

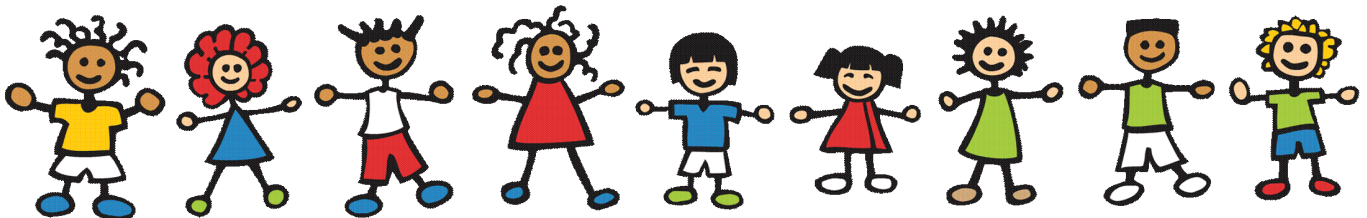


Impact Christian Academy

Impact Christian Academy 2017-2018

Student - Parent Handbook

Grades Pre-K4 -3rd



NOTICE: This handbook is subject to periodic revision as it is designed to further the growth and development of our students. Parents and students should also be apprised of the fact that all pupils are admitted to the Academy on a year by-year basis.

INTRODUCTION AND PHILOSOPHY

INTRODUCTION

ICA is a college preparatory school with high standards. **As a private Christian school, Impact Christian Academy reserves the right to deny admission to any student. Further, Impact Christian Academy reserves the right to ask any student to leave at any time for any reason when the administration believes it is in the best interest of the school; this also includes the right not to allow students to return for the next school year.**

ICA'S MISSION STATEMENT

The mission of Impact Christian Academy is to glorify God by providing a quality, Christ-centered education which challenges students to become college and career ready, in order to become productive citizens regardless of age.

ICA'S STATEMENT OF BELIEFS

- The ultimate goal of both the ICA faculty and students is to glorify God. This goal fosters a desire to strive for academic excellence and to prepare the individual for a life of Christian service.

I Cor. 6:20 For you were bought at a price, therefore glorify God in your body and in your spirit, which are God's.

- Students need to demonstrate their understanding of essential knowledge and skills by actively involving themselves in solving problems and producing quality work.

Col. 3:23 And whatever you do, do it heartily, as to the Lord and not men.

- Students need to apply their learning in meaningful contexts.
Mark 16:15-16 And He said to them, "Go into all the world and preach the gospel to every creature. He who believes and is baptized will be saved; but he who does not believe will be condemned.
- Students learn in different ways and should be provided with a variety of instructional approaches.
II Tim. 3:16-17 All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness, that the man of God may be complete, thoroughly equipped for every good work.

- Students learn only when they are actively engaged in the learning process.
James 1:22 But be doers of the word, and not hearers only, deceiving yourselves.
Matt. 7:21 Not everyone who says to me "Lord, Lord, shall enter the kingdom of heaven, but he who does the will of My Father in heaven.
- Challenging expectations increase individual student performance.
Eccl. 12:13 Let us hear the conclusion of the whole matter: Fear God and keep his commandments, For this is man's all.
- Students' self-esteem is enhanced by positive relationships and respect among students and staff.
- **Rom. 12:3** For I say, through the grace given to me, to everyone who is among you, not to think of himself more highly than he ought to think, but to think soberly, as God has dealt to each one a measure of faith.

CHRISTIAN PHILOSOPHY

Impact Christian Academy is a college-preparatory school, which is affiliated with Tea Christian Academy. Our intention is to teach and set examples in a manner designed to build faith in God, to teach the Bible as the revealed Word of God to man as the only and sufficient rule of faith in practice, and to train in pure Biblical Christianity.

ICA's VISION

The vision of Impact Christian Academy is to provide a Christ-centered, college-preparatory education which equips students to meet the challenges of an ever-changing world.

- Promotes the acquisition and application of Biblical knowledge and principles among its students in school and everyday life.
- Provides daily opportunities for students to worship God.
- Integrates Bible teaching and shows the love of Jesus in all areas of the curriculum, as well as discipline, athletics, and co-curricular and also extracurricular activities.
- Have administrators, faculty, and staff that are excellent Christian role models.
- Assesses its goals periodically to determine needs and areas for improvement.
- Promotes the balance of academics, co-curricular and extracurricular activities, church activities, and family life.
- Utilizes a strong curriculum that challenges students to perform at or above grade level.
- Maintains a strong academic environment where standards are set to challenge all students.
- Offers a wide range of curricular, co-curricular, and extracurricular programs and activities.
- Provides up-to-date technology programs that enhance student learning, as well as instruction in the practical use of technology.
- Evaluates curriculum and instruction to ensure excellence and appropriateness.
- Unifies its stakeholders by celebrating its history and heritage in order to promote school enthusiasm and loyalty through a clear and concise vision for the future.
- Administers a fair and consistent code of conduct and deals with infractions in a timely and appropriate manner.
- Maintains a clean, aesthetically pleasing, safe, and appropriate facility and physical environment that meets the needs of students, faculty, and staff.
- Limits class size to maintain appropriate standards for student-teacher ratios.

CHANGE OF RESIDENCE/ EMPLOYMENT

ICA's administration believes in the importance of close working relationships with parents of our students. This is especially critical in terms of every student's safety, health and security. As a result, all parents are **REQUIRED** to notify the school promptly of any changes in addresses, phone numbers (home and work), or custodial arrangements that might occur during the course of the school year.

SPECIAL EDUCATION/ DISABLED STUDENTS

ICA requires that students work on grade level in order to remain eligible for continuing enrollment at the school. ICA complies with the "American Disability Act" and offers reasonable accommodations to properly identified students who supply appropriate documentation. The public schools are subject to the mandates of the "Individuals with Disabilities Education Act" (IDEA) and can provide such programs and services. If it appears that a pupil may have a disability, the Academy's administration will be happy to assist parents in obtaining evaluations and placement in one of our local public school systems.

PARENT - TEACHER CONFERENCES

Conferences with parents are important to teachers in the evaluation process. Requests for conferences may be made through the school office via email, texting, or calling the office. Parents have a better opportunity for having a successful conference when the teacher can plan for the conference in advance; therefore, ***PARENTS MUST MAKE APPOINTMENTS IN ADVANCE FOR CONFERENCES WITH TEACHERS OR ADMINISTRATORS.*** Please, do **NOT** go by your child's room in the morning before school or at the end of the school day to talk with the teacher without an appointment. These are busy times for our teachers.

STUDENT AND PARENT COMMUNICATION PROCEDURE TO ICA PERSONNEL

Concerns from students and/or parents should first be made to the appropriate teacher **IN WRITING OR BY APPOINTMENT** and then to the principal using the same procedure. If the situation concerns a teacher, the principal will consult the teacher and then the matter will be discussed in conference with both the parent/guardian and teacher.

- If the principal cannot settle the concern, the Head of the Academy will be asked to hear and resolve the issue.
- Any concern regarding school policy not covered by the Student handbook or other published documents, must be presented in writing to the Head of the Academy.

CODE OF CONDUCT

DRESS CODE

SCHOOL UNIFORM REQUIREMENTS

* May be purchased from other vendors.

** ALL ITEMS MUST BE 2" ABOVE THE TOP OF THE KNEE, OR LONGER

Girls (Pre-K4 –3rd Grade)

Jumpers **	 <p style="text-align: center;">Green plaid, navy or khaki</p>
Blouses//Shirts	 <p style="text-align: center;">3/4 sleeve blouse (white, navy, or green)</p> <p style="text-align: center;">Peter Pan blouse (white or navy) long or short sleeve Turtle necks may be worn (white, navy or green)</p>
Skorts **	 <p style="text-align: center;">Available in khaki, navy, or plaid</p>
Pants	<p>Full elastic pants (khaki and navy) Capri (khaki or navy)</p>
Jackets/Sweaters	Parent Choice
Shoes	Mary Janes Athletic shoes that tie or Velcro and are non-marking on gym floor.
Tights/Leggings*	Predominately white, navy or black tights/leggings <i>(Tights deemed distracting or inappropriate will be treated as a dress code violation.)</i>

Boys (Pre/K4 –3rd Grade)

Shirts	Turtlenecks (white or Navy) Oxford Shirts (solid) short sleeve and long sleeve Polo shirt (Navy, gray, white, or yellow/gold) short sleeve and long sleeve
Shorts and Slacks	Full elastic shorts (khaki and navy) Recommended for Pre/K4 -3rd Grade K; Knee length pleated or flat front shorts (khaki, and navy)
Sweaters and Jackets	Parent Choice
Shoes	Black Athletic shoes that tie or Velcro and are non-marking on gym floor.

UNIFORM POLICIES

All students in grades Pre-K4-3rd grades will wear ICA School uniforms to school.

All items listed are not required.

UNIFORM GUIDELINES

When purchasing skirts, shorts, or skorts, the length must be two inches above the knee, or longer. Allowances for growth should be considered when purchasing.

Uniforms must be clean and neat. Parents and teachers should monitor the “fit” of uniforms as students grow and develop throughout the school year.

DRESS CODE FOR P.E.

Students must wear **athletic shoes that tie or have Velcro** for physical education classes every day, even when the activities are outside. The shoes must not mark the floor, cannot be slip-ons (must be secure on feet), and must have the appearance of athletic shoes (not a boot or fashion shoe). Girls must wear shorts under dresses, jumpers, or skirts during physical education classes. Students not dressed appropriately will walk during class for their physical activity. Shirts must be long enough not to show midriff when arms are above the head. Undershirts must be worn under shirts that come to the waist.

DISCIPLINE

The student body is counseled during orientation as to the rules and regulations of the Academy. The orientation period, coupled with the written statements of policy in this handbook, should help eliminate any doubt as to the behavior that is expected of students at Impact Christian Academy (ICA).

Each student is expected to conduct himself/herself in a responsible manner at all times. Conduct and/or language not in keeping with Christian standards, as judged by the administration or interfering with the educational process are prohibited whether specifically stated in this handbook or not. Any student at school functions, both on and off campus, shall be governed by school rules and regulations and is subject to the authority of school personnel. **Each student is expected to maintain good behavior and to exercise self-discipline and to display courtesy, kindness and respect to others.**

Class A offenses

Class A behaviors include student offenses that interfere with the educational process in the classroom or disrupt other areas of school jurisdiction and/or that violate ICA policy. Teachers must attempt to resolve Class A behaviors when it is appropriate before referrals are made to the administrator for official disciplinary action.

Class A or Tiered I Offenses	Suggestive Corrective Actions
Distraction of other students	✓ Classroom management strategies
Littering Failure to follow directions	✓ Teach/model/re-teach student expectations
Offensive touching (not sexual)	✓ Written behavior contract
Failure to bring materials to class	✓ Verbal correction
Rude or discourteous behavior	✓ Change of seat
Failure to follow the dress code procedure	✓ Reminders/redirection
Cheating	✓ Warning letter to parent
Reporting false information	✓ Apology restitution
Gum chewing or eating candy	✓ Parent and/or student conference
Petty theft Toys	✓ Silent lunch
Disobedience: Persistent /Willful	✓ Time out
	✓ Home/school communication
	✓ Email

- ❖ **Accumulation of Class A Offenses may be upgraded to a Class B or C Offense. When the action taken by the teacher is ineffective or the disruption is severe, the student should be referred to the principal or his/her designee.**

After teachers have exhausted all means of correcting a student’s behavior, then an office referral for a Class A offense may be written. A copy of the discipline log should be attached to the office referral for review by the administration.

Class B offenses include those student behaviors that seriously disrupt classroom instruction or other areas of school jurisdiction and/ or that violate ICA policy.

Class B or Tiered II Offenses	Suggestive Corrective Actions by Administrator
Offenses listed in Tiered I that teachers have exhausted all means of correcting behavior.	
Criminal Mischief/Pranks/Vandalism	✓ In-School Suspension with Suggested Behavior Action Steps
Defiance, Disrespect, and Opposition to Authority	✓ Out-of-School Suspension
Gambling	✓ Non-Negotiable
Harassment/Bullying	
Threats/Intimidation	
Fighting	
Weapons	

CHEATING

Honesty will be taught and praised throughout the elementary school years. Students who are found to be dishonest by cheating in the lower grades (Pre-K4-3rd grades) will be counseled by the teachers about making good choices. If the cheating continues after teacher counseling, a parent/teacher conference will be scheduled.

CANDY AND OTHER “JUNK FOOD”

No foods are to be eaten anytime except during the designated snack, lunch, before and or after school at the appointed time in the designated eating area. Food is not to be carried from the designated eating area. No canned drinks or sodas may be brought to school in lunches.

BACKPACKS

Students in grades Pre-K4 – 3rd grades may not bring rolling backpacks to school. All backpacks must be collapsible and able to rest on a hook by a strap. Only one backpack per child is allowed, and it must measure no larger than 13” x 17” x 6”.

TECHNOLOGY/PUBLICITY

ICA has established technology as an area of priority. The school will make available to its students a number of computers as we grow in numbers. Some of which will have Internet access but for the most part we will rely on Wi-Fi. As a result, all students are expected to use computers in an ethically and morally responsible manner. Any student not doing so will lose on site privilege.

ICA reserves the right to use any photography and video of school activities and students (both prearranged and candid) for promotional, publicity, advertising and marketing purposes. No additional notification is necessary.

ATTENDANCE POLICIES

SCHOOL DAY/ BEFORE SCHOOL/AFTER SCHOOL

The instructional day begins at 8:30 a.m. and ends at 2:30 p.m. A school year concludes after the accumulation of 175 days.

BEFORE SCHOOL

Elementary students may enter the school building at 7:30 a.m. and must enter the building through the front doors. Students will be supervised by a member of the faculty in the before school program until 8:30 a.m. at which time the school day begins. Students are not allowed to eat or finish their breakfast at school. Students are NOT allowed on campus before 7:30 a.m.

This policy is in place to assure the safety of our students. All students should be unloaded from the lane that is closest to the building.

Students who go home between 2:30 p.m. and 3:30 p.m. must be called. If parents are picking up from the car line, students' names and grades will be written on a sign provided by the school and placed on the car's dashboard so that a teacher can read and relay the information to the proper party.

TARDY POLICY

Students should not be tardy to school without VALID REASONS. Due to the age and ability of elementary children, it is considered to be the parents' responsibility to assure that children arrive at school on time. It is crucial that a parent come into the building with his/her child and sign the child into school if they are tardy. No children should be "let out" at the curb to come into the building on their own after 8:30 a.m. If a student is late on a regular basis due to illness, a note from a physician will be required for school records. Parents with a student tardy 6 or more times during the 9-weeks, will receive a letter from the principal.

LEAVING SCHOOL EARLY

If the parent knows in advance that his/her child must leave school early, he should bring a note stating the date, time and reason. The note must be signed by the parent and must have a phone number where the parent may be reached during the day should if questions arise. Children who become ill at school must check out through the office. Parents who find it necessary to check their children out during the day **MUST** come by the office to have their children called from class. All students who check out must be given permission from the office and must fill out the Check-out Sheet. Children will not be dismissed from school on the basis of an incoming phone call. Parents should make every effort not to check their children out of school. Doctor or dental appointments should be made during non-school hours when possible. Unless notified otherwise in writing by the custodial parent, **ONLY** the custodial parent will be allowed personally to check-out a child from school. Parents are urged to try **NOT** checking children out of school between 1:00 p.m. and 2:00 p.m. since such disrupts chapel.

ATTENDANCE AND ABSENCES

All students must be punctual and regular in attendance. Absences, checkouts and tardies will be excused for personal illness, illness or death in the immediate family, emergency medical or dental attention, other legitimate emergency situations with documented evidence or proof, and absences approved in advance by the principal, or the designee. Student absences will be confirmed by the Academy office. If a student is absent, the parent needs to do one of the following:

Call or email the office before 8:30 a.m. Email the child's teacher.

Send a note with the child when he/she returns to be given to the teacher.

If a student is absent for more than 20 days per year, the grade must be repeated.

Students that are sick over an extended period of time may receive instruction from parents and tutors. Such instruction must be coordinated through the school. The student will be considered to be present for such homebound instruction and these days will not "count against" the student.

MAKE-UP WORK

Those students who have excused absences may make up work missed. Students returning to school after absences must check with their teachers on the day they return regarding any work missed. Students with excused absences will be allowed the number of days absent for make-up work. For example, a student absent three days who returns on Monday will have until Thursday to complete homework and/or tests. A student absent only on the day of a test may be required by the teacher to take the test immediately upon return. Written permission from the principal is required for additional days.

INCLEMENT WEATHER AND SCHOOL CLOSING

Parents will be notified about school closings due to questionable weather conditions or other emergencies via ICA's communication system designed by "Parent Alert." For this reason, it is critically important that parents/guardians keep the school informed regarding changes in cell, work, and home phone numbers as well as email addresses. Please email the school to update your information. In addition, parents are expected to use their good judgment as to whether conditions in their neighborhoods preclude students' safe arrival at school. In the case of a tornado warning at dismissal time, your child should be left at school until the warning has been lifted.

STUDENT ILLNESS AND MEDICATION GUIDELINES

Please note the following procedures which **MUST** be followed:

Parents will be contacted by phone if their children become ill during the school day. Parents must make arrangements to pick up their children with temperatures of 100.4 or higher or any symptoms of a contagious nature. Students must be fever free and vomiting free for 24 hours before returning to school. Parents and physicians must sign medication forms provided by the school before any medication will be given at school. Students will not be permitted to carry medications on their person except for inhalers and/or emergency type medications such as an EpiPen.

Prescription medications must be in a current, pharmacy-labeled bottle with the students' names, doctors' names, medication names, strengths, dosages, methods of delivery, and times to be given at school. Parents may request two bottles from the pharmacy (one for home and one for school).

Samples of medications from doctors' offices must include the names of the medication, dosages, and the amounts to be dispensed. All medication must be in original containers and a doctor's signature is required. Please do not send any medications to school in a ziplock bag.

When medication is a nonprescription (over the counter), it should be in original unopened, sealed containers. All manufacturers' labeling plus the students' names should be clearly visible on the containers. **Over-the-counter medications will not be provided by the school (Tylenol, Advil, cough drops, etc.). Doctors' signatures are also required for over-the-counter medications (especially for students who have chronic issues and need to take these often.). This would include students who suffer from migraine headaches, acid reflux, menstrual cramps and muscular/joint pains.**

Controlled medications such as ADD medications (Aderall, Ritalin, Focalin, etc.) should be delivered to school by parents. Students should never deliver these to school. When medication is completed or at the end of the school year, parents should pick up any unused medication. If it is not picked up by the last day of school, it will be destroyed appropriately. New forms must be completed every school year even if the medication has not changed.

Parents must inform the school of any health problems in writing that might cause problems while children are at school. You may meet this requirement by directly emailing the school's nurse. For students with chronic health conditions, please, supply the principal with physicians' statements regarding diagnosis, prognosis and treatment. Since there is a two-page State of Alabama Health Department form that **MUST** be completed every year and kept on file with the nurse, it is critical that she be informed of changes that may occur in your children's health status.

IMMUNIZATIONS AND MEDICAL PROCEDURES

Alabama Law requires that all students present to school officials a Certificate of Immunization (or exemption). The appropriate form may be obtained from your doctor or the Department of Public Health. A copy of the birth certificate is also required. NOTE: Students will NOT be allowed to attend school if their "blue slips" (immunization cards) are out-of-date.

Students must stay home for certain contagious diseases.

- Pink Eye (Conjunctivitis) – Students may return to school after 24 hours of prescribed medication.
- Strep Throat – Students may return to school after prescription medication has been taken for 24 hours and the student is fever free for 24 hours.
- Head Lice – Students discovered to have lice are required to remain at home during treatment and must be cleared by a physician and or the school nurse before returning to school.
- Chicken Pox (Varicella) – Students must be kept out of school 5 days after the appearance of the first crop of vesicles or when all lesions have dried and scabbed over.
- Fifth Disease – Symptoms include the "slapped cheek" appearance of the face. A lacy rash over the body may be present with or without fever. Students may return to school if no fever is present.
- Meningitis – A bacterial infection of the membranes covering the brain and spinal cord. Students will be excluded from school until physicians release them to return to school.
- Ring Worm – A fungal infection of the skin appearing as a round reddened lesion with a raised border which clears in the center as it enlarges. Students may return to school after treatment has begun.

LUNCH PROGRAM

Students will bring a sack lunch on a daily bases. Meals are provide by ICA for Friday ONLY should be purchased each Monday by 9:00 a.m. for the week. Friday's lunch order will be taken on Monday morning ONLY. If a student checks in on Monday after 9:00 a.m, other arrangements should be made for lunch for that Friday. Due to lunches being ordered in advance of the school day, if a student purchases a lunch, but is checked out before lunch or is absent for the day, the lunch cannot be carried over.

Students may NOT bring any carbonated drinks/sodas (this also includes sodas in Lunchables). All drink containers, except thermos bottles, must be disposed of in the lunchroom and must not return to the classroom in lunch boxes. Parents are welcome to come eat lunch with your child. Please let the teacher know by 8:00 a.m. that you are coming. If you plan to order a lunch for FRIDAY, remember the order must be placed Monday morning.

LOST AND FOUND

All personal items need to be marked. Items found in the building will be turned in to the office. Lost articles, which are not claimed within a reasonable period of time, will be given to charity or be discarded.

STUDENT VALUABLES

Students are **URGED NOT TO WEAR EXPENSIVE JEWELRY** to school. The school cannot be responsible for any missing valuables. Students should not bring money to school unless it is needed for lunch, book fair, or another school endorsed function.

PARTIES DURING CLASS

A party that is planned outside of class by faculty, parents, or students (for a school class) must be approved in advance by the principal. Parties will be planned and given by room parents at Christmas and Valentine Day **ONLY**. The only recognized parties ICA celebrates is Thanksgiving, Christmas, and Valentine's. In order not to diminish the child's excitement Halloween and Mardi Gras will be allowable specifics will be discussed at the appropriate time. Kindergarten thru third grade students are allowed an end of the year recognition ceremony and party. Any other money to be collected for a party must not be more than \$5 unless otherwise approved by the principal.

FIRE AND TORNADO DRILLS

There will be both announced and unannounced fire and tornado drills during the year. Instructions for evacuation of the buildings and/or where to go to a place of safety will be posted in each room. During these drills, students must keep in line, walk (no running) and be quiet. Each student is to remain with his/ her class.

FIELD TRIPS

Field trips away from campus will be scheduled periodically as an extension of classroom learning situations. At the beginning of the year parents are asked to give permission for these. This permission will suffice for the year, but parents will be informed when a trip is planned. Unless otherwise notified in writing, only the custodial parent's permission will be sought and **ONLY** it will be acknowledged unless prior written authorization of another has been received by the school. School rules and standards of behavior and conduct apply fully on all such trips. Students will be transported by parent vehicle in most situations to field trip locations. All trips are pre-paid.

FINANCIAL INFORMATION

We request that all normal financial transactions be handled directly with the Business Office.

TEXTBOOKS

Textbooks are **NOT** included in the yearly tuition. Textbooks becomes the property of the parent(s). At the end of the school year if a parent(s) prefer to donate your child's textbooks ICA will accept for future use.

TUITION AND FEE INFORMATION

Each family will name a responsible party for their child or children's account. Family accounts may be set up according to the Tuition Payment Option chosen. These are as follows.

- A one time registration fee of \$100.00 will be due upon acceptance.
- One-Pay Plan: The full monthly tuition is paid in full no later than August 18th. At the rate of \$130.00 per week x's 4=\$520.00 per month.

Note: A \$10.00 late fee per day will automatically be assessed to any delinquent payment beginning the 6th of the month.

STATEMENT OF FINANCIAL RESPONSIBILITY

Upon enrollment, families are required to complete forms designating those individuals who will be financially responsible for paying students' tuition, administrative fees, field trip expenses, etc. These forms name not only the individuals to be held financially responsible for accounts, but specify those persons who may receive information about the accounts. The above allows the business office to be informed of court mandated tuition payments and other special situations and or arrangements. In cases of divorce, separation, etc., ICA requires legal proof of custody as part of the process. As family situations change, new statements of financial responsibility will be required. Forms are available through the business office.

GRADING SCALE FOR 1ST-2nd

A	=	90	- 100
B	=	80	- 89
C	=	70	- 79
D	=	64	- 69
F	=	0	- 63

S = Satisfaction

N = Needs improvement U = Unsatisfactory

MATH STANDARDS 1ST-3RD Grades

Mastered (3)= 80% proficient without teacher assistance Progressing (2)= 80% proficient with teacher assistance
Not Mastered (1)= Less than 80% proficient with teacher assistance

ASSESSMENT SCALE Pre-K4-K

ACADEMICS CONDUCT

Skill Mastered S = Satisfactory

Skill Developing N = Needs Improvement

Not Yet U= Unacceptable

It is hoped grades for conduct and work habits will be considered as important as academic grades. These grades will be considered as important as academic grades in determining those who are admitted to ICA and those who are allowed to remain.

HOMEWORK FOLDERS, SIGNED PAPERS, ANNOUNCEMENTS

Teachers of students in grades K - 3 will send home each student's work each week to be reviewed and signed. ALL teachers (Pre-K4 –3rd grades) must post assignments, notes, and announcements each week in the designated area in the homework folder.

Kindergarten Policy for grade advancement:

Kindergarten students must score a minimum average of 75% for the last 9 weeks-checklist to be able to advance to the first grade.

Grades 1 – 3 Policy for grade advancement:

An F or N average for the year in any subject other than reading, math, music, art, physical education or Bible requires 20 hours of appropriate* tutoring in order for the pupil to enroll in the next grade. (*Appropriateness: determined by all parties involved)

An F or N average for the year in any two subjects other than reading, math, music, art, physical education, or Bible requires the repeating of the grade.

If a student fails (F or N) reading or math for the year, he or she must repeat the grade. A student may repeat only one grade in elementary school. If a student who has already repeated a year fails to complete successfully the academic standards to be promoted at ICA, it will be recommended that he/she be placed in a school with a specialized curriculum that can better meet his/her academic needs.

TRANSCRIPT RELEASE

Transcripts of a student's record will be released by the educational institution. No student may have transcripts released to any school unless his/her account is current.

CONFIDENTIALITY OF RECORDS/ INFORMATION

In 1974 the U.S. Congress passed the Family Education Rights and Privacy Act (P.L.93-380). This legislation is frequently referred to as the "Buckley Amendment". The purpose of this act is to allow parents to have access to their children's educational records while barring access to all other individuals who do not have legitimate educational interests in such records. The law divides "information" into two categories -- "directory" and "confidential". Directory information includes such data as names, addresses, phone numbers, heights and weights of athletes, etc. Confidential information includes such data as grades, test scores, written comments and reports, etc.

IMPACT CHRISTIAN ACADEMY STUDENT PARENT HANDBOOK

NOTICE OF RECEIPT FORM: I, _____, a student enrolled in _____ (Student's name) **ICA'S** and my parent/guardian hereby acknowledge by our signatures that we have received, read, and understand, and/or had read to us and understand, the 2017-2018 school handbook.

Failure to return this form does not absolve student or parent from the requirements stated in this behavior plan.

Parent Signature _____ **Date** _____
Student Signature _____ **Date** _____