

2023-2024
Indiana Christian Academy



Student Handbook

Mission: *Loving students while challenging them academically in a Christian environment.*

Theme for 2023-2024: Seek Truth

John 4:23-24 "true worshippers shall worship the Father in spirit and in truth: for the Father seeketh such to worship him."

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WELCOME TO INDIANA CHRISTIAN ACADEMY!

We welcome you, as parents and students, to Indiana Christian Academy. We trust that the student handbook for 2023-2024 will help you know more about us, our goals for you, and how we operate on a daily basis. Our prayer is that you will be a dedicated partner with us as we seek to serve God in this place.

Behind all the information that you see in this handbook are three fundamental thoughts encompassed in our mission statement:

Loving students while challenging them academically in a Christian environment.

We love students! It is great to see their smiling faces and hear their joyful voices echo down the hallways of ICA. As a Christian following Christ's example, we realize that He loves children, He is always available for them, and that each soul is eternally important to Him. Sometimes as parents, because we love our children, we have to do things that are difficult for them but ultimately are the best for them. Please know that we love your students and we will work together with you to demonstrate Christ's love to them.

Another of the fundamental thoughts that we focus on is challenging the students academically. Not only do we want to educate your students, but we want to challenge them to be the best that they can be. Some students are naturally self-starters, and so it is easy to push them to new heights. Others are very content with the status quo and require work on both the teacher and parent's part to see that student achieve his potential.

The third fundamental thought of our focus is foundational to the other two. The environment makes the difference. Although imperfect, we are a Christian school that seeks to live by God's principles found in the Scripture. It is this environment that makes us unique from other schools. We are grateful for Grace Baptist Church and its leadership that help maintain a God-focused vision for the school. From our earliest days here, we have envisioned a school where young people could attend and hear the Word of God and receive the best education possible. That vision continues because literally hundreds of God's people have served and sacrificed to build and maintain the school and because dedicated teachers

and staff provide your young person with the highest quality Christian education.

Please pray with us and stand with us as we seek to prepare students to be the Christian leaders of tomorrow.

Parents,

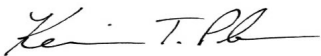
Welcome to Indiana Christian Academy and the start of the 51st year. Our society bombards students and adults alike with advertisements that try to get us to love something enough to desire it above everything else. So many things compete for our attention that it is hard to “set [our] affection on things above and not on things of this earth” (Colossians 3:1). In the midst of all of that chaos, a love for God can get lost in the shuffle. Our goal this year is to help students, staff, and parents to remember that loving God is the most important thing that we can do.

Looking back, we recall staff and students who were clear examples of people who loved God most of all. These people are some of the reasons that many students have gone on to love God and serve Him. These people exemplified a love for God by putting others before themselves, sacrificing their own time to show others God’s love, and seeking for ways to be “God’s heart and hands” to encourage others. It is quite remarkable that God has blessed Indiana Christian Academy with privilege of educating students of Madison County for so long. We pray that we continue to see God’s blessing on the school and for His continued blessing.

ICA under the leadership of the Administrator, Dr. R. W. Koenig saw the school open with 27 students from Pre-school through the third grade at the beginning of the 1973 school year. By September of 1974, the Academy increased both in student body and academic offerings. In 1978, the current facilities were built and since then we have enjoyed the wonderful treasure that God has given us, the tremendous facilities of ICA.

We are thankful for the stability that God has given ICA as we have only had 3 administrators over its 50 years. In addition to the leadership of the school, we are grateful for the longevity of the teachers and staff members of ICA. We are excited to begin this year recognizing the tremendous blessings of the past and looking forward to the continued outpouring of God’s blessings for the future.

Sincerely,



Mr. Kevin Plew – Administrator

HISTORY

As a ministry at Grace Baptist Church of Anderson, Dr. Don Camp founded Indiana Christian Academy in 1973. The school is governed by its bylaws and directed by the school board of Indiana Christian Academy. Grace Baptist Church oversees the direction of Indiana Christian Academy.

The Academy is a member of the Indiana Association of Christian schools and its parent organization, the American Association of Christian schools. Now in its 51st year of existence, the school has over 270 students. Indiana Christian Academy is housed in modern facilities, complete with wide hallways, air-conditioned classrooms equipped with some of the latest technology (i.e. SMARTBoards), a college size gymnasium, beautiful soccer field, library, Computer lab, and chemistry lab.

The foremost purpose of ICA is to develop Christlike character in the life of each student. God's Word stands as the absolute Truth upon which all academics and activities can be solidly built. As we endeavor to keep the reality of Christ in front of our students, we believe it is important to "not hide [the truth of Scripture from our] children, showing to the generation to come the praises of the Lord, and his strength, and his wonderful works that he has done." (Psalm 78:4-KJV)

Next, ICA strives for academic excellence and also a balanced training in the social and physical aspects of life. Luke 2:52 recounts that "Jesus increased and wisdom and stature, and in favor with God and man." It remains the desire of our staff to develop well-rounded Christians who can cope with the many pressures of today's society and culture.

It is our goal that our young people come to realize that life is more than just achieving personal goals, accumulating wealth, or acquiring popularity. Life is about Christ and while we are alive, we should be able to say with the apostle Paul, "for to me to live is Christ." (Philippians 1:21)

PHILOSOPHY

The bedrock for Christian education is found in absolute truth. The source of all truth is found in the Word of God and the Living Word, Jesus Christ (John 17:17; John 1:1-2; 14:6). Because God and His Word are the source of truth, Christian education must have at its center the Word of God. It is vital that Christian education follows the model of education found in Scripture and then seeks to imitate the intellectual, physical, spiritual, and social aspects that Jesus developed when he was a young person (Luke 2:52).

The Nature of Truth

Truth is defined by the Merriam-Webster Dictionary as the property (as of a statement) of being in accord with fact or reality. There is no reality apart from God as He is the Creator of all (Genesis 1:1-2; John 1:3; Colossians 1:16-17). As Author of all things, He certainly must be the author of reality. As the One who established reality, he then is the source of truth.

The alternative to truth defined by God is truth defined by man. The chief problem with this view is determining which man is allowed to define truth, if any. Because of man's desire for independence, he will ultimately seek his own truth. Most of mankind is not altruistic, but selfish. Consequently, man will seek the truth that seems to be best for him. Truth then becomes redefined by each individual and, therefore, relative. With relative truth abounding, individuals will find their truth conflicting with another's truth at times. At this point, redefined truth contradicts the very definition of truth.

As Christians, imitators of Christ and God (Ephesians 5:1), we must find truth as He defined it. God, the Father, is true (Titus 1:2; Deuteronomy 32:4, Numbers 23:19). The Son of God, Jesus Christ, is true (Psalm 33:4; John 14:6). The Spirit of God is true (John 15:26; 1 John 4:6). Because God is true, we should speak the truth (Ephesians 4:25), walk in His truth (Psalm 86:11), serve Him in truth (1 Samuel 12:24), diligently study His truth (2 Timothy 2:15; John 17:17), and worship Him in truth (John 4:24). As imitators of the One who is True, we must follow His Truth found in His Word. God's Word, the Bible, is the transcribed truth given from the

Spirit of Truth through the personalities of men. Therefore, anything that contradicts God's Word is not truth.

Proper education that has the acquisition of truth as its goal must have a Bible focus. Gaining knowledge and education apart from truth is pointless. Colossians 2:3 reminds us that the Scripture contains "all the treasures of wisdom and knowledge." Biblical truth points to the reality of the redemption of mankind for the glory of God. Ideas and philosophies that are opposed to the revealed Christ and his plan and purpose for mankind are contrary to real, absolute truth.

The Nature of Man

It is important to understand the nature of man in order to establish a correct philosophy of education. How a teacher views the nature of man will have a direct impact upon how the teacher approaches the education and training of the student. A Christian teacher may find it necessary to discard the prevailing educational philosophies of modernity and realize that man was created with the purpose of glorifying God, His Creator.

Mankind was originally created perfectly, in the image of God and without sin. Sin marred the nature of the original man and woman, and consequently, each subsequent generation is born with his own sinful nature. Man is therefore essentially wicked (Romans 3:10, 23) and is in need of spiritual regeneration through Jesus Christ. Each student has to come to this individual realization and must trust Jesus Christ's work of redemption as their Substitutionary Savior (John 3:16; Romans 5:8, 12, 19; 6:23; 1 Peter 3:18). Once the student has trusted Christ as his Savior, the Christian teacher can appeal to the student's new goal and purpose of glorifying God and relate that new goal to his attitudes, actions, efforts, and spiritual walk.

Though Christian education is aimed at the Christian student, it is certain that the entire student body will not be comprised of believers. One has to look no further than Jesus' disciples to realize that reality. The Christian teacher should also consider his philosophy of education to the unbelieving student.

In educating the unbelieving student, the teacher should strive to be gospel saturated in preparation and practice. Romans 12:17 says, "Faith cometh by hearing, and hearing by the Word of God." Unbelieving students can benefit immensely from the quality and spiritual content of Christian education. In most instances though, education solely for the sake of evangelism will be fraught with difficulties with student behavior and

parental opposition. Nevertheless, God has given the Christian school many opportunities to reach the souls of students with the gospel. These opportunities should not be overlooked (Matthew 28:19-20; Mark 16:15).

The Purpose of Christian Education in Relation to God

Man is responsible to teach the truth of God to children (Deuteronomy 6; Psalm 78). Within the framework of that truth, teachers should teach the student his position before God: a sinner. He should teach the student his purpose to God: to glorify Him with his life.

God affects every aspect of humanity, and the student should prepare himself for God's plan of use for him. Christian education should promote and give opportunities for students to exercise their gifts in service to God.

The Purpose of Christian Education in Relation to Man

The purpose of Christian education is to offer parents a quality educational program that is consistent with the truth revealed in the Word of God while assisting parents in their children's in Christ's image.

Christian education should seek to provide appropriate activities and sporting events that will reveal character and provide opportunities for discipleship. These activities will provide opportunities to interact and develop socially and physically while being directed by caring Christians who use these opportunities to mentor the students.

The Process of Christian Education

The Teacher

Teaching is not easy. The Scripture reminds us of the difficulty of this task when it tells us in James 3:1 that not many of us should become teachers because of the heavy burden that is placed on someone in this position.

The nature of teaching has several dimensions. Teaching is first of all an art. Some people have the gift to be able to communicate truths to others. This is not to say that one is superior to the other, but that some people have been given the aptitude for teaching (1 Timothy 3:2). Those who have this gift should not rely on their abilities alone, but should be prepared and cultivate this gift. Secondly, teaching is a science. It has a body of knowledge to be analyzed, researched and evaluated. Thirdly, teaching is a commitment. The teacher must be unwavering in his commitments to the goal of educating students in the truth. There is often a greater degree of commitment for the Christian educator because of the extended hours, lower salary, and less than ideal equipment that is often

thrust upon him. The fourth aspect of teaching is that it is a profession. Professional teachers will be well-equipped and well-prepared and conduct themselves in a proper manner. Lastly, teaching is a ministry. Ministry is service--service not only to the parents and students, but also to God. A good teacher will look at teaching as more than a job, but as a ministry of service.

Not only does the Christian educator need to have the ability to teach, but he also must have the ability to model spirituality. The teacher is the example of God before the students. He must be a model of spiritual maturity to the students and build relationships with them in order to mentor them in Christ-likeness.

The Student

The student must be viewed as an individual who is created by God for a purpose. Although not all students will know Christ as their personal Savior (e.g. preschool and elementary students may not have yet seen the need for salvation), Christian education is designed for the Christian. The student should be obedient and submissive to the authority of Christian school personnel (Hebrews 13:17).

The Christian student should be humble (Proverbs 16:18). That humility will be manifested in his willingness to learn and desire to be taught. He should not arrogantly assume that he knows what is best for his education. Instead, he should trust his parents' discernment and his teachers' wisdom with regard to his education.

As the student realizes his place in the plan of God, he should actively pursue excellence while preparing himself for God's ultimate design. He should devote himself to be the best that he can be for God's glory (Colossians 3:17, 23).

The Methods

Many teaching methods abound in today's educational arena. The teacher can use lecture, questioning, discussion, object lessons, role-play, projects, and experiments just to name a few. Different students respond better to different teaching methods. It is important for the teacher to vary his methods, while keeping in mind the importance of aligning instruction with Scriptural principles. Teaching methods should be evaluated by their ability to produce the desired learning. Some methods are more powerful than others. Some methods waste valuable time. Any individual method employed must be appropriate for the classroom and for the age of the student. All teachers should show proper concern for variety.

The Materials

At the core of the Christian classroom are the Scriptures. The Bible should be interwoven with each academic subject and great care should be taken to apply these truths universally.

Each subject differs on the kind and amounts of materials used. Some subjects require nothing more than a chalkboard or white board. Other subjects may need lab equipment: beakers, scales, tubes, and chemicals.

As an administrator, the main focus is the curriculum of teachers. It is important to have a curriculum that gives the teachers the tools to provide a thorough and excellent education while at the same time giving them flexibility to apply Scriptural truths to the students. Though certainly not all curriculum needs to be explicitly sacred, it must not undermine Scriptural truths and must allow the Christian educator to integrate the Scriptures thoroughly.

The Place of Christian Education

It is vital that Christian education exist in the home. It cannot be left to other entities. Fathers are commanded to bring up their children “in the nurture and admonition of the Lord.” (Ephesians 6:4) Biblically based morals and absolutes should be the foundation of home education while teaching the child that their purpose is to glorify God with their lives. In giving their child a Christian education, it is vital to see that their child is in church. A steady diet of preaching and teaching from the Word of God can help the student deepen spiritually. Proper Christian fellowship allows the believing student to have accountability and encouragement in fighting sin and following God (Hebrews 10:25).

School

Parents are responsible to educate their child in a way that pleases God. Being answerable to God for the way that their children are educated and influenced, we believe that a parent should choose a Christian school for the education of their child unless extenuating circumstances exist. A good Christian school will provide a child with Christ-like love and discipline, curriculum from Christian authors taught with a Christian worldview, trained educators with understanding of the subject matter being taught, reinforcement of godly training at home, and encouragement to follow God’s will for their lives.

A good Christian school will assist the parents in the education of their children and will help disciple the students toward Christ-likeness. Often

times, a church will feel the burden to start a Christian school to help aid of the parents of their church and community in the education of their children. Nevertheless, it is the parents' responsibility to train their child to know God, to love him supremely, and to learn how to obey and serve him in every aspect of life. (Deuteronomy 6:4-15)

Effect on Society

The Christian education of a student should make a difference in how he impacts his society. As a student learns to live for the glory of God, he should share the gospel with those whom the Lord gives him opportunity to share (Matthew 28:19-20). He should also be a beacon of truth and right and stand in contrast to the culture around him (Philippians 2:14-16; Matthew 5:14-16). Each person should show a love for God and others in their demeanor and actions (Matthew 22:36-40).

STATEMENT OF FAITH

1. We believe in the Scriptures of the Old and New Testaments as verbally inspired of God, inerrant in the original writings, and of supreme and final authority in faith and life. II Timothy 3:16; II Peter 1:19-21
2. We believe in one God, eternally existing in three persons, FATHER, SON and HOLY SPIRIT. Exodus 20:2-3; I Corinthians 8:6
3. We believe that Jesus Christ was begotten by the Holy Spirit, born of the virgin Mary, and is true God and true man. Isaiah 7:14; John 1:14
4. We believe that man was created in the image of God, that he sinned and thereby incurred not only physical death, but also spiritual death, which is separation from God, and that all human beings are born with a sinful nature. Romans 5:10-19; Genesis 3:1-6, 24
5. We believe that the Lord Jesus Christ died for our sins according to the Scriptures, as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the grounds of His shed blood. I Corinthians 15:1-4; Romans 5:1-11
6. We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and in His present life there for us as High Priest and Advocate. Matthew 28; I Corinthians 15
7. We believe in "the blessed hope," the personal, premillennial, and imminent return of our Lord and Savior Jesus Christ. I Thessalonians 4:13-18; Hebrews 9:28

8. We believe that all who receive the Lord Jesus Christ by faith are born again of the Holy Spirit and thereby become God's child. (Jn 1:12; 3:16)
9. We believe the family is the basic unit of society established by God, Who intends for it to consist of one man and one woman legally married to each other in a permanent relationship, which may or may not produce children. Intimate sexual activity is to occur exclusively within that union. If the man and woman have children, they are responsible to train and teach those children in biblical principles. (Genesis 1:28; 2:24; Deuteronomy 6:6-7; Romans 7:2; 1 Corinthians 7:10; Ephesians 5:22-23)
10. We believe that God wonderfully and immutably created each person as male or female, that that these two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27)
11. We believe in the bodily resurrection of the just and the unjust, the everlasting joy of the saved and the everlasting conscious suffering of the lost. I Thessalonians 4:13; I Corinthians 15:51-53

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Indiana Christian Academy's faith, doctrine, practice, policy, and discipline, the pastoral staff of Grace Baptist Church assisted by the deacons is Indiana Christian Academy's final interpretive authority on the Bible's meaning and application.

Parents should have a signed copy of the statement of faith on file in the office indicating that they are aware of the school's beliefs and agree to abide by them.

GOALS

Indiana Christian Academy believes that all truth is God's truth and everything we do and study must come from Him and direct to Him. We do not believe there is a dichotomy between those things that are spiritual and those that are not. Therefore, our educational goals are built upon an understanding of God's desire for His children as He instructed in His Word and are based upon His demonstration of this in the life of Jesus found in Luke 2:52.

- Spiritual Development Goals
 - To see each student of Indiana Christian Academy trust Jesus Christ as his own personal Savior.

- To encourage each student to make it a priority to know Christ personally and serve Him passionately.
- To develop within each student an understanding of their spiritual role within God’s kingdom and of the gifts God has given them to accomplish that role for His glory.
- Academic Development Goals
 - To develop in each student basic skills and a level of achievement that help make that student successful as a child of God and also a citizen of God’s kingdom.
 - To equip all levels of students to be prepared to embark on the next level of education.
- Social Development Goals
 - To assist students in having a strong, biblically-based moral compass that helps them discern right from wrong, and instill in them the conviction to do right no matter the outcome.
- Physical Development Goals
 - To help students develop their gifts and abilities so that they can use them for the glory of God.
 - To teach students the importance of self-discipline in the mortification of our body for Christ’s service.

ADMISSIONS

Student Enrollment

In order for someone to become a student of Indiana Christian Academy, he must meet all requirements for admission.

- **Application** – An online application must be filled out for all students. All information given on the application should be up-to-date and accurate.
- **Appropriate Age** – Students entering our preschool must be 3 by November 1. Students entering Pre-Kindergarten must be 4 by November 1st and students entering Kindergarten must be 5 by August 1st. All students should be toilet trained before entering school.
- **Testing** – All new students entering Kindergarten through 12th grade will need to take an admission test. Our testing is done at the school and will include testing in Math, Language, and Reading. The application fee is required to be paid before the student will be allowed to take the test. The purpose of this test

is to measure your child's academic progress compared to the students in the classroom in which your child will be entering, so that we can best prepare them for success at Indiana Christian Academy.

- **Parent Agreement Form** – We ask parents or guardians to read and sign a parental agreement which indicates the support of the parent/guardian of the school's policies and procedures and their willingness to work with faculty and staff as a team in providing the best education possible for their children. The form also affirms the financial responsibility of the parent or guardian to the commitment of prompt and complete payment of tuition and fees in order to ensure that Indiana Christian School has the financial means to meet the needs of the students God has entrusted to our care.
- **Student Agreement Form** – We ask students in grades 4 to 12 to read and sign a Student agreement. Signature of this agreement indicates the student has read and understands the school policies and procedures and is willing to support those policies and procedures as a student at ICA.
- **Report Cards/Transcripts and Health documents** – The office staff should receive this completed information in order for admission to be complete.
- **Interview** – An interview with the prospective student and parent(s)/guardian will be conducted with school administration before the student will be allowed to complete enrollment.
- Students who are currently enrolled will be permitted to return on a preferential basis as long as they have maintained appropriate academic, spiritual, disciplinary standards, and have fulfilled their financial obligations.

ACADEMICS

Homework

Homework is essential for our students and is designed to aid the student in his studies. If your student becomes consistently overwhelmed with the amount of homework that he receives, please schedule a meeting with your child's teacher to develop a strategy for your child's academic

success that will reduce the amount of homework he has each night and the amount of time needed to spend on each homework activity. Each teacher may give homework for drill, practice, remedial activity, or special projects.

- Drill and Practice-Most students require consistent drilling to master material that is essential for education progress.
- Remedial Activity-As the year goes on, the teacher may notice that the student needs reinforcement in certain areas in order to grasp concepts or processes. After receiving instruction, teachers may send home additional homework to help the student overcome this area of weakness.
- Special projects-Book reports, papers, reports and various other projects may be assigned to help the student further develop his cognitive and reasoning abilities.

Homework and Absences

- When a secondary student is absent, he/she is responsible for finding out what was covered in class during his/her absence.
- Students are allowed one day per day of absence to make up work that was missed. If assignments or assessments were due on the day of the absence those assignments and assessments will be due the day they return to class.
- If a student misses a quiz or test (excused absence) student has one day to make it up. If a student does not make up the quiz/test in that time frame, then the following class period they will take it during the class period with late penalty - 15% off quiz and 10% off test.

Late Homework Policies

It is important for students to do their homework on time and correctly. Often times, late homework hovers over students and can be overwhelming. We want to encourage students to get their work finished on time, as in the business world. In order to help students get their homework finished in a timely fashion, the following penalties have been put in place:

- Homework that is one day late: A maximum of 75% can be awarded to the student for the assignment.
- Homework that is more than one day late: **students may receive partial credit for the assignment. According to the teacher's**

classroom policies, assignments more than a few days late will be a zero.

Homework and Extra-Curricular Activities

- Activities such as sports, school-sponsored trips, yearbook and school plays are considered. Curricular activities should take priority over those that are extra-curricular. Students are therefore responsible to secure assignments ahead of time if they feel that they will not be able to complete them on the due date. Students should prioritize their time accordingly.

Communication

We believe that Proverbs 22:6, “Train up a child in the way he should go: and when he is old, he will not depart from it” and many other passages of Scripture indicate that it is the responsibility of the parents to provide a Christ-centered education for their children. Therefore, the role of Indiana Christian Academy is to assist the family in providing an excellent Christ-centered education for the children entrusted to our care. In order to fulfill our role, communication between parent, teacher and student is essential. It will be our desire to have an open channel of communication with the home. Emails, phone calls, and written notices will be sent home to let you know of school events that have important implications for your student. On occasion, important communications will require a parent signature. Please sign and return those when specified. We are continually reviewing and improving our methods of communication whenever possible and we are open to suggestions that you might have to help improve our communication with parents.

FACTS SIS (PK-12th Grades)

FACTS SIS'S, formerly known as RenWeb, core features offer a host of options for parents to keep up with their child's progress in the classroom and at school. Parents can access attendance, homework, progress reports, grades, school calendar, homework and pay for lunches and school bills. For this to work as intended, it is important that the office has current contact information for each family. Please make sure that the office has your current email, address, and phone number on file and **notify them as soon as possible if these change during the year.** As email is the primary form of communication for most of our families, we ask that you please check your email frequently to see if you have received any new communication from the school or a child's teacher.

You should already be enrolled in FACTS through the enrollment/re-enrollment process.

Text Notifications

If you are interested in receiving text notifications for school closings, delays, other notifications, or a canceling of activities, this will be done through RenWeb, also known as Facts SIS. We must have an updated mobile number on file in FACTS SIS in order for you to receive these text reminders. ***Please be sure that the office has this!***

Parent-Teacher Conference

We encourage the teachers and parents to communicate with each other as needed for the benefit of the student. Sometimes, it will be necessary for the teacher and parents to meet to discuss a student's needs. Parents or teachers should feel free to set up a meeting, if needed. After school hours will probably be the best time for both parties to meet.

Social Media

In addition to the Newsletter, the school has both Facebook and Twitter accounts to keep our families up to date on school happenings. Please feel free to follow those accounts at:

- [Facebook.com/indianachristianacademy](https://www.facebook.com/indianachristianacademy)
- [Instagram.com/icawhirlwinds/](https://www.instagram.com/icawhirlwinds/)

Our Website: [IndianaChristianAcademy.org](https://www.IndianaChristianAcademy.org)

Our school website is designed to communicate what is going on at the school as well as to be an advertisement of what the school offers. Check the website for the FACTS SIS Parent Portal, to email teachers and staff, and to view the calendar of events taking place at school.

Parent Visits

Parents are welcome during the school day. As much as possible, the administration and faculty are available to talk with parents and students about concerns and questions. If you wish to talk with a teacher, we ask that you make an appointment at a convenient time for both you and the teacher. Please be considerate of the teacher's time during school. When a visit to the classroom is necessary, you must check in at the office first, sign in, and receive a visitor's badge. Do not go directly to the classroom. In order to prevent distractions to the students, we would ask that parents visit the classroom only once per semester. This is to protect our students

and staff. When you visit the school, we ask that you dress modestly and that your attire is appropriate for the occasion.

Parents are welcome to visit their children during lunch time and bring food from restaurants or home. Please be sure to check in at the office prior to heading to the lunchroom. We ask that any classroom visit be arranged 24 hours in advance with the office and teacher.

Grades

We believe that children should do their best and achieve their fullest potential for God's glory (1 Corinthians 10:31; Colossians 3:23). Each student is different and the reports are written on the basis of his/her progress and should be interpreted in accordance with his/her ability. The FACTS SIS Parent Portal (RenWeb.com) allows you to check your students' grades. **You will need to have an authorized login name and password from the school office in order to access your child's grades.**

Assignments and class announcements can either be found on the FACTS SIS site at the Family Portal. Teachers will submit new grades to FACTS SIS on a weekly basis. Please check your child's progress and grades at any time. Parents and students will be able to check for missing assignments through this website.

Report Cards

It is our desire to give you, as parent or guardian, the ability to help you see your student succeed academically. Student's grades will be primarily based upon actual achievement, not on effort. Report cards are **emailed** home every nine weeks. Any student who has an incomplete at the end of a grading period has two weeks after the end of the term to make up that grade.

Progress Reports

Progress reports are done at the 4 1/2 week mid-point of the grading term. The emailed progress report gives both students and parents a "snapshot" of the grade at the moment. The report is designed to advise the parent of the student's progress and provide an opportunity for the parent and school to work together in helping their student succeed.

Honor Roll

At Indiana Christian Academy, we have two honor rolls. Qualifying for the Honor Rolls is a two-fold process.

A Honor Roll

1. The student must have an A percentage average for the year. All quarter grades from report cards will be used in calculating the average.
2. No report card grade for the any class in any quarter can be a C or below in order to qualify for the A Honor Roll.

B Honor Roll

1. The student must have an B percentage average for the year. All quarter grades from report cards will be used in calculating the average.
2. No report card grade for the any class in any quarter can be a D or below in order to qualify for the B Honor Roll.

Student Records

The student records are maintained in file cabinets and digitally through the internet. In the event that the school would cease operating, the student's records would be available upon request of the student, parents/guardians at Grace Baptist Church, 432 W. 300 N., Anderson, IN 46012.

Grading Scale

Letter Grade	Percentage	Grade Point	Honors/Dual Credit
A+	97-100	4.0	5.0
A	93-96	4.0	4.8
A-	90-92	3.7	4.6
B+	87-89	3.3	4.3
B	83-86	3.0	4.0
B-	80-82	2.7	3.7
C+	77-79	2.3	3.3
C	73-76	2.0	3.0
C-	70-72	1.7	2.7
D+	67-69	1.3	2.3
D	63-66	1.0	2.0
D-	60-62	0.7	1.7
F	59 OR BELOW	0	0

Core 40 High School Graduation Requirements

Course and Credit Requirements

	Core 40	Core 40 with Academic Honors
Bible	8 credits or 2 for each school year in attendance at ICA	8 credits or 2 for each school year in attendance at ICA
English/ Language Arts	8 credits	8 credits
	Including a balance of literature, composition and speech.	Including a balance of literature, composition and speech.
Mathematics	6 credits	8 credits
	2 credits: Algebra I 2 credits: Algebra II 2 credits: Geometry	2 credits: Algebra I 2 credits: Algebra II 2 credits: Geometry 2 credits: another Core 40 math course
Science	6 credits	6 credits
	2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course	2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
Social Studies	6 credits	8 credits
	2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World	2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
Directed Electives	5 credits	8 credits
	World Languages Fine Arts Career and Technical Education	World Language: 6 credits in language or 4 credits each in two different languages Fine Arts 2 credits
Physical Education	2 credits	2 credits

Health and Wellness	1 credit	1 credit
Electives*	6 credits	6 credits
48 Credits Minimum		55 Credits Minimum

Graduation

Indiana Christian Academy’s graduation requirements are based upon the Indiana State Department of Education’s Core 40 regulations. These essential 40 credits help us define what course work must be passed in order to proceed with graduation. *Along with the Indiana Core 40, Indiana Christian Academy requires a few more courses as part of the core program for graduation. These courses will be discussed with the Guidance Counselor.*

Core 40 with Academic Honors

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” (86%) or better.
- Complete one of the following:
 - Earn 6 verifiable transcribed college credits in dual credit courses from the approved dual credit list.
 - Earn a composite score of 1250 or higher on the SAT and a minimum of 560 on math and 590 on the evidence based reading and writing section
 - Earn an ACT composite score of 26 or higher and complete written section

Awards

The following awards may be given to qualifying students during the year.

- *Christian Character and Leadership Award* – This award is given to the high school student who exemplifies outstanding Christian character and stands out as a leader in this category during the school year.

- *Daniel Award* - highest award given to elementary students manifesting exemplary traits in all areas (academic, character, testimony). Students and teachers vote for this honor.
- *Perfect Attendance* – maximum of ½ day absent through second to last week of school
- *All As in Bible* – certificate
- *A Honor Roll* – certificate
- *A and B Honor Roll* – certificate
- *Beginner Band* – 5th grade – certificate
- *Cadet Band* – 6th grade – certificate
- *Art Award* – certificate- one per grade
- *Elementary Merit Club* (behavior, grades, responsibility)
- *Highest Class Percentage in each grade*
- *High School Merit Club* – 500, 750, 1000, 1250, and 1500 Merit Clubs (behavior, grades, responsibility)

American Christian Honor Society

The American Association of Christian Schools National Honor Society provides recognition of students who have excelled in academics, service, leadership, and character. These students have exemplified the qualities necessary for achievement of worthwhile goals.

Selection Requirements: The student must have a 90% overall average for his/her high school career up to the point of induction into the National Honor Society. He/she must be at least a junior. If the student is a transfer student, he/she must have completed one semester of work at Indiana Christian Academy. The student is evaluated by the Honor Society Committee and must meet all requirements stated in the National Honor Society Manual.

Standardized Testing

Colleges require successful completion of the Scholastic Aptitude Test (SAT) or the test of the American College Testing (ACT) for admission. All incoming seniors should make plans to take either or both of these college entrance exams. Sophomores and Juniors at Indiana Christian Academy will take the PSAT test in order to gain experience in college entrance exams and to qualify for scholarships. We offer the SAT on site during the school day for Seniors and 2nd semester Juniors. Indiana Christian Academy's High School code number for the SAT and ACT tests is 150-044.

Elementary and secondary students will take the Iowa Test of Basic Skills in the spring. ICA's students' scores are compared to regional norms, national norms, and AACCS norms. Students will also take a Cognitive Abilities Test (CogAT).

We will be taking the ILearn tests this year. IREAD 3 will be administered to 3rd grade students in March. Testing dates are posted on the Detailed School Calendar.

Promotion and Retention

Students will be promoted based on their ability to be successful at the next grade level. A student's ability, achievement, and maturity level will be taken into consideration. Parents should be notified by the end of the 3rd grading period if retention is likely.

If a student fails to pass a class in a core subject for a semester, that student may be retained. If a student develops a pattern of failing grades, that student will be placed on academic probation.

For grades K-8th grades, students who fail 2 or more classes will be subject to retention. Students in 9th through 12th grades will need to repeat failed classes to secure credits for diploma path which could lengthen the time it takes the student to graduate.

Course Drop/Add Policy

Classes at ICA are developed based upon academic need, state requirements, spiritual growth, and scholastic development. Because of this, we discourage students from dropping courses once the school year begins. If a student finds it necessary to drop a course, he/she may only do so **within the first three weeks of the semester**. A student should give reasons for dropping or adding a course along with written permission from the parent or guardian. Students who drop a class will need to pay for the textbook.

Ineligibility

In order to help our children to be successful in their academic endeavors, students who fail to maintain a 76% average (unrounded) or have more than one "F" will be placed on academic ineligibility, which allows them to focus on their academic success. Grades will be checked at each report card. Ineligibility will be in effect until the next report card is sent home. Students on academic ineligibility will not be able to participate in extracurricular activities during that period of time.

Attendance

School Hours

The school day begins at 8:00 am and ends at 3:10 pm for our elementary and 3:15 pm for our secondary. Before-school care begins at 6:30 am in room 104, and at 7:20 am students move to the gym. After-school care begins right after school and ends at 5:30 pm.

Hours:

Extended Care Hours	6:30 am—5:30 pm
Preschool Class Day	8:00 am—11:30 am
Kindergarten Class Day	8:00 am—3:15 pm
Grades 1-12	8:00 am—3:15 pm
Office	7:30 am—4:30 pm

Attendance Policy

It is important that both students and parents take attendance and punctuality very seriously. Dependability, responsibility, and promptness are character traits that are necessary in today's workplace, and we seek to instill those in our young people at an early age. In addition, when a child is tardy to school or to class, essential instruction time is lost for all other students in that class. In order to provide an environment that is conducive to excellence in education and effectively prepares our students for success in college and the workplace, the following attendance policy has been adopted:

Students are expected to be in class. If a student is excessively absent, essential instruction time is lost and a grade of incomplete will be given for that class until instruction time has been made up.

- **Students are allowed only 9 absences per course per year.**
- **After 9 absences, there will be a mandatory meeting with parents, students, and administration to develop an action plan to help the student be successful. The Indiana Department of Education strongly encourages schools to notify the department of Child Protective Services of excessive absences and tardies.**
- **Absences beyond 10 must be made up in the summer or during breaks in order to receive credit for each course.**

- In order to avoid using school funds that should benefit all students to cover this expense, a fee of \$150 per semester course will be charged to the student for course recovery.

Students who are absent three days or fewer must bring a written excuse from the parent upon returning to school. Except for childhood diseases, a doctor's verification will be required for an absence of more than three days.

If the parent needs to take his/her child out of class during the day, a note should accompany the child that day with a specific time stated. Parents should always **come to the office** to sign out the child. If the student returns, he/she must sign in at the office and get a pass to return to class.

All absences and tardies, whether excused or unexcused, will be recorded on the report card.

Secondary students who are more than 15 minutes late to any class will be counted absent to that class. Elementary and secondary students who arrive to school after 9:00am and before 11:30am will be credited with a half-day only. Students who arrive after 11:30am will be considered absent for the entire day as they will not be in attendance for at least half of the school day.

Excused tardies will be granted for medical reasons. *A note from the parent or doctor should be given to the office upon arrival to school.*

Unexcused” tardies - Tardies to first period will be counted as 1/2 a tardy for detention purposes only. Students must attend at least a half-day of school (4 hours) in order to participate in sporting events that afternoon or evening.

Parents are responsible to call the office by 9:00am to report a student’s absence. Homework should be requested at this time.

SPIRITUAL LIFE

Part of our mission at Indiana Christian Academy is to create and maintain a Christian environment for our students and staff. In addition to having a Christian atmosphere at school, we desire to equip our students to live a distinctly Christian life in the world around them and to shine as lights for the Lord.

Personal Testimony

It is our hope that students begin to develop a relationship with Christ in their elementary and middle school years. We desire each student to have

a personal relationship with Christ as his Lord and Savior. We will not allow a new student to enroll in ICA unless he/she displays a willingness to learn and grow in Christ. We strongly encourage them to be committed to being a part of a local church.

Bible Instruction

In addition to Bible classes, the Scripture is integrated into all courses throughout the curriculum. Students are expected to memorize Scripture according to the instruction of Psalm 119:11: “Thy Word have I hid in mine heart, that I might not sin against thee.” It is the desire of Indiana Christian Academy that students not only learn the Bible, but be able to apply its truths in everyday life situations. For the sake of consistency, Indiana Christian Academy will use the King James Version of the Bible. However, we recognize that many of our students and families attend many different churches in our community. Please see the Administration for a list of formal equivalent translations that might be acceptable for classroom use.

Chapel

All students will attend a weekly chapel that will focus on the teaching and proclamation of the Word of God as we address spiritual issues that are relevant to their age group. The primary purpose of chapel is to promote spiritual growth in the lives of our students.

School Camp / Camp Outta Here / Other Camps

Each year ICA schedules camps and retreats for its students. These events include fun activities, opportunities for fellowship with fellow students and speakers that address spiritual issues involved in spiritual growth.

DISCIPLINE & DISCIPLESHIP

The program of discipline at Indiana Christian Academy is designed to partner with the family in promoting the discipleship (the Christ-like development) of its students. The Scriptures provide many different examples about the importance of Biblical discipline. One excellent illustration is that of Eli, the high priest and judge of Israel. In 1 Samuel 3, God tells Samuel to tell Eli that he and his sons will be judged. Verse 13 tells us this, “For I have told him that I will judge his house forever for the iniquity which he knoweth; *because [Eli’s] sons made themselves vile, and [Eli] restrained them not.*” In this text, we clearly see that discipleship

is the responsibility of both the child and parent. God holds both responsible when the child falls short of the God's will for him. As your partner in the discipleship of your children, we sense a great burden of responsibility to assist you in this endeavor while your child is at school by providing a loving community that promotes godly discipline.

Respect and obedience to the Word of God and God-ordained authorities are very important aspects of discipleship (Romans 13:1-3) and are essential disciplines every Christian should develop. While some rules are based upon biblical conviction, others are rules to help the school function "decently and in order" (1 Corinthians 14:40). Most importantly, the rules at the school are governed by principles that are taught in Scripture, and it is our desire that these principles are instilled in student's lives, as they desire to live for and please God. Because these rules are based upon Scriptural principles, we view the violation of these to be something that needs to be addressed in a biblical manner.

Preschool and Lower Elementary Discipline (K3-2nd Grade)

Our purpose is to lovingly and patiently train our preschool and lower elementary students to please God by obeying their school authorities, submitting to those authorities, and respecting their authorities and peers. Warning slips are not primarily considered tools of correction, but are written records that school rules have been breached and confronted. Teachers report infractions to the administration after talking the situation over with the student. The administration will then decide correction, using the prescribed correction dependent on the setting. Warning slips will be sent home in their folder when they have been given. It is the responsibility of the individual student to show those to the parent each time he or she is given a warning. Parents, please sign and return the warning slip the following day.

The following types of conduct, and others, at the discretion of the administration, will be handled by the classroom teacher. The typical means of discipline will be either a phone call home or a warning:

- Chewing gum without permission
- Disrupting the class
- Eating or drinking in the classrooms or halls without permission
- Unsafe activities on school property
- Horseplay or roughhousing

The administration will handle the conduct for Preschool and Lower Elementary other than those listed above in a manner that they deem appropriate.

Discipline for minor offenses will be administered by the classroom teacher or staff member using a “warning” system.

A student who receives 4 warnings in a week or 3 warnings in a day will receive a Discipleship Conference. A Discipleship Conference is a student meeting with the administration that will include the following:

- Discussion of why the student’s behavior is unacceptable,
- Instruction from God’s Word upon the issue,
- Suggestions for improving or managing the behavior,
- Prayer for forgiveness and help,
- A call or email to the parent.

Below is a list of the guiding biblical principles of behavior for elementary students:

- Obey Right Away (Hebrews 13:17; I Samuel 15:22)
- No Grumbling or Complaining (Philippians 2:14; Proverbs 25:28)
- Treat Others as Jesus Would and as You Would Like to be Treated (Matthew 7:12; Philippians 2:3; John 13:14-17)
- Accept Personal Responsibility for Your Words and Actions (Galatians 6:7-8; Romans 14:12)
- Respect Your Authorities (Romans 13:1; I Timothy 5:1-2)

Upper Elementary Discipline (3rd - 5th Grade)

Discipline Progression

The elementary utilizes a progressive discipline system. The severity of the discipline administered changes based on the discipline record of the student. This progressive system allows students to make some mistakes and learn from them at the earliest levels. However, if a student does not exhibit self-discipline at the lower levels, the discipline is increased. A record of warning slips and detentions will be maintained throughout the year.

1. Students will be given a warning slip after multiple warnings have been given them in the classroom.
2. After 4 warning slips in one week, the student will meet with the administration and a phone call will be made to the parents.

3. A student will receive a major consequence for every 5 warning slips that are given. 5th grade students will receive a detention.
4. If a student reaches 35 warning slips, he or she will serve a two day in-school suspension with an administration/parent(s) conference required.
5. If a student reaches 40 warnings slips in a semester, the student will be expelled.

The following types of conduct, and others, at the discretion of the administration, will be handled by the classroom teacher. The typical means of discipline will be either a phone call home or a warning:

- Chewing gum without permission
- Violating school dress code
- Unprepared for class
- Disrupting the class
- Eating or drinking in the classrooms or halls without permission
- Unsafe activities on school property
- Horseplay or roughhousing
- Violating ICA computer/Internet policy/Student Personal Technology policy

The administration will handle the following types of conduct (and others as the need arises):

- Bringing electronic devices unrelated to academic work or bringing non-educational related materials.
- The use of headphones, earbuds, etc. which is not directed by a teacher.
- Listening to, possessing, or promoting ungodly, unwholesome music on school grounds. (Philippians 4:8)
- Mutilation, destruction of property, or activity that may result in mutilation or destruction of property. In addition to any disciplinary action taken, the student must also pay for any damage done.
- *Physical contact with other students.*
- Using cellular phones or other electronic devices during the school day without permission or taking such items on field trips/games without permission.
- Using inappropriate language, such as obscenities, vulgarity, or profanity.

- Using harassing or defamatory language as in threatening, disrespectful, or discriminatory words
- Violating dress code repeatedly
- Violating ICA computer/Internet policy/Student Personal Technology policy repeatedly
- Using the Internet for blasphemy, pornography, inappropriate language, or harassment
- Lying, cheating, forgery, plagiarism (using another person's thoughts, ideas, or words without giving the author proper credit) or other forms of intentional deception.
- Stealing
- Bullying with words or actions
- Direct disobedience
- Disrespect to those in authority
- Leaving the school premises without permission from the office
- Possession or use of pepper spray or mace
- Possession of knives or pocketknives
- Possession of weapons, chemicals, or explosives. (Any object used with the intent to injure or harm may be considered a weapon)

Possible consequences for these infractions (Biblical counseling by the teacher, administration, or other approved individual is always part of the discipline process):

- A verbal warning
- A loss of privilege
- A written warning
- Performing acts of service at school
- Detention
- Restitution
- Suspension
- Others determined at the discretion of the administration

There are offenses that a student can be suspended or expelled for whether on or off school grounds. This list is found on pages 35-36.

Secondary Discipline (6th-12th Grade)

Demerits are not primarily considered tools of correction, but are written records that school rules have been breached and a loving confrontation (Matthew 18:15) has taken place. Teachers report infractions to the administration after talking the situation over with the student. The administration will then decide correction, using the prescribed correction dependent on the setting. An email record will be sent to the parents every time a student receives demerits, but it is the responsibility of the student to inform his parents each time he is reported by a teacher. Five or fewer demerits per semester will be erased from a student's record.

Secondary Demerit System

The Bible clearly teaches the concept of submission to authority. In Hebrews 13:17 the writer (by inspiration of the Holy Spirit) reminds us, "Obey them which have the rule over you, and submit yourselves; for they watch for your souls, as they that must give account, that they may do it with joy, and not with grief; for that is unprofitable for you." Obedience is doing what God says immediately with the right heart attitude. The behavior of a student affects his relationship with the school either positively or negatively, but the more important issue is his relationship with God. This verse also explicitly defines the school's responsibility to God in teaching and maintaining discipline. We must "give account." The ideal situation would be for students to be self-disciplined; but for times when this is not the case, external discipline may be necessary. The discipline system in the Jr. High and High school is designed to simply change behavior that is not appropriate. The school recognizes that some behaviors that result in discipline at school are perfectly acceptable in other settings. (Chewing gum may be the most common example). It is our hope that the desired change will take place at the lowest possible level in the progression. The normal progression would include written notification of prohibited behavior (student handbook, classroom rules), verbal warning (optional), demerit, detention, in-school suspension, and finally dismissal. At each level above the demerit stage parental notification and/or conference would occur.

Demerits are issued by the teacher for infractions such as talking, disrupting class, showing disrespect to a fellow student, or being unprepared for class. Demerits are essentially written warnings signed by the student and teacher. Five demerits in a 9-week period will result in a detention. For other offenses, the student may be referred to the administration for detention or suspension.

Discipline Progression

The Jr. High and High school utilizes a progressive discipline system. The severity of the discipline administered changes based on the discipline record of the student. This allows students to make some mistakes and learn from them at the earliest levels. However, if a student does not exhibit self-discipline at the lower levels the discipline is increased. A record of detentions will be maintained throughout the year.

1. Detentions one through five within eighteen school weeks will be typically served after school on Thursday from 3:20 to 4:20 p.m.
2. A sixth and seventh detention within an eighteen school week period will result in an administration/parent conference and a one-day in-school suspension.
3. An eighth detention will result in a one-day out-of-school suspension with an administration/parent conference required.
4. A ninth detention will result in a one-day out-of-school suspension with an administration/parent conference required.
5. Further detentions may result in expulsion.
6. **Skipping a scheduled detention may result in an additional detention being assigned for the first offense.**
7. Subsequent offenses of skipping may result in a suspension.

Suspensions will be served in school from 8:00 am – 3:15pm. The suspension will be served as soon as possible at the discretion of the administration. In-school suspension students must go to the school office immediately upon arrival at school. The student will be required to pay a \$75 ISS fee to defray the cost of hiring a suspension supervisor.

When a student receives a suspension, tests and quizzes may be taken for full credit. Homework due that day must be turned in to the suspension supervisor. Homework assignments for the next day may be requested from the student's teachers by the suspension supervisor. All students who have received a suspension will be barred from their next extra- curricular event during the quarter within which the suspension is administered.

Further action will be at the discretion of the administration.

A student who receives four or more detentions in a given school year will be ineligible for a position in student government the following school year.

A student expelled from Indiana Christian Academy will not be considered for readmission until after one calendar year, but not after the beginning of the semester.

Discipline Procedures

Demerit Offenses

- Chewing gum without permission
- Violating school dress code
- Unprepared for class
- Disrupting the class
- Eating or drinking in the classrooms or halls without permission
- Unsafe activities on school property
- Horseplay or roughhousing
- Violating ICA computer/Internet policy/Student Personal Technology policy

Detention Offenses:

- Bringing electronic devices unrelated to academic work or bringing non-educational related materials
- Using headphones, earbuds, etc. is not permitted unless directed by a teacher
- Listening to, possession of or promotion of ungodly, unwholesome music on school grounds or school related trips
- Loitering on any school property
- Being involved in unsafe activities on school property
- Using inappropriate language
- Violating dress code repeatedly
- Copying homework
- *Physical contact with other students.*
- Use of inappropriate language, such as obscenities, vulgarity, or profanity
- Horseplay, bullying, rough housing, or other forms of rowdy behavior
- Violation of computer/Internet policies/ Student Personal Technology policy
- Direct disobedience
- Disrespect to those in authority
- Using harassing or defamatory language as in threatening, disrespectful, or discriminatory words

- Intentionally being in an unsupervised area; avoiding faculty/staff supervision, i. e. aftercare, class, before school care
- Lying, cheating, forgery, plagiarism (using another person's thoughts, ideas, or words without giving the author proper credit), or other forms of intentional deception
- Cheating on a quiz (detention and a zero on the quiz)
- Unauthorized absence from class while on school premises

Suspension Offenses:

- Fighting (provoking a fight or failure to avoid a fight)
- Leaving the school premises without permission from the office
- Forms of intentional deception
- Possession or use of pepper spray or mace
- Possession of knives or pocketknives
- Possession of weapons, chemicals, or explosives (possible expulsion) (Any object used with the intent to injure or harm may be considered a weapon.)
- Use of inappropriate language, vulgarity, profanity, or sexually oriented communication
- Willful misuse of or damage to computer hardware/software
- Bullying (for 2nd offense and beyond)
- Cheating on a test (Suspension and zero on the test)
- Cheating on an exam (multi-day suspension and zero on the exam)
- Mutilation, destruction of property, or activity that may result in mutilation or destruction of property (The student may also be required to pay for damages.)

Offenses enforceable by ICA on or off school grounds: (suspension or expulsion)

- Any illegal or criminal behavior
- Dispensing or offering prescription drugs. Misuse of over-the-counter drugs or misuse of legitimate prescription drugs may be included.
- Possession or use of tobacco products
- Possession or viewing of pornographic material
- Stealing

- Publicly and knowingly disparaging the testimony of Indiana Christian Academy either by word or deed
- Repeated or severe bullying
- Using the Internet for blasphemy, pornography, inappropriate language, or harassment
- Fighting, provoking a fight, failing to avoid a fight, or communicating threats

Offenses enforceable by ICA on or off school grounds: (Automatic Expulsion)

- Use, distribution, or possession of alcoholic beverages This includes possession or consumption of any prescription drug for which the student does not hold a valid prescription.
- Participation in sexual immorality
- Possession of a firearm on school property is a felony and will result in dismissal.

Drugs and Alcohol

ICA believes the buying, selling, or other transfer of drugs and/or alcohol cannot be tolerated and will result in dismissal of the offending student or students. Consumption of drugs or alcohol is neither compatible nor permissible within the wholesome Christian environment we provide at ICA.

Immorality, Homosexuality and Gender Identity

Indiana Christian Academy is a uniquely religious, educational institution that seeks to provide a quality education in a distinct Christian environment. One of the goals of Indiana Christian Academy is to work with parents and guardians to train Christian young men and women to be salt and light in their communities. Indiana Christian Academy believes that the Bible is the inspired Word of God and sets forth absolute truth by which Christians are to live. Indiana Christian Academy expects and requires that both students and parents will support the school in its distinct mission and in its Biblical beliefs. In relying on the teachings of Scripture, Indiana Christian Academy believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, or any other sexual activity outside the marriage of one man and one woman. On those occasions in which a particular home or student is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment

of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the school as stated throughout this handbook and school Statement of Faith. (Genesis 1:26-28; 2:24; Deuteronomy 6:6-7; Romans 7:2; 1 Corinthians 7:10; Ephesians 5:22-23)

Cell Phone Policy

General Policy: ICA realizes many parents want their child to have a cell phone for a variety of reasons, and the administration is understanding of the need; however, our cell phone policy should be read and followed carefully. Please help us by explaining this policy to your child and expecting him/her to follow it. *Students are not to use a cell phone in the school building unless a teacher, office personnel, or a member of administration has given them permission.* Cell phones may be used until 7:59am (Homeroom), at which time, all cell phones will be turned in to Mr. Sherwin's cell phone collection center, where they will be stored until school dismissal time. Any use of a cell phone in the school during school hours will result in disciplinary action. Failure to turn in a cell phone at Mentor Group (Homeroom) by the start of school (8:00 a.m.) will result in the following:

- **1st offense:** Written demerit warning and an email sent to parents along with confiscation of phone.
- **2nd offense:** Detention and an email sent to parents along with confiscation of phone plus a \$5.00 fine. Phone must be picked up in the office by a parent or guardian.
- **3rd offense (and further):** Detention and a phone call to the parents along with confiscation of phone plus a \$20.00 fine. Phone must be picked in the office by a parent or guardian.

The cell phone will be confiscated for unauthorized usage. Students who need to make a call to their parents during the school day may get permission from their teacher to go to the school office to do so. High School students who drive to school may elect to leave their phone in their vehicle; however, they must always receive permission to return to their vehicle during school hours for any reason, including using their cell phone. Use of a cell phone during a test for any reason (i.e., text messaging, photos, etc.) will be automatically considered cheating, and

appropriate academic and disciplinary action will be taken at the sole discretion of the administration.

Chromebook Policy

The focus of the Chromebook Program at Indiana Christian Academy (ICA) is to prepare students for their futures in a world of digital technology and information. As we navigate the 21st century, excellence in education requires that technology be seamlessly integrated throughout the educational program. All students in the high school are required to have access to school-issued Chromebooks. As part of our mission to prepare students academically for a successful future, we believe strongly in preparing students for a digital world. As part of a fulfillment of this mission, students in the high school are issued Chromebooks to use for their classes. While not every class uses the Chromebooks equally, many classes require students to turn in assignments, take tests, and submit projects digitally. While we respect parents' rights to restrict their students' Chromebook usage at home, all students are required to be able to participate in the digital classroom while at Indiana Christian Academy.

Students should treat their Chromebook carefully. The Chromebook should not be thrown or dropped intentionally. Fines will be assessed for repairs that must be made to the Chromebook.

Students in the 9th through 12th grade will be leased a Chromebook this school year. The lease is covered in the cost of tuition. These devices will have most of the student's books downloaded to them in order to ease the backpack burden. These devices are to be used only for school purposes during school hours (7:45am to 3:30pm). ***Students may not play games, visit social media sites, or surf the web during this time.*** Offenses of this policy will be the following:

- 1st offense: Written demerit warning.
- 2nd offense: Written demerits and penalty box for 1 week. The penalty box is a restriction of access to only limited sites. All other sites will be blocked.
- 3rd offense: A detention and penalty box for 1 month.
- 4th offense: A Saturday detention and penalty box for a semester.

Important Notes

A student who is present when one of the above offenses takes place may be held accountable if he does not take appropriate actions. The appropriate actions include leaving immediately, encouraging the offender to report the offense, and/or reporting the offense himself.

For the safety and welfare of others, reasonable suspicion of any of the above activities gives the school the right to examine lockers and any other school-owned property.

Probation

A student may be placed on probation for behavior and academic reasons. Students on probation who earn more than three disciplinary detentions per semester or a total of five for the school year may be asked not to return the following year.

Academic Probation

A student may be placed on academic probation if it is determined that he or she is not putting forth reasonable effort in completing assignments or if he or she receives two or more Fs on a report card for a semester.

A conference with the student, parent, and administration will be set up and a contract will be drawn up designed to encourage certain academic goals or face predetermined consequences.

Behavior Probation

A student may be placed on behavior probation if it is determined that they have earned more than 5 detentions in a semester (including Saturday detentions), a suspension, excessive absences/tardies, or has displayed an antagonistic attitude toward teachers or school policies.

A conference with the student, parent, and administration will be set up and a contract will be drawn up designed to encourage certain behavior/attendance goals or face predetermined consequences.

Dress Code

Indiana Christian Academy's dress code is present so that parents and students know what to expect when coming to the school. It is important to note that our intention for our dress standards is to create an appropriate learning environment, not to measure spirituality. The school recognizes

the parent's authority, and we ask that our parents support the dress code by checking their children before school each day.

Our overriding principles that govern our dress are modesty and orderliness. Modesty is a biblical principle found in 1 Timothy 2 and 1 Corinthians 10. We ask that our students dress modestly, not drawing undue attention to themselves. The concept of orderliness is rooted in many Scripture references, but is specifically found in 1 Corinthians 14:40. As students dress modestly, they must also dress in a fashion that allows the school to function smoothly and for academic progress to thrive. It is based upon these principles that we establish the following guidelines of dress:

General Dress

1. Clothing that looks sloppy: frayed, has holes, does not fit properly, saggy, too short, or faded should not be worn to school.
2. Extreme hair colors, glitter in the hair, and tattoos will not be permitted.
3. Clothing with writing will not be permitted, unless it is **clothing with logos or trademarks (i.e. name brands or sports teams)**.
4. ICA apparel is acceptable (i.e. sweatshirts, t-shirts). Physical Education uniforms should only be worn during P.E. class.
5. Students should not wear flip-flops or crocs to school.

PE Dress Code

Students need to wear proper PE attire. PE shorts must come from the office. These shorts should come to the knee. PE shirts should either come from the office as part of the uniform or be a school-issued t-shirt (such as Soccer League shirts).

Activity Dress

Students will have activities that will require them to wear something different than normal school attire. For these events, we ask that students wear activity dress. Activity dress is defined as allowing normal school dress while adding the ability for students to wear t-shirts with appropriate writing, shorts that come to the top of the knee cap while standing, loose-fitting sweat pants (no pajama pants), and appropriate shoes for the event (no flip-flops, slides or crocks).

Secondary (6th through 12th grade) students will have Junior sponsored activity dress once per month. This a fundraising event for the Junior class and will cost \$5.

Game Day Appearance

Both male and female athletes may wear school issued shirts/warm-up shirts. Team members should follow the directive of their coach in dressing for games.

Male Appearance Guidelines (Elementary & High School)

Hair

Hair must be off of the eyebrows, collar and not over the top of ears. Sideburns must extend no lower than the bottom of the ear opening. Young men should be clean-shaven. Radical hairstyles are not allowed. Questions regarding appropriate hairstyles should be directed toward the administration.

Shirts

All shirts must be buttoned and tucked in for neatness. Tank tops, sleeveless shirts or bib overalls will not be permitted. Junior High and High School young men should wear collared shirts. If a shirt or sweater does not have an intentionally designed turn-down collar, the student should wear a shirt with a turn-down collar underneath it. ICA t-shirt can be worn without collars on Thursdays. If an ICA hoodie is worn on a Thursday, an ICA t-shirt must be worn underneath.

Pants

All pants should be worn neatly and fit properly (not too tight and not sagging). Pants are considered too tight if they cling tightly to the leg and students are unable to “pinch and inch” without pulling on the material. Sweat pants, wind pants, other athletic style pants or shorts are not acceptable for normal school dress. **Male students should wear a belt when appropriate for the type of pants they are wearing.**

Accessories

Jewelry should be moderate and not draw undue attention. Any necklace should be worn inside the student’s clothing. Male students may not wear make-up or have piercings/tattoos of any sort (piercings and tattoos will prohibit him from remaining a student). No student should wear fingernail/toenail polish.

1st – 5th Grade Boys	
YES	NO
Appropriate screen printing (cars, sports accessories, etc.) is acceptable through 5th grade	
T-shirts with minimal and appropriate wording	NO white undershirt as an outer garment
Dress pants, Khaki-style pants, and nice jeans are acceptable	NO pants with holes, rips, or tears OR overly faded or dirty (working) jeans OR sweat pants, no shorts
6th – 12th Grade Boys	
YES	NO
Belts must be worn	NO pants that have belt loops can be worn without a belt
Collared shirts (except Thursdays when ICA T-shirts can be worn and left un-tucked)	NO un-tucked shirts allowed unless ICA shirts on Thursdays
Dress sweaters (crew neck) can be worn without a collared shirt	NO V-neck sweaters or pullovers without a collared shirt
$\frac{3}{4}$ zippered pullovers (dress or athletic) are acceptable WITH an undershirt	NO zippered JACKETS without a collared shirt (unless Thursday ICA gear)
Dress pants, Khaki-style pants, and nice jeans are acceptable	NO pants with holes, rips, or tears OR overly faded or dirty (working) jeans, <u>NO</u> cuff around the ankle (JOGGER style) or sweats

Female Appearance Guidelines

Hair

Hair should be neat and clean and should avoid radical styles. Unnaturally colored hair, radical hair color changes and shaved designs are unacceptable. Bangs should remain out of the student's eyes.

Pants, Dresses, or Skirts

Young ladies may wear dresses, skirts, or pants during the school day. The hemline, slit, or bottom button of the dress or skirt may be no higher than

the top of the knee (the hem must touch the knee cap when standing). Slits must be sewn (not pinned). The fit of the skirt must allow the student to sit modestly. Young ladies may wear full-length, loose-fitting, not tight or clingy dress pants. An inch of fabric should be able to be pinched in the hips and leg area. “Too tight” is defined as pants cupping under the rear-end. The pants may not be stretch (lycra or spandex) or denim of any color. Jeans are not permitted. “Skinny” pants are not permitted. The khaki chino-style pant is preferred. The top of the pants must be at or near the normal waistline. Below is a sample list of acceptable and unacceptable pants (the list is not exhaustive).

Blouses or Tops

Blouses and tops should be tasteful and appropriate. Those that are inappropriately sheer, low cut, short, tightly formfitting, sleeveless, or tank style are unacceptable. Blouses or shirts that are cut off at the waistline should have another shirt underneath. There should be no bare skin exposed when bending or raising the arm. Low-cut necklines will not be allowed. A young lady’s chest should not be exposed when sitting, standing, or bending over. The choice of clothing should conform to this standard or not be worn.

- “Too tight” is defined as cupping under the bust or showing lines from undergarments.
- Any shirt blouse or dress must show no cleavage.
- V-neck shirts must have a tank top or “cami” underneath.
- No undergarments should show at any time either through the fabric or outside the blouse.

Accessories

Jewelry and makeup should accent rather than dominate the appearance and should be worn in moderation. Earrings should be only in the earlobe. Students should not have body piercings or tattoos. No more than two pair of earrings should be worn in the ears at the same time.

For Girls: No cold shoulder tops are permitted (shoulders must be covered with at least a cap sleeve).

1st - 5th Grade Girls

YES	NO
Khaki-style uniform pants (*loose fitting- an inch of "pinchable" fabric on each side of hips all parts of the leg)	<u>NO</u> cuff around the ankle (JOGGER style) or sweats
Dress pants (*loose fitting)	NO capris and NO leggings as pants
Loose-fitting skirts that touch the top of the knee (if leggings are worn the skirt must still meet the length requirement)	<u>NO</u> shorter skirts with leggings underneath (if leggings are worn the skirt must still meet the length requirement)
Wear a visible tank top or cami under V-neck shirts (4 th -6 th)	<u>NO</u> V-neck shirts without a visible tank/cami underneath (4 th -6 th)
Professional and neat appearance	<u>NO</u> holes/rips/tears in clothing
Natural hair colors only (natural highlights also)	<u>NO</u> trendy or unnatural hair colors (blue, rainbow, galaxy)
All tops should be loose-fitting	<u>NO</u> outlines of undergarments should show under tops—if this is the case, the top is too tight
Make sure undergarments are not visible through any shirt material	<u>NO</u> transparent top should be worn without an appropriate tank/cami underneath
Appropriate screen printing (flowers, butterflies, etc.) is acceptable	

6th-12th Grade Girls

YES	NO
Khaki-style uniform pants (*loose fitting- an inch of "pinchable" fabric on each side of hips all parts of the leg)	<u>NO</u> cuff around the ankle (JOGGER style) or sweats
Dress pants (*loose fitting)	NO capris

Loose-fitting skirts that touch the top of the knee (if leggings are worn the skirt must still meet the length requirement)	<u>NO</u> shorter skirts with leggings underneath (if leggings are worn the skirt must still meet the length requirement)
Wear a visible tank top or cami under V-neck shirts	<u>NO</u> V-neck shirts without a visible tank/cami underneath
Professional and neat appearance	<u>NO</u> holes/rips/tears in clothing
Natural hair colors only (natural highlights also)	<u>NO</u> trendy or unnatural hair colors (blue, rainbow, galaxy)
All tops should be loose-fitting	<u>NO</u> outlines of undergarments should show under tops—if this is the case, the top is too tight
Make sure undergarments are not visible through any shirt material	<u>NO</u> transparent top should be worn without an appropriate tank/cami underneath

FINANCIAL INFORMATION

Indiana Christian Academy has begun using an integrated version of the FACTS Tuition Management and FACTS SIS systems (formerly known as Renweb). This merge was done to simplify where you find information about your student and their school related charges. On your family portal, you will see your student(s) classes, grades, school calendar, lunch cards, before and after care, tuition cost, extended care costs, and other incidental bills you may incur for you student(s) this year and more all in one place. The portal is designed for a family which means all of your students will be on your family portal.

Registration Fee

The non-refundable amount of \$50.00 is charged for each child upon registration. This fee covers the expense of record keeping and online enrollment.

Preschool Book Fee

Preschool has a \$150 supply fee.

Activity Fee

A student activity fee of \$75 is assessed yearly to each family. This activity fee is split between technology (i.e. SMARTBoards, Chromebooks, internet) and gym usage for upkeep in these areas.

Tuition Schedule

Tuition may be paid in one lump sum, two semester payments or ten monthly payments beginning with August and ending in May.

General Cost for Tuition

1. Preschool (full day)	See KinderKids Information
	10 Monthly Payments
2. Full Day Kindergarten	\$ 650.00
3. Grades 1-6	\$ 650.00
4. Grades 7-8	\$ 650.00
5. Grades 9-12	\$ 650.00

In April each year, a \$50 dollar reenrollment fee is added to the school bill in order to save your student(s)' spot for the next school year. If this is not paid, no classroom space will be reserved for them.

A 3% discount will be given on the tuition portion of the school bill when a semester's tuition is paid in advance and a 5% discount when the tuition is paid in advance for the year.

All tuition and fees must be paid by the last day of school, or report cards and diplomas will be held. Any request for transfer of permanent school records will be granted as long as all tuition and fees are current. Payment may be made with no fee by check, cash, or ACH. **All debit or credit cards that are used for payments will incur a 2.99% fee when used online or in the school office.**

Business Office Payment Agreement

The Parent's Agreement that must be signed before a student would be enrolled, states the following: "In placing my student(s) in Indiana Christian Academy, I agree to pay the *registration fee*. I agree also to pay all *tuition* and *other fees* in a timely manner each month, and I understand that my child(ren) may not be allowed to attend school past the twentieth of the month if the payment for the month has not been paid. If I will be late with a payment or if negative circumstances arise that will affect my ability to make timely payments, I will contact the school office as soon as possible and setup an appointment to meet with the Financial Committee to discuss my situation. I further understand that if I fail to make a timely payment (within 45 days of payment due date), my student(s) may be withdrawn from school."

Parents/guardians should agree to pay the registration and comprehensive fees on or before the first day of August and understand that their child(ren) will not be allowed to start school until they are paid. There will be a service charge of \$20.00 for any returned check.

Other Charges

Sports Fee

Sports Fee must be paid before the 1st regular season game.

Before and After School Fees

Before/After school fee must be paid weekly or biweekly. Parents are able to prepay before and after care charges on the FACTS SIS Family Portal.

Lunch Fees

Lunches cost \$4. Extra entrees may be purchased for an addition \$1.50.

No lunch charges will be allowed. Parents may prepay by lunch by going to their Family Portal online or by paying in the office.

MISCELLANEOUS

Automobiles

Any student driving to school or riding with a student driver must have permission from all parents involved. This arrangement must be submitted in writing to the office. Student Driver issues are addressed in this policy. Please see the office to obtain a copy. There is a Student Driver Policy that must be signed and submitted to the office.

Students may not return to their vehicles until school is dismissed.

Loitering around the cars before and after school will not be permitted. A speed limit of 15 mph is to be observed in the ICA parking lot. Student drivers should park in the spots near the road in front of the gym.

Before and After School Care

For the benefit of those parents who are interested, we provide before and after-school services for the students who need to arrive before 7:30 am and those who need to stay after 3:30 pm. This service will run from 6:30 am to 8:00 am and from 3:30 pm to 5:30 pm. A fee of \$1 per quarter hour will be charged. Parents who pick up children after 5:30 pm will be

charged **five dollars per family for the first five minutes and a dollar for each minute thereafter.**

Birthdays

We welcome parents of students in the preschool – 5th grade to bring treats on a child's birthday. We request that the parent contact the office or the teacher in advance. We also ask that no gifts be given at school. Please correspond with the teacher for the proper time for such an event.

Bookstore in the Office

Supplies such as pencils, pens, erasers, paper, assignment books and Bibles will be available at the bookstore in the school office. Extra PE uniforms may also be purchased in the office.

Class Trips for High School

The 9th through 12th grade classes take yearly class trips. The trips are as follows: 9th & 10th grades to Creation Museum/Ark Encounter; 11th grade to Chicago; 12th grade to Washington DC & New York City.

In order to participate in these trips, students will not be able to be absent more than 9 days for the year. Students who do not qualify because they have too many absences will be asked to remain home while their class goes on the trip.

Health & Medicine

The physical well-being of our students is important to us. We understand that a student's health will play a large role in his/her ability to understand and comprehend the concepts being taught. If your student is ill, please see to it that he/she stays home, both for his/her sake and for the sake of the other students. Please do not send your child to school with a fever or a contagious condition.

A clinic is available for students who become ill at school. In case of serious injury or sickness, the school health care professional will be on call at all times.

Students who need to take medication during school hours must have a note from their parents and turn the medicine in to the office/school health care professional at the beginning of the day.

Incentive Trip

Secondary students (6th through 12th grades) are offered an incentive trip at the end of each semester. In order to qualify for the incentive trip (6th to 12th grades) students must meet the following criteria:

1. A student may not be tardy more than 4 times in the semester. All tardies count, even excused ones.
2. A student must not get a detention for behavior issues.
3. Grade improvement is measured from the first report card of the semester compared to the second report card of the semester. If a student has a(n) . . .
 - A average, their average may not go down more than 1.5% from the first report card of the semester.
 - B average, their average must go up 1% from the first report card of the semester.
 - C average, their average must go up 2% from the first report card of the semester.
 - D average, their average must go up 3% from the first report card of the semester.
 - F average, their average must go up 4% from the first report card of the semester.

Internet and Technology Policy

The internet can be a remarkable resource, but if used without caution, it can become a perilous pitfall. As believers we need to be very careful that we do not fall prey to the lures of Satan. The Bible is filled with principles regarding our communication, thoughts, attitudes, and actions. We cannot abandon these principles when using a computer or surfing the internet.

Technology allows students to amplify their personal influence to an extraordinary degree. A teenager with technology can be far more destructive online than he could in conversation with a single friend.

Therefore, we encourage our students to be careful of how they are influenced and how they can influence others by these technologies. Students should be careful what they view on the internet, what they say on Facebook or a blog post, or what they communicate through texting. Everything that we do should be to His praise and glory.

Leaving/Returning for College Classes

Students who choose to take college classes through a local college/university must clear this with the Guidance Counselor before taking classes that would cause them to need to leave during school hours.

Students should plan to follow the guidance of the counselor with regard to the hours available for college/dual credit courses. If a student must leave for classes during the day, they may leave up to ½ hour before they need to be in class and should return within ½ hour after class ends. The Counselor and office should have a copy of the student’s college schedule before they start attending classes.

Lockers and Backpacks

All Jr. & Sr. high students will receive a combination locker for books and supplies. Combinations should not be shared with others. Lockers should be kept neat at all times. Nothing should be put on the outside, and tape or stickers should not be used on the inside. Pictures and items placed on the inside of the locker should meet with student conduct standards. Locker privileges will be taken from those who abuse them. Backpacks may be stored in the locker or may be hung up at the end of the hallways. No backpacks, book bags, or gym bags should be left on the floor. Books and backpacks that are in the back hallways need to be picked up at the end of each day of school. Items left in the hallways will be collected and students will need to pay \$0.50 per item left in the hallway to be returned.

Lunches and Lunch Room

We will provide vending services to help meet the students’ lunch needs. Students will be allowed to use the microwaves to heat up purchased items or items brought from home. *Please supply your children bringing a lunch to school with all utensils and paper products needed.*

The cost of lunch is \$4.00. An extra entrée will cost an addition \$1.50.

No student will be permitted to leave the school grounds at lunch-time except with a parent or grandparent. Please have the student back for the next class period. Students are not allowed to order lunches online/by telephone and have them delivered to school.

Music Standards

Since music preferences, tastes, and acceptableness vary, we do not try to promote a certain style of music over others. Because we believe that good music is vital to the Christian life and that our students need to be trained in this area as well, we ask that they examine their music choices in light of the Scripture, “And whatsoever ye do in word or deed, do all in the name of the Lord Jesus” (Col. 3:17). Music heard playing in the driving student’s car in the parking lot should meet school standards as well.

Nondiscriminatory Policy

Indiana Christian Academy does not discriminate on the basis of race, color, religion, national origin, age or handicap in administrating its educational policies, scholarship programs, athletic programs and other school administered programs.

Office Hours

Office hours are 7:45 am—4:30 pm. For security and safety reasons, we ask that all parents and visitors check in at the office to receive a visitor identification badge before continuing to your student's classroom. Lunches, homework, books, etc. should be left in the office to be delivered by office personnel. The school phone is 643-7884 or send an e-mail to andrea.innocenti@indianachristianacademy.org.

Part-Time Students

Part-time students are welcome at Indiana Christian Academy. There is a per course charge. Please see the Business Office for those charges. Part-time students may participate in sports if they take 2 courses. Part-time students are ineligible to participate in incentive trips, student government, and senior trips.

Physical Book Request Procedures

At Indiana Christian Academy, students in the high school receive digital copies of their textbooks for use on their Chromebooks. The digital textbooks allow us to pass on cost savings to the parents lower than average tuition and help prevent lost or damaged textbooks. In some situations, parents have requested that their children receive physical copies of the textbooks issued for the students' classes. While we try to be as accommodating as possible, we request that parents help offset the costs involved with issuing or reissuing physical textbooks to their students.

If the parents request physical textbooks at the beginning of the year (before the digital textbooks have been purchased), parents will be required to pay the difference in cost between the digital and physical textbook. This cost varies depending on the book. However, if parents request physical textbooks during the school year (after the digital textbooks have been purchased), they will be asked to pay the full purchase price of the textbook at hand (ranging from \$30-\$100 per textbook). These costs will be standard for all students, including voucher

students, and will need to be paid before the student receives the hardcopy of the textbooks. Unfortunately, once we purchase the textbook digitally, there's no way for us to convert that digital copy into a physical format without fully purchasing a new physical textbook.

Physical Education Requirements

All P.E. students 6th grade on up will be given a uniform from the office. Uniforms will be worn each time the student is required to dress out. If circumstances arise that prohibits a student from having P.E. attire for the day, the student may substitute other ICA shirts and/or long blue or red shorts.

All students in grades 6-9 are required to dress out unless they have a written excuse from a doctor.

Respect of Property

Students responsible for lost, damaged or defaced property and equipment will be required to replace the damaged item or pay for its repair. We ask that students help our custodian by keeping their hands off the walls and windows and by picking up paper and trash in and around the building.

School Choice Lottery Policy

If Indiana Christian Academy were to receive a number of Choice Scholarship applicants that exceeds the possible number of Choice Scholarship places that Indiana Christian Academy can successfully accommodate, then Indiana Christian Academy would conduct a random lottery drawing of eligible Choice Scholarship Students who meet admission standards for Indiana Christian Academy at a public meeting. The lottery event will be held on the 1st Friday of March yearly.

School Records

To operate efficiently, we would ask that you notify us immediately in writing if there are changes in a student's address, phone number, emergency phone numbers, email or custody situation. Upon enrollment, school records will be requested before final acceptance.

School Closings

In the event of severe weather, please note the following places to check for this announcement. The text notification through FACTS SIS or the ICA Facebook page are the first places to look. You may also check WRTV 6, WISH TV 8, and WTHR 13.

Security and Student Safety

For the safety of our students, staff, and buildings, Indiana Christian Academy has installed a day and night time security system. To provide the safest learning environment possible, the school building will be locked during the daytime school hours (7:30am to 5:30pm). If you need to enter the school building during that time, please **come to the Office Entrance doors**. Come in the “air gap” door. Once at the interior doors, please page the school office via the intercom station to the right of the interior door. *Each person should state their name and reason for their visit. Office personnel may ask you to show your ID.* Parents and visitors are welcome at the school and we ask for your patience as we endeavor to keep the school as secure as possible.

Website

The school website and Facebook page are the places to find the latest information about the school. You will also find pictures of students as well as school information. We want to keep you informed of things that are going on at ICA, so please check the website as often as possible and refer other families to it as well. The best advertising is positive, word-of-mouth advertising. Please be a good spokesperson for the school as we try to give loving, solid, Biblically-based education. Thank you for your support of Indiana Christian Academy.

ANTI-BULLYING STUDENTS' POLICY

Policy Statement

This page is to inform our parents, students and visitors that Indiana Christian Academy (ICA) has adopted a policy for Harassment, Intimidation, or Bullying (includes Cyber bullying) in our school. The administrative team, faculty and staff are committed to providing our students with a positive environment where everyone feels safe, accepted, and valued. ICA recognizes that a school that is physically and emotionally safe and secure for all students promotes good citizenship, increases student attendance and engagement, and supports academic achievement. To protect the rights of all students and groups for a safe and secure learning environment, ICA prohibits acts of bullying, harassment and other forms of aggression and violence. Bullying or harassment, like other forms of aggressive and violent behaviors, interferes with both a school's ability to educate its students and a

student's ability to learn. All administrators, faculty, staff, parents, volunteers, and students are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil.

The Student Handbook is provided to shed greater insight into the new law, our Policy and reporting procedures.

Expected Behavior

The scope of this Policy includes the prohibition of every form of bullying, harassment, and cyber bullying/harassment, whether in the classroom, on school premises, immediately adjacent to school premises, when a student is traveling to or from school or at a school-sponsored event, whether or not held on school premises. Bullying or harassment, including cyber bullying/harassment, that is not initiated at a location defined above is covered by this Policy if the incident results in a potentially material or substantial disruption of the school learning environment for one or more students and/or the orderly day-to-day operations of any school or school program.

Indiana Christian Academy expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff and volunteers.

Parental Involvement

Parents are encouraged to be involved in the process of minimizing bullying as it is defined in this section. Parents should feel free to report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriate means of correspondence. Conversely, parents of students suspected of being the victim of acts of bullying will also be notified with a phone call or through other means of appropriate correspondence. Parents of students who are disciplined for acts of bullying will be involved in the process as consistent with school policy on discipline procedures.

Education/Training/Prevention

Indiana Christian Academy recognizes that in order to have the maximum impact, it is critical to provide annual training for school employees and volunteers who have significant contact with pupils on school policies and procedures regarding bullying and harassment. Training will provide

school employees with a clear understanding of their roles and responsibilities and the necessary skills to fulfill them.

Definition

“Bullying” or “harassment” is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., cyber bullying, through the use of internet, cell phone, computer, or wireless handheld device, currently in use or later developed and used by students) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this Policy. Such behaviors are considered to be bullying or harassment whether they take place on or off school property, at any school-sponsored function, or in a school vehicle or at any time or place where a child’s imminent safety or over-all well-being may be at issue.

“Bullying/ Harassment” is conduct that meets all of the following criteria:

- is reasonably perceived as being dehumanizing, intimidating hostile, humiliating, threatening or otherwise likely to evoke fear of physical harm or emotional distress;
- is directed at one or more pupils;
- is conveyed through physical, verbal, technological or emotional means;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; and
- is based on a pupil’s actual or perceived distinguishing characteristic (see above), or is based on an association with

another person who has or is perceived to have any of these characteristics.

Consequences

ICA believes that the best discipline for aggressive behavior is designed to (1) support students in taking responsibility for their actions, (2) develop empathy, and (3) teach alternative ways to achieve the goals and to solve problems that motivated the aggressive behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students' abilities to develop self-discipline and make better choices in the future.

Since bystander support of bullying and harassment can encourage these behaviors, ICA prohibits both active and passive support for acts of harassment or bullying. The staff will encourage students not to be part of the problem; not to pass on the rumor or derogatory message; to walk away from these acts when they see them; to constructively attempt to stop them; to report them to the designated authority; and to reach out in friendship to the target.

Periodic classroom meetings will be conducted to teach bystanders how and when to respond to bullying and harassment incidents. Informal classroom discussions and activities designed to provide awareness and increase student connectedness promote a positive shift in peer norms that will support empowered bystanders. When bystanders do report or cooperate in an investigation, they will be protected from retaliation with the same type of procedures used to respond to bullying and harassment. ICA Administrators have hereunto developed and implemented procedures that ensure both the appropriate consequences and remedial responses to a student who commits one or more acts of bullying and harassment. The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment or bullying.

Factors for Determining Consequences

- Age, development, and maturity levels of the parties involved
- Degree of harm (physical and/or emotional distress)
- Surrounding circumstances
- Nature and severity of the behavior(s)

- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

Note: In order to ensure students' perception of fair and impartial treatment, a student's academic or athletic status is not a legitimate factor for determining consequences. Consequences must be perceived as fair and impartial.

Consequences for a student who commits an act of bullying and harassment shall vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with ICA's approved code of student conduct. The consequences and remedial measures may include, but are not limited to:

Examples of Consequences: admonishment; participation in a guided reflection process designed to teach alternative behavior; temporary removal from the classroom; loss of privileges; classroom or administrative detention; referral to disciplinarian; in-school suspension during the school week; out-of-school suspension; legal action; expulsion.

Identifying, Reporting and Investigation

All concerns regarding bullying will be taken seriously and investigated thoroughly. Students who are being bullied may not report it; however, there may be changes in their behavior, such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. There may be evidence of changes, lacking concentration or truanting from school. Teachers and support staff will be alert to the signs of bullying and act promptly and firmly against it in accordance with this Policy. Students who are bullying others also need support to help them understand and change their behavior. Students who are aware of bullying (bystanders) can be a powerful force in helping to address it and will be encouraged to do so in a safe way.

Indiana Christian Academy has designated a specific individual who will be responsible for receiving complaints alleging violations of this Policy. All school employees are required to report alleged violations of this Policy to the administration or the administration's designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of

this Policy. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. The administration and/or the administration's designee will be responsible for determining whether an alleged act constitutes a violation of this Policy. In so doing, the administration and/or the administration's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed within ten (10) school days after a report or complaint is made. The parents of the students involved shall receive written notice from the school on the outcome of the investigation (in compliance with current privacy laws and regulations). All reports on instances of bullying and/or harassment will be recorded by the school for annual data review.

Indiana Christian Academy prohibits reprisal or retaliation against any person who reports an act of bullying or harassment or cooperates in an investigation. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

Indiana Christian Academy prohibits any person from falsely accusing another as a means of bullying or harassment. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion. Indiana Christian Academy's administration will annually disseminate this policy to all school staff, students and parents, along with a statement explaining that it applies to all applicable acts of harassment and bullying that occur on school property or at school sponsored functions. The administration shall develop an annual process for discussing this policy with students and staff.

Celebrating 50 Years of God's Goodness

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