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

Theme for 2016-2017: Words Full of Grace

Colossians 4:6 “Let your speech be always with grace, seasoned with salt, that ye may know how ye ought to answer every man.”
WELCOME TO INDIANA CHRISTIAN ACADEMY!

We welcome you, as parents and students, to Indiana Christian Academy. We trust that the student handbook for 2016-2017 will help you know more about us, our goals for you, and how we operate on a daily basis. Our prayer is that you will be a dedicated partner with us as we seek to serve God in this place.

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

Loving students while challenging them academically in a Christian environment.

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

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

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

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

Welcome to Indiana Christian Academy and the start of the 44th year. As we reflect on the 43 years of God’s goodness to us, we are reminded that the men who have served as the previous leaders at ICA were wonderful examples of people who served like Jesus. These people exemplified Christ-like service by putting others before themselves, sacrificing their own time to show others God’s love, and seeking for ways to be “God’s heart and hands” to encourage others. It is quite remarkable that God has blessed Indiana Christian Academy with privilege of educating students of Madison County for so long. We pray that we continue to see God’s blessing on the school and for His continued blessing.

The Academy under the leadership of the Administrator, Dr. R. W. Koenig saw the school open with 27 students from Pre-school through the third grade at the beginning of the 1973 school year. By September of 1974, the Academy increased both in student body and academic offerings. Grades four through nine were added and the student body increased to 171. By September of 1975, the Academy increased again as grades ten through twelve were added and the student body increased to 245. In 1978, the current facilities were built and since then we have enjoyed the wonderful treasure that God has given us, the tremendous facilities of ICA.

We are thankful for the stability that God has given ICA as we have only had 3 administrators over its 43 years. We are thankful for a church that has sacrificed and stood behind us for those years.

In addition to the leadership of the school, we are grateful for the longevity of the teachers and staff members of ICA. Several staff members have been a part of ICA for 25 years or more. Many are former students of ICA that count it a privilege to be a part of their alma mater. We are excited to begin this year recognizing the tremendous blessings of the past and looking forward to the continued outpouring of God’s blessings for the future.

Sincerely,

Mr. Kevin Plew – Administrator
As a ministry at Grace Baptist Church of Anderson, Dr. Don Camp founded Indiana Christian Academy in 1973. The school is governed by the Constitution and bylaws of Grace Baptist Church.

The Academy is a member of the Indiana Association of Christian schools and its parent organization, the American Association of Christian schools. Now in its 44th year of existence, the school has over 250 students. Indiana Christian Academy is housed in modern facilities, complete with wide hallways, air-conditioned classrooms equipped with some of the latest technology (i.e. SMARTBoards), a college size gymnasium, beautiful soccer field, library, Computer lab, chemistry lab and home economics lab.

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

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

It’s is our goal that our young people come to realize that life is more than just achieving personal goals, accumulating wealth, or acquiring popularity. Life is about Christ and while we are alive, we should be able to say with the apostle Paul, “for to me to live is Christ.” (Philippians 1:21) May we as faculty and staff model this thinking before our students and that our students be able to accomplish this far better than we ever could.
The bedrock for Christian education is found in absolute truth. The source of all truth is found in the Word of God and the Living Word, Jesus Christ (John 17:17; John 1:1-2; 14:6). Because God and His Word are the source of truth, Christian education must have at its center the Word of God. It is vital that Christian education follows the model of education found in Scripture and then seeks to imitate the intellectual, physical, spiritual, and social aspects that Jesus developed when he was a young person (Luke 2:52).

**The Nature of Truth**

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

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

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

As imitators of the One who is True, we must follow His Truth found in His Word. God’s Word, the Bible, is the transcribed truth given from the Spirit of Truth through the personalities of men. Therefore, anything that contradicts God’s Word is not truth.
Proper education that has the acquisition of truth as its goal must have a Bible focus. Gaining knowledge and education apart from truth is pointless. Colossians 2:3 reminds us that the Scripture contains “all the treasures of wisdom and knowledge.” Biblical truth points to the reality of the redemption of mankind for the glory of God. Ideas and philosophies that are opposed to the revealed Christ and his plan and purpose for mankind are contrary to real, absolute truth.

The Nature of Man

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

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

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

In educating the unbelieving student, the teacher should strive to be gospel saturated in preparation and practice. Romans 12:17 says, “Faith cometh by hearing, and hearing by the Word of God.” Unbelieving students can benefit immensely from the quality and spiritual content of Christian education. In most instances though, education solely for the sake of evangelism will be fraught with difficulties with student behavior and parental opposition.
Nevertheless, God has given the Christian school many opportunities to reach the souls of students with the gospel. These opportunities should never be overlooked (Matthew 28:19-20; Mark 16:15).

The Purpose of Christian Education in Relation to God

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

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

The Purpose of Christian Education in Relation to Man

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

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

The Process of Christian Education

The Teacher

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

The nature of teaching has several dimensions. Teaching is first of all an art. Some people have the gift to be able to communicate truths to others. This is not to say that one is superior to the other, but that some people have been given the aptitude for teaching (1 Timothy 3:2). Those who have this gift should not rely on their
abilities alone, but should be prepared and cultivate this gift. Secondly, teaching is a science. It has a body of knowledge to be analyzed, researched and evaluated. Thirdly, teaching is a commitment. The teacher must be unwavering in his commitments to the goal of educating students in the truth. There is often a greater degree of commitment for the Christian educator because of the extended hours, lower salary, and less than ideal equipment that is often thrust upon him. The fourth aspect of teaching is that it is a profession. Professional teachers will be well-equipped and well-prepared and conduct themselves in a proper manner. Lastly, teaching is a ministry. Ministry is service--service not only to the parents and students, but also to God. A good teacher will look at teaching as more than a job, but as a ministry of service.

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

The Student

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

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

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

The Methods

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

The Materials

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

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

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

The Place of Christian Education

Home and Church

It is vital that Christian education exist in the home. It cannot be left to other entities. Fathers are commanded to bring up their children “in the nurture and admonition of the Lord.” (Ephesians 6:4) Biblically based morals and absolutes should be the foundation of home education while teaching the child that their purpose is to glorify God with their lives.

In giving their child a Christian education, it is vital to see that their child is in church. A steady diet of preaching and teaching form the Word of God can help the student deepen spiritually. Proper Christian fellowship allows the believing student to have
accountability and encouragement in fighting sin and following God (Hebrews 10:25).

**School**

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

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

**Effect on Society**

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

**STATEMENT OF FAITH**

1. We believe in the Scriptures of the Old and New Testaments as verbally inspired of God, inerrant in the original writings, and of supreme and final authority in faith and life. II Timothy 3:16; II Peter 1:19-21

2. We believe in one God, eternally existing in three persons, FATHER, SON and HOLY SPIRIT. Exodus 20:2-3; I Corinthians 8:6
3. We believe that Jesus Christ was begotten by the Holy Spirit, born of the virgin Mary, and is true God and true man. Isaiah 7:14; John 1:14

4. We believe that man was created in the image of God, that he sinned and thereby incurred not only physical death, but also spiritual death, which is separation from God, and that all human beings are born with a sinful nature. Romans 5:10-19; Genesis 3:1-6, 24

5. We believe that the Lord Jesus Christ died for our sins according to the Scriptures, as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the grounds of His shed blood. I Corinthians 15:1-4; Romans 5:1-11

6. We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and in His present life there for us as High Priest and Advocate. Matthew 28; I Corinthians 15

7. We believe in “the blessed hope,” the personal, premillennial, and imminent return of our Lord and Savior Jesus Christ. I Thessalonians 4:13-18; Hebrews 9:28

8. We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God. (John 1:12; 3:16)

9. We believe the family is the basic unit of society established by God, Who intends for it to consist of one man and one woman legally married to each other in a permanent relationship, which may or may not produce children. Intimate sexual activity is to occur exclusively within that union. If the man and woman have children, they are responsible to train and teach those children in biblical principles. (Genesis 1:28; 2:24; Deuteronomy 6:6-7; Romans 7:2; 1 Corinthians 7:10; Ephesians 5:22-23)

10. We believe that God wonderfully and immutably created each person as male or female, that that these two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27)

11. We believe in the bodily resurrection of the just and the unjust, the everlasting joy of the saved and the everlasting conscious suffering of the lost. I Thessalonians 4:13; I Corinthians 15:51-53
The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Indiana Christian Academy’s faith, doctrine, practice, policy, and discipline, the pastoral staff of Grace Baptist Church assisted by the deacons is Indiana Christian Academy’s final interpretive authority on the Bible’s meaning and application.

Parents should have a signed copy of the statement of faith on file in the office indicating that they are aware of the school’s beliefs and agree to place their child under

**GOALS**

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

• Spiritual Development Goals
  o To see each student of Indiana Christian Academy trust Jesus Christ as his own personal Savior.
  o To encourage each student to make it a priority to know Christ personally and serve Him passionately.
  o To develop within each student an understanding of their spiritual role within God’s kingdom and of the gifts God has given them to accomplish that role for His glory.

• Academic Development Goals
  o To develop in each student basic skills and a level of achievement that help make that student successful as a child of God and also a citizen of God’s kingdom.
  o To equip all levels of students to be prepared to embark on the next level of education.
• Social Development Goals
  o To assist students in having a strong, biblically-based moral compass that helps them discern right from wrong, and instill in them the conviction to do right no matter the outcome.

• Physical Development Goals
  o To help students develop their gifts and abilities so that they can use them for the glory of God.
  o To teach students the importance of self-discipline in the mortification of our body for Christ’s service.

ACADEMIC LIFE

Student Enrollment

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

• Application – An application must be filled out for all students. All information given on the application should be up-to-date and accurate.

• Appropriate Age – Students entering our preschool must be 3 by November 1. Students entering Pre-Kindergarten must be 4 by November 1st and students entering Kindergarten must be 5 by August 1st. All students should be toilet trained before entering school.

• Testing – All new students entering Kindergarten through 12th grade will need to take an admission test. Our testing is done at the school and will include testing in Math, Language, and Reading. The testing needs to be paid before the student will be allowed to take the test. The purpose of this test is to measure your child’s academic progress compared to the students in the classroom in which your child will be entering, so that we can best prepare them for success at Indiana Christian Academy.

• Parent Agreement Form – We ask parents or guardians to read and sign a parental agreement which indicates the support of the parent/guardian of the school’s policies and procedures and their willingness to work with faculty and staff as a team in providing the best
education possible for their children. The form also affirms the financial responsibility of the parent or guardian to the commitment of prompt and complete payment of tuition and fees in order to insure that Indiana Christian School has the financial means to meet the needs of the students God has entrusted to our care.

• **Student Agreement Form** – We ask students in grades 4 to 12 to read and sign a Student agreement. Signature of this agreement indicates the student has read and understands the school policies and procedures and is willing to support those policies and procedures as a student at ICA.

• **Report Cards/Transcripts and Health documents** – The office staff should receive this completed information in order for admission to be complete.

• **Interview** – An interview with the prospective student and parent(s)/guardian will be conducted with school administration before the student will be allowed to complete enrollment.

• Students who are currently enrolled will be permitted to return on a preferential basis as long as they have maintained appropriate academic, spiritual, disciplinary standards, and have fulfilled their financial obligations.

### Homework

Homework is essential for our students and is designed to aid the student in his studies. If your student becomes consistently overwhelmed with the amount of homework that he receives, please schedule a meeting with your child’s teacher to develop a strategy for your child’s academic success that will reduce the amount of homework he has each night and the amount of time needed to spend on each homework activity. Each teacher may give homework for drill, practice, remedial activity, or special projects.

• Drill and Practice-Most students require consistent drilling to master material that is essential for education progress.

• Remedial Activity-As the year goes on, the teacher may notice that the student needs reinforcement in certain areas in order to grasp concepts or processes. After receiving instruction, teachers may send home additional
homework to help the student overcome this area of weakness.

- Special projects—Book reports, papers, reports and various other projects may be assigned to help the student further develop his cognitive and reasoning abilities.

**Homework and Absences**

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

**Late Homework Policies**

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

- Homework that is one day late: A maximum of 75% can be awarded to the student for the assignment.
- Homework that is more than one day late: students may receive partial credit for the assignment. According to the teacher’s classroom policies, assignments more than a few days late will be a zero.

**Homework and Extra-Curricular Activities**

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

Communication

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

RenWeb (1st-12th Grades)

RenWeb’s core features offer a host of options for parents to keep up with their child’s progress in the classroom and at school. Parents can access attendance, homework, progress reports, and grades.

For this to work as intended, it is important that the office has current contact information for each family. Please make sure that the office has your current email, address, and phone number on file and notify them as soon as possible if these change during the year. As email is the primary form of communication for most of our families, we ask that you please check your email frequently to see if you have received any new communication from the school or a child’s teacher.

To sign up for RenWeb, you will need to contact the office. We will send you an email with the instructions on how to sign up for RenWeb.
Text Notifications

If you are interested in receiving text notifications for school closings, delays, other notifications, or a canceling of activities, please sign up at www.remind.com.

Once you reach the website, click on "I'm a student or parent." The class code is "icast" and you will enter that into the blank and press enter. Enter the phone number of the mobile phone that you would like receive the text and press enter. Enter the code that they send to your phone. At that point, you will be told what to do on your phone. From this point on, the service says it will send texts to your phone as we input them. This is a new service that we are working on and would appreciate your patience as we try this out.

To sign-up by phone, text @icast to (224) 803-3731. Follow the directions on your phone from there.

Parent-Teacher Conference

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

At the end of the 1st grading period, we will have planned Parent-Teacher conferences available for enhanced communication. Parents may call the office to sign up for times. In consideration of others, please keep the conference to 10 minutes. If you need more time to talk you child’s teacher, please schedule a longer conference for a different time.

Social Media

In addition to the Newsletter, the school has both Facebook and Twitter accounts to keep our families up to date on school happenings. Please feel free follow those accounts at: https://www.facebook.com/pages/Indiana-Christian-Academy/112228576277 and http://twitter.com/icawhirlwinds

Instagram Account

Parents can either use their phone or tablet and download the Instagram app. After the download is complete, parents can create
an account either using their email or their Facebook account. Once parents are logged on, they will need to look at the bottom of the screen. There will be five touchscreen buttons, but only two are necessary to set up and see the photos of ICA. One icon is a house (this is where parents will go to see photos that are posted), and the other is a star (where parents can search for people or organizations to follow). Parents will need to click on the star icon which will then take them to a search page. At the top of the screen where it says, search users and hashtags, type in Indiana Christian Academy then click search. Once parents find Indiana Christian Academy they need to click on it and they will see a button that asks them if they would like to follow the school. This is a private account so only parents who are given permission can access the pictures. Within a few minutes parents, will be given permission and they will be able to see up to date pictures of ICA throughout the day.

Our Website: IndianaChristianAcademy.org

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

Parent Visits

Parents are welcome during the school day. As much as possible, the administration and faculty are available to talk with parents and students about concerns and questions. If you wish to talk with a teacher, we ask that you make an appointment at a convenient time for both you and the teacher. Please be considerate of the teacher’s time during school. When a visit to the classroom is necessary, you must check in at the office first, sign in, and receive a visitor’s badge. Do not go directly to the classroom. This is to protect our students and staff. When you visit the school, we ask that you dress modestly and that your attire is appropriate for the occasion.

Parents are welcome to visit their children during lunch time and bring food from restaurants or home. Please be sure to check in at the office prior to heading to the lunchroom.
Grades

We believe that children should do their best and achieve their fullest potential for God’s glory (1 Corinthians 10:31; Colossians 3:23). Each student is different and the reports are written on the basis of his/her progress and should be interpreted in accordance with his/her ability.

We are excited to let you know that we offer the opportunity to see your student’s grades online. The RenWeb Parent Portal (RenWeb.com) allows you to check your students’ grades. **You will need to have an authorized login name and password from the school office in order to access your child’s grades.** Assignments and class announcements can either be found on the teacher’s website or on the RenWeb site. Teachers will submit new grades to RenWeb once a week. Please check your child’s progress and grades at any time. Parents and students will be able to check for missing assignments through this website.

Report Cards

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

Progress Reports

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

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<th>Percentage Scale</th>
<th>Grade Point Average</th>
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<tbody>
<tr>
<td>A+</td>
<td>97-100</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>93-96</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
<td>2.0</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
<td>1.5</td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>60-62</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>59 OR BELOW</td>
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Core 40 High School Graduation Requirements

<table>
<thead>
<tr>
<th>Course and Credit Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English/Language Arts</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
</tr>
<tr>
<td>2 credits: Algebra I</td>
</tr>
<tr>
<td>2 credits: Geometry</td>
</tr>
<tr>
<td>2 credits: Algebra II</td>
</tr>
<tr>
<td>Or complete Integrated Math I, II, and III for 6 credits.</td>
</tr>
<tr>
<td>Students must take a math or quantitative reasoning course each year in high school</td>
</tr>
</tbody>
</table>
### Science

<table>
<thead>
<tr>
<th>Credits</th>
<th>Courses</th>
</tr>
</thead>
</table>
| 6       | 2 credits: Biology I  
|         | 2 credits: Chemistry I or Physics I or  
|         | Integrated Chemistry-Physics  
|         | 2 credits: any Core 40 science course |

### Social Studies

<table>
<thead>
<tr>
<th>Credits</th>
<th>Courses</th>
</tr>
</thead>
</table>
| 6       | 2 credits: U.S. History  
|         | 1 credit: U.S. Government  
|         | 1 credit: Economics  
|         | 2 credits: World History/Civilization or  
|         | Geography/History of the World |

### Directed Electives

<table>
<thead>
<tr>
<th>Credits</th>
<th>Courses</th>
</tr>
</thead>
</table>
| 5       | World Languages  
|         | Fine Arts  
|         | Career and Technical Education |

### Physical Education

<table>
<thead>
<tr>
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<th>Courses</th>
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</thead>
<tbody>
<tr>
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### Health and Wellness

<table>
<thead>
<tr>
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<th>Courses</th>
</tr>
</thead>
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<td></td>
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### Electives*

<table>
<thead>
<tr>
<th>Credits</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>(College and Career Pathway courses recommended)</td>
</tr>
</tbody>
</table>

### 40 Total State Credits Required

---

**Honor Roll**

At Indiana Christian Academy, we have two honor rolls. We have an “A Honor Roll” in which a student must achieve all A’s to receive that honor. The “B Honor Roll” requires that a student have all A’s and B’s. Honor Roll certificates are awarded at the end of the school awards ceremony. Honor Roll is computed for the 1st to 8th grades based upon their end-of-year average. Honor Roll is computed for the 9th through 12th grades based upon their combined semester averages.

**Graduation**

Indiana Christian Academy’s graduation requirements are based upon the Indiana State Department of Education’s Core 40 regulations. These essential 40 credits help us define what course work must be passed in order to proceed with graduation.
Core 40 with Academic Honors

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” (86%) or better.
- Complete one of the following:
  - Earn 6 verifiable transcripted college credits in dual credit courses from the approved dual credit list.
  - Earn a combined score of 1750 or higher on the SAT critical reading, mathematics and writing sections and a minimum score of 530 on each
  - Earn an ACT composite score of 26 or higher and complete written section

Awards

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

- **Christian Character and Leadership Award** – This award is given to the high school student who exemplifies outstanding Christian character and stands out as a leader in this category during the school year.
- **Daniel Award** - highest award given to elementary students manifesting exemplary traits in all areas (academic, character, testimony). Students and teachers vote.
- **Perfect Attendance** – maximum of ½ day absent through second to last week of school
- **All As in Bible** – certificate
- **A Honor Roll** – certificate
- **A and B Honor Roll** – certificate
- **Beginner Band** – 5th grade – certificate
- **Cadet Band** – 6th grade – certificate
• *Art Award* – certificate- one per grade
• *Elementary Merit Club* (behavior, grades, responsibility)
• *Highest Class Percentage in each grade*
• *High School Merit Club* – 500, 750, 1000, 1250, and 1500 Merit Clubs (behavior, grades, responsibility)

**National Honor Society**

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

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

**Standardized Testing**

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

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

We will be taking the ISTEP tests this year as well. Included in ISTEP+ testing are the IREAD 3 and the taking End-of-Course Assessments (ECA). Testing dates are posted on the Detailed School Calendar. Students in grades 9th will be taking the Algebra 1 ECA test and 10th grade students will be taking the English ECA.
Promotion and Retention

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

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

Course Drop/Add Policy

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

Ineligibility

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

Attendance

School Hours

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

Hours by grade:

Preschool Hours 6:30 am—5:30 pm
Preschool Class Day 8:00 am—11:00 am
Kindergarten Class Day 8:00 am—3:10 pm
Grades 1-6 8:00 am—3:10 pm
Grades 7-12 8:00 am—3:15 pm

Attendance Policy

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

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

- Students are allowed 9 absences per course per semester.
- **After 9 absences for the semester, there will be a mandatory meeting with parents, students, and administration to develop an action plan to help the student be successful.**
- Absences beyond 10 must be made up in the summer or during breaks in order to receive credit for each course.
- In order to avoid using school funds that should benefit all students to cover this expense, a fee of $75 per course will be charged to the student for course recovery.

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

If the parent needs to take his/her child out of class during the day, a note should accompany the child that day with a specific time stated. Parents should always **come to the office** to sign out the child. If the student returns, he/she must sign in at the office and get a pass to return to class.
All absences and tardies, whether excused or unexcused, will be recorded on the report card.

Secondary students who are more than 15 minutes late to any class will be counted absent to that class. Elementary and secondary students who arrive to school after 11:30 will be credited with a half-day only.

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

Unexcused” tardies - Tardies to first period will be counted as 1/2 a tardy for detention purposes only. A detention or $5 fine (parent’s decision) will be issued for every 3rd tardy. Students must attend at least a half-day of school (4 hours) in order to participate in sporting events that afternoon or evening.

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

SPIRITUAL LIFE

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

Personal Testimony

It is our hope that students begin to develop a relationship with Christ in their elementary and middle school years. We desire each student to have a personal relationship with Christ as his Lord and Savior. We will not allow a new student to enroll in ICA unless he/she displays a willingness to learn and grow in Christ. We strongly encourage them to be committed to being a part of a local church.

Bible Instruction

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

Chapel

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

School Camp / Camp Outta Here / Other Camps

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

DISCIPLINE & DISCIPLESHIP

The program of discipline at Indiana Christian Academy is designed to partner with the family in promoting the discipleship (the Christ-like development) of its students. The Scriptures provide many different examples about the importance of Biblical discipline. One excellent illustration is that of Eli, the high priest and judge of Israel. In 1 Samuel 3, God tells Samuel to tell Eli that he and his sons will be judged. Verse 13 tells us this, “For I have told him that I will judge his house forever for the iniquity which he knoweth; because [Eli’s] sons made themselves vile, and [Eli] restrained them not.” In this text, we clearly see that discipleship is the responsibility of both the child and parent. God holds both responsible when the child falls short of the God’s will for him. As your partner in the discipleship of your children we sense a great burden of responsibility to assist you in this endeavor while your child is at school by providing a loving community that promotes godly discipline.

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

**Preschool Discipline (K3-K5)**

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

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

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

The principal will handle the conduct listed in the Elementary Discipline Section Below on pages 32-34.
Discipline for minor offenses will be administered by the classroom teacher or staff member using a “warning” system.

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

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

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

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

**Elementary Discipline (1st-6th Grade)**

**Discipline Progression**

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

1. Students will be given a warning slip after multiple warnings have been given them in the classroom.
2. After 4 warning slips in one week, the student will meet with the principal and a phone call will be made to the parents.
3. A student will receive a major consequence for every 5 warning slips that are given.
4. Every time a student receives a multiple of five new warning slips, the following will occur:
   a. The first three times a student reaches five warning slips in a semester (5, 10, or 15 warning slips) they will earn an after school detention. These detentions will typically be served on Thursdays from 3:20 PM to 4:00 PM.
   b. After a student has served three detentions for receiving five warning slips, the students will receive a Saturday detention for reaching 20 and 25 warning slips. Saturday detentions will be served 8:00 AM to 10:00 AM. A $20 dollars fee will be assessed. Students should come dressed in work clothes. There will be a required principal/parents conference.
   c. When a child reaches 30 warning slips in the semester, he or she will earn a one day in-school suspension and a required principal/parents conference will be held.
   d. If a student reaches 35 warning slips, he or she will serve a two day in-school suspension with a principal/parents conference required.
   e. If a student reaches 40 warnings slips in a semester, the student will be expelled.
5. Skipping a scheduled detention will result in an additional detention being assigned unless the parents or guardian has contacted the office about rescheduling. Skipping a detention will count as five warning slips.

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

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

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

• Bringing electronic devices unrelated to academic work or bringing non-educational related materials.
• The use of headphones, earbuds, etc. which is not directed by a teacher.
• Listening to, possessing, or promoting ungodly, unwholesome music on school grounds. (Philippians 4:8)
• Mutilation, destruction of property, or activity that may result in mutilation or destruction of property. In addition to any disciplinary action taken, the student must also pay for any damage done.
• Physical contact with members of the opposite sex.
• Using cellular phones or other electronic devices during the school day without permission or taking such items on field trips/games without permission.
• Using inappropriate language, such as obscenities, vulgarity, or profanity.
• Using harassing or defamatory language as in threatening, disrespectful, or discriminatory words
• Violating dress code repeatedly
• Violating ICA computer/Internet policy/Student Personal Technology policy repeatedly
• Using the Internet for blasphemy, pornography, inappropriate language, or harassment
• Lying, cheating, forgery, plagiarism (using another person’s thoughts, ideas, or words without giving the author proper credit) or other forms of intentional deception.
• Stealing
• Bullying with words or actions
• Direct disobedience
• Disrespect to those in authority
• Leaving the school premises without permission from the office
• Possession or use of pepper spray or mace
• Possession of knives or pocketknives
• Possession of weapons, chemicals, or explosives. (Any object used with the intent to injure or harm may be considered a weapon)

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

• A verbal warning
• A loss of privilege
• A written warning
• Performing acts of service at school
• Detention
• Restitution
• Suspension
• Corporal punishment performed by the parent
• Others determined at the discretion of the principal

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

• Any illegal or criminal behavior
• Dispensing or offering prescription drugs. This includes possession or consumption of any prescription drug for which the student does not hold a valid prescription.
• Misuse of over-the-counter drugs or misuse of legitimate prescription drugs may be included.
• Possessing or using tobacco products
• Possessing or viewing pornographic material

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

• Use or possession of illegal drugs
• Use or possession of alcoholic beverages
• Participation in sexual immorality
• Possession of a firearm on school property is a felony and will result in dismissal.
Secondary Discipline (7th-12th Grade)

Demerits are not primarily considered tools of correction, but are written records that school rules have been breached and confrontation (Matthew 18:15) has taken place. Teachers report infractions to the administration after talking the situation over with the student. The administration will then decide correction, using the prescribed correction dependent on the setting. A letter will be sent to the parents every time a student receives 10 demerits, but it is the responsibility of the student to inform his parents each time he is reported by a teacher. Five or fewer demerits per semester will be erased from a student’s record.

Secondary Demerit System

The Bible clearly teaches the concept of submission to authority. In Hebrews 13:17 the writer (by inspiration of the Holy Spirit) reminds us, “Obey them which have the rule over you, and submit yourselves; for they watch for your souls, as they that must give account, that they may do it with joy, and not with grief; for that is unprofitable for you.” Obedience is doing what God says immediately with the right heart attitude. The behavior of a student affects his relationship with the school either positively or negatively, but the more important issue is his relationship with God. This verse also explicitly defines the school’s responsibility to God in teaching and maintaining discipline. We must “give account.”

The ideal situation would be for students to be self-disciplined; but for times when this is not the case, external discipline may be necessary. The discipline system in the Jr. High and High school is designed to simply change behavior that is not appropriate. The school recognizes that some behaviors that result in discipline at school are perfectly acceptable in other settings. (Chewing gum may be the most common example). It is our hope that the desired change will take place at the lowest possible level in the progression. The normal progression would include written notification of prohibited behavior (student handbook, classroom rules), verbal warning (optional), demerit, detention, in-school suspension, and finally dismissal. At each level above the demerit stage parental notification and/or conference would occur.

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

**Discipline Progression**

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

1. Detentions one through three within eighteen school weeks will be served after school from 3:20 to 4:00 p.m.
2. A Saturday detention will be assigned for more serious infractions or for a fourth detention within eighteen school weeks.
3. Saturday detentions will be served from 8:00am to 10:00 am. A $20.00 fee will be assessed. Students should come dressed in work clothes.
4. A fifth detention within a eighteen school week period will result in a one-day in-school suspension. Eighteen school weeks from the time a detention is assigned, it will be dropped from the suspension count.
5. Any additional detention will result in a two-day in-school suspension with a principal/parent conference required.
6. Further detentions may result in expulsion.

Skipping a scheduled detention may result in an additional detention being assigned for the first offense.

Subsequent offenses of skipping may result in a suspension.

Suspensions will be served in school from 8:00 am – 3:15pm. The suspension will be served as soon as possible at the discretion of the administration. In-school suspension students must go to the school office immediately upon arrival at school. The student will be required to pay a $75 ISS fee to defray the cost of hiring a suspension supervisor.
When a student receives a suspension, tests and quizzes may be taken for full credit. Homework due that day must be turned in to the suspension supervisor. Homework assignments for the next day may be requested from the student's teachers by the suspension supervisor. All students who have received a suspension will be barred from their next extra-curricular event during the quarter within which the suspension is administered. Further action will be at the discretion of the principal.

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

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

** Discipline Procedures **

** Demerit Offenses **

- Chewing gum without permission
- Chewing gum in academic buildings
- Eating or drinking in the classrooms or halls (other than designated times)
- Violating the dress code
- Inappropriate or disruptive classroom behavior

** Detention Offenses:**

- Bringing electronic devices unrelated to academic work or bringing non-educational related materials
- Using headphones, earbuds, etc. is not permitted unless directed by a teacher
- Listening to, possession of or promotion of ungodly, unwholesome music on school grounds or school related trips
- Loitering on any school property
- Being involved in unsafe activities on school property
- Using inappropriate language
- Violating dress code repeatedly
- Copying homework
Saturday Detention Offenses:

- Mutilation, destruction of property, or activity that may result in mutilation or destruction of property (The student may also be required to pay for damages.)
- Physical contact with members of the opposite sex
- Use of inappropriate language, such as obscenities, vulgarity, or profanity
- Horseplay, bullying, rough housing, or other forms of rowdy behavior
- Violation of computer/Internet policies/Student Personal Technology policy
- Direct disobedience
- Disrespect to those in authority
- Using harassing or defamatory language as in threatening, disrespectful, or discriminatory words
- Intentionally being in an unsupervised area; avoiding faculty/staff supervision, i.e. aftercare, class, before school care
- Lying, cheating, forgery, plagiarism (using another person’s thoughts, ideas, or words without giving the author proper credit), or other forms of intentional deception
- Cheating on a quiz (Saturday detention and a zero on the quiz)
- Unauthorized absence from class while on school premises

Suspension Offenses:

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

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

• Any illegal or criminal behavior
• Dispensing or offering prescription drugs. Misuse of over-the-counter drugs or misuse of legitimate prescription drugs may be included.
• Possession or use of tobacco products
• Possession or viewing of pornographic material
• Stealing
• Publicly and knowingly disparaging the testimony of Indiana Christian Academy either by word or deed
• Repeated or severe bullying
• Using the Internet for blasphemy, pornography, inappropriate language, or harassment
• Fighting, provoking a fight, failing to avoid a fight, or communicating threats

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

• Use, distribution, or possession of alcoholic beverages
  This includes possession or consumption of any prescription drug for which the student does not hold a valid prescription.
• Participation in sexual immorality

Possession of a firearm on school property is a felony and will result in dismissal.
Drugs and Alcohol

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

Cell Phone Policy

Students may have cell phones in their locker during the school day, but the phones should not be on their person and should not be used without permission from the school office.

Use of phones without permission from the school office will result in the following penalties:

1st offense: Student will receive one demerit, and the phone will be sent to the principal to be returned at the end of the school day. The principal will call the parents to let them know of the policy violation.

2nd offense and further: Student will need to pay a $5 fine and the phone will be kept in the office until claimed by the student’s parents.

Chromebook Policy

The focus of the Chromebook Program at Indiana Christian Academy (ICA) is to prepare students for their futures in a world of digital technology and information. As we navigate the 21st century, excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for the future. The primary learning tool of these 21st century students is the Chromebook. The individual use of Chromebooks is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace.

Students in the 9th through 12th grade will be leased a Chromebook this school year. The lease is covered in the cost of tuition. These devices will have the student’s books downloaded to them in order to ease the backpack burden. These devices are to be used only for school purposes during school hours (7:45am to 3:30pm). Students may not play games, visit social media sites, or surf the web during this time. Offenses of this policy will match the
Cell Phone Policy with one exception. For the 3rd offense, students will lose the privilege of having the device at school and will be required to purchase the written textbooks at the school’s cost.

Important Notes

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

A student who has been expelled must have prior administrative approval to be on campus.

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

Spiritual Restoration Program

Purpose: Some infractions of the ICA guidelines may require expulsion. Readmission is not usually possible, but may be considered in certain circumstances. A major part of any readmission would be the successful fulfillment of a restoration program.

The purpose of the restoration program is to restore to fellowship a repentant Christian whose changed heart is obvious, not to provide punishment. A student is placed on Disciplinary Probation for the following year. Students on probation who earn more than five detentions during the school year may be dismissed. Students whose behavior warrants an in-school suspension may be placed on probation for the following school year. A student on disciplinary probation may not hold an office or receive honors.

A student may be placed on academic or disciplinary probation during a school year as deemed necessary by the administration.

ICA will evaluate each student at the end of the year for both academic progress and behavior to determine his enrollment for the following year. Continued attendance at ICA is a privilege.

After an evaluation process, students will be informed of probationary status. The student’s attitude and actions must improve during the next semester before they will be permitted to
enroll the following semester. This evaluation process will take place at the end of both first and second semesters.

A student who is placed on probation will be required to meet with the administrator weekly. A meeting with the administrator, student, and parents will take place at the end of each quarter to discuss progress until the student is removed from probation. If significant improvement has not been made at the end of the quarter, the student may be asked to withdraw.

... a list of steps for avoiding punishment. The requirements will be natural to someone with the right heart attitude, but impossible for a student who is not seeking true restoration.

Guidelines for Spiritual Restoration Program

The student is repentant and has voluntarily made every effort possible to make amends:

- With God
- With his parents
- With the school

A written request to be admitted to the restoration program.

- The student must complete the new student admissions application.

The student agrees to the following:

- Active involvement in a local, Bible-believing church
- Active participation in the youth program of this church
- School-directed counseling at additional cost
- A member of the administration will monitor the program on a regular basis.
- A mentor/student relationship is to be established between a specified faculty member and the student.

The period of time before readmission is considered will normally be 6 months, but not after the beginning of a semester. The time period may be more or less depending on the circumstances and the offense. The time period will never be less than nine weeks. After readmission, the student will be on probation for a year (as any new student).
Probation

Students on probation who earn more than three disciplinary detentions per semester or a total of five for the school year may be

Dress Code

Indiana Christian Academy’s dress code is present so that parents and students know what to expect when coming to the school. It is important to note that our intention for our dress standards is to create an appropriate learning environment, not to measure spirituality. The school recognizes the parent’s authority, and we ask that our parents support the dress code by checking their children before school each day.

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

General Dress

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

PE Dress Code

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

**Activity Dress**

Students will have activities that will require them to wear something different than normal school attire. For these events, we ask that students wear activity dress. Activity dress is defined as allowing normal school dress while adding the ability for students to wear t-shirts with appropriate writing, shorts that come to the top of the knee cap while standing, and appropriate shoes for the event.

**Game Day Appearance**

Both male and female athletes may wear school issued Shooter shirts/Warm-up shirts. Guys must wear the shirt over a collared shirt and tie. Guys should not wear jeans on game days.

**Male Appearance Guidelines (Elementary & High School)**

**Hair**

Hair must be off of the eyebrows, collar and not over the top of ears. Hair on the side and back of the head should be tapered or be a tapered block. Sideburns must extend no lower than the bottom of the ear opening. Young men should be clean-shaven. Radical hairstyles are not allowed. Questions regarding appropriate hairstyles should be directed toward the principal or administrator.

**Shirts**

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

**Pants**

All pants should be worn neatly and fit properly (not too tight and not sagging). Sweat pants, wind pants, or other athletic style pants are not acceptable. **Male students should wear a belt when appropriate for the type of pants they are wearing.**
Accessories

Jewelry should be moderate and not draw undue attention. Any necklace should be worn inside the student’s clothing. Male students may not wear make-up or have piercings/tattoos of any sort (piercings and tattoos will prohibit him from remaining a student).

Female Appearance Guidelines

Hair

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

Pants, Dresses, or Skirts

Young ladies may wear dresses, skirts, or pants during the school day. The hemline, slit, or bottom button of the dress or skirt may be no higher than the top of the knee (the hem must touch the knee cap when standing). Slits must be sewn (not pinned). The fit of the skirt must allow the student to sit modestly. Young ladies may wear full-length, loose-fitting, not tight or clingy dress pants. An inch of fabric should be able to be pinched in the hips and leg area. “Too tight” is defined as pants cupping under the rear-end. The pants may not be stretch (lycra or spandex) or denim of any color. Jeans are not permitted. “Skinny” pants are not permitted. The khaki chino-style pant is preferred. The top of the pants must be at or near the normal waistline. Below is a sample list of acceptable and unacceptable pants (the list is not exhaustive).

<table>
<thead>
<tr>
<th>Acceptable Pant Styles</th>
<th>Unacceptable Pant Styles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loose fitting dress pants</td>
<td>Sweat pants or sweat pant material</td>
</tr>
<tr>
<td>Loose fitting khaki style uniform pants</td>
<td>Jeans of any kind</td>
</tr>
<tr>
<td>Wide leg, loose-fitting pants</td>
<td>Stretch pants/yoga pants</td>
</tr>
</tbody>
</table>
Blouses or Tops

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

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

Accessories

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

FINANCIAL INFORMATION

Registration Fee

The non-refundable amount of $120.00 ($70.00 for Preschool) is charged for each child upon registration. This fee covers the expense of record keeping.

Book Fee

The following amounts are figured into the overall tuition amount to cover book rental and consumable book purchases, the cost of the yearbook, IACS/AACS fees, student accident insurance,

| Velour Lounge pants | No ankle cuff pants of any style (to avoid a too-casual look) |
achievement testing, record keeping, fine art competition fees, computer usage, preschool snacks, and camps.

**Tuition Schedule**

Tuition may be paid in one lump sum, two semester payments or ten monthly payments beginning with August and ending in May. The fee for students in pre-school should be paid weekly when not set up on FACTS.

**General Cost for Tuition**

1. Preschool (full day) $110/week
   
   **10 Monthly Payments**

2. ½ Day Preschool $230.00
3. Full Day Kindergarten $470.00
4. Grades 1-6 $470.00
5. Grades 7-8 $480.00
6. Grades 9-12 $490.00

**These prices include our registration and book fee.**

A 2% discount will be given on the tuition portion of the school bill when a semester's tuition is paid in advance and a 5% discount when the tuition is paid in advance for the year. See the business office or the Financial Fact Sheet online for more details.

All tuition and fees must be paid by the last day of school, or report cards and diplomas will be held. Any request for transfer of permanent school records will be granted as long as all tuition and fees are current.

**Business Office Payment Agreement**

The Parent’s Agreement that must be signed before a student would be enrolled, states the following:

“In placing my student(s) in Indiana Christian Academy, I agree to pay the registration fee as indicated on the Financial Fact Sheet 2016-2017. I agree also to pay all tuition and other fees in a timely manner as set forth on the Financial Fact Sheet each month, and I understand that my child(ren) may not be allowed to attend school past the twentieth of the month if the payment for the month has not been paid. If I will be late with a payment or if negative circumstances arise that will affect my ability to make timely
payments, I will contact the school office as soon as possible and setup an appointment to meet with the Financial Committee to discuss my situation. I further understand that if I fail to make a timely payment (within 45 days of payment due date), my student(s) may be withdrawn from school and that I may be subject to late payment fees and other costs, including any necessary costs of collection in accordance with school policy.”

Parents/guardians should agree to pay the registration and comprehensive fees on or before the first day of August and understand that their child(ren) will not be allowed to start school until they are paid.

There will be a service charge of $20.00 for any returned check.

FACTS

We use FACTS (a 3rd party) to assess the need for tuition assistance and to help process tuition bill payments. There is a link to FACTS on the home page of our school website. From the FACTS website:

FACTS is the nation's leading provider of tuition payment plans. At FACTS, we've spent 27 years listening to schools and administrators about what they want from a tuition management program. We pride ourselves on serving your school and families. In addition to helping families with monthly tuition payments, we also offer expanded flexibility for parents and schools that meets your high expectations—and ours.

Other Charges

Sports Fee, Band/Choir Uniform Fee, and Physical Education uniform will be billed from the school office. Please check with the business office for the fee structure.

MISCELLANEOUS

Health & Medicine

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

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

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

Lunch Room

We will provide vending services to help meet the students’ lunch needs. Students and parents will have a list provided of the items offered for purchase. This list will be given out at the Parent-Student orientation meeting at the beginning of the year and will be available online at IndianaChristianAcademy.org. Items may change throughout the year based upon what is being sold most frequently. Students will be allowed to use the microwaves to heat up purchased items or items brought from home.

No student will be permitted to leave the school grounds at lunch-time except with a parent or grandparent. Please have the student back for the next class period.

Extended Care

For the benefit of those parents who are interested, we provide before and after-school services for the students who need to arrive before 7:45 am and those who need to stay after 3:15 pm. This service will run from 6:30 am to 8:00 am and from 3:15 pm to 5:30 pm. A fee of 75 cents per quarter hour will be charged. Parents who pick up children after 5:30 pm will be charged one dollar per family for the first five minutes and a dollar for each minute thereafter.

Automobiles

Any student driving to school or riding with a student driver must have permission from all parents involved. This arrangement must be submitted in writing to the office. Students will not be allowed to return to their vehicles until school is dismissed. Loitering around the cars before and after school will not be permitted. The privilege of driving to school will be taken away from those who are reckless or show a lack of responsibility in
driving. A speed limit of 15 mph is to be observed in the ICA parking lot.

**Birthdays**

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

**Bookstore**

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

**Internet and Technology Policy**

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

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

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

**Lockers and Backpacks**

All Jr. & Sr. high students will receive a combination locker for books and supplies. Combinations should not be shared with other students. Lockers should be kept neat at all times. Nothing should be put on the outside, and tape or stickers should not be used on the inside. Pictures and items placed on the inside of the locker should meet with student conduct standards. Locker privileges will
be taken from those who abuse them. Backpacks may be stored in the locker or may be hung up at the end of the hallways. No backpacks, book bags, or gym bags should be left on the floor. Books and backpacks that are in the back hallways need to be picked up at the end of each day of school. Items left in the hallways will be collected and students will need to pay 50 cents per item left in the hallway to be able to get those items back.

**Music Standards**

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

**Nondiscriminatory Policy**

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

**Office Hours**

Office hours are 7:45 am—4:15 pm. For security and safety reasons, we ask that all parents and visitors check in at the office to receive a visitor identification badge before continuing to your student’s classroom. Lunches, homework, books, etc. may be left in the office to be delivered by office personnel. The school phone is 643-7884 or send an e-mail to cindy.luttrull@indianachristianacademy.org.

**Physical Education Requirements**

All P.E. students will be responsible to purchase a uniform from the Academy Bookstore. Uniforms will be worn each time the student is required to dress out. If circumstances arise that
prohibits a student from having P.E. attire for the day, the student may substitute other ICA shirts and/or long blue shorts.

All students in grades 1-10 are required to dress out unless they have a written excuse from a doctor.

Respect of Property

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

School Choice Lottery Policy

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

Security and Student Safety

For the safety of our students, staff, and buildings, Indiana Christian Academy has installed a day and night time security system. To provide the safest learning environment possible, the school building will be locked during the daytime school hours (8am to 3pm). If you need to enter the school building during that time, please come to the front school doors by the office. Once at the doors, please page the school office via the intercom station next to the front entrance. Each person should state their name and reason for their visit. Parents and visitors are welcome at the school and we ask for your patience as we endeavor to keep the school as secure as possible.

School Records

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

In the event of severe weather, please note the following places to check for this announcement. The school website www.IndianaChristianAcademy.org, text notification through Remind.com, or the Facebook page are the first places to look. You may also check WRTV 6, WISH TV 8, and WTHR 13. If you sign up for our texting notification program, you will receive a text notifying you of school closings or delays.

Website

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

ANTI-BULLYING STUDENTS’ POLICY

Policy Statement

This page is to inform our parents, students and visitors that Indiana Christian Academy (ICA) has adopted a policy for Harassment, Intimidation, or Bullying (includes Cyber bullying) in our school. The administrative team, faculty and staff are committed to providing our students with a positive environment where everyone feels safe, accepted, and valued. ICA recognizes that a school that is physically and emotionally safe and secure for all students promotes good citizenship, increases student attendance and engagement, and supports academic achievement. To protect the rights of all students and groups for a safe and secure learning environment, ICA prohibits acts of bullying, harassment and other forms of aggression and violence. Bullying or harassment, like other forms of aggressive and violent behaviors, interferes with both a school’s ability to educate its students and a student’s ability to learn. All administrators, faculty, staff, parents, volunteers, and students are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil.
The Parent-Student Handbook is provided to shed greater insight into the new law, our Policy and reporting procedures.

**Statutory Duties of Schools**

Principals have a legal duty under the School Standards and Framework Act 1998 to draw up procedures to prevent bullying among students and to bring these procedures to the attention of staff, parents and students. Under the Education & Inspections Act 2006 the duties are extended to include preventing/responding to bullying that happens outside school, where it is reasonable to do so. Schools also have a duty to “safeguard and promote the welfare of students,” (Education Act 2002) and to ensure that children and young people are safe from bullying and discrimination, (Children Act 2004). The Equality Act 2010 makes it unlawful for schools to discriminate against, harass or victimize a student. Regard should also be given to the Protection from Harassment Act 1997, the Malicious Communications Act 1988, the Communications Act 2003 and the Public Order Act 1986.

**Expected Behavior**

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

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

**Parental Involvement**

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

**Education/Training/Prevention**

Indiana Christian Academy recognizes that in order to have the maximum impact, it is critical to provide annual training for school employees and volunteers who have significant contact with pupils on school policies and procedures regarding bullying and harassment. Training will provide school employees with a clear understanding of their roles and responsibilities and the necessary skills to fulfill them.

**Definition**

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

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

**Consequences**

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

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

Periodic classroom meetings will be conducted to teach bystanders how and when to respond to bullying and harassment incidents. Informal classroom discussions and activities designed to provide awareness and increase student connectedness promote
a positive shift in peer norms that will support empowered bystanders. When bystanders do report or cooperate in an investigation, they will be protected from retaliation with the same type of procedures used to respond to bullying and harassment.

ICA Administrators have hereunto developed and implemented procedures that ensure both the appropriate consequences and remedial responses to a student who commits one or more acts of bullying and harassment. The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment or bullying.

Factors for Determining Consequences

- Age, development, and maturity levels of the parties involved
- Degree of harm (physical and/or emotional distress)
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

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

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

Examples of Consequences

- Admonishment
- Participation in a guided reflection process designed to teach alternative behavior
- Temporary removal from the classroom
- Loss of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension during the school week
- Out-of-school suspension
- Legal action
- Expulsion

**Identifying, Reporting and Investigation**

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

Indiana Christian Academy has designated a specific individual who will be responsible for receiving complaints alleging violations of this Policy. All school employees are required to report alleged violations of this Policy to the principal or the principal’s designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this Policy. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The principal and/or the principal’s designee will be responsible for determining whether an alleged act constitutes a violation of this Policy. In so doing, the principal and/or the principal’s designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed within ten (10) school days after a report or complaint is made. The parents of the students involved shall receive written notice from the school on the outcome of the investigation (in compliance with current privacy laws and
All reports on instances of bullying and/or harassment will be recorded by the school for annual data review.

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

Indiana Christian Academy prohibits any person from falsely accusing another as a means of bullying or harassment. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion.

Indiana Christian Academy’s principal will annually disseminate this policy to all school staff, students and parents, along with a statement explaining that it applies to all applicable acts of harassment and bullying that occur on school property or at school sponsored functions. The principal shall develop an annual process for discussing this policy with students and staff.
Indiana Christian Academy
432 W. 300 N.
Anderson, IN 46012

IndianaChristianAcademy.org
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