INTERNATIONAL
CHRISTIAN ACADEMY

# Parent/Student Handbook

**TABLE OF CONTENTS**


| | |
|---|---|
| Mission and Core Values | 4 |
| Welcome Letters | 5-6 |
| Statement of Faith | 7 |
| Affiliation Statement | 8 |
| Non-Discriminatory Policy | 8 |
| School Hours | 8 |
| Extended Care | 8-9 |
| Late Pick up | 9 |
| Attendance | 9 -12 |
| Grading Scale | 12 |
| Honor Roll | 12 |
| Semester and Year-End Awards | 12-13 |
| FACTS Family Portal | 13-14 |
| Student Portal | 14 |
| Enrollment Policy | 14 |
| Placement Testing | 14 |
| Financial Policy | 15-17 |
| Withdraw from ICA | 17 |
| Release of Student Records | 18 |
| Scope and Sequence | 18 |
| Homework | 18 |
| Bible Class/Chapel/Church | 18-19 |
| Physical Education/Recess | 19 |
| Emergencies | 20 |
| Inclement Weather | 20 |
| Health Guidelines | 20 |
| Communicable Disease | 21 |
| Health Insurance | 21 |
| Screening | 21 |
| Food Service Program | 21 |
| Field Trips/Class Parties | 22 |
| Lost and Found | 22 |
| Personal Belongings | 22 |
| Yearbook | 22 |
| Summer Break | 23 |
| Ministry Opportunities | 23 |
| Academic Competitions | 23 |
| Philosophy of Athletics | 23-24 |
| Community Life | 24-26 |
| Teacher Meetings | 26 |
| Standard of Conduct | 26-27 |
| Student Relationships | 27-28 |
| Philosophy of Discipline | 28-30 |
| Discipline Procedure | 30-32 |
| Campus Security/Safety | 32-33 |
| Driving on Campus | 33-34 |
| Loading/Unloading Zones | 34 |
| Pickup of Students | 34-35 |
| Search and Seizure | 35 |
| Banned items | 35-36 |
| Phone and Smart Devices | |
| Phone Usage | 36-37 |
| Student Dress/Grooming | 37-44 |
| Parent-Teacher Partnership | 44-45 |
| Support ICA Finances | 45 |
| Support ICA Volunteerism | 45-46 |
| Support ICA Fundraisers | 46-47 |
| Cooperation Statement | 47-49 |
| Christ-Centered Culture Statement | 50-51 |
| Standard of Conduct Agreement | 52-54 |
| Handbook Acknowledgement | 55 |

## 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 each child's life: the home, the school, and the church. We will achieve optimal child development success 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.

## ICA CORE VALUES

**H**onor for God
**E**xcellence in All We Do
**A**ttitude of Respect Towards Others
**L**ove-Centered Culture
**T**rustworthiness
**H**eart of Service Towards Community
**Y**oung Leadership NOW and in the FUTURE

## ICA Warrior's Creed

As an ICA Warrior and child of God I commit to HONOR GOD ALWAYS. I will demonstrate EXCELLENCE in all I do. With an ATTITUDE of RESPECT, I will contribute to our LOVE-CENTERED CULTURE showing kindness to others. I will be TRUSTWORTHY and not waste a single blessing God has given me as I use my mind, my words, my hands, and my talents for the good plans that God has for my life. I will carry within me a HEART OF SERVICE TOWARDS MY COMMUNITY and be the YOUNG LEADER God created me to be as I follow Jesus. I know that all of this is only possible with God as I rely on the Holy Spirit to guide my steps.

**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. Thanks to our teachers and administrators, I am grateful for the healthy environment cultivated for students to excel.

Along with our academics and character development, we are believing for another rewarding year in our Athletic and Theater Programs. We are so proud of the coaches, competitors, and participants of ICA cheerleading, basketball, dance, flag football, soccer, performing arts, and volleyball! May this school year 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 this 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 for children to develop the core values necessary to become strong leaders. Honor for God, an excellent work ethic, compassion for others, and leadership growth are attributes that help build great citizens. Our goal for every child is to teach them to become strong leaders within a life rooted in God's love. These core values, along with developing a life-long love of learning, will propel our students to significantly impact the world in which they live.

It is my prayer and desire that your children will thrive in every way this year and that we will see them grow and demonstrate their full potential spiritually, academically, relationally, and physically together. 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 operates under the provisions of NRS 394.211 and is exempt from the provisions of the Private Elementary and Secondary Education Authorization Act. International Christian Academy offers education equal to or above Nevada standards, 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. It reserves the right to deny admission to any individual whose academic or personal needs are beyond our ability to meet. We recognize that various 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 a student's unique needs. 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 based on 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 dropped off on campus more than a half hour before class begins or remain after 3:10 p.m. will go to the Extended Care Program. Parents will incur an Extended Care charge according to fees set (Please see next section for extended care information).

After 3:15, students cannot remain on campus unless enrolled in our fee-based Extended Care Program. Student(s) picked up or signed out before 3:15 p.m. will not incur a charge for Extended Care.

**EXTENDED CARE**

Adult supervision of ICA students is available before and after school. Parents and adults on a student's pick-up list must present a valid ID when picking up a student from Extended Care. Students must be signed out by someone listed as a pick-up or the parents will be billed until 6:00 p.m. Failure to sign your student in or out of the Extended Care program may result in dismissal from the program.

HOURS
6:30 a.m. – 7:30 a.m. and 3:15 p.m. – 6:00 p.m.
Billed at $6.00 per hour.

Students cannot be dropped off before 6:30 a.m. Before or after care is $6.00/hour, regardless of the amount of time spent in the hour. This applies to all students in kindergarten through eighth grade.

As Parents, you read and signed the Extended Care Policies & Agreement form while filling out your student(s) Enrollment Packet.

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

*LATE PICKUP*

Punctual pickup of your child is necessary for the child's and staff's well-being. After our closing time of 6:00 PM, you will be charged $1.00 for every minute after 6:00 PM. If there is a dispute over late fees, please 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 can return to extended care.**

**ATTENDANCE**

Regular school attendance is required. To demonstrate conformity to national standards, individual student absences should be limited to a maximum of nine (9) total absences per semester in any given class. Please be aware that having a total of eighteen absences is considered excessive.

- Medical illnesses or conditions may prevent students from meeting the above goal. Absences due to the student's physical or mental inability to attend school must be properly documented and submitted to the school within the timelines defined by this regulation. These absences are included in determining a student's denial of credit or retention, even if the student has completed coursework requirements.
- In the event of an unplanned absence, the parent or guardian must call the office before 9:00 AM concerning the absence. Students are to make up the required assignments. When requesting such assignments, please allow the teacher until 3:15 p.m. to compile them. The parent/guardian must arrange to pick up homework and deliver it to the student. The student has the same number of days as absent to submit their work unless other arrangements are made in advance.

- Previously scheduled long-range absences require assignments to be turned in on 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 must send a note or an email to the school office upon their child‘s return. Failure to comply may result in being deemed truant.

Students with attendance difficulties are placed on probation for one quarter. More than nine (9) absences during one semester are considered excessive. Promotion to the next grade is jeopardized when a student is excessively absent from school in any given quarter. Thus, the final decision to retain a student is at the administration's discretion. Any student, (kinder-eighth) re-enrolling with excessive absences and/or tardiness must meet with the principal for continued enrollment.

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

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

*Excused absences*
- Illness (fever, vomiting, cough, sore throat, 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).
- If there is an extended illness or injury there will be medical reports in these cases. A contract will be drawn up between the 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 unique 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 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 is formed between teachers, parent/guardian, student, and principal. Work that is insufficiently made up may result in retention.

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

*Tardies*
Student tardiness is a severe 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.

- *Excused*: The principal can only approve traffic accidents and personal emergencies.
- *Unexcused*: Late carpools, running out of gas, oversleeping, traffic in general, missing school supplies, etc.

Middle School students entering class after the first 20 minutes are considered absent for that period. Elementary students: tardiness becomes a half-day absence if more than one hour and fifty-five minutes are missed; it becomes a full-day absence if missing more than three hours and 45 minutes of the instructional day.

*Excessive unexcused tardiness*
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.

Each student is allowed ten (10) unexcused tardies per year to accommodate unforeseen difficulties in the morning, such as traffic, illness, car troubles, etc. After ten (10) unexcused tardies, parents must escort their child to the front desk to obtain a tardy pass so that the child can be admitted to class. Once this occurs, every three (3) unexcused tardies are equivalent to one unexcused absence.

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

Good attendance is recognized throughout the year and 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 eighth 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 |
| 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 94% (A) and above.
- Gold Honor Roll: Grades at least 90% (A-) and above.
- Silver Honor Roll: Grades are at least 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 recognize our students' achievements throughout the school year. In addition to academic honors (a crucial cumulative measurement), we affirm additional students' accomplishments, such as excellent attendance, 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 after the first semester has concluded. They honor students' hard work and accomplishments during the first semester.

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

**PROGRESS REPORTS AND REPORT CARDS**

Grades are always available through FACTS for 1st – 8th grades. Progress reports are sent home in the middle of each quarter for 1st – 5th grade students; however, they may be obtained upon request from the teacher. 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 work with students and parents to develop an academic strategy plan (ASP) to help support students who earn below 70% in core subjects. Students who earn 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**

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

**FACTS FAMILY PORTAL**

ICA uses the FACTS Student Information System (SIS) to facilitate communication between school and home. You set up your Family Portal when you submitted your student's enrollment packet. The parent is responsible for checking the accuracy of their personal information in FACTS. Changes to family demographics, student medical information, emergency contacts, and transportation permissions can be made in your Family Portal under the School section and then Web Forms.

*FACTS*

Parents have access to the following information in the Family Portal:

Attendance
Account Balance
Missing Assignments
Progress Reports
Online Re-enrollment
Staff Directory
Transcripts
Lunch Menu & Ordering
Teacher Web sites (if used)
Homework
Daily Grades
Newsletters & Documents
Report Cards
Family Demographics
Teacher Email Addresses
Lesson Plans

- The FACTS system provides security and password protection for your account.
- Parents can only access their children/family's information.

Parents may not use email to communicate negative remarks or to criticize. That should be resolved in person according to the biblical principles of conflict resolution (Matthew 18:15-18). Violations of this policy will deactivate the parent's Family Portal account and require a face-to-face meeting with the teacher and administration.

*Student Portal*
Students can log in and have access to the following:

| | | |
|---|---|---|
| Daily Grades | Homework | Lesson Plans |
| Behavior/Discipline Events | Class Schedule | Progress Reports |

**ENROLLMENT POLICY**
A submitted enrollment or re-enrollment packet is the only guarantee of a seat during an academic year. Beginning November 15th, families with students enrolled at ICA can reserve a seat in the upcoming academic year with a discounted enrollment fee. Open enrollment for new students begins February 1st, and the re-enrollment fee increases to the Open Rate. If a re-enrollment packet is not submitted before April 1st, the re-enrollment fee increases again by $50.

Payment accounts must be at a zero ($0) balance by the end of the school year.

The following factors determine new student admission to ICA:

1. Submission of the New Student Application.
2. Successful completion of the grade-level placement test (a $75 assessment 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 last 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 student's start date. Please note that requests for a transfer are not guaranteed.
6.

**PLACEMENT TESTING**
As mentioned above, new students are required to complete an assessment for admission. There is a $75 non-refundable assessment fee for the first child and a discounted fee of $35 for each additional student.

## ICA FINANCIAL POLICY

### TUITION

- ICA operates on a tuition basis, and all families must 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. Families that pay in total must have a payment account established for incidental expenses.
- Payments can be made in FACTS using any computer or smartphone. A link to FACTS can be found on our school website. We are more than happy to assist, so please do not hesitate to email or call the office anytime.

### TUITION PAYMENT SCHEDULE

- Tuition fees are due on the first ($1^{st}$) of each month according to your payment plan.
- Monthly tuition payments not received by the fifteenth ($15^{th}$) day of the month are delinquent.
- Your student(s) will be denied entry to class if the account is delinquent on the sixteenth ($16^{th}$) day of the month until the balance is paid.
- Please note: The transfer of funds can begin 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.
- **A fee of $30.00 is assessed for any payment returned for any reason by FACTS.**
- A fee of $50.00 is assessed by the school for payments returned more than three times.
- Parents/guardians must promptly resolve NSF issues to avoid additional charges and disruptions to their payment plan.
- We will prorate the tuition for any enrollment after the beginning of the school year.

### ADMISSIONS FEES

- **The application, enrollment, material, and tuition fees are non-refundable** (see the refunds and withdrawals section if tuition is paid in total).

### INCIDENTAL FEES

- **Soccer Academy, Cheer Academy, and athletic program fees are non-refundable.**

- All incidental fees, including, but not limited to, Soccer Academy, after-school dance, and extended care, are due upon receipt.
- If the incidental fee monthly balance is not paid by the end of the month the fee was incurred, the student(s) will be denied participation in the activity with a past due balance until the balance has been paid in full.
- Lunch program payments are due at the time of order. If lunch order payments are returned, parents must contact ICA accounting immediately to resubmit payment, or the student will not receive pre-pay lunch that month.

**LATE PAYMENTS**

- Parents/Guardians will receive a reminder notice for any outstanding balance not paid by the tenth ($10^{th}$) of the month.
- Monthly tuition payments not received by the fifteenth ($15^{th}$) day of the month will be considered delinquent.
- Your student(s) will be denied entry to class if the account is delinquent on the sixteenth ($16^{th}$) of the month until the balance is paid.
- If your account has a balance, school records will not be released, including end-of-the-year report cards and transcripts**.**
- Returning student(s) cannot attend a new school year until the outstanding balance from the previous year is paid.

**HARDSHIP PAYMENT PLANS**

- It is the practice of the school to work with families to overcome temporary financial circumstances that delay the timely tuition payment. However, it is the responsibility of the parents/guardians to contact the ICA Accounting Office and make a mutually agreeable arrangement **before** the tuition obligation is due.
- Payment plans must be agreed upon in writing and strictly adhered to.
- Payment plans that fall behind will result in your student(s) being denied entry to the classroom until the account is paid in full.

**REFERRAL FEES**

- When an ICA family refers another family to the school, they can receive a $250.00 referral credit.
- To receive this credit, the referring family's name must be listed on the referral student's enrollment packet.
- The referral student must attend ICA for the entire year to receive the $250.00.

- The $250.00 will be credited to the referring family's account at the end of the school year.
- If the referring family paid in full, the $250.00 will be credited to the following school year. If the referring family does not return the following year, the referring family will be issued a check at the end of the current year.

**SCHOLARSHIPS**

- If you have applied for a scholarship, you are responsible for paying the enrollment, material, and tuition payments until the grantor guarantees your scholarship.
- It is the responsibility of the parents/guardians to follow up with the scholarship grantors regarding the status of their applications***.***
- ***Once the school receives the scholarship, any overpayment will be reimbursed.***

**REFUNDS AND WITHDRAWALS**

- If it becomes necessary to withdraw a student from ICA, the parent/guardian responsible for the account must submit a withdrawal form to the ICA office at least two weeks before the withdrawal. The form can be accessed in your Family Portal under resource documents, or you can call the ICA office, and one will be emailed to you.
- Tuition payments will continue until the office has received the official withdrawal form and will discontinue the month following the student's withdrawal notification.
- If a withdrawal occurs before the end of the academic year, tuition will not be refunded unless it has been paid in full.
- It is **understood that the application, enrollment, and material fees are non-refundable.**
- If tuition is paid in full and student(s) is/are withdrawn, the paid-in-full discount is forfeited. A refund minus the paid-in-full discount and any outstanding miscellaneous fees will be issued.
- Records will not be released until all debts are paid and all textbooks and materials have been returned.
- Any balance due must be paid by money order or cashier's check.

**RELEASE OF STUDENT RECORDS**
Student records will be released when:

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

All rights to institute legal proceedings against International Christian Academy/International Church of Las Vegas to seek recovery of all such fees as those listed as non-refundable are waived. ICA will hold student records for non-payment of tuition and other fees.

ICA is operated under the provision of Nevada Revised Statutes 394.211 and is exempt from the provisions of the Private Elementary and Secondary Education Authorization Act.

**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 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 8$^{th}$. Its purpose is to practice and reinforce the material learned during the school day and provide independent work opportunities. The amount of homework and the type assigned increase and change 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 exact expectations of 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 explain the subjects covered in Bible class and chapel; however, we also believe that God expects parents to participate actively 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. Occasionally, 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 invite them to visit their church. All ICA families are encouraged to join 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. If the weather prohibits recess or physical education, teachers are asked to provide physical activity.

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

- One day with a written note from the parent or guardian (must stay with class).
- For more than one day, the parent or guardian must conference with the student's teacher (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 creates an incident report. In certain situations, emergency services will also be asked to respond.

Environmental or building emergencies and campus lockdown procedures are practiced monthly in cooperation with local authorities. Parents and students are to observe instructions issued by school authorities and law enforcement if contacted regarding national, citywide, or area emergencies. In the case of school closure due to weather, power outages, or other emergencies, parents/guardians are notified to pick up students promptly.

**INCLEMENT WEATHER**

During extreme weather conditions, a red flag is 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 to the car line from their classrooms. This dismissal may take a little longer, so we ask everyone to exercise patience.

**HEALTH GUIDELINES**

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

ICA personnel do not administer medication without a prescription and a signed medical release. This includes over-the-counter (OTC) medications such as cough drops and pain relievers, which must be clearly labeled according to their type, the child‘s name, and dosage instructions.

For Prescribed Medications, A Medication Release Form must be filled out, and the medication must be in its original container. All medicines are kept in the school office and administered to students when prescribed.

The health technician and teachers must be notified beforehand if a student requires special health assistance. The Health Technician will provide minor first aid, such as bandages and antiseptics.

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 per 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 a child is sick or injured. A responsible adult must promptly pick up the ill or injured child, as ICA cannot provide a suitable waiting area or extended supervision for sick or injured students. ICA must follow state health standards to determine when an illness requires removal from the school environment.

**HEALTH INSURANCE**
Students must be insured, and parents must show proof of coverage by documenting the insurance when filling out their enrollment packet. 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 an 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**
*Please remember to pack your child's lunch. The Hot Lunch Program begins the first week of September.*

School lunch is an important part of a student's school day. Students may 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 who do not purchase or do not have a packed lunch may request to call a parent from the office to bring a lunch. If a student needs an emergency lunch (Manna) will be provided with a parent charge of $6.00.

**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 for students to remain home if they do not qualify (e.g., disciplinary violations) or do not want to attend a particular trip. Field trips count as regular school days and will be counted as such concerning attendance.

Parents are always welcome to volunteer to drive and chaperon the students; however, most trips allow a limited number of adults. Adults who wish to attend the field trip should notify the teacher as soon as possible.

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

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 individual property at school. Do not allow students to bring special or valuable items that cost more than $20 to school. Any property missing or suspected stolen must be promptly reported to the office so ICA can offer immediate assistance in recovering 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**

In coordination with Jostens Yearbooks, ICA Yearbook students compile and design a quality school yearbook issued to all ICA students during the last week of school.

**SUMMER BREAK**

International Christian Academy is in session for ten months, and we encourage the productive use of summertime by participating in summer activities such as summer school, summer camps, church camps, mission trips, and educational travel. We strongly encourage students to read throughout the summer months, and we have available summer reading lists for each grade.

**MINISTRY OPPORTUNITIES**

International Christian Academy has promoted evangelistic outreach and educates our school community regarding 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 want 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), evaluating the standard is not by wins and losses or state championships but by approved character. The following is a list of character qualities that the Athletic Department works to develop in students:

| | | |
|---|---|---|
| Submission to authority | Leadership | A quiet spirit |
| Kindness | A servant's heart | Selflessness |
| Godliness | Holiness | Thankfulness |
| Peacefulness | Mercy | Zealousness for Christ. |
| Encouragement of teammates and opponents | | |
| Personal reliance on the Lord | | |

If your child participates in a sport other than Soccer Academy, an athletic fee of $75 and a uniform fee are due when you register them for a team.

- The athletic fee covers league registration, coach's fees, referees, gymnasium rental, team trophies, and sports banquets.
- The uniform fee covers the cost of your child's uniform.

Please note that the amount of the sports fee may vary by sport and may be different year-by-year. If your child withdraws from a team after uniforms have been ordered, you are still responsible for the Uniform Fee. These fees are not refunded if your child withdraws partially through the season. Likewise, fees will not be prorated if a student joins a sport after the season has begun.

We are pleased to be able to offer the following sports at various times during the year: volleyball, basketball, cross country, flag football, cheerleading, and soccer.

**COMMUNITY LIFE**

We desire that the ICA community exercise its proper authority while building and maintaining open relationships with the faculty, staff, parents, and students. ICA is dedicated to "kingdom values" and seeing them in action daily. This means that the Christian community of our school should have a different spirit than that present in the secular world.

The spirit we must demonstrate is 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 opinion. 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 love and respect can be arrived at by following the principles and steps our Lord Jesus Christ gave 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 are 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 meet and talk together, but you are not satisfied with the outcome of your discussion. What is the next step in the Matthew 18 principle? At this stage, Jesus' counsel would be to *"...take one or two others along with you that every charge may be established by the evidence of two or three witnesses."*

   Contact anyone 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 are:

   a. To understand the problem clearly.
   b. To solve the problem.
   c. To make an apology.
   d. To extend forgiveness and wholehearted restoration of those who have made amends.
   e. An open and honest discussion among people sensitive to godly principles will often reach an amicable 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 second level, the matter is prayerfully and orderly moved upward in the school's organizational structure.

   This is the Lord's way of solving people's 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 should not criticize teachers, administration, other students, or parents. Doing so sows 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. It reserves the right to expel a student for conduct 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 ask that parents contact the teacher by writing a letter, sending an email, or calling the school office to schedule a conference before coming in. Our teachers spend a great deal of time preparing for each school day so that they can best serve your child and the rest of their class.

We highly discourage our teachers from conducting impromptu meetings with parents. *Please do not enter your child's classroom before, during, or after school, insisting on meeting with your child's teacher.* If 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 p.m. or later. They are willing to collaborate with parents on school days to schedule conferences at mutually convenient times.

*Address Concerns with Your Child's Teacher First*

Parents, under no circumstance should the administration be scheduled to meet with you concerning your child or your child's teacher unless you have already, in good faith, met with your child's teacher to address your concern and resolve your matter. Please allow your child's teacher to resolve any questions or 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). There are behaviors that the world calls acceptable, but God calls sin. We expect all our Christian and non-Christian students to follow ICA's Rules of Conduct and accept the consequences for violations. 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.

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 non-compliant with school expectations academically, behaviorally, or spiritually, parents may be invited to withdraw their student even though there may be no special breach of conduct. This atmosphere of definite and positive Christian standards of conduct, good scholastic planning, and genuine personal interest between faculty and students offers a terrific opportunity to develop a 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 both 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 the right relationships, ICA will focus age-appropriate Bible and chapel time on building relationships.

*Exclusive Relationships*

Today‘s culture encourages and even pressures students to have exclusive or intimate relationships with others from an early age. These 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 disadvantages 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 their classmates and 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 teachers, 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 self-control within an individual, the acceptance of personal responsibility for actions, and bringing 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 training children in a program of student activity and Christ-centered living. 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**

1. Show consideration and respect to everyone with 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, and keep rooms, restrooms, and grounds clean.
6. Exhibit reverence during flag salutes, devotions, chapel services, and prayer times.
7. Line up immediately and quietly when the whistle blows or is prompted by staff.
8. Enter and exit the building and classrooms quietly and orderly, following the 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 rough play and behavior are prohibited.
12. Use only whiffle, tennis, and/or rubber balls and plastic bats during recess and Extended Care (Do not use hardball, i.e., baseballs or softballs).
13. Do not throw rocks, spitballs, sticks, or other objects, including P.E. equipment (intending to injure or hurt anyone).
14. Observe the school boundaries and play only in designated areas. All other areas are "off limits" (e.g., church foyer, sanctuary, chapel, and pre-school areas).
15. Do not loiter 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 on the school grounds during the school day or school functions. Undesirable behaviors are discouraged at school, home, and anywhere else.

**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 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**. Students plagiarizing an 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 an agreement on an assignment being repeated is not reached between parents and teacher(s), 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 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 realize that they have consequences. 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 always have clear expectations. The teacher is the custodian of all behavior reports (e.g., P.E. music, recess, and Extended Care).

The ICA Discipline Procedure consists of four levels, which can include probationary measures and privilege removal. Teachers or administrators can use the probationary process to try and improve behavioral choices and responsibility. Special activities may be withheld as a disciplinary action.

*Track-1*

Track-1 refers to minor offenses, which 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. The classroom teacher oversees offenses and may involve a parent phone call, recovery time, note of apology, or other appropriate consequences. This requires a behavior notice documented in 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 individual 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 documented in FACTS and the details e-mailed home. The teacher may use discretion when moving the infraction to the next level (middle school students automatically move to the 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 well-being of others
- Blatant disrespect for authority
- Possession of any school banned items
- Graffiti
- Destruction of school or individual property
- Skipping Class

This is a 50-minute after-school detention 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 documented in FACTS, the details 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, threaten, or taunt another on or off school premises (cyberbullying)
- Using any social media platform to harass, intimidate, threaten, taunt, or embarrass another on or off school premises (cyberbullying)
- Physical outbursts (violence)
- Theft
- Cheating

The principal and/or another member of the 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.
- A Suspension may result in a student being excused from a team permanently. This is at the sole discretion of the principal.
- Disciplinary actions may include public or private apologies, discipleship, or counseling.
- Acts of seriously disruptive misconduct, equivalent to felony crimes, and/or create a 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 is included as a suspendable or expulsion offense.

**CAMPUS SECURITY AND SAFETY**

Because of our growing school family, ICA will continue instituting restrictive safety policies. Please do not go to the classrooms without obtaining and displaying a visitor pass. All visitors must enter through ICA's black security gate, report to the receptionist when they arrive, and wear a "visitor pass" while on campus.

All classroom doors remain locked for the entire school day, and students are not to answer them. Specific guidelines apply and are available from the receptionist. Parents,

guardians, and grandparents are urged to call ahead and notify us of their visit if they are not on campus to volunteer.

*During high rates of COVID transmission in Clark County, NV, ICA limits the amount of adult foot traffic on campus. Parents must 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 on school property during school hours unless with adult supervision. Vacationing family or friends cannot visit during school hours; however, the ICA administration may grant special permission for chapel only.

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 5 mph 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 should 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 necessary for any driver violating policies. This may

include meetings with administration, written warning notices, suspension of permission to drive on campus for a specified time, revocation of permission to drive on campus for repeat violators, and additional disciplinary action as deemed necessary.

**LOADING AND UNLOADING ZONES**

Exercising great care and courtesy while dropping off and picking up students at ICA is important.

*RULES:*

1. Do not leave children unattended in a 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 between the parking lot and the school.
4. If inclement weather occurs, K-2nd grade students will line up as usual, while module classroom students will be dismissed from their rooms.
5. Do not leave your car to enter the school while in the traffic flow. 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 by 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 without a 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:

- Individuals with permission to pick up students, including parents, must have their names listed in FACTS. Those listed in FACTS must be at least eighteen 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 pickup.

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.

Parents or guardians will be contacted if a student becomes ill at school. 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/guardians after discussing 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 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, slingshots, or weapons of any type
- Food and drinks (except water) are not permitted in classrooms except for appropriate snack times and 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 the administration. Students violating this policy will have their items confiscated. The school is not responsible for lost items.

**PHONES AND SMART DEVICES USAGE POLICY**

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

Middle school classrooms have cell phone lockers. **Middle school students** are required to place their phones in airplane mode and then place them in the phone locker. **Elementary students** are required to put their phones in airplane mode and give their cell phone to their teacher and it will be locked in a secure space by their teacher. Students may retrieve their phones during dismissal time at the end of the school day.

In the event that a cell phone is heard during school hours, a student is observed using a cell phone or other electronic device during school hours, or if they are observed holding a phone during school hours (other than lock-up and retrieval times) it will be confiscated by ICA staff.

**Extended Care:** Cell phones may not be used by students while they are in Extended Care.

**Smart Watch Policy:** Smart watches must always be in Airplane mode during school hours.

Any violation of cell phone usage policy or smartwatch policy will result in the following consequences:

***First violation:***
Students violating the policy will have their cell phones confiscated by staff, receive disciplinary consequences, and have their cell phones returned after parental notification.

***Second violation:***
Students violating the policy will have the cell phone confiscated by staff, and 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. If the incident happens at the end of the day, the student's suspension will be the following 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**
**ICA ELEMENTARY UNIFORM POLICY**

**OUR GOAL**
We aim to ensure every student arrives in the approved ICA dress code. We encourage parents to be proactive in ensuring students wear the correct uniform items for each scheduled day before drop-off in the mornings. We aim to create a learning environment free from as many distractions as possible.

**UNIFORM POLICY**
ICA logo uniforms can only be purchased through the ICA online store or in person at the ICA uniform store. It is prohibited to have the ICA logos embroidered or silk-screened on any other clothing, and doing so is considered a violation of the ICA Uniform Guidelines, which will result in the student being sent home with a uniform violation. Every student must come to school in the approved uniform on their designated uniform day. Elementary students must wear uniform colors specific to their grade level.

***Students must wear uniforms in good condition and free of stains, rips, tears, or fading. Wearing closeout uniforms is prohibited.***

**SPECIAL OCCASION WEAR**
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 the administration

## UNIFORM POLOS

1. Elementary students' approved ICA logo uniform polo choices are navy or red, available in short-sleeve and long-sleeve styles.
2. Solid-color navy or red undershirts, including long-sleeved shirts that are appropriately sized and fitted, are acceptable under the ICA uniform polo.
3. All ICA polos must be paired with the appropriate bottoms below.

## GIRLS BOTTOMS *(with approved ICA polo shirt)*

1. Must be a uniform style Bermuda shorts, pants, jumper, or skort in ***navy, khaki, or blue/red plaid from French Toast.*** Uniform bottoms must be uniform style, fitted, and size appropriate. No oversized bottoms.
    a. ALL non-logo jumpers ***must be*** paired with an ICA logo polo shirt and biker shorts in black, navy, white, or red underneath.
    b. Non-logo jumpers without an ICA logo polo shirt are prohibited at all grade levels.
    c. White Peter Pan shirts are prohibited.
2. Kindergarten - 2nd grade girls may wear the ICA LOGO NAVY Jersey dress with black, navy, white, or red biker shorts underneath.
3. Bottoms with belt loops should be worn with a belt.
4. Should not be shorter than 3" above the knees.
5. Girls may not wear cargo pants or joggers under their skirts, jumpers, or skorts.

## BOYS BOTTOMS *(with approved ICA polo shirt)*

1. When wearing their ICA polo shirt, they can wear uniform-style shorts or pants in ***navy and khaki***.
2. Bottoms with belt loops should be worn with a belt.
3. Cargo pants, sweatpants, joggers, oversized pants, and leggings are not permissible.

## SHOES & SOCKS

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

**PE DAYS** ***(Elementary Students are required to be dressed in their PE Uniform on their scheduled PE days)***

1. Elementary Students can wear either Elementary Style in the ICA PE standard OR the ICA Navy Premium set.
2. During Winter, Students wear the ICA PE shirt (in short sleeve or long sleeve) with either the ICA PE sweatpants OR ICA's premium track set in navy/white.
3. Students must wear tennis shoes on PE days.
4. Close-out PE Items are prohibited. Students must wear the current year's PE Items.

**SOCCER ACADEMY**

Students should be dressed in the ICA's PE Set (ICA's Shirt & ICA's Short) during Academy days, with the approved color PE wear for their grade level. We recommend purchasing at least one (1) polo shirt for other activities that might require wearing.

**CHEER ACADEMY**

Cheerleaders must wear the items assigned to them by their coaches only on scheduled Academy days and special events.

1. Non-Cheer Academy days will resume in the above ICA uniform requirements on their scheduled days. When the academy season is completed, the normal ICA uniform requirements will be reinstated from that day to the end of the school year.

**OUTERWEAR**

1. All students must have at least one of the following to wear inside the building during school hours: an ICA jacket, an ICA hoodie, or an ICA cardigan.
2. ICA requires only ICA logo outerwear attire while attending school.
3. Students must wear the approved ICA shirt underneath their ICA outerwear.
4. When students are outside during colder months, they should wear an ICA winter item first, followed by a heavy jacket.

**HAIR POLICY**

Boys' hair should be clean, well-groomed, and pulled back if it is longer than collar length, with no unnatural colors. The common hair colors considered natural are blondes, browns, reds, and black. Facial hair (beards, mustaches, goatees, excessively long sideburns) are prohibited.

Girls' hair should be clean, well-groomed, and free of unnatural colors. The common hair colors considered natural are blondes, browns, reds, and black.

## ACCESSORIES

**No Hats allowed.**

**Boys –**

- Earrings – one stud in one or both ears only.

**Girls –**

- Earrings are permitted in the ears only.
- Bows, hairclips, headbands, etc.… must be black, navy, white, red, ICA-approved plaid, or any combination of those listed colors.

*Covering unapproved piercings is not considered compliant.*

## FREE DRESS

Free dress activities approved by the student council, PTP fundraisers, or administration may be announced during the year. Students must maintain compliance with ICA's dress and grooming guidelines.

Spaghetti straps, short-shorts or short skirts (shorter that fingertip length), halter tops, tube tops, or tops that expos midriff will NOT be permitted. Shirts with logos or graphics that are out alignment with ICA's values are not permitted. Frayed and tattered clothing is not permitted. Shoes must be ICA approved and close toed. No sandals, crocs or Heelys will be permitted.

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

## CONSEQUENCES OF INFRACTIONS

**1st OFFENSE:** During the first week of school, your students will receive one written warning for any dress code violation. After this, we will proceed directly to the second offense for any further infractions.

**2nd OFFENSE:** After the first week of school, if a dress code violation occurs, the office will call the parents and charge their account for the required uniform item(s), along with an additional $10 infraction charge (facts).

**3rd OFFENSE:** For the third dress code violation, the office will call the parents to say we are charging their account for the required uniform item(s) and an additional $20 infraction charge (FACTS).

## ICA MIDDLE SCHOOL UNIFORM POLICY

### OUR GOAL

We aim to ensure every student arrives in the approved ICA dress code. We encourage parents to be proactive in ensuring students wear the correct uniform items for each scheduled day before drop-off in the mornings. We aim to create a learning environment free from as many distractions as possible.

### UNIFORM POLICY

ICA logo uniforms can only be purchased through the ICA online store or in person at the ICA uniform store. It is prohibited to have the ICA logos embroidered or silk-screened on any other clothing, and doing so is considered a violation of the ICA Uniform Guidelines, which will result in the student being sent home with a uniform violation. Every student must come to school in the approved uniform on their designated uniform day. Middle School students must wear uniform colors specific to their grade level.

***Students must wear uniforms in good condition and free of stains, rips, tears, or fading. Wearing closeout uniforms is prohibited.***

### SPECIAL OCCASION WEAR

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 the administration

### UNIFORM POLOS

1. Middle School students' approved ICA logo uniform polo choices are navy, red, or black in short sleeves. Students are to wear appropriately sized/fitted polos. No overly baggy poos are to be worn.

   **IMPORTANT:** The material for middle school polos is different, and students must wear the middle school style.

2. Solid color navy, red, or black undershirts, including long-sleeved shirts that are appropriately sized and fitted, are acceptable under the ICA uniform polo.
3. All ICA Polos must be paired with the appropriate bottoms listed below.

**UNIFORM BOTTOMS *(with approved ICA polo shirt)***

1. Must be a uniform style in khaki, navy, or jet-black shorts or pants.
2. **Girls' Shorts:** Bermuda style, no shorter than 3 inches above the knees.
3. **Bottoms:** Those with belt loops should be worn with a belt.
4. Solid jet-black jeans are permissible if they are free from rips, tears, holes, or fading.
5. Excessively low-cut, tight, baggy, or flared items are unacceptable.
6. Students cannot wear cargo pants, sweatpants, joggers, or leggings at any time.

**SHOES & SOCKS**

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

**PE DAYS *(Students are required to be dressed in their PE Uniform on their scheduled PE days)***

1. MS Students must wear their black PE premium set (ICA Shirt and ICA shorts) with tennis shoes. (Wearing non-logo PE shirts, shorts or pants is not permitted.)
2. During Winter, Students wear the ICA PE shirt (short sleeve or long sleeve) with either the ICA BLACK PE sweatpants OR ICA's Premium track set in black/white. (No Other colors, styles, Adidas, or non logo pants are to be worn.)
3. Students must wear tennis shoes on PE days.
4. Close-out PE Items are prohibited. Must wear the current year PE Items.

**SOCCER ACADEMY**

Students should wear the ICA PE Set (ICA Shorts and ICA Shirts) during Academy days, with the approved color PE wear for their grade level. We recommend purchasing at least one (1) polo shirt for other activities where a polo is required.

**CHEER ACADEMY**

Cheerleaders must wear the items assigned to them by their coaches only on Scheduled Academy days and special events.

1. On Non-Cheer Academy days, the normal ICA uniform is required. When the academy season is completed, the normal ICA uniform requirements will be reinstated from that day to the end of the school year.

## OUTERWEAR

1. All students must have at least one of the following to wear inside the building during school hours: an ICA jacket, an ICA hoodie, or an ICA cardigan.
2. ICA requires only ICA logo outerwear attire while attending school.
3. Students must wear the approved ICA shirt underneath their ICA outerwear.
4. When students are outside during colder months, they should wear an ICA winter item first, followed by a heavy jacket.

When students are outside during colder months, they should wear an ICA winter item first, followed by a heavy jacket.

## HAIR POLICY

Boys' hair should be clean, well-groomed, pulled back if longer than collar length with no unnatural colors. Colors considered natural are the common hair colors - blondes, browns, reds, and black. Facial hair (beards, mustaches, goatees, excessively long sideburns) are prohibited.

Girls' hair should be clean, well-groomed, and free of unnatural colors. The common hair colors considered natural are blondes, browns, reds, and black.

## ACCESSORIES

**No Hats allowed.**

**Boys –**

- Earrings – one stud in one or both ears only.

**Girls –**

- Earrings are permitted in the ears only.
- Bows, hairclips, headbands, etc.… must be black, navy, white, red, ICA-approved plaid, or any combination of those listed colors.

*Covering unapproved piercings is not considered compliant.*

## FREE DRESS

Free dress activities approved by the student council, PTP fundraisers, or administration may be announced during the year. Students must maintain compliance with ICA's dress and grooming guidelines.

Spaghetti straps, short-shorts or short skirts (shorter that fingertip length), halter tops, tube tops, or tops that expos midriff will NOT be permitted. Shirts with logos or graphics that are out alignment with ICA's values are not permitted. Frayed and tattered clothing is not permitted. Shoes must be ICA approved and close toed. No sandals, crocs or Heelys will be permitted.

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

**CONSEQUENCES OF INFRACTIONS**

**1st OFFENSE:** During the first week of school, your students will receive a written warning for any dress code violation. After this, we will proceed directly to the second offense for any further infractions.

**2nd OFFENSE:** After the first week of school, if a dress code violation occurs, the office will call the parents and charge their account for the required uniform item(s), along with an additional $10 infraction charge (facts).

**3rd OFFENSE:** For the third dress code violation, the office will call the parents and inform them that we are charging their account for the required uniform item(s) and an additional $20 infraction charge (facts).

## PARENT TEACHER PARTNERSHIP (PTP)

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 understanding Christian education and encourages 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 will review their completed committee application and then approve and install them into their positions.

The PTP Committee comprises a President, Vice President, Secretary/Treasurer, and subcommittee 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 chosen 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. At least one parent's attendance at a PTP 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. It helps secure ICA's future and encourages a generous, involved way of life. We expand the Kingdom of God at home and abroad through three vital components: prayer, time, and finances in the lives of our students, faculty, and staff.

Parents, grandparents, alumni, friends, and the community are encouraged to give to International Christian Academy monthly, quarterly, biannually, or annually. All proceeds are applied to the gap between tuition and operating expenses. Sustained giving is our preferred fundraising method, and ICA appreciates and encourages donors to give to areas they are passionate about (i.e., athletics, fine arts, missions, facilities, scholarships, etc.).

*The IRS recognizes the International Christian Academy as a 501 (c) 3 non-profit educational organization, and gifts are tax-deductible as the law allows.*

**SUPPORT ICA: TIME (VOLUNTEERISM)**

Parent involvement is a vital part of the International Christian Academy's legacy. It 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. You may contact a member of PTP or the school office to volunteer. Below are suggested ways to become involved.

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

**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 $100 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 fundraising:

- Respect International Christian Academy's reputation and comply with all conditions before planning or communicating 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 the area community rather than focus on the 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 the ICA administration no later than eight weeks before the target date.
- ICA departments are permitted to collect food, clothing, or change for charities infrequently, request donated labor, and hold activities that generally do not solicit significant cash gifts.
- ICA departments must limit student requests for gifts-in-kind donations to no more than $30 per student per year. Examples include Kleenex, Harvest Festival candy, canned food, extracurricular fees, and field trips.
- Any fundraisers to the 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 fundraising by outside organizations on its campus.
- Individual ICA students cannot solicit the 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 well-rounded Christian education for 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 praying for the 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, yet fully support the spiritual training 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 disagreement. (Matthew 5:23-24; 18:15-17; I Corinthians 6:1-
5. We recognize private education requires strong parental support and involvement, including grade placement, teacher assignment, dress code, attendance, and events and activities throughout the school year.
6. We understand that students may be tested for illegal drug use if there is

reasonable suspicion. Drug testing may also be initiated to clarify a student's or the school's testimony.

7. We understand that we are responsible for fulfilling our financial commitments to ICA and must pay for any damage to property caused by our child, whether intentional or unintentional.
8. We understand that ICA maintains a school directory to assist in school communication. We agree not to use or share this directory for any other purpose.
    a. We permit ICA to use photographs or video taken at school or school activities of our family, child (ren), and family for school publications and promotional items.
    b. 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 all programs of ICA.
    c. We further agree that ICA may transfer or use photographs/video without limitation or reservation.
    d. The continued use of photographs/videos does not constitute an agreement to continue the child‘s enrollment.
9. We hereby approve and consent to ICA’s use of photographs/video and the abovementioned terms. 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. As such, is exempt from the provisions of the Nevada Elementary and Secondary Education Authorization Act.
11. ICA reserves the right to review every student's behavior, spiritual growth, and academic progress at any time to determine the mutual benefit of continued enrollment. At this review, the student will be invited to continue at ICA, placed on probation, or asked to leave.
12. We understand that FACTS is used with all other ICA policies and principles and could be revoked for cause at the administration's discretion.

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

- Dress modestly* and appropriately* for school functions or while visiting the campus.
- Modesty: clothing that does not expose the 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 toward speakers and children.)
- Refrain from the 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 showing courtesy on the telephone and in the parking lot toward all ICA staff, students, parents, and visitors to our campus.
- Parents and students are expected to cooperate with the school staff's authority and may be asked to withdraw if unwilling.
- By completing the application process, you indicate your desire to join ICA and your commitment to supporting its ideals and standards.

## ICA'S CHRIST-CENTERED CULTURE STATEMENT

It is important that families who are part of International Christian Academy clearly understand the culture that has guided our PreK-8th school from our inception. ICA is a branch of the International Church of Las Vegas registered with the State of Nevada as a faith-based, exempt school. Our school ministry enjoys many religious freedoms from being organized this way; therefore, ICA is not simply a private school.

Our academy is committed to following Jesus and the clear teachings of the Christian faith found in the Bible. Although our nation has its roots in Christianity, many people in the current American culture are not fully aware of the specific teachings of the Christian faith or may not personally embrace Christian values. To have a solid partnership with our families, addressing the ICA Christ-Centered Culture your child will experience as a student is important.

Below is a list of essential beliefs that the ICA faculty and staff will teach:

- There is one true God, the Creator of all and the source of all Truth. God has revealed himself through his creation, the Bible, and Jesus Christ *(1 Corinthians 8:6)!*
- God created human beings as his image-bearers. This means that humans carry the image of God and are designed to worship (*Exodus 20: 3-6).*
- "Love God with my whole heart. Love one another" *(Matthew 22:37-40).*
- Humans are distinctly created as male and female, genders that are equally valuable but complementary in their relationship to one another.

  *(Matthew 19:4-5).*
- God created marriage to be a lifelong union between a man and a woman, and it is the only relationship wherein God approves sexual intimacy. Marriage is the ideal family environment for children to be added and raised, whether it be by birth or adoption (*1 Corinthians 7:1-3).*
- Life is part of God's sacred design, but specifically, human life bears God's image and is to be protected and valued (*Psalm 139: 13-14).*
- God's love for humans is shown through the gift of free will – giving us the choice to freely love him. Free will introduces sin. God lovingly gave us a plan through creation, fall, and a plan for reconciliation (*Romans 12:2).*
- Jesus Christ freely offers every human being the rescue from their sin. Those who accept God's rescue are born again in Jesus (*John 3:16 & Romans 10:9).*

*ICA Christ-Centered Culture Statement Continued*

- Because all people are equally created in God's image, evils of inequality, such as racism, sexism, etc., have no place in a Christ-centered culture. Followers of Jesus are one single unified family wherein true unity prevails (*Galatians 3:28).*
- We are entrusted as stewards in this world—to pursue justice, stand against evil, and transform our culture as we strive to be good citizens of the earth (*Ephesians 2:10).*

These teachings directly impact the culture of ICA and your child by…

- Providing a peaceful and protective climate for everyone. Among the ICA community, we seek peace and protect it as we honor Jesus.
- Protecting the physical environment that your child experiences by prohibiting dangers such as drugs, alcohol, weapons, and inappropriate media on our campus activities.
- Nurturing a loving, safe, and secure emotional and social environment where healthy community relationships flourish as Christian virtues are embraced.
- Promoting the importance of each family being part of a church community that values God's design for us as human beings and for the world He created. We hope families have a church community that encourages people of all ages to encounter Jesus, grow together, and live His way.

We understand that some aspects of this overview of ICA's main cultural tenets are controversial issues today. Please be assured that ICA has always been a school ministry that welcomes those who do not follow Jesus as their Savior. However, as we forge a strongly united Christ-centered community that desires partnership with all parents of our ICA children, we disclose our position for your consideration and acknowledgment. **Please see the ICA Standard of Conduct in the ICA Parent and Student Handbook for information regarding the conduct expectations of ICA students.**

## ICA STANDARD OF CONDUCT AGREEMENT

*All scripture is inspired by God and is useful to teach us what is true and to make us realize what is wrong in our lives. It corrects us when we are wrong and teaches us to do what is right. God uses it to prepare and equip His people to do every good work.*
*(2 Timothy 3:16-17 NLT)*

Student Name (Print): _____ Grade: _____

We expect all International Christian Academy Middle School students to sign and follow the ICA Standard of Conduct (SOC). The SOC is based upon principles within God's Word, which develop strong values, character, and conduct. Whether a young person is a follower of Jesus Christ or not, they and the entire school community benefit when everyone is held to a common standard of conduct.

While enrolled at ICA, school events, and fields, ALL students are expected to live holistically and support ICA's SOC without duplicity. Students who are non-compliant academically, behaviorally, or spiritually jeopardize their privilege to be part of ICA and will be subject to dismissal.

The following list of unacceptable conduct (behaviors and attitudes) is NOT PERMISSIBLE on campus or at school-sanctioned events. Affirm your acknowledgment and intention to support by initialing each item:

<u>Parents/MS Students Must Initial</u>

_____/_____ Lying, cheating, stealing, and/or encouraging others to lie, cheat or steal (including plagiarism/academic dishonesty)

_____/_____ Defiance or disrespect of established authority (including parents)

_____/_____ Use of racial slurs or making racial commentary

_____/_____ Bullying, exploitation, or other forms of disrespect or intimidation

_____/_____ Unwelcome attention, stalking, or harassment, including inappropriate jokes

_____/_____ Involvement or indicating involvement in any sexually intimate behavior

_____/_____ Possessing, sharing, or discussing pornographic images

_____/_____ Distribution of any personal, suggestive, or intimate images and videos

_____/_____ Distribution of vulgar, racist, crude, etc. pictures, memes, or other media

_____/_____ Displaying symbols of support or advocating positions contrary to our tenets of Faith and Christ-Centered Culture Statement

_____/_____ Use of technology for purposes other than school

_____/_____ Disrespecting the physical and psychological well-being of others

_____/_____ Negative, belittling attitude toward academic, social, or spiritual growth

_____/_____ Possession, use, or indicating use of drugs, alcohol, vape

_____/_____ Possession, use, or threat to use weapons at ICA or functions

_____/_____ Undermining ICA beliefs, administration, faculty, and staff

**Values-Driven Ministry Positions, Policies, and Handling Controversy**

As a faith-based, private-exempt school, International Christian Academy has the freedom to adopt positions and implement policies that reflect our ministry's biblical values. (See ICA's Christ-Centered Culture Statement for more details.) Although our state grants these freedoms and is constitutionally protected, some of ICA's positions may differ greatly from those permitted in publicly funded or non-religious schools. The following is not an exhaustive list of our ministry positions and policies or controversial topics that may be encountered at the secondary level.

- ICA believes God has wonderfully and immutably created each person with a distinct gender – male or female, each complimenting the other and together reflecting the image of God; therefore, any attempt to reject or change one's biological sex will not be permitted at ICA, either on campus or at school-sanctioned events. Students will dress and will be addressed by their God-given birth gender.
- ICA's dress code restricts messaging or styles that promote anti-Christian or unacceptable values (e.g., immodest clothing or clothing with profane, violent, suggestive, or inappropriate messaging is prohibited). Clothing with Christian values messaging is permitted if it does not violate the general dress code standards.
- ICA embraces the free expression of central biblical positions and values. Several such core beliefs are freedom from sin, eternal life through Jesus, God's established plan for gender, marriage, and the family, the sanctity and protection of all human life from conception forward, respectful engagement in the political process, and support of authority at the local, state, and national level.
- As students mature, they are encouraged to develop and discuss their opinions on positions and values. When controversy is encountered, belittling,

intimidation or disrespect of others is NOT permitted; rather, students must learn to show thoughtful consideration of others' opinions.

- Politics may be discussed during election seasons. ICA faculty and staff are expected to remain neutral politically while leading students and ensuring a safe and civil environment for ideas to be freely exchanged.
- ICA teachers will continually teach from a biblical worldview, encouraging students to think critically and use the word of God as their foundation.
- World religions and religious differences are regularly discussed at ICA. Again, belittling, intimidation, or disrespect of others is NOT permitted.

**PARENT & STUDENT HANDBOOK ACKNOWLEDGEMENT**

**2025-2026**

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

Parent: _____ Date_____
(Print)

Parent Signature: _____ Date_____

Student: _____ Grade_____
(Print)

Student Signature: _____ Date_____

Please return this completed form to your teacher by Friday, 8/15/25.