

# Island Christian Academy



## Family Handbook 2019-2020

## **Purpose of Handbook**

This Parent-Student Handbook is written to answer many of the basic questions about ICA. Please be advised that this publication is not an attempt to cover all the policies and procedures of the school, but an attempt to communicate the basics about campus life at ICA.

## **The Mission of Island Christian Academy**

At ICA we integrate faith and learning in a nurturing environment as we partner with parents to develop students who love the learning process and internalize a truly Christian world view.

## **Parent's Responsibilities**

At ICA we desire to support parents in their God-given responsibility to "train up a child in the way he/she should go". The following are some of the practical ways parents can do their part to help us meet our goal of offering excellence in Christian education.

- Pray for your children, school, and teachers.
- Provide a healthy and happy home environment for your children. See that your children are prepared to do their best in school by providing a healthy diet, a consistent, early bedtime and good study habits, along with limited electronics and television time.
- When disciplinary action is necessary at school, follow up with consequences and support at home.
- Assume the responsibility for regular attendance and punctuality.
- Schedule conferences with teachers when questions or problems arise. Follow the principles in Matthew 18 for communication regarding difficult matters.
- Offer your time and talent as a volunteer at ICA.
- Assist with extra-curricular activities such as field trips, parties, school programs and committees when possible.
- Speak positively about the school and school programs.

## **Doctrinal Statement**

WE BELIEVE in one sovereign God, eternally existing in three persons: the everlasting Father, His only begotten Son, Jesus Christ our Lord, and the Holy Spirit, the giver of life; and we believe that God created the Heavens and the earth out of nothing by His spoken word, and for His own glory.

WE BELIEVE that God has revealed Himself and His truth in the created order, in the Scriptures, and supremely in Jesus Christ; and that the Scriptures of the Old and New Testaments are verbally inspired by God and inerrant in the original writing, so that they are fully trustworthy and of supreme and final authority in all they say.

WE BELIEVE that Jesus Christ was conceived by the Holy Spirit, born of the Virgin Mary, was true God and true man, existing in one person and without sin; and we believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and in His present life there for us as Lord of all, High Priest, and Advocate.

WE BELIEVE that God directly created Adam and Eve, the historical parents of the entire human race; and that they were created in His own image, distinct from all other living creatures, and in a state of original righteousness.

WE BELIEVE that our first parents sinned by rebelling against God's revealed will and thereby incurred both physical and spiritual death, and that as a result all human beings are born with a sinful nature that leads them to sin in thought, word, and deed.

WE BELIEVE in the existence of Satan, sin, and evil powers, and that all these have been defeated by God in the cross of Christ.

WE BELIEVE that the Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice, triumphing over all evil; and that all who believe in Him are justified by His shed blood and forgiven of all their sins.

WE BELIEVE that all who receive the Lord Jesus Christ by faith are born again of the Holy Spirit and thereby become children of God and are enabled to offer spiritual worship acceptable to God.

WE BELIEVE that the Holy Spirit indwells and gives life to believers, enables them to understand the Scriptures, empowers them for godly living, and equips them for service and witness.

WE BELIEVE that the one, holy, universal Church is the body of Christ and is composed of the communities of Christ's people. The task of Christ's people in this world is to be God's redeemed community, embodying His love by worshipping God with confession, prayer, and praise; by proclaiming the gospel of God's redemptive love through our Lord Jesus Christ to the ends of the earth by word and deed; by caring for all of God's creation and actively seeking the good of everyone, especially the poor and needy.

WE BELIEVE in the blessed hope that Jesus Christ will soon return to this earth, personally, visibly, and unexpectedly, in power and great glory, to gather His elect, to raise the dead, to judge the nations, and to bring His Kingdom to fulfillment.

WE BELIEVE in the bodily resurrection of the just and unjust, the everlasting punishment of the lost, and the everlasting blessedness of the saved.

## School Board

Island Christian Academy is a non-profit organization governed by its board as specified in its incorporation and in accord with the educational codes set forth in the various administrative codes of the state concerning the operation of private schools.

## Academics

The academic curriculum used at ICA is drawn from various educational publishers. Some are secular and some are drawn from Christian sources. Every course offered in the school is presented from a Christian educational philosophy rather than the humanistic point of view.

The emphasis of our academic program is to provide students with fundamental skills in reading, writing, spelling, arithmetic, science, and social studies that will prepare them for either the work environment or to go on to higher education. Grades are based on percentages, averaged together for each quarter's grades.

## **Report Cards**

### **3<sup>rd</sup> -12<sup>th</sup> Grade Scale**

<b>Percentages</b>	<b>Grade</b>	<b>Explanation</b>
<b>90% - 100%</b>	<b>A</b>	<b>Excellent</b>
<b>80% - 89%</b>	<b>B</b>	<b>Better than Average</b>
<b>70% - 79%</b>	<b>C</b>	<b>Average</b>
<b>60% - 69%</b>	<b>D</b>	<b>Poor to Fair – no HS credit</b>
	<b>No Mark</b>	<b>Incomplete</b>
	<b>P</b>	<b>Pass</b>
	<b>F</b>	<b>Fail</b>

### **PK-2<sup>nd</sup> Grade Scale**

- 4 = Exceeding expectations**
- 3 = Meeting expectations for level**
- 2 = Working to meet expectations for level**
- 1 = Not meeting expectations for grade level**
- P = Pass**
- F = Fail**

## Academic Probation

We expect all students to maintain at least a 2.0 GPA (C average). If a student falls below a 2.0 GPA, they will be placed on academic probation. This status is evaluated at each progress report and quarter. When a student falls into this category, a meeting is called with the principal, teacher, and parents to discuss causes and solutions. During academic probation, the student's grades are closely monitored by the principal, and the student will be required to attend study hall as an elective (secondary grades). Students who fall below a 2.0 GPA for two or more quarters may be required to repeat their current grade level.

## Accidents Requiring Medical Care

When a child is injured at school or appears to need medical attention other than what the staff can provide, the school will call 911. The aid car will transport the student to Whidbey Health Medical Center if hospital care is necessary. The parent(s) will also be contacted immediately. If a parent cannot be reached,

the people designated as the emergency contact for the student will be called. It is imperative that parents keep emergency numbers current; please notify the office of any change in phone numbers.

## **Admissions**

Island Christian Academy is open to anyone interested in securing a Christian education, from Preschool (age 3) through grade twelve, whom the school finds qualified for admission and who agrees (and whose parents agree), that he or she shall abide by ICA school rules and statement of faith. It must always be understood that attendance at ICA is a privilege and not a right. This privilege must be forfeited by any student who does not conform to the school's standards of conduct and/or who is not willing to adjust to our environment.

All students must want to attend ICA and agree to honestly and wholeheartedly apply themselves to academic progress and to be courteous and respectful to their peers, staff, faculty and other daily associates as stated in the Code of Conduct.

ICA admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in admission policies, athletic and other school administered programs. ICA reserves the right to select students based on academic performance, religious commitment and personal qualifications including a willingness to cooperate with ICA administration and to abide by school policies.

## **Athletics**

Students are encouraged to participate in the South Whidbey School District and community athletic programs. Secondary students may be dismissed early to participate in team practices and will receive PE credit for their participation. Sports involvement does, however, depend on academic performance. A student needs to earn a "C" grade average (2.0) in the quarter prior to the beginning of the sport in which he/she is playing and maintain the same during the quarter the sport is played.

## **Attendance**

All students in the school are expected to be regular in their daily attendance through the school year. School hours are from 8:45 a.m. to 3:30 p.m. Wednesdays are from 8:45 am - 2:00 pm. (Please see 'Pick Up Time's for additional information.)

Preschool and Pre-kindergarten students must be signed in and out each day in the classroom by a parent/guardian or authorized person as indicated by the parent/guardian. Anyone other than you picking up your child must show proper identification before we will release your child. No one under sixteen years of age is permitted to pick up a child.

Each year a school calendar is made available to all students and families so they can plan their activities in advance. School Calendars are available in the school office and on our website. Families are encouraged to plan their vacations around the school vacation days. Occasionally this is not possible. For students that must be gone during the school day, the following will apply:

- \* The school office and student's teacher(s) should be notified of the absence a minimum of one week in advance.
- \* Students have one day to turn in assignments for every day of school that was missed up to a maximum of five days.
- \* Teachers are not required to provide lessons in advance of a student's vacation.
- \* It is advisable for parents to discuss their child's academic standing with the

teacher(s) before planning an extended school-time vacation.

It is imperative that parents take responsibility for getting their students to school on time. Students who come in late miss valuable instruction and disrupt class. Please be sure your student is regularly on time for school.

In the secondary grades the following policy is in effect:

**Absences:** Students who accumulate 15 or more absences within one quarter will not receive credit for that quarter.

**Tardy Policy:** At the beginning of each period, students should be seated in their desk when it is time for class. "Tardy" means the student is not seated in their desk when the class is scheduled to begin. Students must be signed in if they arrive late to school. The sign in sheet is in the main office.

When a secondary student is late to the beginning of a class, he should check into the office to receive an admit slip. The lateness will be considered unexcused if the tardy is due to negligence or otherwise poor planning

Students with three unexcused tardies per class, per quarter, will receive a pink slip on the 4<sup>th</sup> tardy. Each additional unexcused tardy per class per quarter will receive an additional pink slip.

**Late pick-up charge:** For families with students in 3K through 2<sup>nd</sup> grade, a \$10 late fee will be charged after the first 5 minutes late. An additional \$5 will be charged for every 5 minutes late thereafter.

### **Awards**

Awards are given at ICA to recognize and honor students who have put forth extra effort in the areas of academic achievement and Christian character. These awards are presented at awards ceremonies at the end of each academic quarter.

### **Bible**

Bible is taught in the school as any other academic course, each student above the primary grades (Kindergarten through 3<sup>rd</sup> grade) is expected to have their Bible with them for daily use in the school. It is desired that the school be unified in the use of a given version of the Bible. With so many new translations available, we have found it confusing at times for younger students when various versions are used, therefore we desire for students and teaching staff alike to use the New International Version (NIV) as our school choice for instructional purposes.

### **Child Abuse and Neglect**

Child abuse and neglect is a violation of a child's human rights and an obstacle to their development and education. Licensed childcare providers and their staff are required to report suspected incidents of abuse and neglect. R.C.W. 26.44.030

- 1) In doing so, we have civil immunity under the law for good faith reporting. Failure to report can result in a gross misdemeanor charge. In the event we suspect any child abuse or neglect, it will be reported to the Child Protective Services and/or Island County Sheriff's department.

### **Communication**

The school's primary method of communication is email. In urgent situations, we communicate via phone. It is vital that the school be informed of changes in your contact information to ensure that we can communicate efficiently concerning your student and school activities. Please see that your student's teacher

and the school office are aware of any changes to your contact information as soon as possible. You may also make changes yourself on your Gradelink account.

If you would like to receive texts regarding changes in the public school bus schedule or emergencies, please contact the office to be added to the Text List.

Communication between parents and teachers is vital to the progress of students. If you would like to talk with the teacher in person, please respect the teacher's time and responsibilities by emailing ahead to make an appointment. Teachers are not available directly before school or during class time when the supervision of students is their primary responsibility.

Teachers will arrange a conference with the parents by the end of the first quarter. Parents are always welcome to send a note to or leave a message in the office regarding any area of concern.

Parents are encouraged to read our school bulletin, Message Tuesday, explaining school events.

Please look for this publication – it is crucial to our communication with you.

## **Discipline**

The purpose of our discipline policy is to develop students who show their commitment to Christ through their respect for self and others. The desired outcome of correction is to develop students who have self-control, follow the Golden Rule, and are responsible, obedient, courteous, and respectful.

School's responsibility – The school's job is to build on the foundation of discipline laid by parents in the home. We desire to support parents in their efforts to guide students to respond to the world around them according to Biblical principles.

Parent's responsibility – The first responsibility of guiding children in areas of moral, spiritual, emotional, and social development is delegated to the parents by God. (*Ephesians 6:4, Deuteronomy 6: 5 – 7*) God has given the responsibility to parents not only to train their children to obey them, but also to understand that each individual is responsible directly to God for his actions, attitudes and performance at full potential. Since parents are really the first and primary influence in guiding children in these areas, the school is acting in their place while the student is at school.

Student's responsibility – Each student is expected to respect and obey teachers and staff members. Students are expected to make every effort follow the Code of Conduct.

There are certain items, such as knives, guns, and other harmful items that students may not bring into the school. The administration and faculty reserve the right to examine at their discretion any items in a student's book bag, desk, etc.

ICA students may not participate in the use of tobacco, alcoholic beverages, or narcotics in or outside of school. If the administration becomes aware of such use, the student will be immediately suspended, and appropriate disciplinary action will be decided on by parents and administration. Repeated incidence will result in expulsion.

## **DISCIPLINE GUIDELINES**

Most discipline problems are dealt with at the classroom level; however, when a student's behavior inhibits the learning environment, removal from the classroom is sometimes necessary. On these occasions, they are sent to the office for discipline. Other reasons for a direct office visit are listed below. When disciplinary action is necessary by the school administration, the details of the situation and the student's attitude are taken into consideration. All discipline is based on Biblical principles with the goal of leading

students toward sincere repentance, apology (private and public, when appropriate), punishment, restoration, and heart change.

It is in the best interest of all involved if the parents support any disciplinary action taken by the school. When parents show disrespect toward school authorities in the presence of their children by criticizing disciplinary measures, it has the effect of giving the student permission to do the same. This often results in negative attitudes at school that lead to more difficulties. If parents find that they don't agree with a disciplinary action taken at school, they should seek to resolve it with the teacher or administrator.

*Pink Slips:* Scripture clearly gives the responsibility for discipline and character development to parents. The staff at ICA is committed to supporting parents in that role. Pink slips are a tool for communicating with the parents that we perceive their student has chosen—by an event or a progression—a wrong direction in their academic or character development. Pink slips give the parent and the school an opportunity to work together to correct the student's course.

## I. Office Visits

The below list of five basic offenses will automatically necessitate discipline from the principal. Those five behaviors are:

- a. Disrespect shown to a staff member: displayed in words, actions, or attitudes
- b. Dishonesty: lying, cheating, and stealing.
- c. Rebellion: flagrant disobedience in response to instructions.
- d. Fighting: engaging in verbal or physical actions that are intended to harm one another
- e. Obscene, vulgar, or profane language or taking the name of the Lord in vain.

The principal will determine the nature of the discipline. These infractions may result in dismissal for the day depending on the attitude of the student.

If, for any of the above or other reasons, a student receives a pink slip, the following accounting will be observed within the school year:

- a. The first two times a student receives a pink slip, the student's parents will be contacted afterward by the teacher or principal and given the details. The principal will make a note of each occasion and enter the record in the student's file. The parent's assistance and support in averting further problems will be sought.
- b. The third pink slip will be followed by a meeting with the student's parents, teacher and the principal.
- c. Should the student be given a fourth pink slip, a one or two-day suspension may be imposed followed by a meeting with the student (if appropriate), his parents, and the principal. During the period of the suspension:

Any assignments given to the student **prior to** the suspension that are due during the student's absence must be turned in immediately upon his return, with the appropriate deduction for lateness.

For any assignments completed **in class** during the student's absence, the student will be required to complete them within two days of returning, without credit. Tests taken during a suspension may be completed for credit.

All other due dates for assignments will still apply for the student.

**II. Serious Misconduct:** If a student commits an act with such serious consequences that the principal deems it necessary, the pink slip process may be by-passed and suspension imposed immediately.

- a. Examples of such serious misconduct could include, but not be limited to: acts endangering the lives of other students or staff members, gross violence, vandalism of school property, violations of civil law,

or drug abuse. Students may also be subject to school discipline for serious misconduct, even if it occurs after school hours or off school property.

b. The process does not preclude the family's right to appeal the decision to the full board.

**III. School Culture:** If, in the judgment of the principal, a student's continued enrollment is a significant negative influence on the other students, the principal has the right to expel the student for that reason and apart from the process of office visits.

a. Examples of such behavior include, but are not limited to, student romances, disobedience to parents, love of worldliness, a surly attitude, lack of respect for fellow students, and any other ongoing attitudes reflecting a clear disregard of scriptural standards.

b. If the director exercises this option, the parents will be given the option to withdraw their student to prevent expulsion, thereby forfeiting their right to appeal to the board. If they decline to withdraw their child and their child is expelled, then the family retains their right to appeal to the board.

**IV. Re-enrollment:** At the discretion of the director, a student may be refused re-enrollment. Such refusal to re-enroll is not considered a direct disciplinary act, requiring accumulated office visits to be taken. Refusal to re-enroll is not the equivalent of suspension or expulsion.

**V. Re-admittance:** Should a student who was expelled or who withdrew to prevent expulsion desire to be readmitted to Island Christian Academy later, the director will decide based on the student's attitude and circumstances at the time of re-application. If the director desires to do so, they may refer the decision to the board. If the application is declined, the parents have the right to appeal the decision to the board.

### **Assertive Discipline**

For minor behavioral offenses (anything other than the five that result in an office visit) a three strikes system is used in different formats in every classroom.

### **Cell Phones**

While we realize that students often have their own cell phones, they may not use them for phone calls or texting during school hours unless they have permission from ICA staff, and the call is made in the presence of the staff member.

There may be occasions in class for older students to use their smart phone or other device as a calculator, for research or reading e-books. These opportunities are entirely at the teacher's discretion.

Students using their phone during school hours without permission will lose their cell phone for the day. They may pick it up at the end of the day in the school office. After three losses, they will receive a pink slip.

### **Chapel**

Chapel is held in the lunchroom every Thursday morning from 8:45 – 9:30am. Parents are always welcome to attend. Students attend chapel bi-weekly according to their grade. Elementary students attend one week, secondary students attend the next. During this time students may receive a 'Chapel Award' which is given by staff for exceptional behavior. Students can redeem their award for a prize or a cookie during recess. House points are also given for receiving an award.

## Complaints and Grievances

Our staff makes every effort to serve the families at ICA well; however, there may be times when a parent or student disagrees with a staff action or decision. Often disagreements result from miscommunication or misunderstanding. It is important to first present a problem politely and respectfully to the staff member affected and allow them to explain their perspective on the situation. If the grievance is not resolved, you may contact the director to set up a meeting with the teacher, director, and the person bringing the grievance.

If it is a serious grievance that is not resolved in that meeting, the director may choose to present the matter to the school board.

There is a saying we teach the students at ICA that reflects biblical teaching when minor offenses occur in relationships. It does us all well to remember that sometimes we simply need to "Cover it with love".

It is also helpful when you have a grievance to remember that discretion prevents unnecessary offense. In other words, it is not helpful to share discontent with other parents.

## Dress and Appearance

The expectation for student's dress at ICA is "clean, neat, and modest".

For girls that means tank tops, spaghetti strap shirts or dresses, and off-the-shoulder tops are not appropriate. Shirts should cover both the stomach and adequately cover the chest and shoulders. Skirts should be of a modest length that is within a few inches of the knee.

For boys that means no tank tops, and pants and shorts must fit well enough to cover undergarments.

For all:

- Pants worn must be Chino/Khaki-type pants or jeans.
- **No sweat pants or athletic pants.**
- Girls in 3<sup>rd</sup> grade and up may wear leggings *only* when worn with a skirt, dress or tunic which covers front and back.
- Length of skirt/dress should be of modest length, within a few inches of the knee.
- Shoes must be worn at all times. (Flip-flops are not allowed.)
- All clothing is to be without rips, tears, or holes.
- Clothing with words, pictures or logos must be appropriate. If you're not sure, it's probably not appropriate.
- No billed hats are to be worn in the building. Hoods on hoodies should not be worn while in the building.

For our Preschool students, please have them dress in comfortable clothing that fits properly. Two complete changes of clothing, including socks, are to be kept at the school. Any borrowed clothing must be laundered and returned to school. Coats, hats, gloves, and warm clothing are to be worn during the cooler months. We do go outside to play even if it is cold.

Body piercing (other than ears) and tattoos are discouraged.

Teachers and Administration will have the final discretion on a student's attire. If a student wears something the staff deems inappropriate, a teacher or administrator may discretely make them aware of the inappropriateness of their attire. If the student continues to wear the clothing on another day, after being asked not to, parents will be called to bring appropriate clothing.

## Special Occasion Dress Protocol

Approximately once per month ICA hosts a special event. On those days, as well as school field trips when appropriate, students are to wear ICA logo clothing purchased from [www.schoolbelles.com](http://www.schoolbelles.com) and other items as described below:



ICA logo patches are available in the office. These may be sewn onto plain sweaters and shirts as pictured above.

<b>Boys</b>	<b>Girls</b>
Navy slacks similar to those offered on Schoolbelles.com. (No cargo pants.)	Navy slacks, skirt, skort, or jumper <b>similar in style</b> to those offered on Schoolbelles.com (No cargo pants or "skinny" pants.)
A plain white button-up long or short sleeved dress shirt with an ICA logo vest <b>OR</b> An ICA logo white button-up long or short sleeved dress shirt and no sweater.	A plain white button-up long or short sleeved dress shirt with an ICA logo sweater <b>OR</b> An ICA logo white button-up long or short sleeved dress shirt and no sweater.
Conservative school shoe (navy or black).	Conservative school shoe (navy or black).
Navy or black socks.	Navy or black socks or tights.

### Other General Guidelines

- \* No hats or scarves are to be worn during the dress day event.
- \* Head bands and hair accessories in school colors only.
- \* Students must keep their dress clothing in good condition.
- \* Students who are not in Dress Protocol on specified days will have their parents called to bring the required clothing.

## **Earthquake Safety**

Parents must be aware of these procedures should an earthquake occur:

- Your students will not be released to anyone but you or the person(s) designated on the school emergency-contact form.
- We will be prepared to care for your student if you cannot get to the school. Our faculty and staff are trained in first aid; the school will be in communication with emergency services as we are able.
- Please do not attempt to call the school. The lines **MUST** be kept open for emergency calls.
- Following an earthquake, do not immediately drive to the school. The streets and access to the school may be cluttered with debris. Also, all streets must remain clear for emergency vehicles.
- Tune your radio to KOMO, KIRO or KING. Information and directions will be given over the radio.

We suggest you set up an emergency plan with your family using our guidelines should the earthquake occur during at-home hours.

Should an earthquake occur while at school:

- Students should remain calm and stay in the building until directed to leave by a staff member.
- Immediate cover can be taken under a table/desk so that students will be protected from falling objects.
- The evacuation of the building may be called for soon after the quake subsides. In this event all students will be asked to move toward the open field by the playground in an orderly fashion.

## **Emergency Closures**

The school may close or may start late during hazardous conditions. The decision will be made by 6:30 a.m. and you will receive an automated phone call to let you know of the change. Emergency closures will *usually* follow that of South Whidbey School District and will be announced in addition to your phone message via our phone message at the school number, our website, and closed Facebook group. If there is no announcement, school will be open. Stay tuned to your radio, if the weather changes we may need to change our plans as well.

## **Field Trips**

Field trips are for enhancing the curriculum and providing an enjoyable change to the classroom activities. We encourage parents to chaperone, both to help and to enjoy the activity with your student. We ask that siblings do not attend unless the trip is designated as a family outing. Devices for personal entertainment (ipads, phones, ipods, etc.) may not be used on school field trips except as a camera and for necessary communication with family members. Phones may be used for phone calls with the permission of the teacher. Dress Protocol clothing, when appropriate, is to be worn on field trips.

## **Finances**

The current tuition and fee schedule is available at the school office. The following information is included in the enrollment agreement signed at the beginning of each school year.

**Payment Schedule:** Payments are due on the 1st of each month. There is no reduction for holidays, vacations, illnesses, or absences. The yearly tuition is prorated over 10 months, so each month is that same regardless of the number of school days in the month.

**Delinquent Accounts:** A \$30 late fee will be applied if tuition is not received by the 15th of the month. Any check returned to Island Christian Academy will result in a \$30 charge. Tuition will be applied to the oldest charge. Students will not be permitted to continue attendance if their account becomes two months past due. All past balances must be paid in full prior to the first day of a new school year. If unusual circumstances arise

that cause financial hardship, a parent may petition the Board of Directors of Island Christian Academy for a special financial arrangement. See the director to arrange this.

### **Financial Aid**

Financial aid is determined with the assistance of Confidential Financial Services, a company independent of Island Christian Academy. Financial aid is awarded based on need and on the monies available. Information on applying for financial aid is available in the office.

### **Fund-Raising**

Because the tuition and fees do not cover all the expenses of maintaining the school program, it is necessary to conduct fund-raising activities throughout the year. The most significant event by far is the November auction. Each family may choose to participate by procuring items and volunteering their time or to opt out of participation by paying extra tuition. We are grateful for the time and effort parents are willing to put into making this project a success. We hope you see it not as a burden, but as an opportunity to become acquainted with the staff and other parents of ICA students.

### **Gradelink**

Each family has a Gradelink account created at enrollment. Grades for students 3<sup>rd</sup> grade and above are recorded with this software. Parents may check the school calendar, set grade notification, check student progress, communicate with staff, and see report cards, and view the weekly Message Tuesday on Gradelink. Please email the school office if you would like a copy of your log-in information.

### **Health**

ICA works in conjunction with the county health department to provide basic health care. Students may not enter school in the fall unless proper health and medical records are on file. A medical report and current immunization record must be completed and placed in the individual student health records by the required date.

### **Holidays**

Holidays are celebrated with an emphasis on Christ and spiritual principles. Due to the occult emphasis, Halloween is not recognized. During Christmas, the birth of Christ and His gift of salvation are the focal point, and Easter provides an opportunity for celebration of the risen Savior. While the Easter bunny and Santa are worthy traditions, we choose to focus on the biblical roots of these "holy"-days.

### **Homework**

Elementary students on the primary level may have homework ranging up to a half an hour. The upper elementary grades may have homework that requires up to an hour to complete. Secondary students should expect an average of two hours in preparation for their classes. If homework becomes onerous and consistently goes beyond the ranges listed above, the parents should set up a meeting with the teacher to talk about possible reasons and solutions.

### **Houses**

Upon enrollment at ICA, each family is assigned to one of four houses for the duration of their enrollment. The house system provides opportunities for student leadership and personal growth. Each student may accumulate points personally and as a team through completing quarterly "Quests" that are published, through the quarterly House Game Day, Readers of the Round Table, and other opportunities that

arise throughout the year. Various awards are given through the houses and the winning house for the year is rewarded the last week of school.

The houses are as follows:

<u>House Name</u>	<u>House Description</u>	<u>Color</u>	<u>School shield icon</u>	<u>Scripture</u>
House Virtus	House of Strength	Purple	lion	Prov 28:1
House Gratus	House of Friendship	Blue	shaking hands	Prov 17:17
House Auxilium	House of Help	Red	cross	I Peter 4:10
House Adoratum	House of Encouragement	Gold	Bible	I Thess. 5:11

### **Illness**

Staff will check children for signs of illness when students arrive at school and throughout the day. If the following signs of a possibly contagious illness are present, the parent will be called to pick up their child. The child will be cared for in the main office until the parent arrives. (WAC 170-295-3010)

Staff members will follow the same exclusion criteria as children and not come to work or will leave if these signs develop.

Children and staff with the following symptoms will be asked to stay at/go home: (WAC 170-295-3030-2)

- temperature of at least 100° F AND who also have one or more of the following:
  - headache
  - earache
  - sore throat
  - rash
  - fatigue
- vomiting on two or more occasions within the past 24 hours
- diarrhea (increased fluidity and/or frequency of bowel movements relative to the person's usual pattern) occurring 3 or more times within 24 hours; or any bloody stool
- any suspected communicable infection of the skin or eyes such as impetigo, MRSA, pinkeye, and scabies
- open or oozing sores, unless properly covered and 24 hours have passed since starting treatment, if treatment is necessary
- lice or nits
- fatigue, irritability, or confusion that prevents participation in regular activities, such as sleeping or resting more than usual for that child, not wanting to eat, or multiple cold symptoms that keep the child from regular activities

While we regret any inconvenience this may cause, bringing a child to school with any of the previously- mentioned symptoms puts other children and staff at risk of becoming ill. If parents keep their ill children home, we will have stronger, healthier children. Overall, this means fewer lost work days, and less illness for parents. Our director reserves the right to make the final decision. Please notify the school at once if your child has a communicable disease.

### **Immunizations**

Proof of immunizations are required for all students attending our school. Required forms must be on file in the school office at the beginning of each school year. Alternatively, you may provide immunization exception forms signed by a doctor.

## **Lunch**

ICA students are to bring their own snacks and lunches (and utensils). The students are to be seated while eating and observe appropriate manners during meals. Sharing of lunches is not allowed. The students shall dispose of garbage in proper receptacles and leave the lunch area in a clean condition.

## **Medication**

Students who need to take medication at school must complete the required form. The medicine must be sent to school in the original container and will be kept in the school office. A staff member will administer all medications.

In accordance with our school insurance policy, parents who wish students to take aspirin, cough drops, or other over the counter medicines must write a note containing the date, student's name, name of medicine, and detailed instructions on administering it, the amount to be given and the parent's signature. Medication authorization forms are available in the office.

## **Pick Up Times**

Pick-up time for 3K half-day students is 12:30pm. Pick-up time for all full day students is 3:30pm. *For families with students in 3K through 2<sup>nd</sup> grade, a \$10 late fee will be charged after the first 5 minutes late. An additional \$5 will be charged for every 5 minutes late thereafter.*

## **Physical Education**

All elementary students are required to participate in the PE program unless an official excuse from the child's parent, guardian or doctor is on file in the office. Please be sure your student wears rubber-soled tennis shoes on his/her PE days, or brings appropriate gym shoes to change into. Secondary level students are required to wear standard PE attire during activity periods. The PE teacher will communicate the requirements at the beginning of each quarter.

## **Pledges**

These are the pledges we currently use at ICA:

### **Pledge of Allegiance**

"I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

### **Pledge to the Christian Flag**

"I pledge allegiance to the Christian Flag and to the Savior for whose kingdom it stands; one Savior, crucified, risen and coming again with life and liberty for all who believe."

## **Recess**

Regular fresh air helps students focus better on their job of learning. Elementary students should come to school with clothes appropriate to play outdoors whatever the current weather. Students are not allowed to stay in at recess except with a doctor's note, or when required by the teacher. On significantly rainy days, recesses are in the gym.

## **Sex Education**

In the elementary grades, we believe sex education is best presented by the parents on a need-to-know basis. We do not teach formal sex education but try to instill a reverence for sex by emphasizing that each person is special in God's eyes, that girls and boys have obvious differences and roles within a family unit, and by not allowing jokes or talk about sex or sexual organs. Should a child ask specifically about sex, the teacher will refer them to their parents for further discussion.

High school students have a section of their Health class devoted to the topic of sex education. Parents who desire may ask to see the curriculum and choose to have their student opt out if they desire.

## **Supplies**

Tuition covers the cost of our curriculum materials such as texts, workbooks, maps, copies, and other items teachers need to present their lessons. In addition, there are supplies that are needed that parents are asked to provide for their student's use in the classroom. The individual class supply lists are available in the office and are also posted on the school web site.

Preschool and Kindergarten students may bring a blanket and pillow to use during resting time. It must fit into your child's cubby and will be sent home on Friday's to be washed at home. All other toys must be left at home

## **Testing**

Each spring ICA administers standardized achievement tests to help us determine the progress that is being made in achieving our academic goals. The tests generally last two days for each class. Homework is significantly reduced during testing so that the students can come to school well-rested and prepared to do their very best on these important assessments.

The results of the comprehensive testing programs (CTP) are made available to parents. Any parent wishing to discuss the results of the tests are welcome to make an appointment with the teacher or director.

## **Visiting the Campus**

For your and your child's protection, we must know who is in our buildings at all times; thus, we ask that all visitors report to the school office prior to visiting the classroom. Please sign in and carry a visitor or volunteer badge. If you need to drop an item off for your student, please deliver it to the office and they will get it to the student at a time that will not disrupt the class. We do not allow non-custodial visitations.

## **Volunteerism**

Each family is asked to have one parent (or grandparent) or both give a total of 20 hours of volunteer work for the school year. A volunteer sign-in sheet is in the office to check into the building. Parents should record their hours worked on Gradelink under the 'Service Hours' tab. Parents may also email the office to report volunteer hours. As we understand that sometimes parents are unable to volunteer because of work schedules, there is an option to pay \$300 in place of volunteering. Parents who do not complete their hours by May will be charged at a rate of \$15 per hour for hours not completed. Volunteer opportunities will be listed regularly in the Message Tuesday.

## **WiFi Terms of Use**

### **Access to the Service**

South Whidbey Assembly of God (SWAG) and Island Christian Academy (ICA) provides free wireless Internet to patrons. WiFi lets you access the Internet on any WiFi-enabled device. As the configuration of each manufacturer's device is unique, please refer to your documentation for

connection instructions. The WiFi is not secure and should be used with caution. No network communication is 100% secure.

**The use of the Service for the following activities is prohibited:**

**Intellectual Property Right Violations:** Engaging in any activity that infringes or misappropriates the intellectual property rights of others, including patents, copyrights, trademarks, service marks, trade secrets, or any other proprietary right of any third party is illegal and prohibited. This includes but is not limited to downloading and uploading of movies, games, and computer software.

**Obscene or Indecent Speech or Materials:** Using SWAG/ICA network to advertise, solicit, transmit, store, post, display, or otherwise make available obscene or indecent images or other materials. SWAG/ICA will notify and fully cooperate with law enforcement if it becomes aware of any use of the service in connection with child pornography or the solicitation of sex with minors.

**Defamatory or Abusive Language:** Using the SWAG/ICA network to transmit, post, upload, or otherwise make available defamatory, harassing, abusive, or threatening material or language that encourages bodily harm, destruction of property or harasses another.

**Hacking:** Accessing illegally or without authorization computers, accounts, equipment, or networks belonging to another party, or attempting to penetrate security measures of another system. Any activity used as a precursor to an attempted system penetration including, but not limited to, port scans, stealth scans, or other information-gathering activity.

**Distribution of Internet Viruses, Trojan Horses, or other destructive activities** such as distributing information regarding the creation of and sending Internet viruses, worms, Trojan Horses, ping, flooding, mail bombing, or denial of service attacks is prohibited. This includes any activities that disrupt the use of or interfere with the ability of others to effectively use the node or any connected network, system, service, or equipment.

**Export Control Violations:** The transfer of technology, software, or other materials in violation of applicable export laws and regulations, including but not limited to the U.S. Export Administration Regulations and Executive Orders.

**Other Illegal Activities:** Using the SWAG/ICA network in violation of applicable laws and regulations, including, but not limited to, advertising, transmitting, or otherwise making available Ponzi schemes, pyramid schemes, fraudulently charging credit cards, pirating software, or making fraudulent offers to sell or buy products, items, or services.

**Withdrawal**

A 30-day written notice must be given for withdrawal of a student from school. If a 30-day notice is not given and a student is withdrawn, a full month's tuition will be charged to the account. As per Island Christian Academy and WAC, report card(s), transcript(s), diploma(s) will be withheld unless financial obligations are met in full.

**...and in conclusion**

**All of us on the staff at ICA look forward to the opportunity of working with you and your student(s) throughout this year. We hope to look back on the school year and see that it was a great benefit and rewarding educational experience for all the students.**

### **Island Christian Academy School Guidelines**

#### **Students are expected to:**

- Maintain a courteous, grateful, respectful, and cooperative attitude to adults and other students.
- Work responsibly and independently in the classroom, without unnecessarily distracting others, and complete all assigned work on time.
- Be kind, love and serve one another, freely forgive, refrain from teasing, name calling, bad language and fighting.
- Be punctual and regular in school attendance.
- Remain at home if ill, and until a normal temperature is maintained for a period of 24 hours, and/or all signs of contagion are gone. School work is to be completed as much as possible while at home.
- Dress neatly and modestly, use good personal hygiene, keep body clean and well groomed.

#### **Parents are expected to:**

- Encourage a courteous, grateful, respectful, cooperative and forgiving attitude, along with proper self-control in thoughts, words, actions, and attitude.
- Encourage good work habits of thoroughness, neatness, and punctuality in the completion of all school assignments, including homework and independent reading.
- Encourage participation in school projects, programs, parties, sports, playground activities in order to develop social skills and friendships.
- Ensure punctual arrival at school and regular attendance. Notify the school office in the event of illness or family emergencies. Pre-arranged absences, other than illness, should be arranged through the school office.
- Encourage school personnel by cooperating with them, praying for them, participating in school activities, and communicating (in writing when possible).
- Become familiar with and support the school guidelines as listed in the Parent Handbook.
- Volunteer a minimum of 20 hours a school year.

#### **You can expect ICA to:**

- Provide an educational experience that nurtures a love for God by integrating His truth and principles in all areas of school life.
- Maintain a learning environment that enables your child to feel secure and loved.
- Clarify to all students our expectations, and to recommend counsel or correction as the occasion demands.
- Cooperate with you in every way possible to encourage your child(ren) in the development of the above attitudes, habits and skills.
- Communicate with you regularly concerning the growth needs and accomplishments of your child.