



IVY LEAGUE CHRISTIAN ACADEMY

2024-2025 PARENT/STUDENT HANDBOOK

K5-8^h Grade

FULLY ACCREDITED

Cognia

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IVY LEAGUE CHRISTIAN ACADEMY

“The fear of the LORD is the beginning of knowledge...” Proverbs 1:7

THE MISSION OF IVY LEAGUE CHRISTIAN ACADEMY

Our Mission at Ivy League Christian Academy is achieving Academic excellence. Learning Biblical principles. Displaying Christian character.

Ivy League Christian Academy provides programs for elementary and secondary students. In addition to academic excellence, ILCA is passionate about teaching its students a Biblical worldview and leading them into a personal relationship with Jesus Christ. This is preparation for life.

Proverbs 1:7 indicates that “the fear of the Lord is the beginning of knowledge.” All learning must be integrated from this starting point and is meaningful only in the context of man’s acknowledgment of God’s existence and sovereignty.

All academic and extracurricular programs are designed to develop the student’s positive self-concept so each student may reach full human and spiritual potential. The student is challenged to grow in spiritual, intellectual, moral, physical, emotional, and social dimensions.

THE VISION OF IVY LEAGUE CHRISTIAN ACADEMY

The Vision of Ivy League Christian Academy is to prepare the student with an excellent education to convey the message of Christ and become an enlightening force in the world.

Ivy League Christian Academy (ILCA) desires for each young person to be academically prepared to meet the demands of any post-secondary schooling; to be a productive member of society that demonstrates Christlikeness in the giving of time, talents, and gifts; and to be convinced and therefore convicted to whole-heartedly follow Christ in mind, body, and spirit.

PHILOSOPHY OF EDUCATION

Recognizing the Biblical mandate for parents to be the primary instructors of their children, Ivy League Christian Academy exists to partner with the home in the education of children (Psalm 78:5-6).

The philosophy of Ivy League Christian Academy is based upon the premise that every child has been given specific gifts from God that should be used to bring glory to God in every area of life – spiritually, physically, academically, and socially (Ephesians 4:11-12; I Corinthians 10:31; Luke 2:52).

Scriptural truth is revealed as the Word of God and absolute truth for the guidelines of living a Christ-like life (II Timothy 3:16-17). Students are taught that they are created in the image of God (Genesis 1:25-27), that they must confront the issue of sin and redemption (Romans 3:23; I John 1:9), and that they can know God as revealed in Christ and made present through the Holy Spirit (Luke 11:13, John 20:22). ILCA integrates every element of the curriculum with God’s Word. Learning includes an understanding of the way God views all subject matter as a mandate for his people to have dominion over the earth (Genesis 1:1; 26-28) in human history (Acts 17:26), humanity and its cultures as understood through the Fall of Man (Genesis 3:9-24), the English language as only a single tongue among many to share the gospel (John 16:13), the order of mathematics proving the existence of an orderly Creator God (Job 38:37a; Matthew 10:30), the intelligence allowed for understanding and development of technology, the rhythmic calculations and detail in the fine arts, and the intricate details of scientific realities of a young earth (Genesis 1). With this knowledge (Colossians 2:8), students are led to be compelled to impact their world for Christ through the study of God’s Word and proclamation of it (Matthew 28:18-20).

Administration, teachers, staff, and board members must provide testimony of a personal and intimate relationship with Jesus Christ as Savior and Lord of their lives as seen through their teaching and leading (Matthew 10:24). Each must reflect and support the spiritual principles of ILCA in word and in action.

Learning experiences focus on engaging students to reach their fullest potential in Christ. Learning engages the individual in his relationship with society as a Christian leader who utilizes God-given gifts to proclaim the gospel. Learning spurs intellectual development through the academic disciplines. Learning enables students to make disciples of all nations in any discipline or career chosen (Matthew 28:19). Learning prepares students for good works of service for the edifying of the saints (Ephesians 4:12) and the glory of Christ the Lord. Learning develops a viewpoint on life where the students “see” from Christ’s perspective – people as souls.

The integrity of ILCA is established through the adherence to Biblically-based standards of stewardship, accountability, and gracious practices in areas of governance, finance, development, governmental relationships, and classroom management. Ivy League Christian Academy counts it an honor to have the Lord trust us with the lives and education of children, and therefore, happily carries the burden of proper stewardship of the time, talents, and money provided to the ministry. (I Peter 4:10) ILCA administration and all operational practices experience accountability to a Principal and a Christ-led School Board consisting of parents and supporters of ILCA’s mission. The governance of ILCA is structured in such a way that the establishment of a checks and balance system reigns between ILCA staff, administration, and the School Board. (Proverbs 11:14) The financial structure carefully utilizes monies to enhance the mission and vision of ILCA and maintain integrity within the community to stay current on all commitments. (Matthew 25:15-30) Development ideas coincide with providing students with a Biblical worldview through an excellent academic and spiritual delivery while assisting parents with financial support. (Matthew 7:7) ILCA maintains governmental laws and regulations to provide a secure environment for all constituents. (Luke 20:25) Classroom management operates under structured parameters coupled with love and grace. (Titus 3:1-2)

STATEMENT OF FAITH

- We believe the Bible to be the holy, inspired, infallible, authoritative Word of God. (I Tim. 3:16-17, II Pet. 1:20-21)
- We believe in one God, existing in three persons: the Father, Son, and Holy Spirit. We believe in the divinity of Jesus Christ, His sinless life, sensational death, glorious resurrection, and imminent return. (Deut. 6:4, Heb. 1:3, II Cor. 13:14)
- We believe salvation comes by faith alone and exists in the repentant heart, and absolute committal of one’s self to Christ as Savior with a purpose to love and obey His written Word. (Acts 4:12, Rom. 3:21-26, Rom. 5:8-10, Eph. 2:4-10)
- We believe it is our duty to teach our students to keep covenant (maintain fidelity in their allegiance) with God. We believe in patriotism that promotes devotion to God and country. (II Ch. 7:14, Ps. 33:12, Mt. 28:18-19, II Cor. 3:6)
- We believe that God wonderfully and immutably creates each person male and female and together they reflect the image and nature of God. (Gen. 1:26-27)
- We believe that God created marriage to be exclusively the union of one man and one woman only, and that intimate sexual activity is to occur exclusively with that union. (Gen.2:18-25, 1 Cor. 6:18, 7:2-5, Heb.13:4)
- We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bestiality, incest, bisexual conduct, and use of pornography) is an abomination in the eyes of God. (Matt 5:18-20, 1 Cor. 6:9-10)

- We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139)

SCHOOL GOALS

ILCA equips students for advanced studies, societal service, and the call of Christ. The equipping is achieved within four main areas – physical, mental, spiritual, and social.

Physically

-The student will realize that the body was bought with a price and is meant to be used for the glory of God.

1 Corinthians 6:19-20 Or do you not know that your body is a temple of the Holy Spirit within you, whom you have from God? You are not your own, for you were bought with a price. So, glorify God in your body.

-The student will believe that in Christ, nothing is too much for the body to handle.

Philippians 4:13 I can do all things through Christ who strengthens me.

Intellectually

-The learner will acquire knowledge in math, science, English, history, fine arts, languages, and technology.

Proverbs 18:15 An intelligent heart acquires knowledge, and the ear of the wise seeks knowledge.

-The learner will seek instruction and memorize scripture.

Proverbs 3:1-6 My son, do not forget my teaching, but let your heart keep my commandments, for the length of days and years of life and peace they will add to you. Let not steadfast love and faithfulness forsake you; bind them around your neck; write them on the tablet of your heart. So, you will find favor and good success in the sight of God and man. Trust in the Lord with all your heart, and do not lean on your own understanding. In all your ways acknowledge Him, and He shall direct your path.

-The learner will know how to find the knowledge of God.

Proverbs 2:1-22 My son, if you receive my words and treasure up my commandments with you, making your ear attentive to wisdom and inclining your heart to understanding; yes, if you call out for insight and raise your voice for understanding, if you seek it like silver and search for it as for hidden treasures, then you will understand the fear of the Lord and find the knowledge of God.

Socially

-The student will provide truth to his friend.

Proverbs 27:9 Oil; and perfume make the heart glad, and the sweetness of a friend comes from earnest counsel.

-The student will help his friend be more Christ-like and choose a friend that will do the same for him.

Proverbs 27:17 Iron sharpens iron, and one man sharpens another.

Spiritually

-The student will know that he can receive the Holy Spirit into his life to fulfill his purpose.

Acts 1:8 But you will receive power when the Holy Spirit has come upon you, and you will be my witnesses in Jerusalem and in all Judea and Samaria, and to the end of the earth.

-The student will know how a spirit-filled life appears.

Colossians 3:16 Let the word of Christ dwell in you richly, teaching and admonishing one another in all wisdom, singing psalms and hymns and spiritual songs, with thankfulness in your hearts to God.

Ephesians 5:1-5 Therefore be imitators of God, as beloved children. And walk in love, as Christ loved us and gave himself up for us, a fragrant offering and sacrifice to God. But sexual immorality and all impurity or covetousness must not even be named among you, as is proper among saints. Let there be no filthiness nor foolish talk nor crude joking, which are out of place, but instead, let there be thanksgiving. For you may be sure of this, that everyone who is sexually immoral or impure, or who is covetous (that is, an idolater), has no inheritance in the kingdom of Christ and God.

-The student will understand that God calls those who are filled with the Holy Spirit to do His work.

John 14:26 But the Helper, the Holy Spirit, whom the Father will send in my name, he will teach you all things and bring to your remembrance all that I have said to you.

-The student will understand the assurance of salvation.

Romans 8:9 You, however, are not in the flesh but in the Spirit, if in fact the Spirit of God dwells in you. Anyone who does not have the Spirit of Christ does not belong to him.

I. ORGANIZATION

- **School Board**

Ivy League Christian Academy is governed by individuals that have a heart for Christian education. These individuals serve one-to-five-year terms on the board.

The School Board members consist of:

Chairperson

Administrator/Principal

President

Secretary/Treasurer

School Representative

1 Community Representative

- **School Administration**

Director/Administrator/Principal

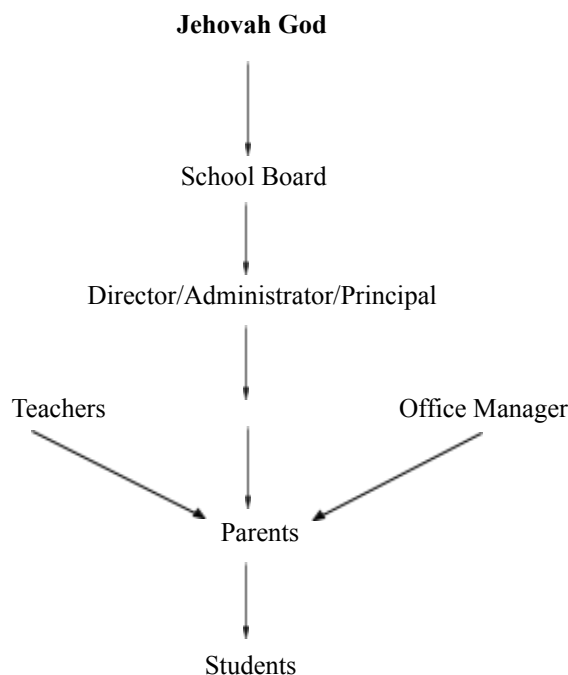
Office Manager

SCHOOL PHONE NUMBER: (757) 502-4507 Fax (757) 502-7857

SCHOOL YEAR OFFICE HOURS: 8:00 am until 3:30 pm September – October (Mon, Tues, Thurs, Fri.)
8:00 am until 3:30 pm November – June (Tuesdays & Thursdays)

SUMMER OFFICE HOURS: MONDAY-THURSDAY TBD

CHAIN OF COMMAND



II. GUIDELINES AND EXPECTATIONS FOR STUDENT CONDUCT

All communities are governed by rules and general guidelines. These rules and guidelines help ensure the orderly function of the community. In a school environment, they also help students learn to exercise appropriate deference to God-ordained authority. Students and parents should carefully familiarize themselves with the following rules and guidelines, which have been designed for their benefit as well as that of the larger school community. Students should abide by the following guidelines for conduct:

- *You should love the Lord your God with all your heart, with all your soul and with all your mind. (Matt. 22:37)*
- *You should love your neighbor as yourself. (Matt. 22:39)*

When one loves God with all his heart, one will do nothing to deliberately sin against Him. When one loves their fellow man as they themselves want to be loved, they will do nothing to deliberately hurt or injure another person, including his fellow students. (Matt. 22:40) Obeying these two commandments in the context of school life is especially important in the following areas:

Honor and Respect

Let every person be in subjection to the governing authorities. For there is no authority except from God, and those which exist are established by God. (Romans 13:1)

The qualities of honor and respect are essential aspects of how individual humans relate to God. No man can properly relate to God without deferring in humility to Him. These qualities are developed only as they are practiced within human relationships. In particular, the student learns honor and respect as they are trained in these qualities by their parents and other human authorities. In the context of our culture, which increasingly rejects the

notion of honoring and respecting authority, learning to be respectful and giving honor where it is due is an essential lesson to be learned by ILCA students.

The School staff is serving the students by working hard to provide them with Godly training and an education to prepare them for adulthood. Students should respect them as God's servants by practicing appropriate manners and deference toward them.

Honesty and Integrity

Let him who means to love life and see good days refrain his tongue from evil and his lips from speaking guile.
(I Peter 3:10)

God is a God of truth and desires that His children reflect those same virtues. ILCA students should be honest in all schoolwork and relationships with fellow students and school staff. If faced with untruthfulness in others, the ILCA student should be committed to practicing the Matthew 18:15-16 principle.

Gossip

He who goes about as a slanderer reveals secrets. Therefore, do not be associated with a gossip. (Proverbs 20:19)

Speaking about others in a way that will hurt their reputation or feelings is hurtful to God as well as to His people. Even when what is said is true; it should not be spoken unless done so with the goal of helping the person involved. The goal of all ILCA students should be committed to giving only good reports about people and speaking about them in an encouraging way.

Manners

Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves.
(Philippians 2:3)

The practice of good manners is hopefully a quality that will distinguish ILCA students. Students are asked to practice good manners toward staff and other adults with whom they come in contact during the school day or at school functions. Adults should be addressed formally with such terms as Mr., Mrs., Sir, Ma'am, or by their last name. Students should defer to adults by holding the doors, allowing them to pass in hallways and in similar ways. Students should be attentive and ready for class. Young men are expected to practice traditional manners toward young ladies by holding doors, offering help, giving up seats, and in similar ways.

Responsibility

He who is faithful in a very little thing is faithful also in much, and he who is unrighteous in a very little thing is unrighteous also in much. (Luke 16:10)

Learning responsibility and how to faithfully carry out one's duty is an important lesson in preparation for adulthood. The ILCA student should view his school assignments and other school-related responsibilities as a high priority and should complete them in a timely and responsible manner, as unto the Lord.

Stewardship of Building and Property

In this case, moreover, it is required of stewards that one is found trustworthy. (I Corinthians 4:2) Respect for school property should always be displayed throughout the year. Students, parents, and faculty are called to be good stewards of their time, actions, and talents for the edification of God's kingdom. ILCA is about building God's kingdom and always exemplifying a model of respect and humbleness. The facilities of ILCA are given by God and should be treated as such. Any act that damages, creates harmful distractions, is cynical, or promotes questionable character should not be done. Administration determines whether the act in question meets the criteria and

therefore, has full ability to discipline as needed including and not limited to dismissal from school, withholding of transcripts and diplomas, and community service. Students should respect and care for the school facility, materials, and equipment, realizing that many individuals have given much to provide the necessary materials to carry on the ministry of the school. The ILCA student should view himself as God's steward in the care of these things.

III. GENERAL SCHOOL INFORMATION AND POLICIES

NON-DISCRIMINATION

ILCA admits students and hires staff of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally made available to students and staff at the school and does not discriminate based on race, color, national or ethnic origin in administering its educational policies, admission policies, and athletic and other school administered programs. (Prov. 28:21; Gal. 3:28; Rom. 15:7)

DAILY SCHEDULE FOR ILCA

Morning care	7:00 a.m. - 8:00 a.m.
School Hours	8:00 a.m. - 3:30 p.m.
Aftercare	3:45 p.m. - 6:00 p.m.

ADMISSION CHECKLIST/ENROLLMENT PROCEDURES

1. Complete and sign the Registration forms (Application/Enrollment Forms)
2. Pay the non-refundable Application and Enrollment Fees
3. Interview with Administrator/Principal
4. Meet with the Office Manager to discuss and sign Financial Agreement
5. Bring to the office manager: Record Request Form, Copy of Birth Certificate and Immunizations, Health Records, Custody Documents, Special Education Documents (if applicable), and Standardized Testing
6. Have previous school records sent to the ILCA school office including IEPs or 504 Plans and discipline records
7. Complete and sign the following forms: Parent-School Agreement, Photo Release, Physical Education Form, Teacher's Information Card and Parents Cooperation Form
8. Acknowledge full agreement with school standards, policies, and procedures by signing the *Understanding and Commitment* form (pg.27).

Admission to ILCA is not guaranteed until Administration/Office Manager communicates verbal or written acceptance of the student.

ADDRESS AND INFORMATION CHANGE

Anytime an address or phone number (home, work, cell, or emergency contact) is changed, the school office must be notified immediately. Please remember if we do not have the correct telephone numbers, we cannot contact you in an emergency.

CUSTODIAL PARENT'S RIGHTS AND STUDENT RECORDS

We encourage parent involvement, and our doors are always open to **custodial parents**. In the case of custodial disputes, court documents are required to decline parental admittance to a student. Please remember that some court documents have expiration dates. Court documents are no longer valid after the expiration date. The proper authority, the other parent, and or the emergency contact will be immediately contacted if the school has any concern for a student's safety or well-being. This includes but is not limited to, custodial concerns or the condition of the person picking up the student. Student records are treated as confidential material and the rights of privacy for each parent and child are safeguarded. Upon request, a parent or guardian may view their child's records.

IMMUNIZATION/PHYSICAL REQUIREMENTS

Parents are responsible to provide yearly updated Immunization Records and a School Entrance Physical Record (which may be obtained from a family physician or health department) and ensure that all immunizations are current, and the official record is on file in the school office.

In the case of outdated records, proof of an upcoming scheduled doctor's appointment must be provided before a child can start school.

It is important that this be taken care of before the beginning of school. By law, students cannot be admitted to school until the above documentation is on file in the school office. Please note that students entering the sixth grade must have received a second MMR (mumps/rubella), three Hepatitis B vaccinations, and the TDAP Booster. Also, all children born on or after January 1, 1997, are required to have immunization against Varicella (chicken pox) if they have not already acquired the illness. The local Health Department offers free immunizations to your children if you prefer utilizing their services rather than your family physician.

ARRIVAL GUIDELINES

It is important for our families to adhere to the following guidelines to ensure the safety of our students and to minimize traffic congestion. The school does not assume responsibility for the students until they have entered the school building.

MORNING CARE (See the Tuition/Fee Schedule)

1. **7:00 am to 8:00 am -please enter through the door facing the parking lot.** Students are not allowed to walk across the parking lot unattended. **Students under thirteen years of age arriving before 8:00 am must be signed in by the parent.**
2. Students must report to the Morning Care room upon arrival.
3. **8:00 am** - Parents of Preschoolers are required to park in the parking lot and enter the building through the double glass doors (between the church and gym) and sign them in. All other students may be dropped off at the double doors.
4. **8:00 am** - students are sent to their classroom to prepare for the school day.
5. **Arrival after 8:15 am** - the student will receive a tardy slip from the admin office.

Please **do not park** between the church and the gym due to the Fire Code regulations.

Morning Care must be paid on time unless prior arrangements with the school office have been made. Failure to do so will result in the loss of use of this service.

DISMISSAL GUIDELINES

People not listed on the student application pick-up list provided by the parent will not be allowed to pick up the child; unless the parent calls the office and provides the name of the person. The person will need to provide a picture ID to be permitted to pick up the student. To ensure a safe dismissal environment, it will be important for us to carefully manage this process. We appreciate your careful adherence to all dismissal guidelines.

EARLY/SPECIAL DISMISSAL

Parents needing to pick up their children early must avoid parking along the side entrance of the building. Please park in the main parking lot and enter the building using the **double glass doors** (between the church and gym).

1. Parents picking up students **before 3:25 pm** should request an Early Dismissal form **prior** to the beginning of the school day from the office. The student will give the Early Dismissal form to the teacher to notify the teacher of the time to release the student to the office. The parent must sign the child out at the time of dismissal. The parents are not permitted to go directly to the classroom to pick up their child.
2. **Early dismissal is for doctor's appointments or the like.** Early dismissal is NOT for parents who are in a hurry and do not want to wait. When there is reasonable cause, we support early dismissals and are happy to retrieve your child for you.

REGULAR DISMISSAL TIME

1. **3:30 pm** – School is dismissed. The students will remain with their teacher until 3:45 pm.
2. **3:45 pm** – All students remaining at school will be taken to the Aftercare room.

AFTERCARE (see the Tuition/Fee Schedule)

3:45 pm – 5:30 pm – Students must be picked up by 5:30 pm **or a late fee will be charged** (see Morning Care/Aftercare Financial Agreement).

MORNING TARDINESS FOR CLASSES

In the case a student arrives after 8:15 am, the teacher will mark the student as tardy. While it is acknowledged that tardiness is unavoidable for all from time to time, the following policies will be followed in order to help resolve this issue:

- If a student misses an entire class period due to tardiness, the student will also be considered absent for that class period. Fifteen minutes tardy constitutes a class absence (high school students).

ABSENCES

Parents should call the school office **before** 8:00 am if their child is unexpectedly absent for the day (such as with an illness, etc.). This helps the school account for the whereabouts and security of each child. In the event that the parents do not contact the school by phone, students must present to their teacher or the office manager a note from their parents explaining the reason for the absence upon their return to school. **Lack of a parental note or phone call will result in the student's absence being considered as unexcused.**

1. After **5 absences**, the teacher and principal will confer in order to design an appropriate strategy for helping the student master the missed class work. Arriving on time for class is vital to the class environment.
2. **Fifteen minutes late to class constitutes an absence.**

School attendance is vital for each student to be prepared for the next grade level. **A student that is absent more than 24 days may not be promoted to the next grade level.** If a student reaches this level of absenteeism in the first semester it may be necessary to withdraw the student from school. After each subsequent absence after 24, all work (homework, quizzes, tests, projects, etc.) is due the DAY OF RETURN or a zero will be given to the student. It is the student's responsibility to gather appropriate materials to present work on the day of return. This will be enforced at the Administration/Principal level.

TUITION PAYMENTS/FAMILY ACCOUNTS

All families must complete and sign a Tuition Financial Agreement and a Morning Care/Aftercare Financial Agreement with our Administration/office manager.

1. Tuition payments are due on the 1st of each month.
2. If the payment has not been received by the 2nd of the month, a \$100.00 late fee will be incurred.
3. If payment has not been received by the end of the day on the 3rd of the month, temporary removal of the student(s) from school will commence on the 4th until payment (including late fee) is rendered in full. The student will not be permitted to participate in any school events during this time.
4. Returned Checks – there is a \$50.00 late fee for every returned check.
5. Breach of Agreement Exemption Clause: A student may be withdrawn on a case-by-case basis. These will be accepted only under extreme conditions (i.e., medical necessity, relocation, [ex: military, work transfer] etc.). If the student is withdrawn, any day attended within that month will constitute that month's tuition payment.
6. Force Majeure clause/Acts of God: "In the event that any circumstance, out of our control, should arise that prohibits ILCA from fulfilling its contractual duties they shall be exempt from these obligations and tuition will not be refunded."

It is important for school families to pay their accounts in a timely manner for ILCA to maintain its financial obligations to staff and other vendors. If a family fails to pay their account and fails to initiate contact with the Principal, the school reserves the right to discontinue the family's enrollment at ILCA. If arrangements are made and broken, the student (s) will be removed from school. **Diplomas, transcripts, and report cards may be held until full payment is rendered.** Please feel free to contact the Principal with any questions you may have. It is the goal of the school to accommodate our ILCA families in a responsible and gracious manner concerning all finance-related issues.

****There is no reduction in tuition for the hours or days the school is closed for holidays, vacations, staff training days, severe weather closings/delays, or for closings beyond our control such as power outages/water failures, etc.****

FORM OF PAYMENT

We accept the following forms of payment:

*Cash *Check *Money Order *Cashier's Check *ACH w/ \$1.00 processing fee *Credit Card (2.7% + \$3.00)

MEDICATIONS

School administration of medications will include non-prescription (over-the-counter) and certain prescription medications. Completed **Medication Administration Forms** are required to be on file before any medicines are given to students. In the event that non-prescription medications are given, parents will be notified unless requested otherwise.

In the event of the necessary provision of prescription medication during school hours, the prescription must be packaged in the original container with the pharmacy's official label. All medications will remain in the office in a locked container. Under certain circumstances some medications may be allowed to remain with the student during the day, please see the office for these exceptions.

SICKNESS POLICY

In the event a student becomes ill at school, every effort will be made to give the appropriate care until the parent/guardian is able to take the student home. After receiving notification of their child's illness, the parent/guardian must pick up their child within the hour. Parents should not send their children to school if they are running a fever, defined as an oral temperature of 100.0 degrees or higher. In all cases, the best interests of not only the individual students, but also the health, safety, and welfare of the larger school community should be considered.

Head Lice:

If a teacher suspects a student has head lice, the student will be removed from their class and sent to the office. The parents will be called to come and pick the student up as soon as possible. The school can provide treatment procedure guidelines. Students must have a written medical release before they may return to school.

Fever, Vomiting, Diarrhea:

If your child has a fever, has been vomiting, or had diarrhea, they **MUST** be kept out of school a minimum of 24 hours after the symptoms have broken before returning to school. A fever is defined as any oral temperature of 100.0 degrees or higher.

Pink Eye/Strep Throat:

Your child must be kept out of school for 24 hours after the first dose of medication is administered and have a written medical release before they may return to school.

COVID

Each parent will be required to sign a COVID Waiver for their child/ren to attend school. Please monitor your child/ren each morning for Covid symptoms. If they have symptoms, please keep them at home.

Government mandates will be followed: cleaning and sanitizing procedures.

DRESS CODE

K3, K4, and Kindergarten

Mondays through Fridays*

Boys:

- Navy blue or Khaki trousers (purchased from FlynnO'Hara/Amazon look-alike)
- (Cotton, non-athletic material) Canary yellow, navy blue, or hunter green polo shirt (purchased from FlynnO'Hara/Amazon look-alike)
- **All black shoes (all black soles) - these also may be all black tennis shoes**
- Black socks

Girls:

- Green plaid jumper or skirt (purchased from Flynn & O'Hara or Amazon; black shorts and navy blue or hunter green knee-highs/tights are required underneath skirts; NO LEGGINGS)
- Navy blue or khaki uniform skirt or pants (purchased from Flynn & O'Hara or Amazon; black shorts and navy blue or hunter green knee-highs or tights are required underneath skirt)
- (Cotton, non-athletic material) Canary yellow, navy blue, or hunter green polo shirts (purchased from FlynnO'Hara or Amazon)
- Yellow Peter Pan collar blouse (normally worn with jumper - purchased from FlynnO'Hara ONLY)
- (optional) Oxford blouse (normally worn with skirts or trousers - purchased from FlynnO'Hara ONLY)
- **All black shoes (all black soles) - these also may be all black tennis shoes**
- (optional) Hair accessories/Hair Beads - Clear, White, Black, Navy Blue, or Hunter Green
- (optional) V-Neck Pullover/Cardigan/Sweater Vest with embroidered logo - purchased from FlynnO'Hara ONLY)

PE Uniform is currently not required - subject to change - more information to follow at a later date

DRESS CODE

1st – 8th grade

Mondays and Fridays (Non-Chapel and Non-PE Days)

Boys:

- Navy blue or Khaki trousers (**no elastic pants**) (purchased from FlynnO'Hara or Amazon look-alike)
- Black belt
- (Cotton, non-athletic material) Canary yellow, navy blue, or hunter green polo shirt (purchased from FlynnO'Hara/Amazon look-alike)

- **All black shoes (all black soles)** - *these may be **all black** tennis shoes*
- Black socks
- V-Neck Pullover/Cardigan/Sweater Vest with embroidered logo (optional wear - purchased from FlynnO'Hara ONLY)

Girls:

- Green plaid jumper or skirt (purchased from Flynn & O'Hara or Amazon; black shorts and navy blue or hunter green knee-highs/tights are required underneath skirts; NO LEGGINGS)
- Navy blue or khaki uniform skirt or pants (purchased from FlynnO'Hara or Amazon; black shorts and navy blue or hunter green knee-highs or tights are required underneath skirt)
- (Cotton, non-athletic material) Canary yellow, navy blue, or hunter green polo shirts (purchased from FlynnO'Hara or Amazon)
- Yellow Peter Pan collar blouse (normally worn with jumper - purchased from FlynnO'Hara ONLY)
- (optional) Oxford blouse (normally worn with skirts or trousers - purchased from Flynn O'Hara ONLY)
- All black shoes (all black soles) - *these may be **all black** tennis shoes*
- (optional) Hair accessories/Hair Beads - Clear, White, Black, Navy Blue, or Hunter Green
- V-Neck Pullover/Cardigan/Sweater Vest with embroidered logo (optional wear - purchased from FlynnO'Hara ONLY)

Wednesdays (Chapel Attire)

Boys:

- Navy blue or Khaki trousers
- Black belt
- Oxford Canary yellow shirt (purchased from FlynnO'Hara only)
- **All black DRESS shoes (all black soles)**
- Black socks
- Green plaid boys tie (purchased from FlynnO'Hara only)
- (optional wear) V-Neck Pullover/Cardigan/Sweater Vest with embroidered logo purchased from FlynnO'Hara ONLY)

Girls:

- Green plaid jumper or skirt (purchased from Flynn & O'Hara or Amazon look-alike; black shorts and Navy blue or hunter green knee-highs or tights are required underneath skirts)
- Yellow Peter Pan collar blouse (normally worn with jumper - purchased from FlynnO'Hara ONLY)
- Green Plaid girl's Necktie (purchased from FlynnO'Hara only)
- **All black DRESS shoes (all black soles)**
- (**optional**) Hair accessories/Hair Beads - Clear, White, Black, Navy Blue, or Hunter Green ONLY
- V-Neck Pullover/Cardigan/Sweater Vest with embroidered logo (optional wear - purchased from FlynnO'Hara ONLY)

Tuesdays/Thursdays (PE Days)

All Students:

- Non-embroidered yellow short-sleeve shirt (purchased from Amazon look-alike)*
*Those individuals who have already purchased FlynnO'Hara embroidered shirts may still utilize them **IF** they appear new or not worn (no holes, not faded, etc.).
- Green shorts with embroidered logo (purchased from FlynnO'Hara ONLY)
- **SOLID** Hunter green sweatpants and sweatshirt (**no zippers please**) (purchased from FlynnO'Hara or Amazon look-alike) - **only FlynnO'Hara sweatpants and sweatshirts may contain logo**
- Black socks
- Tennis/Running shoes (no basketball shoes, no boots, no Vans, etc.)

DRESS CODE GENERAL INFORMATION

Hair:

No one should have their hair dyed a color that brings undue attention to themselves. Guys must have hair off the collar, ears, and eyes. It should also not obscure vision. Guys/Girls - NO shaved designs into their hair. Girls and girls must have their hair neat and in an orderly fashion. No extreme haircuts, hairstyles, or hair color.

Earrings/Body Piercing:

Guys – all jewelry, studs, etc. must be removed while on school property or while participating in school-sponsored activities, without exception. Girls – all earrings must be moderate in nature (2 at most) so as to not draw undue attention to them. Any other body piercing jewelry, studs, etc. must be removed while on school property or while participating in school-sponsored activities, without exception. Jewelry must not be excessive or have any derogatory symbols and/or meanings.

Dress Down Days (the first Friday of each month, half-days, or otherwise directed):

Shorts must be at least to the fingertips when placed by the side for both girls and boys. No students dressed in "short shorts"/skirts, crop top/tank tops, or extremely tight clothing will be allowed to enter the school until appropriately dressed. T-Shirts may not have any language or pictures that are derogatory in nature. Shoes - tennis shoes, mules, or sandals with closed toes and WITH heel straps on the foot are permitted. No FLIP FLOPS.

*Please note: Please print your child's name on all sweaters, jackets, and vests brought to the school. Items found without a name or initials will be turned into the lost and found and used for resale at any time.

DRESS CODE VIOLATIONS

It is expected that all students will exemplify Godly standards in personal choices regarding dress. Over the years, it has been our experience that most of our students have cheerfully complied with the spirit of the dress code. In those exceptions when this is not the case, the administration and teachers will inform these students when certain attire may not be in accordance with our standards. In our desire to be consistent and fair, to the best of our ability, the following enforcement guidelines will be followed:

- The student will be asked immediately to correct his/her dress to meet the school's standard. If unable to comply, he/she may call a parent to bring clothing to the school. We will exhaust all possibilities before calling the parent(s).

- The student may receive a Dress Code Violation form to take home, have a parent sign, and return.
- Repeat violations will result in the student meeting with the administration. If, in the judgment of the administration, the student demonstrates a continued attitude of non-compliance, the parents will be contacted and expected to resolve the problem.

The judgment of the administration will serve as the final authority in interpreting and enforcing this code. The administration will make every effort to communicate with parents in a timely manner if it is determined that dress code violations are becoming an issue for a student.

DISCIPLINE/CORRECTION OF STUDENTS

Our discipline policy is designed to guide students in taking responsibility for their emotions, attitudes, and actions. General guidelines for classroom discipline include positive support of a student's appropriate behavior, clearly defined expectations and boundaries, and the application of real consequences for behavior.

1. If the student habitually violates a reasonable and defined class or school standard and the problem is not resolved as a result of lesser forms of correction/discipline, the student will attend a conference with his teacher and/or administration. In this meeting, the standard being violated will be redefined, and a warning issued of the consequences of continued offenses (see #2 in this list). The parents will be notified as soon as reasonably possible of the content of this conference and encouraged to reinforce with the student the school's position in a way the parent feels will be most effective.
2. In the event the student continues to violate the standard, the teacher shall again bring that student to the office for a conference with the principal. If the principal determines that the student has been adequately warned previously, one of the parents will be expected to come to the school. The student will be placed on **Behavioral Probation**.
3. The school will in no manner condone any form of discipline which it deems unreasonable or excessive, which is administered in anger, or because of frustration on the part of the staff or parents.
4. The school reserves the right to suspend or expel a student if it is determined that the student's ongoing involvement in the school is having a detrimental impact on the school community. All suspensions/expulsions must be approved by the Administrator/Principal.

****At any point, if the administration deems it necessary to immediately invoke a more severe consequence at the first onset of a problem, including but not limited to suspension or expulsion, administration at the prior approval of the Administrator/Principal may provide a consequence.**

GRADING POLICY

Students in grades K5-8th will be graded with letter grades based on the following numeric scale. Grade Point Average (GPA) is calculated by assigning a number to each letter grade and computing the average.

A+	99-100	G.P.A. 4.0
A	96-98	3.8
A-	94-95	3.6
B+	91-93	3.3
B	88-90	3.1
B-	85-87	2.9
C+	82-84	2.6
C	79-81	2.3
C-	77-78	2.0
D+	74-76	1.3
D	70-73	1.0
F	0-69	0.0

Grading terms will consist of four quarters (two semesters) for students in grades K5-8th.

ACADEMIC PROBATION

If a student has a “D+ or below” grade point average within a grading period, they will be placed on Academic Probation.

HONOR ROLL

An honor roll is established to recognize and honor those students who achieve a B or better grade average in school courses. The honor roll is structured as follows: Honor Roll – The student must maintain at least a “B” average on his/her quarter grade report.

TRANSCRIPTS

Requests for transcripts will be processed within ten (10) business days from the date they are received. A Transcript Form may be requested from the school office. Upon completion, please return it to the office manager. After graduation, previous students are charged \$7.00 for processing a transcript request. All financial obligations must be current to receive transcripts.

SCHOOL/PARENT CORRESPONDENCE

Students may be given school/parent correspondence in a specially designated folder (lower grades). Students (upper grades) are encouraged to write down their assignments daily. Parents are asked to check over their child’s homework assignments daily.

SCHOOLWORX

Schoolworx is an online platform where parents can communicate with the teacher, check homework, grades, daily lessons, etc. Instructions on how to use this program will be sent to parents via email from Schoolworx. Schoolworx is a great tool to stay informed concerning your child’s progress and should be used frequently. Teachers, at times, may deem it necessary to give out their personal email or phone number for faster communication; however, this method should be used in emergency or last resort situations.

MAKE-UP WORK

All make-up work is available through Schoolworx. Books can be picked up from the school office upon request, if the child is absent for more than a day.

CHAPEL

Chapel is held on Wednesdays from 8:15 am -8:55 am. Chapel attire is required for the full day. Our chapels will frequently include praise and worship, devotionals, or short skits prepared by our students and/or staff. Parents are welcome to attend.

CELL PHONES

Cell phones are not allowed at school for students K5-8th.

TELEPHONE USAGE

Students must receive permission from school staff before using the school office phones. The students will not be allowed to call unless it is an emergency.

LUNCHES AND SNACKS

ILCA does not provide lunch or snacks. Students must pack their lunches from home. Microwaves are available for use at lunchtime. All students are also encouraged to bring snacks to eat during morning and afternoon breaks. We request that parents send nutritious foods. Some ideas for snack foods would include fresh fruit, raw vegetables, cheese, etc. Please do not send sodas or sugary snacks.

As an alternative, students in Kindergarten through 8th grade can purchase pizza on Wednesday each week beginning in October for \$2.00. Pizza money and orders must be received by Tuesday morning. Cash payments only, please. DoorDash and other delivery services are discouraged due to the untimeliness of delivery during specified lunch hours.

MICROWAVES – Students must bring food that can quickly be heated, and preparation is not time-consuming. Ramen, Cup Noodles, etc. are discouraged for K5 - 5th grade. Lunchtimes are notated in the student schedule.

FIELD TRIPS

Students in grades K5-8th will go on various field trips throughout the year. Parents will be asked to sign a permission Field Trip Form for each field trip. Teachers will inform the parents of the purpose of each trip, dates, costs, etc. Parents may be asked to chaperone on a field trip.

STUDENT CONDUCT IN VEHICLES

Students represent Ivy League Christian Academy when traveling in car/bus/van to school functions. The following guidelines should be adhered to by the students:

- Students should always wear seatbelt.
- Students should keep the volume low to not distract the driver.
- Students are always to follow the instructions of the driver.
- Students should not stand while the vehicle is moving.
- Students should always remain seated, facing the front of the car/bus/van.
- Students may not put their hands, arms, heads, etc., out of the windows.
- Students may not talk or yell out of the windows.
- Students may not throw any object outside of the windows.
- Students may not use cell phones unless permission is granted by the driver, teacher, or coach.
- Students should remove all trash when exiting the vehicle.

STEWARDSHIP

Students are required to help with the cleaning of the school facility for a short period of time each day. Teachers organize and supervise the students as they perform their tasks.

INCLEMENT WEATHER (snow, hurricane, tornado, etc.)

When inclement weather forces the closing of school, notification to this effect will be given over television stations listed below. Potential snow make-up dates are listed on the school master calendar. If school should need to close early, teachers will text or call their student's parents. ILCA opens at regular time when other schools state delays.

COX (Channel 3)

COX (Channel 10)

COX (Channel 13)

PARTIES

Throughout the year, parties may be held for specific holidays such as Harvest, Thanksgiving, Christmas, Valentine's Day, Easter, and the end of the year. Teachers will send home information for each party. If you wish to host a birthday party for your child, please see their teacher. All parties are held during lunchtime. All food must be store-bought. We suggest that you keep it simple: cupcakes, individual ice cream cups, and 100% fruit juice.

LOST AND FOUND

All items left in the building at the end of the day will be placed in the school office for one week before being either disposed of or given to a needy family.

VISITORS

- Parents and adults that have school business or children's programs or chapel may visit ILCA. All visitors are requested to check in at the office to be issued an official visitor pass and to receive information and directions. As a courtesy, adult visitors are requested to call the office in advance of their visit so arrangements may be made to make the visit informative and constructive.
- Unauthorized visitors (those without permission) in the buildings or on school grounds will be subject to trespassing laws.

WEAPONS

Weapons of any kind (firearms, knives, fireworks, Swiss Army knives, etc.) are strictly prohibited on school property and at all school events. Violation of this prohibition will result in the confiscation of the weapon, possible expulsion, and possible legal prosecution. "Play" weapons are also considered in this statement.

CHILD ABUSE

Ivy League Christian Academy is required by Virginia Statue to report cases of suspected child abuse. The administration will be notified immediately in case of suspected abuse. It is important to remember this is for the protection of the children and is a legal requirement.

SUMMARY

Any number of issues may arise which are not covered in the Parent/Student Handbook. When this is the case, parents/students should ask appropriate questions of the administration. In all cases, it is the spirit of these policies and guidelines and not merely their technical fulfillment which is important. It is hoped that the staff and students will all be motivated by Christian love as they seek to relate together in a community in a manner that will enhance the overall ILCA experience and most of all behavior that will glorify Jesus Christ.

IV. ELEMENTARY SCHOOL POLICIES (Grades K5-5th)

HOMEWORK POLICY

Kindergarten students may have homework associated with reading and language arts. Kindergarten homework should focus on reading with parents.

Grade 1-3 students may have Bible memorization, spelling practice, math facts practice, and reading with parents for homework.

Grades 4-5 students should expect homework in any of their subjects. Grade 4 and 5 students should expect to review material for tests. The students know well in advance when a test will be given, and the teachers review everything that will be on the test; therefore, the night before a test should be an at-home review.

V. MIDDLE SCHOOL POLICIES (Grades 6th-8th)

TARDINESS FOR CLASSES

Students who arrive late to school after 8:00 am will be marked tardy by their teacher. While it is acknowledged that tardiness is unavoidable for all from time to time, the following policies will be followed in order to help resolve this issue:

- **Four tardies** (unexcused) during a quarter will result in one unexcused absence.

ASSIGNMENT GUIDELINES

If a student is late to school:

- Upon arrival to school, all assignments that were due in each missed class must be turned in to the teacher.

If a student knows in advance that he/she will be absent:

- The student must communicate beforehand with each teacher to determine what assignments are due and when they must be turned in.
- In the event of a planned absence, the student must assume that all assignments are to be turned in **before the absence** unless other arrangements are made directly with each teacher.

If a student is absent from school:

- The student is responsible for obtaining all homework and class assignments through Schoolworx.
- All missed work must be turned in within the time period given by the teacher. (If a specific date is not given, each assignment is due as follows: 1 day absent, due the 2nd day back; 2 days absent, due the 3rd day back; 3 days absent, due the 4th day back, etc.)
- If a student is absent for an extended amount of time (more than 3 days), special arrangements must be made with the teacher to work out a plan for turning in the missed work.
- The student is responsible for obtaining any missed classroom notes, handouts, or discussion material from the teacher or from another student.

ABSENCES AND MAKE-UP WORK

Parents should call the school office by 8:00 am if their child is unexpectedly absent or tardy (due to illness, etc.) This helps the school account for the whereabouts and security of each student.

If the parents do not contact the school by phone, students must present a note from a parent explaining the reason for the absence to their teacher. Lack of a phone call the day of the absence, or a parental note or phone call the following day, will result in the **student's absence being considered as unexcused.**

Some absences, **even with parent permission, may be deemed unexcused**, such as working on a major school project or because of a previous night's event such as sports. In the case of all absences, students are expected to take the initiative in contacting the teacher to arrange for make-up work.

Students who miss a test because of class absence will be expected to make up that test the day of their return. Failure by the student to take such initiative may result in deductions in one test grade for each day missed except for extenuating circumstances as determined by the administration.

In cases where the students miss school because of family or other related plans, the school should be notified in advance of such planned absences as a courtesy to the teachers and their planning process.

HOMEWORK AND CLASS ASSIGNMENTS

Homework and special class assignments are a vital part of the learning process and course requirements at ILCA. Therefore, significant emphasis is placed on such work being turned in on-time and in an appropriate form.

The following policy is in effect for all classes:

1. Work determined by the teacher to be of sub-standard neatness or inappropriate form will be returned to the student to be redone as per teacher specifications. Such work will be considered tardy (see #5 below).
2. Homework/class assignments not turned in on time will be considered tardy unless an extension has been granted by the teacher because of the student taking the initiative to make alternative arrangements or in cases of illness resulting in excused absences. The student is in no way penalized by his/her excused absence, and adequate time will be given to make up work. Make-up work will be limited only to that which the teacher feels is necessary for the student to complete to master the material. *When a student misses class because of an excused absence, the student should take the initiative to contact the teacher in making up assignments.*

3. Students who miss a test because of morning tardiness but who come to school later in the day will be expected to take the test they missed that day during study blocks. Students who are absent the day of the test but have been present on the school days leading up to the test will be expected to take the test the day they return to school. Students who miss a test (as well as review days leading up to the test) will be expected to make up that test based on arrangements made directly with the teacher by the student. Failure by the student to take such initiative may result in a 10-point deduction in the test grade for each day missed except for extenuating circumstances as determined by the administration. Also, students who are tardy should turn in any assignments due in the classes which they missed to the teacher when they arrive at school.
4. Students who are away from a class on an athletic or other, pre-planned trip on the day an assignment is due are responsible to communicate with the teacher before the trip to determine when the assignment is to be turned in. *It should be assumed by the student that the assignment is to be turned in prior to the absence unless other arrangements are made directly with the teacher.*
5. Homework/class assignments that are designated by the teacher as tardy and unexcused will be reduced by 10 points if the assignment is turned in one day late. If the assignment is two days late, the highest grade the assignment may receive is a “70.” If the assignment is three or more days late, it will receive a “0.” *IF the teacher deems differently and allows grace for assignments, then the teacher’s policy will stand if it is a benefit to the student.*

LOCKERS

Each student will be assigned a locker at the beginning of the year. The student will be responsible for maintaining his/her locker in a neat and orderly manner. Students are not to change lockers unless they first receive permission from the administration.

Students are not to post pictures or slogans, etc., in their lockers that are inappropriate to Biblical values. Exterior postings are not permitted.

Locker inspections will be conducted regularly. Students whose lockers are not maintained in a clean, neat manner will be assigned work detention. All items must be placed **INSIDE** the locker and may not be left on the floor including but not limited to gym bags and backpacks (there is a designated area for these items). All items left on the floor may be removed at the end of the day and placed in the lost and found collection area located in the school office.

PHYSICAL EDUCATION

All students (K5-8th) must dress out in the ILCA PE uniform (available at Flynn & O’Hara). Students must wear socks and tennis shoes (non-marking soles).

If a student is excused from physical education (**by a doctor’s note**) because of an injury or illness, he/she must still attend class and will be given other responsibilities by the P.E. teacher.

VII. DISCIPLINARY POLICIES

DAMAGE TO SCHOOL PROPERTY

Any student who damages or destroys school property will be expected to pay for the repair or replacement costs. If the damage or destruction is of a malicious nature, the student will be automatically suspended from school for three days (permanent expulsion is a possibility) and work-related service for thirty (30) days.

PERSONAL DISPLAYS OF AFFECTION or “PDAs”

Students are asked to refrain from any romantic “public displays of affection” during school or school-sponsored events. A breach of this policy will result in work detention. Examples of “PDAs” are hand-holding, hugging, kissing, etc.

HONESTY AND INTEGRITY IN SCHOOLWORK

The school assumes that 6th -12th grade students understand the necessity of honesty and integrity at a personal level as essential character qualities. It is important that students maintain these qualities in all aspects of their schoolwork. In cases of cheating, lying, or plagiarism, the following steps will be taken by the school administration:

1. The student will receive a “0” on the work in question and may be given a one-day suspension from school.
2. The student and his/her parents will be required to meet with the principal before being readmitted to school.
3. A notation of the offense will be placed in the student’s cumulative file but not made part of the permanent record at this point.

A second offense will result in a three-day suspension and the above procedure will be followed. A third offense will result in the matter being taken before the board and the student being expelled from school unless the board feels there are extenuating circumstances. In addition, a record of this and previous offenses will be made part of the permanent record. (If a student is withdrawn from the school before a third offense, the administrator may, based on his/her discretion, include a record of that student’s offense as part of his permanent record).

PLAGIARISM is representing the words and ideas of others as one’s own without acknowledging their source. As such, it is considered a form of cheating. Plagiarism is often the result simply of carelessness on the part of the student; nevertheless, it is still a serious offense. Whenever a student uses someone else’s idea or a direct quotation, the student should acknowledge this in his/her written or verbal presentation. Teachers will instruct students how to properly cite sources and how to avoid plagiarism.

BLOGGING AND OTHER INTERNET ACTIVITIES

Increasing ethical issues are emerging in our culture as individuals communicate through blogs and other Internet based social media. Students must understand that they are held responsible by the school for the content of their Internet based postings, and any inappropriate postings as defined by general school policies are subject to school disciplinary actions as outlined in these various policies.

DRUGS, ALCOHOL, AND TOBACCO USE: Inappropriate Moral Behavior

Student use of drugs, alcohol, or tobacco products during school functions *as well as during non-school time* will result in an automatic three-day suspension with zeros on all work along with a review of the matter by the school board with expulsion from the school as a possible further consequence *even though it may be a first-time offense*. Inappropriate moral behavior, either during school hours or during non-school time in the form of word or deed may also result in expulsion from the school as a result of the school board’s action, *even though it may be a first-time offense*.

ILCA's "BULLYING POLICY"

Administration will determine given evidence as to whether a child is being bullied. Specifics will be documented.

Definition: Repeated negative behaviors that may frighten or cause harm that may include, but are not limited to, verbal or written threats of harm. Prohibited conduct includes, but is not limited to, verbal or written intimidation, taunting, name-calling, and insults. Verbal conduct consisting of comments regarding a person's race, gender, religion, sexual orientation, physical abilities, or characteristics, or that of a person's associates, shall not be tolerated.

What Would Jesus Do?

"Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you." (Ephesians 4:32)

"Therefore, as we have opportunity, let us do good to all people..." (Galatians 4:10)

Bullying...

- *Is intentional or unintentionally doing harm

- *Is repeated over time

- *Involves an imbalance of power

"Therefore, as we have opportunity, let us **do good to all people...**" (Galatians 6:10)

VIII. ILCA SECONDARY SCHEDULES

STATE REQUIREMENTS

- 180 days – academic days
- 140 clock hours per course

MIDDLE AND HIGH SCHOOL SCHEDULES

Schedules will be given out at Parent Orientation.

VIII. PARENT UNDERSTANDING AND COMMITMENT

It is important that parents who wish to enroll their children at Ivy League Christian Academy understand and are committed to the following values that make the school distinctive in its philosophy of education. Your signature on the enrollment contract represents your acceptance of the following understandings and terms for the enrollment of your child (ren) at Ivy League Christian Academy for the duration of attendance.

THE PURPOSE OF CHRISTIAN EDUCATION

While we emphasize the development of intellectual capacity and academic skills, we believe the higher goal of Christian education is the cultivation of Christ-like character. The development of Christian character is the bedrock that makes the individual who he or she will ultimately become and largely determines the quality of his or her life, both in terms of personal fulfillment as well as serving the will of God. An education that neglects this priority of Christian character development is fundamentally flawed. In this context, the mission of Ivy League Christian Academy is to “prepare the student with an excellent education to convey the message of Christ and become an enlightening force in the world.” This will enable them to have a Christ-centered education (Christian worldview) and to have a relationship with Him.

THE ROLES OF THE PARENTS

We believe the Bible establishes the parents as the primary educators of their children. Furthermore, we believe the Bible places a special responsibility on the father to be the initiator and leader in instructing his family in the Christian faith and personal values which flow from it. Parents must be the primary teachers of their children in such basic skills and character qualities as listening attentively, giving prompt obedience to authority, showing respect for others, maintaining personal integrity, and exercising appropriate self-control. While the school can do much in working with the parents to help develop these qualities, they are considered primarily in the realm of parental responsibility, and they must be reasonably present in the children if the home/school partnership is to be successful.

THE PRINCIPLE OF DISCIPLINE PRACTICED BY IVY LEAGUE CHRISTIAN ACADEMY

We believe the Bible establishes that all men and women are personally accountable for their actions and attitudes, and that training our children in responsible self-government is at the heart of Christian education. School policies and practices are designed, as consistently as possible, to provide this kind of reality training for students. By reality training, we mean that the child should be allowed to experience the benefits and rewards resulting from his or her responsible choices as well as the negative consequences resulting from inappropriate decisions. While it is important that parents and teachers provide an environment that is characterized by kindness, love, compassion, and grace, it is equally important that the child be allowed to experience the real consequences of his/her decisions. The ultimate responsibility for the discipline of the child lies with the parents; the authority of the school is based on, and only as effective as, the authority of the parent in the life of the child. Parents who are unable or unwilling to work on providing this fundamental level of discipline for their children will be asked to withdraw from school.

THE WORLDVIEW NATURE OF CHRISTIAN EDUCATION

We do not believe it is enough to merely fill our students' minds with the content knowledge of our Christian faith by memorizing Scriptures, learning Bible stories, and becoming well-versed in Christian doctrines. In addition to the mastery of such content, we believe a worldview education that helps them understand the reasonable basis for their faith and that also helps them understand the mindset of the larger culture is essential to preparing them to live as effective Christians in this secular culture. To this end, our goal is to work with parents in producing students who are well-founded in understanding the reasons why Christianity represents the exclusive truth in a world filled with many conflicting religions and philosophies.

THE PRINCIPLE OF COMMITMENT AND TRUST BETWEEN PARENTS AND SCHOOL

It is expected that there will be a level of relationship between the parents and school based on the I Corinthians 13 model of love which ensures straightforward communication when dealing with difficulties and which avoids gossip or involving others not directly involved in a particular matter. We understand and agree that should any misunderstanding or dissatisfaction arise regarding any of the teaching, philosophy, or practices of the school, we will go to the proper authorities with our concerns rather than discussing them with others (Matt. 18:15-17). Furthermore, we understand our need to not take our child's "side" too quickly until we have thoroughly investigated and talked with the teacher or other school staff involved in the matter.

In most cases, the teacher or school principal/administrator should be contacted first. If disputes are taken to the school board, we agree to abide by their judgment, believing that the body of Christ should, in love, settle its own differences. (I Cor. 6:1-7)

COMMITMENT TO PRAYER

We understand our need to support this school, those responsible for it, and the students through regular prayer realizing that this ministry is an undertaking of faith and can be successful only to the degree that it is blessed by God. We will be committed to praying regularly to this end. (Luke 18:1; Luke 11:5-10)

THE AUTHORITY OF THE BIBLE AS GOD'S WORD

We understand that it is the position of the school that the Bible is God's authoritative communication to man and that the Biblical imperative is that our children's education should be based on the Christian worldview and permeated throughout with the Word of God. (Col. 2:8; 3:16; John 8:31-32; 2 Tim. 3:16)

COMMITMENT TO FINANCIAL

In order for the school to meet its financial obligations, parents must understand their responsibility to pay tuition/fees on time each month. If for any reason parents encounter difficulty in making their payments, please take the initiative to contact the school to discuss alternative payment arrangements. Fundraising is a great way to contribute to the overall financial success of ILCA. Any participation in fundraising events is greatly appreciated and welcomed.

EMERGENCY RESPONSE

An emergency response handbook is available for review. The response to the emergencies will include safety procedures to determine if the students and staff remain in the facility, evacuate the facility, or evacuate the property. As with any emergency, the safety of the children will be the priority of the administration and staff. In each of these cases, the parents will be notified at the earliest possible time. If evacuation of the property occurs, the location of the students will be 4495 Drum Castle Ct. (church parsonage) in the field adjacent to the school property.

PARENTAL INVOLVEMENT WITH STUDENTS IN ENTERTAINMENT CHOICES

We acknowledge the profound impact of popular culture on our young people, especially in the forms of music, television, movies, video games, the Internet, and similar media. We understand and agree that our role as parents is

to aggressively intervene in and guide our children with their entertainment choices, seeking to teach them to make Godly decisions when it comes to these issues. (Phil. 4:8; Psalm 101:3)

LEGAL ACTIONS

Should it become necessary for the school to pursue legal actions the non-prevailing party must pay all the costs of said proceedings, including reasonable attorney's fees and interest as permissible by law.

X. PARENT'S ACKNOWLEDGEMENT OF UNDERSTANDING AND COMMITMENT

We have read and understood the Parent/Student Handbook and we agree to abide by it to the best of our ability, with God's help and by His grace.

STUDENTS ENROLLED AT ILCA:

Student's Name: _____ Grade: _____

Student's Name: _____ Grade: _____

Student's Name: _____ Grade: _____

Father's Signature: _____ Date: _____

Mother's Signature: _____ Date: _____

Guardian's Signature: _____ Date: _____

FINANCIAL OBLIGATIONS

All financial obligations must be met before your child's end-of-the-year report card will be given or faxed to another school.

All items belonging to ILCA must be returned by the last day of school or the parent/s or guardian agrees to pay ILCA's replacement cost for any unreturned items.

Father's Signature: _____ Date: _____

Mother's Signature: _____ Date: _____

Guardian's Signature: _____ Date: _____

*Signature of paperwork documentation for enrollment also certifies your agreement with the Parent/Student Handbook.

*Please sign and return to the office the signature page.