

# Inverness Christian Academy

*A Ministry of Fort Cooper Baptist Church*

*“A Better Education in a Better Environment”*



## Parent-Student Handbook (2017 Edition)

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Academic Policies .....	29-31
Accidents .....	21
Accreditation .....	10
Administration/Leadership .....	8-9
Admissions / Non-Discrimination Policy .....	36
August - Parent/Student Open House .....	37
Enrollment.....	37
Attendance .....	15-17
Absences .....	15
Tardiness .....	16
Early Sign-Out .....	17
Before School Day (BSD) and Extended School Day (ESD).....	17
Student Pick-Up Information.....	17
Cell Phone Policy.....	24
Chapel/Beginning the Day .....	12-13
Church Attendance.....	11
Class Work, Tests, and Quizzes.....	31
Conferences .....	14
Parent/Teacher Conferences by Appointment.....	14
Parent/Administrator Meetings .....	15
Contacting of Students .....	18
Discipline Procedures .....	32-35
Dress and Hair Standards.....	26-29
School Activity Dress Policies .....	28
Field Trips.....	25
Financial Policy .....	38
Grading Scale .....	30
Health Records .....	18
Health.....	19-21
Honor Roll Requirements .....	31
Hours of Operation.....	8
Illness at School .....	21
Internet Use Policy .....	35
Lockers.....	36
Lost and Found.....	36
Lunch.....	22
Medications at School .....	22
Newsletter .....	15
Objectives in Education.....	11-12
P.E. Uniforms (Boys' and Girls' Accessories).....	27-28
Parent's Covenant.....	36
Pass/Fail Requirements .....	31
Philosophy of our School .....	10
Prohibited Articles and Conduct.....	23
Safety Measures (Security, Bathrooms, Fire & Lock-Down Drills, Weather Alerts) .....	22-23
School Insurance .....	19
Sports.....	14

Statement of Faith.....	6-7
Student Vehicle Parking .....	18
Vandalism.....	24
Visitors (Campus Visiting).....	25
Withdrawal Procedures.....	38

Appendices

Internet Use Policy Agreement.....	39
Student / Parent Cooperation Agreement.....	40

*“Train up a child in the way he should go, and when he is old, he will not depart from it.”*

*-Proverbs 22:6*

**Mission**

*Inverness Christian Academy exists to see young children come to Christ, to help them grow as Christians, and to aid the home in the spiritual, academic, and physical education of their child.*



## **STATEMENT OF FAITH**

1. We believe the Holy Scriptures of the Old and New Testaments to be the verbally and plenary inspired Word of God. The Scriptures are inerrant, infallible, and God-breathed, and therefore are the only rule of faith and practice. The sixty-six books of the Old and New Testament are the complete and divine revelation of God to man. The Scriptures shall be interpreted according to their normal grammatical-historical meaning. The King James Version of the Bible shall be the official and only translation used by the school (II Timothy 3:16-17; II Peter 1:20-21).
2. We believe there is only one Triune God, eternally existing in three persons – Father, Son, and Holy Spirit, each co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections. God the Father reigns with providential care over all His creation and is all-powerful, all-loving, and all-wise. God is Father in truth to those who become His children through faith in Jesus Christ. (Deuteronomy 6:4; Matthew 28:19; II Corinthians 13:14; John 14:10, 26; Luke 1:35; Phil. 2:5-8; Acts 2:18-36; Romans 3:24-25; Hebrews 9:24; I John 2:1-2)
3. We believe that the Holy Spirit is the Spirit of God who convicts the world of sin, of righteousness, and of judgment, and exalts Christ. He calls men to the Savior and is the supernatural agent in regeneration. He is the divine teacher, and He inspired Holy men of old to write the Bible. Through illumination He enables us to understand the Scriptures. We believe that He bestows spiritual gifts by which every Christian should serve God through the local church. We believe that the sign gifts of the Holy Spirit, such as speaking in tongues and the gift of healing were temporary. We believe that speaking in tongues was never the common or necessary sign of the baptism or filling of the Holy Spirit and the ultimate deliverance of the body from sickness or death awaits the consummation of our salvation in the resurrection, though God frequently chooses to answer the prayers of believers for physical healing. (John 16:8-11; II Peter 1:20-21; I Corinthians 13:8; I Corinthians 14:21-22).
4. We believe that man was created by a special act of God, in the image and likeness of God, but by choice man sinned resulting in the fall of the human race, inheriting a sinful nature and became alienated from God. Man is totally depraved, and, of himself, utterly unable to remedy his lost condition. (Genesis 1:26-27; Romans 3:22-23; Romans 5:12)
5. We believe that salvation is a gift of God brought to man by grace and is received by personal faith in the Lord Jesus Christ. In its broadest sense, salvation includes regeneration (being born again), sanctification, and glorification. (John 1:12; Ephesians 2:8-10; John 3:3; II Corinthians 1:10)
6. We believe in the security of the believer – that all the redeemed, once saved, are kept by God's power and are secure in Christ forever. (John 6:37-40; John 10:27-30)
7. We believe in the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His literal physical resurrection, and His ascension to the right hand of the Father. We believe in the personal, imminent return of Christ to rapture the saved prior to the tribulation.

8. At the end of the seven-year tribulation, Jesus will personally and visibly return with His saints and establish the Messianic Kingdom which He has promised. (Luke 1:35; Phil. 2:5-8; Acts 2:18-36; Romans 3:24; Hebrews 9:24; I John 2:1-2; I Thessalonians 4:13-18; Revelation 19:11-16; Revelation 20:1-6)
9. We believe in the bodily resurrection of all men – the saved to eternal life and the unsaved to everlasting punishment. (John 11:25-26; Luke 16:19-26; Revelation 20:11-15; Matthew 25:41-46)
10. We believe that Satan is a person, the author of sin, and the cause of the fall of man. He is the open and declared enemy of God and man, and he shall be eternally punished in the lake of fire. (Isaiah 14:12-17; Matthew 4:2-11; Revelation 20:10)
11. We believe in the Genesis account of creation and that God created the universe and everything in it in six literal 24-hour days. We reject evolution and all unscriptural theories of origin. (Genesis 1-2; Exodus 20:11)
12. We believe that God has ordained and created all authority consisting of three basic institutions: (1) the home, (2) civil government, and (3) the church. Every person is subject to these authorities, but all are answerable to God and should be governed by His word. God has given each institution specific Biblical responsibilities and balanced those responsibilities with the understanding that no institution has the right to infringe upon the other. These three institutions are equal and sovereign in their respective Biblically-assigned spheres of responsibility under God. (Romans 13:1-7; Ephesians 5:22-6:4; I Peter 2:13-14)
13. We believe marriage is a gift from God and a sacred institution. God created marriage as a loyal partnership between one man and one woman. God designed us first and foremost for a relationship with Him and marriage mirrors God's covenant relationship with His children. Our mission is to train students in the nurture and admonition of the Lord. We believe marriage and proposals of marriage can be a great distraction from a student's education and character development. We therefore will not accept students who are married. We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexual, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. (Genesis 2:24; Genesis 19:5,13; Genesis 26:8-9; Leviticus 18:1-30; Romans 1:26-29; I Corinthians 5:1; I Corinthians 6:9; I Thessalonians 4:1-8; Hebrews 13:4).
14. We believe that human life begins at conception and the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. We reject any teaching that abortions of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the mental well-being of the mother are acceptable. (Job 3:16; Psalm 51:5; Psalm 139:14-16; Isaiah 44:24; Isaiah 49:1, 5; Jeremiah 1:5; Jeremiah 20:15-18; Luke 1:44)
15. We believe that Christians are prohibited from bringing civil lawsuits against other Christians or churches to resolve personal disputes. We believe the church possesses

all the resources necessary to resolve personal disputes between members. We do believe, however, that a Christian may seek compensation for injuries from another Christian's insurance company as long as the claim is pursued without malice or slander. (I Corinthians 6:1-8; Ephesians 4:31-32)

## INVERNESS CHRISTIAN ACADEMY

### OFFICE HOURS

8:00 A.M. – 3:45 P.M.

### SCHOOL HOURS

8:10 AM - 3:05 PM (Middle & High School)

8:30 AM - 3:00 PM (Elementary)

School Doors open with a Teacher Monitor at 7:30 AM

BEFORE SCHOOL DAY (BSD): 7:00 AM – 7:30 AM

- K5 – 12<sup>th</sup> Early Learning Center Building
- K5 – 3rd grades
  - o Early Learning Center from 7:30 AM- 8:00 AM
- 4<sup>th</sup> – 12<sup>th</sup> grades
  - o Front Lobby from 7:30 AM- 8:00 AM

Any K-12<sup>th</sup> grade dropped off before 7:30 A.M. will be charged the Before School Day rate.

EXTENDED SCHOOL DAY (ESD): 3:30 P.M. – 6:00 P.M.

- K-6<sup>th</sup> grades
  - o Main Building, room 305 (after 4 pm enter back door nearest the church auditorium – look for signs for after school care)

### **Mark 1:45a**

“But he went out, and began to publish *it* much, and to **blaze** abroad the matter . . .”  
Our school mascot is the **Blazers**, and our school colors are navy, white, and silver.

## **LEADERSHIP**

### **Church:**

Inverness Christian Academy is a ministry which is both integral to and inseparable from the Fort Cooper Baptist Church and is part of its missions, outreach, and educational program. It is neither the intent nor the purpose of ICA to lead the church, but for all school activities to be centered around the local church. Therefore, the school is operated as an entity of the local church and is not separate from it. The superintendent and administrator, with the help of the School Advisory Board are responsible for setting all policy for the Academy.



**Superintendent:**

The Pastor of Fort Cooper Baptist Church shall serve as Superintendent of the school. He is responsible for the overall operation of ICA, including the hiring of the administrator, any directors, and the faculty; as well as selecting the Advisory Board.

**Principal/Administrator:**

The administrator of ICA is responsible for the implementing of all policy and procedure as set forth in the handbook. He is also head of day-to-day operations.

**School Advisory Board:**

Our Advisory Board consists of dedicated Christians that believe in the values and philosophies necessary for educational success. The Board of ICA is an Advisory Board only. The school administration, upon advisement from the Board, will approve and direct all policy, executive decisions, and financial accountability.

**Faculty/Staff:**

Our well-equipped faculty/staff is committed to giving each student a better education in a better environment. They will maintain high moral standards for their own lives and will be a positive example for the students in and out of the classroom.

## **ACCREDITATION**

Inverness Christian Academy is fully accredited by the Florida Association of Christian Colleges and Schools (FACCS), as well as National Accreditation through the NCPSA. Therefore, students at ICA have all of the rights and privileges that other accredited schools have. Accreditation is a voluntary process in which the school conducts an extensive self-study, carefully identifying strengths and weaknesses in the overall program, and is then verified by a group of qualified evaluators who perform a site visit to our school once every five years after initial accreditation is given.

Inverness Christian is committed to giving our students every possible benefit that is available to us – spiritually, academically, and physically.

## **PHILOSOPHY OF OUR SCHOOL**

Inverness Christian Academy believes that a school's philosophy underlies its whole framework. Our philosophy is our foundation; therefore, it determines what we do. The proper philosophy of education will directly or indirectly enhance every other area of life.

Since Christian education is one that includes Christ, the result is ultimately a character and conduct like His. Our purpose is to provide academic excellence for each student and to train them in the nurture and admonition of the Lord. Our goal is to ensure that every student knows Jesus Christ as his Savior. We endeavor to teach character, integrity, and self-discipline. We believe it is the responsibility of the home, the church, and the school to work together to develop obedience, respect, and responsibility. We expect cooperation of the home by encouragement as the students grow spiritually, mentally, and physically.

Our enrollment philosophy is a mixture of open and closed enrollment. Students entering Preschool through fifth grade may enter under the normal admissions procedures. However, enrollment in grades 6-12 is limited to students who can give a testimony of having a personal relationship with Jesus Christ and whose families regularly attend a church of like faith. An interview with the pastor and administrator must be held for all incoming students in grades 7-12.

Our faculty and staff are totally committed to this philosophy. We promise to strive to provide a quality education in a loving environment. This is accomplished by making the Word of God the most important textbook at ICA because it teaches us that there are absolutes that govern our lives, and we are each accountable to the Lord Jesus Christ.

“Remember now thy Creator in the days of thy youth . . .”  
Ecclesiastes 12:1

## **CHURCH ATTENDANCE**

All secondary students (grades 7-12) will be expected to be faithful to church, whether it is their own church or Fort Cooper Baptist Church. During the school year students will be asked to try their best to attend a minimum of four (4) church services per month. A church attendance check will be conducted by Bible teachers each week. A consistent pattern of non-attendance will constitute a conference with parents and the administrator. Church attendance during summers and times where school is not in session will also be considered as we look at each individual student's spiritual growth, which in turn may determine if the student is eligible to return to ICA the following year. Those who miss the necessary number of services per month may make up a service by seeing the administrator and listening to a sermon at school. Our purpose of this requirement is not to force families to go to church, but rather allows us to be sure our students fit into the enrollment philosophy that we have in our higher grades, and that is a philosophy of disciplining students who are already faithful Christians and faithful to church, as well.

## **OBJECTIVES IN EDUCATION**

The following nine objectives pertain to the spiritual nature of our school and shall be accomplished and measured through the participation of daily Bible classes, weekly chapels, camp retreats with a spiritual emphasis, junior and senior trips with a spiritual emphasis, opportunities to participate in revival meetings and monthly youth rallies, biblical integration into all of our curriculum, and the opportunities to demonstrate practical Christianity through quarterly scheduled community service endeavors where students will be expected to happily serve others.

1. To provide opportunities for each student to receive Christ as personal Savior. (John 1:12)
2. To teach each student to treat everyone with love and respect as unique individuals created in the image of God. (Philippians 2:1-4)
3. To teach biblical character qualities and provide opportunities for each student to demonstrate them. (Galatians 5:22-23)
4. To teach each student the respect for and submission to authority from God's perspective. (Romans 13:1-7)
5. To help each student develop a Christian worldview by integrating life and all studies with the Bible. (Joshua 1:8)
6. To teach that the Bible is the inspired and the only infallible and authoritative Word of God, thus developing attitudes of love and respect toward it. (11 Timothy 3:15 - 17)
7. To encourage each student to develop the mind of Christ. (Philippians 2:5)
8. To help each student find the will of God for his life and to do it in order to reach his full potential.
9. To teach each student to hide God's Word in his heart through memorization and meditation. (Psalm 119:11)

The next five objectives shall be measured by the same methods for the previous nine, and additionally, they shall be measured by the student's participation in patriotic assemblies, daily physical education units, opportunities to participate in extracurricular athletic programs, and the completion of daily academic requirements to the satisfaction of the class measurements established by the curriculum and teacher.

10. To teach each student how to become a contributing member of our school and society by realizing his need to serve others and take ownership of the privilege to attend Inverness Christian Academy. (Galatians 5: 13 – 14)
11. To teach each student good citizenship through an understanding and appreciation of our Christian and American heritage (home, church, nation). (Joshua 4: 6-7)
12. To teach each student physical fitness, good health habits, and wise use of the body as the temple of God. (1Corinthians 6: 17 – 19)
13. To teach each student to understand and use the fundamental processes (such as reading, writing, mathematics, speaking, and listening) in communicating and dealing with others. (Psalm 119:66)
14. To teach each student how to research and to reason logically all issues pertaining to the world and life while using a biblical perspective. (Hebrews 5:14)

The following objective shall be accomplished by the faculty and staff of our school making every effort to maintain a consistent line of communication with each parent, by parents and teachers participating in the parent/teacher association (PTA), by the signing of the handbook contract, and by offering multiple opportunities throughout the year to encourage parents into actively monitoring the spiritual, moral, and social needs of the student.

15. To encourage parents to realize and shoulder their responsibility of the spiritual, moral, and social education of their children. (Deuteronomy 6:4 - 7)

### **CHAPEL**

Every student in grades K5 through 12 is required to attend a chapel service each week. Grades K5 - 6 will meet each Thursday from 9:00-9:30 in the church auditorium, and grades 7-12 will meet each Friday in the church auditorium during their normal Bible class time. Chapel is an inspirational time for the students to grow spiritually through a program that includes, but is not limited to, Bible songs, object lessons, scripture memory, and preaching from God's Word. All male students in grades 7-12 are required to wear a button-up dress shirt with a tie and casual dress shoes on chapel days. Ties may be removed when the students go back to the classroom, if desired. Girls should wear button down chapel shirts, making sure that all buttons are buttoned except for the top one. The remainder of the uniform will consist of khaki or navy uniform skirts, and casual / dress shoes. All students should come into chapel with their clothes neatly pressed or ironed, and all boys must have their shirts tucked in.

## **BEGINNING THE DAY**

“In the beginning God...and it was very good”. Genesis

Each and every class or activity at ICA will begin with prayer. The teacher will open the first class of the day in prayer, and each high school teacher will open his / her individual class in prayer every hour of the day. Each teacher will also open the first class of the day with the pledge to the American Flag, Christian Flag, and the Bible. All meetings, programs, and athletic games will also begin with prayer. We want God to be the center of attention here at ICA.

### **Pledge to the American Flag:**

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

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

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

### **Pledge to the Bible:**

I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its Word in my heart that I might not sin against God.



## **SPORTS**

At Inverness Christian Academy, sports programs are offered for older grade levels. Special intramural sports activities may also be offered throughout the school year. To participate on a sports team, the student must maintain an overall “C” average academically. A 2.0 GPA is required by the FHSAA and our athletic conference in order to participate in interscholastic sports. In addition, weekly grades will be averaged for each athlete by each teacher. Any athlete falling below a “C” average in any class will be suspended from any athletic game or practice until the grade is brought up. Each Monday teachers will report ineligible players to the coach and administrator. Unless the teacher gives the student clearance, the student will be suspended from games and practices until the next Monday, at which time the status will be updated. The teacher has the final decision on the academic eligibility of their students. Discipline records will also be considered before a student is admitted to the team. If at any time throughout the playing season these requirements are not maintained, the student will be released from the team. Rules of conduct and further requirements from the athletic director will be gone over in a meeting during open house. Students and parents may be required to sign a form stating that they understand all policies before tryouts. At ICA, sports are offered not only to teach the physical aspects of each sport played, but more importantly, to teach student athletes how to behave in a Christ-like manner, whether on or off the court. Our desire is for every team we play and every business we enter to notice right away that we are definitely a Christian school.

Sports are also available to home-schooling families that are active and faithful members of a local church of like faith and practice. All school rules and regulations (including dress code) apply for home school children as well, and may be subject to other requirements as the administration deems necessary.

## **CONFERENCES**

### **Parent/Teacher Conferences**

Parent/Teacher conferences may be scheduled by appointment with the teacher and/or the administrator throughout the year. Please feel free to make an appointment with a teacher if you are having concerns about your child’s progress. This ensures freedom to discuss your child’s progress unhindered. As a courtesy to our staff, we ask that you not approach them before or after school while children are still in their care. Please call the office to set up an appointment. Teachers will be unable to return phone calls during school hours. They have a responsibility to their classes and cannot leave them unattended to use the phone. Conferences may also be scheduled via correspondence between the parent and teacher.

We expect parents, students, and others to join us in seeing that constructive suggestions and concerns are brought to the school administration only, and that the matters of personal and private nature are honored. Matters of this nature are not to be discussed openly, on school property, or within the school population, including students and parents. We believe gossip is destructive and therefore will not be tolerated.

### **Parent/Administrator Conferences**

Our administrator has your child's best interest at heart, and he is available for conferences when necessary. Simply call the school office during regular hours and an appointment will be scheduled at his earliest convenience. Due to the busy nature of the administrator, we ask that if you have questions concerning a situation in the classroom, please contact the teacher first. If the matter is not resolved, then schedule a meeting with the administrator.

### **NEWSLETTER**

You will receive a monthly newsletter from the school with highlights of current school happenings. You will also receive a weekly or monthly newsletter from your child's elementary teacher highlighting class goals, current projects, field trip information, and items of interest. We believe that communication is the open door for a great school year. Copies of the school wide newsletter will be posted on the home page - [www.invernesschristian.org](http://www.invernesschristian.org)

### **ATTENDANCE**

#### **Absences:**

Compulsory attendance is required for all students between the ages of 6 and 16 (FS 232.01). Parents are responsible for the attendance of their children and are also required to notify the school of any absence. The school year is divided into four quarters of nine weeks each. A school year consists of 180 days of school. **Any student in grades K5 - 8 who is absent 18 or more days in a year cannot pass that grade, unless there has been a long-term, documented illness.**

Florida is a compulsory attendance state. Florida Statute 1003.21 states in part that, *"All children who have attained the age of 6 years or who will have attained the age of 6 years by February 1 of any school year or who are older than 6 years of age but who have not attained the age of 16 years, except as otherwise provided, are required to attend school regularly during the entire school term."* This means your child is required to be in school unless prevented by illness or family emergency. Florida law makes no allowance for school year vacations or personal days from school.

Unless otherwise noted, the policies below apply to all grades levels including K4 preschool. The elementary and preschool take attendance at the beginning of the day via. The secondary school takes attendance each class period.

#### **Excused Absences**

Your child will be excused from school for illness, unavoidable student medical appointments, and urgent family emergencies. To have the absence excused, the parent must present a written excuse to the office **before** the student's return to class. The office will not accept excuse notes for absences occurring more than two days in the past. The excuse must include the reason for the child's absence, the date, and parent signature. Children absent more than three continuous days due to illness must present a doctor's excuse. ICA may also require a doctor's excuse for repeated absences for illness. For excused absences, the child

will be allowed one day for each day of absence to make up the work, up to a total of five days. The administration reserves sole right to determine whether or not an absence is excused.

### **Unexcused Absences**

All absences not mentioned above will be counted as unexcused. The student is responsible for mastering the material during the absence but may receive zeros for the work due or completed during the absence. This includes homework, in class work, projects, and tests.

### **Pre-Arranged Absences**

On rare occasions, it may be necessary for a child to miss school for scheduled events such as a wedding or graduation. Parents may petition the administration for a pre-arranged absence by submitting a written, signed request to the administrator no later than five days in advance of the anticipated absence. In order for the administration to approve a pre-arranged absence, the student must have a 75% grade average or above in all subjects and not be on academic probation. Approval is not automatic and is at the discretion of the administration. Pre-arranged absences count toward the yearly unexcused absence total, but students are permitted to “make-up” their work for full credit. All work must be completed and turned in by the day the student returns to class, or at the discretion of each teacher for that course. In no event may pre-arranged absences exceed 5 days per year. Pre-arranged absences are not permitted during SAT testing week or during exam weeks. The administration reserves final decision in this matter.

### **Tardies/Late Arrivals**

Students are expected to be on time. Students not in their seats and ready to begin class when the class / school bell rings will be considered tardy. In the morning, late arrivals due to an excused reason (see excused absences) are not considered tardies under this section.

All late-arrival students must report to the front desk or school office for a pass. Students in K4 and K5 should have a parent accompany them to the class room. Students in 1<sup>st</sup> grade through 6<sup>th</sup> grade must have a parent or guardian bring them to the front desk or office for a pass to class. This is for the safety of our students, and this policy will be strictly enforced. Parents who violate this requirement must report to the office the following day to meet with an administrator before the student can attend class.

Middle and High School students will receive tallies for being tardy to class. Please see the discipline section of the handbook for more specifics regarding level 1 tallies.

Parents are responsible to be sure that each student arrives to school and to class on time. Ongoing tardies disrupt the classroom and will result in further administrative action, up to withdrawal from the academy.

### **Athletic/Extracurricular Absences**

The academy recognizes that participation in some school-sanctioned athletic or academic competition events might necessitate missing part or even all of the school day. These absences will be excused, and will not count toward the yearly total of absences (students will be marked present). Students are responsible for arranging make-up work with the teacher for



each class. Students who already have excessive absences as determined by the administration may not be permitted to participate in such events.

### **Excessive Absences**

Kindergarten through middle school students who miss more than eighteen days per school year may be retained in that grade unless there is clear demonstration that the subject matter has been mastered. This will be indicated by a grade average of “C” or higher for the year, teacher recommendation, standardized test scores, and administrative approval. These students may also be required to “make-up” the excess hours with a school-approved tutor. The parents are solely responsible for the cost of the tutor.

Kindergarten through middle school students missing more than twenty-five days of school per year, regardless of the reason for absence, will not be promoted to the next grade level.

High school students who miss more than eighteen sessions of an individual class, regardless of reason, must “make-up” the excess hours with a school-approved tutor in order to receive credit for that class. In addition, the grade in that course must be a “C” or above. High school students who miss more than twenty-five class sessions (regardless of reason, not including extra-curricular) in an individual class for the school year, will not receive high school credit for the class, even if the final grade is passing.

Exceptions may be made for home-bound students with extended excused absences, provided all school work has been successfully completed and the students demonstrates mastery.

These absence totals are pro-rated for students entering mid-year.

### **Early Sign-Out:**

When a child is dismissed from school before 11:30 a.m., the student will be considered absent for the entire day. Students must be signed out in the office and signed back in if they return the same day. A note must be sent to the office from the parent or guardian stating the time of the student’s appointment and who will be picking up the child from school. **No child will be dismissed to go with anyone other than the child’s parent/guardian unless permission is received orally or written from the parent/guardian. Identification will be required at the time of pick-up.** Part-time high school students must check out with the secretary or administrator before leaving the property. The check-out sheet will be at the front desk, but both the student and staff member must sign the check-out sheet.

### **Before School Day (BSD)/Extended School Day (ESD):**

Students are offered before-school and after-school services. Financial information and hours for this service may be obtained in the school office. **All school codes of dress and conduct will apply while any student is participating in these programs.** See hours and locations on page 7.

### **Student Pick-Up Information:**

School pick-up passes are issued to each family. These passes are to be placed in the front windshield of the vehicle during pick-up time. No child will be dismissed to go with anyone

other than those with the proper passes. If you need to make other arrangements, please send in a written note giving authorization for your child to leave with someone else. **We will not allow a student to leave the school grounds unless permission has been received from a parent or guardian.** For the safety of the students, ICA reserves the right to prohibit pick-up of any student by anyone who displays the appearance of being impaired, intoxicated, or otherwise incapacitated. Unless a staff member personally knows the person(s) picking up your child, ID will be checked and must match one of the names on the authorization/pick-up list.

Pickup for elementary students will begin at 3:00 p.m. High School will begin at 3:05 p.m. High School pickup (7-12) is in the back at the gym building. Elementary pickup (K5-6) is in the front where they are also dropped off in the morning.

### **Student Vehicles and Parking**

Students who drive a vehicle to school must register their vehicle with the school office. A copy of the student's driver's license and proof of insurance must be given along with the registration form. Student parking will be in the gymnasium parking lot. Please park in one space only. Do not take up two or more spaces with vehicles. Students must drive slowly and carefully on our school property, remembering that there are many precious students walking around the property – even after school. Fast or careless student drivers will no longer be able to drive their vehicles to school. Campus Speed Limit is 10 MPH.

- Driving Violation #1 - \$5.00 fine plus revocation of driving privileges for ten days.
- Driving Violation #2 - \$10.00 fine plus loss of driving privilege for remainder of semester.

### **HEALTH RECORDS**

All students entering Inverness Christian Academy must have a current Certification of Immunization (HRS 680) on file in the school office. This certificate may be obtained from your family doctor or through your local County Health Department. HRS/DCF Form 680, Part A, must be filled out and turned in to the school office before the child enters Kindergarten. **All students must have up-to-date records before entering school.**

### **CONTACTING OF STUDENTS**

All business transactions will be handled in the school office Monday through Friday. The school office is open 8:00AM to 3:30PM daily. School office summer hours are 9:00AM to 2:00PM, and the office is open Monday – Thursday. We are closed on Friday during the summer. Parents are asked not to interrupt classes to speak with a child. Parents may call the school office if it is imperative that a student receive instructions prior to the end of the school day, and those will be forwarded as soon as possible. The school office telephone is the only phone available for students, and it cannot be used without the permission of the school secretary or administrator. Students may not have their cell phones on during school hours. Please see the Cell Phone policy.

Parents are responsible to notify the school office with any changes of personal information, including change of address, change of telephone numbers for home or work, or change of

parental custody. This will ensure that we can contact you immediately should an emergency arise. You may update this info online using your login in at [www.myschoolworx.com](http://www.myschoolworx.com).

## **SCHOOL INSURANCE**

Every student is required, by state law, to have accident insurance coverage. ICA provides this for all students, as well as sports coverage for all athletes. If the student is already covered under another policy, then the school insurance policy becomes a secondary policy. The cost of this insurance is included in the registration fee. Please be sure to indicate on your application or inform the office if you have other insurance. If an accident happens at a school activity, and you would like an insurance claim form, please see the school office.

## **HEALTH**

1. In the event of a medical incident, we will follow the procedures below:
  - A. If your child has a minor injury (i.e. small bump, or cut that does not require stitches), the staff will comfort the child, wash the wound, and apply a band-aid and/or cold pack. The staff will not apply medication to the wound.
  - B. If your child has an accident or injury that requires medical attention but not immediate emergency care, the parent or designee will be called to take the child for medical treatment. Examples of this type of injury include cuts that may need stitches, uncontrollable nosebleeds, large bumps or possible fractures.
  - C. In obvious or potentially dangerous emergency situations, the staff will call 911, render emergency first aid as needed, and call the parent or designee. The staff will request EMS personnel to take your child to the hospital listed as your choice on the enrollment form. If possible, a staff member will accompany your child in the ambulance.
  - D. In each case, an incident report will be filled out by our staff to be signed by the parent.
2. All medication administered by our staff must be in the original container with a label stating the physician's name, child's name, name of the medication, and medication directions. All prescription and non-prescription medication will be dispensed according to written directions on the prescription label or printed manufacture's label. A Medication Administration Authorization Form must be completed by the parent for medications that will be dispensed.
3. Allergies are common in children. Whether environmental or food induced, please provide sufficient information on your child's enrollment form so that we may take appropriate precautions to protect your child's health.
4. Our staff will continually encourage good personal health and hygiene habits for your child while in attendance at ICA. We will require hands to be washed before lunch, after bathroom trips, and at other appropriate times. Instruction in personal hygiene will be emphasized to protect your child's health.

5. Should your child exhibit signs or symptoms of illness while at school, he will be isolated and you or your designee, will be called to pick up your child immediately. Children brought to school with signs or symptoms of illness will not be admitted.
6. When your child is absent due to illness while at school, please let your child's teacher know what type of signs or symptoms he is experiencing. In case of a communicable disease exposure at school, a notice will be posted and parents will be encouraged to consult their child's physician. Children absent due to a contagious disease should not return to school until their physician provides a signed statement that they are no longer contagious and may resume activities.

### **GUIDELINES FOR CHILDHOOD ILLNESSES**

***Keep your child home from school when exhibiting any of the following signs:***

- Fever within the last 24 hours
- A cold or nasal discharge that is cloudy
- A constant cough or croup
- Irritability or fatigue (signs of impending illness)
- Any communicable disease (see chart below)
- Lice or nits
- Scabies
- Impetigo
- Diarrhea or vomiting
- Rapid or difficult breathing
- Conjunctivitis (pink eye)
- Infected Sores

***Most common reasons for sending a child home from school are:***

- Diarrhea
- Vomiting
- Fever of 100 degrees or above
- Symptoms of communicable disease
- Impetigo
- Herpes
- Head lice or nits
- Croup (barking cough)
- Stiff neck

***Your child may return when:***

- Child has been on antibiotic for 36 hours
- Free from fever for 24 hours
- Vomiting or diarrhea has resolved
- Cough or croup has subsided
- Incubation period of communicable disease has transpired
- Your child is no longer contagious
- No lice or nits are visible in hair or scalp

No open sores are visible

### **GUIDELINES FOR COMMUNICABLE DISEASES**

<u>Illness</u>	<u>Period Child is Contagious</u>	<u>Incubation Period</u>
Chicken Pox	7-10 days until no fresh sores appear; no fever	14-16 days from exposure
German Measles	1-2 days before rash – until rash is gone	12-22 days from exposure
Measles	1 day before rash to 5 days after rash is gone	7-18 days from exposure
Mumps	2 days before swelling – until swelling is gone	7-21 days from exposure
Pink Eye	While eye is draining and red	Not known
Impetigo	Until sores have cleared	Not known

### **ILLNESS AT SCHOOL**

When a child becomes ill at school, has a fever of at least 100 degrees, or has nits/head lice, the parent or guardian will be called to pick up the child. The school will not call unless it becomes necessary. Our staff is trained in basic first-aid procedures and CPR. Medical release forms will be kept on file in the school office for medical emergencies so that the parents, guardian, or designated persons may be contacted. If lice or nits are found on a student, we will notify the parent, give the recommended procedure by the Health Department, and the child must be nit free for 48 hours before returning to school. If the problems re-appears, the child must be nit free for seven days, and have a clear screening from the Citrus County Health Department before returning to school.

### **ACCIDENTS**

Any accident in the school building or on the school property will be reported immediately to the school office. Parents will be contacted as soon as possible. An accident report will be filled out and put on file. The school reserves the right to administer emergency first-aid when necessary and/or summon the assistance of the fire department, EMS, hospital, police, or other emergency services, etc., and to have students transferred to a hospital, if required, even if the parents cannot be reached beforehand.

### **MEDICATIONS AT SCHOOL**

Florida law prohibits school personnel to administer any medication without explicit permission and instructions. This includes prescription and non-prescription medications. The following medication procedure will allow school personnel to administer all medications that are necessary:

- A written note from the parent or guardian which includes the child's name, medications, dosage, and time the dosage is to be administered.
- Medication must come to school in the original container.
- Medication is to be kept by the school secretary, and a note from the parent / guardian

is to be forwarded to the child's teacher letting him know when the child is to be sent to the office for medication.

- Inhalers may be kept in the child's possession, but a note must be kept on file in the school office.

## **LUNCH**

Each class will be given a scheduled time for lunch, and it will be twenty-five minutes long. Thanksgiving prayer will be said in the classroom before they go to the lunchroom. Proper manners are expected while eating. Students are to remain seated unless given permission from the teacher. Hot lunches are available for a minimal cost per day, Monday through Friday. Menu schedules are given in advance, and orders cannot be placed after the deadline. Students may bring bagged lunches. Lunch boxes with graphics must not exhibit sorcery, witchcraft, rebellion, vulgarity, immodesty, profanity, violence, immorality, unacceptable music, or anything contrary to our Statement of Faith. The Administration will make the final decision on what is acceptable. Students are not permitted to use microwaves. No student is allowed in the kitchen area. We ask that you avoid glass containers. Please provide napkins and utensils as needed. Snacks and drinks are also available for purchase. Students are responsible to clean up after themselves. Please put all trash in trash cans. Parents are welcome to join students for lunch on Fridays during the lunch period. Cake or cupcakes for birthdays may also be brought, but at the discretion of the teacher.

## **SAFETY MEASURES**

### **Entrance to the Buildings**

In order to more tightly secure our buildings, ICA has implemented a "locked building" procedure. Once school begins, the 8-foot gates on either side of the middle courtyard between the buildings will be shut and padlocked, leaving the front door as the only entrance to the school buildings. At 9:00, after most late-comers have arrived, the front door will also be locked and persons wishing to enter must ring the door bell for entrance to the building. Our preschool has also implemented this same policy, using the locked door/doorbell combination.

### **Bathrooms**

Having a smaller school means that we cannot separate the age levels of students as much as we would like. However, certain policies have been made to assure that students of extreme age differences are not in restrooms together. All students in grades 4-12 will always use the restrooms in the gymnasium/educational building. All students in grades K5-3 will always use the restrooms in the main/administration building. This policy also applies to lunch time, at which time the elementary students would walk together in at least groups of two across the courtyard to the other restrooms, being secure in the locked building. However, restroom time is always given right after lunch time, so students will be encouraged to wait, if at all possible.

### **Fire Drills:**

Inverness Christian Academy holds regular fire drills to prepare for possible dangers. Students are to remain quiet during these drills so instructions can be easily heard and followed as quickly as possible. Teachers will instruct students further on procedures, and there will be a practice fire drill the first week of school. Evacuation routes are posted throughout the school

complex. Any student who intentionally pulls a fire alarm falsely, will meet with the school advisory board, and will be suspended from school for one day.

### **Lock-Down Drills:**

Inverness Christian Academy will hold regular lock-down drills to ensure the safety of the students against any dangerous situations. Lockdowns and levels will be announced by radio first, and physically checked immediately afterward.

- Level 1 Lockdown – Students will stay in classes with doors locked until an all-clear given.
- Level 2 Lockdown – Students will stay in classes with doors locked, lights off, and students in a duck and cover position until an all-clear is given.

The Citrus County Sheriff's Office partners with our school in helping notify us of needed lockdowns if they know of a reason to have a lockdown at ICA.

### **Bad-Weather Alert:**

If the public schools of Citrus County are dismissed early or are closed because of bad weather, Inverness Christian Academy will also be closed. Tune in to your local radio or TV stations for information. Updates will also be posted on our website, [www.invernesschristian.org](http://www.invernesschristian.org).

### **Other Crises**

ICA maintains a crisis manual with policies and procedures therein pertaining to other types of emergencies. The US Department of Homeland Security school safety plan is the model that we have adopted to create our manual.

## **PROHIBITED ARTICLES AND CONDUCT**

Cigarettes; chewing tobacco; E-Cigs; Vape Pen; alcoholic beverages; narcotics; dice; electronic games; MP3 players; iPods; Personal iPads; Personal tablets; kindles; I-touch; playing cards; knives; guns; matches; explosives of any kind; skateboards; radios; lasers; beepers; pagers; cell phones (see new cell phone policy); magazines, tapes and CD's not related to class work; toys; and other non-school related items are not permitted on school property. As a Christian school, we believe that rock, rap, country, and pop rock concerts and dances are counter-productive to what the Bible teaches. Therefore, we encourage our students not to attend these types of activities. ICA students cannot be married.

## **CELL PHONE POLICY**

While we at ICA understand the importance of communicating with your older child after school for sports reasons, etc, there is no reason a student must have a cell phone during school / supervisory hours. Therefore, ICA has established the following cell phone policy:

1. Children in grades K5-3 may not bring a cell phone to school at all.
2. Children in grades 4-12 may bring a cell phone for use in after-school programs, but must be put away until it is necessary to be used **at the after-school activity for contacting parents.**

3. Athletes must follow the cell phone rules set by the Athletic Director and coaches for use during a sports practice, game, or travel to such. The rules are the same as class activity unless otherwise directed **and supervised by a coach or athletic director**.
4. Accessing the internet through your phone is prohibited at all times, on or off campus, while in school activities.
5. Any cell phone must be able to demonstrate protection from accessing inappropriate internet sites and programs. (IE parental control software must be installed or internet capability blocked). If not properly provisioned with protective measures proscribed, this will be deemed an infraction and parents must have conference to discuss/implement phone procedures and possible disciplinary action for student.
6. All Cell Phones must be registered with Mr. Riley's Office.

Note: Any cell phones that are out during school supervisory hours may be confiscated and text messages and/or picture messages will be looked over to see if any cheating or other inappropriate actions have taken place. If such is found during this inspection, it will result in further disciplinary action (see "discipline" in handbook) **NO CELL PHONES MAY BE USED AT ALL DURING SCHOOL HOURS...PERIOD!** If a cell phone is taken from a student by a faculty member they will incur \$25.00 fee or one day suspension, which will result in zeros for the day. These rules are for the protection of your child and the protection of other children in the school.

### **VANDALISM**

Students should have concern for the maintenance and upkeep of the school. Any student defacing, altering, or destroying property, even through negligence, must replace or repair the property that is affected and will receive the discipline measures deemed necessary by the Administration. Deliberate vandalism will result in suspension and possibly expulsion. Parents will be notified by letter of the vandalism and will be responsible for the repair invoice. Pranks that alter property but do not destroy it are frowned upon and will receive an immediate consequence.



## CAMPUS VISITING

### Adult Visitors:

Inverness Christian Academy welcomes parents/guardians to eat lunch with the students, attend chapel services, or chaperone field trips. When visiting the campus or becoming involved in school activities, please adhere to the following rules:

1. **While it is not the intention of the school to dictate personal dress standards, while on school property or participating in a school event we ask that parents and family members dress modestly and appropriately, being conscious of necklines, length, tightness, etc.**
2. Please check in at the school office before going to the lunchroom, chapel, or field trip areas. You will be given a name tag if you will be on the property for any significant length of time.
3. No smoking or use of tobacco products is permitted on school grounds.
4. Use of vulgar or improper language will not be permitted in written form or spoken.
5. Parents are welcome to eat lunch at ICA with their child at the discretion of the school office and teacher. (Fridays are encouraged, as previously noted, as a good day for a lunchroom visit.)

We appreciate your helpfulness in following these rules. THANK YOU!

### Student Visitors:

Student visitors will be accepted on a pre-arranged basis if the school administrator deems it suitable. Many times a student will want to visit the academy when deciding to transfer from another school. **All dress and conduct standards will apply to those visiting.** Former students may not come to school just to “hang out” with old friends. This policy applies during all hours, 7am-6pm, in which an ICA student is involved or is about to be involved in a school activity.

### Volunteers

If you are volunteering in any area of the school, we ask that ladies please dress in a knee-length dress or skirt and a modest blouse along with casual/dress shoes. We ask men to wear a collared shirt and casual pants; or if you are teaching, a dress shirt, tie, dress pants and dress shoes would be our dress code for men teachers. Long-term volunteers must receive a level II background screening, just as all ICA teachers do.

## FIELD TRIPS

Classes may take field trips to various places during the school year. Information regarding cost, date, and time will be sent home with the students at least two weeks prior to each trip. Failure to sign the appropriate permission slip and return it with the money due may forfeit your child’s right to participate.

Chaperones for the field trips may consist of school faculty, church faculty, and parents. Chaperones are expected to dress modestly (See Campus Visiting for further explanation). All

chaperones are to understand that they will be responsible for the welfare of each student assigned to their care and will follow all instructions given by the teacher or field trip coordinator. Students are expected to maintain the same degree of self-discipline as is required during a regular school day. Sign up during Open House to be considered as a room parent/chaperone. Sibling attendance to any event will be decided on a per-event basis by the administrator. Younger or older siblings that are in another ICA class may not attend a field trip with their sibling's class; however parents may bring young ones from home. Students' attire will be dictated per activity by the administration as outlined in "Special Dress Days".

## **STUDENT DRESS AND HAIR STANDARDS**

In keeping with the basic concept, policies, and principles of Inverness Christian Academy, the school family seeks to present a good appearance. Cleanliness, clothing, and hairstyles are matters which properly concern the Christian and, therefore, the Christian school. The following biblical references are guides to assist us in this area: I Timothy 2:9-10; I Corinthians 11:14; I John 2:15.

One way the community judges the school is by the attire of its faculty and students. Because of this, everyone associated with Inverness Christian Academy should be motivated to be above reproach in the matter of outward appearance. The Administration reserves the right to determine what is acceptable or unacceptable regarding dress. **Any student who is out of dress code, including uniform, shirt untucked, hair standard, unshaven, no belt, etc. will be asked to correct the dress infraction immediately, parents will be notified, and further violations of the same type shall be considered disobedience and corrected as such. Tallies may be given for dress infractions in middle and high school.** All students in K5 through 12<sup>th</sup> grade will be wearing the uniform shirts made available by ICA, along with the appropriate skirts and pants. The following uniform guidelines will apply:

### **Girls:**

Hairstyles and nails must be in good taste. Dyed hair should be kept to the traditional hair color types. Colored hair (clown style reds, green, purple, etc.) will not be permitted. Earrings are not to exceed two per ear, and must be in the lobe. We discourage excessive amounts of jewelry and make-up. No body-piercing will be allowed.

Girls in grades K5-12 must wear a navy, light blue, pink, pale yellow, or white uniform polo shirt with logo, along with a khaki or navy skirt that **covers the knee**. All slits must be below the knee. Apparel that is too tight or of clingy material will not be acceptable. In order to help determine what is too tight and what is acceptable, we are implementing a test called "**Designer's Ease.**" Designer's Ease provides a simple way for girls to test whether or not their skirts or blouses are too tight. At both the outer seams of the bust-line and hips, you must be able to pinch an inch of fabric loosely between your forefinger and thumb without stretching the material. If you cannot do this, your blouse and/or skirt is too tight to wear to school. Shoulders must be covered. We ask that no "cargo" skirts, "hip hugger" skirts, or denim (unless it is a designated denim day) of any kind be worn. When wearing a skirt and blouse combination, the midriff must not be exposed when hands are raised. Shirts do not need to be tucked in but must be neat. Girls may wear collared shirts, blouses, or turtlenecks. If a

sweater is worn, a collared shirt must be worn underneath. No clothing will be allowed that exhibits lettering or logos across the bust-line. **Chapel shirts may not be worn as an accessory to another shirt (i.e. as a jacket, etc.). One shirt with one skirt is what students should be wearing – not multiple shirts. All shirts are to be buttoned all the way, with the exception of the top button.**

On chapel days middle and high school girls should wear their button-down long or short sleeve chapel shirts with logo, along with a khaki or navy uniform skirt and casual/dress shoes.

### **Boys:**

A man's life should reflect an attitude of self-control and prudence and demonstrate a pattern of good works (Titus 2:6-7). Therefore, young men attending Inverness Christian Academy must be neatly groomed at all times. Sideburns may be to the bottom of the opening of the ear. Hair is not to be bushy or shaggy and may not touch the eyebrows, shirt collar, or top of the ears. Dyed or "faddish" hair is not acceptable. Any "afro" style hair must not exceed 1 inch in length. Boys must be clean-shaven (no stubble). Earrings, bracelets, and chains are not acceptable at school. One ring can be worn as long as it is in good taste. Rubber bracelets, although perhaps meaningful to the student, are not part of the uniform and should be kept at home. Body-piercing is not acceptable.

Boys are to wear long pants similar to traditional "Dockers." No oversized/cargo-style pants or pants with excessive pockets are permitted. Pants must be kept at the waist with a belt, pants should not be tucked into boots, but shirts should be tucked in. We ask that no denim be worn. Boys may wear white, navy blue, or light blue collared shirts with logo. If a sweater is worn, a collared shirt must be worn underneath. Sweatshirts (slip over type) are not acceptable, but jackets (zip or button) with hoods are fine. Jackets must be solid white or a solid dark color. Uniform jackets / fleeces will be sold to help improve the uniform look during our winter months. No clothing will be allowed that exhibits lettering or logos across the chest, except for special days announced by the administration.

Middle and high school boys must tuck in their chapel shirts and observe appropriate chapel attire as previously stated.

### **Boys' and Girls' Accessories:**

Athletic shoes are allowed to be worn for grades K5-6. Casual dress shoes are required for grades 7-12. Canvas shoes with a flat sole shall be considered athletic shoes therefore can not be worn in 7th-12th grade. Administration reserves the right to decide if a shoe is athletic or not. Girls' dress shoes may be worn without a back; however "Flip-flop" style shoes are not permitted. Open toed shoes that have a dressy appearance may be worn, but must have a full strap over the foot. Jackets are permitted but must conform to the following: 1) Heavy jackets of any color are acceptable in severe cold weather to and from vehicle. 2) Classroom/inside use jackets are to be **uniform in nature – solid navy, white, gray, silver, pale yellow, or pink is what is required in order to look uniform while in our jackets.** There will also be a chance to purchase uniform jackets from our uniform vendor. Girls may wear knee socks, but they must match each other. Hats, caps, visors, sweat bands, and sunglasses are not permitted in the classroom. Sunglasses are not to be worn round the neck or on top of the

head. Shading accessories may be worn when exiting the buildings. No wallet chains may be worn. The Administrator reserves the right to refuse any student to class who does not meet the standards of dress set forth by Inverness Christian Academy.

### **Physical Education Dress**

Grades 2 - 12 will be dressing out for PE, and will have the opportunity to purchase PE uniform shirts from our uniform company the first week of school. Students must wear an "ICA" t-shirt (either ordered new from the company or an older ICA t-shirt) and loose, knee-length shorts. Athletic shoes are required for all students in grades K5-12 during PE class.

### **Athlete Dress Code**

All boy and girl athletes will wear modest, loose-fitting t-shirts (no sleeveless shirts unless uniform), and loose basketball shorts that cover the knee. **Game Day** dress code will be as follows: Boys will wear a shirt and tie or as directed by your Coach/Athletic Director, until the time comes to change into game wear. Girls must remain in school uniform or as directed by your Coach/Athletic Director, until it is time to change into game wear. After games are finished, girls must either stay in game uniform or change back into their school uniform. Boys may either wear warm-ups or school uniform. **Girls are not permitted to wear pants at any time.**

### **School Activity Dress Policies**

Throughout the year there will be special activities such as sports, school programs, concerts, and graduation ceremonies that students will attend, whether or not that student is actually part of the program. It is required that you stay in school dress when coming to events in our school, such as programs, concerts, and graduations. **For athletic events, whether home or away**, the dress code for students will be as follows: Girls may wear denim skirts, as long as the length and the slits are below the knee and it passes the Designer's Ease test. Tops may be casual shirts or blouses that have appropriate necklines and "Designer's Ease." **Girls may not wear pants at any time.** Boys may wear casual pants or jeans and a collared shirt or t-shirt that is appropriate. Any student not in the appropriate dress codes above will be asked to leave the activity and go home to change.

### **Banquet Dress / Special Events Requirements**

*In like manner also, that women adorn themselves in modest apparel... 1 Timothy 2:9-10*

All female students or female home school participants must abide by the following dress standards.

#### **Neckline:**

The front should be no lower than halfway between the top of the shoulder and the underarm. No cleavage may show at anytime.

#### **Straps:**

**The shoulder must be covered.** That means that sleeveless dresses need to come completely to the edge of the shoulder. A jacket or a secured (will not fall or come off

throughout the evening) wrap needs to be worn if you choose to wear something that is strapless, or has inch or spaghetti straps.

**Bodice:**

This area needs to be complete without any cutout areas.

**Waist and Below:**

No undergarment lines should be visible, and the dress needs to have sufficient coverage so that it does not “cup” under the buttock area.

**Length:**

All lengths including any slit must **completely cover the knee**, even when sitting.

**Sheerness:**

Sheer fabrics may be worn only as an overlay to an opaque fabric.

All dresses must be checked for modesty prior to any banquet or special event.

**Special Dress Days**

Several times throughout the year, there will be days that may allow for a special dress code. As these days approach, we will announce it to the student body ahead of time. There will be three different types of days: 1) Regular dress code (uniforms/everyday use), 2) Casual dress code, and 3) Play-time dress. We will announce these special days as such, and will expect the guidelines below to be followed for that day:

- Regular Dress Code – normal school uniform, see Student Hair and Dress Standards.
- Casual Dress Code – Loose-fitting denim skirts and collared shirt for girls, loose-fitting jeans and collared shirt for boys. Neat looking tennis shoes are acceptable. All standards of modesty (length, neckline, slits, designer’s ease) still apply.
- Play-time Dress Code – Usually reserved for carnivals, athletic events, field days, etc. Students may wear their PE shirts (ICA shirts only) and knee length, loose shorts. **Girls may not wear pants at any time.**

**ACADEMIC POLICIES**

**Curriculum**

Inverness Christian Academy utilizes only Christian textbook publishers. ICA primarily uses the A Beka Book curriculum and Bob Jones University Press curriculum. These are the two largest Christian curriculum publishers in the world. Positive Action for Christ is also used for some Bible courses.

- History is taught as a record of God's plan for mankind as related to man's creation and fall, the redemption plan of God, and the fulfillment of God's perfect will and purpose for his creatures.
- The Science course of study represents the universe as the direct creation of the God of the Scriptures and refutes the man-made idea of evolution. It presents God as the great

Designer and Lawgiver, without whom the evident design and laws of nature would be inexplicable.

- Reading is given a great deal of importance in the curriculum. Phonics is employed as the most logical and orderly way to teach children to read English. The A Beka Curriculum is based on a superior phonics system that ensures a good reading foundation upon which all other subjects are built.

When the Bible and prayer were removed from the public school classroom, a void was created in the education of our children. Inverness Christian Academy intends to fill that void by beginning each day with prayer and Bible study.

### **Bible**

Bible study is recognized as being of fundamental importance and is a required subject. It adds to the study of English, History, Geography, and Science. Without a knowledge of Bible truth, a student cannot be considered educated. No other course offered in this school affords the great opportunities for laying a foundation for Christian character. The King James Version of the Bible is the accepted version used throughout our school for study and memorization. Other versions are NOT acceptable for class work or chapel services. A Bible is required for K5 through 12<sup>th</sup> grades.

#### **K5-8<sup>th</sup> Grading Scale:**

A+ 100	C+ 78-79
A 92-99	C 72-77
A- 90-91	C- 70-71
B+ 88-89	D+ 67-69
B 82-87	D 60-66
B- 80-81	F 0-59

#### **High School Grading Scale**

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

All class work is to be done on standard-size wide-rule loose leaf notebook paper. Certain subjects may require a special type of paper (graph, construction, typing, etc.). All work must be neat and legible. A teacher may refuse to accept work that is not neat and legible. We believe homework is an integral part of our school program. Not completing and turning in homework assignments will result in discipline, as outlined in the Discipline section of this handbook.

Report Cards will be handed out at the end of each quarter. Also, to keep you informed of your child's progress, we will send out Progress Reports midway through each of the nine weeks. Please make sure all Progress Reports and Report Cards are signed and returned within two school days.

#### **Honor Roll Requirements:**

PRINCIPAL'S HONOR ROLL: Students earning A's in all subjects, each quarter, including electives

A-B HONOR ROLL: Students earning A's and B's in all subjects, each quarter, including electives

Honor roll certificates will be given at the end of the year.

**Pass/Fail Requirements:**

Students receiving an "F" in two academic subjects (English, Math, History, Science) will be held back in the same grade and are not eligible for promotion. This is not to hinder the students, but rather to ensure that they have the proper foundation to succeed. Students receiving two D's in academic subjects may pass to the next grade on a nine-week probationary period.

**COMMUNICATION REGARDING CLASS WORK, TESTS, AND QUIZZES**

Since lesson plans are entered into MySchoolWorx on Thursday, parents and students can access the work and assignments for the following week. No written assignment or test schedule needs to go home unless a parent specifically request such due to no internet access or other extenuating circumstances.

It is up to the parent or student to keep track on MySchoolWorx as to their current grade status.

**DISCIPLINE PROCEDURES**

Consistent discipline is essential in training children to become responsible for their choices and actions. We encourage parents to set a goal for their child and reward him when he or she attains this goal.

All students will be required to have a high standard of conduct on and off school property. The school expects full cooperation from both student and parent regarding regulations. A parent should never undermine any aspect of the school program and should be careful not to make negative comments about the school or any of its personnel to the student, other students, other parents, or other faculty (except the Administrator). There are proper channels through which disagreements can be discussed.

**If at any time the school feels cooperation is lacking, the student will be asked to transfer to another school. Attendance at Inverness Christian Academy is a privilege, not a right.**

**Code of Conduct**

Inverness Christian Academy is a Christian school, and we expect every employee and student to reflect a lifestyle pleasing to Jesus Christ. Please read the following agreement which pertains to student conduct both on and off campus, during and after school:

1. I agree to strive for excellence as I student in all that I say and do.
2. I agree to obey the Bible in speech and conduct.

3. I agree to respect and cooperate with those in authority at the school.
4. I agree to avoid alcohol, drugs, and tobacco.
5. I agree to avoid cursing, sexual immorality, witchcraft, dissension, and cheating. (These and other specific acts and attitudes are cited in Galatians 5:19-21.)
6. I agree to submit to the discipline policy of the school.
7. I agree to dress in accordance with the school dress code.
8. I understand that once I enroll, I am part of the ICA family wherever I am. Therefore, I agree to avoid behavior, on and off campus that would dishonor Jesus Christ, the school, the church, my family, and me.
9. I understand that I can be held accountable by the school for any negative behavior, both on and off campus, at any time during the year.

## **Discipline**

The ICA discipline procedures are established to help create an environment that is conducive for learning and leading a Christ-like life. Each teacher may have their individual classroom rules that will be communicated to the students and parents at the beginning of each year. Students who disobey classroom and school rules may lose privileges and receive consequences. If behavior becomes repetitive or severe, the student will be sent to the administrator. These school-wide guidelines will be enforced consistently. The administration reserves the right to take necessary disciplinary action to ensure student safety. The following is a list of interventions that teachers will employ in the discipline process: verbal warning, teacher proximity, conference with student, time out, parent contact by phone, daily detention, Saturday school, after school detention, conference with parent, referral to administrator. Other consequences may include having a parent accompany a student to classes on a pre-arranged day, asking a parent to come in immediately to deal with a student, or to allow parents to use corporal punishment as necessary.

## **Elementary Discipline Policy**

Elementary teachers will follow a four step system when dealing with infractions:

- Verbal Warning
- Utilize teacher Intervention
- Write a note home to the parent.
- Refer to administration for discipleship and consequences, and fill out infraction form. The student will then take the infraction form to the office, and the student will not return to class until administration has talked with them.

Once an elementary student has received three infraction forms in one semester, that student will be required to appear before the school board for probationary action and behavioral contracting.



## 7<sup>th</sup> - 12<sup>th</sup> Grade Discipline Policy

### Level 1 Policy Infractions

Tallies shall be given for level 1 infractions. Students are allowed up to 75 tallies per semester. If a student reaches 75 tallies in a semester, any further offense, regardless of how minor, shall be treated as a level 2 policy offense. All tallies are removed at the end of each semester and do not accumulate into the new semester. Students who reach 20 or more tallies within one week will be required to serve an after school detention.

Level 1 Offense	Tallies
Chewing Gum	5
Disrupting Class	5
Horse Play	5
Tardy	5
Unprepared for Class	5
Fail Dress Code Check	10
Fail Hair Check	10
Improperly Addressing a Staff Member	10
Out of Assigned Area	10
Phone On/Out	10-20
Defiance/Non-Compliance	20
Disrespect	20
Skipping Class / Assembly	20

### Level 2 Policy Offenses

This level of offense shall result in immediate removal from classroom or situation, and student will report immediately to the Dean of Students for disciplinary action. The Dean of Students will determine the consequence for the offense.

Level 2 Offenses
Improper use of computer, tablet, or cell phone
Threatening another student, teacher, or staff member

Disrespectful or abusive language or gesture
Misbehavior while on a field trip
Overt Defiance of authority/Non-Compliance
Cheating
Continuous disruptive behavior
Physical Contact/Inappropriate Touching

Consequences: After School Detention (\$10), ISS, Saturday School Detention (\$20), or OSS

**Level 3 Policy Offenses**

Committing an offense of this magnitude shall result in immediate removal from classroom or situation, and student will report immediately to Dean of Students/Administration. Consequences for this level of offense will be suspension or possible expulsion. If suspended for this level, the student must appear before the school board for behavior contracting, and the student may be placed on probation. The administration and school board will monitor adherence to the contract, and any breach of contract shall result in automatic expulsion.

Level 3 Offenses
Possession of dangerous instruments or weapons
Fighting
Sexual advances of any kind
Leaving class or school without permission
Setting off the fire alarm
Intentionally starting a fire
Disrespectful language or threatening behavior or gestures to a teacher
Uncontrollable behavior
Threats of violence (verbal or non-verbal)
Bullying or harassment
Destroying or stealing property
Sexual misconduct or inappropriate displays of affection, pregnancy
Falsifying reports of alleged inappropriate behavior by an employee
Possession or use of alcohol, tobacco, narcotics, stimulants, or other dangerous drugs

Sexual situations, nudity, drugs, profanity, obscene gestures, or alcohol on a student's social networking site.

\* Bullying includes cyber bullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to: physical, verbal, emotional or sexual. If you are the victim, witness, or have knowledge of alleged bullying, it is your responsibility to report the bullying to a teacher, certified school counselor, or other adult. There will be consequences for a student found to have wrongfully and/or intentionally accused another as a means of bullying.

**At any time the school feels student or parent cooperation is lacking, the student will be asked to transfer to another school. Attendance at Inverness Christian Academy is a privilege!**

### **Internet Use Policy**

As good as technology has been for today's consumer, student, and educator, there are unfortunately many new ways that Satan can use today to get young people's hearts turned away from the Lord. Therefore the administration, school advisory board and deacon board of Fort Cooper Baptist Church have found it necessary to develop an appropriate internet use policy for all students. These policies not only apply to things done in our own school, but also on outside computers.

- Any web-based social-networking site, personal website, or blog that a student is part of must be made public to all faculty and staff and should not be hidden or secretive in nature.
- If any inappropriate content is ever found online that belongs to an ICA student, that student will require a meeting with the administrator and school board, and may result in possible expulsion.
- Content found on the internet will be treated exactly as if the student had breached the policy within the school walls or on the school grounds. (i.e., cursing online will carry the same penalty as cursing in school; talking about drinking beer online will carry the same penalty as drinking beer itself on or off campus, touching the opposite gender online will carry the same penalty as touching on campus etc.)
- Students and parents must sign the separate form at the end of this handbook, stating that they and their parents agree with this internet policy.

## **Lockers**

Lockers are provided for some of the older students to store textbooks and personal belongings. If a student has a book bag, they should not leave it unattended. ICA is not responsible for any personal property that may be stolen or misplaced. All lockers are the property of Inverness Christian Academy. Students may decorate the inside of the locker but not the outside. Pictures and other items must be in keeping with Christian Standards. Students are expected to keep lockers clean and orderly and not leave food inside overnight. Lockers and contents are subject to search without notice. Lockers should remain locked at all times. All personal belongings should be kept in the locker. No belongings may be left on top of lockers, in the hallways or restrooms. ICA will issue locks and students will only be allowed to use the locks that are issued by the school.

## **Lost and Found**

Lost articles, including books, clothing, valuables, etc., may be reclaimed from the designated lost & found collection areas before or after school only. At the end of each month items in lost and found will be donated to a local mission. Please clearly mark your child's belongings so we may return items to the owner as we are able.

## **Parent's Covenant**

Teachers can strengthen students and provide an excellent school experience. Together it is our goal to “Train up a child in the way he should go and when he is old, he will not depart from it.” (Proverbs 22:6) We encourage you to do the following as we seek to partner together in the education of your child.

1. Pray regularly for the teachers, administrators and staff at ICA.
2. Give of your time and energy to help make ICA successful and achieve excellence.
3. Attend meetings and school functions.
4. Recommend ICA to others as opportunities arise.
5. Help support the school financially as the Lord blesses.
6. Resolve personal conflicts by using the Matthew 18 principle.

## **ADMISSIONS POLICY**

Inverness Christian Academy has an open-door admissions policy without regard to race, color, or ethnicity. No discrimination is permitted against any student in the same regard.

Inverness Christian Academy is a private institution. Therefore, upon acceptance, all students are expected to conform to the school handbook without exception. It is to be considered a privilege to attend ICA and not a right. The administration reserves the right to dismiss any student at any time with or without cause if it feels such action to be in the best interest of the institution.

**August Parent/Student Open House:** (required for at least one parent or guardian)

Open House provides an opportunity for you and your child to meet the teacher(s). Curriculum highlights and important calendar dates will be provided for the first nine weeks. Needed information regarding test schedules, homework procedures, and class expectations will be covered. It is required that at least one parent or guardian attend Open House. All students are asked to bring their school supplies that night as well. Attending Open House ensures a confident start for the school year.

**Enrollment:**

All students will be required to fill out an application for enrollment for Inverness Christian Academy. For students entering grades 7-12, an interview will be conducted by our Pastor/Superintendent and Administrator with the parent/guardian and the student requesting admittance. The following procedures for admission will apply:

1. Set up an appointment to view the school, obtain enrollment forms, and conduct your interview.
2. Bring back the completed enrollment forms, read the parent/student handbook, and pay all applicable enrollment fees (Students are considered enrolled once the enrollment fee has been paid).
3. Agree to abide by all school policies as set forth in our Parent/Student Handbook.

Items needed for enrollment:

- MySchoolWorx on-line enrollment form
- Copy of student's birth certificate
- Student's HRS 680 Form (Certification of Immunizations). This will be forwarded with transcripts for students transferring from another school.
- Student's current physical exam form. This will be forwarded with transcripts for students transferring from another school.
- Copy of student's social security card (Optional)
- Copy of last year's standardized test scores
- Recommendation from previous school
- Completed and successful interview with Pastor/Superintendent and Administrator
- Pastor/Youth Pastor recommendation (entering grades 7-12)

All grades, achievement test scores, and discipline records will be obtained from the student's former school, if applicable. Students are admitted on a nine-week probationary period. During this nine-week period, if a new student is not adjusting well, a meeting will be called with the parent/guardian to discuss appropriate measures.

Admittance can be rejected after receiving and evaluating a student's previous records. We ask that all areas that may bring about academic or behavior concerns be addressed during the initial interview. We consider our Academy to be a ministry in helping you, the parent/guardian, in training up your child in a Christ-like manner. Honesty regarding your child's strengths and weaknesses will help us in placing your child in the best appropriate class.

Students must reach the chronological age for a given grade by September 1. Mental and social maturity will also be considered as factors for grade placement.

It is required that one parent/guardian attend the Open House in August to ensure a smooth start to the school year. We also require the parent(s) signature(s) stating that you have read the Parent/Student Handbook of Inverness Christian Academy and agree to follow the policies and procedures set forth by the administration.

### **Re-admission:**

The following are our requirements for re-admission:

Students who were asked to withdraw or were asked not to return for their next school year must:

1. have been physically attending another educational institution (not FLVS / Homeschool), since being asked to leave ICA.
2. ensure that records from all attended educational institutions since leaving ICA have been released to, sent, and received by, ICA.
3. have an interview with an ICA administrator after records have been received.
4. receive written approval from ICA administration to begin the enrollment process.

## **FINANCIAL POLICY**

Inverness Christian Academy is a Christian ministry to the home, helping parents fulfill their God-given responsibility to educate, instill values, and build character in their children. The Academy endeavors to keep tuition rates as low as possible to make attendance affordable for every family that desires it. However, it is of utmost importance that each student do his best to support our school with its fund raising efforts.

Each student will pay a registration fee, book fee, technology fee and monthly tuition. All registration fees must be paid at the time of enrollment. Book fees may be paid in 2 payments. The first payment is due August 1<sup>st</sup>, and the second payment is due September 1. Tuition may be paid on a 10- or 12-month payment option. Current fee schedules are included in your enrollment packet.

10-month payment plan: August 1 through May 1

12-month payment plan: June 1 through May 1

If payments are not received by the 10<sup>th</sup> of the month, a late charge of \$10.00 will be assessed. If the 10<sup>th</sup> falls on a weekend, the following Monday will be the cut-off day for payment. **If an account is 30 days past due, the student will not be allowed to attend class until the balance is brought current.** All returned checks will be assessed a \$25.00 returned-check fee. Any family with two returned checks in a school year must pay all remaining payments with cash or money order.

### **Withdrawal Procedures:**

1. Parents must complete and sign a Withdrawal Form.
2. Inverness Christian Academy will provide the new school with documentation upon receiving "Request for Transcripts," providing all financial obligations have been filled. Parents may not take original records off school property. They must be transferred via U.S. Postal Service, per Florida law.

**If a child withdraws from Inverness Christian Academy, registration fees and the current month's tuition are non-refundable.** All book fees must be paid in full and any balances due paid before records will be released to another institution.

All field trips, hot lunches, class parties, pictures, or ceremonies may require additional monies to be sent in on a pre-pay basis. Information regarding these events will be sent home as they are scheduled. If at any time you have a question or a concern regarding your account, please contact the school office.

## **Internet Use Policy**

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- Any web-based social-networking site, personal website, or blog that a student is part of must be made public to all faculty and staff and should not be hidden or secretive in nature.
- If any inappropriate content is ever found online that belongs to an ICA student, that student will require a meeting with the administrator and school board.
- Content found on the internet will be treated exactly as if the student had breached the policy within the school walls or on the school grounds. (i.e., cursing online will carry the same penalty as cursing in school; talking about drinking beer online will carry the same penalty as drinking beer itself on or off campus, etc.)

We, the undersigned, have read and have agreed to abide by, the above internet policy during the time that we are part of the Inverness Christian Academy student body.

Student  
Name \_\_\_\_\_ Signature \_\_\_\_\_

Parent  
Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

**STUDENT / PARENT AGREEMENT AND ACKNOWLEDGMENT**

(Sign and return to the Academy office with registration paperwork)

Date \_\_\_\_\_

I,

\_\_\_\_\_

(Print Parent/Guardian's Full Name)

have read and agree to the guidelines and principles set forth by this Parent/Student Handbook issued by Inverness Christian Academy.

Signature of Parent/Guardian \_\_\_\_\_

Please list the first and last names of all of your children who are attending Inverness Christian Academy:

(Each student must sign next to his name, indicating willingness to follow all policies and procedures set forth in the Student Handbook.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_