



**CHRISTIAN ACADEMY**



# Parent/Student General Information Handbook 2015-16

**Impact Christian Academy**  
*A Ministry of Impact Church*

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*Welcome to the Impact Christian Academy 2015-16 school year!*

*We certainly feel blessed to have you on our team. Please know that it is truly our prayer that you feel welcomed and a part of the ICA Family. We hope that this handbook assists you in this endeavor, and provides the pertinent information for guidance and understanding of Impact Christian Academy.*

*The philosophy at Impact Christian Academy is Kingdom education, which focuses on bringing the home, church and school together to form a partnership for training the next generation. Paralleling this philosophy are institutional guidelines and parameters that provide structure, accountability and direction.*

*I want to encourage you to understand these guidelines and be supportive of them as we journey together this year. I hope you will spend some time reviewing this handbook. Our focus on the main objectives for the school will be clearer throughout the year if we individually and collectively honor the parameters set forth in our handbook. However, our ultimate authority is God's Word, which provides unchanging truth and principles for each of us.*

*We look forward to partnering with you in God's work at ICA!*

*Warmly,*

*David Patterson  
Head of School  
Impact Christian Academy*

## ***Impact Christian Academy Operating Constitution***

God has established Impact Christian Academy for the purpose of impacting lives for eternity through biblically-based and Christ-centered education. This vision and mission statement articulates the purpose behind the school's existence. When coupled with seven core values and a series of operating principles, this mission statement provides Impact Christian Academy with an operating constitution that will guide all of its policies, procedures, and practices. In addition, a complete explanation of what a Christian educator is (supported by seven core values and operating principles) and the biblical principles for achieving Christian Education (supported by Scripture and application points) completes Impact Christian Academy's Constitution.

### ***Impact Christian Academy Vision***

#### ***Vision Statement***

The vision of Impact Christian Academy is to provide a Christ-centered education in an outstanding spiritual, social, and educational environment by working with Christian families and churches so students will be thoroughly prepared to fulfill God's purpose for their lives.

#### ***Mission Statement***

The mission of Impact Christian Academy is to partner with Christian families by equipping students to embrace biblical truth, strive for academic excellence, and model Christ-like leadership to ***impact*** their homes, churches, and communities for Christ.

#### ***Core Values***

In order to successfully fulfill our mission, Impact Christian Academy will give priority to seven core values. Each of our core values must have operating principles that allow us to incorporate them into daily practice in every aspect of our educational program.

- Biblical teaching and application
- Christ-likeness
- Christian family
- Leadership
- Excellence in education
- Cultural awareness
- Community service

## ***Personal Christ-likeness Assessment Pursue Excellence***

Throughout the Bible, God has encouraged us as believers to always do our best (Colossians 3:23, Philippians 4:8, 1 Peter 2:12, 1 Peter 2:15, Hebrews 12:1-2, Ephesians 4:29).

## ***Christ First in All Things***

If we would apply the adage “JOY: Jesus, Others, then Yourself”, then Christ would always be the first thought of every moment.

If we as ICA stakeholders put Jesus first in every decision we make, then every aspect of ICA will be vertically aligned in a God-honoring way (Colossians 3:1, 15-17).

## ***Always Show Love***

If our decisions, and in turn, our actions always show love, we will truly reflect the love of Christ as individuals and as a collective body of believers (Philippians 2:1-5, Romans 12:9-13, 1 Peter 2:17, 1 John 4:7-11, 19, Ephesians 5:1-2, John 13:35, 1 Timothy 1:5).

If we, the ICA stakeholders:

***PURSUE excellence, put***

***CHRIST first in all things and***

***ALWAYS show love***

.. .then Christ will be our focus and all that we do will glorify Him.

## **Doctrinal Statement**

We believe that a Christian school must be fully and equally committed to excellence in education and fidelity to biblical truth. Impact Christian Academy is unbending in its dedication to provide the very best educational environment for students entrusted to its care. Its administration, faculty, support staff and curriculum adhere to the precepts and principles of the Holy Scriptures, God's inspired Word for this and every age.

### **Core Biblical Beliefs**

We believe the Bible is the divinely inspired Word of God. **II Timothy 3:16**

We believe in the triune nature of God – the Father, the Son, and the Holy Spirit. **I John 5:7; Matthew 28:19**

We believe all have sinned and come short of the glory of God and are in need of salvation, which has been provided for all men through Jesus Christ. **Romans 3:23-26; I Corinthians 6:11**

We believe the church consists of all those who have received Jesus Christ as their Savior. **I Corinthians 1:2; Ephesians 5:23-24, 30**

We believe in the personal, visible, imminent return of Jesus Christ. **Acts 1:9-11; Revelation 1:5, 7**

We believe in water baptism and the observance of the Lord's Supper. **Matthew 3:13; I Corinthians 11:23-26**

## **Purpose and Philosophy**

### **An Academic Focus - A Christian Foundation**

#### **Purpose**

The purpose of Impact Christian Academy is to assist Christian parents in providing a sound education for their children through the integration of faith and learning. ICA is committed to teaching a biblical view of God and the world through the development of basic spiritual, intellectual, physical and social skills.

#### **Assisting Christian Parents**

ICA endeavors to function as an extension of the Christian home, supporting parents in the biblical mandate giving them ultimate responsibility for the education of their children. Teachers, parents and students must have a common grounding in the Lordship of Jesus Christ as revealed in the Scripture and common commitment to the work of education.

In order to serve these families with biblical instruction and godly examples, the school employs administrators, faculty and staff who serve as role models in their Christian walks, their professional lives and Christian faith.

#### **Integration of Faith and Learning**

The curriculum is rooted in a God-centered view of life, allowing students the opportunity to understand themselves and the world around them from a biblical perspective. All truth is found in God and is derived from His revealed Word and from objective observation of the world He created. In all matters, the Scriptures are supreme. The integration of biblical faith and learning is the responsibility and a primary function of the teacher at ICA. The school endeavors to select the best instructional materials available from secular and Christian publishers in order to reach its overall goals.

We, at Impact Christian Academy, believe that we have the mission of enabling our students to live wholesome Christian lives in a harsh and demanding world. In cooperation with the parents, we will make the students aware that, while they are created in God's image, they are also blessed with distinctive personalities. They will also learn that they are endowed with special talents, which they will discover, and finally, that God has a purpose for each of them, and they can achieve that purpose.

Impact Christian Academy provides an environment that balances a relationship with God through faith in Christ with intellectual and artistic pursuits. Academic excellence, coupled with the development of Christian character, will enable each student to recognize God's special plan for his or her life and to strive to attain that goal.

We are well aware that the primary responsibility for raising children rests with the parents. With that in mind, Impact Christian Academy believes that parent and school should work in cooperation and harmony in nurturing, training, guiding and expanding the child's mind, body and spirit. Such cooperation creates spiritually vital families and the foundation not only of our school, but also of our church, our community and our nation.

## Elements of the ICA Crest



The primary colors for the ICA Crest are royal blue, black, white and silver.

### LION

The lion is a symbol of courage, strength, gracefulness, power and perseverance. As Christians, we should strive to incorporate each of these qualities in our daily walk as we pursue our various endeavors, all for the glory of Christ.

Psalm 28:1b, "The righteous are bold as a Lion."

Proverbs 28:1, "...the wicked flee when no one is pursuing, but the righteous are bold like a lion."

Revelations 5:5b, "...behold the Lion of the tribe of Judah."

### CROSS

The cross represents Jesus' ultimate sacrifice for us.

Isaiah 53: 5, "But he was pierced for our transgressions; he was crushed for our iniquities; upon him was the chastisement that brought us peace, and with his wounds we are healed."

Philippians 2:8, "...He humbled Himself by becoming obedient to the point of death, even death on a cross."

### SHIELD

The shield represents our protection in Christ by having a personal relationship with Him and living in His Word – the Holy Bible.

Ephesians 6:1 "...taking up the shield of faith with which you will be able to extinguish all the flaming missiles of the evil one."

Psalm 28:7a, "...the Lord is my strength and my shield."

Psalm 91:4 "...His faithfulness is a shield."

## ACADEMICS

We understand that our reasoning skills reflect the image of God.

Matthew 22:37b "You shall love the Lord your God.....with all your mind."

Ezra 7:10, "For Ezra had set his heart to study the Law of the Lord, and to do it and to teach his statutes and rules in Israel."

Daniel 1:17 "...God gave them learning and skill in all literature and wisdom..."

## FINE ARTS

The ability to be creative and enjoy creativity is God's gift to humanity.

Psalm 33:3 "Sing to him a new song; play skillfully on the strings, with loud shouts."

2 Chronicles 2:14b, "He is trained to work in gold, silver, bronze, iron, stone and wood, and in purple, blue, and crimson fabrics and fine linen, and to do all sorts of engraving and execute any design...."

## ALTRUISM

Someone said "We are most like God when we give".

Matthew 25:35-36 "For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in, <sup>36</sup>I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you came to visit me."

Romans 12:13 "Share with the Lord's people who are in need. Practice hospitality."

## *The Portrait of an ICA Graduate*

All schools, including ICA, proclaim goals of developing college preparatory skills as well as a certain level of fundamental life skills. Understandably, the portrait of an 18 year-old's character, work ethic, or academic prowess is far from being complete, knowing that one's mind, heart, and overall maturity continues over a lifetime.

Scripture provides insight in that even Jesus matured in four areas as described in Luke 2:52. This holistic scriptural maturity paradigm provides a balanced picture, or portrait, for all of us to contemplate. Indeed, the maturity cycle does not end when one receives a diploma, however, there are foundational training strategies that certainly increase the probability of a child internalizing a desired belief system; developing learning habits; and, genuinely living out a Christ-like character trait. Although the primary molders of these "portraits" are the parents, the school's influence plays a significant part. Thus, what does the school aspire to produce? It is our prayer, that our students graduate ICA with the following foundational desired outcomes--Portrait of an ICA Graduate:

1. To fear and respect God (Psalm 33:8) understanding that this is the beginning of wisdom (Proverbs 9:10) and that one's true identity is secure in Christ (Col. 2:9-10). They also continue to develop a balance and arduous spiritual growth plan as portrayed in Luke 2:52 (to grow in wisdom, stature and in favor with God and with man as Jesus did) so they learn to think as a mature believer (1 Cor. 14:20), mature as a Christ-follower and acquire discernment (Hebrews 5:14).
2. To practice a strong work ethic coupled with an eternal perspective (Col 3:23) devoting themselves to the work that God has prepared for them (Eph. 2:10). *Ad Majorem Dei Gloriam* (To God be the Greater Glory) becomes central to their daily work and service. It is The ICA Code of Honor that intrinsically unifies all ICA stakeholders in all areas of the Portrait of an ICA Graduate.
3. To embark upon and seek to continue a rigorous intellectual path understanding the importance of developing the mind.
4. To embrace the creative nature of God (Genesis 1:1, Eph. 2:10) and seek to appreciate a wide variety of disciplines of study associated with a strong liberal arts education as the foundation to enter the discussion on the great questions of life (Acts 17). This would be characterized by proven writing, thinking, and synthesis skills as well as demonstrated mastery of academic objectives in the humanities (literature and history), mathematics, sciences, and Christian doctrine. The study of God's Word and the pursuit of understanding the entire narrative describing the Creation, Fall and Redemption story assist in developing an authentic biblical worldview while developing the life habit of taking every thought captive (II Cor. 10:5).
5. To have a "big picture perspective" of the world and to demonstrate the love and attitude of Christ Jesus to all people. This attitude would be characterized by selflessness, humility, and servant-hood (Phil. 2:2-11) and a lifestyle of obedience to seeking first the kingdom of God (Matthew 6:33).

### ***The ICA Code of Honor***

The Impact Christian Academy Code of Honor exists for one purpose. *Ad Majorem Dei Gloriam*, which means: "To the Greater Glory of God." It is this statement that unifies us in both perspective and purpose.

Recognizing, with Christ-like humility that our life's purpose is to live for God's Greater Glory inspires an environment of integrity, honor and character. It is the intrinsic inspiration that produces authentic school pride and cultivates an environment of self-governance that transcends rules and regulations. There are no mere words or a single document that can contain the way in which we are to conduct ourselves at all times - this is found in God's own Word, and written on our hearts. It is our heart, our identity.

Becoming a "pride" of Lions whose unified goal is to revere Christ in all things motivates us to treat people with dignity and respect, affirm our commitment to the school's mission statement that is eternal in perspective and emboldens students to embrace biblical truth, strive for academic excellence, and model Christ-like leadership. Affirmation of our mission drives a deep sense of responsibility to preserve and pass on this culture to future generations.

There are no man-made rules greater in value than the internal resolve to uphold the principles that serve as the foundation of this institution. We respectfully rally around *Ad Majorem Dei Gloriam*, our individual duty and commitment as "iron sharpening iron." (Proverbs 27:17).

## ***The Five Tenants of the ICA Code of Honor***

### **Perspective**

All stakeholders are challenged to focus on an eternal perspective. It is through this eternal perspective that one submits his or her attitude, rights, and self to God and a cause that transcends self.

#### **Key Concepts:**

- We have an eternal mindset vs. a temporary, earthly mindset at all times,
- We possess a constant attitude of gratefulness,
- We are focused on being “other-centered,” selfless servants,
- We recognize that our transcendent cause is more important than our personal agenda.

### **Purpose**

Every member of the ICA community is challenged to understand and commit to the school's Mission Statement. The core components of the Mission Statement are continually practiced.

In pursuit of excellence in education, the mission of Impact Christian Academy is to partner with Christian families by equipping students to embrace biblical truth, strive for academic excellence, and model Christ-like leadership to **impact** their homes, churches, and communities for Christ.

#### **Key Concepts:**

- We recognize that our partnership with parents (family) is vital,
- We understand that embracing biblical Truth is much more than “knowledge,”
- We know that striving for academic excellence requires honesty, integrity and rigor, and
- We understand that modeling Christ-like Servant Leadership is about being “other-centered,” and serving as His leader to influence others.

### **People**

All people deserve to be treated with respect and dignity. Everyone has value, therefore our focus should be on serving others. This begins by respecting them.

#### **Key Concepts:**

- We treat all people with respect and dignity (teachers, custodians, visitors, classmates, other schools and local businesses),
- We recognize that simple actions such as a smile, friendly greeting, handshake and eye contact demonstrate respect, care and being “other-centered.”

### **Programs**

Active participation in the life and culture of the school's programs is encouraged. Participation is a privilege and it is an honor to “wear the jersey.” Supporting other participants, models our “other-centered” principle. Through participation and support, we are ambassadors for the King.

#### **Key Concepts:**

- We know that our out-of-classroom experiences during school hours, such as Chapel, service project days and minimester mission trips are a major part of our curriculum and that understanding and supporting their purpose is demonstrated by respect, and
- We respect that God made some to love the arts, some to love athletics, and some to love academics or a combination of all. Supporting one another creates unity and friendship. It makes our school more complete when all of these programs succeed.

### **Property**

The environment, and in particular, the school's facilities and equipment are to be maintained with the utmost care and respect. This stewardship principle carries over into all areas of one's life.

#### **Key Concepts:**

- We recognize that one only has to travel to another part of the world to understand how ICA has been blessed with facilities,
- We never leave a space on campus until it is clean,
- We stop to pick up trash whenever we see it, and
- ICA property is treated with respect therefore we do not do anything that could potentially leave damage to its grounds facilities, or contents therein.



## 2015-2016 SCHOOL CALENDAR

|                                 |  |
|---------------------------------|--|
| Teachers Pre-planning           | August 3, 2015 – August 10, 2015           |
| Students Report for First Day   | August 11, 2015                            |
| Labor Day Holiday               | September 7, 2015                          |
| 1st Nine Weeks Ends             | October 9, 2015                            |
| Columbus Day                    | October 12, 2015                           |
| Veterans Day                    | November 11, 2015                          |
| Thanksgiving Holidays 2015      | November 23, 2015 – November 27, 2015      |
| Students & Staff Return         | November 30, 2015                          |
| 1 <sup>st</sup> Semester Exams  | December 15 (noon) - December, 18, 2015    |
| 2nd Nine Weeks Ends             | December 18, 2015                          |
| Christmas Holidays Begin        | December 18, 2015 (noon) – January 3, 2016 |
| Staff Return                    | January 4, 2016                            |
| Students Return                 | January 5, 2016                            |
| Martin Luther King Holiday      | January 18, 2016                           |
| President's Day Holiday         | February 15, 2016                          |
| 3 <sup>rd</sup> Nine Weeks Ends | March 10, 2016                             |
| Teachers Work Day               | March 11, 2016                             |
| Spring Break Begins             | March 21, 2016 – March 25, 2016            |
| Easter Monday                   | March 28, 2016                             |
| Students & Staff Return         | March 29, 2016                             |
| Teachers Work Day               | April 29, 2016                             |
| Final Exams                     | May 23, - 26, 2016                         |
| Last Day of School              | May 26,, 2016                              |
| Teachers Post Planning          | May 26, 27, 31, 2016                       |
| Memorial Day Holiday            | May 30, 2016                               |

## **Admissions**

The admissions process involves submitting the following: an application, records from previous schools, as well as an admission test. First through twelfth graders take the math and reading portions of the TerraNova Achievement Test. ICA also accepts the Independent Student Entrance Exam (ISEE) for students in fifth through twelfth grades. Following the testing and when the applicant file is complete, parents are invited for a personal interview with an administrator.

Impact Christian Academy does not discriminate on the basis of race, color, national, or ethnic origin in the administration of any of its policies or programs. Admissions are contingent on space, abilities of the student, philosophy, and willingness of the family to participate within the school guidelines.

Provisional Acceptance: School records or admissions data that indicate a significant academic or behavioral problem may result in the student being admitted provisionally. If the student shows the ability to be successful at ICA, the provisional status may be lifted. If the student is not able to be successful, another placement may be recommended.

## **Anti-Harassment Policy**

The environment at ICA must be one in which all individuals are free to work, learn and develop relationships without fear or intimidation or humiliation as a result of unwanted or unacceptable behavior from others. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her actual perceived identity with regard to race, color, gender, age, disability, political beliefs, national or ethnic origin, any other distinguishing physical or personality characteristics, or any other characteristic protected by law. It is essential to the well-being of all that students, teachers and staff members treat each other with due respect for rights, individuality and personal dignity.

## **Bullying Policy**

Negative behavior exhibited by students will be addressed in a fair and balanced manner. Once the school is made aware of any such behavior, the situation will be evaluated as to the seriousness of the behavior by using the guidelines below:

### **Immature Behavior**

- No intent to be unkind
- Annoying activity that causes discomfort
- Foolish actions that may cause harm to others and/or their property

*Immature Behavior: The classroom teacher will primarily address such behavior. Consequences for this type of behavior will require restitution and possible loss of privileges and/or detention.*

### **Unkind Behavior**

- Intent is to be unkind Behavior is not frequent
- Behavior intensity level is low
- Behavior may reflect impulsivity and is infrequent
- Behavior duration is short

*Unkind Behavior: The classroom teacher or school administration will address such behavior. Consequences for this type of behavior will require restitution and some type of detention. In addition, a Saturday School may be given. A parent conference will take place.*

### **Bullying Behavior**

Bullying is an act of repeated aggressive behavior (including ridicule) in order to intentionally hurt another person, physically or emotionally. An individual behaving in a certain way to gain power or control over another person characterizes bullying.

- Intent is to be harmful (Physically or Emotionally)
- Behavior is frequent
- Behavior intensity level is moderate to severe
- Behavior duration is long
- Negative behavior is mostly one sided

*Bullying: The classroom teacher and school administration will determine and address such behavior. Consequences for this type of behavior will require restitution, a parent conference and a minimum of a one-day suspension.*

## **Student Discipline**

### **General Guidelines**

School personnel shall adhere to the following general guidelines when imposing discipline:

1. A student shall be disciplined when necessary to improve the student's behavior, to maintain essential order, or to protect other students, school employees or property.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include:
  - a. The seriousness of the offense;
  - b. The student's age;
  - c. The frequency of misconduct;
  - d. The student's attitude; and
  - e. The potential effect of the misconduct on the school environment.
3. In the ideal structure of Christian education, the home, the church, and the school work together in a cooperative manner to fully educate and train students. Cooperation between these three groups must be evident to fully develop the character of the student, and promote behavior consistent with biblical worldview. Whenever the student behavior problems arise, there can be the temptation to focus on the disciplinary process rather than the actual problem. The goal of discipline is to correct and train students, while protecting the overall safety and educational environment of ICA.

During the course of investigating actions and events concerning possible student incidents, the School may seek to question students alone or in groups. Administrators have full discretion in the questioning of students, and in the evaluation of events many conduct their investigation without parental notification or attendance. The administration will strive to adapt individual discipline procedures and processes to the needs of the student, and communicate expectations and findings to parents in a timely manner.

Attending ICA is a privilege that is extended on the condition that students and parents accept and support school policies. The School, in its sole discretion, will make the final determination of whether there has been a violation of the School's Student Code of Conduct. If a student is suspended, expelled or withdrawn due to disciplinary actions, there will be no refund of tuition or waiver of financial obligations.

### **Student Code of Conduct**

At the beginning of the school year and throughout the school year as needed, the Student Code of Conduct shall be made available on the school's web site and/or as hard copy to students, parents, teachers, administrators and to others on request.

### **Revisions**

Revisions to the Student Code of Conduct included in the Parent/Student Handbook shall be made as needed and are approved by school administration. Revisions made during the year will be communicated electronically.

### **'Parents' Defined**

Throughout the Parent/Student Handbook, Student Code of Conduct and discipline policies, the term "parents" includes a parent, legal guardian or other person having lawful control of the child.

### **Corporal Punishment**

ICA prohibits the use of corporal punishment. Students shall not be spanked or paddled for violations of any kind.

### **Physical Restraint**

Within the scope of an employee's duties, a school employee may physically restrain a student if the employee reasonably believes restraint is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Remove a student refusing a lawful command of a school employee from a specific location, including a classroom or other school property, in order to restore order or to impose disciplinary measures.
4. Control an irrational student.
5. Protect property from serious damage.

**Code of Conduct: 24/7/365**

Students are expected to represent ICA in a positive manner even when they are not on school grounds and/or attending school functions (including extracurricular activities). Students and their parents acknowledge and understand that students are subject to discipline for conduct occurring off-campus or during non-school hours, including weekends, holidays and summers. The administration will deal directly with any student who violates the Student Code of Conduct or draws attention to ICA in a negative manner, which may result in disciplinary action or a student's dismissal from the school.

A student may be removed from participation in extracurricular activities or may be excluded from school honors or more for violation of extracurricular standards of behavior for an activity or for violation of Student Code of Conduct relating to 24/7/365.

**Video/Audio Monitoring**

Video/audio equipment is to be used for safety purposes to monitor student behavior on the school campus.

**Use of Recordings**

Recordings shall be reviewed as needed by the principal, and evidence of student misconduct shall be documented. A student found to be in violation of the school's Student Code of Conduct shall be subject to appropriate discipline.

**Access to Recordings**

Video recordings obtained from surveillance cameras that contain images of students are student records, which are protected under the Family Educational Rights and Privacy Act (FERPA). Requests for such video records shall be processed in accordance with FERPA requirements.

**Personal Electronic Devices**

Personal electronic devices (including personal communication devices (cell - phones) and computers) are discussed in the divisional sections of the handbook. Please note, audio or video recording may not be conducted anywhere on the ICA campus without the prior approval of ICA Administration. No audio or video recording is permitted in bathrooms or locker rooms under any circumstances.

**Communication with Faculty and Staff**

ICA faculty and staff welcome constructive communication from parents at any time. Any of the following methods may be used to contact a staff member:

1. Staff Mailboxes - Notes or letters may be left in the staff mailboxes.
2. Email - All ICA staff and faculty have email addresses. A directory of all ICA staff and faculty is provided at the beginning of the year with directions for reaching staff email. Every attempt will be made to respond to all email messages within 24 hours during the school week.
3. If you would like to arrange a conference, please make your request in the form of a note, or email so that a time may be scheduled. Instructional time in the classroom is valuable. Unscheduled conferences prohibit teachers and administrators from adequately addressing your questions and concerns. Teachers and administrators have conference times built into their schedules when they would be happy to meet with you.
4. Our staff's family time is precious. We ask you to refrain from calling our staff at home.
5. The school receptionist is not free to leave the office to take messages to students. Please make every attempt to have after-school plans in place prior to the school day.
6. In seeking to solve any problem or misunderstanding originating in class, students and parents should work with teachers first, then administration if needed.

Concerns involving students and classroom procedures are most appropriately directed to the teacher. Questions concerning school policy should be directed to the principal.

**Disaster Drills**

Practice drills will be provided for fire and tornado safety precautions. Fire drill charts are posted in each classroom.

Evacuation practices will be conducted and recorded in an orderly fashion. Fire drills will be held throughout the year in conjunction with state and local requirements. Students will be informed of proper escape routes and procedures on the first day of school.

Pulling the fire alarm with undue cause will result in reporting to the county fire department, and/or disciplinary action. Careless or malicious initiating of a false alarm is an extreme offense that could lead to serious injury in an attempt to evacuate the building.

Deliberate offenses will be handled with the utmost severity. The student and his/her family will become financially responsible for fees resulting from a false alarm.

The Crisis Management Plan adopted by Impact Christian Academy is available in the ICA School office.

## **Extended Day**

Extended Day is committed to providing a safe and fun environment for your child to play - a place where play encourages children to make friends, to share thoughts and ideas or to spend time with caring adults. Many ICA children participate in Extended Day. We are fortunate to have warm and caring staff that is committed to your children. These individuals provide quality childcare by demonstrating enthusiasm, warmth and respect for the children. It is here that many of their childhood experiences will be built. It is our mission to do everything we can to enhance those experiences and enrich your children's lives.

Attending Extended Day is considered a privilege. Students participating in this program should adhere to the ICA Code of Conduct. An administrator at all times has the authority to remove a student from Extended Day.

Extended Day is available to ICA students in grades K-5 through eighth grade for an additional fee. See the ICA website for enrollment forms and fees.

## **Facilities Usage**

The ICA administrative office must approve all school events taking place on or off the ICA campus. Event Request Forms may be obtained from the School office. Only when the event is approved will it be placed on the school calendar.

## **Financial information**

### **Tuition and Fees**

Overdue Accounts and Payment Information: Unless paid in advance, tuition payments are automatically debited from your bank account through FACTS Tuition Management. If an account becomes more than 30 days delinquent, a letter from ICA will be mailed advising that the student may be dismissed if the account is not made current. Report cards will be held in the ICA administrative office for all delinquent accounts. Grades, testing results and transcripts of any student withdrawing with an outstanding balance will not be released until tuition is paid in full. There is a \$40 service fee for all NSF checks.

### **Refund of Tuition and Fees**

At ICA, all tuition and other charges are based upon an estimated cost of providing the services of the school to all students enrolled. When you enroll your child, we execute the enrollment contract, indicating that we have reserved a space for your child. Your signed and returned contract guarantees your child a spot.

When you execute the contract, you pledge to ICA that you will pay the costs indicated in order that we may meet the budget of the school.

We employ staff and teachers in accordance with the number of students enrolled and must pay those teacher contracts whether or not a student drops out.

## **Medical Information**

### **Medication**

We recognize that there are times when students will need to take medications during the school day. All medication brought to school must be in the original container and kept in the school's office. If a prescription or over-the-counter medication must be given during the school day, each must be accompanied by a note signed by the parent or legal guardian giving directions for its administration including date, time, dosage and reason for administration. Over-the-counter medications will not be given on a routine basis without a signed note from the child's physician.

Parents of students in Pre-K3-5th Grade must provide over-the-counter medications with a signed consent form. These over-the-counter medication requirements also include Advil and Tylenol and any other over-the-counter medicines (OTC). OTC medications will not be given without consent of the parent. For students in 6th-12th grades, the office has limited supplies of the most common OTC medication, however; they will not be given without parental consent.

### **Health Records**

All new students are required to submit a Health Record Form, which requires a doctor's signature confirming the student's current immunizations. Once students have all of their immunizations on file by Kindergarten entry, a new Health Record Form will not be required unless state requirements change.

### **Illness**

Sick children (temperature of 100 degrees or higher, vomiting, diarrhea, severe coughing, unknown rash, repeated visits to the office during the school day) will be sent home from school. For fevers less than 100 degrees, the parent will be called to discuss the child's symptoms and the proper action to take for the welfare of the child and the other students in the school. Students should be free of fever, vomiting or diarrhea for a minimum of 24 hours before returning to school.

Therefore, children sent home from school should not return the next day. Students diagnosed by their doctor with strep throat must have been on antibiotics for a minimum of 24 hours before returning to school.

Children who are sent home with fever or rash will need to check in with the office on the morning they return to school before going to class. Do not send a child with a rash to school. If you have concerns about a rash, you should contact your child's physician rather than bringing the child into the school. It will continue to be

necessary to keep children with fever home until they have been fever free for 24 hours without the use of fever reducing medication.

Please be considerate of other students and staff by not sending a child to school with an infectious condition, fever, or persistent runny nose with green mucous, persistent cough, or persistent sneezing. Parents will be called and asked to pick up their child if he or she is sent to school with fever and or vomiting. Parents will be asked to pick up their child if he/she is found to have contracted conjunctivitis ("pink eye") or head lice. Children with bacterial conjunctivitis (pink eye) must have been on antibiotic eye drops for a minimum of 24 hours before returning to school.

In the case of head lice, the child will be re-admitted to school only after he or she has been treated with the proper lice-killing shampoo and the eggs and live bugs have been combed out. Children sent home with head lice must be checked by the office before going back into the classroom.

In some cases, a doctor's note may be required before the student returns to school. In the event any student has a communicable disease, the parents are expected to notify ICA, and to re-admit the student only after a doctor has given written permission for the child to return to school.

If your child needs over-the-counter medications (cough drops, pain relievers, etc.), please administer before you leave home rather than expecting our office to do it first thing in the morning. Over the counter medications will not be given before 10:00 a.m. for students in grades 6-12.

### **Returning to School after Hospitalization**

Students will not be allowed to return to school following hospitalization for illness or injury until the school office has an official written release from the physician authorizing the student to return to school.

The physician must indicate any restrictions, activity or otherwise, for the student.

### **Immunizations**

2014-2015 School Entry Requirements  
Before attending school in Florida (kindergarten through 12th grade), each child must provide a Form DH 680,  
**Florida Certification of Immunization, documenting the following vaccinations:**

#### **Public/Non-Public Schools Kindergarten through 12th Grade:**

- Four or five doses of diphtheria-tetanus-pertussis (DTaP) vaccine
- Two or three doses of hepatitis B (Hep B) vaccine
- Three, four, or five doses of polio vaccine\*
- Two doses of measles-mumps-rubella (MMR)

vaccine

- Two doses of varicella vaccine

#### **Kindergarten and grades one through six**

- One dose of varicella vaccine

#### **Seventh Grade Requirements:**

**In addition to kindergarten through 12th grade requirements, students must have the following vaccinations:**

- One dose of tetanus-diphtheria-pertussis (Tdap) vaccine in grades seven through twelve

*\* If the fourth dose of vaccine is administered prior to the fourth birthday, a fifth dose of polio vaccine is required for kindergarten.*

#### **Varicella vaccine is not required if varicella disease is documented by the healthcare provider**

Students who are not in compliance with state immunization guidelines will not be allowed to attend school or participate in school-sponsored activities.

All students must show proof that the above immunizations have been received before the first day of school. Current immunization records and conscience exemption forms must be on file with the school office prior to school attendance.

#### **Medication Consent**

Any medications to be administered during the school day to any students must be kept in the school's office along with a completed Medication Consent Form informing the nurse of the dosage and the time to be given. Medication Consent Forms are available from the office. All medication must be in its original container with specific directions. No medications will be administered without a completed Medical Consent Form.

Medications that are sent to school and must go home at the end of the school day are the responsibility of the parent. When bringing prescription medications to school, please have your pharmacist label a second bottle for school use.

Although it is best to time dosages of over-the-counter medications to avoid dosages at school, the office will assist families by dispensing those types of medications (i.e. allergy medications) when absolutely necessary.

At no time will the recommended dosages for over-the-counter medications be exceeded without a written, signed request from the child's physician.

#### **Student Emergency Form**

A Student Emergency Form is required for every student at the time of enrollment or re-enrollment. Parents are required to update the Student Emergency Form online before the start of school. If there

are any major changes in your child's health and/or medication or medical procedures, or any changes in phone numbers, please notify the office immediately as well as updating the information online. In an emergency, every attempt will be made to reach the parent; however, in the event that the parent cannot be reached, the contact person listed on the Student Emergency Form will be called.

## ***Fund Raising***

Fund raising makes it possible to recruit and retain the most dedicated and stimulating teachers and to provide the highest-quality programming. All fund raising must be approved through the ICA Development Office.

Tuition and fees cover approximately 95% of the cost of an ICA education. The rest comes from voluntary, tax deductible donations from parents, faculty, staff, alumni, grandparents, parents of alumni and friends of ICA.

Fund raising at Impact Christian Academy comes in a variety of events yearly, to support the current operations of ICA. These gifts help enhance the day-to-day life of every student and faculty member by supporting a variety of programs, including academics, faculty development, the arts, athletics, technology and the E-library.

## ***Inclement Weather***

It may be necessary to close or delay the start of school because of inclement weather. Additionally, school may need to dismiss early due to inclement weather. It is important that you tune in to a local radio, TV station or online news source when there is a question regarding inclement weather or dangerous road conditions. We will update the ICA website (please remember to refresh the page frequently for updates) and notify most major area radio and television media of any delays, closures or early dismissals. It is, however, the decision and responsibility of the area radio and television stations to air such notices.

## ***Challenged Materials Policy***

Despite the great care taken in the selection process, there may be occasional objections raised to some of the materials included in the ICA E-library. Concerns should be handled in a Scriptural manner, following the principles in Matthew 18:15-17. Anyone hearing any concerns should refer that person to the school office. Any parent, faculty or staff member may challenge materials he or she deems objectionable by following the procedures outlined herein.

ICA supports the rights of all parents to monitor their child's reading and instructional materials. However, those rights extend only to their own children. Individuals are not free to define what is appropriate for all students or teachers to read, view or hear. The school retains the right for students to have availability to

materials, which have gone through the selection policy and chosen by the professionals as acceptable use.

When materials are challenged, the following procedure is to be followed:

1. Formal objections to E-library materials are initiated by filling out a Request for Reconsideration Form. The Request for Reconsideration Form must be signed by the complainant and filed with the administrator or teacher in charge.
2. The form will then be referred to the Literature Review Committee.
3. The Literature Review Committee will then review the challenged materials based upon the objections set forth in the Request for Reconsideration Form. Based upon that review, the Literature Review Committee will make a decision whether to keep or remove the material from the curriculum.
4. The Literature Review Committee will send written notice to the complainant regarding their decision.
5. All challenged materials shall remain in circulation during the challenge process period.

## ***Lunch***

Impact will provide lunch service for Impact Christian Academy.

Students may also bring a sack lunch. A la carte beverages are available. Students in grades 2-12 are required to remain in their designated eating areas. Students in Pre-K, Kindergarten and first grades eat in their classrooms.

## ***Non-Discriminatory Policy***

Impact Christian Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its education, employment, admissions policies, tuition assistance, athletic and other school-administered programs.

## ***Office Procedures***

### ***Lost and Found***

All personal articles, outer garments, class materials, binders, notebooks, lunch boxes, musical instruments, etc. should be labeled with the student's name. Lost and found items will be kept in the school office. At the end of each quarter, all items remaining will be donated to Good Will of Jacksonville.

## **Parental involvement**

Parental involvement at ICA is welcomed and encouraged. Parents are provided opportunities at the beginning of each academic year to become involved within the classroom and in support activities.

Impact Christian Academy has several Special Interest Groups parents can join to provide service and support to ICA. These Special Interest Groups include:

- Fine Arts Boosters
- Athletic Booster
- Parent Teacher Partnership (PTP)
- Prayer Ministry
- Grandparents' Association
- For additional volunteer opportunities, check with divisional areas or the Director of Institutional Advancement.

God has given parents the responsibility by for the education and upbringing of their children. It is the desire of our teachers to work together with parents in this endeavor. The best education can only be achieved when parents and teachers work together to support and encourage students.

## **Security**

### **Closed Campus**

Impact Christian Academy maintains a closed campus. All visitors must enter the building at the main entrance. All other doors leading into the buildings must remain locked during the school day to provide maximum security for all students. Non- ICA guests are not allowed in the classroom or in the lunchroom) without prior approval from administration.

ICA believes that the safety and security of students and staff is a major priority. Safe schools require a collaborative effort of the Board, administrators, teachers, students, parents, and community. A variety of prevention and intervention strategies, programs, and activities must be in place to ensure students' and staffs' welfare.

Physical aggression, hostile behavior, intimidating acts of harassment, extortion, violent behavior, or possession of weapons shall not be tolerated. Anyone who demonstrates such behavior shall be held accountable for his or her actions in accordance with the Parent/Student Handbook, the Student Code of Conduct, and civil and criminal law.

The Administration shall develop detailed procedures to be followed to implement school safety and security measures. Those measures

shall include routine campus security procedures as well as directives to administrators to follow when responding to threats of serious harm.

The routine campus security measures shall include, without limitation:

1. Controlled access to campuses
2. Additional staff training
3. Increased communication to students, parents and to the community
4. Increased student and community awareness
5. Physical inspections and monitoring using various means including canine security units

### **Drugs/Substance Abuse/Alcohol/Tobacco**

The possession, use, distribution of illegal drugs, controlled substances and/or misuse of over-the-counter drugs, alcohol and tobacco products is prohibited. Students connected to, in the presence of or associated with any drug-related persons or events may be required to submit to drug testing and subject to expulsion. Violation of this rule will be dealt with whether on or off campus. ICA is considered a drug, alcohol and tobacco free zone and has a zero tolerance policy as it relates to the possession, use, and/or distribution of illegal drugs, alcohol and controlled substance on its campus.

### **Search of Students**

Students, their lockers, and their motor vehicles shall be subject to searches by school officials including, but not limited to, students' outer clothing, pockets, locker or belongings.

Students also understand and agree that ICA shall have the right to monitor or examine any electronic device at the school or any ICA activity. Additionally, ICA may monitor or examine any postings on the Internet or other electronic medium, which includes but is not limited to, text messages and postings on personal websites, social networking sites, for example "Facebook" or other private or public domains. Such monitoring includes, but is not limited, to all verbiage, pictures, depictions, graphics and videos.

Students understand and agree that they are responsible for and may be subject to disciplinary action for inappropriate material sent, posted, made available, shown to others or possessed by the student themselves.

### **Use of Third Party Security Enforcement**

The school shall retain the right to utilize third party resources,

including, but not limited to, security guards, police departments, or canine units to further establish a secure zone on the ICA campus.

### **Vehicle Use on Campus**

Students and parents are required to follow all traffic signs while on the Impact campus. Speed limit on campus is listed as 15 mph. Any student or parent that does not follow these traffic regulations may have their privileges to drive on campus revoked. All carpool lines are considered a cell phone-free zone. Cars belonging to students and of grades 6-12 staff must be registered through the vehicle registration form found at the receptionist desk of the High School building.

### **Weapons**

The possession, use, distribution or attempted distribution (by sale, gift or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, mace, tear gas, bullets, fireworks, and other explosives are expressly forbidden. Whether designed as a weapon or not, an object will be considered a weapon if it is used as a weapon. Use of a toy designed to look like a weapon is prohibited on campus. Pending divisional administrative approval, exceptions for this may be granted for school projects.

### **Sexual Harassment**

Impact Christian Academy is committed to providing an environment free from any form of sexual harassment. Sexual harassment is a violation of both the law and ICA's policy and will not be tolerated. Males and females can both be victims and perpetrators of sexual harassment. It is an issue that may affect any member of the ICA community and will be dealt with promptly by the administration. Report any harassment immediately to a teacher, principal or the administrative office.

## ***ICA School-Wide Technology Acceptable Use Policy (AUP)***

Impact Christian Academy (ICA) has a commitment to the integration of technology into the academic programs of the school. The ICA network and computer equipment are available for students, faculty and staff to use for research, study and other educational purposes. The goal in providing access to these technological resources is to promote educational excellence and innovation and to facilitate communication and creativity in the expression of ideas and

### **Visitor Sign-in/Sign-Out**

All visitors to the school campus must sign in and out at the Elementary School or High School reception areas. Upon signing in, each visitor will receive a visitor badge to be worn at all times. Before leaving the campus, each visitor must sign out and return their badge to the reception area.

information.

Access to ICA technological resources and the Internet is a privilege that is tied to responsibilities. Students must use these resources in a legal, ethical, moral and responsible manner in accordance with the school's stated mission. The following guidelines are intended to help individual technology users understand appropriate use and apply to any device brought to, or used at, school or provided by the school. The school may restrict, suspend, or terminate any user's access to the school's technology systems and network for not following these guidelines.

### **School-Owned Individual Devices**

- All students in grades 1-12 are assigned a computing device for use during the school day. Students in Pre-Kindergarten and Kindergarten have access to shared devices.
- Ownership: a school-owned device assigned to a student remains the property of ICA and is managed by ICA Technology Support. The device is labeled with a property identification tag that must not be removed for any reason.
- Students may not remove or alter the ICA Technology Support account or reset its password. Upon graduation or withdrawal from ICA, each student's assigned device must be returned to ICA Technology Support in working order, with all assigned accessories such as power cords, cases, etc.
- Home use privileges:  
Devices assigned to Elementary school students must remain at school each day unless classroom teacher assigns work to be completed at home.

Middle and High School students may take their assigned device home at the end of the school day, and are responsible for bringing it back to school for use the next day. Students may use their assigned device on a wireless network outside of ICA as long as it does not require any additional firewall software or change the ICA network configuration.

- Maintenance/Repairs: the assigned device needs periodic maintenance by ICA Technology Support. Students may not attempt to repair a school-owned device, or allow anyone other than ICA Technology Support to repair the device. Middle and High School students must make their devices available to ICA Technology Support for scheduled maintenance during school breaks, as requested.
- Licenses: ICA retains ownership of software licenses and any content installed by the school on a school-owned device. Students may not duplicate or transfer school-owned software to other devices.
- Backups: Students in grades 5-12 are responsible for backing up their own work; using options such as a flash drive, home

network backup system, or cloud storage. If software/hardware problems arise, the assigned device may need to be restored to its original settings or be replaced. In this event, the school cannot be responsible for recovering a student's personal files including any software the student may have installed.

- School Use: Each teacher has the right to limit classroom use of any type of device, whether personally owned or school-owned.

#### **School-Owned Shared Devices, Network and Printers**

- Personally owned laptops and unapproved wireless routers may not be connected to the Impact Ethernet (wired) network. Only school-owned devices may be connected to Impact's wired network.
- Students are prohibited from accessing faculty, administration and staff computers as well as restricted file servers for any reason without explicit permission from the user or administrator of that computer.
- Students are prohibited from utilizing the command prompt interface or altering ICA Administration/Installation accounts. In addition to this, students are prohibited from using any method to obtain control of another person's computer through the use of their own computer.
- Students are not to use another person's user name or password to gain access to the ICA network or Internet or trespass into another user's files.
- Users are responsible for their individual network account and should take all reasonable precautions to prevent others from using their account. Students should not provide their network password to any other person. If there is ever any concern about a password being compromised, the student must contact the ICA Help Desk in order to have the password changed.
- Students must not intentionally waste limited resources such as paper and printer cartridges that are provided by ICA. Only essential materials should be printed. Limitations may be placed on students' permission to print if they abuse this privilege.
- Students must not use the network in such a way that would disrupt the use of the network by other users. For example, students may not download large files over the Internet during school hours.
- No food or beverages should be in the vicinity of ICA- owned computing devices, including laptop and desktop computers.

- Families may be responsible for reimbursing the school for any misuse that leads to damage subject to the Accidental Damage, Loss and Theft Policy.

#### **Personally Owned Devices**

- Device privileges:  
Elementary and Middle School students may not use personally owned devices, including cell phones during the school day.

High School students may bring and use personally owned netbooks, tablet PCs or similar devices, and connect them to the Internet through a personal data plan or through Impact Public Wi-Fi, where available.

- The school monitors computer activities that take place on campus during the school day including logging website access, social media access, bandwidth and network use.
- Any computing device used at school, even if privately owned, is subject to all policies and consequences of the AUP including the right to view the content of the device at any time.
- A computing device may be removed from a student's possession if there is an infraction to the AUP that deserves that consequence. In this case, a parent or guardian must reclaim the device from school administration.
- Students are responsible for all maintenance on personal laptops and other personally owned devices.

#### **Device Security**

- Students must receive permission from the owner before borrowing devices, power cords, or any accessories. To act otherwise is considered theft and the student will be referred to an administrator to face disciplinary action. If a student brings a computing device to school and then loans it to another student who uses it inappropriately, the student owner may also bear some responsibility for the inappropriate use.
- Students are responsible for taking care of their computing device and accessories such as batteries and chargers.
- Student computing devices must not be left unattended at any time. Computing devices that are not being monitored by the student should be secured at all times in a locked classroom or assigned locker with the lock securely fastened, or as directed by a ICA staff member.

- All personally owned devices and cases should have a name tag attached to the outside of them that clearly identifies the owner.
- Students are entirely responsible for backing up their own data. Lost or damaged data is not the responsibility of the school. Computer malfunctions are not an acceptable excuse for not submitting work.
- If students are participating in an afternoon activity, they must make prior arrangements to store their devices in a secure place. The following options may be used:

Devices may be left locked in lockers and picked up when the after-school activity is completed. Supervising adults are responsible for allowing students into the buildings.

Students may make prior arrangements with a parent to pick up devices immediately after school.

- Under no circumstances should school-owned or personally owned computing devices be left in unsupervised areas, such as the school grounds and church campus, the E-library, unlocked classrooms that are also unsupervised, dressing rooms and hallways of buildings. Unsupervised computing devices will be confiscated by staff and taken to the appropriate division office.
- It is the responsibility of each owner to be sure that all personally owned equipment is insured.
- Students must notify the school immediately in the event a school-owned device is lost or stolen, or a personally owned device is discovered missing while on school grounds. Immediate notification increases the possibility of recovery. If a device that is reported stolen cannot be located within a reasonable period of time, the school may require a police report to be filed.

### Internet Policy

- Students have filtered Internet access through all school-owned devices, whether on campus or off campus. Any personal device using Impact Wi-Fi also has filtered access to the Internet through Impact Wi-Fi. Students may not modify, disable, or attempt to bypass web filtering applications or content restrictions on an individual device or the network.
- Students' use of the Internet at school must be in support of education and research and be consistent with the educational objectives of ICA, whether that use is on an ICA computer or a student-owned device. Misuse of the Internet is prohibited, including production or use of threatening or obscene material, and infringement of copyrighted material or material protected

by trade secret.

- ICA reserves the right to monitor the Internet usage of all students through specialized software reporting as well as any other means available to teachers and administration. This includes school owned computers as well as any other computers or devices that access the Internet through ICA's Internet connection. Students are not allowed to access inappropriate sites.
- Students may not use any social networking, instant messaging, blogging, chatting, photo sharing or other collaboration method to communicate with others during the school day unless a teacher or administrator expressly authorizes this use for educational purposes. The use of the Internet and email is a privilege, not a right, and inappropriate use could result in a cancellation of those privileges. ICA reserves the right to review any material on user accounts and to monitor file-server space in order to make determinations on whether specific uses of the network are inappropriate.
- If a student inadvertently accesses a website that contains obscene, pornographic or otherwise offensive material, the student should notify a teacher or the Director of Technology as quickly as possible so that such sites can be blocked from further access within the ICA firewall. **This is not a request; it is a responsibility.**
- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet, but are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display or store this type of material.
- These policies and procedures apply to all computing devices used at ICA, including devices owned by the school, privately purchased devices (irrespective of ownership), and any device considered by the ICA administration to fall under this policy. Teachers may set additional requirements for device use in their classroom.
- In areas where wireless access is not available to ICA's filtered network, students in grades 9-12 may choose to use their own wireless data plan. Students using their own data plan are expected to abide by all aspects of the ICA AUP

### Software, Communications and Multimedia

- Installation privileges:

Elementary and Middle School students may not alter or remove the software or “apps” installed by ICA on any school-owned device, and may not install additional software or apps.

High School students have administrative privileges to install applications and drivers on their assigned school-owned device. High School students are responsible for installing only software that is properly licensed and appropriate for the school environment.

- Content restrictions:  
Elementary and Middle School student devices are configured with content restrictions. Students may not alter or attempt to disable these settings. High School students must maintain content restrictions on the device at all times, as directed by High School Administration. Student devices are subject to random checks to verify that the mandated restrictions are in force.
- No computer programs (executables), pornography or copyrighted material may be distributed at any time. This rule prohibits sending files through email as well as setting up “servers” on a student's device or by any other physical or electronic means.
- Unauthorized duplication of data or software is prohibited.
- Students are not to use electronic devices to send messages (emails or text messages or to access social networking sites or join chat rooms) during class periods without permission of a teacher.
- The volume setting on computing devices should be muted when using the device in a setting that would be distracting to others unless required for the activity being conducted.
- Any audio or video recording may not be conducted without the approval of ICA Administration. No audio or video recording is permitted in bathrooms or locker rooms under any circumstances
- Sharing of music over the school network is strictly prohibited and is subject to appropriate consequences.
- Downloading music, videos or software from the Internet at ICA is prohibited unless specifically approved by a faculty or staff member.
- Using a computing device to play games during class time is strictly prohibited.
- Violent games and computer images containing violence or pornographic material are not allowed on school grounds in any format. This includes music with vulgar lyrics or titles, pictures,

text documents, presentations, etc. Any file found on a student's device that is considered violent, obscene, vulgar or pornographic results in immediate disciplinary action.

- Students are prohibited from disabling or attempting to disable any Internet filtering device or content restrictions, encrypting communications to avoid security review, or intentionally introducing a virus to the computer system.
- Downloading or using copyrighted information without permission from the copyright holder is a possible copyright infringement. Appropriate disciplinary action will be taken if it is discovered that a student has infringed a copyright holder's rights and/or plagiarized material.
- Students are responsible for providing their own storage media, such as CDs, DVDs, videotapes and flash drives. ICA has installed anti-virus software on all school-owned devices. This software is configured to automatically scan removable devices for malware. Students must not alter or disable this automatic scanning.

#### **Email Policy**

- Email account privileges:  
Students in grades PK-5 are prohibited from using personal email accounts while at school or when using school-owned devices.  
  
ICA email accounts are provided to students in grades 6 through 12 for educational purposes only. Students in grades 6 through 12 must use a personal email account (i.e., Hotmail, Gmail, Yahoo, etc.) rather than their school account for non-educational purposes.
- Be polite. Do not become abusive in messages to others. Email accounts may not be used to harass others, or send inappropriate or offensive messages.
- Email etiquette should be observed. In general, only messages that one would say verbally to the recipient in person should be written. Students who receive harassing or threatening messages must notify a faculty member as soon as possible.
- Grade-level and school-wide mailing lists are for school purposes only. Emails to the entire school are permitted only with permission from the Principal.
- The use of email during class, without teacher approval, is strictly prohibited.
- Do not send out bulk email. This includes chain letters, advertisements, or any other message that includes many

different recipients without their consent.

- Students must not disclose personally identifying information, such as home address or phone number, or those of other students or faculty, without the express permission of an authorized adult.
- Forgery or attempted forgery of email messages or other electronic documents is prohibited.
- Attempts to read, delete, copy or modify the electronic mail or other electronic documents of other users or deliberate interference with the ability of other users to send/receive email is prohibited.
- Any malicious attempt to harm, alter or destroy school technology equipment or materials, the data of another user, or any of the institutions, or other networks that are connected to the Internet is prohibited.
- Email and any other use of the electronic communication systems by students shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- School email addresses are not to be given to ANY website, company, or other third party without the explicit permission of a teacher or administrator.

#### **File Sharing Policy**

- File sharing is the public or private sharing of computer data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing.
- File sharing of any kind is prohibited on campus. The only exception to this is when it is a specific assignment given by a faculty member, such as for a group project.
- No file sharing software of any kind is to be used on school grounds. Examples of this type of software are LimeWire® (and its derivatives), Bearshare®, Kazaa®, iMesh®, etc. Although these types of programs are software downloads, they automatically create file-sharing connections.

#### **Consequences for Violation of the Acceptable Use Policy**

- Conference with an administrator.
- Parental notification.
- Loss or restriction of technology privileges, including the

privilege to use personally owned devices at school. Parental notification.

- Although not all-inclusive, violation of the above policy may result in a detention, Saturday School, suspension or immediate separation from the school. In all cases, the administrator reserves the right to make the final decision for any disciplinary action.
- Students are subject to a random check of the history and activity on school-owned devices that they have used.
- Students are to report any known violations of this AUP to appropriate administrative staff members.

#### **Student Withdrawals**

To withdraw a student, a parent should notify the administrative office and complete a Student Withdrawal Form. All textbooks and school-purchased materials must be turned in to the classroom teacher. No official records will be released until all forms are completed and financial matters are cleared.



**Elementary School  
Parent/Student Handbook  
K5 – Grade 5**

## Academics

### Class Placement

It is our goal to balance each class with equal boy/girl ratios, but it is not always possible. Parental requests for specific teachers will not be honored. Placement of students is an administrative and teacher decision. Educational and social needs are carefully and closely considered when making class assignments.

### Grading Scale

The grading scales used by the Elementary School are as follows:

#### Pre-K 3, 4 & 5 Year Olds

These classes provide a detailed checklist so you can see precisely what skills your child is learning and mastering.

#### Kindergarten

| Grading Scale         | Conduct |
|-----------------------|---------|
| E - Excellent         | +       |
| G - Good              | √+      |
| N - Needs Improvement | √       |
| U - Unsatisfactory    | √<br>-  |

#### Grades 1-2

| Letter Grades:  | Letter Grades:                | Conduct Scale |
|-----------------|-------------------------------|---------------|
| A, B, C or D    | G-Good or N-Needs Improvement | +             |
| Reading         | Science                       | √+            |
| Writing/Grammar | Social Studies                | √             |
| Spelling        | Bible                         | √-            |
| Math            | Penmanship                    | -             |

#### Grades 3-4-5

|        |       |       |       |      |
|--------|-------|-------|-------|------|
| A+     | B+    | C+    | D+    | F    |
| 98-100 | 87-89 | 77-79 | 67-69 | 0-59 |
| A      | B     | C     | D     |      |
| 93-97  | 83-86 | 73-76 | 63-66 |      |
| A-     | B-    | C-    | D-    |      |
| 90-92  | 80-82 | 70-72 | 60-62 |      |

## Homework

The primary purpose for homework is to develop responsibility and accountability. It is assumed that homework will be a regular part of school life, with increasing time and application required as a student progresses through each grade. In general, homework is for skill practice, enrichment, or more in-depth attention to a given unit of study. Some assignments are given days or weeks in advance and students may choose to use weekend time to work on them. Homework will take approximately 10 minutes per grade level (i.e. first grade = 10 minutes, second grade = 20 minutes, etc.) not including Bible memory, test preparation, projects and reading minutes. Please understand each child's ability is different. Therefore, whether a student spends less or more time depends on the organization, use of time, homework environment, and other factors. For good communication and to avoid late homework, we ask that you review your child's daily assignments. If at any time there is a question or concern regarding an assignment, please contact your child's teacher.

### Missed/Late Work Policy

The policy listed below pertains to students in grades 3-5 only:

Twenty points will be taken off of an assignment for the first day that it is late. Ten points will be taken off every day thereafter. Enrichment classes - 10 points per class period (a zero will be given after three class periods).

After a week, a zero will be given on the assignment.

A student will have one day for each day he/she is absent to make up any work or tests missed in class, provided the absence is excused.

### Enrichment

#### Academic and Conduct - K-Grade 2

|  |    |
|--|----|
| Exceptional                                    | +  |
| Regularly beyond expectations                  | √+ |
| Progressing within expectations                | √  |
| Experiencing difficulty; inconsistent progress | √- |
| Below expectations                             | -  |

## ***Physical Education Participation***

When any student has a physical challenge that limits activity or prohibits a particular activity, the school requires a note from the family medical doctor indicating the reason for the limitation and the period of time for which the limitation is valid. Likewise, if a student needs to be excused from participation in P.E. due to an illness, a note is required from a doctor or parent.

## ***Academic Probation***

Students may be placed on academic probation at the discretion of the administration.

## ***Promotion to Next Grade***

If your student is consistently struggling academically or socially, a parent conference will be scheduled to discuss the possibility of retention for the following year. Students will not be promoted to the next grade if they have a failing yearly average in math, reading or both (failure is considered anything below a 60).

### **Double Promotions**

ICA typically does not practice promoting current or newly enrolled students into a grade beyond their age group. In assisting parents, our focus remains on what would be best for the children in light of what has been widely observed when children are promoted into a grade beyond their age mates. Generally the situation results in students experiencing difficulty in their social and/or academic development.

## ***Report Cards***

Parents with students in grades K-5 have the ability to check their student's progress as well as view the class info on a daily basis by utilizing the on-line grade system through RenWeb. A user name and password are required to set up an account in order to access student grades. Detailed information for setting up these accounts is provided (for grades K5-5) to parents at the beginning of the school year. Report cards are posted every quarter on RenWeb.

## ***Testing of Students***

All students entering grades K5-5 will be tested prior to admission. In addition, annual student testing is conducted in the spring. Students who are re-enrolling will not normally be expected to take tests beyond the standard achievement and school ability tests; however, if school personnel need additional test data to make a re-enrollment decision, parents will be so advised.

## ***Discipline***

We believe it is God-ordained that parents bear the primary responsibility for teaching their children right behavior and attitudes. Impact Christian Academy provides an atmosphere of order that is essential in allowing a student to lead a Spirit-controlled, Christ-like life. It is the responsibility of the teacher to define behavioral boundaries consistent with biblical principles and developmental capability. Teachers will establish classroom procedures and discuss school-wide rules with students at the beginning of the school year. A student who disobeys school or class rules or the teacher's verbal instructions may lose privileges or be separated from the class. When misbehavior is habitually repeated or there is a severe infraction of school policy, the student will be sent to the appropriate administrator.

STUDENTS AND THEIR PARENTS AGREE AND ACKNOWLEDGE THAT ICA'S DECISIONS REGARDING DISCIPLINARY ACTION SHALL BE FINAL. Students violating the student Code of Conduct outside of the school campus or in school activities will be subject to disciplinary action.

Just as the family has rules to help children learn to get along with parents, brothers, sisters and others, our school has expectations for orderly daily operation in a setting with many students and activities. The following are rules by which ICA students agree to abide:

### **Minor infractions**

The following is a non-comprehensive list of minor infractions:

1. Chewing gum while on school premises.
2. Radios, recorders, tape/CD/DVD players, iTouch type devices, toys, electronic games or devices (including cell phones and cameras), posters and playing/trading cards are subject to confiscation by school personnel. No electronic devices that connect to the internet or take pictures are allowed during Extended Day. Cell phones must also be turned off and put away in backpacks and are only allowed to be used if given direct permission from a school official. Cell phones and other electronic devices are subject to search and seizure provisions to examine postings, messages, pictures, graphics, videos and depictions and appropriate disciplinary actions may result from inappropriate material or use.
3. Failure to comply with the ICA dress code.
4. Failure to obey playground rules given by teachers.
5. Failure to follow the instructions of school adults and students who serve as carpool safety supervisors
6. Use of white boards or other school equipment without a teacher's permission.
7. Visible possession or use of cell phones during the school day, carpool or Extended Day. Cell phones are subject to confiscation by school staff.
8. Failure to act in a quiet and orderly fashion while in hallways, restrooms and during carpool.
9. Failure to refrain from behavior that inhibits learning in classroom situations.

### **Major infractions**

The following is a non-comprehensive list of major infractions that may result in suspension or immediate separation from the school:

1. Use of Abusive or Profane Language and Disrespect: Using abusive or profane language and showing disrespect or insolence to teachers and classmates will not be tolerated and will result in disciplinary action.
2. Disruptive/Disrespectful Behavior: Repeated classroom disruptions that prohibit learning in all classroom situations will not be tolerated and will result in disciplinary action.

3. Disrespectful behavior towards authority will not be tolerated.
4. Bullying: Repeated use of ridicule, threats, intimidation or causing bodily harm to any person will result in certain disciplinary action. See also: Anti-Harassment Policy in General Section.
5. Cheating: Students are responsible for preventing the giving or receiving of assistance (written, oral or otherwise) on tests, examinations, final evaluation or class assignments that are to be graded as the work of a single individual. This also includes lying, plagiarism or forgery.
6. Drug Use/Substance Abuse: The possession, use, distribution of illegal drugs, controlled substances, alcohol, tobacco product(s) and/or misuse of over-the-counter drugs is prohibited. Students connected to, in the presence of, or associated with any drug-related persons or events may be required to submit to drug testing and subject to expulsion. Violation of this rule will be dealt with whether on or off campus. ICA is considered a drug/alcohol-free zone and therefore practices a zero tolerance policy as it relates to the possession, use and/or distribution of illegal drugs or a controlled substance on its campus.
7. Electronic Device or Medium: A repeated misuse, as defined by the Acceptable Use Policy, of an electronic device or medium or a significant abuse of such privilege may result in disciplinary action beyond confiscation of a device. Additionally, students must understand that inappropriate material or depictions sent, posted, shared or possessed on any electronic device including cell phones and the Internet are subject to appropriate disciplinary action at the discretion of ICA administration.
8. Fighting: Students are responsible for settling confrontations in a peaceful manner and without the use of violence. Fighting or play fighting will not be tolerated on or near school grounds or at any school-sponsored activity. Students are reminded that fighting may result in suspension, followed by a parent conference in order to return to school following a first offense. Violation of Fire Safety Regulations: Violations of fire regulations, including tampering with fire alarms, using matches, lighters or firecrackers, will be considered serious offenses.
9. Gambling: Card playing for the purpose of gambling, or any other form of gambling, is forbidden.

10. Immorality: Students are expected to maintain moral purity as is outlined in God's Word.
11. Stealing: Knowingly taking items that do not belong to you, with the intent to deprive the owner of its use, constitutes stealing.
12. Truancy: Missing school or any part of a school day without parent or teacher permission is truancy. The penalty for truancy is a zero for all work missed, plus possible suspension or expulsion from the school. Students must obtain permission before leaving a classroom.
13. Vandalism: Destruction or defacing of property belonging to the school, Impact Church or others, including textbooks, will result in disciplinary action as well as assessing compensatory damages.
14. Possession of Weapons: The possession, use, threat of use, distribution or attempted distribution (by sale, gift or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, mace, tear gas, bullets, fireworks and other explosives is expressly forbidden. Whether designed as a weapon or not, an object will be considered a weapon if it is used as a weapon. This includes toys and/or replicas of weapons.
15. Repeated violation of minor infraction will be considered a major infraction.

### **Disciplinary Probation**

Students who accumulate a series of minor infractions or are guilty of a major infraction may be subject to disciplinary probation - see listing of infractions above. While on probation, the student's behavior will be closely monitored by teachers and school administration. Methods to address behavioral change will be recommended. Disciplinary probation may include denial of privileges and participation in school activities. The length of the probation period will be determined by the administration. Parents will be informed of the probationary status. Students who do not meet the criteria will be required to withdraw from school.

### **Suspension**

A student may be suspended from school following parent communication. Specific changes in attitudes and actions will be expected prior to readmission. A re-admission parent/administrator conference is necessary for the student to return to school. Disciplinary probation is invoked when a student is suspended from school. Re-admitted students will be placed on disciplinary probation upon their return to ICA.

An administrator has the authority at all times to suspend a student for any violation of a school rule. The length of suspension will be one to five days as determined by the administrator. There are two types of suspensions:

**In-School Suspension:** Students who violate a major school rule may be assigned an in-school suspension. While excluded from participating in regular classes, students are able to complete class work in school.

**Out-Of-School Suspension:** This is for a designated period of time during which students are not allowed to attend school. Work missed during any suspension is required to be made up.

### **Restoration**

It is always ICA's intention to lovingly restore students after a period of suspension. "Loving them back onto the team" is the only Christ-like option. As a means to that end, some or all of the following guidelines will govern the re-entry of suspended students.

At the beginning of the suspension period, ICA staff and administration will:

- Clearly identify the offense at both the beginning and end of the suspension.
- Assist the student in verbalizing why the offense was inappropriate and/or harmful.
- Notify the student's teachers of the suspension term.

At the end of the suspension period, ICA administration will:

- Conduct a re-entry interview with the student and at least one parent.
- Assist the student in identifying a plan to ensure improvement.
- Remind the student of their importance in the ICA community.

Explain that the student is on disciplinary probation and its ramifications, if applicable. Engage in a time of prayer in which the administrator and parent(s) pray for the student and the student prays for any whom they have offended as well as themselves. Staff will encourage the student prior to and/or after re-admission to ease the discomfort/embarrassment of the student.

## Expulsion

Attendance at ICA is a privilege. Any student whose conduct in or out of school that shows him/her to be in opposition to the basic principles and purposes of ICA will be required to withdraw from the school. Expulsion will be required if it becomes apparent that the school will not be able to meet the needs of a student, or that the student's behavior is preventing classroom instruction. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed.

## Attendance

### Arrival and Dismissal

Following are the school day times for each grade:

K5 -5                      8:00 a.m. – 3:00 p.m.

We would ask that you please refrain from picking your child up early as it affects our instruction time. All students are dismissed at 2:30 p.m. on Wednesdays. Only those students enrolled in Extended Day may stay past dismissal times. Any child not picked up by 3:15 p.m. on Monday, Tuesday, Thursday and Friday, or 2:45 p.m. on Wednesday, will be sent to Extended Day and charged the appropriate fees.

## Absences

The following procedures apply to absences:

1. Teachers and the ICA administrative office will maintain an accurate record of attendance and tardiness. The record will appear on RenWeb.
2. Parents must phone or email the School receptionist desk to report any absence by 9:00 a.m. (904-652-1441).
3. Students returning after an absence must supply the teacher with a written excuse from the parent/guardian. Please note that a telephone call to the ICA receptionist regarding the absence is not sufficient notification.
4. If a student is present for at least three hours of the school day, he/she will be counted as present.
5. In case of illness, students will have one day for each day they are absent to make up any work or test missed in class, provided the absence is excused.

## Excused and Unexcused Absences

- Release from Class. An absence which is initiated from the school and given prior approval by the administrator, such as school-scheduled field trips and school-initiated/school-scheduled activities, are not reported on the student's report card.
- Excused Absences. The following absences will be considered excused if the school receives a note from the parent within three days after the student returns to school. If a note is not received within three days, the absence will be considered unexcused which carries an academic penalty on course work missed. These absences include illness of student or a doctor's appointment, death in the family, unavoidable family emergency or a court appearance.
- Pre-Approved Absences. For the following absences to be excused, they must be cleared at least one week in advance with the principal or assistant principal. With advance notice, these absences will still be counted on the report card, but without points deducted for make-up work or tests, if submitted on time. Make-up work must be requested at least two days prior to the pre-approved absence. Students are permitted five pre-approved absences. Absences exceeding this amount are at the principal's discretion. Pre-approved absences include family vacation, church retreat or a mission trip.
- Make-up Work. Students must make up all work missed due to approved absences. Students or parents are required to meet with the teacher to make arrangements for missed work. A student who misses any portion of the day must have a note from the doctor or approval from the principal or assistant principal in order to participate in any extra-curricular activities that day. A student will have one day for each day he/she is absent to make up any work or tests missed in class, provided the absence is excused.
- Doctor Appointment. A student who misses school due to a doctor's appointment is required to bring a doctor's note in order for the absence/tardy to be considered excused.

## Unexcused Absences

All other absences are unexcused and counted with the student's total absences recorded on the student's report card. Any absences on Grandparent's Day will be counted as unexcused.

In accordance with Florida Law, students must not miss more than 20 days per year or 10 days per semester or they run the risk of repeating the grade level. A letter will be sent to parents after a student reaches ten absences. An attendance committee will review any absences over ten per semester to determine the educational progress of the student.

### **Carpool**

1. Students may not be dropped off at the carpool drop-off points prior to 7:30 a.m. Students arriving between 7:00 a.m. and 7:30 a.m. must be accompanied to the cafeteria and signed in by a parent. Modification, if necessary, will be made to this drop off time and will be communicated to parents.
2. Afternoon carpool for K5-5 will begin at 3:00 p.m. All students will be dismissed at 2:30 p.m. on Wednesdays and carpool will begin at that time.
3. All families will be assigned a carpool number. For student safety, children will only be placed with a driver showing an official carpool sign issued by the school. If you are in the carpool line and do not have your number, you will be required to park and come into the building. The receptionist will be able to identify you as a person on the official student Pick-Up and Release Form and you will be allowed to take the student.
4. Parents are expected to remain in their vehicles in order to expedite the dismissal process. Walk-ups, particularly during the afternoon carpool, delay the process and present a safety concern.
5. **For everyone's safety, our carpool lines are a cell phone free zone.**

### **Tardies**

Students are expected to be in their classrooms and ready for the school day by the time the tardy bell rings at 8:00 a.m. In order to be on time, students should be dropped off no later than 7:50 a.m. Students coming into the building after the 8:00 a.m. tardy bell must be accompanied by a parent to sign in with the receptionist. Excused tardies will include doctor/dental visits, illness and traffic situations that result in a large number of students being late. All other tardies will be considered unexcused. Three unexcused tardies count as one absence for the purpose of perfect attendance awards. In the event of excessive tardies, an administrator will notify the parents.

## ***Birthdays and Special Occasions***

A child's birthday is very special. If you want to have birthday refreshments at the school, you must contact the teacher in advance to set up a day and time. School parties are not an occasion to exchange gifts; however, treats and party favors are acceptable at the end of the day or at another time designated by the teacher. For children with summer birthdays, please contact the teacher to determine a day and time to celebrate the summer birthday. For birthday parties outside of school, please adhere to these guidelines:

1. Invitations may not be distributed in school unless the entire class is invited. If they are distributed in school, they may be distributed only at a designated time approved by the teacher.
2. After school carpool lines may not be used as pick up times for birthday parties. Flowers, balloons and/or gift baskets may not be delivered to students during the school day or at any school-sponsored event or program.

## ***Classroom Visits***

We welcome visitors to our classrooms. However, we want to minimize disruption to classroom instruction. Therefore, we ask that parents who wish to visit classes do so within the following guidelines:

1. Contact the teacher or an administrator in advance to schedule your visit to coincide with the class you wish to observe.
2. At the time of your visit, please sign in with the receptionist and obtain a visitor's badge. You must sign out and return your visitor's badge at the conclusion of your visit.

## ***Closed Campus***

Impact Christian Academy maintains a closed campus. All visitors to the School must enter the building at the main entrance. All doors leading into the building will remain locked during the school day to provide maximum security for all students. Students are not permitted to remain on campus after school hours unless enrolled in the Extended Day program. All students must be accounted for at all times.

## **Dress Code**

Impact Christian Academy has chosen to implement the dress code policy by the adoption of a uniform program. The administration reserves the right to determine if a student is dressed and groomed appropriately. We require that all uniforms be purchased through RC Uniforms. RC can assist you with the required components for each grade level.

There are clear biblical principles that ought to govern choice for dress:

1. Dress types are deemed inappropriate if they attract undue attention to the outward appearance, detracting from the reflection of Christ, which initiates internally (1 Timothy 2:19).
2. Dress is to be distinctively masculine and feminine, reflecting a wholesome appreciation for God's creative plan (Deuteronomy 22:5).
3. Immodesty in dress is incompatible with the concept of the Christian as one indwelt by the Holy Spirit, God Himself (1 Corinthians 6:19-20).

### **General Dress Code Guidelines**

- Shirts are to be tucked in at all times.
- Only solid white t-shirts (without writing) may be worn under uniform shirts.
- Students may only wear ICA approved jackets and/or sweatshirts during the school day.
- Belts must be worn with shorts or pants (Pre-K -1 exception).
- Hats may not be worn inside the school building.
- Abnormal hairstyles/highlights/feathers are not permitted.
- Tattoos and/or body piercings are not permitted.
- It is important that every uniform item be labeled with the owner's name. ICA is not responsible for misplaced items.
- Pants and shorts must be worn above the hips.
- Shoes: No blinking lights or wheels are allowed. Shoes with shoe lace holes must have shoe laces.

- At all before school and after school ICA events (sporting events, fine arts events, etc.) students do not need to be in uniform but must follow similar guidelines and dress standards of ICA.
- Appropriate undergarments must be worn at all times.

### **Dress Code Guidelines for Girls**

- Jumper, skirt and skort length should not be shorter than three inches from the crease of the back of the knee. Shorts length should not be shorter than six inches from the floor when kneeling.
- Shirts and blouses are to be tucked into slacks, shorts and skirts at all times.
- Black or tan modesty shorts are to be worn under skirts and jumpers at all times.
- Approved ICA sweatshirts and hoodies may be worn over uniform shirts.
- Only ICA approved sweaters, jackets, windbreakers and fleeces may be worn during the school day.
- Shoes must have a closed toe and heel. The first choice is tennis shoes for safety purposes during P.E. and recess.
- Shoes: No blinking lights or wheels are allowed. Shoes with shoe lace holes must have shoe laces.
- No flip-flops, clogs, Crocs®, sandals or moccasin-type footwear.
- Tights - only solid white, tan or black opaque weight and must cover the complete foot. Aerobic tights, warm-ups, leggings, long johns or stirrup pants are not acceptable.
- Belts are to be worn if shorts or slacks have belt loops (navy, black or brown). Only plain belts with plain buckles are allowed.
- Hair accessories should be modest, small and delicate, and coordinate colors with uniform outfit; hair pieces and feathers are not allowed.
- Hair must be the natural color.
- Hats may not be worn during the school day.

### **Dress Code Guidelines for Boys**

- Shirts are to be tucked into slacks and shorts at all times.
- Approved ICA sweatshirts and hoodies may be worn over uniform shirts.
- Only approved ICA sweaters, jackets, windbreakers and fleeces may be worn during the school day.
- Shoes must have a closed toe and heel. The first choice is tennis shoes for safety purposes during recess and P.E.
- Shoes: No blinking lights or wheels are allowed. Shoes with shoe lace holes must have shoe laces.
- Dress shoes and loafers are acceptable.
  - No flip-flops, clogs, Crocs®, sandals or moccasin-type slipper footwear.
- Belts are to be worn at all times if shorts or slacks have belt loops. The exception would be the younger boys' pants with elasticized waist without belt loops. Belts and belt buckles should be plain. No oversized belt buckles will be allowed. Belts that are not made of leather should not hang down after buckled.
- Jewelry - should be modest and not over-sized; no piercings.
- Hair must be the natural color. Hair may not touch the top of the collar or be below the middle of the ears and must be trimmed above the eyebrows.
- Clothing such as Under Armour® may not be worn. White t-shirts only are allowed under the uniform shirts.
- Hats may not be worn during the school day.

## ***Dress Code for All Students***

### **Field Trip Attire**

Casual Attire: The field trip shirt with collar will be worn with uniform shorts, slacks or denim pants. Denim shorts/skorts are not allowed. ICA sweatshirts and jackets are appropriate to wear with field trip shirt. This collared shirt may also be worn with uniform shorts/ pants on any school day. No baggy jeans or jeans with holes or frayed ends or denim skirts will be allowed. Belts must be worn if jeans have belt loops and shirts must be tucked in at all times. Uniform shoes should be worn on all field trips.

### **Spirit Day Attire**

Items purchased through ICA, which include ICA-branded t-shirts (not general t-shirts) or sweatshirts are acceptable to wear with uniform shorts, slacks, and denim pants. Denim shorts/skorts are not allowed. No baggy jeans and no jeans with holes or frayed ends will be allowed. Belts are to be worn in adherence with the general dress code guidelines for boys. Shirts must be tucked in at all times.

## ***Extended Day***

Impact Christian Academy provides Extended Day for an additional fee. Extended Day will begin at 3:15 p.m. and 2:30 p.m. on Wednesdays. Extended Day ends at 6:00 p.m. each school day unless otherwise noted. Parents will be notified if hours are adjusted. Sign-up for Extended Day is available by calling the Extended Day Director, signing up at Back to School Day in August or through the website.

## ***Field Trips***

Field trips will be taken during the school year. They are fun and informative learning experiences, primarily designed to enrich the curriculum of ICA. The Parent Authorization Form, which must be on file before your child begins school, releases the school from any liability. Any parent who wishes to drive on a field trip must have a completed Driver's Information Form, including copies of current vehicle insurance information and driver's license. Any parent wishing to chaperone a field trip must have the completed background check on file.

1. ICA activities are for current ICA students only. No other students are allowed to attend. Siblings are not allowed to attend.
2. Any student on disciplinary probation may be excluded from the field trip.
3. School rules, regulations and policies are in effect on all field trips on or off campus.
4. The sponsoring teacher will communicate the dress code.
5. If parents choose not to allow their child to participate in a scheduled field trip, parents should make other arrangements for their child's care and an absence will be documented.
6. Parent chaperones are secured in advance for all field trips and must have the completed background check on file. Parents who do not have a completed background check on file will not be allowed to chaperone children other than their own on field trips.

## **Parties**

Because of the secularization of so many holidays, the following guidelines will be used in the handling of class parties:

Halloween: Halloween will not be observed.

Thanksgiving: Thanksgiving is celebrated with a Thanksgiving feast in certain grades.

Christmas: Class parties may be planned with an emphasis on the birth of Christ.

Valentines: Class parties may be planned. Valentines may be exchanged provided students bring them for all class members. Derogatory, negative or "putdown" cards are not acceptable and may not be used.

Easter: Class parties will be planned with an emphasis on the substitutionary death, burial and resurrection of our Lord Jesus Christ.

End of the Year: A class party is held on the last day of school. All parties are to be held on campus. Parents are welcome to attend class parties but should make child care arrangements for siblings. This will allow the focus to remain on the students in each classroom.

## **Searches of Students**

Students, their cubbies or desks shall be subject to searches by school officials including but not limited to student's outer clothing, pockets, cubbies, desks or belongings, book bags, purses and other cases designated to carry or that can conceal items.

### **Use of Third Party Security Enforcement**

The school shall retain the right to utilize third party resources such as security guards, police departments, canine units, etc. to further establish a secure zone on the ICA campus.

## **Volunteers**

We welcome parent volunteers to assist in various classroom/school activities. Any parent wishing to volunteer must have the completed background check on file.

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