

INTERNATIONAL CHRISTIAN ACADEMY



Kindergarten - 8th Grade

Parent Student Handbook

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INTRODUCTION

**COMMENTS FROM PASTOR PAUL GOULET
SENIOR PASTOR, INTERNATIONAL CHURCH OF LAS VEGAS**

Dear Parents,

Welcome to the I.C.A family. Our goal is to provide excellence academically, athletically, relationally, and spiritually. This lofty objective cannot be attained without a dedicated teaching staff, administration, and involved parents.

ICLV supports and is committed to the goals of the International Christian Academy. The entire pastoral staff is excited about having your child(ren) on campus.

I believe that together we can build healthy young people who will have the ability to make a difference in the community.

Please join me in working and praying to make this school year a tremendous new beginning for a bright future.

In His service and yours,

Pastor Paul Goulet

**COMMENTS FROM ROBERT MEKUS
ELEMENTARY/MIDDLE SCHOOL PRINCIPAL, INTERNATIONAL CHRISTIAN ACADEMY**

Dear Parents;

We would like to take this opportunity to welcome your family to our school. We feel it is a privilege to serve our parents and students for this school year.

I.C.A. has built a vision for the future of our children. We are committed to developing strong leaders for Christ's Kingdom by nurturing and encouraging our students to live and grow in Godly character and strength.

By offering a curriculum built on strong academics, physical development, and spiritual enrichment, we provide a well-balanced program designed to challenge and prepare our children to impact their world as citizens.

Jesus has instructed us to "Bring them up in the discipline and instruction of the Lord." Ephesians 6:4. We believe strongly in the philosophy that the role of the school is to assist parents in educating their children. Parents have been blessed with the tremendous responsibility of educating and nurturing their children. We at I.C.A. are honored to assist you in this endeavor.

The information in this handbook is designed to provide an overview of our school and answer questions you may have. Please keep this as a reference throughout the school year.

As we work together during this exciting school year may the Lord bless our endeavors.

In His Service and yours,

Robert Mekus
Elementary/Middle School Principal

NON-DISCRIMINATION POLICY

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

OUR MISSION STATEMENT

The International Christian Academy is committed to excellence. Working in partnership with parents, students, and teachers, we will develop young men and women of strong Christian character. Our overall school curriculum will be strategically focused to help students excel spiritually, academically, relationally, and athletically. International Christian Academy prepares young people to impact their community, state, country, and world in a socially responsible and Christ-centered manner.

PHILOSOPHY/STATEMENT OF FAITH

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant word of God (2 Timothy 3:15, 2 Peter 1:21).
2. We believe there is only one God, eternally existent in three persons-Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30)
3. We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrew 4:15;7:26), His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11-25; 1 Corinthians 15:4); His ascension to the right hand of the Father (Acts 1:11; Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16-19, 5:24, Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13; Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life (Romans 8:13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18).

ADMINISTRATIVE INFORMATION

SCHOOL HOURS

School begins at 8:00 a.m. and ends at 3:00 p.m. Students should not arrive before 7:30 a.m. Children on campus prior to 7:30 a.m. or remaining after 3:15 p.m. will be taken to the Extended Care Program and parents will be billed according to fees set. (See Extended Care on page #9.)

The school office is open 7:30-4:00 Monday - Friday

CURRICULUM

International Christian Academy utilizes ABeka and Bob Jones University Press as its primary curriculum sources. The materials are designed to give students:

- A pervasively Christ-centered presentation of each subject
- Ability to make discerning choices through comprehension-based study
- An enjoyment of learning through hands-on activities

All materials maintain a proper balance of academic and spiritual study. This offers the teacher flexibility in guiding their students through each subject while directing their Christian growth.

HEALTH INFORMATION

Medications:

International Christian Academy requires parents to make arrangements with the school office to administer **ALL** medications (including those sold over the counter and herbal remedies) that are brought to the school. A PARENT MUST COMPLETE A MEDICATION RELEASE FORM BEFORE THE MEDICINE CAN BE ADMINISTERED. Medicine may be given by the designated office personnel. Medications are NOT to be kept with the student (e.g. in lunch box, backpack, etc.)

Medication must be brought to school in its original container.

Prescription medication that will be given longer than **TWO WEEKS** requires a physician's signature on the MEDICATION RELEASE FORM.

Illness:

For health and safety reasons, parents are required to pick up their ill child from the school office within ONE HOUR from the time they are notified of such illness. It is routine policy to require parents to pick up their child when their temperature reaches/exceeds 100 degrees or when the child is vomiting, has diarrhea and/or is unable to function normally at school. **The child must not return to school until a 24-hour period has passed without recurrence of a fever or vomiting.**

Notification of a contagious condition/disease must be given to the school office immediately upon knowledge of such condition.

Physical Education (P.E.)/Recess Excuse:

Students may be excused from participating in P.E. and/or recess under the following conditions:

1. One day with written note from his/her parent (must stay with class – excused from participation only.)
2. For more than one day, parent **must** conference with the student’s teacher in person or by phone and have administrative approval (must stay with class – excused from participation only.)
3. The student must have a written physician’s order, for any extended period of time.
4. Notification of asthma or other breathing issues related to excessive physical training **must** be given to your child’s teacher.

Health Documents:

Students must submit a copy of their immunization record to the school office. Immunizations must be up-to-date. Students with medical or religious exemptions will be excluded from school in the event of an outbreak. Parents are asked to inform the school office of any medical condition or restriction that may impact their child while they are at school.

Screening:

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

DRUG/ALCOHOL FREE POLICY

International Christian Academy prohibits the possession, use, abuse, sharing, distribution and sale of drugs/alcohol or any substance represented to be a drug (legal or illegal), drug paraphernalia or alcohol by students on campus or at a school event.

NOTE-The administration reserves the right to require the testing of a student at any time using any available method of drug testing (i.e.urine test etc.)

EMERGENCY SCHOOL CLOSURE OR DISMISSAL

An emergency could occur that would warrant an emergency school closure (outside of regular school hours) or dismissal (during school hours.) Every effort will be made to notify parents by use of the telephone.

STUDENTS WILL ONLY BE RELEASED TO PARENTS AND/OR ADULTS LISTED ON EMERGENCY CARDS!

FIRE AND SHELTER IN PLACE DRILLS

ICA follows prescribed drill procedures. Evacuation routes are posted in every classroom. Students are expected to evacuate in an orderly manner and to line up for attendance when in the prescribed area. They are to maintain the same level of order that is required in the classroom.

Shelter-in-place is a drill providing for student safety in the event of unsafe particulates in the outside air. The object is to stay or get into the building, and to then seal off any air passages from the outside. Students will receive instructions for both drills in their classrooms.

INCLEMENT WEATHER

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

LUNCHES AND SNACKS

Healthy lunches, drinks, and snacks are encouraged. Candy is greatly discouraged. No glass containers are permitted. Students must bring their own lunches. Please put their name on their lunch box. Making excessive noise in the lunch room is not acceptable. At the end of the lunch period, the person in charge will excuse students in an orderly fashion, one table at a time. Tables must be left clear of any waste paper, food, etc.

MESSAGES TO STUDENTS

Parents will need to call by 1:00 p.m. to insure the student will get the message in time.

OFFICE PHONE USAGE

Students may use the office phone only on a limited basis.

PERSONAL COMMUNICATION DEVICES

The use by students of personal communication devices such as cell phones, pagers/beepers, mp3 players, iPods or other similar electronic communication devices, is prohibited on the campus of I.C.A. during the instructional day of 8:00 am – 3:00 pm. **These devices must remain turned off during instructional time including passing periods, lunch and breaks.**

EXTENDED CARE

Adult supervision of I.C.A. students is offered before and after school.

HOURS

6:30 a.m. – 7:30 a.m.

3:15 p.m. – 6:00 p.m.

PAYMENT

0-9 hours - \$4.00 an hour

10 and above - \$40.00 a week

Students must not be dropped off before 6:30 a.m.

Before or after care is \$4.00/hour, regardless of the amount of time spent in the hour. Your extended care bill always reflects the charges for the previous week. The bills are placed in the child's backpack on Tuesdays and must be submitted to the office by that Friday. A \$5.00 late fee will be assessed if payment is not received.

We offer Extended Care for International Christian Academy students only. The hours are 6:30 a.m. to 7:30 a.m. and 3:15 p.m. to 6:00 p.m. Supervision is provided by the Extended Care staff. Our program offers many opportunities for students (i.e., playing outdoors, doing homework, simple arts and crafts, free play with friends, etc.)

Parents are required to sign their student in and out with their initials. This enables us to keep accurate records of students for both security and billing purposes.

No snack will be provided in Extended Care. You may wish to give a snack to your child if he/she is staying past 3:15 p.m.

Late Fees – Students must be picked up by 6:00 p.m. or an additional fee of **\$1.00 per minute will be charged to the parent's Extended Care account.** Extended Care staff should be able to lock doors to go home at 6:00 p.m.

Note to All Parents: Any student dropped off before 7:30 a.m. without being signed in will be signed in and billed appropriately as stated in the Extended Care Parent Commitment Form. Any student not picked up from school by 3:15 p.m. will automatically be sent to Extended Care. Students that are picked up and signed out **before** 3:30 will not be charged. Students must be signed out or the parent will be billed. Failure to sign your student in or out of the Extended Care program may result in dismissal from the program.

PARENTS MUST READ AND SIGN THE EXTENDED CARE PARENT COMMITMENT FORM PRIOR TO THEIR STUDENT ATTENDING THE EXTENDED CARE PROGRAM.

RELEASE OF CHILD'S RECORDS

No student's records will be released to parents until:

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

LOADING AND UNLOADING ZONES

It is very important that great care and courtesy be exercised while dropping off and picking up students at the school. Following is a list of Traffic Safety Rules that needs to be followed to make our parking lot safe a safe place for students.

1. You may park, in designated parking, to walk your child to class; or, you may drive through for drop-off or pick-up. Do not drop off students or pick them up in any area not specifically designated as such.
2. Do not leave children unattended in vehicle, while dropping off your child(ren).
3. Do not create two lanes of traffic in the drop off areas.

4. Do not allow children to cross the parking lot unless they are accompanied by an adult.
5. Please use the crosswalks when proceeding between the parking lot and the school.
6. With inclement weather, children will be retained in the gym waiting pick-up by the parents.
7. Do not leave your car to enter the school when you are in the flow of traffic. Park in designated spaces if you have business in the school.
8. **Drive slowly and cautiously.**

ACADEMICS

Educational Objectives

International Christian Academy believes in:

1. **Spiritual Salvation, Growth, and Development.**
A student's only hope of salvation is through the sacrifice of Jesus Christ at Calvary. (Romans 3:23, 6:23, 5:8 and Ephesians 2:8-9)
2. **Shared Home/School Responsibility**
The parents have the primary responsibility for their child's education. Therefore, a close home/school relationship is vital. Open channels of communication and involvement are extremely important for the total well-being of the student.
3. **Christ-Centered Academic Development**
Proverbs 2:1-7 is our basis for instruction. We are to stress in the order God designed: 1) wisdom, 2) understanding, 3) discernment, and 4) knowledge.

Attentions to the fundamental subjects are presented through a Christ-centered academic curriculum, emphasizing the principle approach, thus equipping the student for life's ministry. I.C.A. encourages academic achievement for developing the God-given abilities of each child.
4. **Social Development**
Social development is a significant aspect of education. Relationships build the foundation for effective Christian parenting. Christ-centered values are taught as the reference point for personal decision-making and applied through daily interpersonal relationships.

5. Physical Development

Proper body care and development is emphasized in I Corinthians 3:16. Each student is led to an appreciation of the value of his/her body and its care, a *"temple holy unto God."*

6. Patriotism

The love of our country from a Christian perspective is taught and encouraged through music, academic subjects, and overall respect for the nation, its leaders, and our flag.

PARENT PARTICIPATION

Parent involvement is an essential part of the student's education, therefore please consider being a homeroom parent volunteer.

PROCEDURES FOR PARENTS IN THE CLASSROOM

Observing one's child in a classroom setting can provide the parent with helpful insight into the child's "world." Each parent is strongly advised to observe in his/her child's classroom for one hour per semester. Below are some helpful things to remember when observing your child:

Pray for your child and your child's teacher. Sometimes the teacher will have small projects that parents can help out with.

The following are rules we would like you to remember:

1. There is a maximum of one adult, allowed in the classroom per hour.
2. Siblings are not allowed in the classroom.
3. There should not be conversation with the children.
4. Please take a seat in the back of the room.
5. Please do not sit next to your child's desk.
6. If you wish to discuss your child's progress, please refrain from conversing with the teacher until after school. Remember it is very important that the teacher's attention always be focused on the students.

Things to look for during classroom observation:

1. Your child's response to the teacher.
2. Your child's response to other children in the classroom.
3. Does your child prefer group activities or do they prefer being alone?
4. Do you see areas of needing improvement in your child's academics?
5. Do you see certain areas of your child's life where you need to help them develop Godly character qualities? (Please realize that your child will not react exactly the same way as when you are not in the classroom.)
6. Is your child attentive?
7. Does your child ask questions when there is a lack of understanding?
8. Does your child seem sleepy, tired or fidgety?

9. Does your child seem prepared for the day's work?
10. Is your child distracted?

The object of this list is not to cause you undue concern. You may, however, find areas where you may help your child after observing them in the classroom setting.

1. My child needs more rest.
2. My child needs more drill and practice.
3. My child needs to be more organized
4. My child needs to be more attentive.
5. My child needs to build more relationships with peers.
6. My child needs to learn to ask questions when he/she doesn't understand.
7. My child needs to have a better concept of time segments.
8. My child is doing great!

If while observing, you have questions concerning any area of the classroom, please feel free to contact your child's teacher at an appropriate time.

PARENT TEACHER PARTNERSHIP (PTP)

PARENT TEACHER PARTNERSHIP (PTP) services are designed to:

1. Promote Christian Stewardship in the area of service.
2. Set a Godly example for the children in the area of service.
3. Facilitate a greater understanding of the child's growth and development in God's kingdom concerning teacher/peer relationships.
4. Assist the teacher in the educational process.
5. Provide services to our school and families outside the scope of academics.
6. Provide fundraising opportunities to enhance the students' academic, spiritual, relational and physical experience.

Parent Teacher Partnership volunteers serve as room parents, assistants to teachers, special project aides, story readers, and clerical assistants.

CONDUCT AND DISCIPLINE

CODE OF CONDUCT:

The student shall:

1. Exhibit proper reverence during flag salutes, devotions, chapel services, and prayer times.
2. Always speak courteously.
3. Not disturb a teacher for any reason while he/she is conducting a class, except in an emergency.
4. Not disrupt or disrespect other students.
5. Show respect for others rights, ethnicity, and property.

6. Pick up after themselves and help keep the school rooms and grounds clean, and neat.
7. Not lie or steal.
8. Return school materials, books, assignments, and requested information.
9. Exit and enter the building quickly and quietly, while carefully following teacher's or supervisor's instructions during emergency drills.
10. Walk in an orderly manner according to the teachers' or supervisors' instructions when relocating to or from the classroom.
11. Line up immediately and quietly when the whistle blows or the bell rings.
12. Obey all teachers or supervisors promptly and with respect at all times.
13. Consult the teacher or supervisor on duty when having trouble or difficulties on the playground.
14. Consider all games open to anyone who wants to play at the start of the game.
15. Follow a "HANDS-OFF" policy: no hitting or slapping. Games involving wild running, pushing, shoving, or other forms of rough play and behavior are not allowed.
16. Observe the school boundaries, playing only in designated areas. All other areas are "off limits" (i.e. church foyer and sanctuary.) Also Chapel and Pre-school areas.
17. Use all playground equipment carefully and according to its intended use.
18. Use only whiffles, tennis, and/or rubber balls, and plastic bats during recess and Extended Care. No hardballs i.e. Baseballs/Softballs.
19. Not bring backpacks, school supplies, lunch boxes, games, toys, or similar items which display objectionable or inappropriate subject matter.
20. Help keep restrooms clean and throw paper towels and other trash in trash containers.
21. Not loiter or play, in the restrooms or hallways.
22. Not willfully deface or damage property belonging to others or International Christian Academy. **Parents or guardians shall be liable for all damage caused by pupils.**
23. Exhibit self-control and not be involved in fighting, bullying arguing, use of profanity or name calling.
24. Not throw any objects such as rocks, spit balls, sticks, or other objects, including P.E. equipment in a manner with intent to injure or hurt anyone.
25. Not bring to school:
 - Toys, playground/sports equipment (Teacher's option: special activities/occasions requested and supervised by teacher.)
 - Gum
26. Do not use
 - Radios, walkmans, CD players, MP3 players, iPods, any games or technological devices from 8:00 am – 3:00 pm.
 - Expensive jewelry.
 - Knives or "weapons" of any kind.
 - Matches, lighters, explosives or fireworks.
 - Cell phones must be **turned off** during school hours. This includes lunch periods. Cell phones are to be used for emergency purposes only. Failure to comply will result in confiscation of the cell phone, which will only be returned to the parent(s). Also, any use of a cell phone camera while on school property is a violation of individual and school privacy rights.

DISCIPLINE

Romans 13:1-2 "Let every soul be subject to the governing authorities. For there is no authority except from God, and the authorities that exist are appointed by God. Therefore, whoever resists the authority resists the ordinance of God and those who resist will bring judgement on themselves" (New King James). Hebrews 13:17 "Obey those who rule over you, and be submissive, for they watch out for your souls, as those who must give account.

Let them do so with joy and not with grief, for that would be unprofitable for you" (New King James.)

Each student is accepted as an individual with individual needs. Every effort is made to develop those attitudes and habits of behavior that will be conducive to compatible relationships with teachers, parents, and fellow students. Teachers use various forms of positive reinforcement to recognize and encourage students in the growth of Christian character. All discipline is for the purpose of instilling, within an individual, the acceptance of personal responsibility for actions, self-control, and to bring the individual back into a proper relationship with peers and authority according to the principle of Galatians 6:1 "Brethren, if a man is overtaken in any trespass, you who are spiritual restore such a one in a spirit of gentleness, considering yourself lest you also be tempted" (New King James.) If a student continually chooses to resist the school's efforts to teach him/her to follow certain expected behavior patterns, or chooses to participate in activities that would eventually hurt the testimony of Christ within the life of that individual and/or the school, that student will be dismissed.

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

Being responsible and self-controlled are learned behaviors that we believe are necessary in order to maintain a strong, Christ-centered approach to Christian education. It is the teacher's responsibility to form a comfortable environment and to maintain order in the classroom conducive to a student's education. The student's responsibility is to follow the directions of the teacher, to be courteous to peers, and to exercise Christ-like attitudes and conduct in all areas of relationships and actions. If a student does not follow the direction of the teachers, disciplinary action will be taken including loss of privileges (i.e., field trips, parties, and special activities.)

Students are encouraged to greet teachers and other personnel respectfully throughout the day. Students will address teachers and other personnel by their last names preceded by the proper title (Miss, Mrs., or Mr.). A disrespectful attitude by the student when addressing a teacher or other staff member will result in that student being disciplined.

Teachers are responsible to maintain control over their students at all times. Order must be maintained in the classroom, during chapel, on the playground, in lines, on the bus/vans, and on trips.

DISCIPLINE PROCEDURE:

Each teacher has a classroom management plan consisting of class rules, incentives, and consequences. This system spells out the behaviors we expect from each student and what they can expect from us in return (for the entire day 6:30 a.m. to 6:00 p.m.) Each department's plan may differ, but the consequences are standardized so our students will always have clear expectations. The teacher is the custodian of all behavior reports (i.e., P.E. music, recess, and Extended Care.) Copies of reports are kept on file in the office.

Discipline reports are filled out by the teacher or specialist and provide a chronological account of the incidents and a statement of the student's conduct. Upon review, it will be

determined if the incident is a track one or track two offense which indicates the incidents have not been corrected at the teacher's level and must be brought to the attention of the Principal.

Based on the Disciplinary Report submitted by the teacher, the Principal, who is the final step in the process, will review the infraction and determine an appropriate action to resolve the situation.

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

Our goal is to have fair and consistent policies that establish a safe, orderly, and positive environment in which teachers can teach and students can learn.

Track One

Track one refers to minor offenses, which include, but are not limited to:

A disrespectful attitude toward authority figures, not complying to the I.C.A. dress code, and not following classroom rules. The classroom teacher regularly deals with these offenses.

Track Two

Track two refers to serious offenses, which include, but are not limited to:

Offensive language or conduct; physical outbursts (violence); disregard for the safety or wellbeing of others; blatant disrespect for authority; use and or possession of a controlled substance, including tobacco and failure to correct an inappropriate behavior previously addressed.

Harassment and verbal abuse of others:

Calling another person a sexually or racially derogatory name is a serious infraction and will be considered a form of student harassment and/or verbal abuse. Use of racially derogatory names or statements will result in parent notification and disciplinary action including required parent conference, and/or suspension.

Track Two Procedures

- A) After counseling and speaking to parents about an incident, the teacher submits discipline report to Principal.
- B) The Principal determines the corrective action to be taken.
- C) Based on the severity of the incident the Principal may determine that suspension or immediate expulsion is required.

DETENTION

- | | |
|-------------------------------|-------------------------------|
| 1 st offense | 1/2 day suspension |
| 2 nd offense | 1 or 2 day suspension or |
| 3rd offense | Possible move to expel |

Cyber Bullying - Prohibited

Cyber bullying is the use of an electronic communication device (cell phone texting, computer e-mailing, instant messaging etc.) to harass, intimidate, threat or taunt. This applies to school grounds, at any school-sponsored activity or on school-provided transportation.

Sexual Harassment

For God did not call us to be impure, but to live a holy life.

1Thes. 4:7

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature from students, peers or any other person on the school property or at a school sponsored event when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or education.
2. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
3. The conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from an educational program or to create an intimidating, hostile, or offensive educational or work environment.
4. Submission to or rejection of the conduct by the individual is used as a basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through the school.
5. Other types of sexual misconduct which are prohibited legally and morally and which also may constitute sexual harassment include:
 - A. Unwelcome leering, sexually flirtations, or propositions.
 - B. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading description.
 - C. Graphic personal comments or overly personal comments.
 - D. Sexual jokes, stories, drawings, pictures or gestures.
 - E. Spreading sexual rumors.
 - F. Teasing or sexual remarks about students enrolled in a predominately single sex class.
 - G. Touching an individual's body or clothes in a sexual way.
 - H. Purposefully limiting a student's access to educational tools.

CORE BELIEFS WHICH GUIDE ENFORCEMENT OF SCHOOL RULES AND EXPECTATIONS

Each student is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. The odds for children learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequences.

The staff of International Christian Academy dedicates itself to following a set of core beliefs which provides a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see the connections between their behavior and the resulting consequences.

Since these core beliefs provide the guiding light for our professional decisions, the staff encourages parents to bring concerns and questions to us in the event we operate in ways that appear to be inconsistent with these core beliefs.

INTERNATIONAL CHRISTIAN ACADEMY STAFF CORE BELIEFS

The following list of core beliefs outlines the professional actions and attitudes of all staff members in this school.

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
2. Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else.
3. Students will be given opportunities to make decisions and live with the consequences, be they positive or negative.
4. Misbehavior will be handled with natural or logical consequences instead of punishment, whenever possible.
5. Misbehavior will be viewed as an opportunity for individual problem-solving and preparation for the next decision that must be made.
6. School problems will be handled by school personnel. Criminal activity will be referred to the proper authorities.

LOCKERS

Middle school students may use their lockers before school, during lunchtime, and after school. School lockers remain the property of the school, and school authorities have a responsibility and a right to examine the contents of those lockers at any time during the day for reasons of health, safety, and security. A copy of the student's locker combination will be kept on file in the office in case the student forgets his/her combination.

ATTENDANCE POLICIES

Regular school attendance is vital to each child's academic success. Learning goes on every day and if there are numerous absences, it can be difficult for a student to re-adjust to a regular schedule of learning. ***(Habits are formed in early years that have lasting results. If the habit of being on time is formed early, the pattern will be carried through many more years.)*** This is one of the character traits which the school will be developing.

- When a student misses twenty days in any school year, he/she will be automatically considered for retention in that grade for the following year.

IN CASE OF ABSENCE:

- A parent or guardian should call the School Office at 869-1109 before 9:00 a.m. and leave a message on the day of absence. Homework may be picked up by 3:00 p.m., if requested by parent (in the office).
- When returning to school from an absence, a student must have a written note, phone call, or personal contact from the parent or guardian stating the reason for the absence.
- **PLEASE NOTIFY THE SCHOOL OFFICE IMMEDIATELY IF YOUR CHILD CONTRACTS A CONTAGIOUS DISEASE THAT HAS BEEN CONFIRMED BY A DOCTOR.**
- Certain contagious diseases may require a doctor's release to return to school.

APPOINTMENTS:

If your student has a medical appointment, every effort should be made to schedule appointments after 3:00 p.m. However, if it is absolutely necessary to leave during school hours, A PARENT/GUARDIAN MUST SIGN THE CHILD OUT IN THE SCHOOL OFFICE. The office will then call the student from class or direct the parent/guardian to the student's classroom. Upon return, the student must be signed in by the parent in the office before re-entering the classroom.

MAKE-UP ASSIGNMENTS:

Students are to make up required assignments. If requesting homework by phone (when you call before 9:00 a.m. to report your child out ill), the teacher will need until 3:00 p.m. to compile the assignments. The parent/guardian will need to make arrangements to get the homework home to the student after 3:00 p.m.

TARDY POLICY:

In order to assure a positive learning environment, we strongly discourage tardiness by our students. We understand that unforeseen circumstances occur. However, tardiness to class on a regular basis must be discussed with the classroom teacher.

WHEN TARDY: THE STUDENT MUST GO STRAIGHT TO CLASSROOM, THE TEACHER WILL TRACK ALL TARDIES.

Arrival after 8:30 a.m. requires students to be signed in and receive an admittance pass to class from the office.

Kindergarten thru 5th grade students can be accompanied to class by a parent/guardian.

- The following reasons will constitute an excused tardy.
 1. Illness
 2. Family emergency
 3. Medical appointment
 4. Administratively approved tardy
- All other reasons for being tardy will be unexcused. Also, if a student is not accompanied to the office by a parent/guardian, they will receive an unexcused tardy.
- If a student has weekly continual ***unexcused tardies*** the teacher will call home and it may result in the following:
 - If the total number of tardies exceeds 15 the students academic progress will be reviewed with the classroom teacher.

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

Students may only be picked up by authorized adults. It is the custodial parent's responsibility to keep the school informed of the legal status of guardianship of students. International Christian Academy will:

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

The following criteria are to be followed:

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

Verbal Authorization Guidelines:

Only authorized school employees can verify verbal authorization. Unless you can identify the caller without question, you must verify the phone call by asking the caller to give their social security number.

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

HOMEWORK

It is important to train students to study at home. Parents should keep in mind that the elementary years pave the way for high school and college study habits and form the basic subject information backgrounds which will be needed in the future. Homework assignments are a training ground for students to prepare for independent study.

Elementary students (1st – 5th grade) nightly homework assignments should range from 20 minutes to two hours, three to four nights a week.

Middle School Students (6th-8th grade) nightly homework assignments should range from two-three hours, five or more nights a week.

POLICY:

Wednesday night is set aside as family night in many churches. Students are strongly encouraged to attend services with their parents. Therefore, it is school policy that no homework is to be assigned on Wednesday for **elementary students only**. (If your church's midweek service is on another evening, please adjust the homework schedule accordingly with the classroom teacher.)

PURPOSE OF HOMEWORK:

1. To establish the habit of studying at home and the responsibilities connected with taking a school assignment home and bringing it to class completed.

2. To complete unfinished class assignments.
3. To practice and apply some of the skills being learned in the classroom.
4. To involve the parent in the work the child is doing.
5. To participate in activities that further challenges the abilities of the pupil.
6. To make up assignments that were missed due to absences.

RESPONSIBILITIES OF PARENTS:

Parents' supportive attitude toward homework will insure the student's academic success. For parents to help their children make the best use of their time, the following suggestions are listed:

1. Check student backpacks and planners (1st-5th grades) **every night**.
2. Set a definite time and place for study.
3. Take an active interest in what the child is doing.
4. Give encouragement, but do not do the work for the child.
5. Give personal supervision when it is needed.
6. Follow teaching methods used in the school, if possible.
7. Discuss ideas presented in the classroom.
8. Confer with the teacher for specific help when needed, or when the child is spending excessive time on homework or not completing the homework.

TEXTBOOK POLICY

Textbooks are loaned to the pupil. Students are expected to take care of all books including covering them when required. There will be a replacement charge for damaged or lost books.

GRADING POLICIES

The following is an explanation of 1st through 8th academic grades used on most class work and on report cards:

- A Outstanding (A+ 97-100%, A 94-96%, A- 90-93%)**
Does work in excess of regular class assignments, exact in detail, shows independence and resourcefulness, systematic, conscientious, hard worker, and always completes work on time.
- B Above Average (B+ 87-89%, B 84-86%, B- 80-83%)**
Usually completes assignments accurately and on time.
Works effectively without assistance and supervision.
- C Average (C+ 77-79%, C 74-76%, C- 70-73%)**
Usually completes assignments, understands concepts, generally has materials ready for class, solves average problems with general direction.
- D Unsatisfactory (D+ 67-69%, D 64-66 %, D- 60-63%)**
Not meeting all assignments and requirements of instructor.
Requires extra teacher direction and attention, has difficulty following sequential steps to a logical conclusion.
- F Below acceptable standard (0-59%)**
Work continually falls below the accepted standard for the grade level.

INC Incomplete

Work must be made up within two (2) weeks after report cards are distributed or the mark automatically becomes an "F".

No incomplete grade will be given the final quarter.

Parent-Teacher conferences are scheduled for all students after the first quarter for the first report card. Conferences for other report cards may be scheduled as needed by either the teacher or parent. Parent requested conferences must be made by appointment only at the earliest convenient time for both teacher and parent.

The following is an explanation of kindergarten and academic grades used on most class work and on report cards.

- E Exceeds standards.**
- S Satisfactory/meets standards.**
- N Needs improvement.**
- U Unacceptable.**

PROGRESS REPORTS

Academic updates go home every four to five weeks prior to the end of each grading period. Grade alerts also go home at any point that a students grade point average in any subject falls below 80% or drops by nine points or more.

REPORT CARDS

Report cards are issued each quarter. They are given to parents at the Parent-Teacher Conferences scheduled at the end of the first quarter. Report cards are given directly to the students at the end of the second, third, and fourth quarters. Middle school report cards are mailed home to the parents/guardian.

CRITERIA OF GRADUATION

To receive a certificate of completion, being promoted to the 9th grade high school level, students must receive an overall GPA of 75% in all subjects. Valedictorian must have an overall GPA of 90% in all subjects. If graduation requirements are not met, a certificate of attendance will be given.

FIELD TRIPS

Field trips are planned at each grade level throughout the year. If parents determine that they do not want their students to attend a field trip, they will be responsible to work with the teacher for care of the student for that day or time of the trip. The teacher or administrator may choose to have a student not attend a field trip and the parent may be asked to be responsible for the student during that time. All required paperwork must be completed before a student can attend a field trip (if your child weighs less than 60 lbs. and is under 6 years old a child seat will be required). **Phone calls for permission will be allowed only after speaking with a parent. Without permission, a student will remain at school with another classroom and teacher. Office must have a valid copy of drivers' license, insurance & registration on file for drivers attending field trips.**

PARENTAL INVOLVEMENT

Parent Visits - We encourage parents to visit our school. We require that all visitors sign in at the International Christian Academy office and secure a visitor's badge. If you have any interest in a particular subject area, please contact the teacher and arrange your visit to coincide with the time that particular subject is being taught. Parents are always welcome to join their child(ren) during Chapel and lunch times.

Parent/Teacher Conferences - Our teachers are always willing to meet when a conference is needed. It is usually most convenient for the teacher to have these conferences after school. We ask that you schedule any meetings before school, as teachers are busy preparing for the day. **Under no circumstances should you try to talk to a teacher while class is in session.**

Parent Participation - Our school depends on parent participation. During the year, our PTP (Parent Teacher Partnership) will host a variety of activities. Parents are needed to help throughout the year as they are available (i.e. drive for field trips, bake for special events, help in the office, assist with fundraisers, or help in the classroom). Parental involvement is vital for the emotional, social, and academic development of all students.

ENROLLMENT POLICY

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

1. New students must complete the New Student Application, Statement of Cooperation, Financial Agreement and Statement of Faith.
2. New students must complete the Kindergarten readiness assessment, or grade-level placement test. An applicable testing fee is due at the time of the test.
3. New students must prepare and provide all necessary documentation listed on the registration instruction sheet.
4. The final step of admission is completion of the enrollment contract with signature of the financially responsible party(s) and payment of the non-refundable registration fee, testing fee, and material fee(s).

PLACEMENT TESTING

All new students will be required to take a placement test. There is a \$75.00 non-refundable testing fee. Multiple child discount is as follows 2nd child \$50.00 and 3rd child \$25.00.

TUITION

The school operates on a tuition basis. All tuition fees are due on the first of each month and an automatic late fee of \$25.00 will be incurred if not paid by the tenth of the month. A prorated tuition schedule will apply for any enrollments after September 30th. If a child is voluntarily, withdrawn it is understood that registration and material fees will not be forthcoming. Tuition refunds will be issued based on the prorated schedule.

Tuition may be submitted in person or by mail to the school office at 8100 Westcliff Drive Las Vegas, Nevada 89145. You may place your payment in the drop box outside the office. Please ensure that your child's name is noted on the check. (We do accept credit cards.) Billing questions should be directed to the I.C.A. accounting department.

A \$25.00 processing fee will be charged for all returned checks. Once two (2) checks have been returned for Non-Sufficient Funds, personal checks will not be accepted thereafter. All future payments, must be paid by money order or certified cashier's check.

From time to time, tuition costs do not cover special financial needs. Because I.C.A. is a non-profit organization, it may receive tax deductible offerings and donations. Parent's generosity and support help reduce our tuition costs.

I.C.A. is operated as an exempt school under the provision of NRS 394.211 and as such is exempt from the provisions of the Private Elementary and Secondary Education Authorization Act.

PAST- DUE ACCOUNTS

All accounts that are not made current by the last day of the month will be notified and a plan must be established, until the account delinquency is corrected. Please see the Financial Agreement for further details.

WITHDRAWAL FROM INTERNATIONAL CHRISTIAN ACADEMY

If it becomes necessary to withdraw a student from I.C.A. the parent or person responsible for the account must complete a withdrawal form (available in the school office.) A two (2) week notification is required for withdrawal of a student. It is understood that registration and material fees will not be refunded. Tuition refunds will be based on the prorated schedule.

DRESS CODE

I.C.A. students in grades Kindergarten through Eighth grade are required to wear school uniforms. The standards of dress and appearance for students at I.C.A. are based upon good taste, modesty, cleanliness, comfort, safety, and practicality. They are intended to encourage reverence towards the house of God, to show respect to the school and its faculty, to build school spirit and to give priority to the development of the inner self over outward appearance. The following standards are not intended to be all encompassing. Administrators have the responsibility and authority to apply these general guidelines when confronted with questionable appearance that is not specifically covered in the handbook.

Students are expected to arrive at school in dress code and stay in dress code until they are released from school supervision.

FREE DRESS

Every first and third Friday of the month is a 'free dress' day (5th Friday as well when applicable). It is imperative that the student's maintain an appropriate attitude toward the clothes they choose to wear on these days. Clothes with inappropriate messages are not allowed at any time. Open-toed, open-heeled, platform, sandals, boots (short or long), mule style shoes are not allowed. For safety no shoes should have a heel higher than one inch (1"). Spaghetti straps, revealing outfits, or very tight clothing is generally not allowed. Girls skirts and shorts must be 2 inches beyond finger tip length. Large open armed basketball tops are not allowed. No frayed edges on hemmed garments. No holes in pants.

Other 'free dress' activities that have been approved by the student council and administration may be announced during the year.

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ALL UNIFORM ITEMS MUST BE PURCHASED FROM CAMPUS CLUB AND HAVE THE INTERNATIONAL CHRISTIAN ACADEMY LOGO.

MIDDLE SCHOOL STUDENTS - Optional uniform items will be made available for 6th, 7th and 8th grade students only.

BASIC UNIFORM ITEMS:

Boys: Polo Shirt, Denim Shirt, Turtleneck Shirt, Pants, Shorts, P.E. shorts and shirts, P.E. sweat pants and sweatshirts, cardigan sweater, sweater vests, jackets.

Girls: Polo Shirt, Blouse (Peter Pan collar), Turtleneck, Denim Shirt, Pants, Skirt, Skort, Jumper, P.E. shorts and shirts, P.E. sweat pants and sweatshirts, camp shirt, property of I.C.A. T-Shirt, Capris, regular I.C.A. sweatshirts & hoodies.

*Book bags, lunch boxes and shoes should be plain without cartoon characters or inappropriate messages.

Shirts and blouses are to be appropriately sized, buttoned, and "tucked in." With the exception of the camp shirt.

SHOES:

All students are encouraged to wear white, blue or black athletic shoes. Socks or stockings must be worn at all times. Flip Flops, jellies, sandals, boots with rubber soles with and platform shoes are not allowed. Also, please be aware that the days your child participates in P.E. students *must wear* athletic shoes with support on these days in order to participate safely.

ACCESSORIES:

Plain belts are *required* if the garment has loops.

PANTS/SHORTS/SKORTS/JUMPERS/SKIRTS/CAPRIS:

Navy blue, khaki or plaid

SHIRTS:

White, navy blue, denim, and light blue (middle school only)

P.E. CLOTHES:

Must be purchased from Campus Club. I.C.A. shorts and t-shirts as well as sweatpants and sweatshirts are available.

CARDIGAN SWEATERS/VESTS:

Navy blue or red must be purchased from Campus Club.

COATS (OUTERWEAR):

Must be purchased from Campus Club or ICA. (No Exceptions)

These dress code standards are not intended to be all encompassing. Administrators have the responsibility and authority to apply these general guidelines when confronted with questionable appearance not covered specifically. Please see your teacher first if you have questions as to whether or not an item is acceptable.

HATS:

Boys and girls: Not to be worn on campus during school hours (6:30 a.m. to 3:00 p.m.) During cold weather, stocking caps with the ICA Logo may be worn outside, but must be removed when entering a building.

HEADBANDS:

ONLY ONES WITH ICA LOGO ACCEPTED

WRISTBANDS:

NONE ALLOWED

BANDANA:

NONE ALLOWED

HAIR:

Boys:

Hair must be of modest cut above the collar and of natural style. Hair must be cut above the collar in the back; so that some of the ear is showing on the side; and so the eyebrows remain visible in the front. Spiked/gelled hair may not be any longer than one 1/2". Facial hair not allowed.

No dyed/bleached hair allowed (including any and all types of highlights).

Girls:

Hair style should be neat and away from the eyes. No shaved portions of the head or designed cut/dyed into the head. No dyed/bleached hair allowed (including any and all types of highlights).

MAKEUP:

Elementary

Girls are not allowed to wear makeup during school hours. Nail polish must be light, natural colors (K-5).

Middle School

Girls are allowed to wear light natural color make-up. Other colors may be worn if it is non-distracting. Nail polish colors and designs must be non-distracting.

JEWELRY:

Boys: Earrings are not to be worn.

Girls: No more than two pair (two in each ear) of earrings are permitted.
No extreme lengths or extreme hoops are permitted.
No more than 2 bracelets on at a time.

IMPLEMENTATION:

Students whose dress and/or appearance do not meet these guidelines will be addressed by the classroom teacher. If the dress or appearance is inappropriate, the following consequences may and, or will be applied.

UNIFORM INFRACTIONS:

ONLY STUDENTS DRESSED IN PROPER UNIFORM WILL BE PERMITTED TO ATTEND CLASS.

A. First infraction:

If a student is unable to correct the uniform infraction, his/her parent will be notified. The parent may have to bring proper uniform attire to school or take the student home.

B. Second infraction:

If a student is unable to correct the uniform infraction, his/her parent will be notified. The parent may have to bring proper uniform attire to school or take the student home.

C. Third infraction:

If the infraction cannot be corrected. The student will have to be picked-up.

COMPLAINT PROCEDURE

If you have a complaint...

1. PRAY ABOUT IT

Ask God to help you make your complaint in such a way that it will result in the betterment of our school. Read and think about such passages as Ephesians 4:1-3 and Colossians 3:12-13. Pray about it!

2. EXPRESS IT PROMPTLY

Keeping it to yourself can cause ill feelings and friction which decreases our effectiveness as Christians. Jesus says that we cannot properly worship or serve God if there is a disagreement between yourself and someone else (Matthew 5:23-24).

3. TELL IT TO THE RIGHT PERSON

Complaints about school policy or operations should be expressed directly to the school principal. Complaints against specific individuals should be expressed to the principal only if you cannot work it out between yourselves.

4. EXPRESS IT CLEARLY

Make sure the person to whom you are expressing your complaint knows all the details of the situation, exactly what your complaint is about, and why. Misunderstandings of complaints could lead to further problems and needless hard feelings.

5. DON'T BROADCAST IT

Express your complaint only to the person who should hear it. Unneeded worry, harm, and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved with the problem and an impression of disharmony is presented.

GOSSIP

Gossip is a sharing of generally unsubstantiated information. This is a hurtful method of communication that has no positive outcome. If parents hear information they need to direct that person to the individual that it concerns. Parents who seek to share information with a teacher must be aware that their name will be used when the information is shared with that individual. The way to stop gossip is to not listen to it and not share it.