

# Inverness Christian Academy

*A Ministry of Fort Cooper Baptist Church*

*"A Better Education in a Better Environment"*



**2011-2012**

## **Parent-Student Handbook**

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

***-Proverbs 22:6***

**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 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**

**8:15 A.M. - 3:15 P.M. (Middle & High School)**  
**8:30 A.M. - 3:15 P.M. (Elementary)**

**School Doors open with a Teacher Monitor at 8:00 A. M.**

BEFORE SCHOOL DAY (BSD): 7:00 A.M. – 8:15 A.M.  
EXTENDED SCHOOL DAY (ESD): 3:15 P.M. – 6:00 P.M.

### **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 accredited by the Florida Association of Christian Colleges and School (FACCS). FACCS is a member of the National Council for Private School Accreditation (NCPISA), which is recognized as a national accrediting body. 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 6-12.

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 required to attend a minimum of four (4) church services per month. A weekly church attendance check will be conducted by Bible teachers each week. Students that are found not to be attending church regularly after being given sufficient warning will be asked to withdraw from ICA. 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. 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 discipling 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. (1 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 8:30- 9:10 in the church auditorium, and grades 7- 12 will meet each Friday in the church auditorium. 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, provided by the uniform company, 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 shirts tucked in (both boys and girls). Elementary students (K5-6<sup>th</sup> grade) must also come to chapel dressed in a chapel uniform shirt, and the regular uniform pants and skirts. Sneakers may not be worn to chapel. However, sneakers may be brought for PE and recess time on chapel days.

## **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 grades 5-12. 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, the Suncoast Christian 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 in any athletic contest 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 contests 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 available for 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**

### **Quarterly Parent/Teacher Conferences After Each Progress Report**

Conferences are scheduled periodically throughout the academic school year. These meetings provide parents an opportunity to talk with the teacher and receive an overview of the next nine weeks' curriculum highlights and important calendar dates. We encourage Parent/Teacher conferences throughout the year, as needed. These can be scheduled through the school office.

### **Parent/Teacher Conferences by Appointment**

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 bi-weekly newsletter from the school with highlights of current school happenings. You will also receive a monthly newsletter from your child's 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 newsletter will immediately be posted on the home page of [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.**

In the case of a severe, long-term illness, there is an exception; but thorough documentation must be provided by a physician. **Any high school student (grades 9 - 12) who misses more than 18 classes (in the same subject) for the year automatically fails that class and may not receive full credit for that course...no exceptions unless the hours are made up.** State law mandates that 135 clock hours, minimum, must be adhered to in order to receive full credit. Our school offers each high school student 150 clock hours (or 180 days). Please be conscious of this throughout the year.

When a student is absent, a note is written by the parent or guardian stating the reasons for the absence. This must be given to the office when the student returns to school. Notes written by students and signed by parents will not be accepted. Absences are excused for illness, death in the immediate family, extenuating circumstances, or pre-arranged absence. Students will have one day to make up the missed work, beginning on the day they return to school. Unexcused absences will result in zeros for the missed work, for each day they were absent. No tuition will be refunded due to absences.

**Tardiness:**

A student is considered tardy when he is not in his seat when the class begins. **Excessive tardiness could be considered criteria for possible suspension/expulsion.** It is both disruptive to the class and a hindrance to your child's academic performance. Parents should see that students arrive at school at least **ten minutes** prior to the beginning of class. This allows the student time to prepare for the day. Students must receive a "Tardy Pass" from the school office BEFORE going to class. A maximum of six (6) tardies will be allowed per grading period. After six, a letter will be sent home to the parents. Further action will be taken by administration if excessive tardies persist.

**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 kept in the school office, 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.** Before school day opens at 7:00 AM in the preschool building. After 3:15 PM, all students in 1<sup>st</sup> -6<sup>th</sup> grade that need extended care will be taken by a staff member to room 305 in the main building. There the children will have a chance to eat a snack if they have one, they will have a homework time, and other structured activities. Students who still remain by 5:00 PM will be taken to the preschool building for the last hour. Kindergarten students will be taken directly to the preschool building at 3:15. **No extended care is provided for 7<sup>th</sup> - 12<sup>th</sup> grade. Please plan accordingly.**

**High School Morning Drop-Off Procedures: Drop off 8:00 – 8: 15**

- 7:00 a.m. Before-School Day begins
- 8:00 a.m. Doors Open
- 8:00 a.m. Students are permitted to go to the classroom for daily preparation time (Students should use the restroom, sharpen pencils, write down assignments, organize seat work, unpack back packs, turn in forms, etc. as requested)
- 8:15 a.m. Classes Begin

**Elementary Morning Drop-Off Procedures: Drop off 8:15 - 8:30**

- 7:00 a.m. Before-School Day begins
- 8:00 a.m. Doors Open
- 8:15 a.m. Students are permitted to go to the classroom for daily preparation time (Students should use the restroom, sharpen pencils, write down assignments, organize seat work, unpack back packs, turn in forms, etc. as requested)
- 8:30 a.m. Classes Begin

**All students must come through the main school building in the morning.**

### **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 all students will begin at 3:10 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 8:00 a.m. to 3:45 p.m. daily. 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 are not allowed to carry beepers or cell phones during school hours.** 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.

### **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.

### **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 \$3.00 per day, Monday through Friday. Menu schedules are given in advance--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 only during the lunch period. Cake or cupcakes for birthdays may also be done, 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 (monthly) 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. During these drills all doors are locked, lights are off, and all students are quiet in order to hear the teacher's instruction.

### **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; alcoholic beverages; narcotics; dice; electronic games; MP3 players; ipods; 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.

## **CELL PHONE POLICY**

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

1. Children in grades K5-4 may not bring a cell phone to school at all.
2. Children in grades 5-12 may bring a cell phone for use in after-school programs, but must be put away for the school day.
3. At dismissal time, students may again have use of their cell phone.
4. Athletes must follow the cell phone rules set by the Athletic Director(s) and coaches for use during a sports practice, game, or travel to such.
5. Accessing the internet thru your phone is prohibited at all times.

Note: Any cell phones that are out during classtime may be confiscated and text messages/picture messages will be looked over to see if any cheating in class has taken place. Any text/picture messages that are found during this inspection that are deemed inappropriate may result in further disciplinary action. **NO CELL PHONES MAY BE USED AT ALL DURING SCHOOL HOURS! PERIOD!**

## 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.

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 receive an automatic detention the following day and efforts will be made to immediately correct the dress infraction.** Detentions will be DAILY FROM 3:30-4:30 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 (red, 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 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 bustline 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 of any kind be worn. When wearing a skirt and blouse combination, the midriff must not be exposed when hands are raised.. Shirts, except for chapel 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 bustline. **Chapel shirts may not be worn as an accessory to another shirt (ie 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 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. **Girls and boys must have chapel shirts tucked in.**

### **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 will be permitted to 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., with shirts 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.

### **Boys’ and Girls’ Accessories:**

Athletic shoes are allowed to be worn for grades 1-6. Casual dress shoes are required for grades 7-12. Casual dress shoes are required of everyone on chapel days. 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, 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 4 - 6 will have the opportunity to purchase PE uniform shirts and shorts from our uniform company the first week of school. Students may bring a modest t-shirt (girls bring dark colors), and loose, knee-length shorts until uniforms arrive. Athletic shoes are required for all students in grades K5-12 during PE class.

For grades 7 - 12, P.E. shirts and shorts are also provided for purchase, and must be worn during P.E. activity time. Students will be required to sit out of P.E. activities and will receive a zero for the day if they are not dressed out in their complete school-designated P.E. uniforms. Athletic shoes must be worn during P.E.

### **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 as directed by your coach / Athletic Director, until the time comes to change into game wear. Girls must remain in school uniform until it is time to change into game wear. After games are finished, girls must either stay in 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.

### **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 as written on pages 20-21 .

- 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 loose fitting t-shirts (dark color if water involved) and knee length, loose shorts. Shirts may only have sports team logos – no other logos or pictures, please. **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, including electives  
A-B HONOR ROLL: Students earning A's and B's in all subjects, including electives

Honor rolls will be given after each quarter, as well as a year-long honor roll 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.

**CLASS WORK, TESTS, AND QUIZZES**

Elementary class work, tests, and quizzes will come home in a folder. Folders will be given out at the beginning of the school year and will result in a \$1.00 replacement fee if lost.

**K5 through Fifth** grades will receive a weekly plastic folder each Friday with correspondence and work to be signed. Please return all signed tests and quizzes in the folder each Monday. Discipline sheets also come home throughout the week and are to be signed and returned.

**Sixth through Twelfth** grades will receive a bi-weekly grade report from each teacher via e-mail or online grade book.

## **DISCIPLINE PROCEDURES**

Consistent discipline is essential in training children to become responsible for their choices and actions.

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 establish 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 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, 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 receptionist, the receptionist will call the parent to inform them that an infraction form will be sent home that day, 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.

## **6<sup>th</sup> - 12<sup>th</sup> Grade Discipline Policy**

### **Level 1 Policy Infractions**

Classroom disruptions, excessive noise, horseplay, chewing gum, improperly addressing or answering a staff member, and being out of an assigned area are some examples of this level of infraction. Detention will be daily from 3:30 – 4:30.

There will be a total of three policy infractions allowed at this level. This is a level with progressive consequences. Please note the procedure to follow:

#### **Initial Procedure**

- Verbal Warning
- Utilize Teacher Intervention
- Assign Detention and Fill Out Infraction Form
- Student takes infraction form to receptionist, receptionist calls the parent to inform of the detention, receptionist records time of phone call and records detention in headmaster program, then sends student back to class.

#### **Once a student has served one detention in a semester, this procedure will be followed:**

- Verbal Warning
- Utilize Teacher Intervention
- Assign Detention and Fill Out Infraction Form
- Student takes infraction form to receptionist, receptionist calls the parent to inform of the detention, receptionist records time of phone call and records detention in headmaster program, then sends student back to class.
- Conference with administrator

**Once a student has served two detention in a semester, this procedure will be followed:**

- Verbal Warning
- Utilize Teacher Intervention
- Assign Detention and Fill Out Infraction Form
- Student takes infraction form to receptionist, receptionist calls the parent to inform of the detention, receptionist records time of phone call and records detention in headmaster program, then sends student back to class.
- Conference with administrator, teacher, and parents, and a contract will be signed regarding future expectations. That contract will be documented in the student's file, and reported to the school board for review.

If a student receives more than one detention in one day, that student may not return to class until they have met with the administrator.

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

**Level 2 Policy Offences**

Improper use of a computer or cell phone, threatening another student or teacher, disrespectful or abusive language or gesture, misbehavior while on a field trip, causing continuous disruptive behavior, and defiance of authority are some examples of this level of infraction. Detention will be daily from 3:30 – 4:30.

- Committing an offense of this magnitude shall result in immediate removal of classroom or situation, and student will report immediately to administrator for disciplinary action. Administration will determine the consequence for the offense, a conference will be called with the parents, and a contract will be signed regarding future expectations. That contact will be documented in the student's file, and reported to the school board for review.
- Consequences for offences of this level may include in-school suspension, out of school suspension, Saturday school, and expulsion.

**Level 3 Policy Offences**

Possession of dangerous instruments or weapons, fighting, sexual advances of any kind, which includes threats, gestures, language, or suggestive drawings, physical contact with intent to harm or injure another, leaving class or school without permission, setting off the fire alarm, intentionally starting a fire, disrespectful language or threatening behavior or gestures to an employee, uncontrollable behavior, threats of violence which includes any nonverbal, verbal, or written threats, extortion, bullying or harassment, possession or use of alcohol, narcotics, stimulates, or other dangerous drugs, destroying or stealing property,

gangs/gang activity, sexual misconduct or inappropriate displays of affection, falsifying reports of alleged inappropriate behavior by an employee, pregnancy.

- Committing an offense of this magnitude shall result in immediate removal of classroom or situation, and student will report immediately to administrator for disciplinary action. A conference will be called with the parents, a school board meeting may be established for the student to attend, and immediate action will be taken as needed. If student is allowed to return to school, a contract will be signed regarding future expectations. The administration and school board will monitor adherence to the contract, and any breach of contract shall result in automatic expulsion.
- Consequences for offences of this level will include out of school suspension or expulsion.
- Any possession of a weapon while in the care of our school, or on school property shall be grounds for expulsion.
- Any attacks upon another person shall be grounds for expulsion.
- Sexual Immorality shall be grounds for suspension or expulsion.

### **Dress Code Infractions**

Procedure

- Verbal Warning with Parent Phone Call
- Parent Brings Appropriate Dress
- If corrections to violation can not be made, student will need to serve in-school suspension.

Consistence/habitual dress code violations will result in a level 2 infraction for disobedience/defiance.

Periodic dress code inspections will be implemented.

Suspensions and expulsions are based on, but not limited to the following acts:

1. Use of any form of tobacco at any time, whether in school or out of school.
2. Use of any form of drugs at any time, whether in school or out of school.
3. Use of any form of alcohol at any time, whether in school or out of school.
4. Premarital sex or pregnancy.
5. Bringing of knives, guns, or weapons of any kind to school.
6. Having a Social Networking Account with content that is deemed inappropriate.

**\*\*Again, 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.\*\***

## **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.

- Students may not have a personal website on Myspace.com. This site continues to allow access to many ungodly images and people with themes of sexuality, heavy rock music, and other things a Christian should not view, and these things can be accessed by anyone at any time. Having an account with Myspace associates Christians with those things, and we do not want that.
- 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 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. (ie, 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.)
- Students and parents must sign separate form at the end of this handbook, stating that they and their parents agree with this internet policy.

## **Lockers**

Lockers are provided for 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 in the hallways or restrooms.

## **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**

Parents play a vital part in the total education program of ICA. Working together, parents and 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 national origin. 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:

- Written application and enrollment forms
- 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. All students will be required to take a test.

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.

## 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. Because we do not receive assistance of any kind from governmental agencies, it is imperative that we help raise additional funds with school projects and fund raisers. Each student should do his best to support our school with its fund raising efforts.

Each student will pay a registration fee, book 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.

**Handbook Revision Effective August 1, 2011**

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- 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 will receive the appropriate amount of demerits (or expulsion) for the content.
- 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. (ie, 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.)
- Students and parents must sign separate form at the end of this handbook, stating that they and their parents agree with this internet policy.

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.)

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