



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, ³⁶I 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 st 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 rd 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.



**High School
Parent/Student Handbook
Grade 9-10**

2015-16

Academics

Report Cards and RenWeb

Student grades and report cards can be monitored in RenWeb. Parents have the ability to check their student's progress in each class by utilizing the online grade system through RenWeb. Parents and students are assigned an individual username and password to access RenWeb. Usernames and passwords are distributed to families at the start of the school year upon enrollment at ICA. For questions regarding the RenWeb account username and passwords, contact the school office.

Grade/GPA Calculations

Quarter grades are calculated based on test, quizzes and daily work grades. AP class grades will consist of 70% tests, 20% quizzes and 10% daily work. Honors grades will consist of 60% tests, 25% quizzes and 15% daily work. Regular class grades will consist of 50% tests, 30% quizzes and 20% daily work.

Semester grades are calculated based on the quarter grades and semester exams. Each quarter in a semester is weighted as 40% and semester exams are weighted at 20%. For example, semester 1 is 40% Quarter 1, 40% Quarter 2 and 20% Semester 1 Exam.

A student's GPA is calculated at the end of each semester. To calculate the GPA, each numeric grade is converted to a GPA point value (refer to the point values on the GPA scale). The GPA point values are multiplied by the earned credits, summed and then divided by attempted credits. The student cumulative GPA includes all semester grades for all courses taken at ICA in 9th-12th grade. Only grades for classes taken at ICA in 9th-12th grade are calculated into the GPA.

GPA Scale

Grade	Regular Course	Honors Course	AP Course
A+ 98-100	4.00	4.50	5.0
A 93-97	3.75	4.25	4.75
A- 90-92	3.50	4.00	4.50
B+ 87-89	3.25	3.75	4.25
B 83-86	3.00	3.50	4.00
B- 80-82	2.75	3.25	3.75
C+ 77-79	2.50	3.00	3.50
C 73-76	2.25	2.75	3.25
C- 70-72	2.00	2.50	3.00
D+ 69-67	1.75	2.25	2.75
D 66-63	1.50	2.00	2.50
D- 62-60	1.00	1.50	2.00
F 59- 0	0.00	0.00	0.00

Semester Exam Exemptions

Exemption policy for fall and spring semester finals:

- Seniors will be exempt from finals in all classes in which a 90% or above average is obtained.
- Juniors will be exempt from finals in three classes in which a 90% or above average is obtained.
- Sophomores will be exempt from finals in two classes in which a 90% or above average is obtained.
- Freshmen will be exempt from a final in one class in which a 90% or above average is obtained.
- Students can be absent no more than two times in a particular class during the semester in order to be eligible to be exempt from the final. This includes excused absences, but this does not include absences due to school activities. Students suspended during a semester will not be allowed to exempt any finals.
- Students cannot exempt the semester one final in any AP class. Students are exempt from the semester two final as long as they take the AP exam. If a student does not take the AP exam, they must take the semester final, unless they are qualified to exempt the exam per the above exemption guidelines.

Credit Recovery

Students must achieve an average of 70% or higher in their course work for each semester to earn credit. A "D" or below does not earn credit and must be repeated if the course is required to graduate.

If a student fails a course that is required to graduate, the student must repeat the course for credit recovery. If a student fails the first semester of any two-semester class, the student may proceed to the second semester of the class with permission of the instructor.

If the required course is a semester course, the student must repeat a course when a "D" or below is earned. If the course is a two-semester course, the student may have to repeat the failed semester(s) based on the rules outlined below:

If the student fails the first semester, but receives a passing grade for the second semester and the first semester and second semester grades average above 70, the student will earn full credit for the averaged grade. This is referred to as credit-by-averaging.

If the student fails the first semester, but receives a passing grade for the second semester and the first semester and second semester grade average is below 70, the student is required to recover the first semester. If the student receives a passing grade for the first semester but then receives a failing grade for the second semester, the student has not demonstrated content mastery and will therefore repeat the second semester.

Academic Probation

Students are placed on academic probation if they receive two "D" grades at the end of a semester grading period. Parents will be informed of the probationary status. Once students are notified of their probationary status, they will remain on the list for one calendar year (12 months/2 semesters). During this time, ICA faculty will make every effort to ensure student success with regards to academic improvement. A student may not receive any "D" for a semester average during the 12-month probationary period. If such grades do re-occur during this period, the student may not be allowed to reenroll for the following school year. Students who are asked to leave ICA for academic reasons may re-apply after one full calendar year. If they choose to return to ICA after the academic year, they must apply through the Admissions Office and follow normal admissions procedures.

Honor Roll

Honor roll calculations are based on the average of quarter grades for the current school year and do not reflect the cumulative GPA.

- Principal's Honor Roll - An average of quarter grades that equals 4.0 and higher.
- Academic Excellence Honor Roll - An average of quarter grades that equals 3.50 to 3.99.
- Academic Achievement Honor Roll - An average of quarter grades that equals 3.00 to 3.49.

High School Incentive Program

The High School Incentive Program is an academic program for all High School students. It is administered at the end of quarter one, quarter two and quarter three. To be included in the incentive program, students must achieve "A" grades in all classes and have zero disciplinary referrals for the quarter. Students will be rewarded by lunch with the principal and a week of spirit dress.

Ranking Top Ten

ICA is a non-ranking school. Students are ranked solely to identify students that fall within the top ten percent of each grade-level and to determine valedictorian and salutatorian. Students are ranked based on their cumulative GPA. A student must have at least three consecutive semesters in High School before a student can qualify for the top-ten percent ranking.

Top-ten students in grades 9-12 are recognized at a luncheon in the spring of each academic year. The recognition is based on the standing at the end of semester one of that academic year.

For graduating seniors, a note indicating the student falls in the top

10% is placed on all qualifying senior transcripts. Students qualify based on the cumulative GPA and rank at the end of the summer session prior to the student's senior year. This note is updated at the end of semester one of the senior year.

National Honor Society

Students can qualify for National Honor Society during 10th, 11th and 12th grade based on their cumulative GPA at the end of semester one. Students must have at least a 3.50 cumulative GPA to qualify for National Honor Society.

In addition to the student maintaining a GPA of 3.5 or higher, a student must demonstrate leadership, character and service. Teachers and administrators will evaluate the student's leadership and character with a particular emphasis on any suspensions the student receives during the student's time in high school. The student's service will be evaluated by the National Honor Society's faculty sponsor based upon the students' participation in required National Honor Society service projects.

Class Scheduling

Students at Impact Christian Academy are required to have a minimum of six (6) graded courses in their schedule each semester of the academic school year. One of the six courses may be a pass/fail course.

In the spring of each year, students who are re-enrolled make course requests for the next academic year. Students may not request specific teachers or sections of a course. Course requests are reviewed and approved based on grades, standardized test scores and teacher recommendations. Students have until a designated date to make any changes to their requested courses. No changes will be accepted after this date unless justifiable and approved.

Justifiable changes include:

1. Administrative request.
2. Student was scheduled for a course in which the student has inadequate background.
3. Student was scheduled for a course without completing the required prerequisite(s).
4. Student was recommended for a course but was not scheduled into it.
5. Student was scheduled into a course but he/she already received credit for course.
6. A senior requires a specific course as a graduation requirement.
7. A physical disability prevents a student from adequate participation in a course.
8. An instructor must initiate the change. (This typically happens at the end of the first semester).

Dropping Courses

Students will have approximately two weeks to make any changes to their elective classes once the school term (Fall or Spring) has begun. Once the two-week period to amend the student schedule has passed, if a student drops a class, the grade will be listed on the transcript as either *W/I* (Withdraw/Incomplete) on the transcript.

High School Courses in Seventh or Eighth Grade

Algebra I, Spanish I, and health courses taken in grades 7-8 are included on the High School transcript. The numeric grade is not included in the student's High School GPA.

Non-ICA Courses

All classes required to graduate must be taken at ICA. If a student wishes to take a course outside of ICA for High School credit, written permission must be first be obtained from the Office. This includes any course taken through any online, correspondence or other accredited program. Grades must be turned in to the Office upon completion of the course. Credit will be granted to the student, but the numeric grade will not be included in the student's High School GPA.

Credit Transfer Guidelines

ICA will accept credits from accredited high school programs. Transfer credits will not be included in the student's High School GPA.

1. Specific transfer courses that meet ICA requirements will be credited as such. Other miscellaneous transfer credits will be acknowledged as elective credits.
2. Home-schooled students will be evaluated through credit by exam.

Summer School

Some High School classes are offered for credit over the summer through ICA's Summers at Impact program. These for credit classes are graded and are calculated in the student's GPA.

Students who wish to take courses not offered at ICA for credit must first receive written permission from the Office. This may include courses taken through *ICA Online* or through the student's local public school for credit recovery. Grades must be turned into the Office upon completion of the course. If a class is taken at another school for credit, credit may be granted to the student but the grade is not calculated into the student's GPA.

Minimester/Mission Requirements (Beginning 2017-2018 School Year)

All students are required to participate in minimester activities each year they are enrolled at ICA. Students are encouraged to choose activities that fuel their interests and enthusiasm.

As a part of the minimester requirement, each student must participate in Mission activities during their High School career. Students who begin High School in the ninth or tenth grade must earn one (1) mission credit to graduate. Students enrolling in the High School beginning in the eleventh or twelfth grade must earn one-half (1/2) mission credit to graduate. Credits may be earned in the following manner:

1. International Mission Trips (count for 1 credit)
2. Mission Trips that include travel within the U.S. borders (count for ½ credit)
3. Local missions (count for ½ credit)

Mission credit will be tracked and accessed through the Office. Additionally, students who participate in a non-ICA sponsored mission trip may earn credits towards their mission requirements. The credit earned for non-ICA mission trips is determined by the Office and is based on the destination and number of hours spent on evangelism and service.

Students with Learning Differences

If a student has been tested and diagnosed with learning differences within the past three years, he/she may qualify for special classroom or testing. A copy of the evaluation must be submitted to the school office.

Advanced Placement Courses

Maintain a MINIMUM grade of 80 by the end of the first semester in order to remain in the class for the second semester. Students in the second semester of an AP course must maintain an 85% to be eligible to take the AP Exam. By March 15, when AP Exams are ordered, any student who falls below the 85% average will not have an exam ordered. Students must maintain an 85 average in the AP course for the course to count towards the 4 AP Honors diploma requirement.

AP Honors Measure

For an AP course to qualify as an AP Measure for the AP Honors Diploma, the student must take the AP exam. The student must also score either a 3 or higher on the exam or achieve 85% or higher semester average (S1/S2) in the AP Course. Since the results of the AP exams are not received until after graduation, seniors must score an 85% semester average in the course for the course to count as qualified AP Measure.

An AP course taken at another school (ICA plus or other transfer course) may count towards the "four AP Honors measure requirement" for the AP Honors diploma. In order for the class to count, the student must meet the same qualifications as an ICA AP course (see above requirements).

Dual Enrollment/Dual Credit Courses

ICA students have the potential to earn college credit by taking the dual credit course option available for some ICA courses. ICA dual credit courses are taught on the ICA campus by ICA faculty during regularly scheduled school day.

ICA dual credit courses require concurrent enrollment in the college offering the dual credit. There are separate application and registration fees payable to the college. The college defines the fee structure, eligibility these requirements, and the grading requirements for the dual credit portion of the courses. These requirements may vary by course and by college. Please see the ICA Office for more detailed information about each dual credit course option offered at ICA.

ICA may offer a dual credit option for either a Pre-AP/Honors or AP level course. No additional GPA points are awarded for taking the dual credit option for the course. Pre-AP/Honors level dual credit courses do not count as AP Honors measures for the AP Honors diploma.

ICA does not offer credit for college courses taken outside of the ICA curriculum.

Standardized Testing

The PSAT and PLAN are administered in the fall to students in grades 9-11. The PSAT is a practice test for the College Board's Scholastic Aptitude Test (SAT). The PLAN is a practice test for the ACT exam. The ACT and SAT exams are required by most colleges and universities for admission consideration. There is no charge for the PSAT or PLAN exam and students are automatically registered for the PSAT and PLAN. Scores will be returned in December and January.

Valedictorian/Salutatorian

Senior class valedictorian and salutatorian are determined based upon the cumulative grade point averages (GPA) and will be finalized at a designated cut-off date each year. Students must have attended Impact Christian Academy for their junior and senior years to be eligible for this honor.

Honor Graduates

Eligibility for graduation honors is based on cumulative grade point average (GPA). The GPA qualifies the student for the following honors graduation levels:

Cum Laude GPA 3.0 to 3.49

Magna Cum Laude GPA 3.5 to 3.99

Summa Cum Laude GPA above 4.0

Graduation Requirements

ICA offers two programs of study for High School students. The Required Program consists of courses students must take to graduate from ICA. The AP Honors Program offers additional courses and advanced measures for students pursuing a more rigorous level of challenge.

College Prep	Honors	AP Honors*
4 Bible	4 Bible	4 Bible
4 English	4 English	4 English
3 Math (Algebra I and above)	4 Math	4 Math
3 Science (Biology, Chemistry & Physics)	4 Science	4 Science
4 Social Studies	4 Social Studies	4 Social Studies
2 Foreign Language+	2 Foreign Language+	3 Foreign Language+
.5 Health	.5 Computer	.5 Health
.5 Speech	.5 Health	.5 Speech
1 Physical Education	.5 Speech	1 Physical Education
1 Fine Arts	1 Physical Education	1 Fine Arts
.5 Technology	1 Fine Arts	1 Technology
2.5 Electives (or additional core classes)	1.5 Electives	
		27 credits~
26 credits~	27 credits~	

+ The same Foreign Language for each credit

* Requires 4 AP Honors measures with an 85 grade average in each measure

~Mission Requirement please see Minimester/Mission Requirements section.

Homework Policy

The primary purpose for homework is to reinforce class content and instruction. 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. Whether or not a student spends less or more time on homework depends on organization, study skills, use of time, homework environment and other factors. If a student does not turn in an assignment on time, 30 percent per class period will be deducted from the assignment. After three periods a zero will be recorded. Unless prior arrangements have been established with the teacher, late projects will receive a deduction of 30 percent per class period.

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.

Code of Conduct: 24/7/365

Students are expected to represent Impact Christian Academy in a positive manner even when they are not on school grounds or attending school functions. 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 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.

Minor infractions

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

1. Minor classroom disruption.
2. Failure to comply with the ICA dress code.
3. Failure to participate in class.
4. Loud or disorderly conduct while in hallways and restrooms.
5. Unauthorized elevator use.
6. Repeated minor offenses may result in disciplinary probation.

Although not all-inclusive, the following may result in a detention, a 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.

Major infractions

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

1. Use of Abusive or Profane Language and Disrespect: Using abusive or profane language, and/or showing disrespect or insolence to teachers and classmates will not be tolerated and will result in disciplinary action. Non-directed profanity will result in a minimum of one Saturday School.

2. Directed profanity will result in a minimum of a two-day suspension.
3. Disruptive Behavior: Repeated classroom disruptions that prohibit learning in classroom situations will not be tolerated and will result in disciplinary action.
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/Dishonesty: 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. In addition, students will receive a "0" on the assignment in question. Minimum Suspension: Two (2) Days.
6. Drug Use/Substance Abuse: The possession, use or distribution of illegal drugs, controlled substances or alcohol and/or misuses of over-the-counter drugs, is prohibited. Students connected to, or associated with, any drug-related persons or events may be required to submit to drug testing and subject to expulsion.

Students in the presence of these substances may be disciplined as well. 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 controlled substances on its campus. Minimum Suspension: Five (5) Days with possible expulsion.

7. Tobacco Use: The possession, use or distribution of tobacco or tobacco products such as but not limited to electronic cigarettes, cigars, chewing tobacco etc. is prohibited. ICA is considered a tobacco free zone. Minimum Suspension: Three (3) Days.
8. Electronic Device or Medium: A 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. Cell phones may be used during passing periods and lunch. Classroom or additional use is at the teacher's/administrator's discretion.

Usage Violations (using device when or where prohibited)

- 1st Violation - One Saturday School
- 2nd Violation - One Saturday School
- 3rd Violation - Two Saturday Schools
- 4th Violation - One Day Suspension

Students will begin each semester with zero electronic device violations.

9. **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. Minimum Suspension: Three (3) days
10. **Violation of Fire Safety Regulations:** Violations of fire regulations, including tampering with fire alarms, using matches, lighters or fireworks will be considered serious offenses. Minimum Suspension: One (1) day.
11. **Gambling:** Card playing for the purpose of gambling, or any other form of gambling, is forbidden. Minimum Suspension: One (1) Day.
12. **Immorality:** Students are expected to maintain moral purity as is outlined in God's Word. Unacceptable sexual behavior includes but is not limited to inappropriate contact and any issue associated with pornography, whether on or off campus. Minimum Suspension: Five (5) Days.
13. **Insubordination/Disrespect:** Insubordination will result in an automatic Saturday School, with possible suspension. Sleeping or eating in class will be classified as disrespect and result in a detention or Saturday School.
14. **Stealing:** Knowingly taking items that do not belong to you, with the intent to deprive the owner of its use, constitutes stealing. Minimum Suspension: Two (2) Days.
15. **Tattoos and/or body piercing:** Tattoos and/or body piercing are not permitted while a student at ICA. Any student who obtains a tattoo or body piercing may receive up to a Five (5) Day Suspension.
16. **Truancy:** Missing school or any part of a school day without parent or teacher permission is truancy. Students must obtain permission before leaving a classroom. On campus truancy will result in a Saturday School. Off campus truancy will result in a one (1) Day Suspension.
17. **Vandalism:** Destruction or defacing of property belonging to the school, Impact or others, including textbooks, will result in disciplinary action as well as assessing compensatory damages. Minimum Suspension: One (1) Day, plus full restitution, including labor and cost of repairs.
18. **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, pepper spray, mace, teargas, 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. Minimum Suspension: Five (5) Days with possible expulsion.
19. Repeated violations of minor infractions will be considered a major infraction.

Tardies (per class)

Students are expected to be in their seat when the bell rings.

Students who are tardy unexcused up to 10 minutes will receive the following:

- 3rd Tardy - One detention.
- 4th Tardy - Two detentions.
- 5th Tardy - Saturday School.
- 6th Tardy - Two Saturday Schools.
- 7th Tardy - Parent conference and possible suspension.

Parents are responsible for checking RenWeb to monitor their student's tardies.

Excessive Tardies

Arriving more than ten minutes and less than 60 minutes late to class unexcused (unless there is an extenuating circumstance determined at the discretion of administration) is considered excessive tardiness and will result in the following consequences. Arriving more than 60 minutes late for a class will result in increased consequences as listed below.

Between 10 and 60 minutes late for a class:

- 1st Excessive Tardy - Detention.
- 2nd Excessive Tardy - 2 Detentions.
- 3rd Excessive Tardy - Saturday School.
- 4th Excessive Tardy - 2 Saturday Schools.
- 5th Excessive Tardy and beyond may result in suspension.

More than 60 minutes late for a class:

- 1st Excessive Tardy - 1 Saturday School.
- 2nd Excessive Tardy - 2 Saturday Schools.
- 3rd Excessive Tardy - Parent Conference and possible suspension.

Students will begin each semester with zero tardies in each class.

Discipline Method

This process will normally follow specific steps as described below:

- The teacher is the first line of authority on addressing behavior requiring discipline.
- If the behavior continues, a parent will be contacted.
- If there is still no resolution of the problem and parents have been notified of a discipline problem, a school administrator will become involved. At this time the administrator will contact the parent with the disciplinary action on the part of the school.
- Discipline referrals will be given to the student and a copy will be emailed to the parent.

Detention and Saturday School

Detentions may be given when students fail to comply with school regulations. Detentions will be before school from 7:00 - 7:30 a.m. Failure to report to detention on time or disruptive behavior during detention could result in further disciplinary action. Saturday School will be from 7:00 a.m. to 10:00 a.m. in the High School building. Students attending Saturday School must:

- Arrive in school uniform at 6:55 a.m.
- Pay \$25 upon arrival
- Bring supplies (pen, paper and school work) for a silent study hall or work detail. Students who arrive after 7:05 a.m. or fail to bring their \$25 payment may not be permitted to stay for Saturday School and will serve two Saturday Schools as additional consequences.

Public Display of Romantic Affection

Students are not allowed to show public display of romantic affection on campus.

- 1st Offense - Verbal warning
- 2nd Offense - Parent Conference
- 3rd Offense - Saturday School

After the 3rd Offense - Principal's discretion for consequences for any further occurrences.

Missed Detention

- First Missed Detention: The student will be assigned a double detention and any other missed detentions may result in Saturday School. Extenuating circumstances must be discussed with the High School Administration prior to the detention.
- A student will receive two Saturday Schools if a Saturday School is missed. Extenuating circumstances must be discussed with the High School Administration prior to the Saturday School.

Suspension

Suspension from school is a result of repeated minor infractions or a major infraction of the ICA Code of Conduct.

An administrator at all times has the authority to suspend a student. The length of suspension will be determined by the administration. All work missed during the suspension is to be made up. Very specific changes in attitudes and actions will be expected prior to re-admission. Disciplinary probation may be invoked when a student is suspended from school. Suspended students are not allowed to be on campus during the period of their suspension without administrative approval. Students are not permitted to participate in or attend extra-curricular activities while on suspension. Students suspended will not be allowed to exempt any finals for the semester in which the suspension occurred.

Restoration Plan

It is always the intention of Impact Christian Academy 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, the following guidelines will govern the re-admission 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/coaches of the suspension term, but not the nature of the offense.
- At the end of the suspension period, ICA staff and administration will:
 1. Conduct a re-entry interview with the student and at least one parent.
 2. Assist the student in identifying a plan to ensure improvement.

3. Remind the student of their importance in the ICA community.
4. Explain that the student is on disciplinary probation and its ramifications, if applicable.
5. 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. In addition, staff will be encouraged to call the student with words of encouragement (not lecture) prior to re-admission to ease the discomfort/embarrassment of the student.

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] 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. If a student on disciplinary probation is involved in any disciplinary infraction (major or minor), he/she may be subject to immediate dismissal at the discretion of the school administration following the guidelines outlined under the section titled "Expulsion" below.

Expulsion

Attendance at Impact Christian Academy is a privilege. Any student whose conduct or attitude in or out of school shows him/her to be in opposition to the basic principles and purposes of the school will be dismissed or asked to withdraw. A student may be expelled from school for a serious breach of conduct and/or repeated problems with behavior or academic performance. Expulsion will be recommended 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 a conducive, academic environment. Expulsion may also be recommended for unresolved academic or disciplinary probation. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed. The expulsion date may be immediate.

Attendance

Arrival and Dismissal

The following procedures will be in place to ensure the safety of your student on the High School campus:

1. High School students may not be dropped off prior to 7:30a.m. unless they are meeting a teacher for tutorials.
2. Students who are not picked up by 3:30 p.m. will be asked to wait inside the school lobby, and a parent/guardian will be contacted. This excludes students participating in athletics or other school activities. ICA is not liable for students who remain on campus after the above stated times and locations.
3. When a student needs to depart from school early for an appointment, the parent must send a note, email or call the office as early in the day as possible. Students will need to sign out at the office. Students are responsible for missed work when leaving early.
4. Once a student arrives on school property, he/she may not leave until the appropriate dismissal time unless otherwise approved by the administration.

Upon arrival, students may not miss any class, assembly, lunch or any other scheduled event for any reason without prior administrative approval.
5. If students become ill during the day, they are to get a pass from their teacher and report to the office where administration will contact the parent to determine if it is necessary for the student to go home early.
6. Please note the section below entitled "Pre-Approved Absences" for guidelines that govern students leaving town for any reason. Pre-approved absence request forms are available at the office and on the school web site under "Online Forms."

Absences

When your child is absent from school, please call or email the office. The following procedures apply to absences:

1. Teachers and the office will maintain an accurate record of attendance. The attendance record will appear on RenWeb.
2. Please call (904-652-1441) or email the office by 9:00a.m. on the day of the absence.
3. Attendance is recorded by class period. To be counted as present, the student must be in class for more than half the period.
4. Students who are not present for three full academic subjects may not be permitted to participate in extracurricular activities on that particular day without administrative approval.

5. If an absent student needs homework assignments, the best method of obtaining the homework assignments is RenWeb or from another student. Otherwise, the student or parent should email the teacher requesting the assignments. Teachers do not always check their emails during the school day, resulting in some responses to emails late in the afternoon or the next day.
6. Students will have one class period for each day absent to make up work, provided the absence is excused. A plan for making up work for an extended absence should be arranged with each teacher. If a student misses the day of a previously announced test or quiz, he/she will be required to take the test or quiz the day of return to that class.
7. An absence that is initiated from the school and given prior approval by the administration is not reflected on the report card. These include school-scheduled field trips, activities, and school sporting events where the participant is involved.

Students are responsible for all work missed in these situations and should turn in assignments the day that they return. If a student misses the day of a previously announced test or quiz, he/she will be required to take the test or quiz the day of return.

8. In accordance with the Florida Law, students may not miss more than 10 days per semester or they may be required to repeat the grade level or class in which 10 periods were missed. A letter will be sent to parents after a student reaches three absences. An attendance review committee will review any absences over 7 units per semester to determine the educational process of the student. Saturday School may be assigned for credit recovery.

Academically Excused, Exempt and Unexcused Absences

Excused Absences: The following absences will be considered academically excused if the school receives a note, phone call or email from the parent. These absences are still reported with the student's total absences on the report card, but without penalty for makeup work or tests if made up during the designated period of time. These absences DO count in the total for exam exemptions absences.

Examples of academically excused absences:

- a. Not feeling well; colds' allergies; headache; any sickness that does not include a fever or stomach issues;
- b. In court
- c. Pre-approved absences

Exempt Absences: The following absences will be considered academically excused IF the school receives a doctor's note (for sickness) or a phone call, note or email from parent. These absences DO NOT count in the total for exam exemptions absences

- a. Not feeling well; colds', allergies; headache; any sickness that does not include a fever or stomach issues;
- b. Doctor's appointment with a doctor's note turned in within one week. After one week, we will no longer accept a note and the absence will change to an excused absence.
- c. Death in the immediate family.
- d. An illness that includes a fever above 100 degrees or stomach problems (vomiting or diarrhea).
- e. A migraine headache IF the school has on file a note from the doctor documenting that the student has a history of migraine.
- f. An injury or illness with a note form a doctor stating when the student may return to school
- g. Pre-approved college visits (for Juniors and Seniors only)
- h. Getting your driver's license/permit
- i. In court due to circumstances beyond the student's control

Pre-Approved Absences: For pre-approved absences to be excused, they must be cleared with the administration at least five days in advance. These will be counted on the report card as absences, but without academic penalty. Students are allowed five pre-approved absences if in good academic standing. Of these five pre-approved absences, Junior and Seniors may use three of them for college visits. Pre-approved college visits DO NOT count against the student in terms count in terms of exam exemptions, but ALL other pre-approved absences DO count in terms of exam exemptions. If the student does NOT turn in a pre-approved absence form BEFORE a college visit, the date WILL count as an excused absence in terms of exam exemptions. Pre-approved absences exceeding the five allowed are at the discretion of the administration. Students may obtain a pre-approved absence form from the office and on the school web site under "Online Forms." Students who do not obtain a pre-approved absence form will receive a warning the first time. Any repeat violations after the warning will make the absences count as Unexcused Absences.

Unexcused Absences: All absences not meeting the criteria listed for Excused Absences and Exempt Absences are unexcused and are counted with the student's total absences and recorded on the student report card. An excused absence of more than one hour will result in a Saturday School because it will count as an excessive tardy of more than one hour.

An unexcused absence of a whole day may result in other disciplinary consequences to be determined by the Administration. Examples of unexcused absences:

- a. Staying home to study
- b. Oversleeping
- c. Choosing not to come to school
- d. Absences without parent permission

Additionally, a student cannot miss more than ten of a particular period per semester. If a student misses more than one-half of any one period, he/she is counted as having been absent for the whole period. If a student has more than ten absences in any one period, the student may be assigned to attend Saturday School for credit recovery. Students who do not attend the required Saturday School to make up the **time** missed may not get credit for the semester.

Daily Schedules

IMPACT CHRISTIAN ACADEMY					
Bell Schedule			Middle & Upper School		
Period	Monday	Tuesday	Wednesday	Thursday	Friday
1st	8:00 - 8:56	8:00 - 8:56	8:00 - 8:52	8:00 - 8:47	8:00 - 8:56
2nd	9:00 - 9:51	9:00 - 9:51	8:56 - 9:43	8:51 - 9:33	9:00 - 9:51
				CHAPEL 9:37 - 10:33	
3rd	9:55 - 10:46	9:55 - 10:46	9:47 - 10:33	10:37 - 11:19	9:55 - 10:46
4th	10:50 - 11:41	10:50 - 11:41	10:37 - 11:23	11:23 - 12:05	10:50 - 11:41
5th (Wed.)			11:27 - 12:14		
LUNCH A	11:45 - 12:15	11:45 - 12:15	12:18 - 12:48	12:09 - 12:39	11:45 - 12:15
5th A	12:19 - 1:10	12:19 - 1:10		12:43 - 1:25	12:19 - 1:10
5th B	11:45 - 12:36	11:45 - 12:36		12:09 - 12:51	11:45 - 12:36
LUNCH B	12:40 - 1:10	12:40 - 1:10	1:09 - 1:39	12:55 - 1:25	12:40 - 1:10
6th A	1:14 - 2:05	1:14 - 2:05	12:52 - 1:39		1:14 - 2:05
6th B			12:18 - 1:05		
6th	1:14 - 2:05	1:14 - 2:05	12:52 - 1:39	1:29 - 2:11	1:14 - 2:05
7th	2:09 - 3:00	2:09 - 3:00	1:43 - 2:30	2:15 - 3:00	2:09 - 3:00

Athletics and Extracurricular Activities

Eligibility

Competitive sports and other extracurricular activities (fine arts and academic competition) can contribute to a well- rounded education; however, such activities are extracurricular and require some basis for eligibility in order to ensure that these activities support rather than hinder a student's overall education. Students must be passing ALL classes with a score of 70% or higher. Students who fall to 69% or lower in one or more classes at the end of the nine-week grading period will be ineligible for extracurricular participation for a minimum of three academic weeks. The three weeks will begin on the Monday after grades are posted on RenWeb and end at the completion of the school day on the third Friday.

After three weeks of ineligibility, if ALL grades are above 70%, the student may return to extracurricular participation. During the ineligible period, the student may practice, but not travel, suit up or participate with or in the extracurricular area they are involved. If after three weeks, the student is still failing a class, grades will be checked weekly, and when ALL grades are above 70%, the student may return to extracurricular activities.

Sportsmanship Code of Conduct

All types of competitive team experiences contribute significantly to the development of Christian character, mutual support and school spirit. Sportsmanship is an important part of this training. We expect our coaches, players and students to represent ICA in a manner that is respectful of others on and off the field of play. We also encourage and endorse the enthusiastic support of parents and friends. In the process, we expect all to uphold the same high standards that we ask of our students. Opposing teams and their fans are to be treated as honored guests. Students who fail to meet these standards will face disciplinary action or be removed from athletic participation. All students participating on an ICA-sponsored team (including summer athletic programs) must comply with the applicable sections of the dress code and the appearance guidelines outlined by the athletic department.

Fees

All fees are billed by the ICA Business Office. Access to grades will be withheld for unpaid fees or items that are not returned.

Campus Visitation

Parents are welcome on our campus. We want to minimize disruptions to the classroom instruction; therefore, we ask those who wish to visit classes do so within the following guidelines:

- Please contact the school in advance to schedule your visit to coincide with the classes you wish to observe.
- At the time of your visit, sign in at the office where a visitor's badge will be provided.
- Students are not allowed to have friends visit during lunch or during the school day.

Closed Campus

Impact Christian Academy maintains a closed campus. All visitors to the High school 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.

Dress Code

The administration reserves the right to determine if a student is dressed and groomed appropriately. ICA has chosen to implement the dress code policy by the adoption of a uniform program. It is required that all uniforms be purchased from RC Uniforms. There are clear biblical principles, which ought to govern choice for dress:

1. Dress and grooming styles are deemed inappropriate if they attract undue attention to the outward appearance, detracting from the reflection of Christ, which initiates internally (1 Timothy 2:9-10).
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

- Only solid white t-shirts (without writing) may be worn under uniform shirts.
- Uniform shirts are to be worn under ICA outerwear.
- Students may only wear ICA approved jackets, hoodies and/or sweatshirts during the school day.
- Belts must be worn with shorts or pants.
- Hats may not be worn inside the school building.

- Abnormal hairstyles are not permitted.

It is important for every uniform item to be identified with the owners name. ICA is not responsible for misplaced items.

- Pants and shorts must be worn above the hips.
- 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.
- Appropriate undergarments must be worn at all times.

Dress Code Guidelines for Girls

- Skirt and skirt length should not be shorter than four inches from the crease of the back of the knee.
- Appropriate undergarments and modesty shorts are to be worn under skirts at all times.
- Shoes must have a closed toe and heel.
- No boots of any type - except on Spirit Day with jeans.
- No flip-flops, clogs, sandals or moccasin-type footwear.
- No house shoes/slippers including fur-lined shoes or shoes with wheels.
- Tights - solid navy or black. Aerobic tights, warm-ups, long johns or stirrup pants are not acceptable. Leggings may be worn under skirts but must be solid black or navy in color.
- Hair accessories should be modest, small and delicate and coordinate colors with uniform.
- Highlighting and coloring of hair are permitted as long as the highlights and color are a natural hair color and the highlights blend with the hair color.
- Jewelry should be modest and should not draw attention to yourself. Two or three piercings per ear only.
- Oxford shirts must always be tucked in.
- Polo shirts may be worn untucked.

Dress Code Guidelines for Boys

- Shoes must have a closed toe and heel.
- No flip-flops, clogs, sandals or moccasin-type footwear.
- No house shoes/slippers may be worn including fur-lined shoes or shoes with wheels.
- Belts are to be worn at all times.
- Hair may not touch the top of the collar or be below the middle of the ears and must be trimmed above the eyebrows.
- Bleached and highlighted hair is not permitted. Coloring of hair is permitted as long as it is dyed a natural color.
- No facial hair is permitted. Boys should be clean-shaven at all times. Sideburns may not extend below the earlobe.
- Earrings may not be worn while a student at ICA. (see major violations)
- Students are not permitted to wear pants with the hems torn or ripped.
- Shirts are to be tucked in at all times.

Dress Code Violations

- 1st Violation - Detention
- 2nd Violation - Two Detentions
- 3rd Violation - One Saturday School and parent conference
- 4th Violation - Two Saturday Schools and parent conference
- 5th Violation - Suspension and parent conference

Students will begin each semester with zero dress code violations.

Spirit Day Attire

On spirit days, students may wear any ICA approved t-shirt with uniform shorts, pants or appropriate denim pants (denim shorts or skirts are not allowed) and appropriate shoes. No baggy jeans, jeans with holes, rips, tears or frays or non-uniform shorts.

Field Trips

Field trips will be taken during the school year. They are learning experiences, primarily designed to enrich the curriculum of ICA. The Parent Authorization Form, which must be on file before your student begins school, releases the school from any liability.

1. ICA field trips are for current ICA students only. No other students are allowed to attend. In most cases siblings that are not enrolled in ICA are not allowed to attend.
2. Any student on disciplinary or academic probation may be excluded from a field trip.
3. School policies are in effect on all field trips on or off campus.
4. Students who attend activities (field trips, after-school sports, etc.) must have attended school the day of the activity.
5. Students are responsible for any academic material missed while on a school field trip or school activity.
6. If a student misses a scheduled test because of a field trip or school activity, the student will be responsible to take the test the next day.

Guidelines for Field Trips

- Students are to behave in a manner that is pleasing and honoring to God and themselves. We are representing God, ICA, our families, Impact Church and ourselves.
- Staff sponsors and chaperones are responsible for the behavior of all students while under their care and have the authority to correct a student.
- Students are expected to follow the directions of the adult leaders.
- Students are to be supervised at all times. Students cannot wander off. Students will be responsible for being where they are supposed to be on time and doing what they are expected.
- Students are not allowed to leave early without ICA staff member approval.

- Students must wear required field trip attire (uniform shirt and uniform pants, skirt, or shorts) unless special permission has been obtained from an administrator.
- All chaperones supervising students must have a background check on file.

Music and Dancing

The appreciation for beauty and the ability to create works of art are uniquely human traits, which give strong witness to the biblical view that God created man in His own likeness. As such, ICA places a high priority on the development of an appreciation for the fine arts, and we encourage students to participate in various forms of aesthetic creativity during their years at ICA. It is the desire of ICA that students learn to make choices in the areas of music, drama, visual and literary art and dance that are based on an understanding of our responsibility to live within the personal, present reality of a holy and loving God who has given us His creative nature to use for our enjoyment and His ultimate glory. Dance may be evaluated in the same manner in which we evaluate other art forms. It has the same potential to reflect the beauty of a God-given, creative nature of fallen man. Dance, which in its style and purpose is done for beauty, recreation or as an expression of cultural tradition, may be acceptable. Dance, which accentuates the nature of fallen man, which appeals to the physical appetite, or is sexually suggestive, does not reveal the image of God created in us. It is the desire of ICA that students refrain from choosing the types of music and dancing that are worldly in nature and that brings glory to self instead of bringing glory to God.

Search of Students

Students, their lockers, and their motor vehicles shall be subject to searches by school officials including but not limited to student's 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 web sites, social networking sites, for example "Twitter", "Myspace" and "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 such as security guards, police departments, canine units, etc. to further establish a secure zone on the ICA campus.

Service Hours

All students are required to participate in the two service project days with their grade level during the academic year. Students who are absent or unable to complete the community service with their class are required to do the six service hours individually and turn in documentation to the students' advisor. Service hours must be pre-approved by the office in order to count towards this requirement.

Any additional hours of community service should be submitted to the office. Documentation should include:

1. The organization with whom the student volunteered
2. The number of hours/days committed, and
3. A description of the activities.

Vehicle Use on Campus

1. Students who drive without a valid driver's license may have their key confiscated and the vehicle towed. This action may result in suspension or expulsion.
2. Students who drive to school must register their vehicle with the office by the end of the second week of school or immediately upon receiving their license.
3. Students may park only in their assigned ICA parking area.
4. Reckless or careless driving will not be tolerated.
5. Vehicles are not to be moved during the school day without administrative approval.
6. The speed limit is 15mph on school property.
7. Students are not permitted to go to their vehicle during school hours unless they receive permission from an administrator.
8. No writing, pictures, or symbols shall be displayed on any vehicle, which promotes a philosophy contrary to the philosophy of ICA.
9. No loud music will be permitted in the vehicles while on school property or at school activities.

Violation of any of the above Vehicle Regulations may result in not being able to drive on school property for a specified period of time and/or other disciplinary action.