices and advise appropriate school personnel of a student's food sensitivities, options, preferences or allergies. Students that do not have a lunch may request to call a parent from office to bring a lunch. If a student needs an emergency lunch (manna) will be provided with a parent charge of \$5.00.

*Please remember to pack your child's lunch until September 1, when our food service program begins.*

### **FIELD TRIPS / CLASS PARTIES**

Educational and recreational field trips are scheduled for kindergarten through 8th grade students. Trips may be used as incentives or educational enhancements for students; therefore, it is detrimental to allow students to remain home if they do not qualify (e.g. disciplinary violations), or if they do not want to attend a particular trip. These count as regular school days.

Parents are always welcome to volunteer to drive and participate in chaperoning the students, however most trips allow for a limited number of adults.

Parents are notified of details concerning field trips two to three weeks in advance. Non-ICA students may not participate in field trips and in-class parties. This includes non-

school aged siblings. Limited space and supervision prohibit younger siblings from participating in field trips and class parties.

Adults who wish to attend the field trip should notify the teacher as soon as possible.

Special Note: To avoid offense or school responsibility, invitations to exclusive parties may not be distributed on campus, nor may party guests be picked up during the school day. The administration does not sanction, approve, or endorse exclusive parties.

### **LOST AND FOUND**

Unattended personal items remain in an area accessible to students for two weeks. Unclaimed, unlabeled items become the property of ICA. Please label clothing, books, lunch pails and backpacks for easy identification and redemption.

### **PERSONAL BELONGINGS**

Students are responsible for their personal property at school. Do not allow students to bring special or valuable items to school or money in excess of \$20. Any property missing or suspected stolen must be promptly reported to the office so ICA is able to offer immediate assistance in recovery of missing or stolen items.

### **LOCKERS (MIDDLE SCHOOL)**

There will be no lockers for middle school and high school at this time.

### **YEARBOOK**

A quality school yearbook is compiled and designed by Jostens Yearbooks. Jostens Yearbooks will provide the upcoming yearbook for the 2017-2018 school years.

### **SUMMER BREAK**

International Christian Academy is a nine-month school and we encourage productive use of summer time. We encourage students to participate in summer activities such as: summer school, summer camps, church camps, mission trips, and educational travel. We have summer reading lists for each grade.

### **MINISTRY OPPORTUNITIES**

International Christian Academy has promoted evangelistic outreach and educates our school community in regard to God's heart for mission work. We want to train our students to be life-long servants who contribute to the world around them. We desire for entire families to have training and opportunities to make mission involvement part

of their personal experience. The types of mission involvement vary as appropriate in each division.

### **ACADEMIC COMPETITIONS**

Throughout the school year, International Christian Academy becomes involved in various competitions. Our affiliation with ACSI provides us with spelling bees, speech meets, Math Olympics, art competitions, and science fairs.

### **PHILOSOPHY OF ATHLETICS**

The athletic program at ICA is viewed as an integral part of the curriculum and an extension of the classroom. Life lessons are being put into practice through athletics. Sports allow the student to use his/her God given ability (Matthew 25:14-30) to glorify Him (Colossians 3:17). Because the athletic environment is surrounded by pressure, the athlete is tested, and true character is revealed. If the character revealed is not Christ-like, coaches and administrators attempt to work with the student to bring about Christ-like character (II Timothy. 2:15). Our primary emphasis through the athletic program at ICA is on the development of character.

While athletes strive to do their best (Colossians. 3:23), the evaluation of the standard is not by wins and losses, or state championships, but approved character. Following is a list of character qualities that the Athletic Department would develop in students: submission to authority, encouragement of teammates and opponents, quiet spirit, personal reliance on the Lord, servant's heart, selflessness, kindness, godliness, holiness, thankfulness, peacefulness, mercy, and zealousness for Christ.

If your child chooses to participate in a sport and makes a team, a Sports Fee will be charged to your account, per sport, per student. The Sports Fee covers the league registration, coach's fees referees, gymnasium rental and liability insurance, team trophies, and sports banquets. The uniform fee covers the cost of your child's uniform. Sports Fees and Uniform Fees are due at the time your student makes a team and chooses to participate. The amount of Sports Fee varies per sport. If your child withdraws from a team after uniforms have been ordered, you will still be responsible for the Uniform Fee. If your child withdraws partially through the season, there is no refund of either fee. Likewise, if a student joins a sport after the season has begun, fees will not be prorated. We are pleased to be able to offer the following sports at different points of the year: volleyball, basketball, cross country, flag football, cheerleading and soccer.

### **COMMUNITY LIFE**

It is our desire that ICA exercises its proper authority while at the same time building and maintaining open relationships with the faculty, staff, parents, and students. ICA is

dedicated to “kingdom values” and to seeing them in action daily. This means that the Christian community of our school should have a different spirit than is present in the secular world. The spirit we must demonstrate is one of love and respect between brothers and sisters in Christ. Love should characterize the relationships between and among the ICA families, faculty, administration, and advisory committee. Among Christians, *“There is no fear in love, but perfect love casts out fear”* (I John 4:18). *“For God gave us a spirit not of fear but of power and love and self-control”* (II Timothy 1:7).

The ICA advisory committee, administration, and faculty are committed to honoring and respecting students and families when they bring sincere and well-founded suggestions and differences of opinions. This means that each is committed to ensuring that there is no basis for retribution or fear - for each recognizes that one day an account must be given for one’s life and actions.

Harmony built on a basis of love and respect can be arrived at by following the principles and steps given by our Lord Jesus Christ and recorded in Matthew 18:15-19. This permits God-honoring procedures for working through the inevitable differences and misunderstandings that come up in any community. The following practical steps should be followed:

1. *“...If your brother sins against you go and tell him his fault, between you and him alone...”* (Matthew 18:15). The first step and often the only step needed in solving a problem is for one of the two people involved to initiate face-to-face dialogue. Jesus tells us to be forthright and to love honesty. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. Restoration and improvement can only come when the issues are lovingly, yet clearly presented. The Scripture says, *“Faithful are the wounds of a friend...”* (Proverbs 27:6). The pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. *“With his mouth the godless man would destroy his neighbor, but by knowledge the righteous are delivered”* (Proverbs. 11:9). Most problems are solved at this level. *“...if he listens to you, you have gained your brother.”* This implies that once the matter is resolved we should wholeheartedly forgive and restore the person whose fault has offended us. Forgiveness and restoration is the normal, happy conclusion.
2. What is the Matthew 18 principle if the individual will not “hear” you, or openly disagrees with your version of the problem? In step one, the two of you have met and talked together and you are not satisfied with the outcome of your discussion. What is the next step in the Matthew 18 principle? At this stage, the counsel of Jesus would be *“...take one or two others along with you that every charge may be established by the evidence of two or three witnesses.”* Contact any person who can be genuinely counted on to desire the conflict’s solution including an immediate supervisor or member of the ICA faculty. This individual should help

you see that your concern is directed appropriately. Depending on the complexity of the problem, it may be best for all persons involved to be present at a meeting. Both parties (parents, teachers, coaches, administrators, and staff) should share their version of the issue or issues with one or two who are uninvolved. Each person should come to the meeting in a spirit of prayer and humility. The goals of such a meeting is:

- a. To understand the problem clearly;
  - b. To solve the problem;
  - c. To make apology, and
  - d. To extend forgiveness and wholehearted restoration of those who have made amends.
  - e. An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution.
3. The Matthew 18 principle requires that we talk to the responsible party (teacher, coach, staff, or other parents) about problems before we talk to others - including administrators. If unresolved at the two-person level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord's way of solving people problems. If others attempt to involve you in a situation in a way that does not follow these guidelines, please take the time to share this information. Everyone (administration, parents, faculty, and students) who is a part of the ICA community is expected to operate in unity and protect our community's unity in a biblical manner or withdraw from the school.
- ◇ Keep the circle small      ◇ Keep the matter confidential
  - ◇ Be straightforward      ◇ Be forgiving

Students and parents are not to criticize teachers or administration to other students, parents, or teachers. This is sowing disharmony and confusion.

Satan would like to destroy the normal flow of harmony and good fellowship in a Christian school community. He will not have success if each one at ICA follows the Matthew 18 principle of solving school problems. International Christian Academy is a private Christian school and reserves the right to expel a student for conduct, either by the student or their parent, if it adversely affects our school.

(This section is based on, "The Matthew 18 Principle for Solving School Problems," by Dr. Paul A. Kienel)

*Impromptu Teacher Meetings discouraged*

Parents are always welcome to ask for extra conferences to discuss their child's progress. However, we do ask that parents write a letter, email, or call the school office to schedule a conference with the teacher before coming in. Our teachers take great time preparing for each school day in order to best prepare to serve your child and the rest of their class.

*Please do not enter your child's classroom before, during or after school insisting to meet with your child's teacher.* We highly discourage our teachers from conducting impromptu meetings with parents. If you feel you have a concern that requires immediate attention, please schedule a meeting with your child's teacher. Teachers are normally in the classroom until 4:00 pm on school days and are willing to work with parents in scheduling conferences at mutually convenient times.

#### *Handle Concerns with Your Child's Teacher First*

Parents, under no circumstance should administration be scheduled to meet with you concerning your child or child's teacher unless you have already, in good faith, met with your child's teacher in attempt to address your concern and resolve your matter. Please give your child's teacher the opportunity to resolve and questions of concerns that may have occurred.

### **STANDARD OF CONDUCT**

Student expectations at International Christian Academy are based upon the authority of God's Word (II Timothy 3:16-17). We believe that students who profess to be Christians and understand salvation know that this requires active and willful obedience as a disciple of Jesus Christ there is active accountability to those in authority over them. There are some behaviors that the world calls acceptable, but God calls sin. We expect all of our students, Christian or non-Christian, to follow the accepted rules of conduct and to accept the consequences for violations.

A student can be expelled from school or asked to withdraw at any time during the school year if he/ she or the parents are out of harmony with the ICA Statement of Faith, the spirit or policies of the school, whether on or off school property.

Students are expected to abide by these standards throughout their enrollment whether at home, school, or elsewhere. If found to be in non-compliance with school expectations, academically, behaviorally, or spiritually, students may be invited to withdraw, even though there may be no special breach of conduct. In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning, and genuine personal interest between faculty and student, there is fine opportunity for development of strong Christian character.

ICA students are expected to observe the following general items of good conduct:

1. Maintain Christian standards of courtesy, kindness, morality, integrity, honesty, and character - academically, behaviorally, and spiritually

2. Refrain from immoral, criminal, unethical, deviant, profane, and immodest expression academically and behaviorally
3. Honor a commitment to integrity in proper technology usage
4. Respect the physical and psychological well-being of others, never exploiting another individual.
5. Grow as leaders through active participation academically, behaviorally, and spiritually.

## **STUDENT RELATIONSHIPS**

### *Cliques*

Students are encouraged to build friendships that include all students. Our faculty and staff watch for signs of harmful or hurtful actions that unintentionally or intentionally wound our students. To assist young people in building right relationships, ICA will focus age-appropriate Bible and chapel time to address the topic of building relationships.

### *Exclusive Relationships*

Today's culture encourages and even pressures students to have exclusive or intimate relationships with members of the opposite sex from early ages. These types of relationships almost always complicate and interfere with school, family, and other friendships. Additionally, students might find themselves in morally compromising situations. ICA steadfastly discourages this trend. We strongly encourage parents and students to prayerfully consider numerous Biblical passages dealing with the potential pitfalls of premature romantic relationships and to consider what advantage exclusive relationships have over the establishment of inclusive friendships with a wide range of peers (Proverbs 5:3-20; 6:24-32; 7:5-23; Romans 8:4-8; I Corinthians 6:15-7:2; Ephesians 5:1-5; I Timothy 5:2). All students are encouraged to maintain healthy, non-exclusive relationships with all of their classmates and to fully enjoy their school experience. ICA realizes that families may have differing convictions concerning student relationships, however, consequences are administered per the Standard of Conduct in cases where the following behaviors are exhibited: public displays of affection, hand holding, intimate closeness, suggestive or intimate language or name calling, letters, notes, or electronic messages communicating an unacceptable mindset.

## **PHILOSOPHY OF DISCIPLESHIP**

"Discipline means discipleship." Parents are primarily responsible for the training and discipline of their children. Romans 13:1-2 says, *"Let every soul be subject to the governing authorities. For there is no authority except from God, and God appoints the authorities that exist. Therefore, whoever resists the authority resists the ordinance of God and those who resist will bring judgment on themselves"* (New King James). Hebrews 13:17 says, *"Obey those who rule over you, and be submissive, for they watch out for your souls, as those who must give account. Let them do so with joy and not with*

*grief, for that would be unprofitable for you” (New King James).*

Each student is accepted as an individual with individual needs. Every effort is made to develop those attitudes and habits of behavior that will be conducive to compatible relationships with teacher, parents, and peers. ICA teachers use various forms of positive reinforcement to recognize and encourage students in the growth of Christian character. All discipline is for the purpose of instilling, within an individual, the acceptance of personal responsibility for actions, self-control, and to bring the individual back into proper relationship with peers and authority according to the principle of Galatians 6:1: *“Brethren, if a man is overtaken in any trespass, you who are spiritual restore such a one in a spirit of gentleness, considering yourself lest you also be tempted” (New King James).*

ICA is dedicated to the training of children in a program of student activity and living that is Christ-centered. We believe that all things should be done decently and in order, and that our students should be taught to accept the responsibility to walk honorably before all men.

Basic Rules of Conduct are applied to all classes at ICA:

1. Show consideration and respect to everyone by your words and actions.
2. Do what you are asked to do the first time.
3. Do not interrupt, argue, complain, or talk back.
4. Do not leave an assigned area without permission.
5. Respect school property in all ways, keep rooms, restrooms and grounds clean.
6. Exhibit proper reverence during flag salutes, devotions, chapel services, and prayer times.
7. Line up immediately and quietly when whistle blows or bell rings.
8. Enter and exit building and classrooms quietly and orderly adhering to teacher or supervisor’s instructions.
9. Consult the teacher or supervisor on duty when having difficulties on the playground.
10. Use all playground equipment carefully and according to its intended use.
11. Include all peers in games and follow a “HANDS-OFF” policy: no hitting, pushing or slapping. Games involving wild running, pushing, shoving or other forms of rough play and behavior are not allowed.
12. Use only whiffle, tennis, and/or rubber balls, and plastic bats during recess and Extended Care. No hardball i.e. baseballs/softballs.
13. Do not throw any objects such as rocks, spitballs, sticks, or other objects, including P.E. equipment in a manner with intent to injure or hurt anyone.
14. Observe the school boundaries, playing only in designated areas. All other areas are “off limits” (i.e. church foyer, sanctuary, chapel and pre-school areas). No loitering or play in the restrooms or hallways.

Adherence to the basic rules of conduct is expected and students are subject to the

authority of ANY staff member at ANY time on the school grounds during the school day or during school functions. Undesirable behaviors are discouraged not only at school, but also at home and any other place.

### **Misconduct**

Misconduct is classified according to severity and carries a set of consequences. All instances of misbehavior will be documented and students are expected to report misconduct if they personally observe or are aware of it. This is a biblical principle to absolve a witness of responsibility. "If anyone sins in that he hears a public adjuration to testify, and though he is a witness, whether he has seen or come to know the matter, yet does not speak, he shall bear his iniquity." (Leviticus 5:1)

### **Plagiarism**

Plagiarism, at any grade level, is **unacceptable**. Any student plagiarizing any assignment in any subject area will earn an automatic **zero** and **may be suspended or expelled** from ICA immediately. In the event of your child plagiarizing a mandatory parent-teacher conference is required. If agreement of assignment repeated between parents and teacher are not reached a meeting with the principal may be required and a suspension or expulsion **may** occur.

### **DISCIPLINE PROCEDURE**

The purpose of discipline is to guide our students toward a habit of self-discipline. Students learn to make choices and to realize that there are consequences to our choices. A wise choice yields blessing (happiness); a poor choice brings a curse (adversity) (see Deuteronomy 28).

Each teacher has a classroom management plan consisting of class rules, incentives and consequences. This system spells out the behaviors we expect from each student and what they can expect from us in return (for the entire day 6:30 a.m. to 6 p.m.) Each department's plan may differ, but the consequences are standardized so our students will always have clear expectations. The teacher is the custodian of all behavior reports (i.e., P.E. music, recess, and Extended Care.)

The ICA Discipline Procedure consists of four levels, which can include probationary measures and removal of privileges. The probationary process is option for teachers or administrators to use when attempting to improve behavioral choices and responsibility. Special activities may be withheld as a disciplinary action.

#### *Track-1*

Track-1 refers to minor offenses, this may be a warning, which include, but are not limited to:

- A disrespectful attitude toward authority figures
- Not following classroom rules
- Disruptive behavior
- Chewing gum
- Missing homework

The student will remain at Track-1 for one week. Offenses are handled by the classroom teacher and may involve a parent phone call, recovery time, note of apology, or other appropriate consequence. This requires a behavior notice (demerit) entered into RenWeb. If another infraction occurs within five school days, the student moves to the next track. The teacher may use discretion when moving the infraction to the next level. (Middle school students automatically move to the next track)

### *Track-2*

Non-compliant acts, which include, but are not limited to:

- Non-compliance to dress code
- Missing homework
- Failure to correct an inappropriate behavior previously addressed
- Blatant disrespect for authority
- Blatant disrespect for school or personal property
- Failure to follow instructions

This is a 20-minute detention after school. If another infraction occurs within five school days, the student moves to the next track. This requires a behavior notice (demerit) entered into RenWeb and the information e-mailed home. The teacher may use discretion when moving the infraction to the next level (middle school students automatically move to next level).

### *Track-3*

More serious offenses, which include, but are not limited to:

- Offensive language or conduct
- Physical outbursts (violence)
- Disregard for the safety or wellbeing of others
- Blatant disrespect for authority
- Possession of any school banned items
- Graffiti
- Destruction of school or personal property
- Skipping Class

This is a 50-minute detention after school. If another infraction occurs within five school days, the student moves to the next track. This requires a behavior notice (demerit) entered into RenWeb, the information e-mailed home, and a phone conference with a parent. The teacher may use discretion when moving the infraction to the next level

(middle school students automatically move to the next level).

Track-4

Track-4 refers to more extreme offenses, which include, but are not limited to:

- Use and or possession of a controlled substance, including tobacco
- Possession of any school banned items
- Bullying
- Use of sexually or racially derogatory statements or gestures
- Use of an electronic communication device to harass, intimidate, threat or taunt another on or off school premises (cyber bullying)
- Physical outbursts (violence)
- Theft
- Cheating

The principal and/or another member of administration will be given written notice as to the student's infraction by the teacher. The principal or administrator determines the corrective action to be taken. The principal or administrator is the only faculty authorized to give a student a suspension or expulsion. A suspension may consist of in-house, one-day at home, two-day at home or three-day at home with a mandatory Discipline Council meeting to return. In any event, a parent meeting must take place with the student present. School sponsored activities may be off limits during a suspension. Disciplinary actions may include public or private apologies, discipleship or counseling. Acts of misconduct that are seriously disruptive, equivalent to felony crimes and/or create safety hazard to students, staff and/or school property will be investigated and the principal will proceed with consequences appropriate to the offense. Lack of parental cooperation with ICA policies and procedures are included as suspendable or expulsion offenses.

#### **CAMPUS SECURITY AND SAFETY**

Because of our growing school family, ICA will continue to institute restrictive policies regarding safety. All visitors must enter through ICA's main building doors, report to the receptionist as soon as they arrive and wear a "pass" while on campus. Please do not go to the classrooms without obtaining and displaying this pass. All classroom doors remain locked for the entire school day. Students are not allowed to answer the classroom doors. Specific guidelines apply and are available from the receptionist. Parents, guardians, and grandparents are urged to call ahead to notify us of their visit if not on campus for the purpose of volunteering.

Alumni and former students, in good standing, may visit by appointment only. Former students, not in good standing, need administrative permission and adult supervision to attend school functions (during or after school). Non-ICA students are not allowed to be on school property during school hours unless with adult supervision. Vacationing family or friends are not allowed to visit during school hours, however, special permission may

be granted by administration ONLY for chapel.

Smoking is prohibited on school property at any time per Nevada Revised Statute (this includes parents and guests at all venues).

### **DRIVING ON CAMPUS**

Courteous Christian behavior is expected as vehicles are operated on and around the school campus. Adherence to rules and regulations to drive, park, and access ICA property is expected. Driving on campus is a privilege - not a right - and the rules have been made for safety's sake. Disciplinary action is taken if problems arise with any driver or passengers of any car on ICA property.

#### **RULES:**

1. Abide by all state traffic laws and campus posted signs.
2. Do not block other cars into parking spaces or lanes of traffic.
3. Park properly only in-designated areas or an assigned space.
4. Do not exceed 5mph in the parking lot.
5. Exhibitions of noise, speed, or carelessness will not be tolerated.
6. A valid driver's license and proof of insurance are necessary to operate a vehicle on ICA property.
7. Vehicles may not be overcrowded; everyone MUST be seat belted.
8. Students may not be transported in the bed of a truck.

Disciplinary action will be taken as deemed necessary for any driver who violates policies. This may include meetings with administration, written warning notices, permission to drive on campus suspended for a specified time, permission to drive on campus revoked for repeat violators, and additional disciplinary action as deemed necessary.

### **LOADING AND UNLOADING ZONES**

It is very important that great care and courtesy be exercised while dropping off and picking up students at ICA.

#### **RULES:**

1. You may park, in designated parking, to walk your child to class and release them to the teacher or, you may drive through for drop-off or pick-up. Do not drop off or pick up students in any area not specifically designated as such as direct contact with an ICA staff member is required.
2. Do not leave children unattended in vehicle, while dropping off or picking up students.
3. Do not allow students to cross the parking lot unless an adult accompanies them.
4. Please use the crosswalks when proceeding between the parking lot and the school.

5. With inclement weather, children will be restrained in the gym, waiting pick up by the parents. Module classroom students will remain in their rooms.
6. Do not leave your car to enter school when you are in the flow of traffic. Park in a designated space if you have school business.
7. Drive slowly and cautiously.

#### *PICK-UP OF STUDENTS*

When a parent/guardian arrives at school to pick up their student, they are to meet them in designated areas.

Students may only be picked up an authorized adult. It is the custodial parent's responsibility to keep the school informed of the legal status of guardianship of students, ICA will:

- Not accept the responsibility of deciding which parent has legal custody where there is no court document.
- Accept the information given by the enrolling parent unless presented with a court document from the custodial parent that shows otherwise.
- Not subvert the law in any situation.

The following criteria are to be followed:

- The names must be listed on the emergency card for pick up this includes parents. Those listed on the emergency card must be eighteen years of age and show picture identification.
- Only the parents or guardian can pick up a student from school before dismissal, unless a note or phone call giving verbal authorization is received from the parent or guardian authorizing the early pick up.

Verbal Authorization Guidelines:

- Only authorized school employees can verify verbal authorization. Unless the identity of the caller is without question, giving your social security number will make verification.

If a student becomes ill at school, parents or guardians will be contacted. If the parent or guardian cannot be reached, the student can be released to other authorized adults listed on the emergency card.

#### **SEARCH AND SEIZURE**

Students, their lockers, and belongings may be subject to search with or without cause. Most often the search will be in response to a suspicion that a student has violated the law or a school rule and that the search will uncover evidence of the violation. School authorities may retain personal belongings until the concern is brought to a final resolution.

## **BANNED ITEMS**

### *Inappropriate/Banned Items*

Many items are inappropriate for the educational environment and safety of our students. Such items will vary in each division. All banned items will be confiscated and returned only to parents/guardian after discussion with the person who seized the inappropriate item. However, illegal items require disclosure and surrender to law enforcement. If the code is silent, we reserve the right to ban items from the school if deemed advisable. Students are not to bring the following items to school, on field trips, or on road trips:

- Alcohol, tobacco, drugs, or paraphernalia relating to such use
- Books, magazines, or other printed media that is inconsistent with Christian values
- Valuables including special collections (such as cards, albums, stamps, enthusiast magazines)
- Skateboards, skates, wheeled shoes
- Fireworks, lighters, matches, chains, knives, guns, sling shots, or weapons of any type
- Food and drinks (except water) are not permitted in classrooms, except for appropriate snack times
- All food, gum, etc. must be disposed of properly

### *Limited/Restricted Use Items*

Electronics (cell phones, music devices, games, except school issued computers and cameras) are not to be used during class hours. Students violating the electronics policy will have the items confiscated. The school is not responsible for lost items.

## **TELEPHONE AND CELLULAR PHONE USAGE**

The use of the school phone system is reserved for emergencies only. If you need to contact your child, call the school front desk and your message will be relayed. Students are not taken from class to answer phone calls.

During class hours, students are required to keep their cell phone in their backpacks on the silent mode. In the event the cell phone is heard during school hours, if the cell phone is seen or a student is seen using a cell phone or electronic device during school hours, it will be confiscated.

### *First violation:*

Students violating the policy will have the cell phone confiscated by staff, receive disciplinary consequences, and have the cell phone returned after parental notification.

### *Second violation:*

Students violating the policy will have the cell phone confiscated by staff, receive disciplinary consequences, and the parent/guardian will be required to come and get the device from administration.

*Third violation:*

Students violating the policy will be sent home immediately for the remainder of the day. A mandatory conference with the parents and student will be required before student is permitted back on the school campus before the device is released.

*Fourth violation:*

A minimum of a two-day suspension will be enforced with possible expulsion. No credit for any assignments, tests or quizzes will be given on days of suspension. A mandatory conference with the parents and student will be required before student is permitted back on the school campus before the device is released.

*Fifth violation:*

Expulsion

## **STUDENT DRESS AND GROOMING**

The goal of our dress and grooming policies is to contribute toward a learning environment that is free from as many distractions as possible while allowing room for some flexibility and choice. As limits are imposed, care is taken to be reasonable and considerate of others in our ministry as we serve a diverse population.

Absolutely no hats are allowed at ICA

### *Bottoms*

- Pants, capris, shorts, skorts, and skirts can be purchased from ICA
- It is ICA's desire for students' bottoms to be of uniform style and cut.
- The approved colors are navy, plaid and khaki.
- Bottoms must fit well and conceal the undergarments at all times. There are to be no extremes in the fit of bottoms such as being excessively low cut, tight, baggy, or flared.
- Elementary girls: shorts, skorts, jumpers, and skirts are to be no shorter than 3" above the knees (front and back). Undershorts must be worn if wearing a skirt or jumper.
- Secondary girls: shorts are to be no shorter than 3" above the knees (front and back). Skirts are not permitted.

### *Uniform Shirts*

- ICA logo polo shirts are available from ICA. Having the ICA logo embroidered on polo, even approved color polo is not considered being in compliance to ICA's dress and grooming guidelines.
- The approved logo uniform color choices are navy, white, denim or red.
- Solid color navy, white, or red undershirts including long sleeved of appropriate size and fit are acceptable under ICA uniform polo.

- Only ICA sweatshirts and jackets are to be worn in the classroom. ICA logo sweatshirts and jackets may be worn at all times.
- Solid color navy or red cardigans, V-neck sweaters or shrugs may be worn over the polo.

#### *Spirit Dress & Jean Privilege*

- Students are granted permission to wear jeans on specific days with the recognized spirit shirts (Property of ICA T-shirt). Jeans are to follow similar fit requirements as other school bottoms. Additionally, jeans with holes and frayed areas are not acceptable.
- Free Dress – free dress activities that have been approved by the student council, PTP fundraisers or administration may be announced during the year. It is imperative that the students maintain compliance with ICA’s dress and grooming guidelines.
- All clothing is to be worn properly as designed and not modified (such as not worn inside out, rolled up, sagged.)

#### *Shoes*

- There are numerous styles of footwear that are acceptable; Shoes that light up, Shoes with glitter, Sandal-style shoes and flip-flops are not permitted. Shoes may be solid black, brown, grey, white, blue, red or any combination. Socks or tights may be **solid** white, red, blue, or black only.

#### *Accessories (Middle School Only)*

- Earrings, body piercing (applies during school hours):
- Boys – Stud earrings may be worn in the ears only, no gauges larger than 8G, no other body jewelry or threading of the lips, tongue, nose, or brows.
- Girls – Earrings in ears only, no gauges larger than 8G, one nose stud (not in septum). No other body jewelry or threading of the lips, tongue, nose, or brows.
- Covering disallowed piercings is not considered compliance.

#### *Hair Policy*

- Boys’ hair should be clean, well groomed, pulled back if longer than collar length with no unnatural colors. Colors considered natural are the common hair colors - blondes, browns, reds, and black. Facial hair is not permitted (beards, mustaches, goatees, excessively long side burns).
- Girls’ hair should be clean and well-groomed with no unnatural colors. Colors considered natural are the common hair colors -blondes, browns, reds, and black.
- Hair infractions must be resolved within two days (1st offense demerit will be given in RenWeb). If hair is not brought into compliance within two days, the infraction will escalate to 2nd offense (in-house suspension and demerit recorded in RenWeb).

In all dress code and appearance situations the ICA administration and staff reserve the right to make final decisions.

ICA's policy for dress code compliance is designed to maximize our teaching time and minimize time spent for documentation concerning dress code. It is designed to encourage rapid student compliance with the policy as a result of the strict three-offense rule. Additionally, the policy includes administrative support, as part of the fourth offense, assuring that the student knows the situation is serious.

#### *Consequences for Infractions Concerning Dress and Appearance Code*

- 1ST OFFENSE: Warning and a change of clothes must be brought to school within 1 hour or a \$5.00 charge will be made to student's account. (Recorded in RenWeb)
- 2ND OFFENSE: Track-2 and a change of clothes must be brought to school a \$10.00 charge will be made to student's account. (Recorded in RenWeb)
- 3RD OFFENSE: Track-3 and a change of clothes must be brought to school ICA uniform will be given to student and charged to student's account. (Recorded in RenWeb)

#### *Dress for Special Occasions*

The dress code for special events or special occasions will be determined by school leadership and will be communicated to the participants through the advisor of the occasion or event.

Free Dress – free dress activities that have been approved by the student council, PTP fundraisers or administration- may be announced during the year. It is imperative that the students maintain compliance with ICA's dress and grooming guidelines.

#### **PARENT TEACHER PARTNERSHIP (PTP)**

ICA's Parent Teacher Partnership has been established to encourage parental involvement in the school – through building relationships, as well as giving prayer, time, and finances. The Parent Teacher Partnership exists to facilitate a Christ-centered partnership between the parents and teachers of ICA in the education and discipleship of our children by building community and creating a sense of ownership. ICA requires all families to become members of the ICA Parent Teacher Partnership (PTP) as a condition of enrollment. PTP membership is dissolved when the family no longer has children enrolled at ICA.

The purpose of the PTP is to be a service organization that aids families in their understanding of Christian education and encourage them to become more loyal and committed to the school. PTP committee members are parent volunteers who are recommended by faculty or staff. An administrative team, who then approves and installs them into their positions, reviews their completed committee application. The PTP Committee is comprised of a President, Vice President, secretary/treasurer and the sub-committee members. These parents are selected based on their Christian

testimony, school involvement, and commitment to the mission of ICA. Generally, families new to ICA are not selected to serve in the PTP ministry during their first year so that they can gain experience with the school and learn more about it.

There are two (2) basic requirements for membership:

1. Parents must attend one PTP meeting each year. The attendance of at least one parent at each meeting will fulfill this requirement. The dates of PTP meetings will be publicized in advance.
2. Parents must participate in Support ICA programs.

### **Support ICA: Finances (Donate)**

Support ICA is the initiative for parent involvement at International Christian Academy. Support ICA secures the future of ICA and encourages a generous, involved way of living. We expand the Kingdom of God at home and abroad through three vital components of prayer, time, and finances in the lives of our students, faculty, and staff.

Parents, grandparents, alumni, friends, and community are encouraged to give to International Christian Academy on a monthly, quarterly, biannual or annual basis. All proceeds are applied to the gap between tuition and operating expenses. Sustained giving is our preferred method of fund raising and ICA appreciates and encourages donors to give to areas they are passionate about (i.e. athletics, fine arts, missions, facilities, scholarships, etc.). International Christian Academy is recognized as a 501 (c) 3 non-profit educational organization by the IRS and gifts are fully tax-deductible as allowed by law.

### **Support ICA: Time (Volunteerism)**

Parent involvement is a vital part of the legacy of International Christian Academy. Each family is required to serve ten (10) hours per semester as a condition of continued enrollment. You may buy out your volunteer hours by paying \$10.00 for each hour not covered per semester. If volunteer hours have not been covered at the end of the school year, parents will be billed the remainder of hours. This enables you to build a spirit of cooperation and partnership with your school community. There are many ways to be involved and to build a sense of community. In addition, you may contact a member of PTP or the school office to volunteer. Below are some suggested ways to become involved.

Clerical/Office	Tutoring
Traffic Monitor	Committee Member
Sporting Events	Field Trip Driver/Chaperon
Kitchen Worker	Building & Grounds
Lunch Room or Recess Supervision	Substitute Teacher
Prayer Initiatives	Club Sponsor/Advisor
PTP Events	Guest Speaker (Classroom or Chapel)

### **Support ICA: Independent Department Fundraisers**

- All fundraisers are a part of the Support ICA initiative.
- All fundraisers must contribute 10% of all earnings to the general fund.
- All fund raising activities must include one or more of the following conditions:
  - Provide resources for the school or an ICA class, club, team or organization
  - Provide a meaningful educational experience for the group
  - Market ICA by providing school informational materials when appropriate.
  - Donors giving more than a single \$100 donation to any area other than sustained giving must be reported to the School Office for proper documentation (including recognition and appreciation).

### **ICA Benefit Fundraisers**

- ICA encourages current families and area businesses to provide independent fundraisers, for the benefit of ICA. The following policies apply to this type of fund raising:
- Respect the reputation of International Christian Academy and comply with all conditions prior to any planning or communication of the fundraiser.
- Avoid undue dependence on school staff or resources to plan, organize, promote or execute the event.
- Promote ICA and the event primarily to area community rather than focus on nuclear school community.

### **General ICA Fundraising Policies:**

- Pre-approved events are added to the official school calendar. New requests must be accompanied by a Fundraising Request Form, which must be submitted and approved by ICA administration no later than eight weeks prior to target date.
- ICA departments are permitted to conduct infrequent collection of food, clothing or change for charities; make requests for donated labor; and hold activities that by and large do not solicit significant cash gifts.
- ICA departments must limit the request for gifts in-kind donation from students for no more than \$30 per student per year. These include but are not limited to Kleenex, Harvest Festival candy, canned food, etc. Extracurricular fees and field trips are not included.
- Any fundraisers to ICA community must be limited to no more than one per quarter.
- All proceeds from a non-approved fundraiser are applied towards the International Christian Academy general fund.

- The school does not permit fund raising by outside organizations on its campus.
- Individual ICA students are not permitted to solicit school community to raise money for an outside charity.

### **COOPERATION STATEMENT**

International Christian Academy was founded primarily to educate the children of Christian parents. ICA seeks to foster an environment that will challenge every student to consider his or her personal response to the claims of Jesus Christ. However, ICA does not replace the training of either the home or the church. All three should be in biblical agreement for a truly well rounded Christian education of the child.

I / We as parents/guardians enrolling our child(ren) in International Christian Academy do hereby pledge our support of the following:

1. We commit to pray for International Christian Academy community - students, families, faculty, staff, administration, and school board.
2. We give authority to ICA to discipline our child as necessary, knowing that no form of corporal punishment will be used. We agree further that we will cooperate and provide discipline to our child in the home as needed. "Train up a child in the way he should go; even when he is old he will not depart from it." Proverbs 22:6 (Proverbs 13:24; 19:18; 23:13; 29:15-17; Ephesians 6:1,2; Colossians 3:30; Hebrews 12:6).
3. We pledge our fullest cooperation to keep doctrinal controversy and denominationalism out of ICA at all times, yet fully support the spiritual training given as outlined in the Statement of Faith, "eager to maintain the unity of the Spirit in the bond of peace." Ephesians 4:3 (Romans 12:8-10; I Corinthians 12:12-14; 13:1-3; Galatians 5:13-15, 25, 26).
4. We agree that if a conflict arises between our child/family and others in the ICA family (students, parents, faculty, staff, administration), we will follow the procedures of "Community Life" and "Christian Conciliation." These procedures are based on biblical principles for sustaining Christian harmony during times of disagreement. (Matthew 5:23-24; 18:15-17; I Corinthians 6:1-
5. We recognize that private education is in need of strong parental support and involvement, including grade placement, teacher assignment, dress code, attendance, events and activities throughout the school year.
6. We understand that students may be tested for illegal drug use if there is a reasonable suspicion. Drug testing may also be initiated to clear the testimony of a student or the school.
7. We understand that we are responsible to fulfill our financial commitments to ICA. Additionally, we are required to pay for any damage to property caused by our child whether intentional or unintentional.
8. We understand that ICA maintains a school directory that is available to assist in

school communication. We agree not to use or share this directory for any other purpose.

9. We give permission for ICA to use photographs or video taken at school or school activities of our family and our child(ren) and family for school publications and promotional items. We hereby authorize and give full consent to ICA to publish and copyright all photographs and/or videos in which my child appears due to being enrolled as a student in any and all programs of ICA. We further agree that ICA may transfer or use photographs/video without limitation or reservation. The continued use of photographs/videos does not constitute an agreement to continue the child's enrollment. We hereby approve and consent to the use of photographs/video and the terms mentioned above. We affirm we have the legal right to issue such consent.
10. We understand that this educational facility is recognized by the Nevada Department of Education as a private school and is operated as an exempt school under the provision of NRS 394.211 and as such, is exempt from the provisions of the Nevada Elementary and Secondary Education Authorization Act.
11. ICA reserves the right to review the behavior, spiritual growth, and academic progress of every student at any time to determine the mutual benefit of continued enrollment. The student will be either invited to continue at ICA, placed on probation, or asked to leave at this review.
12. We understand that ParentsWeb is used in conjunction with all other ICA policies and principles and could be revoked for cause at the discretion of administration.

Further to avoid offending others at the Christian school, parents should:

- Dress modestly\* and appropriately\* for school functions or while visiting the school campus.
  - Modesty: clothing that does not expose midriff, cleavage, upper thighs, or undergarments or that is excessively tight. \*
  - Appropriately: dress for the function you are attending. e.g. if chapel, dress with respect of speakers and children.)
- Refrain from use of tobacco, alcohol, or profanity on school property or at school functions and should not come on school property or to school functions while under the influence of alcohol or drugs.
- Demonstrate Christ-like behavior at ICA and all functions. This includes courtesy on the telephone, in the parking lot, and in the building to all ICA staff, students, parents, and visitors to our campus.
- Parents and students are expected to cooperate with the authority of the school staff and may be asked to withdraw if they are unwilling.
- By completing the application process you are indicating your desire to be a part of ICA and your commitment to support ICA's ideals and standards.

(Resource provided by LMCA/Revised by ICA, (LA) August 2017)

**PARENT & STUDENT HANDBOOK ACKNOWLEDGEMENT**

**2017-2018**

I, \_\_\_\_\_, have received the International Christian Academy Handbook. I have been informed of its contents. I have also been instructed that I am required to read and abide by the policies and procedures set forth in the Parent & Student Handbook.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Parent

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Student

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Grade

Please return this form to your teacher by Thursday, August 23, 2018.