



INTERNATIONAL
CHRISTIAN ACADEMY

Parent/Student Handbook

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MISSION STATEMENT

International Christian Academy exists to develop servant-minded leaders for Christ through academic excellence and Christian character.

VISION STATEMENT

Our vision is to glorify God by developing and releasing strong leaders with Christ-like character.

ICA represents one of the three major influences in the life of each child: the home, the school, and the church. We will achieve the optimal success in a child's development when this three-fold cord works in partnership.

Relationships are God's idea for the community; therefore, all relationships at ICA are about partnership, honor, and discipleship dictated by God's principles and teachings.

WELCOME

Dear ICA Parents,

We want to welcome you and your family as we launch a new school year at ICA! We are filled with great anticipation and expectation for every student to reach new heights in their development and growth this year.

As the Lead Pastor of ICLV and a parent, whose children attend ICA, I believe the future of ICA students and families is a shining light of hope in our city. Historically, many of our graduates have found continued success in high school, college and careers. They've become valedictorians, scholarship recipients and award winners. I am grateful for the healthy environment that has been cultivated for students to excel, thanks to our teachers and administrators.

Along with our academics and character development, we are believing for another rewarding year in our Athletic and Theater Programs as well. We are so proud of the coaches, competitors and participants of ICA cheerleading, basketball, dance, flag football, soccer, performing arts and volleyball! May 2023-24 be one of our best years yet!

Thank you for your commitment and involvement! You are adding strength and value to the story God is writing at this academy. I believe a strong ICA represents a stronger future for our children and society.

Thank you for partnering with us.

Go Warriors!

Andrew Mason
Lead Pastor, ICLV

Dear ICA Families,

It is my great honor to welcome you to the 2023-2024 school year! I have called the International Christian Academy home for the past nineteen years. Not only have I spent these years as a professional educator at ICA, but I have also had the privilege of being a parent of two ICA graduates. Both of my daughters benefited from the strong foundation they received at ICA.

Today, it is more important than ever before that children develop the core values necessary to becoming strong leaders. Honor for God, an excellent work ethic, compassion for others, and growing in leadership are attributes that help build great citizens. Our goal for every child is to teach them to become strong leaders within the framework of a life rooted in God's love. These core values, along with developing a life-long love of learning, will propel our students to make a significant impact on the world in which they live.

It is my prayer and desire that your children will thrive in every way this year, and that together, we will see them grow and demonstrate their full potential spiritually, academically, relationally, and physically. It is going to be an amazing year at ICA!

Thank you for choosing our school to serve your family's educational goals. We are grateful for the opportunity to partner with you and are committed to their growth and success!

With much love and respect,

Mrs. Cathy Polyak
Principal
International Christian Academy

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

STATEMENT OF FAITH

The International Christian Academy is a ministry of the International Church of Las Vegas. Both institutions stand firmly on the changeless Word of God as expressed in the following statement of faith.

The Holy Scriptures

We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:15, 2 Peter 1:21).

The Godhead

We believe there is only one God, eternally existent in three persons—Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30).

The Person and Work of CHRIST

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, 7:26); His Miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25, Corinthians 5:4); 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).

The Total Depravity of Man

We believe in the absolute necessity of regeneration of the Holy Spirit for salvation because of the exceeding sinfulness of human nature: and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16-19, 5:24, Romans 3:23, 5:8-9, Ephesians 2:8-10, Titus 3:5).

The Resurrection

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

The Unity of Believers

We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).

The Holy Spirit

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, 1 Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18).

ORGANIZATIONAL STRUCTURE AND AFFILIATIONS

International Christian Academy is a recognized "Exempt School" by the State of Nevada Department of Education. As a private exempt school, ICA is operated under the

provision of NRS 394.211 and as such is exempt from the provisions of the Private Elementary and Secondary Education Authorization Act. International Christian Academy offers equal to or above Nevada standards education and each grade level completed at ICA is recognized and fully transferable.

NON-DISCRIMINATORY POLICY


International Christian Academy admits students of any race, color, nationality, and ethnic origin and reserves the right to deny admission to any individual whose academic or personal needs are beyond our ability to meet. We recognize that a variety of schools exist to meet the needs of students with special needs, e.g., severe learning disabilities, impaired vision or hearing. We base our recommendation for another school on our inability to meet the unique needs of a student. We reserve the right to deny admission to any individual whose family or personal lifestyle is not consistent with the philosophy or purpose of the school. We recognize and respect the religious background of every student, but reserve the right to teach by our Biblical statement of faith. ICA reserves the right to screen employee applicants by their religious or spiritual convictions.

SCHOOL HOURS


School begins at 8:00 a.m. and ends at 3:00 p.m. Middle School hours are 8:00 am to 3:07. Children on campus before 7:30 a.m. or remaining after 3:10 p.m. will be taken to the Extended Care Program and parents will be billed according to fees set (Please see next section for extended care information). After 3:30, students cannot remain on campus unless enrolled in our fee-based extended care program. If students are picked up and signed out before 3:15 there will not be a charge. Students must be signed out, or the parent will be billed. Failure to sign your student in or out of the Extended Care program may result in dismissal from the program.

EXTENDED CARE

Adult supervision of ICA students is offered before and after school. Parents and adults who are on a student’s pick-up list must present a valid ID when picking up students from extended care.


HOURS	PAYMENT
6:30 a.m. – 7:30 a.m.	0-9 hours - \$6.00 an hour
3:15 p.m. – 6:00 p.m.	10 and above - \$50.00 a week 

Students will not be accepted for drop off before 6:30 a.m. Before or after care is \$6.00/hour, regardless of the amount of time spent in the hour. Students on campus 30 minutes before their classes begin or remaining on campus more than 15 minutes after their class dismisses are automatically billed for the extended care program and are charged for this service through the 8th grade.

Parents must read and sign the Extended Care Policies & Agreement form prior to their student attending the extended care program. A new form is to be filled out at the beginning of each year your child is in the program. 


Parents who wish to dispute any extended care charges must do so with 14 days of the charge in question.

LATE PICKUP

 Punctual pickup of your child is necessary for the well-being of both child and staff. After our closing time of 6:00 PM, you will be charged a late fee. The time will be recorded and the fee added to your account as follows: **tardy pickup fee will be \$6.00, plus \$1.00 for every minute after 6:00 PM.** Please, if there are any disputes over late fees; refer your complaints to the ICA Office within thirty (30) days. **If a child has not been picked up within 1 hour of closing time, child protective services could be called as per State regulations.**

Late pick up, more than three times within the school year, will require a meeting with the ICA administration before the student is permitted to return to extended care.

ATTENDANCE

Regular school attendance is required. In order to demonstrate conformity to national standards individual student absences should be **limited to a maximum of ten (10) total absences per semester in any given class.**  **student's medical illnesses or conditions may prevent a student from meeting the above goal, and absences which are due to the student's physical or mental inability to attend school, if properly documented and submitted to the school within the timelines defined by this regulation, will be included in the determination of a student's denial of credit or retention if the student has completed course-work requirements.**

In the event of an unplanned absence, the parent or guardian is required to call the office before 9:00 AM concerning the absence. Students are to make up required assignments. When requesting such assignments please allow the teacher until 3:15 p.m. to compile the assignments. The parent/guardian will need to make arrangements to pick up homework and deliver to student. The work is due the day after the student returns from an absence unless other arrangements are made in advance. Previously scheduled long-range assignments are due the first day of the student's return to school. Online assignments may be due on the date posted unless other arrangements are made with the teacher.

Parents are required to send a note or an email upon their child's return to school.

These notes should be delivered to the school office and to the homeroom teacher. Failure to comply may result in being deemed truant.

Students with attendance difficulties are placed on probation for one quarter. More than 10 absences during one semester is considered excessive. Promotion to the next grade is greatly jeopardized when a student is excessively absent from school in any given quarter. Thus, the final decision to retain a student is at the discretion of administration. Any student (1st -8th) re-enrolling with excessive absences and/or tardiness must meet with the principal for continued enrollment.

Absences

There are two types of absences. Both types count toward the school year's allotment of twenty total days. An excused absence is a legitimate reason for not attending school and any other would be considered unexcused.

NOTE: Three unexcused tardies will result in one unexcused absence.

Excused absences:

- Illness (fever, vomiting, cough, sore throat, or COVID related illness, etc.)
- Injury that would make it impossible to get around campus or the doctor has ordered the student to stay home
- Death in the family
- Medical or dental appointments that could not be made without conflicting with school hours (these MUST have a doctor's note upon returning)
- Extended illness or injury—in these extreme cases there will be medical reports. A contract will be drawn up between teacher, parent/guardian, and the student involved, in which it can be documented that the student will and has made up the missing work and hours through home/ hospital schooling. Work insufficiently made up may result in retention or loss of credit.

Pre-arranged absences:

May be approved for a unique travel opportunity (a special destination, a special occasion, or a non-ICA sponsored mission trip). It is, of course, best if these trips are planned during the breaks in our academic year. When these opportunities will result in lost hours and schoolwork, parents must fill out a pre-arranged absence request and return it to the principal for approval. If the prearranged absence is approved, a contract between teachers, parent/guardian, student, and the principal is formed. Work insufficiently made up may result in retention.

Excessive absences adversely affect a student's academic performance and disrupt the classroom environment. Absences are documented by each teacher for each class period and recorded by the office. Students and/or parents are responsible for checking with the office, individual teacher, or FACTS to see how many times a specific class has been missed.

Tardies

Excused—Traffic accidents and personal emergencies are only granted by the principal's

approval.

Unexcused— Late car pools, running out of gas, oversleeping, traffic in general, missing school supplies, etc.

Student tardiness is a serious disruption to the educational process. Tardiness interferes with time to teach and infringes on the educational rights of other students. Students are required to be ready for class when school begins. K-5 students arriving after the start of their school day must report to the front desk to receive a tardy pass for entrance to class. MS students must report to the middle school office. Late students need a pass to be admitted to the classroom.

Secondary students entering class after the first 20 minutes are considered absent from class. Elementary students: a tardy becomes a 1/2 day absence if more than one hour and fifty-five minutes is missed and becomes a full day absence if missing more than 3 hours and 45 minutes of the instructional day.

Each student is allowed a total of ten (10) unexcused tardies per year to accommodate for unforeseen difficulties in the morning, such as traffic, illness, car troubles, etc. After ten (10) unexcused tardies parents will be required to escort their child to the front desk to obtain a tardy pass for the child to be admitted to class.

If this fails to change the tardy behavior and the student has more than 20 unexcused tardies, ICA will not admit the student to class on the days they are late to preserve the positive learning environment in the classroom. The parent will be responsible for their child on those days, and the student will need to make up all missed work. The Administration reserves the right to refuse re-enrollment of a student who is consistently late.

Excessive unexcused tardiness

Both excused and unexcused tardies require a parent/guardian signed note, phone call, or email stating the student's full name, date, time, and reason for tardiness. twenty (20) unexcused tardies the remaining unexcused tardies will be tallied and result in unexcused absences. Three unexcused tardies are equivalent to one unexcused absence.

Recognition is given at the end of each school year for students whose attendance is perfect (0 days absent) or excellent (1 or 2 days absent).

1st-8th GRADING SCALE

A standard scale is used in first through 8th grade to determine grades. This ensures a standard of excellence toward which students may strive. The following is the scale used:

A+	97-100	A	94-96	A-	90-93
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B+	87-89	B	84-86	B-	80-83
C+	77-79	C	74-76	C-	70-73
D+	67-69	D	64-66	D-	60-63
F	59-50				

1st - 8th HONOR ROLL

Students are awarded annually for the following in a public forum:

Scholarship with Distinction/Honor Award: Grades are at least a 94% (A) and above Gold

Honor Roll: Grades at least a 90% (A-) and above

Silver Honor Roll: Grades are at least an 80% (B) and above for all semesters.

All core academic subjects are included in the calculation for academic honors recognition.

- Elementary (1-5) are Bible, Math, Language/Phonics, Spelling, Reading, History, and Science.
- Secondary School (6-8) is Bible, Math, English, History, Science, World Language, Physical Education, and electives.

The instructional staff of ICA will strive to provide ongoing recognition of our student's achievements throughout the school year. Along with academic honors (which are a crucial cumulative measurement), we affirm the other accomplishments of our students such as excellent attendance, the demonstration of Christ-like character, and success in athletic and academic competitions.

FIRST SEMESTER AWARDS AND END of YEAR HONORS/AWARDS

The First Semester Awards are held once the first semester has concluded. It is a time to honor students' hard work and accomplishments during the first semester.

The End of the Year Honors Awards will be a time to honor each student's hard work and personal growth throughout the academic school year. We look forward to this time where we can reflect and acknowledge involvement and accomplishments made by our outstanding students.

PROGRESS REPORTS AND REPORT CARDS

Grades are available at all times through FACTS for 1st – 8th grades; however, progress reports may be obtained upon request to the teacher. Progress reports are sent home in the middle of each quarter for 1st – 5th grade students. Four (4) official report cards are available on FACTS per year. Report cards are available to parents the week following the end of the quarter. Report cards may also be obtained upon request from the office.

ACADEMIC PROBATION

Teachers make efforts to work with students and parents to develop an academic strategy plan (ASP) to help support students who earn below 70% in core subjects. Students earning below 70% in core classes for more than two quarters are at risk of being placed on academic probation which requires an administrative meeting.

ACADEMIC ASSESSMENTS

Several assessments are used throughout the school year beginning with kindergarten students. Standardized assessments are used each spring for all k-8th grade students.

FACTS FAMILY PORTAL

ICA uses FACTS Student Information System (SIS) which is designed to facilitate communication between school and home. You set up your Family Portal when you submitted your student’s enrollment packet. It is the responsibility of the parents to check accuracy of their personal information contained in FACTS. Changes to family demographics, student medical information, emergency contacts, and transportation permissions can be made in your Family Portal under school and then Web Forms.

FACTS

Parents can access all of this information in Family Portal:

- | | |
|--------------------------|----------------------------|
| Attendance | Homework |
| Account Balance | Daily Grades |
| Missing Assignments | Newsletters & Documents |
| Progress Reports | Behavior/Discipline Events |
| Online Re-enrollment | Report Cards |
| Staff & School Directory | Family Demographics |
| Transcripts | Teacher Email Addresses |
| Lunch Menu & Ordering | Lesson Plans |
| Teacher Web sites | |

- Parents may not use email to communicate criticism or negative remarks that should be resolved in person according to the biblical principles of conflict resolution (Matthew 18:15-18). Violations of this policy will result in deactivation of the parent’s Family Portal account and require a face-to- face meeting with the teacher and administration.
- Our system security provides password protection for your account.
- Parents can only access their own children/family’s information.

Student Portal

Students are able to log-in and have access to the following:

- | | |
|-----------------------|--------------|
| Daily Grades | Homework |
| Lunch Menu & Ordering | Lesson Plans |

ENROLLMENT POLICY


A submitted enrollment or re-enrollment packet is the only guarantee of a seat during an academic year. During the month of January, families with students enrolled at ICA are given the opportunity to reserve a seat in the upcoming academic year with a discounted enrollment fee. **Open enrollment for new students begins February first and the re-enrollment fee increases by \$100.00. If a re-enrollment packet is not submitted before April first, the re-enrollment fee increases again by \$100.00.**

Payment accounts are required to be at a zero balance by the end of the school year.


New student admission to ICA is determined by the following factors 


1. Submission of the New Student Application.
2. The successful completion of the grade-level placement test (A \$50 testing fee is due at the time of the evaluation.)
3. Submission of all documentation listed in the application and enrollment packet along with a signature of agreement to the Statement of Cooperation, Financial Agreement, Statement of Faith, and Character Agreement found in the enrollment packet.
4. The final step in the admission process occurs when the financially responsible party signs the enrollment packet, submits it and pays the non-refundable enrollment fee.
5. All requested transfers to another teacher/classroom must be requested within two weeks of the students start date. Please note, requests for a transfer are not guaranteed.

PLACEMENT TESTING

As mentioned above, new students are required to complete an assessment for admission. **There is a \$50.00 non-refundable assessment fee for the first child and a discount for additional students of \$25.00 per student.** 

TUITION

ICA operates on a tuition basis, and all families are required to set up a tuition payment account in our Student Information System (FACTS). Tuition and fees are automatically deducted on the first day of the month **unless you establish a different date with the ICA accounting department.**  Families that pay-in-full are required to have a payment account established for incidental expenses.

- Please note the transfer of funds can start three days before your due date.
- If you request a change, it must be submitted to our accounting department a week before your scheduled due date.
- If your payment date falls on a holiday or weekend, **funds will be withdrawn** the  next business day.

- If funds are not available on the withdrawal date, FACTS will assess a \$30.00 NSF fee, and ICA will assess a late fee of \$50.00. If you have questions, please address those to the accounting department.
- We will prorate the tuition for any enrollment after the beginning of the school year.
- Payments can be made in FACTS utilizing any computer or smartphone. A link to FACTS can be found on our school website. Also, we are more than happy to assist so please do not hesitate to email or call the office at any time.

WITHDRAWAL FROM ICA

If it becomes necessary to withdraw a student from ICA, the parent or person responsible for the account must submit a withdrawal form to the ICA Office at **least** two weeks prior to the withdrawal. The form can be accessed in your Family Portal under resource documents, or you can call the main office and one will be emailed to you.

Tuition charges will continue until the office has received the official withdrawal form. Tuition payments will discontinue the month following notification of the student's withdrawal. There are no refunds unless the tuition has been paid in full. Records will not be released until all debts are paid and all textbooks and materials have been returned. It is understood that registration, material fees, and tuition are non-refundable.

RELEASE OF STUDENT RECORDS

Students records will be released when:

1. Tuition and fees are paid in full.
2. Textbooks are returned, and the fines for severely damaged or lost books are paid for.
3. Sporting uniforms are returned.

TECHNOLOGY

Students utilize electronic information and resources such as software, access to the internet and other files or accounts. Our goal in providing electronic services to students is to promote educational excellence by facilitating resource sharing, innovation, and communication.

SCOPE & SEQUENCE / CORE CURRICULUM GUIDE

ICA uses ABeka, Bob Jones University Press, and Purposeful Design/ACSI. Kindergarten—8th grade students use a combination of excellent curricula taught from a biblical worldview. The focus is on meeting the student's individualized needs, developing critical thinking, and preparing for college. Each academic subject is part of the truth God has created and is taught from that perspective.

HOMEWORK

Homework is assigned for all grades K through 8th. The purpose is to practice and reinforce the material learned during the school day. Homework also provides an opportunity for independent work. The amount of homework and the type assigned increases and changes appropriately over the years.

BIBLE CLASS/CHAPEL/CHURCH

All students have Bible class each day except on their scheduled chapel day. Participation in Bible class and chapel carries the same expectation as any class at ICA. The primary textbook is the Bible (NIRV, NIV, or NKJ depending on grade level). Verse memorization, sermon notes, and scripture reading are integral parts of this class. In secondary Bible classes and chapels, age appropriate life issues are presented. These include God's teachings concerning addictions, purity, and missions.

Teachers will teach and give explanations of the subjects covered in Bible class and chapel; however, we also believe that God expects parents to be actively involved in their children's spiritual training.

"And these words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise." - Deuteronomy 6:6-7

Chapel occurs once a week for Kindergarten through eighth grade and parents are welcome to attend. Students participate through special music, drama, etc. and are to come prepared with their Bible and a notebook. All-school or special chapels may be scheduled for special holidays or when a special speaker is available. On occasion, a special missions offering may be received during a chapel service.

We believe that each ICA family benefits greatly from their personal involvement and attendance in a local Bible-believing and teaching church community. The ICA faculty and staff are willing to offer suggestions for churches or extend an invitation to visit their church with them. All ICA families are encouraged to become a part of the International Church of Las Vegas if they do not have a home church.

PHYSICAL EDUCATION AND RECESS

International Christian Academy is committed to participation in Physical Education beginning in kindergarten. Uniforms are available to purchase from ICA.

Recess is vital to our children's physical, mental, and academic growth. Early education and elementary school classes enjoy daily recess. In the event weather prohibits recess or physical education, teachers are asked to provide some form of physical activity. Students may be excused from participating in P.E. and/or recess under the following conditions:

- One day with written note from guardian-excuse student from participation only

(must stay with class).

- For more than one day, guardian must conference with students' teacher-excused from participation only (must stay with class).
- The student must have a written physician's order, for any extended period.
- Notification of asthma or other breathing issues related to physical exercise must be given to your child's teacher.

EMERGENCIES AT ICA

In case of student medical emergencies, the school office contacts parents immediately and an incident report is recorded. In certain situations, emergency services will also be asked to respond immediately. Environmental or building emergencies and campus lock down procedures are practiced monthly in cooperation with local authorities. When contacted regarding national, citywide, or area emergencies, parents and students are to observe instructions issued by school authorities and law enforcement. In the case of school closure due to weather, power outage, or other emergency, parents/guardians are notified to pick up students in a timely fashion.

INCLEMENT WEATHER

During extreme weather conditions, red flags will be hung at the south entrance of the parking lot to alert students to go to the sanctuary in the morning. During pick up procedures, 3rd-5th grade students will be dismissed from their classrooms to the car line. This dismissal may take a little longer. We ask for everyone to exercise patience.

HEALTH GUIDELINES

Students must be current in immunizations and provide shot records (or exemption letters) as a condition of enrollment.

ICA personnel do not administer medication without a prescription and a signed medical release. This includes over the counter medication such as cough drops, pain reliever, etc. Medication must be clearly labeled as to its type, the child's name, and dosage instructions.

For Prescribed Medications - A Medication Release Form must be filled out. All medications are kept in the school office and are administered to students when prescribed.

The Health Technician and teachers must be notified in advance if a student requires special health assistance. The Health Technician will provide very minor first aid such as bandages and antiseptic.

In case of illness, or a temperature of 100 degrees and above, the family will be contacted and the student is to be picked up immediately. Students must be symptom free and/or fever free for 24 hours without fever reducing medication before returning to school. (These guidelines are subject to change in accordance with the most up-to-

date guidance from the Southern Nevada Health District.)

COMMUNICABLE DISEASE

If a child has been absent from school due to a communicable disease, they must have written permission from their physician before being readmitted to school.

Parents/guardians will be notified immediately when it is determined that a child is sick or injured. A responsible adult must **promptly** pick up sick or injured child, as ICA is not equipped to provide a suitable waiting area or extended supervision for sick or injured students. ICA is required to follow state health standards for determining when an illness mandates removal from the school environment.

HEALTH INSURANCE

Students are required to be insured and parents must show proof of coverage by **documenting the insurance when filling out their enrollment packet. If uninsured parents are required to sign a medical or health waiver for the student(s).** In addition, even if insured, a waiver of release of liability is required if the student is participating in a sport. In case of accident or injury, the school's insurance policy will not cover medical expenses, except in cases of clear negligence.

SCREENING

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

FOOD SERVICE PROGRAM

School lunch is an important part of a student's school day. Students may either bring their lunch or purchase lunch from local vendors through our school's lunch program in FACTS. If you are packing your child's lunch, please use cold packs in warm months to keep the lunch cool. Microwaves are not provided. Parents are expected to direct their children in food choices and advise appropriate school personnel of a student's food sensitivities, options, preferences or allergies.

Students that do not have a lunch may request to call a parent from office to bring a lunch. If a student needs an emergency lunch (manna) will be provided with a parent charge of \$6.00.

Please remember to pack your child's lunch. Hot Lunch Programs begin the first week September.

FIELD TRIPS / CLASS PARTIES

Educational and recreational field trips are scheduled for kindergarten through 8th grade students. Trips may be used as incentives or educational enhancements for

students; therefore, it is detrimental to allow students to remain home if they do not qualify (e.g. disciplinary violations), or if they do not want to attend a particular trip. These count as regular school days. (Scheduling of field trips are only permitted when minimal COVID restrictions are in place and allow for such planning.)

Parents are always welcome to volunteer to drive and participate in chaperoning the students, however most trips allow for a limited number of adults.

Parents are notified of details concerning field trips two to three weeks in advance. Non-ICA students **may not** participate in field trips and in-class parties. This includes non-school aged siblings. Limited space and supervision prohibit younger siblings from participating in field trips and class parties.

Adults who wish to attend the field trip should notify the teacher as soon as possible.

Special Note: To avoid offense or school responsibility, invitations to exclusive parties may not be distributed on campus, nor may party guests be picked up during the school day. **The administration does not sanction, approve, or endorse exclusive parties.**

LOST AND FOUND

Unattended personal items remain in an area accessible to students for **two weeks**. Unclaimed, unlabeled items become the property of ICA. Please label clothing, books, lunch pails and backpacks for easy identification and redemption.

PERSONAL BELONGINGS

Students are responsible for their personal property at school. Do not allow students to bring special or valuable items to school or money in excess of \$20. Any property missing or suspected stolen must be promptly reported to the office so ICA is able to offer immediate assistance in recovery of missing or stolen items.

LOCKERS (MIDDLE SCHOOL)

Students are responsible for providing and using a lock to secure their personal items in their assigned locker.

YEARBOOK

A quality school yearbook is compiled and designed by ICA Yearbook students in coordination with Jostens Yearbooks. Jostens Yearbooks will be issued to all ICA students during the last week of school.

SUMMER BREAK



International Christian Academy is a **nine-month** school and we encourage productive use of summer time. We encourage students to participate in summer activities such as: summer school, summer camps, church camps, mission trips, and educational travel. We have summer reading lists for each grade. We highly encourage students to read throughout the summer months.

MINISTRY OPPORTUNITIES

International Christian Academy has promoted evangelistic outreach and educates our school community in regard to God's heart for mission work. We want to train our students to be life-long servants who contribute to the world around them. We desire for entire families to have training and opportunities to make mission involvement part of their personal experience. The types of mission involvement vary as appropriate in each division.

ACADEMIC COMPETITIONS

Throughout the school year, International Christian Academy becomes involved in various competitions. Our affiliation with ACSI provides us with spelling bees, speech meets, Math Olympics, art competitions, and science fairs.

PHILOSOPHY OF ATHLETICS

The athletic program at ICA is viewed as an integral part of the curriculum and an extension of the classroom. Life lessons are being put into practice through athletics. Sports allow the student to use his/her God given ability (Matthew 25:14-30) to glorify Him (Colossians 3:17). Because athletic environments can be surrounded by pressure, the athlete is tested, and true character is revealed. If the character revealed is not Christ-like, coaches and administrators attempt to work with the student to bring about Christ-like character (II Timothy. 2:15). Our primary emphasis through the athletic program at ICA is on the development of character.

While athletes strive to do their best (Colossians. 3:23), the evaluation of the standard is not by wins and losses, or state championships, but approved character. The following is a list of character qualities that the Athletic Department works to develop in students: submission to authority, leadership, encouragement of teammates and opponents, a quiet spirit, personal reliance on the Lord, servant's heart, selflessness, kindness, godliness, holiness, thankfulness, peacefulness, mercy, and zealously for Christ.

If your child participates in a sport other than Soccer Academy, an athletic fee of **\$50.00** and a uniform fee will be charged to your account, per sport, per student. The Athletic Fee covers the league registration, coach's fees, referees, gymnasium rental, team trophies, and sports banquets. The uniform fee covers the cost of your child's uniform. Sports Fees and uniform Fees are due at the time your student makes a team and

chooses to participate. The amount of the sports fee varies per sport. If you child withdraws from a team after uniforms have been ordered, you will still be responsible for the Uniform Fee. If your child withdraws partially through the season, there is no refund of either fee. Likewise, if a student joins a sport after the season has begun, fees will not be prorated. We are pleased to be able to offer the following sports at different times during the year: volleyball, basketball, cross country, flag football, and soccer. Cheer fees vary by year.

COMMUNITY LIFE

It is our desire that ICA exercises its proper authority while at the same time building and maintaining open relationships with the faculty, staff, parents, and students. ICA is dedicated to “kingdom values” and to seeing them in action daily. This means that the Christian community of our school should have a different spirit than is present in the secular world. The spirit we must demonstrate is one of love and respect between brothers and sisters in Christ. Love should characterize the relationships between and among the ICA families, faculty, administration, and advisory committee. Among Christians, *“There is no fear in love, but perfect love casts out fear”* (I John 4:18). *“For God gave us a spirit not of fear but of power and love and self-control”* (II Timothy 1:7).

The ICA administration, advisory committee, and faculty are committed to honoring and respecting students and families when they bring sincere and well-founded suggestions and differences of opinions. This means that each is committed to ensuring that there is no basis for retribution or fear - for each recognizes that one day an account must be given for one’s life and actions.

Harmony built on a basis of love and respect can be arrived at by following the principles and steps given by our Lord Jesus Christ and recorded in Matthew 18:15-19. This permits God-honoring procedures for working through the inevitable differences and misunderstandings that come up in any community. The following practical steps should be followed:

1. *“...If your brother sins against you go and tell him his fault, between you and him alone...”* (Matthew 18:15). The first step and often the only step needed in solving a problem is for one of the two people involved to initiate face-to-face dialogue. Jesus tells us to be forthright and to love honesty. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. Restoration and improvement can only come when the issues are lovingly, yet clearly presented. The Scripture says, *“Faithful are the wounds of a friend...”* (Proverbs 27:6). The pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. *“With his mouth the godless man would destroy his neighbor, but by knowledge the righteous are delivered”* (Proverbs. 11:9). Most

problems are solved at this level. *"...if he listens to you, you have gained your brother."* This implies that once the matter is resolved we should wholeheartedly forgive and restore the person whose fault has offended us. Forgiveness and restoration is the normal, happy conclusion.

2. What is the Matthew 18 principle if the individual will not "hear" you, or openly disagrees with your version of the problem? In step one, the two of you have met and talked together and you are not satisfied with the outcome of your discussion. What is the next step in the Matthew 18 principle? At this stage, the counsel of Jesus would be *"...take one or two others along with you that every charge may be established by the evidence of two or three witnesses."* Contact any person who can be genuinely counted on to desire the conflict's solution including an immediate supervisor or member of the ICA faculty. This individual should help you see that your concern is directed appropriately. Depending on the complexity of the problem, it may be best for all persons involved to be present at a meeting. Both parties (parents, teachers, coaches, administrators, and staff) should share their version of the issue or issues with one or two who are uninvolved. Each person should come to the meeting in a spirit of prayer and humility. The goals of such a meeting is:
 - a. To understand the problem clearly;
 - b. To solve the problem;
 - c. To make apology, and
 - d. To extend forgiveness and wholehearted restoration of those who have made amends.
 - e. An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution.
3. The Matthew 18 principle requires that we talk to the responsible party (teacher, coach, staff, or other parents) about problems before we talk to others - including administrators. If unresolved at the two-people level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord's way of solving people problems. If others attempt to involve you in a situation in a way that does not follow these guidelines, please take the time to share this information. Everyone (administration, parents, faculty, and students) who is a part of the ICA community is expected to operate in unity and protect our community's unity in a biblical manner or withdraw from the school.

◇ Keep the circle small	◇ Keep the matter confidential
◇ Be straightforward	◇ Be forgiving

Students and parents are not to criticize teachers or administration to other students, parents, or teachers. This is sowing disharmony and confusion.

Satan would like to destroy the normal flow of harmony and good fellowship in a Christian school community. He will not have success if each one at ICA follows the Matthew 18 principle of solving school problems. International Christian Academy is a private Christian school and reserves the right to expel a student for conduct, either by the student or their parent, if it adversely affects our school or if their actions are directly against school policy.

(This section is based on, "The Matthew 18 Principle for Solving School Problems," by Dr. Paul A. Kienel)

Impromptu Teacher Meetings discouraged

Parents are always welcome to ask for extra conferences to discuss their child's progress. However, we do ask that parents contact the teacher by writing a letter, email, or call the school office to schedule a conference with the teacher before coming in. Our teachers take great time preparing for each school day in order to best prepare to serve your child and the rest of their class.

Please do not enter your child's classroom before, during or after school insisting to meet with your child's teacher. We highly discourage our teachers from conducting impromptu meetings with parents. If you feel you have a concern that requires immediate attention, please schedule a meeting with your child's teacher. Teachers are often in the classroom until 3:30 pm or later on school days and are willing to work with parents in scheduling conferences at mutually convenient times.

Handle Concerns with Your Child's Teacher First

Parents, under no circumstance should administration be scheduled to meet with you concerning your child or child's teacher unless you have already, in good faith, met with your child's teacher in attempt to address your concern and resolve your matter. Please give your child's teacher the opportunity to resolve any questions of concerns that may have occurred.

STANDARD OF CONDUCT

Student expectations at International Christian Academy are based upon the authority of God's Word (II Timothy 3:16-17). We believe that students who profess to be Christians and understand salvation know that this requires active and willful obedience as a disciple of Jesus Christ. There is active accountability to those in authority over them. There are some behaviors that the world calls acceptable, but God calls sin. We expect all of our students, Christian or non-Christian, to follow the accepted rules of conduct and to accept the consequences for violations.

A student can be expelled from school or asked to withdraw at any time during the school year if he/ she or the parents are out of harmony with the ICA Statement of Faith, the spirit or policies of the school, whether on or off school property.

Students are expected to abide by these standards throughout their enrollment

whether at home, school, or elsewhere. If found to be in non-compliance with school expectations, academically, behaviorally, or spiritually, students may be invited to withdraw, even though there may be no special breach of conduct. In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning, and genuine personal interest between faculty and student, there is great opportunity for development of strong Christian character.

ICA students are expected to observe the following general items of good conduct:

1. Maintain Christian standards of courtesy, kindness, morality, integrity, honesty, and character - academically, behaviorally, and spiritually
2. Refrain from immoral, criminal, unethical, deviant, profane, and immodest expression academically and behaviorally
3. Honor a commitment to integrity in proper technology usage
4. Respect the physical and psychological well-being of others, never exploiting another individual.
5. Grow as leaders through active participation academically, behaviorally, and spiritually.

STUDENT RELATIONSHIPS

Cliques

Students are encouraged to build friendships that include all students. Our faculty and staff watch for signs of harmful or hurtful actions that unintentionally or intentionally wound our students. To assist young people in building right relationships, ICA will focus age-appropriate Bible and chapel time to address the topic of building relationships.

Exclusive Relationships

Today's culture encourages and even pressures students to have exclusive or intimate relationships with others from early ages. These types of relationships almost always complicate and interfere with school, family, and other friendships. Additionally, students might find themselves in morally compromising situations. ICA steadfastly discourages this trend. We strongly encourage parents and students to prayerfully consider numerous Biblical passages dealing with the potential pitfalls of premature romantic relationships and to consider what advantage exclusive relationships have over the establishment of inclusive friendships with a wide range of peers (Proverbs 5:3-20; 6:24-32; 7:5-23; Romans 8:4-8; I Corinthians 6:15-7:2; Ephesians 5:1-5; I Timothy 5:2). All students are encouraged to maintain healthy, non-exclusive relationships with all of their classmates and to fully enjoy their school experience. ICA realizes that families may have differing convictions concerning student relationships, however, consequences are administered per the Standard of Conduct in cases where the following behaviors are exhibited: public displays of affection, hand holding, intimate closeness, suggestive or intimate language or name calling, letters, notes, or electronic messages communicating an unacceptable mindset.

PHILOSOPHY OF DISCIPLESHIP

“Discipline means discipleship.” Parents are primarily responsible for the training and discipline of their children. Romans 13:1-2 says, *“Let every soul be subject to the governing authorities. For there is no authority except from God, and God appoints the authorities that exist. Therefore, whoever resists the authority resists the ordinance of God and those who resist will bring judgment on themselves”* (New King James).

Hebrews 13:17 says, *“Obey those who rule over you, and be submissive, for they watch out for your souls, as those who must give account. Let them do so with joy and not with grief, for that would be unprofitable for you”* (New King James).

Each student is accepted as an individual with individual needs. Every effort is made to develop those attitudes and habits of behavior that will be conducive to compatible relationships with teacher, parents, and peers. ICA teachers use various forms of positive reinforcement to recognize and encourage students in the growth of Christian character. All discipline is for the purpose of instilling, within an individual, the acceptance of personal responsibility for actions, self-control, and to bring the individual back into proper relationship with peers and authority according to the principle of Galatians 6:1: *“Brethren, if a man is overtaken in any trespass, you who are spiritual restore such a one in a spirit of gentleness, considering yourself lest you also be tempted”* (New King James).

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

Basic Rules of Conduct are applied to all classes at ICA:

1. Show consideration and respect to everyone by your words and actions.
2. Do what you are asked to do the first time.
3. Do not interrupt, argue, complain, or talk back.
4. Do not leave an assigned area without permission.
5. Respect school property in all ways, keep rooms, restrooms and grounds clean.
6. Exhibit proper reverence during flag salutes, devotions, chapel services, and prayer times.
7. Line up immediately and quietly when whistle blows or prompted by staff.
8. Enter and exit building and classrooms quietly and orderly adhering to teacher or supervisor’s instructions.
9. Consult the teacher or supervisor on duty when having difficulties on the playground.
10. Use all playground equipment carefully and according to its intended use.
11. Include all peers in games and follow a “HANDS-OFF” policy: no hitting, pushing or slapping. Games involving wild running, pushing, shoving or other forms of rough

- play and behavior are not allowed.
12. Use only whiffle, tennis, and/or rubber balls, and plastic bats during recess and Extended Care. No hardball i.e. baseballs/softballs.
 13. Do not throw any objects such as rocks, spitballs, sticks, or other objects, including P.E. equipment in a manner with intent to injure or hurt anyone.
 14. Observe the school boundaries, playing only in designated areas. All other areas are “off limits” (i.e. church foyer, sanctuary, chapel and pre-school areas). No loitering or play in the restrooms or hallways.

Adherence to the basic rules of conduct is expected and students are subject to the authority of ANY staff member at ANY time on the school grounds during the school day or during school functions. Undesirable behaviors are discouraged not only at school, but also at home and any other place.

Misconduct

Misconduct is classified according to severity and carries a set of consequences. All instances of misbehavior will be documented and students are expected to report misconduct if they personally observe or are aware of it. This is a biblical principle to absolve a witness of responsibility. “If anyone sins in that he hears a public adjuration to testify, and though he is a witness, whether he has seen or come to know the matter, yet does not speak, he shall bear his iniquity.” (Leviticus 5:1)

Plagiarism

Plagiarism, at any grade level, is **unacceptable**. Any student plagiarizing any assignment in any subject area will earn an automatic **zero** and **may** be **suspended** or **expelled** from ICA immediately. In the event of your child plagiarizing a mandatory parent-teacher conference is required. If agreement of assignment repeated between parents and teacher are not reached a meeting with the principal may be required and a suspension or expulsion **may** occur. We encourage parents to discuss plagiarism with their children and explain that it is both lying about work submitted and stealing the work of others.

DISCIPLINE PROCEDURE

The purpose of discipline is to guide our students toward a habit of self-discipline. Students learn to make choices and to realize that there are consequences to our choices. A wise choice yields blessing (happiness); a poor choice brings a curse (adversity) (see Deuteronomy 28).

Each teacher has a classroom management plan consisting of class rules, incentives and consequences. This system spells out the behaviors we expect from each student and what they can expect from us in return (for the entire day 6:30 a.m. to 6 p.m.) Each department’s plan may differ, but the consequences are standardized so our students

will always have clear expectations. The teacher is the custodian of all behavior reports (i.e., P.E. music, recess, and Extended Care.)

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

Track-1

Track-1 refers to minor offenses, this may be a warning, which include, but are not limited to:

- A disrespectful attitude toward authority figures
- Not following classroom rules
- Disruptive behavior
- Chewing gum
- Missing homework

The student will remain at Track-1 for one week. Offenses are handled by the classroom teacher and may involve a parent phone call, recovery time, note of apology, or other appropriate consequence. This requires a behavior notice (demerit) entered into FACTS. If another infraction occurs within five school days, the student moves to the next track. The teacher may use discretion when moving the infraction to the next level. (Middle school students automatically move to the next track)

Track-2

Non-compliant acts, which include, but are not limited to:

- Non-compliance to dress code
- Missing homework
- Failure to correct an inappropriate behavior previously addressed
- Blatant disrespect for authority
- Blatant disrespect for school or personal property
- Failure to follow instructions

This is a 20-minute detention after school or loss of recess time. If another infraction occurs within five school days, the student moves to the next track. This requires a behavior notice (demerit) entered into FACTS and the information e-mailed home. The teacher may use discretion when moving the infraction to the next level (middle school students automatically move to next level).

Track-3

More serious offenses, which include, but are not limited to:

- Offensive language or conduct
- Physical outbursts (violence)

- Disregard for the safety or wellbeing of others
- Blatant disrespect for authority
- Possession of any school banned items
- Graffiti
- Destruction of school or personal property
- Skipping Class

This is a 50-minute detention after school, or 50-minutes of missed recess time. If another infraction occurs within five school days, the student moves to the next track. This requires a behavior notice (demerit) entered into FACTS, the information e-mailed home, and a phone conference with a parent. The teacher may use discretion when moving the infraction to the next level (middle school students automatically move to the next level).

Track-4

Track-4 refers to more extreme offenses, which include, but are not limited to:

- Use and or possession of a controlled substance, including tobacco
- Possession of any school banned items
- Bullying
- Use of sexually or racially derogatory statements or gestures (in person or electronically)
- Use of an electronic communication device to harass, intimidate, threat or taunt another on or off school premises (cyber bullying)
- Physical outbursts (violence)
- Theft
- Cheating

The principal and/or another member of administration will be given written notice as to the student's infraction by the teacher. The principal or administrator determines the corrective action to be taken. The principal or administrator is the only faculty authorized to give a student a suspension or expulsion. A suspension may consist of in-house, one-day at home, two-day at home or three-day at home with a mandatory Discipline Council meeting to return. In any event, a parent meeting must take place with the student present. School sponsored activities may be off limits during a suspension. Disciplinary actions may include public or private apologies, discipleship or counseling. Acts of misconduct that are seriously disruptive, equivalent to felony crimes and/or create safety hazard to students, staff and/or school property will be investigated and the principal will proceed with consequences appropriate to the offense.

**Lack of parental cooperation with any ICA policies and procedures are included as suspendable or expulsion offenses.

CAMPUS SECURITY AND SAFETY

Because of our growing school family, ICA will continue to institute restrictive policies regarding safety. All visitors must enter through ICA's black security gate, report to the receptionist as soon as they arrive and wear a "pass" while on campus. Please do not go to the classrooms without obtaining and displaying this pass. All classroom doors remain locked for the entire school day. Students are not allowed to answer the classroom doors. Specific guidelines apply and are available from the receptionist. Parents, guardians, and grandparents are urged to call ahead to notify us of their visit if not on campus for the purpose of volunteering.

*During high rates of COVID transmission in Clark County, NV, ICA limits the amount of adult foot traffic on campus. Parents are required to utilize the car line procedure for drop off and pick up, may not visit classrooms, and should limit visits to our office to only when necessary.

Alumni and former students, in good standing, may visit by appointment only. Former students, not in good standing, need administrative permission and adult supervision to attend school functions (during or after school). Non-ICA students are not allowed to be on school property during school hours unless with adult supervision. Vacationing family or friends are not allowed to visit during school hours, however, special permission may be granted by administration ONLY for chapel.

Smoking is prohibited on school property at any time per Nevada Revised Statute (this includes parents and guests at all venues).

DRIVING ON CAMPUS

Courteous Christian behavior is expected as vehicles are operated on and around the school campus. Adherence to rules and regulations to drive, park, and access ICA property is expected. Driving on campus is a privilege - not a right - and the rules have been made for safety's sake. Disciplinary action is taken if problems arise with any driver or passengers of any car on ICA property.

RULES:

1. Abide by all state traffic laws and campus posted signs.
2. Do not block other cars into parking spaces or lanes of traffic.
3. Park properly only in-designated areas or an assigned space.
4. Do not exceed 5mph in the parking lot.
5. Exhibitions of noise, speed, or carelessness will not be tolerated.
6. A valid driver's license and proof of insurance are necessary to operate a vehicle on ICA property.
7. Vehicles may not be overcrowded; everyone MUST be seat belted.
8. Students may not be transported in the bed of a truck.
9. Always drive cautiously through drive up and pick up areas and cooperate with staff during these procedures.

Disciplinary action will be taken as deemed necessary for any driver who violates policies. This may include meetings with administration, written warning notices, permission to drive on campus suspended for a specified time, permission to drive on campus revoked for repeat violators, and additional disciplinary action as deemed necessary.

LOADING AND UNLOADING ZONES

It is very important that great care and courtesy be exercised while dropping off and picking up students at ICA.

RULES:

1. Do not leave children unattended in vehicle, while dropping off or picking up students.
2. Do not allow students to cross the parking lot unless an adult accompanies them.
3. Please use the crosswalks when proceeding between the parking lot and the school.
4. With inclement weather, k-2nd grade students will line up as usual. Module classroom students will remain in their rooms.
5. Do not leave your car to enter school when you are in the flow of traffic. Remain in your vehicle.
6. Drive slowly and cautiously.

PICK-UP OF STUDENTS

When a parent/guardian arrives at school to pick up their student, use designated car line areas.

Students may only be picked up an authorized adult. It is the custodial parent's responsibility to keep the school informed of the legal status of guardianship of students, ICA will:

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

The following criteria are to be followed:

- The names must be listed in FACTS for pick up this includes parents. Those listed in FACTS must be eighteen years of age and show picture identification.
- Only the parents or guardian can pick up a student from school before dismissal, unless a note or phone call giving verbal authorization is received from the parent or guardian authorizing the early pick up.

Verbal Authorization Guidelines:

- Only authorized school employees can verify verbal authorization. Unless the identity of the caller is without question, **giving your social security number will make verification.**

If a student becomes ill at school, parents or guardians will be contacted. If the parent or guardian cannot be reached, the student can be released to other authorized adults listed in FACTS.

SEARCH AND SEIZURE

Students, their lockers, and belongings may be subject to search with or without cause. Most often the search will be in response to a suspicion that a student has violated the law or a school rule and that the search will uncover evidence of the violation. School authorities may retain personal belongings until the concern is brought to a final resolution.

BANNED ITEMS

Inappropriate/Banned Items

Many items are inappropriate for the educational environment and safety of our students. Such items will vary in each division. All banned items will be confiscated and returned only to parents/guardian after discussion with the person who seized the inappropriate item. However, illegal items require disclosure and surrender to law enforcement. **If the code is silent, we reserve the right to ban items from the school if deemed advisable.** Students are not to bring the following items to school, on field trips, or on road trips:

- Alcohol, tobacco, drugs, or paraphernalia relating to such use
- Books, magazines, or other printed media that is inconsistent with Christian values
- Valuables including special collections (such as cards, albums, stamps, enthusiast magazines)
- Skateboards, skates, wheeled shoes
- Fireworks, lighters, matches, chains, knives, guns, sling shots, or weapons of any type
- Food and drinks (except water) are not permitted in classrooms, except for appropriate snack times and during lunch periods.
- All food, gum, etc. must be disposed of properly and not left in classrooms overnight.

Limited/Restricted Use Items

Electronics (cell phones, music devices, games, except school issued computers and cameras) are not to be used **during class hours** without approval from administration. Students violating the electronics policy will have the items confiscated. The school is not responsible for lost items.

TELEPHONE AND CELLULAR PHONE USAGE

The use of the school phone system is reserved for emergencies only. If you need to contact your child, call the school front desk and your message will be relayed. Students are not taken from class to answer phone calls.

During class hours, students are required to keep their cell phone in their backpacks on the silent mode. In the event the cell phone is heard during school hours, if the cell phone is seen or a student is seen using a cell phone or electronic device during school hours, it will be confiscated.

First violation:

Students violating the policy will have the cell phone confiscated by staff, receive disciplinary consequences, and have the cell phone returned after parental notification.

Second violation:

Students violating the policy will have the cell phone confiscated by staff, receive disciplinary consequences, and the parent/guardian will be required to come and get the device from administration.

Third violation:

Students violating the policy will be sent home immediately for the remainder of the day. A mandatory conference with the parents and student will be required before student is permitted back on the school campus before the device is released.

Fourth violation:

A minimum of a two-day suspension will be enforced with possible expulsion. No credit for any assignments, tests or quizzes will be given on days of suspension. A mandatory conference with the parents and student will be required before student is permitted back on the school campus before the device is released.

Fifth violation:

Expulsion

STUDENT DRESS AND GROOMING

OUR GOAL

Our goal is for each student to wear the approved dress code for ICA. We encourage parents to be proactive in making sure their student is wearing the correct uniform items for each scheduled day before drop off in the mornings. We aim to have a learning environment that is free from as many distractions as possible.

CONSEQUENCES OF INFRACTIONS

1st Offense: Warning with a phone call home, bring a change of clothes within 1-hour or option of charging their account for their uniform item(s) needed (facts).

2nd Offense: Call to Parents that we are charging their account for the uniform item(s) needed, and an additional \$10 infraction charge (facts).

3rd Offense: Call to Parents that we are charging their account for the uniform item(s) needed, and an additional \$20 infraction charge (facts).



All Items that are on the website are approved to wear for this coming school year (unless noted). If you have any questions on outdated uniforms, or PE Wear, please email uniforms@icalv.com

UNIFORM POLICY

ICA logo uniforms are only available to purchase at the ICA online uniform store. A student who wears clothing with an ICA logo embroidered or silk screened from a different vendor will be sent home for a uniform violation. Uniforms must be in good condition with NO stains, rips, tears, or fading.

Every student must come to school in the approved uniform purchased from the ICA uniform store. They must be wearing the correct uniform for their scheduled uniform day. Wearing any close-out uniforms is prohibited. Elementary students must wear accurate uniform colors for their grade level.

ICA designed the dress code policy to maximize teaching time and minimize time spent for documentation concerning dress code and designed to encourage rapid compliance with a strict three-offense rule explained at the end of this document.

In all dress code and appearance situations, the ICA administration and staff reserve the right to make final decisions.

SPECIAL OCCASION DRESS CODE

- There are special occasions when ALL ICA STUDENTS are required to wear a full formal uniform which includes an ICA polo shirt and approved bottoms. These occasions are listed below:
 - First day of school
 - Picture Day
 - Awards Day (twice a year)
 - Field Trips
 - Any other assigned day by administration

SHIRTS

- **Elementary**

1. The approved ICA logo uniform polo colors are navy or red in a short or long-sleeve.
2. Solid color navy, or red undershirts, including long-sleeved shirts of appropriate size and fit, are acceptable under ICA uniform polo.
3. Students must wear the appropriate ICA polo with the bottoms listed below.

- **Middle School**

1. The approved Middle School ICA logo uniform polo colors are navy, red, or black in short-sleeve.
2. IMPORTANT: The material is different for middle school, and they must wear the middle school style.
3. Solid color navy, red, or black undershirts, including long-sleeved shirts of appropriate size and fit, are acceptable under the ICA uniform polo.
4. Students must wear the appropriate ICA Polo with the bottoms listed below.

GIRLS BOTTOMS *(with their ICA polo shirt)*

- **Elementary**

1. Must be a uniform style Bermuda shorts, pants, jumper, or skort in blue or khaki
2. Bottoms with belt loops should be worn with a belt.
3. Not shorter than 3" above the knees
4. Jumpers must be paired with the ICA embroidered white peter pan shirt
5. Skirts and Jumpers must have black, blue, white, or red shorts underneath.
6. Girls may not wear cargo pants or joggers under their skirts, jumpers, or skorts.
7. Girls may only wear solid colored (black, navy blue, red, or white) leggings under their skirts, jumpers, or skorts.

- **Middle School**

1. Must be a uniform style Bermuda shorts or pants in khaki, navy, or black.
2. Bottoms with belt loops should be worn with a belt.
3. Black jeans with no rips, tears, holes, or fading are permitted.
4. Items can not be excessively low cut, tight, baggy, or flared.
5. Shorts are to be no shorter than 3" above the knees.
6. **Students can not wear cargo pants, joggers, or leggings at any time.**

BOYS BOTTOMS *(with their ICA polo shirt)*

- **Elementary**

1. Must be uniform style shorts or pants in navy and khaki.
2. Bottoms with belt loops should be worn with a belt.
3. **Cargo pants, joggers, and leggings are not permissible.**

- **Middle School**

1. Must be uniform style shorts or pants in khaki, navy, or black.
2. Bottoms with belt loops should be worn with a belt.
3. Black jeans are permissible as long as there are no rips, tears, holes, or fading.
4. **Cargo pants, joggers, and leggings are not permissible.**
5. Bottoms that are excessively low cut, tight, baggy, or flared will not be accepted.

SHOES & SOCKS

- **Elementary and Middle School**

1. Shoes that light up, shoes with glitter, shoes that roll, sandal-style shoes, and flip-flops are not permitted.
2. Shoes must be solid black, brown, grey, white, blue, red or any combination.
3. Socks must also be a solid red, blue, white, or black color. **Patterned tights are not permitted.**
4. **Patterned tights are not permitted.**

PE DAYS (Students are required to wear tennis shoes)

- **Elementary**

1. We require PE uniforms on scheduled PE days. (ICA PE standard set OR ICA's Navy Premium set.)
2. Students wear the ICA PE shirt with either the ICA PE sweatpants OR premium track set in navy/white during winter.

- **Middle School**

1. Students are required to wear their black PE premium set with tennis shoes.
2. Middle School PE Premium color is black/white.
3. Solid black jogger pants or black Adidas style pants with an ICA PE shirt are permissible during the winter months.

SOCCER ACADEMY

- **Elementary and Middle School**

1. Students wear the ICA premium PE set on academy days in the color approved for their grade level.
2. We recommend purchasing at least one polo shirt for other activities.

OUTERWEAR

- **Elementary and Middle School**

1. All students must have at least one of the following to wear inside the building during school hours: **ICA jacket, ICA hoodie, or an ICA cardigan.**

- When students are outside during colder months, an ICA winter item is to be worn first, then a heavy jacket may be worn on top.
- 2. ICA requires only ICA logo attire while attending school.
- 3. You can purchase an ICA sweater, jacket, or hoodie if your child is cold inside the building. Please make sure your student wears an ICA Shirt underneath.
- 4. In the winter, your child may wear a warmer coat to school and during recess and lunch, but they must remove it when they enter the building.

HAIR POLICY (All hair must be a natural color)

- **Elementary and Middle School**

1. Colors considered natural are blondes, browns, reds, and black.
2. **Boys:** Hair is to be clean, well-groomed, and pulled back if longer than collar length. Facial hair is not permitted (beards, mustaches, goatees, excessively long sideburns).
3. **Girls:** Hair is to be clean and well-groomed.

ACCESSORIES

- **Elementary and Middle School**

1. No Hats allowed.
2. Boys- Stud earrings may be worn in the ears only, no gauges, no other body jewelry or threading of lips, tongue, nose or brows.
3. Girls- Earrings in ears only, no gauges, one nose stud (not in septum). No other body jewelry or threading of lips, tongue, nose, or brows.
4. Earrings may not be worn while playing ICA sports.
5. Covering a piercing is not considered compliance.

FREE DRESS

“Free dress” is only allowed on approved student council, PTP, or administration designated days.

PARENT TEACHER PARTNERSHIP (PTP)

(PTP scheduled events are tentative and may be cancelled based on current health guidelines from the Southern Nevada Health District.)

ICA’s Parent Teacher Partnership has been established to encourage parental involvement in the school – through building relationships, as well as giving prayer, time, and finances. The Parent Teacher Partnership exists to facilitate a Christ-centered partnership between the parents and teachers of ICA in the education and discipleship of our children by building community and creating a sense of ownership. ICA requires all families to become members of the ICA Parent Teacher Partnership (PTP) as a condition of enrollment. PTP membership is dissolved when the family no longer has children enrolled at ICA.

The purpose of the PTP is to be a service organization that aids families in their understanding of Christian education and encourage them to become more loyal and committed to the school. PTP committee members are parent volunteers who are recommended by faculty or staff. An administrative team, who then approves and installs them into their positions, reviews their completed committee application. The PTP Committee is comprised of a President, Vice President, secretary/treasurer and the sub-committee members. These parents are selected based on their Christian testimony, school involvement, and commitment to the mission of ICA. Generally, families new to ICA are not selected to serve in the PTP ministry during their first year so that they can gain experience with the school and learn more about it.

There are two (2) basic requirements for membership:

1. Parents must attend one PTP meeting each year. The attendance of at least one parent at each meeting will fulfill this requirement. The dates of PTP meetings will be publicized in advance.
2. Parents must participate **in Support ICA programs.**

Support ICA: Finances (Donate)

Support ICA is the initiative for parent involvement at International Christian Academy. Support ICA secures the future of ICA and encourages a generous, involved way of living. We expand the Kingdom of God at home and abroad through three vital components of prayer, time, and finances in the lives of our students, faculty, and staff.

Parents, grandparents, alumni, friends, and community are encouraged to give to International Christian Academy on a monthly, quarterly, biannual or annual basis. **All proceeds are applied to the gap between tuition and operating expenses. Sustained giving is our preferred method of fund raising and ICA appreciates and encourages donors to give to areas they are passionate about (i.e. athletics, fine arts, missions, facilities, scholarships, etc.). International Christian Academy is recognized as a 501 (c) 3 non-profit educational organization by the IRS and gifts are fully tax-deductible as allowed by law.**

Support ICA: Time (Volunteerism)

(Volunteer hours are dependent on current health guidelines and are suspended during times ICA is observing mitigation measures which limit adult foot traffic on campus. Volunteer hours are not currently required. Parents are encouraged to volunteer when there is opportunity.)

Parent involvement is a vital part of the legacy of International Christian Academy. **Each family is required to serve ten (10) hours per semester as a condition of continued enrollment. You may buy out your volunteer hours by paying \$10.00 for each hour not covered per semester.** If volunteer hours have not been covered at the end of the school year, parents will be billed the remainder of hours. This enables you to build a spirit of cooperation and partnership with your school community. There are many ways

to be involved and to build a sense of community. In addition, you may contact a member of PTP or the school office to volunteer. Below are some suggested ways to become involved.

Clerical/Office	Tutoring
Traffic Monitor	Committee Member
Sporting Events	Field Trip Driver/Chaperon
Kitchen Worker	Building & Grounds
Lunch Room or Recess Supervision	Club Sponsor/Advisor
Prayer Initiatives	Guest Speaker (Classroom or Chapel)
PTP Events	

Support ICA: Independent Department Fundraisers

- All fundraisers are a part of the Support ICA initiative.
- All fundraisers **must contribute 10% of all earnings to the general fund.**
- All fund-raising activities must include one or more of the following conditions:
 - Provide resources for the school or an ICA class, club, team or organization
 - Provide a meaningful educational experience for the group
 - Market ICA by providing school informational materials when appropriate.
 - Donors giving more than a single \$100 donation to any area other than sustained giving must be reported to the School Office for proper documentation (including recognition and appreciation).

ICA Benefit Fundraisers

- ICA encourages current families and area businesses to provide independent fundraisers, for the benefit of ICA. The following policies apply to this type of fund raising:
- Respect the reputation of International Christian Academy and comply with all conditions prior to any planning or communication of the fundraiser.
- Avoid undue dependence on school staff or resources to plan, organize, promote or execute the event.
- Promote ICA and the event primarily to area community rather than focus on nuclear school community.

General ICA Fundraising Policies:

- Pre-approved events are added to the official school calendar. New requests must be accompanied by a Fundraising Request Form, which must be submitted and approved by ICA administration no later than eight weeks prior to target date.
- ICA departments are permitted to conduct infrequent collection of food, clothing or

change for charities; make requests for donated labor; and hold activities that by and large do not solicit significant cash gifts.


- ICA departments must limit the request for gifts in-kind donation from students for no more than \$30 per student per year. These include but are not limited to Kleenex, Harvest Festival candy, canned food, etc. Extracurricular fees and field trips are not included.
- Any fundraisers to ICA community must be limited to no more than one per quarter.
- All proceeds from a non-approved fundraiser are applied towards the International Christian Academy general fund.
- The school does not permit fund raising by outside organizations on its campus.
- Individual ICA students are not permitted to solicit school community to raise money for an outside charity.

COOPERATION STATEMENT

International Christian Academy was founded primarily to educate the children of Christian parents. ICA seeks to foster an environment that will challenge every student to consider his or her personal response to the claims of Jesus Christ. However, ICA does not replace the training of either the home or the church. All three should be in biblical agreement for a truly well-rounded Christian education of the child.

I / We as parents/guardians enrolling our child(ren) in International Christian Academy do hereby pledge our support of the following:

1. We commit to pray for International Christian Academy community - students, families, faculty, staff, administration, and school board.
2. We give authority to ICA to discipline our child as necessary, knowing that no form of corporal punishment will be used. We agree further that we will cooperate and provide discipline to our child in the home as needed. "Train up a child in the way he should go; even when he is old he will not depart from it." Proverbs 22:6 (Proverbs 13:24; 19:18; 23:13; 29:15-17; Ephesians 6:1,2; Colossians 3:30; Hebrews 12:6).
3. We pledge our fullest cooperation to keep doctrinal controversy and denominationalism out of ICA at all times, yet fully support the spiritual training given as outlined in the Statement of Faith, "eager to maintain the unity of the Spirit in the bond of peace." Ephesians 4:3 (Romans 12:8-10; I Corinthians 12:12-14; 13:1-3; Galatians 5:13-15, 25, 26).
4. We agree that if a conflict arises between our child/family and others in the ICA family (students, parents, faculty, staff, administration), we will follow the procedures of "Community Life" and "Christian Reconciliation." These procedures are based on biblical principles for sustaining Christian harmony during times of disagreement. (Matthew 5:23-24; 18:15-17; I Corinthians 6:1-

5. We recognize that private education is in need of strong parental support and involvement, including grade placement, teacher assignment, dress code, attendance, events and activities throughout the school year.
6. We understand that students may be tested for illegal drug use if there is a reasonable suspicion. Drug testing may also be initiated to clear the testimony of a student or the school.
7. We understand that we are responsible to fulfill our financial commitments to ICA. Additionally, we are required to pay for any damage to property caused by our child whether intentional or unintentional.
8. We understand that ICA maintains a school directory that is available to assist in school communication. We agree not to use or share this directory for any other purpose. 
9. We give permission for ICA to use photographs or video taken at school or school activities of our family and our child(ren) and family for school publications and promotional items. We hereby authorize and give full consent to ICA to publish and copyright all photographs and/or videos in which my child appears due to being enrolled as a student in any and all programs of ICA. We further agree that ICA may transfer or use photographs/video without limitation or reservation. The continued use of photographs/videos does not constitute an agreement to continue the child's enrollment. We hereby approve and consent to the use of photographs/video and the terms mentioned above. We affirm we have the legal right to issue such consent.
10. We understand that this educational facility is recognized by the Nevada Department of Education as a private school and is operated as an exempt school under the provision of NRS 394.211 and as such, is exempt from the provisions of the Nevada Elementary and Secondary Education Authorization Act.
11. ICA reserves the right to review the behavior, spiritual growth, and academic progress of every student at any time to determine the mutual benefit of continued enrollment. The student will be either invited to continue at ICA, placed on probation, or asked to leave at this review.
12. We understand that FACTS is used in conjunction with all other ICA policies and principles and could be revoked for cause at the discretion of administration.

Further to avoid offending others at the Christian school, parents should:

- Dress modestly* and appropriately* for school functions or while visiting the school campus.
- Modesty: clothing that does not expose midriff, cleavage, upper thighs, or undergarments or that is excessively tight. *
- Appropriately: dress for the function you are attending. e.g. if chapel, dress with respect of speakers and children.)
- Refrain from use of tobacco, alcohol, or profanity on school property or at school functions and should not come on school property or to school functions while under the influence of alcohol or drugs.

- Demonstrate Christ-like behavior at ICA and all functions. This includes courtesy on the telephone, in the parking lot, and in the building to all ICA staff, students, parents, and visitors to our campus.
- Parents and students are expected to cooperate with the authority of the school staff and may be asked to withdraw if they are unwilling.
- By completing the application process you are indicating your desire to be a part of ICA and your commitment to support ICA's ideals and standards.

PARENT & STUDENT HANDBOOK ACKNOWLEDGEMENT

2023-2024

I, _____, have received the International Christian Academy Handbook. I have been informed of its contents. I have also been instructed that I am required to read and abide by the policies and procedures set forth in the Parent & Student Handbook.

PRINT _____ Date _____
Parent

SIGN _____ Date _____
Parent

PRINT _____ Grade _____
Student

SIGN _____ Date _____
Student

Please return this completed form to your teacher by Friday, 8/18/23.