



Integrity
Christian
Academy

Educating and instilling values for a lifetime of service to Christ!

**2010 - 2011
Student Handbook**

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Loganville, Georgia 30052
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**Train up a child in the way he should go: and when he is old,
he will not depart from it.
Proverbs 22:6**

Student of any race, color, national and ethnic origin are admitted to all the right, privileges, and activities generally accorded or made available to students at Integrity Christian Academy. The school does not discriminate on the basis of race, color, national or ethnic origin in its administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Dear Integrity Christian Academy Family Members:

On behalf of the Board, administration, faculty and staff, we want to welcome you to ICA for this school year. Each of us is looking forward to collaborating with you to raise up the next generation of Christian leaders in America. The power of a cooperative effort between home and school to bring up our children with the values and beliefs found in God's Word, the Bible, is second to none. It is in this spirit of cooperation that we present you with this Parent/Student Handbook.

In the Handbook, you will find information that we hope will encourage clear and open communication among all of us while limiting friction when differences occur. We have tried to be as comprehensive as possible without being overwhelming with the information provided. As you can understand, it is impossible to address all possible circumstances and activities in a handbook.

Our silence on a particular item does not mean it is permissible. It may mean that obvious Biblical principals and common sense determine how it will be handled. Therefore, the administration reserves the right to make judgments based on the information available and specific situation in question. The judgments will be based on biblical principals and the professional judgment of the ICA administration. Often, to an outside observer, it may appear that similar situations were handled in different ways. That may well be the case since no two situations are exactly alike, each with various extenuating circumstances requiring a judgment call on the part of the administration. To the best of our ability, we will try to be fair to all parties at all times. We covet your prayers for God's wisdom in these circumstances.

We want to encourage you to make yourself familiar with the contents of the handbook. Our intent is to provide a safe, orderly, and Christian learning environment where students can learn and teachers can teach.

Thank you for your commitment to Christian education. We understand the commitment it takes a family to take part in a private Christian school. We pray we never take that for granted.

Vision Statement

The vision of Integrity Christian Academy (ICA) is to provide a Christian education that is a cut above the rest. Unfortunately, many Christian schools have allowed the culture of the world to shape the way they think and operate. At ICA, our goal is to:

Hold students to a high standard of academic excellence. Nothing but the best effort will do.

Hold students to a high standard of discipline. We must have students who understand that discipline of body, mind, and spirit are necessary to attain the life of success that God has for each of us.

Hold students to a Biblical standard. We strive to bring our students a Biblical world view. Students must memorize scriptures. However, we expect the students to live according to these Biblical standards. We also expect the parents to uphold these standards at home. If our standards are not reinforced at home, they will be viewed as unnecessary at school. If there are rules, they are necessary. There are no unnecessary rules! Parents and students will sign a covenant to uphold and obey all rules.

In return, we at ICA offer the following:

- *A strong academic foundation.
- *Strong emphasis on correct usage of spoken and written English.
- *Strong mathematical computation skills with an emphasis on understanding abstract concepts.

- *Introduction and familiarity with classical works of music and art.
- *Study of Spanish at all levels.

- *Science at all levels with an emphasis on nature study at the primary grade levels and deeper study with experimentation in the upper grades.

- *Deep study of the Scripture with an emphasis on inductive study from grades four through eight and memorization and recitation on all levels.

- *Physical education that emphasizes good health habits and consistent physical exercise.

At Integrity Christian Academy, we take our name and our mission seriously. It is our goal to bring glory to God by helping parents to raise strong, confident children ready for a lifetime of service to Christ.

Statement of Faith

WE BELIEVE the Holy Bible to be the inspired, only infallible, authoritative, Word of God.

(II Timothy 3:15, II Peter 1:21)

WE BELIEVE there is one God, eternally existent in three persons - Father, Son, and Holy Spirit.

(Genesis 1:1, Matthew 28:19, John 10:30)

WE BELIEVE in the deity of Christ. (John 10:33)

His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35),

His sinless life (Hebrews 4:15, Hebrews 7:26),

His miracles (John 2:11),

His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9),

His resurrection (John 11:25, I Corinthians 15:4),

His ascension to the right hand of the Father (Mark 16:19),

His personal return in power and glory (Acts 1:11, Revelation 19:11).

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 are we saved.

(John 3:16 -19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5)

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

WE BELIEVE in the spiritual unity of believers in our Lord Jesus Christ.

(Romans 8:9, I Corinthians 12:12-13, Galatians 3:26 - 28)

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, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18)

WE BELIEVE prayer is vitally important to undergird the oneness we have in Christ as an ICA family.

WE BELIEVE parents are the primary educators of their children spiritually, physically, socially, and emotionally.

WE BELIEVE that the Christian school should cooperate with the parent to provide a Christian education for the child. Compromises will not be made when philosophy is based on scripture.

WE BELIEVE that the Bible and religious training are a part of every aspect of a Christian school program.

EDUCATIONAL PHILOSOPHY

Education at ICA is approached from a Biblical perspective that recognizes the sovereignty and authority of God. Attendant with this belief are a number of truths affirmed by the school:

1. God is transcendent, is spirit, and always acts in accordance with His loving and just nature. In addition, God in His Word places an eternal emphasis upon life.

(Romans 11:36, II Corinthians 4:18, I John 2:15-17)

2. All humans including children, are created in the image of God and have unbounded potential to mirror the character of Jesus Christ. Further, man is born with a sin nature that has marred but not ruined God's image in man. Finally, we believe that man's greatest need is redemption through Jesus Christ and not education.

(Genesis 1:27, Psalm 8:3-6, Romans 3:23, Jeremiah 17:9)

3. Jesus Christ reflects truth: truth about the nature of God, truth of man's need to be rightly related to God, and truth about the world He created.

(John 14:6, John 17:7, Matthew 7:24-27, Psalm 19:1, I Corinthians 2:15, John 8:26, II Timothy 3:16)

4. The Bible is inerrant and authoritative. Because God both created the universe and appointed the writing of Scripture, no academic truth (man discovered truth) can rightly be in conflict with God's Word.

5. Although man may not perceive truth in particular circumstances, truth is

unchangeable and not relativistic.

6. Biblical education focuses on what a person becomes rather than on what he knows. Therefore, knowledge ought to be primarily pursued as the basis for the development of wisdom and character. Further, the end of education is not the acquisition of status but to glorify God and fulfill His mandate to subdue and have dominion over God's creation.

7. Education is the prerogative and responsibility of parents. The Christian school is in partnership with the home to provide support and assistance in shaping a Christ-like view of truth and reality.

These beliefs work their way into every aspect of the education offered at ICA.

EDUCATIONAL FOCUS

We seek to introduce each student to God and the totality of His character. This aim includes the desire to see every student born again into a personal relationship with Jesus Christ.

We seek to provide an atmosphere that challenges the hearts and minds of students to consider all that is true and edifying and to contrast these ideas, values, and beliefs to those that are false and lead to ruin.

We seek to lead students to an understanding of the heights that can be reached and the accomplishments possible by a life fully yielded to Jesus Christ. This includes challenging the body and spirit.

We seek to guide each student in the disciplines of life and in the formation of productive habits that will help them to be godly individuals.

By our example, we seek to encourage and stimulate the life of Christ lived out in the lives of our students.

We seek to equip each student to take his or her place in the world as a servant of Jesus Christ.

PURPOSE

The purpose of the school is to provide a thorough academic education built upon a biblical view of life. God as

Creator of life and reality is the focus of a Christian education. In addition, His Word serves as the authoritative standard of truth. Factual information is the same for the Christian as the non-Christian, but the way in which facts are interpreted is the difference between truth and error. No subject can be taught in truth if the Creator, Jesus Christ, is ignored or denied.

Christian school parents believe that God's Word makes them responsible for the education of their children. They want their children to develop a system of values consistent with the Bible. Finally, they want their children to develop a lifestyle that is pleasing to the Lord and is based on an intimate relationship with Him. We stand in agreement with the parents and will do our part to aid in this process.

ATTENDANCE INFORMATION

SCHOOL HOURS

Regular Hours **8:15am - 2:55pm (6-10th) (8:00-3:20pm)**

Morning Care **7:00am - 8:00am**

Extended Care **3:30pm - 6:00pm**

NOTE: Tardy bells ring at **8:15 am**. Students may begin entering classrooms at 8:00am.

ATTENDANCE REQUIREMENTS

Attendance is an essential component to a student's academic success. ICA has a legal and ethical responsibility to require the faithful attendance of its enrolled students. Academic problems will occur when students continually miss school. We have an obligation to report all excessive absences to the county truancy officer. It is also a policy of ICA to release students only to their parent, guardian, or previously designated individual. This is for the protection of our students. Written notice must be sent to the office to notify the school concerning the release of your student.

A student who must leave school before 10:00 a.m. will be counted absent for the school day. Students who leave after 10:00 a.m. but before 1:00 p.m. will be counted present for one-half day.

ATTENDANCE REQUIREMENTS FOR EXTRA CURRICULAR ACTIVITIES

Students must be in school by 10:00 a.m. and remain for the entire day to participate in any extracurricular activity scheduled for that day. Students must be in school by 10:00 a.m. and remain for the entire day on Friday to participate in any extracurricular activity over the weekend.

EXCUSED ABSENCE

Students may not miss more than ten (10) days (excused or unexcused) per semester and still receive credit. The principal may exempt exceptional cases such as extended illness; however, in such cases a doctor's note or other supporting evidence must be submitted.

The following are excused absences:

1. Personal illness (3 days only, thereafter excused only with a doctor's note)
2. Illness or death in the family
3. Quarantine

Upon returning to school, all students are to bring a written note, signed by a parent, explaining the absence. This note will determine if the student receives an excused absence on his or her record.

UNEXCUSED ABSENCE

Attendance is an essential component to a student's academic success. Often, the numbers of days that students are absent accumulate without parents realizing how many days have been missed. Students cannot make up work; zeros will be given in each subject for any absence that does not follow the guidelines for excused absences. Five or more absences will result in truancy letter mailed to home.

ICA has an obligation to report all excessive absences to the county truancy officer.

PRE-PLANNED ABSENCE

Pre-planned vacations or absences during the school year are discouraged. However, if such an absence is unavoidable, the student must obtain permission from the principal. A signed note from the parent explaining the absence is required at least two weeks prior to the days missed. Students are responsible for obtaining any homework or taking any tests they may miss.

TARDINESS

Students are considered tardy if they are not in class by 8:15 a.m. Students arriving to school after 8:15 a.m. must report to the school office for a tardy slip to be admitted to class. Three tardiness during any quarter will equal one absence, and a \$2.00 charge to be paid upon arrival or added to monthly tuition.

An accumulation of tardiness can prevent a student from receiving perfect attendance recognition.

MEDICAL APPOINTMENTS

Academic problems often develop when students continually leave school for medical purposes. Parents should make every effort to schedule medical appointments before or after regular school hours. If that can be accomplished, it will eliminate many of the problems associated with absenteeism and the requirements to do make-up work. A doctor's excuse will be required for all appointments.

SIGN IN / SIGN OUT PROCEDURE

Before leaving school during the school day, a student's parent must sign him or her out at the office. Parents must pick up their child at the classroom and present the checkout slip to the teacher. Upon returning to school during the school day, a student's parent must sign him or her in at the school office. The sign-in slip must be presented to the teacher.

ACADEMIC LIFE

Curriculum

Curriculum goals are developed by the ICA staff and principal under the oversight of the Holy Spirit.

The following objectives guide curricular choices:

1. A strong phonics-based reading program strong in teaching of vocabulary and comprehension skills which promotes critical reading and thinking.
2. Instruction in the basic arithmetic skills that forms a basis for application to problem solving and reasoning ability in the development of mathematical and logical thinking;
3. A teaching perspective which evaluates and reviews literature from a technical, literary, and biblical viewpoint.
4. An approach to social studies which views historical facts and man's behavior in the light of Scripture and instills patriotic spirit.
5. A focus on Biblical creationism which integrates observable phenomena, inductive reasoning, and Scripture in training students in the inductive method of inquiry.
6. An approach to Bible study that balances the impression of biblical knowledge with the expression of God's Word through the life of the student.
7. An appreciation of fine arts as creativity given to man by God, the Master Creator, and as means of worshiping and expressing admiration for Him.
8. Writing and communication skills to allow effective transmission of ideas and principles.
9. A goal to challenge students to physical fitness, good sportsmanship, competitive proficiency and sound health habits.
10. The use of computers as a tool for learning.
11. Extracurricular activities to reflect the same Biblical principles and standard of excellence as do the academic programs. A broad range of such activities will be provided as is prudent and financially possible.

Grades K - 4

In the primary grades, priority is given to Bible, reading and arithmetic skills. All of the grades are given formal instruction in Bible, science, mathematics, social studies, reading, language arts (English, creative writing, spelling, and handwriting), physical education, Spanish, music, art and computer. Core subjects are taught in traditional, self-contained classrooms.

Grades 5 - 10

All of the grades are given formal instruction in Bible, science, mathematics, social studies, reading, language arts (English, creative writing, spelling, and handwriting), physical education, Spanish, music, art and computer. Core subjects are team taught in a traditional classroom setting.

PROMOTION OF STUDENTS

The following guidelines are used to determine promotion:

Kindergarten: Students who fail to master necessary skills may be required to repeat.

Grades 1-10: Students who fail two or more core classes (English, Math, Science or History) or three or more total classes will not be permitted to advance to the next grade even with summer work. Whether or not students will be permitted to repeat the grade they have failed will be determined by space availability and behavioral record. Thus, a student who has failed primarily because of disruptive behavior or negative attitudes may not be permitted to return to ICA even when space is available.

HOMEWORK

Homework is given to teach students responsibility and independence in learning. Further, homework reinforces skills and concepts taught in school, and it affords parents a natural opportunity to be involved in their student's education. The amount of time a student needs to do homework varies from day to day and from student to student. Teachers attempt to keep all homework assignments reasonable.

LATE ASSIGNMENTS

Students are expected to have all assignments turned in at the class time and on the date due. The following policies will be enforced for unexcused daily work and late major assignments (i.e., projects, papers, etc.): Grades will be lowered 10% for every day that the assignments are late. Students will receive no more than $\frac{1}{2}$ credit for late major assignments being one day late. After five school days, the resulting grade will be zero.

MAKE-UP WORK

General Absence - Students who have missed school unexpectedly and have an excused absence from class will be allowed to make up missed work.

A LOWER SCHOOL students are given two days for each day of excused absences to complete their assignments.

A SECONDARY SCHOOL students are given one day for each day of excused absences to complete their assignments.

NOTE: A special plan will be arranged for a student who has had an excused extended absence.

Pre-approved Absences and Extracurricular Activities

Failure to get assignments prior to the days missed for pre-approved absences or absences due to extracurricular activities (i.e. athletic events, academic competitions, field trips, etc.) will NOT extend the due date. It is the student's responsibility to get the assignments PRIOR to the absence. Quizzes and tests must be taken prior to leaving. All assignments are due the day the student returns to school.

EXTRA-CREDIT WORK

Extra-credit shall not be used to make up points for missed assignments and homework, loss of points for unexcused absences, poor test performance, etc. This will not foster disciplined study habits in our students or prepare them for college. In addition, it is not fair to students who get their assignments in on time and study appropriately for tests the first time. In fact, it is discouraging. Teachers will use extra-credit work sparingly and wisely. It shall be used only to encourage students to go beyond what is normally required to expand their experience with the subject matter. In other words, it should be extra study above and beyond the call of duty.

ACADEMIC GRADES

ICA utilizes a numerically based percentage system for quarter, exam and semester grades. This is the only scale utilized for the reporting of these grades.

Extracurricular eligibility, probation and quarter averages are based on percentages.

The following grading scale is used throughout the school:

<u>Percentage</u>	<u>Letter Grade</u>	<u>Meaning</u>
90-100	A	far exceeds minimum standards
80-89	B	exceeds minimum standards
75-79	C	meets minimum standards
70-74	D	Failure to meet some of the
	minimum standards	
69 & Below	F	Failure to meet minimum standards
---	I	Incomplete

PRINCIPAL'S HONOR ROLL

Academic recognition is given quarterly to those students in grades 1-12 who receive straight A's on their report card. Students with an unsatisfactory conduct grade are not eligible for Principal's Honor Roll recognition.

INCOMPLETE GRADES

In some extreme cases, as designated by the teacher and approved by the principal, an Incomplete (I) will be given on a report card. At that time a make-up work schedule or "Incomplete Contract" will be put into effect, giving the student set due dates to turn in all missing work. Failure to turn in the work by the due date will result in a grade of zero (0) for all assignments not received.

PROGRESS REPORTS

Parents are able to track their student's academic progress through the online grade book accessible to every parent. The online grade book will list all assignment, quiz and test grades for each student allowing parents to see up-to-date information on their student's performance.

NOTE: Family accounts must be current in order to access this information.

REPORT CARDS

Report cards are sent home at the end of each nine weeks. Report cards are a communication to parents indicating the level of each student's achievement. Final report cards will be mailed at the end of the school year.

NOTE: Only those families whose accounts are current will receive report cards. Final report cards and/or records will not be released until ten (10) working days after receipt of payment of final account balances by personal check; however, such report cards/records may be released immediately upon payment by cashier's check, money order, cash, or credit card.

STANDARDIZED TESTING

Achievement tests are administered each spring. The school participates in the ACSI testing program which employs the Stanford Achievement Test. The tests are sent to a testing agency, and the school receives narrative reports that are distributed to the parents. These reports compare our students with national norms and with norms developed for ACSI schools. It is an important indicator of a student's academic progress.

TUTORING

All teachers will make every reasonable effort to assist students when they fall behind or encounter academic difficulties. In such a situation the student should approach the appropriate teacher and inform him/her of the difficulty so the teacher can arrange a time before, during or after school to give occasional extra help. It is important that such help not be looked upon as a detention or form of discipline. A positive, healthy attitude must prevail. Parents should make every effort to have their student at school at the designated time. The school or teacher does not charge for this extra help, and it should not be confused with outside tutoring. If additional help is needed, please consult with teacher for a list of available tutors.

PARENT/TEACHER CONFERENCES

Mandatory Parent/Teacher conferences are held twice a year. Notification of dates and times will be sent home prior to the event. Additional conferences may be scheduled at other times during the year at the request of the parent or teacher. Contact the school office at least 24 hours before your desired conference. The office staff will arrange a time convenient for both you and the teacher. Please do not conference with a teacher without prior arrangements.

CLASSROOM VISITS

We encourage parents to visit their child's classroom throughout the year. Please contact the school office at least 24 hours before your visit. The office staff will arrange a time for the visit which should last one hour or less.

STUDENT LIFE

CHAPEL SERVICES

Chapel is part of the total philosophy and curriculum of ICA. It is a weekly opportunity for all students and faculty members to experience worship, praise and fellowship. Every effort is made to provide chapel speakers who will be relevant, motivational, and challenging to our students. Speakers typically are local pastors, youth pastors, faculty members, or other Christian speakers. Student participation is strongly encouraged. Parents are welcome to attend chapel services.

ARRIVAL AND DISMISSAL OF STUDENTS (CARPOOL)

A map showing traffic flow for morning drop off and afternoon pick up of students is distributed at the beginning of each school year. Parents are asked to follow these procedures and not to make other arrangements to drop off or pick up their students elsewhere on campus. If parents are on campus working, they may come to the area where the students are waiting and pick up their student.

Arrival

Students may arrive at school no earlier than 8:00 a.m. Any student arriving on campus prior to this time will be placed in Early Morning Care and the parents will be billed on their next tuition billing.

Dismissal

Students may not stay after school unless they are involved in a school sanctioned activity. Please pick up students as promptly as normal carpool procedures allow. All students not picked up by 3:30 p.m. will be placed in Extended Care and parents will be billed.

DELIVERY OF MESSAGES OR OTHER STUDENT ITEMS

Students will not be called out of class or have class interrupted for phone calls or messages. Please do not ask school personnel to deliver messages, lunches, books, packages, gifts, or forgotten assignments to your student's classroom. When possible, these items may be delivered between classes, during lunch or at the end of the day.

CLOSED CAMPUS POLICY

ICA operates a closed campus. Students are to remain on campus until the final dismissal. Students may leave only with written authority from their parents and prior approval through school office.

CAMPUS VISITORS

Students are not permitted to have visitors on campus during regular school hours unless it is a parent who has checked in through the school office.

CAMPUS CARE

Students will be held responsible for deliberate damage to the buildings or property. Accounts will be billed.

LUNCH PROGRAM

Students at ICA must bring lunches from home or purchase a lunch at school when available. Lunch menus are available for each month of the school year. Elementary School students may not bring carbonated beverages in their lunches and do not have microwaves available to heat their food.

NOTE: No refrigeration is available for student lunches. Due to the high number of Peanut Allergies, ICA is a peanut free school.

HALL PASSES

All students shall be in an assigned classroom and under supervision at all times during the school day. Students who are moving through the halls at any time of the day without direct supervision of teachers will be required to have a written hall pass from a teacher. Teachers are instructed to issue a minimum of hall passes and to be very strict with this policy. Any student found in the hallways without an authorized pass will be subject to disciplinary action.

UNAUTHORIZED MATERIALS

Students must not bring recreational reading material (i.e. teen magazines, comics, sports magazines, beauty magazines) or other non-required books, magazines, or periodicals on campus. The teacher will collect such items. Pornographic items of any type shall not be allowed on school property at any time. While this is aimed specifically at books, magazines, posters or pictures, it also includes any printed, drawn or Internet material which is deemed obscene, pornographic, or otherwise not in the best interest of the students or not in keeping with the spirit of Christian education.

CELL PHONES/ PERSONAL ITEMS

As a general rule, the only items brought to school should be those that serve the educational purposes of the school. Personal items such as I-Pods, Walkmans®, Game boys®, playing cards, games and toys should be left at home. These items, if brought to school, will be confiscated. If an item is questionable, please ask the Teacher about its appropriateness in the school setting. Failure to receive permission from the teacher will result in the item being confiscated. Confiscated items may only be retrieved by the parent or guardian of the student.

NOTE: Students may not have cell phones at school outside of their book bags. If brought to school, these items must be left in the student's book bag during school hours.

LOST AND FOUND

The school maintains a Lost and Found in the school office. Items considered valuable will be taken there and kept secure. Items not claimed by the end of each month may be donated to charity. The school suggests that all items of clothing be marked with the student's name or initials for easy identification.

INDIVIDUAL PARTIES (Outside of School)

Invitations (written and/or verbal) to individual parties held outside of school may only be distributed at school or at school functions if every class member (or all one sex) is included. Parents are asked to be sensitive to the effect exclusion can have on young students. Where possible, parents should refrain from picking up multiple students in carpool to transport to parties.

STUDENT CONDUCT PHILOSOPHY AND GUIDING PRINCIPLES OF CONDUCT

As I Timothy 1:5 states, "The goal of our instruction is love." We want to teach and exhort students to love God and obey Him out of that love. It is our desire to see our students learn to love others with the selflessness of Christ. Discipline is inseparably linked with the process of discipleship. The goal of our disciplinary procedures is to teach personal responsibility for one's actions, obedience to authority, and dependence on God and His Word. The biblical model we follow comes from II Timothy 3:16, "All scripture is given by inspiration of God and is profitable for doctrine, reproof, correction and instruction in righteousness." The model we derive from this text revolves around a three-fold pattern of parental guidance:

- *Instruction of God's commands and right ways of thinking and behaving
- *Warning concerning natural and parent/teacher imposed consequences
- *Correction of misbehavior

While ICA acknowledges that the education of the child is ultimately the responsibility of the home, maintaining academic standards and standards of conduct are the obligation of ICA. Therefore, in adherence to the ICA Mission Statement, Statement of Faith, and Philosophy, ICA does not hesitate to require appropriate behavioral and academic discipline from each student. Neither the Student Management Plan nor the ICA Student Handbook is intended to be or can be all inclusive or define all types and aspects of student management standards. The administration reserves the right and assumes the authority to declare rules and regulations in all matters of student management not otherwise specified.

BIBLICAL GUIDELINES FOR STUDENT CONDUCT

Respect Authority: "Everyone must submit himself to the governing authorities, for there is not authority except that which God has established. The authorities that exist have been established by God. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves. For rules hold no terror to those who do right, but for those who do wrong. Do you want to be free from fear of the one in authority? Then do what is right, and he will commend you. For he is God's servant to do you good." Romans 13:14

Respect and Esteem: "Consider one another as better than ourselves." Philippians 2:3 protecting the dignity of all students is our aim. Malicious talk can do more harm than physical wounds.

Be an Example: "Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity." I Timothy 4:12

Seek Excellence: "I can do everything through Christ who gives me strength." Philippians 4:13

Be Honest: "Providing for honest things not only in the sight of the Lord, but also in the sight of man." II Corinthians 8:21

Be Truthful: "Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body." Ephesians 4:25

Practice Clean Speech: "Do not let any unwholesome talk come out of your mouth, but only what is helpful for building others up according to their needs, that it may benefit those who listen." Ephesians 4:32

Reflect Jesus: "Finally, brethren, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is admirable - if anything is excellent or praiseworthy - think about such things." Philippians 4:8

PARENT EXPECTATIONS

The mission of ICA is "to instill Christian values and quality education to last a lifetime." We strive to follow biblical principles in all areas. Cooperation from the home is assumed. By enrolling their child (ren) in ICA, parents agree to support the school in its financial policies, parental support expectations, and the school's student behavior/discipline policies as articulated.

STUDENT BEHAVIOR EXPECTATIONS

A high standard of conduct is required of each student at ICA, at school or off campus for the purpose of maintaining order and building Christ-like character.

Students must:

1. Attend all classes daily and be on time;
2. Be properly dressed;
3. Be prepared for each class with appropriate materials and assignments;
4. Turn in assignments on time;
5. Exhibit an attitude of respect toward all individuals and property;
6. Speak in such a way as to lift up others;
7. Bring only teacher-required materials and supplies and approved personal items to school;
8. Be obedient to all rules;
9. Be honest and trustworthy;
10. Cooperate with administration in the investigation of disciplinary cases, volunteering information related to serious offenses;
11. Take home all school-related communications.

When an offense is committed, repentance and reconciliation will be sought in a biblical manner. (Matthew 18:21) Education must be the product of a joint enterprise between the school and the home. The importance of open and responsive lines of communication is then obvious. The school also encourages face-to-face parent/teacher conferences. To this end, parent/teacher conferences will be held for any student not maintaining passing grades, or achieving expected levels of performance, or consistently not adhering to ICA behavioral rules and regulations. Parent/teacher conferences may be initiated by either the teacher or the parents.

CONDUCT GRADING FOR ELEMENTARY SCHOOL

Conduct grades are reported on each report card and represent the student's overall classroom behavior for that period. The following codes are used to report conduct:

E = Excellent

G = Good

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

DISCIPLINE

To guarantee a good social and educational climate, it is important for students to understand that acceptable standards of behavior will be expected at all times. Discipline will be administered when any individual's actions interfere with the right of the teachers to teach and students to learn. Students are reminded that any faculty or staff member in the school has the authority to correct unruly individuals at any place and at any time.

STUDENT BEHAVIOR

The following are some examples of student behavior which violate school policy when they occur at school or during school activities. This list is not intended to be all-inclusive. Students may be disciplined, suspended, or dismissed from school for any of the following:

1. The possession, transmission, and/or use of tobacco, drugs, alcohol, knives, fireworks, firearms (or any item that is used as a weapon)
2. Insolence, disrespect, or insubordination
3. The use of improper language
4. Fighting
5. Profanity
6. Inappropriate displays of affection

7. Rowdy behavior: running, pushing, shoving, yelling, etc.
8. Leaving a classroom or leaving the school campus without permission
9. Class tardiness or truancy
10. Threatening, intimidating, or causing bodily harm to any person
11. Tattoos, body piercing or other dress code violations

IDENTIFICATION OF DISCIPLINARY RESPONSES

The following disciplinary options, as defined, constitute an array of responses available to teachers and administrators at ICA. It is obvious that nearly all these responses are, if they are to be effective tools of discipline, heavily dependent on school and home communication and cooperation. It should also be obvious that certain Code of Conduct violations, including but not limited to tardiness, truancies, and cheating, carry inevitable academic consequences as well as the disciplinary consequences imposed by ICA personnel.

REPRIMAND

Many infractions of an unintentional or immature nature or even volitional infractions of a minor nature can be and should be handled by gentle reprimand. Only when such infractions become repetitive or defiant should they be handled in more aggressive ways.

DETENTION

To deal with willful student disregard for established school policies, or when the management system does not appear to be correcting the problem, further options are open to the administration to address a pattern of disregard for regulations. Detentions may be initiated by the teacher, and/or principal and will be used to address student misconduct in the following areas:

1. Tardy within the school day
2. Gum, candy, drinks or food*
3. Behavior the teacher deems disruptive

*Does not include scheduled class parties.

Detentions earned will be processed each semester in the following manner:
1st - 3rd Detention: One (1) hour detention after school (Tuesdays and Thursdays are scheduled detention days—students will be assigned to one of those days. This is not a study hall; students must sit quietly.) After 3 detentions further disciplinary action will be taken.

TEACHER-PARENT or PRINCIPAL-PARENT CONFERENCE

A conference may be requested by the school or by the parent and is again a reflection of the premise of home and school cooperation on which the educational program of ICA is built. The purpose of such a conference is to provide an opportunity to correct what has become a serious discipline problem so that the kinds of discipline processes which follow may not be required.

IN-SCHOOL SUSPENSION (ISS)

This may be assigned only by the teacher or principal. The student must report to a designated, supervised area and remain in this area, apart from regular classes and activities. The parent will be notified by the principal as to the following provisions:

1. The term of suspension will be no less than one school day.
2. All daily work may be made up for a maximum allowable grade of 70%.
3. Students receiving ISS may practice but will not be permitted to participate in extra-curricular competition or performance on the day of the suspension.
4. Disciplinary probation may be initiated.

DISCIPLINARY PROBATION

A student placed on disciplinary probation is in imminent danger of losing the privilege to remain at ICA. When a student is placed on probation, the principal will notify the parents immediately. The probationary status of a student will be reviewed at the end of the quarter by the administration. If sufficient correction of behavior is evident at that the time, the student may be removed from probationary status. If not, the administration will determine whether or not the student will continue to attend ICA. Further disciplinary actions placing a student on probation for the second time within a year's time may eliminate an offer of reenrollment for the next school year or continued enrollment for the following semester.

NEW STUDENT CONDITIONAL STATUS

Students new to ICA will be on New Student Academic and Disciplinary Status for 90 days. A new student must pass all classes and have acceptable conduct and a cooperative attitude to continue at ICA.

EXPULSION

If extensive documented attempts to correct a student's misbehavior have failed, if the misbehavior persists, or if the offense is so serious as to warrant ICA's most drastic sanction, the principal may recommend to that a student be expelled.

The following serious offenses, though not inclusive, are potential grounds for expulsion:

1. Defiance or direct confrontation with school faculty, staff, or administration;
2. A second suspension;
3. Three instances of cheating;
4. Chronic violations of ICA rules not corrected by lesser measures;
5. Activities outside the school which call for law enforcement intervention;
6. Any off-campus misconduct seriously detrimental to the reputation and Christian witness of ICA;
7. Assault of a teacher or other individual;
8. Intentional destruction of school property;
9. Possessing, delivering, using, or being under the influence of any:
 - A. alcoholic beverage, controlled substance or dangerous drug
 - B. abuse of glue, paint, or other chemical substance
 - C. mood-changing, mind-altering, or behavior-altering drugs;
10. Possession of a lethal weapon; or
11. Other serious infractions deemed appropriate by the administration for expulsion.

CHEATING

Cheating is a serious offense. It involves taking and/or giving information from some source other than the student's own mind and presenting it as if it came from his own mind. Thus, it involves both the components of stealing and lying. Therefore, students must come to understand the seriousness of an act of cheating.

Teachers are required to take precautions in terms of test security and the structure of the classroom testing environment in order to protect students from unnecessary temptation. Students should always be reminded by the teacher of the consequences of cheating. Cheating is a violation of honor, and leadership is a matter of honor. Cheating and leadership do not go hand-in-hand. If it is determined that a student has indeed cheated, the following actions will be taken:

1. The student will receive a zero on the assignment/test.
2. The principal will be notified.
3. The student will confer with the principal.
4. The parents will be called.
6. Cheating, in any form, properly established, may make the student ineligible for all academic honors or awards in all subjects.

Cheating on an assignment (homework) - If a student is inappropriately copying the work of another student the teacher is to collect assignments from both of the student. They are to be given to the respective principal with a note stating his/her reason for such action. The teacher of the course is expected to inform the parent(s).

Cheating on a classroom test - This includes the use or possession of cheat notes or comparable material on a quiz, test or major exam (includes a verbal exchange between students, looking on another student's paper or offering his own to another student). Certainly included is obtaining or passing advance copies of test items/information. Teacher test instructions should include a reminder to put away all materials not used for the test. Those items may be placed in a common location away from the students' desks or all items may be placed under the student's desk.

Cheating on a final exam - The student will receive an automatic "0" for the final exam.

Cheating on a project - This involves students/individuals sharing information on an assignment or project where specific instructions are given to receive no help from any other source than those approved by the teacher.

Plagiarism - This is also a form of cheating. It may include knowingly repeating another's sentences as your own; adopting a particular phrase as your own; or expressing someone else's line of thinking in the development of a thesis as though it were your own. In short, to plagiarize is to give the impression that you have written or thought something that you have, in fact, borrowed from another. In this case a student will be given an "F" for the term paper or essay with no opportunity to change or remove the failing grade with another make-up assignment.

PUBLIC DISPLAY OF AFFECTION

In its desire to provide a learning environment for all students which is both safe and spiritually wholesome, ICA does not allow public display of affection (PDA) among students during school or school sponsored activities. Public display of affection is defined as physical contact between students, including holding hands, embracing, leaning on, walking arm-in-arm, or any other form of physical contact. In I Corinthians 6:12, Paul states that "all things are lawful unto me, but all things are not expedient. . . ." ICA desires to maintain a high standard in moral and sexual purity among its student body and encourages each student to be an example of sexual purity to others. Leviticus 18:22 states that any form of homosexual activity is an abomination to the Lord, and ICA will not tolerate any act or display of homosexuality. Such activity shall constitute grounds for immediate expulsion from ICA.

OFF CAMPUS CONDUCT

Students of ICA represent their school, their parents, and their Lord at all times. Therefore, there are certain guidelines that go beyond the school setting. The following constitute serious breaches of discipline and make the student subject to disciplinary review and possible action, including expulsion, even if the event occurred away from school:

1. Stealing or shoplifting
 2. Use of alcoholic beverages
 3. Sexual immorality
 4. Smoking or possession of cigarettes
 5. Possession or use of illegal drugs
 6. Vandalism
 7. Malicious prank against a school representative (e.g. teacher, coach, administrator, etc.)
 8. Involvement in unlawful activity
 9. Shameful behavior (e.g. mooning)
 10. Involvement with the occult
 11. Inappropriate dress at school functions, or
 12. Other serious infractions deemed inappropriate by the administration.
- Violations will be documented and parents notified.

GRIEVANCE PROCEDURE

If a student, parent, or staff member has questions or concerns regarding the behavior of another (including disciplinary action by teacher or administrator or the policy under which an action is taken), he/she ought to follow the principles given in Scripture as stated below:

1. Go directly to the person involved and discuss the matter. Be straightforward and forgiving (Do not bring a grievance to others.); ". . . first be reconciled to your brother . . ." (Matthew 5:24) "Moreover, if your brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou has gained thy brother. . . ." (Matthew 18:15)
2. If the matter is not resolved in discussion with the other, take the matter to the next higher authority (Principal). ". . . take with thee one or two more, that in the mouth of two or three witnesses every word may be established." (Matthew 18:16) See also Romans 13:1.
3. If the matter cannot be resolved at other levels, a hearing before the Board may be requested. The decision reached at this level is final ". . . take with thee one or two more, that in the mouth of two or three witnesses every word may be established." (Matthew 18:16)

HUMAN DIGNITY/HARASSMENT

ICA intends to provide its students an environment that is free of offensive kinds of behavior. Conduct, whether intentional or not, that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, gender, physical characteristics, or disability is not permitted. Instead, we expect all persons to treat each other with respect because they are made to reflect God Himself.

A All students are expected to conduct themselves with respect for the dignity of all others.

A We do not condone or allow harassment of others by teachers, administration, support staff, students, or other persons present in our facilities.

A Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive learning or work environment.

A Any form of ridicule of others based on but not limited to race, gender, physical characteristics, ability, family background, or similar feature is harassment; persons engaging in this misbehavior will be disciplined.

A Any person who believes he or she has been the subject of harassment should report it immediately to an appropriate superior. Students may report to a teacher or principal.

A Reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report or a person who may be unjustly accused.

A Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of expulsion.

STUDENT DRESS CODE

The purpose of the uniform dress code is to clarify a standard of appearance that reflects biblical principles of modesty, appropriateness, gender distinctiveness, and stewardship which will encourage students to bring glory to God (I Corinthians 10:31). There are several other important reasons why a uniform is required at ICA:

1. To dispense with competition due to outward appearance and affluence.
2. To de-emphasize outward appearance and stress, in its place, the need for inner beauty and character development.
3. To limit the distractions and focus on learning.
4. To enhance school spirit.
5. To allow students to demonstrate a submission to authorities placed over them.

Popular culture mandates that we bow to fashion. It insists that we keep up with rapidly changing trends. At ICA, we are training students to think differently about dress. By wearing a simple uniform, students step out of popular culture and into a world of serious learning. With limited outward distinctions, students identify with the student body and respect one another for who they are in Christ. The cooperation of the student and the parent is necessary in maintaining the standards of the uniform dress code. Adherence to the Uniform Dress Code is a family responsibility. Dress code violations will be recorded. Repeated violations may result in disciplinary action. Therefore, any actions taken by ICA to enforce the Uniform Dress Code will be primarily directed toward the parent(s), though such actions will, by necessity, impact the student himself/herself. Parents shall assume this important responsibility and leave the school free to focus on its primary goal - building Godly character and academic competence.

Dress Code Guidelines

Girls - Khaki or Navy Pants, Skirts, or Skorts

Uniform shirt - Yellow, Navy Blue, or White

Belt

Tennis Shoes

Note: Dress shoes must be worn on Chapel day. No open toe sandals

Boys - Khaki or Navy Pants

Uniform shirt - Yellow, Navy Blue, or White

Belt

Tennis Shoes

Note: Dress shoes must be worn on Chapel day

STUDENT ACTIVITIES / FIELD TRIPS

Students are taken on educational field trips in connection with regular class work. Participation in school field trips is restricted to students currently enrolled at ICA and to those students who are in the designated grade level.

MEDICAL POLICIES AND INFORMATION

HEALTH SERVICES

If your child has any serious allergies, (i.e. food, dyes, insect stings) or any chronic conditions (i.e. asthma, diabetes, seizures), please indicate this on the student's emergency card and alert the teacher and the school office. All school medical records are maintained by the office. Be sure the school always has current phone numbers where you can be contacted during the school day.

WHEN TO STAY HOME

Many students and families are frequently concerned about when a student should stay home or attend school.

The following information is intended to help with this decision.

1. If a student has a fever of 100 degrees or more, the student should stay home for 24 hours after the temperature returns to normal.
2. If a student has vomited or had diarrhea two (2) times in a day, the student should stay home for 24 hours after the last episode.
3. If a student has any rash that may be disease-related or the cause is unknown, check with your family physician before sending the student to school.
4. If a student's eyes are red with watery or pus drainage, check with your family physician to rule out Pink Eye.

If your student is ill at home, please call the school office to report the reason for the absence. It is helpful if specific symptoms and/or diagnosis are reported; teachers can then be alerted to refer early, similar symptoms in other students.

EMERGENCIES AND/OR ILLNESS

If your child becomes ill or injured at school, you will be notified and a first aid procedure will be provided. The nurse will call the parents/guardian whenever the student has a fever over 100.4, is vomiting, has significant pain, repeatedly complains or anything else that is out of the ordinary. If the office is unable to reach the parent/guardian or if the situation does not warrant a phone call but is something that should be brought to the parent's/guardian's attention, a note will be sent home describing any concerns.

MEDICATION POLICY

Medical Authorization

In the event that a student requires medication at school, the administration of such medication shall, whenever possible, be under the supervision of the ICA designated staff. The school must have a WRITTEN authorization from the student's parent or legal guardian to administer any medications.

Over-The-Counter Medications

In order for ICA to give any over-the-counter medications the parent/guardian must complete the permission form. No medication will be given unless there is written permission on file.

Guidelines for Dispensing Prescription Medication

ALL prescription medications must be brought to school by the parent or legal guardian in the original container and properly labeled. Any changes to dosage or type of medication must be in writing by the parent or legal guardian and given to the school office. Verbal authorization by the student will not be accepted and every effort will be made to contact the parent/legal guardian for the verification in an emergency-type situation. Medications will be dispensed in the office and must be taken in the presence of the designated staff. Medication, if required, will be sent on field trips for designated personnel to dispense. There must be a permission form on file with the ICA office before any medication will be given. NOTE: The first dose of any new medication should always be administered at home to ensure close observation of any adverse reaction. No ICA employee may be held responsible if the child does not receive his/her scheduled dose of medicine. If the daily dose of medicine is spilled, or if the child refuses to take it or spits it out, a reasonable attempt shall be made to reach the parent or legal guardian. If the parent /legal guardian cannot be reached, the school personnel shall not be held responsible.

Original Container

A properly labeled original prescription container shall be dispensed from a pharmacist and shall contain a clear and legible label with the following information:

1. Name and address of the pharmacy;
2. Name of the patient (student);
3. Name of the prescribing practitioner;
4. Generic or brand name of the drug;
5. Strength of the drug;
6. Date the prescription is dispensed;
7. Instructions for use; and
8. Expiration date of the medication

NOTE: Please request an extra labeled bottle from the pharmacist so there is no need for transporting medication from school to home.

Inhalers

Students in grades K-5 will keep their inhalers in the school office in order to monitor frequency of use.

Students in grades 6-8 may carry their inhalers to school-related events IF there is a Permission to carry Inhaler form signed by both student and parent/legal guardian and physician on file in the office. It is recommended that an inhaler with spacer be kept at school at all times.

Epipens

It shall be the responsibility of the student's parent or legal guardian to supply ICA with an epipen for anaphylactic reactions. The epipen will be stored in the office and administered according to the following provision: The parent/legal guardian gives written permission for its use, releasing ICA from all responsibility involved in its use.

Medical Equipment

Any medical equipment that is needed by a student (i.e. glucose testing, nebulizer tubing etc.) must be provided by the parent or legal guardian and will be kept in the office. Written instructions for the equipment's use and parental permission are required; both will be kept on file in the office.

Disposition of Medication at the End of the School Year

All medication and medical equipment is kept in the office and must be picked up by a parent/legal guardian before the last day of the school year. ALL prescription medication will be destroyed after this date.

IMMUNIZATION REQUIREMENTS

By law all students attending school in Georgia are required to have been immunized against several diseases. Upon enrollment parents will be asked to provide a cumulative record of required immunizations before beginning classes. Only GA Form 3231 will be the only accepted form of proof of immunizations. Please share documentation of ongoing immunizations with the school so that our records may be updated, as required by law. Initial attendance and/or continued enrollment may be denied without this record on file with the school.

COMMUNICABLE DISEASE POLICY

In an effort to protect the health of all children, it may be necessary to exclude from school, children that are suffering from a communicable disease.

Common Illnesses:

Chickenpox

Common Cold

Influenza

Impetigo

Pink Eye (Conjunctivitis)

Strep Throat

Cold Sores (Herpes Simplex)

VISION, HEARING, AND DENTAL SCREENING

All students must have vision, hearing and dental screenings on file (GA Form 3300)

GENERAL POLICIES AND PROCEDURES

FRIDAY FOLDER

Each Friday, the Friday folder will be sent home with information for parents. Each folder may contain information from administration, teachers, and/or PTF (Parent Teacher Fellowship). In addition, Elementary School parents will receive a report that gives concepts to be covered for the week, review and test schedules, special activities taking place during the week (field trips, programs, etc.) and other classroom information. It also includes the student's work from the previous week. All parents will receive updated information each week via email or Friday Folder.

EMERGENCY DRILLS

Fire and other emergency drills are conducted according to prescribed guidelines.

EMERGENCY CLOSING

ICA will follow the emergency closing of the Gwinnett County Public Schools. If the local Superintendent announces a closing, ICA will also be closed. Such closings will be communicated over all major television networks and AM - 750 radio station. We suggest that, if you are uncertain, please call the school office.

FINANCIAL POLICIES

Prompt payment of fees is essential to the operation of our school's own financial obligations. Tuition is due on the first of each month. A late fee of 5% will be assessed after the fifth of the month. (If the student's last name is different than the parent's or if the parent/guardian is paying by a company check, the student's name should be placed on the check.) If payment of tuition is not received within 30 days of when it is due, parents are contacted by the Business Office or his/her designee. In the event that payment becomes more than 60 days delinquent, the parents will be notified that their student(s) will not be allowed to continue to attend class unless a written plan for payment has been approved by the administration. Only those families whose accounts are current are able to reenroll, access the online grade book and receive report cards. Final report cards and/or records will not be released until ten (10) working days after receipt of payment of final account balances by personal check; however, such report cards/records may be released immediately upon payment by cashier's check, money order, cash or credit card. **All paid registration fees are non-refundable.**

Returned checks: A fee of \$35 will be charged to the family tuition account for any items returned by the bank unpaid (checks or drafts). In the event a family has 2 or more items returned by the bank unpaid, ICA will require that any further payments be made by cash, cashier's check or money order.

Withdrawal from school: It is assumed that our child is enrolled for the entire year; therefore our budget is set accordingly. If you withdraw before the end of the school term, a 30 day written notice is required. The next complete month's tuition following your child's last day in school will be assessed as a withdrawal fee. Records will not be released until ten (10) working days after receipt of payment of final account balances by personal checks; however, records will be released immediately upon payment by cash, cashier's check or money order.

Refunds:

A Field trip fees are non-refundable unless the parent notifies the teacher prior to final payment that the student will not be able to attend such field trip.

AFTERNOON LATE CHARGES

Since students must be supervised at all times when they are on the ICA campus, it is necessary for us to pass the expense of that supervision on to the parents. Students remaining on campus after 3:30 p.m. will be sent to Extended Care. You will be billed \$6.00 per day.

RECORDS AND TRANSCRIPTS

Records and transcripts will be forwarded to another school for students whose family account is current.

NETWORK/INTERNET ACCEPTABLE USE POLICY

Technology resources (hardware and software) are the property of ICA or staff members and are to be used for educational purposes. Misuse of technology resources will lead to disciplinary action, which may include denial of access to technology resources and/or expulsion. All students must provide flash drive to save documents.

REENROLLMENT OF CURRENT STUDENTS

The school reviews the records to ensure the student achieved sufficient academic progress to qualify for advancement to the next grade level. Any student making less than expected progress will require a meeting between the principal and classroom teacher as a support system to bring the student to a greater level of success. The school reviews the financial records to ensure there are no delinquent accounts. No student shall be reenrolled with a delinquent account. Reenrollment of the student is finalized upon the:

return of the signed Family Contract;
payment of the reenrollment fee; and
payment of the next year's student fee.

A completed Emergency Information Card and updated immunization record for the new school year must be returned as indicated at the beginning of the school year. After the due date, students may not attend classes without these forms on file in the school office.

PARENT INVOLVEMENT

VOLUNTEERS IN PARTNERSHIP (VIP) *MANDATORY*

Our school relies faithful volunteers to make a difference in the lives of all those who are involved in the ministry of ICA. From Board members, administration, faculty, staff, students and families, volunteers have positively affected thousands of lives over the years. In short, we are who we are because of the time and talent committed to ICA by so many volunteers. Each year there are hundreds of opportunities to volunteer both on and off campus. The VIP (Volunteers in Partnership) Program offers individuals and families the opportunity to serve in a constructive and positive way. School-wide and section volunteer forms are distributed to give everyone an opportunity to sign up to make a difference in one or more of the many areas of need. In addition, volunteer information is made available at various school wide events, via Friday folders, email, and our ICA Website.

NOTE: School policy requires all volunteers to sign-in and sign-out in school office when volunteering during school hours.

***EACH FAMILY IS REQUIRED TO VOLUNTEER 10 HOURS PER YEAR. ***

ROOM MOTHER

Teachers select a homeroom mom as their main contact and helper for the year. Homeroom moms then seek to find other parents to fill volunteer positions needed by the class. Some of the needs of the class may include individuals to plan parties, make phone calls, coordinate fundraisers, provide classroom assistance, coordinate drivers/chaperones for field trips, etc.

PARENT VOLUNTEERS

ICA recruit parents to assist them with fundraisers, field trips, communication and other needs. Depending on the need, one or more volunteers may fill these roles.

NOTE: All class activities must be approved by the administration. A minimum of two week's notice is necessary to gain approval.

FIELD TRIP CHAPERON

All parent volunteers who assist on field trips by driving and/or chaperoning must sign and abide by the rules of ICA. Copies of the driver's current driver's license and insurance card must be on file in the school office prior to each trip.

PARENT/TEACHER CONFERENCES

Formal Parent/Teacher conferences are held each semester. Notification of dates and times will be sent home prior to the event. Additional conferences may be scheduled at other times during the year at the request of the parent or teacher. Contact the school office at least 24 hours before your desired conference if there is a conflict. The office staff will arrange a time convenient for both you and the teacher. Please do not conference with a teacher without prior arrangements.

CLASSROOM VISITS

We encourage parents to visit their child's classroom throughout the year. Please contact the school office at least 24 hours before your visit. The office staff will arrange a time for the visit which should last one hour or less.

GIVING OPPORTUNITIES

Financial contributions beyond tuition make a meaningful difference for our students, faculty and staff. ICA offers a variety of giving opportunities throughout the year to promote the development of our staff and faculty, school programs and the enhancement of our facilities. ICA will apply to become a non-profit 501(3c) organization and donations will be tax-deductible as an allowed by law. Details of giving opportunities are communicated to friends and families of ICA throughout the year. In keeping with I Corinthians 10:13 each of you represent the Lord and ICA. In addition, please follow the guidelines below when soliciting ads, donations and conducting fundraisers. All school policies are to be followed both on and off campus.

1. A Fundraiser/Advertisement & Donation Solicitation Request Form must be completed and approved by the Administration before fundraiser and/or ad/donation solicitation can begin. Please submit this form detailing the proposed project/event to the Development Office. The form is available on the ICA website. If approved by the Administration, your request will then be submitted to all the individuals necessary to complete the approval process. Your fundraiser will be approved in a timely manner, unless there are questions or details that need to be addressed with other ICA personnel. The fundraiser may begin AFTER written approval.
2. A member of the staff/faculty must be present at all fundraisers. If at all possible, designated sponsor(s) should oversee the fundraiser. If a sponsor(s) is not available, another divisional faculty member may take the place of the sponsor at the event after the principal has been notified. If a divisional faculty member is not available, an ICA employee (staff or faculty) may oversee the event with approval from the principal.
3. All community contacts must be coordinated with the administration. We want to be sure that we are not contacting the same businesses/individuals several times with multiple offers. In other words, we want the left hand to know what the right hand is doing. In addition, we do not want to appear greedy.

4. Courtesy and good manners are important and expected at all times when conducting fundraisers and soliciting ads /donations from the community.
 5. ICA does not allow door-to-door sales.
 6. In regard to car washes, bake sales, etc., students are not allowed to stand in or near heavy traffic areas while advertising the fundraiser.
 7. Modest and appropriate dress is required at all times. Please follow the guidelines set forth in the handbook.
 8. Students must be monitored by an adult and not left alone at all times.
- Thank you for honoring the Lord and representing ICA well as we strive to expand our ministry and raise the needed funds for our school.

